

**MEETING OF THE FULL CORPORATION
OF FAREHAM COLLEGE**

6 October 2020

M I N U T E S

As a result of the COVID-19 Pandemic some members joined this meeting via teleconference using Microsoft Teams

Present:	Mr. K Briscoe (Chair)	Ms. K Shreves (via Teams)
	Ms. E Champion	Mr. A Spires (via Teams)
	Mr. M Hoban	Dr C Thomas
	Mr. I Harris	Mrs. P Tilt (via Teams)
	Mr. A Kaye (Principal)	Mr. A Wannell (via Teams)
	Mr. P Marchbank (via Teams)	
	Mr. B Newton	
	Ms T Richardson	

In attendance:	Ms V Adams	(Director of Student Experience) Item 1 only
	Mr. Christian Allen-Kotze	(Deputy Principal Curriculum, Quality & Innovation)
	Mr. R Bryant	(Deputy Principal Finance & Resource)
	Ms S Carruthers	(Director of People & Culture) Item 1 only
	Mrs. G Flood	(Head of Governance)
	Mr. D Richardson	(Director of CEMAST, CETC, and Construction) Item 1 only
	Mrs. Lesley Roberts	(Managing Director, Business Plus)

New members of SLT and the CLT introduced themselves to members of the Corporation.

Christian Allen-Kotze	Deputy Principal Curriculum, Quality and Innovation
Sarah Carruthers	Director of People and Culture
Victoria Adams	Director of Student Experience
Dave Richardson	Director of CEMAST, CETC and Construction

42/20 Item 1: 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. The Chair noted that he is currently working with Fareham Borough Council on a short-term basis.

43/20 Item 2: Apologies for absence, introduction of new members

New members of the Board Ian Harris and Bryan Newton were introduced to the Corporation. Apologies for absence were received from Karen Woods.

44/20 Item 3 and 4 Minutes of previous meetings

The Corporation reviewed and agreed that the minutes of the meeting held on 1 July 2020 were a true and accurate record. The Corporation went on to ratify the decision made via written resolution on 24 September

2020 via email to approve the Safeguarding Policy in line with new KCSIE guidance.

The Corporation reviewed and agreed that the Strictly Confidential minutes of the meeting held on 1 July 2020 were a true and accurate record.

45/20 Item 5: Correspondence: Letter from FE Commissioner dated 28 August

The Chair noted a letter from the FE Commissioner noting there were no items of action arising from this correspondence.

46/20 Item 06: Chair of the Corporation Summer Term report June 2020

The Chair provided a verbal report giving an overview of the projects he had been involved with and the meetings that had taken place in respect of his position as Chair of the Corporation.

The Corporation noted the report.

47/20 Item 06i: Principal's Autumn Term report October 2020

The Principal provided an overview of his report commenting on sector issues, local and national perspective as well as headline College Performance.

Members of the Corporation reviewed and noted the contents of the Principal's report

48/20 Item 07ii Coronavirus Recovery Plan (CPR)

It was agreed the Principal had provided an overview of the College's position in respect to the COVID pandemic as part of his earlier Principal's report. Members of the Corporation decided it would no longer continue to review a separate Coronavirus Recovery Plan (CPR) suggesting ongoing reporting is covered via the Principal's report.

Members of the Corporation reviewed the report and noted the latest update of the CPR.

DECISION: The Coronavirus Recovery Plan (CPR) would no longer be received by Corporation for review with updates in respect of COVID-19 being included in the Principal's report.

49/20 Item 07iii: Outcomes of Student Enrolment process 2020-21 /Early indication of 2019-20 Outcomes

The Deputy Principal Curriculum, Quality and Innovation provided a presentation providing details of the enrolment process to date, as well as outcomes for 2019-20.

Q. Noting the poor attendance in some subjects at CEMAST/CETC, what methods are in place to drive improvement ?

The Deputy Principal Curriculum, Quality and Innovation provided a brief overview of the embedded continuous improvement mechanism based around faculty self-assessment and quality improvement plans. The Principal noted that CEMAST/CETC has been appointed with a new management structure and as a priority Director of CEMAST/CETC and Construction Dave Richardson has developed an action plan to drive improvement (page 15-16 of the Principal's report)

Q. A member commented it was important (in respect of increasing student numbers) to remember to consider support staff workload and allocation.

The Principal agreed noting that ensuring staff resources match increased student numbers is something which

is subject to ongoing review.

Q. A member queried if physical campus space has been taken into consideration in respect of the ambitious student targets?

The Principal confirmed that student/staff/space ratio is embedded within the Property Strategy.

Q. A member queried what numbers/rates could be monitored by the Corporation to ensure we remain on track to deliver our curriculum objectives?

The Deputy Principal Curriculum, Quality and Innovation noted that attendance, achievement rates and early withdrawals were obvious indicators. The Principals suggested other metrics using best case/worst case information driven by QSM information. It was agreed in respect of wider benchmarking information MIDES reports could provide some comparators. The intention to develop more tangible metrics with the DP Curriculum, Quality and Innovation was noted.

Members of the Corporation noted the Presentation.

50/20 Item 08i: Draft Year End results at 31 July 2020

Members of the Board received a confidential paper on Draft Year End Results at 31 July 2020. 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.

The Corporation noted the report

51/20 Item 08ii Draft Budget 2020-21

Members of the Board received a confidential paper on Draft Budget 2020-21. 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.

The Corporation reviewed the revised budget for 2020-21

52/20 Item 08iii: Capital Projects report

Members of the Board received a confidential paper on Capital Projects. 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.

Members of the Corporation reviewed and noted the progress and budget adherence for Capital Projects.

53/20 Item 08iv: Business Plus Update

Members of the Board received a confidential paper on Business Plus. 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.

The Corporation noted the report.

54/20 Item 09i: Regulatory return report

HG introduced this report noting this was an overview provided for Corporation assurance, of all regulatory and legally related returns filed or submitted on behalf of the College. Governors were informed of various minor extensions and or changed requirements (as result of the COVID-19 pandemic)

The Corporation noted the report.

55/20 Item 09ii: Summary review of DfE Independent review of College Financial Oversight

Members of the Committee received a report from the HG providing a review of the DfE report considering financial oversight within the FE Sector published in July 2020. It was noted whilst much of the recommendations were high level and aimed at government those at sector level e.g. suggestions for good governance had been assessed against current College practice and had proved positive.

The Corporation noted the report.

56/20 Item 11: Any other business

There were no items of additional business and the meeting ended 19.05

SIGNED :



DATE: 11 December 2020