

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

15 December 2020

**M I N U T E S**

**As a result of the COVID-19 Pandemic this meeting was held remotely using Microsoft Teams**

<b>Present:</b>	Kevin Briscoe (Chair)	Tanya Richardson
	Sophie Burgess (student)	Samuel Rushant (student)
	Emma Champion	Karen Shreves
	Gilbert Chivers (student)	Adam Spires
	Mark Hoban	Chris Thomas
	Ian Harris	Pauline Tilt
	Andrew Kaye (Principal)	Will Terry (student)
	Brian Newton	Andy Wannell

<b>In attendance:</b>	Christian Allen-Kotze	(Deputy Principal Curriculum, Quality & Innovation)
	Richard Bryant	(Deputy Principal Finance & Resource)
	Georgina Flood	(Head of Governance)
	Lesley Roberts	(Managing Director, Business Plus)

**57/20 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.

**58/20 Item 2: Apologies for absence, introduction of new members**

New student members of the Board Gilbert Chivers and Sam Rushent were introduced to the Corporation. Student members Will Terry and Sophie Burgess were welcomed back.

Apologies for absence were received from Paul Marchbank. Will Terry and Sophie Burgess were not in attendance.

**59/20 Item 3 Minutes of the previous meeting held on 6 October 2020**

The Corporation reviewed and agreed that the minutes of the meeting held on 6 October 2020 were a true and accurate record. The Corporation went on to ratify the decision made via written resolution by the Finance & Resources Committee on 15 October 2020 to approve purchasing outside the limits of the Financial Regulations.

**The Corporation approved the minutes of the meeting held on 6 October 2020.**

**60/20 Item 04: Chair of the Corporation Autumn Term report**

The Chair provided a verbal report giving an overview of the result of the Highbury merger thanking the Principal and DPF&R for their significant work. He commended the work completed by SLT to keep the College

running successfully during COVID.  
**The Corporation noted the report.**

**61/20 Item 05: Link Governor feedback**

The Corporation reviewed feedback from four Link Governors who had provided feedback from link meetings during the Autumn Term. The Chair commended the commitment of members to their roles and requested those who are yet to meet their College counterparts to do so at their earliest convenience, likewise if members have met their counterparts, to complete a pro-forma to evidence their visit. The Principal thanked members for their feedback noting the SLT were pleased to have governors involvement at this level. It was noted one issue raised in respect of SEND had been resolved and the second relating to an outstanding action for a H&S action had now also been actioned.

**61/20 Item 06i: Principal's Autumn Term Report**

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**

**62/20 Item 06ii Key Corporation KPI's**

The Committee reviewed the Corporation KPI's as a product of the recent training session held at the end of October. Members agreed it was a worthwhile activity and commended the simplicity of the reporting format.

**Members of the Corporation reviewed and noted the KPI position for the Autumn Term.**

**63/20 Item 06iii: Review of the Strategic and Quality Improvement Plan (QIP)**

The Principal provided an overview of the QIP for the period until the end of November. Most have been reviewed by Committees during November with four Corporation only level targets to review;

- Outstanding reputation – Gavin Williamson visit, well respected T level provider, participation in Ofsted review, Maths centre of Excellence.
- H&S – details from the wider KPI, improved since last year, heat maps and increased detail is positive
- Highly effective governance – ongoing improvement, setting of Corporation led KPI's
- Continue to engage in Strategic discussions – still keen to have these discussions, we're likely to need to increase in size long term, IOT success may well deliver this strategic objective.

**Members of the Corporation noted the report.**

**63/20 Item 07i: Chair of TSCQ report.**

The Vice Chair of TSCQ presented this report on behalf of the TSCQ Chair. Member were informed of the items discussed and reviewed at the latest meeting held on 11 November 2020. Members noted the presentation from CEMAST and CETC Director Dave Richardson and his plans and intention to improve teaching and learning and ongoing issues there. Particular attention was drawn to the Committee's concern in respect of the increasing student mental health crisis – it was noted this would be discussed at Item 07iv Annual Safeguarding report.

A member offered that increasing issues with mental health among students and staff is a nation-wide issue, is there anything else that can or should be done to provide support?

