**MEETING OF THE FULL CORPORATION**

**OF FAREHAM COLLEGE**

28th June 2017

**M I N U T E S**

**Present:** Miss E Champion

Mr S Christian

Mr N Duncan

Mr P Grimwood (Vice-Chair)

Mr M Hoban

Mr R Kew (Chair)

Mr P Marchbank

Mr A Ramsay

Mr S Riches

Mr A Spires

Dr C Thomas

Mrs P Tilt

**In attendance:** Mrs J Eayrs (Clerk)

Mr A Kaye (Deputy Principal)

Mrs E Baxter (Director of Finance & Funding)

*At the start of the meeting the Chair welcomed Mr Neil McQueen, Head of Technical Services, to the meeting. Mr McQueen provided members with a presentation on the Technical Services Update which also encompassed agenda item 10(iii), Technical Services Strategy.*

**33/17 Presentation: Technical Services Update**

Members of the Board received a presentation from Mr McQueen, Head of Technical Services, on the Technical Services Strategy Update. He drew the following to members’ attention:

1. **Key Aims**:  
   - Be fit for purpose;  
   - Provide advanced technology;  
   - Provide value for money;  
   - Be reliable, responsive and robust;  
   - Be environmentally compliant.
2. **The key aims would be measured against the following indicators**: **-** Customer satisfaction rating;  
   - Number of hours planned and unplanned downtime;  
   - Systems access (internal and external);  
   - Legislative compliance;  
   - Cost reduction yield.
3. **Projects of key interest**: Members noted that the projects of key interest would be implemented as part of a 3 year plan (2017-2020) and which included:  
   - Year 1: Team restructure, reconfigure existing infrastructure;  
   - Year 2: Ensure compliance for GDPR, ISO 27001, ITIL, CIPA and MOD cyber security;  
   - Year 3: Upgrade operating systems and replace AV.
4. **Security**: Mr McQueen outlined how the College systems were kept safe, the route taken by information both in and out of the College and the SOPHOS internet security virus protection which updated every two hours. Governors noted that the College had been unaffected by the two recent cyber incidents which had affected many organisations and which had been reported in the news. Governors questioned whether there had been any IT penetration tests and Mr McQueen responded by saying that he would be in a position to start testing in September 2017. The Chair sought clarification on whether the investment for the strategy over the next 3 years had been built into the Budget. Mrs Baxter, Director of Finance and Funding confirmed that it was.

The Chair thanked Mr McQueen for his presentation and he left the meeting.

**Members of the Board reviewed the contents of the paper and formally approved the Technical Services Strategy 2017-2020.**

**34/17 Safeguarding Audit Tool: Overall Effectiveness of Safeguarding Procedures 2017**

*Mrs Sommers, Director of Students and Recruitment was welcomed to the meeting.*

Members of the Board received a copy of the Safeguarding Audit Tool which had been prepared for submission to the Hampshire Safeguarding Children Board by the 30th September 2017 and which provided an assessment on the overall effectiveness of safeguarding procedures within the College. Mrs Sommers, spoke to the document and drew to members’ attention the areas for development and related actions as follows:

1. **Development Areas:**  
   - Designated Officer for monitoring LAC and care leavers requires further training;  
   - Safeguarding Policy needed to include ‘allegations against young persons’;  
   - Safeguarding Policy needed to be more explicit on reporting FGM;  
   - All staff need to be aware of the Early Help Hub process;  
   - The Policy on Use of Reasonable Force needed to be updated to comply with DfE Guidelines 2013.
2. **Actions required:  
   -** DSL to ensure that DO is compliant with ‘Promoting the Education of LAC’ Dfe Guidelines – by September 2017;  
   - Safeguarding Policy to be updated as outlined above – by August 2017;  
   - Extranet post to be uploaded regarding the EHH – purpose and referring process;  
   - Use of Reasonable Force Policy to be reviewed and updated to ensure compliance – by the end of July 2017.

The Chair thanked Mrs Sommers for presenting the Audit Tool document and she left the meeting.

