

VARNDEAN COLLEGE

MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 30th MARCH 2022 AT 6.00 P.M. MEETING 21/04

- REMOTE MEETING HELD VIA GOOGLE MEET

Present: Cintha Archer, Jill Arnold, Belinda Dutch, Ayas Fallon Khan, Paul Herridge, Donna-Marie Janson, Jack Pattison, Simon Lindfield, Janice Robinson, Alan Walker, Brendan Ward, Aldona Wheeler, John Williams, Jason Wye

In Attendance: James Gordon, Elaine French, Lisa Watkin-Stevens, Louise Pennington

Apologies: Jane Farrell, Robyn Read, Katharine Travis and John Williams

Welcomes: None

In the Chair: Janice Robinson

Prior to the start of the meeting, Stuart Eatock and David McDonald from ECE Architects, gave a presentation on the College's Accommodation Masterplan, followed by questions which included sustainability, planning, timing and priorities, funding, parking, replacement of huts, new reception area and offices, and curriculum provision and priorities.

Jack Pattison left the meeting during the presentation, but re-joined the meeting during the report on item 7.

Thanks recorded to ECE architects and they left the meeting.

1. Welcomes and Apologies for Absence

The meeting was quorate.

Apologies – as recorded above.

2. Membership Matters

- a) **Outcome of SU Elections:** It was resolved to endorse the appointment of Thomas Dyer and Martha Rayner (IB) as the new Student Governors with effect from 1st April 2022. Thanks were recorded to Jack Pattison and Robyn Read for their excellent service to the College over the last year. Lisa Watkin-Stevens reported that the election process had been very successful this year, with more votes cast than in previous years, as a result of an excellent online marketing campaign, organised by the outgoing Student Union, including 2 hustings which were very well attended.
- b) **Audit Committee co-opted Member** – to be carry forward. **ACTION: Search and Governance Committee**
- c) **Link/Lead Governor for Careers/Curriculum and Standards/Quality** - role description will be brought to a Corporation meeting next term for approval, via S & G Committee and it was intended that the Chair would work with the Chair Designate to

take this forward next term. The Corporation endorsed this recommendation from the Committee. **ACTION: Chair/Chair Designate**

3. Declarations of Interest

None recorded at this time, other than those notified at previous meeting declarations and as recorded in the Register of Interests' folder.

4. Minutes of the Corporation held on 26th January 2022 – Part 1 (Non-Confidential)

The minutes of meeting were approved by the Corporation and the Chair was authorised to sign these, subject to the following changes:

ACTION: Louise Pennington

Confidential minutes part II – approved within item 16 below on confidential business.

5. Matters Arising and Action Points – Progress Report and Significant Risks Schedule

The Corporation noted the progress with actions to date and those which were on going or would be taken forward in due course over the year and the following points were recorded:

- Update on costing model and financial sustainability plan: it was noted that the sustainability action plan had been considered at the Finance Committee, which was included in the Corporation meeting papers. The Deputy Principal confirmed that the curriculum costings would be included in the next report going to Corporation, via the Finance Committee, in July 2022, noting also that the benchmarking analysis was in progress. **ACTION: Deputy Principal**
- SPH Policies – noting that these have been deferred to the May 2022 Corporation meeting, owing to a few outstanding consultations relating to HR aspects.
- Elaine French to confirm the amount of electricity provided by the College's solar panels: - the Vice Principal confirmed that once she had received some information in relation to this, she would update Governors and also noted that a control panel was due to be fitted which would provide regular up to date information.
- Governor Links Lunch – it was confirmed that the lunch had not been with Heads of School and new Staff as recorded in the actions schedule, but with Staff. Thanks were recorded to SLT for organising the event and to those Governors who were able to attend.

It was noted that the action schedule would be updated to reflect any changes detailed above. **ACTION: Louise Pennington.**

SIGNIFICANT RISKS 2021/2022– the Corporation noted the risks for 2021/2022 and agreed to bear these in mind with reference to the Meeting's business.

6. Chair's Report

Janice Robinson reported on the Ofsted visits held to date, within the FE sector, noting that the HMIs were working through Colleges in a chronological order. It was noted that several inspections had taken place within local area Colleges and that in light of the new Education

Inspection Framework, the focus from Inspectors had changed, with less attention being given to data and more on impact, intent, implementation and impact, towards the overall Student experience. Inspectors were talking to Staff at all levels, rather than focusing upon Heads of Department etc.

In preparation for the College's Ofsted Inspection and to ensure that Governors understand the new EIF focus, the **Mid-Term Seminar on 7th June 2022, 6.00 p.m. to 7.30 p.m.** will be based on Ofsted Inspection and an outside speaker has been invited to present to Governors. **ACTION: All Governors**

7. Principal's Report

Donna-Marie Janson presented her report to Governors and the contents of her written report were noted. In summary, the following aspects were highlighted and additional points and questions were also recorded:

- a) **Strategic Plan** – reference was made to the executive summary which included the history and timeline for preparing the Plan, together with a summary of the meetings (staff and governors etc) held and key discussions. The new and succinct 3 year Plan was welcomed by the Corporation, noting that the picture page was still to be finalised, in terms of its presentation, reflecting the College's foundations and incorporating pillars reflecting progress of the various key areas. Governors were pleased to see the incorporating of points raised by Staff and Governors at the Strategic discussions and the fact that the wording reflecting the College's ethos and intentions.

Following a suggestion from Governors, the Principal agreed to review the foundation elements in order to reflect the importance of facilities/resources as one of the key strategies over the next 3 years in order to improve the College's estates and to review the terminology to improve clarity. Reference was also made to the financial sustainability wording within the Plan, which covered some of the proposals for developing the College's estates. **ACTION: Principal.**

Subject to the amendment referred to above, the Corporation approved the Strategic Plan.

b) KPI's

The contents of the report were noted, as summarised by the Principal, who also reported that consideration will be given to adding a separate section on estates. Ownership and accountability of the KPIs to SLT members was highlighted, and the fact that Corporation receives regular reports in respect of each of the various KPIs. The intention will be to review the presentation and content of some of the reports to ensure they provide Information which the Corporation needs. SLT has had input from a National Leader of Governance (NLG) to ensure that the College has a robust set of KPIs. SLT reported that some of the KPIs were intentionally ambitious eg capital investment.

In response to questions and suggestions from the Corporation, the Principal agreed to revise the details relating to Staff turnover rates compared to SFCA benchmarks, as the current information did not provide a measurable metric. Additionally, the Corporation

referred to two other KPIs - improving diversity in the workplace and the budget both of which need to be measurable, with the budget KPI requiring clarification regarding income/expenditure and cash flow elements and again it was agreed that the KPIs and/or explanation should be revised to provide clarification.

Subject to the points made above and changes to be made, the KPIs were approved by the Corporation. **ACTION: Principal**

c) Other Matters

- i) The Principal reported on the annual strategic conversation face to face meeting with the FEC and ESFA, held on Friday, reminding Governors that this was not connected with the College's FEC Diagnostic Assessment (DA) visit which took place last year. Those present from the FEC and ESFA were Tim Jackson (FEC) who was also part of the FEC DA visit Team, Graham Young (ESFA regional representative) and Hannah Caldwell (ESFA Head of ESFA Territorial Team). There were various questions raised by the visiting Team including why there should continue to be 2 SFCs in Brighton and Hove and what made Varndean College different etc. The Principal reported that the meeting had been very positive and that the team had been provided with clear explanations of what the College provided to the local community, its uniqueness and its clear strategic plan. The Meeting also discussed the level and quality of Student support provided by the College, together with the challenges generated by the lack of necessary funding to meet the increasing demand, which was acknowledged. The Team encouraged SLT to continue to focus upon its inclusivity and also wondered when the College would achieve a Grade 1 Ofsted, indicating that it was within reach. They also had a tour of the College and discussed the College's Accommodation Masterplan – viewing some of the key slides, which they liked and suggested that the College should be brave in its ambitions. Last year's FEC DA visit was also referred to during the meeting and the restructuring within the ESFA and FEC was also discussed.
- ii) It was agreed to transfer this item to confidential minutes – refer Part II minutes.
- iii) Covid Update – Nationally Covid infection rates have been increasing and at Varndean, at one point there were 30 Staff members absent. Regarding Students 170 have been absent owing to Covid since half term, and 500 since Christmas. At the moment only 37 Students are absent owing to Covid positive tests, but this doesn't include those who are isolating. Covid tests remain free until 1st April; the College is likely to have a small number of tests which will be held over, post 1st April for Staff to test if they have symptoms. Governors queried how the College had managed with Staff absences and the Principal reporting on the Staff cover arrangements together with online learning options. However, there have also been difficulties providing other non-teaching support to Students where there have been absences in the safeguarding/wellbeing team.

8. Student Governors' Report

Jack Pattison presented the Student Governors' Report and the following points were recorded:

- This half term has been very busy with the SU Elections which have now been completed and this includes only 1 IB Student and an overall more representative Executive. The SU Constitution may be reviewed further, but any proposed changes will be brought to Corporation for approval.
- The outgoing SU Executive is working with the IB Student, Isabel, in connection with the end period poverty within the Brighton and Hove community and this has involved collecting period products from shops who have offered products and delivering these to schools or other donation points etc. It was noted that free period products were already provided to SFCs. The Principal added that Isabel had been interviewed about this project on BBC South which has yet to be televised – details to be advised to Governors once known. **ACTION: Principal**
- Other events have been organised recently by business students with a clothes sale and a football game, both events raising money for charity to support young homeless people.
- Second year Students have had a second set of mock examinations this week which have proved to be useful practice and from feedback received, Students have been more relaxed and less stressed about sitting examinations.
- The Climate and Environment Action Group has compiled a list of changes which Students would like to see introduced in the Canteen and the proposals have been passed to SLT to take this forward where possible, with the contractors.
- Jack Pattison recorded his and Robyn Read's thanks for the support from the Governing body during the year of service.

Thanks were recorded to both Students, Robyn Read and Jack Pattison, for their excellent work over the last year and the Chair agreed to write to both of them. **ACTION: Chair**

9) Curriculum and Standards including Student Support

The Deputy Principal and Vice-Principal updated Governors as follows and referred to the meeting papers including the Executive summary which highlighted the approach taken by SLT in monitoring performance of the curriculum. The following points were reported:

- Intention will be to link some of the KPIs within the Strategic Plan to more operational in year performance indicators, but further work is required to refine the detail and to ensure that the indicators are effectively aligned.
- In terms of key performance measures, there will be at least 3 census points per year, being fixed points for performance comparators to be obtained. Year on year going forward, this will allow for benchmarking analysis to be obtained and monitored. Reference was made to the calculations to achieve each of the key metrics within the paper.
- Key observations within the paper, which the Deputy Principal had highlighted in the Executive Summary included the following:

- Enrolment – the figures are showing signs of dropping slight in a couple of areas, compared to the same point last year (based on February data), although overall the figures are broadly consistent, taking into account an increase in vocational Students (highlighted in orange). The slight reduction equates to approximately 6 or 7 Students, which may be attributed to the fact that Staff are intervening earlier than in previous years (lockdown impact, whereby there was limited intervention when Students/Staff were not meeting face to face); other potential factors could include some Students have reduced their programmes earlier in the year or have opted to follow a different study programme. In conclusion, the Deputy Principal advised that SLT were not expected to see retention or the number of enrolments to be less at the year end.

Questions:

- Regarding the way in which data is collected and formulated, it was confirmed that pass rates were no longer used and the Deputy Principal reported that the Strategic plan refers to success rates, and that in the current documentation there was a focus upon both high grades and value added as key success rate metrics. He agreed that pass rates could be incorporated as an additional metric going forward. **ACTION: Deputy Principal**
- Retention – it was noted that the current figures aligns with the slight enrolment drop referred to above, making it overall broadly in line with the previous year, noting a slight decrease in retention rate in A Level, which was attributed to vigorous assessment, which proved challenging to some Students, who consequently reduced or changed their study programmes.
- Attendance – reference was made to the discussions held at the previous Corporation meeting in January 2022, noting the reduction in attendance levels, owing to Covid and also seen nationally, including the impact of remote learning and returning to face to face learning. Staff continue to monitor this closely and with effect from the next academic year, the role of the Personal Tutor will have greater responsibility to intervene as early as possible with those Students where their attendance is reducing to reinforce good attendance habits as early as possible. Monitoring will be improved and incorporated into the College's existing metrics, by the Student Support RAG system or reporting, from which comparison data will be prepared to show the impact of the interventions introduced to improve the figures in this area. An attendance officer has also been appointed to lead on the implementation of this work and will liaise with Personal Tutors and Heads of School. Regarding the discussion held at the last meeting concerning electronic registers, the Deputy Principal confirmed that Staff were now monitoring Students and reminding them to use their ID cards consistently, together with taking registers per lessons. This is being monitored by SLT to ensure it's working effectively.
- Value Added – the new metrics in respect of value added and high grades, were discussed, noting that the figures were based on Staff assessment of Students' "working at grade level" (ie if Student continues to work at current level, their likely outcome grade at the end of the course, will be "x"), which has been reported to Parents. The Deputy Principal reported that the figures were looking positive compared to last year, notwithstanding that the data varies slightly in terms of the way its been captured and calculated, so the like for like comparison is not 100%

accurate. It was noted that Staff were becoming more familiar with having a more consistent approach towards calculation Student outcomes, based on guidance issued at College, combined with their professional judgement. Overall Level 3 has seen improvements, in comparison to previous years, but as the same data in respect of Level 2 had not been collected during lockdown, comparisons were not yet available. Ambitious targets have been set by the College including 65% high grades in respect of vocational Students; once the final grades have been awarded, the College will produce its analysis and use this information for revisions to the current methodology in order to improve future assessments. Further work is being carried out to bring the Level 2 vocational outcome analysis to the same level as that for A Levels and further resources are being embedded to focus Teachers' time on Student support needs. At this point it was noted that to bring this into line account would be taken of pass and above grades to determine positive (and negative) Value Added. In response to a question from Governors, the Deputy Principal explained that the value added element was more difficult to calculate and that the MIS Team assisted SLT in providing the necessary data and analysis and noted that this was an essential measure in ALPS (A Level Performance System); an ALPS 3 would represent a score of 1 and would place the College in the top 25% nationally. The Deputy Principal reported that categories selected at the moment allowed the College to look at key curriculum areas and analysing this for Year 1 and Year 2 Students, with plans to develop the analysis to demonstrate gender and ethnicity differences in due course. Hence, the first phase will be aiming to achieve a consistent in year monitoring process which the College can then act on operationally; progress will be reported to Corporation.

- In response to a question from Governors regarding those vulnerable Students with EHCPs (Education, Health and Care Plans), the Deputy Principal advised that the College did have this information and that once the basic monitoring analysis had been obtained and reviewed, a further drilling down of this would be taken forward to include all groups. At this point, Lisa Watkin-Stevens reported on the further developments and planning regarding Student Support, to ensure that all Students are made aware of what they need to do to meet their targets and to provide the necessary support. Targets have been streamlined from CFA reports (calls for action) to enable progress to be monitored and appropriate support to be put in place for Students and the information from this will be linked to the data analysis for monitoring and reporting purposes. 550 Students are on targeted action plans at present and the Guidance Team have completed 398 Student assessments so far, with 120 receiving the necessary support. The College's mental health practitioner has been assisting with this to ensure that Students are engaging with education and getting the support needed.

Thanks were recorded to the Deputy Principal and Vice-Principal for this update.

The Corporation received the Report and noted that they would hear more in an update to be presented to Corporation in the Autumn Term. **ACTION: Deputy Principal/Assistant Principal (Support Services).**

10. Finance

PAPERS:

- a) **Draft Minutes from Meeting held on 10th March 2022 – noted.**
- b) **Draft Budget 2022-2023 with summary front sheet (incl. ESFA funding allocation)**
- c) **Management Accounts to 31/1/22 and Executive Summary including update with Good Practice Guide (and refer to draft minutes)**
- d) **Financial Sustainability Action Plan and Benchmarking**

The Chair of the Finance Committee and the Vice-Principal (Resources) introduced and summarised the various finance items. The Chair highlighted the key discussions and recommendations as set out in the minutes, noting that the current year forecast figures were looking promising and that the draft budget 2022/2023 was at a very early stage with an update to be provided next term. Regarding the latter, attention was drawn to the 2% pay rise included in the figures and the potential impact of inflation was also highlighted. Simon Lindfield also drew attention to the fact that SLT had calculated that an overdraft facility should not be necessary for next year, based on the current forecasts, but noting that this did not take into account any potential successful CIF capital bid, in which case, once more information becomes available, this may change.

BUDGET: Elaine French added that regarding the budget forecast for next year, a more refined report would be provided next term but that at this early stage, SLT was being conservative in terms of both income and expenditure entries. The ESFA's funding allocation for next year has now been received. The Vice-Principal will, before finalising the first budget draft, meet the main budget holders to assess the income and expenditure figures, taking into account the impact of inflation etc too, with the aim of managing the impact of inflation where possible, within the various budgets. The staffing budget also remains prudent with a small allowance towards improving support services, currently under review and a reasonable Staff contingency budget has been maintained. £250K contingency budget has been included to cater for the predicted additional Students the College is aiming to enrol and in order to meet the extra 40 hours required to provide in teaching and learning next year (additional funding provided to all Colleges for this by the ESFA); further analysis regarding this, will be included with the updated budget next term.

Based on the early stage draft budget, the financial health is looking strong, being 210 points which equates to a "good" financial health (good equates to 180-220 score and above that the score would be outstanding).

In response to a question from Governors regarding the pay award and inflationary impact, it was explained that this may result in a higher than predicted nationally agreed pay rise, which if this was the outcome, the Corporation would have to review the affordability, based on the latest budgetary figures. To date, the Assistant Principal, has carried out some sensitivity analysis, with more work on this to be done, to determine affordability and agree recommendations and also taking into account the need to build the College's reserves for future capital bids etc.

MANAGEMENT ACCOUNTS:

The commentary and headline figures were noted by the Corporation and the increase in the International Income (£750K) was recognised and thanks were recorded to the International Department on all their work in achieving this significant increase, noting also the original prudent income projection in this area of £300K.

Referring to page 53 of the papers, Governors queried the EBITDAI figure and the difference compared to the previous year's budget and in response Elaine French explained that the improvement in the Ebitda was mainly owing to the additional International income, together with a slight under performance in adult education, where there had been less income owing to difficulty recruiting counselling teachers for the very popular counselling courses.

Governors also highlighted the point on page 68 to investigate commercial opportunities for the College's estates, such as lettings, to increase the College's non-ESFA income and gave their support to this development.

FINANCIAL SUSTAINABILITY ACTION PLAN AND BENCHMARKING:

The contents of the report were noted by the Committee and the following points recorded:

- The sustainability Plan was shared with the FEC.
- SLT are working on taking forward the various aspects as per the RAG rating. Regarding the financial health grade – “at least good”, as this has been achieved this is on track and highlighted in “green”.
- Staff cost ratio is going to be reduce, the target is “below 74% by 2023/2024”, and it was noted that this may be more difficult to achieve in light of the current and projected rate of inflation, so will keep this under review and going to be prudent with regard to expenditure, noting also that this will be influenced by the ongoing curriculum costing work.
- Regarding staffing analysis, SLT is working with HR and payroll to take this work forward.
- Funding per Student was discussed, noting the importance of enrolling full time Students in order to maximise income, but also noting that for Students over 18 years old, the funding was lower. The College also has a reasonable number of level 2 Students, most of which then stay at College for 3 years, although with less income in year 3. This does mean that the College can't really compare with other Colleges in terms of income per Student as many others, do not have a high level, if any, or Level 2 Students. This area is therefore marked as “amber” to reflect the mix of Students and the fact that there are a number of vulnerable Students too, some of whom may reduce their programmes which has an impact on income. The College will continue to maximise the number of Students enrolled subject to the constraints of the current estates. Regarding International Student recruitment, the College continues to be ambitious and will be aiming to improve this further over the next 2 years, from the current £750K to in the region of £900K.
- Adult Education has been marked in “red” reflecting the fact that as reported earlier, it is under achieving in terms of income, particularly arising from the problem recruiting counselling teachers and at different levels as many Students complete Level 2 and

level 3 counselling but wish to progress to level 4, which the College can't provide. Work is underway to seek the necessary staff, including approaching alumni. SLT is also aiming to restructure Adult Education and put in place a quality Lead Manager to oversee operational matters.

- Property Strategy – Elaine French referred to the current plans and proposed developments as presented by the Architects at the beginning of the meeting and explained the next steps regarding funding grants and developing income streams from site usage via lettings etc. It was noted that the College was investigating the option to employ a business development manager to take this forward.
- The Corporation queried the constituents of the International Student cohort and the Principal explained the changes since Covid 19 had impacted the account. Currently the majority of International Students were from Europe – Italy, Spain, Scandinavia, Switzerland, but also more widely from South America. Eastern Europe comprises a very small number of Students, with 2 Russian and 1 Ukrainian Students at the moment. Should the number of Students increase, the College will also need to find more host families in the local area in order to increase capacity.
- In response to a question regarding the deliverables in line with the targets, Elaine French reported that these would be recorded in the KPI document within the financials' section and advising that there was more work to be progressed in this area, which will be reported in the commentary to the management accounts.

Noting that the Finance had supported the document the Corporation also endorsed this.

11. Audit Committee

The Chair of Audit Committee, Alan Walker, reminded Governors that the last Audit Committee had been the first following consolidation of the Risk Management Group function, which Paul Herridge had chaired and would continue to be the Lead Risk Governor.

The Chair summarised the key points within the minutes including the presentation of the 2 Internal Audit Reports from Wylie & Bisset, noting that the meeting had been online. Attention was drawn to the very positive Staff Wellbeing audit which had received the highest assurance level from the auditors and reflecting the excellent provision at the College. The significant number of good practices were highlighted in the IT Security audit.

- a) **Draft Minutes from Meeting held on 15th March 2022 – Noted.**
- b) **Internal Audit Reports – Noted.**
 - i) **IT and Security Audit**
 - ii) **Staff Wellbeing**
- c) **Risk Management – Risk Register/Action Plan and Assurance Map, Proposed Matrix**

Owing to the limitations of time at the meeting, in light of the usual practice to follow Audit Committee, with the Search and Governance Committee (timetable to be revised going

forward, with separate dates for each Committee, going forward and it was noted by Corporation that this should resolve any issues regarding sufficient time for the Committee to manage the business effectively), the new risk matrix had been recommended for approval, following which the Committee reviewed each of the 14 key risks – as detailed in the draft Audit Committee minutes. The Corporation endorsed the recommendations made by the Audit Committee regarding the risk register review and revised scoring. **ACTION: Elaine French**

At this point the missing medium risk P6 “failure to properly manage the risks...construction works” was raised and it was noted that as this centred around Health and Safety aspects, programme cost and quality should be included.

- d) **Performance Indicators for External Auditors (Mazars) - approved**

12. Search and Governance Committee

Janice Robinson informed the Corporation that there had been no external applications for the Chair Designate post, so the S & G Committee had not needed to review the candidates with regard to making recommendations in respect of their appointment as Governors.

Corporation approved the recommendation that the Curriculum and Standards lead role and Careers Lead Governor role, should be merged into one lead governor and that this would be taken forward by the new Chair Designate and that a role description would be prepared for agreement next term. **ACTION: S & G Committee**

- a) **Draft Minutes from Meeting held on 15th March 2022 (Confidential) - noted**
- b) **AoC Code of Good Governance – Progress Report – Progress to date was noted and that the outstanding aspects would be taken forward by the Clerk and SLT but also noting the key outstanding matters relating to EDI and engagement with the local communities. ACTION: SLT/LEP**
- c) **Annual Appraisal of Chair and Vice-Chair – refer draft minutes**

The process for completing the annual appraisal of the Chair and Vice-Chair as set out in the S & G Committee minutes, was endorsed by Corporation, noting that the intention would be to test the new process on the outgoing Chair, whilst input regarding the Vice-Chair would continue to be dealt with via the annual 1 to 1 meetings with the Chair and each Governor. It was also noted that a questionnaire for the purpose of appraising the Chair would be drafted and circulated to all Governors/SLT in the Summer Term. **ACTION: Chair/Vice-Chair**

13. Policies and Other Documents

- a) **Risk Management Policy**
- b) **Information Security Policy**

The revised policies were endorsed by the Corporation, subject to any further changes identified by the Audit Committee members and noting that should there be any other

changes, the 2 policies would be brought back to Corporation to endorse the additional changes. **ACTION: Elaine French/Audit Committee Members**

It was noted that Elaine French would circulate the revised policies to the Audit Committee members as soon as possible and that changes could be recommended by the Audit Committee via e-mailed agreement, returning to the Corporation for final endorsement at the May 2022 Meeting. **ACTION: Elaine French/Audit Committee**

c) Final Draft Documents updated to reflect revised Chair/Vice-Chair Recruitment Process:

- i) S & G Committee Terms of Reference
- ii) I and A Excerpt Instrument 6
- iii) Standing Orders Excerpt Clause 8
- iv) Governor Recruitment and Succession Planning Policy and Procedures – noting that the duplication identified at the S & G Committee, had been removed.
- v) Interview Panel Terms of Reference

The documents were approved. **ACTION: LEP**

14. Date of Next Meeting: Wednesday 18th May 2022 at 6.00 p.m. – ROOM 5

15. Any Other Business - None

16. Part II Confidential business - refer to Part II minutes

a) Draft Minutes from the last meeting – approved.

15) Enclosures: noted remaining meeting dates for the 2021/2022 academic year to be included in Governors' diaries.

Note Audit Committee time changed from 9.00 a.m. to 10.15 a.m.

S & G Committee – new date and time to be agreed. **ACTION: Louise Pennington**

Chair.....

Date.....

Louise Pennington 30/03/22