

## CORPORATION BOARD

Minutes of the meeting held on 8<sup>th</sup> May 2019, Board Room, Silbury Campus  
17:00 – 19:00

Board Members	Attendance 2018/19	Present at this meeting
Dotun Adeoye	4 of 6	Dotun Adeoye
Tony Berwick (joined 8.5.19)	1 of 1	Tony Berwick
Rebecca Carrington	5 of 6	
Peter Cox	3 of 6	
Emma Daniell	1 of 2	
Mat Gotkowski (joined 8.5.19)	1 of 1	Mat Gotkowski
Nathan Indge	3 of 3	Nathan Indge
Louise James	5 of 6	Louise James
Liz Marr	3 of 6	Liz Marr
David Meadowcroft	6 of 6	David Meadowcroft
Julie Mills	6 of 6	Julie Mills
Stephen Norrish	5 of 6	
Ruby Parmar	5 of 6	
Charlyne Pullen	6 of 6	Charlyne Pullen
Gwynneth Tan	4 of 6	
Silvia Vitiello	5 of 6	Silvia Vitiello
Manish Verma (joined 8.5.19)	1 of 1	Manish Verma
Mason Young	2 of 4	
Giles Mullins (resigned 3.10.18)	1 of 1	
Jane Drew (retired 12.12.18)	3 of 3	
Jean Gowin (retired 12.12.18)	2 of 3	
Millie Hughes (resigned 21.3.19)	2 of 3	
Attendance % this meeting	62%	11 / 18
Attendance % year to date	81%	63 / 78

In attendance: Karen Brown, Imelda Galvin, Chris McLean

### Welcome and Procedural

- 1.1 Apologies had been received from Rebecca Carrington, Peter Cox, Emma Daniell, Stephen Norrish, Ruby Parmar and Sally Alexander.

The Chair welcomed Tony Berwick, Mat Gotkowski and Manish Verma to their first meeting.

1.2 **Declarations of Interest**

Rebecca Carrington is owner / Principal of Arts1.

## Strategic Priorities

### 2.1 **CEO's Report to the Board** *(previously circulated as Paper 1)*

Institute of Technology (IoT)

Minuted as confidential

***The Board received the CEO's report***

### 2.2 **Financial Sustainability**

#### 1. 2018/19 Financial Health *(previously circulated as Confidential Paper 2)*

Imelda Galvin referred governors to Paper 2 and summarised the financial position for the benefit of new governors. Imelda assured governors that the College will deliver the 2018/19 budget approved by the Board in July 2018. The 2019/20 budget (approved in principle by the Board in March and subject to approval of capital expenditure), forecasts a College and campus surplus and Financial Health 'satisfactory'.

Discussion minuted as confidential

***The Board reviewed and noted the 2018/19 financial position as at Period 8, including the Financial KPIs and campus investment budget.***

2019/20 Budget – 2019/20 Student Recruitment

Chris McLean presented the current position and summarised the headlines.

Discussion minuted as confidential

***The Board received assurance on student recruitment for 2019/20***

Capital Expenditure *(previously circulated as Confidential Paper 3)*

Imelda Galvin referred to Paper 2 and reminded governors of the video and discussion at the strategic away day in March when governors concluded that the College was unlikely to relocate to a single campus in the next 3 -5 years, and therefore a capital investment plan is required. Governors had asked the Executive to bring the urgent priorities to this meeting.

The requests from Managers for capital expenditure have been rigorously challenged by the ELT and SLT. The recommendations included in Paper 3 relate to priority or investment spend and fulfil either one or several of the following; value for money, safeguarding improvements, health & safety actions, cost savings and/or enhancement to revenues.

Discussion and resolution minuted as confidential

### 2.3 **Property Strategy: CMK Relocation** *(previously circulated as Confidential Paper 4)*

Minuted as confidential

## Governance and Compliance

### 3.1 Audit & Risk Committee 21<sup>st</sup> March 2019 *(previously circulated as Paper 5)*

The Chair of the Audit & Risk Committee referred Governors to Paper 5 including the recommendation to re-appoint Elucidate Consulting Ltd as providers of the College's Internal Audit Service for 2018/19. The Committee is satisfied with the level of service and this year, different areas of the College have been tested (e.g. Bursaries) which has led to improvements in processes and controls.

In response to a question, the Committee Chair confirmed that the draft audit strategy and plan for the forthcoming year is reviewed by the A&R Committee at its June meeting and is then circulated to the Board for approval. The plan is aligned to the College's risk register / assurance framework.

***The Board noted the report from the A&R Committee meeting on 21<sup>st</sup> March 2019 and approved the re-appointment of Elucidate Consulting Ltd as provides of the College's IAS for 2019/20 subject to agreement of fees and Letters of Engagement.***

### 3.2 Curriculum & Quality Group 1<sup>st</sup> April 2019 *(previously circulated as Paper 6)*

The Chair of the CQG referred Governors to Paper 6 and confirmed that College is working towards achieving Ofsted Grade 1 at the next inspection and this continues to be a priority for the CQG.

The must maintain a balance between investing in quality and financial sustainability.

There is a new Ofsted framework from September 2019 which will mean a substantial change. The CQG asked for this to be a discussion item at its next meeting on 20<sup>th</sup> May.

***The Board noted the report from the CQG meeting on 1<sup>st</sup> April 2019.***

### 3.3 Search & Governance Committee *(previously circulated as Paper 7)*

***The Board ratified the appointments of Tony Berwick, Mat Gotkowski and Manish Verma (previously approved by email), for a three-year term of office, subject to a satisfactory DBS check.***

### 3.4 Agenda items next meeting

- Student Experience
- Financial Health
- Institute of Technology
- SEND

## Consent Items

The following items were approved by consent / without discussion:

### 4.1 Student Experience (progress against targets) *(previously circulated as Paper 8)*

### 4.2 Strategic Risk Register *(previously circulated as Paper 9)*

### 4.3 Risk Management Policy *(previously circulated as Paper 10)*

### 4.4 Minutes of the Board meeting held on 27<sup>th</sup> March 2019 *(previously circulated as Papers 11.1 and confidential 11.2)*

## Any other Business

### 5.1 Fundraising

A governor enquired about the College's Fundraising Strategy and suggested that he may have ideas.

### 5.2 Alumni

A governor enquired about the College Alumni and the CEO confirmed that there is engagement with curriculum areas but there is no centralised approach. However, whilst this will be developed to an extent through the IoT model, it is not a current priority for the leadership team. A former student is a Director of McAfee (McAfee is an IoT partner).

## Next Meeting 12<sup>th</sup> June 2019 at 5pm

Date raised	Actions arising from the last and previous meetings	Action Owner	Current position
27 <sup>th</sup> March 2019	Add sector benchmarks to the Finance KPIs where available	IG	Carry forward
20 <sup>th</sup> February 2019	Governors to be invited to the PEF development day in June.	SA	The agenda is no longer relevant for governors
12 <sup>th</sup> December 2019	Consider the importance of the internal and external messaging re CMK	IG	Complete