

## NCG – Corporation Meeting Minutes

Summary of the Meeting held on Monday 18<sup>th</sup> May 2020

Meeting held via Microsoft Teams

Details			Attendance		
Full Name	Position	Initials	Attended	Apologies	No Attendance
Peter Lauener	Chair of Corporation	PL	X*		
Chris Roberts	Vice Chair of Corporation	CR	X**^		
Mark Squires	Independent Governor	MS	X*		
Caroline MacDonald	Independent Governor	CM	X*		
John Cuthbert	Independent Governor	JC	X*		
Jeannette Strachan	Independent Governor	JS	X*		
Liz Bromley	CEO – Ex-Officio Governor	LB	X**^		
Cameron Hartley	Student Governor	CH	X**^		
Jennifer Mitchelson	Staff Governor	JM	X**^		
Visitors/ Presenters					
Chris Payne	Deputy CEO	CP	X**^		
David Balme	Executive Director Governance, Assurance & Risk	DB	X*		
Mike Wilmot	Chief Finance Officer	MW	X**^		
Steve Wallis	Executive Director of Quality	SW	X**^		
Tony Lewin	Principal – Newcastle College	TL	X**^		
Nicola Taylor	Assistant Director of Governance (minutes)	NT	X*		
Leigh Scott	Director of Property and Estates	LS	X**^		
Claire MacLean	External Consultant	CM	X**^		
Grant Glendinning	Principal – Carlisle College	GG	X**^		
Scott Mulholland	Chief Information and Data Officer	SM	X**^		

\*Attended by Video Conference – meeting held via Microsoft Teams.

^Attended for part of the meeting.

## 1. Governor Training – Understanding Quality and Curriculum Data

SW referred to the slides circulated to the Board in advance of the meeting, and confirmed a number of the key charts were included within his Quality and Curriculum reports. SW noted that the most up to date England-wide performance tables for all colleges were published in late March 2020.

SW confirmed that he had recorded a 40-minute voice over video to sit alongside the slides shared however, he had been unable to send this prior to the meeting.

**Action: NT to have video circulated.**

SW presented the slides, and highlighted the following key areas:

- Key Quality and Performance Measures.
- The EIF Framework – the 3 I's (Intent, Implementation and Impact).
- The key measures and alignment to Ofsted.
- Further detail with regard to the understanding of attendance, retention, achievement, pass rates (including timely and overall), minimum standards and progress.
- ETLA activity across the Colleges.
- Destination data.
- Learner views.
- Data with regard to the National Achievement Rate Tables (NART).
- Comparable data to other GFE providers / other recently inspected providers (who have gone through the new inspection framework).

SW confirmed that NCG are now in line with National Average, and this is mainly due to a step change improvement at Newcastle College.

NCG are also in the top 10% for Level 3 achievement, and above National Average in 19+. SW highlighted that further work is required around Apprenticeships, however confirmed that the prediction is to reach the National Rate.

The Board asked for any downward trends in the NART 3 year trends to be investigated, and SW confirmed that this was ongoing.

The Board queried the volume of students on the NCG UKPRN with regard to Apprenticeships, and SW confirmed that this is very small number of residual numbers in training remaining on this UKPRN.

The Board asked about the apprenticeship achievements rates at West Lancashire College. SW confirmed that improvement is being predicted, however this remains a focus. SW also noted that similar concerns remain in relation to Kidderminster College. SW noted that both Colleges have a dispersed apprenticeship offerings. SW also noted that WLC had a number of apprenticeships with a company who has since made them redundant due to a buy out (not COVID-19 related). SW highlighted that the problems in the 18/19 data are retention related.

The Board particularly liked the slides comparing NCG with other colleges which had recently been inspected by Ofsted, and found this very informative and helpful.

*LB joined the meeting.*

The Board asked what evidence Ofsted would use for their inspection, and SW suggested that they would look at the 18/19 data as this is likely to be the only information available if inspected during the Autumn Term. Ofsted will consider the SAR, and the internal trajectory data will show expected improvements.

The Chair asked for the slides to be added to the Knowledge section on BoardPacks, and for Board members to spend some further time outside of the meeting reading the sliders in greater detail.

**Action: NT to add to knowledge section of BoardPacks.**

## **2. Meeting Administration**

### **2.1. Opening of Meeting and Welcome**

The Chair opened the meeting and welcomed the attendees. The Chair noted that the agenda on BoardPacks stated the meeting was due to finish at 5pm, however it was actually due to finish at 6pm. CR confirmed he would need to leave the meeting early.

### **2.2. Apologies for Absence**

Not applicable – all Board members present.

### **2.3. Declarations of Interest**

The Chair asked if any additional interests were to be reported and nothing further was declared.

### **2.4. Review of Minutes from the Previous Meetings –**

#### **2.4.1. Minutes – Corporation Meeting 3<sup>rd</sup> March 2020**

The Board reviewed the minutes from the previous Corporation Board meeting and agreed that they were a true and accurate record of the meeting.

#### **2.4.2. Minutes – Corporation Meeting - 6<sup>th</sup> March 2020- Confidential**

*Covered under Item 8.1.*

#### **2.4.3. Minutes – Corporation Meeting - 18<sup>th</sup> March 2020 - Confidential**

*Covered under Item 8.1.*

#### **2.4.4. Minutes – Corporation Meeting - 3<sup>rd</sup> April 2020 – Confidential**

*Covered under Item 8.1.*

### **2.5. Register of Board Actions**

The Board reviewed the register of actions and noted that relevant actions were to be covered within the meeting agenda or had been closed as per the document.

The Board noted the updates.

## 2.6. Matters Arising

### 2.6.1. Impact of COVID-19

LB presented the paper created in response to COVID-19 and referred to the presentation produced by CP. The Board requested further detail around the bullet points included within the “Our Response” slide. CP confirmed that the presentation was a thought piece and needed to be expanded further with timescales added when appropriate. CP noted that this further detail would be brought to the Corporation in coming meetings. The Board asked what a Sector Based Work Academy was, and CP confirmed that this would be a bespoke programme for groups of adults leading to specific job vacancies to assist with employment.

**Action: NT to add COVID-19 Response to agenda for June meeting.**

The Board asked about and discussed to what extent remote teaching is a good replacement for face-to-face teaching, and how students are engaging. SW noted that work is underway with teachers to record meaningful engagement and provide feedback. NCG is especially mindful of learners requiring additional support and additional monitoring has been established. SW is also monitoring to ensure good quality. The Board discussed those students whose courses are practical based, and SW confirmed that there had been a move to online work wherever possible. The Board also discussed the different circumstances students would be facing during this time and the different impacts this would have on their learning.

The Board asked if staff were being furloughed, and if so, if this should have been done at an earlier stage. The Board also asked if any redundancies would be likely. LB confirmed that NCG needed to wait for guidance around the furloughing of staff due to being a publically funded body. Calculations have shown that just under 5% of NCG’s funding comes from non public sources which limits the number of staff who can be furloughed. At present, 80 staff have been furloughed with dates backdated to March 2020.

The Board asked if the furloughed staff salaries were being topped up to 100% and LB confirmed this was the case.

The Board asked about A Level progress and achievement grades at NSFC, and CP confirmed that the Principal of NSFC’s target was to maintain the progress and this is still expected. The Board asked about resit requests, and CP confirmed that these would be provided. The Board discussed the potential of the Y12 students returning around June time, and CP confirmed that conversations were ongoing around how this would work.

The Board asked how NCG were ensuring students have the correct equipment to access learning, and LB confirmed that there had been a recent change in the bursary guidance with regards to using funds to

purchase equipment (computers, broadband, etc) and that teachers have been assisting in the identification of vulnerable and disadvantaged students. The Executive Team confirmed that they are confident students across the Group have had a similar experience and offering.

The Board noted the update.

### **2.6.2. Additional Safeguarding Policy Annex – In response to Covid-19**

The Chair confirmed that the additional Safeguarding Policy Annex (in response to COVID-19) had been electronically circulated to the Board for approval. The Board approved this Annex with effect from 9<sup>th</sup> April 2020.

The Board ratified that this approval had been made electronically.

### **2.6.3. Property Development at Lewisham and Newcastle**

*LS and CM joined the meeting.*

LS presented the paper, and advised the Board that at this stage, he was asking the Board to recognise the current stage of the project, and to request that the appropriate governance structures were implemented.

The Board asked about the risk of delay, and LS confirmed he wasn't able to quantify the risk at the present time as it's too soon to estimate how the market will react. LS noted that conversations with [redacted] are ongoing to support the case for [redacted].

The Board asked about the payments of the Casino tenant, and LS confirmed that [redacted].

The Board asked when the lease was due to expire, and LS confirmed September 2021,

The Board noted (via BoardPacks) that they felt there was still work required to be precise about the Curriculum Strategy paper for Lewisham and asked if there was a meaningful mark-research and data-driven sector analysis to follow. [redacted]

LS noted that the Principal and Vice Principal at Lewisham College are working with CP on the Curriculum Offer and LB suggested that this needs to be more forward thinking. [redacted]

[REDACTED]

The Board noted the update and approved the suggested Governance Structure.

*LS and CM left the meeting.*

#### **2.6.4. Apprenticeship Update**

*GG joined the meeting.*

GG presented the Apprenticeship update, and the Board asked about the impact of COVID-19. GG suggested that this would delay learners in being able to complete their programme and would impact the funding of external training providers.

Improvements are continuing for this academic year with new quality measures in place, however future plans are compromised.

The Board noted that there were no expected starts for June to September, however GG confirmed that the Group are exploring College Courses for these learners instead.

**Action: PL to speak to GG further about this outside of the meeting.**

GG noted that the Apprenticeship brand will also have been damaged as this has proven to be an area of weakness.

The Board asked as to whether the strategic objectives would need revisiting, and agreed that this would be a discussion for the next Board meeting.

**Action: NT to add to agenda.**

GG confirmed that Apprenticeships are the most compromised area of delivery, and that currently there is no mitigation (other than the non-levy relief fund).

The Board noted that there would likely be an impact on staffing; processing change of circumstances, admin support etc. GG noted that the situation has developed further since the paper was written, confirming that 51% of the Group apprentices are currently furloughed. However, the redundancy and Breaks in Learning figures remain small at 3% and 5%.

The Board asked if any particular colleges were vulnerable due to this position, and GG suggested it is more likely to affect external training providers, as colleges have a degree of protection due to other funding routes. Within NCG, % of Carlisle's income comes from apprenticeship income whilst across all of NCG this figure is under %.

GG confirmed that future planning is in progress, and a plan as to how NCG may be able to assist with affected apprentices to ensure they can complete their courses is being developed.

The Board noted the update.

*GG left the meeting.*

### 2.6.5. Leadership Hub

LB provided a verbal update on the Leadership Hub, noting that she had been working with an external consultant to create modules for middle leaders. LB is also looking at options for the Leadership Hub to be financially viable and to generate income. Examples of the learner modules will be included within the June 2020 Board paper.

**Action: Learner modules to be included within the June 2020 Board paper.**



### 2.6.6. Governor Induction

The Board confirmed that they were happy with the Governor Induction Manual and PowerPoint presentation to be used for the induction sessions. The Board thanked the Governance Team for their work. The Chair asked for the Board to provide any further written comments to DB and NT.

**Action: Further comments to be issued to DB and NT.**

### 2.6.7. Revised Instrument and Articles

It was noted that the Governance Team are suggesting a number of revisions to the current Instrument and Articles of NCG:

Articles of Government (3.2.6) - removing the responsibility in relation to suspending and expelling students. This would be done at a local level, and not referred to the Board.

Articles of Government (15) - Removing the requirement for the Students' Union annual accounts to be audited (reserving the right for this to be requested), and to be reviewed by the Corporation Board, instead referring this to the CFO, or nominee. Removing the section in relation to the Board making rules for conduct of students in consultation with the Students' Union.

The Board reviewed and approved the suggested amendments.

**Action: NT to update.**

### 2.6.8. UKVI Attendance Update

DB presented the UKVI Attendance paper, and the Board noted the report.

### 2.6.9. Update on Lagged Funding

MW presented the update on Lagged Funding and the Board sought clarity on where the errors had arisen.

MW confirmed that there were a number of differences with a variety of causes:

- In the final allocation ESFA used the R06 data return to calculate 2019/20 numbers as there had been slippage in the number of learners on programme as at 1 November, as a result of withdrawals between R04 and R06, resulting in a £350k reduction in the funding.
- The ESFA applied a reduction to the ratio due to a successful business case in 2019/20 which was not identified initially, meaning the normal R04 to R14 ratio that NCG used (1.052) was not applied. This meant the ratio calculated by NCG was higher than the one applied by ESFA (1.042) – impact £500k.
- A data error in Kidderminster led to 128 learners in R14 being coded as being Kidderminster based and not London based, thereby not attracting a 20% London weighting – £130k impact.
- A data error in West Lancashire omitting the detail of 192 free school meals learners – reducing Free School Meal allocation by approximately £70k.
- There is a query over the London weighting applied by ESFA to NCG generally – worth approx. £300k. London weighting dropped in 2019/20 from 2018/19, despite the proportion of London learners attracting a 20% uplift in NCG increasing. The calculation has not been broken down by ESFA after queries were made and internal calculations consistently arrive at a higher figure.
- A £200k reduction in bursary payments announced by ESFA which was not known when the model was produced.
- Systemic issues have been identified which caused the remainder of the difference; primarily single points of failure where due to the complexity of the work and a lack of knowledge beyond a single specialist meant that checking in detail was not able to be undertaken.

MW confirmed that the following actions had been taken:

- A business case is being made to ESFA relating to the data errors in Kidderminster / West Lancs and the possible under-allocation of London weighting. It is highly likely that the Kidderminster and West Lancashire elements will be successful. The additional London weighting query is less certain. Possible positive outcome between £200-500k.
- The systems, processes and checking of modelling are being reviewed to prevent similar errors and removing single points of failure in the process.

- Additional data checks will be established at R14 to identify future missing London delivery postcodes and to confirm all missing data identified in checks (e.g. Free School Meals) has been corrected.

The Board noted the update, and took assurances that the lessons learned would be taken forward. The Board requested an update following the review of the business case.

**Action: MW to update following response to the Business Case.**

#### **2.6.10. English and Maths Update**

The paper was presented, and the Board noted (via BoardPacks) that there was a need for more analysis of the root cause or proposed solution for a path to improvement. SW confirmed (via BoardPacks) that the root cause had been included in a previous paper (following the learning from the SCIF), and is also summarised in the QIP.

SW noted that the root cause is a function of inconsistencies in the following areas; curriculum management (tutorship, timetabling, lesson timings), engagement (social and prior attitudes, cognitive disengagement and learners not valuing the subject), inconsistent TLA (not properly assessing starting points, teaching that does not respond to these gaps, poor quality assessment, lack of feedback and poor attitudes to recording learning), lack of academic leadership (SLT not experts in some cases, lack of campaigns and multiple priorities for staff) and staffing (variable subject expertise and subject pedagogy). SW also confirmed that there are different issues in each of the colleges.

The Board noted the update, and confirmed that the additional session with regards to English and Maths was going ahead on Monday 11th May where this paper would be discussed in further detail.

#### **2.6.11. Disposal of Glenburn**

The Board noted that they had been asked to approve the disposal of Glenburn [REDACTED]. The Board ratified that this decision had been made via the voting function on BoardPacks with effect of 8th April 2020.

#### **2.7. Governor Activity**

The Board were asked if they had any relevant activity to report and the Chair confirmed he had recently participated in FE Week's online webinar around COVID-19 which had been beneficial.

The Board also noted their session with SW at the start of this meeting.

**Action: NT to update Governor Training Log.**

### 3. Substantive Items

#### 3.1. Chief Executive Group - Report

LB presented the Chief Executive Group report, specifically noting the following points:

- Working practice has changed beyond recognition due to the COVID-19 crisis.
- Key priorities are now maintaining the business remotely and ensuring that our students are well supported, can continue to learn, and that our staff remain engaged and confident to be home workers.
- [REDACTED]
- The Training Providers are now in the process of being liquidated.
- There is a new Director of People and Development (JM) and NCG are starting the journey towards being 'Brilliant at the Basics' and developing the Leadership Hub @ NCG.
- The Strategy launch across the Group will continue through webinars.
- External engagement is subject to the same constraints of the COVID-19 crisis, but we continue to engage virtually across the Executive Group.

The Board noted the update.

##### 3.1.1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] local community and endorsed the continuation with the project.

*CH left the meeting (due to connection issues).*

*CR left the meeting.*

#### 3.2. Chief Finance Officer – Finance Report

MW presented the Chief Finance Officer Report and directed the Board to the Executive Summary, which contained an overview of the key points:

- Appointment of Auditors – The tender for the External Audit contract was completed and only one bid was received from Mazars (who are a mid-tier accountancy firm with an office in Durham). The Audit Committee met virtually with a representative from Mazars and are happy to recommend their appointment to the Corporation Board. The

Audit Committee noted that Mazars have an extensive FE client list. The Board approved the appointment with immediate effect.

- Financial Performance - P8 EBITDA £1.6m under Q1 forecast,

Excluding the training providers EBITDA is £0.1m down on forecast. Q2 forecast EBITDA £2m short of Q1 forecast mainly as a result of the shortfalls in income as a result of the COVID-19 lockdown. Largest areas affected:

- Apprenticeships.
- Full cost courses/commercial income.
- ESF.
- Savings in cost base due to properties being closed.
- Cash – Cash is at £8.9m with effect from the end of March, which is £3.8m higher than forecast. £2.4m of this is due to freezing training provider payments and £0.7m from CAPEX timing.
- Covenant compliance – It is now expected that the Q3 and Q4 bank covenants will be passed. Q4 is subject to Q2 forecast assumptions being sufficiently prudent. Temporary headroom has been created through the training provider insolvency process. All 2020/21 covenants are expected to be challenging as a result of the effects of COVID-19 and significant economic uncertainty.
- Sale of Wigan Property – There has been a reduction of m in the sale price; this reduction was requested by the buyer and as NCG were unlikely to find another buyer for a higher price, this was accepted.

MW confirmed that reforecasting had been done in light of COVID-19, however, this was a very difficult task due to the unknown impacts this could have. The position regarding 16-19 is known for the next academic year, with regards to the Adult Budget, there needs to be proof that this is being delivered online, and with regards to Apprentices, there will be no starts for the rest of this year. Apprenticeships are the biggest area of concern in terms of income, and although colleges may pick up apprentices in study programmes, there will be a delay in the cash flow for this. A claim has been submitted for around £250k to the post-16 relief scheme and this will offset some of the lost income. Apprenticeships will be considered further when going through the Business Plan.

MW confirmed that HE is also a concern as there is an uncertainty around international students being able to travel.



MW assured the Board that there would be a further update in June with the key assumptions, with the budget to be provided to the Board in July for approval. The Chair noted that the would like the majority of the meeting spent looking at the budget during the July meeting.

**Action: DB to check agenda.**

The Board noted the report.

### **3.3. Executive Director of Quality – Quality and Performance Report**

SW presented the Quality and Performance Report and highlighted the following points:

- Retention has dipped slightly (from 95.1%) to 94.6% - challenges remain at Carlisle, whilst the rate at NSFC reflects a 2-year course duration (most GFE courses are 1 year). Retention rates at Lewisham, Southwark and West Lancashire are currently above the 95%. A year end retention rate of 94% would be very positive, given the circumstances.
- Attendance reporting will now be static as the attendance rate was frozen from the 20th March and replaced with a new weekly engagement report. Attendance for the year will be reported at 85% (using the in / out measure) and 88% taking into account authorised absence (reported as a neutral mark). The apparent overuse of 'A' marks was actioned by NCG Executive with principals issuing additional guidance to teaching staff during the term.
- Learner engagement is a rudimentary measure that seeks to record at least one positive interaction between a tutor and learner each week during home study. This could be in the form of an online teaching session, guidance tutorial, VLE, email exchange, submission of workbooks etc. The use of the UnitE (student record system) to capture a new 'S mark' (supported home learning) is very new and staff are currently transitioning to this process.
- Progress review #3 is now open in all colleges and will be expected to complete in May 2020; an additional progress review in late June / early July will help record final assessment and predicted grades to help with the qualification claims process.
- The Sustained Destination survey capture has been deferred by J2P, who are not able to support at present, the results are likely to be heavily influenced by factors associated with the pandemic. The intention however is still to proceed at the appropriate time to evaluate the impact of the outbreak on our 'leavers' from 2019, in comparison to 2018.
- The National Achievement Rate Tables (NART) for the 2018/19 academic year were published on the 26th March and are consistent with those reported in the SAR, a brief summary is shown in Annex A of the report. It is these comparisons that Ofsted will use as their starting point for inspection (as 2020 outcomes will not be used due to a DfE directive as a result of the CV disruption).

- The national 16-18 E&T GFE rate has only fractionally improved in the last 12 months to 83.4% - NCG has increased by 2% points in same period and is now in line with the national average, a steady increase over the last 3 years, fuelled by step-change improvements at Newcastle College.
- The 16-18 level 3 qualification rate is higher than the national rate (at around 91%) and NCG is now ranked in the top 10% of all GFE Colleges - this is attributed to the success of NSFC A levels and all college diplomas and certificates (Most colleges can claim to be in the top decile for something or other, but this is a noteworthy for NCG, given concerns Ofsted had around the outcomes for study programmes in their 2018 inspection).
- 19+ E&T national rate has improved to 89.1%, NCG is around 2% points above the NR at 91%.
- The overall apprenticeship achievement rate is 66.7% for GFE Colleges and (as expected) has decreased by 2% points compared to last year. NCG remains below the rate at 61% - CC and LSC remained above the national rate.
- GCSE rates are broadly static and NCG remains around the national average for high grades in both English and maths for both 16-18 year olds and 19+ learners.

The Board noted the report, and confirmed that they felt assured by the quality development and monitoring.

### **3.4. Emerging Position – Digital Strategy**

*SM joined the meeting.*

SM presented his update on the Digital Strategy and noted the extensive distance travelled within the past few weeks, noting that this would usually have taken years. SM noted that work was ongoing to finalise the Digital Strategy.

The Board noted the update.

*SM left the meeting.*

### **3.5.**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 4. Items for Approval / Discussion

### 4.1. Corporation Matters

DB presented the Corporation Matters update and the Board approved the following appointments:

- Edward Dent – Lewisham College Board
- Simon Russell – Lewisham College Board
- Extension to John Cuthbert's Term of Office to December 2020
- Formal ratification of the appointment of Cathy Shaw – Kidderminster College Board

The Board noted the report.

#### 4.1.1. Governor Link Roles

The Board reviewed the report, and endorsed / approved the paper to go to the next College Board meetings for each College Board to consider their approach in comparison with others across NCG.

**Action: NT to add to agenda of College Boards.**

#### 4.1.2. Independent Governance Review – Terms of Reference

The Board reviewed the Terms of Reference for the Independent Governor Review, and DB confirmed that this contact had come from a recommendation by the FE Commissioner. DB also noted that this independent review is required as part of the registration with the OfS.

[REDACTED]

**Action: DB to go back regarding price.**

### 4.2. Proposal to apply for indefinite degree awarding powers

DB presented the paper, and the Board approved that they were happy for NCG to apply for indefinite degree awarding powers.

CM noted she would like clarification on what would happen if the application didn't progress, in terms of jeopardising the current position.

**Action: DB to discuss with AB and report to HE Governance Committee (6<sup>th</sup> May 2020).**

### 4.3. Risk

#### 4.3.1. Risk policy

DB presented the Risk Policy and confirmed no changes had been made. The Board approved the policy.

## **5. Items for Note / Information**

### **5.1. Approach to T Levels – Take to next meeting**

The Board agreed for this paper to be deferred to June 2020 due to the time constraints of the meeting.

**Action: NT to add to agenda.**

### **5.2. HE Update – Hoping for better indication for next month.**

The Board took the paper as read and no comments or questions were reported. The Board noted the update, and asked when further information would be available. LB suggested that a better indication would hopefully be available for the June 2020 meeting.

**Action: NT to add to agenda.**

### **5.3. College Board Minutes**

The Board noted the following minutes:

- Lewisham and Southwark College Board Minutes – October 2019.
- Lewisham and Southwark College Board Minutes – December 2019.
- Audit Committee Minutes – November 2019.
- Subsidiary Board Minutes – September 2019.
- Subsidiary Board Minutes – December 2019.
- Subsidiary Board Minutes – February 2020 (1/2).
- Subsidiary Board Minutes – February 2020 (2/2).
- Subsidiary Board Minutes – March 2020.
- Subsidiary Board Minutes – April 2020.

### **5.4. NCG College and Student Update**

The Board noted the update report.

### **5.5. Information Flows**

The Board considered the Information Flow from Newcastle College, and requested NT to respond.

**Action: NT to respond.**

## **6. Deferred Items**

The Board noted that the following items had been deferred.

### **6.1. Professional Services Review – June 2020**

## **7. Any Other Business**

N/A

## 8. Date and Time of Next Meeting – 2<sup>nd</sup> June 2020

The Board noted that there was the additional English and Maths session on Monday 11<sup>th</sup> May.

The Board noted that the Search Committee were involved in the shortlisting and interviewing of potential new Board members through Gatenby Sanderson.

The Chair noted that there was a request to amend the July meeting date to Tuesday 21<sup>st</sup> July to allow the College Boards to locally approve their budgets prior to this being sent to Corporation. The Chair asked for this request to be circulated via email.

**Action: NT to circulate.**

### 8.1. Review of Confidential Minutes (Agenda Item 2.4.2, 2.4.3 and 2.4.4)

The Chair confirmed the Board would then review the confidential minutes included under items 2.4.2, 2.4.3 and 2.4.3.

*CP, MW, SW, TL, and JM left the meeting.*

The Board reviewed the minutes from the 6<sup>th</sup> March, 18<sup>th</sup> March and 3<sup>rd</sup> April 2020 meetings and agreed that they were a true and accurate record of the meeting.

The meeting closed at 6.15pm.

Signed:

Name:

Date: