

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

HELD ON MONDAY 12 DECEMBER 2022 at 3.00 PM in the SYMONDS ROOM

Present:	Amanda Storey (Chair)	Sara Russell (Principal)
	Lynne Evans	Rob Sykes
	Norman Levy	Scott Stemp
	Tina Thorne	Michael Wesley
	Joanna Townsend	Caroline Rand
	John White (remote)	Onkar Chiroma (remote)

In Attendance:	Nick Allen	(Deputy Principal Quality)
	Dave Cartwright	(Vice Principal)
	Lucy Edevane	(Deputy Principal Welfare & Progression)
	Irfan Khan	(Finance Director)
	Vicky Owen	(Clerk)

Item		Action
1.	Apologies – Bishop David, Alan Sydney, Syamantak Bhattacharya, Barry Neaves, Benjamin Bahamonde Wastavino.	
2.	Appointment of new governors	
2.1	AJS reminded the Board that there was a vacancy for a Teaching Staff Governor. Caroline Rand came forward. She is the interim Head of Film Studies and met with the Principal and Clerk. The Search & Governance Committee (Search/the Committee) is pleased to recommend her as Teaching Staff Governor.	
2.2	AJS also said that there was a vacancy for a Parent Governor, so the Clerk placed an advert to current parents. JT, as Chair of Search, said that there was a very good response and the Committee short listed by reference to the skills audit findings. Four candidates were interviewed by the Chair of Search, the Principal and the Clerk. It was a strong field.	
2.2.1	Search recommends the appointment of Dave Stickland as Parent Governor. He is a CFO and has good finance knowledge. He has had both executive and non-executive roles, being very familiar with the workings of committees and boards.	
2.2.2	Another candidate was Charlotte Hamilton Clark (CHC) who is a Post-Doctoral Fellow in a Faculty of Education & Society and who has completed a PhD exploring dyslexia. She also greatly impressed the interviewing panel with the amount of research she had done in preparation for the interview. The Committee recommends that the Board co-opts her to the Curriculum & Quality Committee and the Chair of that Committee (BN) agrees. The Committee also recommends that CHC acts as Link Governor for LLDD.	

<p>2.3</p> <p>2.4</p> <p>2.5</p>	<p>AJS reported that MP has stepped down from her role in the Student Union for personal reasons and hence also from that of Student Governor. Zac Hussain has been elected President of the Student Union and the Committee therefore asks that the Board ratify his election to the role of Student Governor.</p> <p>AJS also reported that Solomon Elliott has resigned from the Board with immediate effect. He has a new job and is moving abroad. Thanks were expressed for his contribution in his role as Governor.</p> <p>Resolved: the Board approved the appointment of Caroline Rand as Staff (Teaching) Governor for a term of three years (or until her employment ends, whichever is sooner); Dave Stickland as Parent Governor for three years (continuance when his child ceases to be a student being subject to confirmation by Search); and to co-opt Charlotte Hamilton Clerk to the Curriculum & Quality Assurance Committee for three years (subject to annual reviews by Search). The Board ratified the appointment of Zac Hussain as Student Governor for one year. All commencing 12 December 2022. All in favour.</p>	
<p>3.</p>	<p>Minutes of the meeting dated 17 October 2022 These were accepted as a correct record.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p>	<p>Matters arising</p> <p>Point 3.3 from point 7.11.4 of previous minutes. Re whether the IT Conditions of Use Policy should refer to governors as well as staff, DC reported that this is pending discussion with the Head of IT Services and SMT. Carried forward to the next Board.</p> <p>Point 3.5 from point 12.3 of previous minutes. Re the review of the Assessment Policy. NA reported that the review will be ready for the next C&QA Committee and will come to the next Board after that.</p> <p>Point 6.2 & 6.5.1 See agenda item 9.</p> <p>Point 8.5 the Clerk sent out the Skills Audits and thanked those who have responded. There is still time for any remaining Audits to be returned before Christmas.</p> <p>Point 8.6 the Clerk thanked all governors for returning their responses to assist with the new DfE annual return and confirmed that the return was submitted on time.</p> <p>Point 9.4.2 See agenda item 7.</p> <p>Point 13.5 Board attendance at Audit Committee in November. The Clerk sent a reminder and the Chair thanked members who attended.</p> <p>Confidential minute 4.10 the Clerk reported that she had circulated to all governors NA's slides from his presentation on the results 2022.</p>	<p>DC</p> <p>NA</p>
<p>5.</p> <p>5.1</p>	<p>Principal's Matters <i>Paper circulated: Principal's Matters 12-12-22 Updated.</i></p> <p>SR highlighted that the report circulated is an update of the one presented to P&R at its meeting on 28 November (draft P&R minutes refer), with a revised section 4 on ONS classification given its recent announcement.</p>	

<p>5.2</p> <p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p> <p>5.3</p>	<p>ONS Reclassification of colleges as public sector institutions: SR said that, for most colleges, the key changes relate to borrowing and that there will be more information to follow on other developments. The College will have to make some changes, but they are not currently expected to be major. Two governors said that they had attended an AoC training session for members of audit committees which touched on the changes and they had got the impression that there would be no significant implications for this College.</p> <p>SR said that some of the changes closely mirror rules that apply to academies. Members of the Board had a brief conversation about the new rules around academisation e.g. it is no longer possible to be a single academy trust. The Board agreed that it is wise to consider the rules around academisation from time to time and to discuss if there would be any advantages to the College to make the change.</p> <p>Questions from the Board</p> <p>The Board asked whether there are any specific implications for AHED from the ONS reclassification. SR replied that, as far as SMT can tell, there are none.</p> <p>The Board asked whether boarding fees are vatable. IK replied that the College does not add VAT; it is a flat fee.</p> <p>The Board noted the terms agreed nationally for the cost of living increase for support staff with effect from 1 September 2022.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Confirmation of Written Resolutions <i>Paper circulated: Details of electronic voting for two Written Resolutions made since the last Board meeting i.e. in Nov & Dec 2022, prepared by the Clerk</i></p> <p>The Clerk referred to the paper confirming the written resolutions approved by the Board electronically since the last Board meeting on 17 October 2022 in relation to a new Post 16 Capacity Fund Bid and a Fire Safety CIF Bid.</p> <p>The Board approved with regard to a Post 16 Capacity Fund Bid the following:</p> <ol style="list-style-type: none"> 1.Match funding of 26% as the College contribution in the College application for Post 16 Capacity Funding set out in a paper prepared by the Finance Director as circulated. 2. Noting that the final costs may be slightly different to the overall estimate in the paper circulated. 3. Noting that there will be a separate paper for Fire Safety CIF Bid and match funding contribution from the College reserves will be required to maximise our chances of success. We are waiting to receive the result of a separate mini tender exercise for CIF bid cost and further information will be provided as part of CIF bid paper. 	

6.3	<p>The Board approved with regard to a Fire Safety CIF Bid the following:</p> <ol style="list-style-type: none"> 1.To appoint Ridge (our CIF consultant) as project managers for fire alarms project on a ‘no win no’ fee basis. Their appointment will only be confirmed if we win this funding. 2.A College contribution of 15% (£92,258.20) towards the estimated costs in light of the advice of CIF consultant. 	
7.	<p>Report from Policy & Resources Committee <i>Papers circulated: Draft Minutes of meeting 28 November 2022; Financial Report November 2022; Annual Report & Financial Statements 2021/22 and forecast position 2022/23 to end of September 2022; Boarding Fees 2024/25 and AHED Fee Principles 2023/24</i></p> <p>7.1 LE referred to the draft minutes and said that the Committee had considered Principal’s Matters which SR had reported to the Board under agenda item 5. LE then invited IK to present his finance report to the Board.</p> <p>7.2 Year-end position 2021/22 update – IK reported that the audit of financial statements and regularity has now concluded. It is a clean audit. There are no changes to the previously reported figures.</p> <p>7.2.1 Colleges are required to provide a Finance Record return covering the 2021/22 outturn position based on audited accounts. IK had anticipated that the College would have a ‘good’ financial health score, but in fact it is expected to be ‘outstanding’.</p> <p>7.2.2 IK reminded the Board that the Annual Report had been approved by the Audit Committee and P&R and he had not received any further comments from Board members since the final draft had been circulated.</p> <p>7.3 Financial Report to end of September 2022 – The Board noted the forecast is the same as the budget. IK reported it is still very early in the year to make any adjustments to the forecast and therefore no changes are proposed at this stage.</p> <p>7.3.1 The cash position is healthy and IK is in the course of moving some funds as previously discussed.</p> <p>7.3.2 Resolved: the Board approved the financial information for the audited 2021/22 year and the submission of the Finance Record. All in favour.</p> <p>7.4 ONS Reclassification - IK said that the financial year will change to April - March. IK believes that the model will be ‘slicker’ and he therefore welcomes it. He commented that the College is part of the ESFA working group, so in a good position to understand the changes.</p> <p>7.5 Estates – IK said that the Carville building is expected to be handed over this week, with classes moving in for the start of term. The inside is ready,</p>	

