

Minutes of the meeting of the Board of Governors held on **14 March 2019**.

Present: Bob Harrison (Chair), Clive Macdonald (with the exception of B19/8 to B19/17), Yultan Mellor (Principal), Mike Bramhall, Tim Thornton, Ken Richardson (with the exception of B19/8 to B19/17), John Edwards (with the exception of B19/8 to B19/17), Colin Forrest, Liz Stanley, Neil James (up to and including B19/47), Catharyn Lawrence (up to and including B19/47), Kate Fleming, Ann Corrigan, and Nesta Goulding (up to and including B19/47).

In attendance: The Vice Principal (up to and including B19/47), the Treasurer/Head of Finance (up to and including B19/47), the Heads of Estates and Facilities (up to and including B19/47), the Clerk to the Governors and Charlotte Tanikal (Eversheds) (B19/1 – B19/17).

Apologies: Frank Lord and Sarah Tyler.

GENERAL BUSINESS

B19/1 DECLARATIONS OF INTEREST

Each governor present declared any potential interests related to items to be considered at the meeting. The Board considered the following potential interests in particular.

With respect to:

- his role as deputy vice-chancellor Prof Tim Thornton declared an interest in items relating to HE and the College's relationship with the University of Huddersfield;
- his role as a consultant with the University of Huddersfield Mike Bramhall declared a potential conflict of interest in items relating to HE and the College's relationship with the University of Huddersfield;
- his role as chair of the Audit Committee of Barnsley Metropolitan Borough Council (BMBC) Ken Richardson declared an interest in items relating to the College's internal audit providers.

B19/2 It was agreed that no decisions to be taken would be affected by these interests and it was not considered necessary for the members to withdraw from the meeting.

B19/3 With respect to:

- their roles as trustees Clive Macdonald and John Edwards declared a non-financial interest in items which related to the Wentworth Castle and Stainborough Park Heritage Trust;
- in relation to item 4 – Gardens and Parklands – Legal Documentation - it was noted that the item included a recommendation regarding approval to sign a range of legal agreements to facilitate the running of the Gardens by the National Trust.

B19/4 Whilst agreeing that approval was in relation to arrangements with the successor organisation rather than the Wentworth Castle and Stainborough Park Heritage Trust, for the purposes of absolute transparency it was agreed that the members affected would not take part in the consideration and approval process for this item.

B19/5 With respect to:

- his role as a member of Barnsley Metropolitan Borough Council (BMBC) Cllr Ken Richardson declared a non-financial interest in items which related to the future of the Wentworth Castle Gardens.
- in relation to item 4 – Gardens and Parklands – Legal Documentation - it was noted that the item included a recommendation regarding approval to sign a range of legal agreements to facilitate the running of the Gardens by the National Trust on behalf of BMBC.

B19/6 The Board agreed that the member affected would not take part in the consideration and approval process for this item.

B19/7 **MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 13 December 2018 were approved as an accurate record (a signed copy is filed in the minute book).

- B18/137 It was confirmed that the College had successfully challenged the decision of the ESFA which equated to an additional £75k of income in 2018/19.

ITEMS FOR DISCUSSION AND APPROVAL**B19/8** **GARDENS AND PARKLANDS – LEGAL DOCUMENTATION**

(A copy of document 4i is filed in the minute book)

The Board received a report from the College solicitor regarding the current position in relation to the winding up of the Wentworth Castle and Stainborough Park Heritage Trust and the takeover of the park and gardens by the National Trust, with particular reference to the key legal documents, the process and timetable for approval and details of any residual risks. It was noted that:

- the Wentworth Castle and Stainborough Park Heritage Trust had agreed for the transfer of its freehold and leasehold interests in the gardens and ancillary buildings to Barnsley Metropolitan Borough Council;
- the Council had agreed to let the gardens and ancillary buildings to the National Trust for a term of 25 years to allow the National Trust to run the gardens on behalf of BMBC;
- Northern College had the freehold interest in the Wentworth Castle and also in a number of buildings adjacent to Wentworth Castle including Home Farm and Long Barn;
- Northern College, BMBC and the National Trust had agreed to enter into a number of agreements, to facilitate the running of the gardens by the National Trust.

- B19/9** It was reported that whilst the process to regularise the arrangements between the College, BMBC and the National Trust had been lengthy and very technical, it was envisaged that the National Trust would formally take over the running of the property in May 2019.

- B19/10** The College solicitor presented each legal document including its purpose, any outstanding issues and risks related to it and its position with regards to approval.

A Headlease between BMBC, the College and the National Trust

It was reported that:

- the headlease related to the running of the Gardens owned by BMBC by the National Trust;
- the College had been asked to be a party to the lease in relation to a range of matters including:
 - keeping the College's land and buildings in good repair and condition;
 - works required to the College's land which may impact on the use and enjoyment of the National Trust's land and the same for works to the National Trust's land;
 - The provision of services by the College to the National Trust in relation to a range of matters including maintenance of the access ways, maintenance of the bio-bubble, use of the car park, rights to use escape routes, pedestrian and vehicular access routes, the use of conduits under the College's land serving the gardens, wayleaves, signage, rights of entry on reasonable notice for maintenance, right to erect scaffolding;
- following review of the document the College did not perceive any risk to it regarding entering into the headlease with BMBC and the National Trust.

B Variation of existing lease dated 18 February 2011 between the College, Wentworth Castle and Stainborough Park Heritage Trust and BMBC relating to Long Barn and Home Farm.

It was reported that:

- a number of changes were proposed to this document relating to:
 - new arrangements in the event of forfeiture of the lease;

- insurance arrangements;
- structural alterations;
- service charge invoicing;
- having considered the changes proposed the College did not feel these materially prejudiced the College and raised no material concerns.

C New Car Park Deed of Easement

It was reported that:

- it had been proposed that the National Trust grant the College a licence to use the car park rather than an easement but this had been resisted by the College;
- a new easement had therefore been drafted which covered a range of matters including rights of access and use, damage to property, repair and condition;
- the easement included an agreement for the National Trust/BMBC to utilise a maximum of 50 spaces for staff and volunteers;
- the College had reviewed the deed and, as it put the College in no worse position than currently, the College was happy to enter into the deed.

D Bio-bubble easement relating to the sewage treatment plant built to serve Home Farm and Long Barn

It was reported that:

- the National Trust had expressed a preference for the existing easement to be surrendered and a new deed to be entered into between the College and BMBC;
- the intention was to update the arrangements between the parties to reflect the current position;
- this had been the most contentious part of the negotiations and one which had taken the most time to settle;
- in summary it had been agreed that:
 - the College would continue to maintain the bio-bubble and outfall pipe as it currently did;
 - this was subject to BMBC contributing 62% of the costs of maintenance which had been calculated in accordance with the National Trust's projected use of the facility and was subject to review;
 - the College had a continued right to use the facility, including a right to connect new buildings onto the plant subject to sufficient capacity being available;
 - the College would take on the obligation to insure the bio-bubble, subject to the Council reimbursing their share of 62% of the costs;
 - the Council would have a right to connect to and use the treatment plant and any additional connections subject to the right of the College to refuse due to insufficient capacity;
 - the sewage plant and outfall plant were recorded in the 2011 Deed of Easement as being in the ownership of the College. The College would have preferred that BMBC took on ownership going forward but this was not agreed by BMBC and strongly resisted. The College has agreed that the asset will remain in their ownership;
 - in relation to inherent defects, it was agreed that these would be limited to those not covered by insurance. In such a case, the costs would be shared 50/50 between BMBC and the College;
 - the National Trust have said in meetings that, based on their projections of visitor numbers, the Bio-bubble may need replacing in a few years' time. The College has made it clear that it will not meet the cost of any upgrades/replacement needed due to National Trust increased visitor numbers;
- complete clarity had not yet been achieved in this area, the parties had reached a position of compromise and whilst the documents were not finalised in an agreed form all the points of principle had been agreed;
- the College believed that following negotiations on the Bio-bubble easement, this represented the least risk to the College that it had been able to negotiate.

E Premises Sharing Agreement between the National Trust and the College relating to Long Barn

It was reported that:

- heads of terms had been received for the premises sharing agreement;
- however, the College had felt that they were not reflective of how the space was actually utilised by the College and these were therefore being re-drafted;
- the amended heads of terms were awaited.

- B19/11** The solicitor outlined the key areas of risk at this stage as:
- the additional complexity involved with having another layer in the legal arrangements;
 - the inherent risk of defect in the bio-bubble.
- B19/12** The Board considered the issues relating to the bio-bubble in detail, including:
- the nature and likelihood of the risk;
 - potential costs associated with repair and replacement, noting that replacement was broadly estimated at approximately £50K;
 - the potential impact of increased usage;
 - the process for identifying capacity overload and how any potential overload would be addressed;
 - on-going maintenance and management;
 - arrangements for dispute resolution.
- B19/13** The Board particularly sought assurance from the solicitor regarding confirmation that the College would not be liable for costs arising as a result of increased National Trust visitor numbers increasing the bio-bubble usage beyond its capacity. The solicitor confirmed that clarification that the College would not be expected to cover costs arising as a result of increased National Trust visitors would be covered in the easement.
- B19/14** The Board considered the issue of wayleaves and the ability of the National Trust to lay new services on unbuilt land with the College's consent, subject to the National Trust paying a proportion of the cost of maintenance and were assured that this was appropriate.
- B19/15** The Board sought and received confirmation that College staff and students would continue to have access to the gardens and parklands.
- B19/16** The Board:
- agreed that the College had appeared to have achieved the objective set by the Board that it maintain a comparable legal position to the one currently held;
 - were assured that the key risks had been appropriately diminished as far as was possible;
 - welcomed the exciting opportunities which would arise from partnership working and the opportunity to raise the profile of the College further;
 - sought and received assurance from the solicitor that it was legally in a position to agree to the arrangements in relation to charity and company law, and that all necessary consents would be sought from the Charity Commission to enable the College to sign the leases and associated agreements.
- B19/17** The Board acknowledged that it had been a long and at times challenging process, but agreed that a positive outcome had been achieved.

- Resolved:**
- i That approval in principle be given to:**
- **the headlease between BMBC, the College and the National Trust,**
 - **the variation to the existing lease dated 18 February 2011 between the College, Wentworth Castle and Stainborough Park Heritage Trust and BMBC;**
 - **the car park deed of easement;**
 - **the bio-bubble deed of easement; and**

- the premises sharing agreement.
- ii That authority be delegated to the Principal and Chair of the Board of Governors to approve, sign and seal the final versions of these documents, subject to:
- receipt of all necessary consents from the Charity Commission for the College to sign the leases and associated agreements;
 - there not having to be any significant changes to the documents;
 - there being a progress report presented to the next meeting of the Board of Governors.

B19/18 COLLEGE REPORT

(A copy of document 5i is filed in the minute book)

The Board received the College Report and particularly noted:

- progress with business planning for 2019/20;
- updated student recruitment data for 2018/19, noting that all areas were ahead of plan with the exception of the Access to HE Diploma which at 56 had fallen below the 60 target due to a number of withdrawals, but remained ahead of the previous year which had been at 49 at this point;
- an update regarding the Free Thinking Programme, noting that the programme was currently under review due to lower than target success in generating additional income;
- initial feedback from the external health check which had taken place in February 2019;
- staffing matters, including the planned retirement of the Vice Principal in July 2019;
- the College's successful reassessment against the Matrix Standard;
- an update regarding devolution, noting that the Policy and Finance Committee had been tasked with keeping a watching brief over this area.

B19/19 The Board explored the Access to HE Diploma retention data in detail, particularly in relation to the potential impact on funding, the profile of leavers and any lessons to be learned. It was reported that the financial impact would be a likely reduction in bursary funding of approximately £30-50K, but there was the potential to recoup this later in the year through the planned provision of IT Level 3, and that the College was undertaking an analysis of the leavers in order to establish any lessons to be learned. The Board agreed that this report be considered in detail by the Quality Committee.

B19/20 The Board considered the report regarding the Free Thinking Programme in more detail, noting that whilst the generation of additional external income to support the programme had been challenging, 89% of participating students to date had been eligible for ESFA funding. The Board:

- supported the College remaining committed to an offer for survivors of modern slavery, and welcomed the plan to review delivery costs and income as part of the planning for 2019/20;
- noted the estimated achievement of £24K additional income for the programme in 2018/19 against an original target of £100K, and agreed that whilst this was disappointing the College had benefitted from significant promotion and national profile raising;
- encouraged the College to consider a different funding strategy for the programme going forward by focussing activity on scholarship funding for individual students who weren't eligible for ESFA funding.

B19/21 The Board considered the initial feedback from the health check and were assured that no significant concerns had been raised and all the areas of development noted were those that the College had already identified. The Board also considered feedback relating to governance, the likelihood of the College being inspected by Ofsted, the process for development of an action plan and communication of the outcomes with College staff. It was agreed that the full report and action plan would be considered by the Quality Committee and that appropriate preparation for inspection training would be provided for governors.

Resolved: i That the analysis of leavers from the Access to HE Diploma in 2018/19 and lessons to be learned be considered in detail by the Quality Committee at its meeting in June 2019.

- ii **That the full report and action plan from the health check be considered by the Quality Committee at its meeting in June 2019.**
- iii **That appropriate preparation for inspection training be provided for governors.**

B19/22 **2018/19 INTEGRATED PERFORMANCE REPORT**
(A copy of document 6i is filed in the minute book)

The Board considered the **dashboard to 31 January 2019** and noted that:

- overall achievement in the foundation skills area appeared to have suffered a dip. The Board was assured that this was due to 'data lag' where completions had been recorded but achievements had not yet been confirmed, and that once the achievement data was aligned it was expected that the position would recover by at least 3%;
- retention on the Access to HE diploma was behind that of the previous year at the same point at 88.9% compared to 92.3% in 2017/18 and research to explore the issues and actions required had been commissioned as reported earlier in the meeting;
- average class size continued to be below the target in all but Access to HE and higher level programmes. The Board welcomed the work being undertaken regarding curriculum planning and review for the 2019/20 academic year to improve the admissions process and rationalise the course offer in a way which discouraged multiple speculative applications;
- the no show rate was consistent with the last report at 12% and remained below target;
- there were no concerns about participation rates;
- teaching hours were at an expected level for the mid-point of the academic year;
- there were no areas of concern regarding student feedback from the short course questionnaire;
- average absence days per employee remained within benchmarks, however long-term sickness absence amongst teaching staff had seen a significant increase which had impacted on the percentage of time lost in teaching;
- whilst there were currently no costs attributed to teaching staff cover, and cover had been kept to a minimum, it was expected that costs would increase;
- whilst gas consumption was down on the same period last year, electricity had shown an increase of 12.6% and would continue to be monitored closely;
- adult education and community learning income were both forecast to hit target.

B19/23 The Board were assured that key issues arising from the data had been identified and appropriate actions were being taken.

B19/24 The Board considered **management accounts to 31 January 2019** and noted that:

- the position reported was generally positive;
- as previously reported the College had successfully challenged the decision of the ESFA regarding the treatment of the qualification error clawback, resulting in an additional £75k of income in 2018/19;
- whilst the surplus was healthy, this could be adversely impacted by the retention position on the Access to HE Diploma as previously reported;
- project income was predicted to be below target at year end, partially as a result of income generation from the Free Thinking Programme as previously reported;
- external income had been negatively impacted by the cancellation of the externally run GLI conference;
- the cash position, days in hand and surplus were all positive;
- payroll as a percentage of income was at 60.8% against a target of 60% and would be further impacted on by pension costs;
- there were a number of movements in pay costs as a result of vacancies, sessional cover for sickness absence and interim cover;
- as previously reported catering costs were higher than planned, partially as a result of inaccurate forecasting and an increase in student numbers, and a review had been

undertaken which would be considered by the Policy and Finance Committee at its meeting in May 2019;

- the College was working hard to ensure that the HE debtor position continued to be well managed.

B19/25 The Board considered pay costs relating to vacancies, sessional and interim cover, and were assured that the College was taking all steps to ensure vacant positions were being appointed to as appropriate in a timely manner.

Resolved: i That the report be noted.

B19/26 **EQUALITY AND DIVERSITY**

(A copy of documents 7i and 7ii are filed in the minute book)

The Board considered the **Equality Duty in Employment Report 2018** and noted that:

- the report covered the period 1 August 2017 – 31 July 2018;
- its primary purpose was to meet the requirements placed on public bodies under the Equality Act 2010;
- in addition to this it enabled detailed monitoring and reporting regarding protected characteristics to be undertaken, with action undertaken as necessary to try to remove barriers and promote equality for all groups;
- the report included information regarding training to promote equality and diversity; the updating of College policies; a breakdown and distribution of the workforce in terms of ethnicity, disability, gender, age, religion or belief and sexual orientation; consideration of issues for trans staff; take up of training opportunities and success rates for job applicants;
- the College had seen a significant increase in applications from BAME candidates, but needed to continue to attract applications from BAME candidates to increase the diversity of the workforce.
- areas for action had been identified as:
 - continued awareness around unconscious bias to address barriers which may be preventing the conversion of applications to appointments;
 - continuing to work on increasing the diversity of the workforce;
 - continued work with partner organisations to develop links with potential BAME candidates;
 - continued support for staff with a declared disability and reasonable adjustments where appropriate;
 - further support and encouragement to increase response rates in terms of monitoring sexual orientation and gender identity.

B19/27 The Board considered the data regarding the conversion rates for BAME candidates to appointments in more detail, particularly exploring the actions that had led to the increase in applicants and whether this could be further extended, and whether there were any issues regarding candidate preparedness and if any further work could be undertaken to support this. The Board considered the outcome of the recently attended unconscious bias training noting that although the College had compared well with other providers in terms of the actions being taken and the overall the direction of travel was positive, it remained an area of development for the College.

B19/28 The Board considered the **Equality and Diversity Six Month Report 2018/19** and noted that:

- BAME participation to date had increased to 22%, compared to 18% at 2017/18 year-end;
- 61% of students had declared a learning difficulty or disability, which was a 13% increase on 2017/18. It was reported that this was being investigated further in order to establish whether it was likely to be a result of increased reporting or due to the nature of the provision being offered and the type of students attracted;
- 61% of students had no qualifications above Level 1 compared to 67% in 2017/18;
- the balance of male/female students was in line with previous years;
- achievement issues were related to retention;
- overall no significant issues had been identified.

B19/29 The Board explored the significant increase in students declaring a learning difficulty or disability and welcomed the further investigation planned.

B19/30 The Board considered the data relating to students with no qualifications above level 1 and particularly the validity of drawing any significant conclusions from relatively small fluctuations in relation to self-declared data.

Resolved: i That the reports be noted.

B19/31 **RISK MANAGEMENT AND ASSURANCES – KEY STRATEGIC RISKS**
(A copy of document 8i is filed in the minute book)

The Board considered the Risk Register – Key Strategic Risks, noting that:

- there were no changes in relation to the key strategic risks identified, with the exception of C3 - Failure to renew the college's central management information system – which had been downgraded as a result of progress made and was no longer a red strategic risk;
- C1 - Devolution of Adult Education budget – analysis was being undertaken in relation to students recruited from areas where devolution was implemented in order to establish the appropriateness of the College bidding to those areas for funding;
- C2 - Loss, theft or misuse of personal data leading to a breach of data protection legislation – training for staff had been commissioned and would be delivered in the next few weeks and an internal audit to test embeddedness was planned for later in the year;
- there were no changes in relation to E1 - Major blockage in the college drainage system- and I1- Loss of external connectivity (e.g. telephones, internet, e-mail) and controls and contingency arrangements remained in place.

B19/32 The Board considered C3 including the current position and whether the retirement of the Vice Principal had been taken into account. It was reported that interim cover for the MIS manager was in place, that shortlisting for permanent appointment to the post was currently being undertaken, a handover period had been allowed for in the transition plan and the interim manager was in the process of creating a platform for reporting which would support continuity in relation to documentation and handover.

B19/33 The Board considered C1 and whether the College was seeking opportunities to shape thinking in terms of devolution. It was reported that the Principal was a member of the AoC devolution group and that staff were taking every opportunity to influence decision makers, including key civil servants. It was agreed that the ideal scenario for the College would be to retain national funding, with an option to bid into devolved funding pots where appropriate.

B19/34 The Board agreed that the risks identified and the relevant controls were appropriate and accurately reflected those pertinent to the College.

Resolved: i That the risk register be noted.

B19/35 **PROGRESS REPORT QUALITY IMPROVEMENT PLAN**
(A copy of document 9i is filed in the minute book)

The Board considered a report which outlined progress against the actions in the College's quality improvement plan and noted that progress was being made in all areas and consideration had been undertaken of all key aspects elsewhere in the meeting.

Resolved: i That the report be noted.

B19/36 **FINANCIAL STATEMENT AUDIT SERVICES – REAPPOINTMENT**
(A copy of document 10i is filed in the minute book)

The Board considered an evaluation of the performance of the financial statements auditors in 2017/18 against a range of performance indicators and approved a proposal from the Audit Committee that it be recommended to the members of the Company to reappoint Grant Thornton as the College's financial statement auditors for 2018/19.

B19/37 The Board supported the position that the College should challenge any substantial increase in fee for 2018/19, particularly in relation to costs related to staffing the audit at the appropriate level.

B19/38 The Board noted the option to explore rotation of the audit partner in order to maintain independence, but agreed that as this was not a specific requirement and the College benefited from the level of the partner's experience this should not be pursued at this stage.

B19/39 The Board considered and approved revised performance indicators for 2018/19.

- Resolved:**
- i That it be recommended to the members of the Company that Grant Thornton be appointed as the College's financial statement auditors for 2018/19.**
 - ii That performance indicators for 2018/19 for the financial statement auditors be approved.**
 - iii That the option to explore rotation of the financial statements audit partner not be pursued at this stage.**

B19/40 **GOVERNANCE MATTERS**
(A copy of document 11i is filed in the minute book)

The Board considered and approved a range of governance matters. It was noted that in relation to the meeting schedule for 2019/20 a strategic planning session for all governors on 14 November 2019 had been added and a further date would be added for Quality Committee to increase the number of meetings to three per year.

B19/41 The Board considered a proposal from Search committee regarding strategic consideration of the membership and leadership of the Board of Governors. It was noted that:

- the College strategy was focused around objectives to positively adapt to devolution, diversify provision and income and promote the work of the College to develop and grow its offer;
- critical to the success of the strategy was ensuring that the College had the leadership capacity and capability to deliver its strategic aims over the next 5 years, including ensuring that the membership and leadership of the Board of Governors continued to include the skills and connections needed to support the journey;
- the new Principal had settled in to her role and this provided the Board with the opportunity to think strategically about its membership and leadership in the medium to longer term;
- alongside this context of development, the Board of Governors had a number of members whose term of office was scheduled to end in 2019, crucially including both co-chairs and the vice chair;
- additionally, both co-chairs had indicated a medium term wish to step down from the Board;
- the Search Committee had considered the position and agreed that it would be crucial to ensure that a carefully managed process was agreed and implemented which would balance flexibility and development with the maintenance of continuity and stability;
- it was therefore proposed that a small working group of governors be established to consider the skills and connections required of the Board, and the chair in particular, and to develop a process and timetable;
- it was envisaged that the group would be in a position to make recommendations for consideration by the Board at its meeting in July 2019;
- it was felt that the group should not include the current co-chairs or vice chair as members.

B19/42 In addition, it was also proposed that in order to facilitate the transition period the membership of Bob Harrison, Clive Macdonald and Ken Richardson be extended to September 2020, and that they be reappointed to their roles of co-chair and vice chair for this interim period.

B19/43 The Board supported the proposal agreeing that it was important to take time to plan for the significant changes and development over the next few years.

B19/44 It was agreed that individual Board members would indicate to the Clerk to the Governors their willingness to be part of the working group.

- Resolved:**
- i That the meeting schedule for 2019/20 be received and noted.
 - ii That the role description for Lead Governor – Safeguarding be approved.
 - iii That Colin Forrest be appointed as the Lead Governor – Safeguarding.
 - iv That the College adopt the AoC Senior Staff Code of Remuneration.
 - v That the revised Scheme of Delegation be approved.
 - vi That the proposed role of Audit Committee in relation to the oversight of health and safety be approved.
 - vii That a working group be established to consider membership of the Board of Governors, particularly in relation to the role of chair and vice chair, and that individual governors indicate their willingness to participate in the group to the Clerk to the Governors.
 - vii That Bob Harrison, Clive Macdonald and Ken Richardson be reappointed in the category interest and experience for a further term of office to 25 September 2020.
 - viii That Bob Harrison and Clive Macdonald be reappointed as co-chairs of the Board of Governors to 25 September 2020.
 - ix That Ken Richardson be reappointed as vice chair of the Board of Governors to 25 September 2020.
 - x That Anne Shiels be granted a suspension of her membership for six months from 14 March 2019 to 26 September 2019.

ITEMS FOR INFORMATION

B19/45 REPORTS FROM COMMITTEES

(A copy of document 12i is filed in the minute book)

The Board received and noted minutes from the following meetings:

- Policy and Finance Committee – 15 November 2018
- Quality Committee – 3 December 2018
- Audit Committee – 12 November 2018

B19/46 INFORMATION FROM THE SECTOR

(A copy of document 13i is filed in the minute book)

The Board received and noted:

- FE Insolvency – Governor Guidance
- DfE Governance Guide for Further Education Colleges

B19/47 The Board noted that whilst as a company limited by guarantee the companies insolvency regime had always been applicable to the College the introduction of the new regime did have direct implications for the way in which an insolvency situation would be approached. It was noted that the new regime introduced an education administration insolvency procedure, which was a special administration regime (SAR) giving additional protection to students, and the appointment of an

education administrator would therefore apply to the College from 31 January 2019 in its capacity as a designated institution.

CONFIDENTIAL MATTERS

B19/48 CONFIDENTIAL MINUTES

The confidential minutes of the meeting held on 13 December 2018 were approved (a signed copy is filed in the confidential minute book).

B19/49 PAY AWARD PROPOSALS

(A copy of document 15i is filed in the confidential minute book)

A separate confidential minute was recorded.

B19/50 STAFFING MATTERS

(A copy of document 16i is filed in the confidential minute book)

A separate confidential minute was recorded.

DATE OF THE NEXT MEETING

B19/51 The next meeting of the Board of Governors will take place on **Thursday 11 July 2019 at 11.00am.**

Signed		Date	
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