

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE GOVERNING BODY MEETING OF 22 MARCH 2021

PRESENT: R Davies (CG and Chair), R Anderson (CG), H Ashton (CG), A Coleman-Cooke (CG), C Cooney (CG), M Gaze (CG), J Golightly (CG), L Holdsworth (CG), M Laidler (CG), S Lane (CG), Z Lewis (Principal/Chief Executive), P Lynn (CG), M McClintock (CG), S Mirsalehi (CG), S Mudd (Student), P Sharp (CG), D Still (Staff Governor), P Studd (CG), D Wade (Staff Governor), I Wright (CG).

OFFICERS: J Chance (VP), G Cumiskey (DP), Z Foster (Clerk), C Kipling (VP), S Marshall (ED), J Steel (VP).

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

1. Apologies for Absence – R Davies

K Parkinson (ED), A Thompson (Student).

R Davies welcomed P Lynn (College Governor) to her first meeting.

2. Declarations of Interest – R Davies

None declared

3. Minutes and Appointments – R Davies

3.1 Search and Governance Recommendations

The following recommendations were **approved** by the Governing Body:

- The appointment of Petrina Lynn as Governor on a four year fixed term as of 22 March 2021. Petrina to join the Standards Committee
- The appointment of James Lees as External Member on an initial one year term as of 22 March 2021. James to join the Corporate Services Committee. James to also join the Employer Forum and Digital Advisory Board and become the nominated governing body link for Digital.
- The appointment of Caroline Cannon as External Member on an initial one year term as of 22 March 2021. Caroline to join the Standards Committee and be the nominated governing body link for SEND.
- The 2020-2021 Performance Indicators initial update (**Appendix 1**).

3.2 Unconfirmed Minutes of Meeting of 17.12.2020 – were **approved** as a correct record

3.3 Unconfirmed Minutes of Meeting of Development Meeting of 22.02.2021 – were **approved** as a correct record

3.4 Confirmation of Written Resolutions

3.4.1 T Levels Construction Centre – appointment of preferred supplier – 5 March 2021

3.4.2 TTE Capital Grant Bid/HE/CSC Delegated Authority – 19 March 2021

Both resolution approvals were confirmed

4. Matters Arising – were confirmed.

5. Strategic Overview

5.1 Principal/Chief Executive's Report - Z Lewis gave a comprehensive update including: return to College for staff and students; transition; applications for September; piloting of DfE Daily Contact Testing; cyber security across the sector; and a TTE update.

Governors' discussion and questions included: TTE options and Tees Valley future growth update.

5.2 Strategic Plan including KPI Update - J Chance gave a brief update of the high level key performance indicators drawing attention to: the impact of covid on work experience; high staff and student satisfaction levels; and the positive financial position.

Governors' questions included: A Level value added predictions and reasons and the complexities in replicating the DfE measures.

6. Student Experience

6.1 Standards Recommendations – A Coleman Cooke reported that there were no formal recommendations to be brought to the Governing Body. He gave a brief appraisal of the recent meeting including: the positive picture at AP2; work experience; the excellent English and Maths November resit results and the full review of the Apprenticeships workshop recommendations including strategies to improve the achievement rates in hospitality and catering.

6.2 Curriculum Update – G Cumiskey gave a very brief summary of the discussion and reports from the Standards Committee.

Governors' discussion and questions included: Apprenticeship improvement plans, timeline and the role of the Governing Body in monitoring and challenging progress; the digital skills builder hub for Construction; 2021 exam assessment including the importance of in-year assessment, interventions and the potential for inflated results again and the effects of that, strong quality assurance for results, the policy on use of released material from the Exam Boards and reasons, the appeals process and associated communication; the Employer Advisory Group; learning from the Apprenticeship workshop; apprenticeship retention; effect of Covid on outreach work; and the College stance on keeping students beyond the summer half term.

6.3 QUIP Update – J Chance drew attention to the six main areas of focus and of progress and ongoing challenges (of which some were Covid related).

6.4 Safeguarding Update – J Steel gave a comprehensive update drawing attention to the increase of interventions and key areas which had risen. She also detailed the work with external agencies in supporting students and families and of the high retention rates for students with interventions.

Governors' discussion and questions included: transition; support for the staff team; Tees Valley safeguarding more widely; full consideration of areas where safeguarding had increased and of Department actions.

Governors asked J Steel to include the categories of learners the College were least likely to retain as part of the retention section of the report and also % of interventions split by gender in future reporting. Action by J Steel.

6.5 Written Statement from Student Governors - J Steel and S Mudd gave a summary of student union activities including: virtual clubs; E&D ambassadors; Mental Health ambassadors, Student Union elections (including the continuation of S Mudd into next year as governor) and full detail of the Young Carers Award.

Governors sought clarification re the letter of recommendation for the Young Carers Award and after consideration were happy to **approve** the letter of recommendation.

Governors also discussed student questionnaire on the covid vaccine and of resulting communication plans.

7. Corporate Updates

7.1 Corporate Services Recommendations – P Studd gave a brief review of the meeting including: the strong financial plan; the capital investment plan; the estates strategy; TTE; HR initiatives and digital/cyber security future investment (also discussed by the Audit Committee).

After due consideration, the Governing Body gave **approval** of RelyOn Nutech as a future subcontractor subject to due diligence.

7.2 Audit and Risk Recommendations – I Wright reported that there were no formal recommendations to be brought to the Governing Body. He then gave a brief summary of the recent meeting focusing on three key areas: i) consideration of the College's Strategic Risk Registers ii) IT Controls and of ongoing monitoring and support by the Committee to support any College action which could result in future recommendations for support and approval from the Governing Body and iii) the Internal Audit Contract to which a two year extension was approved by the Committee.

7.3 Management Accounts (January 2021) – C Kipling detailed the current position including the now secured in-year funding for 16-18 and the outstanding financial health forecast.

7.4 Marketing and Communications Update – J Steel gave a brief update on applications across all areas, detailed open events, transition work and Year 10 discovery days due to occur in the summer term and updated the Board on key marketing activities. Z Lewis also confirmed the improvement in the 'offers accepted' figure which had proved to be a more reliable indicator.

Governors' questions included: the possibility of using the additional weeks where Year 11 students were in school to do some transition, open days and bridging work; and greater detail re Engineering applications.

7.5 Subcontractors Update – J Chance gave a brief update of delivery of subcontractors and of some additional bids for pilot work which had resulted in the request for the additional subcontractor under 7.1.

7.6 Health and Safety Term 1 Update – J Chance presented the update which had been focused on ensuring the site was Covid secure for staff and students within the first term. Post Christmas the focus had shifted to testing with over 125,000 tests having been administered and over 800 staff having received their home testing kits.

Governor questions included: further detail of the Covid measures including ventilation with Z Lewis confirming that the College ventilation system had been changed at cost to bring in fresh air and also the subsequent impact on heating costs; exploring the possibility of using air filters in the future; the possible return to high risk activities in line with government advice; and additional measures beyond the guidance put in place by the College.

7.7 Equality and Diversity Term 1 Update – Z Lewis reported on the key action plan for the year drawing attention to the greater accuracy of data with the new HR system; the support from the Equality and Diversity Committee in developing wider thinking particularly in relation to advertising of job opportunities; the low number of achievement gaps for protected groups; apprenticeship recruitment data and future changes to categorizations; and a greater understanding of staff and higher staff confidence in the College which was pleasing.

- 8. Governance Update** – Z Foster gave a brief overview of governance since the last report on December 2020 including: the Corporate Governance Report 2019-2020, Remuneration Report 2019-2020, Calendar of Dates 2020-21, use of the College Seal, and membership and training updates.

After due consideration, the Governing Body **approved**:

- the Corporate Governance Report 2019-2020, including the Remuneration Report 2019-2020
- the Calendar of Meetings 2021-22
- the retrospective use of the College Seal

9. Date and Time of Next Meetings

9.1 Governing Body Training – Monday 19 April 2021 5-7pm

9.2 Strategic Planning – Saturday 8 May 2021 10-2pm

9.3 Governing Body (Ordinary) Meeting – Thursday 15 July 5-8pm

- 10. Matters for Publication** - Appropriate redactions were agreed

- 11. Any other Urgent Business** – none taken

- 12. Reserved Matters** – none taken

The meeting ended at 7.06pm