**Members of the Board endorsed the areas for development and related actions and formally approved the Safeguarding Audit Tool document 2017.**

**35/17 Declaration of Interests**

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. There were no interests declared.

**36/17 Apologies for absence**

Apologies for absence were received and accepted from Mr Briscoe, Mr Mansergh, Mrs Lancaster and Ms Woods.

**37/17 Minutes of the meeting held on the 5th April 2017**

The minutes of the meeting held on the 5th April 2017 were agreed as a true and accurate record and were signed by the Chair.

**38/17 Matters arising from the minutes of the meeting held on the 5th April 2017**

1. **06/17: Apprenticeship Strategy** – Members were aware that it had previously been reported that an Employers’ Forum would be established and a meeting of the Group to include Governors would be convened. Members were advised that actions were in train to confirm a date for the Group to meet.

**39/17 Confidential minutes of the meeting held on the 5th April 2017**

The Confidential minutes of the meeting held on the 5th April 2017 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

**40/17 Strictly Confidential minutes of the meeting held on the 5th April 2017**

The strictly confidential minutes of the meeting held on the 5th April 2017 (for Governors who are not Staff or Students only) were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.

**41/17 Governor Engagement**

Members provided feedback on the Link Governor participation, development sessions or Cross-College events they had attended during the term.

**42/17 Correspondence**

(i) **Letter from HEFCE dated 28th April 2017 – Annual Provider Review 2016/2017 Outcomes** – Members reviewed and noted the contents of the letter from HEFCE which confirmed the judgement on the quality and standards matters reached by the independent Quality Committee which confirmed the College status as ‘Meets Requirements’ and no action being required.

**43/17 Principal’s Summer Term Report 2017**

Members of the Board received the Principal’s Summer Term Report 2017 which was confidential to members of the Board and which summarised key issues and developments in the work of the College during the summer term and outlined the progress which had been made in taking forward the College’s Strategic priorities and the College Quality Improvement Plan for 2016/2017.

The Principal spoke to the paper and provided an update in the following areas:

* 2016-2017 Performance;
* Finance;
* 2017-2018 Full-time Applications;
* Curriculum Initiatives;
* Risk Register;
* Health and Safety;
* Human Resources.

The Principal reminded members that the Deputy Principal would be presenting a curriculum and quality update later in the meeting and, as a result, he did not want to duplicate the issues outlined in that report. In view of that, the Principal drew the following to Governors’ attention:

* **The 2015-2016 National Achievement Rate Tables** (NART) indicated that the College was performing well against similar organisations in the sector;
* **Attendance** continued to be a cause for concern ending the year at 87.3% (-2.7% against strategic target). Members were advised that this had been adversely affected by attendance in English and maths, Hair and Beauty Therapy (HBT) and the Built Environment (BEN);
* **Retention** on study programmes was below the organisational in-year target of 95% at 92.3%   
  (-2.7%). The Principal highlighted the fact that the difference would need to be made up with achievement and he was confident that the achievement target of +86% would be met;
* **Retention on apprenticeships** had been relatively stable throughout the year and was forecast to end the year at 82%. Members noted that this was an improvement on the previous year by +6%. The Principal commented that retention at CEMAST was particularly good. Governors questioned why this was the case. The Principal responded by saying that it was believed to be partly due to the intimacy of the programme;
* **Finance** – The Principal reported that it had been a very disappointing year financially due to several key factors that had adversely affected the overall performance. These were as follows:
* under-recruitment of apprenticeships in both age groups. It was felt this could have been due to the introduction of the ‘Grant and Levy’ system of funding during the latter part of the year;
* excess staffing of circa £250k had been carried throughout the year to ensure staffing was maintained for the following year’s planned growth;
* the College underperformed against the targets planned for the Solent Leadership Academy (SLA) and lost the final tranche of grant funding (£106k) from the Solent LEP

The Principal confirmed that the SMT were working hard to reduce the forecast deficit before the end of the year. In addition, the SMT were confident that the planned budget for the 2017-2018 academic year would bring the College back into line with its growth trajectory and improve financial sustainability;

* **Actions for next year** included:  
  - increase apprenticeships to c.1200;  
  - grow income streams such as: H.E, international and Advance Learner Loans and commercial revenue;  
  - better use of the Adult Education Budget funding;  
  - the above combined with an even more prudent approach to cost reduction and efficient delivery of services;
* **Applications for 2017/2018** were tracking relatively strongly against the planned targets. The Principal confirmed that the College had currently achieved 1550 full-time applications against a target of 1600 (-50). In addition, members were advised that there were still internal progressing students to discuss their options with and it was expected that the College would receive approximately 200 more applications between now and the enrolment period, of which it was anticipated that 100 would be converted. The Principal highlighted the fact that ‘keeping warm’ activities were planned throughout the summer. There was a brief discussion about the number of full-time students required to meet the budget, the lagged funding formula, conversion and retaining students for the first 6 weeks of term. Governors sought clarification on the reasons students withdrew from their programme and the Principal responded by explaining that there were a number of reasons, not all of which were negative. He went on to say that some students secured employment and some transferred to an apprenticeship. He emphasised the fact that not many students transferred to another college;
* **International** – The Principal reported that the recent terrorist atrocities had adversely affected the recruitment target of 15. He went on to say that he had requested an extension on the probationary year;
* **Civil Engineering** – The Principal outlined the progress which had been achieved to establish an apprenticeship programme in groundworks and plant operations in collaboration with the Solent Civil Engineering Employers’ Group. Members were advised that 64 apprentices would be recruited in the first year. In addition, it was noted that a stakeholder briefing session was planned for 25th July 2017 at CEMAST;
* **Institute of Technology** (**IoT)**– The Principal confirmed that the College was still ambitious to work with other likeminded organisations to establish a Solent IoT and he had initiated talks with other colleges and one university to establish the level of interest and submitting a combined bid for both the status and any allied capital funding. Members noted that the process had currently been stalled by the general election but it was hoped that the opportunity would still exist once Government activity recommenced;
* **Professional Development Centre** – The Principal confirmed that the College had established a high-grade teaching space through which it planned to develop a programme of professional advanced skills training in a number of areas;
* **Risk Register** – Members noted that the Risk Register had grown (from 38 risks to 41) in light of the deteriorating financial performance of the College, the recent cyber-attacks and the prevailing terrorist attacks. The Principal reported that, despite these issues, the College had managed the risks well throughout the year and the overall residual risk remained low at 6.92;
* **Health and Safety** – The Principal reported health and safety as relatively stable with only one notable incident in beauty therapy involving a steamer. Members noted that a full investigation was being undertaken and this would be reported through to the Wellbeing Committee in due course. In addition, the Principal reported that, following the Grenfell Tower disaster, he had sought assurance from D&B cladding on the quality of the cladding and insulation used as part of the campus redevelopment. The contractor had confirmed that the materials provided were A1 fire retardant. The Principal also assured members that the College’s fire strategy was effective with sprinklers, effective fire alarms and fire doors;
* **Human Resources** – The Principal reported that a number of key efficiency adjustments to staffing were currently underway in order to reduce staffing costs during the 2017/2018 year by £300k. As a result, the College was currently experiencing a higher than expected turnover in staff although it was expected to settle by the beginning of the new academic year. In addition, two resignations from middle curriculum managers had created a cause for some concern as it was not expected to be easy to replace these posts. Governors questioned the turnover compared to previous years. The Principal responded by saying that it was approximately 5% higher than what would be expected as ‘normal’. Governors questioned whether this had affected staff morale. The Principal confirmed that it had affected performance in some areas particularly those areas difficult to recruit to i.e. plumbing. Governors acknowledged that the need to continue to secure efficiencies was the nature of the sector at present. However, members questioned whether new students would stay if there was not a full complement of staff. The Deputy Principal confirmed that members of the SMT could cover middle management roles that were yet to be recruited to.
* **Staff sickness** - Days lost through sickness had reduced recently from a peak of 95 in January to a low in April of 24.5.

