



**College**

**USP College Corporation**

**Minutes of the Meeting held on Tuesday 14 December 2021**

**Meeting held via Microsoft Teams**

**Meeting commenced: 16.00hrs**

**Meeting ended: 18.00hrs**

**Present**

Gordon Haines	Independent Member	Chair
Phillip Lennon	Independent Member	Vice Chair
Ian Hockey	Independent Member	
Roger Key	Independent Member	
Andy Williams	Independent Member	
Jacob Smith	Independent Member	
Vikki Liogier	Independent Member	
Malcolm Bell	Independent Member	
Nicola Curtis	Independent Member	
Tony Wenden	Independent Member	
Dan Pearson	Principal & CEO	
Julie Snelling	Staff Member	
David O'Donovan	Staff Member	
Nicole Dragos	Student Member	
Mils Balcombe	Student Member	

**In attendance**

Steve Hendy	Chief Operating Officer
John Revill	Vice Principal Partnerships, Funding & Business Planning
Clare White	Deputy Principal Corporate & Student Services
Mark Silverman	Interim Deputy Principal Quality & Curriculum

**Clerk**

Sue Glover	Clerk to the Corporation
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Before the meeting commenced, members were asked to confirm that they had received and read the USP Online Safety guide, which had been communicated to all members by the Clerk. Members were reminded that online safety training is now mandatory for all staff and the guide issued informs of the risks posed to our students and also to ourselves. All members confirmed that they had read and received the document.

**047.21 Declarations 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.

The Staff Members declared their interest in the staff pay award, to be considered under item 9.1 of the agenda.

There were no other declarations of interest.

**048.21 Apologies for absence**  
There were no apologies for absence.

**049.21 Unconfirmed open minutes of the meeting of the Corporation Board held on 28 September 2021**  
The minutes of the meeting were approved and signed as a correct record.

**050.21 Matters arising and action points from the minutes of the previous meeting**  
The Board reviewed the schedule of actions outstanding from the previous meeting, noting those that will be carried over.

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

**051.21 Membership Report**  
The Clerk presented a report detailing issues relating to the membership of the Corporation Board and the Committees.

Members were reminded that the Board agreed in December 2020 that the number of independent members would be increased to 13, making the total membership of the Board 18, made up as follows:

- 13 independent members
- 2 staff members, one from each college
- 2 student members, one from each college
- The Principal/CEO

The Board was informed that two resignations were received during the autumn term from the following members, who both left on 31 October 2021:

- Sean Cotter
- Ralph Henderson

The Board currently carries three vacancies, one of which was carried over from the previous year. Members were advised that the Search and Governance Committee are actively seeking suitably experienced new governors for recommendation to the Board.

Members were advised that, in order to strengthen the membership of the Finance and Resources Committee following recent resignations, Andy Williams was invited to serve on this committee. He previously served on the Risk and Audit Committee, but with the recent addition on this committee of Tony Wenden, who has relevant financial expertise, this committee now had a full complement of appropriately experienced members, thus it was timely for this move to take place.

#### **Staff Members**

Members were advised that the term of office for the current Seevic staff member ends in July 2022. An election among Seevic staff will need to be held in the summer term.

The recent annual staff governor conference, which took place at the beginning of December and organised by the AoC had been attended by one of the staff members. The Board invited him to give feedback on the event.

The event had been useful and was good to engage with other staff governors. The key note speaker was a lawyer who gave a talk on governance in FE Colleges. There had been an opportunity for staff governors to share their Board structures and the consensus of attendees was that the structure of the USP Board was an extremely good one, with a good balance of skills. In addition, it was felt that the link between the Board and the student governors was excellent, giving the Board an opportunity to hear first-hand feedback from students. The staff governor suggested that perhaps a follow on from this would be for governors to attend a student focus group during the year to hear from all students directly.

The Board agreed with this suggestion and the staff governor would liaise with the Clerk to arrange.

The Board thanked the staff member for his feedback and were pleased to have been able to support him.

