

**Minutes of the Corporation meeting 21.2 held on Tuesday 7 December 2021, by video conference  
Long Road Sixth Form College, Cambridge**

Present: Tony Humphrey (Chair), Gerry Bolton, Yolanda Botham (Principal), Karen Everitt, John Godwood, Sophie Harrison, Hugo Macey, Alison Miles, Rikki Morgan-Tamosunas, Jenny O'Hare, Maryum Jadoon, Olivia Palo, Alex Pryce, Sebastian Rasinger, Owen Shield and Ian Wilson

In attendance: Charlotte Hemmins (FD), Jason Dear (for training session only)

Clerk: Anne-Marie Diaper

<b>Ref</b>	<b>Actions:</b>
	<b>The College IT Manager gave an overview and introductory session on Cyber Security to Corporation members</b>

**21.2.1 Apologies for absence**

Apologies for absence were received from Anne Adamson. The Chair welcomed the newly elected student Governor to her first Board meeting. The Chair commented that, subject to agenda item 6, this was to be the last meeting at which both Ian Wilson and John Godwood would be present in their capacity as full Corporation members. This would also have been Anne Adamson's last meeting, as she had resigned as a Corporation member with effect from the end of this autumn term.

**21.2.2 Declarations of Interest**

Jenny O'Hare declared an interest in some of the business (SAR and QIP) related to agenda item 9, Karen Everitt declared an interest in the pay award business included in agenda item 8.

**21.2.3 Request for any other business**

None

**21.2.4 Minutes of Board meeting 21.1 held on Tuesday 21 October 2021**

The minutes of the last meeting were approved by the Board as a true and accurate record of the meeting.

**21.2.5 Matters arising**

None.

**21.2.6 Report from Governance & Search committee (GSC) GSC21.1 2 November 2021**

Governor visits protocol. The GSC Chair advised that the Governor Visits protocol was for Board approval. She explained the benefits of Governor visits to both individual Governors and the College. The Corporation Chair appealed for Governors to get involved in visits to the College that

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would start during the spring term. The Clerk would be in touch directly with Corporation members to take this forward.

**With no questions or queries, the Board approved the Governor visits protocol.**

Corporation member appointments. The GSC Chair explained that Governor recruitment was making progress but it had not been possible to go ahead with prospective Governor interviews before Christmas. It was likely that interviews would take place early in the new year. To allow for recruitment to vacancies during a period of transition, Ian Wilson, John Godwood and Alison Miles had all expressed an interest in becoming co-opted members, with Ian and John agreeing to continue until the end of the current academic year, and with Alison ending her term at the end of March 2022.

**The Board agreed that Ian Wilson and John Godwood would become co-opted members with effect from 1 January 2022 until the end of the 2021/22 academic year and Alison Miles become a co-opted member with effect from 1 January 2022 until end March 2022.**

## 21.2.7

**Report from the Audit committee (AC) AC21.1 10 November 2021**

The AC Chair reported. He advised that the minutes of the last meeting provided a report of the meeting but there were 3 approval items, one being a joint approval item of the College's financial statements for end July 2021 which would be taken jointly by the AC and the FRC.

Annual report of the Audit committee. He pointed out a couple of matters discussed within the report. The Corporation Chair referred to a point raised in the annual report and also identified in the governance improvement plan on committee roles when reviewing risk. He advised this was to ensure no key risk fell between the cracks and reduce duplication but he suggested this did not amount to a great piece of further work. This would be discussed further outside of this meeting.

**With no questions, the Board unanimously approved the Annual report of the Audit committee for 2020/21**

Reconfirmation of the appointment of the Financial Statements Auditor (FSA). The AC Chair reminded the Board that the AC had appointed a new FSA in the early summer of 2021. The FSA needed to be re-confirmed in post each year. He reported that the AC was content that the FSA had settled in and had familiarised themselves with the College very quickly. This was echoed by the wider Board.

**The Board re-appointed Buzzacott as FSA for a further year.**

Draft financial statements 2020/21. The AC had been happy with the content of the audit completion report and had reviewed the financial statements, wishing to recommend Board approval of the wording contained within. The Clerk advised, supported by the Finance Director, that the Board needed to approve the Financial Statements for 2020/21 only. The Audit completion report was not for approval, but provided assurance against what were now an audited set of accounts.

