

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Minutes of the Meeting held on 29 March 2022, 18.00**  
**Conference room and Remote access via Microsoft Teams**

Present:

Mr G Brewis	General Member (Chair)
Mrs C Brocklebank	General Member
Mr P Deane	Principal & Chief Executive
Mrs N Flint	Staff Governor
Mr N Jones	General Member
Mr A Joy	General Member
Mrs N McCoy-Brown	General Member (appointed 22/102)
Mr T Radley	General Member
Dr J Smith	General Member
Ms L Smith	Staff Member
Mr C Turner	General Member

In Attendance:

Mrs A Harrison	Director of Finance
Mrs T Hart	Director of Planning, Funding, Information & Marketing
Dr S Peacock	Vice Principal – Higher Education & Institute of Technology
Mrs T Scarborough	Vice Principal – Quality & Curriculum
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk

*Agenda: There were no changes to the agenda.*

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1	<b>22/101 - Apologies for absence</b>  Apologies were received from; Mr N Manoussakis, General Member Miss R Tapper, Student Member Mr E Ohanekwu, Student Member	
2	<b>22/102 – Confirmation of eligibility, quorum and declarations of interest</b>  No notice had been received of any Member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.	

	<ul style="list-style-type: none"> <li>• <b>Appointment of General member</b></li> </ul>	
3	<b>Resolved:</b> The Board approved the appointment of Mrs Nicola McCoy-Brown as General Member for an initial period of four years.	
4	It was noted that the term of office of Mrs N Flint, Staff Governor was due to end, Governors thanked Mrs Flint for her contribution and commitment to the Governing body.	
	<ul style="list-style-type: none"> <li>• <b>Register of Interests</b></li> </ul>	
5	Governors and members of the Senior Leadership Team considered the Register of Interests. It was noted that this was published on the College website.	
6	It was agreed that this would be updated with the inclusion of the interests of Mrs Nicola McCoy-Brown. It was noted that Governors would update Mrs J Taylor-Holmes of any changes.	
7	<b>Resolved:</b> The Board approved the Register of Interests.	
	<b>22/103 – Minutes of the previous meeting: 16 December 2021</b>	
8	<b>Resolved</b> – The minutes of the previous meeting held on 16 December 2021 were approved as a true and accurate record.	
	<b>Notification of Urgent Business / Any other business</b>	
9	There had been no items of urgent business / any other business notified.	
	<b>22/104 – Minutes of Committee and other meetings</b>	
	<b>Joint Audit and Finance &amp; Resources Committee</b>	
10	Governors received the minutes from the Joint Audit and Finance & Resources Committee meeting held on 8 December 2021.	
	<b>Strategic Planning Session</b>	
11	Governors received the notes from the Strategic Planning session held on 8 February 2022. It was noted that the themes for improvement had been reviewed by the Search	

	and Governance Committee and an action plan was being developed. This would be further developed and presented to the Board at the Strategic Planning session on 17 May 2022.	
12	Further on the 17 May, the draft strategic plan would be presented.	
	<b>Finance &amp; Resources Committee</b>	
13	On behalf of Mr N Manoussakis, General Member and Chair of the Finance and Resources Committee, Mr Deane provided feedback from the meeting held on 9 March 2022. the Committee had;	
	<ol style="list-style-type: none"> <li>1. Approved a pay award of 5% for staff.</li> <li>2. Received and reviewed the Finance report to end of January 2022 with all appendices. A deficit of just over £309,000 with a predicted financial health grade of good at year-end. February 2022 information would be presented to the Board meeting.</li> <li>3. Noted that the Budget would be reviewed and presented to the next meeting. Energy information would be more known at the next meeting.</li> <li>4. Received an update on allocations and noted the increase in income from the DfE and IoT in relation to pilots and bootcamps.</li> <li>5. Estates &amp; Capital update received.</li> <li>6. HR dashboard received. Discussed challenge of retaining staff and the impact on quality.</li> <li>7. Received a presentation in relation to IT security and assurances were provided around the software and approach being taken to protect the College.</li> </ol>	
	<b>Audit Committee</b>	
14	Mrs C Brocklebank, General Member and member of the Audit Committee provided feedback from the meeting held on 9 March 2022;	
15	<ul style="list-style-type: none"> <li>• The Audit Follow up report had been received and it was pleasing to see no red rated actions.</li> <li>• Relevant Sector Information had been received and the risks around staffing in the sector were noted.</li> <li>• Committee members had had a good discussion around the risk of a cyber security attack and noted</li> </ul>	

