

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

HELD ON MONDAY 29 JUNE 2020 at 2:30PM via VIDEO CONFERENCE

Present:	Tim Rogerson (Chairman)	Sara Russell (Principal)
	Harmesh Bhabra	Amanda Storey
	Chris Edwards	Alan Sydney
	Lynne Evans	Rob Sykes
	Barry Neaves	Tina Thorne
	Graham Rockett	Joanna Townsend
	Richard Watney	Michael Wesley
		David Williams

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

Item		Action
1.	Apologies - Apologies received from Anthea Palmer and Estella Hurlock.	
1.1	TR welcomed Richard Watney to his first Board meeting.	
2.	Governor Appointment	
2.1	The Board approved the appointment of Tim Rogerson as a governor for another year to be effective from 5th October 2020. All in favour. The Search committee had recommended his appointment at its meeting on 15 th June 2020 (draft minutes of 15.6.20 refers, item 5.11).	
2.2	The Board approved the appointment of Richard Watney as a Governor for a term of three years to be effective from 29th June 2020. All in favour. The Search committee had recommended his appointment at its meeting on 15 th June 2020 (draft minutes of 15.6.20 refers, item 5.7).	
2.3	LKE reported that it was too early to announce the result of the recent online election of the Student Union President. The ratification of the successful candidate as s Student Governor will therefore be deferred to the next meeting.	Clerk
3.	Election of Chairman and Vice- Chairman – to be effective from 12 October 2020 and membership of committees from 12 October 2020. <i>Paper circulated: Governors’ Committees effective from 14 October including the Chairman of the Committees.</i>	
3.1	The Clerk reported that there had been one nomination for the position of Chairman of the Governors, namely Tim Rogerson (proposed by Anthea Palmer and seconded by Chris Edwards). Accordingly, Tim Rogerson was appointed as Chairman of the Governors unopposed. All in Favour.	

<p>3.2</p> <p>3.3</p>	<p>The Clerk then reported that there had been one nomination received for the position of Vice Chairman, namely Amanda Storey (proposed by Barry Neaves and seconded by Tina Thorne). Accordingly, Amanda Storey was appointed Vice-Chairman of the Governors unopposed. All in favour.</p> <p>The Board noted there are no changes to the Chairs of the various committees. The Board approved the membership and Chairs of the committees set out in the paper as amended.</p>	
<p>4.</p> <p>4.1</p>	<p>Minutes of the meeting 11th May 2020</p> <p>The minutes were accepted as a correct record. TR apologised for the strange numbering at point 6 and wording at 6.2.3 which resulted from changes occurring from the transfer of documents from his laptop to the Clerk's laptop. TR is to amend and return a clean and correct copy to the Clerk. In addition, he will amend the spelling error at point 9.6.</p>	<p>TR</p>
<p>5.</p>	<p>Matters arising from the minutes 11th May 2020</p> <p>The Clerk reported that both actions at 11.4 and 11.7 had been completed.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.3</p>	<p>Principal's matters</p> <p><i>Paper circulated: Principal's matters 15th June 2020</i></p> <p>SR referred to her report to P&R at its meeting on 15th June and recorded in the P&R minutes circulated to the Board. She then provided an update on the following issues raised in her paper.</p> <p>College response to Covid-19. SR confirmed that the College partially reopened to students from 15th June and her report confirms the mode of delivery to students. In addition, comprehensive risk assessments have been carried out by VO to ensure safety for both students and staff and is referred to in P&R's report at item 7.</p> <p>The Board noted that to date there had been a minimal number of students coming on to the site for a 1 2 1 meeting with most opting for a virtual meeting.</p> <p>SR reported that the DfE had announced that morning there is to be a full return to schools and colleges in September. Planning will therefore be for various modes of delivery – fully open, hybrid delivery and full distance learning). As a result of the uncertainty, a special webinar for Yr. 11 students and parents is to take place before the end of term for SMT to explain the planning for September. To manage numbers a pre- booking system will be in place and questions submitted in advance.</p> <p>Centre assessed grades – SR reported that all the grades had now been submitted and she thanked NA, the exams department and HoS for all their hard work in completing this huge task.</p>	

6.4	Funding and financing - ESFA have confirmed by letter that after its review they have re- graded the College Financial Health from ‘good’ to ‘outstanding’ for 2018/19.	
6.4.1	SR highlighted that the College is required to complete and return to the ESFA another financial return as part of the DfE’s response to Covid-19. IK will refer further to this point in his report under agenda item 7.	
6.5	ESFA Conditions of funding - the ESFA confirmed in a letter dated 22 nd May that they have lifted the conditions of funding relating to the failing of 19+ below the medium standard for 17/18.	
6.6	Grant funding – SR was pleased to report that the Mercers’ have awarded two grants, each of £75,000 each. The first has a focus on music and the acquisition of much needed pianos in the music department. The other relates to funding for the Hub over the next three years (£25,000 each year commencing next academic year). The Board thanked the Mercers’ Company for its support.	
6.7	SR reported that since her written report was completed, the government has announced an extra £760m in capital funding ‘this year’ for repairs and upgrades to schools and colleges of which £560m is for schools and £200m for colleges. The scope of the funds is not clear nor whether SFC’s are classified as colleges or schools for this purpose. However, SR considers it will be only available for buildings in a poor state of repair such as Kelso and not for new builds.	
6.8	Questions from the Board The Board asked if there was an update on the position of public transport from September. SR reported that it is hoped that the DfE will provide guidance including transport in its recent announcement that schools and colleges will be fully open in September. It appears to be the norm for a DfE announcement to be made with no supporting guidance and without proper consultation with unions or professional bodies.	
6.8.1	SR reported that the current situation for public transport remains that it should be avoided if possible and if used then masks are to be worn.	
6.8.2	The Board also asked the number of students who have taken up a personal 1 2 1 at College. DC reported that it is between 40 -70 per day over the past couple of weeks. Staff expect this number to tail -off as the term progresses.	
6.8.3	The Board enquired what steps are being taken to promote the College with Yr. 10 at secondary schools. SR reported that the bulk of the work with Yr. 10 is from September. Admissions are currently working with schools to determine what is needed and possible and a webinar will be a fall-back position if visits to schools are not practical.	
6.8.4	SR reported that the College is making every effort to also keep in touch with the Yr. 11’s by continuing the keeping warm campaign. This has include sending a physical pack for learning by way of contrast to the	

<p>6.8.5</p> <p>6.8.6</p>	<p>virtual learning that students have been subjected to since lockdown. There will also be a virtual Welcome day later this week.</p> <p>There is to be training for all staff in the last week of term regarding plans for the various type of delivery from September. This will be delivered in four separate tranches by faculty instead of all staff training.</p> <p>Similarly, the SMT presentations to new L6 students in September will probably be virtual.</p>	
<p>7.</p> <p>7.1.</p> <p>7.2</p> <p>7.2.1</p> <p>7.2.2</p> <p>7.2.3</p> <p>7.2.4</p> <p>7.2.5</p>	<p>Report from P&R committee <i>Papers circulated: Draft Minutes of meeting 15th June; Income/Expenditure up to 30 4 2020; Balance sheet as at 30st April 2020. Budget Forecast 20/21 – 21/22 High level update; Risk assessments relating to return of staff to a limited reopening of College from 8th June and from 15th June attached and Emergency Evacuation Policy.</i></p> <p>AJS referred to the draft minutes and confirmed that the main items discussed by the committee were Principal’s matters referred to at item 5 and the financial report. AJS then invited IK to present his finance report to the Board.</p> <p>IK reminded the Board that the financial update is based on nine months actual i.e. to 30th April 2020.</p> <p>At the last meeting he had presented three case scenarios for future forecast changes. The worst-case scenario showed the full impact of loss of income due to closure of boarding and catering for the rest of the summer term. This in fact has happened and table 1 of the report is an update on that worst-case scenario.</p> <p>However, from 31st March staff have been furloughed in the areas of boarding, catering and AHED. The first payment under the Coronavirus Job Retentions Scheme (CJRS) of £75,000 has been received. It is hoped that a further £66,000 will be received for the period June and July.</p> <p>The anticipated total CJRS payment of £141,000 should, together with the £325,000 in- year growth payment, offset the loss of income from catering and boarding set out in the worst-case scenario. Table 2 therefore shows a balanced end of year position based on known areas. Savings in examination costs will be factored in when known together with accrued holiday costs.</p> <p>The Board noted that the back dated pay awards in June are being absorbed in part by the fact that the ESFA loading of payments is higher this time of the year.</p> <p>IK reported that the CIF award is now due to be announced later in June. The work on both projects (AHED roof and College Centre conservatory) have begun and are due to be completed on time and within budget.</p>	

