

MINUTES OF THE MEETING OF THE CORPORATION
HELD ON 14 December 2020, BY VIDEO CONFERENCING,
6:00pm-8.00 pm

Corporation Members Andrea Arlidge
 Lis Anderson
 Tony Antonius
 Steve Bennett
 Stephen Boardman
 Geoff Channon
 Andy Forbes (Principal & Chief Executive)
 Richard Gaunt
 Keith Hutton
 Emma Richer (until item 17)
 Peter Rilett
 Zoe Taylor
 Martisse Thompson (until item 8)

Also in Attendance Richard Harris, Deputy Principal & Chief Executive
 Paul James, Director of Curriculum
 Jim Richardson, Director of HR&OD
 Joanne Ward, Clerk to the Corporation

Sandra Gordon, Observer, until item 16

Jon Brown, KPMG, until item 7

1 APOLOGIES FOR ABSENCE

- 1.1 The following absences were noted: Dan Howarth and Max Campbell-Jones.
1.2 The Chair welcomed Sandra Gordon to the meeting as an observer.
1.3 The Chair welcomed Paul James, Director of Curriculum, to his first meeting.
1.4 Governors 1 2 7 (' W K D W ' D Q + R Z D U W K ¶ V H [W H Q G H G W Hasked R I that their thanks be recorded to Dan for his time on the Corporation and for chairing the Audit Committee.

4a 4.1	<u>MATTERS ARISING FROM THE MINUTES</u> Governors NOTED the Summary Report of Actions which were confirmed as complete and discussed under relevant agenda items.
5 a 5.1	<u>AUDIT 2019-20</u> Annual Report of the Audit Committee for 2019/20 The Chair of Audit Committee outlined the report and highlighted the following: - The revised membership of the Committee

- The internal audit reports received by the Committee in-year and management responses to actions.
- The Internal Audit Opinion for 2019/20 which was the second highest level of opinion in line with other colleges in the sector.
- The requirement for the Corporation to receive the report ahead of the signing of the accounts.

5.2 Governors RECEIVED and NOTED the Annual Report of the Audit Committee for 2019/20.

b Financial Statements Audit Management Letter for the year ending 31 July 2020 **(KPMG**

5.3 KPMG confirmed that they had reported to the Audit Committee at the December 2020 meeting. The College was considered to be in a stronger position financially than in the previous year, with improved cash flow. D Q G μ D G H T X D W H K H D G U R R P a|| . 3 colleges were awaiting a response from the ESFA regarding waivers. A clean audit would follow upon receipt of the waiver.

5.4 Governors RECEIVED and NOTED the Financial Statements Audit management letter for the year ending 31 July 2020.

c Letter of Representation for the year ending 31 July 2020 **-Financial Statements Audit and Regularity Audit**

5.5 KPMG confirmed that there is nothing specific to CoBC and nothing substantially new this year in the letter of representation.

5.6 Governors APPROVED the letter of representation

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6.3 Governors APPROVED the Annual Report & Accounts for the dormant company SBLN.

6.4 Governors AGREED that the SBLN

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<p>8b</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p><u>C&Q – PRIORITY AREAS FOR ACTION</u></p> <p>The Director of Curriculum provided an overview of Ofsted monitoring visits and the need to clearly demonstrate progress against the themes and the impact on learners in-year. Quality improvement was discussed alongside data requirements, internal progression, functional skills and the need to make improvements at pace.</p> <p>Governors reflected on their learning walks in light of the discussion. Learning walks were further discussed under item 13.</p> <p>Governors thanked the Director of Curriculum for the update.</p>
<p>9</p> <p>9.1</p>	<p><u>STUDENT GOVERNORS REPORT</u></p> <p>Due to IT access, the student governor, Martisse Thompson, was unable to provide her report verbally. A written report was circulated to governors immediately following the meeting which highlighted:</p> <ul style="list-style-type: none"> - The positive G L V F X V V L R Q D U R X Q G W K H & R O O H J H ¶ V V X S S further communications sent to students to help them access services - Further feedback on student experiences of online learning focusing on an item from the previous meeting around use of video cameras - Request from A Level students for additional, socially distanced, recreational space <p>ACTION: Clerk to follow up on items for response and circulate to governors.</p>
<p>10</p> <p>10.1</p> <p>10.2</p>	<p><u>BUSINESS SERVICES COMMITTEE REPORT</u></p> <p>The Chair of Business Services provided a verbal update covering key items of discussion from the last meeting (8 October 2020) highlighting the very positive enrolment position and impact on the budget for future years. The positive actions in response to the HR tribal report were noted. This item was further discussed under item 17.</p> <p><u>COMMERCIAL IN CONFIDENCE:</u></p> <p>7 K L V L W H P L V U H F R U G H G D V D F R Q I L G H Q W L D O P L Q X W H</p>

11	<u>LATEST MONTHLY MANAGEMENT ACCOUNTS</u> CONFIDENTIAL UNTIL PUBLICATION OF THE ANNUAL REPOR 7 & ACCOUNTS FOR 2020/21
GOVERNANCE:	
12 12.1 12.2	<u>CORPORATION REVIEW OF OWN PERFORMANCE FOR 2019/20</u> 7KH & OHUN FRQILUPHG WKDW DQ DGGLWLRQDO UHYLHZ ongoing pandemic had been added to the document as requested at the Main Board Meeting of 22 October 2020. Governors NOTED the document and the action plan.
13 13.1	<u>GOVERNOR LINK SCHEME & LEARNING WALKS</u> The Clerk outlined the paper which contained the governor link activity which had taken place to date. It was highlighted that almost all governors had now had at least one discussion with their CoBC link and a number of learning walks had taken place; all virtual at the current time. ACTION: Clerk to review feedback from activity and provide a report to governors and the Executive next term.
POLICIES & REPORTS (recommended for approval by relevant committees)	
14 14.1 14.2	<u>ANNUAL EQUALITY & DIVERSITY REPORTING</u> The P&CE outlined the new approach to E&D reporting including College activity in relation to Black Lives Matter. It was confirmed that C&Q Committee had reviewed the student data and BS Committee had reviewed the staff data including the gender pay gap reporting. Governors APPROVED the E&D data required to be published. ACTION: DoHR & Head of Quality to review and publish required data in relation to staff / students.
15 15.1	<u>HE SELF-ASSESSMENT DOCUMENT (SED)</u> Governors APPROVED the SED following a recommendation to APPROVE from the

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Joanne Ward
Clerk to the Corporation

Signed as a correct U H F R U G R Q « « « « « « « « « « « ' D W H

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