

**Minutes of the Corporation Meeting held on 25 May 2023
at Stratford Campus at 5.00 pm [& pre-meeting tour of the Stratford Campus at 4
pm]**

Present

Scott Beasley
Tasleem Chaudary
Rebecca Gater [Principal and Chief Executive]
Vic Gwozdz [FE Student Governor]
Sarah Horton-Walsh
Barbara Hughes [Chair of Governors]
Ravi Kumar
Lucy Lee
Amirun Nehar
Harrison Thompson
Sally Tomlinson

In attendance

Pete Haynes [VP HR and Student Services]
Lee Jamieson [VP Quality and Curriculum]

Sam Bromwich [Director of Corporate Governance, Risk & Compliance]

John Ellis [Head of School Construction - Interim]
Nicky Haines [Head of School Creative Arts]
Olly Scholefield [Head of Sustainability]
Dave Gartside [Director of IT]

Heather Cross [External Board review]

The Chair thanked Governors who were able to attend the pre-meeting tour of the Stratford Campus. Feedback was positive especially towards the opportunities the new facilities will provide to prospective students and also staff. A welcome was also given to Heather Cross, the external board reviewer.

1. Apologies for absence

Apologies were received from Tony Lucas, Christine Abbott, Geraldine Swanton and Donna Poole and Heather Evans.

2. Declarations of Interest in relation to this agenda

There were no new declarations of interest.

3. Minutes of the previous Corporation Meeting held on 28th March 2023

The Minutes of the Corporation Meeting held on 28 March 2023 were agreed as a true record and signed by the Chair [application of e-signature].

3.1 Matters Arising, Actions and Top Risks

Harrison Thompson was missing from the attendees list from the previous minutes.

Actions

The Chair went through the actions report and confirmed that she meets with Director of Corporate Governance, Risk and Compliance termly to review.

She confirmed that a Full Corporation member is required to join Search and Governance Committee rather than an external Governor. This appointment is still be resolved. **ACTION**

The Summary report for the Summer works has now been uploaded.

Q: Where are we up to with the EDI Annual report?

A: The VP HR& Student Services confirmed it is imminent but slightly delayed due to work around the Strategy document.

Top Risks

The Chair confirmed that the changes to the Top Risks were agreed. The Ofsted risk has been removed and there have been some progression with the Director of IT in this area.

There is an update on being unable to fill Senior Leadership Team roles and the risk is reducing.

3.2 Minutes of the Extraordinary Corporation Meeting held on 9th May 2023

The Minutes of the Extraordinary Corporation Meeting held on 9 May 2023 were agreed as a true record and signed by the Chair [application of e-signature].

STRATEGIC PLAN 2022-2025

STRATEGIC AMBITION 1 – Deliver a high-quality curriculum that enhances the life opportunities of our learners, the inclusive growth of our communities, and the productivity of the employers with which we work

The next two presentations by Heads of School to Corporation were delivered. Aa welcome was given to John Ellis, Interim Head of School -Construction – and to Nicky Haines, in her Head of School for Creative Arts role. After the meeting both presentations would be uploaded to BoardEffect for Governors to access. **ACTION**

4. Meeting Local Skills Need

Presentation One : Construction

John Ellis, the interim Head of School Construction delivered his presentation He highlighted that out of the 2023-27 trade needs, there were only 3 areas that the College doesn't deliver. Flooring, Glazery and Roofing. These areas are very expensive and difficult to staff.

Q: Do we have any apprentices in these areas?

A: No

There's a potential opportunity in terms of heat source pumps with Baxi (based in Warwick), which he will forward on to the new Head of School and suggested that a bootcamp could be developed on campus. The Principal and Chief Executive confirmed we could feed that into the LSIF.

CiTB still offer funding and grants that many don't know about. Employer engagement sessions in the evening.

Q: Do we have any employer groups now?

A: Yes, but it was not very well attended unfortunately, but we do need to grow in the areas of Built Environment side and Construction.

Q: Have you engaged with HS2 in terms of construction opportunities?

A: They are after a very specific type of learner, mainly adults, which we don't have that many of. The RMF learners that we subcontract work on HS2.

Q: The tour from earlier, looked really good but heard from the member of staff in that area that it's not potentially big enough so maybe some practical problems.

A: If the College chooses to invest in it, we will need to expand. Opportunities are there to grow. Chief Executive & Principal confirmed that down the road is Timothy Bridge Road industrial estate which is within walking distance of the current campus and purpose built for that type of activity and is on our radar. This could be used instead of developing on the new campus.

Q: Marrying the desire to bring more people into the trade against the client base with a diverse range of employers across the industry. How do we get to them? Are we saying we need to put people out there and knocking on doors?

A: Locally, the drive will come from the suppliers (like Baxi) that will give us a supply list and you promote to those. It's only a matter of time before a certain certification is required for that. So many Colleges build centres for sustainable products but have no enrolments as the manufacturers supplying the equipment are insistent that people go to their training centres before they can buy it or even use it.

Q: We don't do glaziers, flooring and roofers but no building is built without them? Surely like brickies, they don't have to build a huge wall?

A: Sadly, they do. You can do small ground level things but you still have to do full size models with multi styles of roofs etc and these areas requires a massive space.

Q: Are we missing an opportunity?

A: The staff are specialist and it is very difficult to get someone to come out of their industry to deliver. The Principal and Chief Executive confirmed that part of the collaboration in the LSIP and LSIF is to ensure that the region has the skills available, so there isn't an expectation for every College to provide all services and every skill. We can say that we have chosen not to cover activity A as it is already covered in the region by another College.

Q: Looking at projections, the numbers weren't massive.

A: Correct. We don't get calls for these areas either.

Meeting Local Skills Need

Presentation Two : Creative Arts 1.13

Nicky Haines, the Head of School Creative Arts, delivered her presentation. She confirmed that Creative Arts isn't part of LSIP but it isn't something to be concerned about as we have huge representation in local and regional area. Live Performance Capture is huge for theatres and they want to be more accessible, especially to people who can't get to theatres and can access it through live streaming.

Q: For the bootcamps, how are we managing in terms of our existing staff and bringing them up to speed with these new developments?

A: We do have opportunities for staff to come on bootcamps. We have industry professionals come in to lead and our team will work alongside them so this is a way of upskilling. Not only do we bring the professionals in but we are looking after our existing team and providing them with exposure to these things.

Q: Linked to that, who is responsible for recruiting and how do we identify the demand?

A: Demand identified through WMCA and the work that they had done with Create Central, we were then approached to develop this with industry. In terms of recruitment, both us and industry are involved, we have an application process on our socials and industry socials. We interview every applicant but need to meet certain criteria (being 19+ and live in WMCA region) to enable the funding. Once initial training complete, industry partners hold an interview panel with them to make sure they are appropriate to the placement and a match to the 'bootcamper' with the placement sourced and end of placement, the employers are involved in a legacy event where the employers give feedback, CV analysis etc; and it's a careful recruitment process. Have also gone out to job coaches and we offer them a service where we do a pre-interview as some of the individuals may not be in employment due to lost confidence.

Q: Asked students at the bootcamp on a governor visit about recruitment and almost half of them had seen/heard about it on social media.

Q: What are the demands in terms of numbers?

A: It's just been growing and growing. The one just about to start, we had 15 places and had 40 applications and interviewed them all. Approached WMCA if gone over the places as 25 of them were brilliant. We also identify if they may be better suited to another bootcamp. Also just completed RUMPUS training. Joe Lycett's production company contacted us through WMCA to ask if we'd do training for their new recruits as part of the deal for his return to the area was that he would want a West Midlands crew. There's a lot of demand currently.

The Chair confirmed the need that Creative needed to be linked to the Accountability Statement.

ACTION

5. Applications Update

VP Curriculum and Quality referred to the summary report and the appendices should provide some assurance. Enrolments last year were down so therefore we need to reverse that trend. We believe that we are on track to achieve over and beyond the growth target, having set the Assistant Principals set targets and the appendices include detailed breakdown school by school.

Q: The Chair of Governors confirmed this was good to hear. She sought clarification that the increase, since working with Heads of Schools has seen them having more involvement in the Business Planning.

A: VP Curriculum and Quality confirmed that following a change in focus, the accountability has moved across to the Heads of School and we feel that they are not skilled in implementation so we have a programme they are going through to provide them with the appropriate skills for implementation, project management, setting milestones and influencing people outside of their line management and this will drive the targets. We also need to change our curriculum to be responsive to the skills agenda that's emerging. Principal and Chief Executive confirmed it is part of the strategy to upskill middle management so they can be more entrepreneurial and commercially aware and accountable for their curriculum planning and achievement of targets.

Q: Any courses that are oversubscribed, should we be asking if they may be interested in other courses.

A: Principal and Chief Executive confirmed that a course can never be oversubscribed. VP Curriculum and Quality confirmed there was still time to react to courses that may look like this through avenues such as recruitment. For example Construction and the large increase in 2022/23 led to an extra brick workshop being built.

Q: Really important that 16-19 are lifeblood of College. Demographics in our favour. Two Heads of School have confirmed that they could do more with more resource. Could you provide more assurance that you've had a rounded discussion with Heads of School. Have they got the tools to do the job?

A: VP Curriculum and Quality confirmed that we have a range of skills at Head of School level

and if the programme is successful, those Heads of School will have a good foundation to build curriculum change and drive it through. Two Heads of School said that if they have more time personally to engage with Schools and other groups they could recruit more learners.

Q: VP Curriculum and Quality confirmed that there is a restructure of Employer Services area and our vision is that this will strengthen how they work with individual Schools. Adverts and recruitment are currently out and hopefully in place by September.

6. Accountability Agreement Sign Off:

The Chair of Governors asked for constructive feedback

The VP Curriculum and Quality identified a repeated section. The Principal and Chief Executive confirmed that due to a recent change in personnel at such a crunch point and with it due in less than a week, we do need a final review of the content. If we can have an agreement in principle (once general tidying etc; has taken place)

Q: I'd support approval but we may wish to allocate some time to how we know it's been delivered. Also, the ask of employers seems to be filtered through a number of key organisations which is inevitable. We draw a number of learners from Birmingham but we reference Coventry and Warwickshire in terms of employers asked. Have we cast our net appropriately?

A: The CEO and Principal and Chief Executive confirmed we are really mindful of this as a collective across the West Midlands and Warwickshire due to the employers who were consulted as part of the LSIP, they did say that they are contacted by multiple people from both the same establishment and multiple Colleges requiring the same thing. One of the key projects will be to have a more integrated approach that's supporting employers. Each college has own agenda which can be helpful but at the same time we need to coordinate and collaborate.

The Chair of Governors asked the Principal and Chief Executive to clarify the funding papers. The LSIF requires a lead provider and as our LSIP covers the West Midlands and Warwickshire we volunteered to lead on the fund as the only college who has campuses in both areas. This was well received by all other Principal and Chief Executives from the Colleges and Colleges West Midlands Group are very supportive also. It's not as much money as hoped. The application information was launched today. £10 million over 2 years and when considering we're the largest LSIF in the country it's a little bit disappointing but we'll try to get the best package. £5 million for 23/24 and £5 million the following year.

Q: As ambassadors of the College, it's a useful document for Governors to use and talk to other employers. Can we do printed versions like the Strategic Plan?

A: The Principal and Chief Executive confirmed that we can look to do that.

7. Quality, Curriculum, Teaching and Learning update

The VP Curriculum and Quality provided an update, referring to his summary report

7.1 Regional Performance Update

It is important to recognise that this refers to the data from last year and no longer includes the National average figures as this information has not been published since the pandemic. We had one of the stronger retentions in the region and this is a similar for this year again. For apprentices, we have met the national average.

Q: What is our performance looking like this year as looking at the dashboard, retention isn't looking particularly good and if retention is keeping us at 5th for last year, I'm slightly concerned?

A: VP Curriculum and Quality feels our headline overall retention is in line with the previous year. The Principal and Chief Executive confirmed it was the pass rate, not the retention, that

affected the overall achievement.

Q: I was conscious that based on our retention being so high last year and had our achievement been similar.

A: The Principal and Chief Executive confirmed that this is what is being worked on this year alongside the pandemic recovery. How do we ensure more learners pass their qualifications. If our retention is in line. (VP Curriculum and Quality confirmed we are currently at 92%) So, if improve our pass rate we'll improve our figures overall.

Q: Is it correct to say that our direct competitors from the sample are BMet and Warwickshire College? In fact we are lagging behind them for 16-18, significantly compared to BMet.

A: VP Curriculum and Quality confirmed that BMet would be a key competitor and South and City would be closer to us, who haven't performed as well as us. This side of the border our competitors are Warwickshire and Coventry and the latter have not had such a good year and we are edging more into this area. Other Colleges in the sample are not a direct competitor as learners are less likely to travel to us (like Dudley who are a Grade 1 College and someone who we are looking to benchmark against).

Q: In the years before this(not including the pandemic) have we seen much change compared to them? Has it gone up or down(our 5th place in the table).

A: The Principal and Chief Executive confirmed that our achievement rate would have been higher pre-pandemic and that's why the pandemic recovery to get back to these levels have been our focus.

Q: Is that in relation to the others as well?

A: Yes. It's spiky against the provision types, but particularly 16-19, we were always scoring high compared to other Colleges. Some adult programmes would also have been high. Maths and English has always been an area that we have struggled in. Apprentices we have always been just above the national average. We're aiming to get back to those levels and continue that trajectory.

Q: Do we expect National achievement rates to be published next year?

A: VP Curriculum and Quality, confirmed they were expected this year from DfE but when the QAR's were published it linked to fairly generic data. We'd like to think so, but it isn't guaranteed which was reiterated by the Principal and Chief Executive.

7.2 Student Satisfaction Survey Spring Term 2023

VP Curriculum and Quality summarised the cover report and confirmed surveys are compared like for like (e.g. Spring to Spring). There is a small drop in class-based learning satisfaction of 2% but pleased with the progress in apprenticeship satisfaction which is up 9%.

Q: Are the survey results shared with the Student Exec Committee and Student Support Services, so they can recognise what students are telling us and can think what they can do to help(like Careers). The Student Exec is very active across the College.

A: VP HR & Student Services confirmed that it is shared through the Learner Voice and Equality Steering Group rather than directly with the Student Exec Committee as they are members of this, so they see this at least once a year. Principal and Chief Executive provided an example of where apprentices are not given access to careers and specific questions like this are shared directly with the departments for them to improve areas. It is also shared at CMT so all College Managers will see it.

Q: Really good that questions like online resources and technology have scored well which has improved significantly from last year. Where there are lower levels of satisfaction when things are changing and wonder if there is anything we can look to do to provide more support before changes comes into effect? Uncertainty or change will always be a challenge to students.

A: Principal and Chief Executive confirmed this was a good point. VP Curriculum and Quality felt there's been more change in the past couple of years with the reorganisation than there has

been historically. VP HR & Student Services confirmed the importance of the focus groups that run alongside this and where you can understand these issues. We'll reinforce the importance of attendance to the Learner Representatives who provide a voice to those groups. VP Curriculum and Quality, the next steps are that HoS are provided with a report with specific questions where there is low satisfaction on a programme-by-programme basis. The Heads of School will then run focus groups to try and get to the root of the dissatisfaction and provide an action tracker as to what actions they will take to improve levels of satisfaction. It's also reviewed in SLT.

7.3 Quality Gap Analysis/New reporting format

VP Curriculum and Quality summarised the cover report and explained that there have been a series of meetings with the Chair of Corporation, Chair of Ofsted SiG and Director of Corporate Governance, Risk and Compliance to discuss what happens next.

It was agreed that a proposal for Governor involvement would be produced and implemented from September 2023. **ACTION**

Q: What will the reporting timescales be? Can we see it monthly?

A: VP Curriculum and Quality confirmed it would be more beneficial to produce termly reports.

Q: Can it be updated on the dashboard?

A: VP Curriculum and Quality will take this away and think it through. **ACTION**

Q: Visually this looks very good, will it be used with Head of Schools or just with Governors?

A: VP Curriculum and Quality confirmed it is just designed for Governors but working on a scorecard to work with Managers at an operational level.

Q: We can only see percentages, not numbers. Can numbers be added as well?

A: VP Curriculum and Quality confirmed it can be done. **ACTION**

Q: What assurance do Governors have that this was drawn from original data sources.

A: VP Curriculum and Quality said that some data is automated and others from written documents. The brackets show the source of the information.

Q: Could this be hyperlinked to the dashboard?

A: VP Curriculum and Quality confirmed it has been done for the Head of School scorecard so we can look at this. **ACTION**

There was general feedback that this will be a very useful tool for Governors and there was positive feedback overall. The new Quality reporting format for implementation in 23/24 was agreed. **AGREED**

7.4 Careers and Guidance report

VP HR & Student Services presented his report and asked for volunteers for the Careers Link Governor and to let the Director of Corporate Governance, Risk and Compliance if interested. **ACTION**

Q: Could the Careers officer do a presentation to Governors in the future.

A: VP HR & Student Services confirmed it can be done.

STRATEGIC PLAN 2022-2025

STRATEGIC AMBITION 2 – Secure the future of our organisation in a fast-changing sector through careful and appropriate income diversification and growth

8. Subcontracting termly update and draft strategy for 2023/24

The Principal and Chief Executive provided an update confirming that we're on track.

The 23/24 AEB Subcontracting Plan was approved along with the approval to tender for next year.

Approved

STRATEGIC PLAN 2022-2025

STRATEGIC AMBITION 3 – Create a high-performing culture that attracts and retains the best people, is fully inclusive, and has a happy and proud workforce

STRATEGIC PLAN 2022-2025

STRATEGIC AMBITION 4 – Deliver a considered but ambitious programme of investment underpinned by financial stability

9. Property Update

The Principal and Chief Executive provided a summary of the report. Approval required for an £800k spend on the Refectory and £302k that was discussed in the latest Property SiG for landscaping. (The tour highlighted the size of the landscaping area). The agreed wording for the Nantes overage has been double checked by our Legal Counsel and lawyers.

Q: Important to note that in Property SiG and offline that there would be no detrimental effect on any other Capital Projects or any other learner benefits on revenue spend. Executive Teams have been challenged at Corporation to usefully use some of the money held in the bank. Important to minute these discussions.

A: The Principal and Chief Executive agreed, especially that the Refectories need refreshing as used by staff/students and visitors alike.

All 3 items have been approved. **APPROVED**

9.1 Feedback from Property SiG held on 23rd May 2023

An extra Property SiG was held to recommend additional expenditure for landscaping at Stratford, which was approved at this Corporation meeting. **APPROVED**

10. Bids and Projects including termly KPI report

The Chair of Governors noted the summary report. Appendix 2 has an incorrect subheading.

ACTION

11. IT Report (Item taken after item 3.3 and Director of IT left after this item)

Director of IT referred to the Summary report.

There have been a number of issues during exams this week, where Sophos has 'kicked in' and caused technical issues during exam delivery. Recommendations from Sophos themselves includes turning off Sophos which having approached Governors about the need to have the

software is a bit back to front if he then has to come back and say 'but I've had to switch it off'. Ongoing work to troubleshoot some of the issues identified.

Isla Flood has been appointed as Emma Balls's replacement and one of the first tasks is to analyse the Digital Capability data and meeting with the Heads of School and working out a response as to how we elevate our organisation digitally.

