

Part I Minutes of the Corporation Meeting held on Tuesday 4th July 2023 at 4.30pm in Conference room I at the Institute of Technology

Members present:	Ian Austin (via Teams)	Paul Noon (Chair)
	Liam Butler	Jason Parker
	Wendy Davies	Jack Stokes
	Nirmal Gupta	Neil Thomas (Chief Executive & Principal)
	Paul Hartridge	Nick Thompson
	Mollie-Amelia Hehir	Tom Westley
	Alison Hodge	

In Attendance: Gill Darwood (Director of Corporate Governance) (DCG)
 Steve Johnson (Executive Director Estates & Capital Projects)
 Louise Jones (Chief Finance Officer) (CFO)
 Diana Martin (Vice Principal) (VP)
 Sandra Prail (AoC) (observer)

Board administrative matters

- 1 **Confirmation of quorum**
 - 1.1 The Director of Corporate Governance (DCG) confirmed that a quorum was present.

- 2 **Apologies for absence**
 - 2.1 Apologies for absence had been received from L Sithole and V Little, and from attendees D Goode, G Barnard and K Jones.

- 3 **Declarations of interest**
 - 3.1 Declarations of interest were noted from P Noon in relation to item 6.6, and from N Thomas, T Westley and A Hodge in relation to item 6.8.

- 4 **Approve minutes of previous meeting on 20/06/23**
 - 4.1 The minutes of the meeting held on 20th June 2023 were confirmed as a true record for signature by the Chair.

- 5 **Matters arising**
 - 5.1 There were no matters arising not covered on the agenda.

Strategic matters

- 6 **Looking ahead to the future – towards development of a new strategic plan**
 - 6.1 The CEP provided an update on a number of matters which included:

 - 6.2 *Accountability Statement*
 - This had now been finalised and submitted to DfE. The document would be published on the College website for the start of the new academic year.
 - Ofsted would be looking at the extent to which the College was meeting skills needs and delivering on its accountability statement.
 - The impact would be reported through the Annual Strategic Impact Assessment.

- The document would be updated each year and would feed into the new Strategic Plan.
- DfE had published the part 1 accountability agreement which was available for members to refer to – with specific reference to schedule 7, Governor Responsibilities. The responsibilities were largely the same as had been included in the Funding Agreement, but with additional references to Managing Public Money requirements.

6.3 *Local Skills Improvement Plan (LSIP)*

- The LSIP had now been published by the West Midlands and Warwickshire Chamber of Commerce. This was awaiting feedback from DfE with a final version published in July.
- A data portal would be created for providers to access employer feedback and labour market intelligence.
- A LSIP steering group would oversee delivery of the priorities.

6.4 *Local Skills Improvement Fund (LSIF)*

- Local Skills Improvement Fund had been launched to allocate funding to providers to support delivery.
- The 21 members colleges in the West Midlands had been allocated £10m across two academic years. This would be split between capital and revenue in year 1 and 100% revenue in year 2.
- Solihull College had led on the submission of the expression of interest on behalf of Colleges West Midlands, which outlined six projects in direct response to the LSIP for the West Midlands. The full bid would be written early in the new term for money to be allocated.
- The six project areas were around electrification, retrofit, modern construction, sustainability curriculum, digital upskilling and supporting employers to understand and access training provision.

6.5 Members discussed the content of the LSIP and also noted the range of other sectors highlighted by WMCA which could feed into curriculum planning. It was noted that many skills needs, such as electrification and hydrogen, would feed into multiple areas of the curriculum. The CEP noted that the College was able to be more reactive to specific skills needs through WMCA Adult Education Budget funding. It was noted that the College was able to prepare students for a broad range of industry sectors so that they could then progress to specialist areas or career paths at higher levels. The challenge would be to get suitably qualified and skilled staff to deliver in these areas, and the VP noted that the College would be able to use the revenue element of the LSIF funding for staff upskilling.

6.6 *HE collaboration update*

(P Noon noted an interest in this item in relation to his employment with Coventry University).

- DfE performance targets for the IoT had been met in year 1 and were on target for year 2.
- The next stage of expansion for the IoT was to introduce new partners in the Marches – Telford College and Herefordshire and Ludlow College.

- Discussions were ongoing with potential HEI partners for both the IoT and College, including Coventry University and Harper Adams University.
- Health Innovation Dudley was progressing with scheduled opening in 2025/26 with students being taught in the IoT in 2024/25.
- Black Country Innovative Manufacturing Organisation (BCIMO) had seen a gradual shift to cover wider transport technology/electrification compared to the original focus on very light rail. Collaboration was being developed including joint activities in relation to innovation and supporting SMEs.

6.7 In relation to the delay of Health Innovation Dudley due to the Hippodrome demolition and other compulsory purchase issues, I Austin asked whether this would put the funding at risk of clawback. The CEP advised that Towns Fund money had been awarded to the local authority and was designated specifically for this project. Funds would need to be spent by March 31st 2026 so there was still some contingency for further slippage. He explained that any risk of increased costs would be covered by the Integrated Product Insurance (IPI) project delivery arrangements, where all partners had committed to deliver the project within a set budget and any overspend would be borne by all partners and covered under the IPI arrangements.

6.8 *Master Collaboration Agreement with Dudley Academies Trust*
(Declarations of interest were noted from N Thomas, T Westley and A Hodge)

- Modified Service Level Agreement for short-term rolling forward, including new provision of ESOL delivery and alternative provision.
- Master Collaboration Agreement to be developed in the autumn term - aligned with Strategic Plans of both organisations.
- Dudley Academies Trust Board had identified some key themes for collaboration, including curriculum offer and delivery, development of alternative provision, careers advice and exposure to industry, digital literacy, creativity and innovation, engagement with parents.
- The MCA may lead to new jointly funded roles/services.

6.9 *Strategic Plan development*

- Work was underway on development of the next strategic plan which would be informed by the previous developments.
- The timeline would be to launch the new Strategic Plan in January 2024 with a development day in the autumn term for members.
- The structure of the plan would remain under sector/service areas but with key common headings such as innovation, learner experience, sustainability, equality, diversity & inclusion, employer engagement, our people.

6.10 The CEP answered a number of questions in relation to the presentation. In response to a question relating to the extent to which investment would be restricted going forward as a result of reclassification, he indicated that this would undoubtedly be a challenge for the sector, as it would risk stifling innovation, but the College's large capital projects were now completed and the footprint of the estate was probably sufficient, with future plans more likely to focus on redevelopment of some areas of the existing estate. There were also opportunities to access capital investment linked to any new qualifications.

- 6.11 The need to emphasise the importance of the development of staff in delivery of the plan was highlighted, with a need to focus on attracting staff as an employer of choice.
- 6.12 The mission, vision and values would be reviewed in order to have clear statements of values, which had been fed back by the wider management team, although it was not foreseen that the mission statement would be changed substantially.
- 6.13 Student and staff workshops would inform the development of the plan, as well as wider stakeholder consultation.
- 6.14 **It was resolved** to note the strategic update.

Student centred matters

7 **Students at the centre of all we do – annual update**

- 7.1 The VP presented an update on student related matters which noted the following highlights:
- In this academic year, the College had supported a wide range of students including 170 T level students, 550 A level students, 2,500 apprentices, 600 HE learners and 4,436 adults.
 - High retention rates had been achieved by adults and 16-18 year olds.
 - Strong predicted high grades for A level learners.
 - All 82 second year T level learners completed their industry placement.
 - Stronger performance in BTEC examinations, with increased university offers for learners being seen.
 - Strong outcomes for Black Country Skills Shop.
 - Increase in supported internships and expansion of employers supporting these programmes.
 - World skills – 33 competitors in 10 areas with some great individual successes for students.
 - Sporting highlights including individual and team achievements.
 - Photography success with a number of national awards.
 - Strong learner satisfaction results which would be further considered at standards committee.
 - A high level of charity fundraising across the year by both students and staff, with a positive contribution by learners to initiatives within the local community.
- 7.2 The presentation further outlined preparations for the new academic year, including:
- ‘Get Started’ activities for new learners who had visited the College with icebreaking activities.
 - Enrolment would return to being fully face to face this year.
 - A summer marketing campaign across radio, newspaper, direct mail and social media.

- Settling in arrangements including the 'Swap don't Drop' initiative to ensure learners could transfer to alternative courses early in the year.
- An 'Accelerate' initiative to address catch up needs.
- The introduction of a new parent app.
- Additional new T levels would be introduced with a number of new curriculum areas and strong enrolments so far.

7.3 N Thompson noted that it would be helpful to introduce a user-friendly employer app to mirror the parent app, which the CEP agreed to follow up.

7.4 In response to a question from A Hodge, the VP advised that awareness of T Levels amongst children in school, staff and parents was improving. She noted that parent talks on T levels were very popular. A meeting had taken place with DfE colleagues where they had been requested to support promotion to schools and parents more widely.

7.5 In relation to the 'Get Started' day for new applicants J Stokes suggested that it would be welcomed if a similar end of term activity could take place for existing learners. The VP recognised that this activity should be more consistent. She advised that this was the first time this had been done and a working party was looking at what could be done for departing students in future years.

7.6 The Chair expressed the thanks of members to all staff for the huge impact on learners and the wider community which the College had achieved.

7.7 **It was resolved** to note the Vice Principal's annual update.

8 Student Union summer term report

8.1 M Hehir and J Stokes presented the Students' Union summer term report, highlighting a number of items:

- Departure of Mollie Hehir and appointment of Jack Stokes as Student Union President.
- Aldrich Gonsalves split role between the AoC and Dudley College.
- Trips, event, clubs and activities over the last term.
- Equality, diversity, inclusion and belonging work.
- NUS Liberation conference.
- Attending neurodiverse community event at Birmingham Pride.
- The Student Union supported the end of year awards for the ESOL department.
- Duke of Edinburgh awards.
- Tackling key issues to make a difference to students.
- Charity fundraising and community support.
- Involvement in the successful 'Save our Libraries' campaign in Dudley.

8.2 Members watched a TikTok video recorded by M Hehir at the end of her presidency, which had been shared with students.

8.3 The Chair expressed thanks to M Hehir and J Stokes for their valuable contribution to bring the student voice to the work of the Corporation and wished Mollie well in her future.

- 8.4 **It was resolved** to note the Students' Union summer term report.
- 9 **Confidential - Safeguarding and conduct annual report**
This matter is the subject of a separate and confidential minute.
- 10 **KCSIE update for September 2023**
- 10.1 The VP advised that an updated version of Keeping Children Safe in Education had been uploaded into the Document Library on Convene. This would replace the current version from 1st September 2023.
- 10.2 The key changes for members to be aware of were linked to Part Two: The management of safeguarding and were summarised in the paper. These related primarily to the College's arrangements for cybersecurity with regard to monitoring and filtering.
- 10.3 It was noted that the Corporation received assurance in respect of cybersecurity arrangements through an annual report to audit committee, which would pick up on these requirements.
- 10.4 **It was resolved** to note the updated version of Keeping Children Safe in Education.

Routine business matters

11 **Audit and Finance Matters**

11.1 **Minutes of Audit Committee held on 12th June 2023**

11.1.1 L Butler, as Chair of the Audit Committee, presented the draft minutes of the meeting held 12th June 2023 and highlighted a number of items covered at the meeting including the year end external audit plan and plan for internal audit for the following year. A number of items had been recommended by the committee and were detailed under separate agenda items.

11.1.2 **It was resolved** to note the minutes of the Audit Committee of 12th June 2023.

11.2 **Sub-contract controls assurance review**

11.2.1 The CFO presented the sub-control controls assurance review. She advised that the audit of subcontracting standard for 2022/23 had been undertaken by Mazars in line with ESFA and WMCA guidance. Of the ten standard requirements, seven were found to be fully compliant, with three partially compliant. As a result of this work four areas for improvement (three low risk, one medium risk) were identified.

11.2.2 The report had been considered in detail by the Audit Committee. Management had accepted the four recommendations and all would be implemented by 31 July 2023. The recommendations made in the previous report (2021/22) were also followed up and full implementation was confirmed.

11.2.3 The CFO provided further clarification in response to questions from members. She confirmed that the cost of the review was related to the value of subcontracting and that the contract for this service was placed with the most

cost-effective provider each year. The review was a mandatory requirement for providers with sub-contracted provision over £100k.

11.2.4 **It was resolved** to note the sub-contract controls assurance review.

11.3 **External audit plan for 2022/23 accounts**

11.3.1 The CFO presented Bishop Fleming's external audit plan of 2022/23 accounts the purpose of which was to provide Corporation with an overview of the nature and scope of their audit work and to bring attention to key aspects of audit. The document covered the audit of Dudley College of Technology and Transformational Technologies Partnership Limited (TTPL). The key points to note were as follows:

- Materiality was based on 2% of income.
- Significant risks addressed by the audit would be management override of controls, fraud in income recognition, pension assumptions and going concern considerations.
- There were revisions to two auditing standards (ISA 240 and 315) which would impact on the level of audit work.
- The audit plan also reflected the changes arising from the ONS reclassification of colleges.
- The interim audit would take place 14 August with the main audit taking place weeks commencing 2 and 9 October.
- The fee of £37,775 represented an 8% increase on the 2021/22 fee; there were additional costs of £3,000 to reflect the changes required by the auditing standards revisions and the impact of the ONS announcement.

11.3.2 The report had been considered in detail by the Audit Committee and was recommended for approval.

11.3.3 **It was resolved** to appoint Bishop Fleming as external auditors of the 2022/23 accounts for Dudley College of Technology and Transformational Technologies Partnership Limited.

11.4 **Fraud and irregularity annual report**

11.4.1 The CFO introduced the fraud and irregularity annual report. She advised that it was the responsibility of Corporation, as set out in grant funding agreements and contracts with ESFA and WMCA, to establish and maintain an adequate system of internal control, to ensure compliance, and to prevent and detect irregularities and suspected fraud (including theft, bribery and corruption). To achieve this Corporation must establish and keep up to date an effective and proportionate counter fraud strategy, which set out the approach to raising awareness, prevention, detection, investigation and sanction (including seeking redress where appropriate) of suspected fraud.

11.4.2 The College undertook an annual risk assessment of fraud and irregularity that reviewed all key risk areas, provided commentary on the control framework in place that was designed to prevent fraud, and highlighted where further actions were required. This annual report set out the results of that risk assessment and addressed other counter fraud matters. The risk assessment was held in the document library for members' reference.

- 11.4.3 The report concluded that whilst the control framework was effective, it would be improved further by enhancing existing procedures in relation to agency staff contracts, supplier standing data, stock levels, credit note authorisation and procurement policies and training.
- 11.4.4 The report had been considered in detail by the Audit Committee and was recommended for approval.
- 11.4.5 **It was resolved** to approve the fraud and irregularity annual report.
- 11.5 **Internal Audit plan for 2023/24**
- 11.5.1 The CFO presented the internal audit plan for 2023/24. She advised that for their fifth year as College internal auditors (and subject to reappointment), RSM were proposing the following areas were subject to review. This was based on the College's risk register and discussions with senior leaders:
- Quality assurance systems
 - Health and safety compliance, with a particular focus on student workplace H&S risk assessment
 - Examination arrangements (advisory)
 - Curriculum planning and management processes
 - Key financial controls: procurement and accounts payable
 - Learner number systems – Devolved AEB, with a focus on additional learning support (ALS) and learner support funds (LSF)
 - Follow up.
- 11.5.2 The report had been considered in detail by the Audit Committee and was recommended for approval.
- 11.5.3 **It was resolved** to approve the internal audit plan for 2023/24.
- 11.6 **Confidential - Internal auditors' performance in 2022/23 and reappointment for 2023/24**
This matter is the subject of a separate and confidential minute.
- 11.7 **Integrated management accounts to May 2023**
- 11.7.1 The CFO presented the management accounts for May 2023 showing the position ten months into the financial year. The accounts and commentary took account of the revised budget at quarter two; a forecast for the year-end position was also included which showed an improved operating position.
- 11.7.2 The key points to note from the third operating quarter were:
- EBITDA was adverse to budget by £44k, however the operating position was favourable to budget by £246k.
 - The adverse variance in income had increased by £477k to £2.64m since April, and this was being driven by a worsening of apprenticeship and AEB income, of £287k and £170k respectively.
 - There were positive variances in pay (£504k) and non-pay (£2.1m) expenditure which were offsetting the adverse variance in income. The favourable variance against operational & maintenance costs was due to

budgeting an increase of 100% for electricity and gas, whereas actual increase was less than this in year.

- The Rolling Credit Facility (RCF) of £1.25m remained drawn down until 31st July as planned. The College had had their application to the DfE for RCF funding of £1.25m from August approved, which would likely be repayable over 3 years, Heads of Terms were to be considered at agenda item 11.8.
- All except one KPI (debtor days) were holding steady in terms of the RAG rating, most showing green status.

11.7.3 **It was resolved** to approve the management accounts to May 2023.

11.8 **DfE Loan Heads of Terms**

11.8.1 The CFO advised that the Department for Education (DfE) had given the College outline approval to borrow £1.25m which replaced the revolving credit facility (RCF) with Santander. The DfE approval for the RCF was due to expire on 31 July and the College had submitted a request to transfer this borrowing facility to the DfE.

11.8.2 The aim was to have the loan agreement between the DfE (as lender) and the College (as borrower) (Loan Agreement) in place at or around 31 July. Members were therefore requested to approve for the Heads of Terms (HoTs) and delegate authority for the Chief Executive and Principal, and one other Governor, to sign the Loan Agreement as it was finalised, towards the end of July.

11.8.3 The banking team at Freeths was providing legal advice to the College on the terms of the Loan Agreement.

11.8.4 The key elements of the Heads of Terms were noted as:

- The facility was a term loan of £1.25m, repayable in equal instalments on a quarterly basis by July 2026. This meant that the loan was represented on the balance sheet split between creditors payable within 12 months and more than 12 months; this would be beneficial for the current ratio KPI, as the existing RCF was shown as repayable within 12 months.
- Interest was charged at Public Works Loan Board (PWLB) rate which was more beneficial than the rate charged by Santander, being 2% above SONIA. The current PWLB rate was 4.97%.
- No security was being taken in respect of the loan.
- There were no financial covenants.
- Each party's legal and other costs were being met by the relevant party ie each party paid for its own costs.

11.8.5 **It was resolved**

11.8.5.1 To approve the terms of, and the transactions contemplated by, the Loan Agreement and resolve that the Corporation executes, delivers and performs the Loan Agreement;

- 11.8.5.2 To authorise Neil Thomas, Chief Executive and Principal, and one other Governor, to execute the Loan Agreement on its behalf with any amendments, variations or additions that they in their absolute discretion consider appropriate;
- 11.8.5.3 To authorise Neil Thomas, Chief Executive and Principal, and one other Governor, on behalf of the Corporation, to sign and/or despatch all documents and notices to be signed and/or despatched by the Corporation under or in connection with the Loan Agreement and to make any amendments, variations or additions to those documents which they in their absolute discretion consider appropriate.

12 Standards and Performance matters

12.1 Minutes of Standards Committee held on 3 May 2023

- 12.1.1 P Noon, as chair of the Standards Committee, presented the draft minutes of the meeting held on 3rd May 2023 and highlighted a number of items covered at the meeting.
- 12.1.2 **It was resolved** to note the minutes of the Standards Committee of 3 May 2023.

13 Governance and compliance matters

13.1 Governor engagement activity report

- 13.1.1 The CEP advised that a programme of governor strategic link activities was agreed at the start of the academic year, and a copy of the actual sessions completed, including attendees, was presented. Completed visit reports for the visits undertaken were added to the document library within Convene for all members to access.
- 13.1.2 Members were invited to consider how the governor strategic link programme might be developed for the year 2023/24, in order to ensure that governors had a range of opportunities to engage with staff and students on an informal basis and to focus on key strategic areas and activities.
- 13.1.3 [Following discussion and based on feedback from members, it was agreed that the CEP and DCG would present a proposal for the engagement activity programme for 2023/24 to the next meeting.](#)
- 13.1.4 **It was resolved** to note the governor engagement activity report for 2022/23.
- 13.2 **Meeting schedule and Business Plans for committees for 2023/24**
- 13.2.1 The DCG advised that the business plans for 2023/24 had been considered by the relevant committees and were recommended for approval as follows:
- Standards Committee – recommended for approval following the meeting on 3rd May 2023
 - Remuneration Committee – recommended for approval following the meeting on 11th May 2023
 - Audit Committee – recommended for approval following the meeting on 12th June 2023
 - Finance & Estates Committee – already approved at the Corporation meeting on 20th June 2023.

13.2.2 The full schedule of Corporation and committee meetings for 2023/24 were also provided. Once approved all meeting dates would be sent out as calendar invites to the relevant members. Also included was a list of College term dates and events for the academic year 2023/24.

13.2.3 **It was resolved** to approve the business plans for the Standards Committee, Remuneration Committee, Audit Committee and Finance & Estates Committee for 2023/24 and the Corporation and committee meeting dates for 2023/24.

13.3 **Corporation and committee membership 2023/24**

13.3.1 The DCG presented the report detailing Corporation and committee membership which was provided to enable members to discuss the membership of the Corporation and its sub-committees for the coming academic year 2023/24:

13.3.2 In respect of current Membership of the Corporation, it was noted that:

- Alison Hodge's term of office ended on 1st October 2023, her final meeting would therefore be the current meeting. This left a vacancy on the Corporation and on the Finance & Estates Committee.
- Mollie Hehir's term of office ended on 31st July 2023, her final meeting would therefore be the current meeting. Jack Stokes had been elected as Students' Union president for 2023/24 and would remain on the Corporation. There would therefore be a vacancy for one additional student member.
- Nick Thompson, Professional Services Staff Governor had indicated that he would be retiring from his employment with the College, which would result in a vacancy on the Corporation for a Staff Governor. An election process to fill this vacancy would be launched early in the Autumn term. It should be noted that Nick was also lead governor for SEND.
- Sukhninder Panesar had resigned with immediate effect on 11th May 2023, this left a vacancy on the Corporation, the Standards Committee and also as lead governor for Careers.
- Valerie Little had agreed to move from the Finance & Estates Committee to Standards Committee, which aligned with her role as Safeguarding lead governor. It should be noted that Valerie's second term of office ended on 10th December 2024 and at that point the Corporation would need to have in place a new safeguarding lead governor.
- Liz Sithole had agreed to transfer from F&E Committee to Audit Committee which would best utilise her skills and expertise in this area.

13.3.3 In summary, there were, as of 1st September 2023, two vacancies for external members, one vacancy for a student member (to be filled by nomination from the Students' Union) and one vacancy for a staff member (to be filled by election).

13.3.4 The Corporation would also need to appoint a lead Governor for Careers and a lead Governor for SEND. The DCG advised that W Davies had agreed to take on the role of Careers lead governor.

13.3.5 Members noted the need to ensure succession planning and discussed the challenge of recruiting suitably skilled members to fill vacancies. The CEP and DCG were compiling a recruitment information pack to share with potential candidates, and members would be encouraged to share this with their networks to support the recruitment process.

13.3.6 **It was resolved**

- to approve the appointment of Liz Sithole as a member of the Audit Committee
- to approve the appointment of Valerie Little as a member of Standards Committee.
- to approve the appointment of Wendy Davies as lead governor for Careers.

13.4 **Appointment of Chair and Vice Chair for 2023/24**

13.4.1 The DCG advised that the reappointment of the Chair and Vice Chair for 2023/24 were to be considered and agreed.

13.4.2 **It was resolved** to appoint P Noon as Chair and L Butler as Vice Chair for 2023/24.

13.5 **Minutes of Search Committee 7th June 2023**

13.5.1 P Noon, as chair of the Search Committee, presented the draft minutes of the meeting held on 7th June 2023 and highlighted a number of items covered at the meeting. The committee had recommended a number of items for approval which were covered under separate agenda items.

13.5.2 **It was resolved** to note the minutes of the search committee of 7th June 2023.

13.6 **Quality Improvement Plan for Governance – progress update**

13.6.1 The DCG presented the Quality Improvement Plan for governance and progress against actions. Latest update comments were included in blue type for ease of reference. Any actions fully completed have been shaded green in the first column. The majority of actions have been completed with just two actions rated as amber due to some aspects not yet being fully completed:

13.6.2 Objective 2.1 – *governors were supported to complete the ETF Governor Development Programme* – due to issues with the ETF's online learning platform, the programme had not been rolled out. Other development activities however had continued.

13.6.3 Objective 3.2 – *board members have regular opportunities to reflect on the effectiveness of the board and their own contribution* – this item had been rated as amber as one aspect had not yet been implemented, which was the 360 appraisal of the Chair. All other sub-actions had been completed.

13.6.4 The new plan for 2023/24 would be presented to the Corporation in the autumn term following the outcome of the external review of governance, so that any identified recommendations could be included in the plan. In addition, any outstanding items from this year's plan would be rolled forward into the new Quality Improvement Plan for the 2023/24 academic year.

13.6.5 **It was resolved** to note the progress update for the governance quality improvement plan.

13.7 **Terms of reference for Remuneration Committee 2023/24**

13.7.1 The terms of reference for the Remuneration Committee had been reviewed as highlighted in the track changes. A new section had been added to address the new requirements on college corporations following reclassification, to ensure that they were compliant with HM Treasury’s ‘Managing Public Money’ guidance in relation to senior pay controls.

13.7.2 **It was resolved** to approve the terms of reference for the Remuneration Committee for 2023/24.

14 **Policies for approval**

14.1 **Privacy Notice**

14.1.1 The CFO advised that the Privacy Notice had been updated for 2023/24 and the minor changes to the policy were highlighted through tracked changes.

14.1.2 **It was resolved** to approve the Privacy Notice.

14.2 **Supply Chain Fees and Charges Policy**

14.2.1 The VP presented the Supply Chain Fees and Charges Policy which applied to supply chain activity supported by funding from the Education & Skills Funding Agency, Office for Students, WMCA or any successor organisations. Any changes to the policy were highlighted through tracked changes.

14.2.2 **It was resolved** to approve the supply chain fees and charges policy.

14.3 **Admissions Policy**

14.3.1 The Admissions Policy had undergone review and was being presented to Corporation for approval. This policy had been reviewed and recommended for approval by Standards Committee members.

14.3.2 **It was resolved** to approve the admissions policy.

14.4 **Governor Induction Policy and Governor induction, training and development plan**

14.4.1 The DCG presented the new Governor Induction Policy, and Governor Induction, Training and Development Plan which had been developed to address the action points identified in the Quality Improvement Plan for Governance 2022/23 in line with the DFE’s FE Governance Guide recommendations.

14.4.2 Once approved by the Corporation, it was proposed that the Governor Induction Policy would be reviewed every two years by the search committee, or earlier should the need arise. The Governor Induction, Training and Development Plan would be refreshed annually and would be approved by the Corporation.

- 14.4.3 **It was resolved** to approve the governor induction policy and governor, induction, training and development plan.

15 **Any Other Business**

- 15.1 N Thompson expressed his thanks to members for welcoming him to the Corporation and advised that he would be retiring from his employment with the College which would therefore end his term of office as staff governor.

- 15.2 The Chair invited members to provide any feedback on the effectiveness of the meeting, or any other feedback which they wished to raise with him directly. He advised that the one-to-one discussions which he was currently holding with members were proving to be very helpful.

The Chair thanked all members for their contribution during the year.

15.3

Members expressed their appreciation to A Hodge for her eight years' service to the Corporation, to M Hehir for her two years' service as student governor, and to N Thompson for his service as staff governor.

15.4

16 **Date of next meeting**

- 16.1 The next meeting would be the Strategic Development Event to be held on 22nd September 2023 from 11.00 – 14.30 hours.

Senior staff, staff and student governors left the meeting. The part 2 meeting was the subject of a separate confidential minute.

I Austin left the meeting.

Approved by the Corporation at the meeting held 7th November 2023