

Minutes of: CORPORATION

Date: 27th March 2025

Time: 5:30pm

Place: Hybrid

Present: Mr B Angliss
Mr S Brand
Mr P Cook MBE (Principal)
Mr S Crick
Mrs P Dyson (Chair)
Mr I Meaton
Mrs L Miervaldis
Ms N Paterson
Mr C Todd
Ms N Williams

In attendance: Ms M Coles (Interim Vice Principal, Finance and Resources)
Ms J Ferguson (Vice Principal, Safeguarding and Pastoral Care)
Mrs R Herbert (Deputy Principal)



24/43 APOLOGIES

Apologies for absence were received from Mrs Y Doherty (Director of Governance).

The Student Governor had provided questions / comments / queries for presentation prior to the meeting, these had been shared with the Chair and SLT.

The Chair noted that following the resignation of the Vice Principal, Safeguarding and Pastoral Care, this would be the last meeting of the Corporation that Ms Ferguson would attend.

The Chair recognised the contribution, and considerable work, that Ms Ferguson had made in improving safeguarding since joining the College in 2016/17 and expressed thanks on behalf of colleagues for all she had done. The Chair expressed her best wishes for Ms Ferguson in the future

The Principal confirmed that Ms Ferguson had made a significant contribution to the College during her tenure and that it was appropriate for this to be acknowledged at this meeting.

24/44 DECLARATIONS OF INTEREST

There were no declarations of interest.

FOR DECISION

24/45 MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting (circulated, document March 25/1) held on 6th February 2025 were considered.

It was **RESOLVED THAT**, the minutes of the meeting held on 6th February 2025 be approved.

24/46 MATTERS ARISING/ACTIONS FROM THE PREVIOUS MEETING

Actions Report (circulated, document March 25/2)

32.1 *ACTIONS REPORT FROM 12th DECEMBER 2024*

24/23.1 HTS Ltd

It was agreed that the Search and Governance Committee oversee the process of the appointment of a serving Corporation member to the Board of HTS.

06.02.25 Update:

To be considered at the next meeting of the Search & Governance Committee. CARRY FORWARD

Update 27.03.2025: **COMPLETE**

To be considered at the meeting of the Search & Governance Committee scheduled for 25th March 2025.

24/24.4 Equalities Data 2023/24 for publication

The provision of historical data on the age range of governors be investigated CARRY FORWARD

Update 27.03.2025: **COMPLETE**

The data on the age range of Governors is available going back a number of years, which could support future reporting.

24/33.1 PRINCIPAL'S REPORT

In response to the point raised about student voice and internships it was queried if it would be possible for the Student Governor to canvas the views of interns on their experiences.

It was confirmed that this could be discussed with the Student Governor.

Update 27.03.2025:

The Head of Employment Services will include the Student Governor in the next learner voice activity for interns. She will be supported to design and implement the strategy to gain their views.

A further update was provided by the Deputy Principal. The Student Governor had met with the Head of Employment services and would be devising an online questionnaire. In addition, there was discussion of the production of a small video to capture interns' experiences, which should be available for the next meeting

[ACTION]**RH***24/34 STRATEGIC PLAN*

- i. the summary report was an accurate account of the event the outcomes; and
- ii. this be used to develop the final strategic plan, including an implementation plan with targets and objectives, for presentation and approval at the meeting of the Board scheduled for 27th March 2025

Update 27.03.2025: **COMPLETE**

Report presented to the Board 27th March 2025, see agenda item 5.

*24/37 FINANCE & RESOURCES**37.2 HR Report Autumn Term 2024/25*

Page 1 – cumulative staff voluntary turnover rate, there was an increase in the College rate between July 24 and December 2024. Was there a correlation between the vacancies and staff turnover?

It was confirmed that some correlation was to be expected.

It was suggested that some analysis would be possible via processes such as exit surveys which could provide the reasons for leaving. It was advocated that the annual HR report could be developed to include this.

Update 27.03.2025:

The HR manager has agreed to present exit survey data in the next HR report to Board.

The Actions Report was noted. There were no other matters arising.

24/47 STRATEGY**47.1 Strategic Plan**

The Principal presented the draft Strategic Plan 2025 – 2028 (circulated, document March 25/3).

It was reported that the Strategic Plan document submitted to the Board was an update on previous iterations that had been provided since the summer (2024) and now included the updates approved at the last meeting (February 2025). Amends were highlighted for ease of reference.

