

Kirklees College Corporation

CORPORATION

Minutes of a meeting held at 15.00 on 25 March 2022 at the College's Waterfront Quarter

Present:	Mr G Hetherington	Independent Governor (Chair)
	Ms M Carabine	Independent Governor (from 15.30)
	Ms C Catmull	Staff Governor
	Dr A Conn	Independent Governor
	Prof S Donnelly	Independent Governor (via videoconference)
	Ms C George	Independent Governor
	Mr A Greaves	Staff Governor
	Ms F Hussain-Butt	Independent Governor (via videoconference)
	Mr H Linn	Independent Governor
	Mr F Parvez	Independent Governor (from Item 3)
	Mr C Robinson	Independent Governor
	Mr P Singh	Principal & Chief Executive
	Mr M Varyani	Independent Governor
	Mr I Wainwright	Independent Governor (via videoconference)
	Mrs J Walters	Independent Governor (via videoconference)
	Dr A Williams	Independent Governor

Attendance: 16/16 = 100% KPI 80% Quorum: 7 (40%)

In attendance:	Ms J Arechiga	Vice Principal Curriculum
	Mr M Bennington	Vice Principal Corporate Operations
	Ms J Green	Clerk to the Corporation
	Mr S Harrison	Head of Faculty, Quality
	Ms P Hughes	Asst Principal Quality & Apprenticeship Provision
	Mrs R Meara	Executive Finance Director
	Mrs J Simpson	Executive Director of HR and Organisational Development

At the beginning of the meeting, the Principal, Mr P Singh, shared a student lived experience statement.

Item	Action/ Synopsis Item
PRELIMINARY ITEMS	
0	WELCOME AND INTRODUCTIONS
i	The Clerk confirmed that due notice had been given, the requirement for all persons participating to be able to communicate with one another was satisfied and the meeting was quorate. The Chair welcomed everyone, in particular Mr F Parvez, who was attending having been recommended by the Search & Governance Committee for appointment to the Corporation.
ii	Independent Governors Mr H Linn and Prof S Donnelly were attending their final meeting. Governors thanked them for their work and presentations of long service awards were made.
1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST
i	Apologies were received from Independent Governor Ms M Carabine for lateness.
ii	All confirmed that, except as previously disclosed, they had no direct or indirect interest in any way in the business to be transacted at the meeting which should be disclosed.

Item		Action/ Synopsis Item
2 i ii	<p>MINUTES OF THE 13 DECEMBER 2021 CORPORATION MEETING AND THE 19 JANUARY 2022 and 18 FEBRUARY 2022 SPECIAL CORPORATION MEETINGS</p> <p>Annexes 3 and 4 to the minutes of 13 December 2021 had been left out of the documents pack. The Clerk asked if these could be tabled; they were just one side of A4. This was agreed and the contents were noted.</p> <p><u>RESOLVED:</u></p> <p>(i) To approve the 13 December 2021, 19 January 2022 and 18 February 2022 minutes as an accurate record.</p>	
2.1 i	<p>MATTERS ARISING NOT ON THE AGENDA</p> <p>No matters were raised.</p>	
2.2 i ii iii	<p>UPDATE ON AGREED ACTIONS</p> <p><u>To share the grades for individual curriculum areas:</u> This had been actioned; the grades were on the Teams site.</p> <p><u>To review the Corporation's governance arrangements following the Strategic Away Day and the external governance review:</u> This action had been revisited at the 18 February meeting and rescheduled to May 2022.</p> <p>Action (rolled over): To review the Corporation's governance arrangements following the Strategic Away Day and the external governance review.</p>	SAG, Corp
3 i ii iii iv v	<p>CONSENT AGENDA APPROVALS</p> <p>The use of a consent agenda was being trialled in response to the external review recommendations. There was discussion about the risk of overlooking something due to the misplacement of an item on the consent agenda and the need to control for this.</p> <p><u>RESOLVED:</u></p> <p>(i) To approve the use of the Consent Agenda;</p> <p>(ii) No requests to move items to the Main Agenda having been received, to approve all Items on the Consent Agenda.</p> <p>An item on the Consent Agenda was the proposal to appoint Mr Faaisal Parvez to the Corporation. Governors welcomed Mr Parvez and agreed:</p> <p><u>RESOLVED:</u></p> <p>(i) In line with the Search & Governance Committee recommendations, Mr Parvez shall be appointed for a one-year term initially, commencing immediately, with renewal to be considered on or before 24 March 2023.</p> <p><u>Other Items approved via the Consent Agenda:</u></p> <ul style="list-style-type: none"> ➤ Appointment of RSM as the College's external auditors for a three-year contract, extendable by agreement for up to five years; ➤ Publication of the annual Gender, Disability and Ethnicity Pay Gap Report; ➤ 2022-23 Fees Policy; ➤ Sickness Absence Policy; ➤ Application of the Corporation Seal (as per the report). 	Synopsis Item 1 Synopsis Items 2-5

