

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

**HELD ON MONDAY 14 DECEMBER 2020 at 3.00 PM via VIDEO CONFERENCE**

<b>Present:</b>	Tim Rogerson (Chairman)	Sara Russell (Principal)
	Harmesh Bhabra	Amanda Storey
	Chris Edwards	Alan Sydney
	Lynne Evans	Rob Sykes
	Estella Hurlock	Tina Thorne
	Roger Huxstep	Joanna Townsend
	Barry Neaves	Michael Wesley
	Anthea Palmer	David Williams
	Graham Rockett	Georgia Gregory

<b>In Attendance:</b>	Nick Allen	(Deputy Principal Quality)
	Lucy Edevane	(Deputy Principal Welfare and Progression)
	Irfan Khan	(Finance Director)
	Hilary Walsh	(Clerk)

Item		Action
1.	<b>Apologies</b> – Dave Cartwright, Mehmet Colakaglo and Richard Watney.	
2.	<b>Ratification of the appointment of Staff (teaching) governor</b>	
2.1	<b>Georgia Gregory was duly appointed as the elected Staff (teaching) governor for a term of three years effective from 14<sup>th</sup> December 2020. All in favour.</b>	
2.2	TR welcomed GG to her first Board meeting and then thanked GR, who has completed his term as Support Staff governor, for his very valued contribution to the Board and the Estates committee. In addition, TR thanked GR for his IT assistance to governors during his term and in particular during this year which necessitated the transition to virtual meetings.	
3.	<b>Minutes of the meeting dated 12<sup>th</sup> October 2020</b> These were accepted as a correct record save that RH is not recorded as attending the meeting and point 4.3 the final sentence should read ‘...to assure the Board that the College is safely, fully operational’ The Clerk will amend the electronic version of the minutes.	
4.	<b>Matters arising</b>	
4.1	<b>Point 4.2</b> – the Clerk reported that due to the amount of business of this meeting, the decision was made to defer the training on Prevent to the next Board meeting on 25 <sup>th</sup> January.	

<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><b>Point 7.12</b> – the action for NA and the Clerk to consider the best way of training governors on GDPR is carried forward.</p> <p><b>Point 9.1.10</b> – all governors should have read a copy of KCSIE</p> <p><b>Point 9.1.12</b> – this was actioned by LKE and the Clerk</p> <p><b>Point 12.10</b> – the Clerk reported that she is to circulate the Skills audit electronically tomorrow and governors were reminded to complete and return to the Clerk by 8<sup>th</sup> January.</p> <p><b>Point 13</b> – the Clerk reported that a number of governors had kindly volunteered to carry out practice interviews for Oxbridge applicants for which they are thanked. The Oxbridge coordinator has reported to the Clerk that the students had commented on how helpful the online interviews had been and she has sent direct feedback to the governors involved.</p> <p><b>Point 9.3.13 of the confidential minute</b> – TT confirmed that she has not yet met with LKE but is hoping to combine this with a visit to the boarders early next term.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.4.1</p> <p>5.4.2</p> <p>5.4.3</p>	<p><b>Principal's matters</b> <i>Paper circulated: Principal's matters 14<sup>th</sup> December 2020</i></p> <p>SR highlighted that the report circulated is an update to the one presented to P&amp;R at its meeting on 23<sup>rd</sup> November. This reflects the fast-moving policy changes and statements from the DfE in response to the continuing effect of Covid-19.</p> <p>The report highlights the DfE announcements on the following: details of the adjustment to be made to exams next year, how remote learning is to be delivered, how Ofsted will operate this academic year and how reporting of performance will be modified for 20/21.</p> <p>In addition, the report refers to the 16-19 vocational and technical qualification review, the impact of the recent spending review and other news including UCAS and HE applications, apprenticeships and FE policy.</p> <p><b>Questions from the Board</b></p> <p>The Board asked for SMT's view on the fact that Ofsted has selected the College to be part of a national thematic survey of the implementation of the first T levels and T level transition programmes which start in 2020.</p> <p>SR reported that T level is a flagship qualification for the DfE and as PSC is the largest SFC and one of the few SFCs to offer this qualification it is therefore not surprising that the College has been selected. NA has attended a webinar on the survey and is to discuss with SMT. It will inevitably create more work for staff and there is a risk that when Ofsted visit they may look at other areas of provision.</p> <p>The Board commented that the preferred policy of the DfE appears to be the promotion of T levels at the expense of level 3 courses and asked the impact of this policy on the College.</p>	

