

Minutes of: CORPORATION

Date: 3<sup>rd</sup> July 2025

Time: 4.30pm

Place: Nuthurst Grange



Present: Mr S Brand  
Mr P Cook MBE (Principal)  
Mr S Crick  
Mr I Meaton  
Ms N Paterson  
Mr C Todd (Vice Chair / Acting Chair)

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

#### 24/68 APOLOGIES

Apologies for absence were received from Mr B Angliss, Mrs P Dyson, Ms L Miervaldis and Ms N Williams.

#### 24/69 DECLARATIONS OF INTEREST

There were no declarations of interest.

### FOR DECISION

#### 24/70 CONFIDENTIAL (without staff members other than the Principal) see separate minutes

#### 24/71 MINUTES FROM THE PREVIOUS MEETINGS

Staff members rejoined the meeting.

##### 71.1 Confidential Meeting (1) 15.05.2025

The minutes of the confidential meeting (1) (circulated, document July 25/2) held on 15<sup>th</sup> May 2025 were considered.

It was **RESOLVED THAT** the minutes of the confidential meeting held on 15<sup>th</sup> May 2025 be approved.

##### 71.2 Meeting of 16.05.2024

The minutes of the meeting (circulated, document July 25/3) held on 15<sup>th</sup> May 2025 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 15<sup>th</sup> May 2025 be approved.

**24/72 MATTERS ARISING / ACTIONS FROM THE PREVIOUS MEETING**

**72.1 Actions Report: Confidential Meeting (1) 15<sup>th</sup> May 2025** (circulated, document July 25/4)  
 24/47 *Strategy*

47.2 *HTS update*

It was suggested that there was a need for a report to be provided to show how the funding had been managed (money in/out) and that this should be provided for the next Board meeting in line with the budget setting process.

This was agreed.

Could the Principal advise on where the funding allocation is shown to cover the 20% of the salary of the Principal & CEO and the salary of the Programme Manager for the 2025/26 academic year and what was the anticipated amount?

It was confirmed that the budget for 2025/26 was still to be set, but there was confidence that the income would cover funding of the Project Manager role. (See main minutes May 24/61.1).

The CMA had indicated the intention for the Principal to step away from the operational aspects of HTS and to adopt a more strategic role in 2025/26, so this would be reflected.

**Update**

See HTS Report, minute 24/73.

**COMPLETE**

The Chair confirmed that the Search & Governance Committee had agreed that the Skills Audit be issued in its original format for completion (as it required review /updating). The objective of this was to support and inform the governor recruitment processes.

15.05.25 Update:

At the time of the meeting there had been a 70% return rate. The Director of Governance would chase those outstanding.

**Update**

As of 16<sup>th</sup> June 2025, there was a 90% return. The data will now need to be analysed by the Search & Governance Committee to inform recruitment and development needs.

**COMPLETE**

24/50 *Safeguarding & Prevent*

50.2 *Residential Provision Update Report*

The position continued to require close monitoring, with the intention to provide as much clarity as possible to the Board meeting in May 2025.

15.05.2025 Update

No update provided.

**Update**

Please see later Student Numbers report which indicated residential numbers should be a minimum of 6.

**COMPLETE**

It was **RESOLVED THAT** update report on actions from Confidential Meeting (1) 15<sup>th</sup> May 2025 be noted and received.

**72.2 Actions Report from previous meeting 15<sup>th</sup> May 2025** (circulated, document July 25/5)

24/58 *Standing Agenda Items*

50.2 *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.

Update 15.05.2025:

Work was progressing, the Student Governor had been supported by her Mentor, and it was hoped that the finished product would be available by the end of the academic year and an update for the next Board meeting (03.07.25).

### **Update**

**The student Governor has now received 10 responses, including one video, from current interns. She is in the process of collating these responses but has said that the feedback is largely very positive.**

### *24/47 Strategy*

#### *47.1 Strategic Plan*

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 practise against best practice from the sector.

It was agreed that the points raised should be considered and further detail was requested in order to signpost staff.

Update 15.05.25:

Mr Todd to provide the details to the Principal.

