

GOVERNING BODY
Minutes of the meeting held at 2.00pm on 14 December 2017

Present:

K Golding (Chair)	S Daley (Vice Chair)
D Wildridge	S Clarke
A Maltpress	S Healey Pearce
K Points	J Gazzard
K Heathcote	R Berongoy
J Mann	N Savvas, Principal/CEO

In attendance: S Jones, Vice Principal Finance and Resources
 L Johnson, Vice Principal Curriculum and Quality
 L Moody, Vice Principal Employer Engagement
 C Shaw, Vice Principal Students and Learning Support
 J Bridges, Clerk to the Corporation

There were no interests relevant to items on the agenda declared by members.

Action
1 Apologies for absence

Apologies for absence were received from S Howard, C Higgins and T Hunt.

2 Minutes of the meeting held on 7 July 2017

The minutes of the meeting (minute book pages H277-H290) were agreed as a correct record.

3 Matters Arising from the meeting held on 7 July 2017

The matters arising from the meeting were summarised in the report (minute book pages H291-H292) and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.

R Berongoy and J Mann left the meeting at 2.10pm

4 Corporation Appointments

The report was received and **considered** by members (minute book pages H293-H294).

i. Student Governor

The campaign to elect a student governor took place last month. The Corporation was asked to approve the appointment of Jake Mann, Level 3, Year 2, Computer Science student. His term of office will come to an end in July 2018 when Jake hopes to move onto University to study Computer Science further and at some point complete the PCGE to get into teaching. The Corporation **approved** the appointment. **Proposed** by K Points and **seconded** by S Daley.

ii. Support Staff Governor

The term of office of Joe Winter came to an end as a consequence of Joe leaving his employment with the College to pursue his dream to play Rugby in New Zealand in the summer 2017.

Staff Governors are nominated and elected by the staff of the College and their appointment is ratified by the Corporation. The nomination and election process took place over October and November 2017 to replace Joe.

We had three nominations and over 100 staff took part in the election. The number of votes were close but Rudy Berongoy, IT Services Desk Team Leader received the highest number. The Corporation **approved** the appointment. **Proposed** by

J Gazzard and **seconded** by D Wildridge. He will serve a term of office of three years ending 31 July 2020.

R Berongoy and J Mann joined the meeting at 2.15pm

iii. Chair Designate Postponement of Appointment Process

The Corporation was informed that the term of office of the Chair, K Golding, is due to end on 31 December 2018. In accordance with the Corporation's procedure for Chair succession it was agreed that the Chair would provide one year's notice of their intention to step down at which point the Corporation would appoint a Chair Designate.

Given that the Corporation is currently in consultation with Suffolk Academies Trust to review and create a collaborative governance structure that will enable a strategic alliance between both entities it is proposed that the usual Corporation appointment process and succession plan for the Chair is postponed pending the outcome of this governance review and strategic alliance.

The Corporation **approved** to suspend the process of the appointment of the Chair Designate. **Proposed** by A Maltpress and **seconded** by S Daley.

5 Quality and Performance

5.1 College Self-Assessment Report 2016/17

The report was received and **considered** by members (minute book page H295).

The Standards and Excellence Committee invited all members of the Corporation to its meeting held on 2 November 2017 to help develop, scrutinise and comment on the report. Amendments were incorporated and the second draft was further considered by the Committee at its meeting held on 30 November 2017 before determining the overall effectiveness grade as 'Outstanding' and putting this recommendation to the Corporation for approval. The SAR has also been subject to external validation by Ofsted Inspector (OI) Kate Murrie, who validated the Outstanding grade.

The grade profile has been agreed as Outstanding Overall Effectiveness and Outstanding under each of the following categories; Effectiveness of Leadership and Management; Quality of Teaching, Learning and Assessment; Personal Development; Behaviour and Welfare; and Outcomes for Learners is graded as Good.

The Corporation **approved** the College Self-Assessment Report 2016/17. **Proposed** by S Daley and **seconded** by K Points.

5.2 Key Performance Indicators

The report was received and **considered** by members (minute book pages H296-H304).

Financial

All banking covenants are RAG rated green and are compliant and the process to modernise the loan agreements in accordance with FRS102 is almost complete. The Vice Principal Finance and Resources has worked with the bank to negotiate terms to the benefit of the College and the risk proximity of these revisions are now minimal so the Vice Principal Finance and Resources has been tasked by the Resources Committee to finalise the revisions of the covenants with the bank.

Workforce

There were no further items to discuss in addition to the report received by members

5.2.1 Financial Performance

The report was received and **considered** by members (minute book pages H305-H308).

Overall, income for the first quarter of the year is down on the budget and this is due to apprenticeships and adult education budget (AEB) being less than profiled budget. This shortfall is a question of phasing and timing of these income lines rather than a concern of underperformance and more recent management information shows that both income lines have rallied and improved with the apprenticeship income line forecast slightly ahead of budget now.

The Corporation received the letter from The Education and Skills Funding Agency (ESFA) confirming that following receipt of the college's latest financial plan for 2016/17 to 2018/19 the appropriate assessment grade is,

- Outstanding for 2016/17 (the latest outturn forecast year), and
- Outstanding for 2017/18 (the current budget year).

The ESFA has therefore concluded that the underlying financial grade for the college is Outstanding.

The ESFA College financial dashboard information was also received by the Corporation. This incorporates various key performance indicators and measures those against both target benchmarks and benchmarks achieved in the sector. It was noted that the high level overview of the College's financial performance is favourable.

5.3 Property Strategy

The Property Strategy was received and considered by members (minute book pages H309-H310).

As part of the application to confirm the second tranche (anticipated for February 2018) of NALEP funding for the Vintens project, a Property Strategy is required to be submitted in support of the application. The Property Task and Finish Group has had an opportunity to review the current draft strategy that will support the LEP application and the Resources Committee has also met and discussed it.

The strategy provides an overview of the College's current estate, its condition and the current progress against strategic property objectives captured in the previous strategy approved in 2014. The strategy also sets out a plan for the next 10 years and shows approximate costings for each element and the intended source of financing for those projects.

The Corporation **approved** the Property Strategy. **Proposed** by S Clarke and **seconded** by D Wildridge.

5.4 Service Level Agreement between SAT and WSC

The SLA was received and considered by members (minute book pages H311-H312).

The Service Level Agreement (SLA) that exists between SAT and WSC has worked well from an operational perspective for the first two years of its establishment benefitting both the Academy Trust through the provision of cost

effective and supportive management services and the College as an additional income stream.

It is a requirement of the SLA that it is reviewed annually and modified accordingly subject to approval by the respective parties to the agreement.

Some minor changes were proposed in the report as a result of the annual review which has resulted in a small reduction in the amount. The SLA has been considered, approved and signed by the Chair of Suffolk Academies Trust at the meeting held on 12 December 2017.

The Corporation **approved** the SLA. **Proposed** by J Gazzard and **seconded** by S Clarke.

6 Annual Report and Accounts

6.1 **Audit and Risk Management Committee Annual Report 2016/17**

The report was received and **considered** by members (minute book pages H313-H326).

The Audit and Risk Management Committee presents its annual report to the Corporation. It has been agreed by the Chair and the Committee. The report details the audit and risk management activities in the year.

The Chair of the Committee, J Gazzard, commented that due process has been followed in respect of the unfortunate loss of cash, fraudulent use of a College Credit Card and the theft of the equipment from the media department as reported under section 9 of the Committee's annual report. Investigations of these irregularities have been carried out by internal auditors for assurance.

Members noted the higher number of medium risk recommendations raised by auditors in the 2016/17 academic year compared to previous years and asked if there should be cause for concern. The Chair of the Committee assured the Corporation that the focus of the internal audit work in the year has been appropriately directed to the areas where the College has identified that improvement is required and the findings of the auditors support this approach.

In the opinion of the Committee, an effective internal control framework has been in place for the year and the framework is based upon effective risk management, governance control and efficiency, effectiveness and economy processes.

The Committee recommended the report to the Corporation. The Corporation **approved** the report for submission to the ESFA. **Proposed** by J Gazzard and **seconded** by K Golding.

JBridges

6.2 **Annual Report of the Internal Auditors 2016/17**

The report was received and **considered** by members (minute book pages H327-H340).

In the opinion of Scrutton Bland, Internal Auditors for the 2016/17 academic year, management has taken or has planned appropriate and timely action to implement the recommendations arising from internal audit work in the year.

Seven internal audits were completed in the year; one consisting 'strong', two 'significant' and four 'reasonable' assurance opinions. A total of 17 recommendations; 2 medium and 15 low risk, were made during the year.

