

## SOLIHULL COLLEGE AND UNIVERSITY CENTRE

### MINUTES OF THE CORPORATION MEETING HELD ON 4<sup>TH</sup> NOVEMBER 2020 ONLINE BY TEAMS, starting at 6pm

PRESENT: Barbara Hughes (Chair)  
Paul Assinder  
Stan Baldwin  
John Callaghan (Principal)  
Carol Harvey-Barnes (Staff Governor)  
Sarah Horton-Walsh  
Raees Iqbal (Student Governor)  
Lucy Lee  
Tony Lucas  
Geraldine Swanton  
Sally Tomlinson (*left during item 6*)

IN ATTENDANCE: Lindsey Stewart (Deputy Principal and Stratford Chief Operating Officer)  
Heather Evans (Vice Principal Finance)  
Rebecca Gater (Vice Principal Quality and Curriculum)  
Pete Haynes (Vice Principal HR and Student Services)  
Theresa Lynch (Clerk)

Rosa Wells (Executive Director Employment & Skills and IoT) *Items 8 and 9*  
Mary Younan (Dean HE and Curriculum Innovation) *Item 9 only*

*The meeting was recorded.*

The Chair welcomed everyone explaining the new-style agenda which highlighted and made prominent the College's RAG-rated top five risks, a recommendation from the Audit Committee enabling Governors to track issues, actions and mitigations. The new format was welcomed as being helpful and the risks were noted by Governors.

#### 1. Apologies for Absence

There were apologies for absence from Scott Beasley, Badri Gargeshnari, Stuart Lyons (Student Governor) and Sukhy Nijjar.

#### 2. Declarations of Interest

There were no new declarations of interest in relation to the agenda.

#### 3. Minutes and Notes of Previous Meetings and Matters Arising

##### 3.1 Minutes of the Corporation meeting held on 30<sup>th</sup> September 2020

The minutes of the meeting held on 30<sup>th</sup> September 2020 were **agreed** as a true and accurate record and signed with the Chair's e-signature.

The Chair summarised actions completed since the last meeting and noted that materials relating to Black History Month had been circulated to Governors. The Principal noted that data would be made available to Governors on the Governors' Dashboard by 6<sup>th</sup> November 2020. The Dashboard would initially provide data regarding enrolment and attendance.

It was suggested that an actions list be included for Governors from previous meetings. **ACTION.**

##### 3.2 Notes of the Governors' Development day meeting held on 10<sup>th</sup> October 2020

The notes of the Governors' Development day meeting held on 10<sup>th</sup> October 2020 were received. The Chair confirmed that the Director of Student Services had provided an adult safeguarding case study that had been shared with Governors after the meeting.

### **3.3 Update regarding national, regional or local government agenda for education and skills**

Governor comments and questions on the Principal's "AoC / State of the Nation" presentation had been invited, collated and would be covered later in the meeting.

## **4. COVID-19 Update**

The Principal provided a verbal update on COVID-19. Four DfE guidance documents had been received relating to HE, Staff and Students, General and Opening of Sites. He noted the shift in emphasis promoting online delivery for adults and HE students, in contrast to the maintenance of face to face, onsite learning for 16-18 study programmes, unless written public health advice recommended its discontinuation.

Strong relationships with Public Health England, SMBC and Warwickshire County Council provided great assurance for the College in an ever-developing situation and in the event of any imminent closure. The College had reinforced messaging to staff and students, encouraging safe-distancing and mask-wearing in communal areas.

The Principal noted that community spread of COVID-19 was more apparent than any onsite campus transmission – but that the College was fully aware of its duty to students and staff and was committed to maintaining a COVID-safe environment. Staff were generally noted to have responded positively during the pandemic – and those in areas most impacted, such as sport, hair and beauty, performing arts, etc, had coped extremely well with the fragmented and disruptive nature of guidelines. The impact on work experience and industry placements was again highlighted, despite the government's ongoing insistence of their integral role in the learning experience. A new online staff and student survey would be launched this half term aimed at identifying and addressing any issues with online learning. The updated government guidance referenced the "clinically-vulnerable" and the "extremely-clinically-vulnerable" categories – with staff in the second category already identified by College during the first national lockdown and recommended to work from home where possible.

Students appeared to be valuing the opportunities provided by the College to have a safe space to learn, to meet friends and share experiences, in contrast to the restrictions imposed in the community. The beneficial impact of "College life" on the all-important mental health of both students and staff was also noted.

In the context of the advice the Governor visit to Stratford upon Avon campus had been delayed until after the current lockdown, which was due to end on 2<sup>nd</sup> December 2020.

Q. Are the students wearing masks in the communal areas now?

A. The Principal noted that this was now less of an issue and the majority of students were complying with this requirement. It was noted that Stratford upon Avon had been in a lower tier before lockdown and this could have been relaxed, but the use of masks had been requested there too and most students complied.

## **5. Recruitment Update**

The Deputy Principal gave an update regarding good 16-18 recruitment and improved numbers for Stratford upon Avon College. Courses such as Health and Care were popular this year at both Blossomfield and Stratford upon Avon. Woodlands recruitment had been more static, with Motor Vehicle numbers declining. Overall, student numbers were 200 above target. Guidance was awaited from the ESFA to establish whether the funding for the additional numbers would be lagged or paid in-year.

Adult recruitment had been steady, but was below 2019 numbers, although recruitment was on-going. The disappointing HE recruitment had been anticipated in summer, with local universities' 'aggressive' recruitment approaches following removal of the student number cap. It would be important to review the HE offer to identify and target areas of strength in future.

Community provision had been particularly impacted by COVID-19, with venues closed. The alternative, on-campus provision was proving less popular. It was reported that many other providers of community/adult education had moved online, which was noted to be challenging for some learners.

Q. Why had the conversion rate gone up?

A. Strong staff engagement with learners, in implementing student activities and maintaining close contact in the early stages of lockdown had assisted with this. It engaged the learners and they wanted to come to the College.

Q. How was the enrolment system that had been refined in 2020 viewed by staff and managers?

A. It was welcomed and provided more time and more opportunities for staff to cover all of the necessary advice and guidance - focusing more on the learners than the processes. It was noted that more work was needed for HE and apprenticeship enrolment, as well as, providing time for staff familiarisation with the new systems.

Q. Congratulations was given to all involved with recruitment. An update was requested regarding the opportunities for working with the newly-employed, as discussed at the recent Special Interest Group?

A. The Executive Director Employment & Skills and IoT) briefly outlined developments, including the new ESF project with Birmingham City University. Three new members of staff had been appointed to work with curriculum areas to develop an appropriate offer in relation to sector-based work academies programme (referred to as SWAP). The focus would be on developing tailored employer programmes that looked to upskill the unemployed to support them to get interviews and fill vacancies. The College aimed to develop short, 'agile' courses, able to respond rapidly to employer and sector needs, as well as, looking to build on regional strengths with partner institutions.

Recruitment by level was discussed and it was noted that at the Blossomfield and Woodlands campuses it was over 50% at Level 3 and about 70% at Stratford upon Avon. Some inflated centre assessed grades by schools may have resulted in a bigger cohort of Level 3 students and so the College was going to be cautious about target-setting and progression throughout the year. The curriculum areas were currently being reviewed through the first round of MOT meetings.

Discussion took place regarding recruitment from Birmingham. Approximate recruitment levels from Birmingham was about 50% overall and by campus was:

65% Blossomfield

60% Woodlands, and

About 25% for Stratford upon Avon.

## 6. Performance Indicators

### 6.1 Targets for 2020/21

The Deputy Principal presented the report. The targets for 2020/21 were approved as below:

Student Numbers	Target 2020/21
16-18 FT Numbers	4,502
Apprenticeships New Starts	300
Adult Classroom FT/PT	3,843
HE	481
Advanced Learner Loan	269
Full Cost	407

Achievement Targets	Target 2020/21
16-18 overall	87%
Level 1	82%
Level 2	89%

Level 3	88%
19+ overall	88%
Level 1	91%
Level 2	89%
Level 3	81%
Apprenticeships	
Overall	70%
Timely	65%
<b>Retention Targets</b>	<b>Target 2020/21</b>
16-18	95%
19+	95%
Apprentices	86%
HE	86%
English and Maths	95%
<b>Attendance Targets</b>	<b>Target 2020/21</b>
16-18	88%* (covid)
19+	
HE	
English and maths	
<b>Finance Targets</b>	<b>Target 2020/21</b>
<i>Figures in red relate to KPI's if 2nd overage receipt for TGH is excluded.</i>	<b>£'000</b>
Core ESFA 16-18 Funding	24,700
Apprenticeships	2,382
Adult Education Budget	5,085
Higher Education Grants and Fees	3,070
Fee income – excluding HE fees	1,141
Pay expenditure	28,870
EBITDA (Education Specific)	1,808 <b>28</b>
Surplus/(deficit)	(3,020) <b>(5,156)</b>
Financial Health	Good <b>RI</b>
Cash	9,297 <b>7,873</b>
Banking covenants	Achieved <b>Fail</b>
Partnership Delivery as a percentage of income	2.1% <b>2.2%</b>
Contribution	35%
Staffing as % of income (ESFA revised definition)	63% <b>70%</b>

## 6.2 Achievement Report 2019/20

The Deputy Principal presented the report and outlined the positive impact on students generally of centre-assessed grades. The need to be ambitious for learners was noted, while being realistic in target-setting for next year to ensure that they would be achievable.

The difficulties of the current year were emphasised, many of which understandably impacted on attendance, so a lower attendance target of 88% had been set.

## 7. Institute of Technology Report

The Executive Director Employment Skills & IoT presented the report and gave an update on operational elements. She noted that the capital project at Woodlands was almost complete. There had been an underspend that the DfE had confirmed could be used by the IoT. The DfE had also approved the Hub capital project at Aston University to progress, following the delay whilst the IoT expressed an interest in the National College for Advanced Transport & Infrastructure (NCATI). Funding from GBSLEP had increased from £1m to £1.68m to reflect the value of the digital infrastructure element, due to the current situation. Approval was awaited with a spend deadline by March 2021.

The Executive Director Employment Skills & IoT provided an update regarding learner recruitment. She confirmed that the DfE had agreed to count 2019/20 as the first year of the IoT data and that recruitment had been above target. Recruitment for 2020/21 was on target, although there were more part time learners than apprentices. This reflected the reduced commitment by employers to support apprenticeships, but it was anticipated that numbers would grow during the year. It was noted that the employers involved in the IoT, particularly Salts and Worcester Bosch were continuing to be very engaged and involved.

Q. In relation to the GBSLEP funding that has to be spent by March 2021, is there an appeal process should this not be possible, given that it will be winter and with issues relating to COVID-19?

A. At the moment, the LEP is saying that it would have to be returned to government if not spent. However, it may be given the current situation that the LEP may encourage the government to be more flexible. The partners are, however, confident that the equipment and software will be in before March 2021.

Q. Can you clarify of the role of the Executive Director Employment Skills & IoT?

A. It is an IoT-lead role, but one that does not hold a seat on the Board as a Director.

Q. Does lack of detail on the organisational chart imply lack of progress of the other Partners?

A. This is more of a timing issue and there is now greater partner commitment, with the IoT being more firmly embedded across partners. It was **agreed** that the chart be updated for a future meeting. **ACTION**

Q. Are you encouraged by the level of recruitment and in terms of meeting government requirements?

A. Yes recruitment was good and it was positive that the DfE had agreed with including 2019/20 numbers and that targets had been hit for the first 2 years.

The Principal noted that the GBSIoT was an exemplar as many of the other IoTs had not been able to get underway effectively and hit targets. As an exemplar the GBSIoT had been invited to present information about successful implementation and to speak to the Secretary of State about the project. The Executive Director Employment Skills & IoT had been invited to present to the second wave of IoTs, which was really positive.

The Executive Director Employment Skills and IoT was thanked for providing her comprehensive report and leading the IoT so well.

## 8. Apprenticeship Report

The Executive Director Employment & Skills and IoT gave a brief update on the report, covering funding changes and apprenticeship standards in particular. She explained that between 1<sup>st</sup> August 2020 and 31<sup>st</sup> January 2021 new incentives were in place for employers to take on new apprentices. A flowchart had been appended to the report helping to explain the complicated guidance around supporting apprentices who were made redundant. There were concerns around 16-18-year-old apprentices as they did not seem to be as well served by the new standards as they had been by the former frameworks.

The Executive Director Employment & Skills and IoT provided an update on quality and noted that judgements and employer feedback was positive. She noted that the main area for improvement was the reporting of progress for apprentices.

## **9. Higher Education Report**

The Chair welcomed the Dean of HE and Curriculum Innovation to her first meeting of the Corporation in her new role and congratulated on her appointment.

The Dean of HE and Curriculum Innovation presented her report. She updated Governors about the OfS (Office for Students) Conditions of Registration. She noted her termly reports would provide assurance to Governors that the conditions were being met. It was noted that this was a sample of conditions and different sections would be reported at different termly reports. It was noted that the condition of funding relating to supporting students throughout their studies was being addressed during the COVID-19 crisis, by ensuring the same on-going delivery model, but reinforcing this for students that are unable to attend by online support to ensure they meet the intended learning outcomes of their programme.

It was noted that the HE landscape was relatively turbulent at the moment with the Augar Review recommendations still being considered by Government and increased sector competition due to removal of the recruitment cap for universities.

The Government was also considering changes to the HE sector, including the possible reduction of fees, extension of the loan repayment terms, as well as, debating the value of the sector, comparing technical skills against HE qualifications. The impact of these potential changes and the more imminent issues regarding competition were being considered for 2021/22 and beyond.

The Dean of HE and Curriculum Innovation explained that although the OfS was aiming to reduce the administrative burden, their priorities and focus on protecting the interests of students generally and during COVID-19 resulted in a relatively heavily regulated sector.

In terms of strategy for growth, the Dean of HE suggested consideration be given to having a mixed approach, having HE student, higher level apprentices and later higher technicals in a teaching group together. Curriculum development has been approached carefully, to ensure attractive programmes that would recruit well, building on good progression routes from current Level 3.

The Access and Participation Plan report for 2019/20 was being prepared and this would incorporate all aspects of equality and diversity and support for those from disadvantaged backgrounds.

Q. What is the College's planned response to the NSS (National Student Survey) feedback in relation to quality issues highlighted?

A. The feedback only covered 2 courses out of 5 or 6. The assurance and improvement of quality was an on-going process with programme quality boards, learning walks and unannounced learning walks with student questions to review key measures. Achievement was positive with 25 first class degrees and 35 upper class degrees and this demonstrates the good work of the team, particularly during lockdown when work was being completed for these students.

Q A further indicator of students' satisfaction is through reporting complaints received – will this be reported on?

A. The Vice Principal Curriculum and Quality noted that the full complaints report would be provided to Governors at the December 2020 Corporation meeting.

Q. Following the review of the NS Survey would the College be supporting the survey this year?

A. The survey is changing a bit this year. They are expected to include degree apprenticeships. The survey will open in January 2021, so the College was planning focus groups to deal with any issues prior to survey submission. The Programme Quality Board and the Student Council would both be taking place this term and these forums were expected to ensure a good dialogue to address student issues.

Q. What plans are in place to deal with the projected demographic increase in the numbers of 18-year olds from 2021 for the following 15 years?

A. It was felt that the impact on numbers in 2020 had been competition from universities, rather than a demographic decline and it is likely that the external environment will continue to impact on the College's recruitment regardless of demographic changes. The College works with current Level 3 students to support and encourage progression within the College. The Principal noted that the anticipated White Paper may impact this, with colleges no doubt being encouraged to focus on the 'market' of technical Levels 4 and 5 and higher-level apprenticeships. It was noted that going forward, the challenge for the College would be in providing the most attractive offer in order to retain learners, so greater efforts would be put towards that aim.

Clarity was requested regarding the nature of a reportable event. Under the Conditions of Registration, the team was required to report against conditions as they arose, for instance if a course were to be closed, that would become a reportable event – so it is a required standard procedure but not a major concern.

Q. In terms of the TEF award, how are Governors assured that College is progressing appropriately against the requirements of this standard?

A. The College was awarded the TEF Gold (Teaching Excellence Framework) in 2017 for its quality of HE, however, on merger, the lower Silver TEF award had been made. The next TEF cycle was likely to be in 2022. It was about graduate outcomes, achievement and feedback. OfS collate and evaluate annual data and then award the level of award, as appropriate. A current assessment would be at least Silver, due to the positive outcomes, however the NSS outcomes could impact on the award.

The Principal thanked the Dean of HE and Curriculum for a detailed report, but with important information about the College's response to the conditions of funding, which could be combined with the Governors' Dashboard to provide good assurance for Governors. The new approach systemised the monitoring and introduced RAG-rating, so that Governors would be better placed to scrutinise and challenge where needed. The Chair also noted the contribution of the HE consultant, Ian Lindsay, in analysing and summarising the NSS findings, and asked that thanks be passed to him.

*The Dean HE and Curriculum Innovation was thanked and she left the meeting.*

## 10. Finance Report

The Vice Principal Finance presented the report and confirmed a positive outturn position for 2019/20. The adult education and apprenticeship income were on-target. Savings had been achieved on expenditure too. She provided an update against the budget for 2020/21. There were additional non-pay costs in relation to COVID-19, at about £400k.

The financial KPIs were still showing good financial health and much ongoing work was being done on cashflows, finalising reforecast figures and cash impact. The higher surplus forecast last year had improved cash balances for 2020/21.

It was confirmed that cash balances were now more positive than early indications for the year and this would be shown in the re-forecast early in 2021. The Vice Principal Finance also noted that the College would be submitting a return to the ESFA by 27<sup>th</sup> November 2020 and this would be shared with Governors for information. **ACTION.**

Q. The outturn surplus for 2019/20 was very welcome, but why has that position not been made evident to Corporation before now?

A. The outturn position set out in June/July was based on a very cautious approach taken, as the College was unsure whether it would be able to secure all of its income or what costs would be incurred due to lockdown. A more 'normal year' would permit better forecasting, but the presentation did provide a slide demonstrating the shifts between the June/July reporting and the current position and the July PMR would provide further detail. The Principal confirmed that there was a lot of sector-wide uncertainty about potential funding clawbacks and delays in obtaining clarity from the ESFA and other funding bodies.

Q. Noting the demand from students for PPE masks, are there any opportunities for students to make or wear reusable ones?

A. To reduce costs and the time element spent issuing masks, the College had been put in place procedures to follow up with persistent 'offenders' requesting masks. The issue was more to do with students forgetting to bring in masks – whether single-use or reusable ones. The £250k figure covered not only masks and visors, but hand sanitiser, wipes and other equipment.

### **Pension Update**

The Vice Principal Finance had added this item in order to explain the massive shift in the pension deficit and why pension costs were rising generally. Her presentation plotted the deficit over the previous three years and highlighted the July 2019 rise, increasing to £45k this year, resulting in increased employer contributions in 2021 along with additional service and interest costs. These additional costs would have an impact on the budget reforecast currently being prepared.

The £21.3m total figure shown related to the present value of 'defined budget obligations' and were attributable to market forces with corporate fund losses due to the pandemic and the general loss of confidence, which was a national issue. Enhanced data and the increase in life expectancy had also impacted. The College received a valuation every three years when actuaries revised underlying assumptions – but it also received an interim valuation every July which fed into the accounts, and on which the current update report was based. There were likely to be further adjustments in the future following the McCloud and Sargeant judgements currently being addressed.

Governors were invited to submit any subsequent questions arising about the implications of pension increases to the Vice Principal Finance.

## **11. Sub-contracting Report**

The Deputy Principal presented the report and explained that it identified the recommendation of an additional £500k for the RMF contract from WMCA as this was a really key project for the College. The report also included an update on the end-of-year position.

**RESOLVED** to approve the revised sub-contracting plan for 2020/21, including an additional £500k for the RMF contract with WMCA.

## **12. Property Update**

The Vice Principal Finance presented the report and noted that the report requested consideration of the next stage of development for the Stratford upon Avon campus. She noted the need to progress work on Phase 3, linked to both the DfE Capital grant and the CWLEP grant, in order not to lose that funding. For Phases 4 and 5, final costs were being clarified and it was hoped to hear from DfE about any further capital grant funding but that irrespective, a check would be made on this year's budget to ensure that plans were still affordable.

The Vice Principal Finance noted that the project approval report for Phase 3 now included criteria from Section 42 of the Post 16 Audit Code of Practice to test whether a transaction is regular and proper and in the best interests of the College. This was recommended as part of the Governance audit conducted by RSM.

The Chair summarised the background to the paper with reference to her recent Stratford visit and what this opportunity represented in terms of bringing that campus up to the necessary standard.

Q. While noting the encouraging funding to-date, is it correct that the final decision on Phases 4 and 5 will be made in March 2021?

A. Yes – that is correct.

Q. Costs seem to have increased by £1.6m or 23% on the original budget, how much of that would need to be found from current resources?

A. This increase is in building costs rather than the total budget. The overall budget has increased by £1.1m. The construction unit c£200K was previously shown in equipment. Over £1m DfE



capital grant provided in August 2020 to be used by March 2021 and a further £300K from CWLEP grant. It is hoped that the DfE will announce more funding for capital work for condition survey work, as the College has a project ready to go.

Q. A concern then is with the downward trend of cash balances, as it seems the College is losing £4-5m by next July?

A. The project had already been factored into the budget in July and Governors had agreed to use some of the surplus cash balances on Stratford. It was felt that the current approach would be to continue the design work and revisit the matter once an updated cashflow had been produced and once there was clarity about any additional DfE funds. It was noted that Governors would have the opportunity to look again at this in March 2021. The Principal noted that the costs has risen from £8.24m to £9.35m, which was about £1.1m, however, £1.23m funding from DfE and £313k funding from LEP, met the costs of the increase of the project. This would therefore not impact on the College's cash. The College's readiness to use the DfE funding was very positive across the sector, as many colleges were unable to utilise this funding as projects were not able to meet the deadline to spend the funds by March 2021.

*For discussion of the Sanctuary Housing element of the Property Report, the Vice-Chair took over while the Chair left the meeting.*

*The discussion regarding the sale of the Stratford car park was deemed as confidential externally, due to commercial sensitivity.*

It was noted that work had started on Tudor Grange House – the first of the additional overage payments was due to be received and it was reported that on top of the extra already negotiated, an additional £90k payment would be made.

**RESOLVED** to approve:

- in principle the future phases of the developments to the Stratford Campus Estate with a revised total budget of £9,353,635.
- that the College progresses with Phase 3 of the project (CWLEP bid elements and DfE condition grant funded elements) - £881K.
- that the design development continues for Phases 4 and 5 and the employer's requirements are drawn up for these works and the demolition ready for pricing of these works to be obtained.

### **13. Human Resources Annual Report**

This item was deferred to the next meeting.

Questions for the next meeting:

- Long Term Sickness - a significant number of absences relate to 'mental health' and 'stress'. Could we hear more about this issue, notably in the context of the current challenging COVID-19 situation?
- Staff Age profile - a high proportion of our teaching and learning staff are in the 51+ age range. Is this likely to present challenges in the medium term?

### **14. Audit Committee meeting held on 20<sup>th</sup> October 2020**

With the agreement of the Chair of the Audit Committee, this item was deferred to the next meeting.

#### **14.1 Risk Management and Board Assurance Framework**

Deferred to the next meeting.

#### **14.2 Health and Safety Annual Report**

Deferred to the next meeting.

### **14.3 Conflict and Declaration of Pecuniary and Personal Interests Policy**

Deferred to the next meeting.

## **15. Search and Governance Committee meeting on 7<sup>th</sup> October 2020**

### **15.1 Minutes of the meeting held on 7<sup>th</sup> October 2020**

Deferred to the next meeting.

### **15.2 Skills Audit**

The contents of the skills audit were noted and informed the re-appointments and appointments identified in section 15.3 and 15.4 below.

### **15.3 Terms of Reference for Current Members**

*Stan Baldwin left during consideration of his re-appointment.*

The Clerk outlined details of the approvals required for reappointments and new appointments.

**RESOLVED** to approve:

- Stan Baldwin to extend his term of office to the end of the academic year 31<sup>st</sup> July 2021 as Vice Chair of the Corporation and Chair of the Remuneration Committee;
- Sally Tomlinson for a second term of office to March 2025 and as a member of Remuneration Committee;
- Joan Smith for a second term of office to May 2025.

### **15.4 New Governor Recruitment**

The Chair reported that five applications had recently been received, of which four had been interviewed and were being recommended for appointment.

**RESOLVED** to approve:

Increase of the size of the Corporation to be 18 full members plus one external member for one year from 1<sup>st</sup> December 2020.

Appointment of:

- Tasleem Chaudary as a full Corporation member;
- Lisa Jones as a full Corporation member;
- Neil Ladwa as an external member of the Corporation;
- Harrison Thompson as an external member of the Audit Committee.

All commencing on 1<sup>st</sup> December 2020 for one year in the first instance, extending to a full 4-year term thereafter, as appropriate.

## **16. Register of Interest for Staff**

Deferred to the next meeting.

**17. Remuneration Committee held on 7<sup>th</sup> October and related reports**

*Deemed confidential and the staff and student governors, Principal, EMT and the Clerk left the meeting.*

17.1 Principal's Review

17.2 Clerk's Review

**18. Regular Update Reports:**

**18.1 Bids and Projects Reports**

The contents of the Use of the College Seal and Chair's Signature were received for information.

**18.2 Use of the College Seal and Chair's Signature**

The contents of the Tender Update Report were received for information.

**18.3 Tender Update Report – *commercially confidential***

The contents of the Property Update were received for information.

**18. Date of the Next Meeting**

The next meeting is scheduled for Wednesday 30<sup>th</sup> November 2020 at 5.30pm.

The meeting finished at 7.47pm.



Signed: \_\_\_\_\_ Date: \_\_\_ 30 November 2020