

<b>Meeting/Committee</b>	<b>Corporation Board</b>
<b>Date of meeting</b>	30 <sup>th</sup> March 2022 at 5pm

## 1 Welcome, introductions and apologies for absence

### Attendees:

Donna Clifford  
Katie Asgari  
Jason Austin  
Janet Pryke  
Margaret Cobb  
Shirley Collier  
Rob Lawson  
Jenny Worsdale  
Katie Curtis  
Stephen Bulley  
Sharron Blackburn  
Jo White  
Veronica De Bruce McCoy

CEO/Principal  
Chair

### In attendance:

Maxine Bagshaw  
Tony De'Ath  
Phil Curtis  
Jane Hartog  
Cath Mollart

Director of Governance  
Executive Director of Corporate Services  
Executive Director of Finance  
Executive Director of Marketing, OD and HR  
Head of Corporate Services

### Apologies for absence:

Apologies for absence were received from Monika Rodzos, Carol Stanfield, Heather Barnett, Tracey Mace-Akroyd and Clare Godfrey.

## 2 Declarations of interest

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. No specific declarations were made and standing declarations were noted.

## 3 Minutes of the meeting held on 9<sup>th</sup> February 2022

The minutes were reviewed and an update provided in relation to the query raised regarding the number of apprentices included within the strategic plan report. It was confirmed that the target figure for apprenticeship numbers is 3,000 by the

end of the plan and that the current figure is circa 1,400. One additional point made is that, following further analysis, it is the case that 50% of schools in the Rotherham area have sixth form provision rather than 'all' as stated in the minutes.

Subject to these two minor updates, the board were happy to approve the minutes as an accurate record of discussions.

AGREED: to approve the minutes of the meeting held on 9<sup>th</sup> February 2022.

There were no matters arising.

#### **4 Action progress report**

Board considered the table circulated and were happy to note the content. In relation to line 2, the Executive Director of Marketing, OD and HR indicated that she had not yet been able to source examples of best practice which would be relevant to RNN but she committed to persevering with further research in this area, so that a gender pay gap action plan could be developed. In relation to line 3, the CEO confirmed that consideration of an internal audit piece regarding curriculum delivery is ongoing and information in relation to this will come to the board at an appropriate point in time.

AGREED: to note the content of the update provided.

#### **5 CEO's Update**

The CEO confirmed that there were a number of aspects to consider for this meeting, the first of which is his presentation which he described as being in 'two parts'. The first part is the regular general update and the second part is information which will bring everyone up to date in relation to the Groups recovery journey, it being acknowledged that many governors will have not been in post from 2019, which was when the recovery plan started.

In relation to the general update, key matters highlighted were:

1) Covid positive cases

- Current staff cases is 37 against an overall figure of 359
- Current student cases is 32 against a grand total of 836
- College is now generally trying to get to as 'normal as possible', including all aspects of face to face delivery and interactions
- This might be the last time that statistics are reported and it was noted that the 'outbreak board' established by the local authority has now been disbanded

2) Strategic Development Fund

- The Strategic Development Fund will be extended for 22/23. £85 million will be available (£50 million capital and £35 million revenue) with funding allocated to every area of the country.
- RNN will be hoping to bid in to this but cannot lead because this is only permitted for grade 2 colleges. The intention is for RNN to work with other colleges.
- DfE will be inviting collaborative bids from FE providers and is asking for a single application from each area. These areas should constitute mayoral combined authorities where they exist or areas 'which are largely in line with LEP geographies'

