

MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 20th MARCH 2024 AT 6.00 P.M. MEETING 23/03

IN ROOM QUAD 4 (new build), VARNDEAN COLLEGE

Present: Aisha Al-najjar, Jill Arnold, Jodie Braham, Ayas Fallon-Khan, Paul Herridge, Donna-Marie Janson, Simon Lindfield, Keith Perera, Alan Walker, Aldona Wheeler

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

Apologies: Nick Armstrong, Danyalle Brinsmead, Ruth King, Cizzie McGuinness, Brendan Ward, John Williams, Jason Wye

Welcomes: none

In the Chair: Jill Arnold

1. Membership Matters

In the absence of Brendan Ward, Chair of S & G Committee, Louise Pennington reported to the Corporation, referencing the draft S & G Committee minutes and item 1 front sheet.

The Corporation approved the following recommendations:

Link/Lead Governors:

1. Designated Safeguarding Lead Governor – Brendan Ward
2. Health and Safety Link Governor – Ayas Fallon-Khan
3. IB Link Governor – Keith Perera
4. Environment and Sustainability Link Governor – Danyalle Brinsmead
5. Risk Link Governor – Paul Herridge
6. Quality and Curriculum Link Governor – John Williams
7. Skills Link Governor – Ruth King
8. EDI Link Governor – Jill Arnold
9. SEND Link Governor – Nick Armstrong

Thanks were recorded to Governors for taking on the above roles and to Ayas Fallon-Khan who had previously held 3 Link Governor roles (H & S, Environment/Sustainability and IB).

Other Membership Matters:

- Student Governors – noting that this was the last meeting for the current Student Governors, thanks were recorded to both Aisha and Cizzie for their excellent work over the last year including various new initiatives and developments. It was noted that the SU elections were underway and that their successors would be appointed at the next Corporation meeting on 22nd May 2024.
- Search and Governance Committee and Remuneration Committee – to continue with 4 members on each Committee for the time-being, and that the S & G Committee will

keep this under review and recommend increasing the membership if thought necessary.

- Audit Committee – it was agreed that taking into account the current membership of this Committee, including 1 co-opted Audit Committee member, currently there was no necessity to seek another co-opted Member, but again this would be kept under review by S & G Committee.
- Emergency Governance Committee (set up during Covid) – notwithstanding that the Committee would not be convened in the near future, unless a new significant issue arose, such as a pandemic, it was resolved to appoint Brendan Ward, as Designated Safeguarding Lead Governor, to join this Committee.

ACTION: Louise Pennington

At this point all Governors were invited to submit expressions of interest in joining any of the Corporation's Committees, so that when S & G Committee next reviews Committee membership, Governors interested in a particular Committee, would be taken into account in respect of any vacancy. **ACTION: Governors**

2. Welcomes and Apologies for Absence

Apologies and Welcomes – as recorded above.

The meeting was quorate.

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 13th December 2023 Part I Main Business and Part II Confidential business (refer confidential business)

The minutes of the meeting were approved by the Corporation and the Chair was authorised to sign these. **ACTION: Louise Pennington/Chair of Governors**

At this point, referring to the confidential minutes, the Chair asked the Corporation to confirm whether at this point, Governors were able to approve those minutes or whether there were any issues to raise from the Minutes. As there were no issues arising from the Part II minutes, the Corporation also endorsed the Part II confidential minutes.

5. Matters Arising and Action Points – Progress Report and High-Level Risks' Schedule 2023/2024

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 also recorded:

- Adult Education Director presentation – to be taken forward as appropriate.
- Gender Pay Gap – add additional explanatory notes to aid Governors' understanding – on agenda
- Destinations – include benchmarks in future Executive Summaries – 2023/2024 years
- Chair appraisal – actioned and reported Autumn Term S & G

- Sponsorship Policy – awaiting DfE guidance re ONS reclassification – due Spring Term 2024
- TES Safeguarding Training for Governors – implemented.
- SAR – SLT to consider sharing some aspects with Parents: SLT to consider including this within next Parents’ newsletter alongside information re Ofsted Report
- SAR – Autumn Term 2024 – first year Students’ progression data column will be included.
- Safeguarding/Child Protection Report – investigate physical activities for Students which may help improve mindset and mental health
- Finance: Annual Report and Financial Statements – approved and signed by Chair/Principal – Done

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

ACTION: Louise Pennington.

HIGH LEVEL RISKS: The Chair drew Governors’ attention to the high-level risks, reminding all to bear the risks in mind, during the various meeting items.

At this point Keith Perera joined the meeting.

6. Chair’s Report

Jill Arnold referred Governors to her written Report which was received by the Corporation and the Chair drew attention to the key headlines, including the following:

- Various Chairs’ meetings attending since the last Corporation meeting, with topics included being finance, student numbers and EDI.
- Thanks were recorded to SLT, Staff, Students and those Governors involved (Chair, Ruth King, Brendan Ward and Keith Perera) in last week’s Ofsted Inspection.

7. Principal’s Report - verbal update

The Principal presented her Report to the Corporation the details of which were recorded as follows:

a) **Ofsted Visit – MOVE TO CONFIDENTIAL IF MINUTES ISSUED BEFORE OFSTED REPORT ISSUED.**

The Corporation was reminded that the College’s Ofsted result was embargoed until the Report has been issued.

- Overall effectiveness was graded as Good with some outstanding areas (High Needs Students, Students’ Personal Development and Students’ Behaviour and Attitude.)
- The atmosphere during the week was excellent all during the inspection week with lots of positive feedback had been received from inspectors. Noting that although the new Ofsted framework was a better framework to reflect inclusivity, it was clearly still more difficult to achieve an overall grade 1 for overall effectiveness where the College has such a mixed provision, noting that approximately 50% of Students were from widening participation and that the issue of retention was identified as an issue at College. James Gordon explained that at Varndean this was reflected in the fact that a number of

students changed courses post their enrolment, having exceptional reasons for doing this, which the College supported to support students to stay and achieve. Although the inspectors appreciated the work the College did to retain Students, by having a responsive approach to changing courses, the Ofsted framework itself, prevented this being reflected in enabling a grade 1 to be achieved in overall effectiveness. It is worth noting that the data being judged was from the cohort affected by the pandemic which also reflected the additional challenges presented to WP students. In response to a question from the Corporation, the guidance and support provided to Students where they were able to transfer to another/other subject/s, it was explained that the skill set and guidance Staff have shown towards Students, have enabled more Students to flourish rather than dropping out of College and Inspectors did acknowledge this in the College's favour.

- Those areas which weren't awarded a grade 1 were on the threshold of grade 1 – with issues arising only from 2 of the 47 bullet points considered within the framework. As quality of education was graded 2, this also means that Leadership and Management cannot be higher than a 2.
- Thanks were recorded to James Gordon, as the College's Nominee during the Ofsted visit.
- Input from Students was exceptional over the visit and Ofsted spoke to numerous Students with excellent feedback and with Students able and keen to recommend the College.

b) Feedback from Meetings

Elaine French attended the SFCA Funding and Finance conference last week at which capital funds and discretionary bursary funding were discussed, including presentations from members of the DfE. The SFCA will take forward initiatives for Colleges to work more collaboratively with the DfE.

c) Annual Strategic Conversation Update

The DfE and FEC meeting is scheduled for 26th April 2024 which in addition to SLT, Jill Arnold will also attend and discussions will include strategy, finances, capital bids, estates and the Ofsted visit.

The strategic conversations are usually held termly, but remains an annual event for Varndean College for the time-being, in light of the pressure on the DfE/FEC resources.

In light of the pressures on the College's finances owing to difference in funding allocated to high need students and foundation students, where less funding is allocated to the College in the Students' third year, the SFCA has agreed to work on modelling the cost of "inclusion" and its impact on funding. The aim will be to lobby for an improvement in funding for Colleges who cater for this category of Students.

d) Property Updates - refer AWG section

In addition to the draft minutes circulated prior to the meeting arising from the AWG Meeting on 14th March 2024, the following points were also reported:

- Outstanding work to the quads' development was noted included planting, blinds for windows etc
- Ofsted made use of Quad 4 for their base room, during their visit last week.
- Students have also had immediate access to Quad 1, providing a study space, with a priority for second year Students and partly supervised by the Library Team.
- The Art Exhibition is also on display in the new development.
- The Quads project will open formally on Monday once Building Control have signed off the project with SLT, at which point the buildings will be officially handed over to the College.
- The outside space provides an amphitheatre with informal seating which will be used for some College productions – drama/music etc.
- Much needed additional toilet facilities have also been included in the development.
- As recorded in the AWG draft minutes, other bids are underway, with the CIF (Conditions Improvement Fund) bid in respect of the first stage of replacing the temporary huts – decision is due in May.

e) Gender Pay Gap

- The definition of gender in the report is as defined by the DfE.
- Once approved by the Corporation, the College is required to publish the document on the website.
- There is a pay gap between the female and male cohort and following further investigation by SLT this relates to the impact from Programme Leaders allowances, SLT will be carrying out a review in this area to find a pay formula which is equitable, but also highlighted that the 3 areas above are difficult to recruit Staff and this often then includes a pay uplift in order to attract candidates and the latter are primarily male applicants in these subjects. However, this also prevents any easy solution to resolving the gap.

In response to a question from Governors regarding the mechanics of equalising pay where there are gaps, SLT explained that in the first instance they would aim to review and even out all of the programme areas, taking into account Staff line management, subjects within each programme area (and identifying areas which are difficult to recruit etc), and from this determine allowances based on an agreed consistent criteria; this will have an impact on the overall budget, and account has been taken for this in respect of the 24/25 draft budget, noting that this wasn't expected to be significant bearing in mind that the gap involved only a few members of Staff.

It was also recognised that more should be done in the sector and by the College to encourage more females to the programme areas which over time, would alleviate the gender pay differences. At this point it was also recognised that the subject areas concerned, also had significantly lower female to male Students studying and that this would have a consequential impact over time.

SLT informed Governors that they had already started rebalancing any distortion identified in pay last year.

- At this point reference was made to a question raised by Ruth King prior to the Meeting *“when is SLT considering the potential for CPD linked to improving confidence etc in female staff and whether it would also be worth looking in the analysis at percentages of*

each gender applying for promotions (internally and externally) and who are then subsequently successful". In response the Principal reported on the following: i) FE Sussex Leadership Programme which a number of female Staff have signed up and noted that S7 training was also available for aspiring Heads of Department, Leadership Programme which again could be used to encourage Staff to sign up depending upon gender, ii) reviewing the demographics, it's apparent that newer staff comprise a greater proportion of younger female staff, iii) furthermore the recruitment processes are being reviewed and updated to encourage a broad mix of applicants including the appointment panel composition, iv) SLT has had additional training as interviewers.

- The Corporation also suggested that SLT may wish to introduce a length of service adjusted gender pay gap.

The Corporation approved the Gender Pay Gap Report and noted that this would be uploaded to the website. **ACTION: Donna-Marie Janson**

8. Student Governors' Report

The Student Governor, Aisha Al-Najjar, provided the following update to Governors on various activities involving the SU and Student Governors:

- New Student Union: SU is overseeing the election process for next year's SU and the number of applicants this year has been very high with 31 applications, compared to 14 last year. Hustings are being held at the moment and this has also attracted an increase in the number of Students attending, with recordings also having been made so that all Students may view hustings. Voting has now opened, with 3000 votes received to date, with 5 more days to go. The outgoing SU is planning to prepare a report on the SU election process followed this year, to assist the next SU.
- General Election: a voting campaign encouraging students who are eligible to register to vote, noting that the SU Democracy Officer works with Citizen UK and a video has been prepared to support this. Videos from local MPs have also been shared with students.
- Student Council – 2 meetings have been held, with good attendance (approximately 60 Students per meeting) and a variety of issues identified by Students which were then fed back to SLT. At the second meeting SLT fed back on the various issues raised by the Students and action taken where appropriate or necessary. The Student Governor reported that the Students had been impressed with SLT's prompt action and were appreciative of the fact that SLT had listened and responded to the various points raised. The current SU is keen to improve upon the progress made this year with the Student Council and as part of the handover process with the new SU Executive, intends to provide a written report and other information which the new Executive can then work with to progress further; one recommendation will be to schedule a Student Council meeting earlier in the year and to hold more than one per term, with the aim of taking on more projects and providing time to see these through to completion.
- Culture Day: the SU helped in the preparation and promotion of this event which was a great success and donations from this will be given to Doctors Without Borders.
- Following a suggestion from the Corporation, the Student Governor agreed to include a note about the SU role and Student empowerment as a result of activities such as the Student Council, with the aim of seeking an indication over time of how this is progressing, with the possibility of being able to measure this year on year. **ACTION: Student Governors**
- Ofsted Visit: The Student Governor advised that Students on the whole had been really engaged in the visit and had been keen to speak to inspectors to provide input on their experiences at the College.

Thanks were recorded to Aisha Al-najjar for her report.

9) Curriculum and Standards

SLT presented the various papers to the Corporation, the contents of which were noted and the following key aspects were highlighted as recorded below, followed by questions from Governors:

a) Annual Equality Duty Report (LJY)

Lisa Watkin-Stevens presented the statutory annual Report to the Governing Body, the contents of which were noted and the following points recorded:

- At the last Corporation meeting the above report was presented with only the Student data incorporated as SLT had wanted to publish this information as early as possible in the academic year, in order to address any issues arising from the data.
- This updated Report incorporates the Staff data too, together with an update on each of the key EDI objectives established last year, enabling SLT and Governors to identify what has been achieved and progress to date.
- Student data – not only includes ethnicity, disability etc, but analysis in respect of retention and pass rates in respect of different groups of Students, has also been included.
- In response to a question from Governors, regarding the number of Students with different learning difficulties, this year, compared to previous years, Lisa Watkin-Stevens reported that this area had been discussed at the October 2023 Corporation meeting and that in respect of Brighton and Hove, there was a recognised increase in Students with EHCP (Education and Health Care Plan), especially post pandemic. It was noted that based on the data available for 2022/2023 compared to 2021/2022, the number of EHCP cases had increased by 10-11%, combined with an increase in SEND needs within the City. Brighton and Hove also has a higher percentage of Students with SEND compared to the national average (13/14% compared to 12% nationally). Furthermore, special education needs' cases are more likely to be diagnosed in Students from lower social-economic backgrounds or single parent families, again which is more prevalent in Brighton and Hove. It was noted that the College now has a new and improved system for capturing key data in this area, at the point of admissions/enrolment which links in with the College's MIS System, making reporting easier and quicker to achieve.
- Ruth King's raised a question before the meeting, arising from the Equality Report, related to Staffing and reference was made in connection with the pie chart of staff ethnic origin and Lisa Watkin-Stevens confirmed that she would clarify the references on the pie chart in the report as one section should read "blank" where Staff have responded to the option to "rather not say" and the other section of the pie, was left blank, where no response from Staff was received (24).
- Ruth King's second point relating to the Equality Report, was a request for more information surrounding the actions being undertaken by HR regarding EDI Key objective 3 regarding recruitment of staff. In response SLT referenced the Gender Pay Gap report discussed earlier and how recruitment ties in with this, noting also that research was underway, having recently reimplemented a new version of Cintra, to look at payroll and HR and further work is being done on providing either an add on to this new HR software

or to seek a separate HR programme to look at the recruitment and appointment process. Currently this aspect is handled by the HR team on a manual basis.

The College has also extended its advertising criteria and for example is now a member of the Black Leadership Group, with the aim of attracting increased candidates from minority groups. Further work is also being undertaken to explore key issues in improving recruitment from minority groups, identifying an action plan to ensure the College is attracting a more diverse range of candidates as well as analysing the appointment process. .

The Governing Body recognised that the key issue regarding equality was in the lack of applications received from various groups, rather than in the interview process itself and SLT confirmed that it was in the process of revising its job application pack too to encourage applicants from all.

The Corporation suggested that it may be held to include in future reports with regard to ethnicity, the length of service of Staff, which would also provide a better understanding and interpretation of the data when seeing the recruitment analysis.

ACTION: SLT

- With reference to age distribution of Staff, the Corporation queried the 71 plus age group where there are currently 8 Staff members and in response SLT confirmed that these were part time staff, most of whom had retired from College in the past, but had been retained, or returned as Teaching tutors or support Staff, which assist the College particularly where there are gaps to be filled and takes advantage of experience and skill set. Furthermore, regarding the 16-25 year age group it was confirmed that this included some Student cleaners and environmental posts, but that this also included young teaching and support Staff.

9. Finance – Confidential – *MOVE TO CONFIDENTIAL RECORD ONCE DRAFT APPROVED*

a) Draft Minutes of Meeting held – 29th February 2024 – noted.

Simon Lindfield (Chair of Finance Committee), introduced and summarised the business considered at the recent Finance Committee meeting and drew attention to the various key matters, including the management accounts, draft budget for 2024/2025 and the catering proposal followed by Elaine French who referred Governors to the various items and financial issues this year. The following documents were considered and received or approved by the Corporation where required and key points reported by Simon and Elaine are recorded below:

- Current financial year and draft budget for next year – both have a financial health classification of “requires improvement”, with which the Finance Committee is comfortable and able to recommend to Corporation.

- The pressure upon the College's finances in respect of future Staff pay rises was noted, particularly in light of the fact that the funding rate from the DfE for FE Colleges for next year will not cover the expected nationally agreed pay recommendation.
 - Owing to the difficult financial climate and to achieve "requires improvement", significant savings have had to be identified.
- **b) Latest Management Accounts for the current year - Executive Summary**
 - **i) Commentary to the Management Accounts**
 - **ii) Income and Expenditure**
 - **iii) Balance Sheet**
 - **iv) Cashflow**

The Corporation recognised the challenging position at moment particularly with regard to cash flow, noting that with the current building project owing to the fact that funding is not received from the ESFA until the invoices have been received and are due for payment; the contractors have provided some flexibility though, enabling the College to manage cash flow more effectively.

c) Capital Projects and Plans - refer minutes

Regarding the current and future proposals, reference was made to the AWG draft minutes (circulated after the main meeting pack had been issued, owing to the deferment of the meeting post Ofsted).

d) Catering Proposal

Reference was made to the Finance Committee minutes including discussions and recommendations, giving a finance perspective, therein together with the paper included in the meeting pack. Elaine French provided a summary of SLT's views and recommendations, noting that they had not been satisfied with the catering provision for some time, despite having changed catering companies 3 times over the last few years. Furthermore, owing to inflationary pressures, the current contractor is unable to offer the College a nil cost contract, which will place more financial risk upon the College, as it has in the past and the current contract is due for renewal at the end of July 2024.

SLT has reviewed outsourcing catering provision and also in house provision, having consulted other local Colleges who have brought catering provision in house, to understand potential risks and benefits and have also liaised with current Staff, to investigate ways to gain better control in provision and decision making, taking account of Staff and Students input etc

If the Corporation approves the move, the facility would be able to allow the College to control this function and also enable greater Student engagement. SLT is not looking to make a profit but to provide a better service and choices to those who use the Canteen, good value for money, combined with a focus towards sustainability including using seasonal and local food suppliers where possible.

The Finance Committee advised that there was no guarantee that the College would be placed in a better financial position, and also highlighted additional risks with bringing the catering provision in house – including staff sickness cover, insurance liability etc. At this point the Principal confirmed that the current catering staff comprised 6 members, plus the

catering manager, and that subject to agreement they would be transferred to the College's payroll and terms/conditions via TUPE. It was also confirmed that the College would develop an action plan for monitoring sickness and would establish a number of appropriate KPIs for regular review.

Regarding additional insurance cover should catering be brought in house, Elaine French advised that she had contacted the College's insurers and would be meeting the broker during the Easter holidays to add cover to the existing insurance policy, should Corporation approve the recommendations.

Referring to the College setting up arrangements with new food suppliers, it was confirmed that currently the College did not receive the benefit from cost savings achieved by the current contractor as this was retained by them. However, having carried out some research on this subject to date, it was thought that there would be savings which the College could acquire, noting that from the research of the current top 20 products used, an average cost saving of 20-30% from local suppliers had been identified.

In conclusion taking into account SLT's recommendations and Finance Committee's minutes, it was agreed to progress the catering proposal noting that this would be in the best interest of Students, notwithstanding that this did not guarantee an improvement overall in terms of the financial position, but that this would provide greater control for the College in decision making in respect of quality, choice and with the aim of achieving financial savings for the College. **ACTION: SLT**

e) Draft Budget

i) Executive Summary

ii) Draft Budget 2024/2025

iii) Adult Ed Costing Summary

iv) Adult Ed Costing Analysis

f) Review of Key Risks to Proposed Budget - refer minutes

As recorded earlier it was reiterated that the financial health had been set at "requires improvement" for 2024/2025, although this reflected higher points overall than the previous year, noting that the aim was to maintain quality of education, financial sustainability and therefore to gradually improve financial health.

To achieve a "good" financial health, the College would need to make significant further financial savings.

SLT has had conversations with the DfE who understand the actions the college is taking in order to have a financial health rating of 2. Further discussions will be held at the annual strategic conversation due later in April.

Referring to the papers, it was noted that SLT had considered 3 scenarios based on Staffing ratios, being one of the College's KPIs – at the end of this year the staff pay ratio will be heading towards 80%. The 3 scenarios are based on staffing ratios of 74%, 75% and 77%, with a 3% staff pay award having been included too.

In response to a question from the Corporation, in order for the College to achieve a “good” financial health score, SLT would have to save at least £600K in year 1, noting that this compared with the recommended scenario which has incorporated savings £400k.

Adult Education proposal

The contents of the papers were noted together with the discussions held at Finance Committee as recorded in the draft minutes. The Principal confirmed that SLT had discussed the College’s core purpose and financial sustainability and she summarised the adult education areas and associated budgets: a) qualifications based: AEB budget, b) leisure courses, c) Adult and Community Learning (ACL). All areas received different grant funding which makes Adult Education provision more complex, combined with the fact that it has proved very difficult to make a profit. Elaine French has worked on the costings for Adult Education to include ancillary costs such as administration (HR, Finance etc) which indicates that certain areas of Adult Education are loss making.

SLT’s proposal which has been a difficult decision to reach as a local sixth form and community college, would be to retain the following skills-based courses: ESOL and Counselling which also ties in with the Skills agenda; to pause provision of leisure courses and to discontinue the adult community learning (£68K grant), which are expensive to run and with insufficient funding and don’t fit the skills and employability agenda. SLT is keen to ensure that its core provision is not impacted by retaining an unprofitable Adult Education offer, together with the impact on administrative staff in HR and Finance etc. It was also recorded that this year, £100k was clawed back in respect of under delivery last year.

Other options which will be investigated by SLT, include business development in due course to include lettings and hirings.

In conclusion and taking into account the need to make significant savings, the loss-making areas of the business should be discontinued as set out in the paper, the Corporation approved the recommended draft budget for 2024/2025, incorporating savings amounting to £400k, which would result in a “requires improvement” financial health and which would enable the College to focus on its core provision. **ACTION: SLT**

- f) **Financial Sustainability Action Plan – Update:** reference was made to the draft minutes, the details of which were noted.

The documents were received by the Committee and those which required approval were endorsed by the Corporation. **ACTION: SLT**

10. Audit

Papers:

- a) **Draft Audit Committee Minutes of Meeting held on 14th March 2024 (Part I)** – the contents of the draft minutes were noted by the Corporation and the recommendations therein, endorsed as recorded below.

- b) **Rolling Action Plan (internal and External Audit Recommendations)** - refer minutes
- c) **Internal Audit - Payroll Audit Report**

- d) Risk Management -**
- i) Summary Sheet**
- ii) Risk Register and Action Plan**
- iii) Assurance Map**
- e) Performance Indicators – External**
- f) Fraud Report – refer minutes**

Paul Herridge, Chair of Audit Committee and Elaine French (Vice-Principal, Resources) presented the following items to the Corporation and referred Governors to the draft Audit Committee meeting minutes (circulated separately after the main pack had been distributed owing to the deferment of the Audit Committee Meeting following the Ofsted visit). The draft Minutes were received and the recommendations therein approved by Corporation, including the auditors' performance indicators and Risk Management documents.

12. Search and Governance Committee - Confidential

- a) Confidential Draft S & G Minutes of Meeting held on 22nd February 2024 – noted.**
- b) Membership Matters including Link Governors - refer item 1 approved**
- c) Quality Improvement Plan (QIP) - latest version - noted**
 - i) Executive Summary**
 - ii) QIP**
- d) AoC Code of Good Governance (COGG)**
 - i) Executive Summary – recommendation therein approved by Corporation.**
 - ii) AoC Code of Good Governance - action plan - available on request**
- e) EBR (External Board Review) - noted**
 - i) Executive Summary**
 - Governance Review Proposal**
- f) Link Governor Role descriptions – approved**
 - i) Designated Safeguarding Lead Governor**
 - ii) Risk Link Governor**
 - iii) Health and Safety Link Governor**
 - iv) Quality and Curriculum Link Governor**
 - v) Skills Link Governor**
 - vi) IB Link Governor**
 - vii) Environment & Sustainability Link Governor**
 - viii) SEND Link Governor**
 - ix) EDI Link Governor**

It was noted that all other meeting papers from S & G Committee, not included in the Corporation meeting pack, available on request from Louise Pennington

In the absence of Brendan Ward, Chair of S & G Committee, Louise Pennington introduced the item and summarised the key issues and recommendations from the S & G Committee and the Corporation approved the recommendations made by the Committee. **ACTION:**
Louise Pennington

13. Accommodation Working Group (AWG) – Confidential

- a) **Confidential Draft AWG Minutes of Meeting held on 14th March 2024**
- b) **Current Capital Projects - Executive Summary Progress Update**
- c) **Planned Capital Project - Executive Summary**
 - a) **Masterplan Phase 1 Block Replacement**
 - i) **Cost document, ii) Need document, iii) Planning document - papers available on request**
 - b) **Heating Distribution**
 - i) **Cost document, ii) Need document, iii) Planning document - papers available on request**

d) Individual Risk Assessment for Current Project

e) Immediate Decisions on Urgent Building Matters - none required - refer minutes which had been circulated to Governors yesterday, in light of the deferment of the Meeting owing to Ofsted visit.

Alan Walker, Chair of the AWG, presented the item to Corporation highlighting the key items from the minutes and reported that all items discussed were for noting, with no approvals required at this stage.

14. Policies and Other Documents - None

It was noted that the following policies/documents had been deferred to the next meeting owing to Covid: **Information Security Policy, Anti-Bribery Policy, Anti-Fraud & Irregularity Policy, Fees and Charges Schedule**

12. Date of Next Meeting: Wednesday 22nd May 2024 at 6.00 p.m.

13. Any Other Business – thanks to Student Governors as recorded above

14. Part II Confidential business - refer Part II Confidential Minutes – approved above with Minutes Part I (3 versions: external Governors, Staff Governors and Student Governors) and the Chair was authorised to sign these on behalf of the Corporation.

- a) **Matters Arising – None.**
- b) **Other Confidential business - none**

17. Enclosures for Information – Meeting dates for 2023/2024 academic year – Governors were encouraged to put the dates relevant to them in their diaries.

Louise Pennington 20/03/24

Chair.....

Date.....