



THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of Corporation Meeting No. 139**

Monday 12 December 2022

[Meeting held by virtual conferencing facility]

Chair: K Finnigan,

Members Present: A Beatty, S Codling, I Vipond, I MacNaughton (Principal), D Stebbings, J Owens, M Sherer, J Johnson, D Morran, O Pearson, H Hallworth, J Tallentire, M Atherton

In Attendance: Assistant Principals: J Cadman, S Townshend, I Fraser, G Rayner, A Frost  
S Williams (Senior HR & Administration Manager), N Goldsmith (Finance Manager)  
Q. Boakye-Ansha, Chair of the Student Council  
D. Rusecki, Vice Chair of the Student Council  
P. Skinner, External Auditor, Scrutton Bland LLP

Clerk: T Johnson

*Members of the Corporation are both governors and trustees. For the purposes of these minutes and with the acknowledgement that minutes are published on the public website, the generic term 'governor' has been used, where it has been deemed appropriate to do so.*

*Due to the Chair's Covid related illness, it had been agreed in advance of the meeting that K Finnigan (Vice Chair) would act as Chair for the duration of the meeting.*

**139.1 Apologies for absence**

Apologies were received and accepted from members A Banarse and J Leslie.

The Chair welcomed Q. Boakye-Ansha (Chair of the student Council), D. Rusecki, (Vice Chair of the student Council) and P. Skinner (External Auditor, Scrutton Bland LLB) to the meeting.

**139.2 Any other business & chair's action**

139.2.1 The Corporation Chair, M Atherton reported that following discussions held at the October Search and Governance committee meeting, conversations had been held with two governors whose attendance and engagement had been below expectations. In both cases, professional circumstances had changed shortly after appointment, impacting the amount of time available for governance activities.

See also minute 139.10.2 membership matters

139.2.2 The Corporation Chair confirmed that he had not been required to implement any emergency action since the last meeting.

**139.3 Declarations of interest**

139.3.1 No interests recorded on the registers held by the Clerk, related to any of the matters proposed for discussion.

139.3.2 No Member of the Corporation or attendee declared an interest in any matter itemised on the agenda

## **139.4 Minutes of the previous meeting**

- 139.4.1 The minutes of Corporation meeting No.138 held on 17 October, 2022 were agreed as a true record of the meeting.
- 139.4.2 Matters Arising: there were no matters arising from the meeting held on 17 October, 2022 that were not covered by the agenda.

## **139.5 Student Reports**

### **139.5.1 Annual report of the student council**

Student Governor O Pearson, as Vice Chair of the Student Council, provided a verbal overview of the Student Council annual report, circulated in advance of the meeting.

Governors praised the measures implemented throughout the year by the Council, including the online platform that facilitates new student-led clubs and activities, liaison with college facilities departments, the relabelling of the disabled toilets to accessible toilets and the Increased educative advertisements for energy costs.

The student council members were thanked by the Principal and governors for "their excellent work throughout the year."

### **139.5.2 Student council constitution**

Item deferred to the March 2023 meeting

### **139.5.3 Appointment of student governors**

The Clerk confirmed that pre-appointment declarations of eligibility had been received from Q. Boakye-Ansha and D. Rusecki

Q. Boakye-Ansha and D. Rusecki were appointed student governors for a term of one year, commencing 01.01.2023

## **139.6 Audit matters**

### **139.6.1 External Auditors Report to the Corporation**

The Chair of the Audit Committee reported that the Auditor had presented the final audit findings report to the committee during the November 2022 committee meeting. In accordance with the Post 16 ACoP, the Chair invited P. Skinner, Audit Manager at Scrutton Bland LLP, to present the External Audit Report for the year ending July 31, 2022 to the Corporation.

P Skinner provided a summary of the Audit Report.

**Audit Opinion:** The interim visit had taken place in early September 2022, when the bulk of the regularity work was undertaken. The regularity review and main financial statements work had been completed late October. No issues arose during the regularity audit, and therefore a clean opinion on regularity has been given, as detailed on page. 37 of the Annual Report and Financial Statements. There were no significant issues arising from the Financial Statements audit, and therefore an unqualified audit opinion had been given (Annual Report and Financial Statements page 33).

