

## Corporation Board

Monday 8 July 2024 17:00-19:00 online

<b>Membership:</b>	Jenny Worsdale (Chair); Jason Austin (CEO); Katie Asgari (Staff Governor); Heather Barnett; Sharon Blackburn; Stephen Bulley; Margaret Cobb; Donna Clifford; Shirley Collier; Sally Gillborn; Daniel Gregory; David Grimes; Paul Lomas; Debbie Marshall; Janet Pryke; Carol Stanfield; Ian Sutherland; Aimee Wilson
<b>In attendance:</b>	Tracey Mace-Akroyd (Deputy CEO); Phil Curtis (Executive Director Finance and Estates); Jane Hartog (Executive Director Marketing, HR and OD); Cath Mollart (Executive Director of Strategic Planning and Corporate Services); incoming Student Governors Fatima Sabir and Jack Pike; Ian Sackree (Project Manager) for item 9.1; Sarah Connerty (Director of Governance and notetaker)

	Item	Action
1	<p><b>Welcome, introductions and apologies</b></p> <p>The Chair welcomed colleagues to the meeting and governors and Exec members introduced themselves to the upcoming Student Governors attending the meeting alongside the current Student Governor as part of their induction ahead of taking up their roles in September 2024.</p> <p>Ian Sackree, Project manager for the capital works will join the meeting to update on the capital works at agenda item 9.1.</p> <p>Apologies received from Sharron Blackburn, Carol Stanfield and Steve Bulley.</p> <p><b>CEO and Chair update</b></p> <p>The Chair noted that the meeting will start with a review of the journey the Group has been on, its recent success in moving out of PIMs, and the next steps for the Group and governance.</p> <p>The CEO shared the journey from 2016-2024:</p> <ul style="list-style-type: none"> <li>• February 2016 – RNN Group created following merger between North Notts College and Rotherham College</li> <li>• February 2017 – Dearne Valley College joins the Group</li> <li>• March 2019 – first full Ofsted inspection – Requires Improvement</li> <li>• November 2019 – recommendation for full intervention from the FE Commissioner for governance</li> <li>• January 2020 – Notice to Improve for governance</li> <li>• February 2022 – Transition from Intervention to Post Intervention Monitoring and Support (PIMS)</li> <li>• November 2022 – full Ofsted Inspection – Good</li> <li>• February 2024 – conclusion and removal from PIMS</li> </ul>	

	<ul style="list-style-type: none"> <li>• merger (see presentation for details).</li> </ul> <p>The Board agreed that looking back over what had been achieved over the last five years and looking at the Group’s position now as Ofsted Good, TEF Silver, financially resilient, investment in estates and IT, strategically placed as an anchor institution, increased reputation and enrolments, positive stakeholder relationships and working towards achieving the Group vision was a valuable reminder of the journey made and the next steps.</p> <p>The Chair noted that the Group is in a very strong position and the Board is looking towards the future. There is always work to do for the governing body and it has been necessary to focus on the detail to drive improvements. Now there is the opportunity to be more strategic and for 2024-5 the number of Board and Committee meetings have been reduced and the Board will be working with the Exec on a new 5-year strategic plan and further ahead to achieve the Group’s vision and the meet the needs of its students, employers and communities. In line with our skills needs and recommendations from the external governance review three new governors are being recruited with skills in estates, audit and risk and student facing and will join the Board next year. Following the review of governance and the adoption of the new AoC Code of Good Governance for FE Colleges the first meeting of the Search and Governance Committee next year will focus on an action plan to achieve the recommendations and good practice in the Code. The Board will work closely with the Exec on changes in policy from our new government.</p> <p>The Chair passed on thanks to all governors for their hard work and commitment over the last year. The CEO thanked Janet Pryke on behalf of the Board and the Exec for all the support and energy she had brought leading the Board since December 2019-May 2024 through the recovery of the Group.</p>	
2	<p><b>Declarations of interest</b></p> <p>David Grimes declared an interest in item 14 – Business Planning and Proposal Drone Training Company as a management consultant working with Iprosurv.</p>	
3	<p><b>Minutes of the meeting held on 20 May 2024</b></p> <p><b>RESOLVED:</b> The minutes of the meeting held on 20 May 2024 were agreed as a true and accurate record.</p> <p><b>Written resolution – Vice Chair appointment – 14 June 2024</b></p> <p><b>RESOLVED:</b> The written resolution on the 14 July 2024 was ratified.</p>	
4	<p><b>Matters arising</b></p> <p>All actions are completed or scheduled into Committee meetings next year. Updates noted:</p> <p><b>Action 2</b> – applications at DVC – this came to the Quality and Standards Committee for discussion and will be covered under the CEO item.</p> <p><b>April 2024:</b></p> <p><b>Action 4</b> – Board training and development calendar is being finalised and will be circulated with the July Board briefing</p> <p><b>February:</b></p> <p><b>Item 8</b> – Update on Dinnington – this is on the agenda at item 9.4.4</p>	
5	<p><b>Student Governors – open session</b></p>	

