

DRAFT Part I Minutes of the Corporation Meeting held on 12th November 2024 at 4.30pm in Conference Room 1, Black Country and Marches institute of Technology

Members	Lord Ian Austin (Teams, items 1–13)	Mphathisi Ncube
Present:	Liam Butler	Paul Noon (Chair)
	Matthew Collins	Jack Stokes (Teams, items 1-9)
	Sally Cornfield	Liz Sithole
	Wendy Davies	Neil Thomas (Chief Executive & Principal)
	Nirmal Gupta (Teams, items 1-24)	Sarah Wood
	Paul Hartridge	
	Deborah Ibojo (items 1-23)	
	Valerie Little	

In Attendance: Gill Darwood (Director of Corporate Governance) (DCG)
 Susanne Davies (Director IoT and Partnerships)
 Steve Johnson (Executive Director Estates & Capital Projects)
 Kathryn Jones (Director of HR)
 Louise Jones (Chief Finance Officer) (CFO)
 Diana Martin (Vice Principal) (VP)
 Julius Adams (co-opted committee member)

Note: Item numbering does not correspond to agenda item numbers, as some items were taken out of agenda order.

Main outcomes

- Search committee minutes of 2/10/24 noted.
- Standing orders of Corporation updated.
- New members appointed to Corporation.
- W Davies approved as Vice Chair of Corporation.
- Students’ Union termly report noted.
- Membership of committees approved.
- Performance update noted.
- Vice Principal’s termly report noted.
- Minutes of Strategic Liaison Group of 7/10/24 noted.
- IoT update noted, and new TTPL board members appointed.
- Minutes of audit committee of 30/9/24 noted.
- Report on compliance with College Financial handbook noted.
- Annual internal audit report noted.
- Regularity self-assessment questionnaire approved.
- Risk management annual report and updated risk register approved.
- Business Continuity Plan approved.
- Conflicts of interest policy approved.
- Human Resources Annual Report noted.
- Management accounts to July 2024 and to September 2024 approved.
- Confidential update on pay award and staff leave entitlement noted.
- Health and Safety Annual Review 2023/24 noted.
- Health and Safety Policy approved.

- *Commercially sensitive update on property leases noted.*
- *Terms of Reference 2024/25 for search committee and audit committee approved.*
- *Governor strategic link plan update noted.*

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 Ana Ferreira, Tom Westley and Jason Parker.

3 Declarations of interest

- 3.1 There were no declarations of interest relating to part I agenda items.

4 Approve minutes of previous meeting on 2nd July 2024 and 20th September 2024

- 4.1 The minutes of the meeting held on 2nd July 2024 were confirmed as a true record by members.
- 4.2 The notes of the Corporation Development Event held on 20th September 2024 were confirmed as a true record by members.

5 Matters arising

- 5.1 There were no matters arising not covered on the current agenda.

Appointment of new members

6 Search committee – minutes of meeting held 2nd October 2024

- 6.1 The chair presented the draft minutes of the search committee of 2nd October, noting that all matters considered by the meeting would be covered on separate agenda items.
- 6.2 **It was resolved** to note the draft minutes of the search committee meeting on 2nd October 2024.

7 Updated Standing Orders

- 7.1 The DCG advised that the Standing Orders of the Corporation had been reviewed and the following changes were proposed:
- On the recommendation of the Search Committee, the total membership of the Corporation to be increased to include an additional one independent member, taking the total number of places for independent members to 13 and the total membership to 18. By increasing the number of places, this enabled the Corporation to bring in new members to provide for timely succession planning to replace members whose terms of office were due to end in the current academic year. This change was compliant with the Corporation's Instrument and Articles of Government, which specified a maximum number of independent members of 16, and a total membership limit of 20.

- An additional section had been included to reference the introduction of the Strategic Liaison Group which was a joint committee with Dudley Academies Trust Trustees to provide oversight to the joint working arrangements set out within the Master Collaboration Agreement.

7.2 **It was resolved** to approve the updated Standing Orders.

8 **Appointment of new members**

8.1 The Chair noted that, on the recommendation of the Search Committee, the Corporation was asked to approve:

- The appointment of Sally Cornfield as a member of the Corporation, subject to satisfactory references and DBS clearance for a term of four years from 12th November 2024.
- The appointment of Mphathisi Ncube as a member of the Corporation, subject to satisfactory references and DBC clearance for a term of four years from 12th November 2024.
- Julius Adams had been a co-opted member of the Standards Committee since 8/11/22. It was proposed to convert Mr Adams' status to that of a full Corporation member with effect from 1st January 2025, taking the vacancy arising from Valerie Little's term of office ending on 12th December 2024. Mr Adams' term of office would continue until 7/11/26, with the option of serving a second term of office subject to the usual approvals.
- Following Liam Butler's indication of his desire to step down from the role of Vice Chair, the search committee reviewed the skills audit of the board and recognised the need for the Vice Chair role to be undertaken by a member with financial expertise, to complement the skills and knowledge of the Chair. Wendy Davies had indicated her willingness to take on this role for the year to December 2025. The Corporation was asked to approve the appointment of Wendy Davies as Vice Chair of the Corporation.

8.2 The Corporation was also asked to note the appointment of Deborah Ibojo as Student Governor, for a term of office ending on 31st July 2025.

8.3 **It was resolved** to approve the appointment of:

- Sally Cornfield as a member of the Corporation for a term of four years from 12th November 2024.
- Mphathisi Ncube as a member of the Corporation for a term of four years from 12th November 2024.
- Julius Adams as a member of the Corporation with effect from 1st January 2025 until 7th November 2026.
- Wendy Davies as Vice Chair of the Corporation to December 2025.
- To note the appointment of Deborah Ibojo as student governor.

9 **Students' Union termly report** (agenda item 12)

9.1 J Stokes presented his termly report and provided a brief overview of the activities of the Students' Union during the term, including:

- Leadership elections underway with a high level of engagement from students.
- Political lobbying on a number of key issues and a meeting with the new MP for Dudley which had been very positive.

- Attendance at NUS training event.
 - New branding for the Students' Union.
 - Activities to support college events and open days.
 - Hosted an event for other colleges led by NUS which had heightened NUS focus on FE nationally.
 - Duke of Edinburgh award activities.
 - Residential training event for SU leadership team planned.
 - SU football team had entered a league led by Aldrich Gonsalves.
 - College-wide Freshers Fayre at the start of the term.
 - Zen Den social space at the rear of the library to help students connect with nature now complete.
 - A wide range of enrichment clubs including some new clubs to be introduced.
 - Development of the SU's digital community – student notice board, developing social media channels and digital presence, theme of 'get involved' through all activities.
 - Redevelopment of the SU website which was to be launched in January.
 - Hosted an SU party which had helped students develop personal connections.
- 9.2 In response to a question from members, J Stokes advised that the manifestos of all executive candidates were available on the SU website.
- 9.3 The Chair expressed the board's thanks to the SU team and noted the importance of having a student community which was run by the students for the students and which provided a welcoming space for all.
- 9.4 **It was resolved** to note the Students' Union termly report.

J Stokes then left the meeting.

10 **Membership of committees update** (agenda item 9)

- 10.1 The DCG presented a paper outlining the status of committee membership following appointments approved under the earlier agenda item. The report was intended to provide members with a line of sight for succession planning, as well as to agree membership of sub-committees.
- 10.2 She advised that suggested new committee memberships reflected the preferences expressed by members when responding to the recent survey, and provisional allocations to committees of newly appointed members. She highlighted a variation to the paper, which was for Sally Cornfield to join Standards Committee and Mphathisi Ncube to join Finance & Estates Committee, following discussions during their induction.
- 10.3 With the additional appointments there would be just once vacancy outstanding for a member of the Audit Committee, which could be filled with a co-opted member should there be no one within the Corporation able to take on this role. The DCG advised that she was currently in preliminary discussions with a potential co-opted committee member to fill this vacancy.
- 10.4 **It was resolved** to approve the membership of committees.

Student centred matters

11 Performance update (agenda item 10)

11.1 Achievements 2023/24

The VP presented provisional outcomes for 23/24, noting:

- 16-18 classroom core aims excluding English and mathematics – improved at all levels compared to previous year and gap to national rates narrowed.
- English and mathematics functional skills – English significantly improved by 8.9% on previous year and 17.5% above latest national rate. Mathematics slightly dipped compared to previous year but 13.5% above latest national rate.
- GCSE English and mathematics – improved retention, more learners achieving a grade 4 or above and more learners improving their grade.
- A levels – overall pass rate at 98% improved by 2.5% on previous year and an increase in high grades.
- Adult learners – improved performance at level 1 and level 3 but a dip at level 2 which related to entry of 19 year olds on English and mathematics programmes.
- Apprenticeships improved by 7.6% on previous year and 3.7% above latest national rate with achievement at 61.5%. Timely achievement and retention had improved. Achievement rates for those who remained on programme stood at 98%

11.2 Members noted that the presentation highlighted a number of areas of strong performance in each key client group, and a generally strong picture in terms of performance and retention.

11.3 Areas for improvement were noted as:

- High grades on BTEC programmes
- Management of 19+ English and mathematics
- Retention on some adult programmes – Health and Social Care, Access to HE.
- Retention on apprenticeships.

11.4 Members noted that the length of apprenticeships often represented a challenge to retention and programme length would form part of the national curriculum review. M Ncube highlighted the importance of engaging with employers so that they fully understood the long-term commitment in terms of releasing employees.

11.5 *Enrolments and attendance 2024/25 year to date*

The CEP presented the Dudley Dashboard in respect of enrolments and attendance for the year to date, which had been updated in respect of each key client group:

- 16-18 learner enrolments up 13% on same point in the previous year. Attendance at 92% was up 2%.
- A level enrolments slightly up on previous year and attendance strong at 96%.
- Adult recruitment particularly strong and up by 24% on same point in the previous year.
- Apprenticeships were as expected at this point in the year.
- Higher Skills learners showed a decline in traditional HE programme enrolments which was reflected in higher enrolments on modular and WMCA funded programmes.
- High needs learner enrolments were in line with the previous year.

- 11.6 For the benefit of new members, the CEP provided a brief overview of other areas of the College Dashboard which members could interrogate via the website.
- 11.7 He advised that a first draft of the Annual Strategic Impact Assessment would be considered at the forthcoming standards committee and brought for approval to the Corporation meeting in December.
- 11.8 **It was resolved** to note the performance update.
- 12 **Vice Principal's termly report** (agenda item 11)
- 12.1 The VP presented her termly report which outlined progress across curriculum areas, highlighting increased enrolments, curriculum enhancements, and strengthened industry links. A number of the key updates were noted, which were organised by each Assistant Principal's area of oversight:
- 12.2 *Creative and Professional Studies*
- Creative and Digital: Strong recruitment and employer partnerships had supported T Level work placements and other student projects.
 - Performing Arts & Design: Learners had gained hands-on experience by performing at the Black Country Living Museum's Halloween event, enhancing practical skills in a professional setting.
- 12.3 *Academic Programmes and Support*
- English and Mathematics: Continued success with a decentralised model embedding English and mathematics into vocational areas, supported by activities such as the national English GCSE competition and the FE Maths Challenge.
 - Dudley Sixth: Achieved notable success in national competitions, including the National Maths Challenge, with students earning one silver and five bronze medals.
- 12.4 *Vocational Curriculum*
- Animal Science: The new facility and curriculum expansion, including a T Level, were attracting more learners and fostering a strong practical learning environment.
 - Health and Social Care: T Level Health students had commenced placements with Dudley NHS Trust, receiving induction and preparation for ward-based support roles.
- 12.5 *Aspire and Skills Development*
- Independent Living Centre (Aspire): Aspire had expanded its Working Towards Employment pathway, with 75% of supported interns from 2023/24 securing employment, volunteer roles, or apprenticeships.
 - A new Aspire Shop would open in December to provide real work experience.
 - The Skills Shop: Launched employment programmes with DWP and local employers, providing over 100 forklift training opportunities and targeted support for seasonal employment.
- 12.6 Members noted the breadth of activity and valuable insights provided by the report.
- 12.7 **It was resolved** to note the Vice Principal's termly report.

Strategic updates

13 Minutes of Strategic Liaison Group meeting of 7/10/24

- 13.1 The Chair noted that the Strategic Liaison Group between DCT Corporation and Dudley Academies Trust Board of Trustees held its first meeting on 7th October 2024. The key purpose of the meeting was to ensure oversight of progress against identified collaborative projects as detailed within the Master Collaboration Agreement:
- Alternative Provision (AP)
 - English for Speakers of Other Languages (ESOL)
 - Careers Support and Guidance -
 - Staff Development -.
 - Joint English and Mathematics Provision -
 - Brand Development
 -
- 13.2 The Chair noted the importance of the alternative pathway provision where a real impact could be made for the borough and wider region.
- 13.3 The CEP answered questions from members in relation to points of detail regarding the multi academy trust and its future strategy. [He advised that an infographic was being developed to evidence the impact of the collaboration, which could be shared with members.](#)
- 13.4 In relation to Alternative Provision, he explained the model which currently operated in the College where 14-16 learners were placed via the local authority, and the proposed model which would operate in conjunction with DAT where learners would spend 2 days per week in their school whilst accessing a vocational pathway at the College on other days but remaining on the school roll.
- 13.5 **It was resolved** to note the update from the Strategic Liaison Group.

Lord Austin left the meeting.

14 IoT update

- 14.1 S Davies presented the draft minutes from the Transformation Technologies Partnership Limited (TTPL) Board Meeting, which took place on 27 September 2024. The meeting had focused on future strategy for the Black Country and Marches Institute of Technology (BCM IoT).
- 14.2 TTPL Directors had discussed and fed back on several key issues to enable work on the strategic plan to commence, including:
- Governance Changes: Directors agreed with the proposal to establish an Operations Board with delivery partners, and to revise the TTPL board composition to include more employer members to reflect the Construction Sector, as well as representation from the Marches region.
 - Budget and Licence Fee Model: The Board was presented with options for alternative licence models for the IoT from 2025/26 to ensure the financial risk was shared among partners and the budget could be implemented to achieve a surplus.
 - Curriculum and Partnerships: The Board agreed the existing specialist sector areas were still relevant, but there was a need to identify new delivery partners to

support the construction sector. A new employer partnership was being developed with Hadley Group to offer a bespoke programme.

- 14.3 The DCG advised that the TTPL board had recognised the need to increase its membership to include representatives from a range of stakeholders, including the construction sector. The Corporation was therefore asked to consider the appointment of two new board members to the TTPL board, who had both consented to act as Directors of TTPL:
- Belinda Morgan, Partner, Cundall
 - Joanne Lacey, Associate Director, Derry Building Services
- 14.4 The CEP advised that, since the board meeting, the College had been made aware that DfE re-licencing for IoTs had been pushed back and therefore development of the strategic plan would focus less on DfE relicensing requirements. The government had announced the introduction of new Technical Excellence Colleges (TEC) which would join together FE, HE and employer partners in a similar way to that achieved with the IoT, although it was not yet known what form these new TECs would take.
- 14.5 In response to a question from W Davies relating to the new licence model, S Davies confirm that all partners had been met with individually and all had understood the rationale and were positive about this change.
- 14.6 **It was resolved** to note the update on the IoT and to approve the appointment of Belinda Morgan and Joanne Lacey as Directors of Transformational Technologies Partnership Limited with effect from 12th November 2024 for a term of four years.

Audit matters

- 15 **Minutes of audit committee held 30/9/24**
- 15.1 As chair of the audit committee, L Butler presented the draft minutes of the meeting held on 30th September 2024, noting the key items which had been considered including:
- W Davies appointed as Vice Chair of Audit Committee for 2024/25.
 - Internal Auditor's sector update on Risk Management.
 - Audit committee's self-assessment of performance in 2023/24.
 - Internal audit progress report and rolling schedule of audit recommendations.
 - Data protection and freedom of information annual report.
 - Cybersecurity annual report.
- 15.2 A number of items had been recommended to the Corporation and were included under subsequent agenda items.
- 15.3 **It was resolved** to note the draft minutes of the audit committee of 30th September 2024.
- 16 **Report on compliance with College Financial Handbook**
- 16.1 The DCG advised that the audit committee members had considered this report which provided assurance on compliance with the new CFH, noting that the four areas where further work had previously been identified had now been addressed. The new policies on reserves and procurement would be brought to the December meeting for approval, and the Conflicts of Interest Policy was included on the current agenda.

16.2 The report noted that the DfE had also published a new version of the FE and Sixth Form College Corporations Governance Guide on 1st August, with a number of amendments to align it with the CFH. The Governance Guide amendments mirrored the CFH but a note of the changes was provided for members' reference.

16.3 **It was resolved** to note the report on compliance with the College Financial Handbook and DfE FE and Sixth Form College Corporations Governance Guide.

17 **Annual internal audit report**

17.1 The CFO presented the annual Internal Audit Report which set out the work carried out by RSM Risk Assurance Services LLP in the 2023/24 academic year, including recommendations made in each category, and RSM's performance against plan.

17.2 The summary of internal audit work completed in 2023/24 was noted as:

- Quality Assurance
- Key Financial Controls Procurement and Accounts Payable
- Examination Arrangements
- Learner Number Systems – Devolved AEB
- Curriculum Planning and Management Processes
- Follow-up
- Framework for Compliance with Legal Requirements: Health & Safety

17.3 The above activity had resulted in one audit receiving substantial assurance and three with reasonable assurance; the follow up audit was given good progress. There were also one advisory and one compliance assignment. As a result of this work two advisory, one high, 13 medium and 14 low priority actions were agreed. Two advisory recommendations were also made.

17.4 Based on their work, RSM had reported the College continued to have an adequate and effective framework for risk management, governance, and internal control in place, with the recommendations made throughout the year helping to identify further enhancements to the framework or risk management governance and internal control. The green/yellow opinion was consistent with that provided in 2022/23 and also the opinion awarded to most FE Colleges.

17.5 The report had been considered and recommended by the audit committee.

17.6 **It was resolved** to note the annual internal audit report for 2023/24.

18 **Regularity self-assessment questionnaire**

18.1 The CFO presented the regularity self-assessment questionnaire. To support college corporations in drafting the statement of regularity, propriety, and compliance, the ESFA published an annual self-assessment questionnaire to provide clarity over the accountability framework, including the interpretation of the key requirements and the type of evidence that should be considered. The new requirements of management public money (MPM) as a result of the reclassification of colleges was now included within the questionnaire.

18.2 The regularity self-assessment questionnaire had been presented and discussed at audit committee prior to Bishop Fleming commencing the full audit work on site on 30 September. The questionnaire had been recommended by the audit committee.

18.3 **It was resolved** to approve the regularity self-assessment questionnaire.

19 **Risk management annual report**

19.1 The CFO presented the risk management annual report. She advised that the College continued to proactively deliver the risk management strategy. The senior leadership group revised and updated the risk plan regularly with reports being provided to all sub-committees and the Corporation. The recent national and regional political changes were now impacting on the implementation of the College's strategic plan, in addition to the financial constraints within Dudley Borough. The College was carefully managing its approach to ensure that it adapted and responded to national policy development, maximising any opportunities.

19.2 The risk register had been updated for the new academic year to reflect the College's approach to these wider issues. The following changes had been made to the register:

- One risk had been removed relating to the quality of service from our Professional Services teams.
- One risk regarding investment in the College estate had been combined with the risk relating to recruitment of technical staff. This gave rise to a broader risk caused by the limits of technical resources.
- One risk had been added due to the current de-funding of alternative provision (AP) in the Dudley Borough.
- Other risks had been updated and actions to mitigate these had been refreshed.

19.3 The audit committee had proposed an additional risk to the risk register in relation to changes to senior leadership and the impact on achievement of the College's strategic priorities and this had been added.

19.4 The Chair noted that each committee of the board had oversight of particular risks relating to its own area of activity, with oversight from the audit committee, which proved to be an effective way to monitor risk.

19.5 **It was resolved** to note the risk management annual report and to approve the updated risk register.

20 **Business Continuity Plan**

20.1 The CFO advised that the business continuity plan had been reviewed and updated to ensure that it continued to meet business need. There were no material changes to the plan; updates had been made to reflect staff leavers and starters and to update the list of college contractors. The CFO advised that the College was currently working with a third party consultant on developing plans for fast moving incidents and training had been undertaken with the wider management team on this.

20.2 The Chair highlighted the value of carrying out simulations.

20.3 In response to a question from M Ncube, the CFO confirmed that at a departmental level, detailed risk assessments existed which underpinned the plan at a local level.

20.4 **It was resolved** to approve the Business Continuity Plan.

21 **Conflicts of Interest Policy**

21.1 The DCG advised that in order to comply with the new College Financial Handbook, the board must have a policy for managing actual and potential conflicts of interest and must keep this under regular review. To comply with this requirement, the Conflicts of Interest Policy had been drafted to replace the previous guidance provided to staff and governors. The policy was designed to identify any conflicts of interest in a fair and consistent manner, regardless of the protected characteristics of the individuals involved and as such had been graded as 'low' impact on the College's equality impact assessment.

21.2 **It was resolved** to approve the Conflicts of Interest Policy.

Finance, Estates and Resources matters

22 **HR Annual report**

22.1 K Jones presented the annual Human Resources report which provided an update on key personnel issues in the College in 2023/24. Key points in this report were noted as:-

- Staff headcount increased to 800 –reflecting student number growth areas.
- Staff declaring a disability increased by 1% to 9% which was the highest ever recorded by the College.
- Recruited to six key management vacancies.
- Average length of service was 9.6 years – higher than the sector average.
- Staff turnover rate remained much lower than the sector average at 13% (17.8%).
- 96% of eligible staff achieved incremental pay progression.

22.2 In response to a question from W Davies in relation to absence statistics, K Jones explained that the 200 welfare calls related to multiple calls to a number of staff on long term sickness. She noted that there had been an increase in sickness absence rates nationally since Covid. In the College, there had been some increase in short term absence and this was being actively dealt with through the absence policy with a hope that this would diminish.

22.3 S Cornfield noted that it would be helpful to receive information related to the extent to which staff lived locally to the College. [K Jones advised that this was the case including amongst the senior leadership team, but that she would be able to provide data for the next meeting.](#)

22.4 The Chair noted that the number of staff with anxiety and stress related absence was high and therefore it was important to be mindful of the impact of pressure on the welfare of staff. K Jones advised that the majority of stress related absence was not identified as work-related stress. She outlined the range of support services available to staff which included mental health first aiders, counselling and financial advice and support. P Hartridge highlighted the importance of having a full staff compliment to avoid the knock-on effect of additional workload for other staff.

22.5 **It was resolved** to note the Human Resources Annual Report.

23 **Management accounts to July year end 2024**

- 23.1 The CFO presented the management accounts for July 2024 which showed the operating position for the full financial year. The accounts and commentary took account of the revised budget that had been approved by Corporation. A final set of accounts would be presented to Corporation in December showing the final position which would include year-end adjustments and FRS102 (pension) entries. The key points to note on the July operating position were noted as:
- The operating surplus of £556k was favourable to the revised budget deficit for the year (£144k).
 - Forecast improved year-end position of a surplus of £321k.
 - Pay was favourable to revised budget by £181k.
 - Non pay had finished £449k favourable to the revised budget position of £13.4m for the year. The reasons for this were under-spends in staff development, marketing, planned maintenance, cleaning and gas costs. Post year-end invoices were currently being reviewed to ensure that spend was accurately reported in the financial statements.
 - The cash as at the end of July was favourable to revised budget by £2.8m. The reasons for this variance related to improved operating surplus, capital works underspend and movements in working capital.
 - The KPIs for cash reserves and net cash days had increased for July to 55 days.
- 23.2 The final year end position would include a full analysis of performance to revised budget and a reconciliation to the July operating position.
- 23.3 **It was resolved** to approve the management accounts to July 2024 year end.

D Ibojo left the meeting.

24 **Management accounts to September 2024**

- 24.1 The CFO presented the management accounts for September 2024 showing the position two months into the financial year. The key points were noted as:
- The September accounts represented activity at the start of the academic year and were an initial view of operating activity.
 - The operating deficit of £169k was £156k more favourable than the budget deficit of £326k.
 - Income was £176k lower than budget, the only real concern was that T Level enrolment was lower than expected and was subject to clawback in the region of £280k. It was possible that this might be offset by in-year growth but as this was notified in the spring, would not be assumed until confirmed by the DfE. Other income lines were expected to catch up as the year progressed.
 - The cash position continued to remain very positive. The cash position of £7.7m at the end of September compared favourably to the target of £4.8m. The cash balance included discretionary learner support funds of £1.5m paid to the College in September, which would move to the DLSF account as this was not classed as College cash; there was a delay in moving this money. £1.2m ESFA pension grant had also been received which had not been included in the cashflow forecast, but was in the budget.
 - KPIs showed a positive position with most having a green indicator. The KPI currently flagged amber was income, being slightly below target.

24.2 The finance team was now working with budget holders on preparing a revised budget for approval by Corporation in December. The revised budget would include the clawback for T Levels; and would also consider the affordability of the AoC recommended pay award (additional 0.5%) and any impact from the recent budget.

24.3 In response to a question from W Davies, the CFO confirmed that it was anticipated that the NI contribution increase announced by the Government would be supported for colleges, as would in year growth. Some capital development funds were also anticipated but no details had as yet been announced. Support for underwriting of the local government pension scheme would also be made available.

24.4 **It was resolved** to approve the management accounts to September 2024.

N Gupta left the meeting.

25 **Confidential - Pay Award update**

This item is the subject of a separate confidential minute.

26 **Health and Safety Annual Review 2023/24**

26.1 S Johnson presented the paper which summarised the main health and safety issues and developments for the previous academic year:

- The College Health, Safety and Environmental committee met termly, and reviewed any issues and performance.
- The College was audited for its ISO 14001 re-accreditation which was completed successfully with all points raised being addressed.
- The Health and Safety Policy and Procedures were reviewed.
- A number of health and safety training courses were delivered, which included essential health and safety training required by all staff using the new online ‘Every’ system.
- Accident statistics increased this year by 7.8% overall, some sites saw an increase and were being monitored and audited to help make improvements.
- HSE reportable accidents decreased from 5 to 3. All involved staff members and were of a minor nature following a more than 7-day absence.

26.2 [The proposed Health and Safety Action Plan for 2024/2025 was being prepared following an external review of the College and would be presented to Corporation for review in spring 2025.](#)

26.3 **It was resolved** to note the Health and Safety Annual Review for 2023/24.

27 **Health and Safety Policy**

27.1 S Johnson advised that the Health and Safety Policy had been reviewed and updated to conform with new job titles and roles and minor procedural changes. These changes were highlighted within the document.

27.2 He advised that the College’s approach to health and safety was currently being reviewed to ensure that a strategic approach was adopted and that was owned and demonstrated by the leadership team and cascaded throughout the entire College. As

a result of this the wording of the policy statement (page 2) and subsequent impact throughout the document was under consultation. Once this review was complete the policy would be updated and re-presented to Corporation for approval.

27.3 **It was resolved** to approve the Health and Safety Policy.

28 **Lease of units 4 and 5 Waterfront**

This item is the subject of a separate confidential minute.

Governance and compliance matters

29 **Committee Terms of Reference 2024/25**

29.1 The DCG advised that the committee terms of reference for Audit Committee and for Search Committee had been reviewed and were recommended by the relevant committees for approval. Any changes to the previous version were tracked for ease of reference.

29.2 **It was resolved** to approve the terms of reference for 2024/25 for Audit Committee and Search Committee.

30 **Governor strategic link plan for 2024/25**

30.1 The DCG advised that the programme of strategic link activities for the Autumn term was provided for information. Members were welcome to join in any of the activities which had been arranged. New members of the Corporation were also invited to book onto any of the existing strategic link activities.

30.2 Members were reminded of the need to agree one member from each activity to complete and return a copy of the visit report template, which would be collated for the purpose of sharing experiences and feedback with all members. Copies of the visit report template were available from the DCG.

30.3 **It was resolved** to note the governor strategic link plan for the autumn term 2024/25.

31 **Any Other Business**

31.1 There were no further matters of other part I business.

32 **Date of next meeting**

32.1 10th December 2024

P Hartridge, L Jones, S Johnson and S Davies left the meeting.

The part 2 meeting is the subject of separate, confidential minutes.

Approved by Corporation members at the meeting held on 10th December 2024.