Seevic-Palmer's College Corporation

Minutes of the Meeting held on Tuesday 17 April 2018

Palmer's campus
Meeting commenced: 16.00hrs
Meeting ended: 18.35hrs

Present

Gordon Haines	Independent Member	Chair
Phillip Lennon	Independent Member	Vice Chair
Graeme Loveland	Independent Member	Vice Chair
Paul Bennett	Independent Member	
Alex Dobinson	Independent Member	
Carol Skewes	Independent Member	
Roger Key	Independent Member	
Ritchie Naylor	Staff Member	
Dan Pearson	Principal & CEO	

Apologies for Absence

Michele Lucas	Independent Member
Shri Footring	Independent Member
Daryl Cortez	Student Member
Jack Smith	Student Member

In attendance

Steven Hendy	Chief Operating Officer
John Revill	Vice Principal Partnerships, Funding & Business Planning
David Dolling	Vice Principal Quality
Clare White	Vice Principal Student Services (items 5 and 12 only)
Stuart Coussins	Head of Higher Education (item 7.4 only)

Clerk

Sue Glover	Clerk to the Corporation

The Chair of the Corporation welcomed everyone to the meeting. Members were advised that in the absence of both student governors, the Vice Principal Student Services would give feedback from the recent Student Conference under item 5, Learner Voice. It was agreed that item 12 on the agenda would be taken immediately after item 5 as the Vice Principal Student Services has some input on this item and could then leave once this has been presented.

29/18 Declaration of Interest

Members and staff were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

Graeme Loveland declared that he is a Trustee of the Palmer's Trust and that he is both the Clerk and Secretary to the Palmer's Trust.

30/18 **Apologies for absence**

Apologies for absence were received from:

Shri Footring
Michele Lucas
Jack Smith
Daryl Cortez

AGREED
The Board accepts the apologies for absence.

31/18 **Unconfirmed minutes of the meeting of the Corporation Board held on 13 March 2018**

The minutes of the meeting were approved and signed as a correct record, subject to minor amendment as discussed.

32/18 **Matters arising and action points from the minutes of the previous meeting**

Members reviewed the action points arising noting that

- Minute no. 22/18 – the shortfall in applications will be included in the updated 3-year plan
- Minute no. 20/18 – arrangements have been made for governors to complete relevant online training in Safeguarding and Prevent by the end of April and that the document 'Keeping Children Safe in Education' has been circulated to all members of the Board
- Minute no. 23/18 – the attendance incentive available from the Palmer's Trust is incorporated within income and the associated costs under non-pay costs

Members noted the actions ongoing which would be carried over to the next meeting.

Members agreed that all other Action Points had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

33/18 **Learner Voice**

In the absence of the student members, the Vice Principal Student Services updated the Board verbally on the Student Conference which took place on 28 March 2018

Members were advised that

- the conference had been well attended by students and staff and some governors had also attended
- the focus had been on improvements to quality and behaviour and positive feedback had been given to staff who will address issues raised

In discussion, members agreed that this had presented an excellent opportunity for students to interact with staff and to give their views on a number of issues. The next student conference will be held in the Autumn term and it was agreed that as many governors as possible would attend.

AGREED
The Board agreed to receive and note the report.

34/18 **Seevic-Palmer's College Rebrand and Website Development**

The Vice Principal Student Services updated the Board verbally on the progress made to date with regard to the rebranding and website development of the merged colleges.

Members were advised that Precedent, the Company appointed for the rebranding and website development, have

- carried out research with stakeholders to gain an external view of the College
- attended staff focus group meetings at both campuses to gain the views of staff on the rebrand of the colleges
- produced draft logos for consideration by management
- commenced design content

In discussion, members were advised that

- the proposed launch of the rebrand and website is still expected to be third week of September
- the proposed design content and logos will be presented to governors for consideration and approval at the next meeting

AGREED

The Corporation Board agreed to receive and note the update, noting that the proposed design content and logos will be presented at the next meeting

Clare White left the meeting

Financial Performance

35/18 **Financial Update – April 2018, including Management Accounts to 31 January 2018**

The Chief Operating Officer presented, for information, the Financial Update – April 2018 together with the Management Accounts to 31 January 2018.

