



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 30th MARCH 2023 AT 6.00 PM IN ROOM 20, MAIN BUILDING

Present: William Baldwin (Principal), Raphaella Badua (Governor-Student), Jo Davis (Governor); Katy Hiles (Governor – Parent), Gillian Hampden-Thompson (Governor), Kathryn MacVarish (Governor – Teaching Staff), Mick McLean (Governor), Chris Newson (Governor), Daniel Osorio (Governor – Parent), Marcus Palmer (Governor), Neil Perry (Governor), Chris Piper (Governor) Simon Porges (Vice-Chair of Governors), Sandra Prail (Chair of Governors), Jo Redfern (Governor), Jo Usher (Governor – Support Staff), Andrew Wright (Governor)

In attendance: Jutta Knapp (Assistant Principal), James Moncrieff (Deputy Principal), Jacquie Punter (Assistant Principal), Rachel Robson (External Board Reviewer Stone King), Sarah Connerty (interim governance advisor).

The meeting was quorate.

The meeting started with a **Cyber security training session for governors** led by Jacquie Punter who explained that one of the most valuable assets to keep the College safe is staff, students and governors. There was a presentation about the BHASVIC identity, a reminder of using the BHASVIC email account, access to governor documents, remote access, using your own device and storing BHASVIC documents. Key points to note for governors were to use their BHASVIC email rather than personal accounts for receiving College information, keeping personal devices up to date and to not store BHASVIC documents on personal devices. IT support is available for governors to move to using their BHASVIC email accounts and this is now College policy. There is a notification service for governors from their personal emails. **ACTION:** After the Easter break a test run to governors' BHASVIC email addresses will be circulated to ensure the system is working correctly. This will include the contact details for the IT team – Jacquie Punter

1.1 Apologies and Welcomes

Apologies received from Paul Lovegrove, Ava Peevers, Alison Cousens (who is attending the spring concert on behalf of the SLT) and Louise Pennington. In the absence of Louise Pennington Sarah Connerty, interim governance advisor acted as clerk.

The Chair welcomed the new parent governors Katy Hiles and Daniel Osorio to the Board, and Rachel Robson the external board reviewer from Stone King and Sarah Connerty who clerked the meeting.

Rachel Robson explained her role as the External Board Reviewer conducting the external board review which is looking at the effectiveness of governance at BHASVIC by reviewing governance documentation, observing Committee and Corporation meetings and interviewing Governors.

The Corporation wished Louise Pennington well in her recovery and asked that a message goes out to let Louise know governors are thinking about her. **ACTION:** Sarah Connerty

Membership Matters

The Corporation considered and passed the following resolutions:

Parent Governors - The Corporation endorsed the outcome of the Parent Governor Election appointing Katy Hiles and Daniel Osorio as Parent Governors and members of the Quality and Curriculum Committee for a one-year term of office commencing 30 March 2023 until 31 December 2024.

The Corporation welcomed the new Parent Governors who introduced themselves. Katy Hiles lives locally with a son in year 12 at BHASVIC and used to work at the University of Sussex and now works as Head of Communications and Marketing at Solvent University. Daniel Osorio has two sons who have attended BHASVIC and works at the University of Sussex as a Head of a Department in the School of Life Sciences. The Chair noted that the Corporation value enormously the role of Parent Governors and the Chair will ensure the right level of ongoing induction and support is provided.

Independent governor – The Corporation approved the appointment of Alison Mansell as an independent governor and member of the Quality and Curriculum Committee for a three-year term of office commencing 30 March 2023. Alison is a local entrepreneur in the fashion industry and will add skills and diversity to the Committee through her involvement in the creative industries and as a local business owner.

Chair succession - the Chair steps down in July 2023. A process has been run and there has been an internal and external expression of interest from Simon Porges and Kirstin Baker. The proposal is that Kirstin will not sit on a designated Committee but have access to all Committees as an observer as part of the induction process. The time between now and July will be used by Simon and Kirstin as a learning exercise in advance of the proposed pilot arrangement for Co-Chairing the Corporation. Neil Perry who had been involved in the recruitment process noted that they are fantastic quality candidates and the Corporation will be able to learn from Kirstin about Co-Chairing and benefit from new skills alongside Simon's Corporation experience and skills set.

Simon Porges noted that he is looking forward to the role and will welcome support and feedback from the Corporation and SLT on the Co-Chairing pilot.

The Chair noted that the Co-Chairing is a pilot and assured the Corporation the position can be reviewed and revised if any of the parties feel it is not working in terms of good governance.

