

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Board of the College Corporation held on Thursday 8th December 2022

Present: Chris Wiper (Chair)
Emma Chawner
Iain Clyde
Lewis Davis
Rachael Duff
Tim Fisher
Stephen Heath
Calvin Kipling
Mavis Lord
Hannah Malik
Jenny Pan
Vicky Snowball
David Warman
Andrew Wilson
Parent Governor 2*

Apologies: Jo Barrett
Emma Hickerson
John McCann

In attendance: Theresa Amarawansa
Lisa Bates
Laurence Job
Lisa Marron
Ian Waite
Nicola Wade (Acting Clerk)

**name redacted for issues of confidentiality*

Ref:		Actions
72/22	<u>Declarations of Interest</u> There were no declarations of interest.	
73/22	<u>Appointment of Members</u> Three new members were introduced to the Board for approval, following recommendation from the Search & Review Committee. Mr Fisher introduced Rachael Duff (Staff Governor), who is the College's Careers Leader and HE Advisor. Mrs Wade introduced Mavis Lord (Parent Governor), who is a Bank Manager at HSBC and has been asked to join the Finance & Resources Committee. John McCann (Parent Governor) has extensive audit experience and has been asked to join the Audit Committee.	

Ref:		Actions
	<p>The Chair welcomed the new members and thanked them for volunteering.</p> <p>The Board unanimously approved the three new governors to the Corporation as follows:</p> <ul style="list-style-type: none"> • Rachael Duff (Staff Governor) for a term of four years until 8th December 2026 • Mavis Lord (Parent Governor) for a term of two years until 8th December 2024 • John McCann (Parent Governor) for a term of two years until 8th December 2024 	
74/22	<p><u>Urgent Business</u> None</p>	
75/22	<p><u>Minutes of the Board Meeting held on 29th September 2022</u> Approved as a true record and signed by the Chair.</p>	
76/22	<p><u>Matters Arising</u> None</p>	
77/22	<p><u>Governor Training – Meeting Skills Needs</u></p> <p>Mr Fisher outlined the government’s drive towards the function of further education colleges and non-academised sixth form colleges as being providers of skills to people entering the workforce. Mr Baker outlined the College’s approach to developing skills, including the Skills Builder and Job Ready programmes.</p> <p>Mr Heath asked if students feel they know and can confidently discuss the Skills Builder programme. Lewis Davis confirmed that students engage with the programme, particularly during tutor sessions, and focus on the skills being developed at College through their UCAS personal statements and Job Ready assignments.</p> <p><i>Parent Governor 2</i> asked how skills development fits into the students’ study programmes and how it is being measured. Mr Fisher explained that skills development is embedded throughout the curriculum and that Course Leaders are best placed to decide on how to do this within each subject. The main vehicle for tracking skills development is through the Skills Builder platform and Job Ready programme, both delivered during tutorial sessions where students build a portfolio of skills. Mr Job added that each Course Level Quality Improvement Plan (QIP) has a target to develop skills within the course and these targets are monitored through regular QIP reviews. Mrs Bates added that teachers are signposting skills development in lessons.</p>	
78/22	<p><u>Strategic Update - ONS Reclassification</u></p> <p>Mr Fisher informed the Board that the Office for National Statistics (ONS) has reclassified colleges as ‘public sector bodies’. The implications of this have had little immediate effect, but significant changes are due to follow, including the additional checks and balances that come with managing public money. Unlike other public sector organisations, however, colleges will still be required to pay VAT.</p>	

Ref:		Actions
	Governors discussed the implications of the reclassification including financial restrictions, accountabilities, annuality, reserves policies and reclaiming VAT.	
79/22	<p><u>Strategic Update - Latest SFCA Update</u></p> <p>Mr Fisher highlighted the latest SFCA update and Mrs Chawner commented that the practice of sharing the SFCA updates with governors via email as soon as they are issued is a good one.</p>	
80/22	<p><u>Strategic Update - Support Staff Pay Award</u></p> <p>Mr Fisher informed the Board that a pay award of between 5% – 7.7% has been agreed by both sides (employer and staff) of the National Joint Council on the Support Staff Pay Agreement for 2022/23. The Board has historically followed the pay award agreements, which are reached through a robust process.</p> <p>The Board unanimously approved the agreed pay award for Support Staff, backdated to September 2022.</p>	
81/22	<p><u>Strategic Update - Teaching Staff Industrial Action</u></p> <p>Mr Fisher updated the Board on Teaching Staff pay negotiations and industrial action. The two largest recognised teaching unions (NEU and NASUWT) have rejected a 5% – 8.9% pay award and have either taken, or are balloting for, strike action. THE NEU strike in November did affect teaching provision on that day, but this was in a minority of lessons. Further strike action could take place in the new year and any measures required to ensure student safety would be considered.</p>	
82/22	<p><u>Whole College Self Assessment Report 2021-22 – Draft Summary</u></p> <p>Mr Job presented the Whole College SAR for 2021-22, which had been tabled, and explained that this is a draft document that will be worked on over the coming weeks and taken to the Curriculum & Standards Committee in January for further scrutiny, ahead of submission on 31st January. Mr Job asked governors to review the document and pass any comments to him.</p> <p>The Board accepted the draft Whole College Self Assessment Report 2021-22.</p>	
83/22	<p><u>College Targets 2022-23</u></p> <p>Mr Waite summarised the College targets and explained that these are set as part of the self assessment and quality improvement processes.</p> <p>Mrs Chawner asked if the GCSE targets refer to students who have come to QE without a grade 4 in English or Maths. Mr Waite confirmed that students who come to QE without a grade 4 in English or Maths are given several opportunities to re-sit the course until they pass or leave.</p>	
84/22	<p><u>Whole College Quality Improvement Plan 2022-23</u></p> <p>Mr Job introduced the Whole College Quality Improvement Plan 2022-23, which all members of SMG contribute to and is reviewed on a regular basis. The accompanying action plans are shared with the Curriculum & Standards Committee for scrutiny. A new Personal Development action plan is to be produced.</p>	PMB

Ref:		Actions
	<p>Mr Kipling highlighted that there is a written statement of action regarding SEND students under the purview of OFSTED to prepare young people with high needs for adult life, and that this should be included. Mr Job thanked Mr Kipling and noted the addition.</p> <p>The Board approved the Whole College Quality Improvement Plan for 2022-23.</p>	
85/22	<p><u>Strategic Development Plan 2022-25</u></p> <p>Mr Fisher referred to the Strategic Development Plan and explained that the actions including within the Whole College QIP are designed to ensure the College achieves the aims within the Strategic Development Plan.</p> <p>The Board considered and approved the Strategic Development Plan for 2022-25.</p>	
86/22	<p><u>Vision and Values – final version</u></p> <p>Mr Fisher referred to the College’s Vision and Values Statement, which had been reviewed at the last Board meeting in an earlier version. Following amendments at Board level, the statement had been shared further with students and staff for consultation and had resulted in the addition of a value regarding sustainability and environmental impact.</p> <p>The Board considered and approved the final version of the Vision and Values statement.</p>	
87/22	<p><u>College Policies</u></p> <p>Mr Fisher explained that all College policies had been shared with Governors with changes highlighted in yellow, plus two new or significantly modified policies: Early Careers Teacher Policy and Disciplinary Procedure.</p> <p>Mrs Chawner acknowledged that useful feedback on the policies would be generated as staff put them into practice.</p> <p>Mr Kipling recommended evaluating the impact of policies in light of the updated Vision & Values and Mr Fisher agreed that this should be considered.</p> <p>The Board approved the College policies.</p>	
88/22	<p><u>Annual Report on the Work of the Audit Committee</u></p> <p>Mrs Wade explained that the Annual Report on the Work of the Audit Committee is submitted to the Board on behalf of the Audit Committee to provide assurance to the Board that it can be satisfied with the work undertaken. The report confirms the following:</p> <ul style="list-style-type: none"> • The Committee considers that the Corporation’s responsibilities, which are included in the Annual Report and Financial Statements for 2021/22, have been satisfactorily discharged. • The Committee is satisfied that it is effective and has fulfilled its Terms of Reference. 	

Ref:		Actions
	<ul style="list-style-type: none"> • The Committee is satisfied with the adequacy and effectiveness of the Corporation’s assurance arrangements; framework of governance; risk management and control processes for the effective use of resources, solvency and the safeguarding of assets. • The Committee is satisfied that it has sufficient assurance to enable it to provide its opinion and assessment of its current level of confidence in overall effectiveness of internal control. <p>The report had previously been approved by the Audit Committee and signed by the Committee Chair.</p> <p>The Board accepted the Annual Report on the Work of the Audit Committee.</p>	
89/22	<p><u>Summary of Finance and Audit Documents for Approval</u></p> <p>Mrs Wade referred to the Finance and Audit documents that had been circulated with the papers and the updated excerpts that had been tabled. Following scrutiny of the documents by the Audit Committee, all members of the Committee had confirmed their recommendation of the documents to the Board.</p> <ol style="list-style-type: none"> 1. The Board accepted the <u>Internal Audit Annual Report 2021-22</u> 2. The Board approved the <u>Internal Audit Strategy for 2022-23</u> 3. The Board approved the <u>Financial Statements and Regularity Audit Management Report 2021-22 and Management Representation Letters for signing by the Principal and Chair.</u> 4. The Board approved the <u>Annual Report and Financial Statements for Year ended 31 July 2022 for signing by the Principal and Chair.</u> 5. <u>Reappointment of Auditors (extension – Internal Auditor until 31/07/2022)</u> <p>Mrs Marron explained the reasons behind the request for an extension to the Internal Auditor contract in order to complete the programme set, which had been agreed by the Audit Committee. The Board approved the extension until 31st July 2023.</p>	CW/ TJF
90/22	<p><u>Finance & Resources Committee – 7th November 2022 (draft)</u></p> <p>The Chair of the Committee had nothing to add to the minutes, which were accepted by the Board.</p>	
91/22	<p><u>Audit Committee – 17th November 2022 (draft)</u></p> <p>The Chair of the Committee had nothing to add to the minutes, which were accepted by the Board.</p>	
92/22	<p><u>Governance Self Assessment Report (SAR) and Governance Quality Improvement Plan (QIP)</u></p> <p>Mrs Wade explained that the Governance SAR provides a snapshot of the Board as it was in 2021-22 and that the QIP is a working document containing recommended actions to address areas of development. Mrs Wade drew attention to the three governance targets to be included on, and monitored through, the Whole College QIP.</p>	

Ref:		Actions
	<p>Mr Heath confirmed that he thought the actions were appropriate.</p> <p>The Board accepted the Governance SAR 2021-22 and approved the Governance QIP 2022-23.</p>	
93/22	<p><u>Membership of Committees</u> The Board approved the <i>Membership of Committees as at December 2022</i>, which included the following changes:</p> <p><u>Audit Committee</u> John McCann to join Iain Clyde to step down</p> <p><u>Curriculum & Standards Committee</u> Iain Clyde to attend at least one meeting per year</p> <p><u>Finance & Resources Committee</u> Iain Clyde to join Mavis Lord to join</p> <p><u>Remuneration Committee</u> Iain Clyde to join</p> <p><u>Search & Review Committee</u> Iain Clyde to join</p>	
94/22	<p><u>Committee Terms of Reference (TORs)</u> Mrs Wade referred to the Committee TORs and explained that the Committees had carried out their annual reviews and approved their TORs where a meeting had been held during the Autumn term.</p> <p>The Board approved all Committee Terms of Reference.</p>	
95/22	<p><u>Election of Vice Chair</u> Following a request for nominations for the post of Vice Chair, one nomination had been made and the Board unanimously approved Emma Chawner as Vice Chair for a period of two years.</p>	
96/22	<p><u>Confidentiality</u> There were no confidential items.</p>	
97/22	<p><u>Date of Next Meeting</u> It was agreed that the next meeting of the Board will be 9th March 2023, which is a change to scheduled date.</p>	
98/22	<p><u>Principal's Message</u> As this was Mr Wiper's last Board meeting as Chair and Governor at the College, Mr Fisher took the opportunity to thank Mr Wiper for all his years of service. He thanked Mr Wiper personally for the all support he had received during his time as Principal; on behalf on this Board and previous Boards on which Mr Wiper had</p>	

Ref:		Actions
	served; on behalf of the staff at the College and finally on behalf of the students who, for Mr Wiper, always come first.	

Summary of Actions:

Ref:	Action summary	By whom
84/22	Personal Development action plan to be produced	PMB
89/22	Chair and Principal to sign documents: <ul style="list-style-type: none"> • <i>Financial Statements and Regularity Audit Management Report 2021-22 and Management Representation Letters</i> • <i>Annual Report and Financial Statements for Year ended 31 July 2022</i> 	CW/TJF