

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 11 July 2023 at 4.00pm, Meeting Room 1, North Street / Microsoft Teams.

PRESENT:

Mark Roper (MR) – Chair
Nikki Davis (ND)
Debbie Forsythe-Conroy (*attended via Microsoft Teams*)
James Dunford (JD)
Wasim Feroze (WF) (*attended via Microsoft Teams*)
Rachel Lindley (RL) (*attended via Microsoft Teams*)
CJ Montgomery (CJM)
Peter Norris (PN)
Mick Norton (MN)
Dave Russell (DR) (*attended via Microsoft Teams*)
Matthew Shields (MSh)
William Wallace (WW)

ATTENDANCE: 11 / 17 = 65% (KPI 80%) Cumulative attendance: 90 / 116 = 78%

IN ATTENDANCE:

David Pullein (DP) (Vice Principal – Finance & Resources)
Steve Connell (SC) (Assistant Principal – Study Programmes)
Rob Holmes (RH) (Assistant Principal – Quality & Student Experience)
Chris Tunningley (CT) (Assistant Principal – Adults & Higher Education)
Molly Fulton (MF) (Student Observer)
Jane Taylor-Holmes (JTH) (Director of Governance)
Nancy Fearnside (NF) (PA to Strategic Leadership Team) (Minutes)

**ACTION
BY AND
TARGET DATE**

1A) CHAIR, SUB COMMITTEE CHAIRS & SAFEGUARDING GOVERNOR UPDATE

MR welcomed everyone to the last meeting of the academic year and noted that the new Committee structure would be in place next year.

ND introduced Molly Fulton who was observing and would potentially join the Board next year as Student Governor.

Performance & Remuneration Committee

PN gave a brief update following the Performance & Remuneration Committee which met earlier on 11 July. The key items discussed were: Senior Postholder Performance and Targets, Senior Postholder Remuneration Policy, AoC Annual Remuneration Survey (this would pass to the People & Governance Committee moving forward), Senior Postholders Pay Review and Review of Committee Performance for 2022-23.

MR thanked PN for chairing the Performance & Remuneration meeting.

Audit Committee

MSh gave a brief update following the Audit Committee meeting earlier on 11 July. The key items discussed were: External Audit Plan 2022-23 (noting the concern raised regarding the proposed 30% fee increase), Internal Audit Plan 2023-24 (a reasonable 5% increase was noted), External Assurance Report on Subcontracting (a clean report with no issues identified), Risks, Corporate Governance Internal Audit Report (two minor recommendations), and Review of Committee Performance for 2022-23.

1A) CHAIR, SUB COMMITTEE CHAIRS & SAFEGUARDING GOVERNOR UPDATE (continued)

Audit Committee (continued)

The ONS reclassification of colleges was discussed and it was noted that this may result in different / more stringent reporting and less autonomy for the College.

The Review of Committee Performance confirmed compliance with the Committee Terms of Reference.

Search & Governance Committee

JTH provided a brief update following the S&G Committee held on 23 June 2023. She explained that items 23, 24, 25 and 26 on the Board agenda had arisen from S&G. The External Board Review would take place by the deadline of the end of July 2024 and providers were being approached to submit a proposal. Delegated authority for the People & Governance Committee to progress the External Review was requested.

JTH explained that the Governor Hub, which had been trialled by S&G, would be rolled out next year and further information would be provided to Governors in September.

The S&G Committee have recommended the reappointment of Clare Harrigan as Associate Governor for one year. JTH reported that there has been significant interest in Governor vacancies, with 8-10 interested candidates.

JTH confirmed that interest following the advertisement for new Governors had been strong. JTH confirmed she had spoken to WF regarding the recruitment of a new Governor who was involved in the local community and she would take this forward. A timeline for new Governor interviews in September would be identified.

JTH/NF
July 2023

**The Board delegated authority to the People & Governance Committee to progress the External Review.
The Board approved the reappointment of Clare Harrigan as an Associate Governor for one year to sit on the People & Governance Committee.**

1B) PRINCIPAL UPDATE

ND reported the following:

- A visit from the FE Commissioner (Shelagh Legrave) took place on 26 June. Capital allocations and Apprenticeships were discussed. ND confirmed it had been an interesting meeting.
- Rachel Reeves MP had visited on 23 June. Representatives from JAST and LLA had also attended. Funding aspects were discussed. Contact details of Labour's Education Ministers were received and ND would contact them.
- The SkillBuild regional competition took place last week. The College had 20 competitors; the highest number from an individual college. LCB students secured 18 of the 27 places available. These were in Brickwork, Drylining, Bench Joinery, Site Joinery, Painting & Decorating, Plastering, Roof Slating & Tiling and Wall & Floor Tiling. Five students got through to the national final.
- ND congratulated WW on his appointment as Personal Development Manager.

1C) GOVERNOR UPDATES / HORIZON SCANNING

No updates were given.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Elaine Armitage, Caroline Meehan, Katherine Naisbitt, Derek Packer, Sarah Wilson and Liam Mogan.

3. DETERMINATION OF OBSERVERS / ATTENDEES

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

4. DECLARATION OF INTERESTS

Senior Postholders declared an interest in items 14, 28 and 29 as they pertained to their employment.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23 May 2023 were approved as a true and accurate record.

6. MATTERS ARISING

6.1 Ref Min 5 (summary of action points 22 November 2022)
Carried forward.

6.2 Ref Min 14 (summary of action points 31 January 2023)
Actioned – Agenda Item 8.

6.3 Ref Min 8 (summary of action points 28 March 2023)
Actioned – Agenda Item 12.

6.4 Ref Min 9 (summary of action points 28 March 2023)
Carried forward.

6.5 Ref Min 9 (summary of action points 28 March 2023)
Carried forward.

6.6 Ref Min 16E) (summary of action points 28 March 2023)
Due to absence this will be carried forward to the autumn term.

6.7 Ref Min 1A)

Part one of self-assessment forms completed and would be sent to Governors prior to July reviews. The remaining 1:1 reviews will be scheduled for September.

6.8 Ref Min 8 (summary of action points 23 May 2023)
Carried forward.

6. MATTERS ARISING (continued)

6.9 Ref Min 8

Actioned.

6.10 Ref Min 11

Actioned. Meeting to be arranged with DR in 2023-24 when producing new A&P Plan.

6.11 Ref Min 12

Actioned – RH & JD met in June 2023.

6.12 Ref Min 19

Actioned. Terms of Reference updated to clarify this relates to employees.

6.13 Ref Min 20

Actioned. JTH spoke to WF.

7. MANAGEMENT ACCOUNTS – MAY 2023

DP presented the Management Accounts for May 2023. The key concern was Apprenticeship achievement due to the issues regarding outstanding EPAs. The College continued to work to improve achievement in this area. Energy costs remained a major concern.

The Board noted the Management Accounts for May 2023.

8. BUDGET AND 3 YEAR FINANCIAL PLAN

DP provided an overview of the Financial Plan for 2022/23 – 2024/25.

Funded 16-18 student numbers for 2023/24 were 1,150, increasing to 1,200 in 2024/25.

Planned Apprenticeship numbers in 2023/24 were 2,329 but falling slightly in 2024/25 to 2,287. DP noted explained that the Apprenticeship funding rate had not increased in six years. DP commented that the SLT had discussed the Curriculum Plan and strategy at their Away Day in May.

The devolved AEB budget was a concern and targets would not be achieved. Faculty teams were looking at this to see what could be delivered to improve this.

DP noted that tuition fees were a very small part of the College's income.

The employer's rate for Teachers Pension had seen a significant increase and the Government had indicated they would fully fund this rise until July 2024 and it was assumed this support would continue in 2024/25.

DP reminded Governors that a 4% consolidated pay award was made in 2022/23, with a £1,000 non-consolidated payment. A 4% pay award had been assumed in 2023/24 and 2% in 2024/25. The College would review this position at the appropriate time, taking account of enrolments. Any pay award would be based on the College's financial position.

8. BUDGET AND 3 YEAR FINANCIAL PLAN (continued)

DP reported that major capital plans were being progressed in relation to the development of North Street. The College had been awarded approximately £1m of capital grants funding and would contribute a further £500k to the project. The College would be joining the Leeds Heat Network in summer 2024 and this would reduce expenditure over a 20-year period by an estimated £3.3m (saving nearly 4,000 tonnes of carbon).

Interest rates were noted and DP suggested that further discussion regarding the bank loan may be required should there be an impact from rising interest rates. DP commented that should the Bank Covenant be breached, all liabilities would become current and there would be a risk that the College would be graded as having inadequate financial health, which may result in FE Commissioner intervention. The importance of setting a budget ensuring there was sufficient cover for the Bank Covenant was noted.

