



**CALDERDALE COLLEGE
CORPORATION BOARD MEETING**

**Minutes of the Meeting held on 11 July 2024
at 16.45 Room D211, Dean Clough Mills, Halifax**

Present:

Peter Clark	Chair of the Corporation / External Governor
Diane Cothey	External Governor
Suzanne Griffiths	Staff Governor
Richard Laycock	External Governor
Suzanne McGladdery	External Governor & Chair Designate
David Malone	Principal & Chief Executive
Naz Mukhtar	External Governor
Greg Scully	External Governor
Martyn Stone	External Governor
Paul Waterworth	Staff Governor
Andrew Wright	External Governor
John-Paul Yates	External Governor
Claire Chapman	Student Governor
Bill Macbeth	External Governor (joined at item 24/129)
Jenny Stocks	External Governor (joined at item 24/129)

In Attendance:

Andrew Harrison	Vice Principal – Corporate Services
Karl Veltman	Deputy Principal - Quality, Curriculum Development and Student Experience
Ebrahim Dockrat	Director of Commercial Services and Partnerships
Jane Taylor-Holmes	Clerk to the Corporation
Elizabeth Smith	Head of Executive Support (Minutes)

Agenda: *There were no changes to the agenda.*

Min. Ref.	Minutes	Actions
1	24/126 - Apologies for absence Apologies were received from Safia Kauser, External Governor; Richie Dunk, External Governor; Amina Hashmi, Student Governor; and Rosalie Green-Kerry, Student Observer.	

Min. Ref.	Minutes	Actions
	24/127 – Confirmation of eligibility, quorum and declarations of interest	
2	No notice had been received of any member becoming ineligible.	
3	The meeting was quorate.	
	24/128 – Appointment of External Governors	
4	Mr P Clark, Chair of the Corporation/External Governor, updated the Board on applications received from Mr B Macbeth and Mrs J Stocks.	
5	Mr Clark updated the Board on discussions in relation to the reappointment of Mr R Laycock for a further 4-year term.	
6	Mr Clark updated the Board on discussions in relation to the extension of term for Mr R Dunk for a final 1-year term.	
7	Mr Clark recommended, that having completed a year as Chair Designate, Mrs S McGladdery be appointed as Chair of the Corporation following conclusion of the meeting.	
8	Resolved: The Board approved the appointment for Mr B Macbeth for an initial 1-year term.	
9	Resolved: The Board approved the appointment of Mrs J Stocks for a first 4-year term.	
10	Resolved: The Board approved the re-appointment of Mr R Laycock for a second 4-year term as External Governor from 14 October 2024 to 14 October 2028	
11	Resolved: The Board approved the extension of one year for Mr R Dunk to run from the end of his current term on 19 October 2024.	
12	Resolved: The Board approved the appointment of Mrs S McGladdery as Chair of the Corporation for a two-year period.	
13	Mr Macbeth and Ms Stocks were invited to join the meeting. Mr Laycock and Mrs McGladdery were invited to re-join the meeting.	

Min. Ref.	Minutes	Actions
	24/129 – Minutes of previous meetings	
14	Minutes of meeting held on 18 April 2024 – Mr Yates highlighted an error on page 15 in relation to the Staff Sustainability Conference.	Mrs Taylor-Holmes, July 2024
15	Minutes of the meeting held on 18 April 2024 – Mr Yates confirmed he had presented a report from the Finance & Resources Committee, and not Mr Wright.	Mrs Taylor-Holmes, July 2024
16	Minutes of the meeting held on 13 May 2024 – Mr Yates confirmed his attendance at the meeting.	Mrs Taylor-Holmes, July 2024
17	Resolved: The minutes of the meeting held on 18 April 2024 would be amended to reflect the highlighted changes.	
18	Resolved: The minutes of the meeting held on 13 May 2024 would be amended to reflect the highlighted changes.	
19	Resolved: Subject to the amendment, the minutes from the meetings held on 18 April 2024 and 13 May 2024 were approved as a true and accurate record.	
	24/130 – Matters arising	
20	Governors noted the updates recorded against the matters arising. Mr Malone explained that an update on the final outcome of the ESFA audit would be provided to Governors when confirmed; this action would be carried forward.	Mr Malone, October 2024
21	Mr Malone updated on his meeting with Miss Green-Kerry in relation to the establishment of a relationship with the Women's Centre, Halifax. Mr Malone confirmed that partnership activity had commenced.	
22	Mr Malone confirmed a conversation had taken place with the Criminology curriculum team in relation to work experience opportunities. Mr Malone confirmed targeted activity was planned to address the issue.	
23	All other actions were complete, on the agenda or for completion at a later date.	

