

**Minutes of the Hybrid Meeting of the Board of Governors**  
**PART 1**

**31 October 2022**  
9am to 11:25am

**Governors present:** Mike Rowley (Chair) 'MR'; Tim Legge (Vice Chair) 'TL'; Claire Boliver (Chief Executive & Principal) 'CB'; Philip Atkins; Yvonne Bradshaw; Andrea Chilton; Andrew Elsby-Smith; Liz Furey; David Isted 'DI'; Nicola Truman; Helen Simpson;

**Governors attending virtually:** Tony McGovern; Gail Steptoe-Warren

**Apologies received:** Stephen Oliver; Kirk Hookham (Deputy Chief Executive)

**In attendance:** John Snow (Deputy Principal – Finance and Resources) 'JS'; Karen O'Reilly (Assistant Principal – HR) 'KO'R'; Karen Turley (Assistant Principal – Quality and Curriculum) 'KT'; Kim Vaughan (Assistant Principal – Learner Services & Adult Provision) 'KV'; Mary Mellor (Clerk to the Corporation)

**Governor Questions:** **Support: Blue; Challenge: Yellow**

	<b>Agenda Item</b>	<b>Actions</b>
	<b>Welcome and Apologies for Absence</b>	
1.1	MR opened the meeting at 9am and welcomed the Governors and ELT.	
1.2	Apologies were received from Stephen Oliver which were accepted by the board.	
	<b>Declarations of Interest</b>	
1.3	Philip Atkins declared an interest in item 7 of the agenda and confirmed they would leave the room during the discussions. There were no other declarations of interest.	
	<b>Minutes of the Last Meetings and Action Grid</b>	
2.1	<b>Resolved: That the minutes of the last meeting held on 12 July 2022 be approved and marked as a true record.</b> The Board also noted the written resolution passed on 28 September 2022.	
2.2	The Board reviewed the Action Grid and noted the actions closed and those to be carried forward to the next meeting.	
2.3	JS confirmed that the College would adopt the EAUC Climate Action roadmap and It was agreed that David Isted and Tim Legge would join the College's steering group for this.	
2.4	With regard to energy costs, JS confirmed that the College was currently below the level of support for electricity costs, however, the gas costs were above the support level and as a result the college would make a saving of around £40,000. JS outlined the measures being taken by the College to reduce energy costs at all the sites, including replacement of lighting with LED lights and site closures during the holidays.	
2.5	<b>In response to questions,</b> JS confirmed that the steering group would look at all aspects of the roadmap including waste, recycling and other good practices and this would also feed into curriculum planning led by KT.	
2.6	<b>A governor asked how the lighting was funded at the College.</b> JS confirmed that although funding schemes were available, they were generally aimed at the decarbonisation of heating systems so the College paid for its own lighting upgrades.	
2.7	<b>A governor asked how 'green' was the ambition for the Tamworth Project.</b> DI confirmed that the Tamworth Project Task Group was very ambitious however it was acknowledged that it would be a challenge as ESFA funding does not cover net zero investment making the project more expensive.	
	<b>Principal's Report</b>	
3.1	CB presented her report and outlined the following key points: <u>Participation (applications and enrolments)</u>	
3.2	The 16-18 enrolment process had been simplified and this had very successful. Returning students were not automatically enrolled and this would reduce the number of withdrawals. The funded allocation is 2495 and current numbers were 2675 and CB confirmed that the College hoped for an in-year growth payment.	

3.3	<p><b>Governors asked about withdrawals, including those students who were expected to return.</b> CB confirmed that the 42 day withdrawal date was 21<sup>st</sup> October 2022 and she would report to the Governors at QIG and also at the next board meeting in December. CB outlined the enrolment numbers by campus and by level noting the % change compared with the previous year.</p>
3.4	<p><b>A governor asked what additional capacity had been built into the new building for Tamworth</b> and JS confirmed that 10% increase had been allowed. KT confirmed that courses could be timetabled for evening sessions which would increase capacity.</p>
3.5	<p><b>A governor asked whether there had been an impact on applications as a result of grade inflation in previous years.</b> KT confirmed that there was an increase in enrolment for level 1 students which indicated that the College was now able to recruit students to the appropriate levels.</p>
3.6	<p><b>A governor asked whether there were any concerns about the reduction in level 3 applicants.</b> CB confirmed that this reflected the national data and was not a concern. Adult Education recruitment was good and higher than the previous year and was predicted to achieve targets.</p>
3.7	<p>Apprenticeships target was £2.5m with £1.6m of funding carried over from previous years. EHCP and High Needs was also projected to grow this year.</p>
3.8	<p><b>In response to a question,</b> CB confirmed that there were currently 172 apprentices out of funding and the highest numbers of these were vet nursing (33), plumbing (27), electrical (20) and early years (18).</p>
3.9	<p>CB confirmed that the open day in October had been busy and the application process had been simplified so that students did not need to attend college more than once.</p>
3.10	<p><u>Performance</u> CB noted that emerging achievement was 82.2% which was 5% below the KPI of 87%. Retention had been an issue and the pass rate had been negatively impacted by landbased exams due to the new technical qualifications. CB confirmed this was a national issue and the SSC results would be scrutinised at QIG.</p>
3.11	<p><b>A governor asked about support for the land-based students who had not passed their exams.</b> KT explained that learners who were up to 4 marks away have had revision sessions and will resit in the autumn series. Learners who had lower scores have been offered the opportunity to re-take this year.</p>
3.12	<p>Emerging apprenticeship achievement is 55.5% overall which was in line with the previous year although this was 10% below the national average. An external consultant has been brought in to help improve provision in this area. It was agreed that the performance in this area would be closely scrutinised by QIG.</p>
3.13	<p><u>People</u> CB confirmed that pay was still an issue however the college now had a staff retention action plan which highlighted the other benefits of working at the College. Members of ELT were attending meetings at all levels and seeking to address workloads and ensure the college was a good place to work.</p>
3.14	<p><b>A governor asked whether pay was the main reason for leaving within the first 12 months of employment.</b> KOR confirmed pay was a factor as well as cost of living and the desire to work from home.</p>
3.15	<p><b>A governor asked whether there were any welfare concerns for staff who worked from home whilst unwell.</b> KOR explained that staff were adults and could make the decision for themselves, however, some staff who had Covid had advised that they were not well enough to work.</p>
3.16	<p><b>A governor asked whether the staffing reward package was visible to job applicants.</b> KOR outlined the new webpage for recruitment which included staff videos, testimonials and benefits. The College also carried out marketing and 'recruitment Sundays'.</p>
3.17	<p><b>A governor asked whether staff had the opportunity to progress and develop their careers at the College.</b> KOR confirmed that CPD was a focus and this was also included in the recruitment pages of the website.</p>
3.18	<p><u>Other updates</u> CB highlighted the successful bids which included:</p> <ul style="list-style-type: none"> <li>• £400k to bring Construction Training to Cannock</li> <li>• £333k for a Hybrid and Electric Vehicle Training Centre at Rodbaston</li> <li>• Up to £350k over 3 years for a 'multiply' bid</li> </ul>

3.19	<p>The college was also working with South Staffordshire District Council for the next round of funding for a 'sustainable and diverse energies centre of excellence' at Rodbaston. The college was developing a post-16 capacity fund bid for increased capacity at Lichfield for Media and Games and increased capacity at Rodbaston for animal care.</p> <p><b>A governor asked whether the bids created a lot of work for senior leaders.</b> CB confirmed that they had support from an external consultant with bid writing and some bids had been re-engineered from unsuccessful T-Level bids. <b>A governor agreed that the College should be ready to make bids at all times.</b></p> <p><b>Governors congratulated the College on their successful bids.</b></p>	
3.20	<p><b>Annual Safeguarding and Prevent Report 2021-22</b></p> <p>KV presented the report, confirming that it had been a busy year but that learners who had been mentored had done well. KV outlined the following key points:</p> <ul style="list-style-type: none"> <li>• The College has comprehensive safeguarding policies and procedures in place that are reviewed annually for children and vulnerable adults.</li> <li>• Retention rates are at 80.4% for learners with safeguarding issues, mentored learners are at 85.96% and LAC learners are at 90.09%. Overall college retention is 89.1%</li> <li>• Attendance rates for safeguarded learners are 86.62%, mentored learners are at 87.81% and LAC are at 91.92%. Overall college attendance is 91%</li> <li>• There were 38 Looked After Children (LACs) and 7 care leavers enrolled in 2020/2021 compared to 42 LACs in 2021/2022. Retention of LACS is 90.09% in 2021/2022, compared with 86.5% in 2020/21.</li> <li>• Retention for learners with anxiety is 86.09% and those with depression is 93.01% Compared with data from last year, anxiety was at 92.19% and those with depression at 93.05%. A number of these referrals were related to Covid; repeated lockdowns and isolation from friends and family.</li> <li>• The gender breakdown of Safeguarding and mentoring referrals for 2021/2022 is 266 (60.45%) females and 174 males (39.54%). The gender breakdown of learners at the College are 49.7% female and 50.3% male, so more females than males are referred for safeguarding and mentoring, this is similar to the National picture.</li> <li>• 82.25% of learners referred to safeguarding are aged 16-18, 16.66% are 19+ and 1.07% are part of our 14-16 cohort.</li> <li>• 79.47% of learners referred to mentoring are 16-18, 18.68% are 19+ and 1.84% are part of our 14-16 cohort</li> </ul>	
3.21	<p><b>A governor asked about the difference in trends of referrals between sites.</b> KV explained there were a number of reasons and cited examples of more adults attending at Tamworth than Rodbaston, higher numbers of students at Lichfield with social and emotional issues and differences in curriculum which attract different types of learner. Numbers were similar to last year although there were more vulnerable adults at Tamworth in 21-22 compared to previous years.</p>	
3.22	<p><b>A governor asked whether there were any significant retention trends in levels of students or course areas.</b> KT, KV and CB explained that it was too complex to analyse but there had been a deep dive last year in this area.</p>	
3.23	<p>KV confirmed that all college staff undertake safeguarding training each year. KV explained that the college had taken part in a DfE research project around mental health, depression and anxiety last year, however, this had not resulted in any funding from the DfE. KV confirmed that she met regularly with the Safeguarding Link Governor (TL) and he had met with SEND students last year. It was noted that Gail Steptoe-Warren would be shadowing TL in this role during the next year.</p> <p><u>Child Protection, Safeguarding and Prevent Policy</u></p>	
3.24	<p>KV confirmed the policy had been updated to reflect the changes to KCSiE and noted that references for staff applications would now be taken prior to interview.</p>	
3.25	<p><b>In response to a question,</b> KV confirmed that the policy also covered safeguarding of vulnerable adults.</p> <p><b>Resolved: to approve the Child Protection, Safeguarding and Prevent Policy</b></p>	
3.26	<p><b>Annual Careers Report</b></p> <p>KV presented the annual careers report and highlighted the key points:</p> <ul style="list-style-type: none"> <li>• The Gatsby Benchmarks mean average had risen by 1.5% with 7 Benchmarks having 100% achievement.</li> </ul>	

<p>3.27</p> <p>3.28</p>	<ul style="list-style-type: none"> <li>• there had been a 22% decrease in the number of applications submitted for places at Higher Education establishments.</li> <li>• Parental Engagement and Learner Workshops had been a success.</li> <li>• Adult learners continue to be high on the agenda with further input planned for next academic year.</li> <li>• One to one Careers Interviews continue to rise seeing an increase of 181% on previous year.</li> <li>• Preparation for Freshers Day Activities have started.</li> <li>• Promotion of South Staffordshire College Courses linked to National Careers Service Website completed.</li> <li>• A dedicated Careers TEAM has been set up for all learners.</li> </ul> <p>A governor noted that HE applications had reduced nationally. KV confirmed that numbers at SSC were stable as courses which had had lower recruitment during Covid had now increased enrolment.</p> <p>Governors asked for next year's report to include a breakdown of data by cohort sizes to enable comparisons between years.</p>	
<p>3.29</p> <p>3.30</p> <p>3.31</p> <p>3.32</p> <p>3.33</p> <p>3.34</p> <p>3.35</p>	<p><b>Health and Safety Annual Report</b></p> <p>JS presented the Health and Safety Annual Report 2021-22 and highlighted the key points:</p> <ul style="list-style-type: none"> <li>• All recommendations from the March 2021 H&amp;S Internal Audit have been implemented.</li> <li>• Annual incident reporting and accident statistics show that there were 177 incidents in 2021/22 of which 95 involved some form of injury and or damage.</li> <li>• Five of these accidents required hospital treatment and three incidents were reported to the HSE under RIDDOR requirements.</li> <li>• First Aiders responded to a further 59 incidents where people arrived at College either injured or unwell, giving a total of 154 first aider engagements.</li> <li>• There were 177 incidents recorded in total which is higher than previous years. The growth in incidents relates mainly to "Other" incidents which is mainly acts of violent and aggression, of which 97% occurred in Futures provision at Rodbaston or at TORC.</li> </ul> <p>In response to governor questions JS explained that most incidents of violence and aggression were in the Futures provision. Reporting had improved at TORC which had resulted in the higher number of incidents reported. The risk assessment for learners had improved which provided better protection for both staff and learners.</p> <p>A governor asked whether the increase in incidents would result in more scrutiny by external agencies. KV confirmed that this was unlikely. The college had increased the number of learners in Futures, many of whom had had no teaching during Covid.</p> <p>In response to a question, JS confirmed that any potential claims against the College were monitored and referred to the insurers.</p> <p>A governor asked whether any of the incidents were managed as safeguarding incidents. KV confirmed that the safeguarding team assessed each student's education file prior to joining the College and would also assess each health and safety incident report.</p> <p>A governor asked whether there were sufficient first aiders on site. JS confirmed that the College was increasing the numbers of first aiders on all sites and this would be matched to work patterns to ensure there was sufficient coverage. There are also lecturers with first aid qualifications in some high risk curriculum areas</p> <p>Governors expressed their support for the College staff who sometimes had to deal with unmanageable students and recognised the burden on the parents of these children.</p>	
<p>3.36</p> <p>3.37</p>	<p><b>Employee Engagement Annual Report</b></p> <p>KOR presented the annual report for 2021-22 and confirmed that there had been increase in responses of 9.34% to 72%. Satisfaction had increased from 32.5% to 35% but Engagement has decreased from 35.8% to 28.6% (based on strongly agree only). Key messages for staff from ELT had been well received. Pay was still an issue however, staff pay at lower levels had increased.</p> <p>Governors asked what actions were being taken by ELT to address the areas of concern. KOR confirmed that workload groups had been set up as well as a staff supporting change forum.</p>	

<p>4.1</p> <p>4.2</p>	<p><b>Compliments, Comments and Complaints Annual Report</b></p> <p>KT presented the annual report 2021-22 and outlined the key points:</p> <ul style="list-style-type: none"> <li>• The number of complaints received in 2021-2022 had increased from 44 in 20-21 to 51 in 21-22.</li> <li>• The average days to respond to a complaint was 9.2 within the College's 10 working days service level agreement.</li> <li>• 66% of complaints were received from females, the remaining 34% were received from male learners.</li> <li>• The majority of complaints (33%) were received from the 'apprenticeships and employability faculty'. The faculty which received the least complaints (3) was Art, Media, Perf Art, and IT Computing.</li> <li>• Whilst Rodbaston appears to have a high level of complaints (61%), 33% of these are from apprenticeships.</li> <li>• 41% of complaints were upheld which is a reduction from 59% in 20-21.</li> <li>• A large number of areas received 0 complaints and included public services, sports, travel, tourism and ICT.</li> <li>• 74 compliments were received which was a significant reduction from 20-21 although some compliments have not been logged so staff have been reminded that these should be recorded.. Compliments increased in SEND provision, Schools, marketing and IT services.</li> </ul> <p>A governor noted that the report provided a lot of data but not much information. KT explained that the report was designed to give governors a flavour of the number and types of feedback the college received. Each complaint is monitored and actioned by the Head of Quality and all complaints and compliments are fed into the self assessment and QIP to ensure appropriate and effective action has been taken.</p>	
<p>4.3</p>	<p><b>Governors' Learning Walks</b></p> <p>The Clerk presented the proposed list of learning walks for 2022-23 and all governors have agreed to carry out at least one learning walk before Easter 2023 and provide written feedback to be considered at QIG.</p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Draft Financial Outturn 2021-22</b></p> <p>JS presented the draft financial outturn and confirmed that the draft accounts currently showed a £369,000 operating surplus compared to the £150,000 forecast in July. The overall accounting position including IAS102 pension costs is a deficit of £1,931,000. Total adjusted income (less capital grant income) is £24,837,000 and staff costs are 70.65% of that income. Financial health is at the high end of Good and bank covenants have been met.</p> <p>JS explained the change in pension liability which is now regarded as a long-term asset but it could not be recognised as such in the accounts and would be dealt with through a reserves adjustment.</p> <p>JS explained that the accumulated costs associated with the Tamworth redevelopment were currently held as a current asset on the balance sheet (c£750,000) but these would now be presented as an asset under construction now that the planning permission had been granted.</p> <p>JS outlined the write down of the value of the current Tamworth Campus which would be closer to the valuation for the sale of the site if only property and non-transferable assets were taken into account. The external auditor had also asked the college to consider the write down of the Capelle building at Rodbaston which has been demolished.</p>	
<p>5.5</p> <p>5.6</p> <p>5.7</p>	<p><b>Management Accounts to 30 Sept 2022</b></p> <p>JS presented the management accounts and confirmed that the College was in the expected financial position for this time of year. The college had received a payment of £566,000 from Tamworth Town Council for the development work undertaken so far.</p> <p>A governor asked about the change in available cash and JS explained this was due to capital movements between this year and last year.</p> <p><u>Order over £75,000</u></p> <p>JS explained that the college had been successful in its bid for new Electric Vehicle and Hybrid Equipment which would enable the college to buy EV training rigs which was a highly specialised purchase with limited suppliers. Lucas Nulle was the only supplier of the rigs and software packages (with free training) although other suppliers could provide rigs only at a more expensive price. The purchase would be 100% grant funded and was valued at £178,632.60 including VAT.</p>	

5.5	<b>Governors asked whether this purchase would be within the public sector procurement limits</b> and was the College satisfied there was no-one else who could supply as there was a risk to the contract being challenged.	
5.6	<b>Resolved: to approve the purchase subject to checking that the purchase was compliant with the public procurement rules.</b>	JS
5.7	<b>Financial Regulations 2022-23</b> JS presented the reviewed and updated financial regulations for approval and confirmed that a reserves policy was now included in the regulations. Other updates included changes to the name and scope of the work of the Finance Improvement Group and the Quality Improvement Group. <b>Resolved: to approve the Financial Regulations 2022-23</b>	
6.1	<b>Audit Committee</b> Governors received the draft minutes of the Audit Committee held on 21 Sept 2022 with HS outlining the key discussions.	
6.2	<b>2022-23 Risk Registers and Action Plan</b> JS presented the risk registers and action plan and confirmed these had been discussed in detail at the Audit Committee. JS outlined the 3 new risks and the changes to 4 existing risks on the registers and confirmed these would continue to be monitored by the Audit Committee at every meeting and progress reported to the Board at the subsequent meeting.	
6.3	<b>Internal Audit Annual Report</b> JS presented the Internal Audit annual report which had been reviewed by the Audit Committee and recommended for approval by the Board. JS confirmed that it was a positive report and all assurance reviews had taken place within the agreed timescales. <b>Resolved: to approve the Internal Audit annual report.</b>	
6.4	<b>Regularity Audit Self-assessment questionnaire 2021-22</b> JS presented the questionnaire and its responses and confirmed that the College was compliant with the requirements of the questionnaire. This had been reviewed by the Audit Committee in advance and was recommended for approval. <b>Resolved: to approve the regularity audit self-assessment questionnaire 2021-22</b>	
7.1	<b>Governance and Search Committee</b> Governors received the draft minutes and MR outlined the key discussions from the meeting. MR thanked all the governors for their commitment to the board and for participating in their one-to-one conversations with him over the summer which had enabled the committee to consider succession planning and filling the current vacancies. It was noted that many governors preferred to have more meetings face to face.	
7.2	<u>Membership of Committees and Groups and Link Governors</u> MR outlined the new membership of the committees, groups with their chairs and the new link governor roles. <b>Resolved to approve the appointments set out in paper 7.1.2 which is attached to these minutes as Appendix 1.</b> It was agreed that the new Link Governor for Skills (when appointed) would join QIG.	
7.3	<u>Reappointment of Philip Atkins (PA)</u> (PA left the meeting for this item) MR outlined PA's valuable support and contribution to the board over the past 20 years and noted that whilst he had exceeded the expected 8-9 years term of office his experience and knowledge in land-based activities was invaluable to the College. There were therefore exceptional reasons to reappoint PA for a further term of 2 years which would commence immediately after the expiry of his current term of office on 9 December 2022. <b>Resolved: to reappoint Philip Atkins as a Governor for a term of 2 years commencing on 10 December 2022.</b>	
7.4	<u>This minute is confidential and recorded elsewhere.</u> <u>Recruitment of new Governors and the Clerk</u>	
7.5	It was noted that there would be 3 vacancies on the board from December and the Governance and Search Committee were recommending appointing Peridot Partners as the search partner. 3 quotes had been obtained however, Peridot provided the best value at a cost of £9500 plus VAT for 3 governors and the College and governors recruited by Peridot had had a good experience previously.	
7.6	The Clerk had given notice that she would be leaving at Easter 2022 and it was agreed to use Peridot to support the search for her replacement. Peridot had quoted £8900 plus VAT for	

<p>7.7</p> <p>7.8</p> <p>7.9</p> <p>7.10</p> <p>7.11</p> <p>7.12</p> <p>7.13</p>	<p>this. This had been the only quote sought for this, however, it was agreed that as Peridot had offered a 15% discount and there would be some duplication of the work to prepare for the search this constituted exceptional reasons not to seek additional quotes.</p> <p>Governors asked for the contractual arrangements to provide for a refund if appointed governors did not stay for more than 12 months.</p> <p>Governors noted and agreed that there could be opportunities for governors to be appointed as co-opted governors or shadow governors to provide training for those candidates who wanted to learn more about the role before committing to the position.</p> <p><b>Resolved: to appoint Peridot as the recruitment partner for 3 new governors and the new clerk.</b></p> <p><u>Attendance Target 2022-23</u></p> <p>The Clerk explained that the Board had just met it overall target of 80% attendance last year however attendance had been impacted by 2 governors with poor attendance who had now left the board. The clerk therefore recommended an attendance target of 80% for 2022-23.</p> <p><b>Resolved: to agree an attendance target of 80% for all board, committee and Group meetings for 2022-23.</b></p> <p><u>Terms of Reference for the Governance Search Committee</u></p> <p>The clerk outlined the changes to the TOR for the committee which had been amended to reflect the wider work of the Committee in its oversight of governance.</p> <p><b>Resolved: to approve the Terms of Reference of the Governance and Search Committee Code of Conduct for Governors</b></p> <p>The Clerk presented the code of conduct for 2021-22 and confirmed there were no changes to the previous version.</p> <p><b>Resolved: to adopt the Code of Conduct for 2022-23.</b></p> <p><u>External Review of Governance</u></p> <p>MR and the Clerk outlined the requirements for an external review of governance and confirmed that the Governance and Search Committee had considered 3 quotes from the AoC, ETF and Rockborn and were recommending the appointment of a reviewer from the AoC which was priced at £5325 plus VAT.</p> <p><b>Resolved: to appoint a reviewer via the AoC to conduct the External Review of Governance.</b></p>	<p style="text-align: center;"><b>MM</b></p>
<p>7.14</p> <p>7.15</p>	<p><b>Use of the College Seal</b></p> <p>The Clerk reported that the College Seal had been used on the following documents which had previously been approved by the board:</p> <ul style="list-style-type: none"> <li>• The lease of the depot at Tamworth</li> <li>• Yorkshire Bank Side Letter</li> <li>• Form DS1 releasing a charge over land at Tamworth</li> </ul> <p><u>AEB Funding Agreement</u></p> <p>JS and CB explained the purpose of the funding agreement with WMCA and confirmed that the College was providing Adult Education in line with the provisions of the agreement. Governors noted that the agreement was unclear on dates and the services to be provided however this was a standard agreement from WMCA.</p> <p><b>Resolved: that the use of the seal be approved for executing the AEB Funding Agreement with West Midland Combined Authority.</b></p>	
<p>7.16</p> <p>7.17</p>	<p><b>Policy Approvals</b></p> <p>The Board received the following revised policies which were for approval:</p> <ul style="list-style-type: none"> <li>• Freedom of Speech Policy</li> <li>• Learner Conduct Policy</li> <li>• Equality Diversity and Inclusion Policy</li> </ul> <p>Governors were advised of any material changes to the policies, including feedback from unions where appropriate. EIA analysis had been reviewed by members of the Board in advance of the meeting</p> <p><b>Resolved: that the policies be approved.</b></p> <p>KOR presented the Commitment to Equality in Employment Policy which was a new policy and included provisions on bullying and harassment for staff and gender reassignment. KOR confirmed that the unions had agreed the policy with no changes (except to the title) and UCU had sent the policy to their policy department as an example of best practice.</p>	

## South Staffordshire College

### Meetings of the Board of Governors

	<p>KOR presented the new Staff Training and Development Policy and outlined the provisions of the policy. KOR confirmed the policy had been sent to the unions but there had been no feedback.</p> <p>EIA analysis for both policies had been reviewed by members of the Board in advance of the meeting.</p> <p><b>Resolved: that the new policies be approved.</b></p>	
8.1	<p><b>Any Other Business</b></p> <p>The Clerk confirmed that the Learner Voice meetings would take place in the week of 14<sup>th</sup> November and all governors were invited to attend the meetings to listen to student feedback.</p>	
8.2	<p>Next meeting: Governors discussed and agreed that the next meeting would be held face to face at Rodbaston on Thursday 8<sup>th</sup> December 2022 at 9am.</p>	

#### Appendix 1

#### AGREED STANDING COMMITTEE/TASK & FINISH GROUP MEMBERSHIP/ Link Governor Roles (2022-2023)

<b>Committee</b>	<b>Constitution</b>	<b>Membership</b>
<b>Audit</b>	<p>Five governors (quorum 3)</p> <p>In attendance:</p> <ul style="list-style-type: none"> <li>• John Snow (Deputy Principal – Finance &amp; Resources)</li> <li>• David Hoose (Mazars External Auditor Representative)</li> <li>• Clare Parkes (TIAA Internal Auditor Representative)</li> <li>• Claire Boliver (Chief Executive &amp; Principal)</li> </ul>	<ul style="list-style-type: none"> <li>• Helen Simpson (Chair)</li> <li>• Philip Atkins</li> <li>• Andrew Elsby-Smith</li> <li>• David Isted</li> <li>• vacancy</li> </ul>
<b>Governance &amp; Search</b>	<p>Five governors comprising the Chair, the Vice-Chair, the Chief Executive &amp; Principal plus two other governors (quorum 3).</p>	<ul style="list-style-type: none"> <li>• Yvonne Bradshaw (Chair)</li> <li>• Tim Legge (Vice Chair)</li> <li>• Claire Boliver (Chief Executive Principal)</li> <li>• Mike Rowley (Board Chair)</li> <li>• Andrea Chilton</li> <li>• Nicki Truman</li> </ul>
<b>Remuneration</b>	<p>Four governors comprising the Chair of the Committee, and three other governors (quorum 3).</p> <p>Mike cannot be Chair</p>	<ul style="list-style-type: none"> <li>• Mike Rowley</li> <li>• Andrew Elsby-Smith Chair (after TmG leaves)</li> <li>• Andrea Chilton</li> <li>• Vacancy (after TmG leaves)</li> </ul>



## South Staffordshire College

### Meetings of the Board of Governors

<b>Task &amp; Finish Groups</b>	<b>Constitution</b>	<b>Appointees</b>
<b>Quality Improvement</b>	Four Governor comprising the CEP plus 3 other governors (quorum 3). In attendance: <ul style="list-style-type: none"> <li>• Kirk Hookham (Deputy Chief Executive)</li> <li>• Karen Turley (Assistant Principal – Quality &amp; Curriculum)</li> <li>• Kim Vaughan (Assistant Principal – Learner Services)</li> <li>• Teaching Staff Governor (Steve Oliver)</li> <li>• Student Governors</li> <li>• SLT Leads as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Tim Legge (Chair)</li> <li>• Yvonne Bradshaw</li> <li>• Andrew Elsby-Smith</li> <li>• Gail Steptoe-Warren</li> <li>• Claire Boliver (Chief Executive &amp; Principal)</li> </ul>
<b>Finance Improvement</b>	Four governors comprising the CEP plus 3 external governors (Quorum 3). In attendance: <ul style="list-style-type: none"> <li>• John Snow (Deputy Principal – Finance &amp; Resources)</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Rowley (Chair)</li> <li>• Helen Simpson</li> <li>• Liz Furey</li> <li>• Andrea Chilton</li> <li>• Claire Boliver (Chief Executive &amp; Principal)</li> </ul>
<b>Tamworth Town Centre Project Group</b>	3 governors (one as chair) plus the Chief Executive Principal, Deputy Chief Executive & Deputy Principal Finance and Resources Quorum 3 provided that at least 2 of the 3 are governors. (CEP can count as one of these 2)	<ul style="list-style-type: none"> <li>• David Isteed (Chair)</li> <li>• Mike Rowley</li> <li>• Andrew Elsby-Smith</li> <li>• Claire Boliver (CEP)</li> <li>• Kirk Hookham (DCE)</li> <li>• John Snow (DPF&amp;R)</li> </ul>

<b>Link Governor Role</b>	<b>Appointees</b>	<b>Notes</b>
Safeguarding Governor	Tim Legge	Gail Steptoe Warren in training
SEND Governor	Tim Legge	Gail Steptoe Warren in training
EDI Link Governor	Gail Steptoe-Warren	
Sustainability Governor	David Isteed	
Health and Safety Governor	David Isteed	
Careers Link Governor	Vacancy	
Skills Link Governor (LSIP and Ofsted)	Vacancy	

<b>ELT College Steering Groups</b>	<b>Appointees</b>	<b>Notes</b>
Rodbaston Campus Steering Committee – estates and curriculum	Philip Atkins	College steering groups are ELT led groups with Governor reps, but may provide reports and information to the board and/or its relevant committees

Approved as a true record at the meeting of the Board of Governors on 8<sup>th</sup> December 2022