

Minutes of: CORPORATION  
Date: 4<sup>th</sup> July 2024  
Time: 3.30pm  
Place: The Hive



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

In attendance: Mrs R Barnes (Vice Principal, Finance and Resources)  
Mrs R Herbert (Deputy Principal)  
Mrs Y Doherty (Director of Governance)

**23/69 APOLOGIES**

Apologies for absence were received from Ms J Ferguson.

**23/70 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**FOR DECISION**

**23/71 CONFIDENTIAL (without Staff Governors) see separate minutes**

Mr Meaton and Ms Miervaldis left the meeting.

**23/72 MINUTES FROM THE PREVIOUS MEETINGS**

Mr Meaton and Ms Miervaldis rejoined the meeting.

**72.1 Confidential Meeting (2) 16.05.2024**

The minutes of the confidential meeting (2) (circulated, document June 24/2) held on 16<sup>th</sup> May 2024 were considered.

A number of typographical errors were noted. It was agreed that these would be provided outside of the meeting.

It was **RESOLVED THAT** subject to correction of the typographical errors, the minutes of the confidential meeting held on 16<sup>th</sup> May 2024 be approved.

**72.2 Meeting of 16.05.2024**

The minutes of the meeting (circulated, document June 24/3) held on 16<sup>th</sup> May 2024 were considered.

Typographical errors were noted.

|       |                                                                                                                                                                                                                              |                                                      |                 |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------|
| 23/73 | It was <b>RESOLVED THAT</b> subject to correction of the typographical errors, the minutes of the confidential meeting held on 16 <sup>th</sup> May 2024 be approved.                                                        |                                                      |                 |
|       | <b>MATTERS ARISING / ACTIONS FROM THE PREVIOUS MEETING</b>                                                                                                                                                                   |                                                      |                 |
|       | <b>Matters/Actions Report</b> (circulated, document June 24/4)                                                                                                                                                               |                                                      |                 |
|       | 23/52                                                                                                                                                                                                                        | Finance and Resources                                |                 |
|       | 23/52.1                                                                                                                                                                                                                      | Audit Committee Meeting – 4 <sup>th</sup> March 2024 |                 |
|       | It was agreed that the SRR should be presented to the Board as part of the Audit Committee reporting.                                                                                                                        |                                                      |                 |
|       | Next meeting of Audit Committee is scheduled for 10 <sup>th</sup> June 2024. SRR will be presented to the Board as part of the AC report at the meeting scheduled for 4 <sup>th</sup> July 2024    CARRY FORWARD             |                                                      |                 |
|       | Update 04.07.24:                                                                                                                                                                                                             |                                                      |                 |
|       | Included in the report to the Corporation from the Audit Committee meeting held on 10.06.24, agenda item 12.1                                                                                                                |                                                      | <b>COMPLETE</b> |
|       | 23/62                                                                                                                                                                                                                        | <b>FINANCE and RESOURCES</b>                         |                 |
|       | 62.1.1                                                                                                                                                                                                                       | <b>Fees Policy</b>                                   |                 |
|       | Supported Internships – policy needed to be updated to confirm that the age of the young people at whom they were aimed.                                                                                                     |                                                      |                 |
|       | This was acknowledged                                                                                                                                                                                                        |                                                      | [ACTION]    RB  |
|       | Update 04.07.24:                                                                                                                                                                                                             |                                                      |                 |
|       | Policy updated                                                                                                                                                                                                               |                                                      | <b>COMPLETE</b> |
|       | 62.2                                                                                                                                                                                                                         | <b>Internal Audit Service</b>                        |                 |
|       | It was <b>RESOLVED THAT</b> Wylie & Bisset LLP be appointed as the Internal Audit Service for a three-year contract, with the potential for a two-year extension, subject to annual review, with effect from 01 August 2024. |                                                      |                 |
|       |                                                                                                                                                                                                                              |                                                      | [ACTION]    RB  |
|       | Update 04.07.24:                                                                                                                                                                                                             |                                                      |                 |
|       | Wylie & Bisset appointed, noting rebranded in June 2024 as Wbg Services LLP.                                                                                                                                                 |                                                      | <b>COMPLETE</b> |
|       | 23/64                                                                                                                                                                                                                        | <b>STANDING AGENDA ITEMS</b>                         |                 |
|       | 64.4                                                                                                                                                                                                                         | <b>Data Dashboard 2023/24</b>                        |                 |
|       | 5. <i>Hereward Training learner overall achievement rates, Distance Learning.</i>                                                                                                                                            |                                                      |                 |
|       | Colour of the RAG rating needed amendment                                                                                                                                                                                    |                                                      | [ACTION]    RH  |
|       | Update 04.07.24:                                                                                                                                                                                                             |                                                      |                 |
|       | Colour of RAG rating revised.                                                                                                                                                                                                |                                                      | <b>COMPLETE</b> |
|       | 9. <i>% of staff in support roles observed as appropriate – how had the data been calculated?</i>                                                                                                                            |                                                      |                 |
|       | It was reported that the data was based on the number of staff to be observed divided by the three terms. The percentage was based on the number observed against the ‘termly’ number possible.                              |                                                      |                 |
|       | It was suggested that a footnote providing explanation be provided on the report.                                                                                                                                            |                                                      | [ACTION]    SLT |
|       | Update 04.07.24:                                                                                                                                                                                                             |                                                      |                 |
|       | Footnote included on Dashboard.                                                                                                                                                                                              |                                                      | <b>COMPLETE</b> |

