

## CORPORATION MAIN BOARD

### MINUTES OF THE MEETING HELD AT SOUTH BRISTOL SKILLS ACADEMY MONDAY 17 OCTOBER 2023 AT 16.30

**Present:**

Peter Rilett, Chair  
 Steve Bennett, Vice Chair  
 Steve Boardman, Vice Chair  
 Dan Amin  
 Tony Antonius (via Teams)  
 Andrea Arlidge (from item 5)  
 Sandra Gordon (from item 4.2)  
 Marc Griffiths (via Teams)  
 Judith Harper  
 Shawn Smith  
 Zoe Taylor  
 Neil Dimes  
 Jess Winkler (via Teams)  
 Julia Gray, Principal & CEO  
 Alison Beckingham, Staff Governor  
 Tony Green, Staff Governor  
 Meaghan Stillman, Student Governor  
 Frank Teagle, Student Governor (from item 4.2)

**In attendance:**

Joanne Ward, Vice Principal Corporate Services and External Relations  
 Catherine Howett, Vice Principal Curriculum and Quality  
 Tim Peacock, Executive Director of Finance & Funding  
 Hayley Shaw, Director of HR & OD  
 Anne Roberts, Interim Director of Governance & Clerk  
 Jessica Thorne, Corporate Services Officer

**Attendance: 90%**

Min. No.	
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
1.1	Apologies were received from Daniel Jones and Julian Fleming.
1.2	Membership Update including Committee Membership: <ul style="list-style-type: none"> <li>Erin York had stepped down as Student Observer. She was thanked for her contribution</li> <li>There was an Audit committee external member vacancy from Jan 2024</li> <li>The Chair of Curriculum &amp; Quality would report back on the term of office of the co-opted member Asma Ahmed.</li> </ul>
<b>2</b>	<b>DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THE AGENDA</b>
2.1	None other than Staff governors in relation to the pay award
2.2	The Board noted confidentiality of items 7, 9, 10, 11 & 12 on the agenda
<b>3</b>	<b>MINUTES</b>
3.1	The minutes of the meeting held on 17 July 2023 were confirmed as an accurate record subject to amendment of minute 6.1.5 to read 'student experience offerings' rather than 'student experience budget'. The minutes were APPROVED.

3.2	The minutes of the Confidential Board meeting held on 26 September 2023 were APPROVED as an accurate record.
3.3	The Clerk reported that the written resolution in respect of the Galleries Lease for use by Partners in Bristol had been carried and the deed had been signed.
4	<p><b>Matters Arising from the Minutes</b> There were no matters arising.</p> <p><b>4.1 Action Register</b> Progress reports were made on the following:</p> <ul style="list-style-type: none"> <li>• Board appointments had been confirmed and the new TOR and I&amp;A had been published on the college website</li> <li>• The Beacon award action was carried forward</li> <li>• The student experience offerings were in hand</li> <li>• The Adult Education budget was mostly used for ESOL. The adult literacy/numeracy take up at SBSA was very small but was an area that needed to be addressed</li> <li>• The new staff appraisal form was now live and KPIs had been distributed</li> <li>• The College insurance policies had been renewed from 1 August 2023 under a 3-year term agreement. The Executive Director of Finance &amp; Funding reported on the liability details.</li> <li>• Following the Board Strategy day, an external search for a Chair would progress <b>ACTION: Clerk/P&amp;CE</b></li> <li>• An abridged version of the external board review report would be put on the college website <b>ACTION: Clerk</b></li> </ul> <p>All other actions were in progress or had been completed</p> <p><b>4.2 Standing Orders</b> The Chair thanked the Clerk for her comprehensive review of the Standing Orders. Following consideration of the key amendments, the Board APPROVED the standing orders subject to the following points being included:</p> <ul style="list-style-type: none"> <li>• the term of office of an existing member in their 2<sup>nd</sup> term who is appointed to the Chair/Vice Chair to be extended to allow the member to serve four years in that senior role</li> <li>• Staff governor term of office to continue to be 3 years. Members discussed the options of shortening or lengthening the term, but agreed that the minimum term should remain at 3 years, with the opportunity for the staff member to stand for re-election</li> <li>• Changes in Appendices 2 &amp; 3 (terms of reference of the Corporation's special committees and panels) to ensure they were in line with the relevant staff policies.</li> </ul> <p>The Board delegated final approval to the Chair of the Corporation and Chair of Remuneration Committee once the changes in Appendices 2 &amp; 3 had been made. Once approved, the Standing Orders would be circulated and published on the college website. <b>ACTION: Clerk</b></p> <p><b>4.3 DRAFT Schedule of Business</b> The draft Schedule of Corporation Business 2023/24 was received. The Clerk confirmed that any updates would be made available to Governors, as a shared working document.</p> <p>The Clerk confirmed that it was the decision of each committee as to where best to hold meetings, noting the aim for governors to visit different campuses. She proposed that the</p>

	next Curriculum & Quality committee take place at the Ashley Down Campus, to coincide with the opening of the independence centre on 21 November 2023.
<b>5</b>	<b>PRINCIPAL &amp; CEO'S REPORT</b>
<b>5.1</b>	Governors received a report from the Principal & CEO, noting that enrolments were roughly in line with expectations for 2023-24. FE 16-19 enrolments were notably higher than predicted.
<b>5.2</b>	Governors congratulated the Senior Leadership Team (SLT) for their progress this year with enrolment numbers and early retention. SLT had implemented a data-informed process this year, with close monitoring of student attendance and achievement to ensure rapid interventions were put in place for any struggling students.
<b>5.3</b>	A Governor asked if a RAG rating could be used in future reports, to demonstrate areas that had excelled and were above target. <b>ACTION: P&amp;CEO</b>
<b>5.4</b>	The P&CEO reported that Apprentices were in the system, but it often took several months before their data appeared in the reports. The aim was to grow the numbers strategically.
<b>5.5</b>	The P&CEO thanked Governors for attending the Strategy day and asked that they complete the survey in her report about which skills/sector/knowledge and campus site they would like to be linked to by 27 October 2023. The survey results would be shared with Governors. A Governor asked about representation of trade skills – this would be covered by the construction centre link.
<b>5.6</b>	The P&CEO reported on sector news including: <ul style="list-style-type: none"> <li>• a recent Government announcement that there would be further funding next year for English and Maths</li> <li>• the recent announcement regarding the Advanced British Standard designed to replace level 3 qualifications in the next 10 years. This could also impact on T-levels. There would be a national consultation process and the college and individuals would be able to respond. It was noted that transition arrangements to this qualification had not been mentioned in the announcement, and these were integral to the college's delivery.</li> </ul>
<b>5.7 &amp; 8</b>	The P&CEO reported on progress on the pay negotiations with the JNC, the last meeting being held on 16 October 2023. Confidential minute.
<b>5.9</b>	Governors thanked the P&CEO for the positive stories in her report in relation to student activities and achievements Very positive feedback had been received from one of the external partners.
<b>6</b>	<b>STUDENT GOVERNORS' UPDATE (INCLUDING STUDENT COUNCIL)</b>
<b>6.1</b>	A Student Governor spoke of the pilot student council held in the previous academic year with 4 students which had agreed the approach to recruiting members in this academic year. The Student Experience Team would be holding the first Student Rep Meeting and Induction on 19 October 2023 and one of the student governors would attend. Thirty Student Representatives had been appointed after an application process.
<b>6.2</b>	Feedback from the Student Reps had been collected by the Student Experience Team and shared with the Student Governors. The feedback was very positive for induction and enrolment. One student had some course relevant concerns and this would be fed back to the team.
<b>6.3</b>	The Student Experience Team were also working on a student magazine, and hoped to involve more students with the production of the magazine, in-year.

6.4	<p>One of the Student Governors would attend the November AoC conference in November, which would bring together Student Governors from across the country.</p> <p>The Board thanked the student governors for their update.</p>
7	<p><b>RISK REGISTER, FOLLOWING REVIEW BY AUDIT COMMITTEE</b></p>
7.1	<p>The current risk register was included in the papers. The format of the register had been reviewed by the Audit Committee and a new template was due to be implemented soon, after review by SLT. This would then be shared with Governors.</p>
7.2	<p>A Governor asked that the risk rating in relation to insurance activity be reviewed in the new risk register. <b>ACTION: EDF</b></p>
8	<p><b>POLICIES FOR APPROVAL:</b>  <b>Whistleblowing (via Audit)</b>  <b>Counter-Fraud (via Audit)</b>  <b>Anti-Bribery (via Audit)</b></p>
8.1	<p>The Chair of Audit Committee reported that minor updates had been made to dates and job titles within the Counter-Fraud and Anti-Bribery policies. The Whistleblowing policy had been reviewed by an external legal expert</p>
8.2	<p>The Board APPROVED the policies. These would be placed on the college intranet and website, as appropriate. <b>ACTION: CSO</b></p>
9	<p><b>QUALITY REPORT, INCLUDING:</b>  <b>QUALITY DATA UPDATE</b></p>
9.1	<p>Governors considered the Quality data and Curriculum &amp; Quality Summary reports and received an update from the VPC&amp;Q, who spoke of the recent focus on improving student retention and enhancing supportive experiences for learners. Key headlines were that top level achievement rates remained broadly in line with the previous year. Quality targets were being agreed within a 3-year plan, shared with leaders and managers and these would feed into staff appraisals and targets.</p>
9.2	<p>A dashboard report was provided to SLT and tracker reports to tutors. A detailed breakdown of achievement results would be provided to the Curriculum &amp; Quality committee in November.</p>
9.3	<p><b>SUMMARY OF CURRICULUM AND QUALITY ACTIVITIES OCT 23</b>  Governors considered the Quality data and Curriculum &amp; Quality Summary reports and received an update from the VPC&amp;Q, who spoke of the recent focus on improving student retention within the first 42 days and enhancing supportive experiences for learners during Induction. Key headlines were that top level achievement rates for 22/23 remained broadly in line with the previous year. Quality targets were being agreed within a 3-year plan, shared with leaders and managers and these would feed into staff appraisals and targets.</p>
9.4	<p>A dashboard report was provided to SLT and tracker reports to tutors. A detailed breakdown of achievement results would be provided to the Curriculum &amp; Quality committee in November</p>
9.5	<p><b>SUMMARY OF CURRICULUM AND QUALITY ACTIVITIES OCT 23</b>  The VPC&amp;Q would invite Governors to be involved in department and college self-assessment reviews in November 2023. <b>ACTION: VPC&amp;Q</b></p>

<b>9.6</b>	Due to recent updates, tutors were now able to see more data including attendance and target grades for their students, along with attendance for each subject and English & Maths. This allowed them to better monitor student performance and was helping to raise aspirations. Staff were recognising the power of these tools, to enable them to track student progress. There was also a subject group tracker available, with granular detail for learners, showing data in 'real-time'.
<b>9.7</b>	Across College, there was a culture change in progress, and the new staff welfare rooms were in-use. Tutors could meet and share best practice.
<b>9.8</b>	An updated complaints process, with support and toolkit and training was now in place and being monitored, putting the student as customer at the heart of the process.
<b>9.9</b>	Student survey results were in and changes to induction for 16-18s, enrichment activities at every site were helping retention and student development.
<b>9.10</b>	Sector forums were in progress with employer involvement.
<b>9.11</b>	The Chair of Curriculum & Quality committee stated how good it was to see all the developments in place, all of which the Board would expect to see in a high-performing college. The next focus should be to reduce the 16-19 red RAG-rated areas and obtain more feedback from students in terms of what they liked at the college and what could be improved.
<b>9.12</b>	Governors asked SLT for assurance that targets were achievable. The VPC&Q confirmed that there were action plans in place which would feed into the risk register, dashboard and committee reports. These KPIs were in staff appraisals.
<b>9.13</b>	A Governor asked to see more HE Data and also destination data for HE students. This would be reported at Curriculum & Quality committee. <b>ACTION: VPC&amp;Q</b>
<b>9.14</b>	A Staff Governor said that the 3-year plan and targets were very clear, sensible and a positive change to culture.
<b>9.15</b>	A Governor asked what the college was doing to manage student behaviour at the SBSA campus. The VPC&Q reported on the multi-modal approach to support behaviours and ensure secure management of the site. Youth Moves (an external youth work organisation) had been working with students, both individual and groups. Lunch time social and sport activities were also taking place to further embed a positive environment on campus. The SBSA staff community were working together and this included discussions around how to handle difficult behaviours and situations. Information was available to staff about processes, including readily accessible flow charts for incidents.
<b>10</b>	<b>COMMITTEE REPORTS:</b>
<b>10.1</b>	The minutes from the following committees were enclosed for information: Search & Governance, Business Services, Board Strategy Day (Notes) and Audit Committee.
<b>10.2</b>	The Clerk reported that a new Code of Good Governance had recently been issued by the AoC. This would be discussed at the Search and Governance Committee before circulation to governors.
<b>10.3</b>	The Chair of the Business Services Committee reported on discussions in respect of space utilisation, cyber security software and an updated Estates strategy. HR had reported that staff turnover had decreased and that staff survey feedback was generally positive.

10.4	The Committee recommended a change to its name to 'Finance & Resources Committee'. The Board APPROVED this recommendation. <b>ACTION: CSO and Clerk</b> to update documentation and calendar invites.
10.5	The Chair of Audit Committee recorded that the Internal Auditors' annual report had the opinion that reasonable and effective risk management, control and governance was in place. The Chair of the Corporation asked for confirmation of the internal and external auditors' terms of office. <b>ACTION: EDFF</b>
10.6	A verbal update was given in relation to the Remuneration Committee. Confidential Minute
11 11.1	<b>H&amp;S ANNUAL REPORT 22/23 VIA BS COMMITTEE</b> The VPCS&ER gave an overview of the Health and Safety Annual Report 2022/23, highlighting key points and outlining some areas for improvement. This included the need to further embed strong H&S processes across all departments. Actions from the H&S audit held in 2022/23 were in progress, although one staff post remained vacant in the H&S team. Thanks were given to the VPCS&ER.
12 12.1	<b>MANAGEMENT ACCOUNTS AND COMMENTARY</b> The EDFF reported that the college Ofsted grade was 'Good' and its ESFA financial health score was 'Good'. Confidential Minute  Governors thanked the EDFF and his team for this excellent result.  The sale of Davey House was acknowledged as a contributing factor to the positive cash figure for 2022/23 but was not new funding and much of the sale proceeds had used for the AEC refurbishment.
12.2	<b>STAFF PAY AWARD</b> This was discussed earlier in the agenda
13 13.1	<b>ANY OTHER BUSINESS</b> A Student Governor highlighted an incident report made in the previous week regarding a lift issue at College Green. The P&CEO confirmed she would investigate and ensure appropriate follow-up action was taken. <b>ACTION: P&amp;CEO</b>
13.2	Next meeting date: 12 December 2023

Signed as a correct record on ..... (Date)

..... (Chair)