**Members of the Board reviewed and noted the contents of the Principal’s Summer Term Report 2017. In addition, members commended the revised format of the document.**

**44/17 Final Progress Review of Strategic Objectives and Quality Improvement 2016/2017**

Members of the Board received a paper which provided the final progress review of the strategic priorities and quality improvement for 2016/2017. The Principal spoke to the report and drew members’ attention to the 6 ‘red’ objectives where limited progress had been achieved:

* **17: Stable Finances: income profile exceeds original MCV by 5%** – SFA classroom was below allocation by £145k and apprenticeships below allocation by £275k. SFA funding was below the 2016/2017 budget by £600k;
* **18: Stable Finances: Commercial trading income of £550k** – Members noted that, at the end of May 2017, commercial trading income was £449k and forecast to be circa £500k at year end. As a result, the 2016/2017 stretch target would not be met;
* **19: Stable Finances: Annual operating surplus of 2% of turnover** – It was noted that actual operating deficit to the end of May 2017 was £453k or -2.65% of turnover. The Principal reiterated the fact that this reduction was due to lower than expected income in relation to apprenticeship growth and SFA classroom;
* **21**: **Stable Finances: Reduced centrally funded dependency to 70%** - Members noted that, as at the end of May 2017, EFA/SFA funding stood at 77% of income;
* **30**: **Reduce overall number of complaints into the College** – The Principal reported that complaints received to date totalled 67. However, he explained that, whilst this represented an increase the main areas of concern had been issues which had arisen earlier in the academic year primarily in photography and plumbing;
* **31: Improve English and Maths outcomes in traineeships** – The Principal reported that current achievement overall was forecast at 58.1% against an overall College performance of 68.8% which represented a 13% drop from 2015/2016. He went on to say that this group were particularly challenging to engage with English and Maths but the curriculum offer, IAG, timetabling and support were all under review in preparation for the 2017/2018 delivery.

**Members reviewed and noted the progress achieved against the strategic objectives and quality improvement for 2016/2017.**

**45/17 Fareham College 2020 – The Strategic Plan 2017-2020**

Members of the Board received the Strategic Plan 2017-2020 for consideration and approval. Members were aware that they had had the opportunity to contribute to the development of the Strategic Plan and strategic targets at a dedicated session on the 3rd May 2017. The Principal provided members with a presentation (the slides are an Appendix to these minutes) and drew members’ attention to the areas of the Strategy which had been updated following feedback from Board members and staff:

* **Six Strategic priorities** had been identified with an increased focus on recruitment;
* **A 3-year plan** focussed on 2020 in line with many Government strategies;
* **The College provision** being delivered by 2020 was outlined;
* **Growth in apprentices** to 1600;
* **Turnover** of £16million by 2020;
* **Growth in income streams** such as higher education, international, advanced learner loans and commercial revenue along with cost reduction and efficient delivery of services;
* **To be the Provider of choice** for technical and professional provision;
* **‘Outstanding’ removed** and replaced with the aspiration to be a College that achieves excellence and to be in the top 10% of providers in England;
* **Student recruitment targets** were reviewed and the Principal outlined the intended growth over the 3-year period;
* **Student, stakeholder, skills, systems, sites and finance success measures** were reviewed and discussed. Governors acknowledged that being flexible, responsive and delivering the right model was key.

Members commended the revised Strategic Plan as a forward thinking working document rather than a ‘tick box plan’ of how to keep Ofsted happy.

**Members of the Board formally approved the Strategic Plan 2017-2020 and the Annual Objectives 2017/2018.**

**46/17 Curriculum and Quality Update – Summer Term 2017**

Members of the Board received a paper which provided a Curriculum and Quality Update and which summarised the current progress of the following key areas. The Deputy Principal spoke to the paper and, in particular, drew the following to members’ attention:

* **Study programmes**:  
  - 1303 16-18 year olds were on study programmes in 2016/2017;  
  - 65% of students had taken part in external work placements (47% previous year);
* **Adult Learning programmes**:  
  - 605 adults on funded part-time courses and 419 on fee paying courses;  
  - Retention in English and maths had been poor and, therefore, achievement forecast to be below national average;
* **Apprenticeships**:  
  - Apprenticeship timely achievement was forecast to be 72%;  
  - The outcomes in Clinical Healthcare and Construction were the only two areas that require improvement;  
  - Good progress had been made to establish the Civil Engineering Training Centre (CETC);
* **Higher Education**:  
  - It had been confirmed that the College had been awarded “TEF Year 2 Provisional Award”;  
  - The HNC Engineering programme awarded by the University of Portsmouth had now been through stage 2 approval with the University and CEMAST were taking enrolments for 2017/2018;
* **Key strengths**:  
  - 16-18 achievement rates forecast to remain in top 10% of GFE colleges;  
  - Good attendance at GCSE English and Maths exams;  
  - Good forecast overall achievement in English and Maths for 16-18 year olds;
* **Key areas for improvement**:  
  - Attendance at English and Maths remained low;  
  - Apprenticeship recruitment had not been at the level anticipated for budgeted income;
* **Key performance indicators**:  
  - Curriculum and quality data from 15/16, 15/16 national average and 16/17 forecast were compared;
* **Recruitment:**   
  - Current applications were at 1114 compared to 1088 the previous year;  
  - The changing profile of applications had required staffing reductions to be made in art & design, sport and public services and music;
* **Teaching and Learning**:  
  - Teaching and learning in most departments had been assessed as being good;  
  - Areas identified as requiring improvement had resulted in swift action to support or challenge teachers appropriately;  
  - additional staff development sessions had been arranged to address weaknesses identified through lesson observations;
* **Quality indicators:**   
  – Employer and student satisfaction survey outcomes were reviewed;
* **Equality and Diversity**:  
  - All High Needs students (27) and those with Educational Health Plans (19) had been retained;  
  - The retention rates of students eligible for Free School Meals (94) and those who had declared a learning difficulty or disability (409) were in line with other students in the College;
* **Leadership and management**:  
  - As reported earlier in the meeting, there were currently two middle management posts being advertised. A Head of Creative Industries and a Head of Service Industries were required for September 2017.

**Members of the Board reviewed and noted the contents of the Curriculum and Quality Update and commended the Deputy Principal for the informative but brief format of his report.**

**47/17 Teaching and Learning Strategy**

Members of the Board received the Teaching and Learning Strategy for consideration and approval. The Deputy Principal spoke to the paper and confirmed that the document had been reviewed in detail by the Teaching, Students, Curriculum and Quality (TSC&Q) Committee at its meeting in May 2017. The Aims of the Strategy were reviewed and considered and the related actions to achieve each aim endorsed.

**Members of the Board reviewed the contents of the paper and formally approved the Teaching and Learning Strategy as recommended by the TSC&Q Committee.**

**48/17 Learner Involvement Strategy**

Members of the Board received the Learner Involvement Strategy for consideration and approval. The Deputy Principal spoke to the paper and confirmed that the document had been reviewed in detail by the TSC&Q Committee at its meeting in May 2017. He went on to outline the purpose of the strategy which was to ensure that the learner voice was heard at a strategic level and was taken into account at every level in the organisation.

**Members of the Board reviewed the contents of the paper and formally approved the Learner Involvement Strategy as recommended by the TSC&Q Committee.**

**49/17 Quality Strategy 2017-2019**

Members of the Board received the Quality Strategy 2017-2019 for consideration and approval. The Deputy Principal spoke to the paper and outlined the Aim of the Strategy which was to ensure that the quality assurance (QA) cycle promoted a culture of continuous improvement and ensured an excellent experience for all stakeholders at the College.

**Members of the Board reviewed the contents of the paper and formally approved the Quality Strategy 2017-2019 as recommended by the TSC&Q Committee.**

**50/17 16 to 19 Curriculum Strategy**

Members of the Board received the 16 to 19 Curriculum Strategy for consideration and approval. The Deputy Principal spoke to the paper and advised members that the aim of the Strategy was to ensure that all the young people attending the College became confident adults, equipped with the knowledge, skills and behaviour they needed for life and work.

**Members of the Board reviewed the contents of the paper and formally approved the 16 to 19 Curriculum Strategy as recommended by the TSC&Q Committee.**

**51/17 Facts, Figures and Actions: ‘Pocket Brief’ Summer 2017**

Members of the Board received the Facts and Figures ‘Pocket Brief’ which provided an update on key performance data for the Summer term 2017 which was reviewed and noted.

**52/17 Management Accounts at 31st May 2017**

Members of the Board received a confidential paper on the Management Accounts for May 2017. The paper provided an update on the performance year-to-date at 31st May 2017. Members of the Board reviewed the Income and Expenditure Account, in particular the year-to-date actual position compared to Budget, and current forecast, noting any major variances. Mrs Baxter, Director of Finance & Funding, spoke to the paper and confirmed that the Management Accounts had been discussed in detail by the Finance and Resources Committee at its meeting in June. She drew the following key points to the Board’s attention:

* The May 2017 management accounts currently reported an operating deficit year-to-date of £453k;
* A forecast full year operating deficit of £706k (best case) or £900k (worst case);
* Staff to income ratio year-to-date of 58.4% (compared to Budget of 56%);
* Actual cash of £3.3million per cash flow statement (compared to £5.5m previous year);
* Balance Sheet – 88 cash days (compared to 68 cash days the previous year);
* Bank covenants – Members were reminded that the debt service covenant had not been achieved and that this had been expected and agreed by the Bank. All other covenants had been met in May;
* Staffing costs were over the planned year-to-date figure by £46k and £125k more than the previous year. Members sought clarification on the overspend and Mrs Baxter confirmed that this had been due to agency costs which were £90k more than budgeted;
* Subcontracting costs were overspent against the year-to-date budget by £130k due to payments being made to additional sub-contractors which had not been included in the original budget;
* Non-pay expenditure would be restricted to essential purchases only in order to mitigate the year-end deficit position;
* SFA income versus allocation and budget was reviewed. Members noted that R10 actuals were below the contracted value by £420k and below budget by £634k;
* Trading Accounts – Members noted that the trading accounts total turnover had increased by 21% compared to the previous year which equated to £87k of income. Mrs Baxter explained that the increase had been partly due to the introduction of self-employed stylists which had increased the earning capacity in the Gosport Salon and Salon 141. She went on to say that, in total, the commercial activities income exceeded costs by £17k year-to-date with most of the activities being in deficit year-to-date. This had only been mitigated by the commercial lettings income and a profit from the Gosport Salon as it included £47k of SFA funded income;
* The capital budget was currently under spent by £3k. However, it was anticipated that the capital budget would be over spent by year-end due to the purchase of computer equipment in-year not included in the original budget.

**Members of the Board reviewed and noted the contents of the report and noted the current position.**

**53/17 Financial Plan 2017/2018 and 2018/2019**

Members of the Board received a confidential paper on The Financial Plan 2017/2018 and 2018/2019. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

**54/17 Membership Issues – June 2017**

Members of the Board received a paper on Membership Issues and Report of the Search Committee. Members reviewed the contents of the report and considered and formally approved the recommendations enshrined within it as follows:

1. Reviewed the contents of the paper and noted the current membership position as outlined in Appendix A to the paper;
2. Noted that Mr Paul Marchbank had filled the vacancy which had arisen from Mr Hart completing his service to the Board. Members endorsed his appointment, effective from the 1st May 2017 and noted that his first term of office would be 1st May 2017 to 30th April 2020;
3. Formally approved the recommendation of the Search Committee to re-appoint Miss Emma Champion to the Board to serve for a second term of office from 1st September 2017 to 31st August 2020;
4. Noted the position regarding the memberships which were due to come under review during the 2017/2018 academic year and any related actions;
5. Formally approved the Membership of Corporation Committees attached as Appendix B to the paper.

**55/17 Report to the Corporation – Application of the College Seal**

Members of the Board received a paper on the Application of the Seal. The Corporation had previously agreed that the Chair and the Principal should be generally authorised to authenticate the Seal of the Corporation and that the Corporation would receive an annual report detailing the occasions on which the Seal had been used, thereby, formally ratifying its use.

**Members reviewed the contents of the paper and noted the occasions when the Corporation Seal had been applied during 2016/2017 and formally ratified its use as authenticated by the Chair and the Principal.**

**56/17 Corporation Calendar 2017/2018**

Members of the Board received and formally approved the Calendar of meetings for the Corporation and its Committees for 2017/2018.

**57/17 Annual Review of Corporation Committee Terms of Reference and Annual Cycles of Business – June 2017**

Members of the Board were aware that, each year, as part of the annual review and evaluation cycle, all Corporation Committees undertook a review of their own specific Terms of Reference and Annual Cycle of Business at the summer term meeting. Members had been provided with the updated Terms of Reference and Annual Cycle of Business for:

* **The Teaching, Students, Curriculum and Quality Committee Annual Cycle of Business** – updated to include a termly update on subcontracted activity;
* **The Finance & Resources Committee Terms of Reference** – updated to include the Deputy Principal ‘in attendance’ at future meetings.

**Governors formally approved the updated Terms of Reference and Annual Cycle of Business for the Corporation Committees as outlined above.**

**58/17 Contract for Internal Audit Services**

Members of the Board received a paper on the Contract for Internal Audit Services. Members were aware that the current Internal Audit contract with Mazars had been awarded in December 2014 (for an initial three-year period) following a tender exercise. Members noted that the Audit Committee had reviewed the performance of the Internal Audit Service Provider for 2016/2017 at its meeting on the 8th June 2017 and that no key issues of concern had been raised. However, the Board were advised that the Committee had agreed to enshrine a schedule of target dates for the publication of finalised Internal Audit Reports into Appendix A1 of the Internal Audit Annual Plan to ensure timely publication of documents to be provided for Committee meetings. In addition, it had been agreed to revise the performance review questionnaire to include specific questions related to this aspect of the internal audit service.

**Members of the Board formally approved the recommendation of the Audit Committee and re-appointed Mazars as the Internal Audit Service Provider for a further financial year to run from 1st August 2017 to 31st July 2018.**

**59/17 Outcomes of Governance Self-Assessment 2016/2017**

Members of the Board received a paper on the Outcomes of the Governance Self-Assessment 2016/2017. The analysis of from the completed on-line self-assessment questionnaire was provided as Appendix A to the paper for members’ consideration and review as well as a comparison summary of the 2014/2015 and 2015/2016 overall outcomes.

**Having reviewed and considered the analysis provided, Members of the Board formally agreed to assign a self-assessment Grade 2 for Governance for the 2016/2017 year.**

**60/17 Summer Term Reports from the Committees of the Corporation**

Members of the Board received (electronically) the Summer Term Reports of the following Committees of the Corporation and noted the issues which had been discussed and the progress which had been achieved during the summer term:

* Finance & Resources Committee;
* Teaching, Students, Curriculum & Quality Committee;
* Audit Committee;
* Minutes of the Marketing Working Group meeting held on:  
  **-** 13th March 2017;  
  - 7th June 2017.

**Members noted the contents of the Reports and the committee minutes as outlined above.**

**61/17 Student Board and Staff Liaison committees (BRC & CEMAST)**

Members of the Board received (electronically) and noted the minutes of the following Student Board and Staff Liaison Committee meetings which had taken place since the last Corporation meeting:

* Staff Liaison Committee (BRC) held on the 24th May 2017;
* Staff Liaison Committee (CEMAST) held on the 25th May 2017;
* Student Board held on the 24th May 2017.

**62/17 Date of next meeting**

Members noted that, in accordance with the Corporation Calendar 2017/2018 approved under agenda item 11(iii), the next meeting of the full Corporation was scheduled to take place on **Wednesday 11th October 2017 at 4.30 pm.**