- A prospectus will be published on 1<sup>st</sup> April 2022 including the confirmed geographies that they are working to
  - RNN group obtained £400k in the last round of bidding
- 3) New 16-18 Free Schools
- There has been a lot of press interest in relation to this
  - Priority is to provide access to leading universities for talented young people from disadvantaged backgrounds
  - The policy will focus on the areas where their potential isn't being realised by existing institutions
  - No decisions have been taken on where new free schools will be located
  - Decision making will take account of need for places and quality of existing provision
  - This is an area that the Group will continue to monitor
- 4) TURING/ERASMUS
- France mobility – due to leave on 28<sup>th</sup> April returning 20<sup>th</sup> May. There will be nine students and two members of staff taking part in this for twenty three days. There were more students initially planned but some have dropped out because of the delays.
  - Portugal mobility – this is due to depart on 18<sup>th</sup> May returning 9<sup>th</sup> June 2022.
  - The ERASMUS mobilities will start on 20<sup>th</sup> June through to the end of August 2022
  - Group has been informed that its bid for the TURING scheme for 2023 has been successful. This is a third year in a row where funding has been secured and it will mean 900,000 euros over 3 years.
  - Due to the present climate, the college is keeping a close eye on the increase in covid cases throughout the European countries. Also, if there is any escalation with the Ukrainian conflict which may put students at danger then mobilities will be cancelled.
- 5) Higher Education Fees and Student Loans
- Higher education fee caps will be fixed for two more years (23/24 and 24/25) with the headline full time rate fixed at £9,250, however RNN does not charge this amount.
  - There are changes to the repayment arrangements for students who start in the 23/24 academic year which will mean that they take on a bigger share of the costs. Students will have to pay back loans earlier i.e. repayment is triggered by lower salary bands.
  - HE student finance (including maintenance for part time students) will be extended to those taking higher technical qualifications (HTQ's)
- 6) Ukraine conflict
- College has been in contact with John Healey, local MP and Shadow Defence Secretary who visited the Ukraine the week before the conflict started. He has suggested a two-pronged approach:
    - Collect money which the Group could donate directly to a number of charities operating in the region. The 'Good for me, Good for FE' campaign is collecting donations. A charity bike ride was set up at each college, cycling the distance between the college and Ukraine to collect donations which are being given directly to the Good for me, Good for you' campaign.
    - John Healey put the college in touch with a local charity 'support Ukraine Rotherham'. They have provided a list of key items which are urgently needed.

- In addition, the ESOL learners at Worksop have also collected items for a local charity.

7) AOC report on college staffing issues

- AOC survey shows a significant challenge in terms of recruitment and retention in the sector. RNN position is similar to other colleges in the country.
- The survey had a 48% return rate
- Based on the findings, AOC estimate around 6,000 vacancies – construction 65%, engineering 58% and health and social care 27% have the highest rates of persistent vacancies.
- High vacancies in support areas, such as learning support assistants 39%, learning mentors 23% and facilities staff 30%
- Colleges have been innovative in recruiting staff i.e. using social media, different advertising routes, open events, refer a friend schemes, golden hellos and flexible working. RNN has tried all of these save for golden hellos. Group is thinking of relaunching the refer a friend scheme with a more generous package and more intensive marketing.

8) World Skills UK competition registrations

- Registration for world skills UK's national skills competition is open from 28<sup>th</sup> February until 1<sup>st</sup> April 2022
- 97% of entrants say they improve their technical skills after taking part
- 93% say they improve their personal and employability skills
- 90% said they can apply the skills they develop to work, education or other parts of their life.
- The national finals will take place in November 2022, with winners having the chance to be selected to compete against their international peers in the 2023 and 2024 international competitions.
- RNN group has been selected to host the world skills qualifier events and this will be led by Hair, Beauty and Media Makeup.

Governors' then received a presentation on the RNN Group journey and the Recovery Plan 2019-2022. CEO explained that this was intended as a 'refresher' to explain how the Group has got to where it now is. Key matters highlighted were:

1) Ofsted/FEC timeline

a) Ofsted

- Monitoring visit 3<sup>rd</sup> February 2021 – reasonable progress. College is awaiting the anticipated full Ofsted inspection. Staff feel ready and want them to come sooner rather than later.
- Monitoring visit 5<sup>th</sup> November 2020
- Full inspection 19<sup>th</sup> March 2019 – requires improvement
- Monitoring visit 20<sup>th</sup> February 2018

b) FEC

- RNN Group transition from intervention to post intervention monitoring and support (PIMS) – February 2022. This is currently where we are now.
- FE Commissioner intervention stock take report – November 2021
- FEC Finance update 8<sup>th</sup> July 2021
- The FEC intervention stocktake report (November 2020) was released in February 2021
- FEC intervention assessment report – published October 2020
- Intervention summary report – December 2019
- FEC diagnostic assessment report – July 2019