21.2.8 **Report from the Finance & Resources committee (FRC) FRC21.1 17 November 2021**

The FRC Chair reported.

Draft financial statements 2020/21. The FRC had had sight of the audit completion report which they also felt was comprehensive. There was nothing of significance in the auditor's report which gave the FRC any cause for concern, and the FRC agreed to recommend approval of the financial statements by the Board.

With no questions from the Board on the financial statements nor the audit completion report, the Corporation Chair thanked and congratulated the finance team on the statements and to Buzzacott for their professional approach. He drew the Board's attention to Appendix 3 which provided a set of comparative data, showing the outstanding financial position of the College.

**On Audit committee and Finance & Resources committee recommendation, the Board unanimously approved the College financial statements for 2020/21.**

For information the FRC Chair went onto say that the committee had discussed the HR report, Estates and property issues including the land sale, management accounts, an update on treasury deposits, post-16 capacity fund with a successful bid for the planned new build, the preparation work for which was ongoing.

A Governor asked if the framework agreement to be used eliminated the need to follow a tender process. The Finance Director explained the approach with successful tender applicants attached to the overall framework agreement that would satisfy the terms of the grant. Any deviation from this could lengthen the process. The Corporation Chair suggested that the Board should be satisfied of the flexibility of the project build to benefit necessary classroom facilities.

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In response to another question from a Governor, it was clarified by the Finance Director and the FRC Chair that the contract had already been taken through the normal governance processes for approval, under the financial regulations, by the FRC, and on the original bid submission through the Corporation, and the project was not deviating from those terms already agreed.

Support Staff pay award. Independent Governor, Ian Wilson reported. He reminded the meeting that the College follows the settlement negotiated at a national level on SFCA terms, which were set out in his written paper. Negotiations at a national level for both teaching staff and support staff had now amicably concluded. He advised that the amount agreed nationally fell within the amount originally approved by the Corporation, and having already agreed the implementation of the pay award for teaching staff, the Board was now asked to vote to implement the pay award for support staff. The terms were:

- An increase of 1% on all pay points and relevant allowances
- The removal of a pay points 1, 2 and 4 from the spine in order to comply with the national living wage increase
- An increase of £50 on the annual Support Staff Standards Payment (SSSP), taking it from £320 to £370 for a full-time member of support staff.

A Governor asked about the SSSP. It was noted that the level of the payment hadn't changed in a considerable length of time. The Principal advised that payments at LRSFC related to satisfactory reviews paid to staff who are in post a year or more.

**The Board approved the implementation of the support staff pay award in line with the terms of the national agreement, with payments backdated to 1 September 2021.**

## 21.2.9

**Report from Standards committee (STC) STC21.2 2 December 2021**

The newly appointed STC Chair reported from her first meeting as STC Chair. There were no written minutes due to the short time between the STC21.2 meeting and the Board, however the Board had been provided with a short written report giving a flavour of the meeting.

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The STC Chair would return to the items for approval (SAR and QIP) but she gave a brief overview of other matters discussed at the meeting, ie. safeguarding annual and termly report, the quality cycle including key assessments and planning for exams, current summary data including the work ongoing at College on quality of teaching and learning including an

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element of Covid, students' progress and the wide ranging support being provided to them, and the annual report on complaints.

College SAR and QIP. The STC had reviewed the second draft of the College SAR considering whether it made sense from an Ofsted perspective. The committee had asked itself if it felt the College was accurately self-assessing and whether the SAR provided sufficient evidence to back up the self-assessed grade contained within. The STC considered that the SAR did justify those conclusions. The committee had asked some questions and had suggested some relatively minor changes/improvements. The committee STC was content that there was a good connection between the SAR and the QIP and was now recommending the SAR and QIP for Board approval. The Principal wanted to thank a couple of long standing Corporation members for supporting the development of the earlier draft.

The Chair picked out a range of parts of the SAR which he thought showed the College's strengths

An STC Governor who had been unable to be present at the STC21.2 meeting raised a query on the QIP page 9 about transition, supporting students from College into other study or work. The Principal explained about the progression element of the QIP and the work ongoing in College about this, explaining that that element of the QIP was still under development.

Another STC Governor who had also been unable to be present at the STC21.2 meeting agreed that she thought both the SAR and the QIP were good, but she wished to know to what extent those reports were owned right across the College. The Principal and VP commented that there was passionate commitment from College staff and teams to elements or themes set out in the QIP.

A Governor with a non-education sector background had found the SAR and QIP very informative. He had drawn a lot of 'behind the scenes' information from the reports which he felt gave a good flavour of the College.

**The Board unanimously supported and approved the College SAR (self-assessment report) 2020/21 and QIP (quality improvement plan) 2021/22.**

21.2.10 **Governance self-assessment (GSAR) 2020/21 and improvement plan (GIP) 2021/22**

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A Governor who had led on pulling together the GSAR and GIP reported that there was no Ofsted requirement for a separate GSAR, and indeed not all Ofsted documents referred to governance. However, the Code of Good Governance for English Colleges (AoC Code) and the draft guidance on external reviews required Colleges to have a GSAR.

He read through the GSAR 'strategic leadership' section, referring to some of the evidence to support the rating in that section. He paused for comments. A Governor agreed that the section was clear and honest/accurate. On the 'support and challenge' and 'statutory and regulatory duties' sections the Governor pointed out the strengths and areas for further development with the Corporation supporting the College in certain specific areas. He referred to the various elements of the 'governance structure and processes' and the evidence to support the rating of 'good'. A Governor commented on the racial and cultural diversity of the Board currently, offering to share emerging work of a local charity. The GSC Chair advised at this point that the Board's EDI statistics that had just been collected by the Clerk were heading in the right direction, but she was conscious that whilst there were strengths, some strategies may have to be adopted in order to improve further.

A Governor raised the topic of affirmative action on race and the Clerk commented that not only did the standard advert invite BAME applicants, the Clerk had been paying particular attention at engaging with BAME networks in different sectors. The Governor suggested that all Governors could approach their own BAME networks in support of this work to benefit the Board's racial and cultural diversity.

**All  
Corporation  
members**

The GIP was designed to pick up the main elements of the GSAR taking forward anything that needed further address. Some of the deliverables set out in the GIP were already making progress; the GIP would continue to be considered at each committee and full Board, as part of agenda setting (a live document).

**The Board approved the GSAR for 2020/21 and the GIP for 2021/22.**

## 21.2.11

**Strategic update**

The Chair of the Strategic Future Working Group (SFWG) reminded the Board that the SFWG was a sub-group of the Corporation, but it was not a decision making body nor working in silo. He commented on elements of the written SFWG report on work ongoing at a national level such as level 3 changes in the curriculum, that changes at Ministerial level had affected the pace of. The SFWG had started to look at the College's mission and values, with Corporation members' views taken into account. The SFWG had also reviewed elements of T-levels, further focus

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on legal structure including the concept of academisation (pros and cons) and other forms of structure. He then referred to further meetings of the SFWG and opportunities to pick up elements of the group's work at future whole Board events.

**21.2.12 Principal's update**

The Principal reminded the Corporation that the Strategic Conversation meeting with the ESFA was imminent, the outcome of which would in due course be fed back.

The Principal's strategic update paper included updates on the latest variant of the coronavirus (omicron), and how restrictions had led to cancellations of some College trips abroad. She touched on the wider unknown impact of the latest outbreak but noted that self-isolation was adding significant pressure, along with the picture of cases in Cambridgeshire, preparation for exams possibly going ahead this academic year.

The Principal also touched on other points in her report on matters not already discussed earlier in the meeting, including local and national strategic developments. A review of the structure and function of the ESFA could lead to a review of how new post 16 provision is agreed. She reminded the meeting that the 'Cambridge maths school' which would be a regional institution, had been given the 'go ahead'.

Jenny O'Hare at this point declared an interest in the topic under discussion.

A number of Governors added thoughts on a range of matters contained within the report, including an increase in enrolment figures and related infrastructure and accommodation.

With a brief discussion about the unknown factors brought by Covid, the Principal and VP hoped that a uniform approach and good regular communication would support minimising stress on students facing exams.

**21.2.13 Any other business**

None.

**21.2.14 Date of next meeting**

*21.3 Tuesday 15 March 2022. The meeting closed at 7.16pm*