

## NCG – Corporation Meeting

Minutes of Meeting held on Tuesday 6<sup>th</sup> October 2020 – 3pm to 5.20pm

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	CMA	X*		
John Cuthbert	Independent Governor	JC	X*		
Jeannette Strachan	Independent Governor	JS	X*		
Andrew Cunningham	Independent Governor	AC	X*		
Rob Holt	Independent Governor	RH	X*		
Chris McCourt	Independent Governor	CMc	X*		
Matthew Otubu	Independent Governor	MO	X*		
Shirley Atkinson	Independent Governor	SA	X*		
John Widdowson	Independent Governor	JW	X*		
Liz Bromley	CEO – Ex-Officio Governor	LB	X*		
Jennifer Mitchelson	Staff Governor	JM	X*		
Vacancy	Student Governor				
<b>Visitors/ Presenters</b>					
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*		
Scott Mulholland	Chief Information and Data Officer	SM	X*		
Grant Glendinning	Interim Executive Principal of the North	GG	X*		
Nicola Taylor	Assistant Director of Governance (minutes)	NT	X*		
Leigh Scott	Director of Property and Development	LS	X*^		
Matthew Ward	Group Energy and Sustainability Officer	MWa	X*^		

\*Attended via Microsoft Teams / ^Attended for part of the meeting

## 1. Academic Quality – Progress to date and next steps

SW provided a presentation to governors, setting out NCG's quality journey since the Ofsted inspection in 2018, including plans for the future.

During the presentation SW highlighted that:

- Between January and March 2018, there was a very small Executive Team in place with limited oversight of the quality (just performance measures), there was no agreed or published quality strategy or Quality Improvement Plan (QIP) in place, nor was there an agreed and current policy framework. Reflecting these weaknesses, Ofsted rated NCG as Requires Improvement.
- Between June and December 2018, the Executive Team was increased, a quality improvement plan was produced, a Teaching, Learning & Assessment policy was implemented (along with the Great Place to Teach), the quality assurance forum was strengthened and the Self Assessment Report (SAR) format was reviewed.
- Between January and May 2019, significant further work was undertaken to drive improvements, including work with three leading colleges as part of the Strategic Collaboration Improvement Fund (SCIF). In addition to this, the Apprenticeship Council was established, data dashboards were implemented, deep dives commenced to explore the progress being made in TLA and several conferences and sharing of best practice took place. Crucially, the policy framework was established and the QCPR (Quality Curriculum Performance Review) cycle enhanced to widen the focus and identify in-year risks.
- Between May and December 2019, 2 Ofsted monitoring visits took place, and the managed closure of the Training Providers was implemented. LB was appointed as the new CEO and supported the work started by CP and Exec in developing a new NCG Strategy. A 3-year Quality Strategy was drafted, SM was appointed (at first on a temporary basis), the Curriculum Strategy Group was established and the 'Principal Portfolios' were implemented.
- Between January and March 2020, strategy roadshows took place to internally launch the revised NCG strategy, the Quality Strategy was approved, the NCG SAR showed improvement in outcomes, work was carried out to ensure readiness for the new Ofsted Education Inspection Framework (EIF), focussed deep dive activity continued to take place, the apprenticeship portal was introduced (and the prospectus created), and communities of practice (which facilitate peer to peer support) were launched.
- Between March and October 2020, although lockdown did prevent some of the planned activity from taking place, work continued. The Digital Strategy was drafted, a range of different methods were used to provide online learning (such as lessons through Teams, Zoom and Google), further communities of practice were introduced, cross-Group working was strengthened, the Leadership Hub was launched and an external review of NCG's EDI was carried out.

SW suggested the current position at R13 is as follows:

