NOTES

Barnet and Southgate College Corporation
Governing Board meeting
held on Thursday 13th July 2023
18:00

Present:	Adam Goldstein, Chair Alex Middleton Darren Mepham, CEO Diane Moore Chalene Scott Hannah Sheath Alessandra Almeida-Jones Sue Baker Mark Taylor Thomas Streater
In attendance:	Maxine Bagshaw, Director of Governance Neil Coker, Principal/Assistant CEO Mark Sellis, Executive Director of Corporate Services

Item	Description	Action
1	**Preliminary items** 1) Apologies for absence Apologies for absence were received from Rouzbeh Faramarzian, Cait O'Riordan, Mark Sweeny, Jenny Jarvis, Imelda Galvin, Daniel Yilmaz and Tracy McIntosh. Chair took the opportunity to advise that, in his absence, this will be Mark Sweeny's last meeting. He has had some personal news regarding his health which has led him to reassess his priorities and therefore resign as a governor. Board all took the opportunity to express their thanks and appreciation for his tremendous contribution to board activity during his term of appointment and all wished him well for the future. 2) Declarations of interest Sue Baker reminded that she is a UCU representative. There were no other specific declarations of interest made and standing declarations were noted. 3) Quorum Chair confirmed that the meeting was quorate.	

2	**Minutes of the previous meetings** 1) Minutes of the meeting held on 23rd May 2023 Minutes were reviewed and it was agreed that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 23rd May 2023. 2) Matters arising Board were happy to note the content of the update provided and it was agreed that any completed actions would be removed from the next iteration. 3) ELT interim arrangements – check in dates planned CEO confirmed that these are included within his report to be considered later in the meeting. These sit alongside an organogram showing what the current arrangements are. Board were advised that, since the last report, the college has now appointed an interim manager, James Russel. He was interviewed by the CEO and Mark Sweeny given his role as the Chair of the Property Strategy Steering Group. The plan is for James Russel to undertake a lot of the supporting work required for property strategy implementation. He has now started work with the college and will be picking up elements of property development and disposals as well as some other areas. Executive Director Corporate Services continues with the college until the end of this week which means that the interim arrangements have not yet commenced in earnest. It was explained that James Russel is a consultant who has worked in FE for a number of years. His core background is project management and MIS. All agreed that his programme management experience would be particularly important given college plans. CEO confirmed that he would also be able to oversee IT and estates matters. AGREED: to note the content of the update provided.	
3	**CEO'S REPORT** Governors were happy to take the report 'as read'. CEO confirmed that there were six aspects included within his report, one of which is the interim executive arrangements just discussed. Five remaining aspects are distinct and not necessarily linked, with a KPI report provided separately later in the meeting. One governor asked for a little more information in relation to the fact that the college did not move forward with the sports partnership discussed in May. CEO indicated that, whilst initially this seemed like a good way to buy in student growth, it had to be acknowledged that there would be a negative financial impact as a result of lagged funding. Having completed due diligence the	

	view reached was that it was not in the colleges best interest to proceed and full reasons for this were explained in the meeting. One governor noted that, in relation to the information provided regarding LSIF, there is reference to improving green and digital skills and board asked for some examples of what may be included within 'green skills'. CEO expressed the view that it can read as quite a vague description and in fact teams in the GLA are working to define this. For BSC it will be aligned to either construction or engineering typically, and an example given was moving from gas to ground source heat pumps. For engineering it could be green technology, green transport etc. i.e. electric vehicles. He confirmed that it could be broader than this, but that construction and engineering are where BSC has specialisms. In relation to the update provided on T Levels, one governor asked whether the development at Southgate was new or was planned and having secured the money, what does it mean for the property strategy. Staff confirmed that it was planned and that the bid was submitted some time ago with details having been shared with the board. At the time of the bid the college had earmarked the repurposing of P Block which is currently mothballed. It is a semi-detached block at Southgate. Staff indicated that, as the property strategy starts to be implemented other options are being considered, one of which is the disposal of this block. Staff provided assurance that they will be in close contact with the DFE to ensure that, if T Level provision is relocated, the new arrangement matches square footage and still meets the criteria of the bid. Staff confirmed that essentially it was planned, including the location, as is part of the estates strategy. Staff advised that receiving funding confirmation was very positive particularly as the college was unable to commit to any match funding. One governor asked whether there is anything that can be learned from the successful bids as the college was clearly able to put forward compelling content that satisfactorily differentiated BSC. Staff advised that the college does have a very good bid writer and that there has also been a conscious decision to highlight the parts of the estate that require investment with the DFE. The sector is very much focused on providing funding to those colleges that really need it and BSC has been able to successfully articulate what and when investment is required. Staff advised that, in relation to T Levels, BSC has been successful in one of the later waves, as it was unable to bid for the earlier waves, which means that a lot of other colleges have already benefitted from funding. College has also used Fusion to develop the T Level bid. They have worked with other colleges where bids have been successful so have learnt lessons along the way. This, combined with internal expertise and work done in the background to influence, has put BSC in a strong position. Governors were advised that the college has also secured funding following the bid submitted for Higher Technical Qualifications.	

When considering student numbers one governor asked whether, in relation to conditional offers, there is a consistent way in which they will translate in to placements/enrolments. Staff confirmed that prior year conversion data is available and that the organisation has done a lot more this year to stay closer to the students with a better journey from application to enrolment. All agreed that the figures were encouraging and acknowledged the positive trend. Staff suggested that, having taken a cautious approach, the numbers could be even more than presented today.

Question and challenge from governors was how the capital funding secured will be factored in to the work of the PSSG. It was confirmed that James Russel will report on all aspects to this governor subgroup.

One governor asked when the organisation will know the outcome of the LSIF bid. Staff indicated that it should be around October 2023. Governors asked whether this is an example of potential funds not included within the budget but that where there is a good chance the college will receive something. Staff confirmed that it is and that, if successful, it will be a mix of revenue and capital. It was explained that it was built upon partnerships which does make it very difficult to give firm figures at this point in time.

Governors asked for an update on discussions with the unions. CEO confirmed that agreement was reached with UCU which means that the dispute is now closed. College is not expecting any further industrial action this year however it would be reasonable to assume that there may be some action next year regarding pay. He explained that there was currently some uncertainty following a government announcement earlier in the day regarding additional funding. They have made reference to schools and teachers but it is not known at this stage whether it also includes FE. Indication is that additional funding may be received through 16-18 funding rates and that this can be used to support pay negotiations. CEO reminded however that BSC is not a large 16-18 college. Whilst there are 16-19 students it is only 40% of college provision. This should be compared to some other colleges who are up to 90% and therefore the impact for BSC may not be as positive as for other colleges. CEO indicated that it will probably be provided on a lagged funding basis and therefore no significant increase until the second year. What it could however mean is that the AOC are now prepared to make a recommendation to the sector. The conflict of interest for staff governor Sue Baker was noted and recorded given that she is a union representative.

It was agreed that the CEO would email a further update on this when there is greater clarity with an overview of the likely impact to the FE sector and BSC specifically (CEO, August 2023).

Board were reminded that the pay dispute has been resolved following an additional in year payment. Governors were asked to note that the unions have also asked for a refund of strike pay withheld. There have been six days in total. College has declined to do this and has already deducted four days. In negotiation,

	college has agreed not to deduct the two remaining days. Challenge from the board was that it is important to be really clear that the organisation is not setting a precent in relation to this. CEO confirmed that this is the case. In relation to sports provision, one governor asked what the plans are now having decided not to go ahead with the provider discussed at the last meeting. CEO explained that it was an option to consider which would have led to immediate additional growth of between 30-60 students. This however is not connected with the aspirations to organically grow. As the partnership is not going ahead the students will stay with their current provider and it does not affect BSC current provision at all. Governors noted the information provided to show how the college is meeting the needs of employers and asked what it really means by way of an example. CEO advised that the focus of his report is on early years employers that the college works with to help to upskill their workforce. It is people who are already in work. The local councils are a key focus as they have such a large work force. In relation to the information provided regarding work placements, governors all agreed that it was really good to see the volumes reported and they asked how difficult it is to secure them. CEO confirmed that it is very challenging but that the college has a team entirely focused on this who work very hard. They are looking to network better with curriculum teams so that all connections can be fully utilised. One governor asked whether the college centralises employer data into a directory. CEO advised that this is not done as consistently or as thoroughly as the organisation would like, however this team does have a database. What the college could do better is capture the good work being done by curriculum areas as well. Governors asked for an update in relation to the DPO role. CEO confirmed that this has now been resolved with the service being commissioned through an external organisation. College is confident that it has secured a good deal over a 2-year contract. Challenge from the board was to ensure that the college gets value for money from the service provided. AGREED: to note the content of the update provided.	
4	**KPI's - 2022/23 position against targets** CEO made reference to the report provided and a number of matters were specifically highlighted, including: • A number of these aspects have already been scrutinised by a sub-committee • In relation to quality metrics, assurance and feedback is provided via QTSE • In relation to growth in financials, there has been no significant change from the last report with no real shift between May and July.	

	• Tables on the left are all factual, whereas the honeycomb diagram is QTSEs subjective assessment • The grid around growth is ELTs subjective assessment One governor made reference to the disappointing figure in relation to the number of apprentices making progress. They acknowledged that this is an area that has had staffing challenges and governors asked how long the executive think will be required for new staff appointed to make a positive impact on the progress being made by students. Challenge from the board was that, in future reports, they would like to see some commentary on the likely recovery rate. Principal expressed the view that the college will get them back on track in a timely fashion so that they meet their expected end point assessment dates. He confirmed that once staff are in post the first job for them will be to get the apprentices back on track in terms of their learning. Board agreed that they would like a little more information on this particular aspect at the next meeting. (CEO/Principal, October 2023). Governors noted the low attendance rates for maths and English and asked for more information. It was explained that this relates to students on a study programme who didn't achieve a grade 4 at school and therefore have to retake. Retaking these two GCSE's is a condition of funding. It specifically relates to retaking GCSEs that they didn't pass at school. Governors asked what the influencing factors are in terms of the attendance rates. Principal confirmed that this is a national problem and that there has always been a gap between attendance on core subjects and maths and English. The main issue is that they are required to retake rather than choosing to retake which means that motivation is an issue and a challenge. He confirmed that the college does a lot of work to try and improve the attendance figures, including national discussions on best practice. He confirmed that a lot of resource is invested to ensure exciting and innovative teaching and learning so that it feels different from studying at school. He acknowledged however that it is an ongoing real challenge. Governors asked what the implications are if students don't pass. Principal advised that student outcomes include maths and English retakes so there is an impact on pass rates but not funding. Board were advised that the national average pass rates for post-16 maths and English retakes is between 25%-28% which means that 70%-75% fail again, which is simply not good enough. He advised that whilst the figures are very low BSC has for the last two years improved beyond the national increase trend, however the use of CAGs and TAGs needs to be borne in mind. Last year when students went back to exams the maths position at BSC fell below the national rate but English was above. It was confirmed that Maths and English is timetabled alongside their main programmes and they have to repeatedly retake which they don't like. Principal confirmed that the college does see that students are successful on their level 3 programme even if they repeatedly fail in Maths and/or English, particularly so in Art and Design, Creative Media etc. Board were advised that for some level 3 programmes the college will not enrol a student without Maths and English and	

	examples given were Engineering and A Levels. Challenge from the board is that they would like to see the college map between cause and action/solution on each aspect i.e. what are the tactics and the strategies that need to be considered. Board acknowledged that, if the college can't do anything more/better then it is important to know this. In relation to sector-based work academies, governors asked why the progression target is 60%. Staff advised that these are learners who are currently out of work but have an interest in a particular sector and are supported by DWP to explore options in relation to this. Success is when they complete a short course with DWP and then move into employment which means that 60% is a reasonably high target. Staff indicated that BSC tends to do well when compared to other colleges in relation to this area. In relation to this aspects RAG rating, staff advised that this was more to do with processes and recordings rather than a lack of confidence of achieving success. Governors noted that the position in relation to T Levels has been RAG rated as green and they therefore asked where the college is in terms of recruitment targets. Principal confirmed that the senior team have completed a review of T Level numbers yesterday and key matters highlighted were: • Plumbing, education and care – the numbers are in the late 30's which is great • Science is red RAG rated with only 11 applications so far. Staff are calling each and every one of these to check that their interest is live and assess how close they are to enrolment. • In health and care there are 38 applicants, however 18 of these couldn't be contacted by staff which isn't unusual. 6 confirmed positively that they will continue but some have said that they won't, so whilst the numbers look exciting there are conversion risks to consider. • College has internal progressors on top of the application numbers. This information is much more solid which should bolster the numbers. College may have to live with some low group numbers in the first year which will negatively impact on contribution rates. Current anticipation is that 4 or 5 out of the 6 will run with sufficient group sizes. • Smaller class sizes will actually give the college a positive way to step into the complexity of a new curriculum • College is currently in the process of spending circa £1 million with a risk of clawback if the T Levels aren't run • Risk has been assessed in terms of full or partial repayment and the belief is that the risk is low regarding likelihood. Governors asked what the repayment threshold is. Staff advised that, it is a course not running or the organisation significantly missing its targets. One governor noted that sports provision expansion has been RAG rated as green which they commented felt a bit inconsistent given the CEO's report. Staff acknowledged that it was a dynamic	

	situation and that probably it shouldn't be green today given the earlier information provided. That said the number of academy students coming is looking healthy, particularly from Tottenham Boys and others. Board asked for an update on the plans to move out of premises at Edmonton Green. Staff advised that the development in the area has now been delayed until 2029 which means that the pressure to vacate is not as high. That said, the college does need to think about the lease as it ends in 2025. Options are to either extend or look for somewhere else, however it is proving difficult to find the space needed elsewhere. Challenge from governors was this sems to be a long running issue and they asked whether there is a cost-effective way of doing something in the interim. Staff advised that key issues now are around heating and utilities. Board were advised that the space is now well decorated and that there is very little else that can be done internally. It is not possible to change the external feel and one example given was the concrete staircases. Staff acknowledged that the location was not ideal and that there are very few opportunities to put up signage. Challenge from the board was that there is a need to keep this as a live discussion as it does impact on other things e.g. reputation. AGREED: to note the content of the update provided.	
5	**2023/24 budget and 3 year financial forecast** The Chair took the opportunity to put on record thanks and appreciation to the Executive Director Corporate Services for all of his work, as this will be his final budget before he moves on to other opportunities. He acknowledged his contribution to the college and the improved financial position. Board were invited to consider the budget proposals and a number of matters were specifically highlighted, including: • Senior team have tried to be cautious but not overly so • The budget proposed has been through a detailed scrutiny process with some helpful critique provided • Challenge from the Finance committee was to include more narrative so as to fully explain the proposals • In many ways this budget is a step backwards from where the college wanted to be at this stage, however this is not a surprise as the influencing factors have been reported on all year. • Budget is impacted by a number of aspects, including: 1) Lagged funding 2) Project income which has to be earned in the year. This was described as an amount of 'self build income' which does vary year to year as opportunities come and go i.e when certain projects stop. This amounts to circa £1 million - £2 million each year. Executive Director Corporate Services and CEO confirmed that staff all now know the importance of flagging this up more clearly going forward with transparency regarding options and possibilities. • Income is down	

	- Grant/funding income is fairly neutral when compared with prior year. Whilst 16-18 income is down there is a similar amount planned for growth in AEB. - College has a good story now in relation to ALS and there is better confidence regarding recording and claiming, following a project led by staff governor Chalene Scott this year. - College is taking advantage of the opportunity to grow AEB and is seeing significant growth, particularly ESOL in Collingdale. - Another drop in project income - Partnership costs have decreased as the college is planning to spend less - As an overall position income is £500k less and costs £900k increased - Pay costs have increased by £1.3 million and there remains a lot of pressure because of the increasing costs of living - Budget builds in a percentage staff pay increase - Extra resource is required for ALS - Extra resource is required for exams as this area was under resourced in 2022/23. There are now many more exams and assessments needed. - Table on page 3 is a simplified version of the figures - Total non-pay is £600k better and therefore should be shaded green - Pension costs are lower - Overall budget position is £1.3 million worse than 2022/23 - EBITDA is a cash position/measure as a percentage of income - Interest costs are outside of the colleges control and, because of this, they are discounted from calculations by the ESFA - College should be aiming for EBITDA of 8% - Financial health categorisation will remain at 'good' and there is a £500k cushion in relation to bank covenants. - Budget has to be submitted to the ESFA by 31st July each year - This budget has been through a 'bottom up' exercise over a 6-month period - It reflects planned growth in apprenticeship numbers, however this has taken longer than the college would like 16-18 student numbers didn't grow to plan in 2022/23 and therefore there has been a negative impact on the original forecast for 2023/24 and 3 year plan/strategy. In general discussion board were advised that there was quite a forthright debate at the most recent Finance Committee meeting and governors asked for more narrative to be included which has been provided in the cover paper. Budget proposed is a £1.475 million deficit which led to some difficult questions and challenge from the Finance Committee, as this is not where governors had originally set for the 3 year plan. College has to submit an updated 3 year plan to the ESFA but they generally give more flexibility around this acknowledging that things can be changed over the longer period.		

	One governor asked for further information regarding potential changes to project income i.e. in terms of potential upsides, what and how much are the opportunities. Staff indicated that this could be circa £1 million in total. Question and challenge from the board was in relation to the investment priorities. Executive Director Corporate Services confirmed that the senior team have deliberately agreed that some things cannot be done because of affordability, but he provided assurance that there is a list of areas requiring investment if and when extra funding comes in. This was described as very much a planned approach, including: • Quality resources i.e. the materials. College isn't able to commit to extra quality capacity. • Exam capacity • Curriculum management • Innovation fund • Cyber security – specifically this aspect does not include investment in MDR management and resource. College is investing in further anti-virus protection but cannot afford the extra £100k for MDR management and resource. Executive Director Corporate Services expressed the view that the organisation has had to be lean in recent years and that there is a need to grow our way out of the situation and therefore the focus needs to be on student numbers. Curriculum management investment proposed is about giving staff capacity to think about and focus on how to grow student numbers. College also wants to increase the focus on people and this will mean extra resource to HR and OD as they are a very small team. Principal indicated that, for him, exams is a high risk area. He confirmed that he has spoken to both Jenny Jarvis and Mark Taylor who sit on QTSE in more detail regarding resourcing required. Challenge from the board was that governors need full transparency regarding financial reporting with a 'no surprises' approach being taken. In relation to the financial health score, board asked how secure the college is at 'good'. They asked whether there are any gaps and/or risks so as to better inform what governors need to look at. Governors all agreed that they would not want to see the college move in to the 'requires improvement' territory. Staff advised that the health score moves in 10's with two notches left at 190 and 180 before the organisation would slip down to 170 which is 'requires improvement'. Two of the areas measured are not a concern, these are the level of borrowing and the mortgage value which is reducing. Cash ratio will decrease over time as the college spends on capital projects. Staff confirmed that there is really clear visibility in relation to this as it is propping up the ratio. College needs to look at 'free cash' and decouple from a couple of the capital grants. Executive Director Corporate Services identified EBITDA as a percentage of income as a key matter to monitor. Challenge from the board was that, whilst recognising the tension between growth and financial pressures, it is critically important to be transparent in relation to this.	

	Staff advised that there are three key check points in the year where things can change, these are: • Just after enrolment • February – when there have been two terms of delivering AEB • May – when the first 10 months of the year have been completed. At this point the college has had the worst months for energy consumption, pay costs are known and partner costs are also more certain. Challenge from the board was that these need to be concrete dates for provision of information to the Finance Committee. One governor noted that there is a £2 million deposit on the balance sheet and asked whether it would be better to pay down the loan rather than investing this money. Staff advised that this money will be required as working capital for the capital projects. Loan is a fixed rate for another 10 years and there would be an early repayment cost which would likely rule this out as an attractive option. One governor asked whether Treasury could intervene and offer a lower rate now that colleges is in the public sector. Staff reminded that the college has a legal contract with the bank and that this will override government's ability to intervene in the market. Staff indicated that, if the college needs more borrowing in the future it would have to be from the government but that this would come with complications. One governor asked whether there are any potential financial implications of not making the investments required. Staff confirmed that there are, and an example given was cyber security. Staff also expressed the view that in the longer term there would be an impact on curriculum and quality decisions. Challenge from the board was to be really clear in terms of prioritising the investments to be made, if and when additional funding is received. Following robust and detailed discussions board were happy to approve the budget and updated 3-year financial forecast as presented. AGREED: a) To approve the 2023/24 budget as presented and b) Approve the 3 year financial forecast as presented.	
6	**Health and Safety Policy 2023/24** The Executive Director Corporate Services introduced this item and confirmed that the report gives an overview of the changes. Board considered the policy and, whilst happy to approve it, did make some observations and suggestions, including: • No direct reference to Prevent • Need to include something on hazardous substances • It would be good to see the college's recycling policy • Would be good to include references to sustainability	

	Good to see that wellbeing is included, with the CEO taking the lead on this Board then discussed sustainability more generally and staff confirmed that there will be specific focus on this, either at the next meeting or a board development session. Staff governor indicated that there are two Barnet local counsellors who are very connected regarding the green agenda and she agreed to pass on details to the Principal (Sue Baker, July 2023). All agreed that it was important to link with both Barnet and Enfield. Board were happy to approve the Health and Safety Policy as presented but asked that their observations and suggestions be considered in the next iteration. AGREED: to approve the 2023/24 Health and Safety Policy as presented.	
7	**Report from the QTSE Committee** Governors were invited to consider the Committee Chairs assurance report and the detailed minutes of the meeting which took place on 22nd June 2023. Key matters highlighted were: - Heatmap developed as a way for the committee to give assurance - Areas to flag that were discussed include: - Attendance - Curriculum deep dives - How the committee has identified actions and follow up - Recruiting a safeguarding lead/link governor is a priority. Principal confirmed that he has reached out to colleagues at Middlesex University who have indicated that they will look to identify someone, if possible, to support BSC on safeguarding and also to join QTSE. - Governor training – there is a need to check the mandatory list and plan updates required in the autumn term. - Staff development day – this is a really helpful chance to meet staff and was described as being well organised and interesting. It was agreed that governors would be provided with a list of college activities and events for next academic year so that they have a better idea of opportunities to come on to site and meet staff and students (Exec admin, September 2023). AGREED: to note the content of the updates provided.	
8	**Report from the Finance Committee** Governors' attention was drawn to the Chairs summary note and also the detailed minutes of the meeting which took place on 28th June 2023. It was acknowledged that a large part of the meeting	

	discussions centred around budget and management accounts which have already been considered. It was explained that the financial strategy and associated action plan still needs more work. Board when considering the updated Financial Regulations and requested that staff double check to ensure that the correct terms of reference are included for the subcommittees (Finance Director, July 2023). One governor noted that in section 90.6 there is reference to 'overseas travel' and they asked that an annual summary be provided. CEO confirmed that there has been no overseas travel this academic year and it was described as a legacy term within the regulations. AGREED: a) To note the content of the committee meeting minutes b) Note the content of the period 10 management accounts c) Approve the 2023/24 Fee Policy as presented d) Approve the 2023/24 Subcontracting Fees and Charges Policy e) Approve the updated Financial Regulations as presented f) Note that the 2023/24 proposed subcontracting allocations will be presented to the October board meeting for approval.	
9	**Report from the Audit and Risk Committee** The Committee Chair introduced this item and drew governors' attention to summary notes and also detailed minutes of the meeting held on 29th June 2023. Key matters highlighted were: • Committee able to consider several internal audit reports • There have been some improvement recommendations that have all been accepted by the college • Staff were challenged in relation to any college delays in providing documentation regarding the follow up audit • External audit plan was considered and is presented for board approval • Use of outsourced DPO was discussed • Risk register was discussed in detail with a few questions raised in relation to ICT and cyber risks Staff governor flagged a risk in relation to the 'online harm bill' and suggested that the college needs to consider this more as it links to Keeping Children Safe in Education filtering and monitoring arrangements. Board were advised that there were also some offline questions regarding insurance, with confirmation being provided that it includes cyber security and systems/processes. CEO then highlighted that college has received notification from the ESFA that it will be subject to an ILR audit in 2022/23 year. He described this as a significant piece of work, with the last one being undertaken six years ago. He confirmed that the outcome would be shared with all governors and the audit and risk committee once concluded (CEO, September 2023).	

	AGREED: a) To note the content of the Chairs summary note b) Note the content of the minutes of the meeting held on 29th June 2023 c) Note the content of the Risk Register d) Approve the external audit planning memorandum for 2022/23 e) Approve the Business Continuity Plan f) Approve the Whistleblowing Policy as presented.	
10	**Report from the People Committee** Boards attention was drawn to the Chairs summary note and also the detailed minutes of the meeting held on 4th July 2023. Key matters highlighted were: • Committee has started to look at key risks with more work still to be done in relation to this areas risk register. • Strategy needs a little more work which is to be prioritised • Committee believes that establishing this group was the right thing to do and there is a strong contribution from the co-optee. AGREED: a) To note the content of the Chairs summary note b) Note the minutes of the meeting held on 4th July 2023 c) Approve committee terms of reference as presented.	
11	**Report from the Search and Governance Committee** Governors' attention was drawn to the Chairs summary note and also the detailed minutes of the meeting which took place on 5th July 2023. Board were happy to support the proposed way forward in terms of: • Vacancies, recruitment and succession planning • External governance review • Committee membership for 2023/24, subject to a review on this over the summer as part of the Chairs one to one process with Governors. AGREED: a) To note the content of the Chairs summary report b) Note the detailed minutes of the meeting held on 5th July 2023 c) Approve the Recruitment and Selection Policy as presented d) Approve the recruitment materials as presented e) Reappoint Imelda Galvin as a governor from 1st September 2023, with delegated authority to the Chair to agree the length of the reappointment term following discussions over the summer. f) Reappoint Alessandra Almeida-Jones as a governor from 1st September 2023, with delegated authority to the Chair to agree the length of the reappointment term following discussions over the summer.	

	g) Approve continuing committee membership and terms of reference in to 2023/24, whilst acknowledging membership will be reviewed over the summer. h) Delegated authority to the Chair to agree committee membership with Thomas Streater.	
12	**Report from the Property Strategy Steering Group** Governors' attention was drawn to the minutes of the meeting held on 8th June 2023. It was confirmed that this was the first meeting of the subgroup and that they had taken the time to look at the structures and agenda planning. It was acknowledged that following the resignation of Mark Sweeny another governor/co-optee would be needed to replace him. AGREED: a) To note the content of the minutes of the meeting held on 8^{th} June 2023 b) Approve the subgroup terms of reference as presented.	
13	**AOB** Staff took the opportunity to provide an update in relation to Tudor Hall. It was confirmed that the interim project manager is looking into the potential for a sale but initial view is that this wouldn't happen quickly and therefore there is the option to use it as a T Level site. In terms of the wider property strategy, it was confirmed that project managers have been on site and will be working closely with the college moving forward. Chair again took the opportunity to thank both Mark Sellis and Mark Sweeny for their contributions whilst engaged with the college, it being the case that this will be the last meeting for both.	
14	**Confidential items** It was agreed that confidential items would be recorded on a separate basis. (Staff left the meeting at 8.10pm) **Meeting closed at 8.30pm.**	