

**Minutes of the Corporation meeting held on  
Thursday 13<sup>th</sup> July 2023 at 9.30am  
Burslem Boardroom and via Microsoft Teams**

Present:	Jeremy Cartwright, Chair	In person
	Steve Sawbridge	Remote
	Julie Brereton	Remote
	Sue Blake	Remote
	Hannah Molloy	Remote
	Rob Fisher	In person
	Tom Nadin	In person
	Lisa Capper, Principal/CEO	In person
	Lyndsey Cherry, Staff Governor	In person
	Dave Hopley, Staff Governor	In person

In Attendance:	Cath Brierley, Deputy Principal	In person
	Antoinette Lythgoe, Chief Financial Officer	In person
	Paul Martin, Executive Director of Finance	In Person
	Emma Brannen, Vice Principal Curriculum & Quality	In person
	Jules Bridges, Clerk to the Corporation	In person

No.	Action
<p><b>1</b></p> <p><b>Welcome, introductions and apologies for absence</b> Apologies for absence were received from David Boughey, David Rogers, Kevin Hetherington, Sally Garratt, Jo Mountney, Sibgha Amin, Sidra Rashid-Bhatti, Tom Foster, and Harry Sajad. The Chief HR Officer, Nova Abela, also passed on their apologies.</p>	
<p><b>2</b></p> <p><b>Declaration of Interests</b> The Chair reminded everyone present to declare any interests that they may have on agenda items to be discussed. No specific declarations, other than for paid positions, were made and standing declarations were noted.</p>	
<p><b>3</b></p> <p><b>Minutes of the meeting held on 18<sup>th</sup> May 2023</b> The minutes of the meeting were <b>approved</b> as an accurate record.</p>	
<p><b>4</b></p> <p><b>Action Progress Report</b> The actions arising from the previous meeting were summarised in the progress report and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.</p> <p>The Chair commented that Sue Blake has decided to step down in September when her first Term of Office completes and the Chair of the Curriculum, Quality and Standards Committee, Steve Sawbridge, has decided not to continue in the next academic year as the Chair of the Committee. Both were thanked for their significant contributions over the years in their roles. The Principal/CEO, Chair of the Corporation and the Clerk will review the arrangements for the Curriculum, Quality and Standards Committee.</p>	CEO / Chair / Clerk
<p><b>5</b></p> <p><b>Student Voice</b> <b>Talking Heads Video – Progression</b> Governors had watched the video ahead of the meeting. The Chair commented that the student who co-hosted the presentation spoke well about their experience of doing two of the Challenge programmes, which was good to hear.</p> <p><b>Student Events and Activities</b> Enrichment activities finished on the 26<sup>th</sup> May 2023 and target activities have been held to increase participation, detailed in the report.</p>	



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

### **Themes arising from Learner Conference/Learner Representative meetings**

The Terms of Office for the three Student Governors this academic year have all come to an end and thanks were extended to them for their work to support the Board. The newly elected President of the Student Union, Mekdes Mideska, will take a Student Governor role on the Board in September. Expressions of interest have also been invited to all elected members and progressing students on the Student Council who may be interested in a Governor role and this is taking place at the beginning of the new academic year to get representation in place as soon as possible. The Chair commented that it is a big ask of the Student Union President, who automatically gets a Student Governor role, to take this on and, although it is the right link, there is a need to think about the role differently to encourage better and more engaging contribution. The opportunity will also be extended to Adult and Apprenticeship learners. The Principal/CEO also stated that the Assistant Principal, Student Experience, and the Clerk were looking at how best to engage student governors this year taking on board issues such as those raised by the Chair to get maximum and effective engagement.

The Challenge programmes have been successful in the year with 141 learners from a range of different courses taking part. The most recent event was the 2-day residential, Challenge London. Challenge Stoke-on-Trent continues to raise awareness of Sustainability and successfully campaigned to re-introduce plates and cutlery in the College restaurants. Challenge South Africa has been re-launched and 20 learners selected for the programme.

Enrichment ideas for 2023/24 is shaping up nicely and will include wheelchair basketball, boccia, and ultimate frisbee. An update on 'You Said, Together We Did' was included in the report noting that two items will carry over to the next academic year; CCTV to be further extended with capital bid funds, and the Ignite Programme to be launched in the new academic year, working with the Chambers of Commerce.

The Chair queried the statistics in the enrichment activities table in the report, notably that Creative Industries was a low percentage compared to other areas. It was thought that this may be due to the ICT cost centre being moved into Creative Industries, although this still didn't seem to calculate, so the data will be investigated further.

Assistant  
Principal  
Student  
Experience

### **Representative Meetings**

Included in the discussion above.

## **6 Principal/CEO's Report including 5 Pillar update**

The Principal/CEO pulled out the highlights from the CEO report to Governors;

- The College is continuing to make an impact on the strategic KPIs as per the report in the pack, and on presence and links in the community, and on its strategy for partners and stakeholders – impact can be seen in the KPI data and stats on media coverage and learner and employer surveys
- 2 single most pressing aspects are pay and curriculum/quals reforms. Action on both in hand and governors engaged through committees. Capital is the third element set against a backdrop of financial complexity. The Financial Strategy and Curriculum Strategy is paramount.
- The Accountability Statement has been sent to the ESFA and we await feedback.
- 2 new partnerships have been sealed – The Home Office and the DWP, both giving tangible and meaningful impact for the College in pounds and people



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

- Met with the new City leader Jane Ashworth and CEO of the Council continuing as a trusted partner with a key role to play in the City's agenda on Cost of Living, Economy and Skills, Adult Social Care, and Family Support where the College will lead on adult skills and family learning
- Good developments and profile with Staffordshire Council and part of their skills and economic plan- case studies now on a par with the Staffs Colleges
- Funding secured (after rejection/challenge and second submission and MP support) from the ESFA business case submitted for ESOL Foundation and challenged to provide programmes for Unaccompanied Asylum Seekers
- Staffordshire recognised the College as the preferred provider for ESOL in their recent bid for new provision
- Working with the Chambers and colleges on the LSIP, and the LSIF (new SDF).
- LSIF bid (£400K for capital some revenue) to be used for Building, Engineering and Advanced Manufacturing. The College is through round one
- Student recruitment looking good; 220 up on last year, with good internal progression
- Career Advisers event held this week pre-results days, great engagement from schools who are keen and enthusiastic about the College offer
- Three T Levels have recruited well, with the exception on the T Level Adult Nursing which is still low. This is being remarketed by curriculum as hooked on health. A decision will be made around GCSE results day, and we will create a 'transition or foundation year' to attract learners
- Good recruitment numbers on Level 3 BTEC Health and Social Care may support transfer into T Level learners on Adult Nursing/Health
- The two T Level bids submitted in February for Broadcast Media and Health and Science have both been successful £1.5m taking capital to around £14.5m
- A working group has convened on managing risk and scoping out the impact of the qualification reforms at Level 2 and Level 3, and T Levels. This will present some challenges for some learners that traditionally attend SoTC.
- CEO met with DfE Director of qualification reforms last week with the City Council and talked about concerns of very high stats in SoT nationally of cohorts in the City, highest level of looked after children per % population, same for SEND learners and Safeguarding issues
- Adult income has reached and exceeded 97%. Hard work and determination has brought about a positive outturn and this is a turnaround from previous years and funding forecast
- English and maths strategy launched and College on the FEC Good practice register for maths- again a turnaround as now leading the maths hub
- Curriculum planning achieved on budget and changes being implemented to achieve targets and quality
- Continuing with Multiply as a provider and as marketing lead- and great publicity around the city on backs of buses, digital signage, community publications, Sentinel and local radio. This is also raising awareness of adult learning.
- No news on the Free School but continue to work with the schools and the University- possibly announced July or after summer recess
- List of partners, stakeholders and business development in the report, notably engagement and events such as the recent pop-up gallery sponsored by GenR8 at Smithfield, Canal and River Trust Art project - student work was really impressive and of such a high standard
- Potteries Centre now exhibiting all summer - as a result of seeing the exhibition
- GenR8 have also commissioned student work to fill City spaces and huge



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Date: 12/10/23

mural created for the Canal and River Trust who commissioned students to create a huge mural around the theme of recycling and the environment

- Success in Hair and Beauty Regional Competitions
- 5 winners in the AoC national creative writing competition
- Participated in the Guild of Bricklaying with 2 runners up
- Wheelchair Basketball presented cheque to the College for £12K
- The Principal/CEO has been elected as Vice Chair for Head Teachers of Stoke on Trent (SASCL) this is positive to have FE in this role
- Pay continues to be an issue and the Pay Strategy continues to be managed but the College is starting to see some leavers because of pay and competing higher salaries – continuing to support the AoC lobby
- Contributing to the AoC Opportunity England campaign supporting how its tackling economic and social issues

The Chair asked if the Home Office are working with any other colleges. The Principal/CEO confirmed that they are also working with the Sixth Form but not at the same level of engagement. We are also training their workforce and badging up the Study Programme.

With regard to the ESFA funding application for the additional Unaccompanied Asylum Seekers, the Chair asked if the reluctance to support the application was due to budget constraints or something else. It appeared that it was more about the strict funding regime i.e., outside of the normal processes and deviating from the system.

Lots of good news in the report which continues to build on our reputation and quality. Adult is a particular achievement and the Board extended its congratulations to all of the teams for all of their efforts.

## **7 Strategy First Draft**

Governors received a glimpse of the first draft of the Strategy and the key features had been put into a presentation which the Principal/CEO delivered at the meeting.

The 'Strategy on a Page' document released for consultation purposes has been seen by all, which outlined the Vision, Mission, and aims, with the objectives overview underneath. 23 responses have been received back from stakeholders and partners and this will continue over the summer. The progress to date was detailed in the slides and the intention is to release the Strategy in hard copy, landscape with real-life imagery. It will be published on the College website with clear and bright presentation of headers and masts with click throughs to the next level of details. A film presentation will be released and used for promotion of the College with students and a Tik-Tok version of Skills-ready, Future ready.

Governors were asked to comment on the Mission, Vision and Values noting that the Values spell I CcAN (Inclusive, Collaborative, Courageous, Ambitious, Nurturing). The Chair commented that the Vision and Values were agreeable but the Mission felt unfinished. As a suggestion, it could read 'inspirational learning for successful futures' and furthermore should 'skills' be included somewhere and read something like 'inspirational learning, creating skills for successful futures'. The statement 'Skills Ready, Future Ready' was liked but this didn't mention 'work', so should the strapline be 'Skills Ready, Work Ready, Future Ready' to acknowledge and demonstrate the importance of progression. This was discussed and the team mentioned that skills-ready work-ready was the title of Study Programmes so it would need some further consideration. Other Governors and feedback from the executive agreed that the Mission did



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

seem unfinished. It was agreed that there could be a nod to the history of the College and this was liked as an idea and was important to include but the future skills should be the focus.

A Fire Alarm occurred at 10.25am and the meeting was postponed, resuming at 10.55am

The Strategy will be delivered through 5 core strands;

1. Excellent education and training for life and work
2. Future ready skills and sectors
3. Financial Strength
4. Empowering people
5. Trusted Partnerships with purpose

A Governor noted that there has been a tremendous amount of work done on this and it was testament to the team to get progress in the timescale. It was agreed that the set-out was largely right and the content was covering the right things. Noting the number of absences from the meeting, the Chair asked that an email is sent out to all Governors' post meeting to enable feedback from everyone on the shape of the Strategy presented.

Principal /  
CEO

A Governor suggested that consideration should be given to the extent of, and level of, detail to be included in the corporate Strategy and, as this is a 3-year Strategy, some sense of timescale of what would or could be achieved in years 1, 2 and 3 would be useful to articulate and what success would look like and the success measures (KPIs) behind it.

## **8 Management Accounts – May 2023**

The Executive Director for Finance reported that, in March 2023, a prudent approach to income forecast for AEB and Apprenticeships was taken and pay and non-pay expenditure controlled, increased its AEB delivery and subcontracted some of that delivery. In May 2023 the accounts show a 96% on AEB, 1% lower than the reconciliation value, leading to a potential clawback value of £77K, although the June and July position will be better as reported by the Principal/CEO in an earlier report as the indicative direction

Pay has been controlled through holding vacant posts or not being able to fill posts, so the forecast has remained relatively unchanged throughout the year. Pay as a percentage of income was forecast at 67.94% (end of May 2023) which is slightly high and includes our own cleaning teams etc, but as income increases this indicator will level to the FE norm. Non-pay expenditure has been cut where it can and some reductions have been made in estates but not negatively impacting continued investment in the estate.

Additional income has been achieved with various small grants received; school links has achieved additional income which was unanticipated but achieved through the delivery of additional courses, and additional employer contributions on Apprenticeships. The tuition fund grant to fund additional English and maths classes and the target set in March has been achieved (£36k additional income compared to budget).

Covenants are all compliant for both the bank and the PMO. The outturn position in terms of cash sweep means that there will be no additional cash sweep or repayment of cash liability. The Chief Financial Officer noted that the report mentions that the RF deal remains a challenge but, in terms of position, now there is confidence that this won't be as challenging and will read more positively in the June Management Accounts and by the year-end. Achievement on AEB is likely to be at 98% and potentially could exceed this in the July



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

Management Accounts, leading to an earnings boost (change to funding methodology) on income.

## 9 **Budget and 3 Year Financial Forecast**

The Budget and 3 Year Financial Forecast has been considered by the Transformation, Finance and Resources Committee with a few minor changes since that time. The budget has been set, compliant with all covenants, and includes all capital projects including the two new awarded T Levels (Broadcast Media and Health and Science). The Bank covenants have been negotiated to remove capital projects from covenant calculations.

In summary, the key highlights of the budget are as follows;

- Started with an adjusted April position and included additional £270K restructuring cost but expecting this to be lower
- Assumed income is not impacted by a recession
- Increased non-pay budget for 5% general inflation with an overall 9% increase on expenditure
- Pay in line with curriculum planning forecast
- Financial health remains good across the plan based on the cash position increasing EBITDA enabling re-investment in the College

Changes to the budget since consideration of the Transformation, Finance and Resources Committee include;

- Confirmation has been received that the Tuition Fund will cease and therefore has been removed from the 2024/25 forecast
- New covenant calculations included
- Small tweak/changes in staffing
- Added in the two new T Levels (Broadcast Media and Health and Science)

It was noted that throughout the period there is no expectation of a cash sweep but the potential of £597K cash liability remains.

The Corporation was content to **approve** the Budget and 3 Year financial forecast. In addition, it was noted that the purchase of the Varonis Cyber Security suite has been included in the budget and therefore the Corporation **approved** the purchase based on the assumption of affordability.

## 10 **Financial Regulations**

This is a live document that has been updated to incorporate the changes in terms of the ONS reclassification and requirement of the College to follow Managing Public Money (MPM). The changes to the Financial Regulations were highlighted in the document for ease of reference and, after due consideration, the Corporation was content to **approve** the updated copy as presented.

P Martin left the meeting at 11.30am

## 11 **Policies**

Updates and changes were highlighted to the Sub-contracting Fees and Charges; Safeguarding; Equality and Diversity; and Data Protection policies. Noting no substantive changes, the Corporation **approved** all of the policies presented

## 12 **2023/2024 Equality Objectives**

Noting that the equality objectives are included in the Equality and Diversity Policy, the Principal/CEO mentioned that these are a particular focus for the Curriculum, Quality and Standards Committee and work continues to capture all of the work together into a central place for regular review. These were



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

accepted and agreed by the Board.

### 13 Transformation, Finance and Resources Performance Measures and KPIs

The report has been presented and considered by the Transformation, Finance and Resources Committee at its recent meeting. In summary, progress against the 4 strategic objectives was highlighted by the Deputy Principal as follows;

Celebrate Brand Stoke on Trent	<ul style="list-style-type: none"><li>• Applications are up by 20%</li><li>• Conversion rate is 64%</li><li>• Ofsted Good</li></ul>
Strengthen Strategic Alliance	<ul style="list-style-type: none"><li>• T Level bids totalling £1.5m for Broadcast Media and Health and Science</li></ul>
Invest in Innovative, Creative and Adaptive Staff Team	<ul style="list-style-type: none"><li>• Lots of CPD, focusing on Mental Health Week in May, Distance learning on Safeguarding and Prevent</li></ul>
Deliver excellence and continuous improvement	<ul style="list-style-type: none"><li>• Good financial health</li><li>• Capital Projects progressing well</li><li>• ISO45001 retained</li></ul>

The actions for the next period will be to:

- Look at the QDP survey (understand why result was 90% against 94% target)
- Work with the Skills and Apprenticeships Task and Finish Group who will appraise the Apprenticeship/Commercial team performance and the skills across the College
- Understanding staff turnover versus the cost of living and recruitment strategies
- Boosting attendance by building this into timetabling for 2023/24

L Cherry left the meeting and Emma Brannen joined the meeting at 11.30am

### 14 QIP 2022/2023

The Vice Principal Curriculum and Quality explained that the report has been shared and considered by the Curriculum, Quality and Standards Committee and will be updated again once BTEC and GCSE results are known. Good progress has been made on the key priority areas. There are 16 green success measures and more will go green from the remaining 18 amber measures and those that don't complete will roll into the 2023/24 QIP.

The main amber rated measures are around;

- Attendance is higher (1%) than last year; not quite at KPI but making progress. There is no gap between maths and English and vocational and, as mentioned above, the College is now on the FEC register of good practice
- Apprenticeships have achieved 55% KPI target for achievement. There is a marked improvement in the quality of TLA in Apprenticeships and also due to cleansing the data
- Exam attendance for maths and English GCSEs were good and there is confidence that this will translate into positive outcomes for learners
- Underperforming courses monitored robustly throughout the year – Plumbing, Childcare, Hair and Beauty, Electrical, Motor Vehicle, and Engineering
- High Needs increase anticipated. The Local Authority holds the College as the provider of choice and performance remains strong
- Level 2 and Level 3 retention (16-18s) holds strong



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

- Adult entry achievement is looking good and similarly outcomes
- Looked after learners and additional (48) asylum seekers progress on programmes is really good with positive feedback

The Chair acknowledged the huge achievement of reducing the attendance gap on maths and English as this is significant. There are lots of changes, motivation, working practice, and a whole College approach that should be recognised and celebrated.

L Cherry re-joined the meeting at 11.40am

It was questioned if being on the FEC register of good practice brings more work for the team. There has been interest from other colleges and an opportunity to share good practice. There is some time commitment but this is not onerous and these relationships can also be reciprocal. The College will write up a piece for FE Week/FE News to promote the College and the work undertaken to make such a positive change.

E Brannen left the meeting at 11.45am

### **15 Curriculum Update – Data Dashboard Report**

The highlights of the report were shared by the Deputy Principal covering the data for 16-18s, 19+, High Needs, Apprentices, the accountability framework, care leavers and predicted achievement as follows;

- 16-18 retention at 88%.
- Genders are equal
- Attendance at 83% (KPI of 88%)
- Males are attending better than females overall
- BME ethnicity students attending better than white counterparts
- 19+ retention at 95%
- Attendance at 85% comparable against all demographics
- Number of High Needs learners has grown
- Retention at 88%
- Attendance at 84%
- Performing well against the Apprenticeship Accountability Framework
- Achievement at 57% (36% outturn last year)
- Overall retention above national rates and better than 2021/22
- 16-18s has improved – no gaps between vocational English
- Maths achievement is up
- GCSE exam attendance across English and maths between high 80s and low 90s

The National Achievement rate diagrams provided in the pack show that, based on this years' achievement, the College would be fourth compared to the other colleges in the table; last year the College was ranked tenth. In the data tables, based on 2021/22 outturn, this also shows for 16-18s achievement that the College would be ranked fifth, third for 19+ and third overall from the group of 10 colleges.

The Chair asked how these data tables are used, and by who. Nationally, the data is available and informally this has been shared with the local authorities and the Deputy Principal has also shared it with the Deputy Principals Group of these colleges. It will be a point of discussion/interest with the ESFA/FEC as part of the annual strategic conversation.

It was noted that all indicators, bar one, are green on the Apprenticeship Accountability Framework and the Chair asked if the red indicator against end point assessment should be of concern to Governors. The Deputy Principal



Signed : \_\_\_\_\_ Chair

Date: 12/10/23



explained that, as the College delivers to Electrical and Plumbing standards, apprentices can only be registered for their end point assessment once they reach the gateway, so the College will always trigger this indicator on the dashboard. There is an error in the calculation that has been discussed with the ESFA.

## **16 Risk Management**

### ***Risk Register, Heat Map and Board Assurance Framework***

The refreshed Corporate Risk Register, heat map and Board Assurance Framework has been shared with the Audit Committee and the Register also sliced and considered by the relevant Committees. The Clerk was thanked for the support to gather and present the refreshed Register. A workshop will be arranged for Governors to understand the risk profile in more detail at the next training/development day. Internally, the Departmental Risk Registers will be aligned with the new look Register format.

Interestingly, the Chair mentioned that the Register had been challenged at the recent Transformation, Finance and Resources Committee meeting as Governors did not have full sight of the whole of the Register. The Chair, after receiving the complete Register, did his own assessment of the risks and came up with the same, providing the assurance that the Register has been suitably built and is appropriate.

## **17 Chair's Reports**

### ***Audit Committee***

The Corporation received the overview of the work of the Committee and **approved** the 2023/24 Internal Audit Plan presented by ICCA, and the 2022/23 External Audit Plan for the year-ending 31 July 2023 presented by Beever and Struthers as recommended by the Audit Committee.

### ***Governance Committee***

The Chair of the Committee commented that most items arising from the recent meeting of the Governance Committee are covered in agenda item 18 below. It was noted that, due to the confidential nature of the minutes, these have been shared with Committee members only at this time. It was noted that Jo Mounthey will join the membership of the Committee in the new academic year.

Hannah Molloy and Julie Brereton left the meeting at 12.00pm. The meeting remained quorate

### ***Transformation, Finance and Resources Committee***

The report was taken as read by the Corporation.

### ***Curriculum, Quality and Standards Committee***

The Chair of the Committee asked that the evaluation of the Quality Improvement Strategy is shared with the Corporation to provide the assurance that work has significantly progressed.

Clerk

### ***Capital Projects Committee***

The report was taken as read by the Corporation.

### ***Skills and Apprenticeships Task and Finish Group***

The report was taken as read by the Corporation noting that this Group met for the first-time last week. The Group has gone through the Skills Statement which will be published visually on the website next term. A short presentation was received on the LSIP and the draft Apprenticeship Strategy will be looked at the next meeting.



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

It was confirmed that the Accountability Statement has been submitted to the DfE. No feedback has been received as yet so discussion about it is anticipated at the next ESFA annual strategic conversation.

18

## **Governance**

### ***Scheme of Delegation***

As detailed above, the Financial Regulations have been reviewed and, intrinsically linked to the Scheme of Delegation, are other statutory/regulatory documents such as the Instrument and Articles of Government, Conditions of Funding, Standing Orders, Managing Public Money, and Senior Pay Controls etc. These have all been cross referenced against the Schedule of Matters Reserved and Delegated Powers now proposed by the Transformation, Finance and Resources Committee to the Corporation for approval. After due consideration, the Corporation **approved** the Scheme of Delegation.

### ***Appointments and Renewals***

The College has partnered with Peridot on the appointment of one Governor with a financial background/expertise, via the DfE Governor recruitment service. Interviews with three candidates will take place after the meeting today and a proposal to appoint will be brought back to the Corporation in due course.

As noted above, the Term of Office for Sue Blake is due to complete in September 2023 and, for personal reasons, she will not stand for a second Term of Office. The Governance Committee will seek to recruit to the vacancy in the new academic year.

Staff Governor, Dave Hopley's second Term of Office completes in October 2023 creating a vacancy on the Board. A recruitment campaign for his successor will commence in the new academic year.

### ***Committee Chair Roles and Membership***

As noted above, the Chair of the Curriculum, Quality and Standards Committee will step down from the role in the new academic year and the Governance Committee will consider his successor over the summer. The Corporation **approved** the Chairs of the other Committees as detailed in the report for the 2023/24 academic year, noting no changes to the current arrangements.

### ***Committee Terms of Reference***

The Corporation is required to regularly review the Terms of Reference of its Committees to ensure that they remain fit for purpose, are clear and accurately reflect the decision-making powers and responsibilities of each Committee. Each Committee has conducted their own review (tracked changes included) and propose these be approved by the Corporation. After due consideration, the Corporation was content to **approve** the Terms of Reference as presented.

The Terms of Reference of the Skills and Apprenticeships Task and Finish Group have been shared and agreed and there is a clear distinction between the strategy around skills and Apprenticeships and monitoring the quality of it. Monitoring quality sits with the Curriculum, Quality and Standards Committee and the external facing work around skills and Apprenticeships through the Accountability Statements and Skills Duty very much lies with the work of the Task and Finish Group.

### ***Governors' and Committee Self-Assessment***

Annually, the Clerk would invite each Committee at the last meeting in the academic year to discuss its own performance in relation to the responsibilities set out in the Terms of Reference. It is proposed that the Committee self-



Signed : \_\_\_\_\_ Chair

Date: 12/10/23

assessment of performance takes a more structured approach and is scheduled to be considered at the first meeting of each Committee in the year, reflecting on performance of the whole of the preceding year. An assessment of performance will be completed by the Clerk for each Committee to consider and agree with opportunity to insert improvement areas or other commentary in support of their performance self-assessment. The Corporation was content to accept this approach.

**Skills Audit**

The skills audit has been refreshed and Governors were asked to complete and return this over the summer. This will inform the development of recruitment and succession, and training/development plans.

All

**Governors' Register of Interests**

Governors were reminded to review and update their Register of Interests. Current Registers will be sent to each Governor for update/review following the meeting.

All

**19 Governor Link Feedback**

Governors who had visited their link areas reported very interesting and useful visits.

**20 Review of meeting**

Governors agreed this was a good meeting, held at a good pace and finished slightly ahead of time.

**21 Any other items of urgent business**

No other items of urgent business were raised.

**Date and time of next meeting**

Thursday 12<sup>th</sup> October 2023 at 9.30am

The meeting ended at 12.10pm



Signed : \_\_\_\_\_ Chair

Date: 12/10/23