2) Recovery plan – 2019-2022

- a) September 2019 – December 2019
  - Review of Group income and costs
  - Reshaping of Group – staff restructures (there have been two restructures)
  - Securing overdraft – loan facilities
- b) January 2020 – August 2020
  - Ofsted monitoring visit that demonstrates progress. Group has invested in the curriculum at all sites.
  - Positive cash flow position
  - Withdrawal of provision from Dinnington Campus
- c) September 2020 – August 2021
  - Ofsted inspection with at least a good outcome
  - Good financial health rating
  - 8.3% EBITDA
  - Surplus budget forecast
  - New land based provision at DVC/exploration of PRU Provision
- d) September 2021 – August 2022
  - Good financial health rating
  - Surplus budget forecast
  - 8.6% EBITDA
  - Investment in construction curriculum at NNC

3) Actions carried out

- A full review of pay costs by area (curriculum and support areas)
- A review of Higher Education and Apprenticeship costs
- A review of Aston Training in terms of fit with the RNN vision and financial viability - this company was sold to Telford College
- The planned move of provision from Shireoaks (leased accommodation) to the NFPC and North Notts college
- Valuations sought for all land assets that the college owns and the Dinnington site
- Cost savings identified relating to the closure of the Dinnington site and opportunities identified for relocating provision
- Meetings with RMBC/Bassetlaw local authority exploring additional funding opportunities
- Exploring the option to move construction provision located at Rawmarsh Road (leased accommodation) and move this into the Clifton building at the main Rotherham campus. Group is currently awaiting the outcome of the DfE capital bid submitted.
- Discussions held with Bishop Burton College regarding support and advice for relocating land based provision from Dinnington to DVC
- A revised curriculum strategy articulating clear intent, implementation and modes of delivery developed
- Discussions with local authorities and local MPs in relation to the removal of provision at the Dinnington site and the vision/curriculum strategy for the group
- Peter Marsh Consultants commissioned to undertake a property/estates evaluation. This was done in 2019 and the Group now has detailed evaluations/valuations.
- College has worked hard to ensure that there is the right provision at the right site

4) Governance

- Developed and implemented a succession plan for longer serving governors and appointment of a new Chair

- Skill set requirements for governors – focus on finance, curriculum, business, leadership and community. Changes have been made between 2019 to 2022.
- Performance management process in place
- Recruitment of a Director of Governance
- Introduction of a Finance Committee which has now been in place for the last three years
- Revised Quality Committee

#### 5) Subsidiary companies

Historically there were three subsidiary companies – Create Skills Limited, Charnwood Training Limited and Aston Training Limited. The latter was sold and all provision is now operated within the RNN Training brand.

#### 6) Estate

A lot of work has been undertaken to release a number of assets including the Hub, Kiveton Park, Carlton Road and Dinnington Campus. Governors were reminded of sale values already obtained and potential values of areas of the estate to be disposed of that remain.

#### 7) Capital development

Governors were provided with a summary of capital investment made at each of the campuses and the values relating to each.

#### 8) Children's centre's and nurseries

- The Group held a subcontract with Nottinghamshire Healthcare NHS Foundation Trust and had contract lead and ultimate responsibility for the delivery of children's centres and integrated child health programmes. The CEO had ultimate responsibility for staff at a number of children's centre and nurseries and was the Ofsted nominee for Sherwood East Children's Centre and other nurseries outside of these subcontracting arrangements. From June 2020 Nottinghamshire County Council took the decision to take back management of the Children's Centres for cost saving purposes and RNN would have no further involvement. There were sixteen nurseries in total.
- Brightskies nursery at DC was owned by the Group and was sold to a private provider as a going concern. Ofsted rated the Brightskies provision as outstanding.

