

MINUTES OF THE MEETING OF THE CORPORATION
HELD ON MONDAY 29 MARCH 2021, BY VIDEO CONFERENCING, 6:00pm -8.00pm

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| Corporation Members | Andrea Arlidge Lis Anderson (from 6.30pm) Tony Antonius Steve Bennett Stephen Boardman Geoff Channon Andy Forbes (Principal & Chief Executive) Richard Gaunt Sandra Gordon Tony Green, until item 23 Peter Rilett Zoe Taylor Martisse Thompson, until item 23 |
| Also in Attendance | Richard Harris, Deputy Principal & Chief Executive Paul James, Director of Curriculum Joanne Ward, Clerk to the Corporation Dan Amin, Observer, until item 22 Shawn Smith, Observer, until item 22 |

- 1 APOLOGIES FOR ABSENCE
- 1.1 Apologies had been received from Keith Hutton and Emma Richer.
- 1.2 The Chair welcomed Dan Amin and Shawn Smith

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| 5.2 | <p>Governors welcomed the 'demand-led' Curriculum Planning process and emphasised the following:</p> <ul style="list-style-type: none"> - The need to effectively link with schools to ensure careers information advice and guidance (CIA&G) highlights the opportunities for young people in the identified growth sectors - The importance of the green agenda and the need to ensure the curriculum reflects this - The need for the College to work towards becoming carbon neutral. |
| 5a | <u>Ofsted Monitoring Visit</u> |
| 5.3 | The P&CE confirmed that the report had been received. The College would seek another monitoring visit ahead of the next full Inspection. |
| 6 | SALES, MARKETING & RECRUITMENT UPDATE |
| 6.1 | |

6.2

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| 8.4 | Governors asked how the College is supporting students and parents / carers with any anxiety which may arise at this time in relation to assessment. The DoC confirmed that the College has supported students throughout the pandemic and will continue to issue regular communications including an update following the most recent guidance. Governors suggested that there may be learning from schools particularly around their approach to GCSE and A Level provision. |
| 8.5 | The P&CE confirmed that three messages would be emphasised as broadly as possible for students in relation to assessment. (1) Students will be assessed on their performance for the whole year but (2) one consistent approach is not possible due to the wide range of qualifications in FE and the differing requirements of the Awarding Bodies. (3) CoBC is committed to supporting student progression and students will not be disadvantaged as a result of the current situation. |
| 9 | <u>RISK REGISTER (ACCOUNTABILITY FRAMEWORK) & KPIS</u> |
| 9.1 | Governors NOTED the Risk Register and KPIs. |
| 9.2 | The P&CE informed Governors that changes to the financial risks and the estate (in relation to aims around becoming carbon neutral) would be reflected before the register returns to the Board. |

PERFORMANCE REVIEW / MONITORING:

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| | other committees. ACTION: DP&CE / Clerk to circulate the final version of the internal audit plan to Corporation ahead of the next Board meeting. |
| GOVERNANCE | |
| 18 | <u>CORPORATION MEETING DATES FOR 2021/22</u> It was requested that governors notify the Clerk if there are any concerns in relation to the dates. ACTION: All by end March 2021. Clerk to circulate dates ahead of the next Board Meeting. |
| 19 | <u>FE WHITE PAPER (GOVERNANCE)</u> |
| 19.1 | Governors NOTED the paper provided outlining possible changes to governance in FE. |
| 19.2 | Governors welcomed the increased Government focus on the FE Sector and asked how CoBC will capitalise on this interest. The P&CE outlined the positive dialogue the College has with local MPs and other political representatives including through the Chief of Staff role. Governors requested that the College ensure key stakeholders are informed of the College's forward-looking agenda and that Governors are included as appropriate. |
| 19.3 | Governors asked whether the College is involved, as appropriate, with the young person's hustings events taking place in the City. ACTION: P&CE to provide any update on the involvement of the Student Union. |
| POLICIES & REPORTS (recommended for approval by relevant committees) | |
| 20 | <u>ANNUAL HEALTH, SAFETY & WELLBEING REPORT AND POLICY INCLUDING MENTAL HEALTH & STRESS MANAGEMENT ADDENDUM</u> |
| 20.1 | The Clerk confirmed that the policies had been discussed at length by committees. No comments or concerns had been raised in advance of the meeting. |
| 20.2 | Governors APPROVED the Health, Safety & Wellbeing report and policy including the mental health and stress management addendum following a recommendation to approve from Business Services Committee (March meeting). ACTION: C&CoS to add required signatures to the policy and publish. |

