

## MINUTES

**Barnet and Southgate College Corporation**  
**Minutes of the Board Meeting**  
**held on Thursday 15<sup>th</sup> May 2025**  
**at 18:00 at Southgate Campus**

**Governors**

**Present:**

Adam Goldstein, Chair  
 Neil Coker, CEO/Principal  
 Diane Moore  
 Mark Taylor  
 Adam Morley (Teams)  
 Simran Vyas Macias  
 Cait O’Riordan  
 Phil Harding  
 Thomas Streeter (Teams)  
 Jenny Jarvis (Teams)  
 Dominic Abbot (Teams)  
 Chaquelle Boothe  
 Tara Jayaratne (Teams)  
 James Duckworth

**In attendance:**

Victoria Cornwell-Lyon, Deputy Principal  
 Simon Evans-Evans, COO  
 Maxine Bagshaw, Director of Governance

| Item     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action |
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| <b>1</b> | <p><b>Preliminary items</b></p> <p><b>1) Apologies for absence</b></p> <p>Apologies for absence were received from Tulay Rashid-Grant, Hannah Sheath, Chalene Scott, Alex Middleton, Becky Willis, Tracey McIntosh and Scott Cryer.</p> <p><b>2) Declarations of interests</b></p> <p>Chair reminded everyone present to declare any interests that they may have on matters to be discussed. No specific declarations were made and standing declarations were noted.</p> <p><b>3) Quorum</b></p> <p>Director of Governance provided confirmation that the meeting was quorate.</p> |        |

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|          | <p>James Duckworth, staff governor was welcomed to his first meeting.</p> <p>CEO took the opportunity to advise governors that college media production students had entered and won an award at the West London Film Festival. The video created was shared. CEO explained that this is a competition funded by the Mayors Hub. Students had the opportunity to work alongside a specialist to create the video in just one week.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>2</b> | <p><b>Minutes of the previous meeting</b></p> <p><b>1) Minutes of the meeting held on 13<sup>th</sup> February 2025</b></p> <p>The minutes were reviewed, and it was agreed that they were an accurate record of discussions.</p> <p>AGREED: to approve the minutes of the meeting held on 13<sup>th</sup> February 2025 as presented.</p> <p><b>2) Matters arising and actions tracker</b></p> <p>There were no matters arising highlighted and board were happy to note the content of the action progress report provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>3</b> | <p><b>Student Governor Report</b></p> <p>Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>• Report highlights activities and the development of student governors during the year</li> <li>• This is the third term report</li> <li>• Student governors have participated in AOC training events, including online e-modules.</li> <li>• Being a student governor has helped to develop individual skills and build confidence.</li> <li>• Student events during the year have included: <ul style="list-style-type: none"> <li>- Open days and apprenticeship events, with participation rates increasing.</li> <li>- A very successful and inclusive 'Culture Day'.</li> <li>- A 'Mindfulness Week' which involved several pop-up stalls. Activities were interactive and students seemed to really enjoy them.</li> <li>- Enrichment activities help to support student interaction.</li> <li>- Student integration has increased.</li> <li>- More clubs have been introduced, with participation rates increasing</li> <li>- All students agree that cross college clubs are helpful.</li> </ul> </li> </ul> <p>One governor asked if there are any imbalances across the different campuses. Student governors were only able to comment on the specific campus that they attend but did advise that there is a general desire to stay in college when not in lessons.</p> |  |

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|   | <p>Governors asked how to promote the message that club participation helps to improve skills and experience and are not just for 'fun'. Student governors suggested a stronger education piece, with more information being provided. Governors asked what the best method of promotion would be. Student governors indicated that a lot of events are advertised in the Hub but that not all students use this. They suggested that better ways would be posters, calendars and induction week discussions and then weekly refresher messages. Suggestion from staff was for the enrichment team to drop in to tutorial sessions to share information. All agreed that the best form of advertisement would be student recommendation.</p> <p>Student governors then raised several areas for improvement, including:</p> <ul style="list-style-type: none"> <li>• Club scheduling – college could be more flexible e.g. early evening rather than during the day.</li> <li>• A lively enrichment calendar on the Student Hub</li> <li>• An end of exams event</li> <li>• More frequent trips e.g. repeating the A level trip to Brighton. These could be a way of bringing several departments together.</li> <li>• End of year collaboration across departments e.g. award events</li> </ul> <p>Board asked if there is anything more that they can do to improve governor and student engagement. Suggestion was to invite governors to student events planned e.g. the wellbeing/mindfulness weeks, the art exhibition and the Culture Day.</p> <p>Challenge from one governor was to really build on the success of events and create a type of 'playbook' i.e. lessons learned from each so that any similar mistakes are avoided in the future. The board agreed that it was important for the groups organising events to have sufficient support e.g. student services. All encouraged students to invite governors to events.</p> <p>One governor asked whether students feel that the college listens. Student governors confirmed that this is the case and were able to provide several specific examples, however advised that some teachers are less engaged than others and that this can vary between courses. Governors commented that staff seem to welcome feedback and therefore it is very important that students continue to provide this.</p> <p>AGREED to note the content of the report provided.</p> <p>The board wished both student governors well for their upcoming exams.</p> |  |
| 4 | <p><b>Key Actions Arising from the Governor Development Day on 20<sup>th</sup> March 2025</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

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|  | <p>CEO introduced his report and specifically drew attention to the bullet point questions listed on page three. He explained that what governors decide will help to inform prioritisation. He reminded that the aim is to enable exceptional governance which then helps to drive forward the strategy.</p> <p>Governors asked whether it is possible to assign some of the questions to committees to review. This was agreed. Governor feedback on the priorities in the meeting included:</p> <ul style="list-style-type: none"> <li>• The importance of being able to articulate what the college wants to be known for.</li> <li>• How the board ensures that the strategy remains relevant in shifting circumstances. This will involve looking at the strategy more frequently.</li> <li>• The importance of strategic partnership discussions. What is the college strategy/approach to this.</li> <li>• The importance of reputation, specifically ensuring that students get what they want/need to get a job and/or a pathway into work. This will include the wraparound elements e.g. CV support, interview skills. All agreed that the employability aspects are crucial to support success. Governors agreed that they would like to better understand student destinations to better see 'how the dots join'.</li> <li>• A need to review college position against the last Ofsted inspection outcome and the new framework. It would be advantageous to review sooner rather than later.</li> <li>• Developing a framework for capacity building, both at board and the executive. Board to look at succession planning, including the opportunities this may provide.</li> </ul> <p>In relation to Ofsted discussions, one governor asked whether this would be better at QTSE or main board. Board agreed that this should be at QTSE and asked that it be built into the committee workplan (<a href="#">Deputy Principal, 2025</a>)</p> <p>Suggested discussion topics for the next board meeting included:</p> <ul style="list-style-type: none"> <li>• Strategic Partnerships</li> <li>• Careers, jobs, the wraparound – plans and proposals</li> <li>• Succession planning for the board and executive</li> </ul> <p>In relation to the questions several observations made were:</p> <ul style="list-style-type: none"> <li>• Audit and Risk committee to look at whether to further develop the risk register. CEO suggested that this action be paused until after the new CFO has started so that she can review and reflect. All agreed that strategy execution/implementation should sit within one register rather than having lots of smaller disconnected registers.</li> <li>• QTSE best placed to review the college Ofsted position.</li> <li>• In relation to data accuracy, this isn't just for one committee to have oversight of. Committees to be clear what they want to see so that there is a top down as well as bottom-up approach. CEO reminded that the new MIS Director is about to start, and that they will be able to provide assurance on this.</li> </ul> | <p>*</p> |
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|   | <ul style="list-style-type: none"> <li>It would be helpful for governors to see a 5 Year financial plan.</li> </ul> <p>Governors asked for an update on current position in relation to branding and marketing. CEO advised that this is in progress, including a plan to deliver a soft roll out in September 2025 and then formally launch in January 2026. Challenge from governors was that this needs to closely link with 'what the college wants to be known for'.</p> <p>CEO then referred to the detailed personality profiling exercise conducted. He circulated individual notes commenting on methods of interaction. Governors all agreed that they would take these away and reflect on the content.</p> <p>AGREED to note the content of the report provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 5 | <p><b>Accountability Statement</b><br/><b>(i) 2024/25 Position Report</b></p> <p>CEO referred to the detailed report prepared by the Deputy Principal. Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>Some elements are RAG rated as red e.g. where college has not recruited to a particular course but there are no significant concerns</li> <li>The plans were always considered to be ambitious.</li> <li>Meeting skills needs is still a key focus and an area that governors are responsible for monitoring.</li> </ul> <p>One governor asked why the college is intending to offer T Levels again given the failure to recruit to plan in 2024/25. CEO advised that the offer has been maintained but that in some areas, where the alternative has not been defunded, this can be seen as the safer option rather than T Levels. Where the alternative is funded and is a good offer then the college does still want to provide. This has impacted upon T Level numbers/recruitment. CEO provided assurance that there is a clear rationale underpinning the planning.</p> <p>Board asked what would happen if the college did not offer T Levels. CEO advised that the number of BTECs still being funded is reducing. Government has put a pause on the next phase of the funding review but there is still a clear direction of travel. College must stay ahead of the curve. He also noted that T levels are funded at a higher rate when compared to BTECs. In addition, college received grant funding for capital investment and specialist equipment. College will need to try and avoid financial clawback or if not possible plan for this.</p> <p>Challenge from the board, in relation to the red RAG rated elements, was to be clear what the college will do differently going forward to help them be achieved e.g. marketing, tutoring etc.</p> <p>CEO described 2024/25 as a generally positive position but mixed in some areas. One governor asked if there are any consequences</p> |  |

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|          | <p>of not achieving some of the aims. They asked whether the college needs to recalibrate the scale of ambition i.e. what it is publicly committing to. CEO advised that the targets in the proposed 2025/26 Accountability Statement have been built into the curriculum plan. The vast majority of these can be resourced, however there are some proposals where there is a need to 'test the water' before committing resources.</p> <p>In terms of 'consequences' CEO reminded that Ofsted found the college to be 'reasonably' meeting local skills needs. The accountability statement is also something discussed with ESFA/DfE during the annual strategic conversations. Key element in the report is the map which shows how the organisation is trying to meet need. CEO expressed confidence that the college is, overall, doing well.</p> <p>Governors asked whether there are any significant shifts between 2024/25 and 2025/26. CEO confirmed that 2025/26 incorporates all the new plans that have previously been discussed and builds on a further year of policy shift. He confirmed that stakeholders are happy with the format used.</p> <p>AGREED to note the content of the update provided.</p> <p><b>(ii) 2025/26 Proposals</b></p> <p>Building on earlier discussion CEO highlighted:</p> <ul style="list-style-type: none"> <li>• Some narrative changes</li> <li>• 2030 Vision now referenced</li> <li>• Data has been updated</li> <li>• London and sub-regional priorities haven't changed</li> <li>• A greater emphasis on construction.</li> </ul> <p>AGREED to approve the content of the 2025/26 Accountability Statement as presented.</p> |  |
| <b>6</b> | <p><b>CEO's Report</b></p> <p>CEO presented his detailed report and explained that it shows the current progress position against the strategic pillars. Key elements governors were asked to consider included:</p> <ul style="list-style-type: none"> <li>(i) Edmonton Green proposal – all the board needs to be content with the changes proposed.</li> <li>(ii) Governor recruitment – safeguarding lead governor proposals with the support of Peridot, recruitment consultants</li> <li>(iii) TU relations: <ul style="list-style-type: none"> <li>- There has been positive staff feedback following the additional 1% pay award communicated</li> <li>- College has been able to settle the three local TU claims. All conversations now are 'business as usual'.</li> <li>- Sector expectation is a continuing national pay claim at 10%. College has been very clear with local TU's why this isn't affordable/possible</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

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|  | <p>(iv) Finance team – payroll was in a positive position but is now not. The person recruited has unfortunately left. College is going out to recruit again and has an interim appointment to cover. Intention is to build in permanent additional resource into this function. CFO start date is 4<sup>th</sup> August 2025, but the college is in dialogue regarding the potential for an early release from her current employer.</p> <p>In relation to Edmonton Green board asked if there is room to grow at the library. Governors were reminded that funding for adult skills is shrinking, and the college will have to respond to this. Governors asked what this means for the future and particularly delivery capacity. CEO explained that government policy and funding available currently do not match. Tactically the college aim is to reduce the level of subcontracting and deliver more directly. Team is now modelling the options around this. College has no capacity to grow adult provision.</p> <p>CEO confirmed that the organisation will work hard to remain in the community. College will be able to use three rooms in the library and can use the BSC brand at this location. Additional space is available to the college during the day. There is also the potential to use Southgate library at a peppercorn rent if learners would be willing to travel. College continues to look for standalone premises but there is nothing available that is suitable and affordable. CEO expressed the view that delivery out of the library will allow the college to become closer to the community.</p> <p>Governors asked where learners would go if BSC does not deliver. CEO advised that Capital City College has a presence in the area and there are also private training providers.</p> <p>COO confirmed that the college is still in negotiation regarding the potential cost of dilapidations. Current estimated range is between £100k and £160k, which is less than the original figure of £200k.</p> <p>CEO reminded that the college has been looking at provision at this site for several years and now seems the right time to 'grasp the nettle' and make a change.</p> <p>Suggestions from governors were:</p> <ul style="list-style-type: none"> <li>• To look to establish links with the Youth Centre (Deputy Principal (TMI), 2025), and *</li> <li>• To look for space opportunities in the leisure centre (COO, 2025) *</li> </ul> <p>In relation to finances, CEO advised that the government have confirmed the rollout of an additional £50m for FE in the 2024/25 academic year. The estimated amount for BSC is £247k. This should be set against the context that the cost of a 1% increase to staff is £300k. It is intended to support FE staff recruitment and retention and not just by increasing pay, although this is a sector expectation. CEO confirmed that he would provide a further update at the next meeting when there is greater certainty.</p> |  |
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|   | <p>(Adam Morley left the meeting at 7.40pm)</p> <p>CEO then highlighted planned new staff roles and confirmed the intention to look to recruit an Executive Director: HR &amp; OD. Governors asked how easy this role will be to fill. CEO expressed the view that it will be a challenge and there maybe high salary expectations. Governors asked whether the college needs to recruit from within FE. CEO confirmed that this isn't necessary. Budget position for salary is between £95k - £105k.</p> <p>AGREED to approve:</p> <ul style="list-style-type: none"> <li>• The recommendation to change the delivery model for ESOL in Edmonton Green,</li> <li>• The governor recruitment proposals, and</li> <li>• The circulation of a new governor skills audit.</li> </ul> <p>Chairs were invited to provide feedback to the Director of Governance if they felt that there are any skills gaps on their committees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |
| 7 | <p><b>2024/2025 KPI's – Progress Report</b></p> <p>CEO presented the updated position, and all agreed that the information provided was self-explanatory. Discussion points were:</p> <ul style="list-style-type: none"> <li>• Why the increase of £700k to the top line. CEO advised that: <ul style="list-style-type: none"> <li>- College has received increased funding, including in year 16-19 growth fundig.</li> <li>- Growth has been delivered without significant additional costs</li> <li>- Staffing contingency savings</li> <li>- Pension contribution reduction</li> </ul> </li> <li>• Student attendance levels – Deputy Principal confirmed that these continue to be a significant concern. Headline data does not show any improvement but position for half of departments has improved. Implementation of the strategy is not yet consistent. College is working hard to improve timetabling and enrolment processes, particularly for maths and English. The hope is to see positive impact in the autumn term. There is a planning report in relation to this scheduled to go to the next QTSE meeting. Suggestion from the board was to potentially consider a deep dive discussion on this in the autumn term (<b>Deputy Principal, October 2025</b>)</li> <li>• Attendance at Maths and English is a priority area to improve. Deputy Principal confirmed that the college has introduced a new centralised timetabling system with Maths and English only permitted in central blocks i.e. not the beginning or end of the days. This should improve attendance.</li> </ul> <p>Governors asked if there is more that can be done. Deputy Principal confirmed several options being considered, including:</p> | * |

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|          | <ul style="list-style-type: none"> <li>- Additional attendance improvement staff roles.</li> <li>- Additional progress and achievement coaches sitting within curriculum areas.</li> </ul> <p>One governor queried the methodology used for the RAG ratings. Deputy Principal advised that these are against college's own targets rather than national averages.</p> <p>In relation to financial planning for 2025/26, one governor asked when staffing changes proposed will impact. CEO advised that most roles have been built into the budget but that the senior team are currently looking at affordability again.</p> <p>The board asked student governors whether staff absence has an impact. They confirmed that it does have a negative impact on both attendance and grades as there is inconsistent delivery. College can not always allocate cover quickly/effectively which is disruptive. Suggestion from the board was for the college to look at a different cover model. Student governors also suggested the option of nominating the higher/highest attaining students to support their peers when staff are absent. Challenge from one governor was to try and leverage any links possible with Middlesex University students.</p> <p>AGREED to note the content of the report provided.</p>                                          |  |
| <b>8</b> | <p><b>RAAC Removal Contract</b></p> <p>COO referred governors to the detailed report. Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>• Whilst the contract for works required is with the college the costs are fully funded by an external grant.</li> <li>• College is still waiting for final confirmation from the DfE so approving the contract content today is subject to receiving that.</li> </ul> <p>One governor asked if the college has met with the contractor proposed. COO confirmed that it has and provided assurance that full procurement processes have been followed 'as if the college were paying directly'.</p> <p>Board asked if there is confidence that the contractor can deliver as they do not appear to have much RAAC removal experience. COO described the works required as a simple roof removal and replacement with no structural works required. He provided assurance that staff have no concerns regarding the complexity of the works.</p> <p>AGREED</p> <p>1, In principle to approve the proposed contract with T&amp;B Contractors for the sum of £1,616,749.81 +VAT subject to receipt of DfE funding for the full amount.</p> <p>2, To provide delegated authority to the CEO and Board Chair to approve the final contract terms, sign and affix the college seal if required.</p> |  |

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| 9  | <p><b>Lead Governor Updates</b></p> <p><b>(i) Sustainability</b></p> <p>Lead governor highlighted:</p> <ul style="list-style-type: none"> <li>• Some exciting initiatives taking place.</li> <li>• College needs to further map current and planned activities against the roadmap</li> <li>• Successful Salix bid</li> <li>• College is responding to new legislation in relation to recycling bins on site</li> <li>• Some fantastic student projects e.g honey and planting</li> <li>• College is doing a lot of work to improve waste collection</li> <li>• College is doing a lot of work on 'social values' including amending the procurement framework</li> </ul> <p>COO advised that the college would receive a significant sum from the Public Sector Decarbonisation Scheme. College is currently in talks with partners to maximise their student contributions e.g. experiences, jobs, lectures etc. College budgeted contribution to the planned works will be £1.6million on 2027/28</p> <p><b>(ii) Safeguarding</b></p> <p>Lead governor highlighted:</p> <ul style="list-style-type: none"> <li>• College is seeing an increase in the number of students with safeguarding concerns/issues. Number for prior academic year was 546 and college is already at 646 this year.</li> <li>• An increase in mental health concerns, particularly the high level/complex cases.</li> <li>• Assurance has been given that there is adequate supervision available for the team.</li> <li>• College is working to respond/comply with the new Martins Law legislation e.g. installing an intruder alert system.</li> </ul> <p>AGREED to note the content of the updates provided.</p> |  |
| 10 | <p><b>Governance Report</b></p> <p>Governors considered the short report provided and all agreed that the content was self-explanatory.</p> <p>AGREED to:</p> <ol style="list-style-type: none"> <li>1, Ratify the written resolution to appoint Sarah Surrey as the new permanent CFO, and</li> <li>2, Approve the proposed dates for 2025/26 Governor meetings</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 11 | <p><b>Report from Search &amp; Governance Committee</b></p> <p>Meeting chair referred to the summary note and detailed minutes of the meeting held on 10<sup>th</sup> March 2025. She invited governors to consider whether a working group should be established to contribute to 'branding' discussions. CFO indicated that the new</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

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|           | <p>marketing manager is working on a formal plan and that at the next meeting there will be a clearer picture in relation to timescales. Governors agreed to discuss again when the plan is finalised.</p> <p>Governors were advised that an engagement opportunity has been planned for 3<sup>rd</sup> June 2025, this is a visit to the Pathways Centre. Meeting invite will shortly be emailed.</p> <p>AGREED to note the content of the summary, meeting minutes and update provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>12</b> | <p><b>Report from PSSG</b></p> <p>Meeting chair referred to the summary note and detailed minutes of the meeting held on 12<sup>th</sup> March 2025. Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>• Barnet Museum are still interested in purchasing Tudor Hall but have advised that it is not viable to use the site for a national War of the Roses Museum.</li> <li>• Planning permission application for Elm Road has been rejected. This does not impact the college as the sale will still proceed, albeit that it will take longer to receive the funds. Developers will submit an amended application in due course.</li> <li>• £2.73million condition funding received for this academic year.</li> </ul> <p>AGREED to note the content of the summary, meeting minutes and update provided.</p>                                                                                                                                                                                                                                          |  |
| <b>13</b> | <p><b>Report from QTSE Committee</b></p> <p>Committee chair referred to the summary note and detailed minutes of the meeting held on 25<sup>th</sup> March 2025. Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>• Many different lines of enquiry discussed</li> <li>• Committee always conducts deep dives</li> <li>• Committee is generally provided with a lot of assurance but there is more work to do in certain areas. Governors' attention was drawn to the 'considerations' paragraph in the summary note.</li> <li>• Having deep dive topics allows the committee to build real momentum. All governors were reminded that they are welcome to join for these discussions and/or the whole meeting.</li> <li>• Committee provides consistent monitoring.</li> </ul> <p>CEO advised that the college is currently in dialogue with the Further Education Commissioner regarding the potential for further quality assurance support.</p> <p>AGREED to note the content of the summary, meeting minutes, 2024/25 QIP and update provided.</p> |  |

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|           | (Jenny Jarvis left the meeting at 8.25pm)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>14</b> | <p><b>Report from Audit &amp; Risk Committee</b></p> <p>Committee chair referred to the summary note and detailed minutes of the meeting held on 22nd April 2025. Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>• Scott Cryer considered to be a very successful interim appointment</li> <li>• Mark Munroe attended the meeting. He represented new external auditors, Bishop Fleming. He made valuable contributions and clearly has a lot of energy and enthusiasm.</li> <li>• Committee had an opportunity to review the prior year external audit actions tracking document.</li> <li>• Several internal audit reports presented and considered.</li> <li>• Internal auditors are now completing follow up visits three times during the year rather than just once which is proving to be effective.</li> <li>• Additional resource has been committed internally to help to clear/complete historic actions agreed.</li> </ul> <p>One governor asked if there is a cyber security test planned. Staff confirmed that there is.</p> <p>AGREED to</p> <ol style="list-style-type: none"> <li>1, Note the content of the summary, meeting minutes, risk register and update provided, and</li> <li>2, Approve the external audit planning memorandum for 2024/25 as presented</li> </ol> |  |
| <b>15</b> | <p><b>Report from Finance Committee</b></p> <p>Committee chair referred to the summary note and detailed minutes of the meeting held on 30th April 2025. Key matters highlighted were:</p> <ul style="list-style-type: none"> <li>• Good discussions in relation to the 2025/26 budget. Committee has asked that clear links with college strategies and supporting investment are made in the next iteration.</li> <li>• For 2024/25 still some 'actuals' to be confirmed. This will be done in the period 9/quarter 3 management accounts (April 2025). There is however a lot of confidence which allows positive planning for 2025/26.</li> <li>• It is important to have a good handover between the interim CFO and the new permanent CFO.</li> <li>• Committee discussed the NI increase and the government funding shortfall. There is unfortunately nothing the college can do to influence and must plan to meet the costs.</li> <li>• 2024/25-year end is looking positive.</li> </ul> <p>AGREED to</p> <ol style="list-style-type: none"> <li>1, Note the content of the summary, meeting minutes and update provided,</li> <li>2, Approve the sub-contracting variation proposed, and</li> </ol>                                                                                                           |  |

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|           | 3, Approve the 2025/26 Fees Policy as presented                                                                                                                                                                                                                                                |  |
| <b>16</b> | <p><b>AOB</b></p> <p>CEO took the opportunity to acknowledge the significant number of awards being won by staff and students. These all contribute to the 'reputation for excellence' pillar in the strategic plan.</p>                                                                       |  |
| <b>17</b> | <p><b>Confidential minutes of the Special Board meeting held on 20th March 2025</b></p> <p>Minutes were reviewed and it was agreed that they were an accurate record of discussions.</p> <p>AGREED: to approve the confidential minutes of the meeting held on 20<sup>th</sup> March 2025.</p> |  |
| <b>18</b> | <p><b>Confidential minutes of the remuneration and Appraisal Committee meeting held on 10th March 2025</b></p> <p>Board was happy to note the content.</p>                                                                                                                                     |  |
| <b>19</b> | <p><b>Date and Time of Next Meeting</b></p> <p>This was confirmed as Thursday 17<sup>th</sup> July 2025 at 6pm</p> <p>Meeting closed at 8.40pm</p>                                                                                                                                             |  |