



FURTHER EDUCATION CORPORATION MEETINGS 2023/24

MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING

Held at 5pm on Monday 16th October 2023

Nelson and Colne College, Room B10 (BB9 9YT)

Board Members present:

David Whatley (appointed Chair of the Meeting), Steve Campbell, Helen Curtis, Gemma Marsh, Liz Sedgley, Melissa Conlon, Chris Kenyon, Tom Gee (Staff Governor) and Gillian Sharples (Staff Governor)

In attendance:

Tracey Baron (Deputy Principal – Curriculum and Quality)
David Rothwell (Deputy Principal – Finance and Resources)
Andrew Dewhurst (Vice Principal Sales and Partnerships/Chief Information Officer)
Claire Jarvis (Assistant Principal – Finance and HR)
Sam Mercer (Assistant Principal – Planning and Performance)
Morag Davis (Group Executive Director of Strategy and Transformation)
Jayne Wynne (Director of Marketing)
Fionnuala Swann (Assistant Principal – Academic)
Andy Parkin (Assistant Principal – Adult Learning)
Leyanne Fitzmaurice (Assistant Principal – Student Experience and Support)

Debbie Corcoran (Director of Governance)

Anita Ghidotti (Chief Executive, Pendle Education Trust) for item 4.1c)

<p>Item 1.</p>	<p><u>1.1 Welcome and apologies for absence</u></p> <p>Debbie Corcoran (Director of Governance) welcomed everyone to the meeting, as Phil Wilkinson (Chair of the Corporation) had needed to offer apologies. Board members confirmed David Whatley as Chair of the meeting – and thanked Phil Wilkinson for sharing comments on reports which would be considered through the meeting.</p> <p>Apologies were received from the following Board members: Phil Wilkinson, Zulfi Khan and Lisa O’Loughlin (Principal and CEO).</p> <p><u>1.2 Declarations of Interest</u></p> <p>Members and officers present declared they had no interests, personal, fiduciary, or otherwise in any item on the open agenda for the meeting, with the exception of:</p> <ul style="list-style-type: none">• Item 3.3b) Pay Award – Gillian Sharples (Staff Governor) will not be present for this item given the matter is under negotiation and she is a Union representative• Item 4.1c) Pendle Education Trust (PET) Annual Report. Minutes will acknowledge the following, and that as the report is for information only, the
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Board agreed it does not impact on their participating in discussions - David Whatley is a Trustee of the PET, and the following are Members – Debbie Corcoran, David Rothwell and Gemma Marsh. Steve Campbell (Board member) had not received the report and will not be present for the item, given his role in a local Trust.

1.3 Minutes of the Previous Corporation Meeting (3rd July 2023 and 18th September 2023)

Submitted: Draft minutes (circulated in meeting papers)

The minutes of the Board meetings on 3rd July 2023 and 18th September 2023 were reviewed by the Board, and it was noted the September minutes included a confidential minute which would be considered in the Part 2 meeting today. The minutes were approved as an accurate record, for the signature of the Chair.

Resolved: That the Board of Corporation approve the minutes of the Corporation meetings on 3rd July 2023 and 18th September 2023

1.4 Matters Arising

Submitted: Reports (circulated in meeting papers)

The matters arising log was reviewed and the current position was noted.

Resolved: That the Board of Corporation receive and note the matters arising log

Additionally, the Director of Governance advised that Chris Smith had shared his resignation as a Board Member, and the Corporation asked that their thanks be shared with Chris for his commitment and support for the Board and the College, and wished him the very best.

Item 2.

Update on behalf of the Principal and CEO (Key Performance Indicators)

Submitted: Report (circulated in meeting papers)

David Rothwell (Deputy Principal – Finance and Resources) presented the report on behalf of the Principal and CEO. The Board were thanked for their feedback on the draft 'business as usual' key performance indicators (KPIs) following their review at the Corporation's awayday in September. This feedback had supported the Senior Leadership Team (SLT) to review and update the framework and targets within. The Board noted that development of the additional dashboard of 'strategic KPIs' is continuing, and that this focusses on new 5-year plan strategic objectives arising out of the strategic review process.