- Most colleges are “Good”.
- 16-18 rates are at 87% (4% points above the National Average\*).
- 19+ rates are at 91% (2% points above the National Average\*).
- All rates are at 89% (2% points above the National Average\*).
  - \*based on the previous year’s data.
- GCSE high grades are showing improvement (however, not tested).
- A Levels remain at ALPS3 (although the Centre Assessment Grades ((CAGs)) suggest ALPS2).
- Attendance has improved to 87%.
- There is a clear Quality Strategy and Improvement Plan in place.
- The Curriculum Strategy Group are providing strategic curriculum oversight and responding to policy/qualification reform.
- Sector destinations have been captured for the 2nd year.
- Apprenticeships remain an ongoing area for concern.
  - This should be improved by the Apprenticeship Hub and Strategy.
- Plans for 2021 include, the introduction of the Apprenticeship Hub, enhanced use of 4Cast for curriculum planning, further work around the management dashboards, introduction of an NCG masterclass programme (sessions which will be available to all staff), implementation of the new EDI strategy, and work around the WorldSkills competitions.
- Plans for 2023 and beyond will require another holistic review of the Quality Strategy and further improvement toward obtaining an Outstanding Ofsted judgement. Communities will likely evolve to focus on higher and technical level qualifications. Plans also include having the Apprenticeship Hub established, with high quality delivery and compliance, greater investment in dual professional training and the Curriculum Strategy underpinning regional delivery hubs / Centres of Excellence.

The Board thanked SW for his presentation and noted that they had found this very useful and informative. The Board requested a similar presentation to be brought to the November 2020 Corporation meeting in relation to HE provision.

**Action:** JR to present history of HE provision at NCG and plans for the future. November 2020.

## 2. Initial Governance

### 2.1. Opening of Meeting and Welcome

The Chair opened the meeting and welcomed the attendees.

## **2.2. Apologies for Absence**

All governors were in attendance.

The Board noted that the meeting was quorate.

## **2.3. Declarations of Interest**

The Board were asked if they had any interests to declare in relation to the planned agenda items, and there were no new declarations to report.

## **2.4. Review of Minutes from the Previous Meeting**

### **2.4.1. Review of Minutes from the Previous Meeting – 8<sup>th</sup> September**

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

### **2.4.2. Review of Minutes from the Previous Meeting – 8<sup>th</sup> September – Confidential**

The Board reviewed the confidential minutes of the previous meeting and agreed that they were a true and accurate reflection of the meeting.

### **2.4.3. Review of Minutes from Additional Meeting – 21<sup>st</sup> September – Confidential**

The Board reviewed the confidential minutes of the additional meeting and agreed that they were a true and accurate reflection of the meeting.

### **2.4.4. Review of Minutes from Additional Meeting – 24<sup>th</sup> September – Confidential**

The Board reviewed the confidential minutes of the additional meeting and agreed that they were a true and accurate reflection of the meeting.

## **2.5. Matters Arising**

N/A

## **2.6. Register of Board Actions**

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

The Board noted the updates.

## **2.7. Governor Activity**

The Board were asked if they had any relevant activity to report, and the following were noted:

- All governors had been in attendance for SW's presentation at the start of the meeting.
- CMA had attended a Round Table on the 'College of the Future' on 5<sup>th</sup> October 2020.

### 3. Substantive Items

#### 3.1. Chief Executive Group - Report

LB presented the CEO report.

Regarding learner numbers, the 42-day point had not passed and therefore final numbers would be brought to the Board in November. The Board noted that they would like an update prior to the November meeting, and asked for this information to be shared in a tabular format post-meeting, including data around the target and comparison to last year.

**Action:** LB to share current position in terms of learner numbers.

The Board asked if students who were dropping out from Y1 to Y2 at the 6<sup>th</sup> form college were being tracked. It was suggested that Gerard Garvey (Principal of Newcastle 6<sup>th</sup> form) would be able to provide this information to advise where the students have gone.

**Action:** CP to obtain information from GG.

The Board noted that it was important to retain as many students as possible, agreeing that additional support for some students may be required from the outset.

Governors asked about the policy in terms of staff working from home. LB confirmed that NCG remain fair but firm. Individual circumstances are being considered and principals have been given the authority to review circumstances of staff at their colleges. However, in the small number of cases whereby staff are advising they are unable to attend work, and unable to work from home, they are being asked to take annual or unpaid leave.

*Remainder of this item is covered under a confidential minute.*

##### 3.1.1. Black Further Education Leaders Group Open Letter – NCG's Response

The Board reviewed the document noting how NCG are responding to the 10 principles of the Black FE Leaders campaign and it was suggested that a change of tone would be required. The Board also asked for further information around the Leadership Hub and some further best practices to be included.

**Action:** LB to re-tone to document and make additions.

The Board endorsed the action plan and asked for the document to be reviewed in terms of tone.

##### 3.1.2. Apprenticeship Hub Proposal

GG presented the Apprenticeship Hub Proposal.

