

Item	Report	Appendix	Lead	For
8.1	Opening of Meeting and Apologies for Absence	Verbal	Chair	Information
Procedural Matters				
8.2	Declarations of direct or indirect interests in any of the agenda items and Register of Interest	8.2	Chair	Information
8.3	Board Membership – Appointment of Associate Governor and Notification of Resignations and end of Term of Office	8.3	Chair	Decision
8.4	Part 1 minutes of previous Corporation Board meetings: 30 March and 26 May	8.4	Chair	Decision
8.5	Matters arising from the minutes	8.5	Chair	Information
Standing Items				
8.6	Principal's Report	8.6	VB	Discussion
8.7	Student Governors' Report	8.7	SGs	Discussion
Recommendations from Curriculum & Standards Committee				
8.8	a. Termly Safeguarding Report b. Safeguarding & Child Protection Policy	8.8a 8.8b	GC	Information Approval
Recommendations from Search Committee				
8.9	a. Standing Orders Update b. Corporation Board Meetings Schedule 2023/24	8.9a 8.9b	RE	Approval Approval
Recommendations from Audit Committee				
8.10	a. Internal Audit Services Reports b. Internal Audit Plan 2023-24 c. External Auditors 2022/23 Accounts Audit Plan d. Risk Management Policy Update e. Risk Register 2022/23	8.10a 8.10b 8.10c 8.10d 8.10e	JH	Approval Approval Approval Approval Approval
Recommendations from Finance & General Purposes Committee				
8.11	a. Annual Fees Policy b. Property Strategy Update c. Termly Financial Summary d. Financial Forecast e. Budget 2023/24 f. Update to Financial Regulations	8.11a 8.11b 8.11c 8.11d 8.11e 8.11f	SC	Approval Information Information Information Approval Approval

Items to be taken as read – draft Committee Minutes

8.12	<ul style="list-style-type: none">• C&S minutes 15th June 2023• Search minutes 15th June 2023• Audit minutes 19th June 2023• Remuneration minutes 21st June 2023• F&GP minutes 22nd June 2023	8.12	Chair	Information
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Confidential Committee minutes with restricted circulation are tabled separately below.

Other business

8.13	Any other business <i>(Please submit questions in advance to the Clerk)</i>	Verbal	Chair	
8.14	Provisional Board date: either 2 nd or 5 th October 2023 at 8am Next Main Board: 7 th December 2023 at 8am	Verbal	Chair	

Confidential section – Part 2

Board minutes with restricted circulation for approval

8.15	30 th March 2023 Part 2	8.15	Chair	Decision
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Items to be taken as read – draft confidential Committee minutes with restricted circulation

8.16	<ul style="list-style-type: none">• C&S 15th June 2023 Part 2• Audit 19th June 2023 Part 2• Remuneration 21st June 2023 Part 2• F&GP 22nd June 2023 Part 2	8.16	Chair	Information
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Other confidential items

8.17	Clerking Arrangements	8.17	Chair	Decision
8.18	OfS B3 conditions monitoring report	8.18	Principal	Information
8.19	Apprenticeships Report	8.19	Principal	Information
8.20	Any other confidential matters	Verbal	Principal	Information

Farnborough College of Technology

Corporation Board

Minutes of meeting held on Thursday 6th July 2023

Present:

Dr F Oduneye – Chair (via video conference)
 Mr D Axam (via video conference) – until end of 8.10a
 Mrs S Chapman
 Mr N Crippa (via video conference) – from item 8.3
 Professor M Earwicker (via video conference) – until end of item 8.13
 Mrs M Ebblewhite - until end of item 8.14
 Mrs R Etebar (via video conference)
 Ms J Houzer (via video conference) – from item 8.2
 Professor O Khan (via video conference) – from end of item 8.6
 Mr H Malins – (via video conference)
 Ms C Morris - until end of item 8.14
 Mr J Sparkes - until end of item 8.14
 Ms K Yeomans (via video conference) – from item 8.3
 Ms V Barrett – Principal

