



**NOTES OF THE CORPORATION MAIN BOARD  
HELD ON MONDAY 27 MARCH 2023, College Green  
4.30pm – 6.30pm**

**Present:** Peter Rilett, Chair of the Corporation (CotC)  
Steve Bennett, Vice Chair (VC-SB)  
Richard Gaunt, Vice Chair (VC-RG)  
Dan Amin  
Tony Antonius  
Judi Harper  
Andr

**In Attendance:**

**4.2** Summary Report of Actions from the 16 March 2023 Strategy Day were NOTED. Further discussions would take place with the Founder of Talent Architects.

DP&CE reported on the numbers of 'ghost' enrolments (rolled over) at the start of the academic year, which had affected the data. After adjusting for this, rates were aligned with the sector average. The VP C&Q reported that improved processes and support were in place in relation to enrolments for 2023-24.

**6.2**

**6.3**

	<p>knowledge and information would be needed to prepare learners for changes and developments in industry and technology, upskilling learners within the current frameworks. Governors noted the key milestones and asked about identified gaps in provision and whether other providers were meeting those needs. It was noted that ESOL was an area where demand was high. Transport was noted as a key factor for students across Bristol.</p>
<b>9</b>	<p><b><u>ACCOUNTABILITY AGREEMENT;</u></b></p> <ul style="list-style-type: none"> <li>• <b>TO CONSIDER THE INITIAL OUTLINE.</b></li> <li>• <b>TO AGREE A MEANS TO SEEK APPROVAL FOR THE ACCOUNTABILITY AGREEMENT FOR SUBMISSION BY 31 MAY 2023.</b></li> </ul>
<b>9.1</b>	<p>The Governors thanked VP CS&amp;ER for her work on the draft Accountability Agreement which required approval by the Corporation Board prior to submission on 31 May 2023 and would then be published on the college website.</p>
<b>9.2</b>	<p>Governors asked that the Accountability Agreement be circulated in advance for comment and the Board delegated final approval to the Chair and Vice Chairs. <b>ACTION: VP CS&amp;ER/ Clerk</b></p>
<b>10</b>	<p><b><u>CURRICULUM &amp; QUALITY COMMITTEE REPORT</u></b></p>
<b>10.1</b>	<p>The Minutes of the meeting held on 1 March 2023 were confirmed as an accurate record and APPROVED.</p>
<b>10.2</b>	<p>The Chair of the Committee reported on an excellent meeting. He welcomed Governor input in upcoming discussions and reported that the terms of reference and papers format were items to be reviewed.</p>
<b>10.3</b>	<p>He reported on the need for clear articulation of the views of students, staff and stakeholders and flagged the need for a focus on Higher Education in future meetings.</p>
<b>11</b>	<p><b><u>BUSINESS SERVICES COMMITTEE REPORT</u></b></p>
<b>11.1</b>	<p>The Minutes of the meeting held on 6 March 2023</p>
<b>11.2</b>	
<b>11.3</b>	
<b>11.4</b>	
<b>11.5</b>	

<b>12</b>	<b><u>AUDIT COMMITTEE REPORT</u></b>
<b>12.1</b>	The Minutes of the meeting held on 14 March 2023 were APPROVED. It was noted that the ESG/Sustainability internal audit had been recommended to be postponed to 2023/24 and be replaced with a Health and Safety Audit. This was APPROVED.
<b>12.2</b>	The Board APPROVED the re-appointment of Haines Watts as External Auditors for 2022/23 and noted the action being taken on KPIs.
<b>13</b>	<b><u>FINANCIAL POSITION AND MANAGEMENT ACCOUNTS</u></b>
	<ul style="list-style-type: none"> <li>• Cover paper - Management Accounts</li> <li>• Management Accounts P7 Commentary</li> <li>• CoBC P7 Management Accounts</li> <li>• PIB P7 Management Accounts</li> <li>• SWAC Management Accounts P6 22-23</li> </ul>
<b>13.1</b>	The Governors received an update and overview from DP&CE together with papers (noted above) for information and monitoring. The DP&CE reported that the latest forecast was broadly in line with the overall financial position. Key headlines were flagged including covenant compliance and forecast cash balance. It was noted that the cash flow forecast for 23/24 had been updated to reflect the equalisation of the ESFA payments. It was agreed to keep under review the opportunities the ONS reclassification might present.
<b>13.2</b>	It was noted that there were emerging cost pressures for 2023/24 which were being considered in relation to the curriculum planning and budgeting process. Recruitment to 16-18 study programmes was positive but energy costs, pay and staff recruitment continued to be a challenge.
<b>13.3</b>	Governors asked about overdue debts and suggested that debt over 1 year old be separated out.
<b>14</b>	<b><u>USE OF THE CORPORATION SEAL</u></b>
<b>14.1</b>	<b>14 BOARD (2023 MAR 27) COVER PAPER - COLLEGE SEAL</b>  Resolution: The Board APPROVED the use of the College Seal on the deed of easement in relation to land to the rear of the AEC. <b>ACTION: DP&amp;CEO/CLERK</b>
<b>15</b>	<b><u>GOVERNANCE</u></b>
<b>15.1</b>	<b>DRAFT CORPORATION MEETING DATES 2023/24</b> Document received for information – Governors were asked to raise any feedback concerning dates and times, with the Interim Clerk or Corporate Services Officer.
<b>15.2</b>	The Corporation Board APPROVED the appointment of Neil Dimes as an External Governor for a four year period. Neil to be a member of the Audit Committee and Shawn Smith to transfer to Business Services Committee.
<b>16</b>	<b>CONFIDENTIAL BUSINESS</b> Confidential Minute
	<b>The meeting closed at 6.40pm</b>

Signed as a correct record on 17 July 2023

A handwritten signature in blue ink, appearing to be 'P. New'.

..... (Chair)