

**Minutes of the meeting of the Corporation held on Wednesday 20th March at 5.00pm
Conference Room – Southport College**

Present:

Paul Walker (Chair of the Corporation)
 Alex Barton (Independent Member)
 Kevin Burke (Independent Member)
 Laura Bell (Vice Chair of the Corporation)
 Margaret Boneham (Independent Member)
 Michelle Brabner (Principal)
 Kevin Burke (Independent Member)
 Rob Firth (Independent Member)
 Catherine Durr (Staff Governor)
 Roderic Gillespie* (Independent Member) (attendance via video link)
 Diane Hutchinson (Independent Member)
 Kashfa Kalim (Independent Member)
 Mo Kundi (Independent Member)
 Rebecca Matchett (Independent Member)
 PJ McGreggor (Student Governor) (from item 5)
 Claire Moffat-Lonsdale (Independent Member)
 David Mutori (Independent Member)
 Susannah Porter (Independent Member)
 Elaine Smal* (Independent Member) (attendance via video link)
 Tom Rowe (Staff Governor)
 Tracey Wood (Independent Member)

In Attendance:

Paris Bonwick (Vice Principal Business Services)
 Mark Burrows (Deputy Principal)
 Fiona Chalk (Observer conducting the ERG from Governance4FE)
 Lisa Farnhill (Clerk to the Corporation)
 Stephen Musa (Vice Principal Curriculum and Support)
 Paula Smith (Director of Finance)

Apologies:

Alex Gamil (Independent Member)
 Catherine Durr (Staff Governor)

Absent:

*indicates attended through video conferencing facilities.

Minute No.	Minutes	Action
C.24.67	<p>ITEM 1: WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE</p> <p>The Chair opened the meeting by welcoming members and attendees, thanking the Clerk for arranging the session ahead of meeting to support with getting to know the new members. Apologies were detailed and accepted, confirming the meeting was quorate and that those attending via video conferencing facilities could hear and be heard.</p>	

Item 1 accepted: The Corporation accepted the apologies detailed.

C.24.68 ITEM 2: DECLARATIONS OF INTEREST

The standing interests were noted, including the Clerk acting as Data Protection Officer, noting the data protection policies were presented for re-approval under item 10.3.

Item 2: Noted

C.24.69 ITEM 3: APPROVAL OF MINUTES

The Chair invited members to raise points of inaccuracy and matters arising not detailed in the report under item 4. Members approved the minutes of the Corporation Meeting held on 14th December 2023, along with the minutes of the extraordinary meetings held on January 19th, 2024, and March 13th, 2024.

With no corrections or additional matters arising, the minutes were approved.

Item 3 - approved: The Corporation approved the minutes of the meeting of the Full Corporation on 14th December 2023 and the extraordinary meetings held on January 19th, 2024, and March 13th, 2024.

C.24.70 ITEM 4: MATTERS ARISING/ACTION SUMMARY

The Clerk summarised the information, confirming that the actions raised were addressed within the meeting papers.

Members were reminded of the discussions in the last meeting relating to the importance of managing staffing risks, with consideration having been given to whether this could be further supported by a Personnel Committee. The Corporation were informed the Governance Committee had reviewed this, agreeing that the new HR reports, supported by attendance of the Link Governor for HR to oversee those items, along with a revised format for reviewing risks and reporting risks to the Corporation were expected to address staffing risks appropriately.

Item 4 – Noted

C.24.71 ITEM 5: CONFIDENTIAL ITEMS

The Chair confirmed the minutes of the extraordinary meetings, along with Part B of the scheduled meeting in December were confidential. Members agreed December minute C.24.21 should be redacted, along with paragraphs 4 and 5 from the Principal's report.

Members were advised the agenda had been drafted ahead of the Strategy Event, prudently allowing for a confidential section for the conclusion of any matters and decisions however, it was proposed this would not be necessary.

Item 5 – Noted: The Corporation resolved to maintain Part B and extraordinary meeting minutes as confidential, approving the Part A minutes for publication subject to the redactions outlined above.

C.24.72 ITEM 6: GOVERNANCE MATTERS**Chair's Report**

The Chair informed the Corporation that his work and activities on behalf of the Board had been consumed by Ofsted, thanking everyone for their contributions at the Strategy Event, which had enabled the opportunity to provide an in-depth account of the latest position, and facilitated time to focus on accelerating the improvements needed .

The Chair suggested enough time and energy from both staff and Governors had been spent focusing on the errors in the Ofsted process, which had been a distraction, thanking everyone for their support in now shifting the focus away from Ofsted. Drawing on the positives from the experience, the Chair highlighted how the visit had initiated the focused Strategy Event, which had been a success, with the intention now being to focus on the lessons learned.

Committee Chair's were given the opportunity to add anything further, with it confirmed they would provide details under the relevant agenda items.

Link governors were invited to present any updates from recent visits not captured elsewhere, with the Health and Safety and Estates Link confirming he wished to draw the attention of the Board to concerns over future risks within the Audit Committee reporting on risk.

Item 6 – Resolved: The Corporation noted the update.

C.24.73 ITEM 7: PRINCIPAL'S REPORT

The Principal reiterated the comments of the Chair, advising that considerable time had been spent managing the change in the Ofsted outcome, follow up meetings, second visit and subsequent complaint, confirming the details of this had been outlined in full at the Strategy Event.

The Principal confirmed that through her Ofsted work, she had been able to attend Mental Health Training for inspectors provided by Mental Health England, with useful insights and resources. Members were informed the rationale had been to raise awareness within inspection teams of the impact their work had on the mental health of those they were inspecting, however, the training had highlighted the scale of need for mental health support for the inspectors. Members were informed it had raised awareness of the challenges and issues relating to the culture of Ofsted, impacting inspectors' performance and behaviour on inspections.

The Principal confirmed the Strategic Plan update was now fully populated, with no areas of concern to draw members attention to, highlighting the delay in developing a community awareness target due to the impact of the recent Ofsted activity.

Members were given details of recent Union activity, including updates to local and regional representatives, and informed of continued positive relationships, with the Deputy Principal confirming this was also his experience, having attended his first meeting.

The Principal informed the Corporation of progress to date with the job evaluation scheme, which had been agreed as part of a previous pay award. Members were informed the development of the scheme was challenging, particularly in relation to cost, with plans to present to the Unions indicative costs and ask if they wanted to proceed, or would like to consider how else the funds could be utilised to improve conditions for staff.

A brief outline of progress against grant funded projects was given. The Principal reminded the Corporation that the LSIP funding was part of a collaborative project, with different partners at different stages with their elements. The impact of the St Helen's Chamber going into administration was discussed in detail. Members were assured that the financial risks were minimised as the LSIP grant funding was paid directly to the college by the DfE.

The Principal advised it was possible, but unlikely there would be a new LSIP. Members asked about the impact, with it confirmed in the event of a new LSIP, the accountability statement would need to be reviewed, however advised the priorities were likely remain the same as these were evidence based and reflected those in the West Lancashire LSIP,

which the college had also used to inform their curriculum development as detailed in their accountability statement, however, remained ready to respond should there be a need to act.

Item 7 – Resolved: Members resolved to accept the update.

C.24.74

ITEM 8: CAPITAL PROJECTS UPDATE

The Vice Principal Business Services provided an overview of the three grant funded projects currently underway, assuring the Board the projects were all on track in terms of timing, budget and quality.

The Vice Principal Business Services highlighted how the T Level contract size required Corporation oversight, with the project progressing to tender, outlining the time frame for the process. The Clerk summarised the options for approval, with it agreed the Corporation would delegate the review of the tender submissions to the Resources Committee at their meeting on April 23rd, followed by a Corporation written resolution for the appointment of the contractor. The post approval timeframe was outlined, highlighting the need for a swift response to allow for the outcome to be circulated to the chosen contractor. Members asked why the timing was so restrictive, with the Principal explaining that this was as a result of the DfE requirement for funding to be spent within a set timeframe and a need to maximise the benefit, with the project completed ahead of the start of the new academic year.

A Member suggested circulating the information prepared for the Resources Committee to all Board members to facilitate a thorough review ahead of needing to respond to the written resolution. This was agreed, with the Chair asking for due diligence despite the tight timing, suggesting members review and raise questions as early as possible, which could be verbalised within the Resources meeting and summarised alongside the written resolution. Members asked about the level of detail within the information for review and approval, with the executive summaries thought to be key for drawing attention of members to key points for consideration, with particular emphasis to be made to the risks, including detailing the timeframe for potential clawback.

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Members clarified the tender process, number of tenders and consequences of failing to appoint a contractor within the timeframe and financial risks. Members were reminded it was fully grant funded, minimising the financial risks in terms of project completion, however, discussed at length the potential risks in terms of ongoing courses and potential clawback. Members were reminded the restricted timeframe for the tender was to ensure completion in time for course commencement at the start of the academic year, without disruption or delay, maintaining the best possible student experience.

Members asked if there was excitement among staff about the new facilities and if it had been the focus of a marketing campaign and were informed a local artist and former student had created an artist's impression of the finished spaces to be displayed at the open evenings, with plans to have the new spaces professionally photographed once completed to further support with the marketing.

Members asked if social value was built into the plans or was a funding requirement and were advised that the tight timeframes set by the DfE had made this difficult, however, it would be built into the tender review process, but was not a stipulation.

The Chair highlighted the impact of the review of the Board's risk appetite at the previous year's Strategy Event. He reminded the Corporation that in establishing the Board had a higher-than-expected attitude towards risks in some areas, it had allowed the Resources Committee to endorse an outlay in pursuit of the grants, which had been successful, with

zero contribution and excellent new facilities for the students, asking the Board to celebrate their impact.

When reviewing progress against the LSIP grant funded work, members were advised of the challenges planning and executing the work due to the payment schedule which spanned financial years, with the rationale for the chosen works outlined, with members assured by the progress made. Members queried the overlap between the projects and contracts, noting no curriculum overlap, with only the solar element on the Pennington project overlapping.

Members were provided with an overview of the work to date on the reclassification funding, with a summary of the current spend, noting the chosen projects were linked to the condition survey.

Members expressed concern over the project management impact on staff, with the Corporation assured the team were well resourced and supported by specialists, with the benefits of the grant funded projects outweighing the risks. The Vice Principal Business Services highlighted how works being completed with the reclassification funds were issues the college had wanted to address but been unable to due to financial constraints, with staff proud of what they had been able to achieve with the allocated funding, with the projects all running to time, budget and quality.

A member asked why the investments had all targeted the Southport site, with the Board reminded that there had been investments into specialist equipment at the KGV site the previous year, with the grants awarded this year for specific and targeted projects which restricted its use, with the development of the West Wing at KGV remaining a priority if funding could be achieved without restricted conditions.

Contingency funds and cost controls were discussed, with the Board assured that the project plans had been prudent, with some flexibility in the capital transformation bid and contingency built into the T Level project, however the LSIP project had limited scope to absorb increased costs, however, the tight timeframe means inflation risks are minimised.

Item 8 – Resolved: The Corporation resolved to accept the assurances offered by the update, agreeing to delegate the review of the tender to the Resources Committee, subject to a written resolution buy the Corporation to approve the outcome.

C.24.75**ITEM 9: REPORTS AND RECOMMENDATIONS OF THE RESOURCES COMMITTEE**

The Committee Chair summarised the work of the Committee undertaken during their meeting on 30th January, including the reports received and scrutinised, including the Committee's oversight of the estates work and capital projects, and their approval of the Investment policy, drawing the attention to the Board to the process initiated by the Dir. Finance to move cash deposits overnight or over the weekend to generate more interest.

The Corporation were informed about discussions and concerns raised relating to the staffing within the finance department, contextualised against the regional and sector wide issues relating to staff recruitment and retention, with the impact heightened due to the timing. The Corporation were informed the department had been fully staffed by a high performing and well-qualified team, and although the resignation would have an impact, this would be minimised by the recent progress, with a plan in place to ensure improvements continue.

In response to questions about the reasons, interrogation of the salary and concerns over the effect this would have on the wider team, members were reassured there had been a positive response, with staff developing within their roles and consideration given for interim support if necessary. Whilst acknowledging salary had been a factor, members

proposed consultancy and interim costs may exceed the costs of, and outweigh the benefits of an increased salary, however, recognised the circumstances were unique, and agreed a counteroffer may not have been beneficial in this situation.

The Committee Chair informed the Corporation of the review of the gas and electricity contract, advising that purchasing was done through a consortium, with the Committee endorsing the new tariff offered. The Corporation was informed by the Dir. Finance that the team had begun exploring other options to see if costs could be reduced, with any contract changes to be done through a tendering process and brought for Corporation approval as recent cost increases resulted in this contract now being within the scope of the Corporation's approval, with an annual budget of £660,000.

Members asked about the size of the consortium, which around 80-100 organisations, being advised most colleges remained with the council led consortiums since incorporation, however, would be approached to ask if any had undertaken a similar review exercise.

C.24.76 Item 9.1: Annual Review of Tuition Fees

The Dir. Finance confirmed that changes had only been in relation to roles and job titles, along with the removal of references to higher education provision. The Corporation approved the updates.

Item 9.1 – Approved: The Corporation resolved to approve the Tuition Fees.

C.24.77 Item 9.2: Updated Financial Forecast

The Dir. Finance summarised key movements, resulting in an overall change of £48,000 from the original budget, with the figures fed into the CFFR, with his confirming the financial health remained 'good'.

Members asked about cash flow and were advised the original TU forecast predicted an issue, which has since been mitigated by increased funding rates, exceeding recruitment targets and improved retention. Members were informed the funding statement for the next year had now been received, with plans to reforecast the cash position and present this to the Resources Committee, noting the financial regulations stipulated cash balances should not drop below £1,800,000.

Whilst considering the impact of the Ofsted outcome on enrolment and income across the two campuses, members were assured by the partnership work, planned communications campaign, enhanced marketing and were advised that the targets and budget had prudent estimates, with the budget impact mitigated further through increased funding for T Level learners. Members were also informed that Ofsted would be updating their website, so all subgrades would be shown when searching for an institution, rather than seeing only the overall effectiveness grade, which would highlight quality of education at the College was 'good'.

Item 9.2 – Resolved: The Corporation resolved to accept the update.

C.24.78 ITEM 10: AUDIT COMMITTEE UPDATE

The Committee Chair described the meeting as an interesting meeting that had addressed a number of challenges.

Members were advised of concerns relating to estates following a recent Link Governor meeting, noting there was no budget for the maintenance work identified within the condition survey report, with plans in place to generate a risk rated ten-year plan, which needed to be budgeted for. The Committee Chair confirmed he had requested an update to the risk register to reflect this, which would also ensure that the relevant Committees are considering the implications of failing to maintain the estate. Members were assured

that there were no health and safety concerns relating to any of the works, however, without a budget adjustment or further grants, the required maintenance issues could not be addressed, noting the grant opportunities had reduced with the DfE prioritising the RAAC issues within the education sector. Members proposed that relying on grants was a high-risk strategy and endorsed the development of a costed plan.

The Committee Chair informed the Corporation of discussions and recommendations around enlisting the support of the insurers when reviewing the critical incident management plan. In response to a question, the Corporation was assured that the insurers had been kept updated about the grant funded projects, with reinstatement values reviewed annually.

Members were informed of updates to the Committee membership for the next academic year, with their associate member, Carla Kennaugh, having informed the Committee that she was unable to continue. Members were informed Carla had offered to continue to support the College in other ways, with it proposed Carla could continue to be invited to be in attendance at the meeting during which the financial statements are reviewed, as an advisor, noting this was permitted within the Terms of Reference.

C.24.79 Item 10.1: Whistleblowing Policy

The Dir. Finance summarised the changes which were approved by the Corporation.

Item 10.1– Approved: The Corporation resolved to approve the policy.

C.24.80 Item 10.2: Fraud Policy

The Dir. Finance summarised the changes, with the Clerk highlighting the new processes as reviewed by the Committee, whereby all attempted fraud, as well as actual fraud, would now be logged and reviewed for trends, with it expected this process could then support process reviews and identify training needs.

Item 10.2– Approved: The Corporation resolved to approve the policy.

C.24.81 Item 10.3: GDPR Policies

The Corporation supported the recommendation to make minor amendments to the existing data protection policy and approved the introduction of a new CCTV and Freedom of Information policy.

Item 10.3 – Approved: The Corporation resolved to approve the recommended policies.

C.24.82 Item 10.4: Risk Register and Processes

The Corporation were advised by the Committee of their recommendations for updates to be made to some risks that had been removed, asking that instead of being removed, their scores are instead reduced, noting the cyclical nature of these risks. The Principal informed the Board that previously, instead of removing risks, all risks remained on the register with reduced scores, resulting in the register becoming lengthy and less effective, therefore a tab for removed items had been introduced. A member of the Audit Committee clarified that their concern was not over closed risks being removed, but cyclical risks that would naturally increase and decrease as the year progressed being removed then re-added. The Corporation was informed by the Dir. Finance that this had been addressed at the most recent review, and the risks in question had been re-added and reworded to reflect the current position, agreeing that for these risks, an update was more appropriate which had since been actioned.

Item 10.4 – Resolved: The Corporation accepted the assurances provided by the Committee's oversight of risk.

C.24.83 Item 10.5: Performance of the Auditors

The Dir Finance informed the Corporation that the review of the external audit service had concluded the service was effective, supportive, and offered value for money, with the only recommendation for improvement being to ask for onsite attendance for key meetings.

REDACTED SECTION

Item 10.5 – Resolved: The Corporation accepted the assurances provided by the Committee’s oversight of the performance of the auditors.

C.24.84 ITEM 11: STANDARDS COMMITTEE UPDATE

The Committee Chair summarised the Committee work, describing their meeting as positive and focused. The Committee Chair assured the Corporation that the Ofsted outcome, although disappointing, had served as reassurance to them, highlighting how all the areas identified by Ofsted were those already raised by the SLT in their reports to the Committee, with assurances and action plans in place to drive forward the required improvements.

The Corporation were advised of the focus on English and maths, attendance and apprenticeships, with assurances provided over the progress made, whilst highlighting more was still necessary again reiterating how the Committee was overseeing action plans to support this.

The strength of the support for students was outlined, including the increase in demand for intervention, detailing the effective response by the safeguarding team, as reflected in the recent audit. The Corporation were advised of the continued focus on student voice and quality of experience, linking this to the extensive work on attendance, with an individualised approach to ensure engagement improves.

The Corporation were informed of the improved staffing position in the areas of English and maths, with deep dives completed, again highlighting the focus on student experience, engagement and enjoyment through exceptional delivery and sharing of best practice, with contextualised and individualised pathways, reiterating that this remained an area for improvement, but highlighting the focus on the pace of delivering these.

The Deputy Principal thanked the Committee Chair, reiterating that they continued their focus on improvements, and although maths and English were now fully staffed, some issues relating to absence persisted. The Corporation was advised of deep dives planned around attendance, with observations of some areas graded to emphasise the improvements needed, whilst ensuring they remained a positive experience for staff, focusing on positive feedback and setting individualised targets to empower the team to take ownership and be accountable for their own data.

The review of the apprenticeship improvement plan was summarised, with the Apprenticeships Working Party thanked for their time and oversight of this key area, outlining how the outcome of the Strategy Event decision could now be implemented and overseen by the group and reported to the Committee.

The Corporation Chair reminded the Corporation of the decision within the Strategy Event to continue to offer apprenticeships, whilst refining and improving the offer, to facilitate future growth, inviting the Principal to provide an update on the actions taken since the event, highlighting the pace of work, with only five working days having passed.

The Principal confirmed there had been a review of the staffing structure, the finalisation of the appointment process and advert the Director of Apprenticeships, including planning

for handover, and any interim requirements dependant on the notice period and availability of the successful candidate.

The Corporation was assured the review of out of funded learners had commenced, along with the review of the apprenticeship curriculum, with the SLT having decided the criteria, thanking governors for their suggestion of a matrix, noting the Deputy Principal was now leading the review. The Corporation was advised that the revised offer and rationale would be communicated to the relevant Committee's once the process concludes.

In concluding, the Committee Chair assured the Board that the Committee had focused on their responsibilities, having reviewed evidence the SLT had been proactive, and reflective, as seen in their review of risks, noting that although there had been no recommendations to update any of the risks, the new process had ensured a significant focus on risks. The Deputy Principal informed the Corporation that staffing risks were now integrated into the information presented to the Committee, with the Committee Chair confirming this was from a quality perspective, not overlapping with the work of Resources where financial and HR elements were reviewed.

C.24.85 Item 11.1. Malpractice Policy (inclusive of AI)

The Deputy Principal summarised the changes, with the Corporation accepting the recommendation of the Committee, approving the policy, noting the inclusion of information relating to Artificial Intelligence, in line with updated awarding body guidance. The Corporation was informed learners were being supported to understand the opportunities and drawbacks of the developing technology.

Item 11.1 – Approved: The Corporation resolved to approve the updates to the policy.

C.24.86 Item 11.2. Teaching Learning, and Assessment Strategy

The Deputy Principal confirmed this had been re-written, drafted carefully considering the level of detail required, with further amendments made as a result of Committee feedback, with the policy now referencing the SEND Handbook.

The Deputy Principal clarified the rationale for the review, incorporating governor feedback to make a comprehensive, cohesive strategy that clarified the priorities for learning within the College, ensuring the document emulated what teaching and learning looked and felt like in the college.

The Committee Chair informed the Board of a discussion under this item around digital transformation, which had been a valuable insight into the College's focus on digital skills, supporting staff and learner's to utilise the available technology. The Deputy Principal outlined the current challenges relating to the consistent treatment of digital competencies in learners, described as a priority area as important as English and maths. The Deputy Principal outlined plans to develop a strategy to ensure digital skills are integrated into the wider curriculum, with a member of the Committee summarising their discussions around individualising the approach for staff to prevent disengagement, noting a member of the Committee that worked in this area had offered to support with the development of the strategy.

Item 11.2 – Approved: The Corporation resolved to approve the new Teaching Learning, and Assessment Strategy.

C.24.87 11.3. Quality of Education Report

The Deputy Principal informed the Corporation this had been circulated to provide insight and assurances relating to the work of the Committee in ensuring leaders and managers are held to account for the quality of education.

Members noted the questions and comments on the impact sheet, evidencing the interrogation by the Committee, with predicted grades to be presented at the next meeting of the Committee.

Item 11.3 – Resolved; The Corporation resolved to accept the assurances provided by the information.

C.24.88 ITEM 12: REPORTS OF THE GOVERNANCE COMMITTEE

The Committee Chair summarised the work of the Committee for the Corporation, confirming that the minutes as circulated provided the relevant details of what was described as a productive meeting.

The Chair highlighted the ongoing work to improve the flow of communications, with the introduction of the new proforma for Chairs to feedback to the Corporation, as well as ongoing discussions around the quality of information presented, balancing the need for information to support collective accountability, whilst not overburdening members with unnecessary detail.

C.24.89 Item 12.1: Member Appointment and reappointment:

The Chair informed the Corporation of detailed conversations around the current and future skills needs of the Board, resulting in the recommendation for a number of new appointments, to support with succession planning. The Corporation were advised that two members with key roles were nearing the end of their second term, with the Chair of Resources second term ending in November and the Audit Committee Chair due to end his second term the following year, therefore the Governance Committee had focused on strengthening both Committee's to provide options for a successor and to ensure the incoming Chair is well supported.

The Clerk confirmed the written resolution had been passed, with members having had access to the document to see the votes cast. Members noted there had been 14 votes for the appointments made, although one was after the cut off, however, was included for information, therefore it had passed with 12 valid votes in favour of the appointments, with one abstention, and no objections.

Members noted the comments had been limited, with two positive comments about supporting the commitment to the strengthening of the financial knowledge of the Board and trusting the selection process and the calibre of the applicants.

Members noted there had been 12 valid votes in favour of the reappointment of Dr Margaret Boneham, with two abstentions and one vote received after the cut off.

Item 13.1 – Resolved; The Corporation resolved to ratify the appointment of David Mutori, Tracey Wood, and Claire Moffat-Lonsdale, and the re-appointment of Dr Margaret Boneham, all for a term of 4 years.

C.24.90 Item 12.2: Updating of the Instruments and Articles of Government

The Clerk confirmed the written resolution, as had been circulated with access to the live voting, had been passed with 13 valid votes in favour. Members noted there had been 14 votes for the written resolution, although one was after the cut off.

Item 13.2 – Approved: The Corporation resolved to ratify the updating of the Instruments and Articles of Government to allow for increased independent membership, increasing the number from 15 to 17.

C.24.91 ITEM 13: CLOSING COMMENTS (PART A) AND DATE OF NEXT MEETING

The Chair confirmed there would be a Strategy Day on May 8th, with the next full Board meeting being on 3rd July, 2024.

Members were reminded of the opportunity to attend the upcoming Learning Walk Day on 30th April, with an outline of the days provided by the Deputy Principal.

Members were advised parking reservations could not be made after May 13th due to construction works temporarily taking a number of bays out of use.

The SLT were thanked for their work in preparing reports for the meeting, with members thanked for their time in reading the papers and preparing questions and comments.

It was confirmed no Part B would be necessary and the meeting closed at 7pm.

