

PETER SYMONDS COLLEGE MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS

HELD ON MONDAY 27 FEBRUARY 2023 at 3.00 PM

Present:

Amanda Storey (Chair)	Sara Russell (Principal)
Syamantak Bhattacharya	Alan Sydney
Onkar Chiroma	Caroline Rand (part)
Rob Sykes	Tina Thorne
Lynne Evans	Joanna Townsend
Dave Stickland	Michael Wesley
Norman Levy	John White
Zac Hussain	Benjamin Bahamonde Wastavino
David Williams	

In Attendance:

Nick Allen	(Deputy Principal Quality)
Dave Cartwright	(Vice Principal)
Lucy Edevane	(Deputy Principal Welfare & Progression)
Irfan Khan	(Finance Director)
Vicky Owen	(Clerk)
Dom Thompson	(Director of AHED) -for the presentation at Minute 4 only
Nick Sherwood	TKLS Architects- for the presentation at Minute 3 only
Dave Jobbins	Luken Beck for the presentation at Minute 3 only

Item		Action
1.	Apologies – Scott Stemp, Barry Neaves. Caroline Rand is joining remotely. AJS welcomed ZH and DS to their first Board meeting and invited them to introduce themselves.	
2.	Reappointment of Governor In line with the recommendation of the Search & Governance Committee (4.1 of draft minutes of the S&G Committee 23 January refers) the Board unanimously approved the reappointment of Lynne Evans for a first exceptional term of one year commencing 10 February 2023.	
3.	Presentation on the updated Masterplan (Estates) by Nick Sherwood of TKLS Architects and David Jobbins of Luken Beck planning consultancy <i>Paper circulated: PSC Vision Statement & Masterplan Draft 2023 Combined</i>	
3.1	DJ explained that Winchester City Council (WCC) requires large landowners to have a masterplan (MP) which sets the scene for future planning applications. He stressed that it is broad brush and flexible; by submitting this masterplan, the College would not be committing to any part of it. He took the Board through pages 1 – 18 of the presentation.	

<p>3.2</p>	<p>DJ said that WCC advises that the MP should consider three elements and the proposed response is listed below:</p> <ol style="list-style-type: none"> 1. The strategic framework to include <ol style="list-style-type: none"> a) Retention of green space (which is a WCC objective); b) Retention and enhancement of buildings of merit where fit for purpose. A list of such buildings is proposed; c) Reduction of reliance on fossil fuels and reduction of the College’s carbon footprint while enhancing biodiversity; d) Reduction of reliance on the private car; e) Use of high-quality design. 2. A spatial masterplan i.e. a three-dimensional proposal 3. An implementation plan 	
<p>3.3</p>	<p>DJ said that the MP talks about various options for replacing buildings, stressing that these are just potential solutions. WCC asks for an estimate of when the phases might happen which is very difficult as it depends on funding, planning etc.</p>	
<p>3.4</p>	<p>IK reminded the Board that it approved the MP as part of the approval for the Carville building. It went to WCC then (who were originally asked for a template as to what they would expect to see covered. WCC declined to advise the College on this) and they have asked the College to have a fresh look.</p>	
<p>3.5</p>	<p>NS took the Board through the remainder of the presentation from page 19, explaining that much will be familiar from previous meetings. However, it also now includes 3D images at the request of WCC.</p>	
<p>3.6</p>	<p>NS showed various plans of the College including the protected green space, pointing out that there are very few opportunities for redevelopment without either demolishing existing buildings or encroaching on green space.</p>	
<p>3.7</p>	<p>NS indicated that WL is identified as a potential first phase. However, he also emphasised that this plan can be changed at any time.</p>	
<p>3.8</p>	<p>NS said that part of the site strategy is the improvement of access and also of the spaces between buildings.</p>	
<p>Questions from the Board</p>		
<p>3.9</p>	<p>The Board asked what input WCC had, apart from asking for 3D images. NS replied that they requested the inclusion of a vision statement, site strategy, strategic framework, implementation plan and masterplan.</p>	
<p>3.10</p>	<p>The Board asked if the MP makes any reference to student numbers e.g. growth projections. NS replied that it does not.</p>	
<p>3.11</p>	<p>The Board asked about references to parking which can be a contentious issue. NS responded that the MP refers to the Travel Plan which was submitted as part of the Carville application, but goes into no detail.</p>	

<p>3.12</p> <p>3.12.1</p> <p>3.12.2</p> <p>3.13</p> <p>3.13.1</p> <p>3.14</p>	<p>The Board asked about the status of the MP. Will it go to a WCC committee and therefore be in the public domain? NS and DJ replied that all planning decisions have to be made in conjunction with the local plan, national priorities and masterplans like this. WCC would have regard to it in case of a planning application and it would have some weight, but probably not much impact on the decision to grant or refuse planning. NS said that it is the College’s document but WCC will want to endorse it. It is for the College to decide whether or not to share it more widely.</p> <p>The Board suggested that it would be wise to have a future discussion about what the College does with the MP when it has been submitted. There was some concern that it would be important to ensure that neighbours, for instance, saw it from the College rather than another source. The Clerk will note for the next Agenda.</p> <p>A member commented that neighbours might find the MP reassuring as it does not, for instance, indicate any plan to develop green space. That might be a reason to share it. Another suggested that it could, however, raise expectations of future improvements to the site that cannot be fulfilled. NS said that it would be wise, if sharing the document, to stress that it is broad brush, aspirational and subject to change.</p> <p>The Board asked how often the MP should be reviewed, noting that it contains a reference to a 10 – 15 year time scale. NS said that it would be advisable to review it ‘quite often’.</p> <p>The Board asked whether, if the College reviews the MP in future, it needs to consult with WCC. NS replied that it would be advisable to notify them of changes.</p> <p>The Board asked why WCC wants MPs. NS replied that it is usually more of an issue with landowners with more scope to develop their land, and WCC probably asks for them with those situations in mind; in reality, potential development at the College is significantly limited.</p> <p>(NS and DJ left the meeting)</p>	<p>Clerk</p>
<p>4.</p> <p>4.1</p> <p>4.1.1</p> <p>4.1.2</p>	<p>Presentation from the Director of AHED Dom Thompson <i>Presentation: AHED Presentation to Board 270223</i></p> <p>(DT joined the meeting)</p> <p>DT said that, at this meeting last year, he had set out his key priorities and would now like to provide an update:</p> <p>a) Implement a new management structure. This has been done and there are now roles reporting to DT to help ensure consistency and quality in a Division which has some transient staffing;</p>	

4.1.3	<p>b) Identify opportunities to develop FE/Leisure curriculum responsive to local needs. The Division responded to the arrival of Ukrainian refugees by developing a bespoke ESOL provision. This was done very quickly, but DT is very pleased with results and progression rates. DT said that he is also looking at a new IT qualification like the old 'European Computer Driving Licence'. The leisure provision has been streamlined to help ensure viability of courses.</p>	
4.1.4	<p>c) Maximise growth of HE. There has been a lot of work in support of apprentices and on the other degree provision. DT is very pleased to announce the launch of the MA Education (Leadership and Management).</p>	
	<p>d) Launch the T level in Hair, Barbering & Beauty. This will be run as part of the SFC programme, but AHED staff have put a great deal of work into it.</p>	
4.2	<p>DT also reported some improvements to signage etc around the site.</p>	
4.3	<p>DT said that key priorities for the coming year include:</p>	
4.3.1	<p>a) In the FE/Leisure curriculum, a focus on Access to HE, more practical leisure courses and PT training, particularly in response to demand</p>	
4.3.2	<p>from a local sports club; b) Maximising growth in HE, with a more innovative marketing campaign supported by new social media training for staff.</p>	
	<p>Questions from the Board</p>	
4.4	<p>The Board asked if the cost of living crisis is impacting leisure enrolments. DT replied that this does not appear to be the case.</p>	
4.5	<p>The Board asked which age group will be doing the new T level. DT said it is for 16-19 year olds and, in response to a further question about timetabling, said that it is a challenge and it is therefore proposed that the course will be delivered on whole days at AHED .</p>	
4.6	<p>The Board asked how the Division is marketing courses. DT replied that there is lots of direct marketing through contacting alumni, social media, prospectuses, careers fairs etc. The Board commented that social media seems to be an increasingly important route and DT said he is pleased with the new website under development.</p>	
4.7	<p>Referring to the government's Skills Agenda, the Board commented that there might be more to be done at AHED in this regard.</p>	
4.8	<p>Regarding the HE link with Middlesex University, the Board asked if this is a franchise arrangement. DT replied that it is not; the University validates the degrees. However, the new MA will be franchised.</p>	
4.9	<p>The SMT said that T levels come under the SFC, with AHED staff being involved thus far due to their expertise in the subject levels offered. SMT</p>	

4.10	<p>are working on developing a T level offer for other subjects and are also looking at a potential collaboration with a local university.</p> <p>The Board thanked DT for his Report.</p> <p>(DT left the meeting)</p>	
5.	<p>Minutes of the meeting dated 12 December 2022</p> <p>These were accepted as a correct record.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>Matters arising</p> <p>Point 4.1 Re the IT Conditions of Use Policy, DC has produced a draft which the Head of IT is looking at and which will go to Committee and Board.</p> <p>Point 4.2 The Assessment Policy will go to the next C&QA Committee.</p> <p>Point 8.8 Risk Management Policy shared with auditors. Done</p> <p>Point 11.8 LKE has liaised with CG re changes to the Equality Analysis. Done</p> <p>Point 11.10 error has been corrected. Done</p> <p>Point 13.6 font inconsistencies have been addressed. Done</p> <p>Points 15.4 & 16.1.3 Governor training is on the agenda and Search planning considered Board suggestions. Done</p> <p>There were no matters arising from the confidential minutes.</p>	DC
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>Principal's matters</p> <p><i>Paper circulated: Principal's matters February 2023.</i></p> <p>SR highlighted that the report circulated is the one presented to P&R at its meeting on 6 February (draft P&R minutes refer) and gave a brief summary of her report.</p> <p>Applied General Qualifications – SR said that this section is important in reporting a significant change in government policy i.e. that most of these qualifications (now known as Alternative Academic Qualifications or AAQs) will be removed from funding. There is a great deal of campaigning against this in the sector. SR said that the College will find alternatives for the students, but do not feel that they will be as suitable to their needs.</p> <p>Protect duty/Martyn's Law – SMT will be working on a response to this in their next planning day which was postponed due to the recent Boarding Inspection.</p> <p>Industrial Action – this continues and SMT is managing the impact on students with methods such as online teaching.</p> <p>Wave 15 Free Schools – A member of Board registered an interest in this item as he has a role in a school which is part of a consortium in a Wave 15 application (recorded in confidential Register of Interests).</p>	