**Gordon Haines withdrew from the meeting and the Vice Chair, Phillip Lennon, assumed the Chair**

**Reappointment of independent member**

Members were advised that, at the meeting of the Search and Governance Committee held on 2 November 2021, consideration was given to the application for reappointment to the Board of Gordon Haines when his current term ends on 31 December 2021.

The Search and Governance Committee gave full consideration to the reappointment and recommend to the Board that Gordon Haines is reappointed for a second four-year term of office from 1 January 2022 to 31 December 2025.

**Resolved**

The Corporation Board agreed to

- receive and note the report
- note the resignations of Sean Cotter and Ralph Henderson
- endorses the recommendation of the Search and Governance Committee and approves the reappointment of Gordon Haines for a second four-year term from 1 January 2022 to 31 December 2025

**052.21**

**Election of Chair of the Corporation**

Members were advised that, as the current 2-year term of office has ended for the Chair of the Corporation, it is necessary to consider this appointment.

The Clerk advised the Board that, in accordance with Instrument 6(1), the members of the Corporation are required to appoint a Chair from among their number.

Members were informed that, following the invitation to members to submit nominations for Chair, the current holder, Gordon Haines, had been nominated. No further nominations were received.

Gordon has confirmed his willingness to be reappointed for a further two-year term and it was unanimously agreed that he should continue with this role.

Members agreed that Gordon is an excellent Chair of the Corporation, the Board is very fortunate to have someone with his skills and expertise to lead the governing body.

### **Resolved**

The Corporation Board unanimously agreed to elect Gordon Haines for the position of Chair of the Corporation for a two-year term to 31 December 2023

**Gordon Haines re-joined the meeting and, on behalf of the Board, the Vice Chair thanked him for continuing with the role and for the tremendous effort that he makes as Chair of the Corporation**

**053.21**

### **Learner Voice**

The student members updated the Board verbally on some of the activities being undertaken by the students at both colleges during the term.

Members were advised that

- both student members have attended meetings of the Quality Committee during the Autumn term
- the majority of students have been wearing masks, but some are choosing not to and has proved difficult to encourage those to do so
- some students at Palmers have been able to get into college without lanyards, although there are turnstiles at both colleges

In discussion, it was agreed that efforts will be intensified to ensure that students without lanyards are unable to access the College. It was noted that there is currently no requirement for students to test for Covid, although testing kits are made available. However, the College actively encourages students to do so.

### **Agreed**

The Board agreed to receive and note the update and thanked the student governors for their contribution

**054.21**

### **Principal's report**

The Principal presented his report, which updated the Board on the College's Career Focused Strategy, and on recent developments since the last report:

- Recent policy updates, including Ofqual contingency plans for 2022 exams
- Covid-19 update
- Ofsted feedback from recent USP inspection
- Education Recovery Plan
- XTEND Digital Campus update

Members were advised that

- the College follows all relevant government advice and guidance with regard to Covid-19 and the Covid Response Group, comprising of a number of experienced individuals and work groups, has been and continues to be active throughout the pandemic
- the College is not required to carry out any tracing or isolation function as this is now managed solely by the NHS Test & Trace – at this time (9 Dec) there are 65 active student cases and 14 staff cases of which 9 are confirmed

- the report from Ofsted following inspection on 9-12 November is in draft, there have been a few points sent back for amendment, but other than that the report will remain unchanged with the following grades
  - Overall effectiveness Good
  - The quality of education Good
  - Behaviour and attitudes Good
  - Personal development Good
  - Leadership and management Good
  - Education programme for young people Good
  - Adult learning programmes Good
  - Provision for learners with high needs Outstanding
- the Education Recovery Plan highlights the plans, measures and actions the College will undertake to ensure that current and new students are fully supported and prepared to seamlessly adapt and transition to their course or programme from the start of the academic year

Members discussed the issues raised and, in response to questions, were advised that

- in light of raising infection rates, a decision was taken to shift to remote learning for the last week of term
- the challenge on the Ofsted report is around the incorrect statement about English and Maths results. Ofsted are reminded that the College is consistently in the top 10% of providers for GCSE Maths and English retake results
- the report indicates that the outcome was very much border line Outstanding and the next steps will be to create a post inspection action plan
- the strategy will also be amended to indicate how the College moves from Good to Outstanding and this will be shared with the Board when complete
- the Education Recovery Plan has been a success, but the plan will need to continue into the next half of the year with the creation of a further detailed plan and the progress against each of the actions in the plan will be shared with the Quality Committee

The Chair of the Corporation took the opportunity on behalf of the Board to congratulate the Principal and all of the senior team for the excellent outcome from the Ofsted inspection and asked that thanks are passed to everyone involved for the amount of hard work and contribution in achieving this success.

The Board agreed that the arrangements in place covering all areas of the business during Covid-19 continue to be very satisfactory and took the opportunity to thank all members of the senior team and staff for the tremendous effort and amount of work undertaken to ensure the health and safety of all students and staff.

### **Agreed**

The Corporation Board agreed to receive and note the Principal's report.

### **Financial Performance**

**055.21**

#### **Budget Review for 2021/22**

The COO presented a report, detailing the outcome of the November 2021 budget review for 2021/22. Members were advised a high level review of the current forecast outturn for 2021/22 had been considered by the Finance and Resources Committee at the meeting held on 23 November 2021.

Members were reminded that

- the original budget for 2021/22 approved by the Board in July 2021 showed an operating surplus of £211k before the revaluation reserve transfer and included a general contingency of £250k and planned pay award but no contingency was set for Pension Liability Costs due to its unpredictability
- this budget was submitted to the ESFA as part of the College Financial Forecasting Report (3-year plan)

The Board was informed that

- since July 2021, two key matters have arisen that have had significant impact on the original budget
  - our HE partner, Oxford Business College (OBC), changed their strategy on recruitment, giving less focus on meeting our budgeted target for 2021/22, with a reduction from 900 to 300 students now expected
  - the College's subsidiary, ITEC, was judged to be Inadequate following their recent Ofsted visit in October, the consequence of this is that ITEC can no longer deliver Apprenticeships impacting targeted income and the business viability

The Board was advised that the Finance and Resources Committee had robustly considered the proposed revised budget at the meeting on 23 November, who noted that

- the forecast budget position the College will aim to achieve following the completion of the budget review at the end of November 2021 is £205k
- this would mean a further £461k of savings would need to be identified. However, consideration would be given to setting a breakeven budget by applying a £205k General Contingency
- if the General Contingency is not utilised this would lead to a surplus position at the year-end

The Committee had agreed that it was important for a pay award for staff to be factored into the revised budget and proposed that 3% should be a level for consideration. It was noted that savings now achieved are £362k and, if a breakeven budget were to be agreed, then this level of pay award could be a consideration. The Committee were conscious that any pay award would need to consider the cash flow implications especially around the February-April period when cash is traditionally at its lowest point. It was agreed that the final revised budget together with revised cashflow would be presented to the Corporation on 14 December for consideration and approval.

The Committee recommended that

- A revised budget for 2021/22 showing either:
  - a breakeven budget with a £205k contingency; or
  - a surplus budget of £205k with no contingency
- A pay award for all staff of 3% to be considered

The Board reviewed the detail of the outcome of the budget review and summaries, which had been updated following the meeting of the Finance and Resources Committee, noting that an operating surplus of £208k is now proposed.

Members discussed the issues raised and, in response to questions, were advised that

- despite the reduction to income of £2,125k, the College has been able to mitigate this reduction from savings made against staffing (£462k) due to unfilled vacancies and the removal of posts no longer required relating to HE, ITEC and where student numbers have not met the planned target
- in addition, non-pay savings have been made from HE partner costs linked to OBC not meeting income targets (£1,315k) and other non-pay costs savings identified (£95k) along with the removal of the general contingency (£250k)
- as a result of the level of savings achieved and the College being able to mitigate the reduction to income, the staffing contingency budgeted is sufficient to support a pay award of 3%, which has been factored into the revised cash flow forecast
- further in-year savings may be achieved by the financial year-end following possible restructuring and restrictions on spending
- the College is forecast to have a reasonable level of cash at the end of the financial year, but will need to manage cash during the low funding period
- the College is currently having discussions with the bank regarding the level of support available as well as reviewing options regarding short term supply chain finance

The Board agreed that the Finance Executive Group would continue to monitor the revised budget in addition to the Finance and Resources Committee throughout the year.

#### **Resolved**

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves

- a surplus budget of £208k with no contingency
- a pay award of 3% for all staff, to be paid in January 2022

#### **056.21**

##### **Land Sale**

The COO presented a report, which provided an update on the proposed land sale option agreements following the Finance Executive Group meetings held in September and November 2021, the latter one held with our land agent (Glenny) and planning consultant (Alan Gunne-Jones).

The Board was reminded that

- the College has been continuing with plans to sell land (sports field) to the rear of the Seevic campus
- this land is part of the Castlepoint Council Local Plan, which is currently out for public consultation

Members were advised that

- the Finance Executive Group met in September and November 2021, and agreed to
  - recommend the College signs up to the master plan process with Castlepoint Council and enter into a Planning Performance Agreement as part of this process
  - the College would look to engage with a property developer to take the land sale forward and enter into an option agreement with the proposed developer on the sale
- a tender process had taken place previously and a front runner identified, however, since then the opportunity for further negotiations regarding tenders was agreed and a deadline set of December 2021

- Glenny have confirmed that their assessment of current land values is well in excess of the level offered within the tenders received, current expectations are that the land receipt is likely to be more than £1m per developable acre
- the level of MLV (minimum land value) is set to protect the College if the housing market declines, it is balanced off against the risk to the developer, by setting the MLV too high would turn developers off the proposed sale as they would be incurring associated costs, such as marketing, planning
- Glenny have stated that in their opinion the College would benefit from having a development partner on board now rather than awaiting the outcome of the local plan review

Members considered the detail of the report, the summary assessment of improved tenders and the amended schedule of final proposals received. In discussion, it was acknowledged that the Board had previously decided to sell the land and it was agreed that these plans should continue as it was accepted that the land in question will eventually become 'unusable' as the surrounding land would eventually be built on as part of the council's master plan.

The Board agreed with the recommendation of the Finance Executive Group to sign up to the master plan with Castlepoint Council, noting the cost of this is circa £20k. It was also felt prudent to engage with a property developer and, having considered the summary assessment of tenders, agreed that Persimmon Homes or Bellway gave the better offers.

It was agreed that Glenny should be retained to work on the College's behalf and engage with the developer, thus ensuring that College management time is not tied up with this project. Glenny to be asked to prepare an analysis of both developers for further consideration of which property developer to engage with and, in view of the time constraints, the Finance Executive Group would meet to consider who is the most appropriate.

### **Resolved**

The Corporation Board approves

- that plans continue to sell the land (sports field) to the rear of the Seevic campus
- working with Castlepoint Council on the Master Plan
- retaining Glenny to work on the College's behalf and enter into an option agreement with a property developer, either Persimmon or Bellway
- Glenny to produce an analysis of both property developers for further consideration
- delegates authority to the Finance Executive Group to make the final decision on either Persimmon or Bellway

## **057.21**

### **Internal and External Audit**

The Chair of the Risk and Audit Committee presented for consideration and approval, as appropriate, the following:

- Annual Internal Audit Report for 2020/21
- Post-audit management report for 2020/21 prepared by Buzzacott LLP
- USP Financial Statements for 2020/21
- Regularity Self-assessment questionnaire
- Letter of Representation

Members were advised that the Risk and Audit Committee had considered each of the documents at the meetings held on 19 October and 30 November 2021 and commended them for acceptance and approval by the Corporation Board.

The Chair of the Risk and Audit Committee advised that due to the Pandemic and the consequent impact of having reduced internal audit coverage, the internal auditors had been unable to give any opinion on risk management and internal control. However, other assurances were sought to evidence these are in place, which are highlighted in the annual report of the Risk and Audit Committee.

At the meeting held on 30 November 2021, the external auditor had presented the Post-Audit Management report, advising that the audit had gone well with no adjustments to be made. However, the audit opinion relating to the College's Going Concern position was currently outstanding as this was subject to receipt of updated forecasts and cash flow information including the November reforecasting exercise.

The COO presented a report, which provided an update on the going concern status of the College. It was noted that

- the College has identified the areas of principle risk during 2021/22 and considered the possible impact these risks may have on cashflow, namely
  - Higher Education, the budget for 2021/22 has been reviewed down following a change to recruitment planning by OBC as part of the November budget review
  - Apprenticeships – ITEC being judged inadequate at recent inspection. The risk is if ITEC are required to cease delivery immediately. The College approach would need to be changed through partnering with another provider, the College would expect the impact on the ITEC financial outturn and cash position to be less than £50k but has modelled £100k
- the bank remain fully supportive of the College if required
- the College would seek to re-engage with Whitehall Finance or an alternative provider of supply chain short term finance if required

The Board gave consideration to the going concern assessment and agreed to the proposed wording. Members were advised that the external auditors were satisfied with the outcome of the November budget review and had updated the Post-Audit Management report to reflect this, which is presented at this meeting.

Members reviewed the financial statements for USP and gave detailed consideration to

- Member's Report
- Statement of Corporate Governance and Internal Control
- Statement of Regularity, Propriety and Compliance with Funding body terms and conditions of funding
- Statement of Responsibilities of the Members of the Corporation
- Independent Auditor's Report to the Corporation of USP College
- Reporting Accountants Assurance Report

Members were advised that

- the College generated Total Comprehensive Income for the year of £10,323k (2019/20: deficit of £4,670k) which is stated after accounting for the re-measurement of the Defined Benefit pension scheme
- the College has received a clear financial statements and regularity audit report
- the Reporting Accountant is Buzzacott LLP

The Board was advised that, although this presented a very positive position, it was important not to lose sight of the fact that the valuation of the Canvey campus on acquisition, the FRS 17 year-end adjustments and the SELEP capital grant represent a 'one off' benefit in this financial year, while the underlying operating deficit is £579k.

Members noted that it was the opinion of the Financial Statements Auditor that the financial statements for USP College:

- *Give a true and fair view of the state of the College's affairs as at 31 July 2021 and of the College's surplus of income over expenditure for the year then ended, and*
- *Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice*
- *In all material respects, funds from whatever source administered by the College for specific purposes have been properly applied to those purposes and managed in accordance with relevant legislation;*
- *In all material respects, funds provided by the OfS, UK Research and Innovation (including Research England), the Education and Skills Funding Agency and the Department for Education have been applied in accordance with the relevant terms and conditions; and*
- *The requirements of OfS's accounts direction have been met'*

Members also noted the conclusion given by the Regularity Auditor that there are no issues to report

The ITEC Financial Statements for 2020/21 were presented for information, which were presented to the ITEC Board on 7 December 2021. Members were advised that these have not yet been signed off by the auditors as a decision from the ESFA is awaited on whether the company has to cease the delivery of apprentices or not.

The Clerk to the Corporation advised that, in the light of the continuing Covid-19 situation and meetings taking place virtually, the electronic signatures of the Chair of the Corporation and the Principal will be applied to the relevant documentation, which is acceptable to the external auditors and the ESFA.

### **Resolved**

The Corporation Board endorses the recommendations of the Risk and Audit Committee and approves

- Annual Internal Audit Report for 2020/21
- Post-audit management report for the year ended 31 July 2021 prepared by Buzzacott LLP
- USP Financial Statements for 2020/21
- Regularity Self-assessment questionnaire
- Letter of Representation
- ITEC Financial Statements for 2020/21 – received for information

## **058.21**

### **Annual Report of the Risk and Audit Committee**

The Chair of the Risk and Audit Committee presented the Annual Report of the Risk and Audit Committee on the work of the committee during 2020/21.

Members were advised that the Annual Report of the Risk and Audit Committee had been considered at the meeting of the committee held on 30 November 2021 and commended for approval by the Corporation Board.

Members were advised that the Committee is required to provide an annual report to the Board and to the Principal and Chief Executive, which outlines the work undertaken by the committee and how it has fulfilled its responsibilities as set out in its Terms of Reference.

Members considered the detail of the Annual Report and, in particular, noted the Conclusion in the report:

*'It is the opinion of the Risk and Audit Committee that the reports of the internal and external auditors demonstrate the progress that continues to be made throughout the College.*

*On the basis of the reports of the internal and external auditors, the responses of senior management to the issues raised by the auditors, and discussions held by the Risk and Audit Committee with senior management and the auditors, the Committee is satisfied that the College has an adequate and effective system of internal control and with its arrangements for risk management, control and governance processes during 2020/21.*

*The Committee is satisfied that these have been applied by the College in relation to its requirement to make effective and efficient use of its resources, to monitor its solvency and to safeguard its assets. In our view, these reports also provide significant assurance regarding the efficient and effective achievement of College objectives'.*

#### **Resolved**

The Corporation Board accepts and approves the Annual Report of the Risk and Audit Committee to the Corporation Board and Principal and Chief Executive of USP College for 2020/21.

#### **059.21**

#### **College Self-assessment report (SAR) for 2020/21**

The Chair of the Quality Committee presented the College SAR, which had been considered by the Quality Committee at the meeting held on 1 December 2021 and is recommended to the Corporation Board for approval.

Members were advised that

- the SAR sets out a review of College performance in 2020/21, based on the Education Inspection Framework
- the Quality Improvement Plan (QIP) which sets out the key improvement priorities, planned actions and targets for the year will be produced once the report from Ofsted is received following the recent inspection and a post-inspection action plan developed

Members reviewed the detail of the document, noting

- performance against previous year's targets
- proposed targets for 2021/22
- overall effectiveness, key strengths and improvement priorities for the following areas:
  - Quality of Education
  - Behaviour and Attitudes
  - Personal Development
  - Leadership and Management
  - Provision for learners with high needs
  - Impact of Covid-19 – Distance Learning and Digital Innovation

Members were advised that at this time, provisional grading is 'Good' for all areas with the exception for the Provision for learners with high needs which is judged to be 'Outstanding'.

In discussion, it was agreed that the provisional grading for each of the areas was appropriate. The focus would be on the areas of improvement following the recent Ofsted inspection, which will be set out in post-inspection action plan and continue to be monitored by the Quality Committee at each meeting during the year.

### **Resolved**

The Corporation Board endorses the recommendation of the Quality Committee and approves the College self-assessment report for 2020/21

## **060.21**

### **Link Governors**

Each Link Governor was invited to report on the activities undertaken during the term in their capacity as a Link Governor.

#### Link Governor for Safeguarding – Ian Hockey

The Link Governor reported that he had conducted a review of the College's Single Central Records before the recent inspection by Ofsted. During the same visit, he also reviewed the College's safeguarding systems and procedures. He was able to report that everything is in good order and demonstrates an exemplary level of safeguarding arrangements in place, which had been reaffirmed by Ofsted during the recent inspection.

#### Link Governor for Higher Education – Jacob Smith

The Link Governor advised that there had been no requirement for any involvement with HE since he undertook the very comprehensive review of the HE quality framework in the summer.

#### Link Governor for Health & Safety – Andy Williams

The Link Governor advised that he attended the termly Health and Safety Committee meeting and continues to be impressed with how much is covered during these meetings. The staff involved with health and safety/estates have handled all issues relating to Covid-19 in an excellent manner.

The Chair of the Corporation took the opportunity to thank the Link Governors for their contribution and the additional time they devote to this role.

## **061.21**

### **Search and Governance Committee**

#### **Meeting of the Search and Governance Committee held on 2 November 2021**

Members received the unconfirmed minutes of the meeting.

#### **Report of the Chair of the Search and Governance Committee and issues for consideration and approval**

The Chair of the Search and Governance Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board for formal consideration and approval:

- Governors' Development and Training Programme
- Annual Report of the Search and Governance Committee for 2020/21

## **062.21 Quality Committee**

### **Meetings of the Quality Committee held on 5 October and 1 December 2021**

Members received the unconfirmed minutes of the meetings.

### **Report of the Chair of the Quality Committee and issues for consideration and approval**

The Chair of the Quality Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board for formal consideration and approval:

- Quality Strategy
- Annual Safeguarding Report for 2020/21
- Safeguarding Policy
- Peer on Peer Abuse Policy
- Higher Education – ‘sign off’ of assurance on the quality of the College’s HE provision for 2020/21
- Equality, Diversity & Inclusion Policy
- Annual Equality, Diversity & Inclusion Report
- Equality Objectives 2021-2023

## **064.21 Finance and Resources Committee**

### **Meetings of the Finance and Resources Committee held on 13 October and 23 November 2021**

Members received the unconfirmed minutes of the meetings.

### **Report of the Chair of the Finance and Resources Committee and issues for consideration and approval**

The Chair of the Finance and Resources Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board for formal consideration and approval:

- Health and Safety Report Autumn Term 2021
- Health and Policy
- Safer Recruitment Policy
- Annual HR Report for 2020/21
- Financial update – November 2021 including Management Accounts to 31 October 2021
- ESFA Financial Health Assessment
- HE Financial Update 2021

## **065.21 Risk and Audit Committee**

### **Meeting of the Risk and Audit Committee held on 19 October and 30 November 2021**

Members received the unconfirmed minutes of the meetings.

### **Report of the Chair of the Risk and Audit Committee and issues for consideration and approval**

The Chair of the Risk and Audit Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board for formal consideration and approval:

- Freedom of Information Policy
- Annual Risk Management Report for 2020/21
- Risk Register – Q2 Headline Risks

066.21

**Committees of the Corporation**

The Chair of the Corporation thanked each Committee Chair for their reports of the meetings.

**Resolved**

The Corporation Board

- Notes the reports of the Chair of each of the committees of the Board
- Endorses the approval by each committee of the key issues considered and approved at the meetings

067.21

**ITEC Technologies Limited**

**Meeting of the ITEC Board held on 7 December 2021**

Members received the unconfirmed minutes of the meeting.

The Chair of ITEC reported on the meeting, informing the Board that

- as reported under earlier agenda items, ITEC had received an inadequate grade at the Ofsted inspection in October
- the impact of this is that the company will cease to be able to deliver apprenticeships immediately
- a meeting with the ESFA is scheduled this week when a decision will be given as to whether the company is able to 'teach out' students or not
- the financial implications of this scenario are still being explored

It was agreed that the full extent of the strategic conversation with the ESFA would be captured in the next Principal's report to the Board.

068.21

**Any Other Business**

The Chair of the Corporation and the Principal took the opportunity to wish everyone a very happy Christmas and to thank all members for their continual support and contribution to the college.

There was no other business.

069.21

**Schedule of Meetings 2021/22**

Tuesday 8 February 2022 – Training & Development

Tuesday 29 March 2022 – main Corporation Board

Tuesday 10 May 2022 – Training & Development

Tuesday 12 July 2022 – main Corporation Board

All meetings commence at 4pm.

**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 post holders.**

**SIGNED AS A CORRECT RECORD:**



**DATE: 29 March 2022**