### **Update**

**Mr Todd has completed this action.**

**COMPLETE**

### *24/51 Finance and Resources*

#### *51.1 Audit Committee 17<sup>th</sup> March 2025: Risk Management - HTS*

### *24/53 Any Other Business*

#### *53.1 LinkedIn Business Review for the External Governance Review*

#### *53.2 Selection Panel – Recruitment Agency Director of Governance Recruitment*

Update 15.05.2025:

Governors were requested to note that the Chair and the Director of Governance have not had the opportunity to discuss this further due to SLT and DoG recruitment priorities. This was recognised as an outstanding action, and discussions would take place with a report back at the 03 July 2025 board meeting.

### **Update**

Proposed wording for a recommendation was circulated by email on 03 June 2025, with requests for feedback by 05.06.25.

Two Governors responded with the following points:

1. That the date of the recommendation be included.
2. If the Chair is providing a recommendation via LinkedIn, then for other governors to provide the same recommendation (except for para 4) could potentially detract from the benefit for the recipient.
3. If another governor was minded to provide a recommendation, would the content need to be reviewed by Hereward, or Hereward insist upon the governor including reference that the recommendation is not on behalf of Hereward, or similar?

The Chair provided the review using the proposed wording.

**COMPLETE**

#### *24/60 Finance & Resources*

##### *60.1 Fees Policy*

There was discussion regarding charging fees to adult learners.

It was reported that most learners were eligible for funding.

It was suggested that that would be prudent to include fee charging for adult learners should circumstances change.

#### **Update**

Included on the agenda, see minute 75.1

**COMPLETE**

#### *24/61 Standing Agenda Items*

##### *61.1 Principal's Report*

Research: with a university and the start of a wider internal scheme to position the college as a leader in research informed practice

Addition detail included:

- Potential support for research work via the Educational Psychologist and doctorate students (with research funding).
- Presentation of a working proposal to the Board in the autumn term. [ACTION]
- Contribution of serving Governor work research project with the University.
- Governance structure for R&D would be driven by increased quality of teaching, learning and assessment, and research informed practice. This would provide a sustainable means to maintain the Outstanding grading.

#### **Update**

To be noted and carried forward to the October 2025 Board meeting.

**[ACTION]**

##### *61.2 HTS*

There was discussion of the appointment of a serving governor to the Board of HTS. It was suggested that the Principal offer a conversation with any governor that may be interested prior to volunteering.

This was agreed and that it would be a no obligation conversation.

It was further suggested that the Principal provide a communication to the DoG for distribution to governor inviting them to have such a conversation.

#### **Update**

The new Vice Principal Finance and Resources will join the HTS Board meaning the minimum number required (2) is achieved. A Governor recruitment campaign is scheduled to take place over the summer break so this should be revisited once any additional appointments are made.

**[ACTION]**

It was **RESOLVED THAT** update report on actions from the previous meeting held on 15<sup>th</sup> May 2025 be noted and received.

### 72.3 Actions between meetings 16<sup>th</sup> May – 26<sup>th</sup> June 2025 (circulated, document July 25/6)

Members considered the formal report of actions taken between the meetings held on 15<sup>th</sup> May 2025 and 26<sup>th</sup> June 2025 (circulated, document May 25/3).

- Approval of the appointment of Peridot Partners to support the recruitment of a Chair and additional Governors.
- Approval of the Staff Disciplinary Policy & Procedure.
- Approval of the recommendation that Ms Miranda Coles be appointed to the position of Vice Principal Finance & Resources, with effect from 01 July 2025.

It was **RESOLVED THAT** report on Board Actions between meetings be noted and received.

### 24/73 HTS Update

The Vice Principal Finance and Resources presented an HTS update report (circulated, document July 25/7).

The report confirmed:

- A temporary Deputy Principal role was recommended in December 2023, paid for from seed funding and commercial training fees.
- The DfE was asked to agree the financial arrangements in accordance with Managing Public Money requirements.
- In order to avoid delay to the project while the MPM request was processed by DfE and to ensure that a pilot could be put in place for September 2024, the strategic development fund agreed by Governors and allocated in the 2023/24 budget was to be used as gap funding.
- Funds were received in March 2024 and DfE approved the request to set up the HTS subsidiary in September 2024.
- Summary of the position to July 2025.
- Forecast for 2025/26.

In reporting it was acknowledged that although the accounting period was up to 31<sup>st</sup> July 2024, by the time the closing processes were complete (Oct/Nov 2024) it was known that DfE approval had been given so things had not been accounted for as envisaged.