## **23/65 SAFEGUARDING and PREVENT**

### **65.2 CQC Mock Inspection Report**

It was commented that the report indicated that although the assessment of *whether the service was effective* was Good, it was indicated that there had been little improvement / distance travelled between the two inspections. It was also unclear which of the action points were new or which covered previous points.

It was agreed that the report would be further reviewed in terms of distance travelled to provide an update. **[ACTION]**

JF

Update 04.07.24:

Circumstances have not allowed for this action to be completed.

**CARRY FORWARD**

JF

It was **RESOLVED THAT** update report on actions from the previous meeting be noted and received.

## **23/74 HTS / Whitbread Update**

This report was classified as confidential, see separate minutes.

## **23/75 FINANCE & RESOURCES**

### **75.1 Draft Budget 2024/25 and Three-Year Financial Plan**

The Vice Principal Finance and Resources reported on the Budget 2024/25 and Three-Year Financial Plan (circulated, document June 24/6).

It was noted that the budget had been prepared by the Vice Principal Finance and Resources, following detailed discussions with other members of the SLT.

The proposed budget included the following:

Summary detailing

- Income based on an assumed number of students at an average fee.
- Increase in total income and staff costs based on anticipated growth in student numbers.
- Percentage increase in fees for new and returning students include 1.5% increase in hourly rate charge.
- Operating surplus
- Pay award from September 2024, based on the indicative range provided by the AoC.
- Agency costs
- Contingency figure
- Non-pay costs of note
- Exclusion of adjustments for FRS102

Specific detail of

- Income (student numbers / average fees / fee income / ASF / other)
- Pay
- Non-Pay
- Income statement
- Cashflow and Balance Sheet

Attention was drawn to Element 1 & 2 funding. This was included in each funding application, with the ESFA determining the amount of E1 and E2 funding each year based upon prior year ILR data and commissioned places agreed with the Coventry LA. During a period of growth this inevitably led to a lag in funding, with the anticipated number of 'underfunded' places and the financial impact on forecast income provided. The reduced surplus was primarily attributable to this.

Discussion points

Forecast agency costs.

It was reported that this was difficult to estimate. Positive progress had been made with recruitment over the last few months, with additional work continuing. The forecast figure was more than that which was included last year, but less than had been spent this year.

Potential staff turnover during the summer break and any potential impact.

It was confirmed there was currently no indication of this in terms of resignations.

Pay award provision based on the indicative range provided by the AoC – what if the recommendation was to award the top of the range?

It was reported that there had been considerable sector discussion of this, with the AoC reluctant to commit at this point. An increase could be tolerated but this would need to be reviewed on the basis of actual student numbers in the autumn.

Current financial environment in relation to inflation, e.g. wage and utility costs. How feasible would it be to increase fees in response to this?

Reference was made to the 1.5% increase that had been applied. It was advocated that there was a balance to be achieved when increasing fees against what would be tolerated by the LAs.

This would be considered further as part of the fee setting process in January 2025.

Staff costs were reported to be 74% of income – how concerned should the Board be about this?

It was acknowledged that this put the College at the higher end of the AoC range, but this was for GFE colleges. There was a need to ensure that staffing was able to meet student needs. The SLT had awareness around this, and any changes to the establishment were considered on a case by case basis.

Conversations / negotiations with LAs: was there a regional uplift or was it direct?

It was reported that it was direct.

There was discussion of the LAs most local to the College not being subject to DfE Safety Valve programmes but perhaps engaging in Delivering Better Value (DBV) in SEND.

It was noted that regionally there were different models, and that one was applying a standard uplift so it may be worth investigating if this would be the case for the region the college was part of.

It was commented that all colleges received E1 funding and that at the end of the academic year some LAs had been known to fund any missing E2 funding from underspends. Would this be worth consideration.

It was confirmed that the impact of the differential funding would necessitate some discussion.

The report was very clear, but indicated a decline in surpluses – was this an increased risk?

If the proposed pay award was to increase by 1% this would impact the projected surplus further.

Should consideration be given to generating a slightly higher surplus?

The current proposal was for staff costs to increase by a greater percentage than income – shouldn't the staff cost increase be tagged into the contracts and fees?

This was acknowledged and it was confirmed that the intention was for the level of surplus to support the outstanding health grade.

It was reported that some of the planned expenditure could be deferred if there was a decision to increase the proposed pay award.

It was agreed that protecting the financial health rating was important. It was suggested that going forward it would better to match uplifts.

It was confirmed that there would be a better understanding of the position in October.

It was commented that deferring costs was understood but this would not be sustainable. It was suggested that consideration be given to diversification of income as part of the planned Strategy Event in October 2024. [ACTION]

SLT

The Chair extended thanks to the Vice Principal Finance and Resources for her work in developing and presenting the draft budget 2024/25.

It was **RESOLVED THAT**

- i. recognising the constraints under which the budget 2024/25 had been developed that it be approved.
- ii. a revised budget 2024/25 be presented in the autumn term 2024/25 when more accurate data was known on which to provide more detail. [ACTION]

RB

## **75.2 External Audit Plan year-ended 31<sup>st</sup> July 2024**

The Vice Principal Finance and Resources presented the External Audit Plan year-ended 31<sup>st</sup> July 2024 (circulated, document June 24/7).

It was confirmed that there was nothing unusual in the plan. The work was scheduled to begin week commencing 30<sup>th</sup> September 2024.

The plan had been reviewed and discussed in detail at the Audit Committee meeting held on 10<sup>th</sup> June 2024 and was **recommended for approval**.

It was **RESOLVED THAT** the Murray Smith External Audit Plan year-ended 31<sup>st</sup> July 2024 be approved.

## **23/76 POLICIES/STRATEGIES**

### **76.1 Finance & Resources (circulated, document June 24/8)**

The following policies had been reviewed:

#### **1. LGPS Discretionary Policy**

No amendments. Whilst there have been some minor changes to the LGPS Regulations since the last review, they did not affect the regulations specific to this policy.

#### **2. Administration of 16 – 24 Bursaries**

Clarification of eligibility criteria for discretionary and 19+ learner support bursaries to ensure equity, with eligibility based upon total household income including any means tested benefits.

The following policies had been reviewed by the Audit Committee and were **recommended for Corporation approval**:

#### **3. Finance Regulations**

Minor amendments to role titles and other minor changes. An update to current operational banking arrangements and changes to wording relating to delegated authorities introduced under the Managing Public Money framework to ensure consistency with the new College Financial Handbook, noting that the delegated authorities remain the same.

Discussion points

#### **Administration of 16 – 24 Bursaries**

There was discussion of the income thresholds.

It was **RESOLVED THAT** the policies, as listed, be approved.

## **76.2 Quality & Curriculum (circulated, document June 24/9)**

The following policy had been reviewed:

### **1. Behaviour Management and Disciplinary Policy and Procedures**

Amends to role titles, reference to the Antecedent, Behaviour and Consequence (ABC) approach and the revised approach to team Teach.

The following strategies/policies had been reviewed by the Quality & Standards Committee and were **recommended for Corporation approval**:

### **2. Quality Improvement Strategy 2024/25, Quality Improvement Cycle 2024/25; Quality of Education Observations Framework 2024/25**

Proposed changes for 2024/25 are highlighted.