Min. Ref.	Minutes	Actions
	<p>24/131 – Chief Executive’s Strategic Update</p> <p>24 Mr D Malone, Principal & Chief Executive presented the report providing an update on key issues.</p> <p>25 In addition to the content of the paper, updates were provided as follows:</p> <p>26 Mr Malone confirmed the College was working closely with the Association of Colleges (AoC) and MPs, on a number of matters including opportunities to invite representatives to the College to discuss areas of concern – including defunded qualifications, capital & revenue funding, and recruitment & retention of staff.</p> <p>27 Mr Malone highlighted communications expected from Skills England on 16 July, which would be analysed and fed back to Board in due course.</p> <p>28 Mr Malone shared work being completed to prepare for the commencement of the 2024/25 academic year, including significant work on the estate to renovate or rebuild classroom space, and scrutiny of curriculum delivery proposals. Mr Malone shared his confidence that the new timetable programme, alongside the improved capacity, would enable the College to operate more effectively.</p> <p>29 Mr Malone confirmed the new arrangements included a plan for growth, however acknowledged the additional strain this would provide.</p> <p>30 Mr Malone shared details regarding recent conversations with colleagues from WYCA, where they expressed their interest in the Health & Care Academy partnership model.</p> <p>31 Mr Malone outlined predicted achievement data, highlighting the report was based on a ‘worst case’ scenario, with confidence of exceeding this expectation.</p> <p>32 Mr Malone updated on recent challenges with the apprenticeship provision, most notably the cancellation of End Point Assessments in recent days. This delay in terms of completion and receipt of results would impact on completion dates and annual performance data. Despite these delays, Mr Malone confirmed that the team were expecting an outcome which would be the same, or better than 2022-23.</p>	<p>Mr Malone, September 2024</p>

Min. Ref.	Minutes	Actions
33	Mr Malone confirmed, as approved at Board on 13 June, that the Accountability Statement had been submitted prior to the 30 June deadline.	
34	Mr Malone updated on progress with the Dean Clough project, highlighting the size and scale of the project, and expected date of completion of 23 August.	
35	Mr Malone reflected on key income streams to be targeted in the new year, including an ambitious timetable for delivery to enable access to greater opportunities.	
36	Mr Malone confirmed notification of additional grant funding in April 2025, however at this date there had been no clarification of the amount available.	
37	Mr Malone shared the uncertainty around other income streams, which may slightly delay the pace of progression.	
38	Mr Malone highlighted the funding mechanisms around growth / lag funding, and the substantial levels of growth needed to attract in-year funding.	
39	Mr Harrison presented the comparison figures in relation to expenditure required to support the staffing budget for the anticipated 5-8% growth (approximately £2m), which would need to be sourced in-year. This may result in budget strain in-year, but produced longer term gain.	
40	Mr M Stone, External Governor, queried data in relation to predicted achievement for English & Maths, in particular the expected reduction in achievement, and asked what plans were being introduced to address the issue.	
41	Mr Malone outlined the proposals to introduce an incremental progression programme to support students to achieve gradually, and to remain focused on grade progression to achieve a grade 4 upwards. Mr Malone shared his support of this programme.	
42	Mr B Macbeth, External Governor explained his understanding of the wider benefits of delivering Bootcamps and suggested that it may be of advantage to prepare for a broadening of the scope of the training programmes. Mr Malone agreed to monitor and consider options if required.	
43	Resolved: Governors noted the report.	

