GRANTHAM COLLEGE
CORPORATION MEETING

Minutes of the Meeting held on 25 March 2024, 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 S Ellis	Staff Member
Mr B Redfearn	General Member
Mr N Jones	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
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	**24/101 - Apologies for absence** Apologies were received from Mrs J Adams, General Member Ms B Dungarwalla, General Member Mrs A Treacy, General Member Miss L Langton, Student Member Miss E McNaught, Student Member Miss G Wilson, Student Member	
2 3	**24/102 – 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. • Register of Interests	

4	Governors reviewed the Register of Interests. It was agreed that any changes would be notified to Mrs J Taylor-Holmes, Clerk to the Corporation. **Resolved;** Governors approved the Register of Interests.	
	24/103 – Minutes of the previous meeting: 12 December 2023	
5	**Resolved –** The minutes of the previous meeting held on 12 December 2023 were approved as a true and accurate record.	
	Matters Arising	
6	Matters arising and progress was noted.	
7	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.	
8	It was noted that many of the matters arising were complete.	
	Notification of Urgent Business / Any other business	
9	There had been no items of urgent business / any other business notified.	
	24/104 – Minutes of Committee and other meetings **Search & Governance Committee meeting – 27 February 2024**	
10	Mr G Brewis, General Member and Chair of the Corporation explained that the Committee had met on 27 February 2024 and had;	
11	• Reviewed the external governance review and identified a number of recommendations which the Committee would like to prioritise (noting that this had been discussed with the full Board at the strategic development session held on 27 February 2024)	
12	• Reviewed the themes arising from the Governor one to one process undertaken in Autumn and had agreed to create a Governor Development plan, including the themes and the recommendations from the external governance review for review at the next meeting.	

13	• 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 and had made some recommendations to the Committee memberships scheduled for review by the Board.	
14	A number of items were recommended to the Board for approval and were on the agenda for consideration at item 24/117;	
15	• Amendments to the Instrument & Articles of Government and Standing Orders	
16	• External Governance Review report – recommendations in relation to the inclusion of the actions within the Governor Development Plan.	
17	It was agreed that the Committee membership schedule would be considered by the Board in July 2024 to include reference to the newly appointed Governor and any other potential changes.	**Action: Mrs Taylor-Holmes July 2024**
	Strategic Planning session – 27 February 2024	
18	Governors received the notes from the Strategic Planning session held on 27 February 2024. It was noted that the External Governance review had been fully considered and recommendations reviewed. The full report was provided to the Board on the agenda at item 24/117.	
	Finance & Resources Committee – 6 March 2024	
19	On behalf of Mrs A Treacy, General Member and Chair of the Finance & Resources Committee, Mr P Deane, Principal and Chief Executive provided feedback from the meeting held on 6 March 2024 as follows;	
20	1. The Committee had received and reviewed the Finance report to end of January 2024 with all appendices. The College is reforecasting an operating surplus of £0.4k which assumed the sale of North Lodge as covered in Estates & Capital Update paper. Earnings Before Interest Tax and Depreciation (EBITDA) is being predicted at £292.3k surplus or 3.03% of income which should result in a 'Good' financial health grade for 2023/2024. It was agreed that Management Accounts would be shared monthly and links to finance report appendices would not be provided in the Board pack but maintained separately on the MS Team group.	

21	2. The Committee noted that the budget would be reviewed and presented to the June meeting.	
22	3. The Committee had received an update on allocations and noted the changes which the College had been notified about, Mrs Hart would be undertaking a review against the current provision to understand the impact.	
23	4. The Committee had received the Estates & Capital update. There had been a significant discussion around North Lodge. The Committee had agreed that an independent valuation would be sought and a proposal (around the sale) brought to a future Committee / Board meeting.	
24	5. HR dashboard received. Discussed the positive improvement in KPIs and the impact of the four-day week.	
25	6. Received a presentation in relation to IT security and assurances were provided around the software and approach being taken to protect the College.	
26	7. Considered the financial risks to the College, noting that this was a new report and a similar report would be provided to the Standards Committee.	
	Audit Committee – 8 March 2024	
27	On behalf of Mr M Argyle, General Member and Chair of the Audit Committee, Mrs C Brocklebank, General Member explained that the Committee had met on 8 March 2024.	
28	The Committee agreed that the following items would be reported to the Corporation;	
29	• Committee members received the Internal Audit Report on Learner Journey and had discussed the reasonable assurance received. Risk Management Report received.	
30	• Whistleblowing, Fraud and Irregularity Annual Report received, noting that there had been no instances to report. Noted the Whistleblowing Policy (approved September 2022) and the Fraud, Corruption and Irregularities Policy (dated March 2023).	
31	• Health & Safety Annual Report received, and presented to the Board – item 24/116)	
32	• Performance of Internal & External Auditors discussed.	

	Standards Committee – 12 March 2024	
33	Governors received the minutes from the Standards Committee meeting held on 21 November 2023 and received a verbal update from the meeting held on 21 March 2023.	
34	Mr C Turner, General Member and Chair of the Standards Committee explained that the Committee had met on 21 March 2024.	
35	The Committee had;	
36	• Received a presentation from the Learning and Development area on the PPA (Preparing for Adulthood) – Level 1 course. This had been well received and included information on the course offer, progression opportunities and support in place for students.	
37	• Received a presentation from Ms I Brooks, Head of Curriculum - Engineering, Computing, Automotive, Business & Languages. A very informative and comprehensive presentation was provided. She reported against; attendance, retention, achievement and apprentices. Committee members had noted the challenges in the area, the new courses being introduced, where the College was liaising with local employers and improvements to the areas.	
38	• Received the quality dashboards and update on progress. Noting there was some positive improvement.	
39	• Received the position statements, the Committee reviewed the statements and noted that these were drafted around the Ofsted inspection framework and were forward looking. It was noted that these replaced the Self-Assessment reporting.	
40	• Received the attendance update on actions taken. Committee members had noted the challenges in the area and the report is presented to the Board.	
41	• Received the Quality report including the proposals in relation to new T-Level qualifications, the results of the student induction survey, that learning walks and lessons observations had commenced and the use of AI technology through Teachermatic – a presentation had been requested at a future meeting.	
42	• Received an update on Apprenticeships. The progress was pleasing in terms of recruitment, predicted achievement and staffing.	

43 44 45	• Reviewed risks relating to the Committee and noted the new risk in relation to devolution of adult education budget. There had been a number of questions posed as part of the Committee papers, Committee members agreed that they would like to see more questions within the reports to stimulate discussion. **Resolved;** Governors received the Committee updates.	
46 47 55	**24/105 - Chair's Report & activity report from Governors** Mr G Brewis, General Member and Corporation Chair explained that he had held a number of discussions with Mr Deane outside of Board and Committee meetings to keep abreast of any new developments (which were covered within item 24/106) Ms Brocklebank explained that she had attended a quiz/ social event with the students in accommodation which had been very enjoyable. Mrs Brocklebank explained that all the students and staff were now aware of Mrs Brocklebank and her role as Accommodation Link Governors and were happy to share their views. All staff and students appeared content at the event and there were no negative points raised. **Resolved -** Governors noted the content of the Chair's Report and Activity report from Governors.	
48 49	**24/106 – Principal & Chief Executive's Report** Mr Deane, Principal & Chief Executive presented the Principal and Chief Executive's Report and a summary of key matters. Mr Deane commented that the Maths and English – Condition of Funding changes were the hop topic. Mr Deane explained that the Department for Education had recently published some information on funding rate uplifts for next academic year for 16-18s (1.9% so well below inflation). The letter had also unhelpfully included the announcement of a new condition of funding (without any prior consultation) requiring increased minimum teaching hours for English and maths and a phase out of the tolerance which allowed some flexibility for a small percentage of students to not undertake English and maths resits. Mr Deane referred to the significant concerns raised by the Association of Colleges following the announcement. Governors discussed the potential challenges for the	

