

	Resolved that the Board approved Amali de Alwis, Zarine Kharas, Gillian Lancaster and Anna Douglas to serve a second term.	
4.1	Minutes of Previous meeting	
	<p>Minutes: (i) Meeting 30 March 2022</p> <p>The Board approved the minutes of the meeting held on 30 March 2022 accurate record of the meeting held.</p> <p>Confidential minutes: (ii) Meeting 30 March 2022</p> <p>The Board approved the confidential minutes of the meeting held on 30 March 2022 an accurate record of the meeting held.</p> <p>Resolved that: (i) the minutes were an accurate record of the meeting 30 March 2022 (ii) the confidential minutes were an accurate record of the meeting 30 March 2022</p>	
4.2	Matters Arising not covered by the agenda	
	Item 3.10 Overview of Strategy Day - 27 January 22. Many of these actions were on going however the CEO confirmed that some had been closed. Clerk to send list of actions to CEO for update.	
4.3	Chief Executive's Overview	
	<p>The CEO asked that the paper be taken as read and highlighted the following with any questions to follow:</p> <ul style="list-style-type: none"> • The College had just achieved cyber essentials accreditation which confirmed that the basic controls were in place to mitigate the risk from common cyber threats. • NGC Peer review – to take place 9 June with proposed virtual sessions with a subset of board members at 4pm where they will be asked questions on general leadership and management. This review is a good way to simulate an Ofsted inspection, and written feedback will be given using the current Ofsted Framework when it is completed. • College has received institutional re-approval from the OU to continue to deliver the apprenticeship programmes. <p>The Principal then gave an overview of what was currently happening in the sixth form including that sixth formers are due to start their end of year exams in a few weeks' time and that there was likely to be grade inflation. Of note was that it was very hard to predict outcomes for a wide variety of reasons especially as this cohort had been most impacted by the pandemic, and had not sat formal exams for a long time. Currently 95% of students hold grade-related university offers and a number have already secured higher apprenticeships. Additionally staffing was still challenging.</p> <p>The Dean advised of the apprenticeship volumes for Autumn 2022 and, with the prospect of Capita enrolling another cohort in Spring, across the full 2022/23 year, the numbers were positive. The challenge was running the Launchpads across 2 regions and 4 sites which could no longer be done using purely the London staff. Recruitment of technical teaching staff was still tough and a number of new systems e.g. OneFile are going ahead which will help with administration.</p> <p>The Chair asked for any questions:</p> <ul style="list-style-type: none"> • Clarification was requested on whether the College used recruitment agencies, which it does. A reference arose to a tiered supplier list and what did this mean? DoP explained that the College will put in place a preferred suppliers list of 	

	<p>recruitment agencies in order to support the recruitment of hard-to-fill roles and to provide better agency rates.</p> <ul style="list-style-type: none"> • What was the resourcing gap for the autumn term? The Dean said that the staffing numbers in the team in London were getting back to where they had been and that this should balance out over the next few months. However Manchester was the bigger challenge as it had started from scratch and the aim was for both sites to be self-sufficient. • Chair asked about the sixth form recruitment figures. The Principal advised that this was on track with an overall cohort of 135 albeit down from the previous 154. However work with the Impetus Foundation was directed to a revamped more sophisticated outreach strategy to address this with good data analysis leading to a new recruitment model to help make the relocation a success. <p>Resolved that the Chief Executive's Overview Report was received and noted by the Board</p>	
4.4	<p>Student Governor Report</p>	
	<p>The apprentices were in the main happy with remote learning especially as this gives them increased flexibility. Some ideas for improvement that were posed were:</p> <ul style="list-style-type: none"> • increase effective communication with apprentices providing a structured plan with a consistent image • consider hiring teachers from abroad as much of the teaching is remote. The Chair asked if this had been considered having been raised in the previous Board meeting. Dean said that conceptually it was a good idea but in practice compliance with employment law made it extremely difficult. • with move to Victoria, improve structure of apprenticeship working as this seems to change with each new cohort • re-evaluate the need to use the skills coaches as this function may be replicated by the apprentices' own internal company managers. The Board wanted to know if there was a legal requirement to have skills coaches and their obligations. Dean said that 70% of students were on track and would meet their skills coach once per term and therefore the meeting was a check up. However 30% required more attention and the College was looking at efficiencies regarding this at the moment as there is evidence that the College is providing more support than many other institutions. <p>Some operational issues were raised concerning dissertations, the use of time in Ada week and the poor response time in communications from lecturers. Finally it was raised that student feedback forms would be better anonymised for more honest feedback. The Dean explained that the College could not actually see who had sent the feedback, but it was registered with Google as the third party provider. This could be re-communicated to apprentices to reassure them.</p> <p>At 16.07 Oskar Andjelic left the meeting and Lisa Kattenhorn</p> <p>Resolved that the Student Governor Report was received and noted by the Board</p>	
4.5	<p>Safeguarding and Prevent Update</p>	
	<p>The Principal briefed the Board on the latest safeguarding update highlighting the following:</p> <p>Sixth Form Safeguarding</p> <ul style="list-style-type: none"> • The number of students being supported by the safeguarding team remains the same but a much higher level of anxiety was being reported. • The second cycle of the Attendance Intervention was now in place. In-depth bespoke work is underway to support students who are struggling with regular attendance. Work with external professionals is also part of the process to support these students which will enable them to attend the College more regularly. 	

	<ul style="list-style-type: none"> • DSL is working with HR to update records of all staff and governors' statutory SG training (including Prevent). <p>The Board asked if there were any changes in profiles or issues, with the Principal explaining that these were based on progression. Additionally the Board wanted to know how the staff were coping. The Principal said that this was also a challenge and there had been an increase in staff absences some of which was due to a change in personal circumstances.</p> <p>Apprentices Safeguarding As previously minuted the apprentices have a very different profile to the sixth form students with far fewer safeguarding concerns arising and when they do occur, the College works in collaboration with their employer. Apart from three apprentices who are using the counselling service, no other concerns have been raised or flagged by employers during this period.</p> <p>Prevent There were no concerns raised across the College.</p> <p>The Board asked about the status of the outstanding actions from the safeguarding audit. The Principal advised that these were centred on health and safety and the Chair of the Education committee asked that these be put on the Education agenda for the meeting 27 June.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Safeguarding and Prevent update was received and noted by the Board (ii) update on actions from safeguarding audit report to be covered at the Education committee meeting 27 June 22 	
4.7	Organisational Targets & KPIs	
	<p>The CEO went through each of the top rated KPIs identifying those RAG rated red and amber namely:</p> <p>Sixth Form Attendance – this had been referenced before at meetings where attendance had been impacted by students who had had Covid and those with physical and mental health issues. Anxiety was also on the rise with the start of end of year exams. The pastoral team has a system in place to track and monitor students and improve attendance, but this will not be enough to mitigate the high level of persistent absence of the most vulnerable students. The recent recruitment of an Attendance Officer had helped to mitigate this.</p> <p>Sixth Form Application Numbers – these were down, and the Chair asked about the reason for this with CEO explaining that Omicron, the lack of proactive visits to schools and staff shortages had been the causal factors. However it was felt that the target could be achieved with more intensive exposure via workshops and marketing synergies.</p> <p>Apprentice Volume Recruitment – numbers were currently looking like they will have stabilised at around 20 in Spring 2022 due to uncertainty with one company and a number of other employers less committed than anticipated.</p> <p>Possible Funding Shortfall – the risk is that there are very few fundraising leads remaining for this year. Those mentioned in discussions are strong but have not yet confirmed their donations. The intention is to have a better pipeline for 22/23 & the Salesforce grant includes costs for a Head of Partnerships role. The Board asked about the reasons for the shortfall which the CEO said was not attributable to any CSR restriction, but the provision of a broader pool of donors.</p> <p>Resolved that the Organisational Targets & KPIs were received and noted by the Board</p>	

4.8	<p>Strategic Level Risk Register</p>	
	<p>The risk register as presented had an additional risk added rated low regarding not gaining required regulatory approvals to run the programmes (including OU reapproval for the apprenticeship programme). The risks rated red as minuted previously concerned inadequate resources to deliver objectives and insufficient capacity to deliver new programmes. There were no questions from the Board.</p> <p>For information the CEO advised that in the future, the OU will require the College to create a new academic risk register alongside the strategic register.</p> <p>Resolved that the revised Strategic Level Risk Register was received and noted by the Board</p> <p>Kevin Walsh left the meeting at 17.28</p>	
4.9	<p>People Management - Pay & Reward</p>	
	<p>The DoP said that there were two main issues to highlight:</p> <p>Pay & Reward The output from the external pay benchmarking will be used to introduce a pay band framework, covering all the College job roles up to and including the role of Dean. Preparation of a Pay & Reward policy is in hand with an externally facilitated Pay & Reward workshop scheduled for 25 May. As appropriate, the output will be incorporated into the policy for discussion and approval by the ELT.</p> <p>Recruitment The current financial context requires tighter scrutiny around the creation of new roles and/or replacement ones, and the College's priorities over the next couple of years e.g. the Apprenticeship Team. The College is working with 3 specialist agencies to recruit up to 5 roles for the Apprenticeship Team in order to strengthen operations within the Apprenticeship Team covering both London and Manchester with recruitment staggered over a period of time.</p> <p>The DoP re-iterated the risks that even with staff retention initiatives, if these are insufficient to encourage people to stay and greater numbers of staff than anticipated leave the College, these would create issues around business continuity and capacity to deliver day-to-day business. Chair asked for any questions. The Board asked how often did the College hire using fixed term contracts? DoP said that there were some staff on these contracts and that there are also some trade-offs for this but that it is being used as much as is possible.</p> <p>Resolved that Report on People Management - Pay & Reward was received and noted by the board</p>	
4.11	<p>Approval of documents</p>	
	<p>Board Membership Committee - Terms of Reference Change – meetings to take place termly as opposed to twice a year.</p> <p>Induction Policy for New Governors This policy details how individual governors are to be supported as part of their induction, the aim being to lead to more effective governance and retention of governors.</p> <p>Recruitment Policy of Board Members The recruitment policy provides for a transparent and fair selection process that can assist the Board to select the right candidate on the basis of their skills set and experience of working at board level.</p>	

	<p>Resolved that the following were received and approved by the Board:</p> <p>(i) Board Membership Committee Terms of Reference (ii) Induction Policy for New Governors (iii) Recruitment Policy of Board Members</p>	
4.12	<p>Committee Chairs' Feedback</p> <p>The Chairs of committees provided brief feedback on their respective meetings in reports presented which covered the intervening period from 30 March 2022:</p> <p>(i) Board Membership committee – 16 May 2022</p> <ul style="list-style-type: none"> • Board Members re-appointments – addressed under item 4.0 • Committee membership – audit to have more members with audit experience and quoracy of meetings to be at least 3 members • Policy documents for approval – covered under item 4.11 • Board external performance (governance) reviews – advised that all colleges will be required to undertake a 3 yearly external review and that there will be a cost associated with this. • Board Governance Self-assessment to go out after the last board meeting in July with KPIs set for 100% completion response and minimum of 80% satisfaction rate. • Chair's assessment - to be sent out at the end of the summer term <p>The Chair asked if there were any questions on the above that had not been addressed either in previous agenda items or now, and there were none.</p> <p>Resolved that the Board Membership Committee Chair's Feedback was received and noted by the Board</p>	
4.13	<p>Forward agenda items</p> <p>1. Budget 2022-23 and forecast 2023-24</p>	
4.14	<p>Any Other Business</p> <p>The CEO wanted to draw the Board members' attention to the WhatsApp groups for sixth form and apprenticeships and asked if any of the members had any connections with technical skills people that could be introduced to these groups.</p> <p>There was no other business</p>	
4.15	<p>Date of Next meeting to be held at Whitechapel:</p> <p>1. 4 July 2022 at 15.45</p>	
	<p>Close of meeting</p>	
	<p>Meeting closed at 18.06</p>	