#### 9) Management Accounts

Governors were given a comparison of the management accounts position for 31<sup>st</sup> January 2020 and 31<sup>st</sup> January 2022. Position is much better than two years ago and the aim is to retain £4 million cash at the lowest point in the year. Governors were then provided with a summary of KPI data showing 18/19 position compared with 21/22. In terms of financial health, Group is predicting RI for 21/22 but moving to good in 2022/23 (position was good in 2020/21).

#### 10) RNN Group post PIMS

- Leading Innovation and Skills in local communities
- Innovation and Growth Strategy – AEB, commercial, diversification of risk
- Brand and reputation

- Impact of work with employers – it was explained that the college does a lot of work with employers but doesn't necessarily measure the impact. There are eleven employer academies and focus groups in every curriculum area
- Investment strategy
- Bank loan strategy – loan percentage is now very low
- Staffing, recruitment and retention
- Social value/sustainability agenda

CEO indicated that the Group is now at a point in time where it can focus on the above and is able to move forward rather than concentrating on 'things that need to be fixed'.

In general discussion the board acknowledged that there had been huge changes over the three-year period.

CEO then drew governors' attention to the PIMS plan and he confirmed that this has been agreed with the ESFA and the FE Commissioner team. This summarises the continued areas of focus.

CEO then provided an update on the KPI strategic indicators, including an in year review. Key matters highlighted were:

- College has attempted to RAG rate and be realistic in relation to these. Governors all agreed that it was really helpful to see this information on a page.
- In relation to section 5c(ii), one member of the board asked what the timescale is for the exploratory work being undertaken in terms of bringing provision in house and they asked how this ties in with the strategic direction. CEO advised that the timescale is set out in the strategic plan and explained that the intention was to reduce the amount of subcontracting in 21/22 but that the college will not hit this target, however it is part of the longer term strategy. For ease of monitoring, it was agreed that the strategic plan dates would be incorporated within the KPI reporting document for future meetings (CEO, May 2022).
- In relation to CPD, one member of the board asked why this was RAG rated as amber. It was explained that this is an ongoing piece of work and that, whilst the group is confident that it provides some good opportunities, there is a need however to encourage more staff to participate with a focus on certain groups. A challenge from the board was whether or not a 100% target is realistic, as they felt that it was unlikely to be achievable and therefore may limit the ability to ever get to a green RAG rating. It was explained that there are levels of CPD and that almost 100% of staff do complete some form of development, however the group has aspirations to go further than this.
- In relation to section 5(3)c and the PDRs, the board asked whether there is a plan in place to increase the percentage completed. Board were given assurance that the figure has improved and that the HR team continue to chase. It is known that a lot of staff have had meetings but that information has not yet been input on to the online system. Board asked that the increased percentage number be shared outside the meeting (Director of Marketing OD & HR, April 2022).

CEO then drew governors' attention to an update in relation to the structure chart for Exec and SLT. In relation to the executive, he confirmed that no changes have been made however there are changes to SLT. All appointments have been made on an interim basis and have been filled by internal members of staff, this has also had a knock-on effect lower down the organisation. He

confirmed that there were some very able and keen staff within the organisation which is a real positive. One member of the board asked whether, longer term the organisation is going to be challenged in terms of retention. CEO expressed the view that it is the Groups responsibility to support, develop and prepare staff for their next steps.

AGREED: to note the content of the update provided.

## **6 Audit and Risk**

The Chair of the Audit & Risk Committee drew governors' attention to the committee feedback report and also the detailed minutes of the meeting held on 1<sup>st</sup> March 2022. He confirmed that matters considered by the committee included:

- Internal audit reports
- The risk register
- Risk appetite, which was described as a reoccurring theme and there is a need now to agree how the board will address appetite scoring.

Key matters highlighted were:

- Internal audit progress is going well with further reports anticipated at the next meetings
- Internal audit report on estates management was reviewed. There were a number of recommendations made in relation to historic conditions surveys and associated work required and the recommendation is that monitoring of this be picked up by the Finance Committee.
- Committee considered first draft of an updated Counter Fraud Policy and it was agreed that further work would be undertaken and the expectation is that a further version will be provided at the next meeting and, if appropriate, then recommended for board approval.
- College is in the process of tendering for a new external audit provider
- OfS audit update was provided. It was confirmed that this audit is now taking place and therefore staff were not yet in a position to provide substantive feedback.
- Reoccurring risks identified were in relation to under recruitment of students and implications in relation to this
- Level of student withdrawals is 'one to watch'
- An area of risk also relates to apprenticeship numbers and achievement rates
- Recommendation from the committee is for the board to arrange separate discussion sessions with a focus on
  - a) Learner numbers, &
  - b) Risk appetite

Board considered the strategic risk register provided and a challenge was that the action dates included were not current e.g. FIN4 and, as there are no updates, the board cannot really take any assurance at this meeting. it was explained that development of the risk register is a 'work in progress'. Executive Director: Finance explained that the strategic risks have been taken from the strategic plan and that he and staff are working down to an operational level. The estates management internal audit report actions have now all been input in to the 4Risk system and refresher training is being provided to all managers on the system. The aim is to be able to



talk about risk management on a daily basis but it was acknowledged that the college is not yet there in relation to this, with further work required. Board were advised that dates on the risk register will be updated for the next meeting (Executive Director Finance, May 2022).

AGREED to:

- a) Note the content of the Audit & Risk Committee summary note
- b) Note the content of the Audit & Risk Committee meeting minutes held on 1<sup>st</sup> March 2022
- c) Note the content of the Risk Register 21/22 presented
- d) Schedule a separate board discussion session regarding risk appetite
- e) Require that updates on the physical conditions survey works identified will be reported to the Finance Committee on a termly basis as part of a wider estates report.

## 7 Quality and Standards

The Committee Chair presented the feedback report and detailed minutes of the meeting held on 9<sup>th</sup> March 2022. She explained that the format of the meeting had been changed, following earlier discussions, with a focus on the QIP and risks so that it is much easier to identify themes to be discussed. Key matters discussed were:

- Apprenticeship provision – including the numbers who are out of funding, quality, current recruitment and staffing challenges
- Committee had a demonstration of the new data summary system/data dashboard
- Learner recruitment – there are known challenges in terms of predictions and forecasting and the committee urged staff to take a cautious approach.
- Information was provided in relation to deep dives completed and the committee urged reporting on wider quality assessments. Staff are going to summarise and provide an overview to give greater assurance.
- AEB targets – it is clear that there is a lot of action being taken, however there remains nervousness regarding hitting the targets
- Attendance continues to be an area of focus with Maths and English remaining an issue.

In relation to student numbers, one member of the board challenged in terms of real clarity and suggested that it would be helpful to have a one page summary setting out:

- What our targets are
- Where we are now
- Where we will get to
- How and when will we need to respond e.g. look at cost savings.

CEO confirmed that he would provide this at the next meeting (CEO, May 2022). A challenge from another member of the board was that it was important not to over simplify the information provided in this area as 'the devil is in the detail'. It was acknowledged that data provision is a work in progress, it being the case that RNN is a complex organisation. Governors acknowledged that there was a lot of information that needed to be absorbed and a challenge was for staff to present it in a way that governors can easily access.

AGREED to:

- a) Note the content of the committee feedback report

- b) Note the content of the detailed minutes of the meeting held on 9<sup>th</sup> March 2022
- c) Note the content of the updated 21/22 QIP
- d) Note the content of the Safeguarding, Prevent and E&D report
- e) Note the content of the learner recruitment report for 22/23

## 8 EDI Policy and Action Plan

In the absence of Claire Godfrey and Tracey Mace-Akroyd it was agreed to provide feedback on the document presented rather than approved and key matters raised were:

- It is the responsibility of the governing body to ensure statutory compliance and they asked for staff to clarify how and when assurance will be provided (**Deputy CEO – July 2022**). Governors indicated that this may require a piece of internal audit review.
- An observation made was in relation to the language on page 4 where it states that the Group will 'aim to' but a challenge from the board was whether or not this should read 'must do'. Challenge from the board was to be very clear in terms of what will definitely be done and must be done.
- Board recommended that there was an exercise to be undertaken to firm up the phrases in the policy and the action plan and an example given was in relation to Gender Pay Gap reporting
- In relation to ethnicity, one member of the board questioned whether the information obtained will just be used internally. One member of the board suggested that ethnicity is a very personal thing and therefore questioned whether the categories proposed are inclusive/sensitive enough and whether or not there are any missing. It was also suggested that categorisation of 'other' may not be helpful. It was agreed that this was something that was worth exploring further at the EDI management committee which will next meet in May 2022. CEO indicated that, colleges are to some degree guided by statutory documents in terms of categorisations, but that this is something that will be further considered.

Board asked that their comments and observations be fed back to the relevant members of staff so that an update could be provided at the next meeting (**Deputy Principal, May 2022**).

AGREED: to note the content of the draft policy and action plan presented.

## 9 Finance

The Committee Chair drew governors' attention to the feedback report and also the detailed minutes of the meeting held on 21<sup>st</sup> March 2022. Key matters highlighted were:

- A new Committee Chair appointed
- There was a long discussion regarding AEB and subcontracting, with it being noted that there are risks which have also been discussed in other committee meetings. All acknowledged that these risks were fully articulated within the detailed minutes. 97% achievement of allocation is the absolute limit and anything less will mean clawback.
- In relation to subcontracting, there were a number of requests made and changes proposed are all to support/meet student need and demand.
- HE Fees – proposals were presented for 2022/23 as a result of a change in provider. Proposal is to pass on 50% increase to students and college

will cover the other 50%. Anticipated net cost to RNN is £20k. A question and challenge from one member of the board was in terms of any potential impact on students following increased fees and it was agreed that this needed to be part of the balance of considerations in relation to this. CEO confirmed that staff have carried out research regarding local colleges and universities and the proposal is not adrift from others and that there are other organisations which do not even offer the courses proposed. He advised that charging the proposed £700 does not place the group in a position where it is 'out of kilter' with other organisations locally. A challenge from one member of the board was to carefully consider any impact in terms of access and participation and that it is important to reflect on the Groups educational character i.e. what is to be provided and for whom. She suggested that this needed to be included within thinking in this area. CEO provided assurance that due diligence was undertaken regarding Huddersfield University in terms of quality and student support and that there was confidence in relation to this. A challenge from one member of the board was in terms of why the Group does not cover the full cost of the increase i.e. £40k rather than £20k and she asked whether this had been analysed and assessed. CEO provided assurance that the proposal presented is based upon what is reasonable in all of the circumstances.

- In relation to the proposed subcontract virement between Intertrain and Ways to Work it was explained that this is all about the ability to deliver
- Committee also received proposals regarding subcontract allocation to Rotherham Borough Council for 22/23 on the basis of a straight pass through. It was confirmed that there was a lot of debate, particularly in terms of any potential management fee. Board were advised that the Group has today received a request from Rotherham Borough Council to look at security beyond one year, however this is not something that has yet been considered by committee.
- In relation to the subcontract allocation with Construction Skills, it was explained that this is the only way to meet demand. RNN doesn't have capacity but does have the funding. It was explained that there is significant demand for short courses and there is confidence that Construction Skills can deliver.
- Committee also reviewed and considered proposals regarding an updated Health and Safety policy and committee are happy to propose as presented.
- Estate and bids – board were advised that there are no changes this week and position remains as reported to the Finance Committee. LocateEd have been focussing on the work required regarding the land at Kiveton and are therefore slightly delayed in terms of the position at Dinnington.

AGREED to:

- a) Note the content of the committee feedback report
- b) Note the content of the Finance Committee minutes held on 21<sup>st</sup> March 2022
- c) Note the content of the February 2022 Management Accounts
- d) Approve a subcontract virement of £100k from Intertrain to Ways to Work
- e) Approve a subcontract allocation to Rotherham Borough Council for £250k for 2022/23
- f) Approve a further subcontract allocation of £614k to Construction Skills
- g) Approve the HE Fees proposed for 22/23

- h) Approve the updated Health and Safety Policy as presented
- i) Note the update provided in relation to estates and bids.

## **10 HR Policies and Procedures**

The Executive Director for HR, Organisational Development and Marketing presented her summary report and gave an overview of the updates requiring approval. She confirmed that all proposed changes have been shared and discussed with the unions and, if approved tonight, they will be uploaded to internal systems and all staff notified that they are available. The Director of Governance confirmed that Carol Stanfield had provided feedback that all changes proposed seem reasonable and, in fact generous, but she queried how the changes will be communicated with staff and potential recruits. Board were happy with the proposals presented and it was acknowledged that they had been circulated independently prior to the meeting so that there was an opportunity for governors to respond with any questions or queries.

AGREED: to approve as presented the:

- Maternity Policy
- Paternity Policy
- Adoption Leave Policy
- Shared Parental Leave Policy
- Leave of Absence Policy
- DBS and Safeguarding Policy
- Hybrid Working Policy
- Flexible Working Policy

## **11 Sustainability update**

The Executive Director: Corporate Services drew governors' attention to the detailed written report and provided an overview of the works undertaken since January 2022. He confirmed that the team were looking at a lot of things in tandem and an example given was waste management. Governors all agreed that the work provided was really helpful and urged staff to consider all aspects in the broader sense, including business, personal and ethical responsibilities.

AGREED: to note the content of the update provided.

## **12 Marketing and Learner Recruitment**

The Director of Governance introduced this item and drew governors' attention to the workshop meeting notes which took place on 15<sup>th</sup> March 2022. She indicated that the proposal is that the terms of reference for the Quality & Standards Committee be amended to give them responsibility for initial analysis of marketing and learner recruitment on behalf of the board. This would sit alongside the learner numbers reports which are already included within the work plan and would mean that the committee would receive reports on both marketing and learner recruitment in both September, March and June. Board were happy to support this proposal.

AGREED:

- a) To note the content of the notes of the workshop held on 15<sup>th</sup> March 2022
- b) To approve the proposal that marketing and learner recruitment be included within the remit of oversight and monitoring by the Quality & Standards Committee.

**13 AOB**

There were no matters of additional business, however one member of the board made an observation that HR reporting to the Finance Committee may mean that this committee had too large a remit, given that it also looks at both finance and estates and will also be overseeing sustainability developments. It was agreed that options in relation to this would be considered outside the meeting.

**14 Date and time of next meeting**

This was confirmed as Monday 23<sup>rd</sup> May 2022 at 5pm.

(Staff governors left the meeting at 6.40pm)

**15 CONFIDENTIAL (commercial) minutes of the meeting held on 9<sup>th</sup> February 2022**

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: to approve the confidential (commercial) minutes of the meeting held on 9<sup>th</sup> February 2022.

There were no matters arising.

**16 Confidential committee meeting minutes**

Board were happy to note the content of the confidential committee meeting minutes as presented, which were:

- Audit & Risk – 1<sup>st</sup> March 2022
- Finance Committee – 21<sup>st</sup> March 2022

**17 Dinnington site update/options**

As previously discussed, it was confirmed that there was no further update for this meeting.

**18 CONFIDENTIAL (private) minutes of the meeting held on 15<sup>th</sup> December 2021**

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: to approve the confidential (private) minutes of the meeting held on 15<sup>th</sup> December 2022.

There were no matters arising.

Meeting closed at 6.45pm.

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_