

## Item 4

### MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 6<sup>th</sup> OCTOBER 2021 AT 6.00 P.M. MEETING 21/01

#### HELD IN THE MAIN HALL, VARNDEAN COLLEGE

Present: Cintha Archer, Jill Arnold, Belinda Dutch, Jane Farrell, Donna-Marie Janson, Simon Lindfield, Jack Pattison, Robyn Read, Janice Robinson, Katharine Travis, Alan Walker, Brendan Ward, Aldona Wheeler, John Williams

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

Apologies: Ayas Fallon-Khan, Paul Herridge, Simon Waters

Welcomes: John Williams – new Governor and James Gordon (Deputy Principal)

In the Chair: Janice Robinson

Governors confirmed that the Meeting would be recorded for the purpose of the minutes, after which the recording would be deleted.

#### 1. Welcomes and Apologies for Absence

The meeting was quorate.

Apologies – as recorded above. It was noted that this would have been Simon Waters' last meeting as a Governor (Teaching Staff) and thanks were recorded to Simon for his support over the last 4 years.

Welcomes: John Williams (external Governor) and James Gordon (Deputy Principal)

#### 2. Membership Matters

John Williams – new Governor – Corporation to approve his appointment to join the Finance Committee (previously Finance Working Group) with immediate effect.

Brendan Ward – Corporation to approve his appointment to join the Search and Governance Committee with immediate effect.

#### 3. Declaration of Interests:

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 14<sup>th</sup> July 2021 – Part 1 (Non-Confidential)

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

**Confidential minutes part II** circulated to all governors were approved – refer item 14 below.

## **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.

It was noted that the Internal Audit Plan had been included with this item, to highlight the various GDPR related actions which would now be progressed following the appointment last term of the new Internal Auditors. Elaine French confirmed to Governors, the timings for the planned internal audit visits over the year which fell mainly in the Autumn and Spring Terms, with one visit in the Summer Term 2022.

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

Following questions from Governors, Louise Pennington agreed to check that the architects' images for the proposed quad works/bid application, had been circulated to all Governors.

**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**

Janice Robinson presented her report and referred Governors to her written update. The following additional points were recorded:

- **Update on Local Skills Improvement Plan involved Sussex Colleges (Green Economy etc)**

Governors were reminded that the College had been working with other Sussex Colleges and the Chamber of Commerce and that together the consortium had submitted a bid seeking funds to develop the local skills improvement Plan, which has now been approved. The consortium is working with local employers to identify skills needed within the 6 sectors detailed. Furthermore, funding has been secured for 5 projects relating to green technology and in particular the local SFCs have been awarded £200K to provide a carbon literacy course/qualification, which Varndean College, along with the other local College, has piloted.

- **Use of One to One Report on Governance at Varndean College**

The Chair thanked Governors for participating in the annual One to One Report, the results from which had been shared earlier in the year with all Governors. It was also noted that some of the feedback would be incorporated into the Governance Self-Assessment Report (to be reviewed and approved later this term, via S & G Committee) and that other suggestions for improvements, would be taken forward by the Chair with the Principal

- **FE Workforce Intelligence – Collection of Governor Data for Department for Education**

The Chair explained that for the first time, the Department for Education were including online data in respect of Governors, within their annual Workforce survey which has to be completed by all Colleges. The data for Governors is not compulsory for this year, but Colleges are encouraged to participate if possible; this will be mandatory for next year. The intention is that this information will support policy development would be issued and that Governor data collected would enable a snapshot of Board composition in the FE sector to the Department for Education and used to feedback data to the sector. The data collected is statistical (size of Board, Governor categories and numbers, gender, ethnicity and age range, time served and Board vacancies), so it's thought that there are no data protection implications.

The Corporation agreed that this information should be provided this year, if available.

**ACTION: Louise Pennington**

## **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 points were highlighted and additional points and questions were also recorded:

### **a) FE Commissioner's Report and Action Plan**

- The FEC Report in respect of the Diagnostic Assessment carried out in June 2021, has been circulated to all Governors, together with an action plan prepared by the Principal, in response to the various recommendations made in the Report. Donna-Marie Janson confirmed that despite the College being very busy with Students' grade assessments during the Summer Term and other Covid impacts, the visit had been interesting with numerous positive aspects being identified by the Commissioner's Team, including the fact that governance was good, that Governors were seen to be enthusiastic and were able to show that they understood the College's strategic direction and were also aware of current topical issues such as inclusivity. However, the Team had identified that some reports to the Governing Body were insufficient and thereby not providing Governors with the necessary data/information to challenge Management. They welcomed the fact that a new Strategic Plan and format was in preparation and emphasised the need to incorporate measurable targets within the Plan. The FEC Team also looked on the Leadership team in a positive light and focused upon the excellence of performance provided by Staff. The Team acknowledged and welcomed the ambitions of the College to focus on achieving Grade 1 at Ofsted and also the commitment to reducing Staff costs. There were 2 inspectors included in the Team visiting the College who focused upon the curriculum quality and they were satisfied with this part of the assessment. Regarding the financial aspects, the FEC Team highlighted the need to reduce staff costs as percentage of income, which is a recognised issue for all SFCs. At this point Elaine French confirmed that as indicated previously, if the College does not maintain a tight control on its finances this year, there was the possibility that the College's financial health could slip back into requires improvement. The Team also suggested that the College should ensure that all key risks have been included in the current Risk Register.

- The Team will return on 29<sup>th</sup> November 2021 for a face to face meeting and would expect to meet with 3 or 4 Governors (between 2.30 p.m. and 3.00 p.m.) – details to follow. **ACTION: Donna-Marie Janson**
- The content of the action plan (pages 47-49) prepared by SLT and which includes progress with all recommendations made, were noted.
- It was noted that the Chair and Principal had met recently with the proposed National Leader of Governance to take forward the governance review, Elton D’Souza, who is chair of a Suffolk academy trust. Discussions included academisation and it was stated that despite the fact that there were fewer Sixth Form Colleges within the FE sector, with a number converting to academies, the College did not currently have an interest in converting. The College will keep the possibility of conversion under regular review, should the circumstances be appropriate and be in the best interest of the College.
- In response to a question from Governors regarding matters of judgement and consequences where the College may decide to follow a different path, it was recorded that there was a greater flexibility as, despite having an FEC diagnostic assessment, the College was not in “full intervention”, being in “early intervention” which meant that some of the proposals were recommendations rather than requirements.
- The Corporation recognised that there was a limit on options to grow its Student numbers, owing to the limitation of the College’s existing premises, which could only be expanded with the support of ESFA bid funding.
- Governors noted that some of the recommendations, were actions already underway prior to the FEC visit e.g. curriculum costings’ exercise and other areas with which the College was already aware, but were not expected to be in place yet e.g. new good practice guide for Management Accounts (paper due to go to Finance Committee Autumn Term). Furthermore, the FEC report suggested that the College should incorporate KPIs (key performance indicators), within its new Strategic plan, which was already planned by the College. It was also agreed that the Finance Working Group should be renamed the Finance Committee.
- Another governing body recommendation suggested following the visit, was that the Corporation should search for an GFE professional to join the Governing Body, when there was a vacancy.
- In response to a question from Governors, the Principal confirmed that the FEC’s office had asked for additional information/reports before their visit on 29<sup>th</sup> November (to be provided by 14<sup>th</sup> November at the latest).
- Governors also queried the recommendation that the College should be targeting a reduction in the staffing ratio to 70%, whereas it’s recognised in the SFC sector that 75-78% is more realistic. However, the College will aim to work towards reducing its current ratio towards 70%, although this will present some challenges without there being an impact upon quality of provision.

#### **Other Questions from Governors:**

- Changes to the risk register recommended by the FEC report – this includes financial risks such as cash/cashflow position vulnerability etc, particularly in light of the fact that the College’s financial health may be classified as requires improvement again, at some point during the year. Elaine French explained a discussion she had had with the FEC Team during their first visit and the concern that although the College

had managed the Covid crisis carefully, despite significant issues including a significant loss of International Students' income, whether the College could cope financially with another significant scenario e.g. a different pandemic or disaster.

- Academisation – Governors were reminded that the College had considered this in the past, during the time of the Area Based Review (ABR) in 2017 and those Governors who were appointed since the ABR took place, would find it useful to be provided with some information on the pros and cons of academising and the reasons for the College's preference to remain as a SFC. The Principal agreed that this would be taken forward via the Strategic discussions. **ACTION: Principal**

#### **b) Strategic Plan and Consultations with Staff/Governors and other Strategic Plan updates incl. Sustainability/Climate Road Map progress**

Governors were reminded that the existing Strategic Plan was due to end in January 2022 and that the Governors' mid-term seminar in November (**TUESDAY 23<sup>RD</sup>, NOVEMBER, 5 P.M. – 8 P.M.**), would be used to discuss the new draft Strategic Plan and action plan. Following a question from Governors, it was noted that IB would be included in the discussion, particularly with regard to marketing the qualification. Governors were encouraged to attend the event and to put the date in their diaries.

#### **ACTION: Governors**

There will be a whole staff strategic plan discussion day on 20<sup>th</sup> October (delayed owing to Covid and the inability to have all Staff in one room etc); recommendations from this will be feedback to the Governance discussions at the mid-term seminar; James Kewin, SFCA, will be joining the strategic discussions with Staff. The strategic plan progress, including measurable targets/KPIs, will be reported to the FEC team during its visit on 29<sup>th</sup> November.

#### **c) Staffing Update**

It was noted that the Annual HR/Staffing Report would be presented to Governors at the next meeting. Reference was made to the front sheet details and the following points were highlighted:

- Increase 0.8 FTE, reflecting an increase in Student numbers by 75, including International Student numbers. Current Student enrolments total approximately 2,000 Students.
- The College is close to full capacity and is particularly tight, taking into account the desire from International Students to study the IB.
- Class sizes have increased this year.
- Staff costs are currently projected to be 75.64 of income for 2021/2022 per approved budget (3% better than 2020/2021).
- Student retention is fairly stable, although a few Students have left College, although the numbers broadly follow the previous years' numbers. Retention will continue to be monitored closely, particularly in light of the impact of Covid – also refer item below (Curriculum and Standards' section of the agenda).
- Tuition funding grant has been renewed for this year which the College intends to use to employ learning coaches for 1 to 1 support for Students, which was very successfully managed last year (£86K).

#### **d) Arrangements for Covid Management, including actions on outbreaks and implications for Risk Management**

The Principal referred Governors to the contents of her report and highlighted the following points:

- All teaching is now carried out on site/face to face, with only remote teaching taking place, if Staff have to isolate/have Covid etc. Some Students also receive remote teaching, where they have had to isolate too.
- Although it's recommended that masks are worn on site, as it's no longer mandatory, few Students are wearing masks, but Staff continue to lead on this and the majority wear masks on site.
- Classrooms and corridors continue to be well-ventilated and hand sanitisers are made available, but there is no social distances or track and trace (apart from where it's needed to identify groups of Students exposed to Covid when there is an outbreak). An outbreak is classified as 10% of students or group of 5 in 1 class have Covid. If outbreaks progress and become more common, the College may revert to mandatory mask wearing and the possibility of returning to online lessons.
- Covid cases – 31 in total this term with 21 reported in the last 10 days.
- So far a couple of Staff have had to isolate/tested positive and their lessons have had to move online – where the Staff remain well enough to teach.

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

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

##### **Jack Pattison**

- **Freshers:** The Freshers 'event was held last week and was successful in many ways, as it gave students a chance to sign up to clubs and societies and to get more involved in college life. The SU on Wednesday offered help on how to set up a Totem student card, and we are hoping that more people will get involved over the coming months. There was a welfare fair on Thursday which I thought was really useful. It gave us advice and information on lots of topics that people of our age group may find useful. The SU also ran an Enrichment Fair on Friday which had games and other activities.
- **What it's like to be back:** Overall, it's thought that students seem to be settling into a completely in-person college. I personally am really enjoying not having to spend much of my lesson time online, I hope that it is much easier for the year 1s to start to form friendship groups, as I know this was particularly difficult last year with COVID restrictions.
- **Careers support:** At the moment, year 2 students who would like to go to university following college, are going to weekly tutorial sessions that give advice and deadlines to help with UCAS applications. These sessions are mostly independent work with some tutor input at the beginning which allows students to get on with their personal statements and anything else they need to complete in the remainder of the 45 minutes. I am personally finding this time really useful as it allows me to see what I need to be doing in order to stay on top of my UCAS forms.

## **Robyn Read**

**Tutorial:** Robyn Read is part of the direct employment tutor group scheme, having made the decision to join this over the Summer, with third group session due on Friday. Prior to that, she had been focusing upon university options. Students have been introduced to eClips and Unifrog, which is particularly helpful as this supports both University and Employment paths for students and regarding the latter, it's possible to research different career sectors and opportunities. At the last employment session, Students were informed about apprenticeship opportunities such as higher education and school leavers' programmes. The employment tutorials have made the various future options seem less daunting. Robyn's tutor is part of the careers department and is able to offer expert advice on various topics and although it's the tutors first year in this role, it has made the careers team more approachable as they have integrated with Students more via the tutoring.

**Open Day:** Really positive experience for those involved and it was especially enjoyable being able to interact with others, face to face. She reported that the most common subjects prospective Students/Parents asked about was criminology, STEM subjects, IB and sports but she had had lots of general conversations with people about the College too. She suggested that next time it would be useful to make the SU shirts more prominent with more visible logo and also badges.

**Social Media:** As Freshers has been the main focus during this half term, there has been limited social media progress. However, the SU's main plan will be to continue to promote the social media page with the aim of making it the main platform for SU information; this was promoted to all Groups during the new Student induction day. The number of online followers has increased, although the SU is unsure whether this is in respect of the new Year 1 Students. The SU Social Media Officer (Maddie) is working with the new Director of Student Engagement to encourage more Students to follow the SU site. During Freshers' week the SU also encouraged new Students to follow the three main Instagram pages and gave away various gifts – sweets/stationary etc.

**Covid:** The recommendation to wear masks is not being followed by the majority of Students. However, most Student in class prefer to have more space than normal between Students and some Students don't carry masks anymore. Students are prepared to be compliant if Staff are uncomfortable with the lack of mask wearing. The exception is in Psychology Department where Students are asked to wear masks.

## **9) Curriculum and Standards**

### **a) Student Performance Data Dashboard including Value Added and Examination Results**

The contents of the paper presented by the Principal were noted by Governors and the following points were recorded:

- The current data dashboard may be revised, when the strategic planning process has been completed and the KPIs agreed.
- A Levels – rates broadly in line with last year's results via the TAG process (Teacher Assessment Grades).
- BTEC – despite the well-published issues regarding grades during the pandemic, more Students have achieved D star and merit, but there are no national benchmarks available at present. There are also 2 different BTEC qualifications and this will have to be taken into account when finalising the KPIs and using benchmarks.

- IB continues to have very good results.
- GCSE results reported for the first time this year. For Mathematics and English, the College's results are well above the national benchmark and particularly so for English.
- A Level - Value Added has been graded 1 (note grades 1-3 are classified as outstanding), placing the College in the top 1% of providers in the Country. Furthermore, 71% of courses are outstanding for value added and very few subjects are underperforming (less than 1%).
- BTEC – Value Added is average (graded 5) against national benchmarks, with increased number of BTEC entries. SAR next meeting will explain more.
- Detailed analysis will be included in the annual College Self-Assessment Report (SAR), which Governors will see later in the year.
- Summer Examinations and TAGs will continue, based on assessments made throughout the year – clarification regarding the details are awaited from the DfE.
- In response to a question from Governors, the Principal confirmed that this positive information regarding the College's performance was being used for marketing purposes, including in the Secondary School visits in presentations to Year 11s.

#### **b) Student Enrolment and Class Sizes**

James Gordon presented his paper to Corporation and the contents were noted. The following points were recorded:

- Student enrolment process has worked well this year and classes sizes overall have improved, since the reduction in numbers necessary last year during the worst of the pandemic. However, class sizes for second years have had to carry forward with the average being 16.4 (compared to 17.75 in the previous year; the latter has been maintained despite the loss of some Students not proceeding into their second year. Some additional year 2 courses have also been added and the overall delivery is more efficient.
- Year 1 has seen an increase in recruitment, with growth in both Level 3 A Levels and BTEC qualifications, whilst Level 2 numbers have stayed fairly low, when compared to pre-pandemic times. The average year 1 set size is 19.5. It's expected that the Year 1 increase in numbers, will continue into Year 2.
- The IB is seen to have a negative influence on the class size average and SLT will focus on finding ways to improve this and to broadly make the IB curriculum model more efficient, despite being recognised as a specialist provision at the College. Mandarin has been added to the IB suite of subjects this year which has also been offered to a wider cohort too.
- Tutorials – the increase in provision for year 1 tutorials (Level 3s) – with 2 sessions per week, compared to 1 in the past. Class sizes have also increased, which has meant more time for the Tutors to carry out 1 to 1 sessions (approximately 23 Students per class). There are also plans to keep Year 2 tutorials smaller and with 1 lesson slot per week, with a focus on progression as the main topic.
- Curriculum trends – there has been a growth in vocational subjects, but the biggest growth area of 9% has been in biology, chemistry and maths, which is likely to have been influenced by the College's new STEM centre attracting more students. Engineering has also been shown to be an increasingly popular course, together with applied psychology and criminology.

- SLT will be looking into some of the creative subjects, where there are lower set sizes.
- Broadly the improvement in set sizes, will help focus on the College's focus upon improving the staff pay ratio.
- GCSE – Governors queried why the numbers were reducing and the Deputy Principal explained that the TAG (Teacher Assessment Grade) process had had an impact upon this, noting that Schools had gone through a similar TAG process for GCSEs, as SFCs were for Level 3s and BTECs. More Students were achieving Grade 4 at GCSE and above owing to the TAG system in schools. Hence, the Students have progressed from Schools to the College, but are studying at Level 3, rather than Level 2, although some are requiring more support.
- There are 79 International Students this year (compared to last year's reduced numbers totalling 43, owing to the pandemic). Of the 79 the majority are first year Students, with only 6 or 7 being Year 2s. The College is aiming for 140/150 International Students next year, comprising the roll-over of the 70+ current Year 1 Students, plus a further healthy intake into Year 1 next year. International Student income is around £550k. Cash flow has improved this year following the increase in International Student numbers, the majority of whom are from Europe (including Italy, Switzerland) enrolling mainly on 2 year courses, plus a few from Brazil, whilst the Asian market has been decimated owing to Covid. At this point, congratulations were recorded to the International Department for their success in sourcing new markets.

## **10. Finance Matters**

Elaine French presented the various papers to the Corporation and the following points were recorded:

### **a) Financial Updates and Management Accounts**

Elaine French presented the various finance documents to Governors and highlighted the key aspects of the management accounts. The following points were recorded:

- Good Practice Management Accounts – Governors were informed that the new good practice guide issued to Colleges, would be considered by the Finance Committee when it next meets in November and that the ESFA were asking Colleges to adopt these.
- The latest figures are based on the draft final accounts for the year to 31<sup>st</sup> July 2021 and that the external audit work was underway.
- The year end figures are broadly as predicted 6 months ago, noting that the original budget had been set in June 2020; the bottom line is slightly below that targeted in the budget. As expected in the Summer Term, there were various changes in the budget.
- EDITDA (Earnings before Interest, Taxation, Depreciation and Amortisation), doesn't include the pension accounting adjustments, giving a £490K surplus (in May 2021 this was predicted to be £550K, but has slightly worsened owing to the impact of the ongoing pandemic).
- 2019/2020 year end – financial health was 130 point and this year 2020/2021 the financial health has improved, with 150 point.

- As usual the final draft Annual Report and Financial Statements will be presented to the December 2021 Corporation meeting, via Finance and Audit Committees.
- Staffing ratio: currently this is 78% which is thought to be quite good for a SFC bearing in mind the pressure on staffing, whilst income reduced by approximately £280K (mainly owing to the lost International Student income, although this budget has managed to achieve a breakeven position, despite this). This compares with 76.9% (2020) and 76.3% (2019). The staffing ratio is predicted to reduce this year to approximately 75%, assisted by a predicted increase in income (and restoration of the International Student income), together with an increase in class sizes.
- Focus on restoring cash reserves over the next few years, to recover from the impact of the pandemic.
- An additional member of the HR team has been employed to particularly focus on tracking pay roll and costs and also to provide the analysis necessary to produce the curriculum tracking model (reported upon earlier) and also to analyse adult education. At this point, Governors discussed Staff costs and agreed that it was essential to understand the impact of the various metrics (income, expenditure, student numbers, courses/class sizes, staff numbers etc) and the Principal confirmed that the curriculum costings' analysis was being progressed and the report would be presented to Governors once it has been finalised.
- Staffing ratio – 70% is the FEC target ratio for all Colleges including SFCs, although this is not seen as a high target for SFCs and the SFCA suggests that a target of between 75% and 77% was more realistic and in line with the sector average.
- A contingency budget of £150K has been included for next year.
- Governors suggested that it would be helpful if the new Strategic Plan included proposals on how the target Staffing ratio, would be achieved.

## b) Property Update

The following update was provided by Elaine French:

- Accommodation Masterplan draft is progressing; as mentioned previously, the aim is to ensure that the College is “bid ready” for any major projects, to ensure that funding opportunities are not missed. The plan will be brought to Governors to consider as soon as it has been drafted. In response to a question from Governors regarding the architect’s fee for assisting the College with the Plan (including an analysis of the current site, state of buildings etc), Elaine French confirmed that this was £9K and that the tender process was followed in line with the College’s financial regulations.
- Regarding the bid submission made in July 2021 for the 2 classroom extension in one of the quads, the College is still waiting to hear whether it has been successful (due in Autumn Term 2021). In response to a query from Governors, it was confirmed that the project plans had reached RIBA stage 2 and Elaine French confirmed that she had also responded to Alan Walker’s e mailed questions post Accommodation Working Group June 2021 meeting and agreed to re-send these to him. **ACTION: Elaine French**
- Summer works – there were few works this year owing to the pressure on the College’s budget, but a few urgent works were completed, e.g. replacing flooring in some areas, furniture requirements and refurbishing the Staff room and disabled toilets in the main building (owing to the impact on Covid and various delivery and staffing issues, the latter won’t be completed until half term).

- In response to questions and suggestions from the Corporation, regarding the need to focus on urgent issues such as replacing the onsite Huts, Elaine French confirmed that the intention within the Masterplan would be to include small, medium and large projects, together with priority rankings per proposal.
- c) **ESFA Funding Agreement – significant changes only** – The front sheet document which summarised the significant changes to the Funding Agreement, circulated after the meeting papers had been distributed, but prior to the meeting, were noted by the Corporation. Elaine French confirmed that the final paragraph listed had already been completed as part of this year’s financial audit and that the other 2 requirements, would be actioned later this term. **ACTION: Elaine French**

**11. Policies and Other Documents – Corporation approved the policies.**

- a) **Health and Safety Policy** – only minor changes have been made which were summarised in the front sheet. The full Policy was available on request to all Governors and was also on the website.
- b) **Health and Safety Annual Report** - noted.
- c) **Child Protection and Safeguarding Policies** – Governors noted the explanation provided in the front sheet to the Policies and that the changes were to bring the wording into line with the latest KCSiE 2021 (Keeping Children Safe in Education) requirements, particularly noting the new section which set out the procedures on dealing with abuse allegations, developed by Brighton and Hove Children Board, to ensure consistency of process.
- d) **Admissions Policy 19+** - Governors endorsed the proposals set out in the addendum to the policy, the latter of which was unchanged, noting that the addendum set out the proviso for up to 5% of Students to effectively repeat their year 2, should they be impacted by Covid etc.

**9. Date of Next Meeting - Wednesday 8<sup>th</sup> December 2021 at 6.00 p.m.** – venue to be agreed and whether the Meeting should be held remotely or on site.

**10. Any Other Business** – None.

**11. Part II Confidential business**

a) **Part II Minutes from Corporation Meeting held on 14<sup>th</sup> July 2021**

Approved.

b) **Matters Arising** – None.

At this point it was resolved that the Staff and Student Governors, SLT members and the Clerk should leave the meeting at this point, owing to the confidential nature of the business. Refer separate confidential minute.

**c) Report and Recommendations from the SPH Remuneration Committee Meeting held earlier in the evening at 4.45 p.m. and approve the following SPH Policies (changes as tracked in the documents)**

- SPH Remuneration Policy
- SPH Performance Review Scheme
- SPH Disciplinary Policy/Procedures
- SPH Grievance Policy/Procedures

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

Chair.....

Date.....

Louise Pennington 6/10/21