



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

Minutes of the Board meeting held in the Board Room at Derby Road on Thursday 27th April 2017 at 5.00 pm.

GOVERNORS PRESENT: Ian Baggaley
Nevil Croston, Chair
Terry Dean
Jamie Fryatt
Malcolm Hall
John Holford
Dame Asha Khemka DBE
David Overton
John Robinson
Marc Jones
Alison Breeden
Jane Hawksford

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Andrew Martin, Deputy Principal/Director: Finance
Lesley Roberts, Vice Principal: Employer Engagement and Business Development
Tom Stevens, Executive Director: Capital Projects and Estates
Andrew King, Director: Strategy and Innovation
Julian Smith, Director: Learning and Innovation
Louise Knott, Vice Principal: Communications, Engagement and Student Experience
Tracy Thompson, Vice Principal: Human Resources and Organisational Development
Amanda Jogela, Director: Quality and Performance

	ACTION by whom	DATE by when
<p>17.17 <u>DECLARATION OF INTERESTS</u></p> <p>The Chair reminded Governors present to declare any interests that they may have on items to be considered. No interests other than standing items were declared.</p>		
<p>17.18 <u>WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Kate Allsop, Tim Clarke and Mark Williams.</p>		
<p>17.19 <u>MINUTES OF THE MEETING HELD ON 9TH MARCH 2017</u></p> <p>The minutes were reviewed and it was agreed that they were an accurate record of discussions.</p>		

Signed : _____ Chair

Date:

AGREED: to approve the minutes of the meeting held on 9th March 2017.

In terms of matters arising a number of matters were noted:

- Page 4 – it was confirmed that the Vice Principal: Employer Engagement and Business Development would provide an update on the action later on the agenda.
- Page 11 – the Principal explained that partnership working with the Universities is making slow progress. She confirmed that she has recently written to Nottingham Trent University to more clearly set out development priorities. The college has, through external funding, had the benefit of a secondment one day per week. Initially this was a consistent individual but lately it has been slightly more variable. This secondment was for a 6 month period. She confirmed that the master classes continue and four business breakfasts have taken place with positive feedback, however to date the university partners have not really helped in developing the portfolio. As a consequence the College has asked them to refocus and agree some future priorities. She explained that the relationship with Nottingham Trent University and Derby University is still at a very early stage. They are very keen to develop apprenticeship degrees and it simply appears that University processes are much slower than the FE sector.

17.20 ACTION PROGRESS REPORT

Members noted the content of the table and were pleased with progress being made to date.

17.21 2016/17 KPIS AND CURRENT FINANCIAL SUMMARY

The Director for Strategy and Innovation circulated two documents, the first was the top 10 KPI summary with details of movement since the last report. The second is the diagrammatical presentation of key areas. A number of matters were brought to members attention:

- 16-18 volumes – the number of full-time learners has remained practically the same as the previous report. The College is now seeing movement from FE to Apprenticeships with 26 16-18 year olds previously enrolled at College now enrolled on apprenticeships with Vision Business. For the whole of the prior academic year this number was 37 and therefore it is anticipated that the year-end will be higher than the prior year position. Planning for 2017/18 will take in to account the demographic changes. The plan in place is to focus on early withdrawal during the start of the 2017/18 year to limit the level of withdrawals seen in recent years.

Signed : _____ Chair

Date:

- Study programmes main qualification progress (Level 3 qualifications) – this is the first year where the College is capturing and monitoring progress of individual students to create an aggregated picture of progress. The position of applied general qualifications and tech level shows a positive trajectory. The position of A Levels is more mixed and lower progress relates to results of mock exams. It was explained that there are a number of interventions in place in relation to A Levels given the spikey profile. The position in relation to applied general and tech is that the College is ahead of where it was at the end of the last academic year and therefore positive improvements will be seen.
- Study programmes English and Maths progress – the progress made by study programme students in English and Maths is being monitored carefully to give an overall assessment of progress against their expected grades. The mock exams show that students have actually gone backwards. Members' attention was drawn to the graph on the A3 sheet. It was explained that the College has used the detailed mock exams to identify where additional support is needed. The position for English following mock exams is around about -0.85 and the position in relation to Maths following exams is -1.2. The Board were advised that this is a known area for improvement. The Board were assured that targeted sessions are in place to bring about improvements.

Q In terms of the statistics provided the Board questioned how many students/percentage this group relates to. It was explained that for Maths, only 4% of students are getting good grades i.e. grade 4 and above. For English the position is 44%. The Board commented that there has been a significant change from the first mock position which showed that students were doing well. It was explained that in the second mock the area of difficulty for students was in relation to problem solving skills. The Board commented that ensuring that teachers have the right skills to be able to teach this is critical.

Q/CH The Board questioned and challenged the senior team and asked what analysis has been done on the differences between mock 1 and mock 2. It was explained that they were different papers with different skills tested.

Amanda Jogela confirmed that the team are working with a number of Colleges and are learning best practice from them and in addition the college is undertaking a full review of Maths and English. In terms of the graph profile it was confirmed that PROG07 and PROG11 were both mock exams points and the other PROG points were internal assessments.

Signed : _____ Chair

Date:

The Principal confirmed that the national FE position shows a decline in progress at post 16. Whilst acknowledging this is not an excuse it does demonstrate that more often than not students are very disengaged in relation to continuing studies with Maths and English by the time they get to Colleges. She expressed the view that the quality of teaching and learning was not strong enough to engage the students in areas where they have no real interest. She explained that the national picture is that 88% of students who retake GCSEs in FE fail and go backwards.

The Board were reminded that students who enrol at College and have a D at GCSE have to be enrolled to retake GCSEs because of the funding rules. There was an acknowledgement that the College does need to do better, although WNC is slightly ahead already when compared with the national average position.

Julian Smith indicated that the College is looking to more heavily contextualise English and Maths, however there is a need to be mindful that GCSE exams are not contextualised. This is not the case in relation to Functional Skills.

CH The Board challenged the senior team and indicated that from their perspective the key seemed to be to keep the students engaged with morale boosted, albeit that they acknowledged that this was a challenge. It was confirmed that the College continually undertakes learner voice activities to obtain feedback and assess ways to improve. It was explained that in terms of resource students are now required/offered 4 hours per week in relation to Maths and English. This is up from 1 hour per week which was the historic position.

As a general observation the Board indicated that there needed to be a greater focus and ownership regarding these particular results.

- Adult education budget – there has been a fall in the proportion of activity delivered locally (from 45% to 39%). Given the low level of spend on this budget it has been necessary to expand delivery otherwise the College risks losing the budget. At the midyear review the senior team shared concerns with the Board regarding the limitations of how this budget can be used that was impacting upon the level of spend.

Q/CH The Board questioned and challenged and asked whether the targets set were simply too ambitious. It was felt that they were realistic, however there is a need to acknowledge that there will be a future contraction in terms of student numbers. The AEB target is set to allocation, however the challenge is in terms of spending so as not to lose this.

The Board were reminded that going forward the College has a very different delivery model in terms of the split between partners and direct delivery.

Signed : _____ Chair

Date:

What the College needs to do is grow its own direct delivery capacity.

CH

Members considered the pie charts which demonstrate the current position and it was acknowledged that the risk of devolution and its impact is not now imminent. It was explained that the percentage of delivery outside of D2N2 has been increased to mitigate the risk of not hitting the overall AEB allocation. The Board did challenge the team and indicated that this was a concern as it was not in line with College strategy, albeit that there is a greater level of flexibility at the current time because devolution is not proceeding at the pace originally envisaged.

- Apprenticeship income split between College and partner delivery. Members' attention was drawn to the pie charts and it was acknowledged that the proportions were consistent month on month and the challenge for the College is to continue to increase its own delivery.
- Success rates (work placed learning) – on timely success at 56% the College remains ahead of where it was at the same point in the prior year (52.7%) and an improvement in relation to the last reported position (44.4%.) Overall success at 67% is slightly behind where the College was at the same point in the prior year but is ahead of where it expects to be this year.
- Customer satisfaction – no further survey data is available since the last report.
- Partner graded lesson observations – the graded lesson observations of partners is currently in line with the overall position at the end of 15/16 and slightly ahead of the target of 75% being good or outstanding.
- Financial indicators – the operating surplus position has continued to improve this month although the surplus of £700k is below the budgeted position of £804k. Financial health score has fallen to 120 which is the target level to demonstrate 'satisfactory' financial health. It was acknowledged that turnover is declining and that this will continue to be the case given all of the sector challenges. It was felt that there are more risks than opportunities at the current time.

In general discussion it was noted that there is a national issue in terms of spending the AEB budget. The only way that the College can retain its allocation in the short term is to deliver more outside D2N2. If this is not done the College will lose the allocation and there will be a financial impact. It was explained that all that the College provides outside of D2N2 is employability programmes.

AGREED: to note the content of the report provided.

Signed : _____ Chair

Date:

17.22 **PRINCIPAL'S REPORT**

The Principal introduced her detailed written review and a number of matters were noted:

- D2N2 area review update – a summary of the final position was reported. She explained that there was no real movement evident in terms of the collaborative working anticipated in the last 3 bullet points of section 2 of her report.
- General election announcement – this will take place on 8th June 2017 and as a consequence all government department decisions are on hold.
- SFA/EFA update – the merger has now taken place. The current Chief Executive, Peter Lauener plans to retire in the summer and his role at the ESFA will be advertised imminently.
- Ofsted – following the appointment of Amanda Speilman as Chief Inspector the new Chair for Ofsted has also now been announced. Professor Julius Weinberg former Vice chancellor of Kingston University and Deputy Chair of OFQUAL will be taking up this role.
- Apprenticeship reform update – the position in relation to subcontractors has been deferred to December. It was expected that in May the use of subcontractors would become more difficult, this position has been delayed and therefore gives the College additional time to plan its strategy.
- Executive representation on external bodies – the Board were pleased to see the summary provided and it was acknowledged that there were some real benefits in terms of the college and the community. The request was made that at a future update an estimate of time commitment be given in relation to each role and responsibility.
- College events – members' attention was drawn to page 21 and it was confirmed that all Governors are invited to the events detailed and planned for the remainder of the academic year.
- College awards and accolades – members considered the summary provided and all agreed that there were some real success stories. They asked that all award winners receive a note of congratulations from the Board. The suggestion was made that there be an awards board in the reception area displaying the fantastic achievements secured.

AGREED: to note the content of the update provided.

17.23 **MANAGEMENT ACCOUNTS TO 28TH FEBRUARY 2017**

The Deputy Principal introduced this item and key points were noted:

- In the period the College group performance has delivered an overall operating surplus before interest and depreciation of £1,794k (prior year £1,989k).

Principal

September
2017

Signed : _____ Chair

Date:

After interest and depreciation this becomes a surplus of £291,000 which is £257,000 ahead of the phased forecast (prior year £616,000)

- The underlying performance in the first 7 months of the year is little changed from the end of December with a strong performance by BKSb and a weak performance by the College ameliorated by one off factors and timing of issues and a one off benefit from VWS. There are some signs of progress within Work Related Training but these are some way off delivering concrete results.
- The period saw sales staff joining Work Related Training and evidence of active engagement with employers. The speed and success of this progress will shape to a large degree the financial performance of the College for the forthcoming period. It was confirmed that the College really needs to see progress in this area and that the speed of improvement will shape where the full year position ends.
- After interest and depreciation the College position is a -£1,072k deficit (prior year a -£196,000 deficit) against a forecast of -£872,000 deficit. It is expected that this position will remain largely flat to the end of the year. The College will deliver a deficit for the financial year as a result of the challenges in WRT which could be higher than the midyear forecast level without a concerted improvement in the final months of the year.
- BKSb continues to deliver strong results with an operating surplus of £948k (forecast £894k and corresponding month last year £871k)
- Overall group income of £30.108 million for the year to date which is £224k below forecast. Overall pay costs are below forecast by £105k but are £280k above last year. Excluding restructuring costs the group is £160k above last year.
- The group balance sheet shows fixed assets declining gradually through depreciation. Creditors rose in a month as the College drew down £1.85 million of the loan facility whilst there was only a relatively small payment by the SFA as the recovery of funds that the College did not earn in 15/16 was completed.
- Cash balances were lower at £2.992 million at the end of February and it will take until late spring to sufficiently recover for the loan facility to be repaid.
- Group reserves have increased to £9.058 million (excluding pension liability) which is a rise in the month of £55k. The Deputy Principal confirmed that it is important to monitor this closely as the bank covenant requirement is £9 million reserves.

CH

In general discussion members reviewed the segmental school performance set out on page 33 of the pack. The Board challenged the senior team and indicated that there were some real mixed results in terms of contribution levels.

Signed : _____ Chair

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It was confirmed that the senior team are currently reviewing the data with Heads of Department and the Deputy Principal indicated that he has undertaken a very detailed analysis in relation to KPIs.

The College has a couple of specific challenges and these are:

- a) The decline in demographics is hitting some schools of learning more than others
- b) Average class sizes are variable. The College does want to improve this but it is a challenge.

He explained that the College is looking for all schools to have a minimum 35% contribution.

In terms of class sizes it was explained that for Maths and English the average is 14 and therefore it is not the case that the groups are too large so as to prevent learning. What this shows is that class sizes are not an indicator of quality and likely achievements. The benchmark for the sector is an average class size of 16 and the College needs to get to at least this to be considered efficient. That being said, it was acknowledged that classroom based numbers 'are what they are' for the remainder of this year and cannot realistically be changed at this point in time.

AGREED: to note the content of the update provided.

17.24 QUALITY REPORT

Amanda Jogela and Julian Smith provided an update in a number of areas:

1) Lesson Observations

They explained that as at 9th March 2017 24 observations had been conducted and learning walks have routinely taken place within all schools of learning. The number of learning walks is currently less within Vision Business. 525 delivery staff have accessed bespoke workshops. 187 staff have accessed individualised coaching.

For partner provision 57 partner staff are currently being observed. 94 graded observations have been completed to date and this is broadly in line with trend data. To date 76.5% of sessions were graded good or better compared to 74.4% at the same point in 2015/16, therefore partners are showing an improving trend.

AGREED: to note the content of the update provided.

Signed : _____ Chair

Date:

2) Ofsted report and actions

The Board were provided with a summary of key strengths in relation to:

- a) The effectiveness of leadership and management which was graded good
- b) The quality of teaching, learning and assessment which was graded good
- c) Personal development, behaviour and welfare which was graded as good
- d) Outcomes for learners which were graded as good

Areas for improvement were noted as:

- a) Outcomes for learners
Value added (level 3)
 - Academic (0.09) England all schools progress score (0.00) this means that the College position is classed as 'average' and therefore there is more work to do
 - Applied general (-0.2) England all schools progress score (0.00)
- b) Completion and attainment (level 3)
 - Tech level average point score for 15/16 29.79 (grade being a merit plus)
 - England all schools point score 15/16 30.77 (grade is a distinction -)
- c) Destinations – destinations for further education, higher education or employment is 86% with the national picture at 88%. It was explained that this is based upon 14/15 data which is collected by HMRC and DWP. This information is captured 6 months after they leave the organisation.

A further critical area for improvement is progress in relation to English and Maths. This is a measure captured when the learner leaves the College. To address this, actions are being taken including the introduction of accountability measures, these include training for all staff about the new measures, tracking and monitoring systems amended to reflect the new measures and self-assessment process to reflect the new measures. It was explained that external data will only come in to College in February each year and as a consequence the SAR prepared in December/January will be based upon College internal data.

A further area for improvement is the position in relation to 16-19 study programmes. More focus and challenge is needed on grade progress and not just on passing. The College has to systematically track progress and assurance was given that these systems are now in place. The College has to be able to evidence stretch and challenge. There is a need to go back to the core business of teaching, learning and assessment and ensure consistency.

Signed : _____ Chair

Date:

The Board were advised that an in depth review has taken place regarding this area and that planning and targets are now much more focused. In terms of coaching, support etc. people are now in place to provide on a one to one basis. Considered as a key element for improvement is the ability of staff to feed forward rather than simply provide feedback. Spelling, punctuation and grammar (SPAG) was described as a challenge for the apprenticeship offer and particularly end point assessments.

In terms of apprenticeship provision, areas for improvement were noted as:

- Understanding of the dangers posed by radicalisation and extremism. Too few knew what would happen if they report concerns.
- Trainers and assessors do not always challenge the most able apprentices to develop their work to the highest standard. The Board questioned whether there was any way of empowering students to request challenge. It was confirmed that this is being developed and an option is being presented through the e-portfolio system whereby level 2 students are being given options to try level 3 components if they wish.
- 24 + apprenticeship timely achievement
- Report and procedures for radicalisation
- Training to ensure teaching, learning, training and assessment is individualised to meet the needs of the most able
- Increased monitoring of 24+ apprenticeship provision

In terms of monitoring generally this is undertaken by:

- a) Performance management reviews
- b) Apprenticeship learner journey
- c) Partner reviews
- d) HE quality reviews
- e) Audits.

AGREED: to note the update provided.

3) Quality improvement plan

Members' attention was drawn to the 17 items included as areas for improvement and the RAG rating given in the right hand column.

AGREED: to note the update provided.

17.25 EMPLOYER ENGAGEMENT

The Director for Employer Engagement and Business Development circulated a presentation report together with commentary updating the data dashboard. Key matters noted were:

Signed : _____ Chair

Date:

- 1) New vacancies – College direct delivery. The position month on month seems to be consistent and is an improvement on the prior year position.
- 2) Green learners – College direct delivery. The College is now seeing some large employers contacting it directly and therefore there is a need to significantly increase the number of learners in the pool ready to undertake apprenticeships. The aim is to get to the position where 200 learners are waiting for apprenticeship places. Currently the number of learners waiting is just not large enough to quickly respond to opportunities and demand.
- 3) Telesales conversion rates – College direct delivery. Total appointments is improving and is higher than target. The conversion target is set at 75% and is currently 65%/63% month on month. It was acknowledged by all that the new telesales team are doing a really good job particularly when compared with the historic position.
- 4) Complaints and complements – College direct delivery. The Board were advised that a ‘no blame’ culture has been introduced in the company and therefore complaints are actively encouraged so that staff can address issues. Most complaints tend to be in the construction areas.
- 5) Learners past their planned end date – College direct delivery. As at March 2017 there are 183 learners in total who are past their end date. Of these 44 are simply waiting for certificates, this is 25%. However this still means that there are 139 learners which could impact upon the Colleges success rate.
- 6) Learners past their planned end date – partnership delivery. There are 576 learners who are +90 days and of these 385 are awaiting certificates. The Board indicated that for future reports they would find it useful to have the number of students simply awaiting certificates in terms of percentages included within the data dashboard.
- 7) Starts against profile by age – College direct delivery. The position is improving as a consequence of getting the right people in the sales team. April is looking very positive too with links with Tower Hamlets and the charity sector. It was explained that the sales team are now based at Derby Road and this has had a positive impact.
- 8) Starts against profile by age – partner delivery. It was explained that there is not always a direct correlation between the number of starts and the financial impact, this is because of the differing values per type of apprenticeship.
- 9) Financial performance – College direct delivery. This was explained to be the most important indicator and should be taken in conjunction with the number of starts. It was explained that going forward the Director for Employer Engagement and Business Development and the Deputy Principal would present data as at the same point in time to ensure that there is consistency.

Director
for EE&BD

2017

Signed : _____ Chair

Date:

- 10) Financial performance – partnership delivery. It was explained that policy change has had a positive impact and the College is seeing a number of subcontractors not now going it alone as there has been a deferment in terms of direct contracts. They will continue to be with the College as a prime until December. As a general observation the Deputy Principal indicated that trusting the government in terms of its policy was currently a significant risk for subcontractors and therefore it may be that subcontractor partners take a different view in December when compared with the view that they would have been taking next month.
- 11) Withdrawals from programme (year to date) – College direct delivery. The number of withdrawals continues to rise and are being investigated. Most of the withdrawals are now going back a significant period of time and are in to the prior contract year. The aim is to know about any withdrawal within 2 months but this is currently not the case. The estimated cost of withdrawals is £411k.
- 12) Withdrawals from programme year to date – partnership delivery. It was explained that the bar graph is a cumulative position not month per month. There is a real impetus to get partners to clear off their learners who are described as ‘on a break in learning’ and therefore there will be an impact. The cost of withdrawals is circa £2.2 million.
- 13) Learners on a break in learning – College direct delivery. The Board were assured that this is being monitored and it is generally the case that 75% of students who take a break in learning actually then progress to a withdrawal.
- 14) Learners on a break in learning – partnership delivery. This is a fairly static picture. Achievement rates (all levels) there is an improvement in the timely position but a slight decline in the overall position. The Board were assured that staff know where the concern areas are in terms of achievement and are working to address any issues, however the statistics will be impacted by the high level of withdrawals as historic data is cleansed.

Q The Board questioned what the most significant challenge has been in terms of actions required in this area. The Vice Principal Employer Engagement and Business Development expressed the view that it has been getting staff to think differently. This has taken 9 months but she feels confident that the team are now getting there. She explained that the new assessment centres are being very well received by employers and learners and this is a positive step forward.

AGREED: to note the content of the business update provided.

Signed : _____ Chair

Date:

PARTNER CONTRACTS

Members' attention was drawn to page 41 and the summary table which highlights the variances. The proposed changes were reported on a line by line basis. The Board were advised that the position with Transline is considered to be a risk. They still have the Sports Direct contract but have lost Amazon. They are one to watch in terms of solvency going forward.

AGREED: to approve the partner contract variations presented.

Members of the Board cross-referenced back to the minutes of the last meeting and questioned whether there will be any financial impact of stopping partner payments. It was explained that if the College makes the decision to stop making partner payments then there will be a financial impact, however this decision would only be taken on the basis of concerns regarding delivery or quality. Decreasing an allocation is usually because a partner has not met the original target set in terms of number of starts.

It was agreed that a copy of the bad debt report that was presented to the last Finance and Resources Committee meeting would be circulated to all Governors by email.

Deputy
Principal

May 2017

17.26 EXCEPTION REPORT – SAFEGUARDING EQUALITY AND DIVERSITY

The Vice Principal Engagement and Student Experience drew members attention to her written report and key matters noted were:

- Over the 3 month period January to March 2017 the College has seen 296 safeguarding referrals, 90 in January, 83 in February and 123 in March. This is a significant increase in the same period in 15/16 when there were only 36 reported incidents. The increase can be explained in some part by multiple referrals for a single individual for example in one case 12 referrals about the same individual were received within one week. Additionally the College had done a significant amount of work to train staff around safeguarding guidance and this will inevitably have led to an increased awareness and result in an increase in referrals.
- The College is currently reviewing both the support that can be offered to students with mental ill health through its external counselling service. The College is currently experiencing lengthy waiting lists following referrals for counselling support. The team are due to have a conversation with Nottinghamshire Health Care Trust with regard to a potential partnership to provide specialist mental health services on site.

Signed : _____ Chair

Date:

In addition the College teams are providing tutors and College curriculum staff with further training on spotting early warning signs relating to mental health and are planning a proactive campaign early in the 2017/18 academic year to promote positive mental health strategies amongst young people. Finally the team are reviewing the structure of student support with a view to providing additional support for safeguarding and health and wellbeing efforts.

It was explained that the College and sector generally is seeing a significant increase in mental health issues. The College has had 4 exceptional needs panel meetings in the last month. These relate to individuals where there is a view/concern that these students are at the point of not being in a position to learn further.

The Board commented that the number of partner referrals was low and that this seemed at odds with the significant increase seen by the College. They questioned whether there was a reporting issue. It was confirmed that the college does continue to monitor and train partners but this does not explain the huge difference seen in terms of statistics. It was acknowledged that the College does have different learners on site when compared with those with employers and it may be that students feel and act differently in an employed position. Or it could be that issues are shared with the employer and not the assessor. Assurance was given that this is something that is carefully considered.

VP CE&SE July 2017

(John Robinson left the meeting at 7.40 pm)

The Board indicated that they would like, at a future meeting, to see 3-4 year trend reporting just to get a better picture of the scope of the challenges being faced by the College.

It was explained that the description of 'safeguarding concerns' is now much broader than it was in the past and this will have had an impact on the number and type of issues referred.

By comparison the Board commented that the number of E&D incidents has not increased and they questioned why this might be the case. The Vice Principal: Communications, Engagement and Student Experience explained that the College has worked hard over many, many years to develop a tolerant and a zero tolerance environment. Any issues are 'nipped in the bud' very, very quickly and this helps to reduce the need to make referrals.

It was noted that the College has made 34 Prevent referrals, it was explained that this is in its entirety related to students trying to access the Britain First website.

AGREED: to note the content of the report provided.

Signed : _____ Chair

Date:

17.27 **GOVERNANCE**

The Chair put forward the proposal that given time constraints the vast majority of matters to be considered under this item should be deferred to the next meeting. This proposal was accepted by the Board. The Clerk indicated that there was one particular item which required some discussion at this meeting and this is the proposal that Ian Baggaley be offered a second term of office as a Governor. She explained that he completes his first term of office (4 years) on 23rd May 2017. Governors all agreed that the contribution made by Ian Baggaley was strong and they were happy to support the proposal that he be re-appointed.

AGREED:

- a) to re-appoint Ian Baggaley as an independent external Governor from 13th May 2017 to 13th May 2021
- b) defer consideration of all governance matters to the next meeting.

Clerk

18th May
2017

17.28 **GOVERNANCE ITEMS FOR INFORMATION**

The Chair drew members' attention to the attendance and training and development update available on the portal.

AGREED: to note the content of the update provided.

17.29 **MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 6TH APRIL 2017**

AGREED: to note the content of the minutes.

17.30 **ANY OTHER BUSINESS**

There were no items of additional business.

17.31 **DATE AND TIME OF NEXT MEETING**

The Clerk reminded members that the next scheduled meeting was 18th May 2017.

17.16 **CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

(Staff and Students left the meeting at 7.55 pm)

Signed : _____ Chair

Date: