THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
GOVERNING BODY
Minutes of the Governing Body Meeting held on
Monday 16 October 2017 at 5.00 pm in the STEM Centre Conference Room

Present  Mr Rob Davies (CG and Chairman)

Dr Andy Allen (CG),
Mrs Andrea Waller-Amos (Staff Governor - Business Support),
Mr John Autherson (CG), Mr Ashley Coleman-Cooke (CG),
Mrs Diane Cleves (Staff Governor - Academic), Mrs Carol Cooney (CG),
Mr Andrew Dyne (CG), Ms Jean Golightly (CG), Mr Lee Holdsworth (CG),
Mrs Yasmin Khan (CG), Mrs Zoe Lewis (Principal / Chief Executive),
Mr Peter Studd (CG) & Mr Matthew Horner-Trewick (Student Governor)

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

In Attendance:

Mr Paul Stone
(Director of Higher Educator) (Agenda Items 5.2 & 8.2)

Mr Gordon Duffy-McGhie
(Director of Teaching, Learning & Student Development) (Agenda Item 6.1)

Key

<table>
<thead>
<tr>
<th>CG</th>
<th>College Governor</th>
<th>EM</th>
<th>External Member</th>
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<tbody>
<tr>
<td>Clerk</td>
<td>Clerk to the Corporation</td>
<td>DP</td>
<td>Deputy Principal</td>
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<td>MD</td>
<td>Managing Director</td>
<td>VP</td>
<td>Vice Principal</td>
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<td>AP</td>
<td>Assistant Principal</td>
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<td>DOP</td>
<td>Director of Programme</td>
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The Chairman of Governors welcomed Dr Andy Allen, Ms Jean Golightly, Mr Lee Holdsworth and Mrs Yasmin Khan to their first meeting, and it was noted their appointments would be confirmed under agenda item 2.4.

The Chairman of Governors also welcomed Matthew Horner-Trewick as the second Student Governor following the election process the previous week, and it was noted that his appointment would be confirmed under agenda item 2.5.

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
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<tbody>
<tr>
<td>17/056</td>
<td>ITEM 1 - APOLOGIES</td>
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<tr>
<td>Mr Trevor Arnold (CG)</td>
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<td>Mrs Moira Britton (CG)</td>
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<td>Miss Marina Gaze (CG)</td>
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<td>Mr Andrew Malcolm (CG)</td>
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<td>Mr Tom Courtman-Stock (Student Governor)</td>
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The Principal / Chief Executive then updated the Governing Body on the well-being of Mr Tom Courtman-Stock (Student Governor) following his road traffic accident on Friday 13 October 2017. The Governing Body requested that their best wishes be sent to Mr Courtman-Stock.

17/057

**ITEM 2 - MINUTES & APPOINTMENTS**

2.1 6 July 2017

The minutes of the 6 July 2017 were approved.

2.2 15 September 2017

The minutes of the 15 September 2017 were approved.

2.3 **Written Resolution (Bus Contract)**

The Written Resolution to approve the Bus Contract from 1 September 2017, as circulated to the Governing Body on the 8 August 2017 by the Clerk to the Corporation, was approved.

2.4 **Search & Governance Committee Recommendations (15 September 2017)**

The Chairman of Governors and Clerk to the Corporation presented the Search & Governance Recommendations from the 15 September 2017, and after a discussion, it was agreed that:

- The Code of Governance is re-approved for the Academic Year 2017 / 2018.
- Mr John Autherson (College Governor) converts to an External Member of the Audit & Risk Committee as of the 1 January 2018, with a Term of Office lasting a maximum of four years.
- Mr Andrew Malcolm (College Governor) is appointed as the Chairman of the Audit & Risk Committee as of the 1 January 2018.
- Mr Ashley Coleman-Cooke (College Governor) is appointed as the Vice Chairman of the Audit & Risk Committee as of the 1 January 2018.
- Mr Peter Studd joins the Appeals Committee (Senior Postholders) as of the 16 October 2017.
- Mr Andrew Malcolm joins the Special Committee as of the 16 October 2017.
Mrs Moira Britton’s Term of Office is extended from 2 October 2018 for a period of two years, with a final Term of Office being the 1 October 2020.

Mr Francis Hayes’ Term of Office would not be extended past 2 October 2018.

Mr Andrew Dyne’s Term of Office is extended from 19 October 2018 for a period of four years, with a final Term of Office being the 18 October 2022.

Dr Andy Allen is appointed as a College Governor for a period of four years from 16 October 2017, and also joins the Corporate Services Committee.

Ms Jean Golightly is appointed as a College Governor for a period of four years from 16 October 2017, and also joins the Standards Committee.

Mr Lee Holdsworth is appointed as a College Governor for a period of four years from 16 October 2017, and also joins the Audit & Risk Committee, and also becomes the Nominated Governor for Health & Safety as of the 1 January 2018.

Mrs Yasmin Khan is appointed as a College Governor for a period of four years from 16 October 2017, and joins the Standards Committee, and also becomes the Nominated Governor for Equality & Diversity.

Mr Stuart Green is appointed as an External Member of the Audit & Risk Committee for a period of four years from the 16 October 2017.

Discussion then took place on the Nominated Governor role for Student Voice / Safeguarding & Prevent following the recent resignation of Ms Shahda Khan (College Governor), and it was agreed that:

- Mrs Carol Cooney is appointed as the Nominated Governor for Student Voice, Safeguarding, Prevent, Information, Advice & Guidance (IAG) & SEN.

- The Assistant Principal - Students would contact Mrs Carol Cooney as soon as possible to brief her on the role, and to ensure that key dates are in the diary.

Governors requested that the Clerk to the Corporation writes to all Governors / External Members, and also up-dates the Committee Structure and Category of Membership.
2.5 **Appointment of Student Governor**

The Clerk to the Corporation reported on the election process for the second Student Governor, and it was **agreed** that:

- Mr Matthew Horner-Trewick is appointed as the second Student Governor, with the post commencing 16 October 2017 and ending 31 July 2018.

<table>
<thead>
<tr>
<th>17/058</th>
<th><strong>ITEM 3 - MATTERS ARISING</strong></th>
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<td>Matters arising were noted, with some actions to be followed up.</td>
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<tr>
<th>17/059</th>
<th><strong>ITEM 4 - DECLARATION OF INTERESTS</strong></th>
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<td>None.</td>
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<th>17/060</th>
<th><strong>ITEM 5 - STRATEGIC OVERVIEW</strong></th>
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<tr>
<td><strong>5.1 Principal / Chief Executive’s Report</strong></td>
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<tr>
<td>The Principal / Chief Executive provided an overview relating to outcomes, staff survey results, enrolment, higher education, Industrial Summit and the meeting with AoC / Ofsted.</td>
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<td>Governors welcomed the up-date, especially the positive progress with outcomes, but would focus their questions on the individual reports later in the agenda.</td>
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<td>The Principal / Chief Executive then briefed the Governing Body on the on-going merger discussions between other colleges.</td>
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<td>Some discussion then took place on the draft Strategic Plan following previous workshop and discussions on the 20 May 2017, 6 July 2017 and 15 September 2017 respectively.</td>
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<td>Governors <strong>questioned</strong> the use of the word “fullest” in the revised Mission Statement, and felt that this should be reviewed, alongside planned feedback sessions from stakeholders, staff and students. Some alternative examples were shared, and it was <strong>requested</strong> that any further feedback be shared with the Principal / Chief Executive.</td>
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<td>The Principal / Chief Executive then briefed the Governing Body on the opportunities to develop an Institute of Technology, highlighting the benefits and costs. Governors asked a number of <strong>questions</strong> relating to: what resources would be needed to devise the full business case, how the Institute of Technology would be funded by the Department for Education, which other colleges in the North East would be submitting a bid, and whether the College has an employer in place.</td>
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The Principal / Chief Executive then responded to the questions, and after further discussion on the merits of submitting a bid, it was **agreed** that:

- The College would submit an initial Expression of Interest Bid for an Institute of Technology by the deadline of by the 31 October 2017.

Governors **requested** that they be kept abreast of developments by the Principal / Chief Executive.

### 5.2 Higher Education Up-date

The Director of Higher Education attended and 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 positive feedback from stakeholders, the significant progress being made with the development plans, and the careful control of the risks associated with the new Higher Education Strategy.

Governors asked a number of **questions** related to competition, marketing expenditure, how often fees are reviewed, and what the effect on the change of government policy relating to Tuition Fees may have. The Director of Higher Education provided a detailed explanation on all of the points raised, and Governors welcomed the up-date.

Finally, an overview was provided on the proposed fees for part-time and full-time course delivery, which would be set for 2018 / 2019, and after some discussion, it was **agreed** that:

- The Fees Policy, as detailed in the Confidential Higher Education Up-date Report, is approved.

### 5.3 Progress Measures & KPIs Up-date

The Vice Principal - Quality & Performance presented the latest Performance Dashboard, which highlighted progress against a number of metrics, and showed further improvement from when the data was last shared on the 15 September 2017.

The current outcomes were noted as follows:

- Attendance *(Main Programme)* - 91.2% *(up 2.5%)*.
- Attendance *(English & Maths)* - 85.9% *(up 5.7%)*.
- 16 - 18 Retention - 92.4% *(up 3.0%)*.
- 16 - 18 Achievement - 86.5% *(up 6.8%)*.
- 19+ Achievement - 83.6% *(up 0.6%).*
Governors welcomed the excellent set of results and the positive comparator against other colleges.

The Vice Principal - Quality & Performance then explained that the National Rates for English & Maths had been recently released, which has meant that the College was now above the National Rates. However, Governors **challenged** the Senior Leadership Team to further improve the High Grades in 2017 / 2018, so that many more students left the College with the High Grades that employers required.

Governors **questioned** whether there was a benchmark for attendance in FE as there is in schools? In response, the Vice Principal - Quality & Performance stated that no such benchmark existed. Discussions with other colleges and previous discussion with Ofsted indicated that the College’s attendance was good.

Governors **challenged** why staff satisfaction rates had fallen in 2016 / 2017? In response, the Principal / Chief Executive stated that the results were expected, as they were set against a zero pay award, savings plan, staff restructure in the summer term, the latter of which was at the time of the Staff Survey. Other factors included the increased workload to address the Ofsted Action Plan and the introduction of new software platforms related to curriculum delivery e.g. Canvas, Learning Plus. It was then reported that action plans have been drawn up to address the issues raised, and alleviate workload in particular for teaching staff.

Governors then **questioned** which areas in the student satisfaction had improved and which areas had declined? In response, the Principal / Chief Executive stated that some areas of decline were related to safety and IT, both of which have now been addressed, and are having a positive impact. It was noted that satisfaction levels relating to “Tests & Assessment” and “Teaching & Learning” continue to remain very high.

The Student Governor then **requested** that the Senior Leadership Team look at lowering the food prices, as a number of students have raised concerns about the increased cost. In response, the Principal / Chief Executive stated this will be looked into, and feedback given to the Student Council.
Finally, the Vice Principal - Quality & Performance presented the Three Year Key Performance Measures, which had been discussed by the Senior Leadership Team, and in light of the results for 2016 / 2017, it was **agreed** that:


### 5.4 Recruitment & Progress Against Target 2016 / 2017

The Vice Principal - Finance & Registry provided an up-date on the outturn relating to 2016 / 2017, and Governors noted the progress made against the various income streams.

### 5.5 Enrolment Up-date 2017 / 2018

The Vice Principal - Finance & Registry reported on the progress being made with recruitment, highlighting that there remains a number of risks.

Governors **questioned** whether further savings could be made to offset the risks identified? In response, the Vice Principal - Finance & Registry stated that work is underway to ensure that the College remains on target, and Governors **requested** that an up-date be shared with the Corporate Services Committee and Governing Body.

Governors then **questioned** what the impact would be on Financial Health? In response, the Vice Principal - Finance & Registry stated that the College remains Satisfactory, and will continue to monitor this closely.

Some discussion then took place on the current payments made for the Lennartz VAT Claim, which are due to end in 2018.

### 5.6 Northern Skills Group Up-date

(Source agenda item was taken after agenda item 9)

(Source Mrs Yasmin Khan left during this agenda item)

The Managing Director - Northern Skills Group tabled the report and provided a comprehensive up-date on the progress being made with the integration of Northern Skills Group, along with up-dates relating full cost commercial income, employer engagement, contracts including Collab Group contracts, progress measures, recruitment and monitoring.)
Governors welcomed the overview, but **challenged** the Managing Director - Northern Skills Group to ensure that his report was provided in a timely manner, so that Governors had an opportunity to review it in advance. In response, the Managing Director - Northern Skills Group agreed to send out the report with the other agenda papers in the future.

**ITEM 6 - STUDENT EXPERIENCE**

### 6.1 Curriculum & Quality Up-date

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

- Ofsted Action Plan Up-date.
- Department Review Up-date.
- Maths Consultant Report.
- Maths Progress Report.
- Adult Provision.
- Ofsted - Student Programmes Up-date.

The Director of Teaching, Learning & Student Development also attended for this agenda item, and briefed the Governing Body on the proposed changes to the Teaching, Learning & Assessment Strategy and the Workforce Development Strategy.

Governors welcomed the up-date, but **questioned** when the College will see the impact of the new “How 2's” system that has been introduced to support Lecturers? In response, it was reported that positive feedback had been received, and this was endorsed by the Staff Governor *(Academic)*, who had found them to be extremely useful.

Governors then **questioned** whether the budget for Workforce Development was enough to deliver the comprehensive Programme of activity? In response, it was reported that due to different ways of delivery, the budget had been set at a realistic rate, but would continue to be reviewed.

The Student Governor then stated that many students, including himself, like the independent study aspect of the course.

After some further discussion, it was **agreed** that:

- The Teaching, Learning & Assessment Strategy is approved.
- The Workforce Development Strategy is approved.
Governors welcomed the overview, and the up-dated Ofsted Action Plan, and questioned whether the grade descriptors released by Ofsted meant that the College could now deem itself as good? In response, the Deputy Principal stated that this was the case, with the College on a journey to outstanding.

Governors requested that the Clerk to the Corporation uploads the documents onto the BoardIQ Governance Portal so that they can be easily referenced.

6.2 Student Services Up-date

The Assistant Principal - Students presented a brief up-date on activities, including financial assistance for students, student transport, student counselling service, the work of the Student Engagement Officers, and the activities that have taken place during term 3 and planned for 2017 / 2018. Further up-dates were provided on the Department of Progression Studies, MC Academy and the Marketing Department. No issues were raised by Governors, who were reassured that the Student Services Department continues to play a pivotal role in supporting students.

6.3 Safeguarding Annual Report 2016 / 2017

The Assistant Principal - Students presented the 2016 / 2017 Safeguarding Annual Report, which highlighted that safeguarding referrals had increased for mental health, given the increased capacity and improved access to the College’s Counselling Service.

Governors questioned whether there was any benchmark data related to safeguarding referrals? In response, the Assistant Principal - Students stated there was no such data available.

Governors then questioned what was the process for vetting potential students with criminal convictions? In response, the Assistant Principal - Students stated that robust systems are in place, which included a thorough risk assessment, with external agencies being consulted, where appropriate.

Governors requested that the Assistant Principal - Students reviews the narrative on the Annual Report so that it clearly sets out the improvements to the Counselling Service.

After further consideration, it was agreed that:

- The 2016 / 2017 Safeguarding Report is approved.

Governors requested that the Clerk to the Corporation uploads the documents onto the BoardIQ Governance Portal.
<table>
<thead>
<tr>
<th>ITEM 7 - CORPORATE UP-DATE</th>
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<tr>
<td><strong>7.1 Audit &amp; Risk Committee Recommendations (19 September 2017)</strong></td>
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Mr John Autherson, Chairman of the Audit & Risk Committee, presented a review of the meeting, and after discussion, the following recommendations were approved:

- The Memorandum of Understanding between Middlesbrough College and Northern Apprenticeship Company Limited is approved.
- The Financial Statements / Regularity Auditor (KPMG) is re-appointed for a period of one-year commencing 1 August 2017 to undertake the 2016 / 2017 Financial Statements.
- The Internal Auditor (ICCA Education, Training & Skills) is re-appointed for a period of one-year commencing 1 August 2017.
- The 2017 / 2018 Performance Indicators for the Internal Auditor (ICCA Education, Training & Skills) are approved.
- The 2017 / 2018 Performance Indicators for the Financial Statements / Regularity Auditor (KPMG) are approved.

(Mr John Autherson left at the end of the item).

**7.2 Management Accounts (July 2017)**

The Vice Principal - Finance & Registry presented the July 2017 management accounts, which highlighted that the outturn position was a very small deficit at the operating level, set against a budgeted operating surplus of £0.009m.

Governors welcomed the end of year position, and noted that substantial revenue savings had been secured prior to 31 July 2017, with a number of initiatives in 2016 / 2017. However, the restructuring costs would affect the overall position, but these have been accounted for and agreed with the Financial Statements Auditor, and were slightly less than envisaged due to the change in the Redundancy Policy earlier in the year.

Finally, the Vice Principal - Finance & Registry then asked the Governing Body to formally endorse and agreement made one year ago to extend the capital repayment window by one year (*from three years to four years*), with capital repayments commencing from March 2018 to tie in with the Lennartz repayment.
Governors noted the improvement in the Balance Sheet reserves following the recent FRS102 pension adjustments.

After some discussion, it was **agreed** that:

- Revised Facilities Agreements is approved.
- The Chairman of Governors and Principal / Chief Executive would sign the revised Facilities Agreement.
- The Corporation Seal would be used should it be necessary.

### 7.3 Health & Safety Up-date 2016 / 2017 - Term 3

The Vice Principal - Quality & Performance presented an overview of Health & Safety activities for Term 3, with the report highlighting that the number of Accidents & Incidents have continued to show a declining trend over the last three years.

Twenty-one Health & Safety Inspections have also been carried out *(111 in total)*, with the focus on Engineering and Facilities Management. It was also noted that work is also continuing to ensure that systems and processes in Northern Skills Group are aligned with the College.

### 7.4 Health & Safety Annual Report 2016 / 2017

The Vice Principal - Quality & Performance presented the 2016 / 2017 Annual Report, noting recent up-dates in legislation, the three-year declining trend in accidents, along with consideration of the key issues raised in the report, which had been shared with the Nominated Governor for Health & Safety *(John Autherson)*.

After some discussion, it was **agreed** that:

- The Health & Safety Annual Report is approved.

### 7.5 Equality & Diversity Up-date

The Deputy Principal presented a review of the activities, including an up-date on awards, Disability Confident employer status, training, Advantage Programme, charity work and dyslexia awareness training.
**7.6 Lighting Replacement Scheme**

In light of the uncertainty in College revenue streams, the level of debt and their impact of these factors on the Financial Health, the College Senior Team, Chairman of Governors and Governors had agreed that this item be removed from the agenda.

**ITEM 8 - GOVERNANCE**

**8.1 Governance Up-date**

The Clerk to the Corporation presented an up-date on the following governance issues, notably Membership, Appointment of Student Governor, 2016 / 2017 Governance Self-Assessment, Nominated Governors, 2016 / 2017 Public Interest Disclosure Up-date (nil), Slavery & Human Trafficking Statement and training.

After some further discussion, it was agreed that:

- The Governing Body membership reduces to nineteen as of the 16 October 2017, and then eighteen from 1 January 2018 albeit further recruitment is planned during the latter half of the Autumn Term.

The Chairman of Governors, Vice Chairman of Governors and Clerk to the Corporation then presented the up-dated version of the 2016 / 2017 Governance Self-Assessment, following discussion on the 15 September 2017.

Some debate then took place on the key strengths, key weaknesses and also the proposed areas for improvement, the latter of which had been previously shared with Governors, and after consideration, it was agreed that:

- The 2016 / 2017 Governance Self-Assessment Report is approved, with a provisional Grade 2 (Good) and would be further reviewed once the College’s Self-Assessment Report had been approved.

- The 2017 / 2018 Governance Areas for Improvement are approved.
The following Nominated Governors for 2017 / 2018 are appointed as detailed below.

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<thead>
<tr>
<th>Role</th>
<th>College Governor</th>
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<tbody>
<tr>
<td>Apprenticeships</td>
<td>Mr Peter Studd</td>
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<tr>
<td>English &amp; Maths</td>
<td>Miss Marina Gaze</td>
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<tr>
<td>Equality &amp; Diversity</td>
<td>Mrs Yasmin Khan</td>
</tr>
<tr>
<td>Finance</td>
<td>Mr Rob Davies</td>
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<tr>
<td>Health &amp; Safety</td>
<td>Mr John Autherson (to 31 December 2017) Mr Lee Holdsworth (from 1 January 2018)</td>
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<tr>
<td>Higher Education</td>
<td>Mrs Carol Cooney</td>
</tr>
<tr>
<td>Teaching, Learning &amp; Assessment</td>
<td>Mr Ashley Coleman-Cooke Miss Marina Gaze</td>
</tr>
<tr>
<td>Personal Development, Behaviour &amp; Welfare</td>
<td>Mr Ashley Coleman-Cooke</td>
</tr>
<tr>
<td>STEM Advisory Board</td>
<td>Mr Trevor Arnold</td>
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<tr>
<td>Student Voice Safeguarding Prevent Information, Advice &amp; Guidance SEN</td>
<td>Mrs Carol Cooney</td>
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Governors requested that the Clerk to the Corporation up-dates the Category of Membership, Committee Structure on the Governors Website and the BoardIQ Governance Portal.

8.2 Complaints Summary 2016 / 2017

Received for information, and positive comments were given on the new style, which better highlights any learning from complaints.

8.3 Freedom of Information Summary 2016 / 2017

Received for information.
ITEM 9 - POLICIES & PROCEDURES

The Clerk to the Corporation presented a range of College Policies and Procedures, following discussion at the Senior Leadership Team and other Committees. After some discussion on the key changes that have been made, it was agreed that the following policies / procedures are approved:

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<th>Item Number</th>
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<tbody>
<tr>
<td>9.1</td>
<td>Collective Disputes Procedure</td>
</tr>
<tr>
<td>9.2</td>
<td>Governing Body Code of Conduct</td>
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<tr>
<td>9.3</td>
<td>Register of Interests Policy</td>
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<tr>
<td>9.4</td>
<td>Slavery &amp; Human Trafficking Statement</td>
</tr>
<tr>
<td>9.5</td>
<td>Capability Procedure (inc Senior Postholders)</td>
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Governors requested that the Clerk to the Corporation publishes the policies on the Staff Portal, College Website, Governors’ Website and BoardIQ Governance Portal, where appropriate.

ITEM 10 - DATE OF NEXT MEETINGS 2017 / 2018

Following discussion, the Governing Body Training Day on Monday 5 February 2018 was now scheduled to commence at 3.00 pm.

- Thursday 14 December 2017 at 5.00 pm.
- Monday 5 February 2018 at 3.00 pm (Training).
- Monday 26 March 2018 at 5.00 pm.
- Saturday 19 May 2018 at 10.00 am (Strategic).
- Thursday 5 July 2018 at 5.00 pm.

ITEM 11 - MATTERS FOR PUBLICATION

All agenda papers will be made available, except the following:

5.1 Principal / Chief Executive’s Up-date

5.5 Higher Education Up-date

5.6 Northern Skills Group Up-date

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.
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| 17/067 | **ITEM 12 - ANY OTHER URGENT BUSINESS**  
None. |
| 17/068 | **ITEM 13 - RESERVED MATTERS**  
13.1 Termination Payments 2016 / 2017  
The Principal / Chief Executive and the Clerk to the Corporation reported on the various Termination Payments made in 2016 / 2017, and after discussion, it was **agreed** that:  
- The Termination Payments made during 2016 / 2017 are **endorsed**. |

The meeting closed at 8.45 pm

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