	<p>the mitigation which had been introduced in this area.</p> <ul style="list-style-type: none"> <li>Committee members had received substantial assurance in relation to the Risk Management internal audit report. Noting that there were no management actions identified.</li> </ul>	
16	The following item was recommended to the Board for approval; Audit Committee Terms of Reference. It was noted that the Terms of Reference were on the agenda for consideration at item 22/115.	
17	Mrs A Harrison, Director of Finance explained that since the Audit Committee meeting, she had received notification that CooperParry, the College External Auditors had reviewed their client portfolio and had taken the decision to no longer offer their services to the FE sector.	
18	Mrs Harrison explained that it was a requirement that the college had a financial year end audit and Teachers Pension audit carried out annually. The college was also required by ESFA/DfE/OfS to produce and publish financial statements for each financial year.	
19	Mrs Harrison explained that this had implications for the College. With immediate effect, CooperParry would no longer be the College external auditors and would therefore not be carrying out any further financial year end or Teachers Pension audits. This included the current financial year to year ending 31 July 2022.	
20	Alternative external auditors were now required and therefore another tendering process would need to be carried out by the Audit Committee.	
21	Appointment of new external auditors needed to be in place before 1st August 2022 for work to commence on the Teachers Pension Audit & Financial Year end audit 2022.	
22	Three external audit firms had been identified and approached to provide a tender for the work. RSM, as internal auditors, were unable to submit a bid for the work.	
23	The appointment process would progress through and the successful bid be approved by the Audit Committee, an update would be provided by the Board at the next meeting.	
	<b>Standards Committee</b>	

24	Governors received the minutes from the Standard Committee meeting held on 23 November 2021.	
25	Mr Brewis, Chair of the Committee explained that the Committee had met on 15 March 2022 and had received a presentation from Mrs T Pringle, Head of Curriculum for English, Maths, ESOL, Learning Development, Daybreak, Sports & Academies.	
26	Mrs Pringle provided a presentation on the basis of the Education Inspection Framework and an update from on the Curriculum areas, information on strengths, opportunities and business planning was provided.	
27	The Committee had also received the self-assessment report which had now been completed and was presented to the Board at agenda item 22/110. The Committee would consider and review the Quality Improvement plan and T-levels implementation in greater depth in next meeting. The Committee had also received assurance with regard to progress in HE and the IoT.	
	<b>Search and Governance Committee</b>	
28	Mr G Brewis, General Member, Chair and Chair of the Committee explained that the Committee had met on the 15 March 2022 and the Committee had;	
29	<ul style="list-style-type: none"> <li>Reviewed the Corporation membership and had agreed a number of actions to support recruitment both to General Member positions and in terms of Committee membership. It was noted that the term of office for Mrs N Flint was due to end in early April 2022 and a staff election would commence after Easter.</li> <li>reviewed the themes for Board improvement and agreed some suggested actions to support this. This would be considered further and presented to the Board at the Strategy session on 18 May.</li> <li>reviewed mandatory training. There were some gaps in training and Governors would receive contact from the HR department who would confirm login details to the educare system and which modules were to be completed.</li> <li>reviewed compliance against the new Association of Colleges Code of Good Governance, this would be</li> </ul>	

	<p>considered in more detail by the SLT and Mrs Taylor-Holmes.</p> <ul style="list-style-type: none"> <li>Conducted the annual review of Governors to assess they are 'fit and proper persons' noting that there were no matters to specifically report. There were some issues where DBS checks were outstanding and HR would be in contact to progress this now meetings were resuming on site.</li> </ul>	
30	<p>The Committee recommended to the Board;</p> <ul style="list-style-type: none"> <li>that the total number of terms of office for staff Governors be extended as follows; an increase from a maximum of two, two-year terms to a maximum of four, two-year terms.</li> </ul> <p><b>Senior Postholder Employment &amp; Remuneration Committee</b></p>	
31	<p>On behalf of Mr C Ford, Lay Governor and Chair of the Senior Postholder Employment and Remuneration Committee, Mr Brewis, explained that the Committee had met on 15 March 2022 and had agreed that Mr Deane would be awarded a 5% pay increase in line with other staff from 1 April 2022.</p>	
32	<p><b>Resolved:</b> The Board received the minutes from the previous meetings and updates.</p>	
	<p><b>Matters Arising</b></p>	
33	<p>In relation to the action arising from item 21/184 it was agreed that updates on the action plan in response to the staff survey would be provided as part of the regular update against the strategic plan. It was noted that the HR dashboard was on the agenda for consideration.</p>	
34	<p>All actions were complete, for completion at a future meeting date</p>	
	<p><b>22/105 - Chair's Report</b></p>	
35	<p>Mr Brewis commented that in the period since the last meeting he had met regularly with Mr Deane. He had also attended a number of AoC briefings the content of which was due to be covered in item 22/106.</p>	
36	<p><b>Resolved</b> - Governors noted the content of the Chair's Report.</p>	

	<b>22/106 – Principal &amp; Chief Executive’s Report</b>	
37	Mr Deane presented the Principal and Chief Executive’s Report and a summary of key matters.	
38	Mr Deane described the current challenges regarding staff absence due to COVID; approximately 10% of the workforce (27 members of staff) were absent which was impacting on services offered. Mr Deane explained that staff appeared to be ill for longer with a large number waiting beyond five days for a negative test.	
39	Steps were in place to reduce the impact of illness where possible and the numbers of staff absent appeared to be reducing.	
40	The AoC had recently published information on the staffing challenge in the sector, Mr Deane referred to the decision of the Finance and Resources Committee to award staff a 5% pay increase. Mr Deane reported that this was above the sector average however, the decision to make the award had been balanced against the risk of being unable to appoint quality staff. There was lobbying work ongoing nationally to ensure that the Government were aware of how their recent policy changes such as increases in pay for Maths and English teachers in schools was impacting on the sector.	
41	Mr Deane explained that the recent T-level bid had been unsuccessful, there had been the option to bid for T-level refurbishment costs however a bid was not submitted due to risks around recruitment and repayment requirements.	
42	The College had received funding of £250,000 for equipment with a match fund requirement. This was allocated to the College and dependent upon numbers recruited. There was currently a review underway to access what equipment was required and whether recruitment levels were achievable.	
43	Mr Deane reported that the Energy Centre project was on budget and in line with the plan and was due to open in April 2022.	
44	There had been a rapid response of staff and students to provide support to Ukraine and further support to students	

	who may access the College following resettlement would be provided as required.	
45	Mr Deane explained that due to planning restrictions and an assessment of the proposed sale cost, the decision had been taken not to progress the sale of the Sandon Road Site.	
46	Mr Deane explained that the landscaping work outside the IoT was underway and when complete would finalise the project. The official opening day for the IoT was planned for Friday the 13 <sup>th</sup> May and Governors were invited to attend.	
47	Mr Deane commented that roof repairs were needed on the main building and investment options were being considered. The possibility of applying for a loan was being considered as this was affordable and could bolster the cash position.	
48	Mr Deane referred to the ongoing lobbying which was being undertaken to increase the tolerance in respect of the AEB budget due to the disruption from COVID. An update would be provided in due course.	
49	Mr Deane referred to consultation underway regarding some Level one and Level two provision which was in part linked to the introduction of T-levels and Level four reform.	
50	Mr Deane also referred to the progress of the Skills for Jobs White Paper, it was noted that updates would be provided as required.	
51	There were a number of funding opportunities available currently however making an application had to be accessed against the time required and the development of the bids with partners for collaboration.	
52	<b>Resolved</b> - Governors noted the content of the Principal's Report.	
	<b>22/107 – Finance Report</b>	
53	Mrs Harrison provided the Finance Report.	
54	The report summarised the financial position at the end of February 2022.	