QUALITY AND CURRICULUM		
11	QUALITY, PERFORMANCE & STANDARDS (“QPS”) COMMITTEE REPORT	
i	The minutes of the 7 March Committee meeting were received and the items of report were noted. In particular, the annual student complaints summary had been discussed. The QPS Committee Chair Dr A Williams (“AW”) said although English and Maths was an area of concern, it was a mixed picture, with some pockets of excellent practice and a lot of developmental work in progress, including learning from other providers’ good practice. The Committee had asked for a briefing report.	
ii	It was noted that Prof S Donnelly’s retirement would create a vacancy on the QPS Committee.	
12	QUALITY, PERFORMANCE & STANDARDS REPORT	
	<u>Quality review findings and management response</u>	
i	The Head of Faculty Quality, Mr S Harrison (“SH”) had to leave the meeting early, so to accommodate this and also some timed business later on, it was agreed some items should be taken out of turn.	Synopsis Item 6
ii	An external quality reviewer had validated the College’s self-assessed judgements. In High Needs, some areas for improvement had been identified, resulting in a ‘Good’ judgement whereas the College had judged the area ‘Outstanding’. It was noted that the discrepancy had been discussed at the QPS Committee meeting.	
iii	The review team’s activities had included deep dives across a range of programmes. Reviewers had visited Waterfront, Pioneer, Springfield, Engineering and Brunel. They had spoken to a number of learners, who spoke positively about their experiences.	
iv	SH shared slides listing areas of strength and areas for improvement identified by the reviewer. Their report had concluded that there was good teaching and learning, high ambitions for learner success, and very clear curriculum intent, with evidence of good use of labour market intelligence and developments within industry sectors to inform curriculum design. As noted by the QPS Committee in their minutes, most of the areas for improvement identified in the report were not a surprise, however Governors had not expected a concern about the prioritisation of education, health and care plan ¹ monitoring in High Needs provision relative to Foundation learning, and were pleased to have assurance that this would be addressed as a matter of priority.	
	<i>15.20 Ms M Carabine joined the meeting.</i>	
v	Governors agreed that the unannounced external review had provided good assurance in terms of the effectiveness of internal assessments of the quality of teaching and learning; and of the mechanisms in place for effective oversight of the quality and inclusivity of the learning experience. SH said the Quality Improvement Plan and the Ofsted readiness plan were being revisited in light of the reviewer feedback.	
vi	Action: Quality, Performance and Standards Committee to discuss both the review report and the College response in more detail (having so far only received a high-level summary report).	QPS

¹ An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. It identifies educational, health and social needs and sets out the additional support required to meet those needs.

