



Part 1 Minutes of the Meeting of the Governing Body Held on 24 March 2020 at 3.15pm via MS Teams

Present	In Attendance
Gideon Schulman (Chair) (GS) withdrew after items 7 due to illness	Bob Pattni (DP Finance and Planning) (BP)
Terry Butland (Vice Chair) (TB) chaired the meeting from item 7 to close	Nicola Conibear (VP Curriculum and Quality) (NC)
Jean Lammiman (JL)	Naomi Shoffman (Director of Governance)(NS)
Sarbdip Noonan (SN)	
Viresh Paul (VP)	
Sundeeep Bhandari (SB)	
Carlton Downie (CD)	

1. Chair’s Opening Remarks and report of any Chairs Action taken since the last meeting:

- i. The Chair welcomed all to the meeting and confirmed everyone was able to hear each other. He proposed that as this was a long agenda, he will treat the reports as having been read and asked that presenters highlight succinct points and Governors to just raise any further questions.
- ii. The Chair advised that Marilyn Ashton had resigned on 12 February 2020 and recorded his appreciation of her contribution to the Board.
- iii. The Chair reported the following Chair’s action taken since the last meeting:
 - Approval of the Revised Instrument and Articles and Standing Orders
 - Approval of all Committees’ Terms of Reference

2. Apologies for Absence

Apologies were received from Mark Cooper, Raj Gill, Philip Simmons, Alison Woolcock, Amirul Azam and Faz Cheema (Student Governor).

3. Declaration of Interests

None

4. Minutes of the Meeting Held on 10 December 2019 and 12 February 2020

These were accepted as a true record subject to noting that JL had been absent from the February meeting

5. Matters Arising Not on the Agenda

There were no matters arising.

6. Verbal Report of the Governance Committee meeting on 24 March 2020

GS reported that the Committee had:

- Agreed the Committee would meet should any urgent matter need to be considered and a full board cannot be convened.
- Reviewed the terms of reference.

- Discussed succession planning and 2 potential new governors who will be formally interviewed when this crisis is over.
- Discussed the state of play with the appointment process for the new Principal.
- Discussed some changes to the link governors scheme to make it more effective and meaningful during the crisis.

GS said the key is to maintain communication during this period with both applicants for the Principal role and the potential Governors.

NOTED REPORT OF THE GOVERNANCE COMMITTEE

7. Principal's Report

SN spoke to her report and said that at the time of writing it she had never dreamt we would be in this situation. She then highlighted the following points:

- Education and training is continuing as normal despite the COVID-19 pandemic.
- Staff are continuing to teach but in a very different way, in response to the government guidance.
- The College is on lockdown due to COVID-19 and closed to all students other than who are vulnerable or have an EHCP. These students will be served by skeleton staff on-site.
- All summer examinations for 2020 have been cancelled in line with government advice; the DfE issued a statement that student achievements for 2019/20 will be based on teacher assessments and other criteria.
- The current position continues to improve with a 89.8% Achievement rate and Retention increased to 97.1%.
- Student applications have increased on the previous year.
- All continuing students will progress from 2019/20 to 2020/21, providing they meet success criteria.
- The Ofsted reliability visit showed they are not doing things very differently but it was of benefit to the College to have them on site. Feedback was that the College is doing well with some areas that could improve further, but nothing the Executive Team is not aware of.
- The College has been involved in the social mobility commission research project and await the outcomes of the report.
- On review of the indicative ESFA 16-18 allocations proposed for 2020/21, they do not take into account in-year growth, instead this is reflected as a proportionate increase in the following year for 2021/22. However, the ESFA have matched funded student numbers for 2020/21 to the final 2019/20 outturn recruitment figure of 1471.
- The overall ESFA/ GLA funding for 2020/21 will increase the College's overall income to just over £11m.
- Higher Education – the College has submitted documentation for BA (Hons) level 6 for EYCE validation on the 20th January 2020, however there has been no response from the University of Portsmouth.

SN concluded by saying that all staff have been really positive on how to work in the new on-line teaching and learning climate with Covid-19 and all students will not be impaired in their ambition to achieve their current qualifications. All staff have been actively involved in implementing the current timetable and delivering our teaching and learning online.

JL asked if SN had followed up with MC as to why the HE course has not been validated, SN responded that the University has been very slow in processing this and confirmed that the College had submitted the paperwork in time.

SN raised the point that the College has been approached by the deputy FE commissioner to seek an expression of interest for a SPA, in relation to a merger with Richmond upon Thames College.

The deadline for submitting an expression of interest has been extended to the end of April which gives us a bit of time to make a decision as to whether we want to progress this. TB said his own feeling is it would be a huge distraction. JL said that whilst it is flattering on one hand, it is too much to take on at the moment and the distance is not accessible. The Board agreed they need to take a proper look at this but it is probably too big a distraction to take on at this moment. SN agreed to email the FE commissioner on behalf of the Board to advise that it had been decided not to participate at the moment.

TB asked for clarification on the funding position; BP responded that both the ESFA and GLA have assured the College that this year's grants will be paid as per contract. SN advised that MIS are recording and tracking student on-line attendance through them logging on. SB reported that the online monitoring protocol had been covered as part of the business continuity plan discussion at the Audit & Assurance Committee meeting.

NOTED

THE PRINCIPAL'S REPORT

8. Key Performance Indicators – February 2020

SN highlighted the following:

- Attendance had increased during the period covered in the report but had dropped in March due to Covid-19. BP explained this report was prepared at the end of February before we were aware of the impact of Covid-19. SN confirmed that within 3-4 days student attendance had improved through online delivery.
- The majority of areas are Green
- ESFA AEB & GLA funding has decreased

TB noted a recent improvement in attendance and punctuality. SN said this is now having to be recorded in a very different way, however all colleges are in the same boat. The on line attendance is being recorded to present as evidence to the ESFA and GLA to ensure continued funding.

TB confirmed with SN that the areas rag rated Red are where the College does not yet have the final data and along with JL commended the good set of KPI's.

NOTED

THE KPI'S REPORT

9. Progress Against the Strategic Operational plan

NC reported that combined action plan shows the key areas for improvement and hopefully it gives an idea of the progress made.

TB said that it appears the College is making good progress in all areas although there are a lot of Ambers; NC explained this was because many of the actions had not yet reached the target completion date.

JL asked what is being done around `4.2 - using effective partnerships`. NC said she has met with the parties involved who have confirmed there will not be any penalties where changes to activities have had to be made due to the current crisis. Some of the activity will not take place as planned, such as chair based yoga in care homes, as staff/ students cannot go into the homes now. This has been disappointing but the College is delivering where possible. JL commended the good work being done.

NOTED

THE PROGRESS MADE AGAINST THE STRATEGIC OPERATIONAL PLAN

10. Draft minutes & verbal summary of the Curriculum & Quality Committee meeting on 11 February 2020

The draft minutes of the Curriculum & Quality Committee meeting on 11 February 2020 were received from which TB highlighted the following:

- The Committee had asked the student governor to speak to students to see if he can establish why they don't attend. Although the Committee was pleased that students are engaged in asking themselves why colleagues don't attend, so far the student governor has not been able to find a medium to glean a useful response so will try again with the support of the executive.
- The maths curriculum review showed some improvement but this is an area which along with English that the College is trying to drive forward. A lot of work is going on to try and improve the outcomes.
- The Committee had reviewed the following three College policies and approved the updates
 - i. Anti-Bullying Policy
 - ii. Behaviour Policy
 - iii. Monitoring of Subcontractor Provision Policy

RATIFIED

THE UPDATED COLLEGE POLICIES

NOTED

THE REPORT FROM THE CURRICULUM AND QUALITY COMMITTEE

11. Draft minutes & verbal summary of the Audit and Assurance Committee meeting on 17 March 2020

i. Meeting Summary

The draft minutes of the Audit and Assurance Committee meeting on 17 March 2020 were received. In addition to those and the items below (11ii-iii), SB highlighted the following points:

- The meeting went very well despite the challenges with remote access.
- SN and BP summarised the College's Business Continuity Plan (BCP), contingency plans with respect to the virus, approach to providing online education, support and the risks and challenges faced. In particular at that time focus was on implications of funding and contract.
- A verbal update on the legal cases was provided as well as a strategy for going forward.
- All the Internal Audit reports were good. Management is to be commended in closing all high, medium and low risk issues.
- The Committee had agreed that given the current environment that the Executive Team discuss with internal auditors the pace of the plan, deferrals, reviewing scope of audits to whilst ensuring coverage but also the pressure on management.
- The Risk Policy - the Committee approved the minor changes / updates.
- The Risk Register was reviewed and there was a debate around the Amber rating with respect to implications of Covid-19 plans as to whether it should be Red; the Committee was satisfied with the Amber rating as all that could be done has been done.
- It was agreed after some discussion, to recommend to the Board that the tender for the external Auditors be deferred to the next financial year given current environment. JL said she was very assured with the BCP being in place and that management capacity is not distracted with the auditor tender.

ii. The Risk Register

BP explained that in addition to the Covid-19 risk being added to the Risk Register, a separate Risk Register will be produced to just cover Covid-19. This should be ready by the end of this month to share with colleagues following which it will be circulated to the Board.

APPROVED

TO DELAY THE TENDER FOR THE EXTERNAL AUDITORS FOR 12 MONTHS

NOTED

REPORT OF THE AUDIT AND ASSURANCE COMMITTEE AND UPDATE ON THE RISK REGISTER

12. Draft minutes & verbal summary of the Resources Committee meeting on 17 March 2020

The draft minutes of the Resources Committee meeting on 17 March 2020 were received. In addition to those, VP highlighted the following points:

- The Committee had considered the KPI's, Risk Register and mid-year HR report and were satisfied there was nothing of issue.
- Management Accounts to 29 February 2020 - these showed a revised forecast surplus of £72k; however the Board should be aware matters may change though it's unlikely there will be significant additional costs at this point.
- Monthly Monitoring Report - There is a possibility of an additional £134k funding coming in
- The revised Exams policy was ratified with the knowledge that it may change due to the current crisis.

BP advised that one of the action points from the meeting was that he would provide an update on any variances as they occur. He reported that there will be some potential loss through Apprenticeships, Level 3 loans and HE as the College cannot recruit to these three parts of the contract income because of Covid-19. However we should be able to mitigate some of the costs through the lockdown of the College till the end of the academic year. Even with the pay award, which may or may not be approved in part 2 of the meeting, we should break even or even make a small surplus.

TB thanked VP and BP for their reports asked that it recorded that the College has been making very good progress on achieving a surplus and managing the finances.

NOTED

REPORT OF THE RESOURCES COMMITTEE, THE MANAGEMENT ACCOUNTS AND MONITORING REPORT TO 29 FEBRUARY 2020

13. Proposed Meetings Dates and Annual Business Cycle Proposed Meetings Dates and Annual Business Cycle

The Board considered the Proposed Meetings Dates and Annual Business Cycle for 2020/21. It was noted that the date for the Student Awards evening is yet to be determined

APPROVED

THE PROPOSED MEETINGS DATES AND ANNUAL BUSINESS CYCLE FOR 2020/21

14. Link Governors not yet reported to the Governance Committee (if any) None

15. Meeting Review and Evaluation

The Board agreed that the meeting had been effective and that this will be the way to meet going forward until the crisis is over. SN said this demonstrates how other teams are communicating with each other and all agreed this had been a positive outcome so far.

16. Any Other Business

There was no other business.

17. Date of next meeting – Tuesday 30 June 2020

Signed

Chair

Date