<p>7.6</p> <p>7.7</p> <p>7.7.1</p> <p>7.8</p> <p>7.9</p> <p>7.10</p> <p>7.10.1</p> <p>7.10.2</p>	<p>Schools Rebuilding Programme – we are awaiting information on the scope of the investment i.e. whether it is for roof repairs, a new building or something in between.</p> <p>(4.07 pm CR joined the meeting remotely.)</p> <p>SR said that she also had some additional news:</p> <p>There was a social care inspection of Boarding last week i.e. the week beginning 20 February 2023. She expressed thanks to the Boarding Link Governor TT who spoke to an inspector and to JW who was on standby to do so if required.</p> <p>SR was unable to share any detail of the findings but said that the inspectors praised the standards of care while also making suggestions for improvement.</p> <p>Very sadly, SR had to report two deaths. One was of a member of staff and the other our previous College Chaplain who retired about 18 months ago. SR has sent messages of condolence.</p> <p>Questions from the Board</p> <p>Schools Rebuilding Programme - The Board asked why Freeman was identified for remedial work. SR replied that the roof is in a very poor state.</p> <p>Applied General Qualifications – The Board asked about the timescale for the changes. SR said that the last entries for the current qualifications will be September 2024. She commented that the sector hopes for the changes to be reversed but, if they are not, then providers at least need more time to plan for them.</p> <p>SMT commented that 20% of our students do one or more AAQs and that the progress of our students who do a mixed programme of A levels and AAQs is very strong. SMT are embracing appropriate T levels but are of the opinion that they do not meet many students’ needs, partly as they require specialism too young.</p> <p>The Board asked what is the government’s rationale for the change. SMT replied that the government feels that the current system is too complicated and that employers do not understand it.</p>	
<p>8.</p>	<p>Report from the P&R Committee</p> <p><i>Papers circulated: Draft Minutes of meeting 6 February; Finance report with income and expenditure for 6 months from August 2022 to December 2022, Balance sheet to December 31 2022 and monthly cashflow; Financial Regulations & Procedures 2023. Policies: Assets Disposal; Travel Expenses; Governor Expenses; Charging.</i></p>	

8.1	LE referred to the draft minutes. The Committee had considered the Principal's Matters which SR had reported to the Board under agenda item 7. LE then invited IK to present his finance report to the Board followed by an update on the estate.	
8.2	2022/23 Forecast Outturn Position – IK said that P&R discussed the Report in some detail. There are no proposed changes to the forecast. Funds have been moved as discussed previously at Board. IK said that the College expects some additional funding following the ONS reclassification, which will need to be spent within two years.	
8.2.1	IK said that SMT has received the allocation of funding statement for 2023 – 24, will review it and then update the Board. It is already clear that the funding increase will not cover rising costs e.g. energy and staffing. There were no questions from the Board.	
8.3	Estates – IK said that he felt it was very good news that the College had been selected to receive money to improve Freeman. The timing is unclear as 300 establishments were allocated money, with 50 scheduled to be completed each year.	
8.3.1	IK said that the DfE had postponed their condition survey visit.	
8.3.2	IK confirmed that Carville is in use and that the project was completed in budget. A very few 'snagging' items remain.	
8.3.3	On sustainability, SMT have interviewed some potential consultants to work with the College on a Plan.	
	Questions from the Board	
8.4	The Board asked for the reason for the underspend on Carville and whether it was because contingencies were not used. IK confirmed that this was the case and the Board thanked him for his management of the project.	
8.5	LE referred to the Master Plan presentation and SMT confirmed that it requires formal approval before submission to WCC. LE wanted some time to review this in more detail.	
8.5.1	Resolved: subject to this review by LE the Board approved the Master Plan as per the copy circulated before the meeting. All in favour.	
8.5.2	[Post meeting note: Minor changes to be made to the draft by LE, viz: a) BREEAM p13 - a commitment to excellent BREEAM b) p42 - new buildings to aspire to high level of BREEAM. c) Consultation with the local community the College might think about whether they should first or in parallel be briefing the local neighbours etc. to achieve a continued good relationship with the neighbours which the	

<p>8.5.3</p>	<p>College would not want to be undone by local neighbours finding out about the strategic vision etc other than direct from the College.</p> <p>Also, further suggestions made after the meeting by SS, viz:</p> <p>a) 5.1 removing "regular" from the penultimate line. It could just say 'subject to review to have regard to...'</p> <p>b) At "Objective 1" of 5.1 "...and the health and well-being of students, employees and <i>visitors</i>" (remove reference to the wider public)</p> <p>c) Deletion of the final sentence re commitment to replacement of trees to ensure continuous tree cover with a commitment to long term maintenance and replanting of trees over a long period of time.</p> <p>d) At "Objective 2" remove "include" from "existing buildings of merit" since it suggests that there are buildings of merit which aren't on the list.</p> <p>e) Also insert a reference to the students succeeding. "will likely need to be redeveloped to ensure the continuing success of <u>students</u>, the College and the highest levels education provision."]</p> <p>LE referred to other matters considered by the P&R Committee:</p>	<p>Clerk</p>
<p>8.6</p>	<p>Financial Regulations – IK said that there have been a number of grammatical etc changes but the thresholds were reviewed last year and there are no significant changes.</p>	
<p>8.6.1</p>	<p>Referring to page 21 section 3.1d, the Board asked whether laptops are worth more than £300 and if they are on the Assets Register. IK said they are not, but there is a system for recording which machine is allocated to a staff member. The Board asked that the Regulations be amended to show this.</p>	<p>Clerk</p>
<p>8.6.2</p>	<p>The Board asked what would happen if someone wanted to donate a valuable item e.g. a musical instrument, which would likely be taken off site by students. IK replied that any donation has to be handled in accordance with the procedure in the Regulations and the exact steps would depend on the detail of the gift. If the item was particularly valuable, it would need to go on the Assets Register.</p>	
<p>8.6.3</p>	<p>The Board noted that there is inconsistency in references to 'the Board' and 'the Board of Governors' and asked that this be addressed.</p>	
<p>8.6.4</p>	<p>Resolved: the Board approved the amendments to the Financial Regulations & Procedures 2023 as per the copy circulated with the agenda, subject to the amendments requested above. All in favour</p>	
<p>8.7</p>	<p>Assets Disposal Policy – IK said that the one change is to increase the value at which items must be put on the fixed asset inventory database.</p>	
<p>8.8</p>	<p>Expenses Policy and Governor Expenses Policy – LE explained that changes are very minor.</p>	

<p>8.9</p> <p>8.10</p> <p>8.11</p>	<p>Charging Policy – LE said that this came to Board after the other papers because of some grammatical and stylistic changes; the only major change was the correction of a previous error in section 2a on page 4 from ‘50%’ to ‘100%’.</p> <p>Question from the Board</p> <p>Referring to the Assets Disposal Policy, the Board as whether there is any reference to receipts if a staff member sells an item. IK said that staff are not allowed to sell things themselves; all disposals go through SMT and Finance.</p> <p>Resolved: the Board approved the amendments to the Assets Disposal, Travel Expenses, Governor Expenses and Charging Policies as per the copies circulated with the agenda. All in favour</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>Governors’ Snapshot 2022-23 Issue Two <i>Paper circulated: Governors Snapshot as at 15 02 23</i></p> <p>NA drew the Board’s attention to three main areas:</p> <p>Retention – L6 attendance is up 1% but U6 is down by the same percentage; the latter is the cohort probably most affected by Covid.</p> <p>Attendance – NA said that last time the figures showed reduced attendance which was probably due to a combination of illness and strikes. The data has improved, although there is more to do.</p> <p>External Quality Reviews (EQRs) – two areas have recently been subject to EQR. The English report was ‘glowing’ and the Criminology report was also very good, with some sensible suggestions for improvement in this new area. NA reminded the Board that grades are not given in EQRs.</p> <p>Moving to the ‘Key Priorities’ section, NA said that SMT have rated most green i.e. on target, but there are two exceptions: the development of the EDI action plan which has been delayed due to staff absence; the change in the way the College calculates average GSCE scores which has been moved to a later date which SMT feel will be more useful to the process.</p> <p>Questions from the Board</p> <p>Commenting on tutorial attendance figures, the Board asked if SMT needs to do more. NA responded that it is a ‘work in progress’, saying that SMT have decided, for instance, not to exclude students who fail to attend. SMT and DoCS are meeting to decide next steps. LKE confirmed that it is a major focus this year and that she has recently met with Senior Tutors to get their ideas to take to the SMT planning day shortly. STs are meeting one to one with their Tutors this year which may help.</p> <p>The Board asked how retention figures are calculated. NA said that a student is considered to have left at the last point they attended before</p>	

	they are removed from the register. The Board sought clarification as to the link between that and attendance figures and NA explained that a student's lack of attendance is no longer counted when they have left i.e. the percentage attendance is that of current students, not the number who started.	
10.	Student Governor Report	
10.1	BBW began by saying that life at College is going well but the main issue is food prices. While being aware of the cost of living crisis and the pressure on College finances which may make overall price reductions impractical, the SU request a loyalty scheme for snack boxes e.g. 'Buy ten, get one free'. IK will discuss this with the relevant manager.	IK
10.1.1	Regarding the cost of food e.g. chicken and chips, SMT acknowledged that there seemed to have been an oversight in that price increases had not been communicated. SMT said that the Catering Manager has previously obtained chicken samples from a cheaper supplier which had been found less satisfactory. However, he can look again.	IK
10.1.2	SMT said that Catering is currently running at a loss i.e. is being subsidised to keep costs down for students.	
10.2	BBW also said that there is a need for more social spaces with seating. He suggested that some students go to study spaces to socialise due to the lack of provision. In response to a question about use of PW2, BB said that it is being used more, but there is still a lack of space. The Board asked if this is particularly an issue at certain times of day and BBW said it is especially at lunch time.	
10.2.1	SMT responded that, for a while, classrooms had been made available for social use at lunch time and they would look at that again, as long as students respect the spaces and do not leave litter. DC will progress this. SMT also said that there will be some small seating spaces in Carville.	DC
10.3	ZH reported that there have been recent bake sales raising money for Ukraine (£240) and the British Heart Foundation (£93). The SU is planning a fundraiser for those affected by the recent earthquake in Turkey and Syria.	
10.4	ZH said that a Prom will be held at Winchester Guildhall, with capacity for 500 students. The ticket price will be £15 and the SU is asking SMT for financial help. In answer to questions from the Board, ZH confirmed that there will be security staff (a company who are used to working at the venue) and a tagging system to control alcohol purchases at the bar.	
10.5	The Board thanked BBW and ZH for their work and for their update.	

<p>11.</p> <p>11.1</p>	<p>Health & Safety</p> <p>IK said that there have been no RIDDOR reportable incidents. A H&S Manager was appointed but left for a full-time job, so the Personnel Director is covering in the interim. During his time with us, the H&S Manager conducted a gap analysis and said there were no major issues; he made some small recommendations which are being reviewed. The Link Governor for H&S/Estates (SS) will be meeting with key staff in March.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p>	<p>Report from the Search & Governance Committee <i>Papers circulated: draft minutes of the meeting held 23 January 2023; Draft JD Study Support & LDD Link Governor; Draft programme Training Day 2023</i></p> <p>JT reported on the meeting of 23 January. She highlighted that the Committee had considered succession planning. This included the recommendation for LE to serve a further term as a governor (agenda item 2 refers).</p> <p>The Committee also considered succession to the roles of Chair and Vice Chair, both of which are three-year terms. There is a need to plan ahead, particularly given the fact that governors can now serve a maximum of nine years.</p> <p>The Committee also looked at committee membership and made recommendations to the Board.</p> <p>The Committee reviewed a draft job description for the post of Link Governor for Study Support/LDD.</p> <p>They also looked at a revised draft Policy for the Recruitment & Selection of Governors which had been intended to come to this Board meeting. However, the Committee has accepted the Clerk’s suggestion that they consider expanding the Policy to encompass Training and so this will be considered at the next Search Committee and potentially come to Board in May 2023.</p> <p>Finally, the Committee discussed the annual Training Day on 24 April 2023, considering input from sources including self-assessment and the previous Board meeting. The draft programme was shared with the Board and the Board Chair encouraged all Governors to attend if at all possible. SR said that the anti-racist training will be provided by members of the College staff.</p> <p>Resolved: 1) the Board approved the appointment of Scott Stemp to the Search Committee commencing 28 February 2023; 2) the Board approved the appointment of Caroline Rand to the C&QA Committee commencing 28 February 2023; 3) the Board approved the appointment of Dave Stickland to the Audit Committee commencing 28 February 2023;</p>	

	4) the Board approved the job description for the Study Support & LDD Link Governor as per the copy circulated.	
13.	Curriculum update from the Vice Principal	
13.1	DC said that the meeting has already looked at the AAQ/BTEC issue (item 7 above) but he wished to add that the College has c500 students studying BTECs in Business, H&SC and Law, with another c600 studying Criminology. These are very significant areas of provision in the College.	
13.2	DC also reported that, while enrolments onto our T levels in 2022 had been disappointing, applications for 2023 have doubled. This includes a good number of applicants for the new Hair & Beauty T level.	
13.3	DC said that he is working with a new digital learning group on the development of a self-directed online learning package on Google Drive to be launched for students next academic year.	
13.4	Applications for 2023 are looking very strong and SMT is planning to recruit new teaching staff in various areas.	
13.5	DC also reminded the Board that our L2 programme continues, while it has been stopped in some other colleges; SMT is committed to its continuance to provide opportunities for students with lower than average prior attainment.	
14.	Report on Oxbridge Applications 2022/23. <i>Paper circulated: Oxbridge Report to Governors 22/23 prepared by the Oxbridge coordinator.</i>	
14.1	LKE highlighted the key points from the report. Whilst applications were down from the previous year, the success rate was higher. The success rate is mixed according to subject area and LKE said it is difficult to know why. She expressed the view that it is particularly challenging to secure a place to study medicine at the moment.	
14.2	LKE drew the Board's attention to the number of students with lower GCSE grade profiles who had applied. She explained that staff do not prevent such applications but may advise the students. As might be expected, those students did less well, whereas those studying EPQs or a fourth A level were most likely to succeed. Those who secured interviews did well.	
14.3	LKE thanked those governors who had carried out practice interviews. The Board suggested that training for interviewers could be helpful e.g. on the online whiteboard technology. The Clerk will investigate what might be available. The Chair encouraged members to participate, describing conducting interviews as particularly rewarding.	Clerk
	Question from the Board	

14.4	The Board asked whether more comparative data will be available e.g. re success rates of those with the highest GCSE scores and SMT replied that data will be available from the SFCA.	
15. 15.1 15.2 15.3	<p>Provider Access Policy <i>Papers circulated: Provider Access Policy Feb 23; Additional paper re Provider Access Policy from the Clerk</i></p> <p>LKE explained that this is an existing Policy which would normally go to the C&QA Committee for review before coming to Board. However, new guidance had been issued in January 2023, including a requirement to publish the same month, so it was coming directly to Board.</p> <p>LKE drew the Board’s attention to the Clerk’s note showing the changes. The Board requested a correction re the use of an apostrophe in paragraph 5, but there were no further questions or comments.</p> <p>Resolved: the Board approved the Provider Access Policy as per the copy circulated subject to the correction above.</p>	LKE
16. 16.1 16.2	<p>Risk Management.</p> <p>DC reported on the Risk Management meeting on 2 February 2023.</p> <p>There were no changes to the Prevent Register. There were two changes to the Strategic Risk Register: to upgrade the probability of a failure to meet the needs of learners due to the BTEC changes referred to in item 7; to downgrade the risk of failing to achieve enrolment targets due to record numbers of applications.</p> <p>There were no questions.</p>	
17. 17.1	<p>Any other business</p> <p>The Chair drew the Board’s attention to the dates of various events coming up, to which they are invited. It was also noted that there is a Jazz and Soul Night on 27 March at the 1865 in Southampton and a BTEC Performance Night on 22 March at the same venue.</p>	
18.	<p>Private business</p> <p>This is recorded in a separate confidential minute and includes an update on the whistleblowing report of potential fraud recorded in the minutes of the Board meeting of 12 December 2022. There has been no loss to the College.</p>	
19.	<p>Date of next meeting – Monday 15 May 2023 at 3 pm There being no other business the meeting ended at 6 pm</p> <p>..... Date..... Amanda Storey Chair of Governors</p>	