Members considered the detail of the accounts, noting

- income overall is below target by £481k due to the under-performance of Apprenticeships and Higher Education income
- expenditure overall shows a saving of £92k
- the revised forecast shows a reduction to the budgeted surplus of £331k, noting the key changes made
- the revised forecast reflects the current position resulting from the ongoing budget review which has been delayed due to ongoing system issues relating to staffing
- the outcome of the completed budget review is presented at this meeting for approval by the Board and the revised mid-year budget will be adopted and monitored against for the remainder of the financial year

In discussion, members asked if the Financial Health in Appendix A could be incorporated into the Monthly Comparison of Key Performance Indicators, given on page 5.

AGREED

The Corporation Board agreed to receive and note the financial update – April 2018, including the management accounts to 31 January 2018

36/18 **ESFA Financial Letter and Dashboard**

The Chief Operating Officer presented, for information, the letter and dashboard dated 14 March 2018 from the ESFA with regard to the College's financial statements 2016/17.

Members reviewed the detail of the letter and dashboard, noting that

- Following a review of the College's financial plan submitted in July 2017, the College's financial health grade for 2016/17, based on the outturn forecast, was Satisfactory and, following a review of the College's audited financial statements and finance record, this is confirmed
- The underlying financial health of the College based on grades for the immediate past and current years (2016/17 and 2017/18 respectively) was confirmed as Good
- Following a review of the College's audited financial statements, financial statements management letter and the annual report of the audit committee, there are no significant concerns with regard to the College's financial control arrangements

AGREED

The Corporation Board agreed to receive and note the letter and dashboard from the ESFA

37/18 **Mid-year Budget Review Update**

The Chief Operating Officer presented for consideration and approval the mid-year budget.

Members were reminded that the original budget for 2017/18 approved by the Corporation in July 2017 showed an operating surplus of £349k, before the revaluation reserve transfer. The budget included Restructuring Costs and Merger Costs, but no contingency was held for Pension Liability Costs as the annual actuaries report had not been issued at this time.

Members were advised that

- Since July 2017 and the subsequent college merger there have been a number of changes and updates, both having a positive and negative impact on the financial position of the College for 2017/18. These include the negative impact of the under-performance of Apprenticeships and HE delivery and the positive impact of in-year staff savings following restructure and control of non-pay costs
- The budget for 2017/18 has been reviewed and a new budget set for the remainder of this financial year as a result of these changes

The Board reviewed the budget summary, noting that overall the College is still forecasting an operating surplus, but this position has declined by £272k. However, it is expected that further savings will be achieved through the continuation of restricting spending to business critical only.

Members discussed the main changes to the original budget and, in response to questions, were advised that

- Staff costs are RAG rated green as the expectation is that these will meet the revised budget with any further savings expected to offset agency costs
- The provision for pension is high risk due to the unpredictability of the annual pension liability report

- A revised three-year plan will not be submitted to the ESFA, but the outcome of this budget review will be reported separately through the regular ESFA merger meetings and the college management accounts

Members agreed to approve the revised budget and that, whilst the level of surplus is small at below 1% of income and given the level of margin between surplus and deficit, the Board will ensure the budget is constantly reviewed and performance monitored in order that mitigating action can be taken at the earliest opportunity to ensure that the surplus position is achieved.

RESOLVED
The Corporation Board approves the new budget with immediate effect and all future management accounts will be monitored against this budget

38/18 **Transaction Unit and Barclays Bank**

The Chief Operating Officer presented a report detailing the options for College financial support to mitigate the additional financial outlay already incurred and required to spend, post-merger, in relation to both revenue and capital expenditure.

