

<b>Meeting/Committee</b>	<b>Corporation Board Meeting</b>
<b>Date of meeting</b>	24 <sup>th</sup> March 2021 (via Google Meet)

## 1 Declarations of Interest and Eligibility

The Chair requested Governors declare any interests at the appropriate time during the meeting.

The Chair declared an interest in the Retford Post-16 Centre.

## 2 Welcome, introduction and apologies

### Attendees:

Catherine Burn	Chair of the Corporation
Jason Austin	Principal & CEO
Abigail Ward	
Gareth Owen	
Heather Barnett	
Janet Pryke	
Jennifer Worsdale	
Joanna White	
Lauren-Mary Outram	
Lindsey Littlewood	
Mirella Palazzo	
Monika Rodzos	
Stephen Bulley	
Veronica Bruce-McCoy	

### In attendance:

Tracey Mace-Akroyd	Deputy Principal/CEO
Tony De'Ath	Executive Director of Corporate Services
Kate Noble	ED: Finance
Jane Hartog	Executive Director of HR & Marketing
Virginia Parkes	Director of Governance
Catherine Mollart	Head of Corporate Services
Clive Howarth	ESFA

### Apologies for absence

Katie Curtis

## 3 Minutes of the Board meeting held on 10<sup>th</sup> February 2021

**Resolved: The minutes of the meeting held 10<sup>th</sup> February 2021 were agreed as true and accurate record.**

**Resolved : The minutes of the Extraordinary Board meeting held on 8<sup>th</sup> March 2021 agreed as true and accurate record.**

**4a Actions outstanding and matters arising from previous minutes**

All actions outstanding or arising are to be covered under the agenda.

**4b Action Progress Report**

Item 5 – Virtual Tour for Governors – The CEO reported that focus had been on ensuring the College was ready to welcome students back to campus. Tours for Governors to be reviewed after the Easter Break.

Item 7 – Virtual Strategy Day the CEO to discuss with the Director of Governance. The CEO advised that work has been carried out on Vision & Values and this is currently being rolled out across the College to all staff groups.

The Director of Governance welcomed Lauren-Mary Outram to the meeting.

**5 CEO update**

5.1: The CEO shared a presentation and highlighted the following:

- The CEO updated on Covid cases, summary by Campus and by student/staff and also gave an update on the lateral flow testing process.

The CEO advised that he had met with Public Health and they had been very complimentary of the work which had gone into returning students back to campus safely. Public Health advised a cautious approach in terms of increasing students on campus after Easter, as the local data is relatively high in comparison and the rate is not reducing as fast as in other areas.

The CEO advised that the number of students back on campus would be reviewed at the end of the April.

The Chair asked if the Group had moved to the distribution of lateral flow test kits for home testing. The CEO responded that a large volume of students tested had now been issued with home test kits and therefore the testing facilities had reduced.

MP asked if everyone has to quarantine when there is a positive test, the CEO explained the procedure in terms of close contacts and the NHS track and trace.

The Student Governor (L-MO) asked how social distancing is being challenged. The CEO said that College staff are very clear about social distancing measures and face coverings etc and will challenge where they see this is not being adhered to. The CEO advised that managers also take part in a campus patrol rota where any issues are tackled, this includes the outside spaces within the Campus. The CEO also stated that he had worked with the local police to ensure that more town centre patrols were taking place.

CH suggested that it would be beneficial to ask for written confirmation of any advice from Public Health.

- Ofsted Report is now published and on the Web, link provided to Governors.

#### 5.2 - The CEO Updated on the FEC recommendations :

- The CEO advised that a Director of Adult Education and Contracts had been appointed and initial meetings with the post holder and wider staff had already started to take place. The CEO advised that both himself and the Deputy CEO would closely scrutinise this role moving forward to ensure that the Group's Adult Education meet the needs of the Community.
- The CEO advised that the Finance Committee are closely monitoring the financial situation to ensure any mitigating actions are in place to tackle any areas of concern within the budget.

#### 5.3 – The CEO updated on general FE matters:

- The CEO updated on the reconciliation of the AEB Budget, the Group had just had confirmation that the threshold for delivery would be 90%. The CEO advised that the Group had predicted that they would be able to deliver 80%, so if this was the case, the shortfall would be 10% which would impact on the community and several other factors. This has caused some discontent across the sector, the CEO advised of the next steps the Group will take on this matter. The Chair asked if there was something collectively that could be done given the environment at the moment, the CEO advised that he would be contacting the local MPs.

The Chair asked if discussions could take place with local boards to add traction, the CEO said these conversations are taking place and advised that he recently met with the Chamber.

- The CEO advised that T-Level registration had opened and the Group will be able to deliver some T-Levels from 2023 and will be applying to do so.
- The CEO updated on World Skills and advised that the group will be registering students.
- The CEO advised of recent updates to the Skills Package, Job Retention Scheme, rise in National Living Wage and rise in Corporation Tax.

MB asked if the employer incentive scheme applied to any level of Apprentice. The CEO advised that it applied to L2/3 apprentices.

- The CEO updated on performance tables and confirmed that QAR data would not be published at institution level for 2020/21.
- The CEO explained attendance at College and explained the road map for the return back to Campus of specific groups. The CEO also updated on testing. The Chair asked for clarification on rules around home testing, the CEO responded that it is not mandatory but that there are clear instructions with each test kit on how to upload results etc.

- MR asked about home testing and asked if there had been any tensions between those who are testing and those who are not, the CEO said he was only aware of one isolated incident.
- GO asked if the Group had considered a third wave and what the plans would be. The CEO said that we would be able to revert back to online learning quickly and are set-up to do so.
- The CEO updated on the White Paper and the Local Skills Improvement Plans and Strategic Development Fund. The Chair asked if the Ofsted grading would prevent the Group from bidding, the CEO said that the criteria had not been confirmed as yet but he hoped this would not be the case.
- The CEO updated on the Group's involvement in the South Yorkshire Recovery Plan in relation to Covid.
- The CEO gave details on the Erasmus/Turing Scheme which would see students be able to take up work experience opportunities in Europe.
- The CEO updated on the distribution of Laptops to those suffering digital poverty.
- The CEO updated on the emerging opportunities register which is currently under construction.

## **6 Committee Chairs Report – Quality & Standards Committee 10<sup>th</sup> March 2021**

The Chair of the Quality & Standards Committee gave an overview of the recent committee meeting held on the 10<sup>th</sup> March. The Chair highlighted the main points of the meeting:

- The Committee had received a new report which detailed curriculum performance against other colleges, the committee had found this very useful.
- The current situation relating to Exams had been discussed.
- There had been a lengthy discussion regarding Apprenticeships with the new Assistant Principal who will take up post on the 1<sup>st</sup> April. The Committee had discussed and agreed the reports that they required moving forward to ensure this area was monitored.
- There was an update on Safeguarding and the Chair of the Quality & Standards Committee advised that it had been reported that nationally, across the sector, there had been an increase in safeguarding cases relating to Covid. However, this had not been the case at RNN, the volume of cases remained stable.

## **7 Committee Chairs Report – Finance Committee 16<sup>th</sup> March 2021**

The Chair of the Finance Committee gave an overview of the recent committee meeting held on the 16<sup>th</sup> March. The Chair highlighted the main points of the meeting:

- There had been a review of the Management Accounts and Forecast.
- Forecast comparison was against the earlier forecast and was a positive outturn. However, the current forecast which was discussed at the meeting includes the effects of Lockdown 3 and has moved the financial grading. However, the forecast does include strong provisions which may or may not be fulfilled. The Finance Committee agreed with the inclusions of the provision so that the cashflow could be mapped as a worst case scenario.
- The Cashflow is currently looking healthy which has been assisted by the recent asset disposals.
- Capital Funding Bid was reviewed and this had been approved via written resolution due to the timescales involved for submission.
- Reviewed the updated Sub-contracting Strategy following additions requested at the last Board Meeting.
- Fees Policy Update mainly date changes and slight change to claim of funding.
- An Estates Update was given by the ED:Corporate Services.

**Resolved: The Board approved the updated Forecast and Cashflow as recommended from the Finance Committee.**

**Resolved : To Board approved the recommendation from the Finance Committee that the Group provides RMBC with a letter of intent to contract with them for community delivery in 2021/22. This will come out of the SCR Grant.**

**Resolved: The Board approved the updated Sub-Contracting Strategy as recommended by the Finance Committee.**

**Resolved: The Board approved the updated Fees Policy as recommended by the Finance Committee.**

## **8 Committee Chairs Report –Audit Committee 2<sup>nd</sup> March 2021**

The Chair of the Audit Committee gave an overview of the recent committee meeting held on the 2<sup>nd</sup> March. The Chair highlighted the main points of the meeting:

- Internal Audit – reports received plus an overall update for the year.
- Curriculum Planning Report was extremely good and was coded mostly green, congratulations given to the team for the report.
- OfS Report was discussed and many of the actions had already been completed with the remainder being tightly monitored, many of these were around data collection.
- Update on Risk Management software rollout.
- 16-19 Report – a technical issue had been identified relating to online enrolment, this item has been placed on the Risk Register due to the potential effect on funding, the ED:Finance confirmed that this risk has been mitigated by the process in place and funding would be received.

- Health & Safety Report - monitoring actions ongoing until complete. The Chair asked when this item would be moved back to Finance Committee, The Chair of the Audit Committee said this would be discussed at the next meeting but ultimately when the actions are complete.
- Fee proposal from Grant Thornton – agreed to appoint for a further year under the terms of the existing contract.

## **9 Transport Tender Update**

The ED:Finance talked through the tender for College transport.

**Resolved : The Board approved the recommendation to appoint the current provider.**

## **10 Risk Management Update**

The ED:Finance updated on the rollout of the new Risk Management software/process.

It was agreed that RSM would attend the meeting in May to present the new software.

## **11 HR Update**

The ED:HR & Marketing talked through the report which had been issued with the papers :

- Recruitment – changed advertising platforms which has improved calibre and quantity of applicants.
- Compliance training – percentage of staff completing have improved and are very high.
- Sickness – short-term absences have reduced significantly.
- Turnover – reduced considerably.
- Length of Service – have a good volume of individuals who have long service with the Group.

## **12 Safeguarding, Prevent Report & EDI**

The DCEO highlighted points from the recent Safeguarding/Equality & Diversity Meeting :

- Identified a need for more analysis from reports
- More training required regarding level of questions related to Deep Dives/10-minute takeovers.

## 13 Governance Items

The Director of Governance presented the Governance Report and highlighted the main points. :

### 13.1 Tenures :

- Tracy Jackson's tenure is due to expire at the end of July. The Director of Governance advised that Tracy has taken on a new role, therefore, with mutual agreement her tenure will cease at the end of July.
- Lindsey Littlewood has been appointed to the role of staff governor twice. The Director of Governance advised under the instrument and articles it advised that staff governors serve a maximum of two terms and only three under exceptional circumstances. Therefore, this role will be advertised within the college. The Chair asked that she meet with Lindsey and the Director of Governance for a discussion.
- The Chair's tenure is due to expire at the end of July. The Chair advised that she will be stepping down at the end of the July due to relocating to the North West of England to take on a new role.
- Appointment of a new Chair – The Director of Governance advised that she would email out to Governors the process for electing a new Chair. An appointment could potentially then be ratified at the Board Meeting in May.

### 13.2 Meetings Calendar :

- Curriculum Review Day – this has been superseded by another event so was no longer required.
- The remaining Search and Governance meetings had been consolidated into one meeting which will take place in May prior to the Board meeting.

**Action : Governors to email the Director of Governance with thoughts about returning to face-face meetings.**

**Action : Governors to email the Director of Governance with any dates they are not available for future meetings.**

**Resolved : It was agreed that the Governors Development Session planned for the 26<sup>th</sup> May 2021 would be postponed as this session would be much better when face-face sessions can resume.**

**Resolved: It was agreed that the Governors Strategy Review Day scheduled for 17<sup>th</sup> June 2021 would be scheduled after the 21<sup>st</sup> June to allow for a face-face event.**

**Resolved: formal ratification was agreed for the written resolution circulated on 4<sup>th</sup> March to award the construction contract for the capital grant work to Lindrick Construction.**

**Resolved: formal ratification was agreed for the written resolution circulated on 17<sup>th</sup> March for submission of the Bid for the next round of FE Capital Transformation Funds.**

**14 Any other items**

There were no other items.

**15 Date and time of next meeting**

Wednesday 26<sup>th</sup> May at 5.00pm.

**The meeting closed at 6.35pm**

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_