



There were no items of urgent other business

## **2. Minutes of the Board of Governors meeting on 30 May 2019**

### **2.1 Approval of Minutes**

It was agreed that the names of governors who had been reappointed would be added into the minutes.

Subject to this amendment, **the Minutes were approved as an accurate record, and the confidential sections confirmed.**

### **2.2 Matters arising and outstanding actions**

*Supporting paper by the Head of Governance*

Completed and in-progress actions were noted.

An update was provided on Item 4; it was reported that the BBC had agreed transfer of levy funding to support NCCI apprenticeships in SMEs. The Board expressed its gratitude for this support from the BBC.

## **3. Strategic Discussion (confidential and redacted)**

*Supporting paper by the Interim Principal and Head of Governance*

## **4. Principal and CEO report**

*Supporting paper by the Principal and CEO*

The report was noted and governors' comments and questions received.

- The strong L3 and L4 achievement was welcomed and commended. GCSE and Functional Skills results were not yet known and would be reported to the September Board. All but one student had attended the English GCSE exam.
- It was confirmed that FE L3 attendance figures compared favourably to national averages. The breakdown of attendance by qualification was welcomed, but an overall figure would also be helpful.
- Income from the Soundstage hire would be above budget. As a result of cost savings, a slight year-end surplus was predicted.
- Governors asked for the inclusion of a line in the HR KPIs for completion of statutory training, including safeguarding. Figures for governor safeguarding training should also be included.
- The changes in the risk register were noted. Governors identified that a large amount of critical work was currently falling to the senior team, and the related risk in the event that

one of the team was unexpectedly absent. The need for a contingency plan was identified.

- A further risk was identified of an Ofsted inspection. An Ofsted plan, that identified roles, responsibilities and any additional resources required, should be put together.

**AGREED:**

- |      |   |                      |
|------|---|----------------------|
| i)   | <b>A single combined learner attendance figure to be included in the quality KPIs, alongside the breakdown by course.</b>   | <b>VPCQ</b>          |
| ii)  | <b>A KPI for safeguarding training completion (staff and governors) in the HR section</b>   | <b>VPCQ/<br/>HoG</b> |
| iii) | <b>Governor DBS certificates to be checked and followed up if required</b>  | <b>HoG</b>           |
| iv)  | <b>A continuity plan to be developed for the unanticipated absence of the member of the senior team or Clerk, or for events such as Ofsted. This should identify any additional resource needs.</b> | <b>SMT</b>           |

**5. Budget 2019-20**

*Supporting paper by the VP Finance*

In the absence of the Finance Committee chair, Alex Fowles reported that the Finance Committee had reviewed the budget and recommended it for Board approval.

**RESOLVED: that the budget 2019-20 be approved.**

**6. Committee reports and recommendations**

**6.1 Backstage Centre Board: 5 June 2019**

Key issues had been covered under the Principal's report.

**6.2 Employer Steering Group: 4 July 2019**

Key feedback had been provided under Item 3.

**6.3 Finance Committee: 4 July 2019**

*Finance Committee minutes, presented by Alex Fowles.*

The Finance Committee had scrutinised the May management accounts (provided as an appendix for item 4). It was noted that, reduced income had been offset with reductions in the cost base. The college was, therefore, in a stronger cash position than the previous year. The position would be likely to improve further due to increased apprenticeship income.

**6.4 Audit Committee: 4 July 2019**

*Audit Committee minutes presented by the Chair of Audit Committee*

The approach to the 2018-19 external audit was explained

Other matters covered at the meeting were:

- The new accounting system was identified as a risk which might require extra auditing work
- Income recognition was always a risk for colleges, and prone to potential error

Attention had been drawn to the new Insolvency Regime, and a helpful overview was contained in the appendix to the Audit plan.

**RESOLVED: that the Financial Statements and Regularity Audit Plan 2019-20 be approved.**

#### **6.5 Standards Committee – 18 July 2019**

*Oral report by the Standards Committee chair*

The Committee had met just prior to the Board meeting and minutes would be circulated when prepared.

Key issues discussed had included the possibility of an Ofsted inspection next term. The college might also receive an ESFA learner numbers audit. It had been agreed that there would be a pre-Board briefing on 12 September to update governors on the new Education Inspection Regime.

The Quality Improvement Plan would also be updated to reflect the changed emphasis of the EIF

The Committee had reviewed the latest Safeguarding report in detail and provided assurance to the Board that safeguarding was well managed within the college.

#### **7. Cover for Principal and Accounting Officer**

**RESOLVED: that Elaine Kelt, VP Curriculum and Quality, would cover the Principal's responsibilities as Accounting Officer during her period of leave 8-22 August**

#### **8 Other Urgent Business**

There was none.

#### **9. Dates and venues of future meetings**

**12 September 2019, 12.30 – 15.00. Venue to be confirmed**

*Signed (Chair):*

*Dated: 30 May 2019*