**Adjustments:** one adjustment of £38K arose during the audit relating to staff benefits (holiday pay accrual). This had been noted in the Letter of Representation.

**LGPS liability:** this had moved to an asset position of £1.1 million for the year. However, under [FRS102](#) a surplus is not recognised unless there is sufficient certainty that the surplus will be recoverable. As there is not enough certainty over the recoverability, the asset has been capped within the Financial Statements as £0.

The Chair invited questions to the auditor on the report.

Chair of the Audit Committee highlighted that members of the Audit Committee were very pleased with the outcome of the audit and the unqualified opinions and led thanks to the Finance Manager and her team and to the auditors for their work.

With reference to risk management awareness, the Chair highlighted that the key significant risk on the Corporation's risk register – cyber security, aligns with the key risks to the sector detailed in the auditors' report.

**Action: Clerk/External Auditor/Finance Manager**

### 139.6.2 **Audit Committee's Annual Report**

The Chair of the Audit Committee presented the Committee's Annual Report. The report summarised the activities of the Committee undertaken during the period 1 August 2021 to 5 December 2022, including the scrutiny of the Corporation's annual report and financial statements.

The report confirmed that the Committee is satisfied that it has discharged its terms of reference fully and effectively during the year and that the skills and experience of its members satisfies the requirements of the Committee and the needs of the Corporation.

The content of the report considered the requirements of the adopted codes of governance and provided confirmation from the committee that

- the Corporation has effective internal controls in place and is satisfied that no significant internal control weaknesses or failures have occurred during the year
- there is an adequate and effective framework for governance, risk management and control, and the corporation has fulfilled its statutory responsibility for the effective and efficient use of resources, the solvency of the college and the safeguarding of assets
- key risks to the College have been identified, their impact and likelihood assessed and effective mitigation strategies adopted. The committee monitors key risks and mitigating actions ensuring these are regularly reviewed and updated to ensure they remain effective
- the work of the audit committee has been self-assessed as outstanding

On the final point, the Committee Chair explained that members had independently and collectively assessed the work of the committee as outstanding. Members had discussed and challenged the evidence for this grading and would be happy to take any questions on this judgement.

The Chair reported that during the year work had been undertaken on the Risk Registers and Board Assurance Map (circulated in advance of the meeting), ensuring that at committee and board level the focus is on strategic risks.

There were no matters arising from the receipt of the Risk Register, Board Assurance Map and Disaster Recovery Plan. Governors confirmed they were comfortable with the new format and that the key risks had been clearly identified and evaluated.

**Action: Clerk/ Finance Manager**

### 139.6.3 **Annual Report & Financial Statements for the year to 31<sup>st</sup> July 2022**

The Audit Committee Chair presented to the Corporation the Annual Report and Financial Statements for the year ended 31 July 2022

As delegated to the committee under the 2022 to 2023 Audit Committee terms of reference, the Committee had scrutinised the Annual Report and Financial Statements for the year ending July 2022 prior to presentation to the Corporation for approval.

The Chair explained that a narrative had been included in the Annual Report to explain the rationale for the difference between the reported KPIs for operating surplus and staff costs and the FEC benchmarks. Narrative highlighting events after the reporting date, i.e. the ONS

reclassification of colleges and the sixth form college sector support staff pay award, had also been included.

#### Corporation's Self-Assessment Review

The Board's self-assessment report (SAR), circulated in advance of the meeting, was taken as read. The Clerk reported on the composition of the SAR and the rationale for its presentation to the Board with the Annual Report.

It was noted that the SAR takes into account a range of reflective indicators which are subsequently used to inform the self assessed governance grading. These indicators include:

- board effectiveness – key efficiency indicators (annual targets)
- annual governance self-assessment questionnaire and analysis of outcomes
- benchmarking compliance with the Code of Good Governance & Charity Code
- training and development data and reviews
- skills audits
- equality and diversity data
- annual review of delegation through terms of reference
- attendance data
- national benchmarking data

As previously reported by the Search and Governance Committee, some indicators had been negatively impacted by the engagement and commitment of a minority of members. In this context, it was agreed that an early update on the 2022-2023 key efficiency indicators should be presented to the January Corporation meeting.

