

## MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 17<sup>th</sup> MAY 2023 AT 6.00 P.M. MEETING 22/04

### IN ROOM 5, VARNDEAN COLLEGE

Present: Aisha Al-Najjar, Jill Arnold, Jodie Braham, Danyalle Brinsmead, Ayas Fallon-Khan, Jane Farrell, Donna-Marie Janson, Simon Lindfield, Cizzie McGuinness, Alan Walker, Brendan Ward, John Williams, Jason Wye

In Attendance: James Gordon, Elaine French

Apologies: Paul Herridge, Katharine Travis, Aldona Wheeler and Lisa Watkin-Stevens

In the Chair: Jill Arnold

#### 1. Welcomes and Apologies for Absence

The meeting was quorate

Welcomes: Aisha Al-Najjar and Cizzie McGuinness - new Student Governors

Apologies – as recorded above.

At this point the Chair confirmed that Governors had been e mailed with a Corporation membership schedule incorporating photos and College e mail addresses in respect of all Members for reference purposes and Corporation endorsed this with no objections. On reflection, should any Governor prefer that their photograph/e mail address not be shared with the other Members, they were asked to e mail Louise Pennington asap, who would remove them from the list.

As it was the Student Governors' first meeting, introductions were given.

Danyalle Brimsmead joined meeting at this point.

#### 2. Membership Matters

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

- a) **Appointments:** The Corporation was informed of the outcome of the recent Student Governor election process and resolved to appoint Aisha Al-Najjar and Cizzie McGuinness as the new Student Governors with immediate effect for a 1 year term of office until their successors are elected next year.
- b) **Governor Reappointment:** It was resolved to reappoint Katharine Travis for a further 4 year term of office until 31<sup>st</sup> May 2027 and that she should also continue as the Designated Lead Safeguarding Governor for the same period.
- c) **Other: Governor Vacancy:** - as above - it was noted that following the resignation of Christine Lewis as advised at the March 2023 Corporation meeting, her replacement would be considered at the next S & G Committee. **ACTION: S & G Committee**

### 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 29<sup>th</sup> March 2023– Part 1 and Part II

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

Ayas Fallon Khan sent his apologies for this meeting.

### 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 Policy – delayed owing to ONS guidance awaited. It was resolved to transfer this action to the Finance Committee to monitor as in the first instance, the Committee would be presented with the first draft Policy when ready (estimated to be Spring Term 2024). **ACTION; Elaine French/Simon Lindfield.**
- College solar panels – on Agenda.
- S & G Matters – Chair/Vice-Chair annual appraisal – in progress Summer Term 2023 and EBR – paper on EBR reviewers/options to go to S & G Summer Term 2023.
- Audit Committee review of papers to be included in future Corporation meeting packs – Autumn Term Audit Committee 2023.
- Audit Committee Internal Audit Governance Survey – Done.
- Data Retention Policy – to be on July Corporation 2023 Meeting agenda, following Audit Committee review of policy at its June 2023 Meeting.
- Skills Duty and Accountability Statement – on Agenda.
- ONS Reclassification – Updates to be provided once guidance issued.
- Rationale for curriculum changes – paper on Agenda, within C & S item.
- Annual Equality Duty Report action – paper included within Matters Arising item a) – see below and Gender Pay Analysis – on Agenda.
- Financial Sustainability Action Plan – amendment re timeline – Done.
- Financial Regulations review/update – July 2023 Agenda, post Finance Committee Meeting.
- Governor Links Day – to be reviewed: SLT will be inviting Governors to attend a **Links' day (1-3 p.m.) on 15<sup>th</sup> June 2023** to which all Directors and Heads of School will be available. Details for each Director and Head of School will be provided to

Governors in a summary document before the day. Governors will be invited to select curriculum and support areas for their visit which may include learning walks (meeting staff/students and sitting in for a short period (15 minutes) in class/s. More than 1 Governor will be able to visit each of the 4 Schools and Support areas. Details are due to be distributed to Governors shortly. **ACTION: James Gordon.** In response to an issue raised by Governors, it was noted that in future Governors would be consulted regarding date/time options during the year for the Links visit but the week following the Spring Term half term (February) and probably a Friday, was identified as a preferred time

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

**ACTION: Louise Pennington.**

At this point Jason Wye joined the meeting.

- a) Reference Item 9c Annual Equality Duty Report – Enrolment details for 16-18 and 19+ Students by Disability, Learning Difficulty and Additional Learning Support – revised graph with updated data, as agreed at the last Corporation Meeting, the contents of which were noted. In the absence of Lisa Watkin-Stevens, James Gordon presented the report, noting the following:

The 14-24% spike on the graph was still apparent and it was confirmed that this related to the increase in the number of Students declaring a mental health issue, which also reflected the increase in declarations recorded nationally, with an associated additional supporting requirement from College. At this point, James Gordon explained the pressure on social services both locally and nationally with CAMHS (Child and Adolescent Mental Health Services) now having a waiting list of 12 months. In response to a request from the Governing Body, it was agreed that a report would be presented at the next Corporation meeting providing details of how the College is responding to the pressure on staff and the service provided on site. It was also noted that Brighton and Hove Council was the first Council in the Country to have recently declared a mental health emergency. A pre-Corporation meeting training session was also requested.

**ACTION: Lisa Watkin-Stevens.**

**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**

Jill Arnold reported on the following activities since the last meeting:

- 1 external meeting has taken place but the Chair was unable to attend.
- Governors' Lunch – thanks to Governors who attended the event on site and met with Staff and some Students. Thanks were also recorded to SLT and Emma Cotton for organising this event.
- Dance Show/Breaking Boundaries event held on 28<sup>th</sup> April at the Old Market to which the Chair and Ayas Fallon-Khan attended.
- Reminder was given to Governors of the forthcoming Art Exhibition to which they had all been invited.

## 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) Executive Summary

#### i) Environmental Sustainability Update

Sustainability - AoC Beacon Award noted on sustainability for Varndean College in conjunction with FE Sussex. At this point Aisha Al-Najjar informed Governors about her and other Students' involvement with the Climate Action Group, including various articles written.

Biodiversity – the College site has become more biodiverse, noting the donation of 100 plants which have been planted to develop the ecology garden, which has now been completed.

Emissions' targets have been established by the College and will be monitored.

Canteen – ongoing work regarding sustainability targets particularly with regard to sourcing local produce, which has been limited to some extent owing to the catering company being a national organisation, which hasn't in all instances sourced local produce. Further work is underway and regular meetings with the catering company have been scheduled to take this forward.

National Carbon Literacy Award: The College is to receive the bronze award formally in Manchester later this term (Elaine French to attend on behalf of Varndean College.) The College is working towards the silver carbon literacy award too.

#### ii) Feedback from Meetings including Annual Strategic Conversation, Meeting with Secretary of State

The annual strategic conversation, first introduced last year, was highlighted by the Principal and it was noted that the Chair and SLT had been present at the recent meeting (23/3/23) with representatives from the FEC and ESFA. The purpose of the meeting was to discuss current challenges and opportunities facing the College and FE sector and on this occasion, particular attention was given to the current financial challenges. SLT provided a tour of the site which owing to heavy rainfall, enabled the FEC and ESFA members to experience the difficulties which Staff and Students are exposed to walking between the various areas of the College during poor weather conditions; hence the urgency to succeed in the College's capital bid submissions which it is hoped the FEC and ESFA will support.

The Principal has also met, along with other local Principals, with the Secretary of State for Education (Gillian Keegan) on 25/4/23, to highlight the work of FE Sussex and had hoped to raise the concerns identified by Varndean and other SFCs/GFE Colleges regarding various other educational matters including qualification reform (particularly BTECs) and FE sector pay and recruitment. The Principal reported that the Secretary of State had a clear stance on this, and had suggested that people should be attracted out of retirement and be recruited as teachers.

Regarding Applied Generals and in response to questions from the Governing Body, it was noted that prospective Students will be placed in a position of uncertainty if they are interested in the BTEC route, but won't know if this option is unavailable until Spring/early Summer 2024. The College will be informing prospective Student, providing an offer based on their preferences, but that offers may need to change once the final curriculum provision is known. At this point reference was made to the Curriculum report, including courses and impact of changes, due later on the agenda. Additionally, Governors queried whether there would be any impact should the Government change in 2024 and it was suggested that if the curriculum changes were made prior to this, it was unlikely that a new Government would reverse such a decision regarding BTECs.

**Mid Term Seminar currently scheduled in the calendar on 7<sup>th</sup> June 2023 6.00 p.m. – 7.30 p.m. has been moved to 14<sup>th</sup> June at the same time, owing to the likelihood that the Local Authority Planning Committee may consider the College's Planning Application on 7<sup>th</sup> June. All Governors are invited to attend this event at which the CEO of FE Sussex will be present to discuss the Skills Agenda in connection with the local area. ACTION: Governors and details to follow from the Principal.**

### iii) Accountability Statement

Governors were reminded that it was now a requirement of the ESFA Funding Agreement that Colleges should publish an accountability Statement to document how the College is addressing the local and national Skills' Agenda and Varndean College's Statement made reference to the Local Skills Improvement Plan (LSIP). There have been various webinars on the subject to assist Colleges in drafting such a statement, together with a pilot scheme involving a few Colleges, which published their Statements for all Colleges to view.

John Williams (Skills Link Governor) confirmed that he had gone through the Statement with the Principal and Deputy Principal and was able to endorse this.

The original date of submission was 31<sup>st</sup> May 2023 but the deadline had been extended to cater for the fact that the LSIP wasn't due to be issued until later in the Summer. However, the Principal confirmed that SLT was able to recommend the attached Statement to the Corporation for approval, noting the fact that the Principal was on the LSIP Board so was up to date with the plan.

The following other points were noted and discussed:

- Adult and Community learning – the Corporation was reminded that the College had recently recruited a new Adult Education director, who was taking forward the College's plans for the next 2 years, to meet the needs of adult education in the City, including ESOL (English for Speakers of Other Languages).
- It was noted that the new Adult Education director would be invited to a future Corporation meeting to give a presentation on Adult and Community learning at the College. **ACTION: Principal – next academic year.**
- Skills boot camps and job fayres are two of the College's initiatives which are being developed.
- Of the 3 categories of achievement (strong, reasonable and limited), bearing in mind the College's existing and developing Adult and Community Education programme, the College is aiming for the "strong" category.

- Notwithstanding the delay in the sponsorship policy owing to waiting for the ONS reclassification guidance details, it was suggested by one Governor that it may be useful to have a large local employer as a College sponsor, if that was possible, which could help with work placements/matching business skills etc. In response, SLT reported that the College did have a number of close relationships with local employers and this focused on matching employers' needs rather than upon sponsorship criteria. The limitation regarding employers in the area was also recorded at this point, noting that in Brighton and Hove, the larger employers were Sussex University, the Local Council and the NHS. It was recognised that there were a number of small and medium sized business with a good financial turnover, rather than a large business enterprise in the area.
- In response to a question regarding involvement with the local Chamber of Commerce, the Principal confirmed that she was already attending various key events to ensure engagement, noting as above, that this focused on smaller/medium sized business.

The Corporation approved the accountability Statement and agreed that it should be published and submitted by the end of May 2023 deadline. **ACTION: Principal**

## **b) Gender Pay Gap Report**

- i) Executive Summary**
- ii) Report**

The contents of the Report were noted, and Governors were reminded that this had been delayed from the last meeting owing to a HR software upgrade (Cintra) which delayed the data analysis required. The following points were noted:

- Mandatory annual report – usually provided in the Spring/Summer Term.
- Content of the Summary section was highlighted, particularly the lower level of pay in respect of women compared to men on a per hour calculation. Regarding this further analysis and investigation will take place, but the impact upon the female members of staff may relate to the higher level of female support staff, compared to academic staff.
- Comparisons with previous reports are difficult as the figures have been provided differently and hence SLT have recommended that this year's analysis (in respect of the 2022 year) should be the basis for benchmarking against future years.
- The HR Department has already run a preliminary report for next year, noting the reduction in staff (not replacing staff retiring/resigning where possible in order to manager the staffing budget), significant level of part-time staff which has an impact on the male/female pay analysis - the mean staff salary in respect of male staff has increased. As reported above, further investigation will be carried out by SLT with the assistance of the HR Department.
- A pilot exercise is underway within the SFC sector to review pay bands in the Support Staff area with the aim of improving this. At the same time the exercise may help in identifying gender issues. Furthermore, next year it will also be mandatory within the annual report, to provide ethnicity analysis; where possible, the College is aiming to use this year's ethnicity data retrospectively too.

- Governors welcomed the report and particularly the progress towards incorporating the additional ethnicity analysis.
- In response to clarification sought by Governors regarding the last 2 sentences of the main document, SLT explained the impact on the analysis of term time support staff, being biased towards female staff, and which reduces the pay pro rata per support staff member over the full year – resulting in the hourly rate appearing much lower. Reference was also made to the impact of the support staff only SFC bonus initiative, paid just before Christmas each year; as the bonus is pro-rated those working term time only (higher female percentage) ie part time, this has an impact on the analysis, which demonstrates that male staff receive a higher bonus. It was agreed that a more detailed explanation should be included in future reports to assist understanding, notwithstanding the existing reporting requirements and if necessary, there should be additional explanatory notes to help Governors and others. **ACTION: SLT**
- SLT reported on the existing job evaluation process at College which provides some assurance that Staff doing the same job, receive the same pay.

## 8) Student Governors' Report

The new Student Governors, Aisha Al-Najjar and Cizzie McGuinness provided the following update to Governors:

- SU elections and hustings – aiming to utilise a larger room for hustings next year (main Hall if possible), as there was insufficient space for interested Students to attend this year's hustings.
- Aiming to improve communications between the Student body, Student Union Executive and Staff.
- Student clubs and focus upon the environment.
- Currently working on the new Students' Day and the Student Leavers' event, with various options under discussion. Regarding the former, the SU Executive has consulted the current year 1 Students to reflect on their new Students' Day and suggestions for aspects which weren't included last year such as more social based events rather than the existing focus on taster classes.
- A greater focus upon SU Executive accountability and transparency, is intended this year to provide greater assurance to Students; there are ongoing discussions with SLT.

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

## 9) Curriculum and Standards

### Executive Summary

#### a) QIP Review

James Gordon presented the updated quality improvement plan, the contents of which were noted and the following points were recorded:

- The various actions have been reviewed and progress recorded.
- 2 points within the Executive Summary were brought to Governors' attention where significant progress had been made: items 1.2 and 1.3, being progress and work experience, noting the improvement regarding employability.
- The Deputy Principal highlighted item 1.5 HESA statistics (Higher Education Statistics Agency), which demonstrates the College Students' outcomes post FE, analysis of which is very favourable and hence suggests that Students are generally well-prepared for Higher Education.
- Further progression indicators have improved as shown in item 2.3 and 2.5 – reflecting the benefits of introducing a new lesson observation process, with more focused feedback tailored to each Teacher, followed by training/INSET on this, combined with delivery using the new coaching model and focusing on professional development.
- Item 3.3 enrichment – noting the change at College to timetable this for the first time, during this academic year, for first years. This area will be refined next year, and participation rate has been favourable.
- Item 4.1 adult and community education – this is another area upon which SLT is focusing and is continuing to overhaul this area, having recently employed a new director.
- In response to a number of issues raised regarding attendance, unauthorised absence records relating to timetabled enrichment and also noting that there had been some issues arising from difficulties switching between selected enrichment activities and queried whether there was an impact upon Student bursaries, James Gordon reported that attendance was being monitored with and without enrichment and that this was under review for next year, to allow greater flexibility, whilst maintaining the importance of enrichment attendance. He also confirmed that there was no impact upon Student bursaries owing to enrichment attendance. The Corporation was reminded that enrichment provision contributed towards funded hours, hence a good attendance level, above the threshold, was important.

## **b) Curriculum Costing Models**

- i) Year 1 Curriculum Costing**
- ii) Curriculum Costing Dashboard**

The Deputy Principal summarised the work which SLT had carried out to date, with the aim of simplifying the analysis compared to last year. He highlighted the process for converting application to final forecast Student enrolment numbers, together with estimated class sizes per subject areas and associated costings.

The curriculum dashboard has also been developed and James Gordon guided Governors through the revisions, including:

- simplified timetabled periods for year 1 and year 2 Students, converted FTE in respect of each member of Teaching Staff, leading to forecasted average Staff cost calculations.
- Taking into account efficiencies including a reduction in lesson periods allocated to GCSE Maths, from 6 to 4, and others relating to tutorial; it's aimed to save £50K from year 1 curriculum costs.



- A greater efficiency has been calculated in respect of year 2 curriculum costs, where the set size is more efficient, with an overall projected saving of £270K in staff costs. At this point Governors were reminded of the funding difficulties noting that the Staff pay award was currently unfunded for SFCs, hence the need for efficiencies, generated via staff retirements/resignations etc. As reported to Governors previously in this academic year, owing to the funding limitations, the College is predicting a lowering of its financial health from good to requires improvement.
- Owing to the limitations with classroom sizes, the College's average class size was below the FE sector average, currently averaging 16.1; SLT is aiming to increase the latter to 20 and also to make this more equitable across each subject area. To enable this improvement and consistency in class sizes, the College is currently completing an audit of existing site facilities to ensure that room sizes are adequate and also have the necessary facilities for the course subjects – eg furniture and equipment.

**c) Curriculum Reform Update (Action from March 2023 Corporation Meeting)**

- The document has been shared with the Curriculum Managers and sets out the College's existing applied general qualifications (BTECs) offer, together with details of T Levels and other options for replacing some or all of our current applied generals, should these be discontinued. The Corporation noted the subject areas affected including business, criminology, travel and tourism and forensic science. The College is undertaking some research to determine how best to manage this so that the College's offer remains effective for Students who traditionally select these courses and also to ensure that the College is able to continue to provide the necessary support for those Students. At this point, Governors were reminded of some of the differences between A Level and BTEC, for example for business studies, the A Level is based 100% on examinations at the end of year 3, whilst the BTEC has no examination element, and is 100% based on assessment throughout the course. Governors also noted that the Applied General qualifications were particularly appealing to local business, whereas the T Levels were not yet fully understood.
- The final decision and guidance regarding the future of applied generals and T Levels is not due to be published until July, which is after the College has published its prospectus for next year. In response to a question from Governors, James Gordon confirmed that Students applying for BTECs will be provided with information regarding the above changes and also given alternative options to suit them.

**d) Student Application Numbers**

- i) **Executive Summary**
- ii) **Comparison Table 2022 and 2023**

In the absence of Lisa Watkin-Stevens, James Gordon introduced this item, summarised the main issues within the report and invited questions from Governors.

- Subject reported at the last Corporation Meeting and the updated report provides comparisons with last year's Student application numbers, but noting that currently,

prospective Students were still submitting applications which were welcomed by the College.

- Feeder Schools – the range and application numbers generated from the various Schools, were highlighted.
- The College is aiming for an additional 30-40 Students, based also on current application numbers, although it was understood that this may change.
- Attention was drawn to the previous advice to Governors regarding the new enrolment process for this August/September.

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:

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

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

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

- Reference was made to the executive summary which provided background regarding key matters and changes since the last management accounts' presentation to Governors. Regarding the latter, it was noted that there was very little movement on the bottom line.
- Forecast end of year tuition fees were noted and it was confirmed that Adult Education income will be less than originally set. As reported earlier, the reduced income has been offset in the budget via cost savings and other contingencies. The successful appointment of the new Adult Education Director was noted and the work underway to develop this important income source, was highlighted, with early projections looking very positive.
- Simon Lindfield confirmed that the Finance Committee would be focusing on the final draft budget and 2 year forecast in detail at its next meeting in June, prior to making recommendations to the July Corporation meeting, and drawing attention again to the likelihood that next year was almost certainly going to have a financial health of requires improvement, from the current good grade.
- Cash position remains stable and the College's plan is focused upon protecting the College's cash figure to provide stability.
- In response to a question from Governors regarding the ONS reclassification and guidance awaited and it was confirmed that the £302K of capital funding recently advised to the College, SLT confirmed that this would be fully utilised, including in respect of the proposed Summer works – details of which are being finalised, including quotations being sought, prior to Finance Committee consideration at its meeting in June. It was also confirmed that any unutilised capital fund this year,

could be carried forward into the next financial year. There has been no announcement to SFCs yet whether there will be an annual capital funding offer, based on the transfer from private to public sector classification. **ACTION: Elaine French**

## **b) Property Update**

- The announcement of the recent capital funding bid submission outcome was reported to Governors who were delighted and grateful for the £1.85m funding, which would enable the planned quad extensions to be developed. The College's matched funding of £100K was also noted, which has been included in the budget/forecast.
- Further work will be done on taking forward the development plans in respect of the capital bid works and a more detailed costings' analysis.
- SLT will also be meeting with the design team and bid consultant shortly to take the project forward.
- Elaine French confirmed that in line with the College's financial regulations, the College will be required to follow the detailed tender process. The bid consultants, AMR, have already tendered to enable an accurate cost plan for the application. Confirmation of AMR as the Project Manager will be presented for consideration at the next Corporation Meeting.. **ACTION: Elaine French**
- In response to a question from Governors, it was confirmed that planning permission was not required and a certificate of lawful development has been issued.
- Governors queried the timescale and governance input and it was noted that the funding would need to have been utilised by March 2025 at the latest; the aim would be to commence works, as soon as possible, noting that the works must be completed by September 2024, (also noting that the funding spend deadline is end March 2025).
- It was acknowledged that the Corporation's Accommodation Group, would be convened in due course to consider various proposals, monitor progress and make recommendations/provide updates to Corporation. **ACTION: Chair/Clerk/SLT**
- Summer works' update – a date for the Local Authority hearing of the College's planning application is still to be confirmed, but may be heard on 7<sup>th</sup> June. Any opposition to the College's planning proposals won't delay the initial hearing as this relates solely to the outline planning application, whilst any challenges from local neighbours, relates to the detailed plans.
- In response to a question from Governors regarding conversations and updates to the local press on the College's planning proposals, Governors suggested that SLT may wish to consider sharing regular information updates with the press regarding the plans. In this regard, it was resolved that SLT, Ayas Fallon-Khan and John Williams, should discuss this outside the meeting post the outline planning application approval. **ACTION: SLT/AFK/JW**
- The Governing Body also discussed other planting options around the site, in addition to the ecology garden, such as planting more trees around the perimeter of the site.
- In response to a question regarding the mezzanine area in the canteen, Elaine French confirmed that discussions had been held with the College's architects on how to improve and make the best use of this area for the Students, but that the design costs were too high (at over £350K) and funding was not available for this, in

light of the other essential Summer works already resolved. However, the intention will be to refurbish the canteen through and work is underway with the contractors to finalise the detail regarding this; this will include re-designing the seating area in the mezzanine level. To provide more options for Students in terms of catering facilities, the College is considering introducing a coffee cart in another part of the College to take some of the pressure away from the existing canteen. The capital funding works will also help alleviate the overcrowding in the canteen, with more areas in the quad for socialising.

### **c) BHESCO Solar Panel Report**

The contents of the report presented by Elaine French were taken as read by the Governing Body and questions invited, noting that the costs of introducing the panels was scheduled to be repaid over 20 years, after which all the electricity generated will be solely for the College's use (currently 15% of the energy generated is retained by the College).

Regarding the College's masterplan, Elaine French agreed to meet with the new Student Governors and go through the plan with them. **ACTION: Elaine French**

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

### **a) Admissions Policy 16-18 & 19+**

- i) Executive Summary**
- ii) Policy**

James Gordon presented the merged policy document to Governors, noting that revisions had been made following a meeting between SLT and the new Director of Adult Education.

The main changes were highlighted to Governors as set out in the Executive Summary, including the revision to the entry criteria for 16-18 Student applicants. An appeals course has also been incorporated, which means that Students no longer need to refer to the College's Complaints Policy.

The revised Policy was approved. **ACTION: SLT**

## **12. Date of Next Meeting: Wednesday 5th July 2023 at 6.00 p.m.**

## **13. Any Other Business - None**

**14. Part II Confidential business** Refer to Part II Confidential Minutes included within the Part I record. (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) Matters Arising – None.**

**17. Enclosures for Information - noted (meeting dates for Summer term 2023) – mid-term seminar date change – 14<sup>th</sup> June 2023 (from 7<sup>th</sup> June 2023)**

Louise Pennington 17/5/23

Chair.....

Date.....