**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 13 December 2023**

**Members**

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| Martin Rosner(Chair) | Independent Member | Present |
| Chris Foloruso | Independent Member | Present |
| Mandeep Gill | Principal & Chief Executive | Apologies – unwell |
| Trevor Harris | Teaching Staff Member | Present |
| Aleeza Hasaan | Student Member | Absent |
| Kofo Ladele | Independent Member | Present |
| Jane Lofthouse | Independent Member | Present |
| Ebby Maps | Parent Member | Present |
| Sam Mendy | Support Staff Member | Present |
| Matthew Odeyemi | Student Member | Present |
| Avnesh Pandya | Independent Member | Present |
| Mandeep Sahotay | Independent Member | Present |
| Elizabeth Scott | Independent Member | Present |
| Julia Shelton | Independent Member | Present |
| Kate Towner | Independent Member | Present |
| Federico Valori | Independent Member | Present |
| Yolanda Valery | Independent Member | Present |
| Graham Willson | Independent Member | Present |

**Non-Members in attendance**

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| Miranda Coles | Interim Executive Director Finance, Marketing & Estates | Present |
| Susanne Datta | Executive Director Human Resources & Organisational Development | Present |
| Susanne Davies | Interim Principal | Present |
| David Francis | Executive Director Student Services | Present |
| Sue Hadfield | Interim Vice Principal Curriculum & Quality | Present |
| Robin Jones | Head of Governance | Present |
| Na’Ziya Melesse | Student | Present |
| Muhammad Miah | Student | Present |
| Dayo Ogunjobi | Interim Executive Director | Present |
| Sandra Prail MBE | External Governance Reviewer | Present |
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**1 EXTERNAL REVIEW OF GOVERNANCE**

The Chair, on behalf of the Corporation, welcomed Sandra Prail MBE to the meeting as the observer conducting the external review of governance.

It was noted that the most recent meetings of the Curriculum, Quality & Engagement Committee and the Audit & Risk Committee had been observed as part of the external review.

**2 MEMBERSHIP OF THE CORPORATION – PARENT MEMBER**

The Corporation NOTED that, following a ballot, Ebby Maps had been reappointed to serve on the Corporation as the Parent Member for a second term of up to two years.

The Chair, on behalf of the Corporation, welcomed Ebby Maps to the meeting and for his continued role as the Parent Member.

**3 INTRODUCTIONS**

All those present – in person and online – introduced themselves.

**4 APOLOGIES FOR ABSENCE**

The Corporation NOTED that there was only one apology for absence - Mandeep Gill was unable to attend due to ill health.

**5 DECLARATION OF INTERESTS**

The Members confirmed that there were no declarations of interest to be recorded on this occasion at this stage of the meeting based on the published Agenda.

**6**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 11 OCTOBER 2023**

The Minutes of the meeting of the Corporation held on 11 October 2023 were agreed to be a correct record subject to the correction of the spelling of Sandra Prail in item 17 on the subject of the External Review of Governance.

**7 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 11 OCTOBER 2023**

The Chair took the opportunity to highlight the importance of the Link Member arrangements and asked that if discussions had not taken place this term appropriate arrangements be made and the feedback form completed and returned to the Head of Governance.

The Corporation agreed that, on this occasion, there were no other matters arising from the Minutes of the meeting held on 11 October 2023.

**8 CORPORATION DECISION TRACKER**

The Head of Governance presented to the Corporation the updated Decision Tracker and it was AGREED that the following items could be deleted:

* Membership of the Corporation – Parent Member – Ebby Maps reappointed as noted in item 2 above
* AoC Code of Good Governance – addressed by the Governance & Search Committee on 13 November 2023 and the subject of a recommendation included on the Agenda for this meeting of the Corporation
* Six Dimensions Report – circulated to Members via email
* Pay Award Senior Post Holders – recommendation of the Remuneration Committee included on this Agenda for consideration

**9 CORPORATION PLANNING & DEVELOPMENT SESSION – 18 NOVEMBER 2023**

The Corporation received and reviewed the notes of the Planning & Development Session held on 18 November 2023.

It was recognised to have been a useful day which provided the opportunity to discuss a range of issues including the College Strategic Plan, the Sixth Form College Sector (an overview provided by the Chief Executive of the SFCA), Student related Equality & Diversity Data and the College Recovery Plan.

All of these issues would continue to be addressed at forthcoming meetings of the Corporation and, as appropriate, the Committees.

The Governance SAR, which was addressed during the day, is covered in item 31 below.

**10 VICE PRINCIPAL – CURRICULUM & QUALITY**

The Corporation APPROVED the recommendation of the Selection Panel which had met on 7 December 2023 to interview the shortlisted candidates that Sijul Miah be appointed to the Senior Post of Vice Principal Curriculum & Quality.

**11 PRESENTATION - SPORTS & STUDENT DEVELOPMENT**

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| The Corporation received a presentation made by Matthew Odeyemi (one of the Corporation Student Members) accompanied by Na’Ziya Melesse and Muhammad Miah covering a range of issues relating to Sports & Student Development.  A number of important issues were covered in the presentation including the encouragement for SEND students to get involved in sports activities which includes training SEND learners to be sports volunteers.  By way of an example of the range of activities mention was made of “Movember” – Men’s Mental Health Awareness Month which involved a number of targeted workshops.  There has also been a health initiative working on a pilot project with the charity CoppaFeel the aim of which was to raise awareness of breast cancer in young people. This involved engaging with over 600 young people during the week long campaign. The outcome was that NewVIc won!  Members were provided with the opportunity to ask questions and comment throughout.  The Students were thanked for such an interesting presentation which would be circulated to all Members of the Corporation for future reference.  Further updates would be provided via the Student Report presented to the Curriculum, Quality & Engagement Committee and this would be available to other Members so that they were aware of the range of developments. |
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**12 REPORT OF THE INTERIM PRINCIPAL**

The Corporation received and discussed the report of the Interim Principal.

A number of the issues addressed in the report were specifically highlighted including:

* Data – see below
* FE Commissioners Team
* The interim arrangements currently in place in College
* Risks
* Catering contract

The data shared with the Corporation was noted as follows:

* Enrolment numbers for 2023/24 to date – 2453 (2719 in 2022/23)
* Withdrawals in 2023/24 to date are 674 (448 in 2022/23)
* Retention – students progressing from year 1 in 2022/23 to year 2 in 2023/24 total 73.9% (64.7% in 2022/23)
* Attendance data currently 80.9% (78.7 in 2022/23)
* Punctuality data currently 95% (it was noted at Corporation on 11 October 2023 that new procedures put in place to try to improve on student attendance and punctuality) (96.4% in 2022/23)
* GCSE English achievement in 2022/23 was 77% - an improvement from the previous year but below the national achievement of 82%
* GCSE Maths achievement in 2022/23 was 82.3% - up from 60% in 2021/22 and in line with the national achievement
* High grade Maths achievement was 14.9% - national achievement is 18%
* T Level achievements in 2022/23 was 63.8% (down from 78.2% in 2021/22)
* Overall student achievement in 2022/23 reported to be a 76.3% - national average 86% (NewVIc achievement in 2021/22 was 77.3%)

The Interim Principal provided an update on the investigations into alleged malpractice concerning examinations with 2 ongoing. The Curriculum, Quality & Engagement Committee would continue to be updated on the reviews and the actions taken by the College to ensure that all was in order.

The unsatisfactory outcomes of two previous audit reviews would be progressed by the Executive with the Audit & Risk Committee.

The Interim Principal advised the Corporation that the advice received from the Ofsted Inspector currently working with the College was that the Self-Assessment Report should be graded as “Requires Improvement”. This was requested as a result of the discussion at the Corporation Planning & Development Session on 18 November 2023. The College SAR was the subject of a separate item and would be addressed later in the meeting.

The award of a new catering contract had been addressed by the Finance & Resources Committee on 29 November 2023 and was outlined in the published Minutes.

Finally the Interim Principal reported on the 14 interim managers currently supporting the College (5 were noted to be part-time).

The Corporation agreed following discussion:

1. To thank the Interim Principal for the report covering a number of key issues
2. To look forward to receiving updates on the issues as and when there are developments.

**13 KEY PERFORMANCE INDICATORS**

The Corporation received the proposed set of KPIs prepared by the Interim Principal which were more detailed than those previously received by Members.

The Corporation agreed to ADOPT the KPIs as proposed as the basis for further discussion by, as appropriate, the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee.

Whilst reviewing the proposed KPIs it was explained by the Interim Principal that had the T Level outcomes been taken into the calculation of the College achievement rate the position would have been lower than the 76.4; it would have been 65. It was understood that T Levels will be part of the achievement rate calculation for 2023/24 and will be tracked accordingly via the KPI report to Curriculum, Quality & Engagement Committee.

*Note: It was subsequently found that there would not have been such a reduction in the overall achievement rate had T Levels been included and this was reported to the Corporation on 21 February 2024.*

**14 FINANCE & RESOURCES COMMITTEE – MINUTES OF THE MEETING HELD ON 17 OCTOBER 2023**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 17 October 2023.

The issues addressed by the Committee at the meeting included the following as set out in the published Minutes:

* Student Related Incidents
* Estates
* College Restructure and Redundancy Programme
* KPIs
* Management Accounts – July 2023
* Income & Expenditure Budget – 2023/24 – Update
* Reserves Policy
* Health & Safety Annual Report – 2022/23
* Health & Safety – Introduction of KPIs
* Staff Recruitment and Turnover

**15 FINANCE & RESOURCES COMMITTEE – MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2023**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 29 November 2023.

The issues addressed by the Committee at the meeting included the following as set out in the published Minutes:

* Financial Regulations – Authorisation Levels
* Estates
* MIS, Exams, and IT including Cyber Security
* KPIs
* HR Policies and Procedures – specifically the approval of an updated Staff Disciplinary Procedure
* Staff Annual Report – 2022/23
* Annual Staff EDI Report – 2022/23
* Gender Pay Gap
* Ethnicity Pay Gap
* Staff Benefits
* Management Accounts – September 2023
* Income & Expenditure Budget – 2023/24 – Update
* Cafeteria
* Learner Numbers
* Health & Safety – KPIs
* Governance Self-Assessment – issues identified during the recent discussion which were within the remit of the Finance & Resources Committee.

The Chair of the Committee advised Members that it had been planned to review the Annual Budget for 2023/24 in the light of the initial experience of the year and, specifically, the amount of the projected end of year surplus so that there was a clear understanding of the amount available to be spent on supporting the curriculum and services for the benefit of students. However, given the need to complete the end of year audit, there had not been the time for the review but this would be a priority for the next meeting on 13 March 2024 with the outcome and any necessary recommendations being presented to the Corporation on 27 March 2024.

**16 ESTATES – PROPOSED IMPROVEMENT AND BUDGET IMPLICATIONS**

The Corporation received a report setting out the background to the proposed improvements to the College estate including the budget implications.

The emerging plans had been reviewed by and commented on by the Finance & Resources Committee at recent meetings.

A Member recalled that the intention was to seek to progress a full rebuild of areas of the College. However, it was explained that the costs were prohibitive particularly since the ONS changes which moved colleges back into the public sector meaning that it was not permissible to seek loan funding from a bank. The question, therefore, was what does the College lose out on by not having a rebuild? The straightforward answer is no brand new purpose built teaching areas and other facilities but as much as possible would be done to improve on the learning and working environment having regard to sustainability opportunities that present themselves.

The Committee agreed unanimously to APPROVE the recommendations as set out in the report published as part of the Agenda pack:

1. to APPROVE proceeding with the Capital Refurbishment Programme with a total budget cost of £9,099,360, subject to College Management procuring the projects in accordance with the College’s Financial Regulations and Procurement Strategy and reporting back to the Finance & Resources Committee and the Corporation with final contract information for F Block and Phase 1 A Block in April 2024.
2. to APPROVE the expenditure of up to £500,000 (which is included in the budget cost of £9,099,360) for the refurbishment of C405 and C407 into to staff accommodation, which will commence around Easter 2024, and before the main contract works come back to the Corporation for approval. This work needs to start early to facilitate the decant of F Block.
3. to APPROVE the ongoing fee expenditure of £228,239 including VAT to April 2024.
4. to APPROVE the tendering of the projects in line with the College’s Financial Regulations, which for A and F Block is via the PAGABO Framework and for C405, C407and BU and G demolition via a mini-tender run by the College,
5. to APPROVE that the sum of £500,000 is set aside as an overall contingency sum for the projects. The management of this Contingency Sum to be delegated to the Chair of the Finance & Resources Committee and to be reported to the Corporation meetings. No expenditure to take place until after building contracts have been agreed - this sum may be reduced once final contractors proposals are received.
6. to NOTE that the College Management will present the final tender information and recommendation to enter into building contracts with an approved Contractor, at special meetings of the Finance & Resources Committee and the Corporation in April 2024 -the College’s project management and cost consultants will be available to attend this meeting, to provide commentary and reassurance to the Corporation that proper procedures have been followed.

*Note: Matthew Odeyemi did not vote on this item as at the time of the meeting he was under the age of 18 and prohibited under the terms of the current Instrument & Articles of Government*

The Corporation agreed later in the meeting to arrange an additional meeting on 21 February 2024 and one of the items to be included on the Agenda would be an update on the estates project.

**17 AUDIT & RISK COMMITTEE – MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2023**

The Corporation received and noted the Minutes of the meeting of the Audit & Risk Committee held on 22 November 2023.

The issues addressed by the Committee at the meeting included the following as set out in the published Minutes:

* A confidential briefing session for Members of the Committee by the Auditors
* A presentation by the Internal Auditors on good governance for Audit Committees
* Risk Register
* Internal Audit – review of the implementation of issues
* Internal Audit – Progress Report
* Internal Audit Annual Report – 2022/23
* Financial Statements Auditors Report – 2022/23 (see also item 21 below)
* Annual Report of the Audit & Risk Committee – 2022/23

The Chair of the Committee highlighted the updated Risk Register which was thought to be an improvement on the previous approach and this would continue to be developed. The next update would include a heat map which, it was thought by Members, would be extremely helpful.

The Chair also explained that the Buzzacott Partner leading the end of year audit of the Financial Statements had phoned her to explain the background to the delay in the completion of the audit.

*Note: Yolanda Varley arrived at the meeting – she had been delayed by a family commitment*

**18 FINANCIAL STATEMENTS AUDITORS AND INTERNAL AUDITORS – RE-APPOINTMENTS**

The Corporation APPROVED the recommendations of the Audit & Risk Committee that:

1. Buzzacott be reappointed as the Financial Statements Auditors for 2023/24
2. Scrutton Bland be reappointed as the Internal Auditors for 2023/24

Both Auditors are within the periods of their current engagements following tender but it is a condition that they are re-appointed on an annual basis following a review of performance.

**19 AUDIT & RISK COMMITTEE ANNUAL REPORT – 2022/23**

The Corporation received and noted the Audit & Risk Committee Annual Report for 2022/23.

**20 INTERNAL AUDIT ANNUAL REPORT – 2022/23**

The Corporation received and noted the Internal Audit Annual Report for 2022/23.

**21 FINANCIAL STATEMENTS AND AUDITORS MANAGEMENT REPORT – 2022/23**

The Corporation received the following for 2022/23:

* Draft Financial Statements
* Auditors Management Report
* Letter of Representation
* Regulatory Self-Assessment

As mentioned earlier in the meeting, the audit had been delayed to the extent that the final versions of the Auditors Report and the Financial Statements had not been available for full consideration by the Audit & Risk Committee and the Finance & Resources Committee. However, the key emerging issues had been discussed and the respective Chairs of the two Committees had been kept updated on developments towards the completion of the audit.

The point was made by a Member that, in the absence of recommendations from the Committees and the delay in circulating the final documents, she was not clear on the end of year position and the implications for the College.

It was acknowledged that the delay was not helpful but the Auditors had now provided a “Going Concern” opinion on the College meaning that the Corporation had comfort. As projected the College reported a substantial end of year surplus as at 31 July 2023.

The Chair of the Finance & Resources sought to give Members comfort that all was in order and issues identified during the audit had now been addressed or would be progressed so that all was in order.

The Corporation agreed after a vote via a show of hands:

1. to thank the Interim Executive Director for Finance, Estates & Marketing for progressing the issues raised by the Auditors enabling the audit to be completed and the final versions of the Auditors Management Report and the Financial Statements to be provided
2. to note that the Audit & Risk Committee would consider at the next scheduled meeting the issues emerging from the audit so as to seek to ensure that future audits went far more smoothly and to time
3. to APPROVE for signature by, as appropriate, the Chair of the Corporation and the Interim Principal the Letter of Representation, the Regulatory Self-Assessment and the Financial Statements

*Note: Matthew Odeyemi did not vote on this item as at the time of the meeting he was under the age of 18 and prohibited under the terms of the current Instrument & Articles of Government*

In accordance with the national regulatory requirements the Financial Statements would be published on the College website so that they were available to anyone who was interested in reading the document.

**22 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2023**

The Corporation received and noted the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 16 November 2023.

The Chair of the Committee explained that the main items of business had concerned the College SAR and the Quality Improvement Plan.

It had also been agreed that, as with last year, a Joint Meeting of the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee should be arranged to discuss the course offer for 2024/25 in the light of the anticipated funding allocation, A date of 8 February 2024 had been identified. This meeting would exclude Staff and Student Members as there may be issues where it was appropriate to act in confidence although the outcomes would be shared as soon as practicable with all those interested and involved.

The other main issues discussed by the Curriculum, Quality & Engagement Committee at the most recent meeting included:

* Student Report
* Safeguarding – Update
* Examinations Action Plan
* Quality of Provision
* Equality & Diversity – Student Related Data – 2022/23
* Quality Strategy
* Learner Numbers

Given the number of issues requiring the attention of the Curriculum, Quality & Engagement Committee at this time an additional meeting of the Committee was being arranged – 29 January 2024 was identified.

**23 COLLEGE SELF-ASSESSMENT REPORT – 2022/23**

The Corporation received the proposed College Self-Assessment Report (SAR) for 2022/23 which had been reviewed by the Curriculum, Quality & Engagement Committee on 16 November and also at the Planning & Development Session on 18 November 2023.

The format of the SAR had due regard to the Ofsted Inspection Framework and the sections covered:

* Overall effectiveness
* Provision for Learners with High Needs
* Quality of Education
* Behaviour and Attitudes
* Personal Development
* Leadership and Management

Earlier in this meeting of the Corporation the Interim Principal had reported that, having taken advice from an Ofsted Inspector currently working with the College, it was thought that a “Requires Improvement” was appropriate. However, the Interim Principal at this juncture asked if a Requires Improvement judgment could be justified based on the content of the SAR for 2022/23. Following discission it was acknowledged that, on balance, the overall judgment for 2022/23 should be “Inadequate” although progress was being made to bring about improvements with a move towards “Requires Improvement”.

The College SAR had to be posted on the Ofsted portal so that it was available to Inspectors as and when they wished to review the document. However, it was noted that it was permissible to update the document in the light of developments.

The Corporation agreed unanimously to APPROVE the College Self-Assessment Report for 2022/23 as presented and to give an overall grade judgment of “Inadequate” but in the expectation that the action plans now in place and being progressed were bringing about improvements in the student experience.

**24 QUALITY IMPROVEMENT PLAN – 2023/24**

The Corporation received the proposed Quality Improvement Plan (QIP) for 2023/24 as reviewed by the Curriculum, Quality & Engagement Committee on 16 November and also at the Planning & Development Session on 18 November 2023.

The intention was to develop the QIP so that it covered Cross College themes which would be tracked by, as appropriate, the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee.

The Corporation agreed unanimously:

1. to APPROVE the Quality Improvement Plan for 2023/24 as a working document
2. that regular updates be presented to, as appropriate, the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee so that progress can be tracked and any slippage reviewed / challenged as appropriate.

The Corporation would be kept informed of issues relating to the Quality Improvement Plan via receipt of the Minutes of the meetings of the Standing Committees.

**25 QUALITY STRATEGY**

The Corporation APPROVED the updated Quality Strategy as recommended by the Curriculum, Quality & Engagement Committee on 16 November 2023.

*Note: Kate Towner left the meeting at this point – the meeting remained quorate*

**26 GOVERNANCE & SEARCH COMMITTEE – MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2023**

The Corporation received and noted the Minutes of the meeting of the Governance & Search Committee held on 13 November 2023.

The items considered at this meeting of the Governance & Search Committee had included:

* Membership of the Corporation – Independent Members - Vacancies – see item 27 below
* AoC Code of Good Governance – see item 28 below
* Corporation Code of Conduct – see item 29 Below
* Complaints relating to members of the Corporation and the Head of Governance – see item 30 below

**27 MEMBERSHIP OF THE CORPORATION – INDEPENDENT MEMBERS**

The Corporation ENDORSED the planned approach presented by the Governance & Search Committee with regard to the arrangements for seeking to fill the vacancies for Independent Members:

* 1. to seek to identify at least one person, and preferably two people, with a direct connection to the local Newham community – initially by exploring (1) the interest of a current or recently retired Head or Deputy Head of a secondary school or someone with an interest in and commitment to Special Needs provision in joining the Corporation and (2) by approaching an organisation such as Rights & Equality in Newham
  2. once local opportunities were explored and if they prove to be unsuccessful to brief the AoC with a view to identifying a pool of possible new Corporation Members – this had proved to be a successful strategy in recent years with all but one of the Independent Members appointed since 1 August 2020 having been identified by the AoC

**28 AOC CODE OF GOOD GOVERNANCE**

The Corporation APPROVED the adoption of the updated AoC Code of Good Governance as from 1 January 2024 as recommended by the Governance & Search Committee on 13 November 2023.

**29 CODE OF CONDUCT FOR CORPORATION MEMBERS**

The Corporation APPROVED the adoption of the updated Code of Conduct for Corporation Members as from 1 January 2024 as recommended by the Governance & Search Committee on 13 November 2023.

**30 COMPLAINTS RELATING TO MEMBERS OF THE CORPORATION AND HEAD OF GOVERNANCE**

The Corporation APPROVED the policy statement on complaints relating to Members of the Corporation and the Head of Governance as recommended by the Governance & Search Committee on 13 November 2023.

**31 GOVERNANCE SELF – ASSESSMENT**

The Corporation received the report prepared by the Chair of the Corporation and the Head of Governance which set out the issues identified from the most recent Governance Self-Assessment which required the attention of the Corporation as well as a number of issues to be addressed by the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee.

By way of background the report presented to and considered by Members during the Planning & Development Session was also circulated as this covered a review of the actions agreed last year and the outcomes from the analysis of the self assessment questionnaires completed by Members for 2022/23.

The Corporation agreed to APPROVE the planned actions relating to the following issues which were for the Corporation itself to progress with the support of appropriate Committees:

* To raise awareness of appropriate issues such as financial management
* Link Members
* E governance
* Corporation Chair to complete current (first) term of office as an Independent Member on 31 July 2024 – review including an opportunity for Members to comment on performance and approach to carrying out the role
* External Review of Governance

Updates will be provided as and when appropriate so that Members may be assured that progress was being made.

**32 REMUNERATION COMMITTEE – 21 NOVEMBER 2023**

The Corporation received and noted the public part of the Minutes of the meeting of the Remuneration Committee held on 21 November 2023.

**33 REMUNERATION COMMITTEE – TERMS OF REFERENCE**

The Corporation APPROVED the update to the Terms of Reference as recommended by the Remuneration Committee so as to incorporate the recent changes in designation of 3 of the 4 designated Senior Posts:

* Vice Principal Curriculum & Quality (was Student Achievement & Progress)
* Vice Principal Finance & Resources (was Finance & Operations)
* Head of Governance (was Clerk to the Corporation)

**34 PRESENTATIONS FOR FUTURE MEETINGS OF THE CORPORATION**

The Chair of the Corporation invited Members to make known on an ongoing basis any suggested topics for presentations for future meetings. The following items had previously been proposed and it was agreed that these would be considered to be addressed at a future meeting:

* Health & Safety with a focus on the role and responsibilities of the Corporation
* The course offer and its relationship to the world of work
* External organisations coming into College to provide support and relevance to course and other activities
* Government policy relating to the further education sector

**35 CALENDAR OF MEETINGS – 2023/24**

The Corporation AGREED that it was appropriate to hold an additional meeting given the number of issues to be addressed and to ensure that Members were aware of developments and could provide oversight on such issues as the works to the College estate approved earlier in the meeting.

The Corporation NOTED the dates of the planned meetings to take place in 2023/24 were now as follows given the addition of the meeting in February 2024 :

* Wednesday 21 February 2024
* Wednesday 27 March 2024
* Wednesday 10 July 2024

At this time it is planned to start meetings at 5.45pm.

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues.

The intention was for the meetings to be held in College but with an opportunity for Members to join online if they wished.

**36 CORPORATION MEMBER ONE-TO-ONES WITH THE CORPORATION CHAIR**

The Chair of the Corporation said that he would like to re-introduce one-to-one discussions with Members of the Corporation – probably via phone but online if a Member so wished. This would provide an opportunity to discuss issues of interest particularly at a time of challenge for Members given the current position of the College. Members welcomed this approach which would be arranged to start in about mid January at the convenience of Members.

*The Student and Staff Members left the meeting which, it was noted, remained quorate.*

*The members of the SLT including the Interim Principal also left at this point of the meeting.*

**37 CONFIDENTIAL ITEMS**

The Corporation considered certain confidential items as set out in the separate Minutes which are only available to the Independent Members and the Parent Member.

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