

Kirklees College Corporation

## CORPORATION

### Minutes of a meeting held at 15.00 on 10 July 2020 by Microsoft Teams videoconference

Present:

Mr G Hetherington	Independent Governor (Chair)
Mr B Blank	Student Governor
Ms M Carabine	Independent Governor
Dr A Conn	Independent Governor
Prof S Donnelly	Independent Governor
Ms C George	Independent Governor
Ms M Gilluley	Principal & Chief Executive
Ms F Hussain-Butt	Independent Governor
Miss M Jakhrani	Student Governor
Mr H Linn	Independent Governor
Ms L Precious	Staff Governor
Mr J Royle	Independent Governor
Mr N Taylor	Staff Governor
Mr M Varyani	Independent Governor
Dr A Williams	Independent Governor
Mr J Williams	Independent Governor

Attendance: 16/16 = 100% KPI 80% Quorum: 8 (40%)

In attendance: Mr M Bennington Vice Principal Corporate Operations  
 Ms C Gonzalez-Eslava Vice Principal Curriculum, Performance & Innovation  
 Ms J Green Clerk to the Corporation  
 Mrs R Meara Executive Finance Director

#### Item

#### Action/ Synopsis Item

<b>PRELIMINARY ITEMS</b>		
<b>0</b>	<b>WELCOME AND INTRODUCTIONS</b>	
i	The Clerk confirmed that due notice of the meeting had been given, that the requirement for all persons participating to be able to communicate with one another was satisfied and that the meeting was quorate. It was noted that the meeting had been initiated from the home address of Corporation Chair Mr G Hetherington.	
ii	The Chair welcomed everyone and declared the meeting open.	
<b>1</b>	<b>APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</b>	
i	No apologies had been received.	
ii	The Chair invited disclosures of interests and all confirmed that, other than this and except as previously disclosed, they had no direct or indirect interest in any way in the business to be transacted which should be disclosed.	

Item		Action/ Synopsis Item
2.0	<p><b>MINUTES OF THE 15 MAY AND 10 JUNE 2020 CORPORATION MEETINGS</b></p> <p>i It was clarified that, rather than leaving the 15 May meeting at 16.40, Dr A Williams had temporarily lost connection and then re-joined. The minutes of 10 June showed Mr M Varyani as absent in error. The Clerk was instructed to amend the record.</p> <p>ii <b><u>RESOLVED:</u></b></p> <p>(i) <b>Subject to the minuted amendments, to approve the minutes of 15 May and 10 June 2020 as an accurate record.</b></p>	
2.1	<p><b>MATTERS ARISING NOT ON THE AGENDA</b></p> <p>i The College was waiting to hear from the government owned property company LocatED following a conversation in March. The Principal Ms M Gilluley ("MG") had chased via the Education &amp; Skills Funding Agency ("ESFA") and in the meantime was in regular contact with the Council Chief Executive.</p> <p>ii The Gov.uk website had been amended to reflect the College's removal from intervention.</p> <p><i>15.14 Miss M Jakhrani joined the meeting.</i></p>	
2.2	<p><b>UPDATE ON AGREED ACTIONS</b></p> <p>i <b><u>Formal reporting on Equality, Diversity &amp; Inclusion:</u></b> Not yet due.</p> <p>ii <b>Action (rolled over):</b> Search &amp; Governance Committee to advise on the formal reporting of Equality Diversity &amp; Inclusion matters to Corporation.</p> <p>iii <b><u>Letter to Finance Task &amp; Finish Group external members:</u></b> This had been actioned.</p> <p>iv <b><u>Safeguarding Committee Terms of Reference and Work Schedule:</u></b> On the Agenda.</p> <p>v <b><u>Governor Succession Plan:</u></b> Not yet due.</p> <p>vi <b>Action (rolled over):</b> Draft succession plan to go to Search &amp; Governance Committee.</p> <p>vii <b><u>Governor Engagement: List of departments/service areas:</u></b> This had been actioned.</p> <p>viii <b><u>Thank a Teacher Day photos:</u></b> This had been actioned.</p> <p>ix <b><u>Strategic Risk Session:</u></b> To be fixed, probably in December/January.</p> <p>x <b>Action (rolled over):</b> Date to be fixed for a strategic risk session.</p> <p>xi <b><u>Link Governor Role Descriptions:</u></b> Two were ready for approval; the rest would go to the September Search &amp; Governance Committee.</p> <p>xii <b>Action (rolled over):</b> Link role discussion at Search &amp; Governance Committee.</p> <p>xiii <b><u>10 July 2020 Risk Management Item:</u></b> These Items were on the Agenda.</p> <p>xiv <b><u>Teams Covid-19 Leadership &amp; Governance channel:</u></b> This had been actioned.</p>	<p>JG, S&amp;G</p> <p>JG, S&amp;G</p> <p>JG, RM</p> <p>JG, S&amp;G</p>
<b>PRINCIPAL'S REPORT</b>		
3	<p><b>PRINCIPAL'S REPORT</b></p> <p>i MG spoke to her Principal's report, advising as follows:</p>	