The Chair asked governors to vote by a show of hands on the approval of the Annual Report & Financial Statements for the year to 31 July 2022 including the self-assessment grading for governance as 'Outstanding'.

**The Annual Report & Financial Statements for the year to 31 July 2022, were unanimously approved.**

**Action: Clerk/External Auditor/Finance Manager**

#### 139.6.4 Letter of Representation

The Chair asked governors to vote on the approval of the letter of representation by a show of hands. There were no abstentions and no votes against.

**The Letter of Representation from the Corporation to the External Auditor, was unanimously approved.**

**Action: Clerk/External Auditor/Finance Manager**

#### 139.6.5 Reconciliation of Financial Statements to Management Accounts

The Finance Manager provided a verbal overview of the information circulated in advance of the meeting. The Finance Manager explained that the difference between the £113k operating surplus shown in the July management accounts and the operating deficit of £699k detailed in the audited financial statements was predominantly due to three factors.

Accrual for late purchase invoices	- £20k
Increase in annual leave accrual	- £38k
Local Government Pension Scheme costs	- £763k

The Chair asked governors to vote on the approval of the Reconciliation of Financial Statements to Management Accounts by a show of hands.

**The Reconciliation of Financial Statements to Management Accounts, was unanimously approved.**

The Chair on behalf of the Board thanked the auditor for attending the meeting.

*18.48 P Skinner left the meeting. I Fraser joined the meeting.*

## **139.7 Principal's strategic matters**

The Principal's 3<sup>rd</sup> Autumn term report, circulated in advance of the meeting, was taken as read.

The Principal provided updates on the following matters:

### **139.7.1 Government mini budget (17 November) and implications for future levels of resourcing**

The recent mini budget announcements included an additional £1.5billion allocation for 4-16 education. However, no specific announcement was made relating to the future resourcing of 16-18 or Higher Education. This is in a context of a large growth in the number of 16-18 year olds entering the further education system in the next 5-7 years. Since the announcements, various bodies have flagged the disparity, including recently the Institute for Fiscal Studies.

### **139.7.2 ONS reclassification of colleges in the FE sector**

There will be relatively little short-term impact upon the college.

When moved into the private sector circa 2002, colleges were informed that they could not be exempt from VAT because of their private sector status. It therefore seemed reasonable to assume that reclassification to the public sector would reverse this position. However, the government has made it clear that this will not be the case. The Principal has written to the education leads of the main political parties, highlighting the VAT situation and the resourcing disparity between 16-18 colleges and 16-18 academies.

The main benefit in the 2023/24 year will be an automatic capital allocation, arising from the DfE's £150million capital grant funding in 2023/24 to support colleges to invest in their estates (the intent being that this grant funding substitutes the commercial borrowing a college may have required to fund capital projects) and the long-term benefit of a consistent framework of monthly payments from ESFA, rather than the current irregular payment pattern through the year.

**The Chair asked** for reassurance that following the reclassification of colleges, there was certainty over the retention of the colleges' surplus balances.

The Principal confirmed that colleges will retain the flexibility to carry over and spend their surpluses without needing the DfE's approval.

In response to **a governor question** regarding the impact of the retrospective application of reclassification. The Principal confirmed that there were no known complications for the college arising from retrospective application.

### **139.7.3 Staff pay awards (2022/23 and 2023/24)**

In November the support staff union accepted the SFCA support staff pay award offer for the 2022/23 year of between 5% - 7% (average cost of approx. 5.5%, with tapered increases ranging from 7.7% on the lowest scales to 5% on the highest pay scales).

The SFCA had previously indicated that they had expected the 2022/23 year pay award would address the issue of eroded differentials on the pay spine, however, this has not been addressed. Additionally, in the context of retention and recruitment issues, the College will instigate a number of adjustments with regards to some specific staff support staff in January 2023 and September 2023.

