

Minutes of the Corporation meeting  
Held on 5<sup>th</sup> July 2022

Present: Martin Wyn Griffith (Chair)  
John Arnott, Pradeep Bhardwaj, Peter Boucher, Simon Cove, John Dernie,  
Emma Jarman, Carole Kitching, Monica Lawson, David Panes,  
Shereen Sameresinghe, Tim Thurston, Jim Webster, Rob Wheeler

With: Stephen Horrobin, Deputy Principal Finance and Resources  
Mary Prince, Interim Vice Principal Business Development, Marketing & Student  
Development  
Peta Fry, Head of HR  
Tracy Scaife, Head of Governance

222. Apologies for absence – received from Luke Hannigan, Kathy Newman, Danielis Tirunas and Lynne Plested. Danielis and Luke.

The Chair welcomed Peta Fry, Head of HR to her first meeting of the Corporation.

223. Disclosures of interest – received from Rob Wheeler with regard to his employment with Nationwide Building Society with whom the college holds an account.

224. Minutes of the last meeting held on 10<sup>th</sup> May 2022 and matters arising – agreed as a correct record.

Matters arising raised as follows:

(a) 203(b) KPI (Key Performance Indicators) Dashboards – the Principal advised the meeting that the design of the KPI dashboards is underway. The RIC committee considered financial KPIs at their last meeting. The C&Q committee will discuss at its first meeting in the new academic year and it will also be an item for the first meetings of the Audit and NRG committees.

***ACTION:*** *KPI Dashboard to be added to committee agendas for the first meeting of the new academic year.*

(b) 205 Student Voice report – the Chair advised that the report for this meeting does not include an action log as requested by the previous meeting. This is still a requirement.

***ACTION:*** *TS to advise Student Services of need for action log within future Student Voice reports to contain an action log.*

(c) 206 Principal's report (including Key Performance Indicators (KPIs)) – noted that the KPI information missing from the report still needs to be sent to governors.

***ACTION:*** *CK to forward missing KPI information from Principal's report May 2022 to governors.*

225. Minutes of committees – received and noted as follows:

(a) Audit committee: 21<sup>st</sup> April 2022

(b) Audit committee: 20<sup>th</sup> June 2022

(c) Curriculum and Quality committee: 21<sup>st</sup> June 2022

(d) Resources, Integration and Change committee: 23<sup>rd</sup> June 2022 – the Chair advised that the committee would consider the repayment of the bank loan at its meeting in November.

(e) Nominations, Remuneration and Governance committee: 29<sup>th</sup> June 2022

226. Student voice report – received and noted.

The meeting noted that once again the student governors had produced an excellent report. The meeting noted the concerns raised with regard to printing and vending machines and suggested that these could be quickly sorted. With regard to print charges it was noted that restrictions are put on printing credit to avoid unnecessary printing and waste. Student printing is delivered at cost once the free allocation has been used up.

With regard to student led key action 1 relating to the need for a clearer understanding of the processes for the reporting of safeguarding issues, the meeting asked for this to be included within the next safeguarding update presented to the Corporation.

***ACTION:*** BB - Safeguarding update to Corporation 18.10.2022 to include a response to student led key action 1 relating to the need for clearer understanding of the processes for the reporting of safeguarding issues. TS to pass on thanks of Corporation to student governors for their contribution.

227. Principal's report (including KPIs) – received and noted.

With regard to staff absence it was suggested that it would be useful to be given information relating to the number of staff and number of days. A discussion was held as to whether information provided should be shown by campus but it was agreed that the focus must be on one college.

A query was raised with regard to the post-16 survey of local employers and the responses received with regard to the college meeting their needs was noted.

The meeting noted that for Local Skills Improvement Plan (LSIP) bids the college cannot be a lead bidder but can be a partner in a bid. The College has supported the bid. It is not yet clear how the associated funding (£550K) will be used by Business West to develop the plan Peter Boucher outlined the status of the bid.

228. Risk management update and Risk Register – received and noted.

The Deputy Principal Finance and Resources advised the meeting of the current situation with regard to the historical former Swindon College VAT issue. The meeting was assured that a sensible course of action was being followed. It was suggested that contact be made with the Chair of Corporation of the former college to seek further information.

It was noted that there are two new items on the risk register relating to increased inflation and costs associated with the Institute of Technology (IoT). With regard to the staff pay to income ratio it was noted that this is higher than the sector average and suggested that this should be a red risk. The Deputy Principal Finance and Resources advised that if considered through the risk matrix this does not emerge as a red risk. There is currently no policy or mandate that the target for this area be set at the sector average of 65%.

~~Concerns were raised~~ A concern was raised with regard to the IoT and there being no regular update to the Corporation. The meeting noted that there is an IoT Sub Group which monitors the project and an IoT update is a standing item for the RIC committee. It was agreed that a detailed report on the IoT including a short-term practical priorities plan be presented to the next meeting of the Corporation.

The increase in the percentage of staff vacancies was noted and concerns raised that the areas of risk associated with this do not show in the risk register. The Principal advised that the number of vacancies has been running higher over the past 12 - 18 months but does fluctuate monthly. This is a national picture and the AoC have been campaigning to try and improve this position. It was agreed that a report be presented to the next meeting detailing vacancies on a month by month basis.

A discussion was held on the challenges of staff recruitment

~~Staff vacancies gone from 2% to nearly 9%. Facing very difficult recruitment time, low pay award, doesn't come out through risk register – like to understand more at October meeting. Suggested see month by month – fluctuations through the year. Running higher over the last 12-18 months than ever. Also like to see pay as ratio to income. Running with vacancies good for budget but not good for college. High staff vacancies and high staff absence.~~

***ACTION:*** SH to contact former Chair of Swindon College to seek further information on historical VAT issue; SH to present detailed report on IoT to next meeting – report to include a short-term practical priorities plan; PF to present detailed report to next meeting on staff vacancies showing information on a month by month basis.

229. Internal Audit Plan 2022/23 – received and noted.

230. Corporation/Governance matters –

(a) Review of committees and committee membership – the meeting agreed to the following changes as advised by the Chair –

- Jim Webster to step down as Vice Chair of Corporation and Chair of RIC committee. It was noted that Jim's term of office ends in March 2023 but he has agreed to an extension until the end of the 2022/23 academic year.
- Simon Cove to be considered for appointment as Vice Chair of Corporation. It was noted that Simon has agreed to extend his term of office to the end of the 2025/26 academic year
- JD to become Chair of the RIC committee. John has agreed to extend his term of office to the end of the 2023/24 academic year.
- Peter Boucher has agreed to become Vice Chair of the RIC committee
- Monica Lawson to leave the C&Q committee and join the Audit committee

The Chair will work with John Dernie to find a qualified accountant to replace him at the end of his term of office.

The meeting expressed their thanks to Jim Webster for the work he had done as Vice Chair of the Corporation and Chair of the RIC committee.

(b) Review and approval of Standing Orders – report by Head of Governance and revised Standing Orders received and noted.

**RESOLUTION:** that the revised Standing Orders as presented be approved.

(c) Corporation self-assessment/performance review – received and noted.

The Chair advised that an external review of governance will need to take place in the next academic year.

(d) Corporation cycle of business 2022/23 – received and noted.

(e) Schedule of meetings 2022/23 – received and noted.

(f) Appointment of Chair of Corporation 2022/23 – the Vice Chair took the chair of the meeting and invited nominations for the position of Chair of Corporation for the 2022/23 academic year. A nomination was received and duly seconded in respect of Martin Wyn Griffith. No further nominations were received.

**RESOLUTION:** that Martin Wyn Griffith be appointed as Chair of the Corporation for the 2022/23 academic year.

(g) Appointment of Vice Chair of Corporation 2022/23 – the Chair invited nominations for the position of Vice Chair of Corporation for the 2022/23 academic year. A nomination was received and duly seconded in respect of Simon Cove. No further nominations were received.

**RESOLUTION:** that Simon Cove be appointed as Vice Chair of the Corporation for the 2022/23 academic year.

(h) Re-appointment of Rob Stokes as co-opted member of the Audit committee – noted that Rob Stokes has been a co-opted member of the Audit committee for the past year and is considered a valuable member of the committee.

**RESOLUTION:** that Rob Stokes be re-appointed as a co-opted member of the Audit committee for the 2022/23 academic year.

231. Partnerships annual update – received and noted.

The meeting further noted the financial contribution that partnerships bring to the college. The Interim Vice Principal Business Development, Marketing and Student Recruitment advised that formal approval for the business case submitted to the ESFA has not yet been ~~approved~~ received. Extensive scrutiny of the provision has been carried out. In light of the ESFA expectation regarding subcontracting the college is developing a plan to reduce the amount of work it does in this area. The Deputy Principal Finance and Resources advised that the ESFA expectation relates to subcontracting within the 16-19 area only. The meeting asked for a full costed three-year business plan on how the college proposes to reduce 16-19 subcontracting to be presented to the next meeting of the Corporation.

**ACTION:** *three year costed business plan for the reduction of 16-19 subcontracting to be presented to Corporation 18.10.2022.*

232. Safeguarding update – received and noted.

233. Policies/documents to approve – received and approved as follows:

(a) Whistleblowing – approved.

(b) Health and Safety – approved.

(c) Self-Assessment Report (SAR) – noted that the process for the approval of the SAR had gotten out of sync but the usual timetable would be followed for the next academic year. The document was used during the recent Ofsted Monitoring Visit where it was well received and the C&Q committee is recommending that it be approved.

**RESOLUTION:** that the SAR be approved.

234. Any other business – one item to be raised under the confidential items, confidential minutes refer.

235. Date of next meeting – Tuesday 18<sup>th</sup> October 2022. The Chair advised that a training session would be held earlier in the day and asked for the whole day to be set aside in diaries.

236. Appointment of Internal and External Auditors – confidential minutes refer.

237. Budget and 2 year financial forecast – confidential minutes refer.

238. Feedback from Strategy Day – confidential minutes refer.

239. Authorisation of investment in new trading subsidiary and approval to various agreements – confidential minutes refer.

240. Confidential minutes of committees – confidential minutes refer.

241. confidential minutes of Corporation meeting held 10<sup>th</sup> May 2022 – confidential minutes refer.

242. Remuneration and performance review of Principal and Head of Governance – confidential minutes refer.