

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE GOVERNING BODY MEETING OF 21 MARCH 2022

PRESENT: R Anderson (CG), H Ashton (CG), A Coleman-Cooke (CG), R Davies (CG and Chair), M Ellis (Staff Governor), E Kunonga (CG), M Laidler (CG), Z Lewis (Principal/Chief Executive), D Lusardi (CG), P Lynn (CG), M McClintock (CG), E Rennison (CG), D Still (Staff Governor), P Sharp (CG), I Wright (CG).

OFFICERS: A Adamson (VP), J Chance (VP), Z Foster (Clerk), S Marshall (ED), M Russell (VP), J Steel (VP), M Telling (Dir.).

KEY: CG College Governor EM External Member DP Deputy Principal
VP Vice Principal Clerk to the Corporation ED Executive Director
Dir. Director

1. Apologies for Absence – A Coleman-Cooke

G Cumiskey (DP), M Gaze (CG), P Lenihan (Student Governor), S Lane (CG), S Mirsalehi (CG), K Parkinson (ED), P Studd (CG).

Z Lewis left after reporting on Items 5.1 and 7.8.

2. Declarations of Interest – R Anderson declared an interest in relation to any reference/discussion on LSIPs.

3. Minutes

3.1 Unconfirmed Minutes of 16.12.2021 were **approved** as a correct record.

3.2 Unconfirmed Minutes of 07.02.2022 were **approved** as a correct record.

4. Matters Arising – an update on the one remaining outstanding item was given.

5. Strategic Overview

5.1 Principal/Chief Executive's Report - Z Lewis gave an update to her report including: senior staff vacancies and appointments; policy changes in relation to LSIPs, outcomes and destinations and apprenticeships; and internal updates highlighting recalibration activities; digital strategy, and finance.

Governor questions and discussion included: the Eton College proposal for the area; assurances in relation to the full risk register; and a comprehensive debate on the 'Single Point of Truth' terminology and reasoning for usage including some of the complexities with this.

5.2 Strategic Plan including Corporate KPI Update - J Chance gave a full update across all areas, drawing particular attention to those RAG rated priorities.

Governor questions and discussion included: drop out rates and lack of comparative national data; staff sickness rates/measurements; ITE progress including external consultant visits; and preparation for summer exams including modifications, access arrangements and invigilator recruitment and training.

5.2.1 Draft Annual Report 2020-21 – the updated report was **approved** subject to minor amendments in relation to abbreviations.

6. Curriculum and Students

6.1 QUIP Update – J Chance drew attention to apprenticeship progress including a further external review later in April; ITE progress ahead of the expected inspection; Access provision applications; and staffing.

Governor questions included: transition of key staff and the market and quality of applications for Access.

6.2 Implementation Update – J Chance highlighted the focused reviews; pulse surveys and further implementation of the new teaching strategy on 8 April CPD day.

Governors had a detailed discussion on CPD including how the effectiveness and impact was measured and displayed in teaching practice; staff views of the CPD; recording processes; the variety of delivery mechanisms depending on department need and overall inclusivity of the offer.

6.3 PDBA Update – A Adamson presented her report, drawing attention to the PDBA programme; student voice; enrichment developments and relaunch; disciplinarys; and careers strategy.

Governor questions included: pre-discipline and blue card explanations and further detail on the enrichment programme generally and MC extra including student views on the offer, whether students were involved in future ideas for the programme and what the current offer included.

A Adamson would provide a more detailed account via the Curriculum and Standards Committee at its next meeting.

6.4 Safeguarding Update – A Adamson gave an overview of the interventions data and future use of CPOMS. She confirmed that the biggest area of intervention related to mental health.

Governor discussion and questions included: gender balance on the team which had been improved with a recent male appointment; reasons for increases including greater awareness and some historical disclosures; risk assessments for interventions particularly in complex cases such as peer abuse; VEMT referrals process and practices; number of disclosures at Level 3; and the detailed work of the Safeguarding and Welfare Team with every referral.

