

Item	Report	Appendix	Lead	For
Procedural Matters				
2.1	Opening of meeting and apologies for absence	Verbal	Chair	Information
2.2	Declarations of direct or indirect interests in any of the agenda items and Register of Interest	2.2	Chair	Information
2.3	Board re-appointment	2.3	Chair	Decision
2.4	Minutes of the previous Corporation Board meetings: 7 July Part 1; 3 October Part 2 (confidential to all)	2.4	Chair	Decision
2.5	Matters arising from the minutes	2.5	Chair	Information
Recommendations from Audit Committee				
2.6	<i>To include External Auditor attendance Audit Completion Report and Letters of Representation</i>	2.6	Chair	Approval
Strategic and Standing Items				
2.7	Principal's Report	2.7	Principal	Discussion
2.8	Student Governors' Report	2.8	SGs	Discussion
Recommendations from Curriculum & Standards Committee				
2.9	a. Terms of Reference	2.9a	JH	Approval
	b. FE Self Assessment Report	2.9b		Approval
	c. HE Annual Review Reports	2.9c		Information
	d. Termly Safeguarding Report	2.9d		Information
	e. Safeguarding Policy	2.9e		Approval
	f. Child Protection Policy	2.9f		Approval
	g. FE&HE Student Charters	2.9g		Approval
Recommendations from Search Committee				
2.10	a. Terms of Reference	2.10a	RE	Information
	b. Procedure for Election of Chair and Vice Chair of Corporation	2.10b		Approval
	c. Self Assessment 2021/22	2.10c		Information
	d. External Board Review	2.10d		Approval
	e. Attendance Review 2021/22 & Attendance Target 2022/23	2.10e		Approval
Recommendations from Audit Committee				
2.11	a. Terms of Reference	2.11a	SC	Information
	b. Internal Audit Annual Report for 2021/22	2.11b		Approval
	c. Regularity Self Assessment Questionnaire	2.11c		Approval

d. Audit Committee Annual Report for 2021/22 to Board and Principal	2.11d		Approval
e. Risk Register 2022/23	2.11e		Information
f. Internal and External Audit – Performance Review 2021/22	2.11f		Approval

Recommendations from Property Committee

2.12	a. Terms of Reference	2.12a	GC	Approval
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Recommendations from Finance & General Purposes Committee

2.13	a. Terms of Reference	2.13a	FO	Approval
	b. Property Strategy	2.13b		Approval
	c. Termly Financial Summary	2.13c		Information
	d. Financial Forecast	2.13d		Information
	e. Financial Statements for Year Ended 31 st July 2022	2.13e		Approval
	f. Annual Health & Safety Report	2.13f		Information
	g. Supply Chain Fees Policy	2.13g		Approval
	h. Financial Regulations	2.13h		Approval

Recommendations from Remuneration Committee

2.14	a. Terms of Reference	2.14a	HM	Information
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Items to be taken as read

2.15	<ul style="list-style-type: none"> • C&S minutes 17th November 2022 • Search minutes 17th November 2022 • Audit minutes 21st November 2022 • Remuneration minutes 23rd November 2022 • F&GP minutes 24th November 2022 	2.15	Chair	Information
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Other business

2.16	Review of I&A/Standing Orders temporary amendment to quoracy	2.16	Chair	Decision
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2.17	<i>Director of HR to join the meeting (MW)</i> F&GP paper – Gender Pay Gap Report	2.17	MW	Approval
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2.18	Any other business <i>(Please submit questions in advance to the Clerk)</i>	Verbal	Chair	
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2.19	Provisional Board date: confirmed as Monday 30th Jan at 8am for Ofsted Skills Training Next Main Board: Thursday 30th March 2023 at 4pm with evening meal to follow (so in-person attendance suggested)	Verbal	Chair	
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*SMT, Staff and Student Governors to leave the meeting
Principal, Director of HR & Director of Finance & Corporate Services to remain*

Confidential section

2.20	Confidential items - Section A	Verbal	MW	
	<i>Director of HR to leave the meeting</i>			
2.21	F&GP paper – Pay Award	2.21	Chair	Approval
2.22	Confidential Board minutes with restricted circulation ~ for approval	2.22	Chair	Decision
2.23	Confidential Committee minutes with restricted circulation ~ to be taken as read	2.23	Chair	Information
2.24	Confidential items - Section B	Verbal	Principal	Information
	<i>Director of Finance & Corporate Services to leave the meeting</i>			
2.25	Remuneration Committee Part 2 Section B minutes 29 th November 2022 <i>Principal then Clerk to leave the meeting during the final item</i>	2.25	Chair	Decision

Farnborough College of Technology

Corporation Board

Minutes of meeting held on Thursday 8th December 2022

Present:

Professor M Earwicker – Chair (via video conference)
Mrs S Chapman (via video conference)
Mrs G Christie (via video conference)
Mr N Crippa (via video conference)
Mrs M Ebblewhite – until end item 2.19
Mrs R Etebar (via video conference) - until end item 2.24
Professor O Khan (via video conference)
Mr H Malins (via video conference) – from end of item 2.6
Ms C Morris – until end item 2.19
Dr F Oduneye (via video conference)
Ms M Percival (via video conference) – until end item 2.19
Mr J Sparkes – until end item 2.19
Ms V Barrett – Principal – until start item 2.25

In Attendance:

Mr R Rendel - Associate Governor (via video conference)
Mr I Graham – Vice Principal HE & Curriculum Development – until end item 2.19
Mrs R Jenkins – Vice Principal Safeguarding, Pastoral & Performance Excellence – until end item 2.19
Mr P Makwana – Director of Finance & Corporate Services – until start item 2.25
Ms K Morris – Director of Quality - until end item 2.19
Ms N Wakefield – Mazars (via video conference) – until end item 2.6
Mr M Wilkie – Associate Director of HR – from item 2.17 to after item 2.20
Ms C Gillam – Clerk to the Corporation – until start item 2.25

Quorate: Yes

The meeting opened at 8.03am

2.1/22.23 Opening of meeting and apologies for absence

Apologies were received and accepted from Mr Axam, Mr Francis and Ms Houzer. No interests were declared. The Chair welcomed the new Student Governors Ms Morris and Ms Percival, and the new Support Staff Governor Mrs Ebblewhite, to their first Board meeting and also welcomed Ms Wakefield from Mazars who had joined the meeting to present item 2.6.

2.2/22.23 Declarations of direct or indirect interests and Register of Interests

No interests were declared. The updated Register of Interests was noted.

2.3/22.23 Board re-appointment

The Board considered and approved the recommendation of Search Committee to reappoint Ms Houzer for a further one year term of office.

The Board confirmed the re-appointment of Ms Houzer.

2.4/22.23 Minutes of the previous Corporation Board meetings

The Corporation Board minutes for the 7th July (Part 1) and 3rd October (Part 2 confidential to all) were all accepted as true and accurate records and would be signed by the Chair.

2.5/22.23 Matters arising from the minutes

All actions had been completed and the Board noted the demographics predictions for the next 10 years for the local area.

2.6/22.23 Audit Completion Report and Letters of Representation

Ms Wakefield presented the Independent Auditor's report on the audit of the 2021/22 financial statements which gave an unqualified opinion with no internal control recommendations identified. Ms Wakefield noted that it was a clean report which followed a good quality audit process. Areas of risk such as management override of controls and pension assumptions had been investigated, as were areas of management judgement such as depreciation and bad debt provision. No significant control deficiencies were identified and there was only one adjusted misstatement. Thanks to the College's strong financial position Mazars was able to insert a reference to the ONS public sector reclassification of colleges as a post balance sheet event in the Financial Statements. For some other colleges the reclassification would delay the sign-off of their accounts. Ms Wakefield thanked the College's staff for a pleasant audit process. There were no questions from Governors, and the Chair noted that the Principal would update the Board regarding the ONS reclassification decision later in the confidential section of the meeting.

The Board approved the Audit Completion Report and Letters of Representation.
Ms Wakefield left the meeting. Mr Malins joined the meeting.

2.7/22.23 Principal's Report

The Principal returned to the demographics data shared under agenda item 2.5 Matters Arising. She explained that for the College's two main catchment areas of Rushmoor and Hart the prediction was a marginal decline over the next 10 years from 2,374 16 year olds in 2022 to 2,357 in 2032, but there would be peaks and troughs in the intervening years. Turning to College news, the Principal reminded Governors that Ofsted could return to inspect the College at any time. Term 1 was an extremely busy term but a particular highlight had been the success of Black History Month with projects across College celebrating 100 Great Black Britons. The College had been successful in an application for the Home Decarbonisation Skills Training Competition and received £73k funding, and Hampshire County Council has confirmed an area infrastructure licence with the Retrofit Academy to support what is seen as a huge growth area. On 6th December the College held its annual Industry Committee dinner with 30 representatives from 18 businesses attending. In national news the Principal reported that the Office for National Statistics (ONS) had announced on 29th November that colleges were now reclassified as public sector organisations. The Real Living wage has increased from £9.90 to £10.90 in response to the cost of living crisis.

Turning to College performance the Principal observed that FE achievement was unsteady in places but due to the link between attendance and outcome there was a College drive to focus upon attendance. She congratulated the Vice Principal Safeguarding, Pastoral & Performance Excellence (SGPEP) for her work in this area noting that FE attendance had improved and was at 89%. Under 19 enrolments had seen a decline and were currently at 1,998 with some students leaving to take up jobs and apprenticeships but with January enrolments this should increase to 2,008. HE numbers were marginally down but Higher Level Apprenticeships continued to grow. Finances remained strong with a cash balance of £17.5m at the end of October 2022 and the closing balance at end of July 2023 was forecast to be £16.4m. The College had recently reviewed the estate for roof leaks and found three areas which would be addressed this academic year. HR had worked hard to recruit 64 new members of staff but recruitment in Construction continued to be an area of focus. The Equality and Diversity update was noted but that comparative data was taken from the 2011 census as full information from the 2021 census was not yet available.

2.8/22.23 Student Governors' Report

FE

The Chair invited the new FE Student Governor, Ms Morris, to speak to her report. Ms Morris drew attention to the cost of public transport for students to attend College and suggested that perhaps the College could provide a minibus to help. She also noted a need for quiet rooms for students to use during breaks between lectures and also a dedicated break out room for students with military family members to use for support or reflection time. Having coffee mornings or scheduled meeting times for military children would also be a good way to provide support and allow such students to feel seen and heard. Ms Morris also reported that there was a desire among students for sporting clubs as whilst the College gym is very good, students would like to have clubs for netball, football, basketball etc and be able to represent the College in competitive matches. Finally Ms Morris raised the green agenda and asked if there was more the College could do to improve recycling. She concluded her report by describing the College as an amazing environment, and that these were suggestions from the student body for improvements.

Governors' questions and comments

The Chair thanked Ms Morris for her clear report and agreed that transport costs were increasing, and that sporting clubs would be a useful addition if this was possible. The Principal noted that the Executive had recently discussed purchasing a minibus and she was happy to discuss the matter with the FE Student Governor. Governors suggested that it was beneficial to link transport issues to sustainability and enquired whether cycling could be promoted. It was felt that Rushmoor Council could do more to support green transport such as cycling or trams, and the Principal added that industry representatives complained that the area's poor transport infrastructure hampers student employment in areas such as hospitality in the evening. It was agreed that Governors should discuss this issue further at F&GP Committee and that the College should then make an official representation to the Council regarding transport. Addressing Ms Morris's suggestions regarding support for learners from military families, Governors asked if the College was an Armed Forces Covenant signatory. The Principal was not sure but explained that she sits on the Hampshire military families group and that the College captures data regarding learners from military families. Finally, Governors reflected that there had been much discussion at the Board regarding the College's sustainability plans but this did not seem to have filtered through to the student body. The Principal explained that the Executive were awaiting the approval of the new Property Strategy at this Board meeting before rolling out details of the plans to students. In addition the SMT would be receiving a presentation from students on sustainability in January 2023 as it was important to both share the College's plans and receive input from students.

HE

Ms Percival began her report praising the University's ideology of inclusivity and equality. She praised the UCF's lecturing staff and noted that some are former students. She also commended the library and librarians and applauded the work to promote important dates such as Black History Month. Ms Percival added that a number of students had raised increasing the limit of 15 books that could be taken out as this was insufficient to support the intensive work of accelerated degrees. There were also requests for more guest speakers, especially to give careers advice. Ms Percival highlighted the issue of academic writing noting that this unit was now delivered online which was not welcomed by students who feel that they require more support. Consequently, lecturers have had to provide extra support to students which has taken up valuable teaching hours. Whilst that support has been appreciated, it might be better to have the first lessons in person with subsequent lessons online. Many students are adults who have been out of education for a number of years and they find academic writing a particular challenge and require more support. Ms Percival also requested clarification as to the number of working hours that were expected as second year students

were reporting issues with the number of hours that seemed to be required. Finally, the impact of the cost of living crisis was noted with Ms Percival observing that many HE students were adults with additional responsibilities and requesting that consideration be given to ways to support students who may wish to self-cater at College.

Governors' questions and comments

The Principal thanked both the HE and FE Student Governors for their excellent reports. She explained that normally she would meet with the Student Governors prior to the meeting to discuss their reports and to address the issues raised but due to the timing of the Student Governor elections and appointments this year it had not been possible. But she noted that the issue of academic writing raised by Ms Percival had already been raised by the Director of HE & Special Projects Mr Magee and it had been agreed that whilst this had moved online due to the pandemic it should now return to face to face delivery. The Principal added that she would ask Mr Magee to circulate working hours to accelerated degree students for their information. The Principal noted that the self-catering issue had been raised at a recent dinner with the HE Student Representatives and so the Executive was looking to provide a hot/cold water outlet and microwave facilities. Governors were pleased to note that these concerns were being addressed. Mrs Etebar sympathised with the comments raised regarding academic writing having recently completed a Masters degree after 30 years outside of education and offered to speak to the HE students about what she had learnt from her own experience. The Principal gladly agreed to book her as a guest speaker! Professor Khan offered to share with the Executive the support provided by the University of Surrey's library and final year peer mentoring scheme for academic writing, as well as contact with Surrey's careers support regarding guest speakers for careers advice. He added that QAA guidelines were no more than 20 hours a week for full time or accelerated degrees. The Principal concluded the discussion by suggesting that the Director of HE & Special Projects prepare a report for the next Board on accelerated degrees and their pattern of work throughout the year as this would include working during half terms and the summer holiday.

Actions:

- F&GP Committee to discuss student transport with a focus upon sustainable solutions in order to present a College position to Rushmoor Council.
- Director of HE & Special Projects to circulate working hours to accelerated degree students.
- Director of HE & Special Projects to report to March Board on accelerated degrees.

Curriculum & Standards Committee papers

In the absence of Ms Houzer the Principal agreed to present the Committee's papers with support from Mr Crippa.

2.9a/22.23 Terms of Reference

Two amendments were proposed for approval.

The Board approved the amended Terms of Reference.

The agenda order was re-arranged as follows.

2.9e/22.23 Safeguarding Policy

2.9f/22.23 Child Protection Policy

2.9g/22.23 Student Charters

All three papers were presented for approval having been scrutinised at Committee.

The Board approved the Safeguarding Policy, the Child Protection Policy and the Student Charters.

2.9c/22.23 HE Annual Review Reports
2.9d/22.23 Termly Safeguarding Report

The Board received the reports for information.

2.9b/22.23 FE Self Assessment Report

The Principal presented the Self Assessment Report (SAR) noting that the College had graded itself as outstanding in all areas and outstanding overall. Apprenticeships remained an area of challenge where outcomes were below FCoT's very high expectations but achievement was 10% above the national average. The Principal noted that there was a strong focus across College upon attendance because of the link between attendance and outcomes. Most achievement rates were in the 90%^s but there were a few areas below this highlighted in the report. Mr Crippa noted that the Curriculum & Standards Committee had spent considerable time in the November meeting discussing the draft SAR and provided substantial challenge which the Executive had accepted. This final draft reflected changes which were made as a result of the Committee's suggestions.

Governors' questions and comments

The Chair enquired how the Board would have visibility of the issues raised in the SAR. The Principal replied that the Curriculum & Standards Committee's challenge as reported by Mr Crippa had influenced the content of the College's Quality Improvement Plan (QIP) and this would be monitored by the Committee and reported to the Board. The Committee would also be receiving a list of underperforming courses and had agreed to monitor performance in maths and English which had plateaued.

The Board approved the SAR 2021/22.

Search Committee papers

2.10a/22.23 Terms of Reference

The Board noted that no amendments were proposed to the Terms of Reference.

2.10b/22.23 Procedure for Election of Chair and Vice Chair of Corporation

Mrs Etebar drew Governors' attention to the procedure stated in the paper for each post as agreed by Search Committee. Dr Oduneye is the named nomination for Chair of Corporation, to be voted on at the March 2023 meeting. Nominations for the post of Vice Chair are invited to be made in writing to the Clerk by 28th February for the election of Vice Chair to be voted on at the March 2023 meeting.

The Board agreed the procedure for election of Chair and Vice Chair of Corporation.

2.10c/22.23 Self Assessment 2021/22 Results

Mrs Etebar drew attention to the positive findings of the 2021/22 Board Self Assessment. Some comments received had led to actions for consideration but there was nothing reported of concern.

2.10d/22.23 External Board Review

The Chair of Corporation noted that he had contacted several companies regarding the new mandatory requirement for Boards to have an external governance review every three years and it was his observation to Search Committee that external reviews were still evolving best practice. The cost associated with an external review meant that it has to provide value and the Committee recommended that the College should wait until 2023/24 to commission its external review.

The Board agreed to adopt to commission the External Board Review in 2023/24.

2.10e/22.23 Attendance Review 2020/21 & Attendance Target 2021/22

Mrs Etebar noted that attendance had fallen to 74% overall this year, missing the 80% target. It was agreed to retain a target of 80% attendance for 2022/23 and it was also noted that recruitment to Audit Committee was a priority.

The Board agreed the Attendance Target for 2022/23.

Audit Committee papers

In the absence of Mr Francis, the Deputy Chair of Audit Committee Mrs Chapman agreed to present the Committee's papers.

2.11a/22.23 Terms of Reference

The Board noted that no amendments were proposed to the Terms of Reference.

2.11b/22.23 Internal Audit Annual Report for 2021/22

Mrs Chapman drew attention to page 220 of the pack which gave a summary of the internal audit work for the year, the number of actions and the assurance level. The internal audit opinion for the year was the second highest that could be given, but Mrs Chapman advised the Board that only 5% of RSM's clients secured the highest level. Substantial assurance had been given for three of the internal audit reviews whilst Learner Number Systems was an advisory report with no opinion as it followed the ESFA process whilst testing small samples. Good progress had been reported with the follow up on previous actions.

The Board approved the Internal Audit Report for 2021/22.

2.11c/22.23 Regularity Self Assessment Questionnaire

The Board approved the Regularity Self Assessment Questionnaire.

2.11d/22.23 Audit Committee Annual Report for 2021/22 to Board & Principal

Mrs Chapman noted that the report covered the Committee's membership and activities during the year and set out its strategic approach and agile responsiveness to risk management such as receiving a detailed presentation on cyber security from the Computer Services Manager and including staff wellbeing in a future internal audit. The Committee was satisfied with the College's assurance arrangements and no significant issues were identified.

The Board approved the Audit Committee Annual Report.

2.11e/22.23 Risk Register Update

Mrs Chapman presented the risk register update noting that the new format had moved from an initial and residual risk score to one score giving a snapshot in time. As the register was for Term 1 the final column detailing comments on effectiveness had not yet been completed. The Principal added that discussion at the Curriculum & Standards Committee had led to the two highest rated risks which were both linked to the dip in 16-18 numbers associated with the cost of living crisis and the impact upon retention and achievement. The Principal noted mitigating actions to support retention through the creation of a part-time FE offer.

Governors' questions and comments

Governors enquired how changes to risk scores would be tracked over time now that the residual risk score had been removed. The Director of Finance & Corporate Services explained that the chart on page 2 of the cover to the risk register was currently blank as it was Term 1, but in future this would show the movement between terms. Some Governors commented that the new look register was not as clear as the previous version, but that this might be a training issue. Mrs Chapman noted that it was an evolving document but it seemed that this version worked well for both the Executive and Audit Committee. It would probably aid review if all the detail was completed and she noted that whilst it was Term 1, in future it would be

helpful to insert the previous academic year's Term 3 information to provide that context of the change to the risk register between academic terms.

2.11f/22.23 Internal and External Audit Performance Review 2021/22

Mrs Chapman reported that all the scores were either good or excellent.

The Board approved the Performance Review assessments.

Property Committee papers

2.12a/22.23 Terms of Reference

Amendments to enable the Committee to have a wider scope were proposed for approval.

The Board approved the amended Terms of Reference.

F&GP Committee papers

2.13a/22.23 Terms of Reference

Amendments to the Statement of Financial Oversight section of the Terms were proposed for approval.

The Board approved the amended Terms of Reference.

2.13b/22.23 Property Strategy

Dr Oduneye presented the Property Strategy for approval, noting the detailed work to refine the new Strategy that was undertaken by the Property Committee. The new 10 year Strategy gives a direction of travel and flexible options plus costings. There will be opportunities for external funding. The Board will be asked to approve annual capital budgets from this Strategy, but today is asked to approve the overall capital investment of £35m over the 10 year period. The Strategy supports the delivery of the College's Sustainable Transformations Strategy. Mrs Christie as Chair of the Property Committee noted that the Board should pause and recognise how much has been achieved over the life of the previous Property Strategy. The new Strategy is an exciting plan for the next 10 years to further transform the College.

The Board approved the Property Strategy and overall capital investment of up to £35m over 2022-2032 (subject to annual capital budget approval by the Board).

2.13c/22.23 Termly Financial Summary

Dr Oduneye introduced the summary noting that the surplus is currently £40k ahead of budget and that there would be greater certainty on income levels following the R04 student data return to the ESFA in December. The College's financial health rating continues to be outstanding.

2.13d/22.23 Management Accounts & Financial Forecast for November 2022

Dr Oduneye presented the paper, noting that inflationary pressures were one of the uncertainties around achieving the budget for the year.

2.13e/22.23 Financial Statements for Year Ended 31st July 2022

The Financial Statements were presented for approval. Dr Oduneye noted that the Financial Statements showed an operating deficit of £129k which included a charge of £813k for FRS 102 pension adjustments. By discounting this FRS 102 amount the resulting underlying surplus is £684k which is a favourable variance of £150k compared to the budget set. Dr Oduneye commended the Executive and College staff for such strong financial results in a challenging year.

The Board approved the Financial Statements for Year ended 31st July 2022.

2.13f/22.23 Annual Health & Safety Report

Dr Oduneye informed the Board that the report set out the management of health and safety issues including the good practice reporting of near misses. It was noted that the F&GP Committee had asked in future that the percentage of staff who had completed health and safety training be included in the report.

Governors' questions and comments

Governors queried the wording of the section on page 387 of the pack regarding the provision of first aiders on site. It was agreed that the wording was not clear and should read that there are first aiders on site for all of the College's opening hours.

2.13g/22.23 Supply Chain Fees Policy

There were no substantive changes to the policy and the College does not sub-contract any of its provision, but it is a requirement to have an approved policy published on the website.

The Board approved the Supply Chain Fees Policy.

2.13h/22.23 Financial Regulations

The Financial Regulations had been updated to reflect changes to legislation and the College's organisational structure. A list of changes was given in Appendix B.

The Board approved the Financial Regulations.

Remuneration Committee papers

2.14a/22.23 Terms of Reference

The Board noted that no amendments were proposed to the Terms of Reference.

Items to be taken as read

2.15/22.23 Draft Committee minutes

The Board received the draft minutes.

Other business

2.16/22.23 Review of temporary amendment to quoracy – I&A/Standing Orders

The Board agreed that it was now appropriate to remove the temporary amendment to quoracy, as set out in the Instrument and Articles of Government and the Standing Orders, which had been in place since the start of the pandemic. Following this meeting both documents would revert to their original pre April 2020 wording and return the number of Governors required for a Board meeting to be quorate from 6 to 8.

The Board approved the removal of the temporary amendment to Board quoracy.

The Associate Director of HR joined the meeting.

2.17/22.23 Gender Pay Gap Reporting

The Associate Director of HR presented the paper which included the data the College is required to report as well as additional data requested by the F&GP Committee which is not required to be published. The College's mean Gender Pay Gap is 9.46% (men paid more than women) which was lower than the previous year and almost a return to the lowest Gender Pay Gap of 9.2% which was in 2016/17. The F&GP Committee had requested the Gender Pay Gap data for each quartile band and here the largest gap could be seen in the upper quartile which was -5.01% (women paid more than men). The Gender Pay Gap by academic and non-academic staff had also been given and here there was a Gender Pay Gap of 18.13% for non-academic staff (men paid more than women), but the Associate Director of HR noted that this classification contained the widest range of roles. F&GP Committee had also requested information regarding the Ethnicity Pay Gap and here for the whole College the Ethnicity Pay

Gap was -2.58% (average hourly rate for staff from ethnic minorities higher than the average hourly rate for staff from white British and Irish backgrounds).

Governors' questions and comments

Governors thanked the Associate Director of HR for the additional data which had been requested by the Committee but noted that greater detail beneath the quartile data might now be required. Governors suggested that a level by level approach might be helpful. The Associate Director of HR advised that it might be difficult to take such an approach as the groups would be too small to give meaningful data and that groups of 250 should normally be used. Analysing by smaller groups would start to move into the area of equal pay. Professor Khan and Mrs Etebar observed that in their organisations the groups were of 10 or more in line with advice from the Office for National Statistics and that reporting by grade helped their institutions to understand what the issues were and where to target positive action. Mrs Etebar noted that the Gender Pay Gap Report in her organisation provided data broken down by pay grade and length of service. This showed that women had less service and that discretionary overtime was being used more by men than by women which led to a change in policy and its fairer application. Having such a breakdown of data enabled targeted interventions that might be small but could make the difference to improve pay gaps. Governors also suggested that for non-specialist readers the Gender Pay Gap Report would be improved by the inclusion of graphs to aid year on year comparisons. The Principal noted that the updated report presented to the Board today was the start of a process of fine tuning the reporting to Governors, and that the Associate Director of HR would bring a discussion paper to the next F&GP Committee.

Action: Associate Director of HR to provide gender pay gap discussion paper for next F&GP Committee.

2.18/22.23 Any other business

No other business was received.

2.19/22.23 Date and time of next meeting

It was noted that there was a date for a Board meeting on 30th January 2023 for Ofsted skills training and following that the next main Board meeting would be Thursday 30th March 2023 with an evening meal to follow.

The Vice Principals, Director of Quality and the Staff and Student Governors left the meeting.

2.20/22.23 Confidential items - Section A

This item was recorded as a confidential minute.

The Associate Director of HR left the meeting.

2.21/22.23 F&GP paper – Pay Award

This item was recorded as a confidential minute.

The Board approved the Pay Award.

2.22/22.23 Confidential Board minutes for approval with restricted circulation

The Corporation Board Part 2 minutes of 7th July 2022 with a restricted circulation were accepted as a true and accurate record and would be signed by the Chair.

2.23/22.23 Confidential Committee Minutes

The confidential draft minutes of the autumn Committees with a restricted circulation were received by the Board.

2.24/22.23 Confidential items - Section B

This item was recorded as a confidential minute.
Mrs Etebar left the meeting.

2.25/22.23 Remuneration minutes 23rd November 2022 Part 2 Section B with restricted circulation

The Principal, Director of Finance & Corporate Services and the Clerk left the meeting.
This item was recorded as a confidential minute.

The meeting closed at 10.29am

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

Signed:

Dated:

Summary of action points

Item	Action
2.8 Student Governors' Report	<ul style="list-style-type: none">• F&GP Committee to discuss student transport with a focus upon sustainable solutions in order to present a College position to Rushmoor Council.• Director of HE & Special Projects to circulate working hours to accelerated degree students.• Director of HE & Special Projects to report to March Board on accelerated degrees.
2.17 Gender Pay Gap Reporting	Associate Director of HR to provide gender pay gap discussion paper for next F&GP Committee.