

CORPORATION BOARD MEETING
Minutes of the meeting held on 17th July 2019, Board Room, Silbury Campus
17:00 – 19:15

Board Members	Attendance 2018/19	Present at this meeting
Dotun Adeoye	5 of 8	Dotun Adeoye
Tony Berwick (joined 8.5.19)	2 of 3	
Rebecca Carrington	7 of 8	Rebecca Carrington
Peter Cox	4 of 8	
Mat Gotkowski	3 of 3	Mat Gotkowski
Nathan Indge	4 of 5	
Louise James	6 of 8	
Liz Marr	5 of 8	Liz Marr
David Meadowcroft	7 of 8	David Meadowcroft
Julie Mills	8 of 8	Julie Mills
Stephen Norrish	7 of 8	Stephen Norrish
Ruby Parmar	7 of 8	Ruby Parmar
Charlynn Pullen	8 of 8	Charlynn Pullen
Gwynneth Tan	5 of 8	Gwynneth Tan
Silvia Vitiello	7 of 8	Silvia Vitiello
Manish Verma	2 of 3	
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	
Mason Young (resigned 11.6.19)	2 of 4	
Emma Daniell (resigned 1.7.19)	2 of 3	
Attendance % this meeting	69%	11 / 16
Attendance % year to date	78%	99 / 127

In attendance: Sally Alexander, Karen Brown, Imelda Galvin, Chris McLean, Jason Mansell (in part)

Welcome and Procedural

- 1.1 Apologies had been received from Tony Berwick, Peter Cox. Nathan Indge, Louise James and Manish Verma. Emma Daniell (Student Governor) has finished College for this year.
Jason Mansell was welcomed to the meeting.
- 1.2 **Declarations of Interest**
Rebecca Carrington is owner / Principal of Arts1.
- 1.3 **Check-in**
n/a

Strategic Priorities

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

Julie Mills referred to the Board's planned investment strategy. The College invested in improving the quality of the student experience and was judged to be 'good' by Ofsted in 2017. The focus has been on maintaining and further improving quality whilst achieving financial sustainability in line with the financial plan approved by the Board. Despite tight funding for FE (acknowledged in the Auger Report) and increasing costs e.g. national insurance and pension contributions, the College continues to improve its quality and reputational locally and nationally. The College is working innovatively with employers on curriculum design and delivery.

The Board's strategic priorities for 2018/19 have been met: the IoT competition was won, the College secured new prison contracts (albeit at a lower contract value), the student experience has continued to make good progress towards 'outstanding' and the College's financial position has improved in accordance with the plan. The Board challenged the Executive to bring forward the planning cycle enabling the 19/20 budget to be approved in March and facilitating better focused marketing and recruitment activity which has contributed to increased student activity and applications. Strategic planning for 2019/20 has already commenced.

Having agreed to de-prioritise the CMK relocation for now, the Board agreed its strategic priorities for 2019/20:

Strategic Priority 2019/20	Accountability
1. Financial Sustainability Deliver the budget including Prison Services, Study programmes, apprenticeships, HE, adult and commercial activity	Imelda Galvin and Chris McLean Sally Alexander
2. Student Experience Deliver the agreed targets relating to further improvement in TLA and the student experience.	Chris McLean Sally Alexander
3. Institute of Technology Work collaboratively with Anchor Partners to deliver the Institute of Technology at Bletchley Park	Imelda Galvin
4. People Develop and implement a People Strategy to support a well-led high performing, diverse and talented workforce.	Chief People Officer

The Board:

- **Received the CEO's report**
- **Approved the Board's Strategic Priorities for 2019/20**

2.4 Prison Services (previously circulated as Paper 5)

Minuted as confidential

Jason Mansell was thanked for attending and left the meeting.

2.2 Institute of Technology (previously circulated as Paper 2)

Julie Mills referred to Paper 2 which gives an update on the current position and the proposed governance models, which have been discussed with the Search & Governance Committee and IoT T&FG.

Discussion Minuted as confidential

IOT T&FG 9th July

The minutes of the meeting on 9th July will be circulated.

2.3 Financial Sustainability

Minuted as confidential

Finance T&FG 8th July

Silvia Vitiello gave a verbal update from the meeting on 8th July (minutes will be circulated).

Discussion minuted as confidential

The Board noted the verbal update from the Finance Group meeting on 8th July

Governance and Compliance

3.1 Audit & Risk Committee Meeting 20th June 2019 (previously circulated as Paper 6)

Silvia Vitiello referred to Paper 6 (meeting minutes have been circulated) and drew attention to the strategy and plan for internal audit which continues to add value.
Discussion minuted as confidential

The Board approved:

- ***The report of the meeting held on 20th June 2019***
- ***The External Audit Strategy and Plan for 2018/19 (Consent Paper 13)***
- ***The Internal Audit Strategy and Plan for 2019/20 (Consent Paper 14)***
- ***The Strategic Risk Register (Consent Paper 15)***

3.2 Search & Governance Committee Meeting 24th June 2019 (previously circulated as Paper 7)

Stephen Norrish referred governors to Paper 7.

The Board:

- ***Approved:***
 - ***The report of the meeting held on 24th June 2019***
 - ***Adoption of the Senior Post Holder Remuneration Code from the start of the 2019/20 academic year (Consent Paper 18)***
- ***Ratified decisions previously approved by email:***
 - ***The re-election of David Meadowcroft to serve as Chair of Governors for 2019/20 – 2022/22***
 - ***The re-election of Liz Marr to serve as Vice-Chair for 2019/20***
 - ***The re-appointment of Charlynn Pullen to serve a second term***
 - ***Leave of absence for Rebecca Carrington (from 1/9/19 to 1/3/20)***

3.3 Curriculum & Quality Group Meeting 2nd July 2019 (previously circulated as Paper 8)

Liz Marr referred governors to Paper 8 and Consent Paper 9.

The Board approved the report of the meeting held on 2nd July 2019

3.4 Agenda items next meeting

- Emerging analysis of 2018/19 academic performance
- People Strategy
- Financial Health 2019/20 (Student numbers and impact)
- Safeguarding & SEND – Development Session
- Equality & Diversity Annual Report
- Fraud Policy & Process
- FOI and Data Protection Report

The Board requested assurance that the College is compliant with the European Accessibility Act.

Action 3: Imelda Galvin

Consent Items

The following items were approved by consent / without discussion:

4.1 **Student Experience (2018/19 progress against KPIs)** (previously circulated as Paper 9)

Chris McLean added that most academic targets are on track and it is a positive position (apart from science). Student numbers are being reviewed weekly and application numbers are strong.

4.2 **Employer Survey** (previously circulated as Paper 10)

4.3 **Safeguarding Annual Report** (previously circulated as Paper 11)

There will be a Board development item at the next meeting on Safeguarding and SEND.

4.4 **Health & Safety** (previously circulated as Papers 12a, 12b and 12c)

- **H&S Annual report 2018/19**
- **H&S Policy**
- **H&S Policy Statement**

4.5 **External Audit Strategy and Plan 2018/19** (previously circulated as Paper 13)

4.6 **Internal Audit Strategy and Plan 2019/20** (previously circulated as Paper 14)

4.7 **Strategic Risk Register** (previously circulated as Paper 15)

4.8 **Delegation of the Fee Policy 2019/20 to the Senior Team** (previously circulated as Paper 16)

4.9 **Cisco Finance Contract £422k over 5 years** (previously circulated as Paper 17)

4.10 **Senior Post Holder Remuneration Code from 1st August 2019** (previously circulated as Paper 18)

4.11 **Minutes of the meeting held on 12th June 2019** (previously circulated as Paper 19.1 and Confidential 19.2).

Next Meeting 3rd October 2019 at 5pm – 7pm

Date raised	Actions arising from the last and previous meetings	Action Owner	Current position
8 th May 2019	Follow up the governors suggestion about voluntary donations	IG	Sponsorship opportunities will be developed as part of future Curriculum planning i.e. 2020/21 planning. <i>IG 17/7/19</i>
27 th March 2019	Add sector benchmarks to the Finance KPIs where available	IG	The benchmarking of Financial KPI's is already embedded into our current KPI's and the proposed KPI's for 2019/20. See March Board paper. <i>IG 17/7/19</i>

After the meeting, on behalf of the Board, the Chair:

- Presented Rebecca Carrington with flowers ahead of her leave of absence.
- Presented Silvia Vitiello with a College bowl and thanked her for serving as a Governor for nine years and as Chair of Audit & Risk Committee for three years.
- Expressed thanks to Emma Daniell (Student Governor) and Comfort Adusei (co-opted member of CQG) who have completed their terms of office.