<p>5.4.4</p> <p>5.4.5</p> <p>5.5.5</p> <p>5.5.6</p> <p>5.5.7</p>	<p>SR reported that there is a concern that if funding is removed from level 3 applied general qualifications there will be pressure to offer T levels. This is a concern for the College as, currently, applied general qualifications account for 12% of its provision and generates £2m of funding. In addition, there is the issue of how best to serve the constituency of students that study applied general qualifications as T levels may not be the best alternative as they require students to specialise early thereby restricting breadth of learning. In addition, it requires access to work placements which may prove difficult in the current climate.</p> <p>The Board asked for SMT’s view on how workable are the proposals on exams this year. SR reported that the full details are not yet available from the DfE but she has attended relevant webinars and meetings and it is hoped that more guidance will be issued on 24<sup>th</sup> December. SR is preparing a communication to reassure parents and students and to signal that more guidance is to be issued.</p> <p>The Board asked for clarification about the DfE new guidelines on remote learning and the proposed new guidelines for greater face to face learning. SR reported that the motivation behind the new guidelines is the DfE’s concern that a number of colleges are offering only a hybrid approach to teaching and learning and /or a rota system where students do not receive any face to face teaching for a week. SR has made a formal representation to the DfE that it is not practical to provide the new guidance in January with the expectation that it will be immediately implemented; rather, colleges require at least a run-in time of half a term.</p> <p>The issue was raised whether there would be a need for catch-up sessions for students starting in September 2021 and who will have received a truncated study in their GCSE year. SR reported that if areas of education at GCSE are removed this could lead to gaps in knowledge for students starting A levels.</p> <p>TR reported that he understands from SR that the move to remote learning and working for the last week of term, as reported by SR to P&amp;R, has been well received.</p>	
<p>6.</p> <p>6.1</p>	<p><b>Report from P&amp;R committee</b> <i>Papers circulated: Draft Minutes of meeting 23<sup>rd</sup> November; Finance report– position for year end 2019/2020; financial report to end of September 2020 including Covid impact on forecast for 2020/21 outturn and Income/Expenditure up to 30 9 2020; Balance sheet as at 30<sup>st</sup> September 2020.</i></p> <p>AJS referred to the draft minutes and highlighted that the committee had also considered matters usually dealt with by the Estates and Personnel committees but which had been amalgamated with P&amp;R business to reduce the work commitment of both SMT and relevant staff whose priority is</p>	

	dealing with the fall-out from Covid -19. AJS then invited IK to present his finance report to the Board.	
<b>6.2</b>	<b>Year-end position 2019/20 update</b> – IK reminded the Board that this was presented in detail to P&R in September and the Board in October and the position is unchanged.	
<b>6.2.1</b>	The audit of financial statements and regularity has now concluded. It is a clean audit. IK thanked those governors who had given feedback on the Annual Report and those comments have been incorporated in the copy circulated to the Board under agenda item 7.	
<b>6.3</b>	<b>Financial Report to end of September 2020</b> – IK provided a summary of his report to P&R as detailed in the draft minutes circulated to Board.	
<b>6.3.1</b>	The committee noted that forecast outturn position for 2020/21 is the same as the budget although it is still very early days.	
<b>6.3.2</b>	The cash position is strong due to the timing of the ESFA funding profile.	
<b>6.3.3</b>	Both boarding and catering are pretty stable although SMT are monitoring the latter carefully.	
<b>6.3.4</b>	IK assured the Board that SMT continue to explore any possible funding which may become available towards the impact of Covid related costs.	
<b>6.3.5</b>	IK referred to the outcome of the recent spending review. The Board noted that it confirmed a one-year settlement and that the 16-18 base rate of funding is to be maintained for 2021/22 along with the high value premium. It is also likely that the teacher pension contribution will continue to be paid in the next financial year but this is subject to confirmation.	
<b>6.3.6</b>	IK reminded the Board of the relevant details concerning the Teachers’ Pension costs to the College, one of which is that the current discount rates are very low. There is a risk that if this continues to be low, this could have a big impact on the College regarding employer contributions. IK will share updates with the Board when needed.	
<b>6.3.7</b>	<b>Resolved: the Board approved the financial information for the audited 2019/20 year and the financial forecast/ assumptions for 2020/21 year for submission of the Finance Record. All in favour.</b>	
<b>6.4</b>	<i>Estates Papers circulated: H&amp;S annual report to governors prepared by VO, amendments to the H&amp;S policy and IK’s report on CIF bid</i>	
<b>6.4.1</b>	The appeal to the ESFA regarding its earlier decision not to award the College its CIF bid has been unsuccessful. This was anticipated and none of the SFCs who appealed were successful. The success rates for SFC	

	successful bids has been very low over the last few years. The ratio between schools/academies and SFCs is 98% and 2% respectively.	
6.4.2	The next round for CIF bids is now open and has been extended to 14th January. IK reported that due to the tight timescale it had not been possible to tender for the appointment of consultants to assist in the application for the next round of CIF bids as per the Financial Regulations.	
6.4.3	<b>Chair's action</b> -The Chairman of Governors therefore authorised the appointment of Ward Williams Associates as consultants on a no win no fee basis. The Board noted IK's CIF report circulated in support of the appointment of Ward Williams Associates. The Financial Regulations allow the Chairman to exercise authority in this instance and in accordance with the regulations he had consulted with two other Chairs of committees.	
6.4.4	<b>Health &amp; Safety annual report 2019/20</b> – AJS reported that the report this year was Covid-19 dominant. The changes the College has made in response to the pandemic are well documented in risk assessments, minutes of meetings and communications to staff, students and parents. The Board noted consistent principles applied in relation to managing health and safety in the current context: to follow government guidelines and regulations; to prioritise student and staff welfare while maintaining our service; to cooperate with local bodies such as PHE, HCC etc; to consult with staff; to maintain effective communication with all stakeholders.	
6.4.5	The Board noted the excellent work by VO as H&S Officer, who together with a very small team have spent, and continue to spend, a significant proportion of their time on the College coronavirus response. The number of confirmed cases in College remains low and the committee agreed that this reflects the efficacy of the College response.	
6.4.6	There have been fewer reported accidents in 2019-20 and this reflects the fact that the College was off site from March with partial return in June. The one RIDDOR reportable incident related to a member of the public who accessed the site when intoxicated.	
6.4.7	The Board noted and approved the minor revisions to the H&S Policy more particularised in the P&R minutes.	
6.5	<b>Resolved: the Board approved the amendments to the Health &amp; Safety Policy as per the copy circulated with the agenda to this meeting. All in favour.</b>	
6.6	<b>Personnel matters</b> – P&R received a report from NA and noted the substantial budgetary underspend on training in 2019-20 due to savings as a direct result of Covid-19.	

<p>6.6.1</p> <p>6.6.2</p> <p>6.6.3</p> <p>6.7</p> <p>6.8</p> <p>6.8.1</p> <p>6.9</p>	<p>The focus for staff development this academic year is teaching and learning in the virtual world and in particular developing expectations in the use of Google suite as the preferred platform of delivery. The College has been very fortunate to have had the benefit of a group of staff known as the 'Google Gang' who have provided a great deal of excellent training on Google suite since the first lockdown.</p> <p>VO presented to P&amp;R proposed amendments to various Personnel policies as set out in the useful summary circulated to both P&amp;R and the Board. The Board noted that some of the changes were minor whilst some had more substantive changes which were considered by P&amp;R in more detail (P&amp;R minutes refers). P&amp;R agreed all the changes to the Policies in the summary and recommends them to the Board.</p> <p><b>Resolved: the Board approved the amendments to the Personnel Policies set out in the summary circulated with the agenda to this meeting. All in favour.</b></p> <p>The Board had no questions relating to the principles governing the setting of fees for adult courses set out in the paper circulated.</p> <p>The Board considered the suggested increase in boarding fees. IK and LKE had carried out a lot of benchmarking and recommended an increase of 2.5% for non- Falkland Island boarders in both boarding houses. Any greater increase runs the risk of the College pricing itself out of the market.</p> <p>The Board noted that the current arrangement with the Falkland Islands Government (FIG) regarding fees for Falkland Island boarders comes to an end in August 2021. LKE updated the Board on negotiations with FIG and reported that the new Director of Education for the Falkland Islands has presented a paper to FIG setting out the various options; once FIG confirm which option(s) it wishes to pursue the College will provide costings.</p> <p><b>Resolved:1) the Board approved the principles governing the setting of fees for adult courses 2020/21 as per the paper circulated with the agenda for this meeting and 2) the Board approved the Boarding fees for 2022/23 as set out in the paper circulated with the agenda to this meeting. All in favour.</b></p>	
<p>7.</p>	<p><b>Report from the Audit committee- Papers circulated: draft minutes of the meeting 30th November 2020, Report of the Audit Committee to the Board and to the Principal for the year ending 31 July 2020, the Final Audit Findings Report from RSM UK Audit LLP (RSM) for the year ending 31 July 2020 and draft representation letters from the College to RSM UK Audit Ltd and Annual Report and financial accounts for 2019/2020.</b></p>	

7.1	BN referred to the draft minutes of the meeting 30 <sup>th</sup> November. The committee received details of RSM's fees for 2020/21 as outlined in the minutes. Whilst the increase is 13%, the committee noted that it is in line with the sector and in fact substantially less than many other auditors. The increase reflects in part the additional work regarding 'going concern' required by the OfS.	
7.2	<b>Internal audit</b>	
7.2.1	The internal auditors, Mazars, attended the meeting and presented the audit plan for this year, which is substantially the same as that planned for 2019/20 but which was not progressed due to Covid.	
7.3	<b>Draft Annual Report year ended 31st July 2020 together with draft Management Report from RSM and Regularity Assurance and Representation letters.</b>	
7.3.1	RSM presented to the committee its audit findings report on the financial accounts for 2019/20. The reference to the unadjusted statements and disclosures referred to at Page 4 and detailed in the Appendix of the report relate to matters of judgement of where certain figures should appear in the accounts. SMT have accepted the recommendations and corrected them save for removing the pension element of employee leave accrual costs. However, this is not deemed to be material.	
7.3.2	The report from RSM on the key risks and findings are detailed in the Audit committee minutes and the audit committee is able to report that there are no significant issues.	
7.3.3	The scope of the regularity work this year had increased to cover both procurement and senior management and governor expense claims in more detail than previous years as a result of issues arising elsewhere in the sector.	
7.3.4	The committee was pleased to note that there are no matters to report in respect of the Regularity audit this year.	
7.3.5	The Board noted that the committee's amendments to the annual report have been incorporated in the final draft circulated to the Board. The committee therefore recommends in conjunction with P&R for the Principal and Chairman of Governors to sign the annual report and financial accounts for 2019/20.	
7.3.6	The draft letters of representation are standard to the sector. There is a new standard clause relates to the OfS requirements regarding going concern.	
7.4	<b>Draft Annual Report of the Audit Committee to the Board</b>	
7.4.1	The report is to provide the Board and the Principal on the adequacy and effectiveness of the College's audit arrangements, its framework of governance, risk management and control.	
7.4.2	In the absence of internal audit in 2019/20, the committee had sought and received assurance from other sources namely, FMCE (version 2013)	

<p>7.4.3</p> <p>7.4.5</p> <p>7.5</p> <p>7.5.1</p> <p>7.5.2</p>	<p>updated for period 19/20 together with updated Board Assurance Map (BAM) for 19/20 showing changes during 2019/20 and risks listed in the top 10 risks in the sector outlined in the Internal Audit on Risk Management, carried out in 2018.</p> <p>In addition, the report confirms the committee received further assurance from the clean external financial audit and regularity audit for 2019/20 and had no concerns relating to risk management. There had been no reporting under the Policy on Confidential reporting (whistleblowing &amp; fraud, corruption and bribery).</p> <p>The committee is therefore able to provide the necessary assurance set out in the conclusion of its report. The Board accepted the report and noted that a signed copy will be sent to the ESFA.</p> <p><b>Risk Management</b> – the committee noted that the Risk Management Group meetings for this academic year have been reinstated.</p> <p>The issue of the resilience of the finance team was raised with the auditors in private discussion. The committee raised the issue of the small size of the team although the auditor highlighted that the College deals with two main sources of income compared to FE colleges which have several streams. However, the committee agreed that BN will raise the issue at the next Risk Management Group meeting.</p> <p><b>Resolved: i) the Board approved for the Principal and the Chairman of Governors to sign the Annual Report and Financial Statements for year ending 31<sup>st</sup> July 2020 as per the copy circulated with the agenda to this meeting. All in favour</b>  <b>ii) the Board authorises the Principal and Chairman of Governors to sign the Letters of Representation as per the drafts circulated with the agenda All in favour.</b>  <b>iii) the Board approved the fee for RSM Audit UK Ltd as the Financial Statements and Regularity auditor for the year ended 31.7.21 at £17,500 plus VAT. All in favour.</b></p>	<p>BN</p>
<p>8.</p> <p>8.1</p>	<p><b>Risk Management - Papers circulated: Board assurance map 2020/21, minutes of the Risk Management Group meeting on 5th November and up to date Matrix relating the highest risks.</b></p> <p>The Board noted the information circulated and had no questions. TR reminded the Board that BN as Chairman of the Audit committee attends each Risk Management Group meeting.</p>	
<p>9.</p>	<p><b>Report from the Curriculum &amp; QA committee – Papers circulated: Draft minutes of the meeting 16<sup>th</sup> November, AHED Higher Education Report to Governors November 20, SAR and Development Plan 2020/21 and Operational Plan 2020/21.</b></p>	



9.1	RS referred to the draft minutes of the meeting on 16 <sup>th</sup> November and highlighted the following:	
9.2	<p><b>Report on how the College meets the requirements of OfS registration.</b>  AJD had presented her annual report on how the College meets the conditions set out in the Regulatory framework for ongoing registration with the OfS.</p>	
9.3	The Regulatory Framework is designed to mitigate the risk that the four primary aims of the framework as described in the minutes are not met. The committee considered the evidence presented in AJD’s report and is pleased to report that the Regulatory Framework is being met.	
9.4	There was an improvement on the National Student Survey Results (NSSR) from the previous year which reflects the strategies put in place at AHED including ensuring accessibility to learning continued over lockdown. However, some caution should be exercised when comparing year on year NSSR results due to the small numbers involved and the impact of key influencers in any one cohort.	
9.5	<p><b>College SAR &amp; Development Plan 2020/21 (to include Governors’ self-assessment).</b></p>	
9.5.1	The process of the SAR this year differed from previous years due to impact of Covid -19 on teaching and learning as highlighted in the minutes.	
9.5.2	The report at page 15 includes reference to areas of curriculum concern and these are referred to in detail in the confidential minute circulated to the Board. The committee felt assured that effective monitoring of these areas is taking place.	
9.5.3	RS referred to the 30 key priorities arising from the SAR for 20/21 set out in pages 21-22 of the report. Each key priority is aligned with the Strategic Objectives and are allocated as performance management objectives for the coming year to individual members of SMT.	
9.5.4	The Board noted that two of the key priorities relate to Covid-19 - Complete and implement COVID-specific risk assessments for on-site and remote college activity and review on a weekly basis and devise and implement a flexible ‘COVID’ timetable capable of moving between full contact, partial contact and fully remote teaching.	
9.5.5	The SAR is aligned to the Development Plan (page 23 onwards) and includes the Governor self-assessment for 19/20 which the Search & governance Committee carried out against the AoC Code of Good Governance.	
9.6	<p><b>Operational Plan</b></p>	
9.6.1	The committee received a report by exception regarding the Operational Plan for 2019/20. The committee was pleased to report that all targets had been achieved in enrolments, guided learning hours, achievement rates	

	<p>save for 19+ which is slightly down on the national benchmark, Value added save for two courses that are significantly down on the LV 3A benchmark and attendance. However, set sizes did not meet target in that some are smaller than the target but remain efficient.</p>	
9.6.2	<p>There were very few objectives set in 2019/20 that have not been met. This is because they were no longer relevant or had been deferred for legitimate reasons (the draft minutes refers).</p>	
9.6.3	<p>The committee received the Operational plan for 2020/21. This year's Operational Plan has been redrawn to align with the Strategic Objectives which in turn reflect Ofsted's Education Inspection Framework.</p>	
9.6.4	<p>As the Operational plan sets out the actions and measurable outcomes to fulfil the Strategic Objectives, actions roll over from year to year. However, this year there are some additional actions namely relating to Covid-19 as set out in the draft minutes.</p>	
9.7	<p><b>Annual report on safeguarding.</b> This was presented to the Board at its meeting in October. The report came to the committee to provide an opportunity for any specific issues to be raised. None were raised.</p>	
9.8	<p><b>Set Sizes</b> The report provided analysis of L6 and U6 classes compared over a nine-year period. The data confirms that there has been no dramatic change over that period, which reflects the efficiency of curriculum planning.</p>	
9.9	<p><b>Student complaints 2019/20, Data on incidents of bullying and harassment (students) 2019/20 and Student Disciplinary data – statistics for 2019/20</b></p>	
9.10	<p>These reports are confidential and the committee's considerations are therefore recorded in the confidential minute circulated to the Board. However, RS wished to highlight that the report on student disciplinary statistics reflects a higher percentage of non-white students subject to disciplinary proceedings than are in the student body as a whole. Whilst the total number of disciplinary actions are very small in relation to the size of the student body as a whole, the committee did ask the question of whether this reflects bias. SR confirmed to the committee that SMT have noted the statistic and this will be monitored but is not aware of any bias.</p>	
11.	<p><b>Governor snapshot</b> <i>Paper circulated: Governor snapshot December 20 prepared by NA.</i></p>	
11.1	<p>NA referred to panel 1 of the report which confirms an overall 3% growth in student numbers in the L6 and U6. However, the number of students on Level 2 courses, 16-19 courses at AHED and HE are down. The lower numbers on these courses are Covid -19 related – fewer GCSE students failed to achieve the necessary grades this year which impacts on enrolment on Level 2 and 16- 19 courses at AHED, and one HE degree</p>	

	<p>course relies on recruitment from Bewiser, who this year due to lockdown had to let go of new recruits booked on the course.</p>	
<b>11.2</b>	<p>NA highlighted that in panel 2 (retention rates) the data for 2019/20 is missing due to the disruption of lockdown.</p>	
<b>11.3</b>	<p>Panel 3 of the report confirms that 92% of students enrolled in September are still at College in November which is the same as the 5-year average.</p>	
<b>11.4</b>	<p>Panel 5 highlights the lower attendance levels in Level 2 courses and tutorials although this only covers the period September and October and more data is expected next month. However, this is being addressed by SMT.</p>	
<b>11.5</b>	<p>The Board raised the point that panel 5 also shows that there is a slight decrease in both L6 and U6 A level attendance and whether this is a concern or related to Covid-19. NA reported that the current context has impacted on the data due to the change to the timetable and blended learning at the beginning of term.</p>	
<b>11.6</b>	<p>The current context also means that students who are unwell or who self-isolate due to track and trace receive virtual learning. This term has seen over 1000 students who have had to self-isolate with only 41 confirmed Covid -19 cases. NA assured the committee that the attendance figures are being monitored and would only be a concern if they drop below 85%.</p>	
<b>11.7</b>	<p>The Board asked if there are any areas of concern arising from the reasons given by those students who have left College between September and November. NA confirmed that there is nothing to indicate any areas of concern. SMT are conscious that GCSE grade inflation this year may lead to some students enrolling on courses that they may not have otherwise done, which could impact on retention. This is being monitored very closely.</p>	
<b>11.8</b>	<p>The Board then referred to the key priorities set out in the College SAR and in particular how feedback is collated in relation to the priority 'to learn from the experience of the remote delivery of teaching, learning and support, sharing expertise across the college'.</p>	
<b>11.9</b>	<p>NA reported the following will be carried out to obtain feedback: the current L6 access to learning, a questionnaire to staff in January relating to the remote delivery during the last week of term and from April to date and also the views of students on how they have found their experience over the past 6 months. NA predicts that the outcome will confirm an enriched curriculum and an improvement in independent learning.</p>	
<b>11.10</b>	<p>GG asked if a member of each department could attend the formal feedback session and then report back to their individual department.</p>	

<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p>	<p><b>Any other business</b></p> <p>The Clerk will circulate the Skills audit tomorrow. Governors were reminded to complete and return to the Clerk by 8<sup>th</sup> January.</p> <p>TR thanked all the governors for dealing well with the change to virtual meeting over the greater part of the year and expressed regret that due to the current situation, there had been no opportunity for governors to meet. He expressed his hope that the situation will improve for the remainder of the academic year.</p> <p><i>The staff governors GR &amp; GG and the student governor EH together with NA, LKE and IK left the meeting.</i></p>	<p><b>Clerk</b></p>
<p><b>12.</b></p> <p><b>12.1</b></p> <p><b>12.2</b></p> <p><b>12.3</b></p> <p><b>12.4</b></p> <p><b>12.5</b></p>	<p><b>Report from the Remuneration committee</b>  <i>Papers circulated to all governors save student and staff governors and SR did not receive a copy of the Report to the Board form the Remuneration committee: draft Terms of Reference for the Remuneration committee, Senior Postholders remuneration Policy and Procedure, Policy on External Engagement or Employment of Senior Postholders and Report to the Board from the Remuneration committee regarding recommendations from its review of Senior Postholders' salaries.</i></p> <p>AJS reported that the three documents circulated had been largely triggered by the fact that the Board had adopted 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.</p> <p>AJS reported that the Clerk had drafted the documents and the members of the Remuneration committee had considered them and suggested amendments which have been incorporated in the drafts circulated.</p> <p>The draft terms of reference for the committee expands by one the membership to ensure that the committee is sufficiently objective. Similarly, to ensure objectivity, the Chair of Governors is not to be the Chair of the committee.</p> <p>The Senior Post Holders Remuneration Policy and Procedure confirms that the committee when considering a review of salaries should refer to two or three external benchmarks to include those issued by the SFCA and AoC. Both produce comparative data on various relevant aspects varying from location, turnover, number of students etc.</p> <p>The Policy also confirms the need in SPH salary reviews to consider qualitative outturns and objectives achieved and in addition, in relation to</p>	

<p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p> <p>12.10</p> <p>12.11</p> <p>12.12</p>	<p>the Principal, the ratio of their salary to the average salary of the rest of the staff.</p> <p>The committee noted the Policy on External Engagement or Employment of Senior Post Holders reflects the need for transparency and accountability. The Policy was amended, at the suggestion of the Remuneration committee, so that the Remuneration committee and not the Chair of Governors provides consent for a SPH to engage in external work; such consent to be reviewed annually. The review is not to be considered as a sanction but to ensure that any external work does not take over from the individual’s College role.</p> <p>The Board raised a couple of typographical errors in the drafts which the Clerk noted and subsequently amended.</p> <p><b>Resolved: the Board approved the Senior Postholders remuneration Policy and Procedure, Policy on External Engagement or Employment of Senior Postholders and the Terms of reference for the Remuneration committee. All in favour.</b></p> <p><i>SR left the meeting.</i></p> <p>The Board noted that the committee had received a report from TR as Chairman of Governors on the annual appraisal of SR as Principal and noted the very good outcome. As reported to the Board in May, the appraisals of the other SPHs confirmed that all objectives set for 2019/20 had been met. In addition, SR had reported to the committee that in this unusual year all members of SMT had worked well as a cohesive team.</p> <p>The Board noted that the Remuneration committee considered and agreed the objectives for the Principal and the other SPHs for 2020/21.</p> <p>The Board then considered the confidential report to the Board setting out the recommendation of the committee following its review of the remuneration for all Senior Postholders. The discussion of the Board, due to the personal sensitivity is recorded in a separate confidential minute. Following the discussion, the Board resolved as follows:</p> <p><b>Resolved: the Board approved the increases to the salaries of the Senior Postholders to be effective from 1<sup>st</sup> September 2020 and which incorporate any cost of living award for 20/21. Details are set out in the confidential minute. All in favour.</b></p>	
<p>13.</p>	<p><b>Date of next meeting</b> – Monday 25<sup>th</sup> January 2021 at 3 pm There being no other business the meeting ended at 5.45 pm</p> <p>..... Date.....</p> <p>Timothy Rogerson Chairman</p>	

