MINUTES

Barnet and Southgate College Corporation
Governing Board Meeting
to be held on Thursday 15 December 2022
18:00-20:00
at Southgate Campus - Room 504

Present:	Imelda Galvin (IG) **Chair** Rouzbeh Faramarzian (RF) Jenny Jarvis (JJ) Alex Middleton (AM) Darren Mepham (DMep) **CEO** Diane Moore (DM) Cait O'Riordan (COR) Chalene Scott (CS) Staff Governor Hannah Sheath (HS) Mark Sweeny (MSw)
Apologies:	Alessandra Almeida-Jones (AAJ) Mark Taylor (MT) Sue Baker (SB) Adam Goldstein (AG)
In attendance:	Neil Coker (NC) Tracey McIntosh (TM) Mark Sellis (MS) Lana Jackman (LJ) Interim Director of Governance

Quorum 6

Item		Action
1	**Preliminary Items** It was noted that in the absence of Adam Goldstein (AG), it was agreed that Imelda Galvin (IG) would Chair the meeting. The Chair welcomed those present to the meeting. Cait O' Riordan joined the meeting at 18:11 **Apologies for absence** Apologies were received and accepted from Alessandra Almeida-Jones (AAJ); Mark Taylor (MT); Sue Baker (SB); and Adam Goldstein (AG) **Declarations of interests** There were no new declarations of interest other than those standing ([i]***in accordance with the requirements of section 177 of the Companies Act 2006***) **Quorum** The meeting was quorate.	

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2	**Minutes of previous meetings** The Minutes of the meeting held on 13 October 2022 were **APPROVED** **Matters Arising** It was noted that Student Services had received 5 applications for the role of Student Governor. It was agreed that there would be an interview process in January with a view to appointing two Student Governors. It was further agreed that the appointment process will be continued with a view to attract interest from the adult 19+ age range so that age group was represented on the Corporation Board. **ACTION** **2.1 Item 3. 3.1** It was agreed that the Feasibility study in context of the Growth strategy would be discussed at the Strategic Workshop in January 2023. **ACTION** **2.2 Item 6. 6ix** It was agreed that CS would chase Chi regarding mandatory Safeguarding Training for new Governors. There were no other matters arising from these Minutes.	 **DMep** **CS/KS**
0	**Governor Safeguarding Training** **Annual Safeguarding Report** *(This item was tabled)* The Report was circulated prior to the meeting and taken as read. It was noted that the report covered safeguarding activities for the last academic year. It was proposed that the Safeguarding Report be approved. The Board noted and **APPROVED** the Safeguarding Report. PowerPoint Slide Deck was circulated to the Board prior to the meeting with the Annual Safeguarding Report and Papers. CS presented the key themes relating to Safeguarding from September 2022. These were as follows: • College Policy and Quality. An Audit Tool was provided from the Barnet Council Safeguarding Lead on how to measure the impact of safeguarding interventions and to test the quality of student experience. • The positive overview from Ofsted. It was acknowledged that Ofsted had commented on how highly informed staff were of their safeguarding responsibilities which informed their decision making, policy and process development. • The importance and relevance of the document Keeping Children Safe in Education (KCSIE 2022). It was	

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	emphasised that governors were urged to keep up to date with the document annually. • Overcoming Impact of COVID • Cross college developments • Data Trends • Online safety and where it linked to Prevent • Mental Health and Wellbeing. It was noted that Mental Health and Wellbeing were topics that were delivered through tutorials to support students. • Student Survey. It was confirmed that from the data provided taken from the post student induction survey across the Colleges, a large sample of students required to complete the survey said that they felt safe and were aware of the safeguarding arrangements (*ref Appendix A*). It was further noted that more resources were in place to improve detection measures from a safeguarding perspective. • Majority of staff completion of mandatory training. It was noted that the training reinforced knowledge and their understanding of the statutory responsibilities relating to Safeguarding. • It was noted that a Winter Safeguarding Pack will be issued with contact details of professionals should any student need support during the Christmas break. • Recommendations from the report were provided in the presentation. CS explained that governors needed to be aware on the effectiveness of the College's working relationship and partnership with external multi-agencies which helped with a diverse range of the students attending Barnet and Southgate College's four sites. In response to a governor question it was noted that a Safeguarding Link Governor had not been appointed. **ACTION**	
	0.1 DMep to speak to AG regarding the appointment of a Safeguarding Link Governor.	**DMep/AG**
	0.2 DM and RF to be sent Safeguarding Mandatory Training Link	**CS**
	0.3 Safeguarding to be an agenda item at the Board meeting 16 March 2022.	**Board Agenda Item 16 March 2023/KS**
	0.4 Governors to be updated at the meeting on 16 March 2022 on actions (Section 7 Where we are now - *ref to Appendix B* and Proposals for 2022-2023 Where we need	**CS**

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	to be, to give the governors guidance and a sense of timescales for actions identified to be completed, and by whom. Governors also asked that consideration is given to how assurance over the quality or impact of our safeguarding interventions might be reported,	
3	**ONS FE Reclassification** The ONS FE Reclassification briefing was circulated prior to the meeting and taken as read. MS summarised the keynote points. It was noted from the summary that from a Barnet and Southgate perspective the ONS FE Reclassification may impact on the College's Estates Strategy but there were no other points of concern for the Board Members at this stage however MS also highlighted that more detail on the implications is expected from government over the coming months.	
4	**Corporate Risk Register** It was acknowledged that the Risk Register had been discussed in detail at the previous Audit Committee Meeting held on 28 September 2022. In the meeting it was emphasised that the focus should be to embed and enact the risk action plan. It was recognised that MS was working through the action plan currently, having incorporated the auditors' recommendations following the substantive audits. The Board discussed the dynamic situation relating to the impact of strike action. The impact on quality of education and future revenue was discussed. The Board questioned the mitigation strategy and challenged the Executive on what it was doing to minimise the impact of strike action, the probability of strike action occuring, and how the risk of strike action in the future could be reduced. It was discussed that any strike action would not just impact on student learning, the delivery of quality of education but on the College's ability in securing future revenue. The risk to reputation was an additional concern which, the Board suggested should also be inserted on the register as potentially affecting enrolment numbers. **4.1 RESOLVED** that this matter be discussed further at the Audit and Risk Committee Meeting to be held on 2 March 2023 with a view to capturing the risk on the register, its impact and whether the mitigation was sufficient. It was also resolved that the action plan negotiated with UCU be discussed at the meeting. **ACTION** **4.2** Lessons Learned regarding the risk of industrial action and the risk of impact of strike action to be discussed at the Audit Committee in the first instance.	**ARC Agenda Item 2 March 2023** **MS**
5	**Audit and Risk**	

Item		Action
	It was noted that the Committee scrutinised the below items and recommended them for Board approval. i. External Auditor Audit Findings Report The Board **<u>APPROVED</u>** MHA MacIntyre Hudson Report ii. Annual Report Cover Page (from Joint Finance & Audit Committee) The Board **<u>APPROVED</u>** the Annual Report Cover Page iii. Annual Report and Financial Statements 2021-2022 The Board **<u>APPROVED</u>** the Annual Report and Financial Statements 2021-2022 and the closing down of the Subsidiary Company. iv. Self-Assessment Regularity Questionnaire The Board **<u>APPROVED</u>** the Self-Assessment Regularity Questionnaire v. External Audit Letter of Representation The Board **<u>APPROVED</u>** the External Audit Letter of Representation The Board **<u>APPROVED</u>** that the accounts be signed off.	
6	**Estates Strategy** i. Update from Fusion The Board was updated on the plans for the four main campuses. It was reported that Fusion would be joining the Members at the Strategic Workshop planned for 26 January 2023 to discuss the Curriculum, Estates and Growth Strategies, ideas, and timelines for the property phases. It was noted that the Board would be updated on the final recommended strategy and spatial analysis on 16 March 2023 Board meeting with a view to move into delivery thereafter. The Board <u>noted</u> the position. ii. SDF Capital Projects The Board was updated on the two successful Capital Projects bids. The Board **<u>APPROVED</u>** the SDF Capital Projects. **ACTION** **6.1** It was agreed that the College's plans around Sustainability would be a standing item on the Board agenda. **ACTION** **6.2** TM to update the Board at the next meeting to be held on 16 March 2023 on progress of the SDF Capital Projects.	 **Board agenda standing item** **TM**

Item		Action
	ITEMS TO RECEIVE	
7	**Report from the Committees – Update** i. QTSE • SAR & QIP It was reported that the QTSE Committee would be meeting next week on 20 December 2022 to follow up and monitor closely delivery against the improvement plan and what it takes to get from Good to Outstanding. It was acknowledged that the team had taken away feedback on questions and Lorraine had been tasked with ten points to expand upon that were reasoned could take the College to outstanding. It was mentioned that to be excellent there would have to be a consistently good standard across all areas, which the Committee noted and would reflect on next year. It was noted that the Committee was satisfied with the SAR and QIP following the validation via external scrutiny from full-time inspectors. The Board noted the position and expressed its support for the Self-Assessment Plan. **ACTION** **7.1** It was agreed that the Board would be updated on those areas that were consistently poor and were continually reviewed by the QTSE Committee. ii. Joint Finance • P3 Management Accounts The Board was updated on the Joint Finance, Audit and Risk Committee Meeting held on 1 December 2022. It was noted that 2022-2023 should come in on budget and the Executive will be required to work hard to ensure that the budget will be on track. It was further noted that the College had moderated itself down to a financial health grade of *Good*. The ESFA had been informed by Hiten Savla. It was reported that the Finance Committee had a discussion around the College as a going concern and as there was no material uncertainty about the ability to trade in the next 12 months the going concern test was *passed* (*ref Item 5 Joint Finance, Audit and Risk Minutes*) It was noted that work was already underway to identify areas for efficiencies; better utilisation of teaching costs and outcome from the work with the FE Commissioner in January 2023. It was recognised that the challenge to achieve the budget and implement the growth strategy was a complex one.	 **JJ/NC**

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	It was decided that this would be a discussion for the Board to have at the Strategic Workshop in January. It was noted that there was an updated by the Auditors Scrutton Bland on the rationale underpinning the seven strong dark green assurances. It was discussed by the Committee that an offline conversation would be held with the auditors relating to how the College could go from substantial to strong. The Committee commended the Internal and External Auditors for their diligence. The Committee was satisfied with both auditors' performance to complete the reports on time and on budget. iii. Search and Governance The Committee interviewed Thomas Streater (TS) on Monday 12 December 2022. It was mentioned that TS was a former alumnus of the College and was passionate about the student experience. It was agreed that TS would be an asset to the Board. The Board **<u>APPROVED</u>** the appointment of Thomas Streater. It was reported that the Search and Governance Committee will review the Scope of Works with a view to tender for an external review next year. It was proposed that a gap analysis be undertaken to see where areas could be improved before the external review. It was reported that the Policy Schedule currently being drafted will go through Search and Governance before bringing it to the Board next year.	
8	**Governance** i. Student Appointment – Interviews to be held in January 2023 ii. People Committee – It was noted that the People Committee Meetings will be held a couple of times a year. The Chair invited Corporation Board Members to speak to JJ if they were interested in volunteering for the Committee. iii. Appointment of Search and Governance Vice-Chair - *Board to approve appointment of Mark Sweeny as Vice-Chair – The Board agreed that it had decided that there would be no Vice-Chairs at a previous Board Meeting. This item, therefore, would be reviewed after the governors' self-assessment process had been completed in the New Year.*	

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9	**Policies** i. Data Protection Policy it was noted that the Policy included a paragraph referencing data breaches. The Policy was **APPROVED** ii. Counter Fraud Policy The Policy was **APPROVED** **ACTION** **9.1** It was agreed that the Audit and Risk Committee (ARC) will have as a standing item on the agenda, brought for information any reportable incidents to the Information Commission Office (ICO), for the Committee to action by exception. **9.2** Review of the role of Data Protection Officer and who could undertake this role. As it stands Mark Sellis is currently DPO. The Board Members felt that this was an item to be reviewed at the next Board Meeting.	**ARC Agenda Item 2 March 2023** **ARC Agenda Item 16 March 2023**
10	**Conduct of Meeting** It was mentioned that the acting Chair had discussed the concerns regarding the timely circulation of Management Accounts and Papers. The Executive assured the Board Members that a draft timetable had been completed and would be circulated to the Finance Committee. **ACTION** **11.1** MS to draft a timetable relating to when Management accounts and Papers were to be prepared and circulated before meetings.	**MS**
11	**Any other business** *There being no further business the meeting ended at 20.07*	
	Date of forthcoming meetings Strategic Workshop 26 January 2023 (*venue to be confirmed*) 10:00-16:00 Immersion Visit (Wood Street) 13 February 2023 Corporation Board Meeting 16 March 2023 (*venue to be confirmed)* All other meetings start at 18:00 unless stated otherwise	

[i] The code of conduct for governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or maybe perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.