- The format of the Quality Strategy document had been reviewed and revised where necessary.
- The Quality Improvement Cycle had been updated for the forthcoming academic year.
- The Quality of Education Observation Framework had been re-evaluated against the Education Inspection Framework and the recent Ofsted report. In conjunction with work with the practising Ofsted inspector there was an increased emphasis on self-reflection. Once approved this would be presented to staff with the key changes explained as part of the training events scheduled for August.

### **3. Equality, Diversity, and Inclusion Objectives**

The report contained a progress update for the actions and developments in place to meet the EDI objectives. These objectives had been cross-referenced with the QulP. There were common themes that appeared in both, for example the need to improve the skills of staff in working with learners with complex needs. The objectives continued to match the strategic direction of the College and it was proposed that they are retained for the new academic year 2024/25.

Discussion points

#### ***Behaviour Management and Disciplinary Policy and Procedures***

The additions, and in particular reference to the ABC approach, were positive.

#### ***The Quality of Education Observation Framework***

Was the self-reflection a new element?

It was confirmed that this was an existing element of the framework that had now been enhanced / refined.

It was **RESOLVED THAT** the strategies / policies as listed, and the Equality, Diversity and Inclusion Objectives be approved.

## **76.3 Safeguarding & Pastoral Care (circulated, document June 24/10)**

The following strategies/policies had been reviewed by the Quality & Standards Committee and were **recommended for Corporation approval**:

### ***Learner Involvement Strategy and Learner Voice Activities Cycle 2024/25***

- The amendments are revised numbering, removal of reference to the CEDAR Research Project and additions to the Meeting Schedule for Groups (page 7, highlighted in yellow).
- The cycle is updated for the forthcoming academic year, with the only amendment being the removal of the CEDAR Research Project.

It was **RESOLVED THAT** the Learner Involvement Strategy and Learner Voice Activities Cycle 2024/25 be approved.

**23/77 GOVERNANCE**

**Proposed Corporation Meeting Dates & Business Cycle 2024/25, Corporation and Committee Membership June 2024** (circulated, document June 24/11).

- The proposed dates for the six Corporation meetings in 2024/25 were provided.
- The previous schedule of meetings for the Audit Committee and Quality and Standards Committee had been maintained. The dates were provided.
- The business cycle provided a 'minimum outline of business to be considered'.
- The Corporation and Committee membership as of 27<sup>th</sup> June 2024

It was **RESOLVED THAT**

- i. the proposed schedule of Corporation and Committee meetings for 2024/25 be approved.
- ii. the indicative business Cycle for 2024/25 be approved.

**FOR INFORMATION**

**23/78 STANDING AGENDA ITEMS**

**78.1 Principal's Report**

The Principal provided a summary report of developments and issues (circulated, document June 24/12).

The report provided detail on:

- Student numbers for September 2024
- Partnership with manufacturing partner
- Partnership work with Whitbread
- Summer works and the impact on the curriculum

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

**78.2 Student Numbers**

The Deputy Principal presented the report on the Student Numbers (circulated, document June 24/13).

It was noted that 10 residential learners had been included in the budget. There was hope that this would be exceeded but it was not anticipated that the 13 live applications would convert into placements.

It was reported that there were some late funding decisions still to be confirmed that related to higher cost learners.

Discussion points

It was queried if there were any issues arising from the timing of decisions.

It was confirmed that in general this was not the case. Any delay was associated with changes in provision and that the position had improved on that of previous years.

It was questioned if the residential learners would be term time or 48 weeks.

It was reported that this would need to be confirmed.

**[ACTION]**

**RH**

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

78.3 QuIP 2023/24

The Deputy Principal reported on updates against the Quality Improvement Plan (circulated, document June 24/14).

Additions were highlighted in amber. It was reported that updates included RAG ratings for action / impact.

The following points were highlighted:

- Prism/SES have now received the proposed unit specifications for curriculum delivery from September 2024. In addition, the company has recruited one graduating intern into full time employment.
- 91% of learners have encounters with employers and 72% experience of the workplace.
- Functional Skills results yet to be confirmed but there were indications of a string achievement rate for L2 English
- The Safeguarding and Behaviour Manager had completed Senior Mental Health Lead training provided by ‘Thrive’, part of the Government funded initiative that every educational establishment should have a key practitioner in this role.
- Important to note, and celebrate, that the retention rate for the most complex learners (Tier 3) was in line with the overall retention rate.

It was **RESOLVED THAT** the update against the Quality Improvement Plan (QuIP) 2022/23 be noted and received.

78.4 Data Dashboard 2023/24

The Data Dashboard was considered (circulated, document June 24/15).

Discussion points:

Hereward Training Distance Learning data, the achievement rate was queried, and if it should be 90%.

It was noted that this had been raised at the meeting of the Quality & Standards Committee, with a response provided for the minutes. It was agreed that this would be followed up outside of the meeting.

[ACTION]

RH

The following data which had been discussed at the Corporation meeting on 16<sup>th</sup> May 2024.

|                                                     |                |                 |     |      |
|-----------------------------------------------------|----------------|-----------------|-----|------|
| % of staff in support roles observed as appropriate | 89.99% or less | 89.99% - 91.99% | 92% | 107% |
|-----------------------------------------------------|----------------|-----------------|-----|------|

It was again confirmed that the data was based on the number of staff to be observed divided by the three terms. The percentage was based on the number observed against the ‘termly’ number possible.

It was advocated that this approach made the KPI un-usable. It was suggested that any instances of under delivery in one term be added to the expected level of observations in the next term.

This was agreed.

[ACTION]

SLT

It was **RESOLVED THAT** the Data Dashboard 2023/24 update report be noted and received.

## 23/79 QUALITY & CURRICULUM

### 79.1 Quality & Standards Committee Meeting, 12<sup>th</sup> June 2024

The Chair of the Quality & Standards Committee presented the report on the meeting of the committee held on 12<sup>th</sup> June 2024 (circulated, document June 24/16).

The following points were highlighted:

- the report on Hereward Training had provided positive improvements in data.
- AEB allocations; there was evidence that actions in the latter part of the year were being effective, but it was still anticipated that there would be a shortfall against achieving the allocation.
- Deep Dives – there had been recognition that there had been ‘drift’ regarding purpose and effect. The format had become one of presentation, which was useful for anyone new to the college, but did not promote discussion / challenge / support from Governors.

A revised approach had been agreed:

- Where are we / current position?
- Where do we want to be? (partly consultative with the Committee, led by the College)
- How do we get there?

It was anticipated that this would facilitate greater dialogue / participation from Governors.

It was **RESOLVED THAT** the update report on the Quality & Standards Committee meeting 12<sup>th</sup> June 2024 be noted and received.

### 79.2 Internal Quality Review 2023/24

The Deputy Principal presented the report on the Internal Quality Review 2023/24 (circulated, document June 24/17).

The report had been considered at the Quality & Standards Committee.

This report provided a summary of key judgments from four Pathways (Explorer, Foundation, Discovery, and Functional Skills) plus Aspire. Two further lesson observations had been completed since the last, interim, report presented to the Quality & Standards Committee in March, the one that had not been completed was attributable to absence. The additions were highlighted in yellow.

The key areas for improvement and development would form the basis of the Self-Assessment reports for each Pathway and the College’s overarching Quality Improvement Plan would chart progress made against them throughout the academic year.

It was commented that it was a good report that evidenced the levels of scrutiny / oversight / and the supported mechanisms that were in place.

It was commented that it was expected that the inclusion of the Deputy Curriculum Managers in the observation process would be a positive addition for 2024/25.

It was agreed that it was a comprehensive report and suggested that it would be useful to include it in the induction documentation for new Governors.

**[ACTION]**

**YD**

It was **RESOLVED THAT** the report on the Internal Quality Review 2023/24 be noted and received.

## **23/80 FINANCE & RESOURCES**

### **80.1 Audit Committee Meeting, 10<sup>th</sup> June 2024**

The Chair of the Audit Committee presented the report on the meeting of the committee held on 10<sup>th</sup> June 2024 (circulated, document June 24/18).

Attention was drawn to:

- Deep Dives - detailed discussion at the Committee. It was agreed that these would not always be required and should be utilised where there was a need for greater assurance. They would only be scheduled where benefit would be achieved. The Committee had agreed a watch list (as per the report) which included HTS.

It was **RESOLVED THAT** the update report on the Audit Committee meeting 10<sup>th</sup> June 2024 be noted and received.

### **80.2 Monthly Management Accounts, Month 10**

The Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 10 (circulated, document June 24/19).

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.
- Reforecast, included the one-off non-consolidated payment to staff in May 2024.
- Capital spend.
- Reforecast reduction to year-end retained surplus.

Discussion points:

Confidence in the forecast?

It was confirmed that there was confidence in the forecast and that the college would post a significant surplus at the end of the year.

Operating surplus and sustainability – reference was made to the financial reserves and the position without them. It was again suggested that there be further consideration of income diversification.

Concern was expressed regarding agency costs, the potential to reduce this going forward and if there were any risks associated with recruitment.

It was reported that the position was under constant review with actions in progress.

Detail included actions being taken:

- open day for the recruitment of ILS staff
- review of advert language
- potential weekend uplift
- more extensive advertising

It was commented that it was difficult to determine definitive staffing requirements prior to September.

It was noted that there would always be some need for agency staff – how did the College ensure it was getting the best rates?

It was confirmed that the College worked with a number of agencies with which there was a good relationship, and which supported negotiations. The College was also investigating a new provider.

Qualifications for ILS.

These were confirmed as L2 English and Maths or NVQ being desirable. It was also reported that consideration had been given to what was required for each role and those without it were supported to undertake the qualifications with the College.

It was **RESOLVED THAT** the Monthly Management Accounts, Month 10, be noted and received.

## **23/81 SAFEGUARDING & PREVENT**

### **81.1 Safeguarding & Prevent Update Report**

The Safeguarding Update Report was considered (circulated, document June 24/20).

The report provided detail on a number of aspects:

- Safeguarding Overview
- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- Mental Health Lead
- Safeguarding data
- External referrals
- Staff and Governor Training

It was advocated that the Mental Health Lead would make a significance difference.

Discussion points:

Comparative data for categories of concern.

It was confirmed that this would be included in the annual report.

The example of the data on bullying was raised. The report indicated that there had been no incidents of bullying – this raised a number of questions:

- was this attributable to the work of staff or were learners not reporting.

It was suggested that it was important to include the comparative data with narrative.

It was commented that it was also necessary for the data to be considered in the context of all the categories, how this was reported using the CPOMS system, and how events are interpreted and reported.

It was queried if staff were getting better at this.

This was confirmed and that the Safeguarding team were instrumental in analysis, recording and ensuring accurate attribution.

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

### **81.2 Learner Feedback**

The Learner Feedback Report was considered (circulated, document June 24/21).

The report had been considered at the Quality & Standards Committee.

The report contained:

- detail of learner leadership activities completed in the summer term, including the Peer Support Team and Student Council
- the LOOP report 2023/24
- summary of the highest and lowest rated areas of provision

Discussion points:

Would the College be using the 'You Said / We Did' format for feedback?

It was reported that this would be one of the means of reporting on actions taken against the identified areas for improvement.

Catering Facilities (41% rated this 2 stars or below) – there was history to this?

This was acknowledged. 3 years ago, there had been a significant number of complaints. These had

reduced last year and again this year. Issues had included portion control and costs. It was suggested that there was a challenge in achieving the balance between what could be provided vs. what learners wanted.

The College had worked with the catering service to agree a structured increase in costs over the next two years to be introduced to support an improvement in quality and cost margins. The structured increase would be subsidised by the college to allow for a graduated introduction.

The issue of portion sizes was questioned.  
It was confirmed that they were too small.

It was suggested that the subsidising of the cost increases would feed in to the 'You Said / We Did' response.

It was **RESOLVED THAT** the Learner Feedback Report be noted and received.

#### **23/82 ANY OTHER BUSINESS**

It was reported that the celebratory events for the end of the academic year had been a huge success.

There was discussion of inviting Governors and the potential for engagement with employers at the intern events.

It was reported that the events for the next academic year were scheduled for w/c 23.06.05.

It was agreed that as part of the review of the leavers ceremonies communication / invites to Governors would be considered.

**[ACTION]**

**PC/RH**

#### **23/83 DATE OF THE NEXT MEETING**

The date of next meeting was confirmed as Thursday 17<sup>th</sup> October 2024, which was an **all-day meeting to incorporate a Strategy Event**.

**Signed:**

**Chair**

**Date:**