	<p>but the external work is not quite complete due to the bad weather. However, SMT have been able to bury the time capsule.</p>	
7.5.1	<p>IK said that Table 3 of the Financial Report shows the monthly funding claims to the ESFA and that most of the funds have been received. IK said that the project is well within budget.</p>	
7.6	<p>IK reported that the Post-16 Capacity Fund Bid and the Fire Safety Bid (see item 6 above) were submitted by the deadlines.</p>	
7.7	<p>Sustainability – IK referred to Table 6 of the Financial Report which is a Carbon Footprint Summary. He offered to share more detail with governors on request. IK said that SMT now need to develop a strategy with a detailed action plan.</p> <p>Questions from the Board</p>	
7.8	<p>The Board noted the reference on page 5 of the Financial Report to a commitment to future reporting of our Carbon Footprint and our progress to Net Zero, asking if a report on the Carbon Footprint will be in the accounts. IK replied that it will not. This is currently not mandatory, although it is expected to become so.</p>	
7.9	<p>The Board asked if the delay in completion of the Carville building has increased the cost to us. IK replied that it has not as contractor costs had been fixed. The only additional cost not budgeted for was for asbestos recovery, but a combination of contingencies and savings elsewhere mean that the project is well within budget.</p>	
7.9.1	<p>The Chair congratulated IK and the team on their management of the Carville building project.</p>	
7.10	<p>The Board asked if the College has arrived at clear guidelines as to how emissions will be reduced. IK said that this will come in the next stage. He is aware that the ESFA recommends that colleges conduct an energy audit. He will be meeting with our broker shortly and will enquire as to whether they are able to suggest anyone who might be able to do this.</p>	
7.11	<p>The Board asked if the fact that we will become a public body (as a result of ONS Reclassification) means that we will need energy performance certificates for our ('public') buildings. IK replied that this may be the case and he will be discussing this with the broker.</p>	
7.12	<p>Boarding fees for 2024/25 – the proposed increase is 10% on the current level of fees. This reflects the significant increase in the RPI which is already 'baked in' to future costs. LKE said that the boarding houses are full and that applications for the coming year are extremely buoyant, so she is confident that this increase will not adversely impact boarding enrolments.</p>	

<p>7.12.1</p> <p>7.13</p> <p>7.13.1</p> <p>7.13.2</p> <p>7.14</p> <p>7.14.1</p>	<p>Resolved: the Board approved the boarding fees for 2024/25 as set out in the paper circulated with the agenda to this meeting. All in favour.</p> <p>Principles for setting the fees for adult courses 2023/24 – LE reported that in fact the fees as proposed in the paper have already been published in order to ensure that marketing material could be produced in good time. In future, the fees proposal will go to the spring P&R and Board, so that it can be agreed sooner.</p> <p>LE said that P&R had questioned whether setting fees so far ahead might cause difficulties if inflation was high in the interim, but had been assured by DT that courses do not run at a loss and fees can be reviewed. SR reiterated that this is the case.</p> <p>Resolved: the Board approved the principles governing the setting of fees for adult courses 2023/24 as per the paper circulated with the agenda for this meeting.</p> <p>Support Staff Pay Award for 2022/23 from 1 September 2022 The Board agreed the recommendation relating to the Support Staff pay award for 22/23 as referred to in SR’s paper (agenda item 5 refers). This has been budgeted for.</p> <p>Resolved: the Board approved the cost of living award for Support Staff 2022/23 as per the national agreement: 7.7% on spine point 18, 5.7% on spine points 20, 21 and 22 and 5% on all other pay spine points in the range 18-55. Increase in the NJC Support Staff Standards Payment (SSSP) from £370 pa to £390 pa.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Report from the Audit Committee <i>Papers circulated: Draft minutes of the meeting 21 November 2022; Report of the Audit Committee to the Board and to the Principal for the year ending 31 July 2022; draft representation letters from the College to RSM UK Audit Ltd; Audit Findings Report from RSM 2022; Risk Management Policy 2022</i></p> <p>MW referred to the draft minutes of the meeting on 21 November. He confirmed that the meeting had been open to all governors to attend for the external auditor’s audit findings report on the financial accounts for 2021/22 and thanked those members who had attended.</p> <p>The external auditor’s report confirmed a clean audit and the Board congratulated SMT on that. The auditor took the Board through the risk areas which were standard, with the exception of the one relating to the capital expenditure on the Carville building. There were two minor control matters which had no impact on the result. None of the adjusting/adjusted errors impacted the result for the year.</p> <p>The Audit Committee together with P&R recommend the Annual Report and Financial Statements for year ending 31 July 2022 to the Board.</p>	

8.4	The Board was referred to the draft letters of representation to the external auditors which are standard for the sector save for two items: reference to the fact that the land and buildings on the Owens Rd site are vested in the Trust for the benefit of the College; assumptions on pension scheme liabilities.	
8.5	MW then referred to the Audit Committee’s Annual Report to the Board which summarises the work of the Committee throughout the year and the various internal and external reports received together with future developments. He said that there has been a slight addition to the version circulated to the Board, to refer to the recent ONS decision on reclassification. The report concludes that the Corporation’s assurance arrangements, framework of governance, risk management and control processes for the effective and efficient use of resources, solvency and the safeguarding of assets are adequate.	
8.6	GDPR – there were no matters to report.	
8.7	Reporting on any incidents of fraud and/or whistleblowing – There has been a whistle blowing report of alleged attempted fraud. SMT are continuing an investigation in accordance with our procedures. There is no suggestion of any financial loss having occurred.	
8.8	Risk Management Policy – DC explained the amendments which reflect the changes recommended in last year’s audit and which are now in place. The Board asked if the auditors will see the revised Policy and DC confirmed that they will. DC to arrange.	DC
8.9	MW said that the Committee had a private discussion with the auditors who were extremely complimentary about their interaction with College staff.	
8.10	<p>Resolved: i) the Board approved for the Principal and the Chair of Governors to sign the Annual Report and Financial Statements for year ending 31 July 2022 as per the copy circulated with the agenda to this meeting. All in favour</p> <p>ii) the Board authorised the Principal and Chair of Governors to sign the Letters of Representation as per the drafts circulated with the agenda All in favour.</p> <p>iii) the Board to appoint RSM UK Audit Ltd as the external auditor for the year 2022/23. All in favour.</p> <p>iv) the Board approved the amendments to the Risk Management Policy as per the copy circulated with the agenda to this meeting. All in favour.</p>	
9.	<p>Risk Management <i>Paper circulated: Strategic Risk Register 2022</i></p>	

<p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>DC reported that the Risk Management Group (RMG) used the new approach of a Strategic Risk Register at its last meeting, focussing on higher level risks. The listed risks are reduced from 50 or 60 to 15.</p> <p>DC said that there are very few risks at the top end of the matrix; the highest one relates to the target for student enrolments. SMT and other managers have been doing a lot of work on conversion of applications to enrolments.</p> <p>The Board welcomed the changes in practice and in the Policy, feeling that it is a much better approach than the previous Register.</p> <p>DC said that SMT will look at the more operational risks and consider whether they need to monitor them within their team or delegate to managers.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p>	<p>Governors' Snapshot <i>Paper circulated: Governors' Snapshot 30 November 2022 prepared by NA.</i></p> <p>NA said that this document aims to summarise the developing picture as the year progresses; it is updated and brought to this and subsequent Board meetings.</p> <p>NA said that, while committees and Board have talked about student enrolments being below target, they were the second highest that we have had.</p> <p>NA referred to L2 enrolments which reduced during the pandemic as interim arrangements for GCSE results meant that more students than usual passed and progressed to L3. Enrolments have increased this year as would be expected, perhaps also affected by the fact that another local college has ended its L2 provision.</p> <p>NA commented that the number of HE students has declined significantly. The HE offer is now centred on the two areas of Counselling and Education & Childcare.</p> <p>NA drew the attention of the Board to the consistently high level of retention. This measure is not only important for students' futures but is also key to our funding.</p> <p>Regarding student attendance, NA said that it is in line with the previous year and in fact it is rare for that figure to alter significantly. An exception is attendance at tutorial which has gone up notably, which SMT are very pleased about.</p> <p>NA referred to Table 6 (Projected Surplus) and said that he will remove it in future as IK covers elsewhere.</p>	

<p>10.8</p> <p>10.9</p>	<p>Finally, NA drew the Board’s attention to the Key Priorities RAG rating; the only item not achieving a green score was the completion of the Carville building which, as the Board is aware, has been delayed by bad weather.</p> <p>Question from the Board</p> <p>The Board noted the improvement in attendance at tutorial and asked what has changed. LKE said that this has been a key focus of her planning with the pastoral team. New initiatives include: 1:1 meetings between Senior Tutors and their Tutor team; visits by Seniors to tutor sessions; sharing of good practice; enhanced tutor training to ensure a more robust programme to encourage students to attend. DC said that the change to the timetable (away from the Covid timetable which reduced students’ non-contact time on campus) also made it easier for students to attend.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p>	<p>Equality Analysis 2022 <i>Paper circulated: Equality Analysis & EDI Report 2023 prepared by LKE.</i></p> <p>LKE reminded the Board that this is an annual analysis that must be published in January each year to comply with the requirements of the Equality Duty. It is expanded this year which reflects the fact that staff and students have been very active. There are two new sections: The EDI Team and the Black Leaders’ Group (BLG) Affiliation.</p> <p>LKE referred to page 8 of the Report which refers to the EDI Audit/Study. There were three surveys: students; teaching staff; support staff. LKE said that the outcomes will be examined alongside those of the BLG research on the lived experience of our black staff and students. There were also findings arising from our staff and student forums.</p> <p>Section 5 relates to the Equality Analysis and LKE drew the Board’s attention to the interim review of equality objectives.</p> <p>LKE referred to Section 7 Data Analysis and specifically page 22 where the figures indicate that students on free college meals (FCM) do not do as well as would be expected of similarly qualified students. She reported that the management team is doing work on that, particularly by engaging with FCM students for their view of what might help them.</p> <p>Questions from the Board</p> <p>The Board referred to page 20, figures 1.2 and 1.3, where it appears that FCM students or those in the bottom/lower quartiles of family income are less likely to be retained and less likely to achieve expected outcomes. The Board asked why SMT feel this is and what are they doing to address this.</p> <p>NA replied, beginning by explaining that there are only 40 FCM students, so this is a small sample. He said that nationally students from higher income families do better, both pre and post 16, and our students are the same. He said that it is very good to see that, of those who completed, more than</p>	

<p>11.7</p> <p>11.8</p> <p>11.9</p> <p>11.10</p> <p>11.11</p>	<p>would be expected got into the more competitive universities. Nonetheless, SMT is looking at the issue of retention.</p> <p>NA said that the College has recently done positive work around IT connectivity and this appears to be resolved. A factor may be that these students are less likely to have a suitable work space at home. Students did not respond to a recent initiative to provide breakfast to FCM students on exam days, so staff are working with them to find out what they want.</p> <p>The Board referred to Section 6 on page 18 and commented that there is very little information on staff, whereas the Personnel Committee receives more data. LKE replied that this was true and that staff are better represented through the EDI team. NA said that the Report could, for instance, incorporate Gender Pay Gap Reporting outcomes. LKE will liaise with CG to expand this section.</p> <p>The Board asked if FCM students have a bursary and DC replied that they do, as well as the meals.</p> <p>The Board queried the figure on page 4 relating to the percentage of staff from an ethnic minority – 0.03%. This appears to be an error and is likely to be 3%. LKE to check with CG and amend accordingly.</p> <p>The Board thanked LKE for her comprehensive Report.</p>	<p></p> <p>LKE</p> <p></p> <p>LKE</p> <p></p>
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p>Report from the Curriculum & QA Committee <i>Papers circulated: Draft minutes of the meeting 14 November; Draft Confidential minutes; AHED Higher Education Report to Governors November 22; SAR and Development Plan 2022/23; Operational Plan 2022/23; Annual CP Safeguarding Report to Governors 2021/22; Analysis of Results 2022. Policies: Access to Information FoI Policy; Controlled Assessment Policy November 2022; Registration & Certification Policy</i></p> <p>In the absence of BN, RS presented the report of the meeting. The Committee discussed the results in some detail and reported that they were happy with the broad picture.</p> <p>There were no questions from the Board.</p> <p>Resolved: the Board approved the following policies as per the copies circulated with the agenda: Access to Information/FOI Policy 2022; Controlled Assessment Policy 2022; Registration & Certification Policy 2022.</p>	<p></p>
<p>13.</p> <p>13.1</p>	<p>Approval of the Strategic Plan 2022/25 <i>Paper circulated: Strategic Plan 2022 25 Draft</i></p> <p>SR explained that this Plan went to the C&QA Committee. It is quite a different look from before and is placed firmly in the post Covid context.</p>	<p></p>

<p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p>	<p>SR said that many stakeholders had been involved in consultation in drawing up the Plan, including governors, students and different groups of staff.</p> <p>SR drew the Board’s attention to the key areas which include sustainability, the digital strategy, our focus on students and a new section relating to staff.</p> <p>Questions from the Board</p> <p>The Board asked what is the ‘shelf life’ of the Plan and SR said it is three years.</p> <p>The Board noted that there are 56 strategic objectives in the Plan, whereas there is elsewhere reference to 30 key priorities. NA replied that the 30 are those identified annually in the College’s self-assessment process and recorded in the SAR.</p> <p>The Board pointed out some inconsistencies of font, which will be addressed.</p> <p>SR said that the Plan, if approved, will be shared with staff in training on the first day back in January 2023.</p> <p>Resolved: the Board approved the Strategic Plan 2022/25. All in favour.</p>	<p>SR</p>
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>Report from Safeguarding Link Governor <i>Paper circulated: Report prepared by TT as Link Governor</i></p> <p>TT said that the Report summarises the activities she has carried out and plans for the future. She is pleased to report there are no issues of concern arising from her meetings and can give the Board assurance that its statutory duties are being met.</p> <p>The Board thanked TT for the Report and her work in this role.</p>	
<p>15.</p> <p>15.1</p> <p>15.2</p>	<p>Report of Personnel Sub-committee <i>Papers circulated: Draft minutes of the meeting 7 November 2022; Trade Union Facility Time Report 2022; Staff Absence Monitoring Report 2021/22; Annual Loans to Staff Report 2021/22; Staff Development Report 2021/22; Staff Development Plan 2022/23.</i></p> <p>LE said that the Committee was impressed by the amount of planning that goes into staff development as evidenced by the Staff Development Report and Plan.</p> <p>LE said that the Committee found the (new style) Staff Absence Report a little hard to understand, but they felt that absences are what one would</p>	

<p>15.3</p> <p>15.4</p>	<p>expect for a workforce of this size and there were no particular issues raised.</p> <p>Questions from the Board</p> <p>The Board noted that the Staff Development Plan links to College priorities but there is no reference to governors. NA explained that governor development is covered in the Leadership & Management section of the College SAR.</p> <p>The Board commented on the anti-racist training and asked if the governors would be involved in that. SR replied that this was a good idea and Search could consider this when planning the next training. The Clerk will note for Search.</p>	<p>Clerk</p>
<p>16.</p> <p>16.1</p> <p>16.1.1</p> <p>16.1.2</p> <p>16.1.3</p>	<p>Any other business</p> <p>The issue was raised that governors focus on looking at quantitative data which is important, but maybe there needs to be an examination of the qualitative which a governor felt may be lacking. Governors are encouraged to be involved in College activities e.g. music, but perhaps Search could consider if the Training Day could be on site and include time spent on a 'meet and greet' with staff. This would help governors understand more about the students/staff and vice versa.</p> <p>SR said that Training Days tend to be off site due to rooming challenges. She suggested that perhaps another opportunity could be taken for governors to come and see the College during a working day.</p> <p>It was noted that there had been a previous suggestion that governors attend appropriate staff training, subject to their availability, and that perhaps this got 'lost' when in person training was suspended during Covid.</p> <p>It was agreed that Search will consider these points in their planning of the next Training Day. The Clerk will note for Search.</p> <p><i>The staff governors NL and CR together with SR, DC, NA, LKE and IK left the meeting.</i></p>	<p>Clerk</p>
<p>17.</p>	<p>Report from the Remuneration committee</p> <p><i>Paper circulated ahead of the meeting to all governors (save student and staff governors): Draft Remuneration (in Remuneration & Personnel) minutes Nov 22.</i></p> <p><i>Papers subsequently circulated: Remuneration Committee Annual Report 2022; Draft Remuneration Policy 2022 (no significant changes); Draft Policy on External Engagement or Employment of Senior Postholders 2022 (no changes).</i></p>	

17.1	Remuneration Committee Annual Report 2022	
17.1.1	The Board conducts its business in accordance with the AoC Code of Good Governance and the AoC Senior Staff Remuneration Code. The aim of the latter is to ensure fair and appropriate remuneration which must follow procedural fairness with transparency and accountability. It also requires the Remuneration committee to report annually to the Board.	
17.1.2	The Board noted the Report for year ending 31 July 2022 which was circulated after the meeting and reports on the salary review for senior postholders in 2021/22. This report is referred to in the Annual Report and Financial Statements for 2021/22 by way of a link to the College website.	
17.2	Policies	
17.2.1	The Committee recommended the approval of two policies with minor amendments.	
17.2.2	Resolved: the Board approved the following policies as per the copies circulated after the meeting: Remuneration Policy 2022; Draft Policy on External Engagement or Employment of Senior Postholders 2022	
17.3	Review of Senior Postholder and Clerk Remuneration	
17.3.1	The Board noted that the Committee had received a report from AJS as Chair of Governors on the annual professional review of SR as Principal and the very good outcome, particularly given the post-Covid context. Objectives had been achieved apart from the delay in completion and occupation of the Carville building. The professional reviews of the other senior postholders confirmed that objectives set for 2021/22 had been met.	
17.3.2	The Board noted that the Remuneration Committee had conducted a very thorough review of senior postholder salaries in 2021.	
17.3.3	The Board also noted that historically the salary review of the Clerk was conducted in May, but it had been decided to move it to the autumn in line with that of senior postholders.	
17.3.4	The Board noted that at the meeting on 17 October 2022, pending national agreement of cost of living increases for both teaching and support staff and in the light of the high rate of inflation, the Board had approved an interim pay increase for most other College staff of 5% with effect from 1 November 2022.	
17.3.5	The Board then considered the recommendation of the Committee following its review of the remuneration for all senior postholders and the Clerk. The discussion of the Board, due to the personal sensitivity, is recorded in a separate confidential minute. The Board noted that the	

17.4	<p>Remuneration Committee had considered the Senior Postholders Remuneration Policy and Procedure. Following the discussion, the Board resolved as follows:</p> <p>Resolved: the Board approved an interim increase to the salaries of the senior postholders and Clerk to be effective from 1 November 2022. Details are set out in the confidential minute. All in favour.</p>	
18.	<p>Date of next meeting – Monday 27 February 2023 at 3 pm There being no other business the meeting ended at 5 pm</p> <p>..... Date.....</p> <p>Amanda Storey Chair of Governors</p>	