

**Minutes of the Corporation held on 28<sup>th</sup> September 2021, 5:30pm**  
**Virtual meeting**

**MINUTES OF THE MEETING**

**Present** Heather Du Quesnay, Chair  
 Mark Robertson, Principal  
 Tim Arthur  
 Andy Jennings  
 Martin Doel  
 Lynn Morgan  
 Nichola Harrison  
 Paul Gaudin  
 Neil Hunter  
 Richard Tunnicliffe  
 Theresa van Ruth (Staff Governor)  
 Abby Houghton (Staff Governor)

**In attendance** Michelle Dowse, Stephen Jones, Laura Kerry, Kate Da Costa, Corrin Hoyes

**Clerk** Emily Baldwin

1. Introduction		
1.1 1.2	Declarations of Interest Apologies for absence	There were apologies for absence from J Lancaster, M Cole and M Clapson. L Beddow did not attend.  R Tunnicliffe was welcomed to the meeting as a new governor.  S Jones was welcomed to the meeting as CRC's new DP Finance & Resources.
1.3	Minutes of the meeting held on 1 <sup>st</sup> July 2021	The minutes of the meeting of 13 <sup>th</sup> May 2021 were agreed to be a true record.  T Arthur confirmed that he had held a meeting with D Sharp to scrutinise the College budget for 2021/22 before submission to the ESFA.
1.4	Governor feedback  Governor training	Governors gave feedback on their link visits and visits to the College.  It was noted that M Cole had met with the Designated Safeguarding Lead.  T Arthur and H Du Quesnay had both had introductory meetings with S Jones.  The Clerk gave a short presentation on the Governor portal. She asked Governors to check they were able to access the portal and to let her know if there were any problems.

3.1	Report from the Audit Committee	<p>A Jennings reported on the main items of discussion from the Audit and Risk Committee held on 21<sup>st</sup> September 2021.</p> <ul style="list-style-type: none"> <li>• External Auditor Financial memorandum - At the May 2021 Audit Committee meeting, the external auditor had presented its audit strategy memorandum that summarised the proposed audit approach of the audit team. At that time, it was unclear how the changes to the Audit Code of Practice around the withdrawal of ESFA assurance on funding income would affect the audit approach. The external auditor had now concluded that additional sampling of selected ILR records would be required, and additional fees were agreed for the work. The Committee felt that this approach and the associated fees were reasonable.</li> <li>• Internal Audit reports - Two internal audits on apprenticeships and counter-fraud had been discussed by the Committee, both of which had received adequate assurance. The Committee would look at the scope of internal audits in the future before the audit started.</li> <li>• Risk Register – The Committee had discussed the need to ensure the Risk Register was more user-friendly and easier to navigate. It was agreed that there should be a lower number of corporate risks presented to the full Governing Body.</li> <li>• Internal Audit Plan – The Committee had approved the proposed Internal Audit Plan. It was agreed that a decision on whether the audit of Student Records should be undertaken would be taken at the next Audit Committee depending on the outcome of two external audits currently being undertaken by the ESFA and the GLA. There was also scope to undertake an external review of the new Ofsted requirements for safeguarding (sexual harassment); the nature of the review would determine whether this assurance work was carried out by the internal auditors or by a specialist third party.</li> </ul> <p>Governors discussed whether the internal auditors should be involved in the review of the College systems and processes. It was noted that S Jones would be undertaking the review in the first instance, but should access external support if he felt necessary.</p> <p>Governors approved the additional fees for the external auditor as set out in the addendum to the Financial Memorandum.</p>
<b>2. Principal's Report</b>		
2.1	Principal's Report	<p>M Robertson introduced the Principal's Report. Key areas to note included:</p> <ul style="list-style-type: none"> <li>• Student achievements – a full analysis would be presented to L&amp;Q Committee, but there had been improvements for all provision types including apprenticeships</li> <li>• Work to extend the construction facilities at Huntingdon campus was ongoing and a capital bid for further development was still in progress. M Doel stressed the importance of ensuring any construction facilities were future</li> </ul>

proofed. It was essential that the curriculum was in line with employer needs, and that staff had appropriate CPD. Employer forums on construction techniques would be useful. Opportunities for Governors to visit Huntingdon campus to see the works when they were complete would be welcomed. Governors asked about the level of match funding required and noted that there was limited flexibility on this.

- The sale of the Smartlife building was likely to complete shortly. M Robertson confirmed that an overage clause had been inserted into the agreement.
- Agreement had been reached with the Combined Authority and Urban and Civic to surrender the lease of the former iMET building which would then be sold to a third party. CRC would have no ongoing commitments or liabilities for the building or land. The equipment would be transferred to the College under a separate agreement. CRC would be required to train at least 100 apprentices over a five-year period under the agreement. Governors gave majority approval for the Chair and Chair of F&R Committee to sign any necessary documentation for surrender of the lease and for transfer of the equipment, including use of the seal.

*P Gaudin left the meeting*

- Enrolments – Enrolments were ahead of target at both campuses. Governors welcomed the new format for reporting of enrolment data.
- Curriculum reorganisation – Governors welcomed the explanation and rationale for the reorganisation of the College’s curriculum areas.
- Apprenticeships – Governors noted that Net Zero had been taken over, and there would be no new apprenticeships. However, the contract had given the College the opportunity to introduce a new apprenticeship standard

*A Jennings left the meeting.*

- COVID - In line with other educational establishments, cases were rising in the College since the COVID restrictions had eased
- Finance – The College was currently operating in line with its forecast. The College had secured written assurance from the bank that one of the bank covenants could be waived due to COVID.
- Staff satisfaction rates – Overall staff satisfaction had remained high. Within the overall scores, there were areas that would be explored more thoroughly. A full report would be presented to F&R Committee along with a range of HR KPIs. Staff pay remained an issue.
- Collaborations – The Digital bootcamp was being rolled out in collaboration with other colleges. Other bids had not been successful.
- FE Commissioner’s visit – The recommendations were being taken forward and would be reported to Governors in due course.
- KPIs – In line with governor and SMT feedback, the number of KPIs reported to the full board would be streamlined

		<ul style="list-style-type: none"> <li>The College had secured the Catering College of the Year award. Governors endorsed the strong level of collaboration between the curriculum and commercial teams in this area, which had been demonstrated at the employer forum for catering.</li> </ul> <p>Governors noted the final Strategic Implementation Plan for 2020/21.</p> <p>Governors <b>received</b> the Principal's Report.</p> <p><i>P Gaudin joined the meeting</i></p>
2.2	Strategic Plan 2021/22 – 2024/25	<p>M Robertson introduced the updated Strategic Plan 2021/22-2024/25.</p> <p>He explained that the Strategic Plan encompassed the College's key objectives. The Strategic Implementation Plan set out how the objectives would be carried out.</p> <p>He explained that the section on behaviours was the result of consultation with staff, students and other stakeholders.</p> <p>Governors discussed the Strategic Plan and made the following suggestions:</p> <ul style="list-style-type: none"> <li>- Ensure photographs in document were representative of the College community, including adult learners</li> <li>- Include the 16 priorities that are currently in a standalone document. It was suggested that these were grouped under the headings</li> <li>- If there is no order to the priorities, this should be stated</li> </ul> <p>Governors discussed the priority around ensuring a College surplus. It was noted that this was an important objective this year, given the past two years of deficit.</p> <p>M Robertson agreed to make the changes to the Strategic Plan.</p>
2.3	Safeguarding policy	<p>M Dowse introduced the updated safeguarding policy.</p> <p>Key changes included –</p> <ul style="list-style-type: none"> <li>- Recognition of the increasing responsibility of governors and staff for safeguarding in the FE sector.</li> <li>- Inclusion of peer on peer abuse and sexual harassment as a key focus of government and Ofsted. The College was undertaking a range of preventative education measures and encouraging more learners to have confidence that the College was a safe space to disclose any incidents or issues</li> <li>- Mental health has continued to be an issue for College students, and there was a requirement for a mental health lead.</li> <li>- Governors needed to take a whole college approach and ensure child protection was at the forefront.</li> </ul> <p>Governors suggested that the agreement should include a link to the Missing Children Policy.</p>

		<p>R van Ruth confirmed that staff felt that they had the necessary support for safeguarding and were aware who they needed to contact and what they needed to do.</p> <p>Governors approved the updated safeguarding policy, with the inclusion of a link to the Missing Children Policy.</p>
<b>3. Matters referred from Committees</b>		
<b>3.1</b>	Report from the Search and Governance Committee	<p>N Harrison gave feedback on the main areas of discussion of the Search and Governance meeting held on 14<sup>th</sup> September 2021:</p> <ul style="list-style-type: none"> <li>• Committee membership - The immediate focus was on recruitment of at least two more external governors and two new student governors. There was a particular focus on improving the diversity of the governing body.</li> <li>• Staff Governor selection - A Houghton, staff governor, was leaving CRC and consequently a new staff governor would be sought. It had been agreed that staff would be consulted on changing the staff governor selection from representation from each campus, to teaching and non/teaching. Staff views on moving from an election to an interview process would also be sought.</li> <li>• Governance Annual Report – Attendance was above target at 86%. The annual governor survey showed positive responses to questions on corporation membership, chairing of meetings, terms of reference and clerking. There were some suggestions to streamline papers/introductions and also suggestions for training which were being taken forward. The majority of governors favoured face-to-face meetings and this would be resumed as soon as possible.</li> <li>• Governance Engagement Plan – The Governor Engagement Plan, including a revised Governor Link Scheme was proposed. Governor volunteers for the lead roles of higher education and students with special needs were particularly sought.</li> </ul> <p>Corporation agreed the following recommendations:</p> <ul style="list-style-type: none"> <li>• the current Committee membership</li> <li>• the extension of T Arthur’s term for a second term of office</li> <li>• the extension of M Cole’s term for a second term of office</li> <li>• priorities and targets as set out in the Search Committee Annual Report</li> <li>• updated Governor engagement plan</li> <li>• Terms of Reference with no changes</li> </ul>
<b>4 Final matters</b>		
<b>4.1</b>	Corporation workplan	Governors agreed the Corporation workplan for 2021/22
<b>4.2</b>	Matters agreed between meetings	<p>Governors noted the items that had been approved electronically since the last meeting:</p> <ul style="list-style-type: none"> <li>• Appointment of Richard Tunnicliffe as new Governor</li> <li>• Award of bus contract</li> </ul>

		<ul style="list-style-type: none"> <li>• Approval of College insurance levels (F&amp;R Committee)</li> <li>• Subcontracting arrangements 2021/22 (F&amp;R Committee)</li> </ul>
<b>4.3</b>	Bank mandate	Corporation approved the Bank Mandate to remove D Sharp from the list of authorised banking signatories and to add S Jones to the list. They also authorised its signing by the Chair and Clerk to the Corporation.
<b>4.4</b>	Self-assessment of Governors' Performance	<p>Governors agreed it had been a productive meeting.</p> <p>H. Du Quesnay thanked A Houghton for her service as Staff Governor, and wished her well in her future career.</p>

There was no other business and the meeting ended at 7:45 pm.