The following points were raised

- It had been hoped to also receive confirmation regarding reporting going forward.
- With regard to the initial cash funding – how as this allocated?
- Should there be an expectation of quarterly management accounts, when would statutory accounts be produced moving forward given HTS is a separate legal entity, how would accounts for Hereward and HTS be presented (consolidated, separate accounts etc) so governors can receive assurance on financial performance?
- Regarding the current position, was HTS an operating business and were transactions between the college and HTS being appropriately accounted for and what was performance against budget?
- What had the income to date been spent on?
- Were the HTS finances linked to the college budget, were they consolidated?
- In considering the demarcation of the Principal/CEO's time. If an element of oversight were to continue what allocation of time would this be and this should be recharged to HTS.
- How did this performance compare against the detail of the original CMA?
- If HTS was a trading subsidiary, was recharging effectively accounted for and reported?

It was confirmed that accounting had been via the use of cost centres with the college accounts.

It was queried what the trading position was?

It was confirmed that the current position was that work was being completed under the 'Hereward College' and HTS would not trade until the novation process had been completed.

It was noted that there remained an issue with the membership of the HTS board and the need to recruit to achieve more than the minimum number required.

It was commented that as it was so close to the year end it was helpful for HTS not to have 'traded'. It was countered that if HTS had traded / incurred costs an audit opinion would be required.

**It was recommended that the Vice Principal Finance & Resources discuss this with the external audit partner.**

It was agreed that this and the position regarding novation would be discussed with the external auditors. **[ACTION]**

Confirmation was sought that that Governors were content that the report made the position clear with regard to the initial funding.

**Mr Brand confirmed that he would discuss this with the Vice Principal Finance & Resources outside of the meeting.** **[ACTION]**

It was queried if Whitbread were happy with what had been done, and if they had any requirements.

It was reported that the purpose had been to establish HTS and for it to be self-funding. In terms of requirements, it was intended that a Whitbread representative would be an observer at Board meetings.

It was expected that once the process of novation was completed then operations would be as had been envisaged. A progress report for Whitbread would be prepared over the summer. **[ACTION]**

It was **RESOLVED THAT**

- i. the HTS update report be noted and received.
- ii. the Vice Principal Finance & Resources would report back to the next Board meeting (October 2025) on accounting processes and procedures. **[ACTION]**
- iii. the production of a progress report for Whitbread be noted. **[ACTION]**

## **24/74 FINANCE & RESOURCES**

### **74.1 Draft Budget 2025/26 and Three-Year Financial Plan**

The Vice Principal Finance and Resources reported on the Draft Budget 2025/26 and Three-Year Financial Plan (circulated, document July 25/8).

The proposed budget included the following:

Summary detailing:

- Income based on an assumed number of students at an average fee.
- Percentage increase in fees for new and returning students include 3.5% increase in hourly rate charge.
- Operating surplus.
- Release from the revaluation reserve.
- Staff costs (including agency): 75% of income. The cost includes a 4% pay increase in September 2025 pending the AoC's recommendation and a provision of £50k to fund any salary increases identified by the Job Evaluation project.
- Contingency figure.
- Non-pay costs of note: increased IT software costs and increased depreciation due to capital projects.
- Exclusion of adjustments for FRS102.

Specific detail of:

- |                   |                    |
|-------------------|--------------------|
| ▪ Student numbers | ▪ Pay              |
| ▪ Average fees    | ▪ Staffing & pay   |
| ▪ ASF income      | ▪ Non-pay          |
| ▪ Other income    | ▪ Income statement |

It was highlighted that:

- There had been no pushback from Local Authorities relating to the increased hourly rate.
- The College overdelivered on both the DfE and WMCA elements of ASF funding in 2024/25 and had hoped for increased allocations for 2025/26, but the national DfE budget had been reduced and WMCA had indicated a modest increase in response to over delivery.
- There was a need to confirm the position with Warwickshire to establish whether it would be allocating ASF budgets for the 2025/26 financial year.
- A respite service would be offered for current learners, but income was not expected to be significant.
- Bank interest was expected to increase.
- Staffing costs at 75% of income was high compared to other GFEs, but many of the college learners had in excess of 1:1 support, the position was historically similar.
- There had been a very high minimum wage increase, and a substantial number of staff were at that level.
- Proposed pay increase was based on feedback from the AoC. Negotiations continued and a final outcome of a recommended pay award was now not expected until September.
- The LGPS employer rate was expected to fall in April 2026, but there was no indication of the likely scale of the reduction. No change had been made to the budget at this point.
- Agency costs had not been identified, but details would be provided when the revised budget was calculated in October.
- There were some increases to non-pay costs, but it was hoped savings could also be made.
- The Revised Budget forecasts an increased operating surplus compared to a prior year forecast.
- Income was expected to increase by 2%.
- Total costs are expected to increase by 1%.
- A contingency had been included given the challenging economic environment.

Attention was also 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.

Discussion points included:

Agency costs in the Month 10 Management Accounts were significant, but there was no provision in the draft budget.

It was reported that this was difficult to estimate, and recruitment needed to be based on the number of bodies required. Recruitment had not yet begun.

Agency rate.

It was acknowledged that there may be a need for agency cover early in the autumn term, but it was anticipated that rates would be similar to college levels.

There was discussion of a vacancy factor – where it was acknowledged that this had not be in place this year, but it was expected for 2025/26.

Pay costs at 75% and the impact of a larger increase in hourly rates. The position with regard to the residential provision was also raised – and if this remained viable.

It reported that the residential learners for 2025/26 were returners who had to complete the second year of their programme.

It was recognised that previous reporting had indicated minimum learner numbers for the residential provision to be considered viable, and that there would be need for this to be considered in the new academic year. **[ACTION]**

HTS income – in the HTS report (document 7) it had been indicated that this was anticipated to be £68k, in the draft budget only £58K had been allowed?

It confirmed that a prudent approach had been adopted.

Was the continuation of the charge on the estate in relation to the West Midland Pension Fund still required? Should consideration be given to paying off the loan?

It was reported that discussion around the pension fund and government guarantee continued.

It was commented it was considered that the draft budget presented was a good initial position.

It was **RESOLVED THAT**

- i. recognising the constraints under which the draft budget 2025/26 had been developed that it be approved.
- ii. a revised budget 2025/26 be presented in the autumn term 2025/26 when more accurate data was known on which to provide more detail.

#### **74.2 Additional Non-consolidated Pay Award**

The Vice Principal Finance and Resources presented a report on a proposed non-consolidated pay award (circulated, document July 25/9).

It was reported that:

- The College had in previous years processed non-consolidated pay awards to staff. These awards had been well received and is considered by SLT to be one of the factors in retaining staff.
- The Senior Leadership Team was keen to make a payment to colleagues to recognise the exceptional work of this year.
- Payment of an award of £250 or more was likely to reduce the Financial Health score, currently estimated as 240 and Outstanding, to 230 or less. A score of 230 or less rates Financial Health as Good.
- The DfE and FE Commissioner teams had been consulted on the potential change from Outstanding to Good Financial Health and had confirmed that there would be no consequences. The Principal's report included the DfE letter.
- Detail was provided on the impact on the Financial Health score of payments between £250 and £500.
- **The recommendation of the Senior Leadership Team was that a non-consolidated payment of £500 was made to colleagues in July 2025.**

Discussion points

Would there be any medium term impact with regard to a reduce financial health grade and future opportunities.

It was reported that this had been a consideration and why this had formed part of the discussions at the Annual Strategic Conversation (ASC), where reassurances had been provided (see Principal's Report and ASC correspondence).

Did it include all on-costs, was it non recurrent, not a 'bonus' and was included in forecast outturn. This was confirmed.

The payment of a £500 non-consolidated pay award was agreed with the caveat that pay costs were increasing.



It was **RESOLVED THAT** the payment of a £500 non-consolidated pay award in July 2025 be approved.

#### **74.3 Audit Services** (circulated, document July 25/10)

##### **74.3.1 External Audit Plan year-ended 31<sup>st</sup> July 2025**

The Vice Principal Finance and Resources presented the External Audit Plan year-ended 31<sup>st</sup> July 2025.

The work was scheduled to begin week commencing 29<sup>th</sup> September 2025.

The plan had been reviewed and discussed in detail at the Audit Committee meeting held on 16<sup>th</sup> June 2025 and was **recommended for approval**.\*

\*subject to clarification regarding HTS, see minute 24/73.

It was **RESOLVED THAT** the Murray Smith External Audit Plan year-ended 31<sup>st</sup> July 2025 be approved\*.

##### **74.3.2 Internal Audit Plan 2025/26**

The initial draft plan for 2025/26, which was based on the three-year strategy identified in July 2024, incorporated five reviews. After discussion and in order to better reflect the risks to the organisation, the Audit Committee suggested expanding the programme for 2025/26 to add a sixth review related to Staffing:

- a. Estates Management.
- b. IT Infrastructure.
- c. Recruitment and Retention of Staff and Succession and Workforce Planning.
- d. GDPR.
- e. Follow Up Review.
- f. Funding Review.

#### Discussion points

It was noted that the current scheduling of the reviews resulted in reports being presented to the Audit Committee in the spring and summer term. It was suggested that the schedule be reviewed to consider moving at least one of the reviews for completion and reporting in the autumn term (November Audit Committee meeting). **[ACTION]**

It was **RESOLVED THAT** the Internal Audit Plan 2025/26 be approved.

#### **74.3 Bank Mandate**

The Vice Principal Finance and Resources presented a report requesting amends to the Bank Mandate (circulated, document July 25/11).

It was reported that the College holds four accounts with Barclays Bank. Following the appointment of the Vice Principal Finance and Resources the signing authorities for these accounts required updating to ensure appropriate access to the accounts.

The following actions was proposed:

To be added as a signatory:

- Miranda Coles, Vice Principal Finance & Resources.

The signing rules remain unchanged, i.e., any two authorised signatories, but the Finance Manager and Vice Principal Finance & Resources cannot sign together.

It was **RESOLVED THAT** the amended bank mandate be approved.

**24/75 POLICIES/STRATEGIES****75.1 Finance & Resources** (circulated, document July 25/12)

The following policies had been reviewed:

**1. Fees Policy**

Amendments included:

- a) The year is changed from 2024/25 to 2025/26 throughout the document.
- b) Following the demise of the ESFA on 31<sup>st</sup> March 2025, all instances of 'ESFA' have been replaced with 'Department for Education (DfE)'.
- c) Eligibility details in Section 10 'Free Courses for Jobs Offer' have been updated to incorporate those who are unemployed and to add those between the ages of 19 and 23 who have not achieved a full Level 3 qualification.

**2. LGPS Discretionary Policy**

Review only. No amendments.

**3. Administration of 16 – 24 Bursaries**

Minor amends including:

- a) removal of duplication.
- b) reference to apprenticeships.
- c) reference to 14-16 learners.
- d) correction to job title.
- e) correction to funding agency, correction to mileage rate
- f) removal of provisions regarding the use of petty cash.

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

**4. Finance Regulations**

Financial Regulations are updated on an annual basis and the June 2025 version reflected changes introduced by the Procurement Act 2023, which came into effect in February 2025.

All references to the ESFA had been replaced with DfE following the closure of the ESFA in March 2025 and the title 'Principal' had been updated to 'Principal and Chief Executive'.

**5. Business Continuity Plan**

Minor amendments to the policy were highlighted.

Discussion points

**Finance Regulations**

There was discussion of the continued use of Petty Cash, with it being confirmed that this remained important in terms of learners and supporting learning, e.g. independence.

**Business Continuity Plan**

It was advocated that given current volatility it would be advantageous to review this document on an annual basis.

This was agreed and that the dates would be amended, as necessary.

**[ACTION]**

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

**75.2 Quality & Curriculum** (circulated, document July 25/13)

The following policy had been reviewed:

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

Proposed changes for 2025/26 are highlighted.

It was commented that it was a mature policy.

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

**2. Quality Improvement Strategy 2025/26, Quality Improvement Cycle 2025/26; Quality of Education Observations Framework 2025/26.**

Proposed changes for 2025/26 were highlighted.

- The format of the Quality Improvement Strategy had been reviewed and revised where necessary.
- The Quality Improvement Cycle had been updated for the forthcoming academic year and now included activity from the residential provision and safeguarding.
- The Quality of Education Observation Framework had been re-evaluated against the Education Inspection Framework and now included a strengthening of the appeals process.

**3. Equality, Diversity, and Inclusion Objectives 2025/26**

The EDI objectives had been refreshed for approval.

**4. Learner Involvement Strategy and Learner Voice Activities Cycle 2025/26**

- Amendments included reference to the College's Strategic Plan for 2025-2028.
- Terminology amended to reflect current practice.

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

**24/76 GOVERNANCE**

**Proposed Corporation Meeting Dates & Business Cycle 2025/26, Corporation and Committee Membership June 2025** (circulated, document July 25/14).

Allowing for the responses to the survey completed by governors on preferred days/times for meetings, the schedule for the 2025/26 academic year has resulted in a change of day for meetings of the Quality and Standards Committee and the Corporation. The schedule also assumes that the successor governance professional will be contracted to work on a term time only basis.

