

**Minutes of the meeting of the Corporation held on Wednesday 3<sup>rd</sup> July at 5pm  
Innovation Centre – Southport College**

**Present:** Laura Bell (Vice Chair of the Corporation, acting as Chair)  
Michelle Brabner (Principal)  
Kevin Burke (Independent Member)  
Rob Firth (Independent Member)  
Alex Gamil (Independent Member)  
\* Roderic Gillespie (Independent Member) (via video link)  
Diane Hutchinson (Independent Member)  
Kashfa Kalim (Independent Member)  
Mo Kundi (Independent Member)  
PJ McGreggor (Student Governor)  
Susannah Porter (Independent Member)  
Elaine Smal (Independent Member)  
Tom Rowe (Staff Governor)  
\* Tracey Wood (Independent Member) (via video link)

**In Attendance:** Paris Bonwick (Vice Principal Business Services)  
Mark Burrows (Deputy Principal)  
Lisa Farnhill (Dir. Governance and Compliance)  
Stephen Musa (Vice Principal Curriculum and Support)  
Paula Smith (Dir. Finance)

**Apologies:** Alex Barton (Independent Member)  
Margaret Boneham (Independent Member)  
Catherine Durr (Staff Governor)  
Claire Moffat-Lonsdale (Independent Member)  
David Mutori (Independent Member)  
Paul Walker (Chair of the Corporation)

**Absent:** Rebecca Matchett (Independent Member)

Minute No.	Minutes	Action
<b>C.24.99</b>	<b>PRE-MEETING TRAINING:– UNDERSTANDING THE BUDGET</b> As recommended by the Resources Committee, all members had been given the opportunity to attend a presentation that outlined the forecasts, including a detailed breakdown of the evidence the assumptions were based upon.	
<b>C.24.100</b>	<b>ITEM 1: WELCOME AND APOLOGIES FOR ABSENCE</b> The Vice Chair opened the meeting by welcoming members and attendees, thanking the Dir. Finance for providing the detailed presentation on the budget ahead of the meeting.  The Dir Governance and Compliance provided details of the reasons for absence, which were accepted by the Corporation, with it confirmed the meeting was quorate.	

**Item 1 accepted:** *The Corporation accepted the absences.*

**C.24.101 ITEM 2: DECLARATIONS OF INTEREST**

Standing interests were noted.

The Dir. Governance and Compliance Declared an interest in the ratification of Written Resolution 2024-03 and Committee Chair's Rob Firth and Mo Kundi, declared an interest in item 8.3.1, relating to their position as Committee Chair's.

The Corporation confirmed the Dir Governance and Compliance did not need to withdraw as the item had already been discussed and approved.

The Corporation confirmed the Committee Chair's did not need to withdraw, as the proposal was in line with the previously agreed succession plan.

**Item 2 noted:** *The Corporation noted the declaration made.*

**C.24.102 ITEM 3: MINUTES**

The Vice Chair confirmed members had reviewed and were satisfied with the accuracy of the minutes as circulated for the meeting of 20<sup>th</sup> March 2024. It was noted that the draft notes for May 8<sup>th</sup> had been circulated in error, therefore, it was agreed that the final version would be circulated by email.

**Item 3 approved:** *The Corporation approved the minutes of the meeting of the Full Corporation on 20<sup>th</sup> March 2024.*

**C.24.103 ITEM 4: ACTIONS AND MATTERS ARISING**

The Dir Governance and Compliance confirmed there were no actions from the extraordinary meeting, with only one from the March meeting, relating to the circulation of the tendering information to all Board members when made available to the Resources Committee, which had been completed.

**Item 4 - Noted:** *The Corporation accepted the update.*

**C.24.104 ITEM 5: CONFIDENTIAL ITEMS**

The Vice Chair asked the Corporation to confirm if they agreed with the recommended redaction of the highlighted paragraph of sensitive information within item C.24.83. Members agreed this should not be published, stating there was nothing further considered to be sensitive or confidential, and nothing on the agenda to be reviewed without the presence of staff or students.

**Item 5 – resolved:** *The Corporation resolved to approve the minutes for publication, subject to the redaction of paragraphs two, three, four and five from Minute C.24.84.*

**ITEM 6: GOVERNANCE MATTERS**

**C.24.105 6.1 - Chair's Report**

The Clerk confirmed that the Chair had met every other week with the Dir. Governance and Compliance, with these meetings now amended, to include time together with the Principal as well as dedicated time with the Principal and Dir. Governance and Compliance.

Members noted that this had been a quieter period, having been busy in the first quarter focusing on the outcome and subsequent actions and issues relating to the Ofsted inspection, with the Chair now able to focus available time on strategic planning, and improving Governance.

The Dir. Governance and Compliance provided an outline of ideas and improvements made by the Chair, highlighting that a many of the initiatives rolled out, are as a result of the Chair's input, commending his work on streamlining Governance.

Members were advised annual returns would be circulated in the coming weeks, with members urged to respond at their earliest convenience to allow work to process the information over the summer, ahead of one-to-one meetings for all governors in early September.

**C.24.106 6.2 – Link Governor Updates**

The Vice Chair invited members to detail any link activity. Those who had been present at recent awards ceremonies detailed their experiences, stating these had been professional, well attended and incredibly positive.

Members highlighted how well publicised these had been on social media, with further comments about the high standard of work in the art exhibition.

**C.24.107 6.3 – Training**

The Dir. Governance and Compliance, advised of the intention to continue with the subscription to the SFCa webinar series, with members encouraged to attend, or listen back to the recordings, which were short, insightful and relevant to their role, with those who had attended offering positive feedback.

**C.24.108 6.4 - Ratification of Written Resolutions**

The Dir. Governance and Compliance confirmed two Written Resolutions had been passed, one for the appointment of a contractor for the T Level Capital Project, and the other relating to her role, with the Principal outlining the detail, thanking the Dir Governance and Compliance for her advice in relation to compliant circulation and processes when issuing a Written Resolution.

It was confirmed both had been passed with unanimous support, reminding Governors they can use the live document to review support and comments.

Members congratulated the Dir. Governance and Compliance on the development of her role.

**Item 6 – Resolved: The Corporation resolved to accept the update.**

**C.24.109 ITEM 7: STRATEGIC CHALLENGES AND DEVELOPMENTS**

**Item 7.1: Principal's Report**

The Principal summarised the report for the Corporation, providing an outline of the events and progress since the last meeting of the Corporation.

As well as outlining the college events for staff and students, members were informed of the benefit of the community outreach activities that had taken place on site, as a celebration of the diverse range of support, skills and experience throughout the college, and how these are brought together cohesively for the benefit of all.

An outline of events for new students and parents indicated accurate and positive enrolment predictions, with further events planned for September, with consideration being given for additional sessions on supporting independent study.

The impact of employer engagement activity on the curriculum was outlined, with relationships strengthening and the curriculum improving as a result of active engagement.

Members commended the work to engage students in the election, receiving details of the hustings event, with staff impressed at the range of questions presented by students to the five candidates that attended.

Members noted the focus in the staff development week on adverse childhood experiences, underpinning the work to become a trauma informed college, with the rationale and benefits outlined, linked to updated policies and strategies to better understand and support young people.

In an update on Union activity, members noted the election announcement had prevented any further progress in relation to pay award negotiations.

The Principal updated the Corporation on the successful completion of their aspect of the collaborative LSIP project, whilst reminding the Corporation of the detailed updates on the Capital Projects to resources, included on the agenda for oversight, with the Principal expressing her gratitude to the staff involved for their work.

Following a detailed apprenticeship update, members were provided with an outline of potential political considerations, including cross party support and focus on apprenticeships.

The Principal informed the Corporation of a decision to delay the OfS voluntary deregistration, with the Vice Principal Business Services outlining changes to OfS regulatory powers, which would include elements of the Lifelong Learning Entitlement, with additional detail on registration type delayed due to the election announcement

In concluding the update, the Principal drew the attention of the Corporation to the KPI scorecard and progress made against the Strategic Improvement Plan, confirming aspects had been scrutinised by committees. The Principal informed the Corporation there were no areas of concern to be highlighted, however, there had been the deferment of the development of a new framework for transferrable skills, with members assured the delay would not have an impact.

A member commended the progress, particularly in relation to the focus on improving teaching skills, with the Principal outlining plans for further developments in teaching and learning for the next academic year.

A member drew attention to the impact of work on attendance, highlighting individual achievements, with the Deputy Principal confirming this was as a result of positive learner experience, advising the efforts of the member of staff had been recognised during the staff awards, with best practice shared.

The Corporation Vice Chair thanked the Principal for the update, indicating it had highlighted positive progress, with it having been beneficial to have ended the year with a focus on celebrating of achievements.

A member asked if political pledges relating to VAT on school fees could positively impact enrolment, with members given an overview of the private sector locally and

expected travel patterns. Members noted the potential limited impact, however, were assured this, along with other political pledges, had been discussed and considered by the senior team, with it proposed the potential flexibilities around the apprenticeship levy were expected to have a more beneficial impact.

Members asked about the wider impact of a change in government, with potential changes discussed. Members were assured that the team were using their support networks to fully understand the final post-election implications, with changes anticipated and a simplification of funding hoped for. The implications of any changes to devolved funding were outlined, with the benefits, and drawbacks considered.

**Item 7.1 – Resolved: Members resolved to accept the report.**

C.24.110

**Item 7.2: Corporation Oversight of Grant Projects**

The Dir Finance informed the Corporation of the audit requirement for approval and endorsement of the signing of the letter, which related to their audit of the LSIF strand two revenue funding.

Members asked about the audit, being advised it had been a clean audit with no recommendations.

**Item 7.2 – Approved: Members resolved to approve the signing of the letter from RSM.**

**ITEM 8: COMMITTEE UPDATES**

C.24.111

**ITEM 8.1: STANDARDS COMMITTEE UPDATE**

The Committee Chair summarised the work of the Committee, highlighting positive progress, asking members attention to be drawn to the Quality of Education Report, highlighting how this evidenced the College's knowledge and understanding of its students through accurate predictions, commending the team for their work in this area.

The Corporation received assurances around progress made in redesigning the apprenticeship curriculum, focusing on quality through a reduced offer and strengthened relationships.

Attention was drawn to student perspectives, including how well staff had responded to questions relating to the survey outcomes and feeling safe and were advised they had been given an update on destinations data.

The Committee Chair outlined how the new Quality Manual, as presented for approval, incorporated feedback from previous discussions with the Deputy Principal and Dir. Governance and Compliance relating to the integration of the teaching and learning strategy with the college's policies and procedures and strategic aims.

A member asked what criteria was being used to measure improvements and impact. The Committee Chair confirmed the quality manual's sections were closely aligned with, and measured through the KPI's, whilst actions were drawn out and detailed in the quality related aspects of the Strategic Improvement Plan, highlighting the importance of ownership.

The Deputy Principal added further detail, confirming the interrogation of the Quality of Education report along with analysis of measures of student experience

by the Standards Committee added further assurance to the impact of the Manual. Qualitative and quantitative measures were outlined, and included outcomes, attendance data, satisfactions scores, as well as culture and behaviour, as seen during link visits and learning walk days.

A member sought clarification on the long term and interim targets, and check points for monitoring progress, with further assurances given around the scrutiny of KPI's and whole Corporation oversight through the circulation of the full KPI scorecard by the Principal at each Corporation meeting.

The Committee Chair concluded the overview with an outline of their detailed review of risks, having considered in detail the impact of the release of the Ofsted report, as well indicating a need for the risk register to reflect the cyclical nature of some risks. The Committee Chair informed members the updated process for receiving an overview of risk details at the start of the meeting, then reflecting on these at the end had been effective, allowing them to consider the wider impact and details of mitigations ahead of drawing any conclusions.

In response to a question about the incorporation of cyclical elements, the process for reviewing risks, and the additional commentary required to reflect changes, as a result of mitigations or timing were outlined.

***Item 8.1 - Noted: The Corporation noted the update.***

**C.24.112 Item 8.1.1: Quality Manual 2024/2025**

The Corporation reflected on the positive presentation by the Committee Chair and endorsed the Manual for approval.

***Item 8.1.1 - Approved: The Corporation accepted the recommendation of the Standards Committee and approved the Quality Manual***

**C.24.113 Item 8.1.2: Safeguarding Policy 2023/24**

The Corporation Vice Chair indicated the updates were positive, thanking the Vice Principal Curriculum and Support for the overview paper, receiving unanimous support when asking the Corporation if they supported the recommendation to approve the updates.

***Item 8.1.2 - Approved: The Corporation accepted the recommendation of the Standards Committee and approved the Safeguarding Policy***

**C.24.114 Item 8.1.3: Positive Behaviour Policy (Formally MSR policy)**

The Vice Principal Curriculum and Support advised the Corporation that this had been an overhaul of the policy, with more positive positioning, and underpinned by the trauma informed practice, as detailed within the Principal's report. The Corporation supported and commended the changes.

***Item 8.1.3 - Approved: The Corporation accepted the recommendation of the Standards Committee and approved the Positive Behaviour Policy***

**C.24.115 Item 8.1.4: Standards Committee Terms of Reference**

The Dir. Governance and Compliance explained the changes, which were approved by the Corporation.

***Item 8.1.4 - Approved: The Corporation accepted the recommendation of the Standards Committee and approved the updates to the Standards Committee Terms of Reference***

C.24.116

**Item 8.1.5: KPI Targets for 24/25 (to incl. the DP exec summary as essential info)**

The Deputy Principal presented to the Corporation a comprehensive overview of the predicted outcomes, which underlined the KPI's for 2024/25, advising the Corporation the predicted outcomes had been updated since presented to the Standards Committee. Members noted the improvements, which had been as a result of a supportive individualised approach.

Data, including improvements and any concerns for each area were detailed, with members attention drawn to areas where the college continued to focus on delivering further improvements, utilising stakeholder feedback to improve engagement and positively impact attendance and outcomes.

The outcome of the rationalisation of the apprenticeship offer was provided, including the grounds for the decisions made, and outline of the new staffing structure. Members were advised of initiatives to improve employer relationships and drive the commitment and quality of experience for the learners.

Members attention was drawn to improvements in the data relating to removing out of funding learners, which had reduced from 50 to 6, with members advised this would bring overall achievement below the national average, however, was more positive than originally predicted. Members asked about the impact on the learners and employers, with assurances given relating to the supportive tone of the communications. Members discussed at length the college and national achievement data, including the variations in achievement in Standards and Frameworks, and for different qualification levels. Members highlighted the national issue when considering the low national achievement rates and asked for clarity on the term 'achievement' in apprenticeships, acknowledging that these were not necessarily students that were failing, but covered various scenarios, from partial, achievement and withdrawals. Members commended the intention to excel and exceed the national data picture through student focused quality, underpinned by positive employer relationships.

Members considered the increased resources utilised for apprenticeships, acknowledging it was essential to drive the improvements and would not be sustained at this level, however, noting how the investment could support significant increased enrolment without further increases to costs.

Members detailed experiences of apprenticeship use in their own organisations and sectors, expressing an appreciation for the need for employers to better understand and engage in the process to support successful outcomes, to view it as an investment, and shoulder some accountability for the apprentice's success.

The item concluded with an overview of the overall predicted achievement and retention rates, outlining margins for error and reviewing comparative data, with this triangulated with evidence, including feedback from the governor learning walk days.

In reviewing the KPI's, members highlighted some areas already exceeded the aspirational targets set, asking about the impact on learners of not being more aspirational, suggesting further consideration should be given to increasing some targets. Following an explanation of how the long term and annual targets linked, members held a detailed discussion. Members reviewed and considered areas that were subject to annual variations, versus those that needed time to embed to evidence long term change and embedded improvements, taking into account controllable factors, with it agreed to approve the recommended KPI's, with any further review to be included within the next strategy event.

Minute No.	Minutes	Action
	<u><b>Item 8.1.5: Resolved:</b></u> Members resolved to accept the update and endorsed the KPI's for 2024/2025.	
C.24.117	<p><b>Item 8.1.6: EDI report including PSED requirements, progress against long term objectives and annual targets</b></p> <p>The Corporation Vice Chair asked for her gratitude to be passed onto the Head of Learning, Support and Inclusion for progress made. The Corporation accepted the report and endorsed the annual targets.</p> <p><u><b>Item 8.1.6: Resolved:</b></u> Members resolved to accept the update and endorsed the annual targets.</p>	
C.24.118	<p><b>Item 8.1.7: OfS Voluntary De-Registration Update</b></p> <p>It was confirmed this had been covered within the Principal's report.</p> <p><u><b>Item 8.1.7 - Noted:</b></u> The Corporation noted the update.</p>	
C.24.119	<p><b>ITEM 8.2: AUDIT COMMITTEE UPDATE</b></p> <p>The Committee Chair summarised the work of the Committee, bringing the attention of the Corporation to the work done to drive forward improvements in the college's oversight and assurance functions, through the effective use of the Internal Audit Service (IAS). Members were advised of the discussions relating to the proposed plan for 2024/25, with concerns raised around the timing of some items, and limited consideration for the strategic plan and risk register, with suggestions made to consider apprenticeship provision and assurances relating to areas of concern as identified by Ofsted, with these amendments reflected in the updated plan as presented for approval.</p> <p>The Corporation were informed of value-added features incorporated into the IAS contract, which had not been utilised, with a commitment made to use these in 2024/25.</p> <p>The Corporation were informed of the detailed discussions of the Committee on the risks and benefits of AI, with the SLT asked to provide some additional information and training for the Corporation to help them better understand how AI is being used, and risks mitigated. Members discussed the need for a principles-based approach, and training for Governors. The Deputy Principal confirmed this was embedded into the Digital Strategy which had been drafted and shared with a Standards Committee Associate member for review ahead of presentation for approval. Members proposed that one of the biggest risks relating to AI was to not embrace and use the available technology, with assurances provided as to how this would be embedded and supported by the use of specialist training and support for staff. Members noted the intention to draft the strategy, then use external experts to ensure tailored training, based on the college's strategy, but incorporating new and innovative ideas from those who are experts in the field.</p> <p>Concerns over the risks of cyber-attacks and phishing exercises were detailed, including the college response, with improved monitoring and reporting as well as ensuring staff are supported and trained, and clarification that the college's insurance covered cyber-attacks.</p> <p>Members considered the link between AI and cyber security and concluded they were two distinct areas, suggesting training and additional assurances were needed in both areas, however, agreeing this was more in relation to a need for deeper understanding than any concerns in relation to the college's management of them.</p>	<p>SLT</p> <p>Training need identified</p>



Minute No.	Minutes	Action
	<b><u>Item 8.2 - Noted:</u> The Corporation noted the update.</b>	
C.24.120	<p><b>Item 8.2.1: Internal Audit Plan for 2024/245</b>            The Dir. Finance confirmed that the version provided to the Corporation was the updated version, after Committee recommendations had been incorporated. The Corporation noted this was the third year of a three-year contract, therefore a tendering exercise would commence in the next academic year</p> <p><b><u>Item 8.2.1: Approved:</u></b> Members resolved to accept the recommendation of the Audit Committee and approved the Internal Audit Plan for 2024/20245</p>	
C.24.121	<p><b>Item 8.2.2: External Audit Plan for 2023/24 Financial Statements.</b>            The Dir. Finance confirmed this was in line with the three-year contract. The Corporation approved the plan.</p> <p><b><u>Item 8.2.2: Approved:</u></b> Members resolved to accept the recommendation of the Audit Committee and approve the External Audit Plan for auditing the 2023/2024 accounts.</p>	
C.24.122	<p><b>Item 8.2.3: Risk Assurance Framework</b>            The Dir Finance confirmed that the recommendation of the Audit Committee was to endorse the plan, however, highlighted the changes to the format, as recommended by the Resources Committee, noting these would be considered by the SLT for review at the next meeting of the Audit Committee in October.</p> <p><b><u>Item 8.2.3: Approved:</u></b> Members resolved to accept the recommendation of the Audit Committee and approve the Risk Assurance Framework for 2024/2025.</p>	
C.24.123	<p><b>Item 8.2.4: Audit Committee Terms of Reference</b>            The Dir. Governance and Compliance assured the Board that these took into account the updated Post 16 Audit Code of Practice and the new Financial Handbook guidance relating to the management of public funds.</p> <p><b><u>Item 8.2.4: Approved:</u></b> Members resolved to accept the recommendation of the Audit Committee and approve the updates to the Terms of Reference for the Committee.</p>	
C.24.124	<p><b>ITEM 8.3: GOVERNANCE COMMITTEE UPDATE</b>            The Dir Governance and Compliance summarised the meeting on behalf of the Chair, who was unable to be in attendance. The Dir Governance and Compliance advised the Chair had expressed his gratitude to those in attendance for their detailed input, describing it as a productive and interesting meeting.</p> <p>Members were advised of extensive discussions around succession, ensuring this is active and pre-emptive to ensure adherence to guidance around maximum terms.</p> <p>Attention was drawn to the work of the Committee in reviewing the Link Governor Scheme, asking for clear aims to assess effectiveness against, with plans to follow this up with members during member reviews, seeking more detailed feedback ahead of making a recommendation for approval.</p> <p><b><u>Item 8.3: Noted:</u></b> Members resolved to accept the update.</p>	
C.24.125	<p><b>Item 8.3.1: Memberships Matters</b></p> <p>The Corporation noted the Committee’s recommendation for the approval of an extended period of leave for Alex Barton, with mitigations to reduce the impact highlighted.</p>	

The Corporation was asked to approve Mo Kundi as Audit Committee Chair for a term of one year in line with his Committee membership.

The Corporation was asked to approve an extension to Rob Firth's term of office, as previously highlighted, to be in line with his term as Committee Chair.

Members asked to consider if they know anyone who may be able to support the Corporation, particularly in the capacity as associate to Resources or Audit.

**Corporation  
Members**

The Corporation noted the intention to hold one to one meetings in September, reminding members that summer returns would be circulated within two week's, and needed to be returned as soon as possible, to allow the information to be processed ahead of the annual review meetings with the Chair and Vice Chair.

***Item 8.3.1: Approved:*** Members resolved to accept the update and approved the reappointment of Mo Kundi as Chair of the Audit Committee for a term of one year. Members approved an extension of the Corporation membership term of Rob Firth to January 2024, an extension of two months to facilitate completion of his two-year term as Committee Chair.

*Members resolved to accept the leave of absence request for Alex Barton, until September 2025, with Committee membership removed during this time.*

**C.24.126 Item 8.3.2: Final Self-Assessment and GDP**

The Dir. Governance and Compliance summarised the self-assessment process and subsequent outcomes, which aligned with those from the external review, advising of the different formats considered for the report, with the Committee having endorsed the RAG rating of Code recommendations.

Members noted how the Committee had asked for the use of red to be limited to areas of concern, and not used where recommendations have been considered, but not taken forward, particularly if the recommendation is not statutory.

***Item 8.3.2: Noted:*** Members resolved to accept and approve the self-assessment, and governance development plan.

**C.24.127 Item 8.3.3: Instruments and Articles of Government and Associated Standing Orders**

The Dir. Governance and Compliance confirmed the Committee recommended the removal of the Parent Governor, and a slight amendment to the process for appointing student governors, which would see a return to appointing a student representative as student governor, with voting done by the representatives, as they had already been elected by their classes, and demonstrated reliability, commitment and maturity.

Members were advised the standing orders would be updated to reflect these changes, as well as updated to include information previously held in the post pandemic protocol, relating to online meetings, along with an outline of responsibilities for Committee Chairs.

***Item 8.3.3: Resolved:*** Members resolved to accept the recommendation of the Governance Committee and approved the updates.

**C.24.128 Item 8.3.4: Governor Training and Induction Plan**

The Dir. Governance and Compliance reminded the Corporation of the available training, asking that any training is logged, and where possible, members utilise the SFCA webinars and governor development programme offered by the ETF, with members feeding back positively about the SFCA offer.

The Dir. Governance and Compliance confirmed these would be supplemented by Committee specific sector updates run by the AOC, which had previously been for Chair's only, but would be opened to all committee members in 2024/25, with attendance encouraged.

The Dir. Governance and Compliance advised of the update to the timing, format, and name of the strategy events, with the first now in early autumn, to be a half day strategy event, to incorporate a short Corporation meeting, and the second, the full day, to be a governance development day, which would include the interactive self-assessment, as well as more detailed training sessions.

**Item 8.3.4: Resolved:** *Members resolved to approve the training plan for 2024/25.*

**C.24.129 Item 8.3.5: Governance Committee Terms of Reference**

The Dir. Governance and Compliance summarised the changes, as well as outlining other aspects considered for update by the Committee, with the updated terms approved by the Board.

**Item 8.3.5: Resolved:** *Members resolved to accept the recommendation of the Committee and approved the Terms of Reference.*

**C.24.130 ITEM 8.4: RESOURCES COMMITTEE UPDATE**

The Committee Chair summarised the meeting from 23<sup>rd</sup> April, providing an overview of the business reviewed. Attention was drawn to the financial regulations, as presented for approval, and members were informed of a write off that had been approved.

The Committee Vice Chair provided an update of the June meeting, detailing the recommendations made to improve the way risks are presented and managed, to improve oversight through the introduction of a target for risks, and additional detail in the reporting, with the Dir. Finance looking at ways to achieve this.

The Corporation was advised of the benchmarking data reviewed, which had been interesting and useful, although had highlighted how difficult it was to accurately compare when each college has different business models, campuses and curriculum offers.

The final areas highlighted were sustainability and estates, including concerns over previous condition surveys and an update on the progress of capital reports and the need to review and rewrite the sustainability strategy.

**Item 8.4: Noted:** *Members resolved to note the update.*

**C.24.131 Item 8.4.1: Financial Regulations**

The Dir Finance provided a summary of the changes, including title changes, minor value changes and additional details around quotes and tenders.

**Item 8.4.1: Approved:** *Members resolved to accept the recommendation of the Resources Committee and approved the Financial Regulations.*

**C.24.132 Item 8.4.2: Revised Learner Support Funds Policies**

The Vice Principal Curriculum and Support confirmed there were four policies, as received, discussed and recommended for approval by the Resources Committee, inviting the Corporation to ask questions.

**Item 8.4.2: Approved:** *Members resolved to accept the recommendation of the Resources Committee and approved the learner support funds policies.*

**C.24.133 Item 8.4.3: Financial Forecasts 2024/25 to 2025/26**

The Dir Finance confirmed these were now presented for approval, following a full presentation on the assumptions during the training slot ahead of the meeting, asking for further questions and comments.

The Dir Finance was thanked for the detailed explanation, and the financial forecasts were approved, noting the final CFFR would be reviewed by the Committee Chair ahead of submission, to ensure the figures were in alignment with the budget approved.

Comments and questions noted during the presentation included:

Discussions following a member highlighting the small margin to move from 'Requires Improvement' to 'Good' in 2025/2026, asking if there were any strategies to improve the position and maintain 'Good' financial health. Members were reminded of the significant savings already made, with further savings risking an impact on delivery and student experience, with the risk compounded as they look to improve this ahead of a follow up Ofsted inspection. Members agreed growth was the priority, and it was highlighted that the estimates had been prudent, with no assumed growth, however, there were new courses, capital investments, marketing initiatives, improved school links and liaison work, increased cohorts in feeder schools, as well as quality improvements, that may result in increased enrolment, however, this had not been factored into the assumptions for 2025/2026.

Members noted the capacity to increase the apprenticeship provision and income without any increase to the cost base, with the initial priority for the provision being to build capacity through improved quality ahead of increasing enrolments, therefore there would not be a reforecast of those numbers until the impact of the new structure was embedded.

In response to a question about the consequences of the financial health score falling to 'Requires Improvement', the Corporation noted that some grants or initiatives could not be applied for and were informed they would receive a letter from the ESFA expressing concern. Members noted this would be mitigated when it had been foreseen, with it likely they would receive a visit from the ESFA, and potential support from the FEC Team, noting the strength of these relationships meant this would not be considered detrimental or punitive, but supportive.

Members discussed sector-wide concerns relating to college finances, with increasing numbers of colleges already graded as, or predicted to be graded as 'Requires Improvement' in the coming year, as cost bases increase without any additional income to cover this, with limited opportunities for cost savings due to long standing underfunding.

**Item 8.4.3: Approved:** *Members resolved to accept the recommendation of the Resources Committee and approved the financial forecasts and CFFR, subject to a final review of the CFFR by the Resources Committee Chair.*

**C.24.134 Item 8.4.4: Estates Strategy Update (to include approving the new SLT Lease)**

The Vice Principal Business Services provided an overview of estates work, advising of the redrafting of the ten-year risk-based estates strategy, noting some concerns had been discussed within the Resources Committee meeting relating to the

Minute No.	Minutes	Action
	<p>applicability of the Condition Survey for use with a maintenance strategy, noting the limited availability of capital grant funding.</p> <p>Members discussed the SLT lease, receiving an overview of the discussions held in the Resources Committee meeting, agreeing that this was an appropriate use of the space, with market rate returns, endorsing the signing of the contract, including application of the Seal, following any necessary DfE approvals.</p> <p><b><u>Item 8.4.4: Approved:</u></b> <i>Members noted the update and resolved to accept the recommendation of the Resources Committee and approved the lease, endorsing the seeking of DfE approval ahead of signing and applying the Seal to the contract.</i></p>	
C.24.135	<p><b>Item 8.4.5: Resources Committee Terms of Reference</b></p> <p>The Dir. Governance and Compliance summarised the changes, which were accepted by the Corporation.</p> <p><b><u>Item 8.4.5: Approved:</u></b> <i>Members resolved to accept the recommendation of the Resources Committee and approved the updated Terms of Reference</i></p>	
C.24.136	<p><b>Item 8.4.6: Updated ESFA Guidance</b></p> <p>The Dir. Finance confirmed these had been reviewed by the Audit Committee and Resources Committee and were recommended as essential information to support with compliant financial oversight.</p> <p><b><u>Item 8.4.6: Noted:</u></b> <i>Members resolved to utilise the information to ensure compliant oversight of the College's finances.</i></p>	
C.24.137	<p><b>Item 8.4.7: Report on Progress against Sustainability Strategy</b></p> <p>The Vice Principal Business Services informed the Corporation that the Committee had endorsed a full review of the strategy and targets, advising some targets had not been met within the timeframe set in the original strategy, and were now considered to be too stretching.</p> <p>Members of the Corporation were asked to consider their availability to support a cross-committee working party to oversee the development of a new strategy.</p> <p>Members were advised of Power Purchase Agreement (PPA) options being explored to reduce the cost of electricity, through solar installation without capital investment. Members noted these schemes would not see the full electricity cost reduction as would be gained from self-installation, however, reduced the need for capital investment, with indicative costs and savings outlined.</p> <p>Members were informed that the process could not done through a tender, however, a number of providers offers have been reviewed to establish the most cost efficient for the College.</p> <p>The Corporation supported the initiative, subject to receiving further information on the costs, savings and options explored to ensure value for money was maximised.</p> <p><b><u>Item 8.4.7: Noted:</u></b> <i>Members resolved to accept the update, supporting the redrafting of the sustainability strategy, to be supported by a working group to include key stakeholders and governors and endorsed the exploration of solar options.</i></p>	VP Bus. Serv.
C.24.138	<p><b>Item 8.4.8: Grant Project Progress Update</b></p> <p>The Vice Principal Business Services summarised the progress of projects with a value that fell within the delegated authority of the Corporation. In response to a</p>	

question about the utilisation of underspend, members were advised anything structural would require support from the architects, and would cause delays, therefore, the intention was to utilise this on flooring and decoration, reminding the Corporation that it could not be used for equipment and furniture.

The Corporation were advised of issues in the Tim Beer building which had caused a two-week delay, with mitigations outlined.

**Item 8.4.8: Noted:** *Members resolved to accept the update.*

**C.24.139**

**ITEM 9: TIMETABLE OF MEETING FOR 2024/2025**

The Director of Governance and Compliance outlined some necessary amendments due to clashes with open events, and the need to align evening meetings to the new opening times of the college.

Members were informed a final version would be sent out along with the statutory summer returns.

**C.24.140**

**CLOSING COMMENTS AND DATE OF NEXT MEETING**

The Vice Chair thanked everyone for their time and contributions, wishing everyone well for the summer.

Meeting closed at 7.10pm