The Principal confirmed there were huge resources in place for students, a triage system is being operated and there are lots of interventions in place. In respect of staff, the most recent staff development day was centred around Health and Wellbeing. A number of external speakers and sessions were very well received.

The Teaching staff governor was asked to provide her opinion on the systems in place for students and staff and was positive about the recent staff development day. She noted that students are struggling with not being in College above anything else, but she is confident support is being provided and students know where to go for help. Another member noted she had been very impressed to date with the work of new Director of Student Experience and feels confident we are improving and thinking as far ahead as possible in respect of safeguarding.

### **The Corporation noted the report**

#### **64/20 Item 07ii Curriculum, Quality and Innovation update**

The DP CQI presented a report providing an overview of curriculum, quality and innovation items which was circulated to the Corporation in advance of the meeting. He noted the top items of interest as follows.

- Safeguarding issues and cause for concern' pupil numbers have increased but 97% are making good progress. Numbers are starting to flatten out however we are aware January will be a tricky time regardless. Teams are working hard to inform and educate via key themes in tutorials e.g., self-harm, county lines etc. Similarly, staff training in mental health and wider issues is ongoing.
- Student behaviour has been exemplary this year with only 2 exclusions for behavioural incidents. Student feedback is overall positive, the majority highlighted good teaching and learning, feel the College is inclusive and safe. 95% would recommend to a friend. Going forward this 'recommend' % will be used to inform a Governor KPI.
- We've worked hard to improve destination data and a dashboard is being developed to further increase information of this key area. Recruitment is up by just under 50 students compared to last year at around 700 applications. Despite COVID restrictions teams are working hard targeting and following up recruitment opportunities, feeder schools where we are able.

A member queried that 25% of students with 'unknown' destinations was still very high.

DPCQI confirmed that this unfortunately this data includes students who enrolled but didn't necessarily take up a course which is not representative – work is being done to create 'clean' data for future years.

### **The Corporation noted the report.**

#### **65/20 Item 07iii: Self Assessment Report (SAR) 2019-20**

The Corporation received a report outlining the SAR for the year 2019-20. Members were informed the results represented the College's own stringent self-assessment review process based around the Ofsted inspection framework.

Members of the Board received the Self-Assessment Report 2019/2020– Executive Summary.

Quality of education	GOOD
Behavior and attitudes	OUTSTANDING
Personal development	OUTSTANDING

Leadership and management	GOOD
Education for young people	GOOD
Adult learning programmes	REQUIRES IMPROVEMENT
Apprenticeships	REQUIRES IMPROVEMENT
Provision for learners with high needs	GOOD
Overall effectiveness [Ofsted October 2017]	OUTSTANDING

**Members of the Corporation reviewed and noted the SAR for 2019-20.**

#### **66/20 Item 07iv: Annual report on Safeguarding December 2019-20**

The Corporation received an annual report on Safeguarding for the period 2019-20. The DP CQI provided an overview on behalf of the Director of Student Experience noting the key theme of increasing mental health issues.

A member queried if staff had been trained as 'mental health first aiders'. DPCQI confirmed that a number of staff held this qualification amongst others – it was also noted that a 'supervision' surgery conducted by a 3<sup>rd</sup> party is provided to all staff who deal with prolific or regular issues of safeguarding.

**The Corporation noted the report.**

#### **67/20 Item 07v: Annual report on Equality & Diversity 2019-20**

The DPCQI presented to the Corporation the annual report of Equality and Diversity for 2019-20. Members were asked to note that progress against the Equality and Diversity action plan was generally good. The performance of almost all vulnerable groups of students is broadly in line with all groups across the college however in the 14 –16 age range the LAC group did not meet expectation and sit below the college target whilst in the 19+ group it is the care leavers that don't perform as well as the rest of the college.

Members noted the intention of the Director of Student Experience and Director of People & Culture to revise these objectives and create an action plan for approval by the Corporation in 2021.

**The Corporation noted the report.**

#### **68/20 Item 08i: Annual report of Health and Safety for 2019-20**

Members of the Board received the Annual Health and Safety Report 2019-20 already received by the Audit Committee. DP F&R gave an overview of developments and improvements which had been secured during the year and provided acknowledgement that the College had travelled significant distance since the required H&S external Audit in February 2019. Members were informed that a declining trend in reporting had been picked up – this is being reviewed and considered as we are keen to ensure all hazards/near misses and accidents are accurately tracked and recorded.

A member queried if the College has plans since the latest news that Schools and Colleges will be responsible for mass testing from January 2021.

The Principal confirmed that this information had been confirmed by the DFE just this afternoon and as such he has yet to make clear plans. It was noted any communications would however be deferred until the New Year, less they get lost in the pre-Christmas rush. It was noted that the detail of this is likely to be more complicated and this will be investigated in the New Year.

**The Corporation noted the report.**

#### **69/20 Item 08ii: Annual report of Risk Management for 2019-20**

Members of the Board received the Annual Report of Risk Management, the DPF&R spoke to the paper noting that during the year, the strategic risk register was reviewed to provide greater focus and clarity on the key risks faced by the College reducing the number of risks included reduced from 43 to approx. 14 risks. It was noted residual scores remained largely stable with a couple of high priority risks remaining relating to COVID-19 and IT Cyber security.

Member were informed to better address the risks and the controls in place, the College has implemented '4risk' a Board Assurance Framework (BAF) for 2020-21. DPF&R provided a short overview of how the risks operate within the system. DPF&R noted his intention to provide a wider understanding of risk throughout the College.

Members commended the distance travelled in respect of risk management and noted improved reporting.

**The Corporation noted the report.**

#### **70/20 Item 09i: Chair of Finance & Resources Committee report**

The Chair of the Finance & Resources Committee provided an overview to the topics discussed and decisions made at the recent meeting held on 18 November 2020.

#### **71/20 Item 09ii: Management accounts ending 31 October 2020**

Members of the Board received a confidential paper of the Management accounts ending 31 October 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.**

#### **72/20 Item 09iii: Capital Projects report including Capital Budget extension requests**

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

#### **73/20 Item 09iv: 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**

#### **74/20 Item 09v: People & Culture Update**

Members of the Board received a confidential paper on People & Culture. 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.

#### **75/20 Item 10i: Annual report of the Audit Committee to the Corporation 2019-20**

The Corporation received the Annual Report of the Audit Committee of Fareham College which had been prepared by the HG on behalf of the Committee. The Chair of the Audit Committee provided an overview of the report which outlined the work of the Audit Committee during the 2019-20 year. He noted this had been a successful year and that it was of note all the internal audit reviews provided either reasonable or substantial assurance. Similarly, the reduction of Level 1 urgent or important recommendation has reduced from previous years.

**The Corporation formally received the report.**

#### **76/20 Item 10ii: TIAA Internal Audit report for 2019-20**

DP F&R provided an overview to this report already reviewed by the Audit Committee. It was noted as a result of COVID-19 one planned H&S audit was re-scheduled for later in the year but otherwise the audit service was not impacted. TIAA felt that the audits had been conducted and received well. The Corporation were informed that the relationship with TIAA was positive.

**The Corporation noted the report.**

#### **77/20 Item 10iii: Financial Statements for year ending 31 July 2020.**

DP F&R provided an overview to the Financial Statements already reviewed and presented by RSM to the Audit Committee.

**The Corporation approved the Financial Statements for the year ending 31 July 2020**

#### **78/20 Item 10iii: RSM Audit Findings report (inc Letters of Representations & Regularity)**

DP F&R went on to provide a brief summary of the RSM Audit Findings report already reviewed at the Audit Committee on 25 November 2020. Members were informed it was very positive with no issues of material concern. It was also noted COVID had not impacted the delivery of external audit, but rather enabled a quicker method of working. DPF&R noted one outstanding item relating to the changing of signatories on a Santander account which was in the process of being organised.

A member queried the leaving process and the retention of an ex-member of staff as a signatory. It was agreed HR processes would be checked to prevent this happening in the future.

**ACTION: DPF&R to request HR check leaving process to ensure budget holders/signatories are 'flagged' in some way.**

**The Corporation formally received the audit findings report and letters of representation and regularity from RSM.**

#### **79/20 Item 10iv: Regularity Self Assessment Questionnaire (RSAQ)**

Members of the Corporation were asked to note the Regularity Self-Assessment Questionnaire (RSAQ) for the financial year 2019-20 which had been submitted to RSM as part of the filing of the statutory accounts.

Members were also asked to note the addition of a COVID-19 specific regularity questionnaire referring to pandemic specific items such as college closure, staff furlough etc. and whether any of our internal systems of control had been impacted negatively.

**The Corporation noted the report.**

**80/20 Item 11i: Membership update and appointment of Student Governors**

The Head of Governance provided a brief overview of the membership of the Corporation, noting attendance figures for the year 2019-20. Members were informed that there was a requirement to officially appoint the student members of the Corporation for the year ahead. The appointment of Sophie Burgess, Will Terry, Samuel Rushent and Gilbert Chivers as Student Members of the Corporation was agreed by all.

**DECISION: The Corporation appointed Sophie Burgess, Will Terry, Samuel Rushent and Gilbert Chivers as student members of the Corporation.**

**81/20 Item 11ii: Request to update the Instrument & Articles and Standing Orders**

The Corporation received a short report circulated in advance from the Head of Governance seeking permission to update the Instrument and Articles (I&A) and Standing Orders (SO) of the Corporation. HG highlighted the key changes as follows;

- Introduction of a 3-year term (with annual confirmation) for the role of Chair and Vice Chair
- The adoption of AOC model policy for SPR in respect of disciplinary and grievance
- New TOR and ACB as approved over the summer.

**DECISION: The Corporation approved the changes to the Instrument & Articles and the Standing Orders.**

**82/20 Item 11iii: Election of Chair**

The Head of Governance confirmed in light of the changes to the I&A/SO above, it has been agreed the Chair and Vice Chair will be elected for a 3-year term with an annual confirmation. The Head of Governance continued that the current Chair and Vice Chair were both willing to re-stand for the year ahead and there had been no other applications. On this basis, we have agreed to apply the 3-year term retrospectively which would result in this being the 2nd term for the current Chair and Vice Chair.

Adam Spires nominated Kevin Briscoe as Chair which was seconded by Emma Champion. Kevin Briscoe was duly nominated as Chair for a 2<sup>nd</sup> year of a 3-year term.

**DECISION: Kevin Briscoe was elected as Chair of the Corporation for the 2<sup>nd</sup> year of a three-year term**

**83/20 Item 11iv: Election of Vice Chair**

Pauline Tilt nominated Mark Hoban as Vice Chair which was seconded by Andy Wannell. Mark Hoban was duly nominated as Vice Chair for a 2<sup>nd</sup> year of a 3-year term.

**DECISION: Mark Hoban was elected as Vice Chair of the Corporation for the 2<sup>nd</sup> year of a three-year term.**

At this point staff and student members were asked for any comments on policy (Item 12) or items of further business (Item 13) since staff and student members were required to leave the room for a Confidential report (Item 11). There were no additional comments on policy, or items of AOB. The Chair thanked all governors for their input and involvement over the year and wished everyone a very happy Christmas.

**84/20 Item 12: Strategy & Policy**

**The Corporation ratified the following policies/regulations already recommended for approval by Committees;**

- **Policy for preventing extremism and radicalisation (PREVENT)**
- **Financial Regulations**
- **Expenses policy**
- **Health and Safety policy**

**85/20 Item 13: Any other business – next meeting**

There were no items of additional business and it was noted that the next formal meeting of the Corporation would be held on 30 March 2021.

**84/20 Item 11v: Senior Postholder Remuneration Code annual report**

The Corporation were informed this report was an annual requirement of the Senior Postholder remuneration code. It provided an overview of the SPH Pay framework, arrangements for SPH pay rise, pay multiples and also any additional income received by SPH in respect of private work and or personal expenses.

A member noted that the pay multiples comparison for 2019 to 2020 looked out of synch since there was a changeover of Principal/CEO which resulted in additional pay for that period. HG agreed to look into making this more comparable.

**The Corporation noted the report.** The meeting closed at 18.32.