ii	<p><u>Staff and Student Arrangements</u></p> <ul style="list-style-type: none"> <li>➤ The demands of adapting to lockdown and responding to the pandemic had been substantial but senior leaders and staff had risen to the challenge.</li> <li>➤ Surveys were in progress to measure learner satisfaction and gather information, for example about levels of public transport use, which was seen as a risk.</li> <li>➤ Staff were on site only when needed. Blended learning was becoming the norm, with a minority of programme time spent on site.</li> </ul> <p><u>Government announcements since the report was written</u></p> <ul style="list-style-type: none"> <li>➤ New apprenticeship and traineeship incentives for employers - but feedback from local firms was that the levels of funding were not enough to make a difference in terms of whether they could afford to take people on.</li> <li>➤ Colleges would be funded to provide the money equivalent of free school meals over the summer to those who usually qualified for free school meals.</li> <li>➤ £101m had been pledged to offer 18-19 year old school and college leavers at risk of becoming NEET<sup>1</sup> an additional optional paid extra year in education. The list of qualifications available for the fund had not yet been published.</li> </ul> <p><u>Campaigning and Political Activity in furtherance of the Charitable Objectives</u></p> <ul style="list-style-type: none"> <li>➤ The College was supporting the Association of Colleges “Rebuild” campaign for additional funding for the sector and MG had approached local MPs to support this.</li> <li>➤ The College had contributed to the Kirklees Council and Leeds City Region Enterprise Partnership (“LEP”) economic recovery plans.</li> <li>➤ Work on transferring Adult Education funding to the Combined Authority had begun; the College would contribute to the consultation on how it would be implemented.</li> <li>➤ Locally, the political focus had reverted to preventing the spread of the virus, as infection rates were rising again.</li> </ul> <p><u>College News</u></p> <ul style="list-style-type: none"> <li>➤ The change to the risk profile caused by Covid-19 had driven curriculum innovation which would ordinarily have been considered too high risk, with excellent outcomes.</li> <li>➤ The College had been selected as a new provider of T Levels from September 2022.</li> <li>➤ The latest edition of KC Chronicle (providing an update on activities, events and achievements of staff and students) accompanied the report.</li> </ul> <p>The status of the Business Critical Performance Indicators (“BCPIs”) was discussed. Three were rag rated ‘Red’. ‘Staff Indicators’ was ‘Amber’ and there was agreement that, while it could be ‘Green’, the College should be cautious, given the income shortfall.</p>	Synopsis Item 1
<b>KEY STRATEGIC ITEMS</b>		
4.1	<b>THREE YEAR FINANCIAL PLAN AND BUDGET 2020/21</b>	
i	Executive Finance Director Mrs R Meara (“RM”) spoke to her paper, reminding Governors of the context for the 2020/21 budget. She recalled the 2018 Recovery Plan targets and compared the previous and current year’s performance. Whereas before the pandemic struck, good progress was being made towards an improved financial position and the College was forecasting an outturn in line with the approved budget, now it was confronting a substantial income shortfall.	
ii	Governors noted the steps management had taken to mitigate the financial impact of	

<sup>1</sup> "Not in Education, Employment, or Training", referring to a person who is unemployed, not in school or vocational training.