The SOCI, Balance Sheet, Financial Health Score and KPIs were noted. A number of Risks and Opportunities were included in the commentary which were noted by Governors.

PN raised the question of 16-18 numbers. RH stated that a longer-term strategy to recruit female / ethnic minority students is in place and improvements to the College facilities would help with this. The improvement had been factored into the EDI action plan. A new Head of Marketing had been appointed and would be progressing various priorities.

RL commented that a prudent budget had been set; DP agreed that he had drafted the budget taking into account the potential risks and opportunities. It was agreed that growth within the College was important and remained a focus.

WF commented that the impact on female / ethnic minority students was not referred to in the Risks / Opportunities statement and asked whether there was an equality impact assessment against the financial plan. DP stated that this was not undertaken as this was not a requirement of the planning process with the ESFA. It was agreed that this would be considered.

DP
Sept. 2023

DFC acknowledged the broad assessment of impact of quality overall, particularly in relation to EPA's and recruitment challenges. She felt this was a very helpful paper.

The Board approved the budget as presented.

9. SUBCONTRACTING SUPPLY CHAIN FEES AND CHARGES POLICY

DP presented the revised Subcontracting Supply Chain & Fees Policy, which had been discussed at the Audit Committee meeting earlier on 11 July. Minor changes were highlighted in yellow. It was noted that this would be signed by the Principal and Chair once approved by the Board and would be placed on the College website; this was also a requirement of the ESFA.

MR/ND
12 July 2023

The Board approved the Subcontracting Supply Chain & Fees Policy.

10. **10A) STAKEHOLDER ENGAGEMENT POLICY
10B) STAKEHOLDER ANNUAL REPORT 2022-23 INCLUDING
SUBCONTRACTOR & PARTNERSHIPS REPORT**

ND presented Item 10A, which was an updated version of the document seen by Governors in March 2023. The College had used the four categories as set out by Ofsted to categorise stakeholders. The Stakeholder Engagement Policy set out the way the College engaged with different stakeholders.

MR commented that it would be useful to add the FMB and other Trade Associations to the report. ND agreed to reference this within the report.

ND
Sept. 2023

DFC acknowledged that this was a strong paper and commented that the College would be assessed by Ofsted on impact against the work undertaken with stakeholders.

Item 10B outlined how the College would engage with a diverse range of stakeholders. It also included an update on subcontracting, which had been covered in the Audit Committee earlier on 11 July. ND described the hub and spoke model in relation to the work undertaken with NG Bailey.

The positive developments in school engagement were noted.

The Board approved the Stakeholder Engagement Policy and the Stakeholder Annual Report for 2022-23.

11. **WHISTLEBLOWING POLICY**

DP presented the revised Whistleblowing Policy for approval; minor changes have been tracked. This had been discussed at the Audit Committee meeting earlier on 11 July and recommended for approval by the Board.

The Board approved the revised Whistleblowing Policy.

12. **PEOPLE STRATEGY 2023-24**

DP presented the revised People Strategy for the period 2022-2026.

WF commented that he felt that the Strategy could better match the College aspirations in various forums; particularly in relation to the use of more diverse recruitment panels and the training provided to staff. WF felt the Strategy was good but reiterated the point about celebrating what the College did, which could be reflected more clearly.

ND stated that a potential Governor with skills and experience in HR had been approached with the aim that they could act as a critical friend for further development of the strategy.

RL queried whether it would be useful to include aims and objectives regarding the culture of the College and how to build on this and monitor it. ND suggested that more could be added regarding cultures and behaviours and this would be added to the strategy.

ND
Sept. 2023

The Board approved the People Strategy for 2022-26.

13. PAY POLICY

DP presented the revised Pay Policy. Governors were referred to tracked changes within the document.

The Board approved the revised Pay Policy.

14. SENIOR POSTHOLDERS REMUNERATION POLICY.

DP presented the revised Senior Postholders Remuneration Policy. Governors were referred to tracked changes within the document and related to the requirement to have due regard to the Managing Public Money Regulations relating to senior executive pay as a result of the ONS decision to reclassify colleges as public sector and the change in the committee structure. The Policy had been discussed at the Performance & Remuneration Committee earlier on 11 July and recommended for Board approval.

The Board approved the revised Senior Postholders Remuneration Policy.

15. ANNUAL REVIEW OF PROGRESS AGAINST 2022-23 STRATEGIC PLAN & KPI'S INCLUDING ASSISTANT PRINCIPALS' UPDATES

ND presented Item 15 and gave a brief overview. The report outlined demographic student population information (91% male and 9% female); there had been a 1% increase in female students. 81% of the student population were White British and 19% were from ethnic minorities. 28% of the student cohort had a declared disability. It was noted that dyslexia was the highest declared disability.

Attendance in July 2023 was 81%, which was slightly down on the previous year (-1.6%). ND noted that some students had improved their attendance at College when compared to their school attendance which should be recognised. It was agreed that it was important to be able to articulate student case studies in relation to attendance and action plans in place. Work Placements was an area for improvement. An update on achievement would be added in due course.

PN noted that HE attendance for July 2023 was down (68%). CT explained that this may be due to groups finishing and also small numbers of students in some groups.

ASSISTANT PRINCIPALS' UPDATES

15A) STUDY PROGRAMES

SC presented Item 15A and gave a brief overview.

Retention overall was 88%, Attendance 81% and Punctuality 93%. Predicted achievements were up 8.2% overall (88.9% projection). High attendance at GCSE English & Maths exams was noted.

One new member of staff has joined the Maths team and two new members of staff were joining the English team. SC felt these would be good additions to the Team and staffing issues should be resolved next year.

Century Tech (diagnostic testing software) had been introduced and training had taken place. This would help establish initial starting points for all students.

15. ASSISTANT PRINCIPALS' UPDATES (continued)

15A) STUDY PROGRAMES (continued)

Development of Collsys was ongoing and training planned for 17 July. This system would help track and monitor student progress. A new ILP had also been agreed for use by all students.

Seven Welcome Days had taken place to date, with the final one on 7 July. 932 new places were available for 2023/24; 518 conditional offers and 479 unconditional offers had been made to date. Overall recruitment was looking positive. A new enrolment process (a one stop shop) would take place during week commencing 4 September.

During 2022/23 40 student reps received training and were active across all three Faculties. 'You said, we did' posters were displayed in all three campuses to illustrate the effect student voice had in making improvements.

Lots of enrichment activities had taken place during the year. Female focus groups had been held to look at enrichment for females.

PN passed on his congratulations regarding Maths / English exams attendance and asked how this had been achieved. SC explained that there had been a good College approach to support exams and invigilation. Heads of Maths / English had been proactive in phoning / texting students to remind them. A Maths & English Newsletter has also been produced and sent to parents asking for their support in reminding students of exams.

PN queried whether the College would be over-subscribed on 1618 numbers. SC did not think so at this stage and acknowledged that numbers still needed to materialise into enrolments.

15B) ADULTS & HIGHER EDUCATION

CT presented Item 15B and gave a brief overview.

University Centre

The first group of T-Levels (16 students) had completed year one and all had completed Work Placements. A Degree Apprenticeship Graduation event was taking place on 18 July.

Staff recruitment and retention remained challenging in specialist areas such as Quantity Surveying, Land Surveying and Building Services Engineering.

An Employer Forum was planned for 19 July to discuss the Level 3 Geospatial Technician Standard and how LCB could support industry to deliver the Standard.

Four awards were made to LCB Apprentices at the recent West Yorkshire Apprenticeship Awards. Dan Voke won Construction Apprentice of the Year, with Arron Clegg receiving Highly Commended. Arron Clegg also won the Higher Apprentice of the Year award. The College received Highly Commended in the Training Provider / Programme of the Year award.

15. ASSISTANT PRINCIPALS' UPDATES (continued)

15B) ADULTS & HIGHER EDUCATION (continued)

University Centre (continued)

A College Focus group was being formed to look at AI (artificial intelligence), including Policy, teacher/staff use, student use and assessment. A Sustainability and Environmental College Focus group was also being formed to look at the College's strategy and development of new courses.

An Office for Students (OfS) engagement visit took place on 29 June and excellent feedback was given to OfS by students.

HE attendance overall was 86%.

Sustainable Building Services

Significant progress had been made in resolving EPA issues. Nine Plumbing students had been re-assessed and passed. Gas EPA students, who had failed the EPA multiple times, had received additional training and five out of the seven students had now passed. The remaining two had been entered for resits.

Staff recruitment / retention remained a challenge, particularly in Electrical Installation.

Sustainability courses were being developed, for example courses relating to Heat Pumps to upskill heating engineers.

Results in Plumbing were excellent – Level 2 100% and Level 3 94%.

A Green Skills Employer Breakfast was held on 9 June with around 30 employers attending.

CT commented that he was reviewing ways to utilise more AEB funding during 2023/24.

15C) QUALITY & STUDENT EXPERIENCE

RH presented Item 15B and gave a brief overview.

Assistant Principals had participated in research commissioned on behalf of Gatsby, AoC and the DfE, relating to student progression, career advice and Gatsby benchmarking. Findings would be published in October 2023.

RH stated that a blog series to celebrate South Asian Heritage month was being written. He had been working with WF, CJM and employer partners to progress this. The blog would be published weekly from 17 July to mid-August.

A meeting took place with Sam Low and Anne Gallagher from the local authority to discuss and align the College's NEET strategy moving forward. The meeting had been fruitful and both Sam and Anne were impressed with how LCB approached, supported and tracked students, in comparison to other providers.

Curriculum teams had started to draft their 2022/23 Self-Assessment Reports and Quality Improvement Plans. The key strengths and areas for development would then feed into the College level SAR / QIP.

15. ASSISTANT PRINCIPALS' UPDATES (continued)

15C) QUALITY & STUDENT EXPERIENCE (continued)

The Teaching Excellence Framework (TEF) outcome was due shortly and RH was confident this would be positive.

RH reported that Kyle Immanuel (Equality, Inclusion & Safeguarding Manager) was leaving the College in July for a new position as Director of Safeguarding for a multi academy trust in York. The structure of the Safeguarding Team had been reviewed. The DSL role would be undertaken by Jamie Francis (Head of College Experience, Behaviour & Engagement); he had successfully undertaken this role for many years in secondary education settings. Charlotte Duffy would move into the Deputy DSL role. Two additional Safeguarding Officers would also be recruited. The new structure was detailed in the paper.

JD acknowledged that distributing the Safeguarding roles across the College carried less risk than the previous model in terms of support and reporting.

PN noted that three Curriculum Area Reviews (CARs) had been carried out and asked for an update. RH stated that during the Apprenticeship review 25 samples had been picked by Daniel Grimes, following review an Action Plan was now in place.

The Maths review had concurred with the areas for improvement which had already been identified. A new teaching and learning strategy for Maths and English was being rolled out within the Team.

The Safeguarding review had identified a number of improvement actions; the new structure in the safeguarding team should address some of the issues identified. JD explained that he had held a number of meetings with RH in relation to the action plan and the approach to be taken with the new structure. Governors thanked JD for his support of the Safeguarding link Governor role and Kyle Emmanuel for his contribution to the College.

The Board noted the Annual Review of progress against 2022-23 Strategic Plan and KPI's, including the Assistant Principals' progress updates.

16. DRAFT SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN

RH presented Item 16 and provided a brief overview.

RH explained that this was a very early first draft and would be far more focused on student achievement etc. He commented that the report currently lacked supporting evidence but once final official data was confirmed this would be included.

RH confirmed that he had discussed the SAR / QIP with DFC and more time was in their diaries to continue the discussion.

RH stated that a validation process would be arranged and he would be looking for education / employer partners to be part of the process and provide rigorous scrutiny. The SAR and QIP would be provided to the Board for approval in December.

RH
Dec. 2023

16. DRAFT SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN (continued)

DFC congratulated the team on the draft SAR report and QIP and emphasised the importance of the documents. They provided an honest account of the current position of the College and areas for improvement.

The Board noted the draft Self-Assessment Report and Quality Improvement Plan.

17. SAFEGUARDING UPDATE & DEVELOPMENT PLAN PROGRESS REPORT

RH presented Item 17 and gave a brief overview. RH confirmed that he had met twice with JD to discuss safeguarding and the changes in the Safeguarding team.

The DfE has published an updated version of Keeping Children Safe in Education; the statutory safeguarding and child protection guidance for schools in England and would take effect from 1 September 2023.

In Term 3 a further 48 safeguarding cases were recorded (363 in total), there were a further 36 police related cases (179 in total) and a further five PREVENT cases were recorded (10 in total). Key themes related to mental health, cost of living / economic factors and suicide prevention. RH stated that he attended the AoC Mental Health Communities of Practice Committee where the themes were consistent amongst other general FE colleges.

Appendix 1 included a Term 3 update from the DSL SLT / Governors. The Safeguarding Development Plan was included under Appendix 2.

RH confirmed that a new Police Officer had been appointed and the College would plan how they could be utilised in the best way to support students.

RH stated that an induction video for staff and students had been introduced and included information on sexual harassment, sexual violence and misogyny. One of the aims of the video was to challenge the information young people were accessing from online influencers.

RH noted that filming has been commissioned to produce a video for employers to highlight their responsibilities, signposting processes and a fact sheet would be developed. NG Bailey were involved in this.

The Board noted the Safeguarding Update & Development Plan Progress report.

18. EDI ACTION PLAN UPDATE

RH presented Item 18 and provided a brief overview.

RH explained that the report provides an overview of performance and outlined plans for continuous improvement. Steady progress had been made but there remains room for improvement.

RH acknowledged that the College needed to celebrate some of the successes of our students. He also felt that the College successes could be shared to make changes within the industry.

18. EDI ACTION PLAN UPDATE (continued)

PN noted that some dates were beyond the planned date of completion in the Action Plan and queried whether the Plan should be RAG rated. RH agreed that it could. The Plan identified that some progress had been but work continued to meet College aspirations.

**RH
Sept. 2023**

WF acknowledged that this was a good document and reflected the College's ambition on the agenda. He queried the reporting structure and the accountability of the EDI Committee as this was not a Governor Committee.

RH stated that the EDI Committee included a range of staff members and met three times a year and reported back to SLT. Full Board reports were also presented by RH. Moving forward, it was agreed that the work would feed through the Curriculum, Performance & Standards Committee.

WF asked about how the College was linking to the EDI strategies and ambitions of stakeholders. ND explained that the College did contribute to the Anchor Networks and Diversity Dashboard as a partner organisation.

RH acknowledged that work was required to align the work done with wider stakeholders and this would be undertaken by the Head of Partnerships & Skills.

The Board noted the EDI Action Plan update.

19. STUDENT VOICE POLICY REVIEW

RH presented Item 19 and provided a brief overview.

RH confirmed that the Student Voice Policy had been effective in collecting a range of student views throughout the 2022/23 academic year. Recommendations and changes for 2023/24 were contained within the report and broadly focus on strengthening data gathering processes to ensure the College continued to collect a wide range of views, more regularly and more formally.

The Board noted the review of the Student Voice Policy.

WW left the meeting at this point.

20. RISK MANAGEMENT ANNUAL REPORT 2022-23

DP presented Item 20. He confirmed this had been discussed at the Audit Committee meeting earlier on 11 July. The focus for 2023-24 was to reduce the number of risks reported to 10-15 mission critical risks that could impact on the achievement of the College strategy. It was agreed that this approach would be beneficial as there were currently 98 risks and many of these related to day-to-day management operations.

The Board noted the Risk Management Annual Report 2022-23.

21. DRAFT INTERNAL AUDIT PLAN 2023-24

DP presented Item 21. Following discussion with MSh and DP, ICCA had proposed their plan for 2023-24 which covered areas of risk for the College. The plan had been scrutinised by the Audit Committee and recommended for approval. DP confirmed that if the risk profile changed amendments could be made, in year, to the Plan.

MSh explained that RL had raised the question of auditing recruitment where this was challenging and which was a top risk in the sector. He also acknowledged that ONS reclassification of colleges was a key risk on the horizon. These items would not be included in the Plan initially, however, would remain for consideration.

The Board approved the Draft Internal Audit Plan 2023-24.

22. COMMITTEE PERFORMANCE AGAINST TERMS OF REFERENCE 2022-23

22A. Audit Committee

JTH explained that an annual self-assessment had been undertaken against the Terms of Reference for 2022-23. All actions had been completed and performance was RAG rated Green.

22B. Performance & Remuneration Committee

JTH explained that an annual self-assessment has been undertaken against the Terms of Reference for 2022-23. All actions had been completed and performance was RAG rated Green.

22C. Search & Governance Committee

JTH explained that an annual self-assessment has been undertaken against the Terms of Reference for 2022-23. All actions had been completed and performance was RAG rated Green.

The Board approved the review of the above Committees Performance against the 2022-23 Terms of Reference.

23. GOVERNANCE PROGRESS AGAINST ACTION PLAN 2022-23

23A. Governance Action Plan 2022-23

JTH presented Item 23A and confirmed that this had been updated following the Search & Governance Committee meeting on 27 June 2023. The report demonstrated good progress against the action plan and commentary to support action taken.

23B. Governor Attendance, Development & Link Activity Report 2022-23

JTH presented Item 23B. The Governor Attendance for 2022-23 was noted, together with Development and Governor Link Activity. JTH commented that the average benchmark for attendance in the sector was 80%.

The Board noted the progress on the Governance Action Plan 2022-23, together with Governor Attendance for 2022-23 and Development / Governor Link Activity.

24. MEMBERSHIP & RECRITMENT REPORT

JTH presented Item 24 (Membership & Recruitment Report). Appendix A detailed Board membership, Committee Membership and Link Governor details.

The Board noted the Membership & Recruitment Report and Link Governor roles for 2023-24.

25. GOVERNOR TRAINING & DEVELOPMENT POLICY

JTH presented the Governor Training & Development Policy, which included Induction, Mandatory and additional ongoing training & development requirements. This had been discussed at the recent Search & Governance meeting and recommended to the Board for approval.

The Board approved the Governor Training & Development Policy.

26. POLICY ON THE PUBLICATION OF MINUTES

JTH presented Item 26 (Policy on the Publication of Minutes) and provided a brief overview. The Policy had been revised and the amendments were shown as tracked changes within the Policy. It was noted that any confidential minutes would be reviewed annually to determine whether the minutes could be published.

The Board approved the Policy on the Publication of Minutes.

27. CODE OF GOOD GOVERNANCE – REVIEW 2022-23

JTH presented Item 27 and gave a brief overview. She confirmed that the majority of actions were RAG rated Green and that there had been improvement from the previous year. There were no issues of compliance with the must do statements. JTH explained that a new Code of Good Governance was due for publication and a review of compliance would be undertaken in the new academic year.

The Board approved the Code of Good Governance – Review 2022-23.

28. SENIOR POSTHOLDERS PERFORMANCE TARGETS 2022-23

PN commented that the Performance & Remuneration Committee had met on 11 July and had received an update on progress against Senior Postholders' targets. The majority of targets were Green and assurance had been received that progress was good. PN explained that he had completed the final review for Karen Rolinson before she left the Director of Governance role.

The Board noted the progress update on Senior Postholders' Targets for 2022-23.

29. SENIOR POSTHOLDERS PAY AWARD

PN reported that the Performance & Remuneration Committee had recommended that Senior Postholders received the same pay award as all other staff, as follows:

- A 4% consolidated pay award for all Senior Postholders, backdated to 1 August 2022 and paid in July 2023, so Senior Postholders receive the same treatment as all staff.
- A £1,000 (pro rata) non-consolidated payment for all Senior Postholders, also payable in July 2023.

It was noted that the Senior Postholders were ND and DP. In relation to the Director of Governance role; the pay award and non-consolidated payment would be made to Karen Rolinson, the pay award would apply to JTH from her commencement in employment at the College.

The Board approved the Senior Postholders Pay Award.

30. IMPACT OF DECISIONS MADE ON STUDENTS, STAFF AND STAKEHOLDERS

MR commented that there had been a significant discussion around curriculum which impacted on students, staff and stakeholders. The investment in the North Street campus would positively improve staff and student experience.

RH reported that Daniel Grimes had now completed his Ofsted training and was now a part-time Inspector for Ofsted. The Board congratulated Daniel for his achievement.

DFC recorded her congratulations to Daniel Grimes and felt this would be a great asset to the Quality team. She felt that the new Curriculum, Performance & Standards Committee would be extremely valuable and provide a greater focus on the quality of education.

MR commented that this was Derek Packer's last meeting and on behalf of the Board thanked him for his challenging contribution.

RL stated that she had felt the Board papers provided were useful and supported discussion.

MR mentioned that there would be a change to the new Committee structure in the new year and this would support good governance within the College.

MR noted that this was also CJ Montgomery's last meeting as a Student Governor. On behalf of the Board he thanked him for his contribution and wished him all the best in the future.

DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 26 September 2023 at 2.30pm, venue TBC.

The meeting finished at 6.00pm.