



WEST NOTTINGHAMSHIRE COLLEGE
FINANCE & ESTATES COMMITTEE

Minutes of the meeting of the Finance and Estates Committee held via MS Teams on Wednesday 2nd July 2025 at 17:00

GOVERNORS Edward Rawson, Chair
PRESENT: Paul Wheeler, Vice Chair
 Kudzai Muzangaza
 Andrew Cropley, Principal and Chief Executive Officer

ALSO IN ATTENDANCE: Jon Fearon, Finance Director
 Gavin Peake, Director: IT, Estates and Learning Resources
 Eloise Hopkinson, Head of Governance
 Andrew Spencer, Staff Governor (observing)

- 1 **DECLARATIONS OF INTEREST**
 The chair reminded everyone present to declare any interests that they may have on agenda items scheduled for discussion. Standing declarations were noted.

- 2 **WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE**
 There were no apologies for absence, with all committee members present.

 The staff governor, who was observing the meeting to increase his understanding, introduced himself to the committee.

- 3 **MINUTES OF THE MEETING HELD ON 3RD APRIL 2025**
 The minutes were reviewed and it was agreed that they were an accurate record of discussions.

 AGREED: to approve the minutes of the meeting held on 3rd April 2025.

 There were no matters arising.

- 4 **ACTION PROGRESS REPORT**
 The committee members were happy to note the content of the update provided, with the addition of further updates made to two actions which had not been completed.

 The finance director indicated that the old finance system was still running in order to close down 2024/25, with the new system available alongside

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it. This would enable the operation of the new system to be tested at minimal risk. One governor asked whether either system would be relied upon as presenting the truth should any issues or inaccuracies arise, and the finance director indicated that the audit would be conducted on the old system.

5 RISK REPORT

The head of governance presented a report detailing risk management activity since the previous meeting, focusing specifically on risks relating to finance and estates matters.

- Two risks had been removed since the previous meeting:
 - The risk relating to the potential land contamination at Chesterfield Road, as the ground and water were found to be clear.
 - The risk in relation to potential pressure on the bottom line due to an increased number of staff roles to resource demand, which was removed because stronger 16-18 growth had reduced the impact and, although the EBITDA had been impacted, financial health remained good.
- The majority of risks had been updated since April's meeting. Three were outstanding for review, but there were reasons behind this.
- Four red risks remained within this committee's oversight.
- A very early indication as to which risks would roll over into 2025/26 had also been provided, but this needed to be considered in more detail by the Executive team later in the summer.

One governor questioned why the risk in relation to staff costs had been removed when the management accounts clearly indicate that pressures are still significantly up. The finance director indicated that there were two elements to this: firstly, that adult education activity has increased, which is causing more wage costs; secondly, that 16-18 is also beyond what was forecast. Furthermore, there is the issue of the National Minimum Wage increases. The forecast outturn was reduced for the year, but this is managed by acknowledging that there was an impact but that the extra cost was mitigated in part by pushing back the pay increase and capping higher level pay awards. In short, pay costs are high because of increased student recruitment, but this will bring revenue into the college (in-year for adult education and a year later for 16-18). The college will not hit the original budget but is on track to hit the reforecast budget.

The vice chair asked for more information surrounding the discussion about changing the risk register, and the head of governance explained that this emerged from the strategy day. Governors had asked for the risk register to be looked at and, where possible, simplified. Governors also wanted to receive a development session with a focus on the risk register. The committee members felt that governors should not be involved in looking at how the college looks at its risks and that the format of the risk register was for the Executive team to decide. One governor indicated that

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the board should only see the key strategic risks and there should not be more bleed out into other committees as sight would be lost of who is looking at what.

The head of governance explained that some governors present at the strategy day felt that risks were not explored in detail within some committees, but governors present felt that the Finance and Estates Committee looks at risks within its oversight sufficiently well.

The finance director indicated that governors' focus is predominantly needed on what is sending the organisation off-track, and he suggested that a slimmed down risk register should be created for the board to help it to fulfil its responsibilities in relation to risk monitoring. This could include only four or five key risks to provide that extra level of debate, rather than including every single committee's oversight.

The principal agreed that the risk register needs to be clear in order for governors to challenge and question the senior team; however, it also needs to work for the Executive. It cannot be allowed to become burdensome. In relation to the earlier comment from one governor, he explained that it is hard to have a specific set of strategic risks within Further Education, as strategy can be difficult to pin down when the government keeps changing its approach. The risks can end up being superficial, if care is not taken.

The vice chair indicated that he would be happy to share the risk register which his organisation uses, if this was felt to be helpful, and the finance director was grateful for this offer.

AGREED: to note the content of the update provided.

6 MAY 2025 MANAGEMENT ACCOUNTS

The finance director presented the management accounts for May 2025, focusing on the following key points:

- Turnover continues to be ahead of budget.
- Income in relation to the Adult Skills Fund is £450k higher than expected.
- Staff costs continue to be over budget, partly due to an increase in terms of activity but also due to the increased National Insurance cost.
- Pay for those executives appointed by the board stands at £540k, which is £22k adverse to the budget of £518k. This variance is due to a pension payment which was inadvertently excluded from the budget when first presented.
- The grant for National Insurance will cover 90% of what was actually incurred. The method of calculation was based on old payroll data, so it excluded some growth and inflationary costs.
- There have been savings in non-pay costs.
- The EBITDA is 4% against a target of 4.3%. The college needs to

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strive to get over that 4% to protect its good financial health, and good progress is being made towards this.

- Actual cash had decreased due to the receipt of some front-loaded items from the DfE – such as bursary funds – having been disbursed, together with continued spend of capital grants. This was compounded by an overdue payment of a sum to the college. However, the finance director was hoping to maintain a steady cashflow.
- Phase 1 of the Future Tech Centre is nearing completion. The next phase will involve some refurbishment across the rest of the Chesterfield Road site, for which some grant aid will be claimed. The finance director assured governors that there was risk in relation to this grant, and cashflow expenditure would soon slow down again.

The vice chair observed that, had the energy costs been a lot higher, this would be quite a different picture. It was noted that the decrease in energy costs has paid for the staff overspend, to some degree. The finance director indicated that the college was subject to higher energy costs at one time, but the rate which it has now secured is much lower. Furthermore, although this could be considered quite cheap compared to what some other organisations are paying, it is only 10% below market rate at the moment. Consequently, the finance director would not expect any future increase to be too steep.

One governor asked how much stability there is, particularly asking whether the college can account for increases and decreases to the energy costs. The finance director advised that the high rate in place before was due to global issues. There is always a note of caution that no organisation is protected from the impact of political turmoil, but the finance director stated that he would double-check the pricing mechanism that will be applied when the next significant price review is due and ask for some forecasting information. He confirmed that this would be presented to the next committee meeting or, if that is not possible, sent out to governors separately. Nonetheless, he reiterated that price increases resulting from global issues cannot always be predicted, so the information provided will not be guaranteed.

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AGREED: to note the content of the update provided

7 2025/26 DRAFT BUDGET AND TWO-YEAR FINANCIAL PLAN/FORECAST

The finance director drew governors' attention to the following points of note:

- 16-18 is up by 20% compared to the previous year, which will drive an improvement in financial health. The reasons behind this are firstly that the college is being paid in full for volume within 2024/25, and secondly that the college will benefit from increases to the funding rate.
- Fundamentally, what has really helped is the college's mix of

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provision, as funding is being skewed to various priority areas such as engineering and construction, and there has also been an increase for young people from deprived areas.

- The college has also had a good opportunity in respect of the adult education budget. WNC has secured an EMCCA allocation of over £4.4m. Further to this, the government prioritised organisations which had made a strong start to the year, which meant the college benefited from an increased allocation from the government's adult education budget as well.
- The Audit Committee has recommended that the reporting within the management accounts is enhanced by making it clear that adult funding now has two sources. The finance director confirmed that this will be applied within 2025/26.
- Funding rates have been increased for key apprenticeships in engineering, and the level of activity being carried over is above the activity in the previous year, indicating growth. Recruitment to construction and engineering qualifications remains strong, and these are high priority areas. The finance director indicated that, to be prudent, some numbers have been decreased compared to what was suggested in curriculum planning.
- Contracts for the Youth Guarantee are in the order of £800k. For one of these contracts, 70% of the money will be handed to other providers by the college; within the other contract, WNC is a delivery partner for Nottingham College.
- Cash levels at the end of 2024/25 are expected to be £4.9m. Due to spend upon grants received, cash is expected to be £3.5m at the end of 2025/26.
- The finance director indicated that he has tried to ensure staff costs are controlled, and an allowance of £1.9m has been made for pay increases. This should allow a 2.5% increase across all roles (excluding WNC/VBSS spot salaries over £37k, which will receive 2.1%), plus incremental pay increases for teachers (with the 2.5% being applied to the pay after the increment, not before). In all cases, this will equate to a pay rise of over 4% (as a minimum) for teachers.
- The rate of pay for teachers of adults will be lower than for those who teach 16-19s. Any differential in types of activity (such as teachers who teach only adults but have a specialist skill) will be addressed by market allowance.
- The finance director has allowed £400k for National Insurance and £1.6m of additional staffing to support growth. He indicated that, closer to the point of demographic decline, the college should try to make these roles fixed term, where possible.
- In terms of non-pay, some extra budget has been allocated against energy costs until there is more certainty. There is a £300k contingency for non-pay.
- Before the new lease became a possibility, the college was targeting an EBITDA of 6%. This will no longer be achievable within 2025/26, but the new premises provides more capacity for the

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college to grow over next three years to meet the demands of the demographic increase, so this is an important development.

- The finance director has continued to take a prudent view and has made no allowance for in-year growth funding.
- The finance director emphasised the importance of continuing to target an increased EBITDA as 4% as is too low.

The vice chair noted that the same principle will need to be taken in relation to staff recruitment as with the estates strategy: the demographic growth will not be forever, so arrangements may need to be shorter-term at the appropriate time. However, he questioned whether a £1.6m staffing spend in 2025/26 would be enough to cope with the increase. He then asked how the college can ensure that this can then be reduced when necessary. Not all roles can be filled on fixed-term contracts, and the college needs to ensure that it does not boost the cost base so much that this causes a problem at the point of demographic decline. The finance director indicated that the college has a reasonably significant staff turnover. He tasked the head of governance with keeping a note to advise that, where possible, fixed term contracts should be used for certain roles from 2028/29. Staff turnover should allow the college time to plan for this drop-off. It is necessary to be prepared, but the college cannot commence this preparation yet.

In respect of whether £1.6m of additional staffing will be sufficient, the finance director indicated that increased student recruitment will generate at least another £1.5m or £2m for the following year. Some of the project funding for the Youth Guarantee will bring in additional people who will not be on WNC's payroll, and this will help to take the pressure off. The finance director emphasised that some of the growth will be managed by implementing bigger group sizes. This avoids increased costs, but it should be noted that it will increase the pressure on teachers. Also, some of the new, inclusive courses which the college is opening up tend to have lower group sizes, and some focus will need to be put into increasing these.

The vice chair indicated that it would be positive to avoid having a negative staff cost variance, and he suggested that a contingency should be put in place which only the finance director can release if needed. He questioned whether the EBITDA needs to look quite as positive as it does. The finance director acknowledged that a lower EBITDA would still be affordable, but his concern is that the college does need to get to a point where it is closer to 6%. He particularly indicated that the college will need to ensure it has enough cash to replace its considerably large IT base at some point, as such things have a limited lifespan. However, historically, the college has had to fund its own property maintenance and improvement, whereas colleges now have more capital support opportunities from the government. Nonetheless, the finance director indicated that £1.6m of extra posts feels like a big spend, although further investment could bring benefits. He emphasised that it is best to start the

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year prudently as it is likely that there will be a particularly challenging budget in autumn. He indicated that it is easier to loosen up and release some money if performance is better than expected than it is to tighten up if the situation deteriorates.

In relation to apprenticeships, current projected starts suggest income of £5.4m, but this has been factored down by £1.6m in order to remain prudent. The vice chair referred to the comment within the management accounts in relation to recruitment potentially dropping to 79% of the target, which he assumed refers to new starts in 2025/26. He questioned whether or not this 79% is factored into the £1.6m. The finance director indicated that the college has a large carryover of apprentices, and the reduced starts tend to be on business admin and customer service standards, which are low-income courses. Means reduced starts do not have the same impact on income. The actual projection is that there will be over £7m of apprenticeship on the starts profile next year, but this has been de-risked and reduced within the budget. The reasons for this are firstly that the college is trying to be prudent to ensure the apprenticeship target is more likely to be met, and secondly there is a focus on quality of provision as opposed to the quantity of apprentices.

The committee were happy to approve the budget as presented. It was also confirmed that any bonus to staff will only be agreed and paid after the student numbers are confirmed, to add more clarity than was presented last year. The finance director confirmed that the EBITDA target includes affordability for the accrual for the bonus.

AGREED:

- to note the content of the update provided
- to recommend that the Corporation Board approve the draft budget 2025/26.

8 SUBCONTRACTING UPDATE

The finance director presented an update in relation to subcontracting activity and proposals for 2025/26:

- The finance director indicated one change in profile in that the board and Executive team have previously discussed no longer subcontracting with the Inspire and Achieve Foundation.
- Chameleon demonstrated a reduced level of activity in-year, so the proposal is to reduce the allocation and subcontract only in line with what was delivered (£100k). The organisation subcontracted with another organisation which has not secured an EMCCA contract. Therefore, it will be necessary to test that Chameleon is financially viable, and the college will ensure that this is explored.
- Qualitrain continues to perform well, and the subcontracting partnership will continue with an increased allocation.
- ATTFE has informed the college that all its funding has moved to grant funding from EMCCA; therefore, the trust does not require

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any additional funding and does not want to contract with the college next year.

- White Rose is a longstanding partner and continues to trade. The level of activity is currently slightly lower as the contract was put on pause and only switched back on partway through the year; therefore, the organisation has taken time to get back into operation.
- Futures was listed as a new partner. There was a conversation at the strategy day about collaboration, and Futures was one of the organisations on the agenda to enable potential to be explored. Futures has not secured funding through EMCCA. Strategically, the organisation may not wish to be a longer-term deliverer of adult skills, and this may require a conversation between the organisation and the college in future. Futures and WNC have a close working relationship.
- About 11% of the college's provision is subcontracted, the majority of this being within EMCCA and a small amount outside.
- It is proposed not to subcontract any 16-18 activity due to the high level of college starts forecast. However, it will be necessary to declare to the Department for Education that Mansfield Town Football Club and Nottingham Forest Community Trust will carry out some coaching within some of the college's enrichment activity for 16-18s.
- The college will subcontract two areas of apprenticeship delivery to Nottingham Trent University, namely Level 4 teaching and engineering apprenticeships. The value of subcontracting will be determined by the number of apprentices recruited and retained on these two programmes, but an indicative value was £180k.

Governors were asked to comment on the proposals for 2025/26 and recommend them to the Corporation Board for approval.

The vice chair questioned the fact that there is around £1m unallocated. He indicated that one of the challenges highlighted in the budget was that the college will gain income for adult education and so the expectation is that it will deliver more, but he observed that this opportunity was not exactly being maximised through subcontracting. He questioned whether the college can deliver on this amount itself and meet the requirements. The finance director indicated that the college is purchasing a new online learning tool which will support with fulfilling the requirement. This is a pay-as-you go product, so there is no contractual commitment. The finance director explained that he would prefer the college to try to deliver to the value itself than prioritise subcontracting, but the vice chair reiterated his concern that this is the first year of the EMCCA funding and the college needs to ensure it definitely delivers on what it has promised. The finance director indicated that activity usually slows down in summer but it will still remain more active through this period than it has in the past. Furthermore, it has been agreed that performance will not be measured until November. He was optimistic that what is already in

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progress, added to what is planned, will fulfil the funded amount.

The finance director then presented the Subcontractor Rationale and Supply Chain Fees and Charges Policy 2025/26 for recommendation to the board. He explained that the college only subcontracts out if a provider adds something to college's existing offer (i.e. the college does not enter into subcontracts for activity which it could replicate for itself). There is now a rationale behind the organisations with whom arrangements are in place and, if anything changes which means the provision no longer meets need or the quality decreases, the college will cease these arrangements.

The vice chair indicated that rationale presented was understandable. However, he suggested that another rationale for subcontracting could be that it enables the college to increase provision without increasing costs. The finance director indicated that subcontracting works well for adult learning as the college receives payment in-year and can pass this on to the subcontractor accordingly. However, it is less suitable for 16-18 provision due to the lagged funding model: subcontractors are rarely willing to wait to be paid, and this creates danger for the college's cashflow.

Governors were content to recommend the Subcontractor Rationale and Supply Chain Fees and Charges Policy 2025/26 to the board as presented.

Although the Tuition Fee Policy was unrelated to the subcontracting update, this agenda item was also used as an opportunity to present this document again as some slight changes had been made since the previous meeting. Governors were also informed that another update would be needed to ensure the college was not likely to find itself unable to afford the level of free courses being pursued, in that applicants would need to secure a student loan where funding exists for this, as opposed to automatically accessing a course for free. This enables the free courses allowance to be earmarked for those priority courses for which there is no learner loan option available. The finance director indicated that he was also working with EMCCA to secure some clarity around when learners are entitled to a Level 3 course. Governors were asked to recommend the policy for approval by the board as presented but with the proposed further amendments as described. The committee members were happy to do so.

AGREED:

- to note the content of the update
- to approve the subcontracted values for 2025/26 as follows:
 - ATTFE – no longer subcontracting
 - Chameleon School of Construction Ltd – £100k, but with scope for a further reduction
 - Qualitrain – £300k
 - Futures – £250k
 - Inspire & Achieve Foundation – no longer subcontracting
 - White Rose Beauty College – £180k

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- Nottingham Trent University – indicative £180k for Level 4 apprenticeship programmes
- Mansfield Town Football Club – £55k for coaching or enrichment activity
- Nottingham Forest Community Trust – £15k for coaching or enrichment activity
- to recommend that the Corporation Board approve the Subcontractor Rationale and Supply Chain Fees and Charges Policy 2025/26
- to recommend that the Corporation Board approve the amended Tuition Fee Policy 2025/26 as presented (along with the further amendments as described).

9 CONTRACT AWARDS 2025/26

The finance director presented the proposed contract awards for 2025/26 and asked the committee to recommend these to the Corporation Board for approval.

- The college is no longer working with Stainsby.
- Maclav provision, which supports with online learning in maths and English, will continue.
- The college has been engaging with NC Group in respect of some project work at lower levels. This company acts as project managers on lean qualifications and engages with employers while WNC staff deliver the qualifications. There was a low level of activity in 2024/25, but this will increase; therefore, the finance director was seeking approval of an increased contract outside the delegated spending limits.
- The value engaged with Platinum Rail was to be changed slightly. A large part of the cost with this organisation is that it offers personal track safety, medical tests, and agency supply of specialist rail staff to the college. Bootcamp activity will continue, but this will be a slightly smaller level of activity.

One governor observed that the report stated that Platinum Rail would be likely to exceed £200k in 2025/26. He asked what the process would be if and when this happens, and the finance director indicated that he would approach the committee to seek further approval should this occur. He indicated that, at the moment, the college is seeking to reduce these services, but he cannot guarantee that this will be the final outcome. It is matter of balancing this appropriately as the college needs people with rail experience to deliver this training.

AGREED:

- to note the content of the update
- to recommend that the Corporation Board approve the proposed contract awards for 2025/26, as follows:
 - NC Group – up to £200k
 - Maclav Ltd – £380k
 - Platinum Rail – £200k.

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10 **SUBSIDIARY COMPANY UPDATE**

The finance director presented a verbal update in respect of VBSS Limited India, informing governors that this is still slowly moving towards being struck off. Access has been restored to the Indian bank account and due diligence checks on the college are now complete. Sufficient funds remain within the account to roll the company out into nonexistence. The finance director was hoping that this would be complete by now, but it could take up to another year. The bank account becoming locked slowed this process further, as the agent in India was not able to access funds to continue his work.

AGREED: to note the content of the verbal update provided.

11 **EXCEPTIONS REPORT**

The finance director informed the committee that there were no exceptions to report.

AGREED: to note the content of the update provided.

12 **CAPITAL PROJECTS AND ESTATES REPORT**

The director: IT, estates and learning resources presented a detailed update in relation to ongoing capital projects and estates matters.

Chesterfield Road

- Building completion was expected to take place on Friday 4th July.
- The external works on Ashfield House have been completed and the building rendered to match the stone, with this rendering having covered some modern brickwork.
- There was a healthy contingency remaining, but the director still needed to do the reconciliation with Clegg. He indicated that some of this will be spent over the summer to cover the redecoration of the interior of Ashfield House. This will provide decant space in September 2025 to enable work to be carried out on the roof and windows of the sixth form building.
- The tender for the roof and windows is expected back in about a week. Again, however, there is still a healthy amount left in the refurbishment budget.
- Planning permission has been sought for the windows, and this response is expected around the same time as the tenders.
- The roofing contract will need to be approved at board level due to the amount. Therefore, as this will not be ready for July's board meeting, the director indicated that it would need to be approved via a written resolution over the summer.

Station Park

- Stage 1 is complete but works are currently paused due to the proposed new lease. However, this will simplify the summer

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programme as the college will be able to leave the affected teams in situ until the new building is up and running.

- Quite a lot of work has been completed on the outside, including the movement of the ventilation system and the filling in of the loading bay area to provide additional parking spaces and a functional storage area.

Oddicroft Lane

- The new Haas centre is opening on 3rd July.
- This area currently has lots of space between the machines, but these will be moved a little closer together eventually in order to increase group sizes.

Old Brewery

- The demolition works are complete, creating significant space.
- The marquee will be moved from Station Park placed in this space for brickwork to use. This will fit two full groups.
- There will also be some space for parking as well as a small area set aside to provide students with external social space.

Portland Square

- The college went back out to tender for this project, and three of six companies responded and submitted bids by the revised deadline. These were going through due diligence at the time of the meeting so the director was unable to share the details, but the quotes were all within 10% of each other, which indicated that they were sensible. All three bids were from Mansfield-based construction firms. The director indicated that he expects to be able to take this matter to board for approval in July.
- Internally, it was possible to bring the strip-out forward, so the building is now ready for the main contractor to commence work. It took four weeks to strip the building and remove defunct equipment from the ceiling voids.

Other

- The air conditioning teaching will be moved out of Station Park and placed at Mill 3 in Pleasley to create capacity. This work will take place over the summer.

In summary, the director indicated that all works were on track with the exception of Portland Square, which may still be on track for completion near Christmas.

Governors extended thanks to the director for the progress made and the fact that some of these projects are now nearing a finish point. The director indicated that business and the construction T Levels will be moved into the Future Tech Centre, as may some A-Level Maths and A-Level Comp Science teaching. The site will be about 85% full at that point.

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One governor asked for further information around the removal of the diesel spillage from the risk register, as he had not been present at the previous meeting. It was confirmed that the core samples of the water and soil evidenced that no further work required. There were no further recommendations, so the planners signed this off. Furthermore, the Environment Agency indicated that this was below their level of concern, so the matter was closed down in totality and full compliance was met.

AGREED: to note the content of the updates.

13 **HEALTH AND SAFETY ANNUAL REPORT 2024/25**

The director: IT, estates and learning resources presented the annual health and safety report.

Firstly, he informed the committee that the level of accidents within the Construction department had become a concern, and the team had spent a lot of time investigating this. It was noted that student numbers had gone up significantly; subsequently, calculating the percentage of accidents accounted for the increase in the number of accidents in all curriculum areas except for joinery and brickwork. These areas became subject to much scrutiny, and the team were asked to repeat the health and safety training at multiple points throughout the year in an attempt to bring the number of accidents down. Consequently, accidents have reduced in-year, as expected, but the number still remains a concern. Furthermore, some of these were reportable under RIDDOR. He assured governors that this was being monitored and that this focus would continue.

One governor asked whether the accidents are occurring just through the natural course of practical work or whether students are behaving inappropriately with the tools. The director conformed that the vast majority of the accidents have resulted from chisel slippage and splinters. One of the reportable accidents resulted from a student putting the chisel on top of a door and then continuing to work on the door, causing the chisel to fall on his head. The accidents have all been genuine or resulted from something like the example given, which can be worked out of the system by providing further guidance and explanation, but there has been no deliberate silliness or malice.

The Protection of Premises Act 2025 (Martyn's Law) is now an act rather than merely a proposal. The college has two years to comply with this, and it has already held training exercises with staff and students. These have gone really well with good response rates and compliance. The exercises tested the 'hide' element of 'run, hide, tell' as well as the door locking/barricading compliance and college communication methods. Multiple different methods used to communicate that staff and students should 'hide', and a 99.9% success rate shows that almost everyone received this message. The only place where individuals did not see the message was within the large atrium area. As a result, electronic

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noticeboards are going to be put up in that area. The message was passed on verbally, but not this was not as seamless and cannot be relied upon in a genuine situation, so this needs to be corrected. Practices have been planned at some of the smaller sites next year.

One governor asked whether there would be any external inspection or supervision of the activities or whether this was more a case of the college needing to be satisfied that it is compliant with the new legislation. The director indicated that it is not necessary to write anything, but he has engaged with the local anti-terrorism coordinator and will eventually write this into a policy. He explained that the practicalities need to be right first, and there are two years in which to practice and get this right. He also explained that the college is a stage 1 organisation and so has the lower level of requirements to meet. However, the university, as a stage 2 organisation, will need to be more robust. He indicated that it will be interesting to see the integration seeing as the college and the university share the Derby Road site. The director will update governors as more details emerge.

AGREED: to note the content of the update provided

14 **COMMITTEE ANNUAL REVIEW**

The head of governance firstly invited governors to consider the performance and attendance throughout 2024/25 and discuss whether there were any concerns.

Governors were then asked to note and, if necessary, comment upon the meeting dates and work plan for 2025/26 and suggest any recommendations for changes to membership.

Finally, the committee members were asked to recommend the proposed Terms of Reference for 2025/26 as presented. No changes were proposed from the previous year, notwithstanding minor administrative updates.

Governors were happy to approve the Terms of Reference and did not have any concerns to discuss.

AGREED:

- to note the content of the report
- to recommend that the Corporation Board approve the committee Terms of Reference as presented.

15 **ANY OTHER BUSINESS**

There were no items of additional business.

16 **DATE AND TIME OF NEXT MEETING**


This was proposed as Thursday 2nd October 2025 at 17:00, subject to the final sign-off of the calendar of meetings.

Signed:  Chair

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It was agreed that confidential matters would be covered separately.

The meeting closed at 19:10.

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