



THE SIXTH FORM COLLEGE, COLCHESTER

Minutes of Corporation Meeting No. 141

Monday 27 March 2023

[Meeting held by virtual conferencing facility]

Chair: M Atherton,

Members Present: A Beatty, S Codling, I Vipond, I MacNaughton (Principal), D Stebbings, J Owens, J Johnson, H Hallworth, J Tallentire, J Leslie, K Finnigan, Q. Boakye-Ansah, D. Rusecki, D Morran, L Russell, G Callegari. M Sherer

In Attendance: Assistant Principals: J Cadman, S Townshend, I Fraser, A Frost, S Prince
S Williams (Senior HR & Administration Manager), C. Ford (EDI Co-ordinator)

Clerk: T Johnson

Members of the Corporation are both governors and trustees. For the purposes of these minutes and in the context that minutes are published on the website for public information, the generic term 'governor' has been used where it has been deemed appropriate to do so. Minute numbering follows the order of discussion

The Chair opened the meeting by welcoming everyone to the meeting, in particular new members G Callegari and L Russell. The Chair highlighted that due to the use of virtual conferencing facilities, governors were joining the meeting from at least four different countries.

141.1 Apologies for absence

All members were present.

141.2 Any other business

141.2.1 In the context that some of the post meeting feedback from recent meetings indicated that a few persons do not feel comfortable raising questions in meetings, the Chair assured everyone that opinions are valued.

141.2.2 A member raised an issue that they wished to have added to the agenda. The matter related to the provision of papers in hard copy and at least 7 days in advance of a meeting. Correspondence on the matter was circulated to some members in advance of the meeting. It was agreed to discuss this matter at the end of the meeting under agenda item 141.9.

141.3 Declarations of interest

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

141.3.2 The Principal and Clerk declared an interest in agenda item 141.9 Senior Post Holder-performance management

141.4 Minutes of meeting previous meeting

141.4.1 The minutes of meeting No.141 held 30 January 2023 were agreed as a true record of the meeting.

141.4.2 There were no matters arising that had not been covered by the meeting agenda.

At this point the Board welcomed C Ford, Equality, Diversity and Inclusion Co-ordinator to the meeting.

141.5 Equality, Diversity and Inclusion Presentation

- 141.5.1 The Equality, Diversity and Inclusion (EDI) coordinator gave an informative presentation on the cross-college EDI work that has been undertaken, including the collaborative work with staff, students and the wider College community leading to the development of Shared Values and a Statement of Commitment. The presentation explored the positive impact this work has had on students and staff to date and future planned initiatives, including staff, student and curriculum audits, the appointment of student EDI Ambassadors, INSET/CPD for all staff, work with CENBASE colleges and the College-based Arts, Culture and Diversity Week.

In response to a governor question regarding how the impact of the EDI work and the commitment of additional resources will be evaluated, the EDI coordinator drew attention to the mechanisms built into the curriculum review process and more specifically, provided examples of impact measurement through student achievement data, focus group feedback and learner satisfaction questionnaires. Governors were informed that it is anticipated that the summer audit outcomes will provide a cohesive set of 'themes' that can be used as benchmarks against future years' audits. Opportunities for students and staff to feed their views into the process will include focus groups, questionnaires, INSET/CPD for all staff, enrichment week and the appointment of EDI ambassadors. The expectation is that these processes will also lead to a broader sense of cross College participation.

Governors were provided with examples of how student feedback has already contributed to shaping plans and initiatives e.g. during focus group discussion students spoke of a wide range of examples of diversity in the curriculum but they also felt a particular aspect, 'hidden disabilities' was missing.

