

**GOVERNING BODY**
**Minutes of the meeting held at 2.00pm on 20 December 2018**

**Present:**

K Golding (Chair)	S Daley (Vice Chair)
C Higgins (Vice Chair)	E D'Souza
S Clarke	A Maltpress
R Berongoy	S Healey Pearce
J Gazzard	K Points
J Wakelam	C Ridgeon
R Inman	N Savvas, Principal/CEO

**In attendance:** S Jones, Vice Principal Finance and Resources  
 L Moody, Vice Principal Employer Engagement  
 C Shaw, Vice Principal Quality and the Student Experience  
 J Dines, Director of HR  
 J Bridges, Clerk to the Corporation

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

**Action**

*Confidential item under paragraph 18(2) of the Instrument and Articles of Government*

A confidential item preceded the business of the Corporation meeting.

**1 Apologies for absence**

Apologies for absence were received from S Howard and D Wildridge. Non-attendance will be recorded for E Foster, Student Governor. The Corporation was informed that the Chair has received the resignation of T Hunt. Due to other commitments in his life at this time he has decided to step down.

**2 Minutes of the meetings held on 5 July 2018**

The minutes of the meeting (minute book pages H888-H900) were agreed as a correct record.

***12 November 2018 – Extraordinary Meeting***

The minutes of the meeting (minute book pages H901-H903) were agreed as a correct record.

**3 Matters Arising from the meetings held on 5 July 2018**

The matters arising from the meeting were summarised in the report (minute book page H904) and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.

***12 November 2018 – Extraordinary Meeting***

The matters arising from the meeting were summarised in the report (minute book page H905) and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.

**4 Appointment of Chair**

The report was received and **considered** by members (minute book page H906).

The term of office for K Golding as Chair comes to an end as of 31 December 2018 and nominations for his successor were invited and received back in June 2018 and the Corporation approved to appoint Elton D'Souza with effect from 1 January 2019 to enable the outgoing Chair, to sign off and complete due process on the

Annual Report and Financial Statements and the whole College self-assessment report for the 2017/18 academic year. The Corporation **approved** the appointment of E D'Souza as Chair of the Corporation. **Approved** by a show of hands.

## **5 Quality and Performance**

### **5.1 College Self-Assessment Report 2017/18 and Quality Improvement Plan 2018/19**

The report was received and **considered** by members (minute book page H907).

The Standards and Excellence Committee invited all members of the Corporation to its meeting held on 27 November 2018 to help develop, scrutinise and comment on the report. Amendments were incorporated and the overall effectiveness grade recommended as 'Good'. The SAR has also been subject to external validation by Ofsted Inspector (OI) Paula Heaney, who also validated the 'Good' grade.

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

The Outstanding grade for Leadership and Management was questioned at the meeting and this had been debated at length at the Standards and Excellence Committee meeting held on 29 November 2018. Acknowledging that we are the third best College in the country and that the judgement was borderline between good and outstanding a justification could be argued to support a grade 1 in this area given the successes and achievements made in the year while also recognising the areas for improvement.

The Corporation **approved** the 'Good' grade College Self-Assessment Report 2017/18. **Proposed** by K Points and **seconded** by R Inman.

### **5.2 Key Performance Indicators**

The report was received and **considered** by members (minute book pages H908-H916).

#### ***Financial***

The College has enrolled a higher number of 16-18 students this academic year compared to the same reporting period 2016/17 (2,943 against 2,879). We are 52 fundable enrolments below the funding target of 2,995 but enrolments continue to come in from the NCS, Princes Trust and courses with January 2019 starts. At the same reporting period 2016/17 we were 31 fundable enrolments below the funding target of 2,910 so there is every confidence that the funding target of 2,995 this year can be achieved.

HE enrolments are behind target by 78 FTEs. Lower Year 1 recruitment in the main is the cause for the shortfall in HE income as the target FTE for first year students for 2018/19 is 254.5FTEs and actual offers accepted to date are 212.5FTEs; which is 42 below the target. Members questioned the strategy to improve HE recruitment numbers and the Principal and CEO confirmed that we are looking at our provision and the offer to ensure that what we are delivering is the offer that the population wants and the economy needs in the future.

J Dines joined the meeting at 2.40pm

Budget to forecast total surplus and income are within acceptable tolerance levels although the forecast surplus has been increased by £22K to £155K and is therefore Red RAG rated to highlight that the forecast is above budget at this reporting time.

The staff costs to income ratio calculations for Oct YTD (which exclude 85% sub-contractor income) are calculated at 70.7% which is higher than budget of 68.9% reflecting the lower than budget income as at Oct YTD.

Loan covenant calculations are based on the new revised and agreed covenants and it was noted all are reported compliant (green status). Cash reserves were also considered satisfactory.

### ***Workforce***

The College has seen a reduction in staff turnover over the last year. This is against the general trend in the UK which has shown a year on year increase in all sectors since 2012.

Absence rates compare favourably with current national absence rates and the current approach will continue with the aim of sustaining low levels of absence. The College proactively uses Occupational Health and undertakes initiatives to positively promote health and wellbeing within the workplace. The College uses the Bradford Factor as a tool to support absence management, with a score of 200 set as a trigger for potential further action. The Bradford Factor is particularly useful for targeting and managing short term absence as it supports the principal that repeat absences have a greater operational impact.

West Suffolk College's overall median hourly rate gap sits at 17.03% as reported in March 2018. This was for the first gender pay gap reporting period with a snapshot date of 31 March 2017. This compares with the national average of 18.4% (source: ONS). It should be noted that this is for both the public and private sectors and across all industries. Full data on the results submitted for the first gender pay gap report in 2018 are yet to be published.

#### **5.2.1 *Financial Performance***

The report was received and **considered** by members (minute book pages H917-H920).

The report shows a year to date deficit for the first three months of £201,588 compared to a year to date budgeted surplus of £133,271. Whilst this is a negative variance of £334,859, it is more as a result of income lagging behind the budget profile than a problem with performance. The budget has been profiled intentionally to make it difficult to achieve in the first part of the year. By way of reassurance, for the same period last year the position was a deficit for the first quarter of £379,838 compared to a budgeted surplus of £161,323 so in actual fact the position in 2018/19 is better.

As far as forecasting the year end position is concerned, the actuals take no account of the known shortfall against budget that will be experienced for the HE Income line. A re-forecast has therefore been undertaken which takes into account the shortfall expected but adds in other new income streams that have arisen since the budget was set and also acknowledges that there will be some modest savings against staffing. The conclusion of this reforecast is that an outturn slightly better than the original surplus budget of £133,707 should be achievable.

Staffing costs are less than the profiled budget at Month 3 by £294K which represents 1.5% of the whole year budget. Targeted savings included in the budget have been secured already and careful management of staffing costs plus turnover savings are contributing also.

With the exception of partner payments and depreciation, all non-pay costs are lower than profiled budget at the end of October. Overall non-pay costs are £37,727 below profiled budget which is a small amount of variance.

The cash balances stood at £8.7m at the end of October which compares to a balance of £6.8m as at October 2017. Clearly the College is about to embark upon some investment at Vintens that will reduce the cash reserves throughout the year but this has been anticipated and included in the three year plan submitted to the ESFA.

The revised loan covenants have all been fulfilled as at Month 3.

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 2017/18 to 2018/19 the appropriate assessment grade is,

- Outstanding for 2017/18 (the latest outturn forecast year), and
- Outstanding for 2018/19 (the current budget year).

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

### **5.3 Property Strategy**

The plan was received and **considered** by members (minute book page H921).

The current Property Strategy was approved in December 2017 and supported the application to the LEP for the second tranche of funding in relation to Vintens Phase 1. In order to keep the strategy up to date, it has been reviewed and modified and discussed by the Resources Committee at their meeting held on 13 December 2018.

Property strategies are notorious for dating very quickly and indeed with the proposal to accommodate the operations of the Abbeygate Sixth Form College on the College main site from September 2019 it will definitely change during 2019. The detail of this though will not be known until at least the late Spring of 2019 meaning that it is therefore proposed that the strategy be approved as it stands now in order to keep it as current as possible. The Corporation **approved** the strategy. **Proposed** by C Higgins and **seconded** by A Maltpress.

The Corporation questioned how the remedial works identified in the Condition Survey would be financed and when works may be scheduled to take place. The Vice Principal Finance and Resources confirmed that there are some elements that can be undertaken in 2020 and some lesser costly items prioritised and dealt with over the next five years.

### **5.4 Vintens Update**

The report was received and **considered** by members (minute book pages H922-H924).

The Vintens project needs to complete within a strict timescale in order to be ready for curriculum in September 2019. The importance of this is now compounded by

the need to accommodate Abbeygate Sixth Form College students on the main campus from September 2019 for a year. The phase one works have been awarded (at the end of October) and this was approved by the Chair under Chair's Action and delegated powers as was the signing of two versions of the NALEP grant money of £3m, both versions of which were signed under delegated authority respectively by the Vice Chair, S Daley and secondly (for the final and current version) the Chair, K Golding. The first copy was invalid due to Suffolk County Council issuing the wrong format.

It was noted that the Vintens project is still on track for completion in time for curriculum to commence in September 2019.

### **5.5 Financial Regulations**

The Regulations were received and **considered** by members (minute book pages H925-H926).

A number of changes are proposed to the Financial Regulations following routine review but also as a consequence of the intention to more closely align the operational practices of the College and the Suffolk Academies Trust. The changes proposed to the financial regulations were shown using tracked changes to the document and the more significant proposals were highlighted in the report.

The Resources Committee at its meeting held on 13 December 2018 endorsed the proposed amendments and recommended they be approved by the Corporation. The Corporation **approved** the Financial Regulations as detailed. **Proposed** by J Wakelam and **seconded** by S Daley.

### **5.6 Review of Service Level Agreement between WSC and SAT**

The SLA was received and **considered** by members (minute book pages H927-H932).

It was noted that the Principal/CEO, Vice Principal Finance and Resources and Clerk registered their interest in respect of this agenda item as all three hold positions at the College and for the Trust. It was noted that they are not beneficiaries under the terms of the agreement.

The College supplies the Suffolk Academies Trust (SAT) with the services of a CEO (Accounting Officer), CFO and Clerk/Company Secretary role at an approximate cost of £64K per annum via an SLA approved by the respective Boards in March 2018. The terms of this SLA are that it be subject to annual review although the SLA itself has no fixed termination date.

With increased focus on the preparation for the opening of Abbeygate Sixth Form College, the College has been incurring further costs but these have not yet been formally recognised and approved by the SAT Trust Board. This is not possible at the moment due to the changes in the revised governance structure of the Trust and a refusal by the DfE to approve the changes made to the Trust articles intended to address conflicts and loyalties of interest. A proposal to address this is the subject of a separate paper (refer to agenda item 7.3 below) but essentially involves the appointment of three non-conflicted SAT Trustees.

In summary the need for a number of non-conflicted Trustees has arisen as over the summer the Academies Financial Handbook (AFH) has been updated and now requires all related party transactions (RPTs) greater than £20k or any RPT that



brings RPTs in aggregate to greater than £20K to have the explicit prior approval of the ESFA. This has been in response to some cases where related parties have metaphorically plundered academy trusts. This approval process means that for the existing SLA (at some future point when it needs modification) and for any new RPTs with immediate effect, the prior explicit approval of the ESFA will be required. Unfortunately the process to secure such approval is not yet up and running and recent conversations with officials at the ESFA has confirmed that this process will not be in place until April 2019 which is when it should apply from.

Another issue is that in gaining such approval, all RPTs should have the approval of non-conflicted SAT Trustees in order to show objectivity and independence in the approval process. Proposed modifications to the articles to address this remain unapproved by the DfE for some months now and since the structural change to governance, there are no longer any non-conflicted Trustees in existence.

The main SLA requires annual review which must be completed by March of each year. To ensure that an opportunity to modify it is presented, the review takes place in December to allow for any time to modify it and bring back to the Boards for approval at the March meetings. There has been no change to the existing main SLA but there has been increased support to the Trust overall with the advent of Abbeygate and initial preparation for Common Services starting to happen. In essence the SLA arrangement is considered to be working well although in order to keep within cost, less time has been invested in the services provided specifically to Suffolk One. The Corporation considered and accepted the review of the existing SLA, confirming that it is considered fit for purpose at this time.

## 6 Annual Report and Accounts

### 6.1 *Audit and Risk Management Committee Annual Report 2017/18*

The report was received and **considered** by members (minute book pages H933-H946).

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.

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. In framing this opinion, the Committee has considered the seven opinions required of an Audit Committee under the Post 16 Audit Code of Practice; assurance, risk management, governance, internal control, value for money, safeguarding of assets and solvency.

The Committee recommended the report to the Corporation. The Corporation **approved** the report for submission to the ESFA. **Proposed** by S Clarke and **seconded** by C Ridgeon.

S Healey Pearce left the meeting at 3.05pm for the following agenda item, in recognition of the conflict of interest held in this respect

### 6.2 *Annual Report of the Internal Auditors 2017/18*

The report was received and **considered** by members (minute book pages H947-H959).

Internal Auditors are satisfied that sufficient internal audit work has been undertaken to allow them to draw a reasonable conclusion as to the adequacy and effectiveness of the College's risk management, internal control and governance processes.

In the opinion of Scrutton Bland, for the year ended 31 July 2018 the College has adequate and effective risk management, governance, control, efficiency, effectiveness and economy processes and green status has been awarded across all four areas.

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 S Clarke and **seconded** by A Maltpress.

S Healey Pearce re-joined the meeting at 3.15pm

### **6.3 Financial Auditor's Findings Report for the year ending 31 July 2018**

The report was received and **considered** by members (minute book pages H960-H992).

The College's external auditors have completed the audit for 2017/18 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 27 November 2018 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 C Higgins and **seconded** by C Ridgeon.

### **6.4 Annual Report and Financial Statements for the year ending 31 July 2018**

The report was received and **considered** by members (minute book page H993).

The Annual Report and Financial Statements for the year ending 31 July 2018 were considered by the Audit and Risk Management Committee at the meeting held on 27 November 2018 and subsequently by the Resources Committee at its meeting held on 13 December 2018. The Vice Principal Finance and Resources noted that an adjustment has been made under note 8 (page 43) of the accounts to move a nominal sum from support staff into teaching staff. The total Staff cost sum of £20,061 remains unchanged.

The Corporation **approved** the Annual Report and Financial Statements for the year ending 31 July 2018. **Proposed** by S Clarke and **seconded** by R Inman.

## **7 Strategic Matters**

### **7.1 Principal's Briefing**

The report was received and **considered** by members (minute book pages H994-1012).

There has been an extensive number of events held and hosted by the College since the last meeting of the Corporation and these were all detailed in the Principal's report.

The most notable for mention included the announcement of the new partnership arrangement with the UEA to validate three new degrees in Entertainment Management, Live Sounds and Interactive Entertainment Technology; the progress of the EIoT bid application; the College's response and plans to deliver T Level qualifications from 2020; overhaul of the structure and organisation of the CIS team in College to ensure accuracy of data is secured and utilised, improving processes and ease of access for students; partnerships with schools continues to develop the three strands of structured enrichment and outreach through STEM, Character Strength Development and Educator support; preparation plans for the International Festival of Learning, the theme of which will be 'Powering the Future of Skills through Technology', aligning perfectly to the Pearson report, Future of Skills 2030; and finally the work planned with the Nuclear Sector and as a high performing College in the East we are working with the South West, Bridgwater and Taunton College, in high level discussions with BEIS and EDF energy to understand how a knowledge transfer partnership, possibly run through the National College for Nuclear, to support and deliver a twinned approach.

The Principal's report also detailed a huge repertoire of Awards, Promotional Events, Seminars, Talks, Conferences, Media highlights and digital activity since the last meeting of the Corporation (held in July 2018).

S Healey Pearce, L Moody and J Dines left the meeting at 3.45pm

## **7.2 Update on Multi Academy Trusts (SAT and SENDAT)**

The report was received and **considered** by members (minute book pages I013-I018).

### **Suffolk Academies Trust (SAT)**

Over the last nine months, colleagues from Suffolk Academies Trust, the DfE and Wates, have worked closely with contacts at the Council, Sport England, the Highways Agency and Anglian Water to address the objections and concerns raised in response to the Abbeygate Sixth Form College planning application. Governors were delighted to know that the planning application was accepted on 6 December 2018 despite a number of conditions attached to the recommendation for approval, pertaining to work to be undertaken prior to any work commencing on site. The DfE is now in discussion with Wates to ensure these conditions are met in a timely manner.

As a result of the planning delays, we now know for certain that the new building will not be ready to open in September 2019. Contingency planning to accommodate Abbeygate students is in place within Suffolk House for the full first year. The use of Suffolk House however is reliant on the timely completion of scheduled work at the new STEM centre (Vintens), as existing HE students will need to vacate Suffolk House in order to accommodate Abbeygate students.

It was noted that there will no phased opening as originally planned. The new Abbeygate Sixth Form building will be handed over in its entirety at the end of June 2020, barring any delays due to adverse weather conditions or other unforeseen circumstances.

The priorities for the next three months are to 1) finalise the plans for the use of Suffolk House for the first year and develop an implementation plan and timeline for the necessary work to be undertaken to make the solution viable; 2) publicise the plans and continue to show prospective students around the facilities; and 3)



meet with the successful ICT supplier to agree the timelines for the installation of ICT both at the temporary and permanent sites.

### ***Special Educational Needs and Disabilities Academy Trust (SENDAT)***

There are currently 14 students enrolled at AHC (10 new, 4 continuing), with a potential 3 additional students. With the increase in the number of students and the higher level of student need profile requiring more 1:1 support, a number of additional teaching and learning staff were recruited by SENDAT ready for the start of term in September 2018. Confirmation of allocated high needs top-up funding from the LA is still awaited for 9 of the new students and WSC are working with the LA in order to provide this confirmation to SENDAT as soon as possible.

SENDAT are working with a specialist SLD consultant, an ex-Headteacher of a 5-25 all through SLD Special Academy (Ofsted graded Outstanding), to share aspects of good practice for this age group and level of need.

Priory School was inspected by Ofsted in October 2018 and continue to be judged as Outstanding across all areas. The Priory Residential provision also had its annual Ofsted Inspection in May 2018 and was also judged as Outstanding in all areas.

The SENDAT Outreach service contract has been extended by the commissioner, Suffolk County Council, to July 2019. This very successful service provides support to all schools and academies (both mainstream and special) by working with their students with SEND and upskilling their teachers and teaching assistants. It has been accessed by well over half of all schools and academies over the whole of Suffolk, and continues to grow.

### **7.3 *Non-conflicted Governance Proposal***

The report was received and **considered** by members (minute book pages I019-I021).

On 1 September 2018 the ESFA released its updated copy of the Academies Financial Handbook (AFG). Most notably the ESFA now require all related party transactions (of which our strategy for Common Services is such) that have a contract value in excess of £20,000 or are considered novel, contentious and repercussive should have the **prior** approval of the ESFA for all contracts that start after 1 April 2019.

Given that the Corporation of West Suffolk College (WSC) and the board of Trustees of Suffolk Academies Trust (SAT) decided to unite its governance arrangements prior to this update we now find that we are not able to satisfy this new requirement of the Academies Financial Handbook because all of our governors (with the exception of staff and students) are conflicted because they are also a Trustee of SAT (i.e. common to each other).

The related party transaction currently in existence between WSC and SAT (under a Service Level Agreement SLA, covered in agenda item 5.6 above) sets out the terms of the service delivery from WSC to SAT; namely the provision of a CEO (incorporating accounting officer role), CFO and clerking role. The services provided to SAT by WSC are “at cost”; as required by the Academies Financial Handbook (related party transactions). This SLA is subject to annual review and Board approval but as the value of the contract is greater than £20K we will need consent of the ESFA to procure these services now and in the future.

SAT has sought to introduce a number of changes to its Articles in recent months, including building into the Articles appropriate wording to authorise conflicts and loyalties of interests between the two entities. The DfE is yet to approve the wording, and SAT is pursuing approval with the DfE.

Due to the decision, pre 1 September 2018 to bring the boards of WSC and SAT together, there are now no un-conflicted Trustees within SAT to monitor and approve the SLA or any new ones, and to ensure that SAT is receiving value for money, a requirement of the Academies Financial Handbook (and ultimately its funding agreement). In order to remedy the situation, it is important for the Board of Trustees of SAT to comprise a number of non-conflicted Trustees and the best practice recommendation is for there to be at least three un-conflicted Trustees on the board of SAT to take a designated independent role, one which is not involved in the operations or governance of WSC or the Teckal (once/if established) to ensure that decisions can be properly, transparently and independently made concerning the SLA, and/or any service flow between SAT and the Teckal company.

The Corporation felt that despite the proposal going against the grain of uniting the boards of both WSC and SAT it recognised the independent function that needed to be fulfilled here and therefore it was proposed that governors; R Inman, S Healey Pearce and C Ridgeon agreed in principle to step down as a governor of the Corporation and continue as a SAT Trustee only and take on this non-conflicted designated role. The resignations of these members, once received by the Clerk, will be filed and recorded as appropriate.

## **8 Information, Discussion and Decisions**

### **8.1 Committee Chair's Summary Reports**

The report was received and **considered** by members (minute book pages I022-I029).

#### ***Standards and Excellence***

There have been two meetings (11 October and 28 November 2018) since the last meeting of the Corporation. The Committee will continue to keep a watchful eye on Maths and English but due to success in the Engineering department this will not be a focus area in the future. HE will equally be kept in scope as will Apprenticeships.

#### ***Audit and Risk Management***

There have been two meetings (8 October and 27 November 2018) since the last meeting of the Corporation. There were no further items to discuss in addition to the report received by members.

#### ***Resources***

This Committee met on 7 November and subsequent to the report met again on 13 December 2018. There were no further items to discuss in addition to the report received by members.

#### ***Common Services Task and Finish***

The group met on 2 October 2018 to progress the Common Services Strategy. There were no further items to discuss in addition to the report received by members.

#### ***Property Task and Finish***

The group met on 19 and 29 September 2018. There were no further items to discuss in addition to the report received by members.

### **University Studies (EIoT) Task and Finish**

The group met on 1 November 2018 to progress the submission of the EIoT application. There were no further items to discuss in addition to the report received by members.

### **8.2 Safeguarding Annual Report**

The report was received and **considered** by members (minute book page I030).

The Welfare department has been busy on a safeguarding and welfare level with the numbers of students seen for welfare issues continuing to increase. 92% of our Children in Care completed their courses and 89% of young adult carers also completed. There were 33 child protection referrals and 4 adult referrals made in the year.

### **8.3 Health and Safety Annual Report 2017/18**

The report was received and **considered** by members (minute book page I031).

All College Fire Risk Assessments have been updated and reviewed in the year and meet the requirements of the Fire Regulatory Reform (2005).

There were no serious breaches in Security in the year. Due to the introduction of the Prevent Agenda the College continues to reinforce the importance of the wearing of ID/Membership badges. The procedure for Lock Down was last tested effectively in the Autumn Term (October 2017). This was supported by the Counter Terrorism Team who have since delivered Project Griffin and Project ARGUS training to all staff to reinforce the Home Office guidance on RUN, HIDE and TELL.

The report shows a reduction in the number of incidents (41) resulting in injury compared to the same reporting period (April to August 2018) the previous year (43). Throughout the reporting period there were no RIDDOR reportable incidents. With regard to the College's overall compliance it was confirmed that Pressure Systems, LEV and LOLER are serviced according to manufacturer's recommendations. In addition to this Allianz are contracted through our insurers to carry out checks for compliance each year.

Fire Risk Assessments, Hard Wire and PAT testing is carried out to requirements and this is counter checked by Fire Inspectors to ensure we are compliant under the Fire Regulatory Reform Order.

Hospitality Risk Assessments, store rotation, temperature checks etc. are all checked by EHO Officers from St Edmundsbury Borough Council.

Risk Assessments, Asbestos Registers, SSOW and Equipment Servicing Schedules and Legionella are also all checked by College insurers to ensure that we are compliant.

### **8.4 Equality Objectives**

The report was received and **considered** by members (minute book pages I032-I035).

The College is required to set Equality and Diversity objectives to meet its three public duties under the Equality Act 2010. The objectives are updated annually to include reference to the focus on embedding equality into the curriculum and to identify and address "gaps" in achievement.

The Corporation **approved** the objectives for publication on the College's website. **Proposed** by K Points and **seconded** by S Daley.

### **8.5 Risk Management Update**

The report was received and **considered** by members (minute book pages I036-I042).

At a glance the number of risks with a high likelihood of occurrence has increased by 1 with 3 risks now in the red zone between the months of June 2018 and November 2018 and the number of risks within the medium (amber zone) has decreased by 2 from 7 down to 5. Risks in the yellow zone (12) have decreased by 5 from 17 (June 2018) with the same number (18) in the green zone (low risks) as at June 2018. There are no new risks added to the register and one risk (R062) has been removed – failure to achieve Maths and English conditional funding and GCSE reforms leads to reduced income.

### **8.6 GDPR Update**

The report was received and **considered** by members (minute book pages I043-I046).

In summary our assessment at this point in time shows that under Principle 4 of the GDPR our data, is as far as reasonably practicable, kept up to date and accurate. Under overall accountability we have a good culture/attitude towards the protection of our data and we have implemented a number of data protection policies. These include training for staff, increased password complexity through new minimum password requirements, and roll out of an online GDPR training module to all staff.

A decreasing number of recommendations have been actioned (41%) with 45% progress still required and 14% requiring immediate attention.

## **9 Governance**

The report was received and **considered** by members (minute book page I047).

### **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.

### **9.2 Strategic Conference**

The Governors' Conference this year will be held at the College on Thursday 24 January 2019. The format of the day is currently being planned and more details once finalised will be shared with the Board. We will be welcoming Beej Kaczmarczyk back to facilitate the conference again this year.

## **10 Governors' Reports and Information**

### **10.1 Representational Activities**

Governors have attended and represented the College at a range of events during the past few months including first hand visits with Learning Support, the Milburn Centre, Engineering, Adult Education, Maths and English, Community Learning Centres, Higher Education, Business Development, Quality Improvement, Human Resources, Performing Arts, Procurement and Estates. Governors were complimentary of their visits and encouraged others to take part in as many visits as possible.

**10.2 Training, Development and Governor Link activities**

Governors were reminded to attend the AoC East Governance Conference on 10 January 2019 in Bury St Edmunds.

**11 Any other business**

The Principal asked the Corporation to **approve** to award an additional day annual leave to all staff in recognition for hard work and effort in the year; the third best College in the country.

**12 Review of Meeting**

Comments to be shared with the Clerk.

**Date of next meeting**

Friday 29 March 2019 at 2.00pm Room TG1.16

The meeting ended at 5.00pm