



MINUTES OF A MEETING OF THE CORPORATION
5.30PM, TUESDAY 7 DECEMBER 2021
held in the Courtyard Classroom, Higher Dairy

Members :	*Richard Barker; *Richard Bourne; *John Bullen; *Hannah Crocker; Andrew Davies; Andy Foot; *Frances Jenkins *Dan Knight; *Robert Lasseter (Chair); *Graham Ledden; *Annetta Minard; Ben Murphy; *Luke Rake (Principal); *Kay Taylor; Debs Thomas; *Dee Vickers
In attendance:	*Tom Hallam (Deputy Principal); *Anna Carvisiglia (Finance Director); *Nicky Porter (Assistant Principal (Student Experience & Progression); *Vanessa Gifford (Clerk)

ITEM NO.	DETAIL
	Pre Meeting: the Corporation received a Safeguarding update from the Assistant Principal (Student Experience & Progression)
1.	DECLARATIONS OF INTEREST The following declarations of interest were NOTED : <ul style="list-style-type: none">Annetta Minard on all matters relating to the Dorset Studio School
2.	APOLOGIES AND NOTICES Apologies for absence were NOTED from Andrew Davies, Andy Foot, Ben Murphy and Debs Thomas.
3.	MINUTES OF THE MEETING HELD ON 19 OCTOBER 2021 The Corporation APPROVED the minutes of 19 October 2021 as a true and accurate record, and APPROVED the non-confidential minutes for website publication.
4.	MATTERS ARISING FROM THE ABOVE MINUTES The following matters arising were NOTED : <ul style="list-style-type: none">The Risk Register, incorporating the Board Assurance Framework, would be presented to the next Audit & Assurance Committee in March, following the Risk Management Group meeting in January.
5.	RATIFICATION OF ELECTRONIC DECISIONS The following electronic decisions were RATIFIED : <ul style="list-style-type: none">Approval of the Ground Source Heat Pump ProjectAppointment of Student GovernorsApproval of Sub-Contracting StatementApproval of the following Policies:

	<ul style="list-style-type: none"> ➤ Safeguarding Policy ➤ LGPS Discretions Policy 	
6.	<p>THE STUDENT VOICE</p> <p>The Student Governor Reports were NOTED, and the following additional points were made:</p> <ul style="list-style-type: none"> • It was considered that more awareness of Student Welfare availability was required. Some students found it difficult to attend and private facilities should be considered. It was suggested there could be more awareness with the use of presentations and tutorials. • More access was required to water fountains • Healthier options should be considered in the catering facilities and also consideration of different dietary requirements. • More litter bins • Action was required on smoking around the campus, and awareness that vaping was occurring on the buses. The Principal emphasised that no further smoking shelters would be made available and it was illegal to smoke under the age of 18. • More enrichment activity was required, as this had stopped during the pandemic, as it linked departments together. • Student Review forms were being introduced by the Student Council. • More seating was necessary when the weather was inclement • Masks were not being worn on transport • Some buses were overcrowded with no seat available, especially the 702. • A prom was requested at the end of term in recognition of the tough couple of years that everyone had been through. <p>The Principal responded to comments as follows:</p> <ul style="list-style-type: none"> • It was confirmed that all drivers were DBS checked although the Student Services Manager was investigating additional levels. • It was difficult to enforce masks around the college as it was not government guidance, but was mandatory on public transport. The Principal confirmed that communications with Nordcat were good. • It was agreed that dietary requirements and water availability would be pursued although communal water fountains were inadvisable due to hygiene concerns. • The Principal advised that the room that the meeting was currently being held in had been made available for students to meet, and was a wet weather space. The Student Governors were not aware and it was agreed that this would be followed up. • It was noted that all staff had received some level of pastoral training. An additional member of staff had been appointed to the Animal Welfare & Science Department as the largest area to support the sheer volume of referrals. It was anticipated that welfare would be introduced into tutorials and further training would be delivered after Christmas as this would be a priority. It was questioned what the perception would be with additional support being provided for one department and it was emphasised that there was a Welfare Team in place and students should be encouraged and supported to look for help. • An IT upgrade had been carried out over the summer and continued to be reviewed. 	LR

7.	<p>PRINCIPAL'S REPORT</p> <p>The Corporation RECEIVED the Principal's Report which provided updates on: Introduction; Financial Notice to Improve and FEC/NLFE; Student Recruitment; Teaching and Learning; Remembrance; Commercial Activity; University & Business Centre and Ground Source Heat Project (SALIX); Maurward Close; Meetings; and the Principal's Diary.</p> <p>The following additional points during discussions were NOTED:</p> <p>Maurward Close</p> <ul style="list-style-type: none"> • The orange line of the map was a proposed new access-way. • It was agreed that a Section 106 was likely to be applied and any funding would be restricted to maintaining the historic fabric of the estate. This was supported by the Corporation and was positive. The Principal advised that he was currently drafting conditions and would update further in due course. • It was agreed that it was important to understand and funding from this project for cashflow purposes, and to ensure that it remained restricted funds. • It was confirmed that this project did not set a precedent for further development, but would be a great achievement if planning was successful given the sensitivity of the site and that the homes to be built were neither affordable in classification or within a designated development area. <p>Meetings</p> <ul style="list-style-type: none"> • It was noted that the Principal had been appointed as Chair of the Dorset LEP Skills Board. • With regard to on-going work with Southampton University, the Corporation noted the developments. Points of further discussion were: <ul style="list-style-type: none"> ➢ Validated programmes would not be in place for September 2022 but there would be other income streams. The Corporation questioned when the College would be in the position to be positive on HE provision when originally it had been planned for August 2022, and was now September 2023, with the associated costs that went with this provision. The Principal advised that there was an 18 month lead in for degree level provision with partner universities. ➢ Members questioned the £22K income that had been allocated in the budget for August 2022 and how this was reflected in cashflow. It was suggested that recruitment to FE was incorporated in the Budget from Easter and conversations did not match with the Budget and it was important that all information triangulated. It was emphasised that the Corporation still had to consider 'Going Concern' in due course. ➢ The Principal suggested that once the new building was complete it would attract new conversations with potential partners. It was agreed that the College was a step further at the right level with Southampton University to take HE forward, but the College should not rely on one potential partner. The Principal advised that programmes were on-going with the RAU and there was potentially further work with Plymouth University. ➢ Members questioned whether the College could deliver degree 	

	<p>level provision itself without being a University. The Principal suggested that the College could have its own faculty and be the University of Dorset but this was a long way off and all options should be considered. It was still early days and franchised delivery, where provision was validated by other universities, was currently the best option. This is the case for most FE colleges who do not have degree awarding powers</p> <ul style="list-style-type: none"> ➤ It was questioned whether there was an option for Levels 5, 6 and 7 apprenticeships and this was confirmed and the Deputy Principal would be investigating. ➤ It was noted that Southampton University would be utilising the campus as a Field Centre at Easter, so would have a profile on the estate. ➤ The building would provide a base for the College's own HE students. <p>Salix Project</p> <ul style="list-style-type: none"> • The Principal confirmed that planning approval had now been confirmed which had been down to a huge amount of work by the whole team. The Project would now be on track for delivery. <p>Other Points</p> <ul style="list-style-type: none"> • The Principal advised that further LEP funding could be available for the University & Business Centre to de-risk the finances of the project. 	
8.	<p>DEPUTY PRINCIPAL REPORT</p> <p>The Deputy Principal shared an update on his first term, providing information on the priorities; his approach to quality and the quality cycle; and the current position. It was agreed that the presentation would be shared on GVO.</p> <p>It was further noted that an Alumni programme would be launched in the new year and the Principal would provide further details in due course.</p> <p>It was also questioned at what stage an Ofsted inspection could be possible. The Principal considered that it was more likely to be the next academic year and could be a two day light touch inspection, however the guidance was now suggesting that a full inspection would be carried out in the next three years and this was the most likely outcome.</p>	VG LR
9.	<p>FEC DIAGNOSTIC ASSESSMENT REPORT</p> <p>The FEC Diagnostic Assessment Follow Up Report for July 2021 was NOTED, with the following comments:</p> <ul style="list-style-type: none"> • The College was pleased to welcome the new FE Commissioner, Shelagh Legrave, on this visit, and the Principal had provided a full tour of the campus. • During the feedback session it was suggested that the Corporation had not progressed with the development of its strategy. Members agreed that it was the FEC Team who had previously advised that the process was slowed due to the importance of the ongoing financial issues that had to be resolved by external bodies. • It was noted that the GRS Committee had met the previous day to consider the programme for the Strategy Day that was scheduled for January 2022, and it had been agreed to invite a facilitator to assist with the day, and this was being investigated. 	

