



MINUTES OF A MEETING OF THE CORPORATION
5.00PM, TUESDAY 8 DECEMBER 2020
held virtually via Zoom due to Covid-19

Members :	*Richard Barker; *Hanna Baxter; *Richard Bourne; *John Bullen; *Andrew Davies; *Andy Foot; *Alex Jackson; *Jim Kenderdine; *Dan Knight; *Robert Lasseter (Vice Chair); *Graham Ledden; *Annetta Minard; Ben Murphy; *Louisa Payne; *Vicky Prior; *Luke Rake (Principal); *Cameron Rose; James Tirrell (Chair)
In attendance:	*Gavin Teasdale (Interim Finance Director); Nicky Porter (Assistant Principal (Student Experience & Progression)); *Oliver Symons (Deputy Principal (Learning & Performance)); *Vanessa Gifford (Clerk); *Anna Carvisiglia (Finance Director Designate)

ITEM NO.	DETAIL
1.	DECLARATIONS OF INTEREST There were no declarations of interest NOTED .
2.	APOLOGIES AND NOTICES Apologies were RECEIVED and NOTED from Jim Tirrell. The Vice-Chair took the Chair in the absence of the Chair, and welcomed everyone to the meeting and made introductions. The Finance Director Designate was thanked for attending the meeting and the Corporation looked forward to her start date of 18 January 2021.
3.	MINUTES OF THE MEETING HELD ON 20 OCTOBER 2020. The Corporation APPROVED the minutes of 20 October 2020 as a true and accurate record, subject to slight typographical errors, and APPROVED the non-confidential minutes for website publication.
4.	MATTERS ARISING FROM THE ABOVE MINUTES The following matters were NOTED : <ul style="list-style-type: none"> • The dates for the submission of the IFM had now been published and would be incorporated into the Work programme for the Corporation. • An update on Marketing would be fed into the Strategic Plan discussions. • The Chair had written to the DfE regarding the DSS and had received a non-committal response.
5.	RATIFICATION OF ELECTRONIC DECISIONS The following electronic decisions were RATIFIED : <ul style="list-style-type: none"> • Approval of the Safeguarding Policy

	<ul style="list-style-type: none"> • Appointment of Cameron Rose as FE Student Governor • To add Gavin Teasdale to the Bank Mandates and remove Tom Barlow • Approval of the CBIL's loan and use of the College Seal as follows: “Coronavirus Business Interruption Loan Scheme (CBILS): The College has been in negotiation with one of its bankers, NatWest, since the announcement of the CBILS. They have been extremely supportive of the College during this difficult time. CBILS is a Government backed loan scheme designed to assist with financial difficulties associated with COVID-19. NatWest have subsequently approved a loan of £1,200,000 to support essential working capital during COVID-19. It was anticipated that the term of the loan would be over 72 months with 12 months capital repayment holiday (during this time the Government would pay the interest costs) with an interest Base rate (0.1% currently) plus 3.96% or 4.24% five year fixed rate. It was noted that there was a possibility that the term of the loan may be extended to 10 years (subject to Treasury guidance) but was yet to be confirmed. Given this uncertainty the loan documentation was currently being drafted on the basis of the 6 year term by NatWest lawyers at the expense of the Bank, on the basis of adopting the fixed rate option (the differential to a floating rate being only 0.18% at a historically low base rate position). <p>The CBILS loan opportunity was discussed at the Finance and Resources Committee with the recommendation of the Committee being that the loan be drawn fully on a fixed rate basis as soon as practical. This represented a secure and long term funding option on better terms than the current overdraft arrangement.</p> <p>The recommendation of the Committee was AGREED by the Corporation and any final documentation would be approved electronically when received by the Bank.”</p>	
6.	<p>PRINCIPAL'S REPORT</p> <p>The Corporation RECEIVED the Principal's Report which provided updates on:</p> <p>Introduction; FE Commissioners Diagnostic; Finance; Student Recruitment; Curriculum Development & Student Activity; Commercial Activity; Local Industrial Strategy/LEP Engagement; Estate and Capital; Dorset Studio School; the Farm; and the Principal's Diary.</p> <p>Further additional points were NOTED as follows:</p> <ul style="list-style-type: none"> • The Principal advised that it had been an exhausting period of time with Covid-19 making a real impact on staff with no additional funding. The implementation of 'Track and Trace' when a case was identified, took many hours of work for the administration teams, and it was expected that these facilities would have to be in place for up to 6 days into the Christmas break. • To recognise the hard work of staff the Principal advised that he was rewarding staff with two additional days leave over the Christmas break to allow a complete two week shut down, as no pay award had been awarded due to the financial pressures of the College. • The Principal advised that he had updated the ESFA that day on the position with online learning, which he considered had worked well. • The Principal presented the feedback and recommendations of the FE Commissioner's Diagnostic Assessment. He advised that no further 	

	<p>formal intervention was required and the Team would follow up the recommendations in 6 months. It was agreed to circulate the presentation on GVO.</p> <p>It was questioned whether any toolkits were available in relation to 5 year financial plans as the information had to be meaningful, and it was agreed that this would be investigated with other colleges, as there was peer work currently being undertaken with on curriculum planning.</p> <p>It was noted that further discussion on the financial plans for the HE Centre project would be undertaken at the upcoming strategy session.</p> <p>The Principal advised that the comments regarding the 1:1 management performance would be difficult to introduce due to the large span of line management of some managers, but the SMT would consider this further in due course.</p> <ul style="list-style-type: none"> • Members questioned the Principal's comments on Student Recruitment and the Principal suggested that due to the pandemic students were late making their choices, with information only just being released regarding examinations in 2021. There were currently few opportunities to visit schools, however virtual open days were being held and going well, and applications were starting to increase. A wider social media campaign would run in the new year. <p>The Deputy Principal (Learning & Performance) advised that face to face advice sessions had been offered to all schools and he had visited 3, with 11 applications received from a Portland school the same evening. It was noted that schools had delayed their deadlines for applications to the new year and it was hoped that the pandemic tier restrictions would be reviewed to allow open days to resume.</p> <ul style="list-style-type: none"> • It was noted that the Principal's meeting with Synergy Farm Health related to utilising the residential accommodation for veterinary students and a relationship with the RVC was now in place for the accommodation to be rented for 40 week periods, and this could include international students going forward. • The following annexes to the Principal's Report were noted: <ul style="list-style-type: none"> ➢ Dorset LEP Skills Plan ➢ Presentation form the AoC on current issues 	VG
7.	<p>THE STUDENT VOICE</p> <p>The FE Student Report was CONSIDERED in the absence of the Student Governor, with the Deputy Principal (Learning and Performance) responding to the following points:</p> <ul style="list-style-type: none"> • It was acknowledged that the consistency of online learning was a challenge and staff were working hard to develop learning with Microsoft Teams. • The College had followed the government guidance in relation to the wearing of masks, which currently advised that masks were not mandatory in lessons. • Communal space during bad weather was a challenge • The IT Team were aware of the challenges with equipment and were working to update the PC's. <p>The Student President was questioned whether she had anything to add and agreed that there were mainly issues around the Covid-19 pandemic.</p> <p>When the FE Student Governor managed to join the meeting, he was welcomed to his first meeting and the Deputy Principal (Learning and</p>	

	Performance) advised that he would respond to the points raised directly the following day.	
8.	<p>CLERK'S REPORT</p> <p>The Clerk's Report was NOTED, and the following points made:</p> <ul style="list-style-type: none"> • The date for a meeting to commence the review of the Strategic Plan was brought to the attention of the members, as the afternoon of Tuesday 23rd February 2021. The timing would be 2pm to 4.30pm with an hour's break before the Corporation meeting commenced. • The recent training undertaken by Governors was noted, with the Academic Staff Governor advising that the AoC Staff Governor Conference had been useful. 	
9.	<p>FE COMMISSIONER VIRTUAL DIAGNOSTIC ASSESSMENT</p> <p>This item had been covered under the Principal's Report.</p>	
10.	<p>HEALTH & SAFETY ANNUAL REPORT 2019/20</p> <p>The Health and Safety Annual Report 2019/20 was CONSIDERED and the following points NOTED:</p> <ul style="list-style-type: none"> • There had been a total of 117 incidents compared with 240 the previous year, a 45% decrease. • The Corporation was assured that all incidents were recorded including near misses. • It was questioned whether there was any input from the sector generally and the Principal advised that the Deputy Principal (Learning & Performance) represented the College on a national Landbased Curriculum Group to learn best practice and the College had audits and updates from external organisations that included the Internal Auditors; the HSE; NFU; RSPCA; Yellow Wellies and M&S. • The accidents within the Equine Department were analysed, noting that the accidents included those of novices at commercial events eg pony club. The Principal assured the Corporation that the Head of Department was stringent and reviewed every accident or near miss to learn what could have been avoided. There were also external organisations who supported the Equine Department eg the British Horse Society; British Show-jumping and the Police had organised Rider Safety Programmes. • It was agreed that it was important to record all actions as they could be called upon many years later by insurance claims. 	
11.	<p>HR ANNUAL REPORT 2019/20</p> <p>The HR Annual Report 2019/20 was SCRUTINISED and the following points NOTED:</p> <ul style="list-style-type: none"> • The Principal flagged a couple of points: <ul style="list-style-type: none"> ➢ The turnover rate had declined and had been stable over the last 12 months. It was acknowledged that some turnover was required for new 'blood'. The Principal suggested that it would be interesting to see whether the recent redundancy process would impact the rate for the current year. ➢ Sickness was stable, with concerns having declined. • Members commented that it was noticeable that few performance management cases were escalated up the system and the Deputy 	

	<p>Principal (Learning & Performance) suggested that this linked to the comments of the FE Commissioner's Team that data was required to hold staff to account and more robust KPI's would be the next step.</p> <ul style="list-style-type: none"> • It was questioned whether the staff disciplinary process was rigorous enough, and the Principal suggested that staff tended to leave before it got to that stage. • The lack of diversity was noted, although the staff body did mirror the student body. • The Principal advised that the College absolutely paid male and female staff the same if they had the same qualifications. The Gender Pay Gap was a consistent challenge for the College as the low paid were predominantly women. Managers were mindful of this in the recruitment process with all shortlisting completed 'blind' with protected data not being shared. <p>The Corporation considered that this was a good, comprehensive report and gave robust assurance.</p>	
6.20pm	<p><i>Louisa Payne left the meeting and it remained quorate.</i></p>	
12.	<p>AUDIT & ASSURANCE COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Audit & Assurance Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Internal Audit Reports 2019/20 The following reports were NOTED:</p> <ul style="list-style-type: none"> • Report 02:19/20 Financial Planning and Budgetary Control • Report 03:19/20 ESFA Mock Funding Audit • Report 04: Follow Up of previous recommendations • Internal Audit Annual Report 2019/20 <p>2020/21 The following report was APPROVED on the recommendation of the Committee:</p> <ul style="list-style-type: none"> • Internal Audit Plan and Strategy 2020/21: The Interim Finance Director advised that the full 34 days had been scheduled with audits and it was common practice to leave a few days to react to any urgent issues. It was agreed that the process was dynamic and could be adapted accordingly if necessary. Members were pleased that a Cashflow audit had been incorporated in the Plan. <p>Regularity Audit Framework Self-Assessment 2019/20 The Regularity Audit Framework Self-Assessment 2019/20 was APPROVED on the recommendation of the Committee.</p> <p>It was agreed that the following two items would be considered at an Extraordinary meeting when the final accounts were available for consideration:</p> <ul style="list-style-type: none"> • Letter of Engagement for the Audit Financial Statements and Reporting on Regularity: 31 July 2020 for KMC and KME • Annual Report of the Audit Committee 2019/20 	

	<p>Draft Minutes of the meeting held on 24 November 2020 The draft Minutes of the meeting held on 24 November 2020 were NOTED no further comments.</p>	
13.	<p>FINANCIAL STATEMENTS 2019/20</p> <p>The Interim Finance Director explained that a number of questions were being resolved with the External Auditors relating to the Financial Statements for 2019/20 for KMC and KME Ltd, and this was taking time due to the remote working.</p> <p>The Audit & Assurance Committee had a strong view that enough time was required to enable the Committee to make a robust recommendation to the Corporation on the Financial Statements.</p> <p>The Corporation considered is re-assuring that the Audit & Assurance Committee required this time to scrutinise the statements and agreed that the Financial Statements for 2019/20 for KMC and KME Ltd, and the related documents, would be considered at an Extraordinary meeting when timescales were known.</p>	
14.	<p>FINANCE & RESOURCES COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Finance & Resources Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Management Accounts to 31 October 2020</p> <ul style="list-style-type: none"> • It was agreed that the first quarter on the management accounts was a positive result and demonstrated that expenditure was being controlled. • The Interim Finance Director advised that the cash position at the end of October 2020 was £491K, and he could now update that the position at the end of November was £16K, and subject to the CIBL's loan being drawn down, the overdraft facility of £400K was still in place. Going forward the cash position would be fragile with low points at certain times of the year, however the funds from the CBIL's loan were expected at any time, and would make an enormous difference. It was acknowledged that the College was not wealthy but would be back in the position it was pre-Covid, however the Corporation was reminded that it was a loan and would have to be paid back on the agreed terms. • It was noted that the pension deficit, following the annual update, was partly due to the stock market position at the end of July 2020, and had now impact on the cash position. It was noted that assumptions had been made on pay increases and this should be reviewed in 2020/21 to ensure it was realistic. <p>Draft Minutes of the meeting held on 24 November 2020 The draft Minutes of the meeting held on 24 November 2020 were NOTED with no further comments.</p>	
7pm	<p><i>Andy Foot left the meeting and it remained quorate.</i></p>	

<p>15.</p>	<p>QUALITY & STANDARDS COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Quality & Standards Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Self-Assessment Report (SAR) 2019/20 and Quality Improvement Plan (QIP) 2020/21</p> <p>The Deputy Principal (Learning & Performance) advised that the Committee meeting had been purposeful. It was noted that the SAR for 2018/19 had been self-assessed as 'Required Improvement' and through improved processes and completion of actions the Committee now considered that the College could self-assess as 'Good' for 2019/20. It was noted that the data for 2019/20 was predicted to be 3-4% higher nationally due to teacher assessment rather than examinations, which was unfortunate as the College was tracking better results prior to the pandemic in any case.</p> <p>It was noted that the only exception was Apprenticeship provision with Members well aware of the issues. A lot of work had been undertaken by the new Manager to drive this area but outcomes required time to follow through.</p> <p>The actions had all been presented within the QIP for 2020/21, including those still outstanding from the previous year, and improvements would be followed through. It was agreed that the pandemic had brought forward actions with the use of technology.</p> <p>The Deputy Principal (Learning & Performance) considered that the College was still a year or two away from a self-assessment of 'Outstanding' and work would continue with a real focus on the learner experience. It was questioned whether the pandemic had impacted the journey to 'Outstanding', as it had the financial position, and the Deputy Principal (Learning & Performance) considered that it had added an extra element, with benefits to online learning, and this would be considered case by case the following year.</p> <p>The Self-Assessment Report (SAR) 2019/20 and Quality Improvement Plan (QIP) 2020/21 were APPROVED, with a self-assessment of 'Good'.</p> <p>Draft Minutes of the meeting held on 18 November 2020</p> <p>The draft Minutes of the meeting held on 18 November 2020 were NOTED with no further comments.</p>	
<p>16.</p>	<p>BANK MANDATES</p> <p>It was AGREED that Anna Carvisiglia, the Finance Director designate would be a bank signatory from the 18th January 2021, and Gavin Teasdale the Interim Finance Director would be removed.</p>	
<p>17.</p>	<p>RISK MANAGEMENT: ENTRIES FOR THE REGISTER</p> <p>The Corporate Risk Register was NOTED, and additional risks for entry on the Risk Register were CONSIDERED, and the following points made:</p> <ul style="list-style-type: none"> • The recent ESFA Funding Audit presented some risks as it had been the first one for 9 years. The audit was ongoing and in its final stages, and the Principal considered that the main risk could be around 	

	<p>Apprenticeships around quality and outcomes.</p> <ul style="list-style-type: none"> • Covid-19 remained a risk although the risk would diminish with the vaccine in time. • The Principal suggested that the Agriculture Bill that had recently been passed may have some impact on farm prices, but this was currently unknown and could drive some strategy discussions in the spring. • A further risk, in time, could be the impact of housing on land currently leased by the College, as identified in the Local Plan. • The Corporation took assurance from the Interim Finance Director that it took risk seriously and it was tri-angulated with the Internal Auditor. • The Principal advised the GDPR risk would be considered by the next Risk Management Group meeting as identified by the Audit & Assurance Committee. <p>No further additional risks had been identified during this meeting.</p>	
18.	<p>ANY OTHER BUSINESS</p> <p>No items of further business were NOTED.</p>	
19.	<p>2020/21 MEETINGS</p> <p>The following remaining dates for 2020/21 were NOTED:</p> <ul style="list-style-type: none"> • 23 February 2021 • 18 May 2021 • 6 July 2021 	
20.	<p>CONFIDENTIAL ITEM</p> <p><i>Senior Post holders, Staff and Student Members left the meeting for the next item. The Corporation AGREED that the Principal and Clerk should remain in the meeting.</i></p> <p>These items were minuted confidentially.</p>	
	<p><i>The meeting closed at 7.50pm with no further business.</i></p>	

Chair.....**Dated**.....