

## MINUTES

### PART A

#### Further Education Corporation Meeting held on Monday 31 October 2022

<b>Date and timings</b>	<b>19:00 to 20:00</b>
<b>Location</b>	Thurrock Campus and via Microsoft Teams
<b>Present</b>	Elizabeth Sipiery (ES) <b>Chair</b> Denise Brown (DB) CEO and Principal Roland Anderson (RA) Lee Freeman (LF) Roderic Gray (RG) Rick Olver (RO) Louise Parr-Morley (LPM) joined via Microsoft Teams Sarah Stone (SS) joined via Microsoft Teams Sue Leonard (SL) joined via Microsoft Teams
<b>Clerk to the Corporation</b>	Lana Jackman
<b>In attendance</b>	Adam Fahey (AF) Vice Principal Curriculum and Quality; Anthony McGarel (AMc) Deputy Principal and CE; Daniel Olorode (DO) Director of Finance; Jayne Sheehan (JS) Vice Principal Curriculum Growth and Performance; Steve Smith (SS) Vice Principal Corporate Resources
<b>Apologies</b>	Gerry Bender (GB)

#### Quorum (7)

*The meeting was quorate*

Item		Action lead
0.	Agenda	
	<b>Corporation Appointment</b>	
	<b>Approval</b>	
i.	The Corporation Board Members <b>APPROVED</b> the appointment of Support Staff Governor Ian Spademan	
ii.	The Corporation Board Members <b>APPROVED</b> the appointment of HE Student Governor Sophie Louisa Wade by Written Resolution.	

**1. Preliminary Items**

- i. Apologies for absence  
Apologies were received and accepted from Gerry Bender (GB)
- ii. Declarations of interest  
There were no declarations of interest other than those standing.
- iii. Urgent business notified in advance
- iv. There was no urgent business notified in advance.

**2. Minutes**

- i. Meeting on 11 July 2022  
The Minutes of the Meeting held on 11 July 2022 were **APPROVED**

**3. Matters arising from previous meetings**

There were no outstanding matters arising from these Minutes not discussed on this agenda.

**4. Curriculum, Quality and the Learner Experience**

The CQC Minutes of the meeting held on the 26 September 2022 were circulated prior to the meeting, received by the Chair and taken as read. Rick Olver (RO) summarised the discussion and key priorities for the Executive:

- Cultural change
- 42 day Withdrawals and the benefits of *swap-don't-drop*
- Gatsby Benchmarks for good career guidance
- Key areas of concern relating to retention of students, implementing more pastoral support, using students' preferred method of communication, and interacting with the student voice.
- It was discussed that the SAR and QIP were in a redrafting stage. It was mentioned that the Committee found the original iteration hard going and had requested a redraft. It was noted that AF was revising the format. The content will be focused on outcomes, and what AF was hoping to achieve. It was mentioned that governors would need to understand how curriculum planning worked, be given a clearer understanding on input from employers into the curriculum, and its implementation; pipeline and the requirements from local employers.
- It was acknowledged that JS was in the process of drafting a Skills Strategy with regard to 16-19 Adult provision and apprenticeships, and once completed would circulate it to the governors. It was noted that there was reasonable progress relating to the Port of London Authority Pneumatics and Hydraulics.
- It was reported that Executive sub-committees had been established to look at areas of concern across the organisation.
- It was noted that changes to the structure of Link Governors to work more closely with the student voice was a priority. RO and RA were working to initiate the changes.

- The Committee discussed in detail the implications of non-attendance and/or poor attendance on results. The Executive reported that Registers of attendance where causal patterns were highlighted were closely monitored. It was noted that if a student was not attending class on a regular basis and/or if there was a pattern of non-attendance there were strategies that were followed (a) college procedures (b) intervention and (c) support to address the issues.
- It was reported that the Executive had identified from observations, three most challenging areas:
  - What is it like to be a student on a programme at any given time
  - How it is reported
  - Measuring teaching and learning

It was agreed that there would be a new process of lesson observation which would be more holistic and encompass whether the College was good in terms of what experience the student gets, the quality of teachers and consistency.

It was decided that a broader set of metrics to be Ofsted-ready with a multi-dimensional view in terms of what was happening, what was the support like, the quality of the provision for high needs, and the ability to demonstrate in the classroom the depth of knowledge from the teaching staff.

- It was noted that the draft SAR would be ready for the 21 November 2022 CQC meeting.
- It was noted that there were many good things achieved in the college. However, in terms of the Ofsted Framework it was agreed that intent and implementation could be demonstrated but impact was a work in progress. It was felt that the restructure had a part to play to slow down the strategies planned for progress. AF had emphasised to the Committee that progress was achievable but there was much to do. The Committee felt assured with AF's strategies.
- It was noted that as soon as there was an Ofsted Inspection date a briefing meeting with AF would be arranged.

### **Learner performance 21-22**

It was mentioned that the College was increasing its pass rates with adult provision maintaining a strong position. It was agreed that the priority would be to be more ambitious for the Learners, especially in English and Maths as there were not enough students achieving Level 4. It was agreed that it was not enough that the learners passed but that they passed with good grades to enable them to move on to employment or Higher Education. The plan would be to continually monitor the axiom *right qualification to the right student*. In response to a governor question relating to the potential impact on recruitment in the future for HE pass rates AF responded that he felt comfortable with adult achievement at 88.5% which was consistent and a reasonable place to be compared to the national

average. It was reconciled that the pass rates had dipped over the two Covid years so there was no surprise that there was a decline.

The Teaching Excellence Framework was explained as an assessment tool on the quality of HE teaching standards. It was acknowledged that submission was planned to the TEF.

## 5. Finance, Policy and Resources

- i. Health & Safety Annual Report  
The Health & Safety Annual Report was **APPROVED**
- ii. Learner numbers update  
The Corporation Board was updated on the three main areas of concern relating to learner numbers and the implication this had on the College's income figure (*refer to Minutes of the Meeting held on 3 October 2022*) these were as follows:
  - reduction in recruitment
  - learners withdrawing from courses prior to the regulatory 42 days
  - reduction in staff and competing with schools' sixth forms

It was reported that a high proportion of cancellations were indicative of low recruitment numbers, followed by students deciding to remain and/or return to the school sixth form or gaining employment. It was noted that there was greater engagement with a much more systematic plan on retention.

- iii. September (p2) Management accounts  
The Management accounts and cash flow summary were discussed as Part B of the Minutes.
- iv. Insurance Review  
The Paper was circulated prior to the meeting and taken as read. It was noted that there has been a c£30k increase in insurance costs for the 2022 renewal. It was further noted that there was sufficient cover in the proposed policy to meet the legal requirement for the College for 2022-2023. It was reported that the legal and risk implications will be closely monitored and action will be taken when changes or updates in legislation were required. Corporation Board Members were provided with a full breakdown of cover.
- v. Capital Projects Update - Deed of Easement & Transfer to be signed and sealed.  
The Corporation Board **APPROVED** the use of the Seal.  
The Deed of Easement & Transfer was **Signed and Sealed**
- vi. Safeguarding Policy & Procedure 2022-2023  
The Safeguarding Policy & Procedure was **APPROVED**

## 6. Search & Governance matters

- a. Minutes of SGC meeting on 03.10.2022  
RG updated the Corporation Board on the SGC meeting held on the 03.10.2022.  
It was decided that the Policy and Resources Committee could be reduced by one.

It was proposed that the Search and Remuneration Committee be merged to become Governance and Remuneration Committee.

The motion to merge the Search and Governance Committee with Remuneration Committee was **APPROVED**.

**RESOLVED** that the Search and Governance Committee be merged.

**RESOLVED** that the newly formed Committee be known as the Governance and Remuneration Committee.

It was proposed that Sarah Stone (SS) be Chair of the Governance and Remuneration Committee. SS felt that she would need to discuss offline with Rod the commitment needed before she agreed to assume the role. It was felt that there should be continuity and that would depend on how much time SS could commit.

It was **AGREED** that Elizabeth Sipiery remain as Chair of the Corporation Board.

RG updated the Board that an Order from the Charities Commission to remunerate the new Chair had been received but the recruitment of a new Chair would be delayed as ES had agreed to extend her tenure until further notice.

It was **AGREED** to delay the appointment of a Chair for the Audit and Risk Committee following Andy Ray's resignation.

- b. It was proposed that Governor Link Roles be reviewed to align with the restructured Campuses
- c. It was confirmed that all governors had read the document KCSIE 2022 and signed the declaration on the College's website.
- d. It was confirmed that all governors had read the Code of Conduct and signed the declaration.
- e. It was confirmed that the Committee Terms of Reference – had been **APPROVED**.
- f. It was **AGREED** that the Strategy Plan was to be developed in time for the External Review. The Corporation Board were updated on the timing of the External Review. It was decided by the Committee that the External Review be delayed until late Spring.
- g. It was **AGREED** that the Policy and Resources Committee membership to be reduced by one.
- h. It was confirmed that the Skills Audit had been circulated.

## 7. **Forthcoming Events**

It was agreed that the Board Development Day arranged for 23 January 2022 be cancelled. A date at the beginning of February was proposed.

## 8. **Evaluation of meeting**

It was mentioned that the two new governors did not receive Board Papers. It was agreed that this would be rectified.

**9. Any other business**

It was noted that the first IOT Board Meeting would be arranged for a venue in London. JS would update the Corporation Board Members as soon as dates were arranged with Morgan Sindall et al.

It was further noted that the governors would be invited to Celebrating 16-18 Student Success events. Governors agreed that past events were enjoyable and they looked forward to being invited to more in the future.

**10. Any other confidential business (to be notified to the Chair in advance of the meeting)**

There was no other confidential business notified to the Chair in advance of the meeting.

**Date of Next Meeting**

Monday 12 December 2022 at 17.45 - Luckyn Lane  
Monday 27 March 2023 at 17.45 - Basildon Town Centre  
Monday 10 July 2023 at 17.45 – Southend Campus

***There being no further business the meeting ended at 21:00***

Signed.....Dated.....