7.2.6	In addition, the College is on track to complete over the summer other approved projects including repair to Kelso roof, replacement of a condemned boiler and some realignments in Freeman.	
7.2.7	The Board noted that the College will have done very well to get to a break-even position at the end of the financial year given the impact of Covid-19.	
7.3	Budget forecast 20/21 and 21/22 high level update.	
7.3.1	IK reminded the Board that the IFMC submitted to the ESFA at the end of February included detailed budgets for the next two financial years. However, the ESFA have asked colleges to submit information regarding the financial forecast out turn for 2019/20 and final budget plans for 20/21 by the end of July. This is in a bid to assess the impact of Covid-19 and anticipate and respond to further financial pressures in the sector.	
7.3.2	The return is a simplified model of the one that used to be made every July (prior to the introduction of the IFMC) together with a monthly cashflow. The details are outlined in IK's paper and include a supporting commentary on the 20/21 budget plan and cashflow forecast. The Board is not required to sign off the return and this can be done by the Accounting Officer, SR.	
7.3.3	The Board noted the changes in budget forecast for 20/21 since February. These include changes to income – an increase of £168,000 in 16-18 income due to 15 more students than expected and adjustment for the Mercers' grant just announced for the Hub.	
7.3.4	However, the position for funding income in 21/22 is less certain as the number of students may be less than forecast due to the impact of Covid-19.	
7.3.5	IK referred to the assumptions that have been made to the budget forecasts for 20/21 and 21/22 as set out in the P&R minutes 15 th June. Notably, the contribution of catering and boarding to the 20/21 budget has been reduced by £125,000 due to the impact of Covid-19.	
7.3.6	The cash position looks healthy for 20/21 but there may be pressure on cash reserves if recruitment is down in September and the College is not successful in its CIF bid.	
7.3.7	The report sets out the sensitivities for 20/21 and 21/22. The main sensitivity for 20/21 is the loss of income from boarding and catering. However, IK believes there is sufficient flex in other budget areas such as IT to provide a balanced budget.	
7.3.8	The sensitivities for 21/22 relate to the risk of reduced student numbers this September due to Covid-19 which will result, due to the effect of lagged funding, in a reduction of income for 21/22.	
7.3.9	The Board noted the key budget risks for 20/21 and 21/22 set out in section 5 of the paper.	
7.3.10	The Board had no further questions.	

