THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

GOVERNING BODY

Minutes of the Governing Body Meeting held on
Thursday 14 December 2017 at 5.00 pm in the STEM Centre Conference Room

Present  Mr Rob Davies (*CG and Chairman*)

Mrs Andrea Waller-Amos (*Staff Governor - Business Support*),
Mr John Autherson (*CG*), Mrs Moira Britton (*CG*),
Mr Ashley Coleman-Cooke (*CG*), Mrs Carol Cooney (*CG*),
Mr Andrew Dyne (*CG*), Miss Marina Gaze (*CG*),
Ms Jean Golightly (*CG*), Mrs Yasmin Khan (*CG*),
Mrs Zoe Lewis (*Principal / Chief Executive*),
Mr Peter Studd (*CG*), Mr Matthew Horner-Trewick (*Student Governor*),
Mr Iain Wright (*CG*)

Officers  Mr Richard Atkinson (*Clerk*), Mr John Chance (*VP*),
Mr Gary Cumiskey (*DP*), Mrs Jane Steel (*AP*), Mr Peter Wilson (*MD*)

In Attendance for Their Items Only:

Mrs Carolyn Kipling (*VP*)

Key  CG - College Governor  EM - External Member
     Clerk - Clerk to the Corporation  DP - Deputy Principal
     MD - Managing Director  VP - Vice Principal
     AP - Assistant Principal  DOP - Director of Programme

The Chairman of Governors welcomed Mr Iain Wright to his first meeting, and it was noted that his appointment would be confirmed under agenda item 2.2.

<table>
<thead>
<tr>
<th>Action</th>
<th>17/069</th>
<th>ITEM 1 - APOLOGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Dr Andy Allen (<em>CG</em>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr Trevor Arnold (<em>CG</em>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Diane Cleves (<em>Staff Governor - Academic</em>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr Lee Holdsworth (<em>CG</em>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr Andrew Malcolm (<em>CG</em>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr Tom Courtman-Stock (<em>Student Governor</em>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>17/070</th>
<th>ITEM 2 - MINUTES &amp; APPOINTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2.1 16 October 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The minutes of the 16 October 2017 were <em>approved</em>.</td>
</tr>
</tbody>
</table>
### 2.2 Search & Governance Committee Recommendations

*Written Resolution 11 December 2017*

The Chairman of Governors and Clerk to the Corporation presented the Search & Governance Recommendations as a result of College Governor interviews on the 11 December 2017, and following a Written Resolution approved by the Search & Governance Committee.

After discussion, it was agreed that:

- Mr Iain Wright is appointed as a College Governor for a period of four years from 14 December 2017, and joins the Audit & Risk Committee, Remuneration Committee (*Chair*) and Search & Governance Committee.

- Mr Tony Parkinson is appointed as a College Governor for a period of four years from 1 January 2018, and joins the Corporate Services Committee.

- Mr Andrew Malcolm joins the Search & Governance Committee, as of the 1 January 2018, due to his appointment as Chairman of the Audit & Risk Committee from the 1 January 2018.

It was noted that Mr Tony Parkinson was unable to attend the meeting due to prior commitments, and Mr Iain Wright would join the meeting later.

Governors requested that the Clerk to the Corporation writes to Mr Iain Wright and Mr Tony Parkinson to confirm their appointments, commence appropriate checks, and also up-dates the Committee Structure and Category of Membership.

---

**ITEM 3 - MATTERS ARISING**

The Clerk to the Corporation informed the Governing Body that all but one action from the 6 July 2017, 15 September 2017 & 16 October 2017 meetings had either been completed or were on the agenda for discussion. The one outstanding action related to the Ford Contract and the Capital Budget required for this project, which would would be discussed under the Northern Skills Group Up-date agenda item.

The Governing Body welcomed the new monitoring spreadsheet, which would help improve their tracking of outstanding actions from previous meetings.
ITEM 4 - DECLARATION OF INTERESTS

None.

ITEM 5 - FINANCIAL STATEMENTS 2016 / 2017

5.1 Audit & Risk Committee Recommendations

(5 December 2017)

Mr John Autherson, Chairman of the Audit & Risk Committee, presented a thorough review of the meeting and, following discussion, a number of recommendations were approved:

- The 2016 / 2017 Risk Management Annual Report is approved.
- The 2016 / 2017 Internal Audit Annual Report is approved.
- The 2016 / 2017 Audit Findings Management Letter is approved.
- The 2016 / 2017 Financial Statements (Middlesbrough College) are approved prior to them being signed and returned to the Education & Skills Funding Agency before the 31 December 2017 deadline.
- The Statement of Accounting Policies, as detailed on pages 33 to 37 of the 2016 / 2017 Financial Statements, are approved.
- The 2016 / 2017 Annual Report of the Audit & Risk Committee is approved.

5.2 Audit & Risk Committee Annual Report 2016 / 2017

Mr John Autherson, Chairman of the Audit & Risk Committee, presented the 2016 / 2017 Annual Report of the Audit & Risk Committee.

Governors questioned whether a risk for bad debts should be added to the Strategic Risk Register, and whether an Internal Audit would be worthwhile, either in 2017 / 2018 or 2018 / 2019? In response, the Vice Principal - Finance & Registry stated that this will be included in the annual audit in Financial Controls, and requested that this is added to the Risk Register given the increase in loan funding by the College in future years.
After further discussion, it was agreed that:

- The 2016 / 2017 Annual Report of the Audit & Risk Committee is approved, and would be sent to the Education & Skills Funding Agency prior to the 31 December 2017 deadline.

The Chairman of Governors then thanked Mr John Autherson (College Governor) for his excellent contribution as Chairman of the Audit & Risk Committee as well as his dedicated and loyal service as a College Governor. It was noted that John is due to stand down as a College Governor as at the 31 December 2017, but will remain as an External Member of the Audit & Risk Committee for a period of time, due to his expertise. A small presentation was made at this time, and Mr Autherson wished the Governing Body well, and stated that recent efforts to strengthen the Governing Body have been a success, and he had every confidence in the College.

5.3 Corporate Services Committee Recommendations (11 December 2017)

Mrs Moira Britton, Chairman of the Corporate Services Committee, presented a thorough review of the meeting, and following discussion, including a detailed overview of the discussions held regarding the pay award recommendation, a number of recommendations were approved:

- The 2016 / 2017 Financial Statements (Middlesbrough College) are approved prior to them being signed and returned to the Skills Funding Agency before the 31 December 2017 deadline.

- The Statement of Accounting Policies, as detailed on pages 33 to 37 of the 2016 / 2017 Financial Statements, are approved.

- The individual debts (fourteen) of greater than £1,000, for the period up to 31 July 2017 are written off.

- The 2016 / 2017 Student Union Accounts are approved.

- A financial offer made by Laing O'Rourke to compensate the College for a latent defect regarding pipe corrosion, on the basis that the College manages the contract works and releases them of any future warranties, is approved, subject to satisfactory legal contracts being reviewed and exchanged.

- The Corporation Seal may be used for any documentation relating to the pipe corrosion project.
• A retrospective overspend of £67,000 on the 2017 / 2018 Capital Programme, due to the late decision to install security barriers and relocate from 2QS, is approved.

• After detailed consideration of the College’s financial position and future risks:
  - The College does not award a consolidated pay award in 2017 / 2018.
  - The College does not honour the Real Living Wage increase for 2017 / 2018.

• Subject to a Financial Health Improvement Plan being agreed by the Senior Leadership Team, and shared with the Chairman of Governors / Chair of Corporate Services, the College will consider the affordability of a one-off non-consolidated payment of either £150 (for staff whose fte is less than 0.5fte) or £300 (for staff whose fte if greater than 0.5fte), subject to staff meeting the agreed criteria as set out in the Staff Appraisal Policy, and who are also:
  - On the top of their salary scale.
  - On a fixed point salary.
  - New starter from the 1 August 2017.
  - Existing staff who have received an increased salary through a promotion / re-grade after the 1 August 2017.

5.4 Financial Statements 2016 / 2017 (Middlesbrough College)

The Vice Principal - Finance & Registry presented the draft 2016 / 2017 Financial Statements, with an overall clean audit opinion from KPMG.

Governors questioned whether the current interest rate on the bank loan was fixed or floating? In response, the Vice Principal - Finance & Registry stated that the loan has a floating interest rate, with the October 2017 management accounts reflecting the latest interest rate increase of 0.25%. It was also noted that the floating option, taken out a couple of years ago, has saved significant interest rate costs, with a further meeting to take place with Santander in the New Year to discuss future options.
After some discussion, and noting the fact that both the Audit & Risk Committee and Corporate Services Committee have recommended approval at their meetings on the 5 & 11 December 2017 respectively, it was agreed that:

- The 2016 / 2017 Financial Statements (*Middlesbrough College*) are approved prior to them being signed and sent to the Education & Skills Funding Agency before 31 December 2017.

- The Statement of Accounting Policies, as detailed on pages 33 - 37 of the 2016 / 2017 Financial Statements, are approved.

### ITEM 6 - STRATEGIC OVERVIEW

#### 6.1 Principal / Chief Executive’s Report

The Principal / Chief Executive provided an overview relating to student outcomes, enrolment, financial health, security and AoC Conference feedback, prior to giving a presentation highlighting the changes over the last five years via the use of Heat Map.

Governors welcomed the up-date, especially the positive progress with outcomes, but would focus their questions on the individual reports later in the agenda.

Governors **questioned** whether better planning and forecasting was needed for Apprenticeship delivery? In response, the Principal / Chief Executive stated that the 2017 / 2018 budget had been prudently set to take into account the change / risk associated with new government policy. However, the government policy is having a greater impact than envisaged, and is affecting most colleges and training providers who serve SME’s, with Middlesbrough College doing better than most due to the Apprenticeship Levy contracts in place. However, the College will continue to look at the market, monitor government policy, and adapt its approach accordingly.

Governors **questioned** how the Institute of Technology bid was progressing? In response, the Principal / Chief Executive stated that this was in the early stages but was still progressing, and Governors would be kept informed of the progress being made, with an up-date at the 5 February 2018 Training Day.
Governors then **questioned** what efforts are being made to improve staff morale following the Staff Survey results? In response, the Principal / Chief Executive stated that a number of strategies are in place, including discussions through JCNC, Staff Council and at the Staff Conference. However, it was noted that further savings would be required, which would continue to provide uncertainty for staff.

There is also a planned systems review, to look at taking out inefficiencies, which is causing some issues within the workplace, especially within the curriculum areas. It was also reported that staff recruitment still remains strong, with an excellent recruitment event being held a couple of weeks ago. It was noted that the College is not losing staff to other colleges, but occasionally back to industry and sixth forms, where salaries are much more attractive.

Finally, an up-date was provided on security, and Governors were informed that the College proactively uses social media to monitor all communications, and acts upon them, as necessary.

### 6.2 Strategic Plan 2018 - 2023

The Principal / Chief Executive presented an up-date in relation to the progress being made with developing the new Strategic Plan for 2018 - 2023, with a number of consultation events having taken place with Governors, Senior Leadership Team, College Management Team, Students, Staff and Stakeholders,

Governors welcomed the up-date, and **requested** a few minor changes to the wording, which would be actioned by the Principal / Chief Executive prior to the next review.

Governors **questioned** whether the growth in Apprenticeships was too high, and what efforts are being made to ensure the College maintains, and possibly grows, its market share in key sectors? In response, the Principal / Chief Executive stated that the Apprenticeship target is ambitious, but that the strategy and infrastructure is in place to deliver this growth, once the government policy has the desired effect. Also, it was noted that budgets would be set on a more prudent basis. Governors were reminded of the significant growth over the last few years from around 200 to over 2,000 Apprenticeships. In terms of other sectors, this was challenging due to declining demographics, increasing competition, and the overcapacity in the Tees Valley, but the College continues to adapt its Marketing Strategy. It was noted that the recent decision to transfer its Higher Education provision to the Open University could see growth over the next few years, once the curriculum and reputation is firmly established.
After further discussion, it was requested that Governors & External Members would feedback any further comments to the Principal / Chief Executive so that a final version could be approved at the Governing Body Training Day on the 5 February 2018.

### 6.3 Progress Measures & KPIS Up-date

The Vice Principal - Quality & Performance presented the latest Performance Dashboard, which highlighted progress against a number of metrics.

Governors welcomed the continued positive progress with retention and value added in 2017 / 2018, and noted that detailed discussions had taken place at the Standards Committee on the 21 November 2017, when a number of areas of focus were discussed in depth, including value added predictions and English & Maths High Grades predictions.

Governors questioned whether English & Maths continues to remain the main concern in 2017 / 2018, and what further actions are proposed? In response, the Vice Principal - Quality & Performance stated that increased efforts are being made to improve English & Maths further, with a new Maths Consultant being employed to work alongside the new English & Maths Manager, with a key focus to improve Teaching & Learning and outcomes. It was noted that an increased number of resits took place in November 2017, with results expected in January 2018. To support the students, additional revision sessions have been provided. Governors welcomed the efforts being put in place, but would continue to monitor the progress closely, with the Standards Committee undertaking close scrutiny on a termly basis.

### 6.4 Recruitment & Progress Against Target 2017 / 2018

The Vice Principal - Finance & Registry tabled the report and apologised for the delay in providing the information, which was largely down to the funding return having just been returned. The report provided a comprehensive up-date on the current progress in 2017 / 2018, with Governors noting the progress made against the various income streams.

Governors questioned whether the October 2017 management accounts reflected the current recruitment profile and forecasted position? In response, the Vice Principal - Finance & Registry stated that the forecasted position in the October 2017 accounts was accurate. However, further efforts are needed to maintain the budget position, with a Savings Plan having been drawn up to deliver savings, and an initial overview being shared with the Corporate Services Committee.
Governors **questioned** how the College was ensuring that its new provision of Distance Learning, as well as the current subcontracting provision, is being quality assured?

In response, the Vice Principal - Finance & Registry stated that comprehensive systems and processes are in place to quality assure, which starts with Due Diligence, and then continues with regular audits by the Quality & Performance Department. It was noted that a number of organisations have also been used previously by the College to deliver a number of programmes, which also gives the College further reassurance.

Governors **requested** that the report be loaded up onto the Agenda Pack after the meeting by the Clerk to the Corporation for future reference.

### 6.5 Higher Education Up-date

The Principal / Chief Executive gave an overview of the current position following the decision on the 15 September 2017 to enter into a Validation Agreement with the Open University and Pearson Education.

Governors noted the progress being made, and in particular the transition to validated partnership status with The Open University and Pearson Education, the Quality Review Visit carried out by the Quality Assurance Agency (QAA) in November 2017, the transition to direct funding status with the Higher Education Funding Council for England (HEFCE), the opening of a UCAS account and the listing of all programmes for 2018 student applications.

Governors **questioned** whether any other Tees Valley Colleges were considering moving away from Teesside University, and also whether any staff have left the College to join Teesside University? In response, the Principal / Chief Executive stated that no other colleges have announced any changes to their provision, and to date, no staff have left the College to join Teesside University. In fact, staff are relishing the challenge of re-writing current programmes and devising new programmes for future delivery. However, the staffing arrangements are being closely monitored by the Director of Higher Education.

Governors also **questioned** whether the Student Voice is being actively used to promote the new Higher Education provision, and what efforts are being used to attract and keep students warm in this interim period? In response, the Principal / Chief Executive stated that there is lots of activity planned, including press stories, advertising, social media, events, and website promotion, as well as using current students and staff to promote the College and its Higher Education provision.

Richard Atkinson
### 6.6 Northern Skills Group Up-date

The Managing Director - Northern Skills Group presented a comprehensive up-date on the progress being made with the integration of Northern Skills Group, along with up-dates relating to trading conditions, full cost commercial income, tenders, distance learning, 2017 / 2018 cohort, quality, ESIF contracts, recruitment, compliance and monitoring.

Some discussion took place on the pending Ford Contract and the impact this will have on student recruitment, commercial income, and possible capital expenditure, the latter of which will be shared with Governors, should it be necessary.

Governors welcomed the overview, and thanked the Managing Director - Northern Skills Group for ensuring that his report was provided in a timely manner to both the Corporate Services Committee and the Governing Body.

### 17/075 ITEM 7 - STUDENT EXPERIENCE

#### 7.1 Standards Recommendations

*(21 November 2017)*

Mr Ashley Coleman-Cooke, Chairman of the Standards Committee, presented a thorough review of the meeting, which had debated Value Added, with some questioning of the predictions, as well as detailed discussion on English & Maths, and an up-date on Directorate / Department performance. The meeting had been well attended, and was challenging in terms of the questions raised.

Following this overview, a number of recommendations were approved:

- The 2016 / 2017 College Self-Assessment Report is approved as a Grade 2 *(Good)*.
- The 2017 / 2018 Quality Improvement Plan is approved, and would continue to be monitored by the Standards Committee and Governing Body.
- The Higher Education Assurance Statement for 2016 / 2017 is approved, and authorises the Director of Higher Education and / or Principal / Chief Executive to complete the document on its behalf.
- The Quality & Performance Strategy is approved.
- The Quality Policy is approved.
Governors requested that the Quality & Performance Strategy and the Quality Policy are loaded onto the BoardIQ Governance Portal.

### 7.2 Self-Assessment Report (SAR) 2016 / 2017 Quality Improvement Plan (QUIP) 2017 / 2018

The Deputy Principal and Vice Principal - Quality & Performance presented an overview of the 2016 / 2017 Self-Assessment, and thanked the Governing Body for their input at the SAR Validation Days on the 19 & 20 October 2017, and for the detailed discussion that had taken place at the Standards Committee on the 21 November 2017.

Governors requested that some minor changes to the document are made in relation to the Traineeships and High Needs sections, with the appropriate Self-Assessment Reports to be shared with Miss Marina Gaze (College Governor) and Mrs Carol Cooney (College Governor), so that their input can be obtained.

After a further up-date on progress with the Quality Improvement Plan that had also been shared with the Standards Committee, and after some discussion, it was agreed that:

- The 2016 / 2017 Self-Assessment Report, and the respective grades, is approved as an overall Grade 2 (Good).
- The 2017 / 2018 Quality Improvement Plan is approved, and would continue to be monitored by the Standards Committee and Governing Body.

Governors welcomed the positive progress made last year, and continuing into the current year.

### 7.3 Curriculum & Quality Up-date

The Deputy Principal briefed the Governing Body on a number of themes within his report, including:

- Teaching, Learning & Assessment up-date.
- Department Review up-date.
- English & Maths Up-date.
- Predictions.
- Intervention Strategy.
- A Levels Up-date.
- Restructure Up-date.
- Staff Appraisal Policy.
Some discussion then took place on the Department Reviews that have taken place, with eight staff being currently supported to improve, initially through either Performance Improvement Plans or close monitoring. This will hopefully ensure that these staff will achieve full confidence in the three areas of scrutiny.

As reported previously, the new Maths Consultant has commenced, having been highly recommended, and is having an immediate impact, with Governors noting the strengths of weaknesses of the visit that took place on the 28 / 29 November 2017. Further work is planned for the Workforce Development Day on the 20 December 2017 and in the New Year.

Governors **questioned** whether all specialist subject in A Levels are being covered by Specialist Lecturers, and what efforts are being put in place to improve staff morale? In response, the Deputy Principal stated that all curriculum areas are staffed with appropriately qualified specialists, and that he is planning to base himself in MC6 for a period of time, to work with the Director of MC6 and her management team to look at strategies at improving staff morale. This is to ensure that results and value added are maintained at least at improved level, and continue to improve.

Finally, Governors **questioned** whether the Intervention Strategies, as shared in the report, are being effectively communicated to students, and whether these will have the desired impact? In response, the Deputy Principal stated that extra support is now in place, and this is being effectively communicated to students, and it is envisaged this will have the desired impact on the outcomes at the end of the year.

Some discussion then took place with regards to recent discussions (four meetings) held with the Trade Unions about some proposed changes to the Staff Appraisal Policy and Staff Appraisal Form for Lecturers.

It was noted that discussions had progressed positively, with the College amending the policy and form following feedback. However, UCU had decided, at the last minute, not to support the changes. This was disappointing as the new forms would have meant that all Lecturing staff would have the same agreed targets linked to key benchmarks, and that some staff on Grade 11 and Grades 11.1 to 13, would have had an opportunity to progress up the incremental scale due to their performance in 2016 / 2017. Following the decision by UCU on the 7 & 8 December 2017, they have subsequently requested further information, and in anticipation of discussions progressing, Governors were asked to approve in principle the revised Staff Appraisal Policy and Staff Appraisal Form.
Following this up-date, it was agreed that:

- The Staff Appraisal Policy and Lecturer Staff Appraisal Form is approved, subject to formal agreement with the Trade Unions, and in doing so also authorises the Principal / Chief Executive to make any subsequent changes required for an agreement, but in doing so requests that the final version be shared with all Governors.

### 7.4 Safeguarding Up-date

The Assistant Principal - Students presented an up-date in relation to Safeguarding, following the publication of the 2016 / 2017 Annual Report on the 16 October 2017.

Key areas discussed included the appointment of the new Safeguarding Governor (*Mrs Carol Cooney*), the number of safeguarding interventions, and also an up-date on the Prevent Action Plan. It was noted that mental health interventions have fallen significantly, and this may be in part to the proactive declaration and support at enrolment as well as work being carried out in the College and the wider Tees Valley to support students. However, the College had seen an increase of “sexting”, with intervention strategies now being put in place to raise awareness and ensure that all students are fully aware of the implications. It was hoped that this campaign would have an immediate impact.

Governors questioned the increase use of the Counselling Service? In response, the Assistant Principal - Students stated this was in part due to an increase in self-referrals, as well as better intervention by the the new Safeguarding Team that had been put in place at the end of last year.

Governors requested a further breakdown of the trends over the last few years, in the next report.

### 7.5 Student Services Up-date

The Assistant Principal - Students presented a brief up-date on activities, including relocation of services, financial assistance for students, student transport, student counselling service and mental health work, the work of the Safeguarding & Welfare Officers, and the activities that have taken place during the Autumn Term, and planned for the rest of 2017 / 2018. Further up-dates were provided on the Department of Progression Studies, MC Academy and the Marketing Department.
Governors **questioned** whether the use of the Bursary Payments was continuing to have the desired impact on attendance? In response, the Assistant Principal - Students stated that the scheme was encouraging attendance, especially as payment is now based on a half term, and not weekly, but the College has not seen the step change that was seen last year, when it was first introduced.

No further issues were raised by Governors, who were reassured that the Student Services Department continues to play a pivotal role in supporting students.

<table>
<thead>
<tr>
<th>17/076</th>
<th><strong>ITEM 8 - CORPORATE UP-DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.1 Management Accounts (October 2017)</strong></td>
<td></td>
</tr>
<tr>
<td>The Vice Principal - Finance &amp; Registry presented the October 2017 management accounts, which highlighted that the forecast position continues to be largely in line with the surplus budget agreed in July 2017.</td>
<td></td>
</tr>
<tr>
<td>As shared in detail with the Corporate Services Committee, the College has instigated a new savings exercise to identify savings within both pay and non-pay budgets, as well as identifying further opportunities to recover income targets.</td>
<td></td>
</tr>
<tr>
<td>A brief overview on application statistics was then shared, which are higher than the same period last year, and this may be due to an excellent Year 10 Taster Day back in June 2017, when 2,500 students visited the College. However, the College continues to closely monitor its applications, with renewed emphasis in accessing those schools where applications are low or lower than anticipated.</td>
<td></td>
</tr>
<tr>
<td>An up-date on the EBITDA and the key risks within the budget were shared, and Governors <strong>requested</strong> that they continue to receive regular financial up-dates.</td>
<td></td>
</tr>
<tr>
<td><strong>8.2 Equality, Diversity &amp; Inclusion Annual Report 2016 / 2017</strong></td>
<td></td>
</tr>
<tr>
<td>The Deputy Principal presented 2016 / 2017 Equality, Diversity &amp; Inclusion Annual Report, and following an overview of the activities, awards and work being carried out, it was <strong>agreed</strong> that:</td>
<td></td>
</tr>
<tr>
<td>• The 2016 / 2017 Equality, Diversity &amp; Inclusion Annual Report is approved.</td>
<td></td>
</tr>
</tbody>
</table>

Carolyn Kipling
During discussion, Governors *questioned* what the impact of the new GDPR Regulations would have on holding data? In response, the Deputy Principal stated that the Executive Director - Information Services is leading on this initiative, and will continue to ensure the College complies and share regular up-dates through the Corporate Services Committee.

<table>
<thead>
<tr>
<th>17/077</th>
<th>ITEM 9 - GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Clerk to the Corporation presented an up-date on the following governance issues, notably Membership, 2016 / 2017 Governance Self-Assessment, training, 2016 / 2017 Corporate Governance Annual Report, meetings (term 2). After some discussion on the 2016 / 2017 Governance Self-Assessment Report, which had been previously shared with Governors on the 15 September 2017 and 16 October 2017, with no further changes added, it was <em>agreed</em> that:</td>
</tr>
<tr>
<td></td>
<td>• The 2016 / 2017 Governance Self-Assessment Report is approved, with a Grade 2 <em>(Good)</em>.</td>
</tr>
<tr>
<td></td>
<td>• The 2017 / 2018 Governance Areas for Improvement are approved.</td>
</tr>
<tr>
<td></td>
<td>Governors <em>requested</em> that both documents be loaded onto the BoardIQ Governance Portal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17/078</th>
<th>ITEM 10 - DATE OF NEXT MEETINGS 2017 / 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Monday 5 February 2018 at 3.00 pm (Training).</td>
</tr>
<tr>
<td></td>
<td>• Monday 26 March 2018 at 5.00 pm.</td>
</tr>
<tr>
<td></td>
<td>• Saturday 19 May 2018 at 10.00 am (Strategic).</td>
</tr>
<tr>
<td></td>
<td>• Thursday 5 July 2018 at 5.00 pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17/079</th>
<th>ITEM 11 - MATTERS FOR PUBLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All agenda papers will be made available, except the following:</td>
</tr>
<tr>
<td></td>
<td>6.1 Principal / Chief Executive’s Up-date</td>
</tr>
<tr>
<td></td>
<td>6.5 Higher Education Up-date</td>
</tr>
<tr>
<td></td>
<td>6.6 Northern Skills Group Up-date</td>
</tr>
<tr>
<td></td>
<td>Unconfirmed minutes of the meeting, along with the agenda and any appendices, will be posted on the Governors’ Website once approved by the Chairman of Governors, unless otherwise determined.</td>
</tr>
</tbody>
</table>

*Richard Atkinson*
17/080 | **ITEM 12 - ANY OTHER URGENT BUSINESS**  
None. |
|---|---|

17/081 | **ITEM 13 - RESERVED MATTERS**  
13.1 Remuneration Committee Recommendations  
*(11 December 2017)*  

*The Clerk to the Corporation and Principal / Chief Executive both left the meeting for part of this item, and the Chairman of Governors took the minutes.*  

The Chairman of the Remuneration Committee presented the recommendations from the 11 December 2017 meeting, as the unconfirmed minutes were not yet available.  

After some discussion on the recommendations, which were in relation to the Principal / Chief Executive and Clerk to the Corporation’s 2016 / 2017 Staff Appraisal and 2017 / 2018 Objectives, the Governing Body approved all of the proposed recommendations. The Chairman of Governors would share the content of the discussion with the Principal / Chief Executive and Clerk to the Corporation in due course.  

The meeting closed at 8.20 pm  

..............................................................