Members were advised that

- Since merger on 1 August 2017, the College has identified a number of issues that were not highlighted or expected as a result of the due diligence work conducted as part of the merger planning, such as
  - a sharper reduction in 16-18 student recruitment
  - negative reputation at Palmers
  - site security
  - leadership capacity at Palmers
  - restructuring
- These issues together with not achieving Apprenticeships and HE funding targets has significantly reduced the forecast budget surplus and had an adverse effect on the College cash position
- Following the recent visit by the FE Commissioner, it was suggested that the College make an application to the Transaction Unit (TU) for financial support to offset some of the additional merger costs
- The College has met with the TU, who confirmed that the College would be eligible to make an application for TU funding, but the process would take circa 8 weeks
- The TU made clear that this should be treated as a last resort and evidence given that the College's bank would not be prepared to give support and, in addition, other alternative lenders such as the Local Authority, the LEP and other banks should be explored
- The TU funding could not be used to support capital expenditure
- The funding options available from the TU are Grant Funding and a Loan, normal practise is for a loan, but the TU would be open to some grant funding and the College has suggested 50:50 of £2m (£1m grant and £1m loan)
- The College has met with Barclays Bank who confirm they would be prepared to give support with additional borrowing. The level of this is to be confirmed, but initial suggestion to the bank is to borrow £2m
- The bank made clear they would prefer the College to seek financial support from them and raised concern with the stigma associated with a College making an application through the TU and how this would be viewed by the bank going forward
- The bank would support the application for additional borrowing for as long as the College were able to demonstrate affordability, the benefit of any capital investment and that bank covenants would not be breached. In

addition, a debt strategy would need to be provided to include how debt costs and the associated risks are managed

- During the meeting with the bank, the sale of excess College land was discussed and the options this would create in terms of re-investment. The bank would be prepared to lend against any future income from the disposal of such an asset

Members discussed the issues raised, noting that

- The application to the TU is a detailed process with no guarantee of success and additional resources would be required to support this application which would incur additional costs
- Although the application for additional borrowing from Barclays Bank is an equally detailed process, a successful outcome is likely provided that affordability and the cost benefit of any proposed investment is demonstrated
- The College is currently exploring the opportunity to sell excess land to the rear of the main Seevic campus and any disposal of this land would provide the investment needed across both campuses over the next 5 years

AGREED

The Board agreed that

- an application for additional borrowing with Barclays Bank should be pursued, with the amount to be confirmed but expected to be circa £2m
- Continue to carry out a land appraisal to determine if the sale of excess land is a viable option
- Pursue a funding application with the TU if this can be for Grant Funding only and if the application process can be scaled down, noting that additional resources would still be required

39/18 **Front of House Tender**

The Chief Operating Officer presented for consideration and approval a report detailing the outcome of the Stage 1 Tender for the Front of House capital works at both the Seevic and Palmers campuses.

Members were advised that

- Tenders were invited for the first stage of a two stage procurement process for proposed front of house works at both Seevic and Palmers campuses
- A list of six contractors was compiled by the professional team and each spoken to in advance to confirm their interest and willingness to submit a tender:
  - ACS Construction Limited
  - Cadman Construction Limited
  - Noble House Construction Limited
  - Phelan Construction Limited
  - RG Carter
  - TJ Evers Limited

  Phelan withdrew from the process and the remaining five contractors submitted tenders within the stipulated timescale as follows:

	Tender	Ranking
ACS Construction	1,189,096.90	4
Cadman Construction	1,041,525.12	1
Noble House Construction	1,209,942.09	5
R G Carter	1,120,972.70	2
TJ Evers	1,129,154.41	3

Members reviewed the tender evaluation, programme and quality scoring and, in response to questions, were advised that

- All tenders received were checked for compliance with tender documentation and arithmetically checked and no errors were found
- There is nothing apparent in any of the tender submissions which would invalidate them
- Given that there are no errors affecting the financial ranking of the tenders, focus was given to the Cadman Construction tender as it is circa £79k lower than that of the second lowest tender of R G Carter

It was agreed that, although all tenders are similar on programme matters, as Cadman Construction can meet the required dates, stress early engagement with the project team, undertake all necessary surveys at the earliest opportunity and are £79k lower than the next lowest tender they should be appointed to complete the front of house capital work.

RESOLVED
The Corporation Board approves the appointment of Cadman Construction Limited to complete the front of house capital work at both campuses

Quality Performance

40/18 **College Dashboard**
The Vice Principal Partnerships, Funding & Business Planning presented the College Dashboard.

Members were advised that

- A small working group of governors had met to consider the dashboard and made a number of recommendations on the content and style of the dashboard. The group will meet again once these have been implemented
- Applications for the forthcoming academic year remain 11% down

In discussion, members were advised that there is a strategy in place to mitigate the reduction in applications and to improve progression and conversion rates, particularly at Palmers. It was agreed that the key indicator to keep under review is benchmark progression.

AGREED
The Corporation Board agreed to receive and note the College Dashboard

41/18 **Predicted achievement**
The Vice Principal Quality presented a report detailing the current student achievement predictions against the latest national averages (NA) taken from the government tables published in mid-March 2018

Members reviewed the report, noting that

- Due to the inherited A Level year 2 retention issue at the Palmer's campus, overall achievement was negatively affected by 2.7 percentage points before the year commenced
- there is a significant achievement difference between Palmer's and Seevic campuses
- overall achievement is predicted to be slightly above NA
- Level 1 qualification is predicted to be slightly below NA
- Level 2, 3, HE, GCS and Functional Skills are all predicted to be above NA

- Disadvantaged group performance is predicted to be slightly above NA, but slightly outside the college target of being within 3% of non-disadvantaged groups
- LLDD predicted achievement is above NA and within the college target of no more than 2% difference against non-LLDD groups
- 37 courses currently monitored as 'at risk' (50 in February)
- 14% of students are monitored as 'at risk' (17% in January)

In discussion, members were advised that a number of actions have been taken to continue to improve the achievement outcomes including

- The issue of quality intervention plans for every course and student at risk which are monitored weekly by Vice Principals of Curriculum
- Courses at risk and predicted achievement are compared every six weeks and reported to Principalship
- 'Project 54', a twelve-week Apprenticeship improvement action plan is in effect

It was agreed that the actions in place to monitor achievement were appropriate and that these are now more accurate than previously. It was noted that an analysis of achievement predictions was new to Palmers. The focus from Ofsted is more on Value Added rather than achievements.

AGREED
The Corporation Board agreed to receive and note the report

42/18 **Student Satisfaction Update**
The Vice Principal Quality presented a report detailing current student satisfaction.

Members were advised that

- two main sources of information about the College, students and parents were used to seek information for quality improvement opportunities
- over 1000 students at Seevic campus completed a survey on Induction which will be repeated at both campuses next year
- up to 140 students a week across both campuses are asked three questions by College Managers who are on duty as part of the duty rota
- over a 1000 responses have been reported which have been analysed and actions communicated and monitored
- 93 parents have responded either at Open Evenings or Parents' Evenings across both campuses, which have also been analysed and actions resulting in the feedback passed to staff responsible

Members reviewed the report, nothing that

- more staff are engaging with students during everyday duty walkabouts
- Open Evenings and Parents' Evenings are successful and have improved as a result of feedback
- Despite all students receiving tutorials on Prevent and British Values, more work is needed to ensure students fully understand their importance
- Student surveys need to be better managed and aligned to provide solid year on year comparisons

AGREED
The Corporation Board agreed to receive and note the report.

43/18 **Higher Education Update**

The Head of HE presented a report on the College's Higher Education provision and the new regulatory changes in the sector.

Members were advised that

- The Office for Students (OFS) is a new public body that will combine the existing regulatory functions of the Office for Fair Access (OFFA) with many of the current functions of the Higher Education Funding Council for England (HEFCE)
- OFS will take up these duties from April 2018, at which time OFFA and HEFCE will cease to operate
- OFS launched the new regulatory framework in February together with guidance on how to apply

Members reviewed the documentation provided noting that

- the College has to register with OFS in order to be recognised as a provider of HE and be able to offer student loans funding
- the College has decided to register in the Approved Category which enables access to the basic fee amount, best replicating what access to the HE market the college currently has
- Seevic currently has 11 HE courses in its portfolio with a student population of circa 115 learners
- There are currently 105 HE applications with growth in BSc Sport & Exercise and Public Services
- There is a new course in BSc Health Promotion & Social Care validated by University of Herts, commencing in September 2018
- HE achievement and student satisfaction is outstanding

In discussion, members were advised that the college is currently revising several policies to ensure compliance as well as proposing a new Higher Education committee structure that will become fit for purpose to meet the conditions of ongoing registration.

The Board agreed that registration to OFS should proceed so that it can be submitted in time for the deadline of 23 May 2018.

RESOLVED

The Corporation Board approves the registration of the College with the Office for Students in order to be recognised as a provider of Higher Education and be able to offer student loans funding

Stuart Coussins left the meeting

44/18 **Strategic Plan**

The Principal presented, for consideration and approval, a report detailing Strategic Key Performance Indicators (KPIs).

Members were reminded that at the last Board meeting it was agreed that the KPI document submitted for approval was too detailed for strategic level monitoring and duplicated elements of the statistical data currently monitored by Governors to assess and challenge the performance of the College.

Members reviewed the detail of the KPIs and agreed that it was still too detailed. Six key measures were identified as sufficient and it was suggested that the number of columns could be reduced. The Principal would revise the document.

RESOLVED
The Corporation approves the six key measures identified which will be used to monitor the progress of the Strategic Plan

45/18 **Extension of the College Transport Contract for 2018/19**
The Vice Principal Partnerships, Funding and Business Planning presented for consideration and approval a report detailing the College's transport contract for 2018/19.

Members were advised that

- the current College transport contracts are due for renewal
- the contracts can either be extended for a further year or the service retendered.
- the current contract allows for a further extension to the contract and for the amalgamation of both services (Seevic and Palmer's)

Members gave consideration to both options, noting that the College is recommending a further year extension to allow time to

- review current transport and potential impact on student recruitment
- review current applicant demographics and potential gains. This has been investigated for the 2017/18 cohort which has not indicated any additional requirements or changes to current routes

It was noted that the current applicants have already been made aware of the bus services and their routes and all three current contract holders have agreed not to increase the cost of the services for the 2018/19 academic year.

The Board agreed that it was a practical approach to extend the current transport contract for a further year to enable the appropriate reviews and investigations to be completed.

RESOLVED
The Corporation Board approves the extension of the current College transport contracts for a further year

46/18 **Apprenticeship Performance Outcomes for 2016/17**
The Vice Principal Partnerships, Funding & Business Planning presented for consideration a report detailing the reported forecast of apprenticeship outcomes for 2016/17.

Members were advised that

- Seevic College apprenticeship provision was subject to an Educational Skills Funding Agency (ESFA) Minimum Level of Performance (MLP notice from being below the minimum performance threshold in 2015/16
- Throughout 2016/17 this was a key area of attention for the senior management, Ofsted and the funding agency in order to drive improvement and secure performance above the MLP levels
- In November 2017, the College had been forecasting that the overall achievement rates for Apprenticeships would be a 62.3%, which was sufficient for the MLP to be lifted

- In January 2018, the Government published the Qualification, Achievement Rate report stating that the achievement rate for the College's Apprenticeships was 59.5%

Members reviewed the detail of the report and, in response to questions, were advised

- there were several contributory factors related to the reporting within the apprenticeship provision, such as
  - apprentices being carried forward from one reporting year to another
  - understanding of how the Management Information System reported the achievement rates
  - changes to the way the ESFA determines the eligible learners that are used in the QAR calculations and lack of understanding of the MLP rules and criteria

Members were advised that following the difference in reported outcomes a full investigation had been undertaken and a number of recommendations had been made, which have now been or will soon be agreed and actioned. In addition, an action plan has been compiled to ensure that the College does not show a difference in the reported outcomes against those published by the ESFA.

Members reviewed both documents and were satisfied with the progress made, which gave the Board reassurance that there is a process in place to ensure correctly reported outcomes for Apprenticeships in future.

AGREED
The Corporation Board agreed to receive and note the report.

47/18 **Search and Governance Committee**
The Chair of the Corporation gave a verbal update on the meeting of the Search and Governance Committee which had taken place earlier that day.

Members were advised that

- Members from the Corporations of Seevic and Palmer's had been appointed to the new Corporation on the basis that they would serve out their remaining terms of office, but it is unclear as to what this is. The Committee is recommending that for continuity and ease of succession planning that the following members serve until the end of the 2018/19 academic year, thus their term of office would end on 31 July 2019
  - Paul Bennett
  - Carol Skewes
  - Alex Dobinson
- the term of office for members is unclear and the Committee is recommending that this should be 4 years, which is in accordance with good practice guidelines given by the Association of Colleges in the Code of Good Governance for English Colleges and all new appointments to be confirmed on this basis
- the term of office for the Chair and Vice Chair is unclear and the Committee is recommending that these roles are elected for a term of 2 years, which is in accordance with good practice guidelines

- there is currently one vacancy for an independent governor and one for a staff governor from the Seevic campus. A staff governor election will be held to recruit one staff member from the Seevic campus to be in place for the start of the 2018/19 academic year. The search for an independent member is continuing using a number of approaches, including the Education & Training Foundation's website which specialises in locating suitable candidates as governors in FE Colleges. Members were encouraged to put forward any potential members they may know of
- the draft Manual of Governance, which the previous Clerk reported at the meeting held on 30 January 2018 had been completed for the merged College, was reviewed by the Committee. The current Clerk had further updated the document and the Committee accepted these changes. The Committee agreed that the document was very lengthy, but would serve, in its entirety, as an important reference source for all members. However, there are elements of the document that will need to be endorsed by the Corporation and these will be presented to the Board at the next meeting
- The Committee recommends continuing to adopt the Code of Good Governance for English College by the merged College. This document will be circulated to members for reference and will be formally endorsed at the next meeting
- The Committee gave consideration to the framework under which the Corporation conducts its business. A Carver model is currently used which provides for monthly meetings of the Corporation Board during the academic year with the addition of the Risk and Audit, Search and Governance and Remuneration Committees to support the work of the Board. A Quality Task & Finish Group was also established to support the quality improvement of the College. Consideration was given as to whether adopting a committee structure would be a more appropriate framework in the light of the business to be considered during the year. A committee structure would include the addition of a Finance and Quality Committee in addition to the above mentioned committees

Members discussed the issues raised, noting that the draft minutes from the Search and Governance meeting would be presented to the next meeting, but agreed

- to reappoint the following members until the end of the 2018/19 academic year
  - Paul Bennett
  - Alex Dobinson
  - Carol Skewes
- that the framework under which the Corporation conducts its business would be further considered at the next meeting and that the Clerk would prepare a structure of each model and circulate to members before the meeting
- the term of office for members is 4 years
- the term of office for the role of Chair and Vice Chairs is 2 years

RESOLVED

The Corporation Board approves

- the reappointment of the following members until 31 July 2019
  - Paul Bennett
  - Alex Dobinson
  - Carol Skewes
- the term of office for members is 4 years
- the term of office for the roles of Chair and Vice Chairs is 2 years

48/18 **Any Other Business**
There was no other business.

49/18 **Schedule of Meetings 2017/18**
Tuesday 22 May 2018 – Seevic
Tuesday 26 June 2018 – Palmer's
Tuesday 17 July 2018 – Seevic

All meetings commence at 16.00 hrs.

At the conclusion of the Part 1 meeting, the Corporation Board moved into a meeting restricted, in accordance with the requirements of the Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the independent members of the Board and to the senior holders.

SIGNED AS A CORRECT RECORD:

DATE: 22 May 2018

Seevic-Palmer's College Corporation

Restricted Minutes of the Meeting held on Tuesday 17 April 2018

Palmer's campus
Meeting commenced: 18.35hrs
Meeting ended: 18.40hrs

Meeting restricted, in accordance with the Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the independent members of the Corporation and to senior postholders

Present

Gordon Haines	Independent Member	Chair
Phillip Lennon	Independent Member	Vice Chair
Graeme Loveland	Independent Member	Vice Chair
Paul Bennett	Independent Member	
Alex Dobinson	Independent Member	
Carol Skewes	Independent Member	
Roger Key	Independent Member	
Dan Pearson	Principal & CEO	

Apologies for Absence

Michele Lucas	Independent Member
Shri Footring	Independent Member

In attendance

John Revill	Vice Principal Partnerships, Funding & Business Planning
Steven Hendy	Chief Operating Officer

Clerk

Sue Glover	Clerk to the Corporation

R04/18 **Declaration of Interest**

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

Graeme Loveland declared that he is a Trustee of the Palmer's Trust and that he is both the Clerk and Secretary to the Palmer's Trust.

R05/18 **Apologies for absence**

Apologies for absence were received from:

Michele Lucas
Shri Footring

AGREED
The Board accepts the apologies for absence.

R06/18 **Unconfirmed minutes of the restricted meeting of the Corporation Board held on 13 March 2018**
The minutes of the meeting were approved and signed as a correct record.

R07/18 **Matters arising and action points from the minutes of the previous meeting**
Members noted the action arising with regard to the report from the FE Commissioner's visit in January and that a further update on progress will be given at such time as it is relevant.

As there was no further business, the Chair declared the meeting closed.

SIGNED AS A CORRECT RECORD:

DATE: 22 May 2018