Overall they are of the opinion that the College has adequate and effective risk management, governance, control and efficiency, effectiveness and economy processes in place to manage its achievement of the College's objectives.

The Post 16 Audit Code of Practice requires the Corporation to consider and approve the Annual Report of the Internal Auditors prior to its submission to the ESFA. The Corporation **approved** the report. **Proposed** by J Gazzard and **seconded** by S Clarke.

6.3 Financial Auditor's Findings Report for the year ending 31 July 2017

The report was received and **considered** by members (minute book pages H341-H371).

The College's external auditors have completed the audit for 2016/17 and their findings were confirmed in the report. This has been scrutinised and challenged by the Audit and Risk Management Committee at the meeting held on 21 November 2017 and the report confirms an unqualified opinion. It was the recommendation of the Audit and Risk Management Committee that the Corporation approved the report and that the letters of representation for the financial statements and regularity audits be signed. The Corporation **approved** the recommendation. **Proposed** by J Gazzard and **seconded** by A Maltpress.

Appendix B of the report contains some the key issues affecting the sector; Area Reviews, Financial Support, Non-Levy Apprenticeships and AEB Funding, ESFA Business Plan 2017 to 2018, GDPR/Cyber Security, Website updates, VAT – Brockenhurst update, Technical and Further Education Act 2017, Technical Education and Apprenticeships beyond the levy. The Clerk commented that a review of the College website has been undertaken to ensure that all updates are published. The DfE will be sampling College websites to determine compliance with providing a link to the national 16-18 performance tables after Christmas 2017.

6.4 Annual Report and Financial Statements for the year ending 31 July 2017

The report was received and **considered** by members (minute book page H372).

The Annual Report and Financial Statements for the year ending 31 July 2017 were considered by the Audit and Risk Management Committee at the meeting held on 21 November 2017 and subsequently by the Resources Committee at its meeting held on 6 December 2017.

The Corporation **approved** the Annual Report and Financial Statements for the year ending 31 July 2017. **Proposed** by S Clarke and **seconded** by S Daley.

7

Strategic Matters

7.1 *Principal's Briefing*

The report was received and **considered** by members (minute book pages H373-H388).

The College's success and performance should be considered as well within the context of national pressures such as the impact of rising inflation and the rising employment costs (as employer contributions to National Insurance have increased and pension regulations have been reformed); as well as the national demographic dip for 16-18 year olds, which has been particularly noticeable in our

area (with 1,000 less 16-18 students). The College has had to continuously actively target growth and all possible funding opportunities, whilst finding savings and significant efficiencies; just to buck the national trend within FE towards decline of income, student numbers, course offering and quality. The College is financially outstanding and we have invested in equipment and our campus. The culture of the College is buoyant and the results of students are outstanding. We know where the issues are and we are dealing with them.

There are a number of projects that we are working on such as the Vintens development, Sciences Boxes to enhance the provision of science teaching and learning within Suffolk Primary Schools, the Festival of Learning and working up our bid for the Institute of Technology.

The proposal to unite our governance with Suffolk Academies Trust and create a Common Services Entity is a major development area for the coming months.

In readiness for the departure of L Johnson (Vice Principal Curriculum and Quality, the College has restructured the responsibility areas under each member of the Senior Management Team, to spread the load between them. C Shaw, Vice Principal Quality and Student Support will be overseeing and centralising quality assurance for all areas of the College's provision (i.e. FE, HE, Apprenticeships, etc.) and will triangulate the feedback from students as an independent and impartial (non-curriculum) Senior Manager. He will also be the College's Ofsted nominee and will take overarching responsibility for the SAR. A team of Executive Directors are also in place to take up some of the data analyst tasks that underpin our quality assurance processes and quality improvement is to remain with the curriculum teams. This wider SMT are there to ensure that an internal and external focus is maintained and that the curriculum is covered. Student Welfare remains in scope for C Shaw as this all falls under quality assurance as the responsibility for the student experience is with him.

The College is continuing to pursue external funding to supplement the Vintens project. The current plan is for Computing, Engineering Mechatronics and Applied Science (Level 2 and 3), Computing, Mechanical Engineering and Electrical Engineering (Level 3 to 6) to move into Vintens. Along with new curriculum at Level 4 and above in Biological Science, Biomedical Science, Chemical Science, Nuclear Science, Manufacturing Digitalisation, Computational Engineering, Nuclear Engineering, Robotics, Automation, Augmented Reality and Virtual Reality. The College is also considering creating a Specialist Injection Moulding Training Centre, Computer Numerical Control (CNC) Machining Fast-Track Training and a Microbrewery, at Vintens.

Members were impressed to read the extensive list of awards, promotional events, cultural events, and Media activities reported since the last meeting of the Corporation held in July 2017. There are so many accolades in such a short period of time and this true testament to the hard work and dedication of staff and their students. The Vice Principal Employer Engagement, L Moody, added that the College has also unofficially been shortlisted for the TES Apprenticeship provider of the Year award.

7.2 Update on Multi Academy Trusts (SAT and SENDAT)

The report was received and **considered** by members (minute book pages H389-H393).

SENDAT

Governor, A Maltpress, who is a Trustee on the SENDAT Board reported good news stories for the Trust. They are currently bidding for a new Free School in Ipswich and have two further applications in for a Special School and an Alternative Education School, both in the Bury St Edmunds area.

The provision at Angel Hill is going well although student numbers contracted through Suffolk County Council have been low in the year and this has negatively impacted this income stream for the Trust. It may mean that this provision will have to close if it cannot maintain financial viability.

It was noted that the residential provision of the Priory has been downgraded by Ofsted from Outstanding to Good further to the disclosure of a minor incident. There is every confidence that this provision will return to its usual outstanding grade when it is inspected again next year.

SAT

A 'bidders' day' was held in September 2017 and was attended by four potential contractors for the build and design of Abbeygate. Three contractors submitted a response to the PITT following that meeting and the ESFA and Arcadis have since shortlisted two contractors. The final meeting is to be held on Monday next week to determine who the contractor will be. There are some aesthetical differences in the outlook of the designs, with one clear favourite.

The space requirements of King Edwards VI School have been factored into the design and build and all requirements resolved.

Student recruitment is going well with a number of open events, talks to Schools, visits for young people to Suffolk One and competitions for a logo and branding which are all gathering pace and increasing interest in this new offer.

The recruitment of a Principal Designate was released on Friday last week and this has received a lot of interest already with four informal calls and a number of applications already received.

7.3 Governance/Shared Services Proposal

The proposal was received and **considered** by members (minute book pages H394-H412).

The Suffolk Academies Trust (SAT) Board of Trustees and the Governors of West Suffolk College (WSC) determined at the SAT/WSC Joint Strategic Board meeting held on 26 September 2017 that excellence in post-16 education and the needs of young people, their communities and employers in Suffolk, would best be delivered by developing a common strategy, sharing best practice, and by ensuring closer cooperation in delivery of their common strategy.

The Corporation was asked to consider four recommendations arising from the work of the designated SAT/WSC Working Group.

The Corporation was asked to approve to establish a Common Strategic Board. The Corporation **approved** the recommendation. **Proposed** by K Points and **seconded** by A Maltpress.

The Corporation was asked to consider and approve the recommendation to establish a virtual entity to progress the strategy for shared services. The Corporation **approved** the recommendation. **Proposed** by S Daley and **seconded** by J Gazzard.

The Corporation was asked to endorse the use of the term 'Common Services Entity' rather than Shared Services entity. The Corporation **approved** to use this term. **Proposed** by S Daley and **seconded** by J Gazzard.

The Corporation was asked to comment on and endorse the next steps for implementation as detailed in the report. The first step being to establish a Task and Finish Group to develop a communication plan with staff and stakeholders early in the New year. The Corporation **approved** to establish a Task and Finish Group. **Proposed** by A Maltpress and **seconded** by K Heathcote.

The next step is to establish a second Task and Finish Group to oversee the appointment of the Chief Operating Officer (COO) to develop the Common Services Entity. The Corporation was of the opinion that this appointment does not require the input or strategic direction of the Board as this is an operational task for the management team to conclude. The recommendation to appoint a COO therefore was discarded by the Corporation and is left at the discretion of the Executive Team to progress an appointment at the appropriate time in the implementation plan. The Corporation will need to find provision in the budget to accommodate a contribution to the cost of this post and it was resolved that this could be achieved from within the current staffing budget.

The third step was to establish a Task and Finish Group to work through the development of a detailed implementation plan for the governance changes. The Corporation **approved** to establish a Task and Finish Group for this purpose. **Proposed** by K Points and **seconded** by K Heathcote.

Step four is to tender for legal advice at the appropriate time in the implementation plan. The Corporation **approved** this step to be undertaken. **Proposed** by J Gazzard and **seconded** by D Wildridge.

The final step proposed is to formally inform the ESFA/DfE of our intentions and the Corporation **approved** for this to take place at the appropriate time in the implementation plan. The Corporation asked that our intentions also be communicated with all of our funders. **Proposed** by S Daley and **seconded** by S Clarke.

Members were insistent that the strategy recognised the strategic driving force of the CEO as if he were not in post this would be a significant factor in the future success of the parties involved and future strategic direction, reputation and influence of the College. The Corporation asked that this be acknowledged in the risk logs of the two strategies (Governance and Common Services Entity) albeit that these strategies are independent of the individuals currently holding posts/responsibilities.

It was noted that the risk is mitigated by the underpinning resilience of the management team and there is confidence in the Corporation that a suitable successor could be found.

JBRidges

8 **Information, Discussion and Decisions**

8.1 **Committee Chair's Summary Reports**

The report was received and **considered** by members (minute book pages H413-H422).

Property Task and Finish Group

The Corporation was notified of a potential extra investment required in the Vintens project of £700K if further external grant funding could not be sourced and that until such time as the second tranche of LEP funding was secured, there was potentially £200K of at risk fees that were being committed in order to keep the project design and procurement moving forward.

The Group has approved the NALEP application, subject to the 'other' project funding/financing being clarified to state the additional £700K will be funded from an 'external source'.

University Studies Task and Finish Group

The Annual Quality Assessment Statement has to be uploaded by 1 December 2017 subject to the approval of the group. The terms of reference of the group give the power to the group to provide, on behalf of the Corporation, an annual quality assessment return to HEFCE, QAA and assurance of the quality of our HE provision to other external regulatory bodies as appropriate. This being the case the Chair of the Group, C Higgins, has signed the return as the accountable office as a governor on behalf of the Corporation so that the statement could be submitted by the 1 December 2017 deadline.

It was noted that this group seeks additional members to join the group. The Clerk has been tasked to review the purpose and terms of reference of the group as their work is likely to exceed an end date and therefore it may be more appropriate for it to operate within the work of an existing Committee such as the Standards and Excellence Committee.

Audit and Risk Management Committee

There were no further items to discuss in addition to the report received by members.

Standards and Excellence Committee

The Chair of the Committee, S Daley, commented that all governors had been invited to attend the first meeting in November 2017 to consider the first draft of the SAR. The Committee as discussed above has determined a grade 1, outstanding, overall effectiveness with outcomes for learners graded good as we know what we need to do to improve and this has been externally validated by Ofsted OI, Kate Murrie.

Maths and English will not feature as high on the agenda for the Committee in this academic year but they will continue to keep a close eye on it together with key focus areas; Engineering and Science. There are some concerns with our HE provision as the ISS results are below national benchmarks but grades are high so this too is a focus area for the Committee in the year.

Resources Committee

The Committee approached the Corporation to ask for delegated power to authorise the pursuance of two lease arrangements (in Haverhill and Ipswich) and Heads of Terms. The Corporation **approved** delegated power to the Chair of the Resources Committee, S Clarke. **Proposed** by K Golding and **seconded** by J Mann.

Appointments and Governance

There were no further items to discuss in addition to the report received by members.

8.2 *Safeguarding Annual Report 2016/17*

The report was received and **considered** by members (minute book pages H423-H424).

The governor lead for Safeguarding and Chair of the Safeguarding Board, K Points reported that the welfare team continues to see an increase in demand. The team are highly regarded in the College and students know that they will get the help. It has been noted that external support is sometimes lacking and every item in the report is an increasing trend, not just nationally, but here at the College too.

There has also been a reported increase in the number of incidents of bullying but assurance has been given that this is as a result of better and more vigilant reporting than in the past so is not reflective of poorer student behaviour, just better and quicker means of reporting it.

8.3 Health and Safety Annual Report 2016/17

The report was received and **considered** by members (minute book pages H425-H426).

The governor lead for Health and Safety, A Maltpress reported that the department has continued to ensure that the College meets its legal duties under the Health and Safety at Work Act 1974.

Further to necessary remedial works the Copse is now open again and we continue to work with the Borough Council to maintain the space appropriately for visitors to this area.

The College has tested its Lock Down procedure following the Run, Hide, Tell Home Office guidance. Staff took the exercise very seriously and we will test again before the end of the academic year.

8.4 Equality, Diversity and Inclusivity Policy

The policy was received and **considered** by members (minute book page H427).

The Equality, Diversity and Inclusivity policy has been subject to review in the year by the EDI Board to ensure that it remains up to date with current practice, terminology and legislation. The policy was **approved** by the Corporation. **Proposed** by K Heathcote and **seconded** by J Mann.

8.5 Equality Objectives

The report was received and **considered** by members (minute book pages H428-H432).

The College is required to set Equality Objectives to meet its three public duties under the Equality Act 2010. This process is to be handed over to K Heathcote in the absence of L Johnson in the future.

The Corporation approved the Equality Objectives detailed in the report and these are to be published on the College website. Proposed by D Wildridge and seconded by J Mann.

8.6 Risk Management Update

The report was received and **considered** by members (minute book pages H433-H439).

The risk register has been updated to ensure that the key risks for the academic year remain appropriate. The Heat Map shows an increase in the number of high risks (red zone) between the months of June and December 2017 and that the number of risks within the medium (amber zone) has decreased by 1 from 12

down to 11. Risks in the yellow zone (14) have decreased by 3 from 17 with the same number (12) in the green zone. There are 2 new risks added to the register and 3 have been removed.

9

Governance

The report was received and **considered** by members (minute book pages H440-H443).

9.1 Register of Interests

The Register of Governors' Interests has been updated. In accordance with the Instrument and Articles of Government all members are required to complete the register to confirm their continued eligibility to serve on the Board. The register is available for public inspection on request and a similar Register of Interests for Senior Staff and Budget Holders has also been completed and updated. The Clerk has issued new members, R Berongoy and J Mann with their registers of interest to complete and return.

RBerongoy
JMann

9.2 Governors' Conference

The Governors' Conference this year will again be held at the Bedford Lodge Hotel in Newmarket over Thursday 18 and Friday 19 January 2018.

The format of the two days is currently being planned and more details once finalised will be shared with the Board. This year we will be joined by the Trustees of SAT, to secure a more collaborative working relationship and change (unite) our governance arrangements. This ultimately will be the focus of the strategic conference where we will review and consider the implementation plan and risk logs for changing our governance structure.

9.3 Governance Self-Reflection Innovation Report

In previous years governors have completed an annual governance self-evaluation questionnaire to review the effectiveness of its operations at Corporation and Committee level. The process became tired and we developed the Innovative Governance Self Reflection Framework that was released to governors over the summer to reflect on the 2016/17 academic year.

Despite a time consuming process to complete for governors this has produced an extensive and comprehensive evaluation and evidence bank of how innovative and self-reflecting the Corporation is.

The Innovative Governance action plan arising from the assessment identifies three potential areas for improvement; 1) improving the student voice; 2) reviewing Committee membership annually; and 3) reviewing methods of how information is disseminated to governors. The Corporation agreed the plan for the Clerk to progress.

10 Governors' Reports and Information

10.1 Representational Activities

Governors have attended and represented a range of events during the past few months including the Celebration of Achievement and Graduation Ceremonies, ACER network meetings, the AoC Annual Conference and Governor Link meetings. The Chair encouraged members to participate in as many activities as they can. Governors commented that they were appreciative of the invitations to dinners, shows, performances and first hand activities and were grateful to receive the many notifications of up and coming events.

10.2 Training, Development and Governor Link activities

The Clerk is to remind directorates to keep their Governor Links active in the New Year.

JBRidges

11 Review of Meeting

Despite a big agenda and comprehensive pack of papers the Corporation was pleased to have held active debate and challenge of the items put before them.

12 Any other business

The Principal sought the approval of the Corporation to gift two additional annual leave days to all staff in recognition of their hard work and effort. The Corporation **approved** the gift. **Proposed** by S Daley and **seconded** by K Golding.

The Corporation said their goodbyes and thanks for the major contribution to the development of the College from L Johnson, Vice Principal Curriculum and Quality, who leaves the College tomorrow to take up a Senior post at Manchester College. She will be missed for her contribution and energy and the Corporation wished her every success in her new role.

Date of next meeting

Friday 23 March 2018 at 2.00pm Room TG1.16

The meeting ended at 4.25pm