

CONFIDENTIAL

| Agenda Item | Discussion | Action |
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| <p>Present:</p> <p>In attendance</p> | <p>Board Members: Patrick Lonergan (Chair); Shaun Hope (Principal/CEO); Chris Hutchinson; Pamela Petty; Kim Nielsen; Peter Topping; Simon Peacock; Edward Perry; Joy Allen; Dominic Raymont; Michelle Andelin; Mo Dixon; Manoharan (Dilu) Dilukshan (via Teams).</p> <p>James Robson (SWDT Executive Council Member); Judith Layfield; Lynn Heighton; Clare Groves; Lee Phillips; Ann Robinson-Ruddock (Clerk to the Corporation)</p> | |
| | <p>Governor Training: Skills, Strategy and Your Role:</p> <p>S Hope gave a PowerPoint presentation which include the following:</p> <ul style="list-style-type: none"> • <i>Skills for jobs: Lifelong learning for Opportunity and Growth (Skills white paper)</i> • <i>Skills and Post-16 Education Act 2022</i> • <i>The Lifelong Learning Entitlement (LLE)</i> • <i>Local Skills Improvement Plans (LSIPS)</i> | |
| <p>01</p> | <p>Apologies for Absence: Were received and accepted for Keith Ivory.</p> | |
| <p>02</p> | <p>Welcome and Introductions: P Lonergan thanked everyone for attending the Meeting, new Board Members were welcomed and introductions were made.</p> | |
| <p>03</p> | <p>Chair's Address including Board Discussion:</p> <p>i. <u>SWDT Executive Council Meetings:</u> P Lonergan explained that going forward, there would be 3 SWDT Executive Council Meetings per year, in line with the other sub-committee and Board Meetings and in addition, 2 strategy days would be held.</p> <p>ii. <u>Board Papers:</u> P Lonergan advised the Board that all papers would now include a front sheet, designed to give a brief overview of the report contents and recommendations for Board actions.</p> <p>iii. <u>Induction Programme:</u> There were 6 main points which P Lonergan asked Board members to consider:</p> <ul style="list-style-type: none"> • The Board must comply with the law in relation to publication of documents. • Act in the best interests of the Corporation. • Manage resources. • A duty of care to ensure accountability. • A need to outline the purpose of the Corporate Board – strategy/challenge/support. | |

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| | <ul style="list-style-type: none"> A Corporate Board mission statement. Board Members were asked to come up with a specific statement. ACTION: P Lonergan to accept suggestions and bring to next Meeting. | PL | | | | | | | | | | | | | | | | | | | | |
| 04 | Declarations of Interest: None declared. | | | | | | | | | | | | | | | | | | | | | |
| 05 | <p>Any Other Business:</p> <p>i. <u>Proposed Termly Staff and Student Meetings:</u> Following on from the recent staff conference, it was apparent that most staff members were unaware of who Board members were. Going forward, termly staff and student meetings would be held, led by the Staff and Student Governors, with other Board members present to answer any questions. These meetings would be open to staff and students from across the College Group. ACTION: Clerk to organise first Meetings to take place in Summer term. Clerk to add Board section to Moodle and all other platforms to increase awareness.</p> <p>ii. <u>Vice Chair Vacancy:</u> Expressions of interest were requested for the vacant role of Vice Chair. ACTION: Clerk to add to Agenda for next Meeting.</p> <p>iii. <u>Strategic Plan:</u> This would be presented to the Board Meeting in July for approval.</p> <p>iv. <u>Accountability Statement:</u> An Extraordinary Board Meeting would be convened in June to approve before deadline. ACTION: Clerk</p> <p>v.</p> | <p>ARR</p> <p>ARR</p> <p>ARR</p> | | | | | | | | | | | | | | | | | | | | |
| 06 | <p>i. <u>Minutes of the Board Meeting held on 13.12.2023 and matters arising not on the Agenda:</u> The Minutes were AGREED as a true record.</p> <p>ii. <u>Actions Register:</u></p> <table border="1"> <tr> <td>1363</td> <td>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.</td> <td>10/07/2023</td> <td>Draft discussed under item 18. Revised version to be recirculated.</td> <td>ARR</td> </tr> <tr> <td>1385</td> <td>Review of previous meeting assessment: The template was currently under review and the updated version would be presented to the next Board Meeting.</td> <td>13/12/2023</td> <td>New version of Form to be circulated to Board Members following the Meeting</td> <td>ARR</td> </tr> <tr> <td>1386</td> <td>Search & Governance: P Petty had also approached a local accounting firm seeking someone to join the Board and would provide Clerk with contact details.</td> <td>13/12/2023</td> <td>P Petty was awaiting confirmation from contact</td> <td>P Petty</td> </tr> <tr> <td>1387</td> <td>Board Training: The Clerk would look at which courses were statutory in an attempt to reduce the number of courses Board members were expected to attend.</td> <td>13/12/2023</td> <td>Complete</td> <td>ARR</td> </tr> </table> | 1363 | 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. | 10/07/2023 | Draft discussed under item 18. Revised version to be recirculated. | ARR | 1385 | Review of previous meeting assessment: The template was currently under review and the updated version would be presented to the next Board Meeting. | 13/12/2023 | New version of Form to be circulated to Board Members following the Meeting | ARR | 1386 | Search & Governance: P Petty had also approached a local accounting firm seeking someone to join the Board and would provide Clerk with contact details. | 13/12/2023 | P Petty was awaiting confirmation from contact | P Petty | 1387 | Board Training: The Clerk would look at which courses were statutory in an attempt to reduce the number of courses Board members were expected to attend. | 13/12/2023 | Complete | ARR | |
| 1363 | 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. | 10/07/2023 | Draft discussed under item 18. Revised version to be recirculated. | ARR | | | | | | | | | | | | | | | | | | |
| 1385 | Review of previous meeting assessment: The template was currently under review and the updated version would be presented to the next Board Meeting. | 13/12/2023 | New version of Form to be circulated to Board Members following the Meeting | ARR | | | | | | | | | | | | | | | | | | |
| 1386 | Search & Governance: P Petty had also approached a local accounting firm seeking someone to join the Board and would provide Clerk with contact details. | 13/12/2023 | P Petty was awaiting confirmation from contact | P Petty | | | | | | | | | | | | | | | | | | |
| 1387 | Board Training: The Clerk would look at which courses were statutory in an attempt to reduce the number of courses Board members were expected to attend. | 13/12/2023 | Complete | ARR | | | | | | | | | | | | | | | | | | |
| 07 | Search & Governance Committee Meeting Draft Minutes 31.1.2024 and Headline Report: | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Action: Clerk to work with C Groves to arrange half day training session for Board Members with Dr Anna James in tandem with staff training.</p> <p>K Nielsen AGREED to be the link Board Member for EDI. ACTION: C Groves to liaise.</p> <p>ACTION: All Board Members MUST complete the statutory training assigned to them, in particular Safeguarding.</p> | <p>ARR</p> <p>CG</p> <p>ALL</p> |
| 08 | <p>Audit and Resources Committee Meeting Draft Minutes 20.3.2024 and Headline Report:</p> <p>The Board APPROVED the Quarter 2 reforecast and Financial Plan.</p> | |
| 09 | <p>Curriculum & Quality Committee Meeting Draft Minutes 13.3.2024 and Headline Report:</p> <p>The Board AGREED to the following:</p> <ol style="list-style-type: none"> 1. QIAP to be approved with the self-assessment report as part of the annual cycle. 2. Audit & Resources to oversee the implications of the changes to maths funding. 3. Delegated authority to the C&Q committee to have oversight of the apprenticeship accountability framework. | |
| 10 | <p>SWDT Executive Council Meeting Draft Minutes 29.2.2024 and Headline Report:</p> <p>J Robson informed the Board that the additional 2 Executive Council Meetings would be used to formulate a Strategic Plan for the Centre.</p> | |
| 11 | <p>Strategic Developments:</p> <p>The new Strategic Plan would be launched in September 2024.</p> <p>Q: Is there a risk of losing staff due to financial constraints?</p> <p>S Hope replied that this would be addressed alongside strategic objectives.</p> | |
| 12 | <p>KPI Monitoring Report update 2023-24:</p> <p>S Hope stated that adult education courses varied in length and recruitment took place throughout the academic year and would be closely monitored.</p> <p>M Dixon commented that adding national statistics for attendance and enrolment would give a more favourable picture. Excellent results were being achieved by apprentices at the end point assessment.</p> | |

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| | S Peacock was keen to engage with the Gateway students in his role as Student Governor. | |
| 13 | Estates & Capital Development Update: S Hope gave an overview of current developments. | |
| 14 | Annual Equality, Diversity and Inclusion Report (including Gender Pay Gap Report): C Groves reported that Dr Anna James had visited College to review the provision and develop a creative approach. Some of the key data would be put into a single equality scheme action plan. K Nielsen was thanked for agreeing to become the EDI link. | |
| 15 | Progress Against QIAP: The Board APPROVED progress against the 2024 QIAP. | |
| 16 | Performance update: Regarding SWDT, P Petty commented that larger Companies needed to be encouraged to be involved in the apprenticeship scheme and she would be happy to meet with the Business Development Team. J Layfield stated that 100% employment was achieved at the end of the scheme. <i>E Perry left the Meeting at 6.55 p.m.</i> | |
| 17 | External Governance Review: The final report from the external governance reviewer had been circulated prior to the Meeting. Most of the recommendations included within the report had been actioned or were being addressed. The recommendations would be added to the Corporate Governance Improvement Plan and brought to the next Meeting. ACTION: Clerk | ARR |
| 18 | i. Board and SWDT Training: Some training was still outstanding for certain Board Members. ACTION: Clerk to ask HR to recirculate links to training to all Board Members. Board Members were reminded that as the College was now in the window for OFSTED inspection, it was crucial that all training was completed in a timely manner. ii. Governance Attendance review to date: It was suggested that new Board Members be given 6 months grace as other diary commitments | ARR |

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| | <p>meant that they were often unavailable for Meetings scheduled during the early months. ACTION: Clerk to revise attendance records.</p> <p>iii. Draft Sub-Committee Membership:</p> <p>A draft list had been circulated to the Board. Some Members felt that their skills may not be fully utilised on some of the Sub-Committees they had been allocated to and in view of this, the Clerk would re-draft and circulate the list. ACTION: Clerk</p> <p>iv. Draft Calendar of Work 2024-25:</p> <p>The Clerk confirmed that all Meetings would commence at 5.00 p.m.</p> | <p>ARR</p> <p>ARR</p> |
| 19 | <p>Management Accounts at 29 February 2024 – including SWDT:</p> <p>Staff in general was being looked at closely in conjunction with S Hope.</p> <p>Q: Do you need to enrol more students to cover staffing costs?</p> <p>S Hope assured the Board that work was being done to reduce staffing costs. In-year changes, such as the growth in apprenticeships had an effect and new models of working were being piloted.</p> <p>P Topping suggested and it was AGREED that finance should be covered higher in the Agenda at Board Meetings going forward. ACTION: Clerk to restructure future Agendas.</p> | ARR |
| 20 | Financial Matters: Nothing further to discuss. | |
| 21 | <p>i. Risk Register: J Layfield gave a brief overview of the current situation.</p> <p>ii. Data Protection: No questions arose.</p> | |
| 22 | <p>Summary of Key Actions from the Meeting and questions to Board Members:</p> <p>P Lonergan gave an overview of discussions and decisions reached during the Meeting. There were no questions arising.</p> | |
| 23 | <p>Dates of Next Meetings:</p> <ul style="list-style-type: none"> • Extraordinary Board Meeting to approve Accountability Statement (June – date tbc) • Wednesday, 10 July 2024 at 5.00 p.m. | |
| | Ann Robinson-Ruddock Clerk to the Corporation | |



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There being no other business the meeting closed at 7.10 p.m.

Signed
Patrick Lonergan
Chair

Date: 10 July 2024

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