

## MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 31<sup>st</sup> MARCH 2021 AT 6.00 P.M. MEETING 20/04

via G. MEETS

Present: Cintha Archer, Belinda Dutch, Ayas Fallon Khan, Jane Farrell, Paul Herridge, Donna-Marie Janson, Simon Lindfield, Jack Pattison, Robyn Read, Janice Robinson, Richard Seager, Katharine Travis, Alan Walker, Brendan Ward, Simon Waters, Aldona Wheeler

In Attendance: Peter Bailey, Elaine French, Lisa Watkin-Stevens, Louise Pennington

Apologies: John McKee

In the Chair: Janice Robinson

The meeting commenced with a presentation on FE Climate Change Road Map, given by Steve Frampton MBE (former AoC President, Chair of AoC Services Board, FE/HE Climate Commissioner). Mark Halliwell (climate change road map leader for the College) who was also in attendance for this item and after the end of Steve Frampton's presentation, following by a questions and answer session, Mark Halliwell informed Governors of the College's progress along the Road Map.

Steve Frampton and Mark Halliwell left the meeting.

### 1. Welcomes and Apologies for Absence

Janice Robinson gave an introduction to the Meeting, highlighting the items requiring Corporation approval, including the Finance and Audit items.

The meeting was quorate.

Governors were reminded of the remote meeting protocols, details of which had been circulated prior to the meeting and also referred to the various Google Meets' options e.g. screen formatting, chat function

Apologies – as recorded above.

Welcomes: Jack Pattison and Robyn Read – new Student Governors.

### 2. Membership Matters

- a) The outcome of the Student Governor election process was noted and Jack Pattison and Robyn Read were duly appointed as Student Governors for 1 year, until their successors are elected in 2022.
- b) Ayas Fallon-Khan – end of current term of office December 2021. On the recommendation of the Search and Governance Committee, it was agreed that Ayas Fallon-Khan should be reappointed for another 4 year term of office until December 2025.
- c) Finance Working Group (FWG) – vacancy: the Search and Governance Committee has recommended that Jill Arnold (retired Deputy Principal and Ofsted Inspector), should be appointed as a co-opted Member of the FWG with immediate effect, noting

that there were no full Governor vacancies at present. Reference was also made to earlier meetings which it was recorded that Jill Arnold had expressed interest in becoming a Governor, when a vacancy arises.

**ACTION: Janice Robinson/Louise Pennington**

**3. Declaration of Interests:**

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

**4. Minutes of the Corporation held on 27<sup>th</sup> January 2021**

The minutes of meeting were approved by the Corporation and the Chair was authorised to sign these.

**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 post pandemic.

The following actions were discussed:

- Equality Duty Annual Report – noting that it had been decided to include Governors' profiles in future reports and that the College's Staff Equality and Diversity form had been circulated to all Governors for completion, of which about half had been returned to date. **ACTION: Governors.** It was also noted that Janice Robinson and Louise Pennington had been asked by the AoC to complete two different EDI surveys, the deadline of which was 2<sup>nd</sup> April, with the aim across the sector to identify ways to improve diversity etc
- Risk Group – to find suitable location to include a note of all risk documents for Governors' reference and Elaine French confirmed that she would be adding this information to the Risk Management Policy. **ACTION: Elaine French**

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

**SIGNIFICANT RISKS 2020/2021**– the Corporation noted the risks for 2020/2021 and agreed to bear these in mind with reference to the Meeting's business.

**6. Chair's Report** – nothing to report on this occasion.

**7. Principal's Report**

Donna-Marie Janson provided the following information to Governors:

**a) Update on Covid and Opening**

Thanks were recorded to Brendan Ward for his help with the Covid testing logistics at College for returning Students. Thanks were also recorded to Elaine French and other Staff who had also given their time and support for this new Government Covid testing requirement in order to enable all Students to return on site.

The Principal reported that over 77% of Students had taken up the opportunity to be tested (noting that it was not compulsory) and to date and including Staff who had been tested, 4,000 tests had been carried out. Following the completion of 3 tests on site per Student, home testing kits had been issued to Students, totalling over 2,000 to date. It was noted that there had been no positive Covid tests (Students or Staff), during this process.

Post the Easter holiday, the College intends to return to full onsite teaching, but noting that social distancing/mask wearing restrictions will continue for the time being in accordance with Government guidelines and that this would be monitored so that changes could be introduced if/when necessary.

#### **b) Update on Summer Assessments**

It was noted that a 100-page document had been issued to Colleges regarding the options and requirements for Students' Summer Assessments. Having reviewed the information and consulted with others in the sector, the College has decided to assess Students via a basket comprising 6 pieces of work per Student per subject in order to determine the overall grade outcome.

#### **c) Update on DP Recruitment**

Governors were reminded that Pete Bailey would be retiring at the end of this academic year and that the recruitment process for his successor was underway. To date a short list of 7 candidates has been prepared and the interview process, which will include 2 Governors – Janice Robinson and Ayas Fallon-Khan, will take place after Easter, over a 3-day period.

Governors recorded their thanks to Pete Bailey for his long and valuable service to the College and tremendous support to the Governing Body. It was agreed that he would be greatly missed.

#### **d) Update on Staffing changes so far**

The Principal informed Governors that there had been a number of changes since her last Staffing Report, with several Staff members retiring, including Pete Bailey (referred above), along with 2 Heads of School and the Adult Education Co-ordinator. She advised that there were some opportunities for existing Staff to take up the leadership roles and interviews were underway.

The increasing Student interest in the new subject of Criminology (introduced for the first time, last year), has meant that a second Teacher had been appointed for the next academic year. In response to a question from Governors, it was noted that up to 400 Students were enrolled on this course and that the increasing demand in this subject, appeared to be a national trend.

### **8. Student Governors' Report**

Jack Pattison and Robyn Read presented the following update to Governors:

## JACK PATTISON

- Studying 3D Design, History and Geography A Levels.
- He gave a summary of the reasons why he wanted to join the SU Executive, including details of his manifesto with a particular focus upon eco-awareness and to encourage Student socialising (following lockdown) including promotion of Student clubs etc.
- Student Council – the SU Executive intends to take forward the work initiated by the out-going Executive with the aim of having the arrangements in place by the Summer term if possible, or Christmas at the latest.
- A Fresher’s Event will be organised with the intention of encouraging Student interaction, following Covid restrictions easing and particularly once the weather improves, with outside events being made available.
- The general feedback from Students is that they are happy to be back on site for lessons.

## ROBYN READ

- Studying History, Classics and Psychology A Levels.
- Robyn Read also gave a summary of her reasons for joining the SU Executive, noting that this was a personal goal and that she wanted to give opportunities to elevate the importance of the Student Voice throughout the Colleges, especially at the Governing Body level. She explained the lack of networking in her case owing to the pandemic which had been limited further as a result of the fact that her School friendship group had not enrolled at Varndean. Robyn said that she would like to work with other Students who would benefit from networking and socialising opportunities too to ensure that everyone was able to “fit in” and make new friends.
- Online learning – noting that this had been difficult for many Students, especially first year Students who were also new to more independent learning and also reported on various issues relating to remote learning such as lap top cameras being off during lessons and Students being unable to converse easily with their classmates during lessons etc She reported that the SU Executive wanted to introduce “subject mixers” as a way of introduced Students to new classmates/friends and that at the end of the year, a gathering for A2s and A1s would be planned, subject to Government guidelines/ongoing pandemic. The SU Executive would be working with the Student Council to take this forward.

## 9. Curriculum and Standards

Pete Bailey presented the paper to Corporation, the contents of which were noted and the following points were recorded:

### a) Update on SAR QIPs

- Pete Bailey reminded Governors of the annual SAR (Self-Assessment Report) process across all College areas, which was carried out annually during the Autumn Term, noting that from this, quality improvement plans (QIP) were prepared and reviewed during the year to determine progress.

- In the Spring Term, each department reviews its QIP to see how much progress has been made and whether further input is needed.
- The 5<sup>th</sup> column of the report was highlighted, recording how each Department has assessed progress.
- 2 particular aspects were highlighted as being delayed owing to the pandemic – namely:
  - 1) Careers and Work Engagement – understandably progress in this area has been very difficult over the last year and the intention would be to take this forward now that lockdown rules have eased, but with a greater focus upon online opportunities in line with the continuing pandemic restrictions.
  - 2) Accommodation Plan – this has been difficult to plan owing to the day to day increased workload and the need to implement changes at short notice, to comply with the pandemic operational guidelines. SLT will aim to raise the profile of the Plan for the medium and longer term.

#### QUESTIONS:

- Regarding the accommodation plan, Governors queried whether this was in relation to new proposals or improving existing accommodation and in response, Pete Bailey explained that this would apply to both ie small budget items together the College's overall strategy, subject to the College's limited resources, but also take into account the possible options for ESFA capital bids. The completion of the STEM centre was noted, together with the subsequent dismantling of some of the temporary huts.
- The Corporation questioned how many of the small Group Coaches had been appointed and requested feedback on how this was progressing. In response, the Principal advised that to date 8 appointments had been made, some of which were subject specific and others were generalist. The new Coaching Groups had been operating since December 2020 and had proved very useful. Owing to the success of this programme, the Coaching Groups would be carried forward to next term too. Regarding funding, the Principal advised that the ESFA may provide some financial support next year and details are awaited, noting that despite the fact that Varndean College had found this very useful and had utilised the funding this year in full, other Colleges had not taken advantage of the Small Group Funding support owing to issues arising from the very specific remit required.
- Governors queried the value added issue reported at previous meetings in respect of the BTEC provision, noting that although this had improved (as assessed via the national data benchmarking), the College had identified that further improvements were needed. In response Pete Bailey explained that it was difficult to provide an accurate assessment at present as national data benchmarking information had been suspended from last year and that with regard to BTEC data generally, this had become unreliable, partly owing to the fact that some BTEC course specifications had been revised, making it difficult to provide comparisons. For the time being, the College was focusing upon internal pass rates and grades and comparing its own data year on year.

## **10. Finance Working Group (FWG)**

Simon Lindfield (Chair of FWG) and Elaine French (Vice Principal Resources) introduced the various documents from the recent FWG Meeting and the following points were recorded:

- a) Draft Minutes from Meeting held on 25<sup>th</sup> March 2021 (which had been circulated to Governors on 30<sup>th</sup> March 2021) – noted and that these were confidential.**
- b) Budget 2021-2022 including Staff Pay Award Recommendations**
- c) Management Accounts with Executive Summary**
- d) ESFA Funding Allocation – ESFA funding allocation – noted taken as read and also considered at the FWG meeting. Elaine French informed Governors that the funding had increased slightly owing to changes in the retention factor, large programme uplift and disadvantaged funding.**

### **Item b) Budget 2021-2022 including Staff Pay Award Recommendations**

Simon Lindfield drew Governors' attention to the recommendations from the FWG regarding 2021/2022 budget approval together with the approval of the current year's pay award and highlighted the main points:

- FWG Minutes are comprehensive reflecting the significant amount of discussion held and identifying the key points which the Group had to consider before reaching its decisions.
- It's assumed that Corporation Members have read the draft minutes and accompanying papers.
- The proposed budget for next year reflects a good financial health score outcome, which follows 2 years of requirement improvement.
- The College has managed the budget prudently despite the financial impact of the pandemic and the need to retain a reasonable cash balance; Governors were reminded of the need to focus on maintaining a reasonable cash figure rather than the various other metrics utilised within the FE sector.
- The key assumptions have been highlighted in the paper prepared by Elaine French and it was noted that this would be the second year in which the College would require a temporary overdraft facility, reflecting the fact that the ESFA funding monthly tranches were unequal, creating difficulties for Colleges during March (the lowest monthly payment).
- Owing to the financial constraints, the capital budget has been restricted and has been set at £150k, which means that this limits the amount which can be assigned in respect of planned improvements and essential works, required across the College's site.
- FWG spent some time discussing the Covid contingency cost issue and related matters, noting also that very little of this additional cost had been refunded by the Department of Education. The FWG also thought that it was quite likely that any Covid contingency events and costs could affect next year and therefore impact on and possibly eliminate the potential for the College to be able to award any nationally

negotiated Staff pay award. However, it was noted that the Corporation was not being asked today to approve any pay award specifically for next year's budget.

- The funding rate for Students has not increasing for next year and therefore unless Student numbers increase further (also subject to the accommodation constraints), the College's income won't improve, notwithstanding, potential options arising from the Adult Education and International Student income streams.

At this point Elaine French drew attention to the following issues, also discussed at FWG and explained the pay award for both years 2020/2021 and 2021/2022 and next year's budget to ensure Governors understood the context prior to making a decision regarding the proposed pay award and for the current year, backdated to September 2020:

- Referring to item 10c) Management Accounts, Elaine French summarised the key financials for this year and the consequential proposal justifying payment of the pay award.
- Referring to item 10b) budget 2021-2022, she explained the pay award details for that year and also referred to the figures in 10c, noting that the outcome for this year, would affect the following year's financial position.
- In summary, Elaine French reported that as at 1<sup>st</sup> May, the pay award would be 3.25% uplift for Teaching and Support Staff, advising that the difference between the two Staffing categories, reflected the incremental movement of pay and noting that the Support Staff pay award which had already been agreed by Governors (refer last meeting minutes January 2021), spanned 2 years rather than the usual 1 year with the uplift from January 2021. The small uplifts were recommended as these were negotiated (between the Unions and the Employers' representatives ie the SFCA) in order to bring Support Staff into line with the final Teaching Staff pay agreement.
- Attention was drawn to page 34 Executive Summary of the Management Accounts which had been prepared to the end of February 2021, noting that at this point in the year, the figures provided a realistic indication of the final year end position as at 31<sup>st</sup> July 2021. The significant changes in the accounts were highlighted but noting that there may be some further movement in the figures. Elaine French explained that although the budgeted surplus movement from £367K to £12K (£350K negative movement), it was important to focus upon the College's EBITDA (earnings before income, taxation, depreciation and amortisation) on which the ESFA places significant emphasis in its judgement of Colleges' financial situation; this reflects more appropriately the College's cash surplus/deficit position as it includes the accounting adjustments as described and including the not insignificant pension liabilities. In this case, the actual difference between the budgeted EBITDA and the predicted EBITDA for the year end is £150K rather than £350K as recorded above.
- A summary of the significant Covid impact upon Staff, Students and the College's finances, were noted and Elaine French detailed the income breakdown drawing attention to the small additional income received to provide some small group tuition (reported earlier in the Principal's report), and some adult funding (online provision), together with ESFA costs to cover Covid testing, being £14 per test, which has cost the College to date £30K (staffing costs etc). The rebate from the ESFA for the latter was expected to be in the region of £50K, paid in 2 tranches – April and June, noting that 3,800 tests have been carried out and registered – track and trace, being a pre-requisite for funding.

- Elaine French explained the significant change in income lost owing to the pandemic, which has been revised since the budget was first set for 2020/2021, last year. It was predicted that the College would not be able to achieve the International income normally expected in a pandemic free year and this was accordingly reflected in the budget predictions. Regarding the Adult Education provision, when the budget for this area was set, it wasn't expected that the lockdown would be so severe. Elaine French explained that part of the income from this area was funded whilst the balance is College generated (ie income from tuition fees). The College is currently projecting that it will lose at least £115K of tuition fee income as the majority of courses are not able to be run on site. Most of this is based on full cost recovery courses (ie no funding) eg leisure courses. However, it was noted that the Adult Education Department had had some success in recruiting Students for some online courses.
- Regarding expenditure, including the increase in Staffing costs, it was noted that a proportion of this would be covered by the additional funding referred to above (high needs tuition funding, Covid-testing funding etc). The College had allocated 2% for the pay award in the current year's budget (and also for next year's budget in light of indications suggested by the SFCA). The actual impact of the agreed Staffing pay award is 2.4% for the current year, being £40K for the increase above the 2% budgeted, to match the agreement reached, and costing £163K to the College overall.
- The additional Staff cover costs were highlighted, noting that overall these would not be met by the Staff cover contingency in the budget, being £50K. It has been calculated that an additional £50K of cover costs has been incurred, some of which related to sickness and additional Covid-related staffing needs, but also owing to extended periods of maternity leave, arising as a result of the Covid guidelines changing. The Covid-testing Staffing requirements have cost the College £30K, but this will be offset by the additional funding received for testing as reported earlier.
- Governors were referred to the expenditure summary including the savings made owing to remote teaching, from non-Staffing costs eg utilities and the savings from not requiring usual teaching resources for face to face lessons.
- In addition to various Covid related expenses, Elaine French also referred to the £14K outlay for the College's subsidy to the catering company, where there was no income from catering, but there were some fixed costs; noting that the contract terms required the College to contribute towards the catering company's fixed costs.
- Owing to the impact of the pandemic, the year end predicted financial health moved from a low "good" to "requires improvement", being 150 points which compares to 130 achieved last year. The College has kept the ESFA informed of its financial health and in recent discussions the ESFA representatives accepted that this was being managed tightly by the College, during such a difficult time.
- Referring to page 36 – summary of financial impact of the pandemic, including lost income and additional costs, this was estimated to equate to approximately £580k, since March 2020.
- The Corporation questioned how much of the £580K above, was likely to be recurrent and what costs may be absorbed, should the pandemic continue into next year. In response, Elaine French said that, although there was no certainty regarding the impact on next year, SLT were reasonably optimistic that the majority these costs would not recur, owing to the fact that systems were now in place for remote learning

(e.g. IT hardware and software licences costs) and account should be taken of the progress of the vaccination programme. This was also taking into account the prediction that the International income would not be returning immediately to pre-pandemic levels and that also adult education was likely to re-build income levels more slowly.

- The Principal also provided some context regarding Staffing costs, noting that returning to onsite tuition had meant that class sizes had to remain smaller than usual in order to continue to comply with Government social distancing guidelines – being a maximum size of 20 Students for the time being. However, once the College was able to return to normal, it would be the intention to increase class sizes and to grow Student numbers which would improve overall income levels.
- The full pay award negotiated nationally has been included in the figures including the backdated payments required and also noting that the figures in respect of 2020/2021 have been rolled forward to next year's budget.

#### BUDGET 2021/2022

- In addition to the points made earlier regarding the potential on-going Covid related costs, Governors' attention was drawn to the discussions held at FWG (refer minutes), regarding the buffer available and consequential flexibility in Staffing costs owing to the adjustments already made during the current year; this will provide the additional Teaching capacity if needed (required in respect of small class sizes if necessary). This would be combined with other areas, such as the fact that more generous budgets have been allocated to curriculum resources (non-teaching costs), where there would be some flexibility in the budget, allowing adjustments to be made, should the pandemic continue to have a cost impact.
- Pages 27 – 31: proposed budget will result in a "good" financial health score which has been assessed by SLT to be a realistic but still optimistic outcome for next year, based on the assumptions as explained. Staffing costs form the most significant part of the budget, noting as reported above, that this year's base staffing cost has been transferred over from the current year, together with allowing for the usual annual increments and the 2% uplift (predicted negotiated pay award/or contingency Covid cost) – refer FWG minutes. A £50K uplift has been included to cover any potential movement in Staff costs on both the Teaching and business support side. Furthermore, the Staff contingency budget has been increased to £75K (from £50K), reflecting the issues experienced this year.
- Adult Education income has been set at pre-pandemic levels for next year.
- International business - £300K has been included in the budget as SLT remains cautious about income forecasts for next year. However, based on predicted Student numbers for next year, SLT are hoping that this figure will be exceeded.
- Capital expenditure budget has been set at £150K which is less than the College would like to allocate, and is based upon a figure which is manageable for essential works, but without resulting in a negative impact on the College's financial health and in order to ensure that the cash position is managed appropriately.
- There is a small increase in some non-pay expenditure items which it's anticipated will be required to build up certain resources over the next accounting period.
- Cash surplus predicted of approximately £500k which provides a 5.2% EBITDA, noting that the FE Commissioner has suggested that Colleges should aim to achieve

a minimum EBITDA for next year of between 1-2% and Varndean is aiming to improve on this.

- Elaine French reiterated that the impact of the Staff pay rise on the current year was £163K, and that of this, £120K had already been included in the budget ie adding an additional £43K to the original budget. For next year a contingency 2% has been included in the budget in respect of Staff pay (this would be in addition to the base pay rise from the current year), noting that the pay award was recommended by the SFCA in respect of its member colleges following negotiations with the Unions. If approved for the current year, this would then be embedded in the Staffing costs going forward to 2021/2022, on which a further pay rise may be awarded.

At this point, the Corporation discussed the budget and proposed Staff pay rise implications and noted the following points:

- Regarding the potential pay award next year, it was agreed that it may be a more difficult decision for the Corporation to reach in terms of affordability and that this would be kept under close review; noting the assumptions made in the proposed budget, together with the various unknowns in terms of the future course of the pandemic and potential impact on income (particularly Adult Education and International) and expenditure in terms of potential additional Staffing and other Covid related costs.
- In response to a question regarding the College's contingency budgets, Elaine French confirmed that this comprised the Staff cover contingency which as reported above has been increased from £50K to £75K, together with a further £180K approximately as a general contingency budget and noting also the 2% included in respect of the potential pay award for next year/Covid contingency. She also reiterated that there was some flexibility within the budget which should there be ongoing pandemic issues, funds could be transferred from other budgets.
- The focus on maintaining a reasonable cash position was discussed and it was also noting that the biggest impact on this was the potential loss of income from Adult Education and International Students, but also taking into account that there were some mitigating actions which could be taken – e.g. online course offers.
- Governors queried whether there would be any consequences to having set a small capital expenditure budget (£150K), in terms of capital funding offers from the ESFA but the Principal and Vice-Principal, thought that this was very unlikely and that all CIF and similar bids should be available to all FE Colleges in the usual way.
- Referring to page 37 Governors queried the cashflow situation and the need for the short term overdraft, in light of the variation in the amount of the ESFA monthly funding payments, and it was confirmed that the overdraft set up costs were £1K and that the estimated interest cost for the length of time the facility is required, would cost approximately £1K.

## CONCLUSION

Taking into account the comments and provisos recorded above, the Corporation agreed unanimously that the pay award for 2020/2021, as detailed in the accompanying paper, should be approved for Teaching and Support Staff and that this would be backdated to September 2020. However, it was agreed that the decision next year regarding Staff pay, would have to be given careful thought and would be dependent upon the College's financial

health, cash position and any impact upon the income and expenditure from the continuing pandemic.

Secondly, the budget for 2021/2022 was also approved based upon the points made above.

## **11. Audit Committee**

Alan Walker, Chair of Audit Committee presented the Audit Committee items and the following was recorded:

a) **Draft Minutes from Meeting held on 22<sup>nd</sup> March 2021 – main and confidential version – noted**

b) **Appointment of New Internal Auditor**

**It was resolved that owing to the confidential nature of the discussion held that this minute would transferred to Part II minutes.**

c) **Risk Management – Register and Map - agreed**

It was also noted that at the last meeting it had been resolved that the Risk Management Action Plan should be merged into the Risk Register. **ACTION: Elaine French**

## **12. Search and Governance Committee**

a) **Draft Minutes from Meeting held on 16<sup>th</sup> March 2021 – confidential – noted**

b) **Governor Training – New ETF Governance Development Programme**

Janice Robinson introduced the item and confirmed that the Search and Governance Committee had also reviewed the Programme and agreed that the College should subscribe to this for all Governors to use, noting in particular the flexibility offered and 3 levels of competency to support both new and experienced Governors.

Governors were encouraged to sign up to the Programme and report their training to Louise Pennington. **ACTION: Governors**

Louise Pennington confirmed that she would circulate the access instructions tomorrow for all Governors to apply. **ACTION: Louise Pennington**

c) **IB Link Governor – Role Description – approved.**

The Chair thanked Ayas Fallon Khan for taking on the role as IB Link Governor and noted that he had already met with the IB Lead Lee Findlay-Gray (and Louise Pennington) to discuss the role and agree timings for future meetings etc.

The IB Link Governor role description was approved by the Corporation, noting that Lee Findlay-Gray and SLT had also confirmed that they were content with the wording therein.

At this point the Chair brought Governors' attention to the responsibilities and protocols set out in the role description (and in the Link Policy) which were applicable to all Link Governors and to any Governors visiting College. She highlighted the fact that Link

Governors were in post to focus upon working with the IB or other curriculum or support area to gain an understanding of the work from a Staff and Student perspective, and to bring feedback to the Corporation for general information together with any issues, programme developments etc. She also reminded Governors that they should be aware at all times of the clear boundary between Management and Governance and that Governors were not expected to act as ambassadors for the College or curriculum area etc and neither should be in post with the aim of improvement Student numbers enrolled etc, noting that this was an operational function, the responsibility of which fell to SLT and managers.

At this point, Ayas Fallon Khan reported on his initial meeting with Lee Finlay-Gray and that they had discussed IB issues and development plans of the Department and that he had suggested some options which Lee may wish to consider regarding attracting more local Students to enrol on to the IB.

### **13. Policies and Other Documents**

- a) **Freedom of Information, Data Protection and Privacy – information statement for website** – the wording which has been approved by SLT and reviewed by the Audit Committee and which explains for public information, the College’s processes and contact information etc in relation to Freedom of Information, Data Protection and Privacy, was endorsed by Governors. Thanks were recorded to Janine Hatcher and Louise Pennington for researching this and drafting suitable wording.

### **14. Date of Next Meeting**

**Wednesday 12<sup>th</sup> May 2021 at 6.00 p.m. and 7<sup>th</sup> July 2021 at 6.00 p.m.**

**15. Any Other Business - None.**

**16. Part II Confidential business - There was no confidential business.**

### **17. Enclosures**

- a) **Meeting dates for Summer Term 2021** – reminder as previously circulated – noted.

Chair.....

Date.....

Louise Pennington 31/03/21