

MINUTES OF THE MAIN BOARD MEETING  
HELD ON MONDAY 30 MARCH 2020 BY VIDEO CONFERENCING  
6:00pm -7.40pm

Committee Members                      Andrea Arlidge  
                                                         Steve Bennett  
                                                         Max Campbell-Jones  
                                                         Geoff Channon  
                                                         Ebony Clark (until item 17)  
                                                         Andy Forbes  
                                                         Richard Gaunt  
                                                         Zahid Gill (until item17)  
                                                         Dan Howarth  
                                                         Keith Hutton  
                                                         Peter Rilett (Chair)  
                                                         Zoe Taylor

Also in Attendance                      Richard Harris, Vice Principal, Finance & Professional Services  
                                                         (until item 20)  
                                                         Joanne Ward, Clerk to the Corporation

Jonny Elphinstone (Observer) until item 17  
Emma Richer (Observer) until item 17

1	<u>APOLOGIES FOR ABSENCE</u>
1.1	Apologies had been received from David Williams and Lis Anderson.
1.2	The Chair welcomed Jonny Elphinstone and Emma Richer to the meeting as observers.
1.3	The Chair thanked Zahid Gill for his significant contribution to the Board during his time as staff governor. Zahid Gill thanked the Chair, Board and Clerk for their support to fulfil the role.
2	<u>DECLARATION OF INTERESTS</u>
2.1	There were no declarations of interests.
3	<u>MINUTES OF THE MEETING HELD ON 12 December 2019</u>
3.1	The minutes of the meeting held on 12 December 2019 and the confidential minute from 12 December 2019 were confirmed as an accurate record of the meeting but it was NOTED that the meeting had taken place before any impacts of the current Covid-19 crisis were suggested and the minutes and actions reflected this.
4	<u>MATTERS ARISING FROM THE MINUTES</u>
a	Governors reviewed the Summary Report of Actions which were confirmed as complete or covered under the relevant



6.6	<p>The P&amp;CE outlined a number of updates to the report since drafting:</p> <ul style="list-style-type: none"> <li>- The small management restructure had progressed but the consultation period had been slightly extended due to the current situation.</li> <li>- The Benchmarking exercise would continue as the suppliers had confirmed this was a desk-based exercise and the College could expect the report by the end of April.</li> </ul>
6.7	<p>Governors welcomed the priorities identified by the P&amp;CE for next term around leadership and management as well as the discussions with UWE around the South Bristol partnership.</p>
7	<p><b><u>INTEGRATED FINANCIAL MODEL (IFM), LATEST MANAGEMENT ACCOUNTS AND 24 MONTH CASH FLOW</u></b></p> <p>7.1 The VPF&amp;PS outlined the report and confirmed that the IFM had been submitted by the deadline. The VPF&amp;PS outlined the small, non-material changes which had been required prior to submission. Governors asked about the EBIDTA forecast, taking into account the pre-Covid 19 impacted figures, as this had moved substantially since the last Board meeting and there was a need for all governors to have sight of short term impacts as well as long term forecasts. ACTION: Governors to receive monthly management accounts via Moodle in line with the accounts being circulated to the SLT - VPF&amp;PS / Clerk.</p> <p>7.2 Governors NOTED the inclusion of the 24 month cash flow as recommended by the FEC.</p> <p>7.3 Items 7.3- 7.7 are recorded in the confidential minutes until publication of the Annual Report and Accounts</p> <p>7.8 Governors APPROVED the sub-contracting changes in-year as outlined in the paper circulated ahead of the meeting to support item 7.7.4 above. ACTION: VPF&amp;PS to implement and report back through Chair and Vice Chairs</p>
8	<p><b><u>COMMITTEE REPORTS</u></b> <b><u>CURRICULUM &amp; QUALITY</u></b></p>
8.1	<p>The Chair of C&amp;Q outlined the report, highlighting the following: <b><u>Forecast achievement rate</u></b></p>
	<p>The P&amp;CE confirmed that the forecast achievement figures needed to be more refined in terms of risk factors. This item was further discussed under item 10.</p>
8.2	<p>Governors welcomed the Apprenticeship figure reported in the National Achievement Rates for 2018/19 of 66.6%, 1.9% above the national average and above other large colleges in the area.</p>
8.3	
8.4	



	The student governor, staff governor and observers left the meeting.
	ANY OTHER BUSINESS

17 RECOMMENDATION FOR THREE NEW MEMBERS

17.1 Governors APPROVED the recommendation for Stephen Boardman to join the Board as an additional governor. An outline of his background in the health sector, his significant board experience and his understanding of the curriculum through part time lecturing were highlighted. ACTION: Clerk to undertake appropriate due diligence and confirm appointment.

17.2 Governors APPROVED the recommendation for Jonny Elphinstone and Emma Richer to join the board as s

17.3

Joanne Ward  
Clerk to the Corporation

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

..... (Chair)