Revision to membership numbers - In order to approve the appointment of Kirstin Baker the Corporation approved a revision in the Instruments and Articles of Government to the determined membership number increasing it from 19 Corporation members to 20 Corporation members on a temporary basis until the July 2023 Corporation.

Independent governor and Co-Chair designate - The Corporation approved the appointment of Kirstin Baker as an independent governor and Co-Chair designate for a three-year term of office commencing 30 March 2023.

Revision to Quality and Curriculum Committee terms of reference and Standing Orders – In order to approve the Co-Chair appointments on the Quality and Curriculum Committee the Corporation approved a technical amendment to the Q&C Committee terms of reference and the Standing Orders to include committee Co-Chairing.

Quality and Curriculum Committee – The Corporation approved the appointment of Andrew Wright and Chris Piper as Co-Chairs of the Quality and Curriculum Committee commencing 30 March 2023.

1.2 Minutes of the last Meeting held on 6th December 2022

The minutes were approved and signed as a correct record of the meeting.

1.3 Matters Arising

It was agreed that matters arising were included on the agenda, in progress or closed. See appendix one for updates.

ACTIONS: Neil Perry asked about the ONS reclassification and how its impact on the College will be reported to the Corporation. The Principal noted that it is a technical change and the ramifications are not fully known. There are some real risks attached and it is featured high on the risk register and is a watching brief by SLT. Neil Perry asked if it can be a rolling item in the Principal's report and this was agreed. The Chair noted that the reclassification was a key feature of the Annual Strategic Conversation and the letter summarising the outcome of this conversation will be shared with the Corporation to provide update and context. **Action:** William Baldwin

The Chair noted the new style Corporation pack with the front sheets and link documents has been rolled out for this evening's meeting. It is an iterative process to improve effectiveness and flow of information to the Corporation and feedback will be welcomed at the end of the meeting.

1.4 Declaration of Interests

There were no interests declared.

SECTION 2: STRATEGIC ITEMS

2.1 Ofsted Report

The recommendation from the paper is to note and celebrate the Ofsted Outstanding grade. This is somewhat muted by the national position recently. The Principal noted that the Q&C Committee received a detailed update on the outcome. To get Outstanding in all areas Ofsted do look very closely at the institution and deep dive areas. Staff and students were fantastic and it was a great team effort. James Moncrieff noted that inspectors are looking everywhere and it is a challenging and busy process. One area of testing was around the feel of the campus and the number of entrances the College has within the context of a city environment. The staff pushed hard to ensure that the culture and ways of working at BHASVIC came through and work for students in the context of the Ofsted framework. Four surveys were sent out to students, carers, parents, staff and stakeholders during the inspection and there were 1400 responses and the feedback was incredibly positive. The SAR includes the College Development Plan and Strategic Plan and inspectors could see the ongoing work the College is doing. Inspectors did not come forward with any areas of development that the College is not already working towards.

Neil Perry asked if there were any areas to think about further in advance of the next inspection. The Principal noted that the inspection demonstrated that, the College was meeting all standards required to gain Outstanding and that there was room for development in the contribution to meeting local skill needs. Jo Redfern noted that the College was incredibly prepared for inspection and knowing what evidence is needed by inspectors would be equally important for next time. The Chair confirmed that there is a College Development Plan and continuous improvement will continue. There are no recommendations from Ofsted but it is the College's mission to focus on continuous improvements.

The Corporation thanked SLT and staff, students, parents, governors and everyone involved in the Ofsted inspection for such an outstanding result.

2.2 Principal's Report

The Principal took the report as read and provided the following updates:

Finances - there is a tight financial operating environment which has been discussed in detail by the Resources Committee and is included later in the agenda.

Industrial action – there have been five days of action with on average 93 staff striking every day. There is a period of no new strikes and re balloting is taking place which could impact on exams. SLT is confident it could run exams during industrial action. The re negotiations from the Secretary of State do not include SFCs, despite the SFCA lobbying for this. It is a watching brief at the moment. A 4% projected pay increase has been put into the budget.

Citizens Brighton and Hove are holding an accountability assembly on the 20 April lobbying to prioritise some key issues. **ACTION:** Governors are welcome to attend and details will be circulated. Students went over to Varndean for a Transport costs and liabilities session with local providers and local MPs with very positive outcomes (see item 2.3 – Student Governors’ report).

ONS reclassification – this is ongoing in terms of its impact and the Corporation will be kept updated.

A number of questions were raised in advance by Governors:

Quality impact on the decision to increase class sizes – the Principal reported that this was a reluctant decision due to financial shortfalls. The research shows that there is not an impact on quality but there is an impact on teacher workload. It will be monitored closely by SLT who will work with staff to do a workload review.

Progression to HE – around one million young people will be applying to university -strategically as a Board what does this mean for BHASVIC? The Principal noted a lot of this depends on supply and demand and what this means for BHASVIC students and their journeys. There are well above a 1000 applications for university this year. The capital bid recognises demographic increases. Intake projections show another 140 students next year and more the following year. Systems and scalability need review. It is an important point of horizon scanning.

Katy Hiles reflected that she had been involved in an expansion project for primary schools. This happened at pace and it was hard and difficult for schools to absorb the needs of the community. Where does the excess get absorbed at SFCs and in particular at BHASVIC which is restricted by its site size. What happens when there are extra numbers coming through and whose job is it to plan for it. James Moncrief reported that the College does not have the same limited catchment as for primary schools which is beneficial so it is not impacted as hugely by demographics. A local demographic dip is hitting primary schools now, secondary schools in 2025 and colleges in 2030. The College is currently in a catchment area for rising demographics. The College is constantly looking at how to maintain confidence, how to have the right number of students coming in and maintaining the quality edge.

ACTION: The Chair noted that there will be a strategic away day and proposed that a significant part of the agenda will be to look at what the future looks like and continue these discussions.

Simon Porges asked what more governors could do to support the College. The Principal noted that a day of lobbying has taken place and there is another event on the 15 May 2023. It is about having Governor presence to keep lobbying MPs. The local MPs are very supportive. The Chair noted that the Principal’s national role on the AoC is important and the recent article on funding has been well received and welcomed by the sector. The Chair has contacted a number of other outstanding colleges to join forces to lobby government.

Vacancies – there is a freeze on vacancies for new posts and that is a risk appetite conversation for the SLT and Corporation. There are 25 existing vacancies which need to be replaced. It is peak recruitment time after Easter. This is a normal figure for this time of year.

Careers and Employability – is there a list that Governors could access to see the kinds of placements needed in case they can think of any support? The Principal reported that students select their own placements as plan a. For plan b governors can be involved in the process for students who are unable to secure a placement.

Appraisals –The Principal confirmed that probationers will reflect the current numbers until PDRs are in place during the summer term.

Counselling and welfare – where is this at?. Jo Usher reported that the counselling service is still accepting referrals. 50 students have been placed, 24 are on the waiting list which has been a stable figure since October 2022. **ACTION:** The Corporation asked for benchmarking against figures from last year – Jo Usher. The Principal noted that work is being done on how to triage students most effectively, including telephone and face to face.

The safeguarding link governor asked if proactive offers for students are in place and Jo Usher assured the Corporation that earlier information at transition and before students start at the College is being taken.

Andrew Wright asked how concerned should governors be about the withdrawal of BTECs. The Principal reported that the College has a robust business model around A Levels but this is high on the risk register and has a significant impact on 10% of provision and is a concern for staff. The withdrawal of BTECs means that a quarter of a million learners may not have a viable learning journey at this point in time and this is the huge item in terms of the UK's plans for qualifications. Four out of six T-Levels have been withdrawn for roll out this year because of quality issues. There is a lot of discussion in the city about this which the College is involved in but are not leading or offering T-Levels because it would mean turning down the College's primary source of revenue. **ACTION:** The Chair noted that what the landscape is looking like, where the College sits within this and monitoring and plans will be an agenda item for the next Q&C Committee and Corporation.

2.3 – Student Governors' Report

Raphaella Badua provided an update on student activities and action including:

Student Union elections are underway and the new Student Governors' details will be sent to Louise Pennington and Andrew Wright who will be in touch as safeguarding link governor – **ACTION:** Raphaella Badua, Louise Pennington, Andrew Wright

The **Culture Day** was a big success and new SU members will be building on the work done this year.

A **Transport meeting** took place with key parties from Brighton and Hove who have agreed to eight out of nine of the SU requests. The Conservatives did not attend the meeting. On the 20 April 2023 there will be an Assembly and Raphaella noted that it would be great to have Governor support of the event. **ACTION:** Details of the 20 April 2023 Assembly to be sent out to Governors

Students are feeling prepared and anxious for their upcoming **exams**.

The Chair thanked the Student Governors for the report noting that the SU have been fantastic this year and taken community action and social justice to another level.

SECTION 3: CURRICULUM AND GUIDANCE ITEMS (this item was included in the consent agenda)

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 – Management Accounts for 6 months to 31st January 2023

Marcus Palmer noted the numbers reflected a lot of hard work across the College in a tough financial environment and showed that the SLT and finance team are keeping the College in line and in forecast on a daily basis and making difficult decisions. There are variable costs for energy, staffing costs and borrowing. Everything is in the control of the leadership team and additional oversight now and going forward has been put in place. Jutta Knapp reported that SLT have looked at management accounts to February 2023 and the College is still predicting a surplus, although smaller than reported in the papers for January 2023. This is mainly due to exam costs which have shot up and the reporting over the last two years because of refunds around Covid. The College is still meeting its covenants which is a big driver. It is a very tight budget and there is a very clear message from SLT that there should be no unnecessary spend.

There was a discussion around Governor responsibility and oversight of the management accounts. The Chair explained that the management accounts come to the Corporation because of collective responsibility and it is important for all Governors to look at them. In the new format of papers they are included as a link and the Chair asked does this feel sufficient for Governors to do the due diligence of reading them or should the accounts be included in full in the paper pack. Some Governors proposed putting the management accounts back into the Corporation papers in full. Chris Newson noted the process to reduce the size of the Corporation pack. Governors have responsibility for the solvency and management of the College finances and delegate the detailed review of the management accounts to the Resources Committee who report up to the Corporation. **ACTION:** It was agreed to continue with the link to the management accounts in the papers and review at the next meeting following advice on best practice from the EBR and governance leads (also discussed at item 7.1 – AoB)

Simon Porges asked if **energy** contracts are now locked in and Jutta Knapp confirmed this is the case and the College is in contract for the next two years. As a result of reclassification the College has been granted an energy efficiency grant of £130k which can be used for capital spend around energy. The College is replacing automatic doors and purchasing equipment which will support energy reduction. There are two years to spend it. The College also received a £480k grant for capital which is being used for the new building. Neither grant supports the revenue position. There was a discussion around how funding could be utilised if the build does not progress and it was agreed it is important to retain College borrowing as reclassification requires DfE approval going forward for loans.

Chris Newson noted the outturn has gone down to £47k due to **exams costs** and asked if there is national pressure on exams boards around the increased costs and workloads being put on colleges. Jutta Knapp explained that there is an overspend on the exams budget by £130k this year and next year it is forecast at £630k a year. The overspend reflects the withdrawal of Covid subsidies by exam boards and the fact that exam boards do not share their charging increases until well into the academic year. The College is lobbying on this with other colleges nationally alongside the SFCA.

4.2 – Draft Budget 2023/2024

Simon Porges thanked the leadership team for early access to the budget for information purposes which provided good content for the Resources Committee, particularly around variable costs and sensitivities to the budget. Due to the current environment it is expected to move over the next few months and it is going to be a tight journey.

Chris Piper asked about the impact of pay increase and alternatives to remaining on SFCA pay scale. Chris Newson noted that the College regularly talk about keeping the employee numbers under control. There is a 4% uplift in the budget and 4.5% has been rejected by the Unions. There is a hard question about staying on the national pay scale with the potential of a black hole in the budget. It was agreed that this dialogue was discussed in detail at the Resources Committee and requires wider discussion. **ACTION:** The Chair agreed to take the discussion of pay to the next S&G Committee with a wider invite for all the Vice Chairs and then bring back to the next Corporation. Resources Committee confirmed they were happy with this proposal.

4.3 – Communications Strategy (addendum to Digital Strategy)

It was confirmed that the Strategy went to the Resources Committee for approval. Marcus Palmer noted that the new Comms Manager has developed the Communications Strategy which the Committee reviewed and saw as a useful starting point which has been put together with thought and discipline. It is addressing both internal and external comms and managing challenges. The Corporation passed on their thanks to the Comms Manager for all the work and noted the Communications Strategy

4.4 – Senior Post Holder Remuneration Policy

The Chair noted that Remuneration Committee considered the policy in detail and asked Neil Perry who was a key part of the process to provide an overview. It was noted that there was historic feedback from post holders that the policy in place wasn't as effective as it might be. A full review was undertaken led by an independent adviser from the SFCA and the policy was aligned to the wider staff policies with the aim of bringing in a clearer and usable policy. The Chair thanked Neil Perry and Senior Post holders for all their work and to post holders for bringing it to the Corporation's attention. For monitoring and oversight of the policy and for affordability discussions the terms of reference for the Resources and Remuneration Committee are recommended for update.

RESOLVED: The Corporation approved revisions to the terms of reference of Resources Committee to include consideration of affordability annually as part of budget preparation

RESOLVED: The Corporation approved revisions to the terms of reference of Remuneration Committee to review the bands for each role on the pay spines every three years commencing in 2026

RESOLVED: The Corporation approved the Senior Post Holder Remuneration Policy

4.5 – Risk Management

The Principal reported that each Committee gives their delegated risks a good robust review and these are fed up to the Audit Committee who has oversight for the full risk register. SLT are open to reviewing the Risk Management Policy earlier than scheduled to look at how risk appetite is articulated more clearly in papers. There was a useful discussion at Audit Committee around the current climate which put the College in a position where it is starting to exercise risk appetite more and looking at financial pressures and risk appetite. The Corporation agreed that updating the policy earlier would be a good call in the current climate.

RESOLVED: The Corporation approved the Risk Register and Risk Assurance Map

4.6 – Internal Audit Report on Governance

Jo Davis noted that the internal auditors were asked to review governance prior to the EBR. The outcome was positive and there is good feedback about how governance works. There are four low

priority recommendations and the College has accepted the recommendations and the S&G Committee considered the management responses in detail. One action is for an exception report for Audit Committee when the risk register and reporting demonstrates that a risk has no external assurance. It was agreed that risks are discussed at the relevant Committee and that Jutta Knapp would bring the risk assurance map to the Audit Committee for further discussion on such items to discuss whether external assurance is required or that SLT would continue reviewing as a watching brief.

The Chair reflected that the positive outcome of the report was directly as a result of the advice and work of the Corporation's governance professional in putting in place the right procedures and plans and the Corporation recorded their thanks to Louise Pennington for her excellent work.

ACTION: Jutta Knapp agreed to send the revised management responses on the recommendations to the internal auditors who will finalise the report.

RESOLVED: The Corporation approved the management responses to the Internal Audit Report on Governance noting the report is not yet issued as a final version

4.7 – External Audit Tender Outcome

Jo Davis reported that RSM are the current internal auditors and have provided a good service. Retender is required every five years. Three firms submitted a tender and presented (RSM, Buzzacott, Alliotts) and all were appointable. The College has a good and unique offer and is straightforward from an audit point of view with no elements of risk around funding and accounting. In the current economic climate the College is mindful of costs for services and this was one factor, alongside the experience of the auditors. Alliotts had provided a competitive price and the engagement partner has been previously involved with the College and is knowledgeable about the sector despite Alliotts have less experience overall in the sector.

The Chair noted it had been a thorough debate and tender process.

RESOLVED: The Corporation approved the appointment of Alliotts LLP as the College's internal audit service effective from 1 April 2023 for 5 years.

SECTION 5: GOVERNANCE ITEMS

5.1 – Governor Diversity Plan and Update to Governor Recruitment and Succession Planning Policy

The Chair reported that this has been a key item of discussion at S&G Committee and thanked Simon Porges who has led on this work. Simon Porges reported that it is important to have a diverse Board to both reflect the community we serve and to make the Board stronger. The College is in a positive position with further work to do. There are policies and process and some data around governor diversity and there is some positive data on board profile around age and gender and more work required in all other protected characteristics. There are big strides in recruitment processes in advertising and targeting wider groups. The College is not unique in the sector and the wider population in needing to do more around diversity. Work has been undertaken in parallel with Alison Cousens and going forward governor data will converge with the wider College data. The next steps are to collect more data in September through the College questionnaire. That will be fed into the EDIMS process to inform succession planning and recruitment processes. The Corporation is a small group and there is reassurance that there is a clear remit that the data will only be used for succession planning in S&G Committee. The policy has been updated to ensure the Committee is using data in inform succession planning. In addition to the proposed revisions to the policy the Committee would like to include a sentence around the role of link governors.

The Corporation agreed that this is a great step forward noting that the changes emphasise consideration of diversity and use of data in Governor recruitment and succession planning and thanked Simon Porges for the work.

RESOLVED: The Corporation approved the Governor Diversity Plan and revisions to the recruitment and Succession Planning Policy, subject to the inclusion of a sentence around link governors. ACTION: Simon Porges, Sandra Prail

The Chair noted that when the S&G Committee had discussed the SPH policies (see item 6) it agreed it was important to include reference to the process for taking forward any future complaint against the Chair and it was proposed this be included in the S&G Committee terms of reference.

RESOLVED: The Corporation approved updating the Search and Governance Committee Terms of Reference to include managing complaint against the Board under point 3 of the governance duties.

SECTION 6: POLICIES AND OTHER DOCUMENTS

6.1a - Quality and Curriculum Committee Policies:

RESOLVED: The Corporation approved the Student Charges Policy and Schedule.

RESOLVED: The EDI SARAP report was approved by the Corporation.

6.1b – Senior Post Holder Policies

RESOLVED: The Corporation approved the Staff Grievance Policy.

RESOLVED: The Corporation approved the Grievance Procedures for Senior Post Holders.

RESOLVED: The Corporation approved the Staff Disciplinary (Misconduct and Capability) Policy.

RESOLVED: The Corporation approved the Senior Post Holder Disciplinary Policy.

6.1c – Auditor’s Performance Indicators

The Corporation noted the approved feedback on the internal and external auditors from the Audit Committee.

SECTION 6 – COMMITTEE MINUTES AND OTHER MATTERS FOR NOTING

6.2 - The Corporation noted the **Quality and Curriculum Committee** minutes and papers from the meeting held on the 1st March 2023.

6.3 - The Corporation noted the **Search and Governance Committee** minutes and papers from the meeting held on the 8th March 2023.

6.4 - The Corporation noted the **Resources Committee** minutes and papers from the meeting held on the 14th March 2023.

6.5 - The Corporation noted the **Audit Committee** minutes and papers from the meeting held on the 16th March 2023.

SECTION 7: OTHER MATTERS

7.1 – Any Other Business

The Chair asked for feedback on the **Corporation papers** pack following revisions to make them clearer, more concise and include front sheets. Feedback included:

- All papers to be in PDF for accessibility
- All papers in the same landscape layout for accessibility
- Level of passwords to be reviewed for ease of access
- Front sheets with Chairs/SLT comments on what is important works very well and should continue
- Much easier to work through the papers in the meeting
- Ensure front sheets show where the item has come from
- There was a discussion on the linked papers and if they all needed to be read. All papers with links have already been considered in detail at Committee level and the front sheets should include all the relevant details Governors need to carry out their role.
- Management accounts – there was a detailed discussion about whether to include the accounts in the main section of the papers. Ideas included providing a high level front sheet in the papers with a link to the accounts or including the full accounts. Chris Newson suggested that if all Governors are expected to review the management accounts more training sessions should be provided. James Moncrieff suggested that Governors need to know that this is not an optional item and it is about accessibility. Marcus Palmer proposed that the management accounts remain as a link in the papers with Governors being clear that this is a mandatory item for review **ACTION:** EBR and governance professionals to provide advice to the Chair and Chair of Resources and the Chair to take forward for the next Corporation

The Chair thanked Gill Hampden-Thompson and the Student Governors for all their support and work for the Corporation and the College on their last meeting.

7.2 – Date of Next Meeting – Monday 3rd July 2023

SECTION 8: Confidential Business [Staff and Student members departed]

8.1 – Confidential Minutes and Papers [confidential item]

Meeting closed: 20:06

Appendix one – item 1.4 matters arising:

1.2 – Membership matters:

Parent governor elections – ACTIONED

Co-opted Teaching Staff Q&C Committee member – ACTIONED

2.4 – Skills Act – document updated and loaded onto website – ACTIONED

Section 4 – Audit/Resources

1. Annual report signed – ACTIONED
2. Audit Findings report endorsed – ACTIONED
3. Internal audit report cyber security updates to March Committee – ACTIONED
4. Annual report and financial statements signed – ACTIONED
5. SLT strategy date – noted at Audit Committee that it is deferred until Co-Chairs are in role
6. Meeting to review cyber security and safeguarding – ACTIONED
7. Meeting papers and front sheets to be kept under review and encourage comms between SLT and Committee chairs – discussed at S&G Committee and ongoing

Section 5 – Governance

1. Governance SAR actions to be taken forward – ongoing

2. Governor Recruitment and Succession Planning Policy to be reviewed – ACTIONED
3. EBR to commence in Spring Term 2023 – ACTIONED
4. Skills link governor absorbing careers link governor and revised safeguarding governor role description – ACTIONED
5. Keep governor attendance and hybrid meetings under review – discussed at S&G Committee - ACTIONED
6. I&As revise to allow option for Co-Chairs – ACTIONED

Section 6 – Policies and Other Documents

1. Policies approved and/or in progress

Section 7 – Committee minutes – actions – ACTIONED

Section 7 – Date of next meetings – ACTIONED

Chair

Date