A governor asked, in the context of a 'narrowing of the curriculum by the government and particularly the social sciences', whether there was any possibility that the College would 'encounter opposition or edits from the government preventing the College delivering its EDI aspirations and with the government emphasis on British values that may not align with some of the Shared Values, does the College anticipate any difficulties'

In response, the EDI coordinator, explained that the Shared Values embrace British and College values and the philosophy of 'our shared world' moves beyond British values and beyond countries and borders. At exam board level, a lot of work is being done to encourage departments to embrace change, for example, through the development of new texts. A good example is the Literature in Colour initiative - embracing texts at KS4 & KS5 that represent broader identities.

- 141.5.2 In the context of the previously requested board KPI (monitoring) dashboard the Corporation's Vice *Chair suggested* that an element of EDI, should be one of the dashboard indicators. The Vice Chair identified that the first step would be to ascertain whether there are any particular 'gaps' arising from the EDI work, that the Board should be cognisant of and monitoring from a target and delivery perspective.

18.27 S Williams (expected to leave the meeting at 7pm) left at this point due to technical (Teams) issues.

- 141.5.3 The Assistant Principal (Pastoral) provided background data relevant to the 2021-2022 make-up of the student body.

Income & prior achievement measures: data from the SFCA Six Dimensions report and Polar 4 shows that the College had a lower than average number of students on the lowest and highest quantiles, with a higher than average number on the middle quartile.

Ethnicity: currently, 15% of the student body identified as non-white British. This percentage is higher than the communities the College serves.

Value added: students who are not white British achieved slightly better than white British students.

Gender: statistics vary significantly year on year. The current 2022 -2023 year split is 60% of students identifying as female and 40% male (in line with the national average for A level).

Social disadvantage: this area is harder to analyse as this is not a protected characteristic. However, monitoring in this area does take place as the College considers that there may be a gap/element of a gap within this area that could be addressed.

Student destinations: in response to the skills agenda and as background for the preparation of the accountability agreement, the Assistant Principal (Risk and Examinations) has been further analysing destinations. This work has highlighted that Polar 1 students, i.e. those students living in the postcodes least likely to go to university are in this college, the most likely to go to university and students from ethnic minorities are both more likely to go to university than the College's white British students and more likely to go to Russell Group or Sutton 30 universities.

The Assistant Principal (Pastoral) advised governors that while gap analysis is undertaken, in terms of achievement, there are no areas that governors need to be concerned about.

- 141.5.4 The Assistant Principal (Pastoral) asked governors to endorse the shared values and statement of commitment documents. The **Strategy lead governor, advised** those present that the two documents link very well with the new strategic plan and should be seen as something that has the support of the Corporation. Governors concurred with the lead governor's statement and endorsed the content of both documents.

The **Chair reminded** the meeting that the Board takes its EDI responsibilities, including its public sector duties, very seriously and is currently in the process of recruiting new members to the Board who can bring skills in this area.

An invitation to attend the staff training (EDI focus) on Monday the 12th of June, was extended to all Members of the Corporation.

Action: All governors

Governors thanked the EDI Co-ordinator for the presentation and commended the work taking place across the College.

18.48 C. Ford left the meeting.

At this point, governors agreed to revise the running order of the agenda and receive the student governors report.

141.6 Student and stakeholder reports

141.6.1 Student Council

The Chair of the Student Council, student governor Q Boakye Ansah, provided a verbal overview of work to date and planned activities. The following points were highlighted:

- A very successful culture day had been held in February. The high levels of student participation led to the suggestion that this should be an annual event.
- Unfortunately, due to insufficient student interest, the planned winter ball did not go ahead. The social committee is now looking at holding 'student nights' at various venues around the city.
- The executive has increased to one per month the number of meetings held with the student council. Ordinarily, in excess of 100 student representatives attend each meeting.

The student governors were thanked for their report and asked to convey the thanks of the Board, to the student council members, for their work and support over the year.

141.6.2 College friends

It is hoped a quiz will be held in the near future. Various alternatives to outright purchase of a new minibus are being explored.

