

Date: 8 July 2020, 08.30 – 10.45

Venue: Zoom (Online Meeting)

Clerk to the Corporation
Granville Road
Sheffield, S2 2RL
Tel: 0114 260 2620
Email
alison.shillito@sheffcol.ac.uk

Present: Seb Schmoller (Chair)
Gwyn Arnold
Peter Brooks
Richard Calvert (until 10.30)
Ian Falconer
Angela Foulkes
Beri Hare
Stephan Hollingshead
Chris Linacre
Michelle MacDonald
John Mothersole
Saleem Rashid
Kim Streets (until 10.30)
John Timms (until 10.10)

In attendance: Kate Platts, Executive Director of Finance and Resources (EDFR)
Alison Shillito, Governance Advisor and Clerk to the Governing Body (Clerk)
Paul Simpson, Executive Director of HR and Organisation Development (EDHROD)
Anita Straffon, Deputy Chief Executive (Curriculum, Quality and Assessment) (DCE:CQA)

Action
by **by**
whom **when**

20/3/1 Welcome, introduction and apologies

- 1.1 The Clerk reported that apologies for absence had been received from Stephen Betts and Shelley Hemsley. The meeting was quorate.
- 1.2 The Chair welcomed members, noting that it was the final board meeting for Chris Linacre, after eight years of service, and Kim Streets, after seven years of service. The Chair thanked Chris and Kim on behalf of the Governing Body for their service to the Board and to the College.

20/3/2 Declaration of interest

- 2.1 Members noted the standing declarations of staff governors and the Chief Executive and Principal (CEP) as members of College

staff. There was no action required in respect of these standing declarations.

- 2.2 **Item 18a, governor re-appointments:** members noted the interests of Richard Calvert, Ian Falconer and Stephan Hollingshead in relation to this item. The Governing Body agreed that Richard, Ian and Stephan were not required to withdraw from the meeting but they would not be counted as part of the quorum for item 18a and would not be entitled to speak or vote.
- 2.3 **Item 18c, staff governor elections:** members noted the interests of Michelle MacDonald and Saleem Rashid in the election of staff governors. The Governing Body agreed that Michelle and Saleem were not required to withdraw from the meeting but they would not be counted as part of the quorum for the resolution to extend the term of appointment of staff governors and would not be entitled to speak or vote on item 18c.

20/3/3 Minutes of the last meeting

- 3.1 The Governing Body approved the minutes of the meeting on 13 May 2020 as an accurate record.

20/3/4 Minutes of the special meeting of the Governor Covid Task Group held on 8 June 2020

- 4.1 The Chair reported that the Governor Covid Task Group had met and considered the College's Covid-19 Risk Register; College Risk Assessment, Nursery Risk Assessment and Guiding Principles for re-opening. The meeting had agreed the proposed documents and requested further action as follows:
- show where and how the College had adopted the guidance in the Department for Education (DfE) checklist. *The checklist had been annotated and cross-referenced against the College's re-opening documents and shared with the governor group for assurance;*
 - show which of the actions in the Risk Assessment must be completed fully before the College would re-open to any students. *The risk assessment had been annotated to highlight the risk actions that had to be assured as completed prior to re-opening to students;*
 - on a regular basis, share with the governor group updates on completion of the risk actions. *The updated risk assessment had been circulated to the group and CEP updates on reopening circulated to all governors.*

- 4.2 The Governing Body received the report on the meeting and agreed:

ACTION: Clerk to circulate to Chair and members of special group for approval by correspondence and then to all governors.

20/3/5 Matters arising and action record

- 5.1 Governors agreed that all matters arising from the minutes of the meeting on 13 May 2020 had been included either on the current agenda or on the Action Record.

- 5.2 The Clerk reported that all actions had been completed other than

Minute 20/1/28.3 refers: staff governor elections: as reported to the May meeting, the Clerk had not been able to run the elections in May/June 2020. The Search, Remuneration and Governance Committee (SRG) had approved a revised timetable and proposals for the extension of appointment of current staff governors were later on the agenda.

Members agreed that due date for completion of staff governor elections be re-scheduled to 31.10.2020

Minute 17/9/18.3 refers: Governor Training Safeguarding: the Clerk reported that some action had been taken on this. All governors had received details of LearnSheffield face-to-face Safeguarding training sessions and some governors had taken this up. The request had been for more discursive face to face training and training was likely to be mainly online in autumn 2020.

Members agreed to close this item and the Clerk would focus on ensuring all governors were able to complete the latest mandatory modules pending being able to offer face-to-face training in future.

- 5.3 Governing Body received the Action Record, noted the progress and approved the removal of the items marked as 'completed'.

20/3/6 Report of the Chief Executive and Principal (Presentation)

- 6.1 The Chief Executive and Principal (CEP) presented her report to the board, the main points were:

- 6.2 **Sector update:** most of recent DfE and ESFA activity has been around Covid-19 and reopening. There are high hopes for investment in training and skills but no additional funding for FE to meet the additional costs of reopening, student catch-up or transition. A regulatory change means that the College would be able to offer T levels from September 2023 and TSC is participating in the group bid to apply for an Institute of Technology (IoT) in the second bidding round for IoT funding.

ACTION: lobbying for colleges remains tremendously important. The Clerk to circulate to governors details of the next Colleges Week with requests for governors to add weight to the College's campaigning efforts.

- 6.3 **Covid-19 actions for August reopening:** the College premises are currently open to a relatively small number of staff and students to complete assessment. Planning has switched to Phase 3 (new academic year starting in August 2020). This involves, amongst other things:

- updating the risk assessments and actions to open premises to more students safely;
- providing staff development to all teaching staff to ensure they are trained to provide high quality online teaching materials and strategies

- ensuring staff are confident and prepared to continue to provide remote learning for those modules where on-site presence is unnecessary.
 - for new students, planning systematic induction, in person and online, to equip them with the study skills appropriate to their level and subject to be successful in online and practical learning.
- 6.4 **Quality of Teaching, Learning and Assessment:** the College is predicting a substantial increase in its pass rate. Some, but by no means all, of the improvement is in centre assessed grades. The College has prepared its centre assessments based on evidence of student achievement and has applied strict internal moderation to ensure that every centre-assessed grade is consistent and justified. There remains a risk that the grades would be affected by external statistical adjustments but the College has taken all the measures it could to prepare to defend its assessment decisions.
- 6.5 **Regulatory bodies:** the Chair and CEP are discussing with the FE Commissioner rescheduling the two day visit (postponed in March) to the autumn term. The College anticipates receiving further communication from the ESFA about Apprenticeship minimum standards in October 2020. Ofsted has announced a programme of ungraded interim visits in autumn 2020 pending restart of its formal visit programme.
- 6.6 **Student experience:** since the last meeting, the College has achieved the Quality in Careers Standard for demonstrating consistently high standard of practice in careers and workplace learning. To safeguard vulnerable students, staff are continuing to maintain daily contact and has a rota to maintain this over the summer break. Exceptionally, the College will continue to provide 16 -18 year old students in receipt of learning support funds with a weekly lunch allowance over the summer period to match the government pledge on free school meals.
- 6.7 **People:** the College has achieved the Investors in Diversity award and has committed to working towards Leadership in Diversity next year. The Equality, Diversity and Inclusion Board has appointed a working group to review of the experience of Black students and BEM staff and make recommendations to promote equality.
- 6.8 **Reputation:** the Marketing Team is working on launching a new College web site design over the summer as well as continuing to provide support for internal and external communications during the lockdown. Applications to the College for places in September are healthy including an increase in applications for the Sheffield Sixth Form. The College is working with Sheffield Hallam University (SHU) on the public launch of the Strategic Partnership.
- 6.9 **Sustainability:** with the impact of Covid-19, the College has been reviewing the draft 2020/21 budget and scenario planning in parallel with preparing an additional July submission of the Integrated Financial Model for Colleges (IFMC), which members

would discuss later in the meeting. To prepare for a flexible blend of remote and campus-based learning in 2020/21, the College has accelerated capital expenditure on IT and digital and reprioritised some estates works to ensure that learning spaces are fit for purpose. This includes reviewing leased premises where the College is a tenant and may be restricted in the changes it can make to improve the quality and layout of learning spaces.

- 6.10 Governors asked questions about the issues raised in the CEP's presentation and discussion included the following main issues.

Reopening plan: a governor commented that government guidance on colleges reopening seem to assume that all students will be back on campus in September and asked if the College was planning on that basis and what full re-opening would look like. The CEP said that the College is planning on the basis that it will meet all the requirements in the guidance and that all campuses will be fully open. The balance of onsite and remote learning will be different to that offered previously and will vary for different students depending on the demands of their level and programme. The DfE guidance deals mainly with 16-18 students, whereas the College is planning for the whole community including adult learners and older apprentices.

Impact of Ofsted rescheduling inspections: governors were concerned that delays in the Ofsted visit schedule would also delay plans to steer the College to a good or outstanding rating. The CEP said that the delay to the formal schedule will mean that the College's monitoring visit is likely to be pushed back to the Spring term 2021 with a full re-inspection as late as December 2022. Staff and governors are seeing sustained impact of the College's improvement actions now, with potentially a 10 percentage point improvement in pass rates over the last two years. A long delay would be frustrating because of the limitations that come with a "Requires Improvement" Ofsted grade. The College may receive an Ofsted visit in autumn 2020, but this would be ungraded and in addition to the monitoring visit and re-inspection visits.

Safeguarding: members supported the Executive's decision to use some of the non-pay savings during campus closure to provide free meals to young vulnerable students over the summer. Governors welcomed assurance that the College was making all efforts to support its most vulnerable students and their families.

LEP Capital Project: a governor asked if the College has received reassurance that the grant agreement term would be extended to reflect the delays due to the pandemic. The CEP responded saying that the College has made the formal application for an extension to the contract term and is awaiting the LEP's decision.

- 6.11 The Governing Body received the presentation and welcomed the assurance particularly on the impact of the College Improvement Plan on pass rates for learners; sound financial sustainability in

spite of the challenges of Covid-19 and the College's continuing efforts to safeguard its most vulnerable young students.

20/3/7 Committee report: Teaching, Learning, Quality and Student Experience Committee (TLQSE)

- 7.1 The Chair of TLQSE introduced the minutes of the meeting on 17 June, highlighted the main points and the 'For information' reports from that meeting that had been included in the board papers. The Chair of TLQSE said that it had been a satisfying meeting as the business included much evidence of:

impact of teaching quality improvement actions: particularly on student retention, engagement and pass rates.

success of the Deep Dives: TLQSE members are delighted to see the improvements in the rate of pass and high grades in GCSE Maths and A Levels as well as improved pass rates for vocational subjects such as Childcare. The positive impact of Deep Dives shows that this approach is effective and a good investment for students.

student voice activities: members are also pleased to see the College maintaining student reps and campus forum meetings remotely. These activities are also starting to show a positive impact on the student experience and planning for 2020/21.

- 7.2 The Governing Body received the report and welcomed the assurance that the TLQSE Committee provided that the improvement actions that the College is implementing are having a positive impact on students continuing their studies and passing their qualification.

20/3/8 Predicted outcomes 2019-20

- 8.1 The Deputy Chief Executive Curriculum Quality and Assessment (DCE CQA) gave a presentation on forecast achievement for 2019/21 highlighting the following.

Overall increase in forecast achievement: members noted that the forecast is based on qualifications already completed prior to campus closure; teacher assessments submitted to national awarding bodies; and predicted outcomes for assessments due to take place on campus in June/July. The College is forecasting an overall increase of 6 percentage points (pp) in achievement, which if realised, would mean a 10 pp improvement over the last two years.

High retention: the College continues to retain a higher proportion of its students than the national rate. This shows that the improvement in pass rates is attributable to more learners achieving their qualification.

Staff morale: the investment in improving teaching and learning is having a positive impact on teaching staff morale and motivation. Teachers and curriculum leaders are working very hard during campus closure to maintain remote learning, implement changes to national exams and develop their own skills in educational technology. Staff are seeing the positive impact of their hard work on improving student outcomes and this is generating momentum to continue. In spite of the

challenge of Covid-19, the teaching staff culture is becoming one of high morale and positivity.

- 8.2 Members questioned the forecast, asking about its reliability, given the change in national examinations. The DCE CQA said that her team has a good track record in predicting grades, with last year's forecast being very close to the actual pass rate. The teacher forecast is more rigorous this year, requiring teaching staff and the quality team to scrutinise the evidence behind every grade. This means that the forecast is based on actual student progress and achievement. There may be national adjustments to the overall grade profile for GCSEs and A levels. The College will not know the impact of this until it receives the results in August, unless there are queries from awarding bodies about particular qualifications. The College is confident in the rigour with which it has conducted the assessment process and that it has the evidence to justify the grades in the forecast.
- 8.3 The Governing Body received the presentation. Members said they were very pleased with the progress the College is making against the College Improvement Plan. Members also welcomed the positive impact of the investment in enhancing the quality of teaching, learning and assessment; staff development and learning development coaches and deep dives, to provide intensive support to the areas in most need of improvement.
- 8.4 The Governing Body recorded its thanks to the DCE CQA and her team for ensuring such a significant improvement in the academic performance of the College. In particular, governors welcomed that this improvement is being achieved with improved staff morale and motivation. Members looked forward to receiving the outcomes of the next staff engagement survey in autumn 2020.

20/3/9 Curriculum Delivery Plan 2020/21 and Digital Strategy

- 9.1 The Deputy Chief Executive Curriculum Quality and Assessment (DCE CQA) gave a presentation on curriculum planning for 2019/21 including the plan to provide high quality blended on-campus and remote learning that will enable flexibility in 2020/21 and be a platform for curriculum innovation in 2021/22 and beyond.
- 9.2 Governors wanted to understand how the College had arrived at the different percentage "blends" of online and on-campus learning for different levels of study. The DCE CQA said that the percentages in the plan are based on the likely balance between theoretical and practical learning at that level of study. The actual blend that a student experiences will vary by programme of study. The percentages in the table are a guide for staff and curriculum leaders. For 2020/21, the blend is also informed by optimum campus capacity, taking into account social distancing.
- 9.3 Governors asked about the longer term impact on the College's educational character, given that the plan mentioned blended learning continuing into 2021/22. The CEP said that the College's investment in digital learning innovation pre-dates the pandemic. A number of subject teams already have well-

advanced plans for introducing online learning to improve quality and flexibility for learners – particularly for adult learners and apprentices. The experience of campus closure has accelerated the pace of innovation, initially as an emergency measure but latterly as an opportunity. The College is keeping the balance under review, although in 2020/21 the need to keep staff and students safe is an important driver.

- 9.4 The CEP went on to say that the College is receiving positive feedback from staff, students about the QA processes on the online learning and tutor support it is providing. This feedback is informing the transition from emergency protocols into long term operations. The College is already thinking about how it can use on-campus learning and its estate differently to enhance students' experience when they are on campus. For many new students, smaller group sizes on campus, even if for a shorter period, is likely to mean a more comprehensive induction and more student friendly transition to college. For 2020/21, maintaining high levels of online learning will enable the College to implement the Phase 3 risk assessment so as to minimise the occurrence of and disruption caused by a Covid-19 outbreak.
- 9.5 The Governing Body received the presentation and the assurance that the College's curriculum plan for 20/21 is flexible and responsive to the ongoing uncertainty of the Covid-19 pandemic. Members also welcomed that the longer term ambitions and intent are consistent with the proposals discussed with governors at the strategy day in January 2020.

20/3/10 Learning: committee reports for information

- 10.1 The Governing Body noted for information the following items that the TLQSE Committee considered at its meeting on Wednesday 17 June 2020.
- Student's Union Constitution review and update
 - Apprenticeships – 2019-20 in-year performance
- 10.2 The DCE CQA reported that the College had used the revised procedure in the constitution to select Kathryn Fulton for the paid role of Student Union President from the candidates nominated and elected by students.

20/3/11 Committee report: Audit and Risk Assurance Committee (ARAC)

- 11.1 The Chair of ARAC introduced the minutes of the meeting on 10 June, highlighted the main points and the 'For information' reports from that meeting that had been included in the board papers. The Chair of ARAC said that it had been a busy meeting with the Committee receiving assurance from the internal audit plan, much of which was positive about the effectiveness of the College's risk management and control environment. The main themes of the meeting had been
- **Risk management:** GB had asked the Committee to monitor the College's response to the Covid-19 pandemic through the perspective of risk. The Committee received the regular update on risk and the RSM internal audit report and

was positively assured that the College had effectively implemented a risk managed approach, which was having a positive impact. The Committee had asked the Executive to keep its arrangements for managing cyber risks current, given the added reliance on these systems for remote working and online learning. The Committee had also been reassured that the College was addressing the vacancy for a Health and Safety Manager, and had appointed an experienced interim to cover the role pending recruitment of a permanent replacement.

- **IT Systems:** ARAC had received an internal audit report on the challenges of working with two IT systems (Agresso and EBS) that are not designed to work together. The report gave positive assurance that the College's ways of working are effective but they are onerous. In due course, the Board and the Executive Leadership Team ought to consider the longer term replacement strategy.
- **Benchmarking:** now in their second year, the College's Internal Audit provider, RSM, is giving us rich assurance and sector insights. RSM had provided ARAC members with benchmarking information, comparing the results of TSC internal audits with anonymised data for other FE sector clients. This was useful context for members considering IA reports.
- **Board assurance 2019/20:** ARAC members were anxious to reconvene for a more discursive meeting or workshop to consider the rich data provided by the year's internal audit reports and their messages for the committee's annual report.

- 11.2 The Governing Body received the report and welcomed the assurance from ARAC that in spite of the disruption caused by Covid-19 the IA Service has completed its programme of audits for the year to assure the College's control environment and that the College is implementing its risk management strategy for managing the ongoing threat of Covid-19 and maintaining business continuity.
- 11.3 John Timms reported he was having intermittent IT connection issues from 10.10 onwards. This did not affect the quoracy of the meeting

20/3/12 External Audit Strategy for the Year ending 31 July 2020

- 12.1 The Governing Body endorsed the External Audit Strategy proposed by KPMG for the financial year ending 31 July 2020 and approved the fees, which included an increase for the additional assurance work required by the Office for Students.

20/3/13 Committee report: Finance, Employment and General Purposes Committee (FEGP)

- 13.1 The Chair of FEGP introduced the minutes of the meeting on 24 June, highlighted the main points and the 'For information' reports from that meeting that had been included in the board papers. The Chair of FEGP said that members had received much positive assurance in the meeting. FEGP had welcomed the work done by the Executive to secure the College's financial

position and sustainability during the Covid-19 campus closure, as reported in the P9 Finance Report. For 2020/21, FEGP members were impressed with the detailed sensitivity analysis that Executive Leadership Team members had undertaken to underpin the draft budget. It was clear that 2020/21 will be challenging financially, with uncertainty around some income streams, but the draft budget presented for GB approval is a prudent financial plan for 2020/21.

- 13.2 On HR matters, members had challenged the College's performance on staff absence, which had reached a peak in March 2020. Members welcomed the assurance the EDHROD had provided that senior managers understand the main causes of the high staff absence rate and are rigorously implementing the College's revised absence management procedures to address these.
- 13.3 The Governing Body received the report and welcomed the assurance that the FEGP Committee provided about the reliability of the process for preparing the budget and that it was maintaining detailed scrutiny of subcontracting policy, progress on HR matters and health and safety on behalf of the Board.

20/3/14 Draft Budget 2020-21

- 14.1 The CEP presented the draft budget for sign-off, commenting that the work done by ELT members on detailed sensitivity analysis of the risks in their remit was a significant improvement on previous practice and gave ELT and governors additional assurance on the reliability of budget.
- 14.2 The Governing Body resolved to approve the draft budget for 2020-21 as presented in the report.

20/3/15 ESFA IFMC Submission July

- 15.1 The Executive Director of Finance and Resources presented the draft IFMC submission, that the ESFA had requested from FE providers to assess the impact of the Covid-19 pandemic on the sector and the financial health of individual colleges. The EDFR said that the return was the 2020/21 budget and cash flow presented in the format required by the ESFA.
- 15.2 The Governing Body was assured that the College was making good progress in preparing the additional submission. Although the ESFA did not strictly require submissions to be signed off by governing bodies, governors wished to be assured that the final version of the submission was consistent with the approved budget.
- 15.3 Therefore the Governing Body approved that a group of governors, comprising a quorum of the Chair, Chair-Designate and Chairs of FEGP and ARAC, would meet to consider and approve the final submission on 22 July on behalf of the Board, as proposed in agenda item 15f.

ACTION convene a meeting of Chair, Chair-Designate and Chairs of FEGP and ARAC and CEP on 22 July 2020 to consider final version of IFMC submission

Clerk 8.7.20

20/3/16 Sustainability: committee reports for information

- 16.1 The Governing Body noted for information and assurance the following items that ARAC had considered at its meeting on 10 June 2020 and members wished to draw to the attention of all governors.
- Internal Audit Plan for 2020-21 and fees: such fees, being consistent with the contract approved by the Governing Body in July 2018, were approved by ARAC on behalf of the Governing Body;
 - Internal Audit Progress Report June 2020 including benchmarking information;
 - Risk Management progress report including an update on the College's Covid-19 Risk Register and associated risk management actions.
- 16.2 The Governing Body noted for information and assurance the following items that FEGP Committee had considered at its meeting on 24 June 2020:
- FEGP KPIs for Period 9;
 - Subcontracting Policy 2020/21 including supply chain fees; which FEGP had reviewed and re-approved on behalf of the Governing Body;
 - ESFA July financial data collection from colleges, which were the proposals adopted by the Governing Body to sign-off the final version of the additional IFMC submission.

20/3/17 People: committee reports for information

- 17.1 The Governing Body noted for information and assurance the following items that FEGP Committee had considered at its meeting on 24 June 2020:
- Health and Safety update (Term 3 2019/20);
 - HR and Organisation Development update.
- 17.2 The Governing Body noted for information and assurance the following items that TLQSE Committee had considered at its meeting on 17 June 2020:
- Staff Engagement update.

20/3/18 Committee report: Search, Remuneration and Governance Committee (SRG)

- 18.1 The Chair of SRG Committee introduced the minutes of the meeting on 10 June, highlighted the main points and the 'For information' report from that meeting that had been included in the board papers.
- 18.2 The Chair of SRG drew to governors' attention to the following points from the minutes:
- Streamlined agenda for June committee meetings:** in common with other committees the Clerk and Chairs had consciously tried to reduce the agenda for June committee meetings to release report authors' time to focus on College reopening. There were some business that had been delayed

until next term. Committee chairs are keeping this under review to ensure that governance continues to be effective as well as efficient during the Covid-19 pandemic

Governors' external impact: in reviewing progress on the Governance Improvement Priorities approved by the Governing Body in December 2019, SRG members had commented that further thought should be given to how governors' could increase their impact as external ambassadors of the College. This was something that could be considered at the September 2020 strategy event.

Governor recruitment: SRG had agreed a process to make the final selection of candidates for governorship recruited through the Search process. The discussions with candidates took place by videoconference on 2 July and the results were reported in item 18.

- 18.3 The Governing Body received the report and the assurance that SRG Committee provided that it was keeping governance arrangements under review and seeking to discharge its responsibilities for search, in spite of the challenges of Covid-19.

20/3/19 Membership: reappointments

- 19.1 The Governing Body resolved to approve that:
- Richard Calvert's initial term of office be extended for two years until 31/7/2022
 - Ian Falconer's initial term of office be extended for two years until 31/7/2022;
 - Stephan Hollingshead's initial term of office be extended for two years until 31/7/2022.

20/3/20 Membership: new appointments

- 20.1 Governors considered a confidential report "Governor appointments" summarising the outcome from the recent recruitment process. Governors were mindful of the difficulties of running a selection process using wholly online methods.
- 20.2 The Governing Body resolved to approve to appoint Sol Miah as a governor with effect from 1 August 2020 for an initial two year term, terminating on 31/7/2022, at which time he would be eligible for re-appointment for up to 6 years. Appointment is subject to satisfactory checks, as required by College policies
- 20.3 The Governing Body agreed to hold back on the other recommendations in the report, pending further consideration by the Chair of SRG, the CEP, the Chair of Governors and the Chair Designate, supported by the Clerk and Governance Advisor. Consideration to include:
- a) policy on use of co-option to the Governing Body or to committees as a route to securing specialist expertise and/or as a way to prepare an individual for future appointment as a governor. This is in the context that the Board has already made some use of co-option, albeit in the absence of policy on the matter;

- b) extent to which, if any, individual governors' prior knowledge of candidates should be explicitly considered within the recruitment process;
 - c) how to balance considerations in the recruitment and appointment process of i) skills and experience, ii) local knowledge and connections, iii) board diversity, iv) board ethos and values, v) succession planning.
 - d) what decisions to take in relation to three of the remaining four candidates who remain under active consideration following the first round of discussions on 5 and 7 May 2020.
- 20.4 The Governing Body also agreed to ask the consultant who will be undertaking the periodic review of the College's governance to include the process of finding new governors as one of its aspects.

ACTIONS:

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|---|---------|-------|
| a) complete checks to appoint Sol Miah as a governor | 30/8/20 | Clerk |
| b) convene a meeting of the Chair of SRG, the CEP, the Chair of Governors and the Chair Designate, supported by the Clerk and Governance Advisor, to consider the issues arising from the search exercise (20.3 a-d); | 31.7.20 | Clerk |
| c) liaise with the consultant appointed to conduct the board effectiveness review to incorporate good practice recommendations on finding new governors into that exercise. | 15.7.20 | Clerk |
- 20.5 Kim Streets and Richard Calvert left the meeting at 10.30. The staff governors remained but did not form part of the quorum nor did they participate in the discussion or decision.

20/3/21 Staff Governors' Election

- 21.1 The Governing Body noted that the timetable for staff governor elections that it had agreed on 11 March had been delayed due to the move to remote working. At its meeting on 10 June 2020, SRG Committee agreed a new timetable for the process with a call for nominations at the end of August/early September 2020 and online elections in early October.
- 21.2 In the light of the revised election timetable, the Governing Body resolved to approve an extension of the term of office of the current staff governors until 31/10/2020.
- Michelle MacDonald's term of office be extended until 31/10/2020
 - Saleem Rashid's term of office be extended until 31/10/2020.

20/3/22 Governance: committee reports for information

The Governing Body noted for information and assurance the following item that SRG Committee had approved at its meeting on 10 June 2020:

- Board Effectiveness Review 2019/20: commissioning external input: this item would be subject to negotiation of an additional aspect to the scope of the review, as above.

20/3/23 Application of the Corporation Seal

The Governing Body noted that the seal had been applied to the Land Registry transfer form (TP1) to transfer the freehold interest of land at Shirecliffe (transmission mast site) to Arqiva, which already held the long term lease. The Governing Body approved the transfer and application of the seal (subject to contract) at its meeting on 6 November 2019. Seb Schmoller and Angela Foulkes signed to confirm the application of the seal to the transfer form on 30 June 2020 (sealing register entry 197).

20/3/23 Review of meeting and closing remarks

Members commented that they would welcome a return to meetings on campus to see the student experience for Phase 3. The CEP said that the risk assessment for Phase 3 reopening gave priority to staff and students who needed to attend campus for teaching, learning and assessment. Reducing the number of people on campus also reduced the burden on cleaning and facilities staff, who were undertaking additional clearing of touch points, rooms, and routes in use.

The CEP said that the College Covid-19 Response Group would be reviewing the appropriateness of and continuing need for the Phase 3 risk management measures during the first half term and would consider if they could be reduced for the second autumn half term. The Chair said that he would prefer to run the December GB meeting on a face-to-face basis, if possible safely and without creating a disproportionate burden.

20/3/24 Date and time of next meetings

Wednesday 9 September 2020 09.00 – 16.00 (tbc) Strategy Day

Wednesday 9 December 2020 08:30-10:30

Wednesday 27 January 2021 09.00 – 16.00 (tbc) Strategy Day

Wednesday 31 March 2021 **16.00 – 18.00 afternoon meeting**

Wednesday 7 July 2021 08.30 – 10.30