With regards to Artificial Intelligence it is likely to have massive implications, we have to embrace yet be able to detect plagiarism. We intend to host a roundtable event with those interested to help formulate a policy for how College uses AI in the future.

Q: We've had 10 incidences that could have been malware. Could they have been malware?

A: Director of IT confirmed a number of those incidences were caused as a result of our team configuring the systems and could have been considered by outsiders as being malware, so have been delighted that they were picked up by the Threat Response team. There are actual malware incidences that have been detected and stopped in their tracks. There was also an instant where a student downloaded a copy of Roblox from an unofficial site and was riddled with Malware. The first thing that happened was that Sophos isolated the computer. A helpdesk ticket was raised by the student who confirmed the device had stopped working and the isolation email popped into the inbox, which confirms the system works.

Q: That's interesting. It would be useful to know in the future if these instances are down to user error or a targeted campaign attack(gangs/criminals etc;).

A: We need to remember that no piece of software will protect us from a zero day attack that has been significantly designed to get into our systems. The managed threat response solution uses pattern matching to identify common exploits have been exploited. We're trying to protect against the most likely candidate for an attack will be a piece of software that has been accidentally downloaded or a phishing link on an email and the Managed Threat response solution is a good proportionate response to those threats. If you would like me to send a link of the cases I can do.

A: Yes please. I would be interested in working out the cost of what we are paying for and if it's user error that indicates what we should be doing in terms of training but if it's a co-ordinated campaign the risk is high. **ACTION**

Q: One of the frustrations surrounding Cyber Essentials is that we have to meet stringent rules about how we manage our staff and their use of IT. Under the scheme, students, because they are customers are actually exempt from those controls, even though they are accessing the exact same systems.

Q: Good report and very succinct. Can you give a view of the state of IT estate (PC's, servers etc;). Should we be investing more in this than estates and buildings?

A: Over Summer will be installing 200 additional computers. All computers will then be capable of running Windows 11. It's a very good benchmark. Deputy Principal and Chief Executive and I are working on our asset database to come up with a realistic replacement schedule. We'll report back on what is feasible. 3 years isn't but 5 might be in terms of replacing equipment. Desktop estate is great for September. Server estate is aging but as work is being moved into the Cloud, the frees up capacity and therefore don't need to spend capital on the server estate at this stage.

Q: Chair asked Scott what he will be doing in the session around phishing at WCDD sessions.

A: They run interactive sessions to get people to think about how cyber criminals would run it by pretending to be someone else. Will provide top tips, key things to take away. It's what our company does and includes real life stats. Happy to do with Governors also. **ACTION**
Director of IT also believes that giving people the context that the Cyber risks is not just us, will

be really powerful.

Q: AI is really important moving forward and the threat that ChatGPT presents to complete assignments is high. I was shocked at the quality and content. Students having access to this technology will have long term effect on their development I believe by taking the hard work away from them.

A: Absolutely, but the only thing I would counter is that Chat GPT relies on original content to create new content. Those who create content will become more valued and we need to encourage those skills rather than the copy and paste mentality.

STRATEGIC AMBITION 5 – Be Net Zero by 2030

12. Sustainability Strategy (Item taken after item 3.3 but after IT Report and Head of Sustainability left after this item)

Head of Sustainability presented the strategy which will be made available on BoardEffect, highlighting the 2 pages within the strategy which are progress to date and the next 12 months which includes a lot of work being done on Scope 3 and our supply chain. **ACTION** 50% extra in terms of our baseline as every product we buy has carbon emissions attached to it. Applies to services as well.

The Sustainability ambition is in the College's Strategic Plan.

Leading on College West Midlands toward net zero workstream which is kudos to the College. Invited to be on a session for Power in Partnerships at a Sustainability Conference in Bath.

Q: In terms of working with College West Midlands. How do we compare to other Colleges?

A: Benchmarking has been done and very favourably. At the front end in terms of ambitions and looking at ways to reduce carbon footprint and in the mix with regards to embedding into curriculum. Having a dedicated post at head level is a rarity and shows how progressive we are and forward thinking. The Principal and Chief Executive confirmed colleagues are very envious. A lot of them have been told that Sustainability is part of their job description rather than a dedicated role. Feedback from EAUC is that we as a College and College West Midlands as a collective is very positive.

Q: How do you ensure everyone takes on that in terms of their role and not just relying on the one person?

A: Chats with VP HR And Student Services about how this will work. The Sustainability Policy sets out roles and responsibilities to support and engage with this work to ensure its delivered and works well. Very good teams set up. We have 60 Green Champions.

Q: The Chair confirmed it gives a level of assurance that things are taking place and are pleased to see it.

Q: Is there any ongoing training that Governors can do on Sustainability?

A: The CEO and Principal and Chief Executive confirmed an online programme about Climate Change. VP HR and Student Services has completed it and found it useful.

Q: Really good briefing presented to Governors a while ago. If a third of our carbon footprint is electricity and our strategy is all about managing down our use of electricity, why aren't we thinking about electricity generation? Turbines/solar panel technology etc;

A: In the delivery plan we are looking at an energy efficiency survey, also de carbonisation report in the next couple of months, which will involve getting a contractor to come in and look at all campuses and buildings to look at where we can become more efficient (BMS review is already happening) Heat Network is already happening. Looking for any suitable onsite renewable regeneration which primarily solar heating on the roofs as flat roofs and multi storey car parks are ideal. What we need to do is reduce as much as possible and then look at what

we need to do to 'get off grid' and use our own renewable energy. Potentially some Government de-carbonisation strategy funding available which is earmarked for the Autumn. We can then bid on Capital Funding which we don't have to match fund (up to £1m funding towards these projects)

Q: Can this be captured in the Strategy?

A: Will double check.

Q: The delivery plan talks about decarbonising savings and investments?

A: This looks at any savings, investments that the bank that we use and the pension schemes that we have and that we are using responsible organisations and banks. Asking what are their sustainable intentions? Where is the money invested? (Shell, green technologies). Difficult to unpick but ideally, we wish to be seen as investing in a sustainable way.

Q: Can Governors be shared any links to training/conferences if appropriate?

A: Yes. **ACTION**

Happy to approve updated strategy. **APPROVED**

14. Dates for 2023/24 and review of Cycle of Business

Director of Corporate Governance, Risk and Compliance has reviewed the dates and analysis on the cycle of business. By fitting in with the key deadlines, the aim has been to rationalise the length of papers and items at each meeting and to recognise the Governor role of oversight of impact not activity. The dates have been proposed with this in mind. Proposed a reduction in Corporation meetings from 8 to 7.

Q: The 2nd Remuneration meeting is missing? Are we reducing to 2

A: Director of Corporate Governance, Risk and Compliance confirmed there should be 2 and will be looked at. **ACTION**

15. Feedback and minutes from SiGs:

Chair of Governors invited the Chairs from each SiG to provide an update. Minutes from each SiG are available on Boardpacks

15.1 Property SiG

The minutes were available.

15.2 EDI SiG

It was confirmed that there is another SiG on 26th June 2023. Tasleem will need to be added to the minutes. **ACTION**

15.3 Ofsted SiG

Clarification of whether there is a need for an additional meeting after the next one was raised. The Chair of Governors said after this, we would have the opportunity to reflect whether these meetings have met the Terms of Reference. **ACTION**

16 Minutes from Audit Committee 7th March 2023

The Chair of Audit Committee summarised the minutes, confirming that the Internal Audit Plan had been thoroughly scrutinised prior to submission discussing what was felt required in terms of developing the internal audit plan.

Under confidential items, the performance of external auditors, KPMG, were discussed and we now have a new audit partner as Mark Dawson has stepped down and replaced by Jonathan

Brown. We're trying to make sure we get the best value out of the audits as we are paying a substantial amount of money for it.

Q: External auditors, do they have to be changed after a particular time period, like the financial sectors do?