Min. Ref.	Minutes	Actions
	24/132 – Strategic Plan - Priorities 2024-25	
44	Mr Malone presented the proposed priorities for the forthcoming year for approval.	
45	Mr Malone confirmed the priorities aligned to those within the Accountability Statement, which had been submitted to the ESFA and published on the College website.	
46	Mr G Scully, External Governor, queried the reference to SP2 – Culture of High Performance, and in particular asked for an explanation on the purpose of the Fitness to Study Policy.	
47	Mr Malone explained that the Policy was aimed to support learners who could not connect to learning due to external factors beyond their control (e.g. mental health issues, family issues, etc.).	
48	The Policy also aimed to provide the opportunity for the student to access the immediate support needed and be considered for a potential return to College at a future date.	
49	Resolved: The Board approved the Strategic Priorities for 2024-25.	
	24/133 – Proposed Budget 2024-25 & Financial Forecast	
50	Mr Harrison updated the Board on the requirement for the College to submit the proposed annual budget, alongside the 2-year forecast to the ESFA by 31 July each year. This served as a commentary for the ESFAs calculation of the institutional Financial Health Grading.	
51	Mr Harrison shared the proposed budget, and highlighted, based on financial data currently known, the assumptions made in the development of the budget and potential pressures which would be involved in achieving a £200,000 surplus.	
52	Mr Harrison confirmed that, whilst it is the plan to deliver a proposal at the December Board meeting, the budget did not include a pay award at this stage. Delivery of this intention would be subject to an increase in income or achievement of efficiencies.	Mr Harrison, December 2024
53	Mr Harrison shared an update on current outstanding financial issues, and the impact these may have on the budget and proposals should these be concluded in a positive manner.	

Min. Ref.	Minutes	Actions
54	Mr Harrison shared the prioritisation strategy which was being implemented, in terms of minimising use of agency staff; maximising utilisation; addressing low class sizes; and implementing a review of the External Funding provision due to the reduction of projects.	
55	Mr Harrison confirmed that no assumption had been made in terms of an uplift in income and that the budget had been prepared based on guaranteed income, and currently known expenditure, which included an assumption of low vacancy turnover.	
56	Mr Harrison provided an outline of the process involved in calculating the ESFA financial health grading, and confirmed he anticipated an outcome grading of 'Good'.	
57	Mr Harrison continued and provided an outline of the Cash Forecast, alongside an update on the position in relation to Borrowing.	
58	<p>Specifically, Mr Harrison provided updates on assumptions in relation to:</p> <ul style="list-style-type: none"> • High Needs Support – discussions ongoing with the Council in relation to an increase in delivery; • Free Courses for Jobs – anticipate an increase in delivery; • Adult Learner Loans – anticipate a decrease; • European Grant Funding – whilst performing well, not covering lost EU funding; • Pay - £2m increase included (66.7% pay:income ratio). This is above the sector norm. (Mr Harrison provided a breakdown of areas of increased cost); • Increase in Teachers Pension cost – assumed receipt of grant to support; • Pay Award – need further clarity on income and efficiencies required prior to any proposals being suggested for approval. Hopeful of greater clarity by December meeting. 	
59	Mr Stone queried whether the cost ratio was a criteria considered within the Financial Health screening process. Mr Harrison confirmed that it was not, however for colleges who fell into intervention, this was an area where they were challenged to improve. Mr Harrison clarified that the College needed to reduce costs or increase income to improve this ratio.	
60	<p>Mr Harrison outlined the Capital Plans included within the Budget:</p> <ul style="list-style-type: none"> • Completion of main Transformation Fund works imminent; • Approval to utilise £800k surplus to address additional works; 	

Min. Ref.	Minutes	Actions
	<ul style="list-style-type: none"> Reception works and majority of other internal modifications (new classrooms, D Floor Café move, Exam Rooms, miscellaneous equipment spend, etc. taking place over the summer break; All funds (£7.5m) to be spent by March 31 2025; £800k LSIF Funded Mill Studios development continues. 	
61	Mr Harrison reminded the Board of the ambitious Estates Strategy, and priority areas identified from this, should funds become available.	
62	Mr Scully queried whether the potential to go below the minimum 29 Cash Days was a concern. Mr Harrison confirmed that it was unlikely the College would find itself in such a position, but if it did, then it would take corrective action.	
63	Mrs Court queried the maturity profile of loans. Mr Harrison confirmed no review date was set. Mr Malone confirmed the College was in a comfortable position in terms of its borrowing.	
64	Mr Stone queried the impact in terms of the sensitivity analysis movement of 5%. Mr Harrison confirmed that any occurrence would be met with swift action to resolve.	
65	Mr Macbeth queried the proportion of income which arose from Apprenticeship provision. Mr Harrison confirmed this was close to 10% of total income.	
66	Mr Macbeth highlighted the vulnerability for sudden changes in income from Apprenticeship provision, and asked for clarification of contingencies in place for such an occurrence. Mr Malone shared activity which has taken place during the current academic year in relation to the automation of processes through improved use of technology, which whilst initially raising costs, would streamline delivery and realise a saving over coming years. This would provide sufficient contingency for respond to any changes.	
67	Resolved: The Board approved the Budget and Financial Forecast.	
	24/134 – Student Governor Reflections	
68	Mr Clark invited Ms C Chapman to provide feedback on her experience as a Student Governor during the 2023-24 academic year. Ms Chapman shared her pleasure in the delivery of her duties over past year, highlighting the interesting range of activity and opportunity for personal development.	

Min. Ref.	Minutes	Actions
69	Ms Chapman suggested that the Student Governors could be better utilised by the Board and Senior Leadership. It was agreed that this would be further considered.	Mr Malone, September 2024
70	Ms Chapman suggested the dissemination of information could be simplified to enable greater understanding from the wider student body community.	
71	Ms Chapman thanked the new Senior Leadership Team for their impact in bringing about significant change at the College.	
72	Mr Clark thanked Ms Chapman and highlighted her significant contribution during her two terms.	
73	Mr Malone echoed the thanks, and agreed with Ms Chapman's comments in relation to greater use of the Student Governors, and Student Union, in the delivery of student engagement objectives.	
74	Mr Malone acknowledged the comment in relation to simplification of reports and data.	
75	Resolved: Governors received and noted the feedback from Ms Chapman.	
	24/135 – Curriculum, Quality & Standards Committee	
76	Mrs J Grainger, Chair of the Curriculum, Quality & Standards Committee, provided feedback from the meeting held on 13 June 2024.	
77	For onward presentation to the Board: <ul style="list-style-type: none"> The Committee had received an update in relation to EDI, including the request to submit a recommendation to Board to approve an extension of 6 months to the existing Single Equality Scheme renewal date, to enable recommendations from the Investors in Diversity Accreditation process to be considered within the Policy review process. The revised Policy is expected to be presented for approval in December 2024. Following completion of the 'Keeping Children Safe in Education' updates, the Chair of CQS Committee requests that the Corporation Chair (Designate) is given delegated authority to approve. The Learner Behaviour Policy is presented to Board for approval. 	

Min. Ref.	Minutes	Actions
	<ul style="list-style-type: none"> The Code of Practice – Freedom of Speech update is presented to Board for approval. The Committee recommended that Governor involvement in the Student Focus Group process should be considered at the September Governor Development Day. <p>It was agreed that the following would be reported to the Board for information:</p> <ul style="list-style-type: none"> The Learner Support Fund Policy had been approved. The Committee had received a presentation from the ELS and Project Search team who provided an update on activity within the area. The Whole College Performance Report had been reviewed and discussed, with a particular focus on English & Maths tuition and November resit. Committee members had received the Quality Improvement Plan and a demonstration how this was being reviewed and regularly updated. Future QIP Exception Reports would be included within standard documentation. An update had been provided in relation to the Curriculum planning process The HE Access & Participation Plan Update was presented, with the October deadline for submission noted. The Committee had reviewed risks specifically allocated to the Curriculum, Quality & Standards Committee. 	
78	Resolved: Governors received the report from the Curriculum, Quality & Standards Committee.	
	Student Positive Behaviour Policy	
79	Mr K Veltman, Deputy Principal - Quality, Curriculum Development and Student Experience shared the proposed Positive Behaviour Policy for implementation at the start of the 2024-25 academic year.	
80	<p>Clarification was requested on:</p> <ul style="list-style-type: none"> Page 76 – reference to ‘formal’ v ‘final’; Where reference is made to ‘the student <u>must</u> attend’ – what actions are planned if the student does not attend? 	Mr Veltman July 2024
81	Resolved: Further to the amendments and clarifications above actioned, the Board approved the Positive Behaviour Policy.	
	Code of Conduct – Freedom of Speech Annual Update	
82	Mr Veltman presented an overview of activity in relation to External Speakers who had been invited into the College between September 2023 and June 2024.	

Min. Ref.	Minutes	Actions
83	Resolved: Board members noted the overview.	
	24/136 – Search and Governance Committee	
84	Mrs Court, Chair of the Search & Governance Committee provided verbal feedback from the meeting on 1 July 2024.	
85	Resolved for recommendation: <ul style="list-style-type: none"> • Corporation Memberships – dealt with at commencement of the Board meeting. • Committee Memberships – that Mr Martyn Stone be formally appointed as Chair of the Audit Committee; • Committee Memberships – that Mrs Suzanne Dunkley be formally appointed as Chair of the Search & Governance Committee; • Committee Memberships – that approval is given for Mr Richard Laycock to transfer from the Finance & Resources Committee and take up a position on the Audit Committee. 	
86	To share with the Board - Committee members had reviewed the Board and Governor Development Plan and approved this to share with the Board.	
87	It was agreed that the following would be reported to the Board for information: <ul style="list-style-type: none"> • Committee members had considered the Corporation membership schedule and succession planning; • Committee members had received an update in relation to the approach to be taken in the recruitment of student governors; • Committee members had received an update on governor compliance with mandatory training and had noted issues in relation to accessibility of systems. Further action is being taken to address; • Committee members had discussed the External Governance review feedback report and noted the recommendations for consideration at Corporation Board on 11 July 2024. 	
88	Resolved: Prior approval of new Governors and additional terms of office acknowledged (agenda item 24/128).	
89	Resolved: The Board received the updated Board and Governor Development Plan, noting the additional comments made.	
90	Resolved: The Board approved the appointment of Mr Martyn Stone as Chair of the Audit Committee.	

Min. Ref.	Minutes	Actions
91	Resolved: The Board approved the appointment of Mrs Suzanne Dunkley as Chair of the Search & Governance Committee.	
92	Resolved: The Board approved the appointment of Mr Richard Laycock onto the Audit Committee.	
93	Resolved: The Board approved the Committee memberships schedule 2024/25.	
	24/137- External Governance Review	
94	Mrs Taylor-Holmes presented an update on progress with the Action Plan in relation to recommendations from the External Governance Review, which was agreed at the Governor Development Session on 9 May 2024.	
95	Resolved: The Board received the External Governance Review report at Appendix A and agreed that the consideration of the recommendations (taking into account the comments and feedback from Governors made on 9 May 2024) be delegated to the Search and Governance Committee	Search & Governance Committee, October 2024
96	Resolved: The Board approved oversight for delivery against the Action Plan should be delegated to the Search & Governance Committee.	
	24/138 - Audit Committee	
97	Mrs Court, Chair of the Audit Committee provided verbal feedback from the meeting on 1 July 2024.	
98	The Committee had approved: <ul style="list-style-type: none"> • The Financial Regulations Handbook, subject to review and amendment of item 5.3.2; • The Internal Audit Plan for 2024-25; • The Financial Statements Audit Plan; • The suggested area for Deep Dive at a future Governor Development Session (Funding Regulations). 	
99	It was agreed that the following would be reported to the Board for information: <ul style="list-style-type: none"> • The Committee had received the Health & Safety Update and noted positive actions taken; • The Committee had received an update on the ESFA Funding Audit; 	

Min. Ref.	Minutes	Actions
100	<ul style="list-style-type: none"> The Committee had received a review of previous Audit Recommendations, and noted a good level of timely completion – this was accepted as a good indicator of the College’s culture in the management of risk; The Committee received two internal audit reports (HR & Performance Management and 16-18 Student Journey), with Reasonable assurance received on both. The Committee had received the update to the Risk Register and considered a heat map of risks. <p>The Committee recommended the following for approval at the Corporation Board:</p> <ul style="list-style-type: none"> Health & Safety Policy (June 2024 update) 	
101	Resolved: The Board received the report from the Audit Committee.	
102	Resolved: The Board approved the Health & Safety Policy and Risk Management Policy.	
103	<p>ADDITIONAL ITEM – Update on ESFA Audit</p> <p>Mr Harrison provided an update on progress with the ESFA Audit</p> <ul style="list-style-type: none"> 5 July 2024 marked the 1-year anniversary of the commencement of the Audit; The Audit was initially signed-off on the basis of no issues identified; The College received an email from the ESFA in March 2024, notifying of queries which has arisen following a quality control exercise; The College were requested to address 41 queries, with 100% checks on 1000 apprentice records; The main issue appeared to be incorrect pricing of EPAs (estimated price entered at commencement was not updated to reflect the actual price); Mr Harrison confirmed that the College had not acted inappropriately, and other colleges followed similar practice; Mr Harrison confirmed there was a potential financial risk of £200k; Mr Harrison updated on approval received from the ESFA for the College to contact employers and seek approval of amendment of records – in particular the distribution of cost. This would be sent via letter/email drafted by the College, which had already gained ESFA approval; Mr Harrison clarified that receipt of employer approval would reduce the value of the funding at risk. 	

Min. Ref.	Minutes	Actions
104	<ul style="list-style-type: none"> Mr Harrison confirmed that, following considerable work between the Apprenticeship Team and employers, he was hopeful of reducing any identified financial loss. <p>Resolved: The Board noted the update and positive action being taken to bring the Audit to a conclusion.</p>	
	24/139 – Finance & Resources Committee	
105	Mr Yates, Chair of the Finance & Resources Committee provided verbal feedback from the meeting on 26 June 2024.	
106	Finance & Resources Committee recommended to the Board for approval: <ul style="list-style-type: none"> Budget Proposals for 2024-25 and Forecast for 2025-26 	
107	Finance & Resources Committee had approved: <ul style="list-style-type: none"> Sub-Contracting Policy Sub-Contracting Rationale Financial Regulations and Associated Policies 	
108	Finance & Resources Committee had received: <ul style="list-style-type: none"> Estates and IT Update on progress of the capital project and noted that the project was on time and budget. HR update noting improvements in relation to recruitment and retention of staff. Financial Performance Report, including the Management Accounts to 31 May 2024 and updates in relation to longstanding financial and audit issues. The Data Protection update. 	
109	Two amendments to the risk register were proposed, in relation to a decrease in External Funding Contracts and a slight increase in Failure to Adequately Control Expenditure due to short term increases in pay costs to address specific issues.	
110	<p>Resolved: The Board received the report from the Finance & Resources Committee.</p> <p>Management Accounts (P10 May 2024)</p>	
111	Mr Harrison referred to the resolution of the Collaborative Apprenticeship project and subsequent receipt of £314k. Mr Harrison confirmed that there was still a provision in place in relation to any potential clawback in relation to the Apprenticeship Hub match funding contract with DWP.	

Min. Ref.	Minutes	Actions
112	Despite the potential for clawback following the conclusion of the ESFA Audit review, it was agreed that the financial position was positive and the predicted out-turn provided a sound basis into 2024/25.	
113	Resolved: Governors received the Management Accounts noting that these had been reviewed in detail by the Finance and Resources Committee on 26 June 2024.	
	24/140 – Safeguarding update	
114	Mr Veltman provided the update previously presented to Curriculum, Quality & Standards Committee, including detail in relation to significant improvements in reporting processes and better management of safeguarding.	
115	Mrs Mukhtar acknowledged the work taking place and supported the recommendations for further improvements in service delivery and management.	
116	Mr Veltman updated on the awaited receipt of the latest Keeping Children Safe in Education Guidance, and actions which would be required to ensure the Safeguarding Policy was up to date.	
117	Resolved: The Board received the Safeguarding Annual Review meeting feedback and approved the recommended actions.	
118	Resolved: The Board approved Chair's action in relation to approval of the updated Safeguarding Policy (on recommendation from the Safeguarding Lead Governor).	Mr Veltman, Mrs Mukhtar, Mrs Taylor-Holmes August 2024
	24/141 – Equality & Diversity	
119	Mr Veltman provided the Equality, Diversity & Inclusion update, previously presented at the Curriculum, Quality & Standards Committee.	
120	Mr Veltman commented on the work completed following previous requests and further action to be completed.	
121	Mr Veltman outlined the work taking place with the National Centre for Diversity, and the anticipated date of accreditation. With this in mind, it was recommended that the current Single Equality Policy be extended until December 2024, to enable the outcome of the Investors in Diversity accreditation, and subsequent Action Plan, to be considered within the Policy Review.	

Min. Ref.	Minutes	Actions
122	Resolved: Governors received the Equality, Diversity & Inclusion Update.	Mr Veltman December 2024
123	Resolved: Governors approved the extension of the current Single Equality Policy to December 2024.	
124	Mr Harrison provided the report which had been provided to the Audit Committee on 1 July 2024.	Mr Harrison October 2024
125	Mr Harrison provided an update on progress made since the Independent Review, in particular with the key issue of ownership of responsibility. As a result of the report, a number of issues had now been addressed. The College had committed to a follow-up review to provide an assessment on progress.	
126	Mrs Grainger queried the monitoring and management of adherence to Policies.	
127	Mr Harrison confirmed improvements had been made in this area.	
128	Mrs Grainger queried the timeline for completion of improvements, and asked whether the College was current at risk.	
129	Mr Harrison confirmed the anticipated timeline for completion as the start of the new academic year – 2 September 2024.	
130	Resolved: The Board received the Health & Safety update. Health & Safety Policy	
131	Mr Harrison provided the updated Health & Safety Policy, noting the changes to the Policy were minimal and mainly made up of post title changes.	
132	Mr Stone queried the cross referencing to a number of other policies. Mr Harrison confirmed the new Health & Safety Manager was reviewing all connected policies for relevance and accuracy and would that he would confirm that all associated Policies were in place.	
133	Resolved: The Board approved the Health & Safety Policy	

Min. Ref.	Minutes	Actions
	24/143 – Risk Management	
134	Mr Harrison referred to the paper on risk management and the Risk Register. Mr Harrison referred to the updates within the paper from each of the Committees in relation to their consideration of risk.	
135	Mr Harrison explained that the Audit Committee meeting had requested an increase in the rating of the Health and Safety risk on a temporary basis whilst the recommendations from the external consultants were considered and an action plan delivered.	
136	It was agreed that the risk in relation to the ongoing dispute around the match funding projects would remain red. It was hoped that the matter would be resolved during the Summer. Mr Malone referred to the actions being taken to try and escalate and resolve the matter.	
137	Resolved: Governors received the Risk Management update and noted the Risk Register and residual risk ratings.	
	24/144 – Chair’s report and feedback from Governors	
138	Governors received the Chair’s Report detailing activity undertaken since April 2024.	
139	Mr Clark referred to the items of Chair’s action.	
140	Resolved: The Board received the Chair’s report.	
141	Resolved: The Board noted the following additional actions completed under seal since publication of the Board papers: <ul style="list-style-type: none"> • Free Courses for Jobs Grant Funding Agreement 2024-25 • Adult Education Budget Funding Agreement 2024-25 	
142	Resolved: The Board noted the following additional Chair’s action completed in respect of financial approval since the publication of the Board papers:	

Contractors' payments for contracted work in June 2024

Contractor	Description	Original Contract Sum (Ex VAT)	Revised Contract Value (Ex VAT)	Gross D&S Valuation to Date (Ex VAT)	D&S June 2024 Valuation (Ex VAT)	June 2024 Invoice (Ex VAT)	June 2024 Invoice (Incl. VAT)
DD Porter Ltd	Façade Treatment Works	£2,606,415.13	£3,194,670.20 (includes Reception works)	£2,682,705.94	£28,783.75	£28,783.75	£34,540.50

143	At his last Board meeting, Mr Clark shared his thanks to Mrs Taylor-Holmes and Mrs Smith for their support and commitment.	
144	In conclusion, Mr Clark formally resigned from the Corporation Board, and invited Mrs McGladdery to take up the post of Chair of the Corporation.	
	24/145– Dates of future meetings	
145	<ul style="list-style-type: none"> Governor Development Day – 26 September 9.00 to 14.00 (in person) Search & Governance Committee – 3 October, 15.30 Corporation Board – 17 October 2024, 16.45 	

Signed as a true and accurate record

Mrs S McGladdery

Mrs S McGladdery, Corporation Chair

Date: 17 October 2024