In Attendance:

Mr R Rendel - Associate Governor
 Mr I Graham – Vice Principal Curriculum Development & HE - until end of item 8.14
 Mrs R Jenkins – Vice Principal Safeguarding, Pastoral & Performance Excellence - until end of item 8.14
 Mr P Makwana – Director of Finance & Corporate Services
 Ms K Morris – Director of Quality - until end of item 8.14
 Mr M Wilkie – Associate Director of HR – for part of item 8.20 only
 Ms C Gillam – Clerk to the Corporation

Quorate: Yes

The meeting opened at 8.00am

8.1/22.23 Opening of meeting and apologies for absence

Apologies were received and accepted from Mrs Christie and Mr Francis.

8.2/22.23 Declarations of direct or indirect interests and Register of Interests

Ms Houzer joined the meeting.

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

8.3/22.23 Board Membership

Mr Crippa and Ms Yeomans joined the meeting.

The Board considered and approved the recommendation of Search Committee to appoint Professor Earwicker for a two year term of office as an Associate Governor. The Associate Governor has no formal powers but can attend Board meetings to offer their advice and experience.

The Board appointed Professor Earwicker as Associate Governor for a two year term to run to the date of the summer 2025 Board meeting.

The Chair noted the resignations of Mr Francis (External Governor) and Ms Percival (HE Student Governor) and thanked them both for their service to the Board. He also noted that Mr Rendel had reached the end of his term of office as an Associate Governor and thanked him for his 35 years of service to the Board.

8.4/22.23 Minutes of the previous Corporation Board meetings

The Corporation Board minutes for the 30th March 2023 (Part 1), and 26th May 2023 (Part 2 confidential to all) meetings were accepted as true and accurate records and would be signed by the Chair.

8.5/22.23 Matters arising from the minutes

There were no matters arising, although the Chair noted that the March Board meeting had recommended starting any future meetings onsite with a safety briefing to recap fire procedures and the rally point.

8.6/22.23 Principal's Report

Mr Axam joined the meeting.

The Principal started with college news, noting that Rushmoor Borough Council had held their Heritage Trails launch event at the UCF and that the building featured as a point of interest on one of the walks. The College had held its end of year Student Conference which Mrs Chapman and Ms Yeomans had attended on behalf of the Board. Students participated in a session led by the E Learning Programme Manager on Artificial Intelligence and the outcomes of the student session were fed into this week's Staff Development Day which also discussed AI. The College had also held a Health and Wellbeing Fair for students and HE learners organised an Autism Awareness Day with the support of staff. Last night the College held its inaugural Apprenticeship Graduation ceremony which was attended by Mr Axam who gave an inspirational closing address. In local news the Principal announced that Councillor Grattan has been appointed the new Mayor of Rushmoor with Councillor Makunura as his Deputy and Rushmoor's first Deputy Mayor of African descent. Rushmoor Borough Council has purchased The Meads and Kingsmead shopping centres in Farnborough to manage regeneration plans for the town centre. In marketing news the Adult Education and University Centre Open Event attracted c.400 visitors and there was positive feedback from the Family Fun day which catered for over 1,100 visitors. The contract has been signed for the Hart Professional College which will open in September, and the Henry Tyndale School will be using the College's S block SEND facilities from September for their under 25 provision whilst the College uses the spare capacity for its own adult high needs provision. Key challenges for the sector remain mental health issues for large numbers of learners, recruitment and retention (though the Principal added that FCoT has fewer vacancies than at this point last year), and the cost of living with unions requesting a 15.4% pay rise and the AoC currently declining to make a suggested pay offer. The College's finances remain positive and the College has grown by £1.9m this year. The adult AEB income is £100k under budget but should grow next year when the Hart campus opens. There is a reduction in full cost fee income as increasingly learners are choosing employment over training. Moving to the HR section of the report, the College's headcount at May was 425 staff up from 400 staff and the turnover rate is below the sector average. The various Health and Wellbeing initiatives have been well received by staff.