55	Mrs Harrison explained that as at end of February 2022, the College was reporting an operating deficit of £309,400 against the original budgeted deficit of £304,800 and a financial health assessment of 'good'.	
56	Mrs Harrison explained that there had been an increase in gas costs of around 71% with changes due to impact electricity costs from October 2022.	
57	<b>Resolved:</b> Governors received the Financial Report to the 28 February 2022.	
<b>22/108 Quality &amp; Exam update</b>		
58	Mrs T Scarborough, Vice Principal - Quality and Curriculum provided a verbal update.	
59	Mrs Scarborough explained that the Quality Improvement Plan (QIP) had been developed following the Self-Assessment Report (SAR). Areas of focus included attendance, retention and achievement, timely completion of apprenticeships, a focus of skills builder and supporting students with employer skills and the induction survey.	
60	Recent Ofsted changes meant the all FE colleges would receive a full inspection between September 2022 and September 2025. Inspections would take place over 4-5 days. Mrs Scarborough explained that curriculum reviews were being implemented along with observations following Ofsted lines of inquiry. In particular the use of skills builder and attendance monitoring was being reviewed.	
61	In relation to examinations; all GCSE and BTEC exams were due to be held. In relation to GCSE's; advanced information on the content of the exams had been received and all staff and students had been made aware of the content. In relation to BTEC's a streamline assessment approach was being taken.	
62	<b>Resolved:</b> Governors received the update.	
<b>22/109 - Reporting against Strategic Plan 2019-2022</b>		
63	Governors received the dashboards. It was noted that the Finance dashboard had been reviewed by the Finance & Resources Committee and the Quality dashboard had been reviewed by the Standards Committee. Mr Deane explained	

	that the retention figures should be graded as 'requires improvement'.	
64	In relation to apprentice achievement rates, Mr Deane explained that a recent Ofsted inspection of another FE College had reported that the College in question would not be penalised purely based on a low achievement rate however, Ofsted would want to observe good progress being made. It was agreed that timely achievement rates required focus.	
65	Attendance also remained a focus as part of the QIP; a large number of Colleges were reporting particular issues in attendance in Maths and English.	
66	In relation to the financial dashboard, Mr Deane commented that a deficit out-turn at year end was forecast. This may lead to a discussion with the FE Commissioner. It was noted that the College was able to articulate a rationale for the out-turn and could refer to decisions made around the staff pay increases.	
67	<b>Strategic Plan Progress Report</b> Governors received an update on each of the four main goals identified within the strategic plan.	
68	Mrs Scarborough provided an update on progress against goal 1; Ensure that student and apprentice progression, employability and career opportunities are central to everything we do so that we help to improve social mobility, reduce employers' skills gaps and support the creation of a thriving local economy and community.	
69	Mrs Scarborough commented that there were planned Erasmus trips to Malta, Sweden, Germany and Valencia and work experience formed a part of the trips.	
70	Reports to parents were being circulated and the reports provided information on T-level projects and AEB courses which may support progression.	
71	As part of careers and progression week, industry-based activities were taking place including career specific meetings and face to face meetings with employers.	
72	It was agreed that students taking part in the Erasmus project would be invited to attend the Standards Committee.	<b>Action: Standards Committee June 2022</b>

73	Mrs T Hart, Director of Planning, Funding, Information & Marketing and Dr S Peacock Vice Principal – Higher Education & Institute of Technology provided an update on progress against goal 2; Develop and deliver a vocational, technical, professional and higher education curriculum which supports the above whilst increasing access & inclusivity.	
74	Dr Peacock referred to the skills bootcamps which had been delivered in coding, IT networking and digital marketing. It was noted that the bootcamps had been established to address local needs of employers and was a local priority. One of the opportunities arising from the bootcamps was for employers to provide interviews for those who had been on the bootcamps. It was agreed that Dr Peacock would circulate information on the interviews to allow Governors to participate in the interviews.	<b>Action: Dr Peacock TBC</b>
75	In relation to higher technical qualifications; Dr Peacock explained that confirmation had been received from the DfE for funding for specialist equipment. The development money would allow the College to fit out a VR and software development lab in the IoT, a mock-up healthcare clinic, and a sport performance analysis hub.	<b>Action: Mrs Hart July 2022</b>
76	Mrs Hart explained that curriculum planning was underway and a summary of business planning would be presented to the board in July. Curriculum areas were working with the LEP and employers and good progress was being made with useful feedback provided.	
77	Work was ongoing to review attendance and it was noted that steps were being taken to mitigate the potential impact on achievement rates. Mrs Hart explained that student mentoring remained in place along with support for mental health and wellbeing.	
78	Mrs A Harrison, Director of Finance explained that much of the information in relation to goal 3 following within the Finance papers, budget and the capital / estates projects update. Goal 3; Maintaining a financially robust and sustainable organisation that allows us to continue to invest in delivering our mission.	
79	Mrs Harrison explained that the carbon report for 2020/21 had been published as encourages by the ESFA. Gas and	

80	<p>electricity usage, transport issues and the estate strategy would all link to sustainability plans.</p> <p>In relation to goal 4; Create a values driven organisation where all staff are supported &amp; empowered to deliver the above, continuously improve &amp; inspire our students to strive for and achieve the highest standards.</p>	
81	Mrs C Temprell, Vice Principal - HR and Student Services explained that a recent careers event had included 40 employers and 100 students from secondary schools which had provided an opportunity for staff and students to network with employers and for students to gain employability skills.	
82	Teaching triangles were being used as an opportunity to share best practice.	
83	Mrs Temprell explained that the first staff voice meeting had been held with terms of reference agreed along with an approach for working together.	
84	A new informal 'coffee and cake session' with members of the SLT and staff had commenced to improve communication and the pay increase had been communicated to staff.	
85	In relation to T-level implementation, Mrs Scarborough referred to buddying work being undertaken to review opportunities to share teaching to support skill gaps for example in engineering.	
86	Feedback had been sought through the employer bulletin on the new strategic plan.	
87	<b>Resolved:</b> Governors received the update on progress against strategic goals.	
<b>22/110 - Self Assessment Report</b>		
88	Mr Deane reminded Governors that the College was not required to complete a Self-Assessment report, however Ofsted do ask that if the College does complete one, that it is sent to Ofsted.	
89	It was noted that the SAR and the QIP had been discussed in depth at the Standards Committee. Areas of focus were felt to be appropriate and were clearly identified in the	

	quality dashboard. A process of observations and deep dives had been identified to support improvement.	
90	Mr Brewis explained that the Standards Committee had requested regular updates on the QIP.	
91	<b>Resolved:</b> Governors received the Self-Assessment Report.	
	<b>22/111 Capital / Estates Projects update</b>	
92	Mrs Harrison explained that there was currently an £18,000 underspend in relation to the Energy Centre (a £1.5million capital project). The final report in relation to March spend would be submitted in the first week in April. It was noted that the Energy Centre project was due to complete in April/early May.	
93	The final report on the completion of the IoT had reported an overspend of £362 against an overall project cost of £2.5million. Mrs Harrison referred to the joint work of the estates team and the project manager who had all worked hard to ensure the project was delivered on time and within budget.	
94	Governors commented on the successful delivery of the project particularly given the circumstances and congratulated the team on their success.	
95	<b>Resolved</b> – Governors noted the update	
	<b>22/112 – HR update /HR dashboard</b>	
96	Mrs Temprell provided the HR update and HR dashboard. It was noted that this had been presented to the Finance and Resources Committee.	
97	There had been an increase in costs related to sickness absence and it was noted that this did not include agency costs. The most common reasons for staff absence were linked to COVID.	
98	Mrs Temprell referred to recent changes around COVID absence and access to lateral flow tests and PCR tests. A balance between having staff and students on site and managing absences would be sought.	
99		

	<p>Mrs Temprell explained that the most common day for absence was a Wednesday and that only £1700 had been spent on staff training. Planning had commenced for the staff development week in July and this would increase spending in this area.</p>	
100	<p>Governors noted the employee relations statistics and data. Of the 310 staff employed this equated to 184 FTE. Governors also noted the 10.59% turnover rate and supported the 5% staff pay increase as one aspect being developed to decrease turnover.</p>	
101	<p>Incentives for staff coming to work at the College were being considered along with ensuring that staff were aware of the full benefits package of being an employee including pension contribution. Mrs Temprell referred to the challenges in relation to recruitment.</p>	
102	<p>Governors asked about agency costs. Mrs Temprell explained that agency costs had been high in February due to areas where there were vacancies such as construction and dog grooming and where sickness cover had not been available internally. In February there was a spend of £30,000. Mrs Temprell explained that agency fees had also increased.</p>	
103	<p>Mrs Temprell referred to the steps being taken with regard to marketing to ensure that a range of applicants were encouraged to apply. Mrs McCoy-Brown offered support in relation to the language and wording of job vacancy advertisements if needed.</p>	<p><b>Action: Mrs Temprell / Mrs McCoy-Brown July 2022 (if needed)</b></p>
104	<p>Mrs Temprell referred to the labour market support fund and explained that work was underway to consider whether a joint bid could be submitted with SKDC.</p>	
105	<p>Governors asked about the approach being taken in relation to COVID testing and whether the College would pay for tests for staff. Mrs Temprell explained that the College did have a number of surplus tests and these would be available to staff and students.</p>	
106	<p><b>Resolved:</b> Governors received the HR update and the HR dashboard.</p>	
	<p><b>22/113 – Safeguarding Annual Report</b></p>	

107	Mrs Temprell provided the Safeguarding Annual Report. It was noted that the report included the key data and areas of concern and focus.	
108	Mrs Temprell explained that overall, there had been an increase in cases with suicide being the highest disclosure over the last few years. As part of the Staff Development week, staff would be provided with information to increase suicide awareness to better spot and provide initial support to students struggling with their mental health and / or exhibiting self-harm behaviour.	
109	A further area of focus was in relation to sexual harassment and online safety with a particular emphasis on nude images, the use of sexual language and supporting students in this area. Mrs Temprell referred to positive links with the local Police force and ensuring students were aware of initiatives such as the use of the word Angela to identify when support is needed.	
110	County lines continued to be an area of concern along with focus continuing on the Prevent strategy and radicalisation.	
111	Mrs Temprell explained that the number of domestic abuse disclosures had increased in year and there was the possibility that this may increase further due to the cost-of-living crisis and the resulting pressure on families. Consideration was being given to how to support individuals and financial benefits such as food vouchers, bursary payments and tea and toast in the morning were all in place.	
112	Mrs Temprell explained that she had a meeting planned with Dr J Smith, Safeguarding Link Governor to complete a safeguarding audit to provide assurance to the Board. It was agreed that an update on the audit would be provided to the Board in July 2022.	<b>Action: Mrs Temprell / Dr Smith July 2022</b>
113	Governors asked about any benchmarking data in relation to safeguarding and sharing of best practice. Mrs Temprell explained that the College does look at the Policies of other Colleges and Universities and is also part of networks in this area.	
114	It was agreed that Governors would be invited to complete Safeguarding training online with the educare provider.	<b>Action: All June 2022</b>

115	<p><b>Resolved:</b> Governors received the Safeguarding Annual Report.</p> <p><b>Safeguarding Policy</b></p>	
116	Mrs Temprell commented that the Safeguarding Policy had been reviewed in January 2021 against the current Keeping Children Safe in Education guidance and the Policy had been updated to reflect changes regarding mental health support and working from home.	
117	<b>Resolved -</b> Governors approved the Safeguarding Policy.	
	<b>22/114 –HE update</b>	
118	Dr Peacock provided the HE update.	
119	It was noted that 2021/22 performance and retention was good. There were some areas of concern regarding attendance but monitoring was in place.	
120	The HE business plan was currently being developed with technical qualifications in digital, sports and healthcare.	
121	Dr Peacock referred to the appendices of the report, providing the DfE Information on HE Reforms, the general OfS update and the update on the Access and Participation monitoring and the Lincolnshire IoT KPI data.	
122	It was noted that the IoT recruitment mitigation plan was being developed and that the College had been invited to attend an event around the success of the IoT capital project at the College.	
123	Mr Deane explained that he was a Director of the IoT and steps were being considered, such as the recruitment of a Chief Executive to improve the profile of the IoT and marketing and to discuss how the different partners could work together. It was noted that ideas to share teachers in hard to recruit areas was also being discussed.	
124	Governors asked about the inclusion of level 3 courses in the data. Mr Deane explained that the DfE did allow an overall proportion of Level 3 data to be included; performance would look significantly different if the figures were removed.	



125	Governors discussed the skills gaps in digital and the demand for digital qualifications from employers. Mr Deane commented that the lifelong learning loan reforms to HE may increase student numbers entering Level 4 and 5 courses.	
126	<b>Resolved:</b> Governors received the update.	
127	<b>22/115 Governance update</b> Mrs J Taylor-Holmes, Clerk to the Corporation presented the Governance update.	
128	<b>Resolved;</b> Governors; <b>a.</b> approved the appointment of Ms Nicola McCoy-Brown as Governor (External Member) for a period of four years (agenda item 22/102) <b>b.</b> approved the Committee Membership schedule. <b>c.</b> ratified the use of the Corporation seal. <b>d.</b> approved the Audit Committee Terms of Reference noting that Mrs Taylor-Holmes and Mrs Harrison would review the workplan to ensure that all items were covered.	
129	It was noted that the 2022/23 schedule of meetings would be updated and recirculated.	<b>Action: Mrs Taylor-Holmes July 2022</b>
130	<b>22/116 - Urgent Business / Any other Business</b> There being no further business the meeting closed.	

**Date of next Meeting:**

Tuesday 5 July 2022

Signed as a true and accurate record

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Chairman

Date

**Action Table**

Agenda Item	Description	By whom	By when
<b>21/175 Governance Report</b>	- The Equality and Diversity profile of the Governing body would also be reviewed.	<b>All / Mrs Taylor-Holmes</b>	<b>July 2022</b>

<b>22/109 - Reporting against Strategic Plan 2019-2022</b>	It was agreed that students taking part in the Erasmus project would be invited to attend the Standards Committee.	<b>Standards Committee</b>	<b>June 2022</b>
<b>22/109 - Reporting against Strategic Plan 2019-2022</b>	One of the opportunities arising from the bootcamps was for employers to provide interviews for those who had been on the bootcamps. It was agreed that Dr Peacock would circulate information on the interviews to allow Governors to participate in the interviews.	<b>Dr Peacock</b>	<b>TBC</b>
<b>22/109 - Reporting against Strategic Plan 2019-2022</b>	Mrs Hart explained that curriculum planning was underway and a summary of business planning would be presented to the board in July.	<b>Mrs Hart</b>	<b>July 2022</b>
<b>22/112 – HR update /HR dashboard</b>	Mrs Temprell referred to the steps being taken with regard to marketing to ensure that a range of applicants were encouraged to apply. Mrs McCoy-Brown offered support in relation to the language and wording of job vacancy advertisements if needed.	<b>Mrs Temprell / Mrs McCoy-Brown</b>	<b>July 2022 (if needed)</b>
<b>22/113 – Safeguarding Annual Report</b>	It was agreed that Governors would be invited to complete Safeguarding training online with the educate provider.	<b>All</b>	<b>June 2022</b>
<b>22/113 – Safeguarding Annual Report</b>	Mrs Temprell explained that she had a meeting planned with Dr J Smith, Safeguarding Link Governor to complete a safeguarding audit to provide assurance to the Board. It was agreed that an update on the audit would be provided to the Board in July 2022.	<b>Mrs Temprell / Dr Smith</b>	<b>July 2022</b>
<b>22/115 Governance update</b>	It was noted that the 2022/23 schedule of meetings would be updated and recirculated.	<b>Mrs Taylor-Holmes</b>	<b>July 2022</b>