The Deputy Principal highlighted that in the KPI report, final year end 2022/23 actual values are reported where available, providing an updated baseline/3-year trend against which the 2023/24 annual target values proposed can be compared. The Board welcomed that in addition to 2023/24 annual target values, where possible a draft 4-year future look ambition through to 2028 had also been included in the KPI dashboard, with SLT outlining the rationale behind the proposed figures and welcoming questions in the meeting. In response to a member's questions, it was confirmed that as part of the development of the 2023/24 approach, external benchmarks have been reviewed and updated as appropriate to reflect the latest comparative information available – with for example, the

	<p>financial performance/position benchmarks now being based on reported sector wide performance for year ended 31 July 2022.</p> <p>The Board noted that first quarter actual performance results will be captured in the KPI dashboard considered at the next Board meeting in December 2023 – along with revised 2022/23 out-turn, should it be updated.</p> <p>In discussions, the Board asked that consideration be given to introducing a benchmark for space utilisation at the 2 sites, and the Deputy Principal agreed to source any available information and update. In relation to ambitions for the medium term, the Board recognised it was important to try to have a sense of the difference which will be achieved from new ambitions and targets being agreed in the 2030 Strategic Plan. It was noted that following consideration of Board feedback, and SLT working this through, the Strategic Theme for Communities would be removed. The Board supported the rationale while seeking and receiving reassurance that a focus on ‘place’ and the needs/characteristics of the different communities served by the College is recognised and embedded throughout all Strategic Plan priorities and actions.</p> <p><u>Resolved:</u> That the Board of Corporation receive the report and:</p> <ul style="list-style-type: none"> a) Approve the 2023/24 ‘business as usual’ Key Performance Indicators (KPIs) b) Approve the refined 4 strategic themes in the 2030 Strategic Plan
Item 3.	<p><u>Strategic Discussions</u></p> <p><u>3.1 Annual Outcomes and Curriculum Performance</u> <i>Submitted: Report (circulated in meeting papers)</i></p> <p>Tracey Baron (Deputy Principal – Curriculum and Quality) presented the report, which updated on annual outcomes and curriculum performance and achievement in relation to: education and training results by age (all levels); Group 16-18 GCSE % results grade 4 and above; vocational ALPs; T level results for 2023, and A level ALPs and % pass rate 2023. Board members noted there had been earlier communications ahead of today’s Board meeting regarding results for GCSE English and mathematics by campus, and for A level results and vocational results.</p> <p>The Board welcomed that reporting on the complete set of qualification achievement for the College Group, by age, level and campus will be shared as part of the annual self-assessment report (SAR) shared at the Corporation meeting in December. Prior to this, key strategic strengths and areas for improvement would be shared with the Quality and Standards Committee at their November meeting.</p> <p>The Deputy Principal’s summary, and discussions in the meeting, focused in areas such as:</p> <ul style="list-style-type: none"> • Welcoming that all age achievement remains consistent and 9.7% above provider average – it was recognised that 16-18 all levels education and training results have plateaued compared to the College’s 2022 results, and along with retention on a small number of courses, this is an area of key focus – very positively, 19+ achievement remains strong and positions the College well for the 2024 published National Achievement Rate tables • Group GCSE % results grades 4 and above are significantly above the national average rates published by Ofqual, with the Deputy Principal explaining that differences in the College’s approach from 2023 make absolute comparisons with historical trends difficult

- Vocational ALPs remains an ALPS grade 2 and 'outstanding', a testament to the collective hard work and commitment of the teaching teams and Heads of Division (HoDs)
- 100% of T level learners passed their qualifications, compared to 90.5% nationally – and high grades are excellent compared to the national picture – with the College Group's plans for growth outlined in the meeting to respond to student demand and reflect this a priority policy area
- The College's A level results pass rate was noted to remain consistent compared to 2019, with a dip in the high-grade profile that had then been reflected in a reduced ALPs grade in this area – the Board were reassured that this is being assessed at a fine grain level by the Assistant Principal for Academic Programmes, and supported by Quality Improvement Plans (QIPs) which are closely monitored by Quality and Standards Committee