With regards to teaching staff, an offer similar to that offered for support staff has been rejected by the unions. The NEU held a day of national strike action on Wednesday 30 November and it is likely that further days of national strike action by the two teaching unions could be announced for January.

The government's position that they will not provide additional funding for the public sector to enable pay awards to match either the current CPI (Consumer Price Index) rate of inflation or the level of increase in the cost of living has not changed.

A [governor asked](#) whether staff taking strike action will lose a day's pay?

In response the Principal explained that teachers will lose 1/365 of their annual salary.

A [governor raised a query](#) regarding the use of the monetary (salary) savings from strike days in the context that previously, where institutions have been sympathetic to their staff, although they do not support the action, they have donated some of the money to charity.

The Principal explained that the savings amount to a relatively small sum. The financial situation for FE Colleges is such that we are not sufficiently financially comfortable to be able to consider this.

#### 139.7.4 Capital bids

The Principal reported that the College had submitted the following bids:

16-18 Capacity Fund: funding to support construction of a new building on the footprint of the former Caretaker's House (the Board had previously approved the 20% 'match funding' element). It is expected that outcomes of the bidding process will be announced in February 2023.

Condition Improvement Fund (requiring 30% match funding):

Replacement windows, frames and related infrastructure in the Performance Studio

Replacement boilers and some related infrastructure in the main building

#### 139.7.5 Student support

The College is hoping to access a portion of the Government's 'Start Well' funding for Colchester, which is to be used to support young people's mental health. A joint bid with other institutions / agencies will be submitted with the aim of providing higher level 'in-house' mental health support for students, delivered by a clinical psychologist.

#### 139.7.6 Sustainability and environment

The amount of the government funded Energy Grant for the October 2022 to March 2023 period is still unknown. The government has recently announced that an energy efficiency allocation will be given to all schools and colleges. The College's allocation of £137,000 will be used to significantly increase the amount of LED lighting in the College.

#### 139.7.7 Student Numbers

A [governor asked](#), in the context that if the Capacity bid is successful, the new build on the footprint of the Caretakers house would not be completed and ready for students until 2024/25 academic year (urgently required due to the rise in the numbers of 16-18 year olds locally), what enrolment numbers are likely for the 2024/25 year and can the College cope with these numbers?

The Principal provided governors with an overview of the current numbers of students in each year group and the impact of the growth projections contained Strategic Plan. One of the considered factors within this, is the increase of 40 hours provision, per full-time student, per year, therefore, reducing the maximum number of 'manageable' enrolments i.e. although currently 50 students 'down' on last years' enrolments, the College is as tight on rooming as it was with 50 more students in the prior year. With reference to the number of current application numbers, expectations are that enrolments for the 2023/24 year will be in the region of 50 students up on last year.

*19.23 O.Pearson, D.Rusecki and Q Boakye-Ansah left the meeting. A Frost joined the meeting.*

## 139.7.8 **Principal's annual report**

The comprehensive report circulated in advance of the meeting, was taken as read. Prior to the meeting, governors were advised to consider the report, in combination with the cross-college SAR, which provides a range of key indicators.

The Principal introduced his annual report to the Corporation. The report provided a strategic summary, analysis and evaluation of the College's performance across a range of indicators, in addition to providing analytical and evaluative considerations for a range of college strategies and operations. Although there are no long term or structural weakness, as an aspirational College there will always be areas that management will seeks to strengthen and improve. [See minute 139.8 Quality Improvement Plan 2022 -2023]

### **Student Attendance and Retention**

Governors noted that although student retention and attainment are targeted for improvement, this is in the context that prior years' data was negatively impacted by issues arising from the Covid pandemic. These issues included reduced experiences at school, lack of preparedness for post 16 study, Covid related illness and isolations - leading to interruption in students' studies and a general decline in students' mental health and wellbeing.

In response to a [governor question](#) regarding whether the College's data was a reflection of the national picture, the Assistant Principal (Pastoral) explained that nationally, the NHS have reported a 20% increase in the number of 15-19 year olds presenting with in mental health difficulties in the past 18 months. In a local context, recently released ONS data has shown Colchester to be the unhappiest place in Britain – which is not a surprise to our local services. In this area, there is a recognition that there is a huge need for mental health support for both adult and young people but a shortage of professionals to deliver that support. In general, the impact of the pandemic accelerated the continuing rise in student mental health difficulties.

The Principal was thanked for his comprehensive reports.

## **139.8 Strategic plan and priorities**

### **139.8.1 Self-assessment report (SAR) and Quality Improvement Plan (QIP)**

The Assistant Principal (Pastoral, Safeguarding and Quality), presented the cross-college self-assessment report for the 2021 to 2022 academic year and the 2022-2023 Quality Improvement Plan (QIP), informing governors that the SAR /QIP is the only document that the College is 'required' to provide to Ofsted prior to an inspection.

Curriculum lead governors were pleased to report that following recent meetings with the Assistant Principal (Pastoral, Safeguarding and Quality) and the Assistant Principal (Examinations & Risk) they were confident that the core principles of sustaining and making further improvements had been achieved. The lead governor meetings with the Assistant Principals had also provided an opportunity to review the format of the draft QIP and reflect on the relationship between the SAR, QIP, Strategic Priorities and Strategic Plan. The lead governors reported that they were confident that the QIP provides a robust framework for the Board's oversight of quality and the narrative supports the judgements made.

It was noted that the Quality Improvement Plan (QIP), provides 12 key objectives (8 areas for improvement, and 4 areas of strength that the College wishes to develop further) and confirmation of the College's self assessed gradings in the four categories covered by an Ofsted inspection and the judgement for overall effectiveness.



Quality of education	1	Outstanding
Behaviour and attitudes	1	Outstanding
Personal development	1/2	Outstanding/Good
Leadership and management	1/2	Outstanding/Good
Overall effectiveness	1	Outstanding

The Assistant Principal reminded governors that the Headline SAR had been provided at the last meeting (October 138) and discussion held regarding context, strengths and areas for improvement.

The Assistant Principal highlighting, the evidence used to make the self-assessed judgements and drawing attention to the data showing the year on year progression within the self-assessment grades since the last Ofsted inspection, provided the rationale for why managers are confident that the judgements made are an accurate reflection of the College

Governors welcomed the clarity of the new document format and asked the following questions:

In relation to departmental self-assessment, can a grade 1 for the Quality of Education be justified if individual departments are not consistently assessing as a grade 1?

In response, the Assistant Principal explained that in self-assessing as 'outstanding' the evidence is not solely data based. A range of factors when taken into account provide the evidence for outstanding. The Assistant Principal reported that following standardisation, and based on the evidence currently analysed – not all departments will be 1 many will be 1/2 but this is not a concern. The Assistant Principal provided a verbal report of a case study to illustrate this point.

In the context of the current Inspection framework, has an emphasis on student experience is there a concern that the student satisfaction is only 'relatively strong'? What would be the prospects of increasing this to strong?

The Principal reported that the College are confident that student feedback mechanisms are strong. 'Relatively' is used in the context of high levels of mental health difficulties, socio economic concerns and safeguarding issues amongst students. Ofsted will recognise the student experience offered by the College is a full experience with significant flexibility and choice compared to many other post 16 providers.

Students first choices at university. 'most students' secure their first choice. What % of students who receive offers is this?

The Assistant Principal confirmed that the figure is near to 90% but this data is difficult to qualify due to UCAS' approach to reporting. Governors suggested that the College should highlight such positive data and requested that in future that the report contains the percentage figures.

**Action: Principal**

In the report there is mention of staff morale and a danger of losing a lot of the good will our staff currently give. This was something discussed during the November governor visit day - there appears less to squeeze out in terms of capacity, good will etc. Could you comment further on this?

The Principal responded that this is a public sector wide issue. The FE sector has, since 2010, been hit by sustained resource cuts. Staff are demoralised but this is not internalised they don't blame the leadership and management of the College. Staff recognise they are fairly treated by the College but are fed up with the way the government has treated them and the students since 2010.



Members of the Corporation voted by a show of hands on the approval of the Self-Assessment Report 2021-2022 and the Quality Improvement Plan 2022-2023, including the College's self assessed grading of 'Outstanding' for overall effectiveness.

**The Self-Assessment Report 2021-2022 and the Quality Improvement Plan 2022-2023, were unanimously agreed.**

It was agreed that where applicable statistical data e.g. dates achieved by /targets should be added to the 2022-2023 QIP.

The revised QIP document will be circulated to governors via the clerk.

**Action: Assistant Principal/Clerk**

## 139.8.2 **Strategic Plan 2022/23 to 2025/26**

The strategy lead governor introduced the draft strategic plan 2022/23 to 2025/26 and the accompanying report to the Corporation. The lead governor provided a verbal outline of the work undertaken during the November visit day and the information contained within the accompanying, supporting documents including; stakeholder feedback and financial risks and considerations. The lead governor highlighted the due diligence undertaken and reiterated that the Plan represents a stretching yet realistic and robust strategy for the future.

The Board agreed that the plan was both challenging and robust, and achieved the aim of being a clear, focused strategic document reflecting on and mapping out the longer-term approach to the strategic opportunities and challenges facing the College.

Members were asked to vote by a show of hands on the approval of the draft strategic plan 2022/23 to 2025/26. 1 member voted against approval of the plan on the principle that plan states that the project group may, within its wider considerations of the college's status, consider options for academisation.

**The Strategic Plan 2022/23 to 2025/26 was approved**

### Implementation of the Strategic Plan

Governors asked the College to:

- develop a plan for the implementation of the Strategic Plan
- prepare a draft set of Board KPIs covering the Board's oversight of college activities, in a dashboard format, aiding the Board in tracking progress at each meeting (whilst recognising that the majority of this information is provided across a range of college documents presented to the Board).

The communications group were tasked with considering how best to communicate the plan to stakeholders.

**Action: Communications group**

In the context of the work involved it was agreed that the requested documents would be presented for discussion and approval at the March 2023 Corporation meeting. The strategic plan will be published on the College website as soon as possible.

**Action: Principal/Clerk**

## 139.9 Operational and statutory reports

### 139.9.1 Curriculum Offer & Educational Quality

Following on from the presentation given at the last meeting, the Assistant Principal introduced the Teaching & Learning and Staff Development self-assessment reviews (SARs) which building on the achievements of the previous year also took into account the priorities identified within the cross-college SAR

With reference to the Board's prior request for Board level KPI dashboards. A governor with expertise in the field of school improvement software, advised that the College could use its membership with CollegelP (online college improvement, staff professional development and self-evaluation software), to generate dashboards linked, for example, to the strategic plan and priorities.

The following questions were asked

In the context that national statistics show high numbers of trainee and newly qualified teachers leaving the profession, do we know what the retention of the college's trainee teachers and those teaching staff considered to be newly recruited (recruited in the prior 3 years) is?

The Assistant Principal reported that so far, the current trainees have shown no intention of leaving and previous trainees have stayed at the College after their training has finished. As the HR report shows, staff retention overall is 'incredibly high'. [See minute 139.9.2]

### 139.9.2 Human Resources

The Human Resources Manager introduced the human resources report for the 2021-2022 year **Retention and recruitment** are very strong. The College currently has a retention rate for teaching staff of 92%.

The College is the biggest sixth form provider in the area, and therefore teachers wishing to teach post 16, will seek employment with the College. The College's biggest challenge, in the context that pay awards have not kept up with inflation and over time salaries have in real terms reduced, is how to keep long serving staff motivated and look after their well-being. The College's supportive well-being structures and family friendly policies, continue to help to keep people enjoying working at the College.

Although the College is not experiencing teachers leaving the profession and retention rates for long serving support staff remain high, there has been an increase in the number of staff members leaving within their first year of employment. This is indicative of support staff struggling with increased workloads and relatively low salaries and being able to take advantage of a 'buoyant post pandemic labour market'. There had been difficulty in recruiting support staff. The benefits of working part-time or term-time only had been a lure for working parents; however, following the pandemic and an increase in the number of working from home opportunities, working in a school or college is not now as coveted as it had once been. However, most the recent advertisements had attracted increased numbers and better-quality applicants than experienced last year.

Last year, the College undertook more recruitment than had been undertaken in the prior 10 years. In part, this was due to an improved budget position and had allowed some of the cost saving measures to be reassessed and where appropriate, increased hours offered or additional staff engaged.

The College is now in its seventh year of teacher trainees, and in all but one case, the trainees have subsequently been offered and except teaching posts at the College. All of these teachers remain employees of the College with some entering their 8<sup>th</sup> year at the College.

A governor queried how the College knows that teaching staff salaries are competitive?

Although the College is committed to National Collective Bargaining for the Sixth Form Colleges Sector, outcomes tend to mirror what happens in the school sector. As well as monitoring what is happening in the school's sector, the College keeps track of salaries offered by comparable FE institutions - making sure that salaries offered by the College are at least as good.

**Gender Pay Gap – as at 31 March 2022**

The Human Resources Manager drew attention to relevant sections of the report, advising governors on the impact that marginal changes in the staff structure can make on the pay gap. Governors commended the work undertaken to reduce the pay gap.

It was agreed that future reports will include thematic reviews and the report brought to a spring term corporation meeting for discussion ahead of the pay gap data being upload to government portal/placed on the College's website.

**Action: Principal**

**Equality Diversity, Inclusion, Engagement**

A governor asked what the equality duty objectives currently are and whether there is a review of these objectives/any new objectives to approve?

The Human Resources Manager explained that currently there are two E&DI reviews presented to governors during the year - within the pastoral and HR annual reports. Senior staff and the new Equality & Diversity Co-ordinator will be considering whether cross college equality objectives would better suit the needs of the College, its staff and students. The Chair asked, if applicable, for the Clerk to be consulted on how future outcomes of progress and review reports will be diarised for presentation to the Corporation.

**Action: Principal**

A governor asked whether the areas of strength and areas for improvement identified within the report form the workforce strategy?

The Human Resources Manager explained the background to the make-up of the report and the plan for future versions of the report.

In response to a governor question regarding a staffing strategy, the Human Resources Manager explained that the staffing strategy is an overarching 'broad-brush' plan, which would not provide governors with the information needed for strategic monitoring however, KPIs will be added to future years' HR reports.

The Chair asked governor to vote on approval of the report by a show of hands.

**The Human Resources Report was unanimously approved.**

### 139.9.3 Health & Safety

Health & Safety report for the 2021-2022 year – deferred to the next meeting

### 139.9.4 Finance

The October Management accounts recorded a total operating surplus for the 3 months to 31 October 2022 of £1,266k. The Finance Manager highlighted the key variances contributing to the improvement to actual outturn (to a surplus of £1,614k). This variance is expected to reduce significantly after the October gas and electric and examinations fees invoices have been received.

The Balance Sheet showed that the cash and bank balances at 31 October 2022 were £5.88 million, compared to the budget figure of £5.32 million. In response to governor questions the Finance Manager explained the composition of the £559k positive variance.

### Capital Projects

£300k has been spent on estates and property, including extensive repairs to the large stone staircase. The replacement of fire doors and the performance studio heating upgrade costs are supported by CIF funding.

The ESFA Financial Health grade is classified as 'Good' and only marginally below 'Outstanding'.

*20.24 At this point attendees left the meeting*

### **139.10 Governance Matters**

#### 139.10.1 Governor Visit Day November 2022

Report on the outcomes of the autumn term governor visit day - deferred until the next meeting

#### 139.10.2 Membership Matters

- (i) The Corporation Chair reported that resignation notices from B.Liu and H Skeggs had been received and accepted.
- (ii) Reports on proposed appointments – deferred to the next meeting

#### 139.10.3 Senior Post Holder- application of pay awards – deferred to the next meeting

*There being no other business the Chair closed the meeting at 20.35*

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*These minutes were approved by the Corporation on 30.01.2023 Minute No. 140.4*

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