GRANTHAM COLLEGE
CORPORATION MEETING

Minutes of the Meeting held on 12 December 2023, 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
Ms B Dungarwalla	General Member
Ms S Ellis	Staff Member
Ms L Smith	Staff Member
Miss L Langton	Student Member
Miss E McNaught	Student Member
Miss G Wilson	Student Member

In Attendance:

Mr N Manoussakis	Lay Member
Mrs A Harrison	Director of Finance
Mrs T Hart	Director of Planning, Funding & Information
Mrs T Scarborough	Vice Principal – Quality & Curriculum
Ms L Steptoe	Vice Principal – Apprenticeships and Business Development
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk

Agenda: There were no changes to the agenda.

1	**23/148 - Apologies for absence** Apologies were received from Mr B Redfearn, General Member Mr N Jones, General Member Mrs N McCoy-Brown, General Member Mrs A Treacy, General Member Mr C Turner, General Member	
2	**23/149 – Confirmation of eligibility, quorum and declarations of interest** 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.	

	23/150 – Minutes of the previous meeting: 17 October 2023	
3	**Resolved –** The minutes of the previous meeting held on 17 October 2023 were approved as a true and accurate record.	
	Notification of Urgent Business / Any other business	
4	There had been no items of urgent business / any other business notified.	
	23/152 – Minutes of Committee and other meetings	
	Search & Governance Committee meeting – 7 November 2023	
5	Mr G Brewis, General Member and Chair of the Corporation explained that the Committee had met on 7 November 2023 and had;	
6	• Reviewed the Corporation membership and had agreed a number of actions to support recruitment to General Member positions taking into account the skills of the governing body and gaps.	
7	• Reviewed the diversity information and compared this to census data from 2021 and the national results. There had been a number of areas identified where recruitment would support diversity. This would be progressed as part of the Governor recruitment during 2023/24.	
8	• Reviewed the initial themes following the governor one to one process and noted that the Governor Development Plan would be drafted following the outcome of the External Governance Review	
9	• Received an update and timetable from Governance4FE in relation to the Board external governance review.	
10	• Considered Link governor roles – some structure around the role to include link governor role and expectations would be discussed at the next meeting.	
11	• Discussed the first draft of a Scheme of Delegation noted that this would be developed alongside the	

	review of the AoC Code of Good Governance and external Governance review and the Schedule of Business for Board and Committees.	
12	• Reviewed a draft statement on interaction with students / staff for publication on the website. This would be further reviewed by the Committee.	
13	A number of items were recommended to the Board for approval and were on the agenda for consideration at item 23/161.	
14	Following the meeting, an application had been received from Jacqui Adams, who had a HR background. The application had been reviewed by Committee members and the Search and Governance Committee recommended the appointment of Jacqui Adams.	
15	**Resolved;** Governors appointed Mrs J Adams as General Member Governor for an initial period of four years until 11 December 2027.	
	Strategic Planning session – 7 November 2023	
16	Governors received the notes from the Strategic Planning session held on 7 November 2023.	
	Standards Committee – 21 November 2023	
17	On behalf of Mr C Turner, General Member and Chair of the Standards Committee, Mrs J Taylor-Holmes, Clerk to the Corporation explained that the Committee had met on 21 November 2023.	
18	The Committee had; • Received an informative presentation from two apprentices who live on site with Anglian Water. Students provided positive feedback in terms of the accommodation and the teaching and learning they access at the College, the benefits of studying an apprenticeship route were also shared. Committee members noted that mental health and pastoral support was also good.	
19	• Received a presentation from Jane Brunt – Head of Curriculum – Health & Social Care, Early Years, Future Routes, Humanities, Animal Care and Public Services, the presentation detailed the QUIP areas	

	where further attention was required to improve. A detailed summary of the actions being taken was shared. Mrs Brunt shared some of the changes which had been implemented in the curriculum areas. The achievement rates were shared and Committee members were pleased to see improvement however, noted that there remained some areas of concern; public services and behaviour was mentioned. New provision and T-level changes were noted in particular in Health and Social care subject to funding. Progression and transition was discussed and there were questions around how students were to start on a T-level course, the use of a foundation course was noted.	
20	• Reviewed performance against the key performance indicators, quality dashboard which is presented to the Board for information; Committee members noted the overall improvement in retention and achievement.	
21	• Committee members received the qualification and achievement rates (QAR) paper including apprenticeships. The improvement in apprenticeship timely completion was noted and that by December, the rate was likely to be above the national average. It was agreed that some work done in relation to destinations would be circulated to Committee members.	
22	• Received the Quality update, Mrs Scarborough referred to the continued focus in attendance and in particular in relation to Maths and English. There was a robust discussion about the approach being taken in relation to GCSEs in Maths and English. Committee members had received the Quality Improvement Plan.	
23	• Committee members received a verbal update following the Ofsted inspection of accommodation. An update is on the agenda for Board consideration along with the report which had now been published.	
24	• Mrs Temprell provided a verbal update on behaviours and attitudes with a focus on attendance and there was a significant discussion around the actions being taken to support students.	

25	• Received an update on complaints and praise received in the year. Commitment to ensure that praise is recorded and can be reported to the Committee in future.	
26	• Committee reviewed its own effectiveness and confirmed that it had complied with its own terms of reference. Some amendments to the terms of reference were proposed which were recommended to the Board for approval (agenda item 23/161)	
	Joint Audit & Finance & Resources Committee – 29 November 2023	
27	Mr Brewis explained that the joint Committee had met on 29 November 2023, the main content of the meeting had been the consideration of the draft Annual Financial Statements which were on the agenda for consideration at item 23/158.	
28	The Committee had;	
29	• reviewed the Outcome of the Financial Statements Audit and the recommended for approval (subject to the final draft).	
30	• reviewed the Management letter – subject to meeting with Mrs Harrison and discussion around the accuracy of the audit points raised.	
31	• reviewed the Outcome of Internal Audits and follow up and received the Internal Audit Annual report.	
32	• Recommended the Annual Reports; the Risk Management Annual Report and the Audit Committee Annual Report to the Board (agenda item 23/160)	
33	• Received and reviewed the HR dashboard – the Committee were pleased to review the improving picture and the annual report	
34	• received an update on capital and estates.	
35	• The Committee had reviewed the Finance report at end of October 2023 – updated budget would be presented to the Board in December 2023.	
	• ESFA – College Financial Forecasting Return 2023-2025, Letter & Dashboard had been received and reviewed	

36	• Both Committees had undertaken a review of Committee effectiveness.	
37	• There were no changes to the Terms of Reference for either Committee recommended.	
38	**Resolved;** Governors received the Committee updates.	
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	23/152 – Matters Arising	
40	Matters arising and progress was noted.	
41	It was agreed that any feedback in relation to staff meetings, would be provided to future meetings as part of the Chair's Report and activity report from Governors.	
42	Ms L Smith, Staff Member explained that she had met with Mrs C Temprell, Vice Principal – HR and Student Services to discuss the feedback received from the staff survey. Comments had been reviewed and a 'you said…. We did' response was being compiled.	
43	It was noted that an update on RAAC would be provided as part of the Principals report.	
44	Mrs Temprell explained that the safeguarding session with Ms Dunwarwalla had been scheduled for today however, would be rescheduled.	
45	It was agreed that an update session for Governors on the Senso IT software system would be provided to Governors at a future Strategic Development session. This could possibly be the May session as the February session was to provide feedback on the outcome of the External Governance review.	
	23/153 - Chair's Report & activity report from Governors	
46	Mr Brewis commented on the positive feedback received from the student governors at previous meetings. The student governors provided feedback from the first student voice session which had been led by students. Feedback included positive comments in relation to support provided from tutors both in relation to the course and, work	

	placements. Students had also provided positive feedback on support received from student mentors and pastoral.	
47	Some recurring themes which had been more negatively reported were in relation to lack of communication particularly in terms of delays and changes to bursaries and events. Feedback had also been negative about lack of information available on the university application process and UCAS access.	
48	As a result of some of the feedback there had been a focus on student communication including the implementation of anew Instagram page which was being used particularly for student events and to show student information such as t-level displays. It was agreed that this was important to share successes and was also good for potential students to see what went on in the college.	
49	To encourage the student community a competition had been run between curriculum areas to see which department/ course could donate the most amount of food to the foodbank. This had been extremely successful and lots of students had participated.	
50	The student voice meeting also recorded the excellent support provided in mental health and the facilities available to support students.	
51	Some of the feedback from the hairdressing department was that the students felt neglected as they are in a sperate building to the main campus. There had been a request for some benches to be installed in front of their building to enable them to be outside, socialise and eat lunch. It was suggested that the carpentry students could visit hairdressing students to discuss their needs and build a bench that would be suitable.	
52	There were a number of suggestions discussed on how to best support students when thinking about their next steps including university applications and UCAS. It was suggested that an event at the beginning of the year for those students who were due to go to university the following September would be useful.	
53	Governors thanked the Student Governors for facilitating the student voice meeting and for providing feedback to the Board.	
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55	Ms C Brocklebank, General member explained that she had been invited to a quiz/ social event with the students in accommodation and would feedback to the next meeting. **Resolved -** Governors noted the content of the Chair's Report and Activity report from Governors.	
	23/154 – Principal & Chief Executive's Report	
56	Mr Deane, Principal & Chief Executive presented the Principal and Chief Executive's Report and a summary of key matters.	
57	Mr Deane thanked the students for setting up the Instagram page.	
58	Mr Deane commented that the Autumn statement was the hot topic for discussion and commented that despite optimism the autumn statement had been light on any discussion around further investment in FE. Mr Deane referred to concerns from the IFS about the impact of the short term tax cuts and how this may result in real term cuts of 3.4% in unprotected departments including FE after the election.	
59	Mr Deane referred to the announcements of devolution for areas including greater Lincolnshire. The powers arising from devolution included the ability to shape local provision in adult education, this was felt to be an opportunity for the college.	
60	In relation to RAAC; a meeting had been held with a structural engineer and a cost consultant and a number of options were being considered. The most likely option was to build a deck beneath the RAAC to guard against the risk of any degrading concrete falling. The capital costs will be covered through the DFE and the DFE would be requested to approve the favoured option.	
61	Governors expressed some concern regarding the delays in the decision making around this issue noting that this was particularly disruptive in engineering.	
62	Mr Deane referred to an update on the lifelong learning entitlement loans and how the complexity of this process was impacting the demand from adults.	

63	Mr Denae referred to the strike minimum service level update within his report and confirmed that industrial relations within the college were positive. The consultation was felt to be more targeted at schools.	
64	Governors noted the update in relation to the local skills improvement fund and the potential to receive £83,000 in revenue funding.	
65	Governors noted that there was a discussion with the ESFA contact on the 6th December to provide an update on the college priorities including HTQ's, skills bootcamps, recruitment and apprenticeships.	
66	**Resolved -** Governors noted the content of the Principal's Report.	
	23/155 - Reporting against Strategic Plan 2022-2025	
67	Governors received the dashboards.	
68	Mr Deane commented on the improvement in retention and achievement rates specifically for 16-18 learners and adults.	
69	There had been improvement in most curriculum areas however there remained work to do in some areas. There had been an increase in the number of grade 4 maths and English GCSE's and the college was reporting better than the national average.	
70	There had been an improvement in the destination data and the two Ofsted inspections in the year; one rated good and one rated outstanding were noted.	
71	Attendance remained problematic and there had been a decline in some areas. Attendance continued to be an area of focus and the staff development session planned in January was focused primarily on attendance and support for students.	
72	In response to a question around the performance of other Colleges in relation to attendance, Mr Deane explained that there had been some good practice shared which included; the quicker response to data around attendance, the inclusion of parents and a more supportive approach to understanding absence. The involvement of vocational	

	areas in encouraging students to attend maths and English lessons was also noted.	
73	Governors received the finance dashboard.	
	Strategic Plan Progress Report	
74	Governors received an update on each of the four main goals identified within the strategic plan.	
75	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 and sustainable local economy and community; noted achievement rate improvements.	
76	Mrs T Scarborough, Vice Principal, Quality & Curriculum 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.	
77	Mrs Scarborough explained that reports to parents were currently being drafted and that there would be a focus on attendance.	
78	The College was currently engaging with employers in a number of curriculum areas including media and beauty therapy.	
79	The College was working with the NHS to provide CPD to deliver functional skills, it was hoped that this may result in additional opportunities in relation to apprenticeships.	
80	Students had been engaging with the community and had been involved in the decoration of the Christmas tree at St Wulframs.	
81	Work continues more generally to work with employers to enhance the curriculum offer and to secure placements for students. Mrs Scarborough referred to the work being undertaken with the woodland trust.	
82	The importance of employer engagement was noted and the College aim to establish Employee Advisory Forums to support the design of the curriculum. This was in line with the LSIF priorities.	

83	Mrs A Harrison, Director of Finance explained that much of the information in relation to goal 3 was within the Finance papers. Goal 3; Maintaining a financially robust and sustainable organisation that allows us to continue to invest in delivering our mission.	
84	In relation to goal 4; Create a values driven organisation where all staff are supported & empowered to deliver the above, continuously improve & inspire our students to strive for and achieve the highest standards.	
85	Mr Deane referred to the implementation of teacher Matic, an artificial intelligence software system aimed at supporting teaching staff to improve efficiency and decrease workload. It was noted that an update would be provided on the system to the next Finance and Resources Committee meeting.	**Action: Finance & Resources Committee March 2024**
86	A staff development day had been held in January, there had been a focus on STRIVE and a reminder of the College key values.	
87	A staff newsletter was being developed to share best practice. Mr Deane confirmed that there was an effort throughout the College to improve communication.	
88	**Resolved:** Governors received the update on progress against strategic goals.	
	23/156 – Position Statements – Whole College & Apprenticeships	
89	Mr Deane presented the whole College and Apprenticeships positions statements.	
90	It was noted that these replaced the self-assessment report.	
91	**Resolved:** Governors received the position statements.	
	23/157 – Ofsted Accommodation Report	
92	Mr Deane referred to the Ofsted accommodation inspection and confirmed that the report had now been published.	
93	Governors commended the outstanding judgement and that no recommendations had been received.	

94	**Resolved:** Governors received Ofsted accommodation report.	
	23/158 – Audited Financial Statements for Year ending 31 July 2023	
95	Mrs Harrison provided the Audited financial statements for year ending 31 July 2023 along with the Audit Findings Report.	
96	It was noted that the draft documents had been presented to and discussed at the joint Audit and finance and resources committee meeting on the 29th of November 2023. Mrs Harrison referred to changes within the papers and explained that a statement regarding RAAC was required. it was noted that there had been a DfE commitment to cover costs associated with the remedial work in relation to RAAC.	
97	Mrs Harrison confirmed that the fixed asset point raised by the external auditors had now been resolved and that the collation of related parties responses was nearing completion.	
98	Mrs Harrison explained that there had been discussions at the joint meeting around the consideration of the pension gain. In line with the decision with the joint committee meeting written confirmation would be provided of the decision not to report the pension gain.	
	Governors reviewed the Audit Findings Report.	
99	In response to a question, Mrs Harrison confirmed that the progress of actions identified would be monitored through the Audit Committee and the Audit Follow Up Register.	
100	Governors received the changes to the draft audited Financial Statement which were in tracked changes.	
101	Going concern	
102	Governors reviewed the paper provided in relation to going concern and confirmed that the Financial Statements would be signed off as a going concern.	
	Regularity questionnaire	
	Governors received the regularity questionnaire and approved this for signature by Mr Deane and Mr Brewis.	
	Electronic signatures	

103	Governors were asked to approve of use of electronic signatures if needed.	
	Resolved: Governors approved the use of electronic signatures if needed.	
104	It was agreed that Mr Deane and Mr Brewis would sign the Letters of Representation and the Audited Financial Statements.	
105	**Resolved:** Governors noted the content of the Audit Completion Document Year Ended 31 July 2023 and approved the Letters of Representation and the Draft Audited Financial Statements for signature.	
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	23/159 –Finance Report & Budget update	
108	Mrs Harrison provided the Finance Report.	
109	The report summarised the financial position at the end of October 2023.	
110	Mrs Harrison explained that as at end of October 2023, the College was reporting an operating surplus of £19,400 (excluding the pension adjustment) and a financial health assessment of 'good'.	
111	Governors were referred to the cash position, the information on loan covenants and the overall forecast.	
112	**Resolved:** Governors received the Financial Report to the 31 October 2023.	
113	**Resolved:** Governors received the enrolment update.	
	23/160 – Audit Committee matters	
	• **Annual Report to the Corporation**	
114	Governors received the Audit Committee Annual Report. It was noted that this had been considered by the Audit Committee at the joint meeting on 29 November 2023 and recommended to the Board.	
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116 117 118 119 120 121	Mrs Harrison explained that this report would be submitted to the ESFA with the Annual Financial Statements. Mrs Harrison referred Governors to the statements from the Head of Internal Audit and the Financial Statement Auditor and the risk management report. **Resolved;** Governors received the Audit Committee Annual Report 2022/23. • **Risk Register 2023/24** Governors received the Risk Register for 2023/24. It was noted that this had been considered by the Audit Committee at the Joint meeting on 29 November 2023 and recommended to the Board. It was noted that risks relating to Committees would be presented to future meetings for consideration. Committee members would be asked to review risks on the basis of the content of the meeting and provide any feedback and / recommended changes to the Audit Committee. It was agreed that this was a positive improvement. **Resolved:** Governors received the Risk Register 2023/24	**Action: Committees March 2024**
122 123 124 125	**23/161 – Search and Governance Committee matters** • **Annual Report to the Corporation** Governors received the Annual Report to the Corporation, noting that this had been recommended for approval by the Board at the Search and Governance Committee meeting on 7 November 2023. It was noted that the Annual Report detailed the activities of the Search and Governance Committee during 2022/23. Governors noted the decision that had been made to pause recruitment to the Governing body during 2022/23 but that recruitment was planned during 2023/24. Governors reviewed and noted the focus for the Committee during 2023/24. **Resolved;** Governors approved the Search and Governance Committee Annual Report 2022/23. • Committee Membership	

126	**Resolved;** Governors reviewed and approved the updated Committee membership table. • Confidential Business Review	
127	**Resolved;** Governors received and approved the confidential business review and agreed that the confidential business identified would remain confidential. • Committee Terms of Reference	
128	**Resolved;** Governors received and approved the amendments to the Committee Terms of Reference. • Appointment of Governor – External member (see paragraph 15)	
129 130	**Resolved;** Governors received and approved the confidential business review and agreed that the confidential business identified would remain confidential.	
	23/162 - Senior Postholder Employment & Remuneration Committee matters • **Annual Report to the Corporation**	
131	Governors received the Annual Report to the Corporation, noting that this had been recommended for approval by the Board by the members of the Senior Postholder Employment and Remuneration Committee.	
132	The Annual Report detailed the activities of the Committee during 2022/23 and the publication of the report was a requirement under the Association of Colleges Code on Senior Pay.	
133	**Resolved;** Governors approved the Senior Postholder Employment and Remuneration Committee Annual Report. • **Terms of Reference**	
134	**Resolved;** Governors approved the Senior Postholder Employment and Remuneration Committee Terms of Reference.	

135	• **Senior Postholder Pay Policy** **Resolved;** Governors approved the Senior Postholder Employment Pay Policy, noting that this had been updated prior to the usual review date (December 2024) due to changes in the requirements resulting from the ONS decision regarding reclassification and the inclusion of reference to the Managing Public Money Guidance.	
	23/163 - Annual Diversity, Equality and Inclusion for Students 2022/23	
136	Mrs C Temprell, Vice Principal HR and student services presented the diversity equality and inclusion report for students 2022/23.	
137	It was noted that there was a significant amount of data within the report. There was a positive trend in all areas regarding improvement of achievement for the majority of groups.	
138	Of the 15 ethnic groups measured, six had higher achievement rates than white British students. It was noted that number of non white British students were relatively small.	
139	There had been an improvement in the achievement of those students with disability and health problems, an increase to 63% from 22% in the previous year.	
140	In relation to gender, female full time students had higher achievement than their male counterparts. In apprenticeships, male students had a higher achievement.	
141	Mrs Temprell explained that the next step was the development of an action plan. Ms B Dungarwalla, General member offered support.	**Action: Ms Dungarwalla TBC**
142	Mr Brewis asked for further information in relation to the data. Mr Deane explained that there could be some courses where there were a higher or smaller number of students with a particular characteristic which may impact on the figures. A full review would be undertaken to ensure that any action is appropriately targeted.	
143	Ms Dunwarwalla asked about the purpose of the reporting. Mrs Temprell explained that this was to ensure that the College was understanding of any issues which were arising	