The Board reflected on the excellent position and asked that their thanks and recognition be shared with teaching staff for their hard work, dedication and commitment which had generated such a strong outstanding position, and outcomes for our learners. It was acknowledged that every performance area remained significantly above the national position, with the College Group's leadership team and all staff continuing to be focused on any improvements needed to secure our highest ambitions for our learners. Particular recognition was shared in relation to English and maths performance remaining so significantly above the national average, and a discussion held on the changing shape of the curriculum offer in this area and delivery, and support in place for staff to achieve this. The Board looked forward to considering Curriculum Strategy at the next Corporation meeting, which would reflect ambitions within the 2030 Strategic Plan and our performance position.

Resolved: That the Board of Corporation receive and note the annual outcomes and performance position

3.2 16-18 Marketing and Enrolment

Submitted: Report (circulated in meeting papers, and supporting presentation tabled in the meeting)

Jayne Wynne (Marketing Director) and Samantha Mercer (Assistant Principal – Planning and Performance) summarised the report and supporting presentation which shared the enrolment numbers across the Group as at 15th September 2023, by campus/Group, provision type and included analysis and trend data.

The Board noted the positive position, in that the volume of 16-18 enrolment is the highest since merger. The balance and mix of recruitment was considered, noting that there had been a reduction in the overall volume of level 3 students Group-wide, and continued increase in level 1 learners. Areas of growth and also reducing learner numbers were set out by curriculum area/type and campus – with Board reflecting on this picture against their ambitions for growth in key sectors such as healthcare, the approach set out in the College Group's Accountability Agreement and also the College's response to learner and employer need and demand. The Marketing Director updated on the approach to delivering employer engagement events linked to the Strategic Review, and thanked Helen Curtis (Board Member) for her input and support in relation to the framing of the session focused on health.

Applications were reviewed by school, and the Marketing Director set out application boosting activity and key next steps such as 'career over course' focused messaging, enhanced pipeline activity and the importance of new customer experience roles, and enhanced web and brand activity. The Board were keen to be assured on the processes in place to support student progression, and it was confirmed that this remains a key

focus of activities and in answer to member's questions, internal systems (data, teams, marketing etc) were explained to support this.

Resolved: That the Board of Corporation receive and note the report and position on 16-18 Marketing and Enrolment

3.3 Strategic Finance

Submitted: Report (circulated in meeting papers, and supporting presentation)

Given the connectivity between item 3.3a and item 3.3b, Gillian Sharples (Staff Governor) left the meeting.

3.3a) Finance Report

Submitted: Report (circulated in meeting papers)

David Rothwell (Deputy Principal – Finance and Resources) presented the report for Board consideration, which set out the draft outturn financial performance and position of the College Group as at 31 July 2023. Financial KPIs were confirmed as:

Financial performance measure	YTD	Projected Outturn Forecast (CFFR)	Budget /Target	Variance	RAG	Movement	Strategic target	Prior Year
Education Specific EBITDA as % of income	4.8%	2.5%	4.2%	-1.7		↑	>=6%	3.3%
Borrowing as a % of income	4.4%	4.6%	4.5%	0.06		↔	<20%	5.7%
Cash days in hand	149	142	89	53		↔	>75	148
Adjusted current ratio	2.6	2.2	1.9	0.3		↔	>/=2.0	2.3
Staff costs as a % of income	69.1%	71.4%	70.9%	0.6		↑	</=70%	73.4%
Staff Utilisation	97%	97%	97%	0.0		↑	</=97%	92%
Financial covenants overall compliance	Yes	Yes	Yes	-		↑	Yes	Yes
ESFA Financial Health category	Good	Good	Good	-		↑	>/=Good	Good

The Board noted that when comparing the final 2022/23 outturn position reported today against the projected outturn position in the July 2023 report to the Board, the overall picture was closely aligned. The Board welcomed that the exception to this was in respect of the ESFA Adult Education Budget (AEB) position, which showed a material improvement, in line with sensitivity analysis previously shared. An overview of the strategy which had achieved the growth was given, and consideration given to a continued future approach to recruitment and curriculum development, in line with employer need in key sectors important to the local economy and aligned to the College's ambitions for 'good growth'. It was recognised that ESFA had made no commitment to fund over-delivery above the AEB contract value in 2023/24, so a considered approach continues to be needed. The Board welcomed that the College Group's Financial Health is 'good' – and remains such when modelled against the proposed new ESFA financial health indicators. It was noted that compliance with bank loan covenants is achieved, and that given the reported operating surplus for 2022/23, this also reduces the risk of breach in 2023/24 as long as any deficit does not exceed £500k.

The Deputy Principal confirmed that a revised methodology has been agreed with the ESFA in relation to the calculation, and therefore value, of any payment of Restructuring Facility (RF) performance recovery. ESFA's agreement to use reported EBITDA as the relevant indicator with a 4-year annual target threshold of 5% of income, was welcomed by the Board, and the Deputy Principal updated on the likely end-position and was thanked for his approach and liaison to secure the revision.

Finally, the Board received and noted an update on additional 16-18 funding from ESFA for 2023/24, to support FE College's in improved pay awards to staff following the confirmation of a 6.5% approved national pay award for schoolteachers.

Resolved: That the Board of Corporation receive and note the Finance Report, including noting the finalised methodology for any performance recovery repayments in relation to Restructuring Facility (RF)

3.3b) 2023/24 Pay Award

Submitted: Report (restricted circulation in meeting papers – and presentation tabled)

Claire Jarvis (Assistant Principal – Finance and HR) summarised the report, and shared summary presentation slides to support the Board's consideration. The report offered the Board additional context and background to the local pay negotiation process that has commenced this term, following Board approval at their 18 September 2023 to a framework for negotiation. Overview financial modelling of potential implications were set out, given the additional 16-18 funding confirmed in the Finance Report.

The Board expressed the critical importance of rewarding and recognising staff, as the key asset and driver of our organisation's success. It was recognised that this has to be balanced with cost of living pressures, and that stakeholder expectation and affordability continue to be incredibly challenging for the College in 2023/24. The Board valued the reports update and sharing of scenarios and the affordability of options – and that this approach will support a recommendation on an annual pay award being received at the December Corporation meeting for decision – with a view to any award being implemented with effect from 1 January 2024 (the College's established annual pay anniversary date).

In discussions, the Board recognised the College Group's historic practice of aligning an all staff pay award at the College with AoCs recommendations, and significant challenges in that respect of a 2023/24 award given financial pressures and context. The Board expressed disappointment that the additional funding received by the College from ESFA would not meet the cost of a 6.5% pay award for all staff, and an explanation was given of the methodology that had been used nationally to determine the value of this additional funding. The Board supported that consideration should be given to consolidated and non-consolidated options in the approach. There was a need for the Board to have clarity on the investment profile required to support delivery of the 2030 Strategic Plan, to understand affordability of any award – as well as the approach in neighbouring Colleges to understand labour market pressures and dynamics.

Resolved: That the Board of Corporation receive and note the report on 2023/24 all staff pay award

Gillian Sharples (Staff Governor) was welcomed back into the meeting.

3.4 Public Sector Decarbonisation Scheme (PSDS)

Submitted: Report (circulated in meeting papers) and presentation (tabled)

David Rothwell (Deputy Principal – Finance and Resources) presented the report, and a tabled summary presentation in relation to the Public Sector Decarbonisation Scheme (PSDS). The Board noted that following their meeting on 2 October 2023, the Capital and Estates Committee are recommending to the Board that the project be progressed, subject to satisfactory assurances against key outstanding financial and regulatory matters outlined in the Committee meeting and picked up in today's report.

Presentations received by the Capital and Estates Committee had been shared with the report to the Board, and detail on the Committee's recommendation shared in the Triple A Report received today.

In terms of the current position, the Deputy Principal confirmed that total project expenditure incurred stands at c£340k, all of which is funded by the Salix grant received for the project. The Deputy Principal confirmed that work on the project currently is low intensity pending resolution of key matters and full approvals – with the principal contractor Lorne Stewart about to undertake a small programme of pre-construction works activity, with work being progressed under a limited letter of intent with a maximum liability cap of £30k plus VAT. A significant matters checklist was shared in the report and closely considered, with the Deputy Principal referencing key remaining risks and that the significant matters checklist would need to be addressed to the Board's satisfaction before major project contractual commitments could be made.

Supporting actions against the significant matters checklist were set out and considered, and the areas covered included:

- a) finalising the DfE loan to support the project and its overall value
- b) the need for local planning authorities to confirm planning permission
- c) the Capex Cost Plan's dependency on VAT being recoverable via utilising a subsidiary company special purpose vehicle (SPV) – with the Board noting the total project cost increases to £9.5mn if VAT is not recoverable, but the College's contribution remains regardless at c£800k
- d) ESFA/DfE approvals being secured, given Managing Public Money (MPM) regulations applying to FE Colleges following their reclassification to the public sector
- e) Given the need to establish a subsidiary special purpose vehicle (SPV) to deliver the project – there is a need to ensure SPV financial planning is sound, with profitability, potential exposure to tax liability and regulatory compliance to be evaluated over the long-term (with professional advice from Grant Thornton already being accessed)
- f) Assurances on the life cycle arrangements for the proposed propane air source heat pump technology

In relation to ESFA/DfE approvals required, the Deputy Principal updated that the ESFA have confirmed that the establishment of a SPV does not require approval, however the issues of a SPV's structure and operations are potentially a matter for DfE review and approval under Novel, Contentious and Repercussive requirements – and also approval will be needed should guarantees from the College to the SPV be required. The Board noted the usual requirement in MPM that approval must be ahead of activity beginning, and asked for clarity on the project sequencing and stages to be assured this would be achieved. The Deputy Principal assured that professional advice from Stone King is in place to work through and advise on governance matters, and the Board approved that an application for any necessary HMT approvals should be developed and submitted with support from Stone King. The Deputy Principal confirmed his recommendation that a subsidiary company be established if Board so approve, to allow the project to mobilise, however no material contracts would be entered until the Board is satisfied that the points and risks outlined in the significant matters checklist as above are satisfactorily closed out.

The Deputy Principal explained that a key risk and consideration is that Salix's offer of grant funding in 2023/24 is lost unless it can be claimed by the end of March 2024. In answer to member's questions, the Deputy Principal confirmed that should the project not proceed then costs incurred by the College up to that point are very likely to be paid by Salix. Lobbying of the Government continues, to ask for flexibility to carry-over funding or flex timescales for the grant funding. The Deputy Principal confirmed that should there be a position where necessary MPM approvals have not been fully secured

	<p>from HMT, but contracting is needed to keep essential grant funding, then Stone King would provide advice to the Board.</p> <p>Through the presentation and review:</p> <ul style="list-style-type: none"> • The financial baseline was set out and key estimates and assumptions, with a capex cost estimate of £8mn excluding VAT, assuming nil VAT costs and a £160k additional one-off cost allowance • Projected financial viability was confirmed, with a positive cashflow position modelled of £504k cumulatively in years 1-10, and £1.675mn in years 1-20 • Key financial sensitivities were set out over 10 years, along with their impact, considering increases in capital costs, borrowing costs and inflation; and reducing electricity period, gas pricing and solar PV output <p>The Board were updated on key risks – focused on timescales, the loan, technology, planning, set-up/delivery and also progressing within MPM requirements. Consideration was given to the points Capital and Estates Committee had requested clarity or assurance on, and the Deputy Principal confirmed the planned location of the pumps and that the location would not impact on learning space. It was confirmed that supporting legal and tax advice will be shared with the Board directly in meetings or via the Director of Governance, and that Audit Committee will receive and consider Grant Thornton advice on VAT and also corporation tax if applicable.</p> <p>The Board supported the recommended approach of mobilising, while progressing necessary approvals and closing off the key matters checklist before material contracts are entered. The project was acknowledged as offering significant advantages and opportunities to the College, and our learners, playing a key role in delivering the Group’s commitment to progress towards Net Zero. The approach is complex, with many moving parts and matters to resolve, and the Deputy Principal was thanked for his leadership to progress the project.</p> <p>Following consideration, in summary, the following was resolved:</p> <p>Resolved: That the Board of Corporation receive the report and recommendation from Capital and Estates Committee in relation to the Public Sector Decarbonisation Project (PSDS), and:</p> <ol style="list-style-type: none"> a) Note the progress and current position of the PSDS scheme b) Approve the following: <ul style="list-style-type: none"> • Establishment of a subsidiary company special purpose vehicle (SPV) with Companies House • Submission of necessary Managing Public Money approvals to the ESFA, supported by professional advice from Stone King • Professional advice from Grant Thornton in respect of VAT and corporation tax considerations to be received and considered by Audit Committee • Establishment of a bank account for the SPV with Lloyds Bank, mandated signatories as per the College • That the Chair can sign off the related Loan Agreement with DFE once details are finalised, with a loan value to not exceed £5mn
Item 4.	<p><u>Items to Receive/Note/Approve</u></p> <p>4.1 Governance Items <i>Submitted: Reports (circulated in meeting papers)</i></p> <ol style="list-style-type: none"> a) Governance Report

Debbie Corcoran (Director of Governance) was thanked for the Governance report, which offered an update and related recommendations in relation to:

- A revised scheme of delegation, and Board Code of Conduct shared for approval
- Board and Committee membership – with an update on the current position and vacancies, and consideration of terms of office ending, with recommendations to appoint new Student Governors
- An annual update on Board attendance to receive and note
- An annual audit of the Corporation’s skills, and consideration of the continuous professional development (CPD) and learning and development programme available for the Board

Following due consideration and discussion, the following was agreed.

Resolved: That the Board of Corporation receive and note the Governance Report, and:

- **approve the revised Scheme of Delegation, and revised Board Code of Conduct**
- **approve the appointment of 2 new Student Governors: Simone-Hartley Gott and Emily Jayne Austin (both with term of office ending 31 July 2025)**
- **approve the re-appointment of the following: Dean Langton (as co-opted Committee member, with a term of office ending 31 October 2027) and Charlie Moss (as co-opted Committee member of Quality and Standards Committee, with a term of office ending 30 November 2026) – with the Corporation’s thanks to be shared with them for their ongoing support**
- **note the update on Board membership and vacancies, and approve Search Committee progressing recruitment of independent members on their behalf**
- **agree following consideration of the annual skills audit, and within the frame of the 2030 Strategic Plan, the skills or experience for priority recruitment of new Board members (accredited finance skills, quality and curriculum and sectors linked to ‘good growth’)**
- **approve Search Committee progressing an expressions of interest process to support the Board’s appointment of a Vice Chair for the Corporation, against the approved role description in place – with consideration of 2 Vice Chair roles**

b) NCC Professional Services

David Rothwell (Deputy Principal – Finance and Resources) summarised the report which updated following the Board’s resolution in February 2023 to utilise NCC Professional Services Ltd (NCCPS), the College’s subsidiary company established to provide business services to the College under a services agreement, to employ new support staff going forward. A leadership task and finish group had progressed developments, with a draft employment framework shared today for Board approval.

The Board noted the progress made by the task and finish group, and that operational issues had been addressed including Group VAT registration, establishment of a NCCPS Ltd bank account at Lloyds with mandates as per those of the College, workplace pension being finalised and provided by The People’s Pension, with life cover also in place and the scheme outlined in the report. In relation to the proposed employment framework, the Board asked for clarity given that when the terms proposed were compared to those of the College, there are areas of key differences related to annual leave, salary scale, pension scheme entitlement and occupational sick-pay. The Deputy Principal explained this was recommended as it achieved a positive commercial benefit, while keeping within the spirit of the approach approved by the Board previously, and followed advice from Stone King on necessary differentials.

In relation to governance arrangement for this subsidiary, and the subsidiary to be established for the PSDS project set out above, the Board appointed the Director of Governance as Company Secretary.

It was noted that the Intragroup relationship between NCCPS and the College is governed by commercial 'services' and 'resources' agreements respectively, which are being drafted with support from Stone King. On Stone King's advice it was proposed, and the Board was in agreement, that following the NCCPS Board of Directors meeting on a quarterly basis to oversee the operations of the company, summary reports will be provided to the Board of Corporation twice a year – a mid-year interim report and a final annual report accompany the annual financial statements.

Resolved: To note the update on development of NCC Professional Services Ltd, and its operations beginning and approve:

- a) **The terms and conditions for staff to be employed by NCCPS Ltd under a service agreement with the College**
- b) **Appointment of the Director of Governance as Company Secretary for NCCPS Ltd and the subsidiary company special vehicle being established as part of the PSDS project**
- c) **Summary reports on NCCPS Ltd to be received by the Board of Corporation twice a year**

Liz Sedgley left the meeting

d) Pendle Education Trust (PET) Sponsor Report

Anita Ghidotti (Chief Executive of the PET) was welcomed into the meeting, and thanked for the PET's annual sponsor report. It was noted that the report had been developed and shared following the Board's request for an annual update for the Corporation as a sponsor, and agreement that the PET and College should develop a Memorandum of Understanding (MoU) in this respect. Progress had been made through a meeting between the PET and the College Group's Principal and Director of Governance, with a MOU and supporting action plan setting out areas of joint interest and value to follow to the Board.

The report covered summary position, vision and value, Ofsted inspection position, context and challenges, update on the sponsor relationship, secondary destinations for 2022 and 2023 and also the PET's financial position. In discussions, reflecting on the earlier agenda item on recruitment, the Board welcomed the PET Chief Executives [offer and agreement](#) to share additional information on destinations to support College planning.

Anita Ghidotti was thanked for the report and joining to support its review, and left the meeting

4.2 Annual Complaints Report and 4.3 Annual Health and Safety Report

Submitted: Reports (circulated in meeting papers)

Claire Jarvis (Assistant Principal – Planning and Performance) and David Rothwell (Deputy Principal) summarised the reports presented. Both were acknowledged by the Board as valuable sources of assurance, and noted.

Resolved: That the Board of Corporation receive and note the Annual Complaints Report and Annual Health and Safety Report

	<p>4.4 Triple A Committee Escalation and Assurance Report <i>Submitted: Report (circulated in meeting papers)</i></p> <p>The Director of Governance was thanked for the Triple A (alert, assure, advise) report, which shared headlines from the Capital and Estates Committee meeting of 2nd October 2023 and was accompanied by the Strategic Investment Reserve (SIR) position shared at that meeting. The Committee’s recommendations in relation to the PSDS project were noted to have been received and considered earlier in today’s agenda.</p> <p><u>Resolved:</u> That the Board of Corporation:</p> <ul style="list-style-type: none"> • Receive and note the triple A report and related recommendations from the Capital and Estates Committee Meeting of 2nd October 2023 <p>4.5 Policies for Board Approval <i>Submitted: Report (circulated in meeting papers)</i></p> <p>The Board considered and approved the revised Prevent and Safeguarding Policy,</p> <p><u>Resolved:</u> That the Board approve the Prevent and Safeguarding Policy</p>
Item 5.	<p><u>Any Other Business</u></p> <p>There were no items of any other business.</p>
Item 6.	<p><u>Review and Reflections on the Meeting Against Group Values</u></p> <p>The meeting Chair invited reflections from Board Members on today’s meeting, decisions and ways of working against the Group’s values. Feedback included that the triple A and approach to policies had helped the Board move through items at pace. The balance of items was positive, with a strong strategic focus.</p> <p>With this, the Chair thanked members for their attendance and inputs, and the meeting was closed.</p>

Debbie Corcoran
Director of Governance

Signed as an accurate record by the Chair of Corporation



Name: Phil Wilkinson
Date: 18th December 2023