

Further Education Corporation

SPECIAL BOARD OF GOVERNORS

Monday 24th January 2022

MINUTES

Date and timings:	16.30 – 17.00
Location	By videoconference
Present (Governors):	Elizabeth Sipiery (Chair of Governors) Denise Brown (PCE) Roland Anderson Gerry Bender Lee Freeman Rod Gray Nikki Hill Jo McGee Rick Olver Andy Ray Sue Saxton Sarah Stone Gwynn Williams (Vice Chair of Governors)
Clerk	Melissa Drayson
In attendance	Phil Briscoe (Interim VP- Curriculum and Quality) Brad Brooks (Assistant Principal) Roney Brooks (Head of Human Resources) Nicki Kelly (Assistant Principal) Anthony McGarel (Deputy PCE) Jayne Sheehan (Vice Principal, Curriculum Growth) Steve Smith (VP Corporate Services)
Apologies for absence	Rani Koya Louise Parr-Morley Anthony Murray (FE Student Governor) – not present Kenny King (HE Student Governor) – not present
Quorum (7)	The meeting was quorate

Item	Action lead
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1. Preliminary items

Apologies were noted from Rani Koya and Louise Parr-Morley who had both had to leave the Board Development Day early. It was noted that it was Rani's last meeting as a governor. The Board asked that its thanks

for her service to the college and contributions to college governance be passed onto her.

There were no new declarations of interests.

No matters of urgent other business had been raised

2. College Self-Assessment Report 2020-21

The Chair of the Curriculum and Quality Committee summarised the key discussion points and actions from the earlier validation meeting. A range of suggestions had been made to improve future reports:

- Clear examples of evidence to substantiate judgements and an evaluative narrative that supports how judgements were made.
- Greater use of visuals as well as data.
- General rule of thumb to write for an audience that is not familiar with the subject matter.
- Inclusion of an executive summary.

The need to review the quality cycle, and to ensure that it synched with governance oversight and input, was also agreed.

With these provisos, governors supported the evaluation of strengths and weaknesses and the proposed grades.

AGREED:

- i) Review quality cycle and CQC meeting cycle to ensure that they link up properly.**
- ii) Tighten up SAR process to start earlier and bring to governors earlier in the Autumn Term**
- iii) QIP to be agreed at same time as SAR, and be informed by the SAR**

RESOLVED: That the Self-Assessment Report 2020-21 and the proposed grade judgements be APPROVED.

3. Whistleblowing Policy and Procedures

Following the discussion at the Board Development Day it was:

RESOLVED: That the Whistleblowing Policy and Procedures be APPROVED.

4. Committee membership

Supporting paper by the Clerk

The proposed changes to committee membership had been developed by the Chair and Principal and Clerk under delegated authority from the Search and Governance Committee. Chair confirmed that governors' preferences would be considered in any future membership changes.

RESOLVED:

- i) That the size of each committee would be reduced by one member**
- ii) That the committee membership 2021-22 be APPROVED**