A: The Chair of Audit Committee confirmed we do. They were changed around 3 years ago and went through the tender process. Heather Cross confirmed that we have to change after 7 years and it was also confirmed by the Chair that Mark had to rotate off after such a long time in the role.

17 Minutes from Search and Governance meeting 13th March 2023

The Chair of Governors confirmed one of the actions related to the recruitment of new Governors in light of the succession changes. We received funding to work with Peridot which is the departments chosen recruitment company for Governors. 9 potential candidates put forward to interview and 7 were interviewed and Search and Governance are proposing 2 new Governors. One 2 candidate is an Operations Director from a Building Society in the West Midlands with good commercial and financial background. The other is currently a Head of School at Oxford Brookes University, and has had various leadership roles in universities and some governance experience. The Principal and Chief Executive confirmed they were both very high calibre and both live locally. As our contract with Peridot was to appoint one Governor, we will need to pay a fee for having taken a second Governor.

If approved, they will officially start in September and hopefully attend our July Corporation meeting as guests. The induction will start as soon as possible, ideally this term

Vic Gwozdz [FE Student Governor] left.

Q: Have we done our Skills Need assessment as conscious we are losing a long-serving Governor who also has a lead-safeguarding role.

A: Director of Corporate Governance, Risk and Compliance confirmed this has been done and continues to be done. A very experienced Governor leaves in December and replacing her skills, especially in Safeguarding. The Chair of Governors felt the HE gap is being addressed with one of the newly-recruited Governors who also has some safeguarding experience - and that the commercial and general financial aspect was good with the second newly-recruited Governor. We are hoping that the two appointments will be approved.

Q: Are there are more appointments still to be made?

A: Director of Corporate Governance, Risk and Compliance confirmed that there was just Geraldine to replace, although there was still one external Governor to appoint for Audit Committee, as the other vacancy will be filled (Search and Governance Committee) from within the full team.

Policies

18 Grievance Procedure

VP HR & Student Services confirmed that there was a minor alteration to the policy. No other changes were recommended.

APPROVED

19 Data Protection Policy – update following Follow Up Audit

Director of Corporate Governance, Risk and Compliance confirmed that there has been addition to the previously agreed policy now, relating to automated decision making and profiling.

Q: Do we make automated decision making within the College?

A: Director of Corporate Governance, Risk and Compliance confirmed that although there is profiling but it doesn't make any automated decisions as a result of it.

APPROVED

The following items were deemed confidential.

20 Minutes of the meeting of the Remuneration Committee held on 9th May 2023

20.1 Update for EMT Targets

20.2 Director of Governance Targets

Any Other business – Feedback from VP interviews

For information items – the following reports were presented to the meeting and received for information:

21 Tender Summary Update

22 Use of the College Seal and e-Signatures

23 Register of Interests for Governors, EMT & the Director of Corporate Governance

24 PMR March 2023

25 Any other Business

26 Future Dates – and date of next meeting : 05 July 2023.

The meeting ended at 21.00

Signed 

Date 05 July 2023

Solihull College and University Centre

**Minutes of the Corporation Meeting held on 25 May 2023
at Stratford Campus at 5.00 pm [& pre-meeting tour of the Stratford Campus at 4
pm]**

Present Scott Beasley
 Tasleem Chaudary
 Rebecca Gater [Principal and Chief Executive]
 Sarah Horton-Walsh
 Barbara Hughes [Chair of Governors]
 Ravi Kumar
 Lucy Lee
 Amirun Nehar
 Harrison Thompson
 Sally Tomlinson

In attendance Pete Haynes [VP HR and Student Services]
 Lee Jamieson [VP Quality and Curriculum]

 Sam Bromwich [Director of Corporate Governance, Risk & Compliance]

The following items were deemed confidential and the Student Governor was not present [and meeting apologies had been received from the Staff Governor]

Confidential items

27 Minutes of the meeting of the Remuneration Committee held on 9th May 2023

27.1 Update for EMT Targets

27.2 Director of Governance Targets

Any Other business – Feedback from VP interviews