Item	Action/ Synopsis Item
<p>the pandemic and acknowledged that substantial cost reductions would hamper the College's ability to respond to the market.</p> <p><u>Financial Health Score</u></p> <p>iii It was noted that the 2019/20 outturn would be around £560k short of the recovery plan EBITDA<sup>2</sup> target and the proposed 2020/21 budget would deliver a financial health score ten points short of the Recovery Plan target.</p> <p><u>Solvency</u></p> <p>iv RM drew attention to the cash-flow graph on page 22 of her paper, explaining that the solid orange line showed how the proposed budget would affect cash in 2020/21. She said between February and May, cash levels would fall below the 30 days envisaged by the Recovery Plan. Much of the sensitivities work had therefore focused on determining the aggregate worst-case-scenario cash position, based on a combination of risk events crystallising around the time of the lowest cash point in March 2021.</p> <p>v Extensive market intelligence had informed the calculations, as had contingency plans drawn up by curriculum managers for various risk events; their proposed mitigations were listed in the paper. The sensitivities work had determined that the worst-case scenario would be £800k cash in March 2021, i.e. the College would not be insolvent.</p> <p>vi Governors commended RM on the meticulous approach she had taken, agreeing that the sensitivities work in particular had provided them with a nuanced and detailed understanding of the College's financial resilience and its ability to respond to potential risk events over the next financial year.</p> <p>vii <b><u>RESOLVED:</u></b></p> <p><b>(i) To note the contents of the commentary.</b></p> <p><b>(ii) On the advice of the Finance Committee, to approve the financial plan and 2020/21 budget.</b></p>	<p>Synopsis Item 2</p>
<p><b>4.2 ESTATES UPDATE</b></p> <p>i <u>Pioneer House:</u> Although implementing COVID-19 safety restrictions had extended the overall schedule, good progress was being made on the project. A slight overspend relative to the overall project cost for both Springfield and Pioneer was anticipated. This was agreed to be a good result.</p> <p>ii <u>Halifax Road:</u> Draft Heads of Terms relating to the proposed sale were discussed. As management was still seeking clarification on a section highlighted in yellow, it was agreed that the Estates Strategic Advisory Group ("ESAG") should be authorised to approve the detail of that section on the Corporation's behalf.</p> <p>iii <b><u>RESOLVED:</u></b></p> <p><b>(i) To note the status of the ongoing estates projects;</b></p> <p><b>(ii) To approve the Heads of Terms for the proposed sale of Halifax Road, subject to an outstanding issue detailed in the paper accompanying this Item 4.2 and to delegate authority to the Estates Strategic Advisory Group to act on the Corporation's behalf to determine that issue.</b></p>	

<sup>2</sup> Earnings Before Interest, Tax, Depreciation and Amortisation (EBITDA) is a measure of a business's operating performance which is used by the College in its financial planning and reporting.