Attention was drawn to two points, where Governors had had direct and clear input into the development of the document. This was something that had been considered periodically in considering the impact of Governance.

The points in question were:

- Page 22

In discussion at the Strategy Event (January 2025) the need to highlight the work of the College was emphasised, with research being suggested as a means to carry this forward. The document confirmed that quite a lot of work had been completed in relation to this, and updates would be provided at future meetings

[ACTION]

PC

- Page 26

The interaction with Local Authorities (LAs). The Principal thanked Ms Williams for her support with this and confirmed that there had been a number of meetings with the strategic leads at one LA and that the College was in advanced dialogue with them.

Discussion points included:

Delivery Plan

First section on Behaviour: specifically, analysis of behaviour and revision of the approach. The document referenced 'improved learner behaviour and sustained improvement in learner behaviour' – it was understood that learner behaviour was good as it stands. Was it also about being able to work with students with more complex presentations?

It was commented that the intention was to improve on the current situation.

It was suggested that that the College aspired to be better than Outstanding in terms of an Ofsted assessment, and the intent was to continually strive to improve and there were areas where improvement could be achieved.

It was about continuing on the same trajectory, albeit any gains would be harder to achieve given the high starting point.

It was advocated that the improved strategy, and improved behaviour management might result in the College accepting students with more complex presentations.

It was confirmed that this was already the position. In terms of analysis and improvement of behaviour, considerations included the complexity of presentations and the necessary strategies. It was essential to understand learner needs from a variety of aspects and how those needs were met. This was the basis of the behaviour strategies.

The intent was to continue with this whilst recognising and identifying where improvements could be made, e.g., CPD for staff, and new strategies. The needs of learners were getting more complex, and there was a limit to the complexity that could be accepted in the current environment.

The College was a busy environment which would impact the ability to take any learners with more / additional complex presentations than at present, especially on the basis of current resources and the size of the cohort.

It was confirmed that the point had been raised on the basis that it was a strategic document subject to publication, and that could potentially be utilised in high level strategic dialogue with stakeholders.

It was agreed that the College was on a continuous journey of improvement, but that there was a possibility that the document could be interpreted as indicating that behaviour was poorer and there was a substantial requirement to improve.

This was accepted. It was again emphasised that the objective was improvements beyond outstanding and that this would also be confirmed to stakeholders.

Section on Learner Voice

An observation was raised, regarding awareness of alternative approaches to seeking learner input. It had been suggested that instead of seeking views through learner voice activities an alternative would be to ask students for their advice on how things could improve.

It had been advocated that responses to this might be more positively framed and progressive, so that as opposed to. *'I don't like'* it could be *'I wonder if this would have happened / this would be better'*

It was confirmed that this was raised as something for consideration in the approach to learner voice and not that the current strategies be revised now.

It was reported that the intention was to complete an initial mapping of college practice against best practise from the sector.

It was agreed that the points raised should be considered and further detail was requested in order to signpost staff. **[ACTION]** CT/PC

It was commented that SLT colleagues should congratulate themselves and their teams on the achievement of 76% of learners progressing to paid or voluntary employment, which was a very strong performance against national success rates.

It was advocated that this evidenced the excellent work of the staff.

At end of £5m capital plan, what was the forecast cash reserve position?

Following the meeting it was confirmed that the cash reserve at the end of the plan would be £6.3m

Fund raising initiatives, what was expected / hoped for? Was there a dependency on this figure anywhere in the financial forecasts or other plans?

Following the meeting it was confirmed that there was no dependency on fund raising initiatives.

The Chair thanked governors for their input to the development of the Strategic Plan.

It was **RESOLVED THAT** the Strategic Plan 2025 - 2028 be approved.

47.2 HTS Update

The Principal presented an update report on HTS Ltd (circulated, document March 25/4).

Please see separate confidential minutes.

47.3 Curriculum Strategy

The Deputy Principal presented the Curriculum Strategy 2024 – 2026 (circulated, document March 25/5).

It was reported that the Curriculum Strategy had already been reviewed at the Quality & Standards Committee and was recommended for Board approval.

Changes made to this version of the strategy included an update with regard to the political landscape, with particular focus on the inclusion agenda, and it was to be noted that this was published / preceded publication of the Interim Curriculum review and Ofsted's consultation on report cards.

