

**PUBLIC MINUTES OF  
THE BOARD OF GOVERNORS BUSINESS BOARD MEETING HELD ON  
5 OCTOBER 2023**

**Present:**

Mr W Abbott (External) (Chair)  
Ms J Buckland (Staff)  
Mr M Burgess (Principal)  
Mr P Carr (External)  
Mr M Fabian (External)  
Mr S Harvey (External)  
Ms M James (External)  
Mr P Lachecki (External)  
Dr H Moyes (External)  
Ms E Narey (External)  
Ms A Nutbrown (Staff)

**Apologies:**

Ms L Dance (External)  
Mr A Dover (External)

**In Attendance:**

Mr A Bates - Chief Financial Officer  
Mr D Kettlety - Director of Student Employment and Experience, Curriculum Innovation and Students  
Dr K Morris - Vice Principal, Curriculum and Quality  
Ms C Rosser-Mayo - HR Director  
Ms V Pollok – Executive Director, Betaris  
Mr S Hall – Director of Operations, Betaris  
Ms J Cosson - Governance Professional and Clerk to the Board of Governors

**Attendance: 84.6%**

**Presentation by Betaris Training Ltd (C)**

VP and SH gave a presentation on behalf of Betaris Training Ltd.

Members thanked VP and SH for an interesting and informative presentation and commended the work they do for the College.

*VP and SH left the meeting.*

**69/23 Private Business**

None.

**70/23 Apologies**

Were noted as above

### **71/23 Declarations of Interest**

It was confirmed that the Register of Interests recorded all of the current declarations of interests of those present.

### **72/23 Confidentiality of Items**

As marked (C) for a period of two years. All the marked items were declared confidential on the grounds of commercial sensitivity.

### **73/23 Membership Proposals**

The Membership Proposals Paper was reviewed.

The Chair noted that it was LN's last meeting.

JC reported that, since the paper was written, KB had resigned from the Board.

DK and JC have met with two potential candidates for Student Governor.

#### **RESOLVED: Members:**

- 1. Approved the re-appointment of Heather Moyes for a second term of four years from 10 October 2023 to 9 October 2027.**
- 2. Recorded thanks to Liz Narey and Katie Blackbird for their contributions to the Board and its committees and working groups during their time as governors.**
- 3. Confirmed the Board size at 17 Members.**

LN thanked Members for the support given to her over the last 4 years. She had enjoyed her time as a governor and met some lovely and interesting people along the way. She commented that the College is well led and does a great job.

### **74/23 Minutes of the Meetings of 13 July and 22 August 2023**

The minutes of the meetings were approved as a true record and signed by the Chair.

### **75/23 Matters Arising from the Minutes and Actions Matrix**

Members were provided with an Actions Matrix and noted the status update of each item.

### **76/23 Principal's Update (C)**

MB provided an update on activity in the College since the last meeting.

The update covered:

- Recruitment
- Finances
- Curriculum reform
- Staff recruitment and retention
- Estates issues
- Cyber
- KPIs and scorecard

**RESOLVED: Members noted the Principal's Update.**

### **77/23 Student Progress Update (C)**

KM presented an overview of the curriculum information covered at C&Q and general updates relating to the Education Inspection Framework and inspection.

The SAR was reviewed and approved by C&Q in September and included in the papers for notification. The SAR reflects upon 2022/23 and uses the EIF as the basis for assessment. It is not finalised until the census date has passed. College level achievement data will be reported to C&Q and headline evaluations added to the SAR once the ILR return is finalised. KM does not think it will change significantly. The final SAR will be shared to the Ofsted portal in January/February 2024.

C&Q also reviewed the QIP which sets out the eight key areas for improvement for the year. None should be a surprise because all were discussed at the end of last year.

KM reported on progress with the key Ofsted inspection areas for development: High Needs curriculum and Personal Development, changes to the EIF and inspection and the teaching, learning and assessment focus for the College for 2023/24.

**RESOLVED: The Curriculum Update was noted.**

### **78/23 HR Update (C)**

CRM provided an update on progress against key priorities in the College's People and Culture Strategy, including staff mental health and wellbeing.

**RESOLVED: The HR Update was noted.**

### **79/23 Careers Update (C)**

DK provided an Update on the College's Careers and IAG offer.

KM reported that the Ofsted thematic review into careers provision has recently been published. PC had received a copy from JC and will review it.

**RESOLVED: The Board noted the update on the College's Careers and IAG offer, including actions for meeting the proposed outcomes.**

## **80/23 Safeguarding Annual Report 2022-23 (C)**

DK presented the draft Safeguarding Annual Report.

DK reported that, each year, the Safeguarding Annual Report is published on the College website and provides an overview of how the College has responded to Safeguarding issues throughout the year and provided support to keep learners safe.

The report documents Safeguarding statistics and key recurring Safeguarding themes at the College, as well as the range of education and support interventions that have been provided to learners.

The report also documents staff-related activity such as priorities around safer recruitment and learning and development opportunities. It sets out developments that have taken place to ensure that College campuses are safe and secure learning environments.

The Annual Report was presented for approval in principle, subject to any comments that might be made by MJ as Designated Safeguarding Lead Governor when she and DK meet for their Link Governor meeting next week. There may be some minor amendments and additions, therefore, before it is published on the website. If there is anything significant, DK will report to the C&Q meeting on 11 October.

MJ commented that she has asked DK to ensure the outcomes and findings in the report feed very specifically into this year's Safeguarding Operating Plan, to consider the readership and that the document truly reflects the efforts the College goes to in order to keep learners safe.

**RESOLVED: The Board noted the Safeguarding Update and approved the Annual Report, subject to any amendments suggested by MJ and final approval by C&Q of any significant changes.**

## **81/23 Financial Matters: (C)**

AB presented the Year End Initial Forecast for 2022/23 and reported any material impact on the 2022-24 Financial Plan.

**RESOLVED: The Board noted the College's projected financial results for 2022-23 and that an update to the results and the impact on the 3-Year Financial Plan would be reported in November at the Board's Strategy meeting.**

## **82/23 Audit and Compliance (C)**

### **Risk Management Update**

Members reviewed the Risk Management Update, which had been presented to the last Audit Committee meeting.

Members considered that the Board Assurance Framework was a useful document.

**RESOLVED: The Risk Management Update was noted.**

### **Health and Safety Update and Annual Report**

MB presented the Health and Safety Update and Annual Report which had been discussed at the last Audit Committee meeting.

**RESOLVED: The Health and Safety Update and Annual Report were noted.**

### **Subcontracting Update**

AB provided a Subcontracting Update.

**RESOLVED: Members noted the current position with the College's Subcontracting arrangements.**

## **83/23 Approval of Policies**

Members reviewed the following policies and noted the changes listed on the policy front sheets.

- **Child Protection and Safeguarding**
- **Health and Safety**
- **Tuition Fees Policy**

**RESOLVED: The policies were approved.**

## **84/23 Items for Notification (C)**

Members had been provided with copies of the following items for notification from the last C&Q meeting:

### **SAR and QIP from C&Q**

The current version of the SAR had been approved by C&Q under delegated authority but is not final until student outcomes have been confirmed. KM does not believe it will change significantly. If it does, it will be brought back to the Board.

**RESOLVED: The items for notification were noted.**

## **85/23 Committee and Subsidiary Company Minutes and Reports (C)**

### **C&Q – (SAR meeting) 27 September 2023**

MJ reported verbally on the SAR meeting on 27 September.

### **Audit – 4 October 2023**

TD had provided a report on the key points from the Audit meeting.

### **GRS – 4 October 2023**

SH reminded members that the Board must carry out an External Board Review this academic year. With the loss of three governors recently, there is a need to recruit. Members were asked to complete any outstanding annual governance surveys.

### **GFM – 4 October 2023**

### **GPS – 4 October 2023**

### **NCD – 4 October 2023**

JC reported that these meetings had taken place the day before. Minutes will be available on the Governor Teams site.

**RESOLVED: The reports were noted and endorsed.**

### **Approval of Energy Supply Agreement between NCD and GC**

JC presented the Energy Supply Agreement between NCD and GC in respect of the GC Zero project. This had been approved by the Board of NCD.

**RESOLVED: The Energy Supply Agreement was approved.**

## **86/23 Use of Corporation Seal**

**RESOLVED: The Board noted and endorsed the use of the Seal as set out in the paper.**

## **87/23 Governance Matters**

### **Regulatory Developments**

JC presented a paper which included details of the following matters and the actions to be taken in relation to each of them:

1. Safeguarding including Online Safety
2. Funding/Financial Sustainability/Audit/Risk
3. Curriculum
4. Ofsted
5. Legislation
6. LSIPs and Accountability Agreements
7. Sustainability
8. Governance
9. Governor Training and Development

PC noted the publication of Ofsted's independent review of careers guidance in schools and further education and skills providers, which he had been expecting,

and thanked JC for forwarding it to him. He will review it as soon as he can and ahead of his Link Governor meeting with DK and Sam Trickey.

**RESOLVED: The Board noted the regulatory developments since the last meeting and the actions taken as a result.**

### **Governor Learning and Development Activity**

Members had been provided with the record of Governor Learning and Development activities since the last meeting

**RESOLVED: The Board noted the Governor Learning and Development activities, which enrich governors' understanding and oversight of the College.**

### **88/23 Date and Time of Next Meetings**

- Strategy Board Meeting - 16 November 2023, Gloucester Campus, 4pm.
- HE Award Ceremony - 17 November 2023, Gloucester Cathedral.
- Business Board Meeting - 7 December 2023, Cheltenham Campus, 4pm.