

**Minutes of the meeting of the Board of Governors held on Tuesday 16 June 2020 at
4.00pm (virtual meeting)**

Present: Simon Perryman (Chair)
 Nick Bowen (Vice Chair)
 Helen Jaggard (Vice Chair)
 Chelle Charlesworth (Staff Governor)
 Peter Clarkson (Staff Governor)
 Kay Dickinson (Governor)
 Yiannis Koursis (Principal and CEO)
 Conor Moss (Governor)
 David Shepherd (Governor)
 Simon Taylor (Governor)

In attendance: Heather Jackson (Director of Governance and Clerk to the Board)
 Tony Johnson (Vice Principal – Corporate Services)
 Liz Leek (Vice Principal – Curriculum and Culture)
 Laila Lawton (Vice Principal – Finance)
 Ben Owen (Deputy Principal Development)
 Toni Rhodes (Vice Principal Quality and Access to Learning)
 Ian French (Vice Principal Funding, Data and Compliance)

PART I – For Publication

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PROCEDURAL MATTERS	
B20/057	Agenda Item No. 1: Quorum The meeting was quorate.
B20/058	Agenda Item No. 2: Apologies for Absence Apologies were received from David Akeroyd, Suki Rai, Daniel Lea and Alexander Newton.
B20/059	Agenda Item No. 3 - Declaration of Interests There were no declarations of interest.

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B20/060	<p>Agenda Item No. 4: Minutes of the Chairs meeting held on 9 June 2020</p> <p>The Minutes were noted as a correct record.</p>
B20/061	<p>Agenda Item No. 5: New Board members and SLT member.</p> <p>The Chair welcomed new Board members, Marie Lang and Tracey Johnson along with the Ian French who joined the College as Vice Principal, Funding and Performance.</p>
B20/062	<p>Agenda Item No. 6: Appointment of new governors.</p> <p>The Clerk noted that Helen Weatherston -Head of Business Development, was nominated as the new Staff Governor. She will join the Board in July when Peter Clarkson's term of office comes to an end.</p> <p>It was RESOLVED to approve the appointment of Helen Charlesworth.</p>
B20/063	<p>Agenda Item No. 7: Principal's Update</p> <p>The Principal thanked Governors for their good wishes regarding the recent AoC Beacon Award for Mental Health and Wellbeing. Governors noted that this would be an increasingly important issue in the coming months.</p> <p>The Principal informed governors that the Minister for Apprenticeships and Skills was attending the College on Thursday for a virtual meeting to discuss online learning, T-Levels and meet with students. It was noted that the FE Commissioner had written to all colleges informing them that their visits would recommence.</p> <p>The Principal also noted that they had been approached by the Ministry for Housing, Communities and Local Government asking the College to submit any projects that would support economic regeneration and the local community. Governors agreed that projects for the redevelopment of Sci-Tech basement and Fleets were priority areas for development. Projects will be submitted via the LEP and it was agreed that an update would be provided at the next meeting.</p> <p>The Principal discussed the College Collaboration Fund and the potential benefits of working with other Colleges. It was agreed that a collaboration with a college that could provide the opportunity to learn or to develop</p>

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	<p>staff would be appropriate. The deadline for submissions was the end of June and the Principal agreed to provide an update for the Board at the next meeting.</p> <p>The Principal updated the governors on Phase A of the College reopening. The College has opened its buildings -Old Mill Lane to start with-for a small number of students from Monday 15 June and it had been very well organised. The Principal noted that he went into College and he was very proud of the work of colleagues in ensuring the successful opening in a measured and safe manner.</p> <p>The VP Corporate Services noted that the reopening risk register had been circulated to governors on 1 June 2020 and discussed with unions and staff via the Joint Consultative Committee. The document had also been circulated to staff. It was noted that the consultation process would continue, and discussions were currently underway with Heads of Department to identify specific requirements and plans. It was noted that approaches vary by curriculum area. All staff and visitors to the College must now view a new online induction on processes and procedures for returning. An all staff questionnaire will also be issued to help identify and address any other issues. So far only Old Mill Lane has reopened and plans for the other buildings were being developed.</p> <p>The Vice Principal Curriculum and Culture updated governors on changes that would help embed good practice. Students were being escorted during their visits, one-way systems had been implemented and a locally based duty manager was available on site. Any staff who wanted access to a College building had to receive permission from the VP Curriculum and Culture or the VP Corporate Services. 7 students had attended on Monday and the numbers were being kept as low as possible. All students had been offered coach transport, but most had made their own arrangements. It was noted that as the government guidance changes, arrangements would be scaled up or down to accommodate them.</p> <p>The VP Curriculum and Culture updated the governors on arrangements for students entitled to free meals. Current guidance means that the college cannot use learner support funds for this purpose but this may change. Tutorial Team Leaders know that payments can be made through the hardship fund and that they can refer students onto food banks.</p> <p>The VP Curriculum and Culture drew the governor's attention to the College website and the statement regarding Black Lives Matter. Sessions would be run at the forthcoming staff development week including supporting language frameworks and governors noted that it was important that they showed leadership on how this is embedded into College work and governor responsibilities. It was noted that there was an</p>

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	<p>Equality and Diversity Training programme available to staff and governors.</p> <p>It was RESOLVED to note Principal's update and actions on the College Collaboration Fund and regeneration projects.</p>
B20/064	<p>Agenda Item 8: Board Model</p> <p>The Principal presented the proposed Board Model for 2020 -21. It was noted that following the governance review the structure of board and committee meetings had changed and it had been agreed that this would be reviewed regularly to ensure that it continued to meet the regularity requirements and responsibilities of the Corporation. In addition to formal Board meetings a series of creative sessions and deep dives had been introduced to enable governors to spend more time looking at key issues or developments.</p> <p>It was noted that the current model did not allow time to cover all the agenda in sufficient detail and provide governors with appropriate levels of assurance. It was therefore proposed that an additional two formal meetings be inserted into the Board calendar replacing two creative sessions.</p> <p>The Chair noted his support for the proposal and asked governors for their views.</p> <p>There was some discussion on the advantages and disadvantages of virtual meetings particularly around participation and engagement, but it was also noted that virtual meetings also provided more flexibility. Governors noted that the virtual meeting format was preferable as it allowed them more flexibility around their work commitments although it was agreed that some element of face to face meeting added value.</p> <p>Governors discussed the time commitments of the role and the need to ensure that they were able to give sufficient time to carry out the role both formally through the meeting schedule and informally through other college events.</p> <p>Governors noted the importance of retaining the link visits and the Clerk agreed to ensure that these were scheduled for the next year.</p> <p>Governors agreed that a mixed model of virtual and face to face meetings would be preferable and if possible that the new meetings should be prioritised as virtual meetings. It was also agreed that meetings should last no more than 2 hours although it was noted that some governors had</p>

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	<p>participated in a range of virtual meetings and events that had used the technology well and had managed concentration levels and engagement. It was agreed that the Clerk would look for examples of best practice to help support meeting management and administration.</p> <p>Governors agreed that it was important to retain the deep dives and creative sessions as they allowed more detailed examination of key issues.</p> <p>The Clerk and Principal noted that the proposed agenda's for the coming year had been reviewed to ensure that they focused on items that needed approval or discussion with the Board and that this would continue to be reviewed during the year using technology where appropriate to support the delivery of information.</p> <p>Governors noted that regularity could aide efficiency and a more focused topic-based agenda could aid the process.</p> <p>It was noted that the engagement between Board and SLT had improved in the last 18 months and it was important to give sufficient time to meetings to ensure that the role of governor was carried out properly.</p> <p>Work would continue on developing reports to ensure that they were concise and mapped clearly to the assurance-based model of governance.</p> <p>It was RESOLVED to approve the new Board model and schedule of meetings adding an additional two formal Board meetings in November and January</p> <p>It was RESOLVED to continue with the Deep Dive meetings. The Clerk would contact governors to check their availability for next year's Deep Dive meetings and topics would be agreed in the new academic year.</p> <p>It was RESOLVED to continue with the Creative sessions with topics agreed in the new academic year.</p> <p>It was RESOLVED to schedule statutory and curriculum visits for the new academic year.</p> <p>It was RESOLVED to continue Board meetings in a mixture of virtual and face to face meetings. Governors would be able to attend face to face meetings virtually if required.</p>
B20/065	Date and Time of the next meeting:



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	Tuesday 14 July 2020

The meeting closed at 5:40

Signed (Chair): **Dated:**