

City of Bristol College  
Governance

MINUTES OF THE

- 5.2 Governors discussed online learning and highlighted:
- The need for further student voice activity to capture feedback from students who did not, or could not, respond to the initial survey
  - The need for student feedback regarding individual lessons to be reviewed and action taken as appropriate by Heads of Department
  - The need for assurance that staff are available to support students outside of lessons and the suggestion that one method of communication may be most suitable
  - A concern that new students may find it harder to engage remotely as they have not met their teachers face-to-face beforehand and the impact this may have on retention
  - As option for video content from teachers to communicate with new students
  - The need for new students to understand how to use the online learning tools
  - The opportunity to set up a 'virtual campus' on Microsoft Teams
  - Recognition that this is a new way of working for staff

The P&CE confirmed that:

- Findings from the student survey continue to be used to influence online learning
- Student feedback continues to be captured through various means
- Take up of training from staff has been very positive including a virtual CPD day
- Staff will provide students with a channel for communicating, most likely through text messaging, outside of lessons
- Currently, the aim is for two parts face-to-face contact in small groups to one part online for most courses.
- Current students had been issued with a College laptop if needed and new students were being asked at enrolment what IT equipment they require
- Plans were in place for students to be shown how to use Microsoft Teams at induction

- 5.3 Governors asked what plans are in place to respond to local lockdown or lockdown for individual groups if required. The P&CE reported that plans are in place to 'switch off' face to face learning and revert back to 100% online learning if required. Staff continue to build up a bank of materials for these purposes. Governors suggested that collaborating with other colleges in this area had been previously discussed and asked whether this had been pursued. The P&CE confirmed that this is a component of the collaboration bid (covered under item 5.1). If this bid is not successful other options will be reviewed.

- 5.4 The Chair reminded governors that the Extraordinary Board Meeting (26 August 2020) bu.2.54.663 0 T

6 FE COMMISSIONER VISIT 30 JUNE 2020

6.1 Governors discussed the visit and NOTED the report which had been circulated with the Board packs. The P&CE confirmed that responses to all recommendations were in progress. Finance was further discussed under item 10.

	<ul style="list-style-type: none"> <li>- The acceptance, by staff, of baselines to clearly show the College's starting point</li> <li>- The focus for the next meetings which would include: (1) establishing a more strategic and systematic approach to student voice activity (2) work with the newly formed curriculum leadership team including around QiPs and (3) work to address the cycle of underperformance in a small number of departments which must cease this academic year.</li> </ul>
8.3.1	Governors discussed the finish date for the group which was confirmed as the time when the College can confidently self-assess as Ofsted Good.
8.4	<p>Keith Hutton, Chair of Task &amp; Finish group two, provided an update on the work of the group highlighting:</p> <ul style="list-style-type: none"> <li>- The two positive meetings held to date and the constructive debate</li> <li>- Immediate actions to influence the final part of collecting 2019/20 data and to set performance targets for 2020/21.</li> <li>- Plans for an interim report ahead of the next meeting to ensure progress on actions to 'hit the ground running' in September</li> </ul>
8.5	The Chair thanked staff from across the College and Governors for the work undertaken through the Task & Finish Groups and the significant progress made to date.

#### FINANCE & BUSINESS SERVICES

9	<u>BUSINESS SERVICES COMMITTEE REPORT</u>
9.1	<p>The Chair of Business Services Committee provided an update regarding discussion at the last meeting (8 June 2020) highlighting:</p> <ul style="list-style-type: none"> <li>- Progress reports on the Construction Centre which remains due to open along original timescales</li> <li>- The significant discussion regarding the 2020-21 budget and revisions discussed outside of the meeting ahead of the presentation to Main Board</li> <li>- An early review of the Tribal Benchmarking Report and the request for an action plan for the Corporation to monitor</li> <li>- Reflections on the FE Commissioner report where the recommendations were within the remit of the Business Services Committee.</li> </ul> <p>These items were further discussed under the relevant agenda items.</p>
10	<p><u>BUDGET 2020-2021</u>  <b>CONFIDENTIAL ITEM</b> BUDGET 2020-2021 This item is recorded as a confidential minute.</p>
11	<u>TRIBAL BENCHMARKING – REPORT AND ACTION PLAN</u>
11.1	The VPF&PS outlined the findings from the Tribal Benchmark report and the as.04pBp6 (he)10.10.6 (t)

12.1.2	<p>to identify those internal audits which would add most value following the initial impacts of Covid-19. ACTION: Clerk to amend the Business Cycle for 2020- 21.</p> <p>Governors NOTED that KPMG would conduct the external audit as per the current contract.</p>
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POLICY & STRATEGIC ITEMS

13	<p><u>UPDATED FINANCIAL FORECAST AND LATEST MONTHLY MANAGEMENT ACCOUNTS</u></p>
13.1	<p>Governors NOTED the financial forecast and latest monthly management accounts which had been discussed under item 10.</p>

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14.1

14.2

17 ANY OTHER BUSINESS - GOVERNOR MEMBERSHIP

- 17.1 Governors APPROVED the recommendation for Tony Antonius to become a full member of the Corporation as part of succession planning for the Audit Committee. ACTION: Clerk to issue letter confirming appointment.
- 17.2 Governors AGREED that two new co-opted members be appointed to the Audit Committee. ACTION: Search activity to be undertaken with names provided to Search & Governance for review at the next Committee Meeting (22 September 2019). Recommendations for the new co-opted members to be brought to Main Board (29 October 2020) for approval – Clerk to oversee process.
- 17.3 Governors APPROVED the extension for Keith Hutton to remain a governor for an additional year. ACTION: Clerk to issue letter confirming extension.
- 17.4 The process for appointing the Chair and Vice Chairs was outlined with confirmation that this would take place in the Autumn Term. ACTION: Governors to highlighted interest to the Clerk ahead of the first Main Board Meeting of 2020-21. Governors who are interesting in undertaking training as part of succession plans for the roles to highlight interest to the Clerk.  
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- 17.5

Joanne Ward  
Clerk to the Corporation

Signed as a correct record on ..... (Date)

..... (Chair)