



**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON MONDAY 12 DECEMBER 2022, COLLEGE GREEN
4:30pm-6.30pm**

Corporation Members

Dan Amin
Tony Antonius
Andrea Arlidge
Alison Beckingham
Steve Bennett
Stephen Boardman
Diane Dimond, Interim Principal & Chief Executive
Richard Gaunt
Sandra Gordon
Tony Green
Marc Griffiths
Judi Harper
Keith Hutton
Dan Jones
Peter Rilett **Dez Goon, Acting Corporation**

| | |
|------------|---|
| 1 | <u>APOLOGIES FOR ABSENCE</u> The Chair welcomed new corporation member, Dan Jones, to the meeting. Apologies were noted from Judi Harper, Keith Hutton, and Catherine Howett. Andrea Arlidge would be delayed in joining the meeting. All others were confirmed as present. |
| 2 | <u>DECLARATION OF INTERESTS</u> |
| 2.1 | |

- the internal audit assurance regarding reasonable and effective risk management and control
- the requirement for the Corporation to receive the report ahead of the signing of the accounts

Andrea Arlidge joined the meeting.

The Chair of Audit invited questions from the board – none were posed.

BdC, Haines Watts confirmed that the external audit had raised no significant concerns.

Governors RECEIVED and NOTED the Annual Report of the Audit Committee.

Financial Statements Audit Management Letter for the year ending 31 July 2022

Governors APPROVED the Financial Statements Audit Management Letter for the year ending 31 July 2022

ACTION: Documents to be duly signed – IP&CE/Chair

Letter of Representation for the year ending 31 July 2022 – Financial Statements Audit and Regularity Audit

Governors APPROVED the Letter of Representation for the year ending 31 July 2022

ACTION: Letter to be duly signed - Chair

Members' Report and Financial Statements for the year ending 31 July 2022

Governors APPROVED the Members' Report and Financial Statements for the year ending 31 July 2022

Regularity Self-Assessment Questionnaire

Governors APPROVED the regulatory Self-Assessment Questionnaire

Subsidiary Companies

South West Apprenticeship Company (SWAC)

- **Financial Statements for year ending 31 July 2022**

Governors APPROVED the accounts and audit for SWAC.

Partners in Bristol (PiB)

- **Financial Statements for year ending 31 July 2022**

Governors APPROVED the accounts and audit for PiB.

- **Bristol Professional Services (BPS)**

- **Financial Statements for year ending 31 July 2022**

Governors APPROVED the accounts and audit for BPS.

ACTION: Documents to be duly signed – DP&CE

6

Internal Audit Plan 2022-23

The Chair of Audit Committee presented the Internal Audit Plan 2022-23, highlighting that due to the external review of governance scheduled to take place in year, a review of the quality of data was planned in lieu of a further internal audit of governance.

Governors APPROVED the Internal Audit Plan for 2022-23 -

8

Risk Register & KPIs

a

DP&CE presented the Risk Register noting that:

- risks remained steady
- achieving Ofsted 'good' was the key focus
- potential income shortfalls were being closely monitored
- a sector risk, rather than a college specific one, existed in relation to finances in 2023/34
- KPIs and RAG ratings were updated on an ongoing basis

In response to a query from governors on C&Q forecast data, IP&CE stated that the forecast for 22/23 would be set at the end of term one, with RAG rating taking place in term two.

A discussion took place regarding the staff utilisation rate and the following points were made:

- significantly improved and now steady at 97% average – a need to maintain the ratio for financial performance
- a higher staff utilisation 46n8 (t)- Tw 27.641 0.6 (per-6.6 (at)-)10.5 7 Tc 0.007 Tw6.6 (a)1B46o

| | |
|----------------------------------|--|
| | <p>The Strategic Plan had been approved by the board in December 2021 and would be reviewed at the Strategy Day on 17 January 23.</p> <p>VPCS&ER highlighted the college's strong civic and community partnerships and its work with other colleges through IoT plus, detailed in the paper.</p> <p>VPC&ER stated that the recent appointment of a new Director of Marketing and Sales would strengthen the link between curriculum and sales functions.</p> |
| <p>16 16.1</p> | <p><u>Equality & Diversity 2021/22 Annual Report*</u> IP&CE presented the Equality & Diversity Annual Report. Governors APPROVED the Report. ACTION: Items to be published as required – VPCS&ER/ADHR&OD .</p> |
| <p>17 17.1</p> | <p><u>Corporation review of own performance for 2021/22</u> Governors APPROVED the Governance Self-Assessment Report and associated Quality Improvement Plan .</p> |
| <p>18 18.1</p> | <p><u>Remuneration Committee Annual Report</u> Governors APPROVED the Remuneration Committee Annual Report, noting the clarification provided in the footnote regarding principal pay ratio.</p> |
| <p>19</p> | <p><u>Governor Link Scheme and Learning Walks</u> Activity to date was noted. The chair encouraged governors to undertake further learning walks where possible.</p> |
| <p>20 20.1</p> | <p><u>Changes to Instrument & Articles</u> Governors APPROVED the amendment to the Instrument & Articles. ACTION: Acting Clerk to publish updated version on website – AC</p> |
| <p>21 21.1</p> | <p><u>Re-Appointment of Corporation Members to serve a second term</u> <u>Appointment of Link Governors</u> Governors APPROVED the re-appointment of Steve Bennett and of Andrea Arlidge to serve a second four year term of office.</p> |

Governors APPROVED the appointment of Steve Boardman as Interim Safeguarding Governor. The Chair eg9s5m8.8 W nBT-0.005 Tc 0.005 Tw69a8 (β-)TjETQionjETQiovov asovov asov

Liz Gorman, Acting Clerk to the Corporation

Signed as a correct record on27 March 2023

..... (Chair)