Areas to note:

- the increased emphasis on green skills, net zero, sustainability, and AI,
- the document followed the traditional format, towards the end of the document it included:

- current programmes at Hereward were noted.
- employer links within each vocational area.
- the programmes of study, the anticipated learning numbers and notification of the resources now required for the development of those curriculum areas.

Questions received in advance

- *Page 9/10 Qualification Reforms*

Can the students have the same opportunity as the adult learning classes? e.g., social care quals

It was confirmed that this related to the adult skills funded provision. It was reported that there were a number of programmes being explored, as possibly suitable for some of the day learners. The Deputy Principal would keep the Student Governor updated with regard to developments. **[ACTION]**

RH

- *Page 14 Business in Action*

Currently, the students focus on selling clothes, there are a few students doing this. Are there any plans to develop the course to offer a wide range of opportunities?

It was confirmed that there were a variety of different business models within the Business in Action setting.

The starting point was the Hera Threads initiative which was akin to Vinted or Depop. There were many other business models, with an example provided of the creation of a website to provide advice and guidance to disabled travellers. It was a very broad based programme.

- *Page 17 Esports*

Is this focused on, game development or game design?

It was confirmed that it was neither, it was existing sporting activities.

- *Page 22 Strategic Intention 3*

How would this be different to what's happening now?

It was reported that the intention was to continue to focus on the development of flexible models of delivery and to extend the vocational offer.

The Chair thanked the Deputy Principal for the comprehensive document and her responses to the queries raised.

The Chair expressed her thanks to the Student Governor for submitting the questions.

The Chair noted that it had been hoped that the Student Governor might be able to meet with the Governors that had been on college site 27.03.25. It was queried if this had been possible.

This was confirmed and that the Student Governor had accompanied the other governors on the tour of the college campus and taken part in some lesson visits with the other governors that were present. She was pleased to be able to meet people that she hadn't previously met and made a very valuable contribution.

It was **RESOLVED THAT** the Curriculum Strategy 2024 - 2026 be approved.

24/48 POLICIES

The Chair welcomed the Interim Vice Principal Finance and Resources to the meeting.

The report provided detail on three policies that had been reviewed, two of which had been considered by the Audit Committee (AC), and were recommended for approval (circulated, document March 25/6).

1. Anti-Money Laundering Policy (recommended by the AC for approval)

This was a roll forward of the existing policy, noting there have been no changes to relevant legislation since the last review.

2. Anti-Tax Evasion Policy (recommended by the AC for approval)

This was a roll forward of the existing policy, noting there have been no changes to relevant legislation since the last review, with one minor grammatical amendment on page 2, highlighted for ease of reference.

It was suggested that within the body of the policies reference should be to the substantive post for Vice Principal Finance & Resources and not the interim.

It was **RESOLVED THAT**, subject to the agreed revision to the role title, the Anti-Money Laundering Policy and Anti-Tax Evasion Policy be approved.

3. Staff Disciplinary Policy & Procedures

The policy had been updated to provide clarity over the disciplinary hearings process and to incorporate a flowchart. The amendments were shown via tracked changes.

In discussion it was noted that there were quite a few queries. It was questioned if this should be dealt with in the meeting or separately outside of the meeting.

It was further noted that the policy had not been subject to prior committee review and suggested that if there were a number of queries that it be better dealt with outside of the meeting.

It was agreed that this discussion / input could be completed outside of the meeting.

The need to present the policy for approval at a subsequent meeting or if this could be completed by correspondence between meetings was raised.

It was confirmed that it could be approved electronically in between meetings.

Interest was expressed in the queries being raised.

It was suggested that headlines and what the subject areas were should be provided and that the specific queries/ conversations be taken outside of the meeting.

Thanks was expressed for the work that had been completed on the policy.

Several questions related to terminology that were considered substantial in that they made a material difference to the policy and needed to be addressed. It was considered that this would be easy to deal with by correspondence.

It was **RESOLVED THAT**

- i. the queries on the Staff Disciplinary Policy & Procedures be raised and addressed by email outside of the meeting
- ii. the policy be approved by the established electronic process.

FOR INFORMATION

24/49 STANDING AGENDA ITEMS

49.1 Principal's Report

The Principal presented an update report (circulated, document March 25/7).

The report provided detail on:

- Launch event of the SES Mini Engineering facility
- Immersive Room plans
- 25- year service celebration.

It was commented that the governors who had been on site had met with a member of staff who had been at the College for 16 years. Governors recognised that having staff with such long service was testament to how people felt about the college, and the ways they were supported and treated.

It was advocated that having a celebration and a gift was a very important way of acknowledging that hard work and commitment, especially as there were huge recruitment and retention issues

impacting on the quality of support and teaching, particularly across settings with young people with special needs.

It was reported that there were a number of long serving staff (a decade, two decades, 25 years, some over 30 years) performing at a very high level.

Questions received in advance

Where will the Immersive Room be?

It was confirmed that it was anticipated that this could be on the English and math corridor, at the end, Room 18

However, given the pressure on accommodation consideration was being given to creating other rooms, but this was the current thinking especially in terms of its proximity to other departments.

It was **RESOLVED THAT** the Principal's Update report be noted and received.

49.2 Student Numbers

Members considered the report on the Student Numbers (circulated, document March 25/8).

It was highlighted:

- the live applications were looking very high.
- there was very little information about funding and whether funding would be approved, this continued to be monitored on a weekly basis at SLT.
- the board would be kept informed.

Discussion points included:

The reported number was huge. There was a sufficiency issue, nationally and regionally.

It was acknowledged that not all would convert to funded places, but if the majority were to do so, what was the plan?

It was confirmed that this was not anticipated but, if this was the case, management felt secure in terms of accommodation.

Plans were being put in place to address any recruitment issues, including early recruitment ahead of funding decisions, hoping that there would be more financial information available prior to the conclusion of the recruitment processes.

This was to attempt to future proof.

It was advocated that there remained a risk related to restarts (learners who would begin a new programme), where continuation of funding was sought for young people who had demonstrated progress and the ability to continue to do so.

There was an awareness of the significant increase in applications in September, October and November 2024. This would continue to be monitored carefully, whilst also recognising that LAs have been responsive to meeting the statutory deadline in a way not previously seen.

It was suggested that there would be a decline in applications and consults for the remainder of this year (not the 50-60 as in previous years in April, May, June, July).

It was emphasised that this was monitored on a weekly basis, and it was considered that the crucial point had been reached. It was advocated that April would provide clarity, especially as it was considered that LAs had been much more efficient this year.

It was suggested that consideration should be given to expanding that a little further, i.e. based on historical conversion rates, what is the anticipation position and is there a risk that applicants would be turned away and therefore their needs would not be met, and what would be the impact be on college relationships with the funding bodies?

It was commented that it was too early to tell. It wasn't just the conversion rate (approx.75%), it was also about which learners, e.g., for some learners it might be possible to have larger class numbers

but for others that would not be possible. There was still no confirmed detail on conversion numbers and funding.

There was also insufficient detail to support secure decisions on recruitment, however decisions regarding accommodation had been made.

It was **RESOLVED THAT** the Student Numbers update report be noted and received.

49.3 QuIP 2024/25

The Deputy Principal reported on the Quality Improvement Plan (circulated, document March 25/9).

It was reported that the Quality & Standards Committee had considered this report, and updates were highlighted for ease of reference.

Attention was drawn to

Page 2:

Charting of the incremental increase in learner numbers accessing work experience, contact with employers, and work placements.

Page 4:

Charting the evidence from the IQR process of some very helpful observations as part of the quality processes.

Page 6:

Continued progress against the Green Skills Road Map, including recent strategic meetings with colleagues from other colleges in the West Midlands.

Page 8:

The Immersive Room (previously discussed)

Page 11:

Developing relationship with the new catering manager who had met with student groups, with a view to having an impact in terms of the quality of food on campus.

Discussion points included:

It was commented that from the recent work on the completion of the LOOP survey this year it appeared that there had been an improvement in the learner assessment of the catering.

It was reported that the Quality & Standards Committee recognised how good it was to see the inclusion of the detail in the impact and progress section in the QuIP. This provided a lot of very detailed reassurance, whilst also showing a great deal of positivity.

The Chair thanked the Deputy Principal for the very comprehensive report. It was noted that it contained a huge amount of information that served to reassure Governors.

It was **RESOLVED THAT** update against the Quality Improvement Plan (QuIP) 2024/25 be noted and received.

49.4 Data Dashboard 2024/25

The Data Dashboard was considered (circulated, document March 25/10).

This was presented at the Quality & Standards Committee meeting, where there had been discussion of the retention and achievement rates for Hereward Training learners, which were still being worked through. It was hoped that there would be an improvement by the end of March.

