

**Corporation Board Agenda**  
**Thursday 5<sup>th</sup> July 2018 at 8.30 am**  
**Meeting Room, University Centre Farnborough**

<b>Item</b>	<b>Report</b>	<b>Appendix</b>	<b>Lead</b>	<b>For</b>
<b>Procedural Matters</b>				
5.1	Opening of Meeting and Apologies for Absence	Verbal	Chair	Information
5.2	Declarations of direct or indirect interests in any of the agenda items	Verbal	Chair	Information
5.3	Minutes of the last Corporation Board meeting held 29 <sup>th</sup> March 2018		Chair	
	a. Part 1 – for general public	5.3a		Decision
	b. Part 2 – confidential Section A	5.3b		Decision
5.4	Matters arising from the minutes	Verbal	Chair	Information
<b>Standing Items</b>				
5.5	Principal's Report	5.5	VB	Discussion
5.6	Student Governors' Report	5.6	HP/AY	Discussion
<b>Recommendations from Search Committee</b>				
5.7	a. Code of Conduct for Corporation Members	5.7a	RR	Approval
	b. Instrument of Government Revision	5.7b		Approval
	c. Corporation Board Meetings Schedule 2018/19	5.7c		Decision
<b>Recommendations from Curriculum &amp; Standards Committee</b>				
5.8	a. English and Maths Update	5.8a	JH	Information
<b>Recommendations from Audit Committee</b>				
5.9	a. GDPR Report	5.9a	DH	Information
	b. Internal Audit Services Reports –May 2018	5.9b		Approval
	c. External Auditors 2017/18 Accounts Audit Plan	5.9c		Approval
	d. Risk Management Policy	5.9d		Approval
	e. Risk Register – update	5.9e		Information
	f. Anti-Bribery Policy	5.9f		Approval
<b>Recommendations from Finance &amp; General Purposes Committee</b>				
5.10	a. Termly Financial Summary	5.10a	BE	Information
	b. Budget 2018/2019 and Forecast 2019/20	5.10b		Approval
	c. Capital Expenditure	5.10c		Approval
	d. Treasury Management Policy	5.10d		Approval
	e. Annual Fees Policy	5.10e		Approval
	f. Appointment of Architects	5.10f		Approval

## Board Reading Pack

Items for information, not sent as a paper copy but collated into an electronic document and to be taken as read unless Governors have questions to raise.

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5.11	<ul style="list-style-type: none"><li>• Register of Interest</li><li>• Search Part 1 minutes 14<sup>th</sup> June 2018</li><li>• C&amp;S minutes 14<sup>th</sup> June 2018 – Part 1 and confidential Part 2</li><li>• Audit Part 1 minutes 14<sup>th</sup> June 2018</li><li>• F&amp;GP minutes 19<sup>th</sup> June 2018 – Part 1 and Part 2 Section A</li><li>• Remuneration Part 1 minutes 19<sup>th</sup> June 2018</li><li>• Safeguarding Report</li><li>• Record of Chair's Action and Action taken by the Board via email</li></ul>		Chair	All for information
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## Other business

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5.12	Any other business	Verbal	Chair	
5.13	Thursday 27 <sup>th</sup> September 2018 at 8am	Verbal	Chair	

*STAFF, STUDENT GOVERNORS, SMT TO LEAVE THE MEETING*

## Confidential minutes for approval with restricted circulation

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5.14	Confidential Part 2 minutes of the Corporation Board meeting held 29 <sup>th</sup> March 2018	5.14	Chair	Decision
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## Confidential Reading Pack - External Governors & Principal

Items for information, not sent as a paper copy but collated into an electronic document and to be taken as read unless External Governors have questions to raise.