7.3.11	<p>Resolved: the Board approved</p> <ul style="list-style-type: none"> • the high-level update and changes made to 2020/21 budget forecasts (as shown in Table 1 and Appendix 1 of IK's paper) in line with the announcements made since February 2020. • the sensitivity analysis in section 4. • the risks identified section 5. • that the July return will be prepared on the basis of numbers outlined in the paper and it will be submitted to the ESFA before the deadline of 31 July 2020. 	
7.4	The Board then considered the future of the planning application for the Arts Building. Due to the commercially sensitive nature of this item the discussion is recorded in a separate confidential minute.	
7.5	AJS reported that VO presented the H&S risk assessments for the partial reopening of the College from 8 th June for staff and 15 th June for staff and students.	
7.5.1	The Board noted that the risk assessment for week beginning 15 th June will be reviewed and revised periodically in the light of both government advice and college experience. They will appear on the College website.	
7.5.2	The Board noted and thanked VO for all her hard work in preparing the risk assessments.	
7.5.3	Resolved: the Board approved the risk assessments relating to return of staff to a limited reopening of College from 8th June and from 15th June as circulated with the agenda subject to periodic revisions as necessary.	
7.6	Report from the Personnel committee. <i>Papers circulated: Statement of Policies, Staff guidelines re personal concerns on return to work and Gender Pay report 2019.</i>	
7.6.1	AJS reported that the committee had received the Gender Pay annual report prepared by VO and noted that the figures are heading in the right direction.	
7.6.2	The committee then considered a number of Personnel policies set out in the statement circulated. Most are minor in nature and by way of updates. The Working Time Annex reflects an action arising from the action plan from the previous year's Gender pay report namely to promote flexible working. The Absence policy now allows for parental bereavement leave.	
7.6.3	Resolved: the Board approved the Work Experience Guidelines, Work Time Policy, Work Time Annex, Probationary Period Policy and Procedure, Absence Policy, Bullying & Harassment Policy and Bullying & Harassment Procedure and Emergency Evacuation Procedure. All in favour.	
7.7	AJS referred to the report from the Remuneration committee, which confirmed the relevant Senior Postholders have completed or are on	

	course to successfully complete the objectives set for 2019/20 and that the Clerk had been appraised and her objectives agreed.	
7.8	The Board agreed with the Remuneration's recommendation and resolved that LKE having successfully completed her probationary period that her appointment as Deputy Principal (Welfare & Progression) be made permanent. All in favour (save for GR as a staff governor who is not eligible to vote under the I&A).	
7.8.1	TR congratulated LKE on her appointment.	
8.	Confirmation of Written Resolutions <i>Paper circulated: Details of electronic voting for Written Resolutions made since the last Board meeting on 11 May 2020 prepared by the Clerk</i>	
8.1	The Clerk had prepared the paper to confirm the written resolutions approved by the Board electronically since the last Board meeting in relation to staff pay awards for 2019/20 and the Covid-19 annex 2 to the Safeguarding Policy. For the record, the resolution relating to staff pay award is as follows:	
8.2	Board approval of the staff pay agreement agreed by the JNC namely: Support staff pay agreement for 2019/20 – <ul style="list-style-type: none"> • 1.5% from 1st September 2019 • 1.25% from 1st April 2020 • 2.5% from 1st January 2021 Teaching staff pay agreement for 2019/20 – <ul style="list-style-type: none"> • 1.5% increase on all pay points and London allowances from 1st September 2019 and • 1.25% increase on all pay points and London allowances from 1st April 2020. 	
9.	Presentation from the HE/FE Lead on Prevent	
9.1	This is to be rescheduled as the presenter was unable to attend.	LKE/ Clerk
10.	Approval of the Prevent Policy <i>Paper circulated: draft Prevent Policy</i>	
10.1	LKE reported that the changes to the policy are to bring it up to date, to reflect current practice and to incorporate suggestions made from the Ofsted inspection i.e. for Prevent to be part of the College risk management process together with details of the delivery of Prevent awareness and training for students. The mode and content of delivery to students is outlined in the policy.	
10.2	The Board referred to the appendix setting out guidelines for the use of the Quiet room at the College and asked if it is open. LKE confirmed that it is not open at the moment due to the lockdown. It is hoped that the new guidelines for tracking use of the room will serve to highlight those groups	

	where better promotion of its availability is needed. LKE reported that the Quiet room is a fantastic resource and is available to both students and staff for private reflection and prayer.	
11.	Report from the Curriculum & QA committee <i>Papers circulated: Draft minutes of the meeting dated 8th May 2020; Statement relating to Student policies reviewed with copies of policies with substantive changes (Complaints and Disciplinary) together with new policies (Bereavement and Fitness to study), College Charter and Code of Conduct for students .</i>	
11.1	RS referred to the draft minutes. The committee had received a report on teaching and learning during the pandemic and the plans for the partial return of students this term. The committee raised the issue of the likely impact of local lockdowns and SR reported that she had asked for greater clarity on the issue with the local MP.	
11.2	SR reported that she had not received a response from the local MP but believe that it would be the call of Public Health England to decide a local lockdown.	
11.3	RS reported that the committee had thanked SMT and staff for all their hard work in these unprecedented times.	
11.4	AP had provided the committee with her annual LLDD report and there were no areas of concern.	
11.5	The annual report on Student Support Funds had highlighted an underspend due to the fact that students have not been at college and usually the biggest tranche of payments this term is towards transport costs.	
11.6	LKE updated the Board on the decision to extend the provision of free school payments to qualifying students over the summer break. The cost will be met out of the Student Support Fund. The government has announced that it will continue to provide free school meals over summer to schools and as it is not clear if this will be extended to colleges, the College has decided to do so in any event.	
11.7	RS then referred to the student policies that the committee considered and the new format of review: statutory polices to be reviewed annually and the rest to be reviewed on a three-year cycle unless legislative changes and or practice requires review in the interim.	
11.8	RS highlighted that a number of the policies had minor cosmetic changes or updates. However, the committee spent more time considering the Disciplinary Policy and the Complaints policy.	
11.9	The committee had agreed that it was best to keep some flexibility with regard to the composition of the appeal panel in the Complaints Procedure.	

11.10	Similarly, the committee had noted that flexibility had been incorporated into the examples of misconduct in the Disciplinary Policy which it felt was a good idea as it is difficult to cover every situation.	
11.11	The committee had noted the distinction between fixed period exclusion and a precautionary suspension and what the student can expect with regard to teaching and learning during the period away from the College. LKE had assured the committee that the numbers of exclusions and suspensions are very small in relation to the size of the student body.	
11.12	Two new policies – Bereavement and Fitness to Study were circulated separately to the committee after the meeting. The Clerk reported that the committee had approved them as confirmed in the post minute note.	
11.13	The Clerk reminded the Board that the College Charter and the Code of Conduct had not been considered by the committee and therefore came direct to the Board.	
11.14	LKE reported that the content of the Charter had not been changed very much and the most significant change is to make it a much more positive document to be circulated to Yr. 11 as potential new students and to promote the positive experience they have over the 2 years they are at College.	
11.5	The second half of the previous College Charter has been removed and is contained in the Code of Conduct. The Code of Conduct is much more detailed than previously and links with the Disciplinary Policy to give absolute clarity to L6 students when they join the College and are asked to sign a copy.	
11.6	RS asked if the use of WhatsApp by students is covered adequately in the Code of Conduct and linked policies as it is a grey area as to whether its content is private. LKE assured the Board that it is covered by the Use of IT for Students. This is a very comprehensive and covers all aspects of use of the College IT systems, social media by students including WhatsApp.	
11.7	RS asked if students are asked to sign a copy of the IT policy when they join the College. LKE reported that students do not sign all policies on joining but their attention is drawn to them.	
11.8	LKE agreed to check the list of governors in the College Charter was complete before being issued. In addition, she will reverse the order of the first two bullet points under the section ‘when you apply to the College you are entitled to:’	LKE
11.9	AS raised some inconsistencies in the use of ‘your ‘ and ‘mine’ in the document. It was agreed that he would send a copy to LKE and the Clerk with his amendments none of which go to substance. LKE will then incorporate them.	LKE/AS

<p>11.10</p> <p>11.11</p>	<p>Resolved: the Board approved the Bereavement Policy and the Fitness to Study policy together with the amendments to the following policies considered by the Curriculum & QA committee at its meeting on 8th June: Course and Progression, Information and Guidance Policy, Child Protection and Abuse Disclosure, Complaints Procedure, Disciplinary Policy and Procedures (Students), Fitness to study Policy, Criminal Convictions and Police Investigations Policy, Student Financial Support Policy and annex, Work Experience Policy and Students Careers Education, Information, Advice and Guidance. All in favour.</p> <p>Resolved: the Board approved the College Charter and Code of Conduct as per the draft circulated but subject to minor amendments to be advised to LKE and the Clerk by AS and referred to above. All in favour.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Report from the Search committee <i>Papers circulated: draft minutes dated 15th June 2020</i></p> <p>TT referred to the draft minutes of the meeting on 15th June. The Clerk had produced a helpful paper on Link governors. This is work in progress with the aim to make the roles more effective. This will include formalising the roles with detailed role descriptions and an agreed specific remit either to enhance the knowledge of the Board in a specific area or linked to a specific strategic objective.</p> <p>TT highlighted that a link governor provides an opportunity for governors, and in particular new governors, to become familiar with and gain an understanding of how the College operates. TT is the current link governor to careers but considers that it is time for her to step down and allow another governor to take on the role. If anyone is interested in taking on this role or any other linked governor role then they should contact the Clerk.</p> <p>The committee considered succession planning and Richard Watney has been appointed today as a Mercer nominee. There are a couple of vacancies that the committee are addressing. In addition, the committee is looking at the issue of diversity of the Board going forward.</p> <p>TT reminded the Board that the role of the Search & Governance committee is to consider governor self-assessment each year. The committee carried out the SAR by reviewing the Board's actions agreed last year against the AoC Code of Good Governance. Details of the review are outlined in the minutes.</p>	
<p>13.</p> <p>13.1</p>	<p>Governor snapshot <i>Paper circulated: Governor snapshot as at June 2020</i></p> <p>NA highlighted that due to the impact of the lockdown it was not meaningful to compare some of the figures to previous years. However, the figures for student numbers, which are calculated to the November census</p>	

	are worth comparison and show that the L6 figure holds up particularly well with no change in the U6 numbers.	
13.2	NA then referred the Board to the key priorities outlined in the snapshot. The Board noted that ensuring a balanced budget for 20/21 is now rag-rated amber. NA reported that due to the pandemic this cannot be predicted with certainty e.g. the possible reduction in boarding income next year.	
13.3	In addition, whilst the curriculum offer at AHED has been reviewed and streamlined the review of the management structure has not yet been possible because of competing priorities for SMT arising from the pandemic. For this reason, this priority is also rag -rated amber.	
13.4	The Board enquired whether there is a review process in place regarding student engagement with online learning as this could be useful for future delivery to students.	
13.5	NA reported that information is collected every week from teachers on engagement levels and Lead Tutors follow up those who do not attend. In addition, when planning for September, SMT have insisted on a common platform for online teaching and this is Google classroom as it is likely that part of the delivery in September will be blended learning.	
13.6	Each department will feedback its experience of virtual teaching during lockdown and this will help plan what the College delivers collectively.	
13.7	DC reported that training is currently being provided to teaching staff on Google classroom and Zoom webinar so that the staff will be able to deliver a blended approach to teaching in September if necessary.	
14.	Audit committee report <i>Paper circulated: draft minutes dated 8th June 2020 and emerging issues for the sector prepared by RSM UK Audit Ltd</i>	
14.1	BN referred to the draft minutes of the meeting 8 th June. He reported that the main focus of the meeting was internal and external audit.	
14.2	In normal circumstances, a retender for external audit would have taken place this academic year but due to SMT's current workload managing the effect of the pandemic it was agreed that this was not a priority. In addition, IK reported that the fees for external audit in the sector had increased substantially for 20/21 audit and in some cases as much as 80%. RSM have agreed to raise its fee for 20/21 audit by no more than 15%.	
14.3	The committee therefore recommends that RSM be appointed as external auditors for the audit 20/21. BN reported that IK and the rest of SMT are happy with this proposal.	
14.4	Frances Millar of RSM had reported on the external audit plan for 2019/20 and provided a document on emerging issues affecting the sector for information.	