Item		Action/ Synopsis Item
	<p><u>Quality Improvement Plan</u></p>	
vii	<p>Progress on the Quality Improvement Plan was illustrated in a RAG status report. Almost all impact measures were shaded 'Amber', meaning there was a low risk of failing to achieve them. Seven measures were shaded 'Green' having already been achieved, and three were 'Red', indicating that they were at risk of not being achieved.</p>	Synopsis Item 7
viii	<p>SH asked Governors to note that:</p> <ul style="list-style-type: none"> ➤ the impact of current and potential further staff shortages remained a concern; ➤ Attendance was performing well relative to comparator colleges; ➤ Adult Provision was still considered to 'Require Improvement' but the College was holding the position, with current performance in line with 2020-21. 	
ix	<p>A Governor remarked on the fact that the objective of ensuring all apprentices completed their apprenticeships in a timely manner and by their planned end dates was RAG rated 'Amber' but 55.5% of apprentices were currently expected to continue beyond their expected end date (against a target of <10%). The Governor said the low employer satisfaction rate revealed by a recent survey was likely related to this.</p>	
x	<p>Discussion ensued about the risk of end-point assessment delays and the extent to which the College could mitigate a situation caused almost entirely by external factors beyond its control. The QPS Committee Chair AW provided some additional context, saying, during lockdown, both practical training for apprentices and end-point assessments were put on hold and large numbers of apprentices were furloughed by their employers. This was now creating a bottleneck nationally. He said, as far as the Committee could tell, the management team was doing everything it could to respond to the risk and to manage employer expectations.</p>	
xi	<p>Referring to the employer satisfaction survey results, Independent Governor Mr I Wainwright (who was part of a working group looking at governance around employer engagement) said the College recently networked with DN Colleges Group, which had an effective framework in place, including two employer engagement advisory groups.</p>	
GOING CONCERN - MATTERS OF FINANCE, REGULATION, LEGAL ISSUES		
05.0 FINANCE COMMITTEE REPORT		
i	<p>The new Finance Committee Chair Mr C Robinson ("CR") presented the minutes of the 4 March meeting and the items of report were noted. Referring to the Fees Policy (on the Consent Agenda), CR said the Financial Analyst Mr A Oldham had done a valuable benchmarking project to ensure the College remained competitive.</p>	
ii	<p>The main item on the Committee agenda had been the revised budget, which was recommended for Corporation approval, as per the meeting Agenda.</p>	
06.0 VICE PRINCIPAL CORPORATE OPERATIONS REPORT		
i	<p>Vice Principal Mr M Bennington ("MB") reported as follows:</p>	
ii	<p><u>Covid</u></p> <p>The College was no longer providing lateral flow test kits for staff routinely. The local situation had deteriorated further, with infection rates rising but since national testing had halted, it was hard to accurately assess the impact on staffing and attendance. The message to staff and students was "be vigilant and cautious".</p>	Synopsis Item 8
iii	<p><u>T Level Capital Bid</u></p> <p>At a Special meeting on 18 February, the Corporation had approved the submission of a bid to the Department for Education's T-Level Capital Fund for improvement works</p>	

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iv	<p>at the Taylor Hill site and bid preparation costs of £20k. Since then, management had become concerned that, as earlier waves had encountered some delays in outcome notification, the same might happen with the College bid, pushing back the commencement of the works beyond the planned timescale. To mitigate this risk, he was seeking approval for further abortive costs² of circa £35k (as listed in his report). He said the consultant supporting the project had experience of previous bids and considered that the prospect of success was around 80% probability. In response to a question, MB agreed that the work was necessary in any case, so if the costs did turn out to be wasted, the College would have a 'shovel ready' project ready to progress should other funding become available.</p>
	<p><u>RESOLVED:</u></p> <p>(i) Being satisfied that:</p> <ul style="list-style-type: none"> ➤ the T Level Capital bid had adequate prospects of success; ➤ the level of financial exposure was within the corporate appetite for financial and project risk; ➤ it was reasonable, and in the College's best interests, to take on the risk, to agree that the College may incur further abortive costs of up to £35k, intended to cover, inter alia, a topographic survey, design progressing to a detailed stage, planning and building control fees.
v	<p><u>2 February Data Breach</u></p> <p>As Governors were aware, the College had recently reported a data breach to the Information Commissioner. The breach had been swiftly contained, thanks to a conscientious student quickly reporting unusual activity in their email account and the efforts of the IT team responder. The Major Incident Response Plan had been activated and had proved effective. Actions had been taken to further strengthen the data protection control framework and an investigation was in progress to identify the root cause of the breach and to confirm the extent of it.</p>
vi	<p>Governors commended the student who had alerted the IT team to the breach, noting that their quick action had potentially prevented serious harm. They also commended Mr S Powell, the IT manager who had dealt with the breach and Data Protection Officer Ms J Green, who had both worked round the clock to mitigate the impact of it.</p>
vii	<p>Action: To contact IT manager Mr S Powell and the student responsible for reporting the recent data breach and to pass on the Corporation's commendations to both.</p>
viii	<p><u>Business Critical Performance Indicators ("BCPIs")</u></p> <p>The meeting received an update on the status of the BCPIs. MB said there was still some risk attached to the delivery of the full AEB allocation. Intensive work to control for the risk was ongoing as a College priority.</p>
	<p><i>15.40 Ms J Simpson joined the meeting.</i></p>

² Abortive costs refer to the cost of works that are started or carried out, but are ultimately not needed, or are no longer needed. The expenditure will be wasted.