The Board asked what the driving force for the improvement in quality would be, and GG confirmed that Standards Managers would be in place to track and monitor the apprenticeship journey and would provide support to the trainers. The central team would book in progress reviews and end point assessments, alleviating the work of the trainers. The central team would also monitor Off The Job (OTJ) training, and ensure apprentices are progressing as expected. This

support will provide capacity within the colleges to have an increased focus on the TLA of the training provided. It was noted that Curriculum Managers deal with much larger study programmes, and apprenticeship provision is a marginal area of their work, therefore the Hub will ensure the focus of this.

The Board asked about IT systems for the tracking of apprentices, and GG confirmed that enhanced systems were being explored.

The Board endorsed the proposal and requested a further progress report where relevant.

*The following questions were asked on BoardPacks in advance of the meeting:*

1. *What is immersive classroom technology?*

*The response was as follows:*

*Immersive classrooms use large screens, projector and connective technologies so that participation can occur in the classroom and remotely, synchronously: <https://www.uspcollege.ac.uk/news/usp-college-lead-the-way-on-latest-teaching-and-learning-technologies/>*

*USP College in Essex have been pioneering this in a cost-effective way. The thinking is that NCG could have apprentices participating cross-NCG colleges, as well as with employers who were elsewhere*

2. *What savings are expected in 20-21 and then 21-22, and what improvements in outcomes? How is accountability for delivery managed and where it is held in this model - has this been discussed in the local boards for Newcastle and Carlisle?*

*The response was as follows:*

*For the three-year illustration, assumptions are £100k in savings by 21-22. However, as yet until the restructure plans are firmer it is uncertain what proportion will fall into this year, but at this stage the suggestion is 50%. In terms of improvements to outcomes, having Standards Managers overseeing the learner journey across the two largest colleges, combined with better tracking and visibility of data should accelerate improvements to quality. Accountability will remain with the colleges but tracked and monitored at every step by the Apprenticeship Hub. The model has been presented in detail at Newcastle College Board, and through discussion at Carlisle, but with a detailed presentation planned for Meeting 2.*

### **3.2. NCG Corporation Board Annual Report**

DB presented the NCG Corporation Board Annual Report, noting that this was the first year that this had taken place having been introduced at College Board level last year. DB confirmed that the results would be analysed, and actions introduced to drive improvement. This is also to be linked to the outcomes of the External Governance Review.

PL noted that he was always happy to have informal conversations with the Board and that governors were always free to contact him.

The Board noted the report.

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

SW presented the Quality and Performance Report.

Governors noted that the graphs and charts showing progress were helpful, however the data was hard to contextualise in relation to targets, and therefore asked for this information to be included going forward to enable them to appropriately challenge.

**Action:** SW to include target data in Quality and Curriculum Report going forward.

The Board asked about the performance of apprenticeships and asked if the current climate would be taken into consideration by Ofsted as part of their inspections. SW confirmed that Ofsted's main focus would be around the quality of education, including the intent. Apprenticeships are a very small proportion of NCG's provision, however still a vital part and therefore the Apprenticeship Hub and Strategy is being implemented to drive improvement. Ofsted will want to see that apprentices are receiving a rich education, with evidence of improvement and timely achievement. They will therefore be interested in the impact in terms of their achievement rates and progression.

The Board agreed that improvements need to be made, and that they would like to receive regular updates going forwards. It was agreed that previous strategies have been tried and tested, however hadn't worked as well as originally hoped. The idea to centralise some of the core operations is hoped to make the improvements required.

The Board asked about consistency of overall quality, noting that this didn't seem to be the case at Lewisham and Southwark. SW agreed that Ofsted would be looking for consistency. A lot of Evaluation of Teaching, Learning and Assessment (ETLA) work had been planned at Lewisham for April and May, however this had been postponed due to COVID. There had also been previous reluctance from Unions to allow lessons observations, however the relationship has now improved. The Board agreed that there was the need to ensure quality of education and improved performance at the London colleges. SW confirmed that some areas were real strengths at the London colleges, and this was recognised by the FEC. The Board requested frequent updates on the following:

- Progress at Lewisham and Southwark College.
- Improvements with Apprenticeships.

**Action:** SW to include relevant updates within his report going forward.

The Board asked about the approach to blended learning, and SW confirmed that curriculum plans had been updated. Some practical courses require face to face delivery where possible, however some curriculum areas can be delivered at 50% face to face and 50% online. The Curriculum Strategy Group has oversight of this.

The Board asked about digital poverty, and it was confirmed that this was a real challenge. For example, Newcastle College had asked for 900 laptops to ensure their learners can access learning and work is underway to understand the need across the Group.

*The following questions were asked on BoardPacks in advance of the meeting.*

- 1. Does the updated Quality Strategy reflect the recent trend towards online and blended delivery? What is the balance of online to physical delivery being offered currently? And how are we managing pinch points with certain courses? Have we procedures in place to ensure that every student has practicable online access to learning away from college, or are there students whose learning continues to be compromised by the requirement for blended learning?*

*The response was as follows:*

*There are several references in the Quality Strategy to new ways of TLA delivery and this is also part of QIP (first year operationalisation of QS). This also links to the Digital Strategy. Balance varies depending on type of delivery - some delivery is 100% face to face (practical courses), others varies upward of 50/50 and depends on sector. Curriculum plans were updated and the Curriculum Strategy Group (CSG) has oversight. There is work underway to determine scale and scope of learners without kit, estimated 900 at NCL alone and work to refine and resource is in progress. CapEx, bursary, existing kit being repurposed all being appraised as solutions - not an easy issue to solve completely but work underway.*

- 2. There is still quite a bit of variation by colleges in outcome rates for 19-20 but there is also a reference to quite a bit still to be updated on final outcomes. Have we achieved our ambition to have more timely and consistent reporting of outcomes and are we therefore making accurate comparisons in the key charts?*

*The response was as follows:*

*Timely completion is going incredibly well (given circumstances for classroom learners) - still 452 to code and potentially 354 will roll over due to delayed assessment requirements. Will update on achievements in meeting. Natural variance will be expected due to a number of factors including provision mix and level, learner entry, proportion of learners on delayed assessment. All colleges above or on the national rates now with exception of LC and SC for young people (larger mix of lower level, ESOL, functional provision). Apprenticeships are still an issue and are compounded by more standards, COVID disruption and drop out.*

The Board noted the report.

### **3.4. Chief Finance Officer – Finance Report**

MW presented the Finance Report and highlighted the following points:

-

- The allocation of the £4.6m capital grant has been devised.

The Board sought assurances that the projects as part of the capital grant would be delivered. MW confirmed that projects has been specifically chosen to ensure they are deliverable in the short timescale provided. All projects are in line with the criteria. MW noted he would be keeping a regular forecast on the spend of the grant.

The Board approved the planned allocation of the grant and noted the report.

## **4. Items for Approval / Discussion**

### **4.1. Risk Register**

DB presented the Risk Register update, noting that the latest version of the Risk Register had been included for information, however Audit Committee had requested some revisiting of the scoring in relation to the Cyber and Curriculum risks, and also to request an additional risk around reputational damage. These requests are due to be discussed at the next Chief Executive Group meeting, and a further update will be required at the next meeting as part of the usual agenda cycle.

The Board noted the update.

### **4.2. Corporation Matters**

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

- Appointment of Fiona Fraser as the Staff Governor of the Lewisham College Board.
- Re-appointment of Lynne Shaw as an Independent Governor of the Newcastle College Board (this will take effect when LS's current term of office ends in November 2020).

The Board noted the remainder of the report.

**Action:** NT to process appointments.

#### **4.2.1. Approval of Newcastle College Student Union Constitution**

DB presented the Newcastle College Student Union Constitution, noting that due to COVID, the Executive Team of students was not yet in place and therefore the constitution document had not yet been approved by the Students Union.

The Board approved the document, noting that further changes may be required following review and approval by the SU.

DB confirmed that the Student Union Constitution for Lewisham College would be coming to the November Board, and work would be undertaken over the next 12 months to standardise these documents.

### 4.3. Risk Management Report 19/20

DB presented the Risk Management Report for 19/20 and Risk Management policy. DB confirmed that these documents had been reviewed by Audit Committee. JC confirmed this was the case.

The Board approved the Risk Management Report for 19/20.

### 4.4. GDPR / Information Governance Annual Report 19/20

DB presented the GDPR / Information Governance Annual Report for 19/20, noting that a small number of breaches / incidents had occurred, however none had been at the level to report to the ICO. The most common issue had been emails sent to the wrong people.

The Board suggested software which can be used to try and alleviate the number of emails being sent to the wrong recipient, and software called Tessian was suggested.

**Action:** DB to explore available software.

The Board asked if there were any plans for refresher training to take place amongst staff, and DB confirmed that there were no plans for this, but he would discuss at the next Chief Executive Group meeting.

**Action:** DB to discuss refresher training for staff at next CEG meeting.

The Board approved the report.

*The following questions were asked on BoardPacks in advance of the meeting:*

1. *What is a Subject Access Request in this context?*

*The response was as follows:*

*The definition used is "The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information". A SAR is made by an individual exercising their right to obtain a copy of the data we hold about them.*

2. *Further information requested about the breaches, and the question around how NCG can still be compliant with a number of these breaches?*

*The response was as follows:*

*Fortunately, the nature of the breaches NCG have investigated were not ICO reportable. However, under the GDPR NCG are required to document any personal data breaches, "comprising the facts relating to the personal data breach, its effects and the remedial action taken." The incident reporting policy, the subsequent investigations and the resulting documentation are what would enable the ICO to verify compliance with the relevant Article.*

#### 4.5. Recruitment Policy

LB presented NCG's Recruitment Policy.

The Board asked whether psychometric testing was used, and LB confirmed that this has been used previously, however would usually depend on the role.

The Board sought assurances that those who may be hired on a fixed term basis still needed to go through a proper recruitment process before becoming a permanent member of staff. LB confirmed that this was the case.

The Board suggested that vacancies may occur on a quick and short-term basis, and therefore requirements may impact on the ability of the business to react. It was confirmed that there is an agency contract in place with Morgan Hunt for this type of cover.

The Board approved the policy.

*The following questions were asked on BoardPacks in advance of the meeting:*

- 1. Is there an expectation / obligation that all shortlisted candidates meet the essential criteria? Is there a light touch process for recruiting short term vacancies and if so any opportunity for such appointees to be slid into a permanent vacancy without undergoing the full process?*

*The response was as follows:*

*Through shortlisting NCG will always look to identify the best candidates that most closely link with the role profile. There will always be occasions where a candidate might score slightly less than others against essential criteria but may have suitable skills / experience that mean they would be worthwhile interviewing. NCG can look to upskill via CPD.*

*Another example – NCG might find someone with fantastic industrial skills, but no teaching experience in hard to fill vacancy areas, such as accounting, NCG can develop teaching skills once appointed, through a teacher training programme.*

*Short term vacancies also form part of an interview process, pre-employment etc. The new policy is designed to strengthen our approach to safer recruitment.*

#### 4.6. Health, Safety and Wellbeing Policy

MW presented the Health, Safety and Wellbeing Policy.

The Board asked if there were issues with any audits, who would this be highlighted to, and MW confirmed that any issues would be reported to him.

The Board approved the policy.

*The following questions were asked on BoardPacks in advance of the meeting:*

- 1. How will college Health Safety & Wellbeing committees feed in to college HSW council and how might the council feed back to support a strong feedback loop and sustain an engaging culture for HSW across each college?*

*The response was as follows:*

*The committees' minutes and actions are reviewed as part of the council with pertinent preventive or corrective action being reviewed and plans to remedy or adopt best practice being adopted, this would be a bottom up / top down process.*

*In turn this is supported through health and safety plans within each college utilising KPIs and audit to seek assurance and set targets.*

*At a group level this informs the strategy and the management of safety where common aspects and impacts can be addressed both locally and across the group where most appropriate. This is translated into procedures, safe systems of work and development of training, information and instruction as best practice through a continuous improvement model.*

#### **4.7. Environmental Strategy**

*MWa joined the meeting.*

MWa presented the Environmental Strategy.

The Board asked what MWa felt were the high and low points of the Strategy, and MWa confirmed that there is always more to be done to lessen the impact on the environment but a big plus point was the creation of the strategy to guide future action. MWa noted that a lot of due diligence had gone into the strategy, and it was currently difficult to find other versions across FE.

*LS joined the meeting.*

The Board asked about the target of zero waste to landfill by 2030, suggesting that this would be difficult to achieve, however MWa confirmed work was underway to get a better understanding of the waste levels across the Group and once held ways to reduce this would follow.

The Board asked about food delivery, suggesting that vending machines are big on packaging, lack of range and create increased waste. MWa confirmed that this is something to be considered and minimised, and also to explore offering excess food elsewhere, such as the People's Kitchen. The Board suggested some Apps which could be considered to reduce food waste.

MWa noted that the Chef's Academy are responsible for 35 tonnes of food waster per year, and therefore the whole approach needs to be considered.