	for the data to ensure that any targeted actions could be taken.	
144	It was noted that the reporting could also be used to understand any issues regarding disability and barriers in the environment.	
145	**Resolved:** Governors noted the content of the report.	
	23/164 – HE and IoT update	
146	Governors received and reviewed the HE and IoT update.	
147	The conclusions of the report were reviewed and comments made as follows;	
148	● Enrolments are up on the same time last year, 2023/24 in-year performance is currently good in terms of retention, with some subject areas being monitored with additional support in place (73 this year, 68 last year)	
149	● 2024/25 Recruitment: proactive marketing is being undertaken in house with existing learners and externally with our local feeder schools.	
150	● OfS: The successful capital funding bid submission to refurbish and update equipment in our Mechanical and Maintenance Engineering workshops has allowed us to move Motor Vehicle back to main site, update workshops and equip the areas with industry standard, current equipment. LIoT successful bid for additional HTQ money for Creative Design.	
151	● LIoT was successful in the bid for £2.5m additional HTQ funding. The funding is £8000 per learner equating to £80,000 for intended HTQ delivery Creative & Design-Media production co-ordinator course. This will positively impact on marketing with the aim of increasing the cohort of learners.	
152	● Skills Bootcamps: continuing to deliver and recruit to all our Bootcamps for Digital and Green Skills via D2N2 and GLLEP. Submission of Wave 5 bid has been completed.	
153	● Student Experience: The introduction of new qualifications to our HE portfolio will enhance the college provision supporting student progression, reduce employers' skills gaps and allow social mobility. HN Flex have been	

	introduced which are small qualifications to support employers. There is work underway to investigate whether the lifetime learning loan can be utilised for HN Flex.	
154	**Resolved;** Governor received the HE and IoT update.	
	23/165 - Urgent Business / Any other Business	
155	Mr Brewis thanked Governors for their support and contribution to meetings. Mr Brewis also thanked the Senior Leadership Team and the staff.	
156	It was agreed that it was useful to receive student feedback into the meeting.	
157	It was noted that there had been some changes to the meeting schedule. The dates would be shared again with governors in the new year.	**Action: Mrs Taylor-Holmes January 2024**
158	There being no further business the meeting closed.	

Meeting:
Monday 25 March 2024

Signed as a true and accurate record

Chairman
Date

Action Table

Agenda Item	Description	By whom	By when
23/110 – Capital / Estates update	Capital spend was being reviewed along with the cost and logistics of replacing the roof, an update would be provided when possible.	**Mrs Harrison**	**TBC**
23/126 – Forecast out-turn 2022/23 and Budget 2023/24 and 2 year forecast	It was agreed that project income streams would be added to the dashboard for to enable easy monitoring.	**Mr Deane**	**Autumn 2023 To F&R Committee**
23/139 – Principal & Chief Executive report	The College funding announcement in July 2023 was seen as a positive development and Mr Deane referred to the pay award to given to staff in April 2023. Consideration of the pay award for staff going forward would be made at the Finance and Resources Committee in March 2024.	**Finance & Resources Committee**	**March 2024 NOW Deferred until June 2024**

23/142 – Equality and Diversity for Employees	Ms B Dungawalla, General Member asked about reporting and the use of the information. Mrs Temprell explained that there were reporting requirements such as the gender pay gap report and that the information was used to review recruitment and advertisement practices. It was agreed that Mrs Temprell and Ms Dungawalla would discuss this further.	**Mrs Temprell / Ms Dungarwalla**	**TBC To be rescheduled**
23/145 – Safeguarding update	It was agreed that an update on the Senso IT software system would be provided to Governors at a future Strategic Development session.	**Mrs Temprell**	**TBC Strategic Development Session**
23/155 - Reporting against Strategic Plan 2022-2025	Mr Deane referred to the implementation of teacher Matic, an artificial intelligence software system aimed at supporting teaching staff to improve efficiency and decrease workload. It was noted that an update would be provided on the system to the next Finance and Resources Committee meeting.	**Finance & Resources Committee**	**March 2024 Complete**
23/160 – Audit Committee matters	• Risk Register 2023/24 It was noted that risks relating to Committees would be presented to future meetings for consideration. Committee members would be asked to review risks on the basis of the content of the meeting and provide any feedback and / recommended changes to the Audit Committee.	**Committees**	**March 2024 Complete**
23/163 - Annual Diversity, Equality and Inclusion for Students 2022/23	Mrs Temprell explained that the next step was the development of an action plan. Ms B Dungarwalla, General member offered support.	**Mrs Temprell / Ms Dungarwalla**	**TBC**
23/165 - Urgent Business / Any other Business	It was noted that there had been some changes to the meeting schedule. The dates would be shared again with governors in the new year.	**Mrs Taylor-Holmes**	**January 2024 Complete**