Governors' questions and comments

Governors noted that Hampshire County Council has a new Public Health Strategy 2023-2026 and suggested that it could be useful for the College to engage with the Council as this would be a cost effective way to access expertise especially regarding mental health. It would also enable the College to feed in any emerging needs the Council may not be aware of. The Principal agreed and noted that NHS representatives had been in College for the past two days offering free health checks to staff and had been keen to provide their services.

Governors also noted in the Principal's report that the Ofsted inspection process was facing increasing pressure for reform due to recent criticisms following the suicide of a Headteacher and enquired whether there was any feedback from FCoT staff regarding their anxieties concerning Ofsted. The Principal explained that on the whole staff were actually keen to engage

with Ofsted and the College had instilled the culture that an Ofsted inspection was an opportunity to showcase its outstanding work. The Director of Quality added that the College had invested in its staffing and systems and was well prepared for an Ofsted inspection and supported its staff. Her experience of a recent Ofsted inspection at another institution was that they were not as well prepared, that communication flow was an issue and staff panicked. FCoT's self-assessment processes were built around the Ofsted framework and so staff were confident and well prepared. The Vice Principal Curriculum Development & HE added that staff support each other and share responsibility on the ground during an inspection.

Professor Khan joined the meeting.

The Principal noted that from the Board down, there is a clear expectation that the College will share the right information with Ofsted and manage the experience for all.

8.7/22.23 Student Governors' Report

The FE Student Governor began her report by thanking the Board, Chair and Principal and the rest of the College staff for the opportunity of being the voice of the FE students this year and also for their responses to students' feedback. She reported on the 'You Said, We Did' Student Conference and highlighted the positive changes that had been made in year such as the provision of more laptops. The Student Conference enabled feedback from Course Representatives and there were a number of discussion points. Improvements made in year included prices for food and drink and the FE Student Governor was pleased to report that the introduction of a meal deal enabled students to have a meal for £3.50. Transport has been another key issue and one which the Student Governor raised at her first Board meeting in December. The College has been proactive in advertising what help is available for transport and she had also met with the Principal who reported that there are initiatives on the way. Another recurring topic was the request from students for more sporting clubs and activities and here also the Principal had advised that plans were in progress to adapt the theatre for sporting use. The FE Student Governor reported that the Health and Wellbeing Fair had been a great success which had demonstrated lots of different activities and students had found it extremely beneficial.

Governors' questions and comments

Governors praised the FE Student Governor for her excellent report and were pleased to hear that the theatre will be adapted to be used for various sporting activities. The Principal added that not only had the request come from students, but an Ofsted Inspector who had reviewed the Sports Studies provision had also suggested that sports students required more sports facilities. Governors returned to the issue of transport and asked for some detail as to the new initiatives as transport would be a key factor for some prospective students in choosing which College to attend in September. The Director of Finance & Corporate Services reported that the College was in discussions with a service provider for minibuses as this would be more cost effective than purchasing the College's own vehicles. It was hoped to have a plan in place for September. The College was also in discussions with Hart District Council to secure car parking concessions for staff and students using the Hart Professional College. The Principal added that there were also transport bursaries. Governors supported the idea of using operating expenses rather than capital expenditure as a cost effective and sustainable way to deliver a transport solution, and added that it was important that students saw that the College was taking action on this key issue.

Given the resignation of the HE Student Governor the Vice Principal Curriculum Development & HE reported on feedback from the HE student body. He advised that there had been lots of extra-curricular activity across HE in the summer term. In the BA in Broadcast Media and Film Production level 5 and 6 learners were given demonstrations and workshops by Rosco Lighting who are industry experts in lighting for film. PH Water and Record UK gave talks about industry and employment opportunities to all HE Engineering learners. HE Sports learners received workshops and guidance from various sports professionals and Uniform Protective Services

received expert guidance from Hampshire police, fire and paramedic services including work with dog handlers. Finally, the BA Photography students exhibited at a gallery in London and the BA Graphic Design learners at Farnham Maltings. A video of the latter was shared with the Board after the meeting to showcase the learner voice.

Curriculum & Standards Committee papers

The Chair of Corporation thanked Governors for their flexibility in attending and chairing Committees when colleagues were absent. In the absence of Mrs Christie who had chaired the Committee in the absence of Ms Houzer the Vice Principal Safeguarding, Pastoral & Performance Excellence reported on the C&S papers.

8.8a/22.23 Termly Safeguarding Report

The Vice Principal Safeguarding, Pastoral & Performance Excellence reported that the tutorial programme had included a presentation from a guest speaker on domestic violence, which was well received, and learners had taken part in a Health and Wellbeing Fair. Safeguarding concerns logged on the MyConcern system had decreased by 25% compared to the same period last year, but there were more young people on plans (Child Protection and Child in Need) than in previous years. The College's counselling service had seen a 17% increase in drop in presentations and had worked with the Charlie Waller Trust to deliver bespoke training. The Vice Principal observed that learner behaviour and attitudes remained positive having calmed down from earlier in the year. Finally, she was pleased to report that the 8 Looked After Children had achieved their qualifications.

Governors' questions and comments

Professor Khan drew attention to a new OfS approach to regulating harassment and sexual misconduct for HE providers: [Prevent and address harassment and sexual misconduct - Office for Students](#). The Vice Principal Safeguarding, Pastoral & Performance Excellence commented that FCoT has robust systems in place and she was confident that the College treats adult learners in the same way as for 16-18 year olds. She reminded Governors that the College also has a Student Help and Advice Reporting Page (SHARP) which is part of its safeguarding reporting systems and is a method of anonymously logging a concern. The Principal noted that there were some gaps which would need to be addressed however, such as the College holding a corporate induction for FE learners but not for HE. This will be addressed from September. Professor Khan advised that at Surrey students are required to complete three online courses as soon as they register which cover the areas of consent, zero tolerance to hate, and cyber security. The Principal asked that this discussion point be returned to as a matter arising for the Board to receive a report on next year.

Action: Board to receive a report on parity of systems for HE learners.

8.8b/22.23 Safeguarding & Child Protection Policy

The Vice Principal Safeguarding, Pastoral & Performance Excellence presented the new policy for approval, noting that it was an amalgamation of two previously separate policies. A revised policy would be brought to the Board in the autumn as was custom which would be updated with any policy changes.

The Board approved the Safeguarding & Child Protection Policy.

Search Committee papers

8.9a/22.23 Standing Orders Update

Mrs Etebar presented the updated Standing Orders for approval, noting that minimal changes had been made.

The Board approved the Standing Orders update.

8.9b/22.23 Corporation Board Meeting Schedule 2023/24

Mrs Etebar presented the meeting schedule for approval, noting that preferred dates and times had been taken into consideration when compiling the schedule.

The Board approved the Corporation Board Meeting Schedule.

Audit Committee papers

Ms Houzer presented the papers as she had chaired the Committee in the absence of Mr Francis.

8.10a/22.23 Internal Audit Services Reports

Ms Houzer presented the Internal Audit reports on Governance, Learner Number Systems (LNS) and Follow Up for approval. She noted that the Governance and Follow Up reports were straightforward but the LNS report had been the subject of greater discussion in Committee. Two key areas raised in the report were T Levels, where the College would be looking to include exam revision and preparation hours in the learners' hours, and Apprenticeships where several actions for management had been discussed and it was agreed that Curriculum & Standards Committee would monitor these actions via the Apprenticeship report to that Committee.

Governors' questions and comments

Governors agreed that having a Committee lens to monitor the Apprenticeship actions was appropriate but the Board should also have sight of this and the T Level issues. Ms Houzer noted that the Curriculum & Standards Committee would review both and report to the Board. The Principal suggested that T Levels should be heightened on the risk register and informed the Board that the ESFA had given the College an unsought increase in T Level numbers which the College was challenging. She added that the examination burden for T Levels was significant with 10 hours of examination for one module. She hoped that the DfE would look to reduce the examination load as learners who chose the T Level qualification had chosen a vocational pathway.

Mr Axam left the meeting.

The Board approved the Internal Audit Services Reports.

8.10b/22.23 Internal Audit Plan 2023-24

Ms Houzer presented the plan noting that in addition to the standard programme of core assurance work two risk based assurance areas were included: Health and Safety and OfS Compliance. The price increase from RSM to deliver the plan was judged as fair.

The Board approved the Internal Audit Plan 2023-24.

8.10c/22.23 External Auditors 2022-23 Accounts Audit Plan

Ms Houzer drew attention to the significant increase in fees for the External Audit plan which was reportedly due to inflation and the increased scope of work due to a new auditing standard and public sector reclassification. Mazars had reported that the recovery on their costs needed to be 50% but the College's own research suggested that other auditors' fee increases were not as high. The College had unsuccessfully challenged the 32.7% fee increase and noted that Mazars were in the final year of their contract and that there would be a tender process next year.

Governors' questions and comments

Mrs Chapman advised that she had attended the AoC South East Audit and F&GP Chairs meeting recently and a number of colleges outside London were reporting that they were struggling to get responses to audit tenders. Governors agreed that if there were increased regularity requirements then the new reality may be that external audits may cost more going forward, but also that as a result of public sector reclassification one development could be the introduction of a Government audit agency for future audits.

8.10db/22.23 Risk Management Policy

Ms Houzer presented the Risk Management policy where the only change was to the date. The Board approved the Risk Management Policy.

8.10e/22.23 Risk Register 2022/23

The risk register was presented and Governors asked to note the inclusion of a new curriculum risk C10 related to OfS B3 regulatory conditions. It was noted that the existing T Level risk C9 may need to evolve to reflect the T Level concerns raised earlier.

F&GP Committee papers

8.11a/22.23 Annual Fees Policy Update

Mrs Chapman presented the policy for approval advising that there were only minor amendments including changing references from 'students' to 'learners', updating links to DfE guidance and updating the fee table. She noted that the Committee had discussed overseas learners paying a 50% deposit to show their commitment to take the course, and the risk to the College if 10% of overseas learners were not awarded visas.

The Board approved the Annual Fees Policy.

8.11b/22.23 Property Strategy Update

Mrs Chapman reported that the F&GP Committee had received a verbal update in the meeting on the status of current and planned capital projects which was captured in the executive summary to this paper. The Director of Finance & Corporate Services added that the College had received the results of a Reinforced Autoclaved Aerated Concrete (RAAC) survey which found that remedial works would be required. This had been included in the budget. He also added that Fusion had tendered for new energy decarbonisation consultants to support the Salix property works as the original consultants Hillside had other commitments. Two companies were shortlisted and the successful company CPW would be appointed tomorrow.

Governors' questions and comments

Governors requested more detail regarding the results of the RAAC survey. The Director of Finance & Corporate Services explained that the concrete supporting some posts was 50cm and would need to be increased to 75cm. This was not due to problems with the original build, rather that guidelines had changed. The supports had been tested and were sound, but additional concrete support would need to be added. The Principal suggested that for the Board to have assurance regarding this critical risk it should be noted as an action for the Board to receive a report next year which set out what issues had been identified and what the solutions were with the timescale for action. Governors agreed and also suggested that it be added as a risk to the risk register.

Action: Board to receive a report on RAAC survey issues, actions and timescale.

8.11c/22.23 Termly Financial Summary

Mrs Chapman reported that income targets were on track, the balance sheet remains strong and the College retains its outstanding financial health.

8.11d/22.23 Financial Forecast

The forecast showed a surplus of £281k for the year against a budget of £303k. Mrs Chapman reported that the College was confident this would improve once the 150k pay and £250k non pay contingencies had been released. Risks to achieving this forecast were delivering funding and fee income targets and the ability of the College to continue controlling non-pay costs at a time of rising inflation.

8.11e/22.23 Budget 2023-24

Mrs Chapman presented the budget for approval. The budget showed an operating surplus of £250k for 2023/24 compared to the May forecast surplus of £281k for 2022/23. The budget was for the second year of the Sustainable Transformations Strategy and took into account the costs associated with the rising cost of living and increased income resulting from the opening of the Hart Professional College. In line with previous budgets £550k of contingencies had been built in as well as scope to make a 9% pay award. Capital expenditure of £8.8m was planned of which £4m would be match funded. The College's cashflow balance was predicted to decrease from £16m in July 2023 to £13.5m in July 2024.

Governors' questions and comments

Mr Malins observed that the Remuneration Committee had discussed the risk associated with budgeting for a surplus now that the College was in the public sector, and asked if it was appropriate for the Board to continue that discussion now given that this budget was predicting a surplus. The Principal noted that Remuneration Committee had raised the idea of a rolling budget which was being investigated by the Director of Finance & Corporate Services who was also looking at the impact of realignment to a new financial year ending in March if so requested by the DfE. She added that there was greater scrutiny of the College's finances with the DfE requesting sight of the Monthly Management Accounts. There was much to discuss and the Chair of Corporation suggested that the October Board meeting should discuss how to manage the direction of travel. Governors agreed that it would also be helpful to include external expertise such as Eversheds at that meeting to provide guidance regarding the impact of public sector reclassification. Mrs Etebar added that consideration should also be given to the College's reserves and controls upon them as her experience within a public sector organisation was that they had been prevented from using their reserves to move their Head Office.

Governors asked on what basis the 9% had been arrived at as the pay award included in the budget. The Principal advised that unlike schools, colleges receive no Government funding to support any pay awards. The percentage had been included in the budget but the actual award would be discussed by F&GP Committee in the autumn and would take into account the economic situation at that time.

The Board approved the Budget 2023-24.

8.11f/22.23 Update to Financial Regulations

Mrs Chapman presented the updated Financial Regulations for approval.

The Board approved the updated Financial Regulations.

Items to be taken as read

8.12/22.23 Draft Committee minutes

The Board received the draft minutes.

8.13/22.23 Any other business

Professor Earwicker thanked the Board for the recent dinner and kind words marking the end of his term as an External Governor, and for allowing him to continue his connection with the College as an Associate Governor.

Professor Earwicker left the meeting.

8.14/22.23 Date and time of next meeting

It was suggested that it would be helpful to fix the date of the October Board meeting as soon as possible to allow Governors to hold it in their diary. Following that meeting the next main Board meeting would be Thursday 7th December 2023.

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

8.15/22.23 Board minutes with restricted circulation for approval

The Corporation Board Part 2 minutes of 30th March 2023 with a restricted circulation were accepted as a true and accurate record and would be signed by the Chair.

8.16/22.23 Confidential Committee minutes

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

8.17/22.23 Clerking Arrangements

This item was recorded as a confidential Part 2 minute.

8.18/22.23 OfS B3 conditions monitoring report

This item was recorded as a confidential Part 2 minute.

8.19/22.23 Apprenticeship report

This item was recorded as a confidential Part 2 minute.

8.20/22.23 Any other confidential matters

The Associate Director of HR joined the meeting for part of this item.

This item was recorded as a confidential Part 2 minute.

The Chair noted that this was the final Board meeting for both the Associate Governor and the Clerk to the Corporation and both were thanked for their contributions.

The meeting closed at 9.57am

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

Signed:.....

Dated:.....

Summary of action points

Item	Action
8.8a Termly Safeguarding Report	Board to receive a report on parity of systems for HE learners.
8.11b Property Strategy Update	Board to receive a report on RAAC survey issues, actions and timescale.