The Chair welcomed the current and new student governors and there was a discussion about the student governors' courses, plans as student governors and Student Presidents and reflections on the student journey:

Fatima Sabir is studying Public Services at DVC and is planning to move onto a degree apprenticeship for police constable and Sheffield Hallam University.

Fatima noted that her aim was to increase the opportunities for girls in sport at DVC. Other colleges run a lot of sports and teams for girls and it is a good opportunity to bring people into the campus and increase the reputation of the College as well as being good for wellbeing and team skills.

Jack Pike is studying T Level Computer Science at NNC and is planning to move onto an integrated MA in Computer Science and AI. Jack noted that he wants to ensure that the Student Union is more known about and that is more proactive and aware of students needs and that there is a more of a link between the colleges to foster a working relationship.

One governor asked why the new student governors had taken the role of student governor and Student President. Fatima Sabir noted that she has lots of previous experience and had been a head girl at school doing a lot of speeches, community events and working with the public and had really enjoyed this work and was looking forward to working with the Board. Jack Pike noted that he was used to working with outside bodies at school and has the ability to make a change and help people so that people do not go through the same things he went through and improve student's experiences of education. Being both student governor and Student President means that there are more opportunities to make change happen.

The Chair asked Daniel Gregory for his experiences of his time at the College. Daniel Gregory explained that when he left Tuxford Academy in 2019, he had no GCSEs, no idea what he wanted to do and didn't care about education. He wasn't accepted at many colleges because of his grades and joined NNC in foundation learning to work up the ladder to retake essential qualifications and study Hair and Beauty. After a poor experience in functional skills Math and English Daniel spent two years completing Math and English GCSE passing with a grade 4 and 5. During 2021-2024 Daniel left the Hair and Beauty course, with a merit, and studied Business at NNC, on both Level 1 and 3 (year 1 and 2), achieving the first year with a distinction, second year with a merit and on track to achieve a DDM and plans to move onto the University of Lincoln in September 2024 to study business and management.

On top of these educational endeavours, Daniel has done extracurricular activities being a part of the marketing department, the President of the Student Union and a Student Governor in 2024, which have both provided essential skills for future ambitions, such as teamwork, communication, listening and leadership. Daniel is proud of his achievements and of the opportunities and support he has had at the College, and the belief that you can achieve what you want.

The Chair noted that the Board are looking forward to working with the new student governors, and passed on the Board's thanks to Daniel Gregory for all his

	work over this year as Student Governor and congratulations on all that he has achieved.	
6	<p><b>Safeguarding, Prevent and EDI report</b></p> <p>The Board considered the report and noted that safeguarding is effective and that the Group is fully compliant with the PREVENT duty.</p> <p>The team are developing a student mental health plan, utilising the AoC Mental Health Charter resources. The RNN Group has recently signed up to the AoC Mental Health Charter, which will support our continued journey to a whole college approach to mental health. The charter provides a framework for colleges to assess themselves against, which is split into 4 themes; leadership and ethos, support for students, workplace wellbeing and evidence &amp; impact. Feedback from a recent audit of the wellbeing support was positive, with the only recommendation being to add student mental health to the 25/27 strategic KPIs and to have a student mental health plan in place in the interim.</p> <p>Work continues to further promote the Support for Continuing Studies policy, to support those with mental and physical health.</p> <p>There is continued development of transitional work with the 62 Looked after Children, 28 Care Leavers, 14 previously Looked After and 33 Young Carers across the group. Extensive work is being carried out with learners, guardians and services by the Designated LAC Lead to support transition.</p> <p>The Group are seeing a continued increase in unaccompanied asylum seekers, with an additional 7 enrolling in April with the ESOL Department at Rotherham. The team are working with 17 Local Authorities this academic year, to support this vulnerable cohort.</p> <p>The DCEO reported that following the successful Investors in Inclusion reaccreditation a dedicated working party is analysing the accreditation feedback and recommendations, to develop a comprehensive action plan to further embed Diversity and Inclusion. The RNN Group culture and values aligns to FREDIE (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) and further promotion of this is planned for all stakeholder over the next academic year. The RNN Group Equality, Diversity &amp; Inclusion Policy and 2024/25 Action Plan is being updated and will come to the Quality and Standards Committee in September 2024 and the Board in October 2024. The link governor for EDI reported that while a very good action plan had been developed it did not focus on the impact and some of the recommendations in the accreditation feedback were too limited and the working party and looking at the broader picture, for example instead of looking just at business interests the Group will look at the whole of the community. There will be a focus on activities where everyone can be involved.</p>	
7	<p><b>CEO and Principal report</b></p> <p><b>Enrolment numbers</b> – at the end of May 2024 numbers were up by 22%. All sites have a drop in HE enrolments. There is positive news about DVC whose numbers have recovered.</p> <p>An additional 400 learners are being planned for in terms of resource and staffing.</p>	

<p>One governor noted that this is positive for study programmes. The CEO noted that risks have been mitigated in the curriculum plan and HR has gone out for posts to support learning and it is within budget.</p> <p>One governor asked about the planning assumption for 16-18 apprenticeships. It was noted that some growth is planned but predictions are prudent. There could be more growth but there is not the staffing to deliver it. One governor noted that an additional 300 apprentices have been included in the curriculum plan and asked what percentage of these would be 16-18s. This is included in the curriculum plan. There is 3% of apprenticeship growth. Funding was £3.1m and has increased to £3.4m. There are normally more 16-18s and one of the USPs is Level 7 leadership qualifications. <b>ACTION:</b> There will be more clarity and assurance around the breakdown when the enrolments come in and governors will receive these details at the Autumn Quality and Standards Committee.</p> <p>The Board noted that the Accountability statement is included in the papers and has been submitted.</p> <p>The CEO provided an election update and our local MPs are:</p> <ul style="list-style-type: none"> <li>• John Healey – Rawmarsh and Conisbrough [Secretary of State for Defence]</li> <li>• Sarah Champion – Rotherham</li> <li>• Jo White –Bassetlaw NNC (Jo used to be a governor at the Group)</li> </ul> <p>The key AoC campaigns in the short term– pay to match schools, pause and review of qualifications reform, confirmation on in year growth, key recommendations on additional condition of funding on maths and English.</p> <p>The AoC have noted that they are waiting until the schools’ negotiations have concluded until announcing suggested pay awards for FE staff. The school’s process has been delayed by the election.</p> <p><b>Events</b> – there have been successful end of year exhibitions at Rotherham College and the University Centre Rotherham with displays across the colleges. Next year partnership working will display learners’ work across Rotherham. Staff had a great opportunity for a one team event on the 28 June 2024. The AI seminar that the Group were hosting a workshop at on the 4 July has been postponed due to the election and will be rescheduled next term.</p> <p>Progress against KPIs were considered.</p> <p><b>Retford Education Centre update</b> – Enrolments were strong at Retford but have been declining since 2008. The Group pays £185k per year for the facilities. It was agreed that better services for learners could be provided at NNC with the new facilities in Hair and Beauty and T Level Sports.</p> <p>One governor asked why the Group are tied into an agreement? The CEO explained that in 2008 the college joined other partners to sign an agreement to fund the project for the benefit of education in Retford until 2032.</p> <p>One governor asked about the financial implications for budget for 2024-5 if the Group exit the agreement. It is expected that some enrolments will be retained and transfer to NNC. There would be the reduction of the £185k annual fee and</p>	<p>DCEO</p>
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	<p>allow staffing to be rationalised. All staff would move to NNC and there would be no increase to staff costs. The risk is that learners would not want to move to NNC. The ED Finance and Estates noted that if this was the only variable the exit could tip the Group into an operating surplus.</p> <p>The Board agreed that the benefits and opportunities for learners with the new facilities were excellent and would provide a better quality of education for learners.</p> <p>There was a discussion about reputation and it was agreed this would need to be managed carefully, and with support from the Council, as it has come at very short notice from the Council. A formal notification was requested from the Group in May and the letter of comfort is now drafted and waiting for sign off from the Council.</p> <p><b>ACTION:</b> The Board requested a summary of the collective risk appetite (reputation, finance) when the final proposal comes out. It was noted that the risks are linked to enrolment numbers and the risk that learners may not want to study at NNC. The team will ensure that all learners have the opportunity to discuss the changes and receive information, advice and guidance to support their decisions.</p> <p>It was agreed that the Board would receive a written resolution once Nottinghamshire County Council have finalised the agreement.</p>	CEO
8	<p><b>Risk</b></p> <p>The ED Finance and Estates reported that the Group has been on a journey since 2019 for risk and for the last couple of years there has been an emphasis to bring in a risk culture across the organisation.</p> <p>One governor noted that this has been managed well by the ED Finance and Estates, moving into capturing risks in a succinct way and moving forward risks will be a key part of decision making for the Board.</p> <p>Following on from an action last year for Chairs of Committees to receive training on risk management the Audit and Risk Committee and the ED Finance and Estates have led a review on the best and most effective way for the Board to manage its remit for oversight of risk. The following sessions have taken place:</p> <ol style="list-style-type: none"> <li>1. Risk management training for Chairs – 2 May 2024</li> <li>2. Risk Scrutiny session on risk at the Audit and Risk Committee – 11 June 2024 (including advice from the auditors)</li> </ol> <p>Actions are agreed as follows to be implemented at the start of the 2024-5 cycle of business for the Board and its Committees:</p> <ul style="list-style-type: none"> <li>• All Board decisions will consider risk appetite</li> <li>• A KPI has been written into the SPH targets around risk responsibility for Exec members. There will be regular reporting on key risks and mitigations at Exec meetings and these discussions will transfer into Board meetings</li> <li>• All strategic risks aligned to Committees and signposted on the risk register</li> <li>• A one-page dashboard to give an overview on what has changed, what hasn't and level of risk, so that all governors can keep up to date on the key risks across all committees</li> <li>• Risk to be moved to the top of agendas for the Committees and the Board and appropriate time provided to ensure key risks and controls are tested</li> </ul>	

	<ul style="list-style-type: none"> <li>• Agendas to be led by risk items</li> <li>• Terms of reference, cycle of business and summary papers to detail the oversight of risk</li> <li>• Consideration by the Search and Governance Committee of including risk as a means of Self-assessment of Committees</li> <li>• Consideration by the ED Finance and Estates of the External Auditors view that a key part of embedding risk into the governance framework is the education, training and risk awareness of governors</li> <li>• Governors to be given access to the 4risk system so there is the voluntary opportunity to look at the register in greater detail and raise any questions/suggestions with the ED Finance and Estates and Director of Governance prior to meetings</li> <li>• Risk scrutiny to continue to be a standing item on the Audit and Risk Committee agendas. The Director of Governance noted that governors are invited to suggest topics and are welcome to attend the risk scrutiny sessions if there is a topic they are interested in hearing more about. Sessions scheduled to date are: <ul style="list-style-type: none"> <li>○ 18 September 2024 – Environment and Sustainability</li> <li>○ 21 November 2024 – AI</li> </ul> </li> </ul> <p>The ED Finance and Estates noted that the internal audit report on risk management has recently been received by management and it provides reasonable assurance of risk management systems.</p> <p>One governor noted that the ED Finance and Estates has worked very hard and led a comprehensive approach over a long period to push risk and there has been a paradigm shift.</p>	
9.1	<p><b>Capital Projects Steering Group</b> report from 24 May 2024</p> <p>[17:49] Ian Sackree, Project manager joined the meeting to provide an update on the capital project works. Key points included:</p> <ul style="list-style-type: none"> <li>• There are three 3 college schemes - Clifton, Rotherham, The T Level scheme at Worksop and DVC.</li> <li>• The last Capital Projects Steering Group took place at the end of May and the next one is scheduled for 19 July 2024</li> <li>• Work is moving at a pace across the three campuses</li> <li>• Clifton – is a brick and joinery relocation scheme. A digital wing and a dozen classrooms have been added transforming the building. It is going very well. Every piece of infrastructure has been removed and replaced with new. Mechanical ventilation recovery systems and dust catchment systems have been included and there are DDA works to make all buildings wholly accessible. There is a target date of 31 August 2024 for completion which may be missed by two to three weeks in totality. Plans are in place with the Executive and Directors of Curriculum to establish what can be opened up for a September start to mitigate the impact on students. The scheme grew by 20% from the original proposal so this is a good outcome. There have been no major incidents on the scheme and it was well managed with good relationships with the college and contractor with</li> </ul>	

	<p>everyone pulling together to get the works completed. One governor noted that she had recently been on a site visit and it is absolutely fantastic and a real transformation and urged governors to spend time to have a look. There has been a large amount of hidden problems and issues and this should be taken into account for finances for capital projects. Works were completed at £1830 per m<sup>2</sup> compared to £5000 for a new build. This is excellent value and helps the carbon footprint. The lift is on a 20-week waiting list (mid-October) and the lift tower is up.</p> <ul style="list-style-type: none"> <li>• The T Level scheme is behind. This is across three aspects of the buildings and is being completed in phases. The £500k phase 1 was the significant upgrade of classrooms and HR offices, Phase 2 as C block and Phase 3 was the demolition of salons and classrooms and rebuilding. Buildings were not compliant in terms of fire risk and additional works for reinstatement of required fire compartments and removal of large amounts of asbestos have now all been achieved. C block will be completed by 31 August. The salons will be leading edge from an FE perspective and involve two different sets of contractors. The site is being flooded with contractors to complete and there is a date of mid-September for completion. Existing facilities at Worksop can be utilised to ensure the curriculum is unaffected.</li> <li>• There have been some quick wins with works completed with the DVC HTQ medical suite, DVC animal management and the NNC Pit Stop and Potting Shed</li> <li>• At DVC the roof has been completed on A block and the roof has been improved at the sports centre both with 20 year guarantees</li> <li>• A new roof is in progress on C block</li> </ul> <p><b>Finances</b></p> <p>There is assurance that the Group is not using its own reserves and there are grants of £13.92m. Works completed to date or committed come in at £13.25m with £700k not yet committed. This is the worst-case scenario for spend and further roofing works are yet to be completed. There is £1.2m risk contingency funds for Clifton and the T Level scheme at Worksop with a lot but not all of this being spent and the remainder can be used for the next projects. (Janet Pryke leaves:18.00)</p> <p>Surveys of roofs have taken place and there is confirmation they are at end of life and clear pricing is in place. Work is ongoing on the affordability and phasing of these works.</p> <p>One governor noted that there is £1m of unallocated spend and is that a risk. It was confirmed that the money will be spent due to the issues with the roofs and the ED Finance and Estates noted that the Capital Transformation grants have a final date of March 2025 with a clause that allows for an extension to March 2026. The Chair thanked Ian Sackree for joining the meeting and updating the Board. (Ian Sackree departs: 18.06)</p>	
9.2	<p><b>Audit and Risk Committee</b></p> <p>The Board noted the Committee Chair’s report of the meeting held on 11 June 2024 and the risk register.</p>	





