

## MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 29th MARCH 2023 AT 6.00 P.M. MEETING 22/03

### IN ROOM 5, VARNDEAN COLLEGE

Present: Jill Arnold, Jodie Braham, Danyalle Brinsmead, Thomas Dyer, Ayas Fallon-Khan, Jane Farrell, Paul Herridge, Donna-Marie Janson, Simon Lindfield, Martha Rayner, Alan Walker, Brendan Ward, Aldona Wheeler, John Williams,

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

Apologies: Katharine Travis, Jason Wye and Louise Pennington

In the Chair: Jill Arnold

#### 1. Welcomes and Apologies for Absence

The meeting was quorate

Welcomes: Jodie Braham, and Danyalle Brinsmead - new Parent Governors

Apologies – as recorded above

#### 2. Membership Matters

##### Governor Appointments/Reappointments/Resignations/Retirements

- a) **Appointments:** The Corporation was informed of the outcome of the recent Parent Governor election process and resolved to appoint Jodie Braham and Danyalle Brinsmead as the new Parent Governors with immediate effect until 31st December 2024.
- b) **Resignations:** The Chair informed Governors that owing to personal circumstances, Christine Lewis had submitted her resignation with immediate effect and the Corporation recorded their thanks to her and sent their very best wishes.
- c) **Governor Vacancy:** - as above - it was noted that this would be considered at the next S & G Committee. **ACTION: S & G Committee**
- d) **Student Governor Elections:** It was noted that the election process was underway and the outcome was expected towards the end of March. Thanks were recorded to Martha Rayner and Thomas Dyer for their excellent work and support as Student Governors, noting that this was their last Governing Body Meeting.

*Post meeting minute: Cizzie McGuinness and Aisha Al-najjar were elected as the new Student Governors and will be formally appointed at the next Corporation meeting for a 1 year term of office, until their successors are elected.*

#### 3. Declarations of Interest

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

#### **4. Minutes of the Corporation held on 7th December 2022– Part 1 (Non-Confidential)**

The minutes of the meeting were approved by the Corporation and the Chair was authorised to sign these, noting the point raised as recorded below. **ACTION: Louise Pennington**

#### **5. Matters Arising and Action Points – Progress Report and High Level Risks’ Schedule 2022/2023**

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

- Sponsorship opportunities - deferred owing to ONS reclassification and awaiting final guidelines. The new policy is likely to be updated by March 2024. **ACTION: Elaine French** In response to a question from Governors, the Principal reported that there were no other actions delayed by the College owing to the change in classification.
- C & S staff appraisal action - has been actioned since the last meeting: James Gordon reported that he had attended an annual meeting with other local Colleges to review staff appraisals with the aim of standardising the process carried out. He confirmed that he has also joined the ETF programme to review staff appraisal frameworks to ensure that there are standardised measures in place for all to follow. Regarding a follow up question from Governors regarding benchmarking, it was confirmed that the action taken related to standardising the process amongst Colleges rather than sharing data for benchmarking purposes.
- Admissions Policy - not due until the Summer Term but noting that the existing two policies will be merged (16-18 and 19+).
- Support Staff pay - 5% pay rise has been implemented.
- Student Governors to meet with Heads of Schools: discussions have been held with SLT and Student Governors and investigating ways to take this forward. LJY going to SU meetings re consulting with staff re timetabling etc to ensure Students are involved in decision making so SLT will ensure that any discussions/decision making will continue to involve SU as necessary
- Meeting to discuss the SAR and QIP - John Williams (link Governor) and SLT (James Gordon and Lisa Watkins-Stevens) have met recently and considered introducing graphical information together with KPIs which is being progressed. A follow up meeting will be held early in the Autumn Term.
- Martha Rayner joined the meeting at this point.
- Audit Report and Financial Statements - action done.
- Audit papers - to review in respect of Autumn Term 2023 meeting papers pack
- internal audit governance survey - done.
- Data Protection and Data Retention policy - former done and latter in progress.

It was noted that the schedule would be updated to reflect any changes detailed above.

**ACTION: Louise Pennington.**

**HIGH LEVEL RISKS 2022/2023**– the Corporation noted the risks for 2022/2023 and agreed to bear these in mind with reference to the Meeting's business.

## **6. Chair's Report**

- The contents of the Chair's report were noted by the Corporation and the following points were recorded:
- The Chair has attended a number of national and local meetings, some of which were online and have proved to be useful. Jill Arnold provided feedback on both the national and local meetings:
- local meetings - BHASVIC inspection feedback, noting Ofsted's emphasis upon the Skills Agenda; BHASVIC retained its outstanding status.
- AoC meeting - focus on lobbying the Government Department/Ministers for the benefit of FE Colleges; new Code of governance and consultation, details of which will be reported to the next S & G Committee; financial matters - impact upon Colleges especially in respect of funding issues and unfunded Staff pay increases - AoC have predicted that 25% of Colleges likely to have "inadequate" financial status next year with this increasing to 33% of FE Colleges in the following year.
- T level qualifications have also been a significant topic of conversation, with mixed views declared within the FE sector.
- Brighton and Hove schools' meeting - discussions about demographics, noting the impact from reducing numbers over the next few years which will impact upon Primary Schools in the first instance.
- One of Varndean College's Students was selected as a case studies for the Brighton and Hove SEND inspection and the outcome was positive.
- Kings School is opening a sixth form in September.

## **7. Principal's Report**

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

### **a) Skills Act Duty - Board Curriculum Review and Accountability Statement**

The Principal reported on the new requirements for FE Colleges, including SFCs to comply with the new Skills Act and also referenced the Governor's question made earlier under matters arising relating to the accountability agreement. As a standalone SFC and not an academy, Varndean is required to comply and ensure all learners are prepared for the world of work and that the College is liaising with local employers and taking into account the LSIP (local Skills improvement plan). The College has to provide an accountability statement to reflect how the College is meeting the requirements and this new requirement has also been incorporated into the funding agreement with which Colleges also have to comply. Future Ofsted Inspections will also include a review of compliance with Skills Duty.

The Corporation was reminded that Varndean College was one of the Colleges working with other local Colleges on progressing the work required to meet the new Skills Agenda

including participating in the development of the Sussex LSIP (Local Skills Improvement Plan), taking into account the various local Colleges' current curriculum provision. The Principal has attended various workshops connected to this and is also the LSIP Board representative for all FE providers in Sussex.

It was also noted some Colleges had participated in a pilot for preparing the required accountability statement. The deadline for all Colleges to have submitted their accountability statement was set at 31st May 2023 but as the final LSIPs, on which the accountability statements are based, weren't due to be issued until 31st May, the deadline has been extended to 31st July 2023. The statement is required to be approved by the Governing Body. **ACTION: Principal**

In response to a question from Governors regarding qualification sponsorships, the Principal agreed to investigate this further via the Local Enterprise Board (LEP), which already provides staff training in relation to the new Skills Act requirements. **ACTION: Principal** At this point Lisa Watkin-Stevens reported on the Parents' Progression/Higher Education (HE) evening in March which included information about all aspects of HE including degree apprenticeships, together with Student finance and other associated matters. Danyalle Brinsmead raised the subject of social mobility and her experiences as a Governor at an East London academy. She explained the changing attitude towards degrees and in particular the increasing interest within the Corporate sector of finance and business related apprenticeships. The Principal informed Governors that there had been an improvement in apprenticeships offered by local employers too but also noted that the risk of employing Students prior to the end of their College courses was increasing and the College would always encourage Students to finish their qualifications first; the risk of Student/apprentices being let go by an employer who may have recruited several Student apprenticeships was also a potential risk.

In response to a question from Governors regarding Ofsted's inspection grades relating to College's new Skills Duty, it was confirmed that there were 3 grades - strong, reasonable and limited and that to date, most SFCs had been graded "reasonable" to date, reflecting the initial progress associated with this new Duty; this grade does not impact the overall Ofsted grade.

#### **b) Staff Pay Negotiations' Update**

The Corporation was reminded that a 5% in year pay award for Teaching Staff had been agreed in the interim between the NEU (National Education Union) and the SFCA and that the Support Staff pay award had already been agreed and implemented. Regardless of the interim agreement for Teaching Staff, Teachers in the NEU will be striking with 5 days of strike action during this term before this year's final exams. It was noted that this will affect SFCs differently, depending upon the number of Teaching Staff who are Union members. Despite issues raised with Ofqual and particularly the impact upon Students, pre-exams, Ofqual have advised that there will be no mitigation in light of the strikes.

As there is no additional funding from the ESFA for Staff pay awards, Colleges are expected to cater for the increase in pay from existing funds, which will have a significant impact upon Colleges' finances.

#### **c) ONS Reclassification**

The Principal summarised the reclassification of FE Colleges from the private to the public sector and the impact upon Colleges. As Varndean College currently has no bank loan arrangements, there will be no impact on the College, regarding the reclassification rules. On a positive note, the College will see an improvement in the monthly funding payments towards a more consistent approach, whereas to date, Colleges have also received a lower funding allocation in February/March which historically provided difficulties. The College has also received confirmation of some additional capital funding totalling approximately £300k. Once the new ONS reclassification guidelines have been issued, a further update will be given to Governors. **ACTION: SLT**

#### **d) Ofsted Preparation**

The College is in the process of carrying out some preparatory work for the imminent Ofsted inspection, which is likely to be notified in the new academic year.

#### **e) Outcome of Planning Meeting**

The Principal and Vice-Principal (Finance) updated the Governing Body on progress with the planning application as reported previously. In summary, based on indications provided by the planning officer to the College's Planning consultant, it was thought that the College's application would be considered at the 5th April 2023 Planning Meeting, but when the agenda for that meeting was issued yesterday, Varndean College's application wasn't listed. The next Planning Committee meeting won't be until June 2023 as there won't be a May meeting owing to the Local Council elections. Regarding the latter, it was recognised that the membership of the Planning Committee may well change following the election outcome, although the Planning Officer will remain the same. Should the Planning Consultant be able to persuade the Planning Office to add the College's application to the April meeting agenda, Governors will be informed by an e mail from the Principal. The Governing Body was reminded of the objections raised by some of the neighbours to the College's planning proposal, mainly owing to the height of the new building - which is no higher than the existing College permanent buildings.

#### **f) Update on CEFFS Progress**

The Principal reported on the support provided by the FE Deputy Commission and team and that there had been lots of positive engagement, with the support from the Team being very welcome, focusing on the College's financial situational and noting the useful meeting held last week regarding high needs funding where some income streams have not been maximised and the Team's support in this area should prove very helpful.

The Corporation was also informed that the FE Deputy Commissioner had also attended the recent annual Strategic Conference with SLT and the Funding agency regional director, plus ESFA case manager and heard about the College's recent challenges particularly with regard to the sector financial issues. SLT provided a College tour to highlight the College's site and necessary improvements in the estates etc

#### **Other Matters:**

- **Curriculum reform**, noting campaign with SFCA to allow for the continuation of applied general qualifications (BTECs); the Government had initially confirmed commitment to retaining BTECs, but this is no longer the case, hence the new

campaign which includes a letter from the SFCA/Colleges to the Education Minister regarding the importance of retaining BTECs. Reference was also made to the recent visit from Louise Wright, the Deputy Director Apprenticeships, in charge of implementation of the post-16 curriculum changes and discussions have been held with her and the SFCs to explain the case for maintaining applied generals. Further meetings have been held with the SFC Principals and the FE Commissioner, including discussions on BTECs and also the new T Levels. The Governing Body recognised the difficulty for the College with the short timeframe for replacing BTECS, being about 18 months, if a solution to retain these is not reached.

Following a suggestion from the Chair, James Gordon agreed to include an update and rationale for the curriculum changes at the next Corporation meeting, within the C & S agenda item. **ACTION: James Gordon**

## 8. Student Governors' Report

Thomas Dyer and Martha Rayner gave the following update to Governors:

- SU elections - the existing SU Executive hosting the hustings and there was a good representation which generated a good level of interest from the Students and strong candidates for each of the posts. The results are expected to be declared on Friday, after which there will be a 2 week period to appoint the successful candidates to the various SU Executive posts.
- There will be a useful transition period where there will be the opportunity for the outgoing SU Executive and new SU Executive to collaborate, with a focus upon organising this year's Leavers' Event.
- One recommendation from the hustings process this year, would be to aim to use the Hall, if available, to provide sufficient space for all interested Students to attend, noting that this would be dependent upon availability of the Hall and timing of future Hustings.
- Citizens Assembly (part of Citizens UK Alliance) on transport (including bus service, rail fares and other issues raised by Students using the local public transport) in Brighton and Hove, was hosted by Martha Rayner, at Varndean College earlier today. The Student Governors will encourage the new SU Executive to continue the work in this area and also to liaise with BHASVIC Student Union Executive in order to work as a team going forward. The College's involvement in this initiative has been very productive from a Student Voice perspective.
- The Student Governors have discussed with the Principal a proposal to develop an action plan for further improvements with regard to Student Voice, including such subjects as social and study spaces and an increase in communications via more regular Student Bulletins/College e mails. At this point reference was also made to the useful work carried out by the Student Council too.

Thanks were recorded to the Student Governors for their report and service to the Governing Body over the last year.

## 9) Curriculum and Standards

The Deputy Principal (James Gordon) and Vice-Principal (Lisa Watkin-Stevens) updated Governors as follows, referring to the respective meeting papers:

## **a) Annual Equality Duty Report**

### **i) Executive Summary**

### **ii) Report**

The format of the report has been revised and a section on assessment has been included which highlights areas where the College is doing well. The College will re-assess the various areas and key objectives on an annual basis. The necessary management information systems have been developed to collate the data needed for this Report and to enable ongoing monitoring and comparison analysis year on year, to identify trends and also to enable earlier interventions where necessary.

Since the recent appointment of a new HR Director, the various HR functions have been looked at and EDI data collected, which will enable further work to be done on recruitment and analysis of applications, interviews, shortlisting etc.

Different ways of embedding EDI into the curriculum have also been considered by SLT. Incorporating EDI analysis into the SAR and QIP has also been reviewed and it's intended that there will be an individual EDI SAR and QIP included in the annual self-assessment cycle, which will link to the related strategic objective.

Further work is being taken forward relating to digital and website accessibility, accessing resources and policy review in this area and investigating further means of dealing with achievement gaps for some Students and ways to support Staff in assisting Students.

In response to a question from Governors, reference was made to page 7 of the paper regarding enrolments in respect of 16-18 and 19+ Students, noting the increase from 14-24% this year compared to last year for both age categories. In response SLT explained that the figures were accurate and agreed to check the details of this and report back at the next meeting. However, it was noted that the increase since Covid 19 on Student issues arising in respect of emotional mental health and wellbeing, have increased significantly.

#### **ACTION: SLT**

Secondly Governors referred to page 14 of the document and the reference to British Values and Lisa Watkin-Stevens confirmed that the College preferred to use Varndean values, but did use the term British Values too for compliance purposes and referenced the Prevent Agenda.

## **b) Gender Pay Analysis - to follow. ACTION: James Gordon/Lisa Watkin-Stevens**

## **c) Student Update and Curriculum KPIs - Nov/Feb**

### **i) Executive Summary**

### **ii) Curriculum KPIs**

Regarding KPIs as reported last year, James Gordon, explained the use of the census points throughout the year upon which SLT focuses, and using the key metrics applied across the curriculum in order to carry out the College's quality assurance requirements. In respect of the first area - funded learners - the slight drop in the conversion rates of funded learners pre-enrolled was highlighted and he summarised the reasons behind this and the

actions being implemented to manage this issue more quickly in the next enrolment cycle, particularly at the early stages from application through to enrolment and induction/start of lessons. At the census point in February 2023 - the College was down by 44 Students. Notwithstanding this, the College's retention rates during the year have improved compared to the previous year. At this point - the retention graphs were highlighted as evidence of the improvements this year and it was noted that several improvements within IAG (Information Advice and Guidance) areas had been applied more vigorously, with systems in place to ensure early intervention where needed, monitoring attendance and performance for each Student very closely. Attention was also drawn in the commentary to the national retention figures, which also reflected the College's improvements compared to the sector average.

Regarding attendance, the College was in line with the national picture, has found this area challenging post Covid and it was therefore not unsurprising that attendance is slightly lower than last year; the issues within Level 2 Student attendance were highlighted, noting the impact of declining GCSE results and also a lower attendance in respect of some Students studying vocational courses.

The Vice-Principal informed Governors that an attendance officer had been recruited in order to enable improved communication with both Students and Parents and to quickly resolve any Student attendance issues. Since this appointment attendance levels have slightly increased and the aim is to improve this further. System reporting has also been improved to assist Teachers to identify and support Students with lower than optimum attendance. The issues arising from anxiety and mental health post Covid were again highlighted and details regarding new wellbeing initiatives to improve Students' resilience were recorded. Furthermore, a fitness to study policy is being drafted for implementation at the start of the new academic year, focusing on managing Students' mental health, with the aim of encouraging parental involvement where needed.

It was noted that Fridays were the day of the week when attendance dropped in comparison to other days of the week and timetables are being reviewed for next year to ensure that Students have back to back lessons, without gaps where possible, to incentivise them to attend.

The Deputy Principal reported on Student progress explaining that data was captured from report cards and sent home to parents twice a year in November and February. Current grades are used to reflect a Student's current assessment per subject area together with a second grade reflecting a "working towards grade" - being the projection provided based on the Teacher's judgement for that subject; this is a new initiative implemented this year and adjustments will be made going forward, in discussions with SLT and Heads of School, to set the Teacher's judgement grade at the right level, particularly to avoid any potential grade inflation which could be misleading.

With regard to value added and ALPs grade indicators which James Gordon raised, he confirmed that the ALPs predicted grade for A level was projected to be ALPs 2, which is consistent with previous years, the vocational ALPs figure is indicating ALPs 5 grade, which will be an improvement compared to last year.



Thanks were recorded to the Deputy Principal and Vice Principal for their reports.

## **10.Finance**

The Vice-Principal (Resources) and Chair of Finance Committee (Simon Lindfield) introduced and presented the following items to the Corporation:

- Reference was made to the draft minutes from the meeting held on 16th March 2023, highlighting the key points including the “good” financial health projection for the current year. The financial health projections for 2023/2024 at this early stage are predicted to be lower than the current year - “requires improvement” which is not unsurprising in light of the financial difficulties and limited funding within the sector (also refer issue raised earlier regarding the AoC’s predicted financial health within the FE sector), compounded by the shortfall in Student numbers (as reported above re the reduction in enrolments), together with the knock on effect of the staff pay award (5%). Owing to the difficult financial climate for next year, it will be assumed that there will be no pay rise in 2023/2024 unless additional Government funding is made available; the only other key item which would affect pay, would be the ability to make Staff savings, but this would not be recommended if it would impact upon the Student experience. Updated financial information will be provided at the Summer Term Corporation Meeting, including the draft budget for next year.

### **a) Draft minutes from Meeting held on 16th March 2023 - noted**

- in response to a question regarding section 9, item 1 funding for conditions improvement - it was confirmed that this was in respect of improving the College’s estates only.
- Governors sought clarification regarding section 5 - financial health score of “good” and Elaine French confirmed that this was in respect of the current year, with a predicted “requires improvement” for the following year - 2023/2024.
- The discussion held at the Finance Committee regarding the point made above about staff savings as a consideration in assessing the possibility of a staff pay award in 2023/2024 was summarised, noting that it would not be appropriate to reduce staff costs to a level to enable a pay rise to be agreed, but which would impact detrimentally upon Students.

### **b) Management Accounts to 28/2/23 with Executive Summary**

- i) Executive Summary**
- ii) Income and Expenditure**
- iii) Balance Sheet**
- iv) Cashflow**

The contents of the papers including the summary front sheet were noted by the Corporation and the following points were highlighted:

- Financial health score for current year - 190 points (good)

- Pay rise agreed this year but with some impact on following year - 5%.
- Cash remains at a reasonable level, noting the additional capital budget as reported earlier and that this income will be used if/when the various capital bids and planning applications are successful.
- There has been an increase in International income which has generated an additional £130K approximately.
- Staffing costs for the current year has increased by approximately £300K which was more than budgeted.
- Other significant cost increases in the year - software licences and it was noted that this had affected all Colleges in the sector.

### **c) Draft Budget 2023-2024 with summary front sheet including review of key risks**

#### **i) Executive Summary**

#### **ii) Draft budget 2023-2024**

#### **iii) ESFA Funding Allocation**

#### **iv) ESFA Funding Comparison**

The contents of the budget papers and summary were considered by the Committee and the following points were highlighted by Elaine French, following a summary and introduction from Simon Lindfield:

- As reported earlier the funding drop owing to the lower than initially expected Student enrolments, together with the retention factor being lower than thought. However, regarding the latter, it was noted that there may be a business case to seek an adjustment totalling £60K for next year, the details of which are being drafted by SLT and ESFA have been informed.
- Key assumptions for next year were reiterated, as also summarised earlier within the finance section of the meeting, including the importance of sustaining a reasonable cash position for day to day operations and noting the £200K savings identified within the budget, which it has been assessed, will not be to the detriment of Students. There may be opportunities for further cost savings next year and this remains a work in progress, with an update being presented at the July 2023 Corporation meeting.
- Staff pay rise will only be possible, if additional Government funding is made available.
- The funding allocation for Adults is still awaited and this should be announced before the next Finance Committee; 16-18 funding for next year was issued by the ESFA 2 weeks ago.
- Energy costs (joint gas/electricity) - the fixed term contract will expire in October 2023 and discussions will be underway with the College's Energy broker post Easter. Noting the financial difficulties anticipated for next year, the College will investigate a flexible procurement contract which if this is signed early, before the October 2023 expiry of the current contract, should the rates nationally reduce, the contract will allow for this adjustment to be incorporated, up until the contract commences in October 2023. It was also noted that the Government may decide to continue with the energy cap to help the public sector.

- In response to a suggestion from Governors regarding possible fund-raising activities, Elaine French referenced the discussions held regarding sponsorship options and also reported that the College was aiming to make greater use of its site, outside normal operations with discussions already underway regarding summer holiday hirings.
- Following another issue raised by Governors relating to ensuring that the funding bodies and regulators are fully up to date with the sector's financial difficulties, SLT confirmed that the AoC and SFCA were lobbying the Government on behalf of all Colleges. Reference was also made to the discussions held at the recent Annual Strategy conversation - as reported above. The local Principals also meet regularly with the MPs to ensure they are kept informed and assist in highlighting FE issues in Parliament.

#### **d) Financial Sustainability Action Plan Update**

The discussions held at the Finance Committee as recorded in the draft minutes were noted and the work carried out on this document which was initially generated post the FEC financial intervention team, was highlighted.

Further work is being done on developing an efficiency model in terms of Student space both classrooms and social space. SLT will also be focusing upon improving and sustaining Student numbers at reasonable levels - target 1820/1850. In addition to the reports already made above regarding the loss of Student numbers between application and final enrolment, the Principal provided additional information on the actions which SLT were introducing to more tightly control enrolments including the new "keeping in touch" activities and an improved New Students' Day. The revision to the enrolment process was also summarised with a greater whole staff involvement in the process, rather than a greater reliance upon Managers enrolling Students which has historically taken more time between results day until the start of term. The intention will also be to enrol as early as possible, noting that Students were able to keep more than one offer open, prior to finalising their preferred College, which makes the process difficult to manage. Accordingly the start of term date will be revised from this next academic year in order to enrol Students earlier and at the same time, commence lessons at an earlier date too (staff were consulted and the majority agreed to move the date). The new term date will be 30th August, Student inductions on 7th and 8th September, with the first lesson being on 11th September (4 days earlier than last year). To accommodate the usual full year term days, the Summer Term and Christmas Term will end slightly earlier, so that teaching days remain the same.

The College will be focusing more on its partner schools this year, where conversion rates are higher and in this regard a specialist year 10 campus day has been organised for Patcham, Dorothy Stringer and Varndean School to assist this.

The Governing body discussed other possible incentives to improve Student numbers including sponsorship options and possible liaison with local enterprises and it was noted that in the past the College had investigated a Chromebook scheme for Students but that this had been successful owing to cost. The College is developing a "goody bag" for new Students with ID cards, information etc.

Following an observation from one of the Governors, the Principal agreed to revise the timeline reference which currently reads "July 2022) to read "September 2022). **ACTION; Principal**

#### **e) Actions for improving Student Numbers**

Refer minutes above.

### **11. Audit Committee**

a) **Draft Minutes from Meeting held on 10th March 2023** - issued and shared with Governors yesterday: noted.

b) **Risk Management** - approved

i) **Executive Summary**

ii) **Risk Register/Action Plan**

iii) **Assurance Map**

c) **Performance Indicators for External Auditors**

Alan Walker, Chair of Audit Committee, presented the various papers and draft minutes to the Governing Body, the contents of which were noted and approved (Risk Management papers).

**12. Search and Governance Committee - meeting scheduled for 24th March 2023 to be deferred until Summer Term.**

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

The following documents were considered and approved by Corporation:

a) **Financial Regulations** - postponed Elaine French explained that there are some technical issues regarding the version presented to Finance Committee - but none of the changes were showing - so will bring back to next term's meeting (July 2023, post Finance Committee meeting in June) **ACTION: Elaine French**

#### **b) Student Bursaries and Free School Meals**

i) **Executive Summary**

ii) **Policy**

The minor changes proposed by SLT (Elaine French and Lisa Watkin-Stevens leading) were noted and the Policy approved.

**14. Date of Next Meeting:** Wednesday 17<sup>th</sup> May 2023 at 6.00 p.m. and 5th July 2023 at 6.00 p.m.

**15. Any Other Business**

Link lunch first friday back 21st April 2023 - e mail reminder has been sent to Governors and will be followed up.

Following a request from Governors, it was agreed that the re-introduction of a Governors' Link day would be reviewed and the Chair and Principal agreed to discuss this post the meeting. **ACTION: Chair/Principal**

**16. Part II Confidential business** Refer to Part II Confidential Minutes. (note: where there are confidential minutes or papers, the link in the meeting papers will only be live for those with the necessary permissions).

- a) **Part II Confidential Minutes from the last Meeting - confidential Safeguarding and Child Protection Annual Report and transferred item from Part I**

Approved.

- b) **Part II Confidential Minutes from last Meeting (External Governors only) - SPH Remuneration Committee Meeting Minutes**

Approved.

- c) **Matters Arising – None.**

**17. Enclosures for Information - noted (meeting dates for Summer term 2023)**

Louise Pennington (recording) 29/3/23

Chair.....

Date.....