



College

USP College Corporation

Minutes of the Meeting held on Tuesday 13 May 2025

Meeting held at Coventry University London

Meeting commenced: 14.00hrs

Meeting ended: 14.15hrs

Present

Paul Wakeling	Independent Member	Chair
Phillip Lennon	Independent Member	Vice Chair
Louise Aitken	Independent Member	
Tony Wenden	Independent Member	
Roger Key	Independent Member	attending remotely
Rachel May	Independent Member	
Robin Lodge	Independent Member	
Paul Nutter	Independent Member	
Dan Pearson	Chief Executive Officer	
Nick Patterson	Staff Member	
Harvey Wayland	Staff Member	
Shaunak Gupta	Student Member	

Apologies for absence

Nicola Curtis	Independent Member
Ben Akande	Independent Member
Phoenix Halsey	Student Member

In attendance

Steve Hendy	Chief Finance Officer
Clare White	Principal
Mark Silverman	

Clerk

Sue Glover	Director of Governance
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018.25 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.

There were no declarations of interest.

019.25 Apologies for absence

Apologies for absence were received from

- Nicola Curtis
- Ben Akande
- Phoenix Halsey

The Corporation Board agreed to accept the apologies for absence.

020.25

Accountability Statement

Members were presented with the annual Accountability Statement for approval.

The Board were reminded that

- this is a requirement from the DfE for all College Boards to approve an annual Accountability Statement
- it is a 2-part document setting the overall expectations of the college in exchange for department funding investment, Part 1 is the Accountability Framework and Part 2 is the Annual Accountability Statement
- Accountability Statements form part of the wider set of reforms underway to transform the skills system, so it better supports young people and adults to develop the skills they need to get a good job and ensuring a clearer focus on the delivery of outcomes

Members reviewed the document, noting the

- College Mission and Purpose
- Communities served
- Meeting national, regional and local needs
- Approach to accountability statement
- Engagement with other providers in the area
- Contribution to national, regional, local priorities:
 - College Strategic Aims and Objectives, and
 - Impact and/or Contribution towards National, Regional and Local Priorities for Learning and Skills

In discussion, members considered that the document demonstrated the positive steps of bringing colleges together and providing opportunities for collaborative working. Members suggested that the document should include an executive summary of the nine strategic aims and, whilst the document could be enhanced visually, it was agreed that as this was a formal document it would not be appropriate.

It was agreed that the statement reflects the purpose, aims and objectives and should be signed by the Chair of the Corporation and Chief Executive, subject to the inclusion of an executive summary as discussed, in order that the document is submitted by the deadline of 30 June.

Resolved

The Corporation Board approves the Annual Accountability Statement for 2025/26, subject to the inclusion of an executive summary as discussed and submitted by the deadline of 30 June

021.25

Staff Pay Award

The Chief Operating Officer present for consideration and approval details of the proposed staff pay award.

Members were reminded that at the meeting held on 25 March, the Board had delegated authority to the Finance Executive Group (FEG) to approve a 3% staff pay award, contingent upon the completion of the 2024/25 mid-year budget review and confirmation of the 2025/26 funding allocation in order to ensure the affordability of the full year impact of the proposed award in 2025/26.

Following confirmation of funding allocation, which exceeded expectations, the FEG met on 25 April and agreed that, as a result of receiving more than anticipated and being satisfied that the College could maintain a projected surplus, a 4% pay award to staff is recommended.

In discussion, members agreed that making an award of 4% was appropriate in the light of affordability and demonstrates the positive position the College takes on offering competitive salaries in order to attract and retain good staff.

Resolved

The Corporation Board endorses the recommendation of the FEG and approves a 4% pay award to staff, which is to be backdated to 1 April 2025

022.25

Any Other Business

There was no further other business.

023.25

Schedule of Meetings 2024/25

Tuesday 8 July 2025 – **main Corporation Board**

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

SIGNED AS A CORRECT RECORD:

DATE: 8 July 2025