	<p>The Chair of the Finance and Resources Committee confirmed that further work had been carried out on the budget at the request of the Committee and the version presented has been recommended for approval by written resolution. The ED Finance and Estates noted that the Group has turned a corner in terms of finances, raising EBITDA and profitability across all areas. £1.5m has been set aside for further capital improvements from EBITA for next year and the Financial Health scores do include this. There is good financial health going forward, improved financial sustainability and the Group is hitting all financial KPIs.</p> <p>One governor asked about HE numbers being down and the ED Finance and Estates reported that this has been taken out. This is a pessimistic budget with no growth funding included, compared to last year where the Group received £1.8m for learner growth. The ED Finance and Estates referred to the scenarios in the budget, with scenarios 9-11 tipping the Group into Requires Improvement. One governor asked how comfortable the Finance and Resources Committee were in agreeing a deficit budget. It was noted it is a small deficit with a strong EBITDA. The ED Finance and Estates noted that going forward the Group would want EBITDA greater than investment and would like to be over 8% but it is not at that point yet. The Chair of Finance and Resources Committee noted that the Committee had focused on the positivity of the EBITDA and the continued growth in other areas.</p> <p><b>ACTION:</b> One governor noted that it feels like there is a principle on what the Group is aiming to achieve and is using the AoC and FEC measures and whether there is a benefit in setting a break-even budget and suggested this is looked at for next year. It was agreed that until recently the Group has been setting and achieving very negative budgets so it is a vast improvement. Governors thanked the ED Finance and Estates for the contribution analysis included in the budget. The Director of Governance noted that Janet Pryke had left the meeting early and had requested that her agreement and recommendation of the budget was relayed.</p> <p><b>RESOLVED:</b> The Board approved the budget 2024-5 and three-year forecast</p> <p><b>3. Estates Report</b> The Board noted the estates report and the update on Dinnington.</p> <p><b>Policies:</b></p> <p><b>4. Financial Regulations</b> <b>RESOLVED:</b> The Board approved the updated Financial Regulations</p> <p><b>5. Code of Conduct</b> <b>RESOLVED:</b> The Board approved the updated Code of Conduct One governor asked about the governors' inclusion in the report and the staff governor explained that this is refers to staff's position with governors. <b>ACTION:</b> The Director of Governance noted that governors comply with the Eversheds Code of Conduct and she would ensure that the latest copy is made available and that governors reaffirm their compliance with the Code when the latest version is published.</p> <p><b>6. Disciplinary Policy and Procedure</b> <b>RESOLVED:</b> The Board approved the updated Disciplinary Policy and Procedure</p>	<p>FRC</p> <p>Dir of Gov</p>
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	<p><b>7. Fees Policy (FE)</b>  <b>RESOLVED:</b> The Board approved the updated Fees Policy for FE noting that the HE fees would come to the October 2024 Board for consideration and approval.</p>	
10	<p><b>Governance report</b>  The Director of Governance reported that the end of the year is a good opportunity to look at governance arrangements over the year and reflect on progress made and the work plan and areas for development for next year. This will be carried out by the Search and Governance Committee at its September 2024 meeting this year rather than at the end of year Board meeting. This is because 2023-4 has been different from business as usual with an External Governance Review providing an independent review of governance and changes in the Director of Governance and Chair roles.</p> <p><b>1. Self-assessment</b>  Because of the External Governance Review and changes in Director of Governance self-assessment is limited this year to include:</p> <ul style="list-style-type: none"> <li>• Chair 121s with governors (between July and September)</li> <li>• Self-assessment survey on the Chair and Director of Governance (July-August)</li> <li>• Committee surveys (July-August)</li> </ul> <p>The Search and Governance Committee will analyse results in September 2024 and include actions points alongside the action plan from the External Governance Review which will come to the Board in October 2024.  Committees will review their survey results in their first meetings of 2024-5.</p> <p><b>2. Terms of reference</b>  To give time to review terms of reference and streamline across Committees and other governance documents Committees will review their terms of reference at the first meetings of 2024-5 and bring them to the Board for approval in October 2024.</p> <p><b>3. Membership</b>  The Board approved Board and Committee membership for 2024-5 at its meeting on the 20 May 2024. There are two changes to report:</p> <p><b>1. Appointment of two Vice Chairs</b> – Donna Clifford and Paul Lomas  <b>2. Sharron Blackburn is stepping down as a governor</b>, Chair of the Audit and Risk Committee and member of Search and Governance Committee and the Capital Projects Steering Group and would like to remain as a co-opted governor on the Audit and Risk Committee. Sharron will step down when a new Chair of Audit and Risk Committee is recruited in the Autumn term. Due to the timings of the next Board meeting this will come out as a written resolution when timings are confirmed. [after note: it was agreed that new governors will start their role at the 22 October 2024 strategy day].  3. A reminder that Heather Barnett will step down as a governor on 22 November 2024 after a four-year term of office and Jenny Worsdales’ first term of office expires on the 22 November 2024 and will come to the Search and Governance Committee in September and the Board in October for consideration and recommendation for a second term of office.</p>	

	<p>Governors completing their first terms of office over the next year have been contacted and, responses to date, subject to any changes in circumstances, show that governors are pleased in principle to be recommended for a second term of office.</p> <p>The DfE funded Peridot recruitment campaign is underway searching for two governors with expertise in estates and education/students and one qualified audit/financial professional for the Chair of Audit and Risk Committee. The advert closes on the 28 August 2024 with shortlisting on the 4 September 2024 and interviews at Rotherham college on the 11 September 2024. Panel members are the Chair, Vice Chair(s) and the CEO. There is an opportunity to recruit additional governors at a reduced rate if appropriate. The recommendations from the panel will come to the Search and Governance Committee in September 2024 and due to the timings will come out to the Board as a written resolution [after note: it was agreed that new governors will start their role at the 22 October 2024 strategy day].</p> <p><b>4.RNN Group Board and Committee Annual Cycle of Business for 2024-5</b>  The cycle of business has been drafted looking at the RNN Group Board and Committee meetings and workplans over the last two years, the latest sector guidance and publications including the FE and sixth form college corporations: governance guide, the External Governance Review, the Post 16 Audit Code of Practice, the College Accounts Direction including the Regularity Self-Assessment Questionnaire (RSAQ), the College Financial Handbook, the Eversheds guidance around statutory items and policies and meetings with the Information and Compliance officer and the HR Business Partner around Group policies and approval schedules.</p> <p>It is expected that additional items of business will be included as required through the year and there is flexibility to review the cycle in year but in the main the Board and its Committees should be able to comfortably follow the cycle. The cycle can be RAG rated to easily monitor compliance and pick up items that have been deferred and there is opportunity to use the cycle to refer to other items such as the risks and strategic indicators.</p> <p>All Committees reviewed their cycle for 2024-5 during the summer term, including a review by the Exec and relevant SLT members and Committees recommend their respective cycles for approval. There were no proposed changes to the cycle.</p> <p><b>RESOLVED:</b> The Board approved the RNN Group Board and Committee Annual Cycle of Business for 2024-5</p>	
11	<p>It was noted that <b>Committee minutes</b> are available on the drive for information and all governors can now access full committee papers for all committees for their information.</p>	
12	<p><b>Any other items of urgent business</b>  <b>The Lloyds loan and ESFA</b> – the ED Finance and Estates reported that on Monday 1 July 2024 he and the CEO had met and had a discussion with ESFA colleagues on the transfer of the outstanding loan with Lloyds to the ESFA. On Friday 5 July 2024 the ESFA sent back Heads of Terms for the loan. [confidential item]  The next steps are for the legal agreement to be sent through from the ESFA and be reviewed by the Group’s legal team.</p>	

13	<p><b>Date of next meetings:</b>  Wednesday 9 October 2024 – short meeting to take place at Rotherham College, followed by the outgoing Chair’s thank you dinner at 18:00 in the Wharnccliffe  Wednesday 11 December 2024 – UCH tbc  Wednesday 26 March 2025 – Rotherham College tbc  Wednesday 25 June 2025 – Dearne Valley College tbc  All meetings start at 17:00</p> <p><b>Strategy events</b>  Tuesday 22 October 2024 – strategy all day – Leopold Hotel Sheffield  Thursday 13 March 2025– strategy half day  All Board meetings are in person and venues will be confirmed shortly.</p>	
14	<p><b>Business Planning and Proposal</b>  [confidential item]</p>	
<p>19.10 - Staff students and Exec members depart. The Chair thanked colleagues for all their work and time over the last year and wished them a good summer holiday.</p>		
15	<p><b>Confidential (private) minutes from the meeting held on 20 May 2024</b>  <b>RESOLVED:</b> The Board approved the confidential (private) minutes of the meeting held on 20 May 2024</p>	

Meeting closed: 19.15