6.5 Written Statement from Student Governors – was accepted and acknowledged as an excellent report.

7. Corporate Updates

7.1 Audit and Risk Recommendations

I Wright gave a brief account of the meeting of 4 March 2022 highlighting the future deep dives; and ongoing discussion and interest on the emerging Digital Strategy. He also outlined the one recommendation for approval detailed below, highlighting the Committee view of a need for an in-College presence for the next external audit process.

The Governing Body **approved** the extension of the tenure of Mazars LLP as financial statements auditors for a period of one-year to 31 July 2023.

It was noted that a further year was available and this would be considered by the Committee in 2023.

7.2 Corporate Services Recommendations

R Davies gave a brief account of the meeting including the complexities within the Five Year Plan and number of current uncertainties (TTE decisions and costs, energy, funding lines etc.) and detailed the recommendations for approval.

After consideration, Governors **approved** the following:

- noted and confirmed the approval by the Corporate Services Committee of the further appointment of the professional advisors to progress the scheme to tender with up to £120K (including VAT) costs being committed against the scheme
- confirmed approval by the Corporate Services Committee for two additional subcontractors – DTN and EYC (subject to due diligence).

7.3 Management Accounts (January 2022) - M Russell gave an overview of the January Management Accounts.

Clarification was given regarding the key within the contribution by faculty figures.

7.4 Marketing and Communications Update – M Telling detailed the good progress in relation to apprenticeships and industry placement work. He also drew attention to the challenging international environment and effect on the revised forecast; CRM project progress; restructuring of the Commercial function and recent hosting of key local events including the launch of the digital centre.

Governors' questions and discussion included: employer views on the pausing of some apprenticeship programmes and the need to revisit this decision annually by the Curriculum and Standards Committee; and the current and predicted outturn.

7.5 Subcontractors Update

The update was received and recommendations for two new subcontractors approved as detailed in 7.2 above.

7.6 Employer Engagement Update

The report was received by the Committee.

Governors' discussion and questions included: parity around apprenticeships offer and sectoral complexities; and the related Careers Strategy.

It was **agreed** that P Lynn and M Telling would meet post meeting to discuss further.

7.7 Health and Safety Term 1 Update - S Marshall highlighted: the recent fire drill; the closure of the Covid Testing Centre at half term and of ongoing encouragement to continue testing by staff and students (now voluntary); operational safety groups; new scoring mechanism for risk register in relation to accidents; Co2 monitoring progress and improvements to BMS system.

Governors noted the increase in Covid cases in the local area.

7.8 Equality and Diversity Term 1 Update

Z Lewis reported on this after Item 5.1. She detailed the summary report and progress on the four main priorities.

8. Governance Update

8.1 Search and Governance Recommendations – R Davies presented the following recommendations which were **approved** by the Governing Body:

- Extension of the term of office for Caroline Cannon (initially 1 year) as External Member for a further two years up to 21 March 2024
- Sharon Lane, at the end of her current term of office in October 2022, to take a further four year term of office until 17 October 2026
- that Petrina Lynn join the Search and Governance Committee with immediate effect
- that Petrina Lynn, as of 1 August 2022 (at the end of Ashley Coleman-Cooke's final term of office), take Personal Development, Behaviour and Welfare link governor responsibilities
- The 2021-2022 Performance Indicators initial update

- Adoption of the revised AoC Code of Good Governance

8.2 Governance Report – Z Foster briefly highlighted the future expectation of External Board Reviews which would be discussed by Search and Governance in some detail at its June meeting.

The following recommendations were **approved** by the Committee:

8.2.1 Corporate Governance Annual Report 2020-21 including the Remuneration Annual Report 2020-2021

8.2.2 Calendar of Dates 2022-2023

9. Date and Time of next Meetings

9.1 Saturday 7 May 2022 – 10-2pm – Strategic Planning Day

9.2 Monday 13 June 2022 – 5pm Curriculum and Standards/Governing Body Joint Committee – Curriculum Planning

9.3 Monday 4 July 2022 – 2pm Corporate Services/Governing Body Joint Committee

9.4 Thursday 14 July 2022 – 5pm (Ordinary)

10. Matters for Publication - No restricted matters were identified.

11. Any other Urgent Business – none taken

12. Reserved Matters – no reserved matters

The meeting ended at 7pm