141.6.3 Complaints and compliments report

The report, circulated in advance of the meeting, was noted. The report provided a summary of recorded formal complaints and compliments received by the College, which fall outside of the College's standard mechanisms for gathering feedback from learner satisfaction questionnaires and student focus groups which are incorporated into the quality assurance documents and associated data, including the College SAR. The Assistant Principal (Pastoral) advised members that low-level complaints are often raised informally and therefore, received and resolved in person without formal record.

It was noted that the one complaint regarding online parents' evenings was the first and only since moving to online meetings. Feedback has indicated that the vast majority of parents, staff and students are very pleased to have the online facility and welcome the efficiency that the process brings.

Members thank to the Assistant Principal for her report and concurred that there were no significant issues warranting further discussion.

19.00 A Frost left the meeting

141.7 Principal's strategic update

The Principal's second spring term report, circulated in advance of the meeting, was taken as read.

141.7.1 The Principal provided a verbal overview of aspects of his strategic report providing updates and additional information where relevant. The Principal expanded on the impact of the government's 16 to 18 qualifications review, including the 'defunding' of applied general qualifications, the known and unknowns of the 2022-2023 pay awards, potential recurrent resourcing for the 2023 and 2024 years, capital funding, exams and assessment and student recruitment.

141.7.2 **16-18 Sector:** In response to [governors questions](#), the Principal emphasised his view that the 16-18 sector, nationally, is currently in crisis, at its lowest point since 2010. While this college, will be significantly affected by a huge cut on 2023-2024 16-18 resourcing, which will impact the next financial year and beyond, many FE colleges, sixth form colleges and school six forms are additionally facing the significance of the 'defunding' of their full course applied general qualifications.

141.7.3 **T levels:** The SFCA, are reporting that early evidence has emerged from the national T level programmes showing that T level programme students need to be as academically strong as A level students if they are to have a realistic chance of succeeding. In this context, there is a concern that future cohorts of 16 year olds who attain average grade 4 or slightly above GCSE results at the end of Year 11 will not be qualified for either A level or T level programmes - and as applied general qualifications are being withdrawn and the current ESFA funding rules do not accommodate students wishing to re-sit GCSEs to try to improve their grades above grade 4s, the only future progression pathway that may be available to this specific cohort is via an apprenticeship or other vocational/employment/training pathway.

141.7.4 **Resourcing:** The College will be negatively impacted by the forthcoming cut in resources which realistically are likely to continue over the next three to five years and beyond. In essence, the reality for the 2023 to 2024 year will be the broadly the same funding allocation for the same number of students without any additional funding for increased costs, including fuel, inflation, pay awards alongside a reduction in government subsidies. Optimistically, this could equate to a 5 - 6% real terms funding cut per student in 2023 -2024.

In the context of ongoing national negotiations and planned teacher strikes, a [governor asked](#) for clarification on how the College will meet the costs if an enhanced pay award is offered.

The Principal, explained that it is not yet known whether the government will fund any award over the 5% that has been instigated in the current year and therefore pay awards are another strategic concern. From a College management perspective, the resourcing cuts that will impact next year are overwhelming and in this context the College will need to reduce the size of its staffing complement. While redundancies can be avoided, the staffing structure will need to rely heavily on staff flexibility and goodwill. In this context, and to maintain the outstanding quality of education, there will be a need to increase the percentage of the budget spent on staffing (back to approximately 80% of income).

[A governor asked](#) whether the College's competitors - school 6th forms and other FE colleges - will face the same funding cuts?

The Principal drew attention to the national funding rate that applies to all providers, the conditions of funding for FE Colleges but also the fact that those colleges and sixth forms operating within the school sector, including 16-18 academies, are not required to pay VAT and a range of other costs borne by FE colleges.

- 141.7.5 [Enrolments](#): in response to a [governor query](#) regarding the conversion rate of applications to enrolments, the Principal highlighted that applications are again 'up' for 2023 -2024 entry on the prior year. The College is assuming there will again be some reduction in the percentage of applications that convert to an enrolment compared to 5 years or so ago, due to the cost of living crisis and the affordability and availability of transport. Overall, it is expected that the September 2023 enrolments will be 'up' comprising of a slightly smaller year 2 and a larger year 1. Re 2024 entry, there will be a significant demographic boom in the number of 15 and 16 year olds locally.
- 141.7.6 [Curriculum offer](#): In terms of the curriculum and the offer for the 2023 to 2024 academic year and in the context of funding cuts requiring many colleges to reduce their curriculum offer and staffing numbers, a [governor asked](#) what impact there may be to the service the College can offer learners and what time scale the College has for making any changes required. Referring to a previous response, the Principal advised that in the forthcoming period, the College will need to start making changes to smooth the process ahead. There is no doubt that it will be tough but with the strategic advantages of cash reserves, demographics and the flexibility of staff, the College is in a good position to get through.
- 141.7.7 [Ofsted](#): Referencing the national press around Ofsted inspections, a [governor asked](#) for the Principal's view of the current process and the canvassing taking place calling for a suspension of Ofsted. The Principal expressed the view that it was highly unlikely there would be a suspension of Ofsted, although there may be some changes. Amanda Spielman, Ofsted Chief Inspector, has made recent comments relating to the introduction of report cards; the College would consider this to be a positive change.
- 141.7.8 [Budget setting](#): A governor asked how likely it is that the College will set a deficit budget for the forthcoming year and what is the financial expectation mid-term in terms of finances and resources. In response, the Principal highlighted that since 2010, the College has gained significant experience in setting and managing tight budgets. At present, it is anticipated that the 2023-2024 budget will show a slight cash surplus, but when accounting adjustments such as pension contributions and depreciation are considered, it will be an accounting deficit.
- 141.7.9 [Student offer](#): A [governor asked](#), in the context of needing to make staff cuts, whether the College curriculum offer would need to be reduced and, in the context of a reduced offer across the 16 to 19 sector, whether the College will experience an increase in demand from students in the local area and if so, how will the College plan to manage that increase. The Principal gave assurance that there were no plans to reduce the curriculum offer, although three of the current Applied General courses will be withdrawn by the government from 2024.

The College anticipates relatively low levels of teacher recruitment for September 2023; some appointments will need to be made to ease pressure points. There may be a need to be a slight increase in average class; ideally, this will be achieved by lifting currently below average class sizes in specific subject areas.

141.7.10 **Estates:** Picking up on the growing number of students and related funding issues, a governor highlighted the College's bid to the expansion fund, which may enable some new space to be built within the College estate and [the remaining text in this para has been redacted due to commercial sensitivity]

The Principal explained that the Government decisions/outcomes of the Expansion (16-18 Capacity) Fund bid had been expected in February, but to date no information has been released by the DfE. The College preference is for the new build, as any potential acquisition would have less capacity to meet needs and higher running costs than a building erected on the footprint of the former caretakers' house. However, if the bid to the Expansion Fund is unsuccessful, an acquisition will be considered.

Whilst the resourcing issues are overwhelming, governors recognised the good position of the College compared to many sixth form colleges, FE colleges and school 6th forms that may lose up to 70-80% of their current curriculum provision due to the government's curriculum reforms.

The Principal was thanked for his comprehensive and frank report.

19.30 H Hallworth left the meeting

141.8 Strategic plans and priorities

141.8.1 Quality Improvement Plan

The progress review of the 2022 -2023 Quality Improvement Plan (QIP) was introduced by the lead governors for Curriculum Offer and Education Quality. The lead governors reported on meetings held with assistant principals and in particular, the understanding gained re the College's monitoring processes, providing assurance around how effective the College is at delivering the quality of the curriculum. One of the lead governors highlighted that, as governors, the Board should be making sure that the processes used to monitor are effective. The second lead governor commended to governors the R.A.G-rated QIP drawing attention to the progress descriptors that demonstrated, for the majority of priorities, that the College is on track to deliver the intended improvements.