The Board asked how staff and learners would be engaged and MWa suggested that this would be driven through the action plan.

LB confirmed that she had been invited to join the Board of Net Zero North, and that LS and MWa are involved in the steering group.

The Board requested an update in a year's time to cover progress made, any issues etc.

**Action:** MWa and LS to provide update in October 2012.

The Board approved the Environmental Strategy.

*MWa and LS left the meeting.*

## 5. Items for Note / Information

### 5.1. NCG College and Student Updates

CP presented the NCG College and Student Update report.

*The following questions were asked on BoardPacks in advance of the meeting:*

1. *In relation to the franchising to OLC, what QA measures are in place and do we know why the UEL partnership was so short lived?*

The Board noted that franchise opportunities are high risk and wanted assurance that appropriate quality and assurance were in place. DB confirmed this had gone through the HE registry and a report on this could be provided to the HE Governance Committee.

**Action:** DB to arrange paper on franchising to OLC for November HE Governance Committee.

The Board noted the update.

*Post meeting note (in response to the question raised via BoardPacks):*

*An OLC / NCG Operations Manual was developed and approved (as part of the partnership validation) for this franchise partnership. This was developed in collaboration with OLC, and details the roles, responsibilities and accountabilities of both institutions. It stipulates where NCG regulations must be adhered to, where NCG processes and procedures must be followed, and where OLC will use their current processes and procedures, for example localised practices, such as student-staff forums. Quality Assurance of the franchise is conducted by the Academic Registrar, the Assistant Director of HE Quality and Standards, and the Assistant Director of HE Data and Compliance.*

*Colleagues at NCG HE have assumed additional responsibility in the following capacity:*

- *The NCG Liaison Officer (NCGLO) is appointed by the NCG Executive Director of HE and is the primary link between NCG and the collaborative partner on all matters associated with the academic regulations, quality and standards of the programmes.*
- *The NCUC Liaison Officer (NLO) is appointed by the NCUC Head of HE and is the primary link between NCUC and the collaborative partner on all matters associated with the NCG programmes delivered by the partner.*
- *The Partner Liaison Officer (PLO) is appointed by the partner organisation and is the primary link between the collaborative partner and NCG on all matters associated with the NCG programmes delivered by the partner.*
- *The partner institution is responsible for nominating a Partner Liaison Administrator who will be responsible for the day-to-day administration of the NCG programmes. The partner Liaison Administrator is expected to communicate directly with the NCGLO on all matters related to:*
  - *Programme administration*
  - *Student registration and administration*

- *Assessment results*

*NCG regulations require a number of meetings to be set up and operated in order to ensure the quality of the programme is maintained. As an example, a partnership subcommittee will meet 3 times a year reporting into Academic Board. In addition, OLC are required to engage with NCG's annual monitoring process, including the production of a Programme Improvement Plan.*

## **5.2. Corporation Committee Minutes**

### **5.2.1. Corporation Committee Minutes**

The Board noted the minutes from Audit Committee (July 2020).

### **5.2.2. College Board Minutes**

The Board noted the minutes from West Lancashire College Board (meeting 5).

## **6. Any Other Business**

PL requested an additional update to be included within the next CEO report to address the readiness of the colleges to offer opportunities from January. CP confirmed that the Curriculum Strategy Group had been working on this.

**Action:** Update to be included within CEO Report

The Board thanked the Executive Team for their papers and presentations.

## **7. Deferred Items**

### **7.1. Equality Issues / BLM / Regulations / Best Practice**

*This training will be brought to the Board once the unconscious bias training has been finalised.*

### **7.2. Appointment of Governor Link Roles 20/21**

*Deferred as need to review in light of External Governance Report.*

### **7.3. AoC Code of Good Governance**

*Deferred as need to review in light of External Governance Report.*

### **7.4. Investment Plan**

*Deferred due to potential changes having an impact.*

### **7.5. EDI Report – Audit and Action Plan**

*Deferred due to awaiting final report and action plan to be created following this.*

### **7.6. Principal Portfolio Updates**

*Deferred due to start of the academic year pressures.*

**7.7. External Governance Review Report**

*Deferred due to report not yet having been issued.*

**7.8.**

*Deferred due to work to address issued raised still being finalised.*

**8. Date and Time of Next Meeting – 18<sup>th</sup> Nov 2020**

Approved: 18th November 2020