Item	Action/ Synopsis Item	
08.0	STAFF PAY AWARD RECOMMENDATION	
i	Executive Director of HR Mrs J Simpson (“JS”) presented the proposal, highlighting the substantial gap between what the Unions were seeking and the recommendation the Association of Colleges (“AoC”) had made, creating a risk of industrial action where colleges went with the AoC recommendation but reflecting the reality of soaring energy prices and the hike in national insurance. The Principal, Mr P Singh (“PS”), reminded Governors that the College had underrecruited by 250 learners in 2021/22, which would offset the slight uplift in 16-18 core funding.	
ii	Although regretful that they could not do more for staff, particularly given the commitment and effort they had shown during the pandemic, Governors agreed that the proposed pay award struck the right balance in terms of the financial risk of taking on ongoing additional pay costs and the risk to student experience if the College was unable to recruit and retain high quality staff. The leadership team had sought to maintain the differentials between pay scales, as well as to match living wage in order to bring the College in line with local employers competing for staff.	
iii	In discussion about whether the pay award should apply to all staff, there was strong agreement that, while it was right to prioritise the lower pay scales, all staff deserved to receive it. Governors disagreed as to whether the award should be imposed on staff or left to their discretion, with a minority asserting that, as a matter of principle and of good governance, it should be imposed (albeit individual staff might theoretically resist a variation to their contracts).	
THE STRATEGIC CONVERSATION		
<i>16.30 Mr S Frampton joined the meeting. Mrs J Simpson left the meeting.</i>		
10.0	THE CLIMATE EMERGENCY AND THE GREEN SKILLS AGENDA	
i	<p>The Climate Commissioner for UK Further Education (“FE”), Mr Steve Frampton (“SF”), addressed the meeting, saying:</p> <ul style="list-style-type: none"> ➤ 74% of College learners (more than 2.4m young people) saw the climate emergency as the priority issue and expected colleges to take a lead and deliver teaching on it. ➤ Climate change was worse than was ever expected, affecting 3bn people worldwide. ➤ There was massive opportunity around the green skills agenda and good careers advice was needed to signpost students to green skills and technology opportunities. ➤ College leaders in England had warned that reaching net zero emissions by 2050 would likely fail without making education on climate change and sustainability part of all study courses. ➤ About two thirds of colleges had already adopted the FE Climate Action Roadmap and were working on their targets. 	Synopsis Item 12
ii	<p>SF recommended some resources:</p> <ul style="list-style-type: none"> • BBC Series Our Changing Planet • WWF Environmental Footprint Calculator • FE Climate Action Roadmap • Streamlined Energy & Carbon Reporting (SECR) tool • The Carbon Literacy Project’s carbon literacy course (8-10 hours online) • the AoC’s report: The Green College Commitment 	
iii	In response to a question, SF said funding to roll out the Green agenda would include investment through the National Skills Fund to meet demand in growth sectors and a	

Item	Action/ Synopsis Item
	£1.5bn investment in the capital budget to sustainably transform college estates and support colleges to invest in the innovative technology required to train for green jobs.
iv	A Governor asked if SF was able to recommend a College or consortium that was highly engaged with the agenda and had had strong leadership from the governing body. SF said the South West College in Northern Ireland and the South Devon College were the sector leaders in this area. Both had presented at recent high-profile events.
v	A Governor remarked that, at the last Student Parliament, sustainability was high on the agenda. The Governor said it would be appropriate to do something collaboratively with students and this was agreed. It was suggested that climate emergency might be an area of interest for someone thinking of becoming a Student Governor.
vi	Independent Governor Mrs F Hussain-Butt said she would be keen to support the College leadership in responding to the Green Agenda, as she believed in the need for it very strongly. She said the Corporation would be failing the next and future generations if it failed to act.
iii	The Chair thanked SF for attending the meeting to share his important message.
<i>17.20 Mr S Frampton left the meeting.</i>	