Additional Studies: In response to the increase in the number of students reported to be taking additional studies, a governor queried whether the College is funded for this. The Assistant Principal (Pastoral) reminded governors that the increase in numbers is due to the College decision to allocate the additional 40 hours of funding per student per year to additionality and enrichment.

Subject specific: A governor requested more information on the teaching and learning concerns recorded following the curriculum review process. The Assistant Principal explained that this is subject-specific and has been discussed confidentially with the lead governors. The lead governors asked the minutes to show that they are aware and satisfied that an action plan is in place to secure rapid and sustained improvement. The Assistant Principal reported that support for year two students had been put in place and the relevant assistant principal and senior managers are working closely with the relevant department to maximise students' readiness for external exams.

Lead Practitioners: A governor asked how the lead practitioner initiative is developing this year. The Assistant Principal (teaching and learning) provided governors with an overview of progress. The earlier presentation on EDI was highlighted as an example of how the lead practitioner roles are becoming embedded and working in practise. This year (the first of a 3 year term) has been

spent on identifying areas for focus, ensuring that this is aligned with the College strategic goals, and building a coalition with staff. The College is pleased with the progress made.

141.8.2 Strategic Plan Implementation Plan

The Assistant Principal (Pastoral) introduced the strategic plan implementation plan highlighting that the objective of the plan was not to provide operation detail but to provide high level action points with some underlying information signposting to where qualitative and quantitative measures can be found. Members noted the strong interface between the Strategic Plan Implementation Plan (SPIP) and other key strategic documents.

The strategy lead governor explained that the SPIP is senior management's response to the Corporation's strategic plan, for which management holds responsibility. The lead governor reminded governors that this is a transitional year, with the document presented to the Board an excellent start at mapping out an implementation plan, with a further and fuller implementation plan to come.

141.8.3 Key Performance Tracker

The Chair reminded those present that the agenda item had been placed in response to discussions held at the December Corporation meeting, with the expectation that a board level KPI tracker would be produced.

The Vice Chair requested that the item be deferred rather than removed from the agenda as additional to the QIP documents considered earlier in the meeting and for governors to be effective in their monitoring, a tracker that incorporates a number of different KPI additional to those in the QIP and across a range of indicators, including matters such as EDI was required.

The item was deferred to the next meeting, with the offer of guidance from the Clerk noted.

Action: College

141.9 Operational and statutory reports

141.9.1 Curriculum Offer and Education Quality

Mid-year departmental/course progression reports - interim reports on progress against student targets, value added analysis and any emerging areas of concern: Members agreed that these matters had been covered by earlier agenda items.

The Assistant Principal reminded governors that the departmental SARs and QIPs are available for information on SharePoint.

141.9.2 Health & Safety

The Health & Safety report for the 2021-2022 year was taken as read. There were no matters arising and no questions. Members asked the Assistant Principal (Risk) to thank the new Health & Safety Officer for the reassuring reports.

141.9.3 Pastoral

The pastoral report was taken as read. There were no matters arising and no questions.

The Assistant Principal drew attention to the ESCB audit, which had returned a 98% compliance rate.

141.9.4 Audit

The Chair of the Audit Committee provided an overview of the committee's work undertaken during the spring term.

Review of auditor performance: the Chair reported on the review of audit functions, including the annual review of the external auditors' performance and the fees benchmarking exercise.

Following an assessment of performance covering expertise, resources, effectiveness, professionalism and independence, and having considered the [structured feedback from committee members and management](#), the committee was satisfied that the auditor had provided a good service and consideration of the benchmarking data led to the conclusion that the service provided had been value for money. The Committee and therefore it was not necessary to undertake a re-tendering process at this time.

The recommendation of the [Audit committee to reappoint Scrutton Bland to undertake the Financial Statements Audit, Assurance Report on Regularity and the Teachers' Pension Agency return for the 2022 - 2023 year](#) was approved.

Action: Clerk

[Matters to be added to the risk register](#) or board assurance map: no additional items were identified.

[Cyber security](#): The Chair of the Audit Committee reported on the productive discussion held during the recent committee meeting. The College is undertaking work to ensure it maintains its resilience. However, cyber security and business continuity are at the forefront of the audit committees' activities in terms of monitoring the risk to the College.

20.02 At this point M Shearer, D Rusecki and all attendees left the meeting

141.10 Governance Matters

141.10.1 Committee Membership

G Callegari was appointed as a member of the Audit Committee.

Action: Clerk

141.10.2 Provision of hard copy papers

The Chair explained the rationale for ceasing the practise of supplying hard copies of papers, unless required for accessibility reasons. The Chair spoke of the environmental impact, financial costs, staff time, resourcing and overall board effectiveness.

A governor spoke against stopping the provision of hard copies and asked whether colleagues are made aware of this facility [the provision of hard copy papers] during induction. The governor explained that the question was asked in the context that historically, governors had routinely received hard copies of all documents, and if this is no longer routinely offered, it would explain why only a few governors retain this practise.

The Clerk confirmed that on several occasions, during the pre-appointment process, persons are offered the opportunity to receive documents in an alternative format and during induction, the offer of alternative format is again made, along with receiving confirmation that the governor is happy to receive electronic communications. Additionally, the e-links document, provided to all governors periodically during the course of a year, includes an option for governors to request any of the SharePoint documents in an alternative format; to date, no governor has requested documents in an alternative format. The accessibility statements on both the website and SharePoint also offer the option to request documents in alternative formats.

The governor speaking against the proposal stated that the Clerk's comments 'established that governors are not offered the opportunity to have hard copy paper' and the Board should be considering the proposal in the context of best practise. For example, a supporting paper presented for this meeting was 90 pages long (SFCA workforce survey), and while not all pages required printed, it would have been useful for the clerk to provide an executive summary of the chapters. The governor expressed the view that the expenditure on the printing of hard copy papers was more than matched by the impact receipt of hard copies had on the effectiveness of

individual governors and that staff resources, in relation to the governance budget were irrelevant, as the bulk of the printing is undertaken by the reprographics department.

The Clerk responded by explaining that it was not possible to provide executive summaries for every document provided to governors and, in the case of the paper referenced, an executive summary had been provided. Any printing undertaken by reprographics is charged to the governance budget.

The Chair provided an opportunity for each governor to express their views in relation to the comments made:

A governor explained the reasons they were in favour of going digital, including the environment impact and being in line with the Strategic Plan and the aim to be sustainable. The governor suggested that access to hardware and an understanding of the software may be a barrier to embracing technology. While the current meeting was being held on Teams and therefore the use of IT did not appear to be an issue, if the only access to documents is via a personal device with a small screen, provision of a device with a larger screen, e.g. laptop, for use in meetings may, alongside training on how to access and edit documents online, be helpful.

A governor expressed the view that the retention and disposal of hard copies should also be considered. Hard copies need to be stored securely, recorded and disposed of in line with GDPR (General Data Protection Regulation). This had previously meant returning large amounts of hard copy documents to the Clerk for sorting and secure disposal as applicable and in line with statutory requirements, which has both an environmental and staff resource impact.

Several governors indicated that rather than producing hard copy, printing the meeting agenda and any single pages from documents that they wish to comment or make notes on and this worked well.

The Clerk reminded those present that the Corporation expenses policy provides reimbursement for those who wish to print papers at home.

In response to an earlier comment, a governor highlighted that within the submission of documents policy, there is a requirement for executive summaries. However, the expectation is that the summaries are provided by the author of the document, not the Clerk. In agreement with an earlier comment, the governor concurred that training on the software, and in particular the processes for downloading SharePoint documents to a PC so that notes can be made on electronic documents, would be helpful.

