



1.9	Governors discussed the application received from Kassin Yakhlef to join Curriculum & Quality as a Co-opted Member. Governors APPROVED the appointment for an initial period of one year to bring additional HE experience to the Committee. <b>ACTION: Clerk to contact.</b>
1.10	The Chair confirmed that a recruitment exercise would take place to appoint an additional staff governor and an additional student governor. It was confirmed that activity was also underway, through the Search & Governance Committee, to appoint additional governors who could provide curriculum oversight in relation to FE.
2	<b><u>DECLARATION OF INTERESTS</u></b>
2.1	There were no declarations of interests in any item on the agenda.

**3 MINUTES OF THE EXTRAORDINARY BOARD MEETING HELD ON 26 AUGUST 2020**

**3.1 a** The minutes of the Extraordinary Meeting held on 26 August 2020 were confirmed as an accurate record.

**3.1 b** The Confidential Minutes from the Extraordinary Meeting held on 26 August 2020 (limited circulation) were confirmed as an accurate record.

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5.4	Governors NOTED the information contained in the report.
a 5.5	<p><b>FE Commissioner’s Visit of 20 October 2020</b></p> <p>The P&amp;CE provided verbal feedback from the visit and confirmed that good progress had been made against the recommendations. Three recommendations were highlighted by the FEC Team (one new recommendation and two ongoing recommendations). It was confirmed that the next visit would be in March 2021. It was confirmed that the report, once received, would be circulated to governors.</p>
b 5.6	<p><b>Strategic Plan 2020-2023</b></p> <p>The P&amp;CE confirmed that the Strategic Plan 2020-2023 had been published and was being widely disseminated to key partners across the City.</p>
6	<p><b><u>RISK REGISTER &amp; KPIs</u></b></p>
6.1	<p>The DP&amp;CE confirmed that the strategic risks for 2020/21 had been carried over from the previous academic year but that all risks had been updated to reflect impacts in relation to Covid-19 and mitigations. The DP&amp;CE drew governor’s attention to:</p> <ul style="list-style-type: none"> <li>- The efficient and effective response to Covid-19 mitigations from the Estates Team</li> <li>- The work with Jisc around the quality of online learning</li> <li>- The planned opening of the Advanced Construction Skills Centre (ACSC) as per the original timescale with no delays reported.</li> </ul>
6.2	<p>Governors suggested that the HE risk be disaggregated from the FE</p>

	<ul style="list-style-type: none"> <li>- The clarity provided by the templates to be used by both groups for monitoring and reporting.</li> <li>- Progress against the establishment of key targets which would be presented to the next C&amp;Q meeting before being brought to December Main Board.</li> <li>- The external focus for the group and the need to remain flexible given the current situation and potential changes to the Ofsted Inspection Framework.</li> </ul>
<b>8</b>	<p><b>QUALITY OUTTURN 2019-20 ACHIEVEMENT</b></p> <p>This item is recorded as a confidential minute.</p>
<b>9</b>	<p><b><u>SELF-ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP)</u></b></p>
<b>9.1</b>	Governors APPROVED the Self-Assessment Report (SAR) following a recommendation to approve from Curriculum & Quality Committee (28 September 2020).
<b>9.2</b>	The P&CE provided an update on the QIP and outlined the plans for monitoring through the Task & Finish Groups. It was confirmed that the QIP would proceed to the next C&Q meeting.
<b>10</b>	
<b>10.1</b>	

10.2/TT2 1 Tf-0.002 Tc 0.002 Tw 11.04 0 0 11.04 52.8 4t8602 Tw 11.04 0 0 11a1llowing a re0.2/TT2 1 Tf-0.002

## **12 BUSINESS SERVICES COMMITTEE REPORT**

**12.1** The Chair of Business Services provided a verbal update covering key items of discussion at the last meeting (8 October 2020) highlighting:

- Assurance provided for governors as the committee had reviewed the most positive set of indicators for a significant number of years
- The consistent EBITDA forecasting which had remained at £1.9million since March 2020 the earliest opportunity the College had to re-profile
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15	ThLWHP LV UHFRUGHG DV D FRQILGHQWLDO PLQXWH

15a **Student Union finances for 2019/20**  
 15.5 Governors APPROVED the Student Union Finances &

18.3	Governors requested that a reminder of the role description for Link Governor and information regarding Learning Walks be re-circulated. <b>ACTION: Clerk</b>
18.4	The P&CE requested that, at the current time, virtual learning walks be undertaken.
<b>POLICIES &amp; REPORTS</b>	
<b>19</b>	<b><u>ANNUAL SAFEGUARDING REPORT 2019/20 &amp; SAFEGUARDING POLICY 2020/21</u></b>
19.1	The P&CE drew Governor's attention to the following items in the report: <ul style="list-style-type: none"> <li>- The significant increase in requests for support (up 41%)</li> <li>- The significant rise in Covid-19 related requests and mental health concerns</li> <li>- Plans to increase safeguarding &amp; welfare resource</li> </ul>
19.2	Governors suggested that the College continue to link with UWE around the mental health agenda.
19.3	Governors APPROVED the Annual Safeguarding Report 2019/20 and the Safeguarding Policy for 2020/21 following a recommendation to APPROVE from the Curriculum & Quality Committee (28 September 2020).
<b>20</b>	<b><u>HE STUDENT PROTECTION PLAN</u></b>
20.1	Governors APPROVED the plan following a recommendation to APPROVE from the Curriculum & Quality Committee (28 September 2020) subject to the review by the College's solicitors which was being undertaken.
<b>21</b>	<b><u>QUALITY ASSURANCE &amp; IMPROVEMENT POLICY</u></b>
21.1	Governors APPROVED the Quality Assurance & Improvement policy, as a new policy following a recommendation to APPROVE from the Curriculum & Quality Committee (28 September 2020)ember 2020

	<b><u>ANY OTHER BUSINESS &amp; CLOSE</u></b> There being no further business the Chair thanked members for attending and the meeting closed at 7.40pm

Joanne Ward  
Clerk to the Corporation