

## FE Corporation Minutes

Meeting held on Thursday 1<sup>st</sup> July 2021 at 5.30pm via Zoom

**Governors:** Fabienne Bailey, Rachel Beeken, Sam Beel, Stuart Blackett, Subhash Chaudhary, Phil Cook (Chief Executive and Group Principal), Louise Davies (Chair of Finance and Employment Committee), Martin Gray, Katy Ludgate, Rob Mitchell, Richard Poundford (Corporation Vice Chair; Chair of Audit Committee), Dot Smith (Chair of Standards Improvement Committee), Jen Vanderhoven, Mark White (Corporation Chair), Norma Wilburn (Chair of Search and Governance Committee, Safeguarding Link Governor), Mark Wilson and Gary Wright.

**Officials:** Phil Blewitt (Managing Director NETA), Jason Faulkner (College Principal, Redcar and Cleveland College (RCC)), Lesley Graham (College Principal, Stockton Riverside College (SRC)), Phil Hastie (Group Executive Director Planning and Infrastructure), Erika Marshall (Group Director of Marketing), Gary Potts (Group Vice Principal Business, Innovation and Partnerships), Ben Robinson (College Principal, Bede), Fiona Sharp (Group Executive Director Finance), Kay Taylor (Group Director of HR), Sarah Thompson (Clerk to the Corporation), Peter Wood (Interim Group Director of Quality) and Sam Young (Governance Support Officer).

**Apologies:** Aman Toor and Anne Vickers

*As a member of Unison, Mark White declared an interest in Agenda Item 8.*

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### 21/44 Agenda Item 1 – Governor Appointments

The Chair of the Search and Governance Committee outlined the governor recruitment and interview process undertaken by the committee and recommended the appointment of Fabienne Bailey, Rachel Beeken, Jen Vanderhoven and Mark Wilson to the FE Corporation.

Governors **agreed** to appoint Fabienne Bailey, Rachel Beeken, Jen Vanderhoven and Mark Wilson to the FE Corporation for a term of four years, subject to relevant pre-appointment checks.

*Fabienne Bailey, Rachel Beeken, Jen Vanderhoven and Mark Wilson joined the meeting.*

The Chair confirmed the governors' appointments and added that they would be huge assets to the Board. Each of the newly appointed governors introduced themselves and gave a summary of their professional backgrounds and motivation for joining the Etc. Board.

### 21/45 Agenda Item 2 – Strategic Update

The Chief Executive gave a verbal strategic update to governors which focussed on reputation, finance and quality. He outlined his work as part of the Four Nations College of the Future initiative and the national policy changes affecting further education (FE). Regionally, the Group's relations with the Tees Valley Combined Authority (TVCA) remained strong; the Chief Executive of TVCA would shortly be touring NETA. The Group's property strategy was a key focus and a Capital Group

had been established to provide oversight. The Group was in a good financial position and performing robustly against the Key Performance Indicators (KPIs) set, which allowed a strong focus on quality. The Senior Management Team (SMT) Awayday held earlier that day had focused on preparation for the anticipated Ofsted inspection. The next Ofsted Group meeting would be held on 8<sup>th</sup> July and governors would be invited to observe Self-Assessment Report (SAR) meetings to be held in September, for which pre- and post-SAR briefings would also be arranged.

Governors **noted** the Strategic Update.

### **Agenda Item 3 – Finance**

**21/46**

#### **3.1 – Finance Update**

The Group Executive Director Finance reminded governors of the Restructuring Facility (RF) grant requirement to submit regular monitoring reports to the Education and Skills Funding Agency (ESFA). The latest Key Performance Indicator (KPI) data had been submitted on 28 May 2021 and included with the meeting papers; to date, no feedback had been received from the ESFA. This was the final required submission. The KPIs affected by COVID-19 had been flagged in her report and with the ESFA.

[REDACTED]

The first College Financial Forecasting Return (CFFR) was due for submission by 31 July 2021 and work had commenced; the CFFR reintroduced the requirement for a three-year financial return, including the forecast outturn for 2020-21, the budget approved by Corporation for the next year and a forecast for the following year. [REDACTED]

The Group Executive Director Finance added that the ESFA was due to release new best practice guidance to colleges on Monthly Management Accounts (MMAs), with an online launch event to be held on 5 July; many of the suggestions were already included in the Group's current MMAs.

Governors **noted** the report and **approved** the submission of the College Financial Forecasting Return in July 2021 on the basis of the financial forecasts provided at Agenda Item 3.2.

**21/47**

#### **3.2 – Financial Forecasts and 2021-22 Budget**

The Group Executive Director Finance introduced her previously circulated report which included the revenue and capital budgets for 2021-22 and the forecast for 2022-23. Draft budgets had been considered by the Tees Valley Catering (TVC) and NETA Boards and the Finance and Employment Committee and recommended to the Corporation for approval. There were no significant changes to highlight since the Finance and Employment Committee meeting held on 17 June.

The report also outlined the assumptions included in the budget which had been made on the basis that there would be no further lockdowns due to COVID-19. Pay cost assumptions included the proposal to award an additional 1% pay award in 2020-21, recommended to the Corporation for approval under Agenda Item 11.3. Work was also underway to address the impact of the National Living Wage from April 2022. There had been an increase in the costs of long-term absence during 2020-21, mainly due to COVID-19. The Group Executive Director Finance highlighted that the staff cost/income ratio for 2021-22 had been forecast at [REDACTED] and slightly above 2020-21; this was partly a result of the Group's business model to encourage

departments to grow which resulted in budgeted staffing costs to deliver unfunded provision. Including unfunded delivery, the staff cost/adjusted income ratio was forecast at [REDACTED].

A governor commented that he supported the Group's flexible approach, which allowed the Group to employ the quality of staff needed to deliver an outstanding education.

A governor asked if pay scales would be rationalised across the Group and if there would be the flexibility to offer higher pay for hard to fill vacancies, such as engineering. The Group Director of HR confirmed that, for those roles difficult to recruit to, departments were able to submit requests for payment of market rates which were then reviewed annually.

A governor asked if the capital budget included the major capital projects included in the Group Property Strategy. The Group Executive Director Finance confirmed that the budget only included the standard capital investment, including equipment updates and capital bids from budget holders; forecasts would be updated at the point at which any bids submitted to the ESFA were confirmed.

In response to a governor's question about harmonised terms and conditions, the Group Director of HR explained that the vast majority of staff were on harmonised terms and conditions with the exception of a very small minority at NETA.

A governor asked what percentage of the pay costs budget was allocated for long term sickness and the Group Director of HR confirmed that this was usually set at [REDACTED] and was currently slightly higher due to COVID-19 which could continue into the next financial year.

Governors **approved** the revenue budget, capital budget and financial forecasts.

#### **21/48 Agenda Item 4 – Quality Issues**

The Interim Group Director of Quality gave a verbal update on that day's SMT Awayday; senior managers had clarified areas for improvement and key priorities for the coming academic year. These had then been triangulated to the Ofsted Education Inspection Framework (EIF). This had been a strong start to the SAR process, the timetable for which had been brought forward this year from November to September. The Group Executive Director Planning and Infrastructure added that bringing SAR validation earlier would allow early governor involvement through the Standards Improvement Committee, enabling a strong focus on enhancing the learner experience.

#### **21/49 4.1 – Quality Update**

The Interim Group Director of Quality introduced his report which included attendance, retention and predicted achievement rates at Group and campus level. He reported that the process of claiming achievements to qualification bodies was underway. The report also included an update on teaching and learning, including curriculum reviews by external consultants, developments in the Continuing Professional Development (CPD) programme and the impact of the Teaching and Learning Coach role established this academic year.

The Chair of the Standards Improvement Committee commented that the positive start to the SAR process gave her assurance, as did the presented data with much showing as positive against 2018-19 national rates (NR).

[REDACTED]

A governor also commented on how pleasing it was to see nine members of staff moved out of the teaching support programme this academic year and the Interim Group Director of Quality agreed and added that colleagues had benefited from the accessible nature of support and had been able to work effectively on areas of development.

Governors **noted** the Quality update.

#### **21/50 4.2 – Learner Voice and Complaints Update**

The Interim Group Director of Quality had outlined the results of the two JISC Digital Experience Insights FE Learner surveys conducted as part of the College Collaboration Fund (CCF) project and a summary of the Term 3 Learner Forums in his previously circulated report. During the academic year, [REDACTED] complaints had been dealt with at the informal stage, of which [REDACTED] had been resolved and one had progressed to the formal stage.

Governors **noted** the Learner Voice and Complaints update.

#### **21/51 Agenda Item 5 – Safeguarding and Prevent Update**

The Chair reminded governors of their statutory duty for safeguarding which could not be delegated.

The College Principal Bede, also Strategic Lead for Student Services, highlighted several key areas from his previously circulated report. Risk rating of vulnerable learners had been revised post-lockdown with the continuum of need introduced to mirror local authority practice and national guidance. The proportion of learners on each site on the risk register would be reviewed to ensure the right level of service was being provided at each site. Local authority partnership work continued, with particularly positive feedback received from Redcar and Cleveland Borough Council. As part of a focus on transition, Redcar Local Authority had secured funding to support young people identified as at risk of becoming Not in Education, Employment or Training (NEET), including a support worker resource based part-time at RCC.

The College Principal Bede highlighted the emerging issue of sexual harassment in schools and colleges, with a link to the results of the recent rapid review by Ofsted. The findings of the Ofsted report had been reviewed by the Group and actions taken in response to this, including refinements to the disciplinary reporting procedure and giving the issue of sexual abuse more prominence in the induction, tutorial and enrichment programme. The annual safeguarding update would be brought forward to the September Governors' Workshop. Following the successful trial, esafe had been fully embedded to provide network monitoring and a summary of reported incidents and categories for May 2021 had been included in the report. He explained that these were those filtered by esafe's triage process from the thousands of alerts each week to allow the student services team to concentrate on those needing follow-up and added that esafe had been a valuable investment. The RAG (red, amber, green) rated system for staff mandatory training compliance had been revised, with reduced timelines introduced; compliance rates were currently high. The College Principal Bede and the Corporation Chair had recently recorded sessions on the importance of safeguarding to be included with new staff training modules; the training would be rolled out once the revised Keeping Children Safe in Education (KCSiE) guidance came into force in September.

The Safeguarding Link Governor commended the report to governors and praised the speed at which the Group had responded to the emerging issue of sexual abuse and the developments in partnership work with the local authorities. She added that the Board needed to remain vigilant, with constant review of safeguarding practice essential.

A governor commented on the recent Mental Health and Wellbeing Award made at the Association of Colleges (AoC) Beacon Awards and asked if the Group had introduced trauma informed practice. The College Principal Bede confirmed that the Designated Safeguarding Lead (DSL), also Interim Group Head of Student Services, often referenced trauma informed practice and that he would be interested in developing this area. He added that Bede was involved in the mental health Trailblazer programme which included training staff in interventions and that this was being rolled out to other sites.

A governor observed that, having attended a recent Learner Forum, learners had been aware of issues such as hate crimes, terrorism and county lines but could not necessarily link these to the term 'Prevent'. The College Principal Bede agreed that the term Prevent was not one that learners consistently recognised or strongly identified with and that making the messages stronger would be a focus for the new Student Services Manager: Safeguarding and Welfare; it was also intended to use external speakers to draw attention to local threats. The Group Director of Marketing added that work was underway on a new suite of posters on issues such as Prevent, forced marriages and men's mental health

A governor asked how COVID-19 had affected safeguarding and whether any measures had been taken as learners returned to colleges. The College Principal Bede explained that COVID-19 had made safeguarding more challenging; with learners spending more time online, the risks of online grooming had increased and it had been important for the Group to implement esafe filters. In response to a follow-up question, the College Principal Bede confirmed that there had been a rise in domestic abuse and that the DSL, through her work at Samaritans, had also reported an increase in domestic abuse related calls nationally. A governor, also Director of Children's Services at Stockton Borough Council, reported that, although initially lower at the start of the first lockdown, the local authority had started to see an increase in domestic abuse referrals but indications suggested that there could still be a lag; he added that he would contact the College Principal Bede about Cleveland Police's work on new responses to domestic abuse as insights from the Group would be useful. The College Principal Bede **agreed** to provide an update on this issue in his next Safeguarding report.

Governors **noted** the Safeguarding and Prevent Update.

## **21/52 Agenda Item 6 – Single Equality Scheme**

The College Principal Bede had circulated the Single Equality Scheme 2021-22 for governor approval and explained that the scheme was used to inform all Equality, Diversity and Inclusion (EDI) activity across the Group and as the basis for an action plan to ensure the Group fulfilled its duties.

Governors **approved** the Single Equality Scheme 2021-22.

## **21/53 Agenda Item 7 – Technology and Innovation (presentation)**

The Group Executive Director Planning and Infrastructure introduced Sam Beel, a staff governor and Course Leader IT, Media and AAT, and, for new governors, explained that this was a follow up to a presentation made to Corporation in September 2020 on how the Group engaged with technology.

Sam Beel then gave a presentation updating governors on the use of technology and innovation in learning and teaching. She highlighted that the Group was using technology effectively and summarised progress against the recommendations made during her previous presentation. The Group was working towards becoming a Microsoft Showcase school, and was aiming to ensure a successful application in 2022. Both staff governors were current members of the Technology Innovation Group (TIG). The use of technology in key areas of learning was outlined, including its impact on collaborative learning; English and maths staff, in particular, were working more collaboratively across sites. Accessibility options, such as dictation, were being used to improve the learner experience. Attendance at remote sessions had increased because staff could offer informal and drop-in sessions and the Group was looking at how to record attendance to allow for this flexible delivery. In terms of student welfare, learners had been able to communicate with welfare staff via Teams and it was felt that this had resulted in more open conversations. There had also been an increase in teaching and learning resources, including recorded sessions and the use of interactive classrooms; electronic assessments and feedback had improved access for both teaching staff and learners. Overall, learners had developed new learning skills because of the requirement to work more independently.

Benchmark comparisons from the JISC Digital Experience Insights Survey highlighted that Etc. results in eight key metrics were all higher than the UK data set comprising 42 FE colleges and the feedback from the most recent Learner Forums had also been positive.

In terms of teaching, collaborative teaching allowed staff to utilise expertise across sites and staff were able to work smarter, with less travel time and expenses. The Group now had a Digital Learning Coach and staff's motivation to use new technologies and interactive resources had increased. There had been investment in new technology including hybrid teaching rooms and staff were demonstrating excellent creativity, for example, the development of electronic demonstrations in Hair and Beauty. A Group Digital Strategy was currently under development.

The Group Executive Director Planning and Infrastructure agreed that in terms of technology and innovation the pace of change had been maintained. Over 500 laptops had been provided to learners and learners had confirmed that they now had sufficient IT resources and the guidance they need to learn safely online. Network infrastructure improvements were being made at Stockton Riverside College (SRC) and Bede and WiFi capacity had been expanded; work was now needed to ensure staff and learners actively logged on to the WiFi network to improve monitoring. The use of technology by departments was also a focus at Business Planning (BP)/Performance Review (PR) sessions.

A governor agreed that progress had been made and that future recommendations represented sensible acceleration. The Group Executive Director Planning and Infrastructure explained that SMT had been working with JISC on a digital vision for the Group.

A governor asked how best practice would be made sustainable and ensure IT skills were developed for employability. The Group Executive Director Planning and Infrastructure explained that there were several strands including capturing good practice in BP/PR, working with delivery staff to develop skills which they could pass on to learners and giving learners support for accessing and using technology.

Members **noted** the presentation and future recommendations that:

- i) future staff governors should be a member of the Technology Innovation Group;
- ii) the Group should continue with the programme to be a Microsoft Showcase;
- iii) the Group should continue to include remote learning and collaboration in curriculum design;
- iv) programmes should continue to include information on digital skills needed at enrolment and induction;
- v) awareness of the importance of digital skills should be raised through curriculum design and continuing CPD;
- vi) a level of 'service' should continue to be provided through digital practices.

#### **21/54 Agenda Item 8 – Great Place to Work Update**

The Group Director of HR outlined progress on the Great Place to Work Strategy, a summary of which had been included in the meeting papers; she added that regular detailed reports were presented at each Finance and Employment Committee meeting. This report focused on health and wellbeing, work life balance including flexible and homeworking, and staff voice and representation. Health and wellbeing had become increasingly important during lockdowns; the Staff Welfare group met monthly with good staff representation and was a valuable forum for sharing good practice and exploring those things important to staff. The Group was seeking to capture the benefits of flexible working and a Homeworking pilot would conclude in July, with recommendations to be considered by SMT and then reported in detail to the Finance and Employment Committee. There were regular employee relations meetings as well as the formal Joint Consultative Negotiating Committee (JCNC). At the JCNC meeting held on 22 June, the annual pay award, including the proposal for a 1% additional pay award backdated to 1 August 2020, and changes to the sick pay scheme had been discussed, both of which were included in committee recommendations under Agenda Item 11.3. A union ballot on the pay award would take place.

Governors **noted** the Great Place to Work update and, at governors' request, the Group Director of HR **agreed** to include a Great Place to Work Strategy update at the Governors' Strategic Conference in February 2022.

#### **21/55 Agenda Item 9 – Group Property Strategy Update**

The Group Executive Director Planning and Infrastructure explained that his report provided an update on development of the Group Property Strategy, the detail of which had been considered at the Finance and Employment Committee held on 17 June. In addition to the funding opportunities previously outlined, the government had announced a Post-16 Capacity Fund and an application had been submitted for expansion work at Bede to cater for increased demand due to demographic increases. Work continued with AA Projects on the first draft of the strategy and this would be brought to the Board in due course. The Group Executive Director Planning and Infrastructure added that the decision process had been delayed and the Group had not yet received any notifications on their bid applications; notification on the Post-16 Capacity Fund application was expected later in the autumn.

The Group Executive Director Planning and Infrastructure explained that new governors would be offered a tour of the Group sites as part of the induction process and the Clerk also agreed to send them information on the Capital Group, with an invitation to join.

Governors **noted** the progress being made in development of the Group Property Strategy.

**21/56 Agenda Item 10 – Corporation minutes and actions**

**10.1 – To agree minutes of a Corporation meeting held on 6 May 2021**

Minutes of a meeting held on 6 May 2021 were formally **approved** as an accurate record of the meeting.

**10.2 – To consider any matters arising and outstanding actions**

The Clerk updated governors on the medium/long term plan on governors' use of and access to technology; the intention was to increasingly use Teams for governor meetings to align with Group practice and appropriate support would be given to governors. The Clerk confirmed that all actions due had been completed or were covered as agenda items at this meeting. Progress against actions was **noted**.

**Agenda Item 11 – Committee / subsidiary board minutes and recommendations**

**21/57 11.1 - Subsidiary Companies**

**11.1.1 – NETA Board held on 11 June 2021**

The Managing Director (MD) NETA highlighted NETA's strong safety performance and successful reaccreditation of their ISO 9001 and ISO 45001 certification. NETA's financial performance had also been pleasing with a positive balance sheet and the intercompany loan currently at a nil balance. A governor, also a member of the NETA Board, confirmed that Board members had been impressed with NETA's performance.

**11.1.2 – Tees Valley Catering (TVC) Board held on 18 June 2021**

The Group Executive Director Finance explained that, though TVC operations had been affected by COVID-19, the staff had coped well, with morale maintained even through periods of furlough and flexi-furlough. She confirmed that the Group Head of Estates would be leaving the Group. Financially, TVC was forecast to be at break-even position at year end and TVC staff had introduced lots of new initiatives over the year to increase income.

Governors **noted** feedback from subsidiary board meetings.

**21/58 11.2 – Committees**

**11.2.1 – Standards Improvement Committee meeting held on 20 May 2021**

The Chair of the Standards Improvement Committee reported that progress against Group Improvement Plans (GIPs) had been reviewed with good progress on action plans. Members had given feedback on learning walkthroughs with a growing number of governors taking up the opportunity to see provision at first hand. She encouraged all governors to contact the Clerk in the first instance to arrange learning walkthroughs.



### 11.2.2 – Audit Committee meeting held on 27 May 2021

The Chair of the Audit Committee commented on the constructive discussions at the committee's meetings and confirmed that the Group had received clean internal audit reports during the year.

### 11.2.3 – Search and Governance Committee meeting held on 17 June 2021

The Chair of the Search and Governance Committee highlighted the recommendation from the committee that Board membership should be temporarily increased to 20, then reduced to 18 from September. Governors **agreed** the temporary increase.

### 11.2.4 – Finance and Employment Committee meeting held on 17 June 2021

The Chair of the Finance and Employment Committee commented that the Group's proposal to bring forward a 1% pay award to the current financial year was strategically astute and acknowledged the hard work put in by staff over the year. She added that the proposed addition of a social value statement in support of local procurement reflected the Group's Tone of Voice and formally congratulated the Group Executive Director Finance and her team on achieving a financial health grade of Good.

Governors **noted** feedback from committee meetings.

## 21/59 11.3 - Recommendations

Governors noted that recommendations in respect of approval of the 2021-22 budget and financial forecasts 2022-23; governor appointments; and committee membership and terms of reference were covered separately in the agenda.

Governors considered recommendations from the Audit Committee, Search and Governance Committee and the Finance and Employment Committee and:

- i) **approved** the updated Risk Management Strategy for use in 2021-22;
- ii) **noted** the presentation of the External Audit Strategy to the Audit Committee and the requirement for governors to report any actual, alleged or suspected fraud to the auditors; and **noted** the implications of the revised Post 16 Audit Code of Practice and **agreed** to presentation of the annual accounts by the external auditors, RSM, at the December Corporation meeting;
- iii) **approved** the Whistleblowing Policy and Procedure;
- iv) **agreed** to continue AuditOne's contract for internal audit services for 2021-22;
- v) **noted** the intention to collect additional Equality, Diversity and Inclusion data from governors (in line with the recent AoC survey);
- vi) **agreed** that the governance self-assessment process for 2020-21 comprise a short questionnaire for completion by all governors and individual governor review with the Corporation Chair as part of governor one-to-ones;
- vii) **agreed** a variation to planned expenditure in 2020-21 to provide an additional 1% staff pay award, backdated to 1.8.20 (with a reduction in planned staff pay award for 2021-22 to 1%);
- viii) **agreed** revised subcontracting levels for 2020-21;
- ix) **approved** proposed subcontracting activity for 2021-22;
- x) **approved** a social value statement in support of local procurement as an expansion to the existing Etc. Public Value Statement;
- xi) **noted** an accounting treatment relating to Football Foundation grant to be disclosed in a note to the year end statutory accounts and **agreed** to designate [REDACTED] a sinking fund for replacement of the 3G pitch carpet in ten years' time and then a further replacement surface when required.

## **Agenda Item 12 – Governance Issues**

### **21/60 12.1 – Committee membership and link governor appointments**

The Clerk asked governors to note that there would be an amendment to the previously circulated Capital Group terms of reference; the group would have no delegated authority to approve payments. She also outlined the induction programme for the four governors appointed at the meeting.

Governors:

- i) **agreed** committee appointments as detailed in the Appendix;
- ii) **agreed** the terms of reference and membership for a Capital Group;
- iii) **agreed** to appoint Rob Mitchell as Equality and Diversity Link Governor and **noted** that a recommendation on the appointment of a Safeguarding Link Governor, to replace Norma Wilburn following her resignation as a governor, would be brought to the October Corporation meeting.

### **21/61 12.2 – Governance Update**

The Clerk thanked governors for their excellent attendance at meetings and involvement with other engagement and training opportunities. She added that there had been lots of positive feedback from governors who had attended college events, including the SRC Summer Art Exhibition, RCC Celebration of Achievement and the Performing Arts production of ‘Little Shop of Horrors’.

In response to a question from a newly appointed governor about college events, the Group Director of Marketing explained that invitations were extended to all governors either by direct email or via the regular Governors’ Digest and added that the Group positively encouraged governors to attend events.

Governors:

- i) **noted** statistics for attendance at meetings of the Corporation and its committees and other governance events;
- ii) **agreed** to extend mandatory governor training to include annual Equality, Diversity and Inclusion training and **received** an update on suggested amendments in relation to governors’ mandatory Safeguarding and Prevent training;
- iii) **noted** governors’ involvement in a range of training and development opportunities and in college events and that the Clerk should be notified of any specific training needs;
- iv) **noted** the update in respect of national governance issues.

## **Item 13 – Chair and Vice Chair Review**

*Mark White left the meeting.*

### **21/62 13.1 – Chair’s Appraisal**

The Clerk outlined the Chair’s appraisal format and outcomes as detailed in her previously circulated report. She thanked governors for their comments and explained that, as Chair of the Search and Governance Committee, Norma Wilburn had already met with the Chair to give him verbal feedback. Feedback on the Chair’s performance had been extremely positive. The Chair of

the Search and Governance Committee reported how much she had enjoyed the feedback session with the Chair, which she had followed up in writing.

Governors:

- i) **noted** the appraisal outcomes;
- ii) **agreed** the continuing use of the 360° tool questions but in a format which allowed tracking if possible.

*Stuart Blackett and Richard Poundford left the meeting.*

#### **21/63 13.2 – Annual review of Chair and Vice Chair appointments**

The Clerk confirmed that the Chair of the Corporation was appointed for a four-year term with an annual review and re-confirmation. It was proposed to appoint Mark White as Chair for one more year, to 31 July 2022.

Governors unanimously **agreed** to re-confirm Mark White's appointment as Corporation Chair to July 2022.

The Clerk confirmed that it was proposed to re-confirm Richard Poundford as Vice Chair to the end of his term of office on 4 September 2021 and then, as agreed at the last Corporation meeting, to appoint Stuart Blackett as Vice Chair from 5 September 2021 to 21 July 2022. As Corporation Chair designate, this was with a view to Stuart's appointment as Corporation Chair from 1 August 2022.

Governors unanimously **agreed** to re-confirm Richard Poundford's appointment as Corporation Vice Chair to 4 September 2021 and Stuart Blackett's appointment as Vice Chair from 5 September 2021 to 31 July 2022.

*Mark White, Stuart Blackett and Richard Poundford re-joined the meeting.*

The Clerk informed them of the Board's unanimous agreement. The Chair thanked governors for their appraisal comments and added that he had been humbled by them and that it was the honour of his life to serve as the Chair of the Etc. Corporation.

#### **21/64 Agenda Item 14 – Any Other Business**

The Chair confirmed that this had been the last Corporation meeting attended by Richard Poundford and Norma Wilburn after 22 years of combined service. He outlined their work in this time and the invaluable contribution they had made to the Group and to the Board; he added that they would be hugely missed and that there would be an opportunity to thank them again at the governors' meal planned for October. Both Norma and Richard thanked the Chair for his kind words and the Board and senior managers for their impressive work in transforming the Group and its reputation and reflected on the improvements made and milestones during their years as governors.

#### **21/65 Agenda Item 15 – Dates, times and venue / format of future meetings**

Future meeting dates:

Governor Workshop: Thursday 16 September 2021, 5.30 pm

FE Corporation meeting: Thursday 14 October 2021, 5.30pm

Governors **noted** that future Corporation meetings would be held in person (when permitted by Government guidance) with the option of remote access, and that Governor Workshops would be held remotely via Teams.

**21/66 Agenda Item 16 – Approval of Documents for Public Inspection**

It was **agreed** that the agenda and supporting documents of the current meeting be made available for public inspection with the exception of the reports for Agenda Items 3, 4, 5, 8 and 9 which were considered commercial in confidence; and new governor CVs and references, which included personal information. Minutes would be made available following approval and consideration at the next meeting.

**21/67 Agenda Item 17 - Key Themes**

- Appointment of Fabienne Bailey, Rachel Beeken, Jen Vanderhoven and Mark Wilson as governors
- Approval of 2021-22 Group Budget and 2022-3 Financial Plan, and agreement to submit College Financial Forecasting Return
- Update on Quality position, including intention to bring forward Self Assessment Report completion to September 2021
- Update on Safeguarding, including action in response to Ofsted review of sexual harassment in schools and colleges
- Approval of Single Equality Scheme
- Presentation on use of technology and progress achieved over the 2020-21 academic year
- Review of committee membership and link governor appointments and Chair and Vice Chair appointments made for 2021-22

*(The meeting ended at 7.50 pm)*

**Agreed at a meeting held on 14 October 2021**