A governor indicated that while they find working with hard copies helpful and that it enabled them to contribute to online meetings more effectively, it is 'not essential for in-person meetings where documents are shared on screen or on individual devices. The governor stated that Teams meetings are more difficult due to two screens being required to view the meeting and the document at the same time. This governor also suggested that green issues can be taken too far and that the question should not be about the environmental impact and cost but what makes governance effective.

The Clerk advised the meeting of the impact hardcopy documents can have on Board efficacy and the potential risks associated with secure storage, recording and disposal. Real-time updates to documents and recently published or requested documents are available immediately to those viewing them online. Whereas for those governors operating from hard copy, there is a time delay due to the required production and distribution process. This has previously led to confusion in meetings where, for example, a governor has been reading from a prior version of the agenda or referencing a revised paragraph in a document because the post hasn't arrived in time or an emailed notification hasn't been seen prior to the meeting.

In the context of data protection and the requirement for papers to be held, recorded and disposed of in accordance with GDPR regulations. The Board had recently faced a difficult situation where an ex-member of the Board declined to return hard copy documentation. The matter required the involvement of Eversheds.

A staff governor gave the view that while the default position should be that hard copy papers, re not provided the provision of hard copy papers for those requiring such for accessibility reasons should continue.

The Clerk stressed that persons requiring an alternative for accessibility reasons would always be supplied with documents in their preferred format.

The Chair thanked everyone for their input into the debate. The Clerk reported that the draft sustainability plan is due to be brought to the Search and Governance Committee in July, and subsequently, a recommendation to the Board will be made.

The governor raising the AoB and speaking for the retention of hard copy papers, advised members that it would be more democratic to have a vote on moving to digital now, having had a fulsome discussion, rather than waiting for the draft sustainability plan. In this context, the governor asked for a vote to be called.

It was agreed to vote on the proposal.

The Chair called a vote on the following proposal

The board becomes digital except for accessibility reasons and accepting within this that there is a level of training required.

Votes in favour 10

Votes against 4

Abstentions

A governor voting against the proposal, repeated an earlier comment that where meetings are face to face, they would be very happy for a 100% electronic meeting.

A governor asked whether laptops will be available at meetings for governors to use. The Clerk reported that one of the sustainability proposals recommendations will be an audit of meeting requirements.

The Chair confirmed the outcome of the vote and as indicated in the proposal, the Clerk will draft and distribute instructions for accessing, reading and downloading documents from SharePoint and offer SharePoint training sessions

Action: Clerk

141.10.3 External Review of Governance

The report on the process undertaken to identify an external review partner was taken as read.

In accord with the 'Road Map to External Review' and discussions held at the July and September Corporation meetings, initial scoping work had been undertaken during the late autumn and early spring terms, with a view to commissioning a review to commence autumn 2023. The report provided an outline of the steps taken towards commissioning the review and the recommendation of the Chair and Vice Chairs of the Corporation that Stone King should be appointed as the boards external review partner.

Subject to an agreement of terms, the Corporation agreed to appoint Stone King as the Board's External Reviewer.

Action: Clerk

141.10.4 Remuneration Committee

The Chair of the Remuneration Committee introduced the Committee's Annual Report. The Report was approved as the Corporation's Annual Remuneration Statement

Action: Clerk

20.42 At this point having declared an interest in the following item I. MacNaughton, and T. Johnson, left the meeting

141.11 Confidential Matters

Senior Post Holder matters

The Chair of the Remuneration Committee provided a verbal overview of the performance management reports for senior post holders.

The recommendation of the Remuneration Committee was agreed.

Action: Chair

There being no other business the Chair closed the meeting at 20.50

These minutes were approved by the Corporation on 22.05.2023 Minute No.141.4(i)
