



WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD

Minutes of the Corporation Board meeting held on Thursday 14th December 2023 at 16:50

GOVERNORS
PRESENT:

Sean Lyons, Chair
 Kate Truscott, Vice Chair
 Neil McDonald
 Andrew Cropley, Principal/CEO
 David Gillies
 Charles Heaton
 Edward Rawson
 Alison Griffiths
 David Ainsworth
 Theresa Hodgkinson
 Andrew Spencer (from 17:10)
 Ben Owen
 Jane Peacock
 Scott Smith (from 17:10)
 Keith Spiers
 Amaya Waddingham (from 17:10)
 Paul Wheeler

ALSO IN
ATTENDANCE:

Louise Knott, Vice Principal: Communications, Engagement & Student Experience
 Diane Booth, Vice Principal: Curriculum & Quality
 Jon Fearon, Finance Director
 Gavin Peake, Director: IT, Estates & Learning Resources
 Sian Geeson, Head of HR
 Eloise Hopkinson, Clerk to the Corporation
 Megan McQueen, Trainee Teacher: A-Level Law and Politics (observer)

		ACTION by whom	DATE by when
1	<u>WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u> Apologies for absence were received from Morgan Williams and Spencer Moore. Megan McQueen was welcomed as an observer of the meeting in her capacity as the mentor to the student governors.		
2	<u>DECLARATIONS OF INTEREST</u>		

Signed: Kate Truscott Vice Chair

Date: 08/02/2024

The chair reminded everyone present to declare any interests that they may have on matters to be discussed. No specific declarations were made and standing declarations were noted.

3 MINUTES OF THE MEETINGS HELD ON 19TH OCTOBER 2023

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: to approve the minutes of the meetings held on 19th October 2023.

There were no matters arising.

4 ACTION PROGRESS REPORT

The board were happy to note the content of the update provided.

5 SCENE SETTING AND APPROVAL OF NEW APPOINTMENTS (STAFF AND STUDENT GOVERNORS)

The chair thanked everyone for attending the meeting and indicated that the agenda was very tight. He informed governors that papers would be taken as read and asked that debate be kept as minimal as possible while still ensuring these important matters are explored and challenge given where appropriate.

The chair also acknowledged that focusing on 'sticking points' seems to have been a positive move. The current such sticking points were attendance in some areas, attainments, and maths and English, and additional scrutiny may be prompted by the change of local ESFA contacts. The chair asked governors to focus their comments and questions at a strategic level and to rely on the board subcommittees to provide the depth of scrutiny which cannot be conducted during board meetings.

(Items 6 and 7 were covered within the private minutes of the meeting.)

8 EXTERNAL GOVERNANCE REVIEW REPORT

Ian Ashman presented his report for governors to discuss and approve the improvements suggested. He informed the board that these conclusions have been reached following meetings held with governors and executive team members, as well as feedback received. These recommendations have already been endorsed by the chair, vice-chair and principal and will be carried out through the remainder of this academic year. The board was asked to agree the order of priority.

Key points highlighted within the presentation were as follows:

- This provides an opportunity for governors to get a feel for what has been done, and many areas were looked at in detail.
- Interim work has been produced in relation to emerging concerns, such as attendance to Standards Committee

Signed: Kate Tiscott Vice Chair

Date: 08/02/2024

meetings. Some of these improvements have already been implemented.

- A draft report was provided to enable the steering group to comment before the final version was produced.
- There has been impressive progress since 2020, with much clearer focus on education performance through student voice and talking heads videos.
- The college has completed some excellent work on adapting the curriculum to better meet local needs and employer priorities.
- All have had an impact on improving outcomes, resulting in a 'good' judgement at inspection.
- Governors have a clear commitment to the college's mission and values, and the college's Community Pledge has been published.
- Governors have a good understanding of strengths and areas for improvement and have provided substantial support and challenge to the executive.
- A positive turnaround has been achieved in the college's finances.
- Governors remain self-critical and obviously feel that there is more to be done – they are not content to just be 'good'.
- He concluded with 25 recommendations on areas for improvement – these are mostly compliance matters and will be fairly easy to address. The focus here should be on 'big picture' items.
- The key issue is to continue to enhance the course delivery and support students' circumstances, some of which can be very challenging. This requires a stronger Standards Committee, so interim recommendations have been made in relation to enhancing attendance and leadership of this committee. These actions have now been completed, and the college will look to bring on board someone who has experience as an Ofsted nominee (or similar) when the governor recruitment exercise commences in early 2024.
- Succession planning for the whole board needs to be considered and the college must ensure that strengths and skillsets are retained. Attendance expectations must be managed, and there are slight changes that the Senior Postholder and Governance Committee can look at to help and support board members, such as agreed absences for specific reasons.
- The board would benefit from improving its diversity.
- The next steps are to consider the outcome of the review and which recommendations the board wants to take forward. There will then need to be a detailed implementation plan in place so that progress can be looked at during subsequent meetings.

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Feedback from governors was that this is very good, comprehensive report, prompting a question of whether the board could use its time better. Observations and suggestions made by governors were:

- The same information is sometimes repeated several times in one set of papers. It was acknowledged that papers cannot necessarily be pulled together into one report, but report writers could perhaps give more thought to how they can provide governors with more coherent reports and enable more time to focus on those items described as 'sticking points'.
- The governor link scheme has not been effective, and the links should instead focus on areas for improvement.
- The issue for most boards is how much information should be provided to the board and how much the board should rely on subcommittees. One way to deal with this is to try to clearly separate out what is for information, what is for discussion, and what is for approval. This approach would require governors to read the papers and come to meetings prepared with questions, and it would rely on subcommittees to work very effectively. This approach was recommended as a good way of working for confident boards, and it is felt that the college is now in a position to segregate out only those points that really matter for board discussion, allowing subcommittees to handle the rest. Signposting governors to areas for improvement is invaluable when applying this approach.
- Key items should be placed at the front of the agenda.
- The board's opinion was split around authorised absences – some governors felt that this would not necessarily be appropriate. It was agreed that accepted reasons for absence would be made explicit alongside governors' attendance percentages (i.e. 'attendance is XX% but would have been YY% were it not for Z').
- There are some very strong recommendations and it is necessary to ensure that these do not get diluted. Following the previous external governance review, recommendations were turned into a prioritised action plan that the clerk then reported on to board meetings, and this worked well. All governors agreed that they are happy to devolve the improvement plan to the chair, principal and clerk for implantation and monitoring. They will put in place easy wins and a priority list will be presented to governors for agreement at a future board meeting or development session. Ongoing monitoring will be carried out by the clerk and updates provided at appropriate intervals.
- In response to the point about the repetitive nature of papers, it was indicated that some issues will be considered by multiple committees, which will lead to repetition. However, some papers are not essential reading for all governors. It was indicated that, where papers are presented as appendices of chairs' reports, governors are free to make the choice

Chair /
Principal /
Clerk

Clerk

May 2024

Ongoing

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themselves as to whether they read the appendices in detail. The exception to this is where a particular proposal has been recommended by a committee for board approval. • Rather than meetings being lengthened, they need to be more efficient, and chairs' reports are key to bringing important topics to the forefront at board meetings. Consideration is required as to whether there should be complete reliance on chairs' reports or whether governors then need to refer to the committee minutes. The balanced scorecard provides the key items to be read beyond the chairs' reports as this provides a measure on which to base discussions and questions. Governors should look at the red RAG-rated items, read through the relevant papers, assure themselves that the committee is doing its job, and then refer any questions to the board. • Governors fed back that they would be happy to just use ShareFile to access committee papers rather than receiving a large number of attachments in the board pack. It was agreed that, in future, only committee items for approval will be included within the board papers. Governors should have access to all committee papers so that they can use their discretion as to what they look at. • The balanced scorecard should be taken to all committee meetings to ensure focus is on those items. This also provides a standard on which to base recommendations for the board, along with the risk register and QIAP. • Governors would like the report cover sheets to show what the board needs to particularly focus on. The board must be aware of the top priorities on the balanced scorecard, informed by subcommittees. • It was suggested that a standard roadmap should be implemented to ensure time is being given to the appropriate matters. The clerk will identify/create and implement this document for the 2024/25 academic year. AGREED: • to note the content of the report • to approve that the suggested improvements arising from the review be implemented this academic year • that the additional observations and recommendations from governors be put in place moving forward. <u>BALANCED SCORECARD AND ANNUAL KPIS</u> The CEO introduced this item, and governors' attention was particularly drawn to the following points: • No governors have yet tested the Executive on the RAG-ratings. The principal indicated that this is key and should only take 30 minutes of governors' time. Governors were encouraged to step forward to meet with the director: IT, estates and learning resources via arrangement with either his PA, Catherine Walker,	Governors	Ongoing
	Clerk	Ongoing
	Clerk	Ongoing
	Clerk	January 2024
	Clerk	May 2024
9	Governors	February 2024

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Date: 08/02/2024

or the clerk. The balanced scorecard is also subject to internal audit review this year.

- Staff costs
There is a £900k overspend on staff costs – this is balanced by increased income and the budget having been reworked, so these targets will change and become more meaningful.
- Maths and English
There are 50% more students studying maths and English this year, as is the case nationally. Finding high-quality teachers is proving to be a real challenge; however there is good leadership in the English and maths departments. There are no red items underpinning this issue, but the overall objective is red as there are too many amber targets.
- Influence over devolution
Strong conversations have been held by the chair and principal with three candidates; however, it is rumoured that there is now also a fourth. These conversations with candidates will continue.

The chair noted that conversations have been held before about practical maths being more attractive for learners, and the same could be true of English. The principal agreed that he is a strong advocate for subject-based English and maths. Two senior officers are visiting the college in March 2024, and the principal and vice principal: curriculum and quality intend to rewrite and take the maths paper and show their findings to evidence that it is possible to successfully contextualise maths.

The college is also running a pilot with the examining body, Eduqas. AQA was the examining body used previously, but grade boundaries were very high in 2022/23's exams compared to in the past. The Eduqas exam paper is also written in a more straightforward manner than AQA's. If the trial is successful, the college will look to implement the Eduqas paper across the board in 2024/25. One governor challenged whether this was a case of 'dumbing down' the exams, and it was indicated that the same standards are still in place due to Ofqual regulations – a lot of colleges have indicated that they are moving away from AQA. The vice principal further explained that examining bodies do not really matter in terms English and maths as they do in terms of vocational subjects.

One governor questioned whether there is any movement around this sort of thing. The response was that the argument is made frequently but the sector is often overtaken by policy and is there is not enough bravery or ambitious to raise the right arguments. It is acknowledged that it is the right thing for young people to attain GCSEs, but the issue is the abstraction of this. There is scope to contextualise the exams, and

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Date: 08/02/2024

the principal feels that there is likely to be interest in this proposal. If implemented, this would really help learners to achieve the mid grades. It would still be the case that students would have to branch out into the broader and more advanced issues to attain the higher grades.

The chair raised a challenge about the employer engagement survey outcomes not being ideal, and he questioned what is being done about this. The negative responses were mainly around communication in terms of apprenticeships, and much of this is linked to the issue of apprenticeships in general not being where the college would want them to be. Heads of department and the vice principal: curriculum and quality are now driving this more stringently, and new apprenticeship coordinators are in place to liaise with employers. The dashboard is being introduced in the new year, and this will enable employers to see their apprentices' attendance, progress, etc. and will give them a clear picture. There will be a short pilot and then a full launch.

As part of the Local Skills Improvement Fund (LSIF), the college is seeking to purchase an app which asks employers a question a day and enables quick pulse survey-type results. Findings show that this approach works better than sending out lengthy surveys.

AGREED: to note the content of the update provided.

10

QUALITY AND STANDARDS

The committee chair presented his detailed report. Key matters highlighted were:

- The committee discussed the Self-Assessment Report (SAR) process, and a comprehensive update was given. The process included external scrutiny from externals such as Lincoln College.
- The Quality Improvement Action Plan (QIAP) has been a key document at every committee meeting and continues to show where the college is and the robust actions that have been taken in most areas.
- A good update was provided in relation to apprenticeships data – the college has been on an interesting journey over the previous years and has now been flagged in four areas of the accountability framework, which may prompt scrutiny. This has not happened yet, which is thought to be due to the 'good' inspection in March 2023 as well as the assurance given in terms of what is being done to improve.
- A safeguarding update was given, particularly around Prevent, and the governors agreed to proposals to implement a safeguarding risk register in place of the existing Prevent one.
- As part of the qualification reforms, some BTECs are being defunded and T Levels put in their place. Governors agreed that it will be interesting to see how this rolls out, but there is lots of

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Date: 08/02/2024

assurance that college leaders continue to have a strong voice and a view of how the college will be affected.

- The college's robustness in terms of equality and diversity was reviewed and there were found to still be some gaps. Monitoring is being overseen by the vice principal: communications, engagement and student experience.
- There has been robust scrutiny of A Levels by the vice principal: curriculum and quality and the assistant principal: academic, creative, community, digital and professional studies.
- One area for the wider board to consider as a wider board is the LSIF – this has now been confirmed and there are tight deadlines for spend.
- Complexities and vulnerabilities are ever increasing, but the college has excellent teams in place to handle these. More challenges have been experienced, and the college is starting to see inner-city influences coming into local areas and towns. The college must ensure it has the right resources in place handle and support with this. The college is also seeing wider challenges around exam access arrangements.
- The committee recorded thanks on behalf of the board to the former Standards Committee chair for her valuable input and scrutiny. Ben Owen has been appointed as Standards Committee chair. The committee would now like to actively search for another member of the committee, ideally a nominee or someone with recent Ofsted experience. The intention is for this person to be vice-chair of the committee.

Apprenticeships data

One governor raised the question about the potential impact of being flagged in the accountability measures. The vice principal explained that the Executive team met with the Education and Skills Funding Agency (ESFA) last week and were challenged in relation to this issue. Consequently, one of the ESFA colleagues has been invited to attend an apprenticeship monitoring meeting to witness the scrutiny directed therein. Governors were reminded that they are also welcome to attend these meetings and should indicate to the clerk or the principal's PA if they are interested in doing so. All colleagues are aware of the need to improve, and it was explained that the potential impact could include another inspection and that the college is stopped from delivering apprenticeships.

One governor questioned how the college could have been awarded 'good' by Ofsted in March and then, later the same year, flag in terms of data. The vice principal explained that the accountability measures look at the retention rate, withdrawals, learners beyond 90 days, and some sub-measures such as student and employer voice. The college has flagged on retention, achievement, and learners studying past their end date. College leaders realised in February 2023 that this would happen and had put measures in place to improve, of which Ofsted was

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made aware. However, the college was still RAG-rated as green under all measures at the point of the inspection in March. The vice principal also noted that retention seemed to be acceptable until May 2023, at which point it underwent a decline. Measures have now been put in place, and the vice principal now meets with every head of department to go through all learners past their expected end date to find out why they are not in gateway. This has been found to often be due to issues surrounding endpoint assessments, and this is now being monitored and flagged for endpoint assessment organisations to be contacted where necessary. Nonetheless, the issues are sometimes due to staffing concerns, and the vice principal confirmed that weekly audits are carried out on all areas and a report sent to managers. Two areas that are RAG-rated as red, health and social care and JTL Training, are no longer active but do have data within them that is still impacting on overall data. If these areas were removed from the data, overall retention and achievement would be out of the red. The vice principal explained that this academic year will be the worst affected, and this has all been evidenced in the SAR. This indicates that teaching and learning is not the issue; rather, the problem is the quality of data. Governors were informed that the college is not currently in a position to bring electrical apprenticeships back in-house and will not do so until it can guarantee that delivery would be high-quality. Finally, governors were informed that the ESFA did not put in place any action points for the college following the meeting with the Executive team.

Achievements are ahead of this point last academic year, which augurs well. Also, the head of MIS has included a column on the dashboard to show how long learners have been in gateway so that heads of department can see this information when working with their teams.

Talking heads video – A Levels

There was a heavy focus within the video on increased homework and reference to trips and visits, and one governor pointed out that the same issues were raised in the video displayed in October. The principal indicated that the college is trying to improve exam results, and this is the reason for the increased focus on homework. One governor questioned whether students have been made aware of this.

Expanding on a comment from within the video, one student governor indicated that clubs are important in terms of building relationships with peers, and students can then help each other with exams. This would help to reduce and release the stress faced by students, and this is important to ensure their success.

Governors were made aware that six students have Oxbridge interviews scheduled this year.

AGREED:

- to note the content of the summary report

Signed: Kate Tiscott Vice Chair

Date: 08/02/2024

- to note the minutes of the meeting held on 16th November 2023
- approve the appointment of an additional governor to the Standards Committee to hopefully be vice chair
- to note the content of the QIAP
- to note the content of the safeguarding/Prevent annual report for 2022/23.

11 **SELF-ASSESSMENT REPORT 2022/23**

The vice principal: curriculum and quality presented the SAR for approval, indicating that this has undergone scrutiny, challenge and validation by governors, the Executive, and critical friends from other colleges.

Key points brought to governors' attention were:

- Most self-assessment grades will remain as they were at inspection.
- Apprenticeships, however, will reduce to 'requires improvement' for reasons previously explained.
- Teachers were invited to the meetings to give justification for their grades, ensuring a robust process.
- The Standards Committee was happy to recommend the SAR 2022/23 to the board for approval so that the vice principal: curriculum and quality can send it to Ofsted.

The chair encouraged governors to continue to support this process in future.

AGREED: to approve the SAR 2022/23 as presented so that this can be sent to Ofsted in January 2024.

12 **AUDIT AND RISK**

The committee chair presented the report. Key matters highlighted were:

- A good discussion was held around the new risk register for the current academic year. Governors were asked to keep in mind that the risk register is there to inform subcommittees of the highest risks in order to drive their scrutiny, and the board was made aware that all governors can challenge the Executive in relation to any aspect of the risk register.
- The exceptions report had only one item, which was discussed under the confidential section of the board meeting.
- Governors extended a request to the Executive to ensure staff briefed on whistleblowing and fraud processes annually as a minimum. At the point of the Audit Committee meeting, there had been no reports; however, one was subsequently received and should be concluded in December 2023.
- Internal auditors awarded adequate and effective ratings for risk management, governance and control processes.

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Date: 08/02/2024

- The college was given a clean bill of health on external audit for the third year running.
- The annual report was approved earlier in this meeting under the confidential section of the agenda.

Governors agreed that outputs are good and that they had no concerns.

AGREED:

- to note the content of the summary report
- to approve the Audit Committee's Annual Report as presented
- to note the minutes dated 27th November 2023
- to note the college's risk register and risk appetite for 2023/24.

13

FINANCE AND ESTATES

The committee chair presented his report, and key points highlighted were:

- The main issue under risk is around capital. There is so much involved in this, and the college hopes that suppliers can actually meet the demand and at a suitable cost. This is monitored regularly, and the issue will move to the front of the committee agenda in future to enable greater focus.
- Space availability was a focus of the meeting. The director: IT, estates and learning resources has completed a lot of work in relation to this and produced a very informative table. Utilisation was found to be very good.
- In terms of subcontracting, one increase was proposed. This was to White Rose as the provider is now more willing to work with the college. The committee recommends that the board approve an increase in the allocation to £150k.
- The standing orders were discussed and amendments carried out, predominantly involving clerical tidying. These are recommended to the board for approval.
- Contracts were approved at October's board meeting but it was then found that the report had been furnished with incorrect dates, so this has been brought back to the board to reapprove in order to ensure there is completeness.
- The committee discussed and appointed a new chair and a vice chair to further strengthen it and provide succession.
- West Nottinghamshire College has been the first college in the country to run a transport project across two bus services. This seems to be going well and those issues encountered at the start of term have now been resolved. There have been some overriding worries and there was potential for a drivers' strike, but there have been no major concerns so far. It is believed that this project has saved over 1,000 car journeys, and money has been saved on price increases too. 7% of the journeys taken by students have been outside of college hours, so the hard work of the first few weeks has turned out to be worthwhile.

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Date: 08/02/2024

- A brief update was given in respect of capital items – previously were given permission to appoint a main contractor. Numbers unchanged £6.1m with £0.75m contingency. Contract ready for principal to sign next week.
- Moving forward, Charles Heaton will continue as a co-opted member of this committee; Edward Rawson has been appointed as the new chair; and David Ainsworth has been appointed as vice-chair of the committee.

In relation to the buses, one student governor mentioned that her brother witnessed a lot of WNC students misbehaving on a bus to Nottingham, and an old lady was being made to feel intimidated. He took a video of this behaviour and the vice principal: communications, engagement and student experience asked that this video be shared with her, if the owner of it is willing. The director: IT, estates and learning resources informed the student and governors that bus drivers are instructed to report these incidents and get names, where possible, so that the issue can be managed. Some services have CCTV, but not all; however, so far, the bus companies have been good at working with the college to resolve these issues. It was discussed that there have also been a number of concerns in relation to behaviour of the public towards particularly female students, which have resulted in involvement by the safeguarding team and the police.

One governor asked what White Rose's delivery is, and the response was that this is still predominantly beauty – they are not branching out into other areas. This delivery is predominantly in Derby and Chesterfield. Activity was reduced last year but a change in circumstances than encouraged them to increase their work with the college again.

AGREED:

- to note the content of the summary report
- to note the content of the minutes of the meeting
- to note the content of the space utilisation report
- to note the content of the October 2023 Management Accounts
- to note the capital projects update
- to approve the increase in allocation to White Rose to £150k
- for completeness, to note and approve the corrected dates in terms of contract awards previously approved in October 2023
- to approve the amendments to the Standing Orders as presented.

14 WORKFORCE DEVELOPMENT

The report was taken as read and handled on an exceptions basis only, and governors were asked to raise any questions or comments. The committee meeting was a positive one and was joined by a newly appointed support staff co-optee. Matters of particular interest were:

Signed: Kate Tinsley Vice Chair

Date: 08/02/2024

- Governors questioned the principal and head of HR as to whether there were any signs of disengagement by staff in terms of satisfaction, and they reported that there was nothing unduly to worry about. The Executive team needs to work hard to drive communication and engagement, particularly with staff at the other sites, but drop-ins have been well attended so far and the team does try to be visible on all college campuses.
- The next staff survey will go out in February 2024.
- Staff governors reported that it has been a busy year but a good one, and staff are reasonably content.
- Membership of the committee is a concern, but it has been approved to increase this, particularly as part of the drive to recruit new governors.

AGREED:

- to note the content of the summary report
- to note the content of the minutes of the meeting
- to approve that the committee increase its membership number to nine and seek to appoint another external governor to its ranks, whether this is an existing or new board member.

15 **PRINCIPAL'S REPORT**

The principal presented his detailed report as read, but key matters particularly highlighted within the meeting were:

- The Mansfield Levelling Up Partnership outcome is still awaited.
- A consultation has been launched by the government around maintaining minimum service levels in colleges. This is very difficult to respond to, but the principal is working through it.
- A consultation around the Advanced British Standard was launched on 14th December 2023. Again, the principal will respond.
- The principal has a new PA, Freya Stokoe, starting in January 2024.

AGREED: to note the content of the report.

16 **GOVERNANCE**

The clerk to the corporation presented her report, detailing three matters of business.

- 1) It is proposed that all committees should appoint vice-chairs, ensuring that there is always a natural succession plan and stand-in in case of absence. This will be picked up individually as committee meetings take place.
- 2) In relation to external governor numbers, the clerk indicated that, if no additional members are recruited, these will drop to thirteen as at the end of January 2024. It is proposed that the college seek to

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Date: 08/02/2024

recruit up to three, and a minimum of two, additional external governors. The principal has applied to use Peridot free of charge to support with this recruitment exercise. If the application is unsuccessful, it is suggested that the college will possibly have to look to pay for this service. However, a former governor has expressed interest in re-joining the board and the clerk will commence this process in the new year. There is an external network of contacts so there is scope to approach a network of partners if needed whilst awaiting the DfE outcome. The application sets strict criteria which might mean some of the more local people are automatically excluded if wish to adhere to these.

- 3) The third matter of business was the appointment of a replacement Corporation Board chair to commence from 1st February 2024. Governors were asked to propose candidates for the vote. Neil McDonald proposed Kate Truscott, and this was seconded by Charles Heaton and Keith Spiers.

(Executive team members and Kate Truscott left the meeting.)

The clerk invited external governors to vote by show of hands on the appointment of Kate Truscott as chair of the Corporation Board from 1st February 2024. Governors were unanimously in favour of this appointment.

AGREED:

- to approve that all committees appoint vice-chairs
- to approve that the college seek to recruit up to three additional governors (and a minimum of two) using Peridot Partners
- to approve the appointment of Kate Truscott as chair of the Corporation Board from 1st February 2024.

17 AOB

Recognition was given in respect of this being Sean Lyons's last meeting as chair. He was thanked profusely for his service to the college and his support of the board and principal. In turn, he acknowledged the improvements seen within the college during his time as chair and the excellent leadership exhibited by the principal and the Executive team. There is a bursary for students in the chair's name, and he will be invited into the college to present this award, if time allows.

It was agreed that confidential items would be recorded on a separate basis.

18 DATE AND TIME OF NEXT MEETING

This was confirmed as 8th February 2024 at 17:00.

Staff and student governors left the meeting at 19:00.

Signed: Kate Truscott Vice Chair

Date: 08/02/2024

Meeting closed at 19:15.

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Signed: *Kate Trcott* Vice Chair

Date: 08/02/2024