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5.15	<ul style="list-style-type: none"><li>• Search Part 2 minutes 14<sup>th</sup> June 2018</li><li>• Audit Part 2 minutes 14<sup>th</sup> June 2018</li><li>• F&amp;GP Part 2 Section B minutes 19<sup>th</sup> June 2018</li><li>• Remuneration Part 2 minutes 19<sup>th</sup> June 2018</li></ul>		Chair	Information
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## Confidential item

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5.16		Verbal	Principal	Information
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**Farnborough College of Technology**

**Corporation Board**

Minutes of meeting held on Thursday 5<sup>th</sup> July 2018

Present:

Professor M Earwicker –Chair of Corporation  
Mrs S Chapman  
Mrs G Christie  
Mr N Crippa  
Mr B Edwards  
Mrs R Etebar  
Mr J Francis  
Mr D Hewitt  
Mrs P Hinchliffe - *until end item 5.13*  
Ms J Houzer  
Mr H Malins  
Ms W Megeney  
Ms H Poole- *until end item 5.13*  
Mr R Rendel  
Mr A Smith– *until end of item 5.10b*  
Mr A Young - *until end item 5.13*  
Ms V Barrett – Principal

In Attendance:

Dr F Oduneye – Associate Governor  
Mr J Grindell – Financial Consultant - *until end item 5.13*  
Mr L Magee – Vice Principal, Curriculum & Safeguarding - *until end item 5.13*  
Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

*The meeting opened at 8.37am*

**5.1/17.18 Opening of meeting and apologies for absence**

The Chair welcomed Mr Grindell, Financial Consultant, to the meeting and explained he was covering the workload of the Director of Finance & Resources who was on sick leave. Mr Magee was congratulated on his recent appointment as Vice Principal, Curriculum & Safeguarding. Apologies were received and accepted from Mr Graham, Professor Yeomans and Mr Cairns.

**5.2/17.18 Declarations of direct or indirect interests in any of the agenda items**

Mr Grindell as a Director of Fusion Project Management declared an interest in agenda item 5.10c.

**5.3/17.18 Minutes of the last Corporation Board meetings**

The following Corporation Board minutes were accepted as true and accurate records and signed by the Chair:

- a) 29<sup>th</sup> March 2018 Part 1
- b) 29<sup>th</sup> March 2018 Part 2 Section A confidential

**5.4/17.18 Matters arising from the minutes**

The Chair noted that under the part 1 minutes there was an action to receive a presentation from the Vice Principal on the individual curriculum areas and that this would be covered in the autumn.

**Action:** Vice Principal presentation on curriculum areas to be scheduled for autumn 2018.

### Merger Update

The Chair gave a short update to the Board regarding merger discussions which followed the conclusion of the Area Based Review (ABR) process. He explained that due to the confidential nature of these discussions only External Governors were made aware at the time but it was now appropriate to inform Staff and Student Governors.

Firstly, at the start of the year the College was approached by the ESFA and DfE and encouraged to submit an Expression of Interest to take part in a Structure and Prospects Appraisal conducted by Guildford College Group to choose a merger partner. Ultimately Guildford College's Corporation Board chose Activate Learning as their preferred merger partner. Then in the spring FCoT was again approached, this time to submit a proposal to Alton College to be considered as a potential merger partner. At the conclusion of the process Alton College's Corporation Board chose Havant & South Downs College as their preferred merger partner. FCoT wished both colleges well in their mergers but would now focus on growing independently as a standalone college. Developing a business case for each potential merger had taken significant time and resources and focus needed to return to maintaining the College's growth trajectory. Meanwhile the College continued to have a positive and supportive relationship with the University of Surrey.

*The remainder of this item was a confidential minute.*

### **5.5/17.18 Principal's Report**

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The Principal discussed national policy updates. The College was not successful in its bid for an Institute of Technology (IoT) which was disappointing. When the Principal sought feedback some of the reasons given were quite generic and seemed more appropriate to stage 2 rather than stage 1 of the process. For example it was cited that one of FCoT's three employer sponsors was an American company and thus had provided their company accounts in dollars and not sterling. There was also a query regarding the proposed governance model which would have linked the IoT to the Corporation Board. The IoT was a Government initiative but there was no reason why the College should not continue to work with the bid partners it had assembled for the IoT on a broad range of engineering projects. Aerospace represented an area of growth and challenge for the College. The recent news that Gulfstream had signed a 40 year lease to be based in Farnborough provided the possibility for an exciting partnership for the College to provide apprenticeships and training. Governors suggested that the College should offer a whole business approach to Gulfstream and discuss professional training such as HR, change management, leadership and for their non-engineering staff.

The Principal reminded the Board that the College had been successful in its bid to be part of the pilot of T-levels and would be offering 3 in 2020 in childcare, construction and digital. T-levels were a flagship Government initiative and were substantial technical study programmes encompassing 900 hours of study and a minimum of 45 days of work placement per year. Governors suggested that the College engage with employers as early as possible as there were too many competing demands on employers to provide work experience and apprenticeships and it was feared that T-levels might represent another significant burden. The Principal announced that an industry committee would be set up for each T-level to work with employers. The Chair observed that as a small college FCoT could not participate in every new Government initiative and the Board would be watching closely to see how employers engaged with the new T-levels and their likely success.

Pay negotiations continued to be a source of tension in the sector with unions recommending a 5% award to the AoC which it was unlikely to accept. It was noted that a sector-leading pay agreement of 6% over 3 years had been agreed at Sandwell College.

The College had hosted another successful Family Fun Day in June which was attended by the Mayor and now firmly established in Rushmoor's calendar. An inaugural long service dinner was held for staff who had worked at the College for 20 years or more.

The Board discussed the KPIs in the Principal's Report including the whole College predicted course achievements. One area of concern was highlighted and additional staff had been recruited in support and the predicted course achievement was the worst case scenario. Governors enquired as to the industry average for staff turnover and the Principal reported that FCoT was below the sector average but she would provide the figure after the meeting.

**Action:** Principal to circulate staff turnover sector average by email.

The Principal drew attention to the issue of mental health awareness advising that the College sought to do all it could to support its students. The College had been praised for its excellent wrap around student care during its Matrix quality standard accreditation and had recruited a mental health first aider starting September.

Within the PR coverage included in the Principal's Report Governors noted the extraordinary success of the Catering department's participation in a range of competitions.

### **5.6/17.18 Student Governors' Report**

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The HE Student Governor outlined a number of events which had taken place including a Dreamworks counselling workshop which had been held at the request of Level 4 counselling students. Four media production students won a Kodak student award for best script and photography students would be exhibiting their work at the Mernier Gallery in London in July. The HE Student Governor had participated with 2 HE and 3 FE students in a student panel as part of the recruitment process for the Vice Principal. She had enjoyed the experience and reported that the students asked demanding questions. The Chair of Corporation commended the feedback that the Governors and Principal had received from the student panel and the mature way in which they had conducted themselves.

The FE Student Governor reported on a Health and Social Care and Early Years employer fair, participation in the Family Fun Day by Computing and IT students, and work experience with Rushmoor Borough Council amongst other activities.

Both Student Governors were thanked for the excellent quality of their reports and their representation of the student body throughout the year, and received a letter of commendation from the Board.

### **Search Committee papers**

Mr Rendel thanked the Clerk for the work undertaken to improve the diversity of the Corporation Board.

### **5.7a/17.18 Code of Conduct for Corporation Members**

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Search Committee recommended adopting the format of the Code of Conduct published by Eversheds Sutherland.

The Board approved the revised Code of Conduct for Corporation Members.

### **5.7b/17.18 Instrument of Government Revision**

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Mr Rendel drew attention to the new charity trustee disqualification rules and the recommendation from Search Committee to amend the Instrument of Government accordingly.

The Board approved the Instrument of Government revisions.

### **5.7c/17.18 Corporation Board Meetings Schedule 2018/19**

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A draft schedule of meetings was discussed, noting that the results of a recent doodle poll regarding Governors' preferred meeting times indicated a strong preference for early morning starts. It was agreed that the autumn Search and Curriculum & Standards Committee meetings would be brought forward by a day. The Clerk agreed to circulate the revised schedule.

The Board approved the Meetings Schedule 2018/19.

## **Curriculum & Standards Committee papers**

### **5.8a/17.18 English & Maths Update**

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Ms Houzer discussed the new approaches to English and Maths which were starting to yield results in English and encouraging signs in Maths. A realistic and pragmatic approach to GCSE Maths was being adopted of not teaching the whole Maths syllabus but instead focusing on improvements to areas of weakness in order to get students to a C grade equivalent. English and Maths facilities had been included in the Property Strategy and the Board acknowledged that improvements in outcomes was a long term strategy requiring a new culture, a new approach and new investment. To highlight the importance of these subjects Ms Houzer noted that in the Principal's report the whole College predicted achievement rate was 90% without English and Maths but once they were included this dropped to 75%.

The Principal commented that the forthcoming F&GP paper 5.10c contained the plans for the FE Careers College and this would feature at its front and centre delivery provision for English and Maths within that facility. It was hoped that the Head of English Tyra Bashir would give a presentation to the Board in the autumn on the progress made in English and Maths. The Principal thanked Mrs Nolan, Assistant Principal, for her work since term 2 in supporting the English and Maths teams.

Governors requested a simplified presentation of the data in the report in future, perhaps making use of tables to aid clarity, in what was a complex but vitally important area for the Board.

#### **Action:**

- Presentation on English and Maths to be scheduled in the autumn
- Simplified presentation of English and Maths Board papers in the future

## **Audit Committee papers**

Mr Hewitt noted that the Audit Committee had welcomed Mrs Chapman and Mr Francis to their first meeting and that he was pleased with the balance of skills and experience in the Committee's membership. Due to a change in the Audit Code of Practice Staff Governors could no longer serve on Audit Committee and he recorded Audit Committee's thanks to Mr Graham and Mrs Hinchliffe for their contributions.

### **5.9a/17.18 GDPR Report**

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Mr Hewitt observed that Audit Committee was reassured to receive the GDPR report which set out the professional way in which the College was complying with the new regulations. Governors requested that mention of the lawful basis for special category data be included.

### **5.9b/17.18 Internal Audit Services Reports – May 2018**

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The Board received four positive reports covering Teaching Staff Utilisation, Key Financial Controls, Governance and follow up on previously agreed actions. Governors discussed the findings of the Teaching Staff Utilisation report noting some differences across programme areas. There was a short discussion on the balance between teaching hours and pastoral care and the Principal reminded the Board of the appointment of the mental health First Aider and the need for teaching staff to refer students to the counselling team where appropriate. The Governance report focussed on Curriculum & Standards Committee and in particular its monitoring of curriculum risks and the Board was pleased to note the positive findings of this report which resulted in only 3 low priority management actions regarding best practice.

The Board approved the Internal Audit Services Reports.

Mr Hewitt reminded the Board that it would normally receive at this meeting a draft copy of the Strategic Internal Audit Plan for the forthcoming year for consideration. A first draft had been considered by Audit Committee which was based upon a proposed return to the provision of an internal audit opinion by RSM. However, the draft required amendment as Audit Committee did not feel that it sufficiently addressed the College's strategic risks. A new version

of the draft plan would therefore be considered at the autumn Audit Committee and be brought to the Board in December.

**Action:** Strategic Internal Audit Plan to be considered by Audit Committee in November and the Board in December 2018.

#### **5.9c/17.18 External Auditors 2017/18 Accounts Audit Plan**

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The Plan proposed a similar approach to the previous year's audit which had operated successfully.

The Board approved the External Auditors 2017/18 Accounts Audit Plan.

Governors enquired when the external and internal audit contracts were scheduled for tender and noted that this would take place during the 2018/19 year.

#### **5.9d/17.18 Risk Management Policy**

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The policy was discussed with concerns raised that the ownership and management of risks could be clearer. The Board owns risks but does not manage them. Within that Board ownership it needed to be stated that three Committees have responsibility for monitoring risks. SMT manage risks and the Board oversees their management of risks.

It was agreed that Mr Grindell and Mr Hewitt would agree a revised wording for the policy which would clarify management, ownership and monitoring of risk. Subject to those amendments the policy was approved.

**Action:** Amended policy wording to be agreed by Mr Grindell and Mr Hewitt.

The Board approved the amended Risk Management Policy.

#### **5.9e/17.18 Risk Register - Update**

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Mr Hewitt acknowledged the extensive work which had gone into revising the risk register to create a more dynamic and informative scoring system. An observation made by a Governor at a previous meeting that control actions tended to reduce likelihood rather than impact had been noted and addressed. New columns to show Governor oversight and independent assurance had been added as well as termly progress against the risk management action plan. Amendments to individual risks suggested by Curriculum & Standards and Audit Committee had been included. It was noted that the preference for purchasing a generator to mitigate the risk identified in risk 22 (loss of power) had not yet been included but would be included in the term 3 actions.

The Board noted that after controls/mitigation had been applied no red risks remained. After consideration the Board agreed that it was content that this showed that the controls and mitigating actions were working.

The format of the register was praised although it was agreed that an executive summary would be helpful in the future.

**Action:** Executive summary to be included in future Risk Register papers to the Board.

#### **5.9f/17.18 Anti-Bribery Policy**

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The Board considered the policy and agreed its approval.

The Board approved the Anti-Bribery Policy.

#### **F&GP Committee papers**

#### **5.10a/17.18 Termly Financial Summary**

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Mr Grindell presented an executive summary of the College's financial position as at the end of May 2018. The forecast for income showed a favourable variance of £86k against the budget, the overall balance sheet was very healthy and the College's financial health was graded as 'outstanding'.

Governors queried whether the savings in staff costs would be offset by increased agency costs but Mr Grindell reported that such costs had already been included in the figures. Governors questioned whether the projected increase in course costs against budget was driven by an increase in the volume of courses and examinations and Mr Grindell agreed to check this and report back. Governors observed that it would be useful to be able to see the different streams of business in the Termly Summary and the Principal reported that this information was shared with SMT and thus could be included in future Board reports.

**Action:**

- Mr Grindell to report on reason for increase in course costs against budget
- Income streams to be included in future Termly Summaries

**5.10b/17.18 Budget 2018/19 and Forecast 2019/20**

Mr Grindell introduced the draft budget highlighting that the proposed income budget of £16.7m for 2018/19 compared with a projection of £16.6m in the Transformation Strategy. This represented a growth of 7.5% compared to the 2017/18 forecast and would be achieved predominantly through a growth in apprenticeships but also additional high needs funding and funding to build capacity for work placements. The budget for salary costs represented a significant efficiency gain compared to previous years with the staff costs ratio falling from 67.1% in 2017/18 to 64.7% in 2018/19. This was as a result of additional income streams to support existing resource, staff vacancies not being replaced and an increased focus on curriculum resource planning. Staffing levels would be closely monitored to ensure they were sufficient to support curriculum delivery and the increases in income. The most significant risks to achieving the budget were not achieving the income targets or realising the staffing efficiency gains and to help manage these risks a £300k contingency had been included in the budget.

Governors enquired whether the staff costs budget included ongoing vacancies and Mr Grindell replied that it assumed a full complement of staff. This was one reason why actual staff costs tended to come in lower than the budget. Governors observed that if the 3.5% of staff costs that FCoT did not contract out (unlike most of the sector) were removed then the staff costs ratio would fall to around 61.2% which seemed very low. Therefore was there any danger that the College might be understaffed? The Principal explained that teaching staff had not been reduced but there had been changes to the senior management team and a reduction in the number of Programme Managers.

Governors asked whether the budget included sufficient money to achieve all that the Principal wanted including adequate investment in English and Maths. The Principal answered that during the budget planning process the budget had been extensively checked and was a realistic budget to deliver the growth set out in the Transformation Strategy. The inclusion of a contingency would act as a buffer for anything unexpected that might occur in year.

The forecast for 2019/20 projected strong cash reserves, dipping slightly in 2019 but rising again in 2020. This took account of Property Strategy spend. Governors considered whether with its ongoing substantial cash reserves the College was investing enough to seed growth and maintain its outstanding quality. This was a recurring discussion topic for the Board and one which Governors felt appropriate to periodically review. The College's purpose was to educate, not to generate cash reserves. But it was noted that projected surpluses over the next few years were very small and changes to Government policy and funding could be highly disruptive and destabilising to the finances of a smaller college. The Board had agreed to invest in the Property Strategy and would keep an open mind regarding other projects and invest wisely whilst being guided by its vision to 'help people gain skills and experience to be successful in life'. The Board would also be guided by consideration of the question 'are there things we could do to further improve the educational experience of our students?'

The current position regarding the possibility of LEP funding of the Property Strategy was raised with the Principal reporting there had been several discussions but no outcome as yet.

*The remainder of this item was a confidential minute.*

The Board approved the Budget 2018/2019 and Forecast 2019/20.

*Mr Smith left the meeting.*

### **5.10c/17.18 Capital Expenditure**

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The Board discussed the capital bids totalling £700k, the bulk of which were investment in IT to improve delivery and efficiency. For example one project was to trial student registration by swipe card and an electronic system for recording late attendance which would print a late slip which students would give to their lecturer.

*The next section was a confidential minute.*

The Board discussed the changing nature of the Property Strategy project which had initially been envisaged as one £15m project but now was evolving into a staggered series of investments across a longer term which would be impacted by LEP funding decisions. After discussion it was agreed that the Property Redevelopment Advisory Committee which had been set up to support the implementation of the Property Strategy would continue in that function as the Property Strategy remained one overarching project which required prioritisation of phasing and staggered investment. The Committee would meet termly to fulfil its purpose 'to provide guidance to the Corporation via reports to the Finance & General Purposes Committee regarding the development and implementation of the College's Property Strategy'. The Clerk agreed to circulate the minutes of the Committee's initial meeting to all members and to consult with the Committee's Chair regarding suitable dates for termly meetings through 2018/19.

The Board approved £700k department bids and £3.5m major capital investment.

#### **Action:**

- Clerk to circulate Property Redevelopment Advisory Committee minutes to members
- Clerk and Chair of Property Redevelopment Advisory Committee to agree 2018/19 meeting dates and circulate to members.

### **5.10d/17.18 Treasury Management Policy**

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Mr Grindell informed the Board that the F&GP Committee had discussed increasing the maximum amount to be held in any one institution but decided to retain the previous maximum of £5m. They did however propose removing the £3m cap on a single deposit and thus the policy had been revised.

The Board approved the updated Treasury Management Policy.

### **5.10e/17.18 Annual Fees Policy**

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Mr Grindell advised the Board that the F&GP Committee recommended approval of the policy, and that he would be checking the wording of the section regarding instalment payments to ensure compliance with the Consumer Credit Act.

The Board approved the Annual Fees Policy 2018/19.

### **5.10f/17.18 Appointment of Architects**

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Mrs Christie, Chair of the Property Redevelopment Advisory Committee, informed the Board that a small number of Governors had together with the Principal and Mr Markham of Fusion Project Management (Property Strategy Project Managers) met the previous week to interview architects for the Drone Academy project (part of the £3.5m capital investment approved under the previous item 5.10c). Prior to the interview Fusion had conducted a tender process which resulted in the shortlist of architects. The interview panel recommended the appointment of Bond Bryan who impressed with their innovative designs and whose tender price was the second most competitive of the four interviewed.

Fusion on behalf of the College also conducted tender processes for the appointment of Mechanical & Electrical Engineers and Structural Engineers and recommended the appointment of MG Partnership and The Hambleton Partnership respectively.

The Board approved the appointments for the Drone Academy project.

### **5.11/17.18 Board Reading Pack**

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The following papers were received by the Board in an electronic reading pack:

- Register of Interest
- Search Part 1 minutes 14<sup>th</sup> June 2018
- Curriculum & Standards minutes 14<sup>th</sup> June 2018 – Part 1 and confidential Part 2
- Audit Part 1 minutes 14<sup>th</sup> June 2018
- F&GP minutes 19<sup>th</sup> June 2018 – Part 1 and Part 2 Section A
- Remuneration Part 1 minutes 19<sup>th</sup> June 2018
- Safeguarding Report
- Record of Chair's Action and Action taken by the Board via email

Governors shared their feedback from the trial of the reading pack and the following points were noted:

- A mixed system with some papers distributed electronically and some in hard copy was not felt desirable as it disrupted the flow of business on the agenda (e.g. Committee minutes provide context for Committee papers) and some papers were felt to be less visible when issued electronically (e.g. the Safeguarding Report)
- The colour coded cover system for papers was agreed to be very useful and should be preserved even if papers were distributed electronically
- One Governor had successfully trialled receiving all papers electronically for the meeting and judged it had worked well although a hard copy of the agenda was useful to have in the meeting so that he didn't have to keep switching between screens to view the agenda and the papers
- It was useful when sharing papers electronically to either PDF into one complete file or upload each paper to a shared drive for Governors to download what they required
- A3 sized papers could be hard to read on a screen and might be better in hard copy.

The Board agreed to henceforth move to circulating papers electronically but with an opt out for Governors who preferred to receive hard copies. The Clerk would discuss best approaches with the Computer Services Manager and ask him to provide a short training session at the next Board meeting.

#### **Action:**

- Clerk to arrange Governor training from the Computer Services Manager
- Future Board papers to be circulated electronically (with an opt out for paper copies)

### **5.12/17.18 Any other business**

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The Chair thanked attendees for a very useful meeting and for their work over the year.

### **5.13/17.18 Date and time of next meeting**

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Thursday 20<sup>th</sup> September 2018 at 8.00am.

*Staff and Student Governors and SMT left the meeting.*

### **5.14/17.18 Confidential minutes for approval with restricted circulation**

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The Corporation Board Part 2 minutes of 29<sup>th</sup> March 2018 were accepted as a true and accurate record and signed by the Chair.

### **5.15/17.18 Confidential Reading Pack**

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The confidential minutes of the summer Committee meetings with a restricted circulation were received for information.

**5.16/17.18 Confidential Item**

*This item was recorded as a confidential minute.*

*The meeting closed at 12.12pm*

Minutes agreed as being a true and accurate record by the Chair.

Signed: .....

Dated: .....

**Summary of action points**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
5.4 Matters arising	Vice Principal presentation on curriculum areas to be scheduled for autumn 2018	Clerk/Vice Principal
5.5 Principal's Report	Principal to circulate staff turnover sector average by email	Principal
5.8a English and Maths Update	<ul style="list-style-type: none"> <li>• Presentation on English and Maths to be scheduled in the autumn</li> <li>• Simplified presentation of English and Maths Board papers in the future</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Principal</li> </ul>
5.9b Internal Audit Services Reports	Strategic Internal Audit Plan to be considered by Audit Committee in November and the Board in December 2018	Clerk
5.9d Risk Management Policy	Amended policy wording to be agreed by Mr Grindell and Mr Hewitt	Mr Grindell and Mr Hewitt
5.9e Risk Register	Executive summary to be included in future Risk Register papers to the Board	Director of Finance & Resources
5.10a Termly Financial Summary	<ul style="list-style-type: none"> <li>• Mr Grindell to report on reason for increase in course costs against budget</li> <li>• Income streams to be included in future Termly Summaries</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Grindell</li> <li>• Director of Finance &amp; Resources</li> </ul>
5.10c Capital Expenditure	<ul style="list-style-type: none"> <li>• Clerk to circulate Property Redevelopment Advisory Committee minutes to members</li> <li>• Clerk and Chair of Property Redevelopment Advisory Committee to agree 2018/19 meeting dates and circulate to members.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Clerk/Chair Property Committee</li> </ul>
5.11 Board Reading Pack	<ul style="list-style-type: none"> <li>• Clerk to arrange Governor training from the Computer Services Manager</li> <li>• Future Board papers to be circulated electronically (with an opt out for paper copies)</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Clerk</li> </ul>