Item	Action/ Synopsis Item	
iv	<b>Action:</b> The Estates Strategic Advisory Group to determine the outstanding issue in the Heads of Terms and report back to the Corporation in due course.	ESAG
<b>5</b>	<b>MAJOR INCIDENT RESPONSE AND BUSINESS CONTINUITY PLAN</b>	
i	Governors welcomed the new Major Incident Response and Business Continuity Plan (the “Plan”), commenting positively on the structure and plain language. They emphasised the need for contingency planning for a major power, phone network, or technology platform outage, given the reliance on home-working.	
ii	Governors queried whether it was necessary to designate a major incident room at each site; discussed the proposed approach to testing the Plan; and sought assurance that the good practice evident in the College response to the pandemic had been captured.	
iii	The Plan provided that, in the event of a major incident, the Corporation Chair would be kept informed and would act as a critical friend in the usual way, potentially making a statement with guidance from the management team. This change was welcomed; the predecessor plan had envisaged that the Corporation Chair would play an operational role in the event of a disaster.	
iv	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the Major Incident Response and Business Continuity Plan and adopt it with immediate effect.</b></p> <p><b>(ii) To approve an amendment to the Corporation Chair role description to reflect the expectations of the role in the event of a major incident.</b></p>	Synopsis Item 3
v	<b>Action:</b> To amend the Corporation Chair role description to reflect the changes effected by the adoption of the new Major Incident Response and Business Continuity Plan.	JG
<i>16.40 A comfort break was taken. When the meeting resumed at 16.45, all re-joined.</i>		
<b>6</b>	<b>STRATEGIC RISK MANAGEMENT</b>	
i	Governors welcomed the refresh of the risk governance arrangements and agreed that the framework described in the new Risk Management Policy and was well-designed, fit for purpose, and considerably improved on the previous arrangements in terms of its alignment with the refreshed corporate strategy and the current risk profile.	
ii	It was noted that a strategic risk session was planned for the next academic year and would provide a forum for more in-depth discussion and refinement of the risk governance arrangements as necessary. At the session, the Corporation would have an opportunity to review its risk appetites but in the meantime, the statements at para 6 of the document would serve it well.	
iii	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the new Risk Management Framework and Procedures and adopt them with immediate effect;</b></p> <p><b>(ii) To adopt the revised Strategic Risk Register as a working document.</b></p>	Synopsis Item 4
<b>GOING CONCERN – MATTERS OF FINANCE, REGULATION, LEGAL ISSUES</b>		
<b>7</b>	<b>FINANCE COMMITTEE REPORT</b>	
i	The Finance Committee minutes were received and the items of report were noted. The Committee Chair Mr J Williams presented revised terms of reference for approval.	

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ii	<p><b><u>RESOLVED:</u></b></p> <p>(i) To note the advice of the Finance Committee.</p> <p>(ii) To approve the proposed changes to the Finance Committee Terms of Reference and adopt the amended version with immediate effect.</p>
iii	<p><b>Action:</b> Finance Committee Terms of Reference to be uploaded to the College website.</p> <p style="text-align: right;">JG</p>
<b>8</b>	<p><b>AUDIT COMMITTEE REPORT</b></p>
i	<p>The Audit Committee minutes were received and the items of report were noted. The Chair, Mr A Williams, drew particular attention to the external auditor's cautionary advice regarding the approach to going concern.</p>
<b>9</b>	<p><b>GRANT THORNTON EXTERNAL AUDIT PLAN APPROVAL</b></p>
i	<p>The Audit Committee recommended the proposed External Audit Plan for Corporation approval, together with the proposed audit fees.</p>
ii	<p><b><u>RESOLVED:</u></b></p> <p>(i) To accept the advice of the Audit Committee and approve the proposed External Audit Plan and audit fees.</p>
Synopsis Item 5	
<b>QUALITY AND CURRICULUM ITEMS</b>	
<b>10</b>	<p><b>QUALITY, PERFORMANCE &amp; STANDARDS COMMITTEE REPORT</b></p>
i	<p>The Quality, Performance &amp; Standards Committee minutes were received and the items of report were noted. The Chair, Ms C George ("CG"), said Committee Members had been greatly impressed with the professionalism with which the curriculum teams had responded to lockdown. Tutors had pooled their knowledge and shared ideas to improve pedagogy and ensure that learners were centred in curriculum design and delivery. Some inspirational examples of online teaching and learning had been shared.</p>
ii	<p>Vice Principal Curriculum Ms C Gonzalez Eslava ("CGE") explained some proposed amendments to the Committee's terms of reference, saying the main aim was to align the Committee's approach with the new Education Inspection Framework.</p>
iii	<p><b><u>RESOLVED:</u></b></p> <p>(i) To approve the proposed changes to the Quality Performance &amp; Standards Committee Terms of Reference and adopt the amended version with immediate effect.</p>
iv	<p><b>Action:</b> QPS Terms of Reference to be uploaded to the College website.</p> <p style="text-align: right;">JG</p>
<b>11</b>	<p><b>VP CURRICULUM, PERFORMANCE &amp; INNOVATION REPORT</b></p>
i	<p><u>Apprenticeship Strategy</u></p> <p>CGE presented the new Apprenticeship Strategy (the "Strategy"). She said due to the impact of the pandemic on apprenticeship retention and recruitment nationally, she was recommending that the College temporarily rein in its growth ambitions (per its 2018/22 Strategic Plan) except in areas where there were clear, viable and sustainable markets, focusing instead on consolidation and minimising the loss of the existing provision. The College would still aim to be an employer of choice and the educational character would not be materially impacted.</p>

Item		Action/ Synopsis Item
ii	In a statement headed "The Vision for Apprenticeships at Kirklees College", the Strategy set out seven principal aims, which the Corporation endorsed. The key risks and opportunities were noted.	
iii	The rationale for offering some sector-specific apprenticeships and not others was discussed. CGE said the new apprenticeship standards did not meet the needs of all employers, for example the care sector required more flexible, shorter programmes.	
iv	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To note the anticipated effects of the proposed Apprenticeship Strategy on the educational character and to adopt it as a working document.</b></p>	Synopsis Item 6
<b>GOVERNANCE</b>		
<b>12 VICE CHAIR ELECTION AND (IF NECESSARY) AMENDING STANDING ORDERS</b>		
i	Mr J Williams, nominated by Independent Governor Mr G Hetherington and Executive Governor Ms M Gilluley, was the only nominee.	
ii	The Clerk said although the Standing Orders permitted Chairs and Vice Chairs to serve for up to eight years, they expressed this as "two terms of up to four years", effectively ruling out Mr Williams, who had served two two-year terms. It was agreed that, to remove this unintended bar, the offending Standing Order (3.1) should be amended.	
iii	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To amend Standing Order 3.1 by the deletion of the words "on the first occasion" and the addition of the words "or eight years, whichever is longer" at the end of the paragraph.</b></p>	Synopsis Item 7
iv	<b>Action:</b> Standing Orders to be updated and republished.	JG
v	A secret ballot for the appointment of the Vice Chair was held via Microsoft Teams Forms and Mr Williams was re-appointed with effect from the end of his current term until 30 July 2021.	
vi	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To reappoint Mr J Williams as Corporation Vice Chair until 30 July 2021.</b></p>	Synopsis Item 8
<b>13 SAFEGUARDING COMMITTEE TERMS OF REFERENCE</b>		
i	It was noted that the purpose of the amendments was to emphasise that the Committee's primary focus was on gaining assurance in respect of the Corporation's discharge of the responsibilities of governing bodies as set out in the publication <i>Keeping Children Safe in Education</i> , while also growing in its understanding of the College context. The amendments were recommended by the Committee.	
ii	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the proposed changes to the Safeguarding Committee Terms of Reference and adopt the amended version with immediate effect.</b></p>	
iii	<b>Action:</b> Safeguarding Terms of Reference to be uploaded to the College website.	JG

Item		Action/ Synopsis Item
14A	<p><b>LINK GOVERNOR ROLE DESCRIPTIONS</b></p> <p>i Role descriptions for the Special Educational Needs &amp; Disability (“SEND”) Link Governor and the Health &amp; Safety Link Governor were discussed and approved.</p> <p>ii The Clerk said the role and remit of the Maths &amp; English and Higher Education &amp; Skills Link Governors would be discussed at the next Search &amp; Governance Committee meeting. In the meantime, she said, they should be temporarily suspended; Governors should not be put into roles that were ill-defined or poorly supported. This was agreed.</p> <p>iii <b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the role descriptions for the offices of Health &amp; Safety Link Governor and Special Educational Needs &amp; Disability Link Governor.</b></p> <p><b>(ii) To suspend the maths &amp; English and Higher Education &amp; Skills Link roles.</b></p>	
14B	<p><b>COMMITTEE MEMBERSHIP, OFFICE HOLDERS/LINK GOVERNORS</b></p> <p>i In a change to the arrangements proposed in the Clerk’s paper, it was agreed that CG would take over as Safeguarding Governor immediately as part of the succession plan.</p> <p>ii <b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the proposed appointments to Committees and Link roles with immediate effect, including the appointment of Ms C George as Safeguarding Link Governor.</b></p> <p>iii <b>Action:</b> Co-opted member of Finance Committee to be notified of the change of Chair.</p>	JG
15	<p><b>CORPORATION MEETING DATES AND BUSINESS SCHEDULES 2020/21</b></p> <p>i An amended calendar of dates and amended work schedules for the Corporation and its Committees were approved. There was agreement that 23 October should be pencilled in for a Corporation strategy day.</p> <p>ii <b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the 2019/20 Corporation Calendar and Work Schedules</b></p> <p>iii <b>Action:</b> The proposed strategy day to be added to the approved Calendar and circulated to all stakeholders, including Co-optees, together with the Work Schedules.</p>	JG
16	<p><b>PROPOSED AMENDMENTS TO STUDENT UNION CONSTITUTION</b></p> <p>i The Clerk’s paper detailed some changes the Student Union wished to make to its Constitution. It was noted that, by clause 20 of the Constitution (which gave effect to s22(2)(b) Education Act 1994), the Corporation was required to approve all changes.</p> <p>ii Student Governor Mr B Blank explained the rationale for the proposed changes and said the Student Union had already taken them through its own internal approval mechanism, gaining the necessary two-thirds majority support in a quorate meeting of its Parliament.</p> <p>iii It was noted that whereas Mr B Blank was eligible to serve as a Student Governor until he was replaced or until the end of his term in December, Miss M Jakhrani was attending her last Corporation meeting as she would be moving on to University in September. The Corporation thanked her for her service and wished her well.</p>	



Item		Action/ Synopsis Item
iv	<p><b><u>RESOLVED:</u></b></p> <p>(i) To approve the proposed changes to the Student Union Constitution.</p>	Synopsis Item 9
17	<p><b>PUBLICATION OF AGENDA PAPERS</b></p> <p><b><u>RESOLVED:</u></b></p> <p>(i) All items marked with an asterisk on the Agenda, together with the confidential minutes of the previous meeting, shall be confidential and excluded from publication in accordance with clause 18.2 of the Instrument.</p>	
<b>CHAIRS' REPORTS</b>		
18	<p><b>CHAIR AND VICE CHAIR'S REPORTS</b></p> <p>i The Chair had toured the Pioneer House site and reported positively on the experience.</p>	
<b>PAPERS FOR ASSURANCE/INFORMATION PURPOSES ONLY</b>		
19	<p><b>ESTATES STRATEGY ADVISORY GROUP MINUTES</b></p> <p>i The minutes were received and the contents noted.</p>	
20	<p><b>USE OF CORPORATION SEAL</b></p> <p>i It was noted that the seal had not been used.</p>	
21	<p><b>USE OF THE WRITTEN RESOLUTION PROCEDURE</b></p> <p>i The report was received and the contents noted.</p>	
22	<p><b>DATE OF NEXT MEETING</b></p> <p>i Friday 23 October 2020 at 3pm.</p>	
<b>EXECUTIVE EMPLOYMENT COMMITTEE</b>		
23.1	<p><b>EXECUTIVE EMPLOYMENT COMMITTEE REPORT</b></p> <p>i The Committee's minutes were received and the items of report were noted.</p>	
23.2	<p><b>SENIOR POST HOLDER REMUNERATION</b></p> <p>i A draft annual statement meeting the requirements of the Colleges' Senior Post Holder Remuneration Code had been prepared and the contents were reported to Governors. The statement listed the Clerk and Senior Post holders and described the policy on their remuneration (including the source of the comparator pay data used to inform the fixing of their salaries) and the policy on income they may derive from external activities. It gave the pay multiple of the Principal and the median earnings of the College's whole workforce and explained how the multiple had changed over time. Governors noted that the statement would be shared on the College website, once they had discussed it.</p> <p>ii <b><u>RESOLVED:</u></b></p> <p>(i) To note the contents of the annual statement of senior post holder remuneration and approve it for publication.</p> <p>iv <b>Action:</b> To upload the Senior Post Holder Remuneration Statement to the website.</p>	Synopsis Item 10  JG