<p>14.5</p> <p>14.6</p> <p>14.7</p> <p>14.8</p> <p>14.8</p> <p>14.9</p>	<p>BN reported that there has been no internal audit during this academic year as the visits had prior to lockdown been arranged for March onwards. The consequence of this however, is that the Audit committee relies on the Internal auditor’s annual opinion to provide the necessary annual assurance to the Board on the adequacy and effectiveness of the framework of internal control.</p> <p>Frances Millar of RSM had provided helpful advice on how the committee should be able to meet the requirements for its annual assurance. In addition, the Clerk will liaise with IK and NA to review the last FMCE (Financial Management and Control Evaluation) template completed by the College. The FMCE is a review of internal control, which previously had to be completed as part of the annual accounts.</p> <p>The Board asked by what date did the assurance exercise outlined at 6.8 and 6.9 of the minutes need to be completed. The Clerk reported that it is normally reported to the Audit Committee in September. NA and IK reported that this could be done in time for the audit meeting in September.</p> <p>The Board agreed with the committee’s recommendation regarding internal audit for 20/21 as set out in the minutes.</p> <p>BN reported that the committee noted that there had not been a Risk Management Group meeting for some time due to the current competing priorities of SMT but felt assured that SMT are addressing and are on top of the risk factors arising from the current pandemic.</p> <p>Resolved: 1) the Board approved the appointment of RSM UK Audit Ltd as external auditors for the year 20/21 with fees to be agreed but to be no more than a 15% increase on the fee for 19/20. 2) the Board approved, that unless the situation deteriorates, to have a full internal audit with an Annual Opinion for 20/21 with no fieldwork until November 2020 . The internal audit strategic plan for 19/20 roll forward to form the strategic plan for 20/21 to be updated if necessary in September 2020. All in favour.</p>	
<p>15.</p> <p>15.1</p> <p>15.2</p>	<p>Risk Management Annual Report <i>Paper circulated: Risk Management Annual Report 2020 prepared by DC.</i></p> <p>DC referred to the report circulated which summarises the activities of the Risk Management Group over the academic year. Activity up to March was normal and included creating a Prevent Risk Register as recommended by Ofsted in the most recent inspection .This will be reviewed annually together with the separate risk registers for IT and AHED.</p> <p>DC advised that the current focus has been assessing the risks associated with the phased return to College this term. He wished to thank VO who</p>	

	has worked very hard to produce risk assessments and guidance to staff prior to the start of the phased return to College.	
16.	Review of confidential minutes	
16.1	The Clerk reported on the details of the confidential minutes during the academic year dated 24 th October 2019, 9 th December 2019 and 24 th February. The Board agreed that they should all remain confidential as they either related to business sensitivity or a named person.	
17.	<p>Any other business</p> <ul style="list-style-type: none"> • SR reported that they are working towards the Awards evening being online this year with recorded messages from her, TR and the guest speaker Chance Perdomo. Governors will be invited and will be able to access it online. The date is likely to be changed and governors will be notified. • SR reported that she had just this minute received notice that the CIF bid has not been successful. The Board agreed this was disappointing since some Hampshire SFC's had been successful. SMT will consider the College's scoring and report back to the Board. • AS reported that as it is St Peter's day today, Mike Vokes Trustee, has asked for the College to be mentioned in the intercessions at the Cathedral Evensong this evening. Governors' can access the service online. • TR reported that committees may be able to meet in person next term but the Board may still have to meet virtually. The Clerk will keep the Board updated. • LKE apologised for the non-appearance of Shariyar to present the training on Prevent. She will contact him and reschedule for next year. • On behalf of the Board, TR thanked SMT and all the staff for their tremendous efforts during these unprecedented times. He wished them all a good summer. 	Clerk
13.	<p>Date of next meeting – Monday 12th October at 3 pm</p> <p>There being no other business the meeting ended at 4.50 pm</p> <p>..... Date.....</p> <p>Timothy Rogerson Chairman</p>	