GOING CONCERN – MATTERS OF FINANCE, REGULATION, LEGAL ISSUES

07.0 EXECUTIVE DIRECTOR OF FINANCE REPORT

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| i | Executive Finance Director Mrs R Meara presented a paper setting out proposed changes to the 2021/22 budget and outlining the latest financial position. She said she was asking Governors to approve changes to the budget in response to the mid-year review, as well as to approve the release of the final £250k of 2021/22 capital funds. |
| ii | <p>Governors noted as follows:</p> <ul style="list-style-type: none"> ➤ Financial performance was holding up well and all headline KPIs had been met throughout the year; ➤ Despite some concerns surrounding the Adult budget and Fee targets, significant savings were being achieved on the budget cost base, meaning that EBITDA³ was ahead of profile, and the staff to income ratio was almost 2% below profile; ➤ Financial health would further improve when the February accounts were finalised as the final instalment of the Restructuring Fund loan had been paid; and ➤ Management was actively seeking to deliver an EBITDA well in excess of original target in order to provide some financial resilience moving in to 2022/23. <p><u>2021/22 mid-year budget review</u></p> |
| iii | The proposed mid-year budget adjustments were discussed. Governors supported the proposed changes but emphasised the need to communicate that an improved EBITDA would not be money to spend but a cushion for the impact of reduced overall funding and inflationary pressures in 2022/23. PS said the leadership team had been clear about the consequences of under-recruitment and the risk to financial health. |
| iv | A key proposed adjustment was a reduction in pay costs. This was discussed in detail, with some Governors expressing concern about the inability to recruit to roles and the risk of similar issues arising in 2022/23. RM said a portion of the savings owed to the reduced need for staffing in curriculum areas where student numbers had been lower than expected. CR said the Finance Committee had spent some time discussing the |

³ 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.

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v vi	<p>risks around pay costs and would no doubt return to the discussion at its next meeting.</p> <p>Attention was drawn to the table on p4 of the paper. RM said it was a complex picture and it was essential to look at the medium term, not just the short term. The financial health score was highly sensitive; a £0.5m underperformance on EBITDA would take 10 points off it. As an example, provision had been made for additional £0.5m energy costs but there were strong indicators that more would be needed going forwards; if it was as much as a further £0.5m it could mean a slip back to 'Requires Improvement'.</p> <p>RESOLVED:</p> <p>(i) To note the contents of the Executive Finance Director's mid-year budget review paper and to approve the revised budget as presented.</p> <p>(ii) To approve the release of £250k 2021/22 capital funds, as detailed in the Executive Finance Director's paper.</p>	Synopsis Item 13
<p>17.40 A 5 min comfort break was taken. When the meeting resumed, all re-joined the meeting.</p>		
<p>PRINCIPAL'S REPORT</p>		
04.0 i	<p>PRINCIPAL'S REPORT</p> <p>PS spoke to his Principal's report, highlighting as follows:</p> <ul style="list-style-type: none"> ➤ Following a Black FE Leadership Group workshop, the College was developing action plans to be reported into the Equality, Diversity and Inclusion Strategic Group. Governors would be able to monitor progress via the Group minutes and ad hoc reports from Governor members. ➤ An unannounced Health & Safety Executive visit at the Engineering site had identified some additional controls required to improve ventilation in a workshop, as well as a number of minor actions. Overall, feedback had been positive. ➤ The Department for Levelling Up had realised its anticipated White Paper. In it, it identified Kirklees as an area that would benefit from the establishment of a new 16-19 free school aimed at talented children from disadvantaged backgrounds. As this would be a threat to existing providers, the College had teamed up with Greenhead and Huddersfield New College, along with local MPs, to challenge the case for a new school, given the existing outstanding provision. ➤ A second whole-staff development day was held on 23 March. It had been expert led and highly thought provoking, with good levels of engagement and excellent feedback so far. ➤ The latest edition of KC Chronicle (providing an update on activities, events and achievements of staff and students) accompanied the Principal's report. 	
<p>SAFEGUARDING, WELFARE AND MENTAL HEALTH</p>		
09.0 i ii	<p>SAFEGUARDING COMMITTEE REPORT</p> <p>The Committee Chair Mrs C George ("CG") presented the minutes of the 7 March meeting and the items of report were noted. In particular, a further increase in safeguarding referrals and a long-term staff absence had prompted concerns about staff capacity, effectiveness and morale, as well as institutional capacity to realise ambitions around raising the College's profile externally. CG said an update on the risk was expected at the next meeting, once business planning was complete.</p> <p>A member of the Committee had highlighted a risk that if the Corporation did not sign off updates to the Safeguarding and Child Protection Policy at the beginning of the Autumn term, Ofsted may deem this a breach of safeguarding expectations. Consequently, the Corporation would need to sign off any policy changes at the</p>	Synopsis Item 14

Item		Action/ Synopsis Item
iii	beginning of the year and not wait until its first ordinary meeting. Action: To approve any necessary changes to the Safeguarding and Child Protection policy at the beginning of the Autumn term, potentially by written resolution.	JG, PHa
GOVERNANCE		
13.0 GOVERNOR TRAINING AND ACTIVITIES		
i	There were no updates.	
14.0 PUBLICATION OF AGENDA PAPERS		
i	<u>RESOLVED:</u> (i) All items marked with an asterisk on the Agenda shall be deemed confidential and excluded from publication in accordance with clause 18.2 of the Instrument of Government.	
15.0 VOTE OF THANKS TO MR H LINN AND PROF S DONNELLY		
i	<u>RESOLVED:</u> (i) To formally record the Corporation's thanks to outgoing Independent Governors Mr H Linn and Prof S Donnelly.	
CHAIRS' REPORTS		
16.0 CHAIR AND VICE CHAIR'S REPORTS		
i	The Chair and Vice Chair had taken part in the Strategic Conversation with the Education & Skills Funding Agency and the Further Education Commissioner.	
ii	The Chair had met with the chairs of Greenhead College and Huddersfield New College, who were keen to work with the College on projects such as student behaviour strategy.	
EXECUTIVE EMPLOYMENT MATTERS		
17.1 INVOLVEMENT OF STAFF AND STUDENT GOVERNORS		
i	The meeting discussed whether Staff Governors should participate in the discussion and decision-making for Item 17 and whether Staff Governors and any future Student Governors should be able to receive the papers or minutes relating to it.	
ii	<u>RESOLVED:</u> (i) Pursuant to clause 13.5(d) of the Instrument of Governance, Staff Governors should be required to leave the meeting for Item 17. (ii) Pursuant to clause 13.9 of the Instrument of Government, Student Governors shall not receive minutes or papers relating to Item 17.	
<i>18.10 All non-Governors, except for the Clerk, with Ms C Catmull and Mr A Greaves, left the meeting.</i>		
17.2 EXECUTIVE EMPLOYMENT COMMITTEE 7 MARCH MINUTES		
i	The minutes of 7 March 2022 were received and the contents noted.	
17.3 VICE PRINCIPAL'S PERFORMANCE DURING HER PROBATIONARY PERIOD AND DECISION: WHETHER TO CONFIRM HER PERMANENT APPOINTMENT		
<i>This matter is considered confidential and is restricted to Independent Governors only,</i>		

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	<i>therefore the discussion is recorded in a restricted annex marked Annex 1, 25.03.22.</i>
17.4	PRINCIPAL/CEO'S PERFORMANCE DURING HIS PROBATIONARY PERIOD AND DECISION: WHETHER TO CONFIRM HIS PERMANENT APPOINTMENT <i>This matter is considered confidential and is restricted to Independent Governors only, therefore the discussion is recorded in a restricted annex marked Annex 2, 25.03.22.</i>
17.5	CONFIDENTIAL ITEM <i>This matter is considered confidential and is restricted to Independent Governors only, therefore the discussion is recorded in a restricted annex marked Annex 3, 25.03.22.</i>
THANKS AND CLOSE	
18.0	THANKS AND CLOSE
i	There being no further business, the Chair declared the meeting closed.

SYNOPSIS		
#	Details	Min
1.	Mr Faeisal Parvez, an experienced probation officer working in Kirklees, was appointed as a College Governor.	3iii
2.	Audit firm RSM was appointed as the College's new external auditors.	3v
3.	The annual Gender, Disability and Ethnicity Pay Gap Report was approved for publication.	3v
4.	The 2022-23 Fees Policy was approved.	3v
5.	A new Sickness Absence Policy was approved and adopted.	3v
6.	The findings of an external review of the quality of the provision were discussed. It had provided good assurance in terms of the effectiveness of internal assessments of the quality of teaching and learning; and of the mechanisms in place for effective oversight of the quality and inclusivity of the learning experience.	12
7.	A progress report was provided on the Quality Improvement Plan.	12
8.	A report was provided on the College's Covid-19 response and the external situation.	6ii
9.	The Corporation authorised expenditure of up to £35k on surveys, planning fees, design costs, etc. in anticipation of receiving a grant from the Department for Education's T-Level Capital Fund for improvement works at the Taylor Hill site. This was in addition to bid preparation costs of £20k previously approved. Prospects of the grant being awarded were good and the work was needed in any case.	6iv
10.	Governors were briefed on the circumstances of a recent data breach.	6x
11.	The College's Business Critical Performance Indicators were monitored.	6viii
12.	The Corporation continued the Strategic conversation, with an informative talk and Q&A with Climate Commissioner for UK Further Education Mr Steve Frampton.	10
13.	A report was provided on the College's financial position and the Corporation approved some in-year budget adjustments aimed at creating a cushion for 2022/23.	7
14.	An assurance report was provided by the Corporation's Safeguarding Committee and Link Governor. Some concerns were noted about the increasing workload and staff capacity within the team.	9