Item		Action/ Synopsis Item
23.3	<b>SENIOR POST HOLDER PROBATIONARY REVIEW SCHEME</b>	
i	The Executive Employment Committee had recommended an amendment to the Probationary Review Scheme for Senior Post Holders (the "Scheme"), to build in flexibility around the length of probationary periods, permitting slightly shorter ones at the Committee's discretion. The Clerk explained that, under the current rules, if a Senior Post Holder completed their nine-month probationary period shortly after the July Corporation meeting, they could not be confirmed in post until October unless a special Corporation meeting were held. This was not the case for any other member of staff, whose line manager could confirm them in post at any time of the year. It was further recommended that the appendix to the Scheme should be updated, as new probationary review forms had been introduced for all staff. This was agreed.	
ii	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To approve the proposed changes to the Probationary Review Scheme for Senior Post Holders.</b></p>	Synopsis Item 11
23.4	<b>RESTRICTED ITEM: VP CORPORATE OPERATIONS PROBATIONARY REVIEW</b>	
i	The meeting discussed whether Student and Staff Governors should participate in the discussion and decision-making for Items 23.4 and 23.5.	
ii	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) Pursuant to clause 13.5i(d) of the Instrument of Governance, Staff Governors should be required to leave the meeting for Items 23.3 and 23.4.</b></p> <p><b>(ii) Pursuant to clause 13.9 of the Instrument of Government, Student Governors should be required to leave the meeting for Items 23.3 and 23.4.</b></p>	
	<p><i>16.35 All non-Governors except for the Clerk, together with Ms L Precious, Mr N Taylor, Miss M Jakhrani and Mr B Blank left the meeting.</i></p> <p><b>(iii) To agree a variation of Mr M Bennington's probationary period start date to the first date of his joining the College.</b></p> <p><b>(iv) Being satisfied with the assurances received from the Executive Employment Committee in respect of his performance and subject to his agreement to the proposed variation, to confirm Mr Bennington in post with immediate effect.</b></p>	
23.5	<b>RESTRICTED ITEM: CLERK'S PROBATIONARY REVIEW</b>	
	<p><i>16.40 The Clerk left the meeting.</i></p> <p><b><u>RESOLVED:</u></b></p> <p><b>(i) Being satisfied with the assurances received from the Executive Employment Committee in respect of her performance, to confirm Ms J Green in post with immediate effect.</b></p>	
i	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) Being satisfied with the assurances received from the Executive Employment Committee in respect of her performance, to confirm Ms J Green in post with immediate effect.</b></p>	Synopsis Item 13
24	<b>CLOSE</b>	
i	There being no further business, the Chair declared the meeting closed.	

## Synopsis

#	Details	Minute
1.	The Business Critical Performance Indicators (“BCPIs”) were monitored.	3(ii)
2.	The financial plan and 2020/21 budget were approved.	4.1(vii)
3.	A new Major Incident and Business Continuity Plan was approved.	5(iv)
4.	A new Risk Management Framework and related procedures were approved, together with a revised Strategic Risk Register.	6(iii)
5.	The external audit plan and audit fees were approved.	9(ii)
6.	A report on the new Apprenticeships Strategy was received and the Corporation noted that its impact on the educational character of the College was expected to be minimal.	11(iv)
7.	Standing Order 3.1 was amended to give effect to the Corporation’s intention that Chairs and Vice Chairs should be able to serve for up to eight years.	12(iii)
8.	By secret ballot, Mr John Williams was re-appointed to the office of Vice Chair of the Corporation for a further term, to end 30 July 2021.	12(vi)
9.	Changes were made to the Student Union Constitution, to give effect to the wish of the membership to extend the terms of office of the President and Student Governor to two years each, with retirement by rotation, and to make changes to the composition of the officer team and their role descriptions.	16(iv)
10.	The Senior Post Holder Remuneration Statement was approved for publication.	23.2(iii)
11.	An amendment was made to the Probationary Review Scheme for Senior Post Holders to build in flexibility around the length of probationary periods, permitting slightly shorter ones at the Committee’s discretion, so that probationers could be approved in post in as timely a way as other staff and would not have to wait, possibly months, for a Corporation meeting	23.3(ii)
12.	Vice Principal Corporate Operations Mr M Bennington was confirmed in post having completed his probationary period to the Executive Employment Committee’s satisfaction.	23.4(iv)
13.	The Clerk Ms J Green was confirmed in post having completed her probationary period to the Executive Employment Committee’s satisfaction	23.5(i)