It was commented that it was good to see the in-year improvement in Hereward Training achievement rates, as this often wasn't the case.

It was **RESOLVED THAT** the Data Dashboard 2024/25 update report be noted and received.

24/50 SAFEGUARDING AND PREVENT UPDATE

50.1 Safeguarding Update

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding Update Report (circulated, document March 25/11).

The report provided detail on a number of aspects:

- Safeguarding Overview
- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- 157 Audit
- Safeguarding data
- Safeguarding referrals
- Staff and Governor Training

Discussion points:

Page 2:

The number of safeguarding referrals where students were awaiting assessment was raised. The timeframe for the assessments was queried.

It was confirmed that this was dependent on the issue, e.g., where it related to mental health, the mental health services were in crisis, so those referrals could take some time. Detail was provided on the processes and the support offered by the College.

It was **RESOLVED THAT** the Safeguarding Update Report be noted and received.

50.2 Residential Provision

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding Update Report (circulated, document March 25/12).

Please see separate confidential minutes.

24/51 FINANCE AND RESOURCES

51.1 Audit Committee Meeting – 17th March 2025

The Corporation noted the report from the Audit Committee (circulated, document March 25/13).

The report confirmed that the Committee had considered:

- Policies *see minute 24/48.*
- Internal Audit Service reviews
 - ❖ Procurement
Substantial assurance; one medium and one low risk recommendation
 - ❖ HR: Use of Agency Staff
Strong assurance; one low risk recommendation
- Progress against the Annual Internal Audit Service Plan 2024/25
- Risk Management
- Progress against open recommendations
- Future Deep Dives
- Gifts and hospitality
- AoB: Feedback to auditors.

The Chair of the Committee thanked the Interim Vice Principal Finance & Resources for getting up to speed so quickly which helped the Audit Committee immensely.

The following points were highlighted:

- the Interim Vice Principal Finance & Resources had produced a Strategic Risk Register update, which had been well received.
- The Committee was maintaining a watch list of deep dives. The Committee did not consider that there was currently anything that required a greater level of assurance, not least of which given the change and developments that were ongoing, would place additional strain the team.
- The internal audit findings from the Procurement review based on the sample size (30), had identified where there was a control and governance failing. There was an action plan to remedy this by end of the spring term.

It was reported that the issue was considered to be with the requirements of the Financial Regulations, rather than a control issue. It was confirmed that it was not related to the College acting inappropriately from a procurement perspective. The Financial Regulations were under review and would be presented to the next meeting of the Audit Committee in June 2025.

Discussion:

The Chair confirmed knowledge of a recent RIDDOR incident.

It was reported the RIDDOR incident related to a staff member who had fractured their elbow as a result of a fall at work. The College was currently waiting on medical records. The Board would be kept updated.

Risk Management Report and Risk Register

It was suggested that when the SLT next considered the risk register, this should include what of the HTS work should / could / may or may not be included / recorded. **[ACTION]** **SLT**

It was **RESOLVED THAT** report on the Audit Committee meeting, 17th March 2025, and the comments on the strategic risk register be noted and received.

51.2 Monthly Management Accounts

The Interim Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 7 (circulated, document March 25/14).

Detail of key issues included:

- The Financial health assessment
- The cash balance at the end of the period
- Banking covenants are forecast to be met.
- To date capital expenditure
- Reforecast: increase to the estimated surplus.

The following points were highlighted:

- Management Accounts for month 7 with an updated forecast for the year.
- A considerable amount of work had been completed in assessing the potential outturn for the year
- Key headlines reported that performance was mostly on track, apart from the performance ratio, which was Amber rated, but not of concern
- The main driver was Outstanding financial health, which had been maintained.
- Analysis indicated a positive position in relation to the surplus as of February with only a small variance.
- Slight dip in cash attributable to timings but that had been addressed.
- Capital expenditure was usually front loaded, and there was no concern regarding the spend to date.

It was **RESOLVED THAT** the Monthly Management Accounts, Month 7, be noted and received.

24/52 QUALITY AND CURRICULUM

52.1 Quality and Standards Committee Meeting – 12th March 2025

The Corporation noted the report from the Quality & Standards Committee (circulated, document March 25/15).

The report confirmed that the Committee had considered:

- Hereward Training
- Careers and Enterprise Strategy – Implementation Plan
- Adult Skills Fund Strategy (ASF) – Implementation Plan
- Deep Dive – Adult Skills Fund
- Future Deep Dives
- Learner Leadership (see minute 24/52.3)
- LOOP 24.25 Improvement Plan (from 23.24 report)
- Termly Residential Update Report
- Curriculum Strategy (see minute 24/47.3)
- Quality Improvement Plan (see minute 24/49.3)
- Interim Internal Quality Review Report
- Projected Achievement and Pass Rates (see minute 24/52.2)
- Equality, Diversity, and Inclusion Objectives
- Data Dashboard (see minute 24/49.4)

The following points were highlighted:

- recognition that the Careers and Enterprise Strategy, and the Adult Skills Implementation Plan, were mature and very much met with their objectives
- the Adult Skills Fund (ASF) was tracking ahead of expectation
- ASF allocation had been achieved (a very different position to previous years)
- Future deep dives would include Admissions and Transitions, which hadn't been considered for some time.

It was **RESOLVED THAT** report on the Quality and Standards Committee meeting, 12th March 2025 be noted and received.

52.2 Projected Achievement and Pass Rates

The Deputy Principal presented a report on the Projected Achievement and Pass Rates (circulated, document March 25/16).

This report had been considered in detail by the Quality & Standards Committee.

Highlights included:

- The report was produced to provide assurance to the Board that the College understood the reasons why young people were not retained on programme, with analysis provided.
- Some would have withdrawn last academic year, and would impact on the overall achievement rates for June 2025
- Retention and progress of learners, particularly in Functional Skills as identified in the QuIP, continued to be monitored carefully
- The report detailed current retention and predicted pass and achievement rates by Pathway
- The predicted Pass rates had been arrived at by Curriculum Managers, with support from their deputies, adopting a cautious approach
- Historically the predicted outcomes were largely accurate

It was commented that in considering the predicted outcomes for 2024/25 year, it was encouraging that the majority of them were more than the 2023/24 year, with one or two exceptions, and despite the number of withdrawals throughout the year.

It was **RESOLVED THAT** report on the Projected Achievement and Pass Rates be noted and received.

52.3 Learner Leadership

The Vice Principal Safeguarding and Pastoral Care presented a report on the Learner Leadership activities that had taken place between September and February (circulated, document March 25/17).

This report had been considered in detail by the Quality & Standards Committee.

The report provided detail on activities completed by the Student Council and Peer Support Team.

The LOOP 2024/25 Improvement Plan had also been considered by the Committee.

Questions received in advance

We need to utilise opportunities to capture learner voice. To do this effectively students need time to do this in addition to the LOOP report. Is there an intention to build on this? For example, a rotational enrichment programme?

It was confirmed that the current processes for capturing learner voice included:

- the LOOP annual report and reporting of the outcomes and actions
- the Student Council and Peer Support Team that engaged with the wider student community regarding issues that fed into half termly meetings between the Student Executive and SLT
- these meetings included actions for consideration by the SLT, most recently this had included the expansion of the lunchtime clubs, covering new activities
- a varied lunchtime activity rota and enrichment programme
- the annual cycle of learner voice activities

Would there be any opportunities for the Student Exec to engage with external stakeholders? e.g., how does Hereward intend to influence regional and national policy working in collaboration with student exec?

Would students therefore be able to identify their own agenda regarding national and local authorities, e.g., policies around SEND?

It was confirmed that interest from learners wishing to get involved in national and regional policy development would be welcomed.

There were initiatives /work that looked to influence the democratic processes including:

- the All Parliamentary Advisory Group, relating to assistive technology, and the College was involved in work with the National Transport Centre.
- one of the college learners had also been to the Houses of Parliament and advocated on behalf of the College and its work.

It was reported that through these types of initiatives the College would continue to engage with the student body to shape / influence some of that national agenda.

There would be an opportunity for the Student Governor to become involved if that was something that they would like to develop further

The learner voice was also referenced in the Strategic Plan.

It was **RESOLVED THAT** Learner Leadership update report be noted and received.

24/53 ANY OTHER BUSINESS**53.1 LinkedIn Business Review for the External Governance Review**

It was reported that the consultant who had completed the External Governance Review had approached the Chair to request a LinkedIn recommendation. This had been discussed with the Director of Governance and a draft form of words created. This was to inform Governors of the position and seek feedback / advice on this potential action prior to sharing the draft wording if appropriate.

It was suggested that this should be considered against whatever the policy was on employee references.

There was discussion of the college policy on employee references and any prior experience of providing such a review.

An alternative approach was suggested – if the wording was agreed would it possible for those members who used LinkedIn to provide the reference, rather than it be from Hereward.

Support for this was expressed on the basis of providing recommendations between professionals, rather than between a company and individuals.

The Chair suggested that this be discussed further with the Director of Governance, with the wording shared with the members and if agreed, used by Governors as individuals.

It was queried if the College had a LinkedIn account.

This was confirmed.

It was advocated that the College account should not be used.

It was agreed that this would be discussed further and Governors kept updated.

[ACTION]

Govs

53.2 Selection Panel – Recruitment Agency

It was reported that the Selection Panel had met to consider agency proposals for recruiting to the vacant SLT posts.

A preferred agency was identified (VP Finance & Resources post), with the Director of Governance tasked with negotiating in relation to the fee. A reduction was achieved with the Selection Panel agreeing the new fee. The successful recruitment agency was Peridot Partners

The position with regard to the replacement for the Director of Governance (DoG) role was raised. It was commented that this was considered a key strategic position.

Points raised included:

- consider specific inclusion on the risk register
- taking a holistic view on what is provided by the current postholder was there a risk associated with not recruiting if it is not given the strategic priority, it deserves
- was there a risk of the College / Board being exposed in terms of the Director of Governance service
- DoG would be leaving in approximately 3 months

The Chair agreed with the points raised, including the risks associated with not having a Director of Governance in place when the current postholder leaves. It was confirmed that discussions continued with the Principal, including contingency plans.

It was advocated that the risk was included in the risk register but that there was need to review whether the risk had increased, given issues relating to succession had previously been acknowledged. This academic year there had also been succession issues relating to the Vice Principal roles. It was suggested that there was a need to reflect on the scoring for this risk(s).

Discussion suggested that there was a general risk identified on the risk register, but the point raised had been specifically for the DoG position.

The Chair again agreed with the concerns expressed and confirmed that Governors would be updated on the position as soon as possible.

It was suggested that whilst acknowledging that there would be a job description (JD) in place, should the DoG be requested to develop a handover list, that detailed everything else she had involvement with. It was advocated that this would be more than what was included in the JD

It was reported that the DoG had completed a considerable amount of work reviewing the JD from where it was. This had also been reviewed by the Chair and shared with the Principal. There had been a substantial discussion, between the Chair, Principal and DoG regarding the breadth of the work / role.

In terms of a specific handover list, this had yet to be quantified and there had been discussion of the possibility of an Interim Director of Governance.

It was commented that the leaving date for the current postholder was fast approaching

It was recognised that the extensive skills and experience and knowledge of Hereward of the current postholder was relied on by the Chair of the Audit Committee and the Chair of the Board

The Chair advocated that it was of concern when a number of senior postholders left, for quite often very valid reasons, as this resulted in a lack of organisational knowledge / history and that in itself presented its own risks.

It was suggested that this could be reflected in the risk register entry – knowledge transfer **[ACTION]**

MC

53.3 Quality and Curriculum Policy Reviews (Late Paper)

The Deputy Principal presented a report two policies that were subject to Board approval (circulated, document March 25/19).

It was reported that neither policy was scheduled for approval at this time, it would usually be the end of the summer term.

Mr Brand had submitted queries via email, primarily related to the consistency of terminology and GDPR requirements, with the Deputy Principal having responded.

1. Admissions and Transition Policy

It was considered timely in light of the potential admissions numbers to strengthen the Admissions and Transition policy

New inclusions were highlighted in yellow and included significant strengthening of the appeals process.

It was suggested that with regard to the Admissions Policy and consistency of terminology, specifically the use of the terms learner, student, or young person, it would be prudent to use young person when describing applicants as they were not yet a student or a learner

It was commented that the amendments were appropriate and complemented previous discussions regarding student numbers.

There was detailed discussion around the provisions of the policy and the implications with regard to the 'duty to admit'

It was agreed that this should be clarified in terms of risk.

[ACTION]

SLT

2. Complaints Policy

One very small inclusion on Page 2

It was **RESOLVED THAT** the:

- i. Admissions and Transition Policy be approved
- ii. Complaints Policy be approved

24/54 DATE OF THE NEXT MEETING

The date of next meeting was confirmed as Thursday 15th May 2025.

The Chair provided apologies in advance due to personal commitments. The Vice Chair had kindly agreed to chair the meeting.

Signed:

Chair

Date: