

**MINUTES OF THE  
CORPORATION MEETING**

**HELD ON WEDNESDAY 26<sup>th</sup> FEBRUARY 2020 AT 6.00 P.M.**

**MEETING 19/04**

Present: Andy Breckenridge, Ayas Fallon-Khan, Jane Farrell, Philip Harland, Paul Herridge, Dawn Howard, Simon Lindfield, Janice Robinson, Richard Seager, Alan Walker, Aldona Wheeler

In Attendance: Peter Bailey, Elaine French, Donna-Marie Janson, Louise Pennington

Apologies: Ethan Hilton, Izzy Langhamer, Katharine Travis, Simon Waters

In the Chair: Janice Robinson

**1. Welcomes and Apologies for Absence**

Apologies – as recorded above.

It was noted that this would have been the Student Governors' last meeting and the Governors recorded their thanks to them for their work and support over the last year.

**2. Declaration of Interests** - None recorded – and as per previous declarations

**3. Governing Body Membership Matters:**

**New Governor Appointments and other Membership Matters – refer to item 12 S & G Committee confidential draft minutes)**

Janice Robinson reported on the following matters:

- External Governor vacancies (2): following the resignation of Billy McNally and the early retirement of Cathy McDonnell noting that a number of prospective candidates had been considered. Following recommendations from the recent Search and Governance Committee (refer draft minutes attached), it was resolved to make the following appointments:
  - John McKee (Head Teacher at Patcham High School and Chair of Secondary Schools Partnership). He is already known to Philip Harland and Janice Robinson reported that she had met with him at his School.
  - Brendan Ward (retired NHS Executive and earlier career as social worker, with extensive safeguarding expertise, together with information analysis) Janice Robinson has worked with him in the past in the NHS and met with him recently to discuss being a Governor.

It was resolved to appoint both John and Brendan as Governors with immediate effect for a 4 year term of office, ending 31<sup>st</sup> March 2024. Furthermore, it was resolved to invite Brendan Ward to join the Audit Committee and to see whether John McKee would be interested in joining the Finance Working Group.

- Thanks were recorded to Cathy McDonnell for her long service and support.
- End of Terms of Office and Chair/Vice-Chair Elections – as recommended by the Search and Governance Committee, it was agreed unanimously to reappoint Janice Robinson (end of office July 2020) and Simon Lindfield (end of office March 2020) for another 4-year term of office. Regarding the Chair and Vice-Chair election process, it was also unanimously agreed that Janice should be re-elected as Chair (from July 2020) and Simon as Vice-Chair of Governors (from December 2020) respectively, noting that there were no other nominations. At this point, Janice Robinson explained that during her last term, plans would need to be put in place to find a successor Chair of Governors, who could shadow her role, prior to formal appointment.
- Audit Committee – Governors were reminded that Ayas Fallon-Khan had been appointed as the interim Chair and following the recommendation of the Search and Governance Committee and with the agreement of Alan Walker, the Corporation agreed that Alan should be appointed as the new Chair with immediate effect. Thanks were recorded to Ayas Fallon-Khan who would now step down from the Committee.

At this point Dawn Howard joined the meeting.

- IB - Philip Harland reported on the discussion held at the S & G Committee and informed Governors that a review of the IB programme -leadership and governance, had been carried out and it was decided that it would be beneficial to have a link between the IB and governance. Additionally it was thought that the concept of international mindedness should be brought into this initiative in order to broaden the brief to look at the overall international community at the College and how to improve the College culture relating to international students, the IB and international mindedness. Governors were invited to contact Philip Harland to express an interest in taking on this role as IB and International Link Governor. **ACTION: Governors/Philip Harland**

#### **4. Minutes of the Meeting on 4<sup>th</sup> December 2020 Part I**

The minutes of the Meeting were approved by the Corporation and the Chair was authorised to sign these as a correct record of the meeting. **ACTION: Louise Pennington**

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

The following updates were recorded:

- GDPR – Elaine French to organise compliance review Spring term, with outcome being reported to Audit Committee – carry forward **ACTION: Elaine French**
- Data Protection Retention records – outstanding.
- Financial Regulations/Business Procedures – the full review will be carried out this term and presented to the Finance Working Group in January 2020 – on going. Deferred until later in Spring term and will be discussed and approved by FWG via e mail before final version is presented for approval to the next Corporation meeting **ACTION: Elaine French**
- Smoking survey to be organised by Student Governors – resolved that this would not now be implemented.

- Review of Financial regulations/business procedures: - outstanding and deferred until later this term and to be agreed with FWG members via e mailed updates, followed by approval at the next Corporation meeting. **ACTION: Elaine French**
- Filming with drone – to be uploaded to the website.
- student enrolment class sizes and impact of Haywards Heath: - refer to Curriculum and Standards' item below and note that discussion will be held at the forthcoming Strategy event on 25<sup>th</sup> March 2020.
- Student Governors – Teachers' on sick leave and Cover provision and options being reviewed by SLT: SLT reported on discussions held to date and the issues which all Colleges were experiencing. Staff having been asked to report absence as early as possible by leaving messages at Reception to be picked up first thing, after which Students could be informed. However as many Students leave home to travel to College early in the morning for first lessons at 8.30 a.m., it's not going to be possible to provide the information in sufficient time for some Students. Philip Harland explained that SLT will be reviewing whether better arrangements for cover when teachers are absent can be introduced next year. Options will be clearer once student numbers and funding are known for next year. It was noted that work was always left for Students when a Teacher was absent, but in the case where Students have 1 early lesson and then several hours gap until their next lesson, they would rather do the set work from the absent Teacher at home, before leaving for College.
- Following a query from the Corporation, it was agreed that the reference to the "Annual Audit Committee" on page 18 of the papers, should read "Annual Report of the Audit Committee". **ACTION: Louise Pennington**

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

**SIGNIFICANT RISKS 2019/2020**– the Corporation noted the risks for 2019/2020 and agreed to bear these in mind with reference to the Meeting's business. *Post meeting minute: A Governor has raised the matter of whether Coronavirus should be considered high risk and in addition to SLT's existing monitoring arrangements, they will be reviewing this at their next meeting and revising risk documentation accordingly (next Governors' Risk Management Meeting due on Monday 4<sup>th</sup> May 2020, at which the Risk Register will be reviewed).*

## 6. Chair's Report

Janice Robinson reported on the following matters:

- a) **SFCA Priorities** – refer document

Reference was made to the above document which contains some interesting information about the current issues facing the sector, including SF capital expenditure funding campaign. At this point it was noted that two local MPs, Caroline Lucas and Lloyd Russell-Moyle, who are members of Parliament's cross-party commission, secured a debate in Parliament earlier today, to look at post-16 education provision and the 3 local Principals (Met, Varndean and BHASVIC) have been asked to submit questions for this. (Philip Harland has submitted the following questions: 1) dedicated capital fund context provided re Brighton and Hove re increase in demographics, 2) Student Mental Health and funding and

3) Teachers' salary issues, particularly in light of the fact that School SFs and SF Academies pay their Teachers more with the assistance of Government funding). Gavin Williamson the Education Minister, has stated that his priorities are quality, rigor and social mobility.

At this point Paul Herridge joined the meeting.

- b) **Governors' Strategy Event – evening of 25<sup>th</sup> March 2020** – The event will be held at the Amex Stadium, followed by Supper. It was agreed that the event would start at **5.30 p.m.** (instead of 6.00 p.m.) to 7.30 p.m.

The focus during the evening event will be on the future development of the College, and particularly looking at growth in Student numbers, both in the short and longer term, together with future Capital building project needs. The Corporation discussed the local demographics and noted that this information was available for the next 5 years. However Governors thought that with regard to any potential building works, the Corporation would need the demographic information for a longer period in order to make a meaningful decision. SLT advised that the information was provided by the Local Authority but that they didn't have the information post 2025. It was suggested that perhaps the College could investigate whether they could obtain this information directly from Primary Schools, but it was noted that Schools were unlikely to release such information as it would be deemed sensitive. SLT also suggested that as the College had overcrowding issues, particularly when compared to other Sixth Form Colleges, that should the premises be extended to cater for predicted increased Student numbers, should this not be sustained in the longer term, the space could be utilised to help alleviate the overcrowding issue. Governors requested that they should be provided with sufficient information and analysis prior to the Strategy Evening to allow preparation and also to issue directions/parking details. **ACTION: SLT/Janine Hatcher**

- c) **Governor Links' feedback** – The Chair reported on the excellent turn out on the day. The Search and Governance Committee had reviewed the feedback from individual Governors and she confirmed that all those participating had found the visit useful and enjoyable and had been impressed with the work going on at the College both in the classroom and in the various Support areas. Support Staff were particularly pleased that Governors were taking an interest in the Support areas. Thanks were recorded to all Staff for making the visit worthwhile and enjoyable and to Janine Hatcher for organising the event. A number of Governors had expressed disappointment that only 1 Student joined Governors for lunch in the Staff room and Donna-Marie Janson confirmed that they would ensure that in future, more participate in the Links Day. **ACTION: SLT**

## 7. Principal's Report

### a) National Agreed Pay Negotiations – Update

The Principal informed Governors that the SFCAs had left on the table 1.5% pay rise for this year which has been rejected by the Unions. It's likely that a longer-term settlement will be reached over 2 or 3 years rather than 1. The Unions were looking to achieve a 3.5% settlement which is closer to the pay rise allocated to Schools. The College has 1% in the current year's budget, so at some point SLT and the Corporation would have to review the pay rise outcome and how to manage this when the settlement has been reached nationally.

The Principal also updated Governors on the strikes involving selected SFCs including Varndean, with 4 one day strikes to date, another one tomorrow and a final one on 10<sup>th</sup> March. This will have an impact on Staffing costs, with a saving to the College of about 2% of the budget, but Students have been affected by the missed lessons, although the College has remained open for Students to use the Library etc. He also reported that the Unions were intended to re-ballot for further action in order to open the strike action to further SFCs (currently about 35 Colleges are involved). It was noted that there had been very little publicity about the SFC strikes, which have been called over SFC funding.

**b) Coronavirus/Covid-19**

The Principal reported that to date 1 Student has self-isolated following a visit to her parents in Thailand at half term and another International Student who went to Italy at half term to visit his family but has self-referred back to Italy for 14 days.

The College has placed a Coronavirus notification on the website to keep Parents and Students informed, based on the latest NHS advice.

The College has instigated a more intensive cleaning regime and SLT are also discussing plans for remote working options should there be any Coronavirus cases affecting the College.

The uncertainty regarding examination arrangements for those who may have to self-isolate, were also noted.

The Corporation was informed that there were no more planned overseas trips this year and decisions will be made regarding more local trips as they arise. Other in house events such as the Year 10 days will continue unless advised by appropriate authorities.

Regarding International Students, the Principal advised that no Chinese Students went home at half term, although some did travel to Scandinavia and flights to China have all been cancelled for Easter. The Students from Japan and Korea may not return after the Easter break.

The College's International Department has cancelled its planned trip to Japan and Korea but will hold meetings via Skype instead.

Regarding the College's Summer Programme, owing to virus, it's very unlikely that arrangements will be made for this year (last year £35k profit), as flights are normally booked at this time of year.

The College will continue to monitor International Student recruitment closely, with the key recruitment months being March and April.

Following a question from Corporation, the Principal reported that the College Staff and Students had broadly been very supportive of the International Students and any attempts to target any International Students had been managed very quickly. However, 2 host families have said that they do not want to have any Chinese students for the time being.

**c) IB Programme – Link IB Governor – refer S & G Committee minutes and above**

**d) College senior leadership structures** – a brief summary of proposals regarding a new SLT, post Philip Harland's retirement, was given by Donna-Marie Janson which included leadership and management capacity issues, strengthening support for the Finance area, revising Deputy and Vice-Principals, replacing Donna-Marie Janson's current role. The overall cost adjustment for these changes is expected to be in the region of £25K (most or part of which will be used to recruit extra support for Safeguarding students. This post will support the new VP in day to day safeguarding matters) An advert has been placed internally to recruit a VP with Student services/safeguarding responsibilities. It's also intended that Elaine French will take on some additional responsibilities and have a more broad VP role; hence the need to seek additional support for Elaine French within the Finance area, although it was noted that efficiencies within the Department had been improved recently owing to a new finance system. It's also intended that Pete Bailey will become the new Deputy Principal and there will then be two VPs – Elaine French and the new Student Services VP. Cost analysis for all the changes have still be prepared be SLT.

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

In the absence of Ethan Hilton and Izzy Langhamer, the emailed comments from the latter were noted as follows:

- Winterfest in the Hall was held in December for Staff and Students, with drinks, mince pies and a raffle.
- Generous January – food bins were placed around the College for donations for a Brighton Food Bank.
- New Student Union Election Process is underway – Hustings will be held on Friday.

## **9. Curriculum and Standards**

SLT presented the papers to Corporation and the following points were recorded:

### **a) Projected Student Numbers**

Pete Bailey introduced the report which was self-explanatory and noting the following:

- For this year the applications had increased to 1,233, within which the percentage of Brighton applicants has reduced slightly, although on a par with 2 years ago, whilst the applicants from Hove and Lewes have increased.
- Governors' attention was drawn to the conversion rate for previous years, noting that last year the rate had been higher than expected owing to additional Students enrolling following the withdrawal of certain Level 2 courses at the Met and Cardinal Newman, including English and Maths GCSE re-sits. For this year, SLT predict that the conversion rate will go down again, although it was noted that it was hard to predict, particularly for prospective Students living outside Brighton, who are able to hold more than 1 College offer.
- SLT's current overall Student number projection for 2020/2021 is 1,950 – 2,000, with adjustments to be made once there is a clearer picture regarding International and Intermediate (Level 2) Students.

- In response to a question from Corporation regarding retention levels between Year 1 and Year 2, Pete Bailey explained the details behind the retention rates, including the fact that there had been a change in policy regarding Year 3 Students, who are now recorded as starting Year 1 again. For next year, SLT have assumed that in the region of 90% of Students will be retained at the end of Year 1. The reasons for Students leaving were also recorded including starting an apprenticeship, employment and distance travelling to and from College, all of which particularly apply to the Intermediate cohort.
- International Students this year total 70 Students.
- To date Donna-Marie Janson, Pete Bailey, Heads of School and Assistant Heads of School (on rota basis), have carried out 963 enrolment interviews to date, during 1 week.
- Taking into account the indication on Student numbers for next year, the Principal acknowledged that SLT would provide reassurance regarding premises capacity, which will be kept under review; pressure will be alleviated partly owing to the new STEM centre. It was also noted that if there was a significant increase in predicted numbers, (current labs could be converted into teaching space – given the launch of new lab facilities in the STEM centre. International Student numbers, could also be adjusted. It was agreed that this would be discussed at the Strategic Event in March.

#### **b) Equality Duty Annual Data Report**

Philip Harland presented the Report and apologised that a summary front sheet had not been prepared. He went through key aspects of the Report and various discussions were held with Governors, who also noted that some of the data particularly relating to 19+, would need further verification, so that the Report content should be viewed with caution. Philip Harland confirmed that he would be carrying out further investigation of the data to determine any inaccuracies. **ACTION: Philip Harland**

The issues with data recording this year were explained, owing to the MIS Manager leaving the College and difficulty finding a satisfactory replacement. In conclusion the person who left was then re-employed via a company, on a temporary basis, followed by a short-term agency appointment to complete the ILR return. Subsequently a permanent appointment has been made and SLT are happy with their progress.

Following a request from Governors, SLT agreed to include an age profile for teaching staff recruited in the current year. **ACTION: Donna-Marie Janson**

Governors were aware that the College was seen as a destination College, whereby the majority of Staff remained until retirement. It was also noted that Staff do not reflect the ethnicity of Students, although they do fairly closely reflect the ethnicity in Brighton and Hove and the number of BME Students does reflect the catchment area; this was unlikely to change. Donna-Marie Janson informed Governors that the College was working with the other S7 Colleges on recruitment of Staff with the aim of ensuring that there is no unconscious bias and to ensure that greater diversity and inclusivity is achieved.

It was agreed that once Philip Harland has completed his review of data accuracy, he would provide a summary of the main facts and issues to Governors which will be sent out with the draft minutes. **ACTION: Philip Harland**

It was agreed that next year the Report should be presented in a more user-friendly format with a front sheet, explaining the key issues to Governors arising from the detailed data.

**ACTION: Donna-Marie Janson**

## 10. Financial Update

### a) **Dashboard 2019-2020; Management Accounts (period 5), and Executive Summary**

Elaine French presented the following papers to Corporation and drew Governors' attention to the key points detailed in the Executive Summary, as follows:

- Management Accounts prepared to end of December 2019 (period 5).
- Slight change to overall projection, owing to a small increase in insurance costs; otherwise the projections are on target.
- Some of the risks were discussed including the International Summer School – current year's figures looking very good. Income figure on page 41 is £565K, compared to projection at year of £580K; pay award – outcome awaited from national negotiations.
- In response to a question from Governors regarding the current ratio, Elaine French explained that she would be concerned if the ratio was less than 1.2, as this would affect the financial score. The current ratio at the moment is projected to be 1.22 at the year end.

### b) **ESFA's New IFMC (Integrated Financial Model for Colleges) including Finance Working Group Draft Confidential Minutes – 11<sup>th</sup> February 2020**

Elaine French introduced the latest version of the IFMC (version 6) via the meeting room television screen and she also referred to the draft minutes from the Finance Working Group (FWG) meeting and the papers e mailed to Governors prior to the meeting – summary report, budget and financial forecast and balance sheet for the budget and forecast.

The following points were recorded:

- Process in previous years involved drafting the budget for the following year, preparing the forecast based on the budget and entering the details in the Financial Plan and finalised by the end of July. The ESFA has brought the process forward with the intention that the new format will avoid duplication, include all the key financial returns in one document and allow the ESFA to identify any warning signs earlier in the year, based on more detailed cash flow submissions (now being 2 years' monthly cash flow forecasts).
- The new document version 1 was issued to Colleges in November and the final version was only issued in February – the majority of Colleges' Finance Directors (FDs) decided to wait for the final model to avoid having to duplicate work re-entering figures from scratch. The Association of Colleges (AoC) also advised FDs to wait for the final version before commencing inputting financial information.
- **BUDGET 2020/2021** – refer also to FWG draft minutes.
  - Predicted surplus £389K, which gives an EBITDA of £613K (page 10 of the papers); this equates to 60 points contribution towards the year's financial health.



- Key assumptions: assuming 1,810 student funding (allocation statement may be issued in the next week or so). Budgeted for funding increases next year, with a rate increase of 4.7% per student, rising by £188 per Student to £4,188 pa. together with some further funding promised in respect of higher value courses eg science & mathematics. The Finance Director has taken a prudent view on funding allocation as it's not yet been confirmed and she indicated to Governors that they were likely to see an improvement in the budgeted funding figures, once the allocation statement has been issued. Also assuming that the Teachers' Pension Scheme (TPS) additional funding will continue to be provided by the ESFA.

\* In response to a question from the Corporation and noting that this had been discussed at the recent FWG, the Finance Director confirmed that the pay award (once agreed nationally) would have an impact on next year's staffing costs and that a 2% budget has been included for the next two years respectively.

**Corporation agreed the draft budget for 2020/2021, noting that the final version would be brought back to Corporation for approval in the Summer time, via the FWG.**

- **FORECAST:** The summary report provides details of the difficulties and potential changes and various projections included in the 2 year forecast.
  - broadly the various lines of expenditure have been kept at the current level.
  - capital spend allocation is £200K
  - at the end of the report a reminder has been included regarding the ESFA's grade calculation and scoring parameters.
  - included the financial planning checklist which the Finance Director has taken into account when putting the figures together and which Governors need to take into account when reviewing the schedules too.
  - In response to a question from Corporation regarding the capital spend scope for next year and the year after, Elaine French advised that the College could increase this from £200K to up to £500K subject to the final funding allocation, but that this would reduce the College's financial health slightly, although it would remain good. It was also suggested that at the Strategic event in March, Governors could have a discussion about various capital spend options.
- **IFMC**
  - Parts of the latest version were shown to Governors on the television screen.
  - Elaine French gave assurance to Governors that the budget and forecasting figures as circulated to Governors prior to the meeting, had been incorporated into the IFMC.
  - The Finance Director reported that completing the new reporting tool had been difficult and that it was not yet complete. She gave assurances that it would be complete by the submission date 28/02/2020.
  - The Finance Director drew Governors' attention to some issues and adjustment such as the treatment of free college meals, the planned surplus for next year and the EBITDA.
  - The Finance Director will prepare a reconciliation to demonstrate to Governors indicating how the figures in the budget/forecast/balance schedules sent to Governors, reconcile with the figures in the IFMC, to provide assurance to Governors regarding the accuracy of the figures.

- The difficult Governors faced in approving the lengthy IFMC document was recorded. Governors sought clarity on what approvals the Corporation would be giving in light of the fact that there were still some areas of the IFMC to be completed/problems resolved. They approved the budget, financial forecast and balance sheet as provided in the papers e mailed to them before the meeting, also noting FWG draft minutes which supported the decision made.
- To gain further assurance that the figures in the papers had been incorporated accurately into the IFMC, it was agreed that the Finance Director should produce a reconciliation and summary return which will be verified by the Principal as the Chief Accounting Officer and then circulated to all Governors.

**ACTION: Elaine French:**

- **It was noted that before the deadline on Friday, the Finance Director would issue to all Governors the completed IFMC, summary with narrative and reconciliation, endorsed by the Principal as Chief Accounting Officer.**

- **ACTION: Elaine French:**

**While Governors were not able to approve the IFMC in its entirety, they were able to approve the budget, financial forecast and balance sheet as presented to them in separate papers.**

*Post meeting comment from Elaine French:*

*"With regards to putting in some narrative in the submission about governors having trouble approving it, I do not think this is sensible. This could raise some unnecessary eyebrows if it is misinterpreted. There is also nowhere to make this kind of comment. I agree there is no need to record this here. But can we insert a sentence regarding Elaine's feedback to ESFA about the IFMC process in this first year? See ELF's para below*

*What I will be doing is contacting the ESFA separately to highlight the issues we have had, both technically and procedurally as part of their feedback process. Going by the many many emails pinging around the forum the last few weeks, I suspect they will have their work cut out for them."*

- Bearing in mind that there are very likely to be some errors in the IFMC submitted, the Corporation asked that once the errors have been corrected and the figures revised, it would be useful to be able to re-submit this later in the year, post the deadline and the Finance Director agreed to bring this back to Corporation. However it was noted that any errors in the template wouldn't be corrected until next year's submission, although the errors could be recorded for Governors' information (refer to reconciliation to be circulated after the meeting with the final IFMC). It was recorded that the College would only be able to resubmit the IFMC if the figures changed significantly i.e. if it would put the College in a different financial health grade. **ACTION: Elaine French**
- The IFMC has to be submitted by 28<sup>th</sup> February deadline to the ESFA, but it was agreed that this could be done on the basis recorded above, including detailing errors and Corporation approval as recorded in the minutes.
- The Finance Director stated that within the IFMC summary guidance document, reference was made to issues Boards may face in approve the documentation.
- Governors were reminded that a final budget for next year would be brought to Corporation via the FWG in the Summer term.

### **c) Property Matters Update Report**

#### **Appeal**

The Corporation was informed that the College's appeal regarding the land development had been dismissed by the Planning Inspectorate which was very disappointing. It was confirmed that this was the end of the process as the College would not be prepared to move to the Court stage.

#### **STEM building:**

- Planning approval for retaining the temporary accommodation for another 5 years, has been approved.
- Stem building – the laboratories have been fitted and a camera has been erected to enable a time lapse video to be prepared of the internal works.
- The completion date of 18<sup>th</sup> March remains unchanged and the opening ceremony has been scheduled for 24<sup>th</sup> April with Professor Robert Winston opening the new building. Governors have been sent “save the date” cards and the timing for the day will be from **12.30 p.m. Lunch, followed by a 1 p.m. lecture and the opening ceremony**. The timing has been agreed taking into account Professor Winston's schedule.

**d) FE Commissioner's Letter** - noted and for Governors' information.

### **11. Policies and Other Documents**

The Principal introduced this item and reported on the following:

**a) Annual Report from Principal on changes to Policies/New Policies processed via SLT**

The contents of the Report were noted by the Corporation.

**b) Public Interest Disclosure (Whistleblowing)** – approved.

**c) Quality Assurance and Improvements** – approved.

**d) Corporation Appeals Policy for Staff** – following a query from Corporation, Louise Pennington confirmed that the wording on page 79 of the papers regarding “dismissal” had been amended “procedure relates to appeals to Corporation only”. approved.

**e) Excerpts from Corporation documentation – refer S & G Committee minutes**

**i) Standing orders** – approved.

**ii) Structure Procedures** – approved.

## 12. Search and Governance

Janice Robinson introduced the items considered at the Search and Governance Committee and the following reports were noted or approved as appropriate, with reference being made to the draft Committee minutes.

- a) **Draft Minutes of Meeting held on 11<sup>th</sup> February 2020 – confidential** – noted and recommendations therein approved.
- b) **FWG – proposal to increase numbers of meetings per annum and revise Terms of Reference – refer minutes** – agreed.

## 13. Date of Next Meeting

**Wednesday 25<sup>th</sup> March 2020 at 5.30 p.m.** (for strategic discussions about the future development of the College, followed by supper)

**14. Any Other Business** – in response to a question from Governors regarding the Council’s Residents’ Parking consultation and the possible impact on parking availability, impact on Student applications etc, it was agreed that the issue could be discussed at the Strategy event.

## 15. Part II Confidential business

The confidential minutes as detailed below were noted and approved by the Corporation and the Chair authorised to sign them.

- a) **Minutes 4<sup>th</sup> December 2020** – approved.
- b) **Matters Arising**

## 16. Enclosures – noted

- a) **Meeting dates for Spring and Summer Terms 2020**

Chair.....

Date.....

Louise Pennington 26/02/20