	College including the link to the challenges around Maths and English attendance and the recruitment of suitably qualified teachers in these areas.	
50	Mr Deane referred to the revision to the Accountability Statement and the Duty to Review how we meet local needs. It was noted that the College was enhancing how stakeholder feedback was gathered including holding new Employer Advisory Forums in all curriculum areas as well as through events such as the recent employer lunch. The development of a common statement with other colleges in the Lincolnshire Federation of Colleges regarding collaboration was being explored. It was noted that the College would be seeking the views of other stakeholders such as local authorities, LEPs, other education providers and community groups.	
51	In relation to RAAC; Mr Deane provided an update on progress. It was noted that there had been involvement and meetings held to discuss the buildings affected however, progress was very slow. There were plans to bring temporary buildings onto site however, these had not been firmed up.	
52	Governors again expressed some concern regarding the delays in the decision making around this issue noting that this was particularly disruptive in engineering. Concern was also raised about payment for remedial works and how this may impact negatively on cashflow depending on how the work was funded.	
53	Mr Deane referred to the increase use of artificial intelligence in colleges and the work being undertaken to introduce Teachermatic within the College. Governors noted that there would be a presentation on Teachermatic provided to the next Standards Committee meeting.	
54	Governors received the update in relation to funding allocations and changes and the impact of the changes referred to previously in relation to additional Maths and English delivery. It was noted that the rates for Adults remained outstanding and that with the introduction of devolution in this area, the position would changes around adult delivery in the near future.	
56	Governors noted the update on the Local Skills Improvement Fund (LSIF) projects. In response to a question from Governors, it was agreed that a full update on projects would be provided to the Governors Strategic Development session in May.	**Action: SLT Governor Strategic Development session May 2024**

57	Governors noted and encouraged the work being undertaken in relation to NHS collaboration.	
58	**Resolved -** Governors noted the content of the Principal's Report.	
	24/107 - Reporting against Strategic Plan 2022-2025	
59	Governors received the dashboards.	
60	Mr Deane referred to the targets and progress made.	
61	It was noted that retention was slightly lower than in the previous year and the QAR were looking better than last year.	
62	Mr Deane commented referred to the position statements and the additional attendance update provided to the meeting.	
63	It was noted that employer satisfaction remained good in relation to apprenticeships.	
64	In relation to GCSE results; grade 4 results were above the national average and there was improvement on the previous year for English.	
65	There had been progress made in relation to Skill builder. Mr Deane referred to the LSIF investment and that the College was employing short term staff to boost this area and student completion.	
66	Governors received the finance dashboard.	
67	**Strategic Plan Progress Report** Governors received an update on each of the four main goals identified within the strategic plan.	
68	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.	
69	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.	

70	Mrs Scarborough explained that reports had been provided to parents and that there had been a focus on attendance. There was a new texting software being developed which would ensure that students and their parents and carers were notified quickly after the start of the lesson if the student was not present.	
71	Reference was made to the progress of the curriculum planning process and the contribution of employers. It was agreed that an update on progress would be provided to the Governors Strategic Development session in May.	**Action: SLT Governor Strategic Development session May 2024**
72	Mrs Scarborough commented on the Employee Advisory Forums to support the design of the curriculum; in line with the LSIF priorities.	
73	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.	
74	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.	
75	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.	
76	**Resolved:** Governors received the update on progress against strategic goals.	
	24/108 – Position Statements – Whole College & Apprenticeships	
77	Mr Deane presented the College Position statements.	
78	Mr Deane explained that the College had decided to approach review in this way to consider the College position against the Ofsted judgements. It was felt that this would enable a review of the current position rather than self-assessment which was backward looking.	
79	Mr Deane commented that he felt that the College remained in a similar position following the last Ofsted inspection, mainly due to attendance in behaviour. It was noted that attendance remained a national challenge.	

80	Overall, in relation to apprenticeships, there had been a positive improvement in achievement rates in line with national average and the College had managed to improve on the previous year.	
81	It was noted that there was a national target of 67% for timely completion. The College was aiming for 68%. Committee members reviewed the dashboard and noted that this stated best case of 76.6% and that this was currently at 50.7%.	
82	Trends in key performance indicators were reviewed. Achievement rates had improved significantly in almost all areas. GCSE E&M better than national average and overall picture was a positive trend. Attendance remained an issue.	
83	It was noted that an AoC attendance survey was being undertaken to review the national picture.	
84	Skills position statement included an update on the work being undertaken in the LSIP.	
85	Apprenticeships; it was noted that there still remained challenges in some staffing areas.	
86	Mr Deane referred to the results from surveys with students and employers. It was agreed that better / improved communication remained an area of focus along with providing the right training at the right time and flexibility, for example the work being undertaken on different models eg. Canal and River Trust.	
87	**Resolved:** Governors received the position statements.	
	24/109 – Quality Report	
88	Mrs Scarborough presented the Quality Report.	
89	The paper provided a summary of quality activities, key areas of the paper included;	
90	• The Further Education Qualification Landscape Level 3; Mrs Scarborough explained that the position was changing quickly and the College needed to be agile and to be aware of the impact of changes. Mrs Scarborough referred to the removal of funding for Level 3 courses and referred to the implementation of a new courses; Within a few hours of downloading the content, the awarding body withdrew courses. It was noted that this was quite challenging.	

91	• Changes to maths and English – funding requirement; 3 hours for English and 4 hours for Maths. Mrs Scarborough referred to time spent with HoC's around the timetabling and how to approach.	
92	• Induction Survey – Mrs Scarborough explained that there had been positive feedback from learners and the College aim was to increase participation.	
93	• Attendance – discussed in greater detail agenda item - 24/110.	
94	• Lesson visits and Learning walks – Committee members noted progress – Mrs Scarborough commented that these continued along with curriculum reviews with full feedback provided. Mrs Scarborough explained that as part of the reviews, the reviewer speaks with students and feedback is provided through a report back to the HoC. HoC's receive a week notice as they would do for Ofsted. Areas for development / strengths are shared.	
95	• Awarding Organisation Updates – no issues to report.	
96	• T levels and Foundation Programmes – Committee members noted the new areas; there was no social care in the health programme. It had been agreed apply for reapproval in Onsite construction; this had not been delivered for two years.	
97	• Teachermatic (Artificial Intelligence tool)– It was agreed that Mrs L Smith, Staff Governor would provide a presentation on this area to demonstrate how this was being used across the College in curriculum and support areas. It was noted that there were currently 50 licences and a group to share good practice.	
98	• Quality Improvement Plan Current Areas for Improvement: o Attendance o Retention and Achievement o Feb: Retention ☐ Overall = 93%, 94% 2023, ☐ 16-18 = 92%, 95% 2023, ☐ 19+ = 95%, 94% 2023 o Timely and Overall completion of Apprentices o Consistency of Delivery and performance across SSA	
99	Mrs Scarborough explained that the Standards Committee had discussed in detail the potential to reintroduce A-Level provision at the College.	
100	**Resolved:** Governors received the Quality update.	

	24/110 – Attendance update	
101	Mrs C Temprell, Vice Principal – HR and Student Services provided an update on actions being taken in relation to attendance.	
102	Mrs Temprell explained that this was a national challenge and was being covered by the media. School attendance nationally was around 81%. Mrs Temprell explained that many of the penalties being used such the application of penalties or fines and parenting classes were applied to schools rather than Colleges.	
103	Mrs Temprell confirmed that one of the issues was a lack of support from parents. Mrs Temprell also explained that there was a continued increase in reported negative mental health and wellbeing instances which was impacting on attendance. The mental health challenges were impacting on motivation and drive.	
104	Other aspects impacting attendance included the cost of living crisis with an example provided of students being required to work to support the family and caring responsibilities for siblings and parents due to their challenges around mental / physical health and family members working shift patterns.	
105	Governors noted the steps to reduce absence; an automated system to notify students and parents. With 14-16 year old students there was a requirement to contact as soon as possible. Mrs Temprell commented that interestingly, the motivation for contact is often the threat of involving the Police as the student is missing.	
106	Sitting down and having meetings with parents and students. More students withdrawn due to attendance – this year 42 students. Mr Deane confirmed that the College was doing this earlier than had been done in previous years.	
107	Mrs Temprell described the support in place including signposting and trying to flexible with the timetable to support students; staff were meeting students and walking them to lessons (in particular in Maths and English to help settle students).	
108	Mrs Temprell explained that a next step would be to review the timetabling of Maths and English to ensure that the lessons were in between vocational lessons and the teaching of core lessons.	

109	It was noted that there was an automated system in terms of contact with students and parents / carers within the first 15 minutes of the student not attending.	
110	Mrs Temprell explained that there were parent meetings scheduled at the beginning of the academic year to set out expectations.	
111	It was noted that there had been some improvement regarding attendance in some areas such as animal care following the implementation of measures particularly in Maths and English. It was agreed that it was important to ensure that all staff were supporting and reiterating the messages around the importance of Maths and English as part of the study programme.	
112	Mrs Temprell commented that there were a number of students who were refusing the attend Maths & English (M&E) but likely to achieve their qualification. In some cases, parents were supporting students to not attend. It was noted that the current Government were pushing M&E attendance. There would be an impact if students didn't attend with students being withdrawn. The College may have to become more stringent and not allow students to continue on their course unless they attend as the College would not receive funding.	
113	It was agreed that it was important to ensure that the message around attendance should be very clear at the beginning of the year and that if students so not attend Maths and English, they cannot attend the course.	
114	**Resolved:** Governors received the attendance update.	
	24/111 –Finance Report	
115	Mrs Harrison provided the Finance Report.	
116	The report summarised the financial position at the end of January 2024.	
117	Mrs Harrison explained that as at end of January 2024 the College was reforecasting an operating surplus of £0.4k which assumed the sale of North Lodge (as discussed as part of the feedback from the Finance and Resources	
118	Committee meeting held on 6 March 2024. Earnings Before Interest Tax and Depreciation (EBITDA) was being predicted at £292.3k surplus or 3.03% of income which should result in a 'Good' financial health grade for 2023/2024.	

119	The Senior Leadership Team (SLT) recommend deferring any decision in relation to pay increase to June 2024 when there would be greater certainty in relation to outturn position for year and funding allocations as well as inflation. Although no firm recommendation made, the forecast outturn included a 3% pay increase as budgeted.	
120	Governors were referred to the cash position, the information on loan covenants and the overall forecast.	
121	**Resolved:** Governors received the Financial Report to the 31 January 2024.	
122	**Resolved:** Governors approved that the decision regarding staff pay increase be deferred to June 2024.	
	24/112 – Capital / Estates Projects update	
123	Mrs Harrison referred to the discussions held in relation to the proposed sale of North Lodge.	
124	In particular, Mrs Harrison referred to the requirements under the Managing Public Money guidance to ensure that the income from the sale would be ringfenced for use on capital projects.	
125	Mr Deane referred to the update in relation to RAAC.	
126	Governors received the update in relation to the capital spend and projects and noted the specific comments made in relation to potential clawback in relation to the HTQ Capital project.	
127	**Resolved:** Governors received the Capital / Estates projects update.	
	23/113 – HE update	
128	Governors received and reviewed the update. The conclusions of the report were reviewed and comments made as follows;	
129	● Enrolments were up on the same time the previous year, 2023/24 in-year performance was currently good in terms of retention and attendance, with some subject areas being monitored and additional support in place.	
130	● 2024/25 Recruitment: proactive marketing was being undertaken in house with existing learners and externally with our local feeder schools.	

131	● OfS: The successful capital funding bid submission to refurbish and update equipment in our Mechanical and Maintenance Engineering workshops had allowed the College to move Automotive back to main site, update workshops equip the areas with industry standard and current equipment.	
132	● 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. The money was required to be spent this year with a start date for the HTQ September 2025. The college would participate with the STEM challenge and support our local schools with their projects.	
133	● 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 and we wait for the outcome.	
134	**Resolved:** Governors received the HE update.	
	24/114 – HR update / HR Dashboard	
135	Mrs Temprell provided the HR update and dashboard providing information from December 2023 to February 2024	
136	A summary of key issues were raised as follows;	
137	• Absence costs had increased but absence from work has decreased from 2.79% to 2.45% compared to the same period last year;	
138	• there had been a reduction in recruitment spend compared to last year of £3267.84;	
139	● Staff development costs had decreased within this period, more inhouse staff development was taking place. Staff development sessions would be planned in July 2024.	
	• Staff turnover was currently at 2.33%	
140	• Performance management continued to be a focus.	
141	**Resolved:** Governors received the HR update.	
142		
	24/115 – Safeguarding Annual Report	
143	Mrs Temprell presented the Safeguarding Annual Report which provided a summary of safeguarding concerns	

	disclosed in 2022 – 2023 and an overview of this year's themes and priorities. In summary, the key highlights of the paper included;	
144	• The number of safeguarding cases disclosed increased from 39 disclosures the previous year to 56 in 2022-2023;	
145	• The top 2 safeguarding concerns disclosed were suicide attempts and sexual abuse;	
146	• The safeguarding cases the College received were becoming increasingly complex;	
147	• This academic year so far areas of concern continue to be sexual abuse and cyberbullying;	
148	• The College provided mental health support to help those who have suffered or are going through a trauma.	
149	• The importance of being part of the safeguarding team is to be curious.	
150	It was noted that the scheduled meeting with the Safeguarding Link Governor had been postponed and would be rescheduled.	
151	Governors commented on the increase in more complex cases and the support available to staff. Mrs Temprell referred to the support and peer review sessions available.	
152	**Resolved:** Governors received the Safeguarding Annual Report.	
	24/116 – Health & Safety Annual Report	
153	On behalf of the Health and Safety Advisor, Mrs Harrison provided the Annual Health & Safety Report for academic year 2022-2023. It was noted that this had been considered at the Audit Committee meeting.	
154	The report detailed Health & Safety activities during academic year 2022-2023, and included health & safety monitoring, accident reporting and fire management.	
155	**Resolved:** Governors received the Health & Safety Annual Report.	
	24/117 – Governance update	
156	Governors received the Governance update.	

157 158 159	Mrs J Taylor-Holmes, Clerk to the Corporation presented the proposed changes to the Instrument and Articles of Government and the Standing Orders to reduce the maximum number of Governors on the Governing body (in line with a recommendation from the External Governance review). The External Governance Review report was also presented (having also previously been presented and discussed at the Governor Strategic Development session on 27 February 2024). **Resolved:** a. Governors approved the proposed change to the Instrument and Articles of Government and the Standing Orders; b. Governors received the External Governance Review (Appendix A) and agreed that the consideration of the recommendations (taking into account the comments and feedback from Governors made on 27 February 2024) be delegated to the Search and Governance Committee **c.** Approved the timetable of meetings for 2024/25, noting that this had been considered by the Committee Chairs / the College SLT (Appendix B)	
  160	**23/165 - Urgent Business / Any other Business** There being no further business the meeting closed.	

Meeting:
Tuesday 9th July 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	It was agreed that project income streams would be added to the	**Mr Deane**	**Autumn 2023 To F&R Committee**

and Budget 2023/24 and 2 year forecast	dashboard for to enable easy monitoring.		
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**	**June 2024 <u>UPDATE</u> NOW Deferred until Autumn 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**
23/163 - 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**
24/107 - Reporting against Strategic Plan 2022-2025	Reference was made to the progress of the curriculum planning process and the contribution of employers. It was agreed that an update on progress would be provided to the Governors Strategic Development session in May.	**SLT Governor Strategic Development session May 2024**	**COMPLETE**
24/106 – Principal & Chief Executive report	Governors noted the update on the Local Skills Improvement Fund (LSIF) projects. In response to a question from Governors, it was agreed that a full update on projects would be provided to the Governors Strategic Development session in May.	**SLT Governor Strategic Development session May 2024**	**COMPLETE**
24/104 – Minutes of Committee and other meetings	**Search & Governance Committee feedback** It was agreed that the Committee membership schedule would be considered by the Board in July 2024 to include reference to the newly appointed Governor and any other potential changes.	**Mrs Taylor-Holmes**	**ON AGENDA**