- The proposed dates for the six Corporation meetings in 2025/26 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 26<sup>th</sup> June 2025.

It was **RESOLVED THAT**

- i. the proposed schedule of Corporation and Committee meetings for 2025/26 be approved.
- ii. the indicative business Cycle for 2025/26 be approved.

**FOR INFORMATION**

**24/77 STANDING AGENDA ITEMS**

**77.1 Principal's Report**

The Principal provided a summary report of developments and issues (circulated, document July 25/15).

The report provided detail on:

- Annual Strategic Conversation with DfE 21.05.25.
- Visit to the College by the DfE Deputy Director.
- A proposed visit by the DfE capital team and advice on accessing capital investment.
- A request for the DfE Director General to visit either the college or one of the Whitbread Thrive Programme sites to learn how the programme works.

- College to consider how it can strategically link to the Local Skills Improvement Plan by reframing college work as prevention of NEETS.
- Support for SPH recruitment from the FEC.

Discussion points:

It was advocated that the detail of the Principal's report was testimony to strategic developments and future plans.

Potential funding related to NEETS was queried.

It was reported that this would not attract the funding required for the college cohort as this was usually a mainstream activity. However, it was possible that it presented potential with regard to work with WMCA.

It was emphasised that the College was looking for significant investment for the development of the estate and that this may be possible by being recognised as a Beacon for SEND provision and employers working together.

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

### **77.2 Student Numbers**

The Deputy Principal presented the report on the Student Numbers (circulated, document July 25/16).

The report confirmed the known position as of 03 June 2025.

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

### **77.3 QuIP 2024/25**

The Deputy Principal reported on updates against the Quality Improvement Plan (circulated, document July 25/17).

Additions were highlighted in amber. It was noted that the report had been considered at the meeting of the Quality & Standards Committee held on 11<sup>th</sup> June 2025.

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

### **77.4 Data Dashboard 2024/25**

The Data Dashboard was considered (circulated, document July 25/18).

It was noted that this was the last iteration of this report, and it had been considered at the meeting of the Quality & Standards Committee held on 11<sup>th</sup> June 2025.

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

## **24/78 QUALITY & CURRICULUM**

### **78.1 Quality & Standards Committee Meeting, 11<sup>th</sup> June 2025**

The Chair of the Quality & Standards Committee presented the report on the meeting of the committee held on 11<sup>th</sup> June 2025 (circulated, document July 25/19).

The report highlighted:

- The items considered by the Committee and recommended for Board approval.
- Monitoring of performance against the Careers and Employability Strategy Implementation Plan.
- Monitoring of performance against the Adult Skills Funding Implementation Plan.

- Monitoring of performance against the LOOP Report 2023/24 Implementation Plan.
- Policies approved by the Committee: Learner Absence and the Internal Quality Review Framework 2025/26.
- Deep Dives – development of a proposed schedule for 2025/26.
- Consideration of the report on learner advice and support, participation quality of experience and discipline.

It was **RESOLVED THAT** the update report on the Quality & Standards Committee meeting 11<sup>th</sup> June 2025 be noted and received.

## **78.2 Internal Quality Review 2024/25**

The Deputy Principal presented the report on the Internal Quality Review 2024/25 (circulated, document July 25/20).

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. Changes since the last interim report (March 2025) 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 **RESOLVED THAT** the report on the Internal Quality Review 2024/25 be noted and received.

## **24/79 FINANCE & RESOURCES**

### **79.1 Audit Committee Meeting, 16<sup>th</sup> June 2025**

The Chair of the Audit Committee presented the report on the meeting of the committee held on 16<sup>th</sup> June 2025 (circulated, document July 25/21).

The report highlighted:

- The items considered by the Committee and recommended for Board approval.
- Deep Dives – watchlist.
- Policies approved by the Committee: Treasury Management.
- Risk Management – report presented to the Committee was provided as an appendix.
- Internal Audit Reviews – Payroll and Follow Up.
- Progress against the Annual Internal Audit Plan 2024/25.
- Progress against audit recommendations.
- Gifts and Hospitality – none recorded.
- Publications.
- Performance review of the internal audit service.

Members confirmed their awareness of the Risk Management Report having been provided.

It was **RESOLVED THAT** the update report on the Audit Committee meeting 16<sup>th</sup> June 2025 be noted and received.

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

The Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 10 (circulated, document July 25/22).

Detail of key issues included:

- The Financial Health Assessment.
- The cash balance at the end of the period.
- Banking covenants forecast to be met.
- Capital spend.

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

**79.3 College Financial Handbook 2025** (circulated, document July 25/23).

The Vice Principal Finance and Resources reported that this had been published in late June 2025. The accompanying letter confirmed that it was principles-based document and drew attention to:

- **Procurement** – the section on procurement and spending decisions had been updated to include references to the Procurement Act 2023.
- **Corporate governance** – advance notice that, with effect from 1 August 2026, the UK Corporate Governance Code will no longer be one of DfE's prescribed governance codes for colleges.
- **Audit and assurance matters** – incorporated into the handbook a number of college requirements previously set out in the post-16 audit code of practice.

It was **RESOLVED THAT** the report on the College Financial Handbook 2025, be noted and received.

**79.4 DfE Financial Statements Review 2023/24 & Financial Health** (circulated, document July 25/24).

The correspondence stated that:

- following a review of the college's audited financial statements and finance record, the grade of outstanding financial health was confirmed.
- review of the college's audited financial statements, external auditor's management letter and the annual report of the audit committee and had not identified any significant financial control concerns.

A copy of the Governing Body Finance Dashboard was also provided.

It was **RESOLVED THAT** the report on the DfE Financial Statements Review 2023/24 & Financial Health, be noted and received.

**24/80 SAFEGUARDING & PREVENT**

**80.1 Safeguarding & Prevent Update Report**

The Safeguarding Update Report was considered (circulated, document July 25/25).

The report provided detail on a number of aspects:

- Safeguarding Overview.
- Operational MDT (Multi-Disciplinary Team).
- Clinical MDT (Multi-Disciplinary Team).
- Mental Health Lead.
- Coventry 157 Safeguarding Audit.
- Safeguarding data.
- Safeguarding referrals.
- Staff and Governor Training.

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

**80.2 Learner Leadership** (circulated, document July 25/26).

**80.2.1 Learner Feedback – LOOP Report 2024/25**

The Learner Feedback Report was considered.

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

273 learners provided feedback, a substantial increase on the previous year, of almost 70.

The survey continues to be based on three broad areas:

- Teaching and Learning.
- Aspirations and the World of Work.
- Environmental and Social Life.

The key findings of highest and lowest rated areas are identified (page 5) with top recommendations for action against each of the areas identified (from page 36).

### **80.2.2      *Learner Leadership/Voice Activities Summer Term 2024/25***

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

- Interaction with the Catering Manager.
- NATSPEC Student Voice Parliament.
- End of year party.
- Wellbeing activity.

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

## **24/81      ANY OTHER BUSINESS**

### **81.1          Publications** (circulated, document July 25/27)

The report provided detail on:

1. FE Commissioner:                      Good Governance
2. AoC Governance Briefing:      National Governance Professionals Group  
Good Practice/Best Principles Guide in Response to the Weston College FE Commissioner's Report, April 2025
3. Minister of State for Skills:      Volunteers' Week – Letter of thanks
4. FE Commissioner:                      Review of FEC Financial Benchmarks
5. DfE Director of Post 16 Regions and Providers:      Three Governance Matters
  - a) Voting rights of student governors under 18.  
Advise that boards amend their Instrument and Articles so that student governors under 18 can vote on all matters.
  - b) Quorum.  
Advise that boards amend their Instrument and Articles to remove the obsolete power of the Secretary of State to appoint Governors where the membership number falls below the quorum.
  - c) UK Corporate Code of Governance.  
Removal of the adoption of the UK Corporate Code of Governance as an option from 01 August 2026.

It was **RESOLVED THAT** the

- i. the report on publications be noted and received.
- ii. the recommended amendments to the Instrument and Articles be approved.      **[ACTION]**

### **81.2      Chair & Governor Recruitment**

It was reported that proposed dates for shortlisting and interviews had been identified in early September 2025.

There was discussion of a number of points including:

- the practicality of these dates being at the start of a new academic year.
- the potential importance of applicants seeing the college in operation.
- the potential to bring the dates forward.

Following discussion, it was agreed that the proposed dates be accepted with early applications encouraged.

## **24/82      DATE OF THE NEXT MEETING**

The date of next meeting was confirmed as **Tuesday 14<sup>th</sup> October 2025.**

**Signed:**

**Chair**

**Date:**