	<ul style="list-style-type: none"> The FEC Team was also scheduled to outline the Structure and Prospects Appraisal process at the beginning of January, and the Corporation agreed it had to fully understand the implications and be in control of the process. It was agreed that the Corporation should go into the process with an open mind and to ensure that the education of learners was enhanced by any structure and students had to be at the centre of any decisions. 	
10.	<p>MAURWARD CLOSE</p> <p>The Option Agreement for land at Maurward Close was considered, noting that it had been settled between solicitors, and set out the general Heads of Terms between the two parties.</p> <p>The Option Agreement relating to Land at Maurward Close was APPROVED.</p>	
11.	<p>CORPORATION MEETINGS</p> <p>The Chair advised that some meetings were now running longer into the evenings, due to the amount of work that had to be considered, meaning that many members and staff were working 12 hour days which was not acceptable.</p> <p>After consideration it was AGREED that all evening meetings going forward would commence at 4pm and finish at 6pm with refreshments, to focus the discussion. It was also agreed that the 4pm update sessions were important, therefore they would be held virtually every month and the Clerk would schedule the dates and topics.</p> <p>It was also questioned whether enough Corporation meetings were held and it was agreed that this would be reviewed.</p>	VG
12.	<p>FINANCIAL STATEMENTS 2019/20</p> <p>The letter dated 30 November 2021 from the ESFA relating to the 2019/20 Financial Statements was NOTED.</p>	
13.	<p>AUDIT & ASSURANCE COMMITTEE</p> <p>The following documents were NOTED:</p> <p>Internal Audit Reports</p> <ul style="list-style-type: none"> 02.2020/21 – HR and Payroll 03.2020/21 – Learning Support and High Needs Funding 05.2020/21 – Risk Management 06.2020/21 – Key Financial Controls 08.2020/21 – Follow Up 09.2020/21 – Cashflow Forecasting and Bank Covenant Monitoring Internal Audit Annual Report 2020/21: the qualified opinion was NOTED on key financial controls and agreed that this was due to several Finance Directors over a short period of time and the current Finance Director was successfully working through the actions. <p>External Audit Update</p> <p>The update from the External auditors was NOTED.</p>	

	<p>Regularity Audit Framework – Self Assessment The Regularity Audit Framework – Self Assessment was APPROVED following the recommendation of the Audit & Assurance Committee.</p> <p>Draft Minutes of the meeting held on 5 October 2021 The draft Minutes of the meeting held on 5 October 2021 were NOTED with no further comment.</p>	
14.	<p>ESTATE COMMITTEE</p> <p>Register of External Consultants: this report was NOTED.</p> <p>Meeting held on 25 November 2021 The draft Minutes of the meeting held on 25 November 2021 were not available however the Chair of the Committee updated with the following points:</p> <ul style="list-style-type: none"> • The University and Business Hub was progressing well and the Committee was focusing on spend. The project was currently within contingencies and any concerns would be brought to the attention of the Corporation. It was noted that it could be possible to access additional funding from the LEP. • The SALIX project had now received planning consent so the main risk to the project had been removed. The project would be starting imminently and the Committee Chair would be attending the monthly progress meetings when he could. 	
15.	<p>QUALITY & STANDARDS COMMITTEE</p> <p>KMC Self-Assessment Report 2020/21 (SAR) and Quality Improvement Plan (QIP) The Committee Chair advised that the SAR and QIP gave clear direction going forward with the key issues outlined. Reports had given clear drive an importance. It was suggested that the monitoring role of the governors be included in the quality cycle.</p> <p>It was noted that the self-assessment of the SAR for Apprenticeships had been challenged and agreed to change from 'Good' to 'Requires Improvement'.</p> <p>KMC Self-Assessment Report 2020/21 (SAR) and Quality Improvement Plan (QIP) were APPROVED.</p> <p>Committee Terms of Reference and Work Programme 2021/22 The Committee Terms of Reference and Work Programme 2021/22 were APPROVED.</p> <p>Meeting held on 29 November 2021 The draft Minutes of the meeting held on 29 November 2021 were not available and the Chair of the Committee had no further comments.</p>	TH
7.30pm	Richard Barker left the meeting and it remained quorate.	
16.	<p>FINANCE & RESOURCES COMMITTEE</p> <p>Management Accounts to 31 October 2021 The Management Accounts to 31 October 2021 were NOTED, following scrutiny</p>	

	<p>by the Committee.</p> <p>Additional points NOTED were:</p> <ul style="list-style-type: none"> • The Accounts showed a positive variance of £430K • The Finance Director was completing the re-forecast and an additional F&R Committee meeting was being called for 21 December to give reassurance on cashflow and any update on the issues with the final accounts for 2020/21. • It was noted that the VAT Consultant had visited the College that day and it had been agreed to strip the VAT issue from the re-forecast until a conclusion was received. • The Principal was pleased to advise that the ESFA would not be pursuing the Adult funding Clawback of £275K following the College's submission of a business case. • It was agreed that a significant amount of work had been undertaken to get to this point resulting in: <ol style="list-style-type: none"> 1. A significant improvement to the end of year outcome 2. A positive EBITDA 3. A cashflow benefit of £275K • This left one issue which was the Apprenticeship Clawback with the ESFA which was still in negotiation. The College had not received any further information from the Provider and Market Oversight team regarding this since September. • It was noted that the ESFA had been informed that the accounts for the year ending 31 July 2021 would not be signed by 31 December 2021 and the ESFA would be kept up to date. • Cashflow was stable with the major capital projects progressing well. • It had been questioned whether the overdraft facility was required and the Principal advised that this was being kept under review and at the present time the College would continue to pursue. • Barclays Bank were awaiting the outcome of the meeting with the ESFA on 15 December 2021 with regard to any breach of the bank covenants. The Bank had received the latest management accounts and included in conversations along with NatWest Bank. • The Principal advised that costs were being controlled which had delivered £400K of savings. It was noted that staff costs were also under control. • The impact of on-going restrictions due to the pandemic were questioned and the Principal advised that if there was to be a lockdown in the new year it would have little impact on commercial income at this time of year as there were no weddings scheduled until Easter. It was anticipated that work on the projects would go ahead as in previous lockdowns. There had been some conversations around the supply chain for the SALIX project but it was understood that this would not impact the project delivery date of 31 March 2022. <p>Draft Minutes of the meeting held on 23 November 2021</p> <p>The draft Minutes of the meeting held on 23 November 2021 were NOTED with no further comment.</p>	
17.	<p>GOVERNANCE & SEARCH BUSINESS FROM THE GOVERNANCE, REMUNERATION & SEARCH (GRS) COMMITTEE</p> <p>It was NOTED that the GRS Committee had met on 6 December to commence the planning process for the upcoming Strategy Day, and to agree the format.</p>	

18.	RISK MANAGEMENT: ENTRIES FOR THE REGISTER The Corporate Risk Register was NOTED , with the following points made: <ul style="list-style-type: none">• The RMG committee was reformatting the Risk Register to enable the Audit & Assurance Committee to oversee risk management easier. Data would be filterable by each department and committee which had responsibility for each area.• The Register of Apprenticeship Providers (RoTAP) - the College had applied to continue Apprenticeship provision as required and was awaiting approval. It was agreed that this was not a new risk and already part of the curriculum risk.• Corporation meetings would review the Top 5 risks when the new format was available.	
19.	ANY OTHER BUSINESS There were no items of further business NOTED .	
20.	2021/22 MEETINGS: The following meeting dates were NOTED : <ul style="list-style-type: none">• 26 January 2022 Strategy Day• 15 March 2022• 17 May 2022• 5 July 2022	
21.	CONFIDENTIAL ITEMS <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> The Confidential minutes of 19 October 2021 were APPROVED , with no further matters arising.	
	<i>The meeting closed at 7.45pm with no further business.</i>	

APPROVED 1 March 2022