

CORPORATION MEETING

Minutes of the meeting held on Tuesday 13 November 2018 at 4.00 pm in Meeting Room 1, North Street.

PRESENT:

Peter Norris (Chair)
 Mike Berry
 Ian Billyard
 Simon Bray
 Terry Hodgkinson
 Andrew Kenny
 Rachel Lindley
 Dr Ivan Nip
 Derek Packer
 Mark Roper
 Professor Dave Russell
 Marc Townsend
 Hafsa Zaheer

IN ATTENDANCE:

Derek Whitehead (Deputy Principal and Executive Director of Curriculum & Quality)
 David Pullein (Executive Director of Finance & Resources)
 Craig Williams (Clerk to the Corporation)
 Stuart Rees (Faculty Director, Quality & Learning Support Services – Item 8)
 Inderpal Matharu (Assistant Faculty Director, English, Maths & Quality – Item 8)
 Nancy Fearnside (PA - minutes)

**ACTION
 BY AND
 TARGET DATE**

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS**1.1**

The Chair welcomed everyone to the meeting and noted that he would chairing the meeting in the absence of Julia Evans.

1.2

The Clerk reported that a nomination for a student member had been received (Hafsa Zaheer who is a second year Construction & Built Environment student); following discussion with her the Clerk had no hesitation in recommending her appointment to the Board.

The Corporation approved the appointment of Hafsa Zaheer as a student member for the period 13 November 2018 to 31 July 2019.

The Clerk also noted that, as discussed previously, a student observer had been identified (Talha Sheikh Shahid who is a first year Construction & Built Environment student). The Clerk had no hesitation in recommending him as a student observer, with the potential to take over as the student member the following year.

The Corporation approved the recommendation that Talha Sheikh Shahid attends Board meetings as an observer for the period 13 November 2018 to 31 July 2019.

The Chair welcomed Hafsa and introductions were made.

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS (continued)

1.3

The Chair noted that B Tanna had sent out updates on the Portal on 3 October and 5 November and N Fearnside had sent out the Governors Communication on 12 October 2018.

1.4

M Roper gave a quick update on the recent Capital Working Group and noted that further details would be given under Item 9.

1.5

The Chair noted that the Audit Committee had taken place yesterday. Grant Thornton had outlined the audit findings as part of their preparation of the 2017/18 Financial Statements which will be presented to the Board in December 2018. D Whitehead had given an update on the Post Inspection Action Plan (an update of which will be presented at every Audit Committee meeting). A request for Governors' assistance was also made regarding work placements; if any Governors can assist details should be passed on to D Whitehead.

**Governors
Dec. 2018
(ongoing)**

T Hodgkinson suggested that business cards for Board members would be helpful. After discussion it was agreed that the Clerk would follow up on this as appropriate.

**CW
Dec. 2018**

R Lindley asked for clarification on what would be required regarding work placements. D Whitehead explained that the College is looking for 1 or 2 weeks work experience placements (or even 1/2 days a week over 5/10 weeks); details should be forwarded to D Whitehead and he would arrange for this to be followed up by the College's Work Placement Officers.

1.6

The Clerk noted that a Search & Governance meeting took place last week and D Whitehead and M Berry were both in attendance. Members had approved the appointment of Mike Berry as an external member of the Search & Governance Committee. The student member recommendation was approved under Item 1.2, together with approval of a student observer.

There are currently three vacancies on the Board and informal interviews with three potential governors have been arranged for 10 December 2018.

The Board performance survey was discussed and the Search & Governance Committee have recommended that this should be tied into a development session at the Governors' Away Day.

Board and Committee attendance was also noted. The Annual Community Engagement Statement was approved by Search & Governance members and will be uploaded on to the website.

**CW
31 Dec. 2018**

The Clerk noted that the recent Search & Governance meeting had been Geoff Lister's last meeting. On behalf of the Board and Search & Governance members he had been thanked for his outstanding contribution over many years and a token of appreciation has been presented.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Julia Evans.

3. DETERMINATION OF ATTENDEES / OBSERVERS

The Corporation agreed attendees / observers at the meeting as per the attendance list above.

4. DECLARATION OF INTEREST

D Pullein declared an interest in Item 7 and P Norris declared an interest in Item 18.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 September 2018 were approved as a true record, with the exception of the following:

Item 9 (3rd paragraph Page 7)

This should read "JCT form of contract".

Item 17 (3rd paragraph Page 9)

This should read "the College's Debtor position".

Item 7

M Berry asked if the unannounced observations have taken place and whether the Back to Basics sessions have had an impact. D Whitehead stated that observations are taking place over the next three weeks by College observers. In parallel Leeds City College staff will be carrying out observations to help give the College a baseline position on the quality of Teaching, Learning & Assessment. A report on Window 1 observations will be presented in January 2019 and a final report on Window 1 and Window 2 would be available at the end of the year as previous years.

6. MATTERS ARISING

6.1 Ref Min 12 (summary of action points 3 July 2018)

Taken under item 11.

6.2 Ref Min 10

Actioned and recirculated via the Governors' Portal.

6.3 Ref Min 10

Covered under items 8 and 11.

7. CONFIDENTIAL ITEM

See attached minute.

8. MATHS & ENGLISH PRESENTATION

D Whitehead introduced Stuart Rees (Faculty Director of Quality & Learning Support Services) and Inderpal Matharu (Assistant Faculty Director, Maths & English).

S Rees, supported by I Matharu, gave a presentation regarding English & Maths. The following key points were noted:

- As reported to the Board last year by S Rees, results were not good enough but there is no quick fix.
- Information from MiDES showed the following:
 - Currently ranked 225 out of 245 colleges for students with GCSE English A*-C on entry
 - Currently ranked 156 out of 245 colleges for students with GCSE Maths A*-C on entry.
- The three-year trend for GCSE English & Maths 9-4 Achievement was noted. English results for 2017/18 are on a par with Yorkshire & Humber at 23%, with Maths -3% on Yorkshire & Humber at 17%. GCSE English & Maths 9-1 Timely Achievement was 73.5% English and 81.8% Maths.
- GCSE English & Maths, improvements in Progress scores were noted. English and Maths (D/3) -0.47 and 0.33; English and Maths (E/2) 0.53 and 0.86.
- S Rees acknowledged that Maths and English are a problem across the sector, not just LCB.
- Attendance at GCSE exams has been far higher, and moving in the right direction and increased by 5% in 2017/18.
- Progress of students from their initial starting point is key and has been a key focus in the development of the English & Maths team and implemented.
- Functional Skills is a worse picture. The number of students on Entry 3 has reduced in 2017/18 (ie students are being put on the right level appropriate for them). English & Maths Entry 3 Timely Achievement was 56% and 82.6% (NR 77.6% and 82.8% respectively).
- Functional Skills Level 1 English & Maths Timely Achievement was 38.8% and 26.7% (NR 48.2% and 32.5% respectively), which the College recognises as very poor and included in the College Self-Assessment Report.
- There has been a significant increase in the number of students on Functional Skills Level 2. English & Maths Timely Achievement was 22% and 16.8% (NR 28.7% and 23.7% respectively).
- Two key areas are Quality of Teaching & Learning and Quality of Quality Assurance. Six members of staff were placed on Performance Improvement Plans (PIPs), four have now left the College and the remaining two are still on PIPs and moving forward with appropriate support.
- An Advanced Practitioner in English has been recruited to support developments in the Skills for Life team and across College.
- CPD is crucial for all staff and is carried out on Friday afternoons, with compulsory attendance.
- Currently working with local providers to share best practice etc. in relation to the PIAP; supported through the SCIF bid.
- The T&L file is rigorously used in Skills for Life.

8. MATHS & ENGLISH PRESENTATION (continued)

- Continued staff accountability, including more learning walks / student voice / work scrutiny.
- More formative assessment is taking place within sessions. Students are entered for Functional Skills exams when ready. Unfortunately GCSE exams are only held on specific dates.

M Berry noted the improved picture on GCSE and the impact of students' starting points, although he noted that Functional Skills achievements have significantly dropped.

S Rees stated that discussions have taken place with D Whitehead regarding all students doing GCSEs and this is being investigated further as D Whitehead had said this would help improve the College headline figures but need to be careful of the progress measures. Both emphasised that the decision needed to be right for the students. D Whitehead had asked for a SWOT analysis to be prepared for further discussion and decision.

M Roper queried the value added of Functional Skills L1/L2. S Rees stated that the Value Added report will be released by MiDES in January 2019 and would be reported to the Board.

**DW/SR
Jan. 2019**

M Roper asked why Functional Skills had dipped. S Rees stated that this was mainly on the Teaching & Learning side. A number of staff have been performance managed and some have now left the College; there are some other issues and support has been put in place to address these.

Dr I Nip queried the position with regard to GCSEs. S Rees stated that this is moving forwards in line with the three-year plan, however legacy data will affect progress scores and the impact will be seen this year – we can then build on the best practices.

S Rees stated that bespoke / detailed intervention plans are in place based on question level analysis and support targeted as appropriate to better help students be more successful in their examinations.

The Chair thanked S Rees and I Matharu for their presentation. The Clerk confirmed that the PowerPoint presentation would be uploaded on to the Governors' Portal for information.

**CW
1 Dec. 2018**

9. HUNSLET PHASE 2

D Pullein stated that a site meeting had taken place this morning. It is anticipated that the building work will be completed on 30 November and he was confident that this would happen.

D Pullein reported that the passenger / goods lifts will not be installed at that time. A meeting has taken place with two Directors from Clugston and they have confirmed that two more lifts have been ordered and would be delivered by 17 December 2018, with installation in February / March 2019. This will cause problems for the College. A meeting has been arranged with the landlord of Millwright Street to ascertain if a further extension can be granted.

9. HUNSLET PHASE 2 (continued)

A meeting has also been arranged with the WYCA with regard to funding. Discussions have taken place with Building Control and they have agreed that the College can occupy the ground floor until the lifts are installed. D Pullein emphasised that everything possible is being done to resolve these issues and Clugston are being as accommodating as possible and have offered to assist the College when moving in to the ground floor.

T Hodgkinson raised the question of liquidated damages. D Pullein stated that consultation has taken place with the College Solicitors and they have advised that this should be delayed as long as possible. Full liquidated damages will apply until the College occupies the ground floor, when a pro rata figure will apply.

A Kenny noted that the College does need to get into the ground floor so that refurbishment of North Street can start, as previously reported by the College.

D Packer noted that Clugstons have offered their assistance but raised his concern regarding this. D Pullein confirmed that this will be managed by the College and any damages would need to be addressed. D Pullein confirmed that legal advice has been taken regarding this.

M Roper emphasised that the key is to hit the anticipated dates. D Whitehead noted that the main concern for the College is moving Heating & Ventilation, Refrigeration & Air Conditioning and Pipe Welding into the ground floor at Phase 2; otherwise this would have an impact on Apprentices, employers and new provision starting in the New Year, which he and the team had discussed.

D Pullein noted that the project has gone very well up to now and is within budget. However, he acknowledged that the College does not want to lose any funding from the WYCA due to running over programme.

The Corporation noted the update on Hunslet Phase 2.

10. HE ANNUAL PROGRAMME MONITORING REVIEW AND QUALITY ASSURANCE RETURN

D Whitehead presented the detailed report, which has been prepared by Brian Duffy (Faculty Director), and gave a brief overview. The detailed HE Annual Programme Monitoring Review (APMR) provides an accurate self-evaluation regarding the College's HE provision.

Teaching Learning is good or better and partnerships with employers are outstanding. Destination data for 2017/18 still needs to be included in the report. HE numbers showed an increase in 2017/18. One concern is the overall satisfaction rate of 57% on the HE National Survey, which the Faculty were addressing.

M Berry stated that this was a highly positive report and HE is going from strength to strength. M Berry noted that the survey response rate is not good and D Whitehead agreed and explained that this survey is carried out by an external company and the College does encourage employers to complete this.

10. HE ANNUAL PROGRAMME MONITORING REVIEW AND QUALITY ASSURANCE RETURN (continued)

M Berry noted that 9 out of 17 actions have still not been completed. He also noted that currently there were 8 vacancies in HECDM and asked if this is having any impact. D Whitehead acknowledged that recruitment is very difficult at the moment; staff and managers have been and continue to be very flexible to ensure groups are covered and commended staff for their continued dedication and commitment to students / College. .

The Chair asked S Bray for his view. S Bray felt that B Duffy / C Tunningley are doing a fantastic job in leading the Faculty through this difficult time.

M Townsend noted that not all HECDM was moving to Hunslet Phase 2. D Whitehead confirmed that Building Services Engineering mainly would be moved to Hunslet Phase 2 as this fits in with Plumbing, Heating & Ventilation etc., providing greater resources and workshops for HECDM students to access as well in the brand new STEM lab.

D Whitehead confirmed that a validation event is being carried out in December 2018 by Leeds Beckett University on Degree Apprenticeships, which will enable L3 to L6 to be delivered at the College. Higher Apprenticeship achievements were 42% above NR in 2017/18.

D Whitehead recommended the APMR to the Board for approval and requested approval for the signing of Annex A (Annual Assurance Statement).

The Corporation approved the Annual Programme Monitoring Review and authorised the signing of Annex A by the accountable officer.

11. PERFORMANCE MANAGEMENT REPORTS FOR 2017/18 AND TARGETS FOR 2018/19

D Whitehead presented the Performance Management Reports for 2017/18 and gave a brief overview.

All Levels 16-18 including Maths & English: Retention 89% (-1% NR but +5% on previous year); Pass 87% (-3% NR but +2% on previous year) and Achievement 67% (-14% and -4% on previous year). 16-18 excluding Maths & English: Retention 90% (= to NR and +3% on previous year), Pass 95% (+6% NR and +2% on previous year) and Achievement 85% (+4% NR and +4% on previous year). Breakdowns were shown at Levels 1, 2 and 3.

All Levels 19+ including Maths & English: Retention 94% (+2% NR but -1% on previous year), Pass 98% (+4% NR but -1% on previous year) and Achievement 91% (+4% NR but -2% on previous year). Breakdowns were shown at Levels 1, 2 and 3. 19+ excluding Maths & English: Retention 94% (+2% NR and = to previous year), Pass 97% (+5% NR and = to previous year) and Achievement 90% (+6% NR but -1% on previous year).

Gender – overall Female students (213) performed slightly better than male students on Retention: 94% compared to 91% and Pass Rate: 94% compared to 92%. However, Achievement Rate showed +9% on males at 86%. Breakdowns for 16-18 and 19+ were detailed.

11. PERFORMANCE MANAGEMENT REPORTS FOR 2017/18 AND TARGETS FOR 2018/19 (continued)

Ethnicity – White British compared to BAME are almost equal (within 1%) across Retention, Pass and Achievement Rates.

Students with no difficulty / disability perform slightly better than students with a difficulty / disability (5% variation).

The data regarding High Needs students was noted and D Whitehead stated that DIS are checking this data to ascertain if all elements have been highlighted appropriately.

DW
18 Dec. 2018

Timely Achievement Rates (TAR) for all Apprenticeships 69% (+9% on NR and +3% on previous year. Overall Achievement Rates (OAR) for all Apprenticeships 73% (+4% on NR but -3% on previous year). Higher Apprenticeships TAR and OAR were 88%. The gap between TAR and OAR is 4% and D Whitehead reported that greater emphasis is being placed on Apprentices' expected end dates and WBL team members / vocational / Skills for Life team drive performance.

D Whitehead noted that out of 114 withdrawals, 94 of these were to a certain extent outside the College's control (eg dismissed, job role changes, left employment, personal reasons etc.).

Higher Education – Retention was 88% (+6%), Pass Rate was 94% (-4% on previous year but still +10% NR) and Achievement Rate was 73% (+13% NR)

Sub-contracted Provision: Education & Training results were strong. Apprenticeships All Levels OAR was 68% (-1% NR) and TAR was 59% (-2% NR). D Whitehead noted that no new Apprenticeship starts would be coming through BESA this year.

14-16 Skills Academy – Retention was 97% (-2% on previous year), Pass Rate was outstanding at 100% (+3% on previous year) and Achievement Rate was 97% (= to previous year).

National FE Choice Survey results have now been published and the College scored 80.9% Learner Satisfaction and 89% Employer Satisfaction.

Results for Achieve Through Learning were noted. D Whitehead stated that two restructures during the year had not helped and improvement is required.

Attendance at College Level in 2017/18 was 87.33% (-2.67% below 90% target) and Punctuality at College Level was 96% (-1% below 97% target).

The Key Performance Indicator targets for 2018/19 were detailed in Appendix A, based on known 2017/18 outcomes. Financial targets were also included.

M Berry noted that Level 2 is becoming an area of improvement and D Whitehead confirmed that this is being closely monitored.

11. PERFORMANCE MANAGEMENT REPORTS FOR 2017/18 AND TARGETS FOR 2018/19 (continued)

M Townsend raised concern regarding attendance / punctuality which always seem to be below target and suggested that the targets could be reduced. D Whitehead stated that he would prefer to leave these as set for 2018/19 and felt that improvements in Maths & English attendance would help increase the College level actual as well as Maths & English. The Chair asked if there were national averages for attendance and punctuality. D Whitehead stated that there were no national averages although the AoC Report for 2017/18 quoted 85% / 86% as good; he would look at this further and if appropriate add to the commentary.

D Whitehead emphasised that Maths & English, although good progress / achievements are being made on GCSEs, both these and in particular Functional Skills are a key concern for the College and a priority for 2018/19.

The Corporation noted the 2017/18 Performance Management Reports for 2017/18 and targets for 2018/19.

12. SELF-ASSESSMENT REPORTS FOR 2017/18 – LCB / ATL LTD

D Whitehead presented Item 12. The Self-Assessment Reports look back on 2017/18, identifying strengths and areas for improvement and are aligned to the Common Inspection Framework.

At the last Inspection, Inspectors stated that the College needed to be more critical in self-assessment and use the findings more effectively to improve the quality of provision.

The Self-Assessment Reports were validated on 9 November 2018. The Panel included members of the Senior Management Team, M Berry (Board representative) and a Vice Principal from Leeds City College (through the SCIF) to add further challenge and objectivity to the process.

The grades agreed, following discussion, scrutiny of data and challenge by members of the Panel, are as detailed below:

Leeds College of Building

Overall Effectiveness	Grade 3
Effectiveness of Leadership & Management	Grade 3
Quality of Teaching, Learning and Assessment	Grade 3
Personal Development, Behaviour & Welfare	Grade 2
Outcomes for Learners	Grade 3
16-19 Study Programmes	Grade 3
Adult Learning Programmes	Grade 2
Apprenticeship Provision	Grade 2
Provision for learners with high needs	Grade 2
Safeguarding	Comprehensive

Achieve Through Learning

Overall Effectiveness	Grade 3
Effectiveness of Leadership & Management	Grade 3
Quality of Teaching, Learning and Assessment	Grade 2
Personal Development, Behaviour & Welfare	Grade 2

12. SELF-ASSESSMENT REPORTS FOR 2017/18 – LCB / ATL LTD (continued)

Outcomes for Learners	Grade 3
Apprenticeships	Grade 3
Adults (including Traineeships)	Grade 2
Safeguarding	Effective

D Whitehead summarised the Panel’s reasons for the grades:

Effectiveness of Leadership & Management

The Panel considered the grades awarded to the other key judgement areas, provision types and the effectiveness of Safeguarding. Based on the areas for improvement highlighted in Teaching, Learning and Assessment, Outcomes for Learners and 16-19 Study Programmes, the Panel decided this key judgement was “Requires Improvement”.

Quality of Teaching, Learning and Assessment

This area was graded “Requires Improvement” because students’ prior attainment was not used sufficiently to place them on the appropriate level of qualification and where appropriate progress in year to a higher level of qualification. The Panel noted that although CPD has focused on driving improvement in teaching and learning this is still to have a sustained impact. In addition the strategies focused on improvements in Maths and English have yet to have significant impact and there is particular concern regarding the outcomes for students studying Functional Skills level 2.

Personal Development, Behaviour and Welfare

This key judgement area was graded as “Good” by the validation panel. This was due to the high levels of effective support, including IAG which develop students’ confidence, self-esteem and employability skills. Progression and destinations data has been scrutinised for all cohorts across the College and very positive.

Outcomes for Learners

The Panel discussed the outcomes for students in most vocational curriculum areas, particularly the high pass and achievement rates and the high standard of students’ work, especially in practical sessions. However it was decided that because prior attainment at key stage four was not used sufficiently to drive learning and progress and that the strategies to improve maths and English have yet to have a significant impact (particularly Functional Skills), this area was graded as “Requires Improvement”.

Overall Effectiveness

The grades awarded to the key judgement areas and provision types were considered, plus the impact strategies to improve Maths and English have had. Based on this the panel concluded that the Overall Effectiveness of the College was “Requires Improvement”. The panel referred carefully to the guidance provided in the Ofsted handbook in order to reach this judgement.

16-19 Study Programme

This area was graded as “Requires Improvement”. This judgement was reached due to the number of students taking part in meaningful work placements and the achievement and progress rates in Maths and English.

12. **SELF-ASSESSMENT REPORTS FOR 2017/18 – LCB / ATL LTD** (continued)

Apprenticeships

Overall this area was graded as “Good” due to Timely (TAR) and Overall (OAR) achievement rates being at least good when compared to the national rate and outstanding for Higher Apprenticeships. However, the Panel noted that Timely Achievement Rates and Overall Achievement Rates need to improve, particularly for intermediate apprentices.

Adult Learning Programmes

This area was graded “Good”. This is an area within College where improvement has been sustained and the vast majority of students have positive outcomes.

Provision for Learners with High Needs

Following a full discussion, the Panel decided this area was “Good”. This decision was based on evidence that students with support achieve broadly in line with their peers. Destinations of students in this area was positive.

The College Self-Assessment Reports will be updated following comments made and will be uploaded to the Governors’ Portal for information.

CW
31 Dec. 2018

M Berry stated that the Validation Panel had been very thorough but noted that some progression / destination data had not been available. D Whitehead reported that this has been subsequently added.

D Whitehead stated that areas for improvement will be cross referenced to the Development Plan so that only one action plan is being progressed, as previous years and to prevent duplication of actions.

D Whitehead reported that in line with the College’s Three Year Development Plan we expect all areas of the CSAR to be at least good in the 2018/19 CSAR

The Chair passed on the Board’s thanks to M Berry for his contribution to the Validation Panel.

The Corporation noted the Self-Assessment Reports for 2017/18.

13. **MANAGEMENT ACCOUNTS FOR 30 SEPTEMBER 2018**

D Pullein presented the Management Account Position Statements as at 30 September 2018. He noted that there is insufficient detail in the system at this time of the year and therefore the College has, as normal, estimated income based on the budget level for Government grants. He reported that the Adult Education Budget has been rebased (as previously mentioned to the Board).

The College is currently within early intervention with the ESFA, which is not as serious as a Notice of Concern, and the ESFA, as required, are being sent the monthly Management Accounts.

D Pullein reported that a number of colleges are going into difficulties and the picture nationally is challenging. However, the College is as good as, or better, than most.

13. MANAGEMENT ACCOUNTS FOR 30 SEPTEMBER 2018 (continued)

The Chair asked whether student recruitment is under or over target. D Pullein reported that numbers were slightly above target but all would need to be retained.

I Billyard noted that the co-funded Apprenticeship 10% employer contribution has been reduced to 5%; it was felt that employers would see this as positive.

The Corporation noted the Management Accounts for 30 September 2018.

14. BUDGET TIMETABLE FOR 2018/19

D Pullein presented the Budget Timetable for 2018/19 for approval.

The Corporation approved the Budget Timetable for 2018/19.

15. AUDIT COMMITTEE'S ANNUAL REPORT FOR 2017/18

The Clerk presented the Audit Committee's Annual report for 2017/18, which has previously been discussed at the Audit Committee and recommended for approval by the Board.

The Corporation approved the Audit Committee Annual Report for 2017/18.

16. REPORT ON RISK MANAGEMENT FROM THE BUSINESS CONTINUITY TEAM

D Pullein presented the Business Continuity Termly Report for period June 2018 to October 2018.

D Pullein reported that a Protective Security Group has been formed and charged with looking at College Security and Safeguarding, feeding back to the Business Continuity Group as appropriate.

At the recent Business Continuity Meeting buddies were asked to look at all risks with a view to reducing the overall number.

The Corporation noted the report on Risk Management from the Business Continuity Team.

17. REGULARITY SELF-ASSESSMENT QUESTIONNAIRE

D Pullein presented the Regularity Self-Assessment Report, which colleges must complete and pass to their external auditors to inform the regularity assurance engagement; this has previously been discussed at the Audit Committee and recommended for approval by the Board.

The Corporation approved the Regularity Self-Assessment Questionnaire and the signing of this by the Chair and Principal.

18. APPOINTMENT OF VICE CHAIR

P Norris left the meeting for this item and M Berry acted as Chair.

The Clerk reported that the nomination process for Vice Chair has now been completed. Three nominations were received, all for the same person, Peter Norris.

D Packer asked how long P Norris has been a Governor; the Clerk confirmed that he has been a Governor for 3 years.

The Corporation approved the nomination of Peter Norris as Vice Chair.

19. SUB-COMMITTEES TERMS OF REFERENCE

The Clerk presented a paper regarding the Terms of Reference for Audit, Performance & Remuneration, Search & Governance and Student Liaison Committees. These were reviewed by the relevant Committees earlier in the year.

The Corporation approved the Terms of Reference for Audit, Performance & Remuneration, Search & Governance and Student Liaison Committees.

20. HEALTH, SAFETY & ENVIRONMENT ANNUAL REPORT FOR 2017/18

D Pullein presented the Health, Safety & Environment Annual Report for 2017/18. He reported that he has asked the Health, Safety & Environment Officer to provide a three-year trend in future reports.

The Corporation noted the Health, Safety & Environment Annual Report for 2017/18.

DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 18 December 2018 at 4.00pm (North Street).

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: