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Agenda Item	Discussion	Action
Board members In attendance	<p>Bishop Auckland College Patrick Lonergan (Chair), Natalie Davison-Terranova (Principal/CEO), Sharron Trevor, Keith Ivory, Chris Hutchinson; Graham Currie; Kim Nielsen; Di Gowland; Simon Peacock; John Yarrow;</p> <p>Judith Layfield; Clare Groves; Lynn Heighton; Ann Robinson-Ruddock (Clerk to the Corporation)</p>	
	5.00 p.m. until 5.30 p.m. – Board Training in Apprenticeship Provision given by Julie Vincent, Employment Services Manager.	
01	<p>a. Apologies for Absence: None. b. Not Present: Steve Robson; Grant Sowerby</p>	
02	Welcome and Introductions: Everyone was thanked for attending the Meeting. No introductions were necessary.	
03	<p>Any Other Business:</p> <p>i. An oral update – Progress on climate action roadmap (discussed under Item 29.)</p>	
04	Chair’s Address: P Lonergan explained that the main focus of the Meeting would be on finance and the papers circulated beforehand.	
05	Declarations of Interest: None declared.	
06a	Minutes of Board Meeting 12.12.2022 – version for publication on website: The format of the Minutes for website publication was APPROVED.	
06b	<p>Minutes of the Board Meeting held on 27.3.2023 and Extraordinary Board Meeting held on 20.5.2023:</p> <p>The Minutes of both Meetings were APPROVED.</p>	
06c	Assessment of Previous Meetings: The post-meeting assessments completed for both Meetings were extremely positive.	
06d	<p>Actions Arising: The following actions were still ongoing from the Meeting held on 27.3.2023:</p> <ul style="list-style-type: none"> 1333 C Hutchinson stated that ETF had introduced a new training platform for Governors and would forward the information. The new platform contained 32 modules ACTION: ARR to divide modules appropriately for Sub-Committees and circulate. This would be completed during the Summer for circulation prior to the beginning of term. 	

	<ul style="list-style-type: none"> • 1338 ARR to add approved Instrument & Articles to website: ARR to complete prior to • 1304 ARR to organise Board strategy and workshop would take place on a Friday afternoon and Saturday morning. Taking place all day on Friday 6 Oct 2023 at Park Head. Arrangements in progress. • All other actions had been completed and closed. 	
07a	Headline Report of the Curriculum and Quality Committee: Minutes of last Meeting circulated in advance. No questions arose.	
07b	Headline Report of the Search and Governance Committee: Minutes of the last Meeting circulated in advance. P Lonergan confirmed that measures were in place to appoint new Board members to replace the 2 Governors standing down. A further updated would be circulated in September.	
07c	Headline Report of the Resources Committee: Minutes of the last Meeting circulated in advance. G Currie felt that the draft budget for 2023-24 was prudent and conservative.	
07d	Headline Report of the Audit Committee: L Heighton reported that with regard to appointing a new internal audit company, 2 responses had been received though the deadline had not yet been reached.	
07e	Headline Report of the Remuneration Committee: P Lonergan explained that the comparison with other similar sized colleges in the region was ongoing. This would be discussed at the next Remuneration Committee before consideration by the full board.	
07f	<p>Headline Report of SWDT Board Meeting /Performance update on SWDT</p> <ul style="list-style-type: none"> • K Ivory reported that the latest Meeting had been postponed due to illness. • The current Acting General Manager at the Centre had now been appointed permanently in the role. Going forward, his objective would be promoting awareness of what the Centre had to offer to employers and potential trainees to increase numbers. • T Levels would commence in September. <p>Q: Would external support be available to the Business Manager?</p> <p>N Davison-Terranova explained that a reorganisation was being carried out and additional duties were being taken on by second-tier staff. K Ivory added that any external support required would be budgeted for.</p>	
08	KPI Monitoring Report 2022/23 – Monitoring Report 3: Circulated prior to the Meeting. No questions arose.	
09	Durham Gateway Performance Update:	

	<p>N Davison-Terranova reported that this was the first year the provision had been back on the Bishop Auckland campus.</p> <p>The current Manager would be leaving at the end of the current academic year and, as an interim measure for 1 year, an experienced Manager with an outstanding portfolio in related areas would be taking on the responsibility for Durham Gateway.</p> <p>This year's performance had been strong and student recruitment was on target for the next academic year. GCSE results were awaited.</p>	
10	<p>Nursery Provision Update: N Davison-Terranova gave a verbal report:</p> <ul style="list-style-type: none"> The Nursery was expected to break even on direct costs at the end of the current financial year and was a vitally important service which the College provided for staff and students. The QA monitoring visit completed several months previously had been extremely positive about the learning experience provided. Following the visit, additional safeguarding training was being put in place for staff members. 	
11	<p>Finance Report for year to date (Management Accounts): L Heighton gave a brief overview of the key points of the report circulated prior to the Meeting:</p> <ul style="list-style-type: none"> The covenant was on track to be achieved at the end of the current financial year, mainly due to healthy cash balances. The bank was being extremely supportive. Income was in line with forecast, although anticipated ESF funding had not yet been received. <p><i>J Yarrow joined the Meeting at 6.10 p.m.</i></p> <ul style="list-style-type: none"> A great deal of movement was likely between now and the end of the financial year, in terms of debtors and creditors. 	
12	<p>i. Discretionary Learner Support Funds Policy: This had been discussed and approval recommended at the Resources Committee Meeting on 19.6.2023. The Policy was APPROVED.</p> <p>ii. Barclays Bank – Investment Options: L Heighton had circulated a leaflet prior to the Meeting. She suggested opening both Notice Deposit and Treasury Deposit accounts initially, in order to decide which was most suitable going forward. The decision to open both a Notice Deposit and Treasury Deposit account was APPROVED.</p>	
13	<p>Partnership Plan 2023/24: The approval of the Partnership Plan 2023/24 had been recommended by the Resources Committee Meeting on 19.6.2023. The Plan was APPROVED.</p>	
14	<p>Draft Budget and Financial Plan 2023/24: Following on from the Resources Committee Meeting on 19.6.2023, when the Budget and Financial Plan were</p>	

	<p>recommended for approval, more work had been done on the budget and the surplus had increased by 900%. Numerous savings had been identified and the Quarter 1 reforecast in the Autumn term would give a clearer picture for the remainder of the financial year.</p> <p>The Nursery was already fully booked for the next academic year, based on 80-85% capacity in line with staffing.</p> <p>The Draft Budget for 2023-24 was APPROVED.</p>	
15	<p>Capital Plan 2023/24: The Resources Committee Meeting on 19.6.2023 had recommended the Plan for approval.</p> <ul style="list-style-type: none"> • <u>Solar Panels:</u> C Groves had met with 5 companies. Quotes around £300k for 694 panels were being received. Battery costs were high at present, and it had been advised to purchase these at a later date. <p>Q: What is the lifespan of a panel? C Groves replied that this was 25 years, although regular cleaning of the panels had to be done.</p> <ul style="list-style-type: none"> • <u>Electric Car Charge Points:</u> C Groves explained that the College was going to install 2 electric car charge points for staff <p>The Capital Plan 2023/24 including solar panel installation was APPROVED.</p>	
16	<p>Student Governor Report: S Peacock reported that he had sent out a further survey to students around canteen provision and feedback had led to a lot of positive changes being made. C Groves thanked him for producing the survey. A new Starbucks was being introduced in the canteen area.</p> <p>There was no feedback from the Staff Governor to report.</p>	
17	<p>Health and Safety Update: No questions arose. C Groves explained that the lockdown process was being finalised and would be tried out later in the year. Board members noted the content of the report.</p>	
18	<p>Single Equality, Diversity & Inclusion Scheme Action Plan 2022/23: No questions arose. Board members noted the content of the plan.</p>	
19a and b	<p>Property Strategy and Property Matters: No questions arose and Board members noted the content of the report.</p>	
20	<p>Quality Improvement Action Plan Progress Report: Board members noted the content of the Report circulated prior to the Meeting. No questions arose.</p>	
21	<p>Curriculum Plan 2023/24: J Layfield reported that the Curriculum Plan for the next academic year had been based on a number of factors and this year a different approach had been taken:</p> <ul style="list-style-type: none"> • Heads of School were sent lists of all students and asked to confirm which students would be progressing to the next academic year. Any students 	

	<p>not intending to remain at College for a further year were to be sent to the Careers Team for advice.</p> <ul style="list-style-type: none"> • The Curriculum Plan numbers were added based on accepted places and what was actually happening, rather than the previous, more speculative approach. • A great deal of time had been spent agreeing staffing structures with Heads of School. • Changes in student numbers would be incorporated into the staffing structures and timetables had been put in place. • Heads of Schools had been encouraged to go out and meet with employers. • After the current academic year, the College would no longer be working with Sunderland University. • T-Levels commencing in September. <p>The Curriculum Plan for 2023/24 was APPROVED.</p>	
22	<p>Arrangements for College SAR and Improvement Plan: J Layfield welcomed input and involvement from Board members in the SAR process and suggested meetings with Heads of School.</p> <p>ACTION: J Layfield to send invites to Board members.</p>	JL
23	<p>Corporate Social Responsibility Annual Report 2022/23: N Davison-Terranova was delighted to see the range of work the College was involved with in the local Community. The Report would be produced on a termly basis in future.</p> <p>Q: Does the College celebrate and publicise this Community work?</p> <p>S Trevor confirmed that she did, as a teacher involved in this and it was agreed that the help the College offered within the area needed to be more heavily publicised.</p>	
24	<p>Board Training Update: Board members were encouraged to complete the statutory online training. Regular reviews of training uptake would be carried out.</p>	
25	<p>Governance Improvement Plan progress monitoring since December: There were no questions arising from the Report which was circulated prior to the Meeting.</p>	
26	<p>Code of Good Conduct for Governors: The updated Code which was circulated to Governors prior to the Meeting was APPROVED.</p> <p>ACTION: Clerk to arrange addition of Code to Governance Area on Website.</p>	ARR
27	<p>Committee Memberships: With members leaving the Board and new members being appointed, the item was referred to the next Board Meeting on 13.12.2023.</p> <p>ACTION: ARR to add to Agenda for 13.12.2023</p>	

		ARR
28	<p>Strategic Developments Update:</p> <p><u>McIntyre Centre:</u></p> <ul style="list-style-type: none"> • J Layfield was leading on this project. • The tender process was being organised by architect and would be made available in July. It was hoped to receive 4 quotes. • Work was scheduled to commence in October and if completed on target, the Centre would be open sometime in Spring 2024. <p><u>International Visits:</u></p> <ul style="list-style-type: none"> • Two international visits had been approved by the Board in the current academic year. • J Layfield had been successful in obtaining funding which would be used for a range of international visits going forward. 	
29	<p>Environment and Sustainability Action Plan – Update:</p> <ul style="list-style-type: none"> • It was 2 years since the Action Plan had been launched. • S Robson was leading the working group and good progress was being made. <p><u>Developments in 2022/23:</u></p> <ul style="list-style-type: none"> • A compressed working week made a significant difference to energy use. • Installation of solar panels was being looked at and quotes received. • Climate and sustainability themes were being embedded in the curriculum. • 130 staff members had completed the flexible learning qualification during the Spring term. 	
30	<p>Risk Management Report including Risk Register:</p> <p>The same number of significant risks were reported.</p> <p>No questions arose.</p>	
31	<p>Planning discussion for October 2023 Strategy Day:</p> <p>The next Strategy Day for Board members would be held on Friday, 6 October 2023 at the Park Head Hotel, Bishop Auckland. N Davison-Terranova explained that normally external speakers were invited to this annual event. The key theme would be Equality, Diversity and Inclusion as it was important to continue to embed this for Board members.</p> <p>An Agenda for the day would be circulated closer to the time.</p>	
32	<p>Determination of confidentiality of items: P Lonergan confirmed that there were no confidential items for exclusion from the final Minutes for publication on the website.</p>	



33	Dates of Meetings 2023-24: <ul style="list-style-type: none">• Wednesday, 13 December 2023 at 5.00 p.m.• Wednesday, 27 March 2024 at 5.00 p.m.• Wednesday, 10 July 2024 at 5.00 p.m. <p>Friday, 6 October 2023: 9.00 a.m. to 5.00 p.m. Board Strategy Event – Park Head Hotel, Bishop Auckland.</p>	
	Ann Robinson-Ruddock Clerk to the Corporation	

There being no other business the meeting closed at 7.30 p.m.

A handwritten signature in black ink, appearing to read "P Lonergan".

Signed:
Patrick Lonergan
Chair

Date: 13.12.2023

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