

## Open Minutes of the meeting of the Corporation Held on Monday 7 October 2019 at 17:00

at Bath City Campus, Room H102a

### Present

Carole Stott (CS)	Chair
Dan Ball (DB)	Student Governor
Paul Blenkinsopp (PB)	Staff Governor
Erica Draisey (ED)	
Mike Oram (MO)	
Andy Parker (AP)	
Laurel Penrose (LP)	Principal
Gary Waylen (GW)	
Jenny Williams (JW)	
Neil Wilson (NW) (up to item 7.2.1)	
Julian Young (JY)	

### In attendance

Jonathan Creed (JC)	ICCA-ETS (agenda items 1 - 7.2.1)
Jayne Davis (JD)	Deputy Principal, Curriculum & Quality
Salam Katbi (SK)	Prevent Regional HE/FE Coordinator (agenda items 1-4)
Anne Roberts (AR)	Head of Governance

Attendance: 85%

ITEM	ACTION
<b>1. Welcome and Apologies for Absence</b>	
Welcome was given to Salam Katbi. Apologies were received from Victor da Cunha (VC) and Andy Furse (AF).	
<b>2. Declarations of Interest</b>	
There were no declarations of interest.	
<b>3. Confidentiality of items</b>	
The following items were agreed as confidential on the grounds of commercial sensitivity: report and minute under item 6.3, reports under items 7.1.1, 7.2.1, 7.2.2, 7.2.3 and 9.1.	
<b>4. Safeguarding and Prevent</b>	
Salam Katbi provided an interactive session on Safeguarding and Prevent, as part of governors training & development. Thanks were given to Salam for a very useful and thought provoking session.	
<b>5. Minutes of the last meeting and any matters arising</b>	
The open minutes of the last meeting held on 22 July 2019 were	

<p>approved as an accurate record and the minutes were signed by the Chair.</p> <p>The Board noted the following actions to be progressed on the Action Register:</p> <ul style="list-style-type: none"> <li>• A proposal on the refinancing of the loan – discussions were in progress with the bank</li> <li>• Model potential scenarios to deal with the impact of pensions changes. These would be considered by the Finance &amp; Estates Group when the new Finance Director was in post</li> </ul> <p>All other actions had been completed.</p>	
<p><b>6 STRATEGY</b></p>	
<p><b>6.1 Principal's update</b></p>	
<p>LP provided the following update:</p> <ul style="list-style-type: none"> <li>• Full time entrants for 2019/20 had exceeded the recruitment target set</li> <li>• GCSE English and Maths results had improved on the previous year and were above the benchmark for the sector being 40% and 25% respectively.</li> <li>• The College would be celebrating the achievement of Ethan Conlon, the youngest contestant at the World Skills construction skills event</li> <li>• The ESFA Audit was taking place. This was very time consuming and LP thanked JD for all her hard work on this. The College would not be chosen next year when there would be a new process in place</li> <li>• The national base rate for 16-18 year olds would be increased by £188 per student. Whilst this was a positive step forward, it was still less than that for schools</li> <li>• The government would pay the increased costs of the employer's contributions to the LGPS pension scheme in both 2019/20 and 2020/21</li> <li>• The IFS annual report on education spending in England had been published. This confirmed the poor health of the FE sector and the decrease in funding allocations over the last 10 years</li> <li>• The number of unconditional offers from universities was 38% compared to 1% six years ago. This has had an impact on recruitment.</li> </ul> <p>The Chair reported that the Secretary of State for Education, Gavin Williamson MP had taken on the FE remit and Anne Milton had not been replaced. Lord Agnew has been announced as the new Minister for FE, including quality and improvement and with a focus on governance.</p>	
<p><b>6.2 The College as a Learning Environment for Staff</b></p>	
<p>JD gave a presentation on the work in progress on the College as a Learning Environment with the focus being on a greater linkage between CPD and the strategic priorities. This would provide a</p>	

<p>framework of college led learning and employee led learning. A learning audit of staff and a new performance review would result. Members commented positively on these developments and noted the importance of bringing in the external environment, particularly with T levels and digital initiatives. Progression and pathways would be beneficial for staff in their development. Care would be needed to ensure that resources did not get out of date.</p> <p>Members thanked JD for the work being done and noted that the next phase was to build the templates and resources.</p>	
<b>6.3 Working Well Project (C)</b>	
Confidential Minute	
<b>7. SCRUTINY</b>	
<b>7.1 FOR APPROVAL</b>	
<b>7.1.1 Ratification of IoT decision</b>	
<p>The Board considered the report outlining the discussions and decision of members during August 2019. The Board <b>RATIFIED</b> the decision to proceed with the College being part of the IoT agreement and the delegation to the Principal to sign the relevant agreements.</p>	
<b>7.2 FOR DISCUSSION / TO NOTE</b>	
<b>7.2.1 Draft Year End Management Accounts</b>	
<p>JC provided an update on the draft year end management accounts which had been presented to the External Auditors. The Board noted the operating deficit of £78k compared to the budgeted operating deficit of £94k and forecast outturn operating deficit of £70k presented to the last meeting. Adjustments would be made for the actuarial adjustments associated with the Avon Pension Fund. The Audited Financial Statements 2018/19 would be presented to the Corporation in December 2019, along with a reconciliation of the draft 2018/19 year-end management accounts.</p> <p>JC reported on two recent court cases which would have an impact on the scheme valuations: the GMP scheme and the McCloud case. This would make the accounts appear challenging for all colleges and public bodies. JC would produce the reconciliation at the November Board.</p>	
<b>7.2.2 Estates update</b>	
<p>LP reported on the progress on three estates developments: the Institute of Technology, Catering and Hospitality refurbishment and the Digital and Creative new build. Members noted the progress and considered the actions being taken. AP offered to liaise with LP in relation to discussions with Western Power. Members asked about the opening of the training kitchens and teaching timetable. It was reported that whilst there were some challenges, teaching had started, as planned, on day one.</p>	
<b>7.2.3 Safeguarding / Prevent Annual report</b>	

<p>The Board considered the annual report on safeguarding and welfare prepared by the Student Welfare &amp; Participation Manager. It was reported that JD would be having regular meetings with ED, the link Safeguarding governor.</p> <p>Members commented on the complexity and extensiveness of this area of work. JD reported that the team was now fully staffed, although it was a small team and numbers of cases continued to rise. The Chair of Audit asked about benchmarking and costs. JD reported that the main cost was staff; resources were easy to find and B&amp;NES had good information. She and the team constantly reviewed the work and looked at creative ways of dealing with cases. She cited that many mental health cases were not safeguarding and were signposted to the relevant area of support. The Chair reported that students had fed back positively from the Well Being Festival. DB reported on his work with the team.</p> <p>Members thanked JD and the Student Welfare &amp; Participation Manager for an excellent report and noted that the Curriculum &amp; Quality Working Group would be scrutinising this area.</p>	
<p><b>7.2.4 Learner Outcomes update 2018/19</b></p>	
<p>JD presented the latest learner outcomes data; these would be finalised in the next ILR data return to the ESFA on 17 October 2019 and reported to the Curriculum &amp; Quality Working Group on 18 October 2019. Members noted the work being undertaken on Apprenticeships where the rate was below the current national rate.</p>	
<p><b>7.2.5 Enrolment Report 2019/20</b></p>	
<p>The Board received an update on the College's full-time enrolments for 2019/20, noting that the figures would be updated at the end of the induction period. Members asked about the new courses and those most popular which included Applied Psychology. The IT and public services courses that had closed due to low recruitment would be revisited in future. The Complementary Therapy course was no longer offered as the College had a Spa Therapy course. The Curriculum &amp; Quality Working Group would scrutinise a full report on enrolments and withdrawals at its next meeting.</p>	
<p><b>8. GOVERNANCE</b></p>	
<p><b>8.1 Student Governor update</b></p>	
<p>DB, Student President, provided an update on activity taking place. He had undertaken 14 induction sessions at both SVC and City Centre and was working closely with the other student representatives. He was organising a number of campaigns including road safety, get active, behaviour at house parties, road traffic collisions (with the fire service at SVC). Members asked about levels of engagement at each campus and thanked DB for all the activity taking place.</p>	
<p><b>8.2 Governance Work plan</b></p>	
<p>The Chair reported on the work undertaken to produce a work plan for governance activity and the new format for reports. AR reported</p>	

that the list of policies coming to the Board would be circulated and added to this work plan (and placed on the Board portal). Members were positive about the new and more concise style of reports. It was agreed to keep the format under review.	<b>AR</b>
<b>9. ITEMS FOR INFORMATION</b>	
<b>9.1 Finance &amp; Estates Working Group 13 August 2019 notes</b>	
These were received for information.	
<b>10. ANY OTHER BUSINESS</b>	
No items were raised.	
<b>11. DATE OF NEXT MEETING</b>	
Monday, 25 November 2019 at 17:00	

The meeting closed at 19:05

Signed (Chair):

Date: