

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON Tuesday 12 July 2022 at 16.30

Present: Mr Karl Banister, Rev'd Canon Lisa Barnett, Mr Joe Bensusan, Mrs Ann Donoghue, Mrs Barbara Hobday, Miss Rach Hughes, Mr Graham Lawrence, Mr Dan Lodge (Principal), Mrs Susan Martineau, Mr Paul Mittendorfer, Dr Grant Powell, Mr Will Power, Mrs Clare Ruaux, Mrs Helen Smith, Mr Dom Valente, Mrs Beverley Valley

In attendance: Members of SMT - Mr Ian Dumbleton (FD), Mr Rob Hussey (VP Curriculum), Ms Andrea John (VP Pastoral), Mr Steve Martell (DP)
Mrs Russha Sellings (Clerk)

In the Chair: Mr Graham Lawrence

1671) Apologies for Absence: received and accepted from Mr Hugh Stafford-Smith who was due to retire from his position at the end of term. Mr Valente, Audit Chair elect, would join later in the meeting to present the Committee update. Chair, Dr David Skipp, was also unable to attend this his last meeting. Mr Lawrence, Vice Chair and Chair-elect, took the chair and wished to record thanks to Dr Skipp for his significant contribution to Collyer's during his 8 years as Governor and 5 years as Chair of the Governing Body. Governors were pleased to note that he would remain as a Trustee of the Collyer Endowment and Chair of the Quincentenary Steering Group.

The recently-elected Student Governors, Mr Bensusan and Miss Hughes, were welcomed to their first Governing Body meeting.

Mr Lawrence referred to the size of the meeting pack due to the approval of statutory policies. Efficiencies and management of papers further discussed under the reporting review (Item 9c).

1672) Urgent Business: no matters to discuss.

1673) Declarations of Interest / Annual Eligibility Update: there were no declarations raised with respect of items on the agenda. Governors present reviewed their annual declarations which were all completed and returned to the Clerk at the end of the meeting.

1674) Minutes of the meeting held on 5 April 2022 were approved without amendment.

1675) Matters Arising: none to record.

1676) Principal's Report incl. KPIs

Paper: Principal's report, KPIs (Business and Education)

Despite a challenging year, the Principal was pleased to report to Governors many positives, including the return to in-person events and examinations and the opportunity to hold some key celebratory activities.

The Principal recognised the report would need to have a more strategic focus, which was planned for the Autumn term as part of the Reporting Review. Questions were invited from Governors.

In respect of the Education KPIs, a Governor asked about value added outcomes for vocational courses and the methodology for scoring, since the measures had changed. The VP (Curriculum) advised this was expected due to formal examinations resuming and the corrected figure was anticipated to be around 65-70%. For BTEC's the grade inflation was likely to be higher and caution was urged when considering this particular value-added data set. There was a related question regarding transition. The VP (Curriculum) believed it would be more meaningful to report on merit

gradings as opposed to distinction and there would be a review of transition in the next academic year. Following a further question about retention, Governors heard the focus would be at subject level; reporting cross-College via KPIs and this process was already underway with the relevant staff. The VP (Pastoral) added there would be further opportunities to assess learning by scrutinising the SAR and QIPs. Within the Education KPIs, it was observed that the results from English and Maths re-marks may result in a slightly higher outcomes, which would be checked for accuracy and were overall very positive.

The Principal was thanked by Governors for the informative report.

1677) Student Voice

Paper: Student Voice Report

The Student Governors introduced themselves and provided some commentary to their report. They were delighted to have been appointed against several other candidates. Thanks were expressed to their predecessors for their guidance during the election process and commitment to their role. Attending the recent Q&C Committee meeting had been a good opportunity for the new Student Governors to integrate in the Governing Body and their perspective was welcomed. Specifically, the Student Governors had the opportunity to feedback and supported the approach to enrichment and Pro Study. The Student Governors were thanked for their report.

1678) Mid-year Update of the Financial Forecast for 2021-22

Papers: Management Accounts to May 2022, Budget 2022-23 inc forecasts, cash flow forecast data, Balance Sheet (May 2022), Capital Budget 2022-23 and financial forecast commentary

1679) Financial Forecast inc:

a) Management Accounts (end May)

Governors heard from the FD that the current position was favourable, being ahead of forecast for year end. This was largely due to underspend in some budgets such as Marketing which still yielded excellent results, while operating leanly, and the legacy which had not been factored into this financial year.

Resolved: The Governing Body approved the Management Accounts for the period ending May 2022.

b) Budget 2022-23 inc Forecast 2021-22 and 2023-24

The position was currently positive and the outturn broadly in line with forecast based on current assumptions, however the FD signalled the significant pressures ahead especially around payroll costs. The resulting impact on the surplus would likely lead to a reduction year on year, although EBITDA was a more reliable indicator of financial health.

Part II minute: Criterion h): Information considered to be commercially sensitive

Prior to confirming the Budget, Governors discussed matters recorded under Part IIa Business.

The Governing Body confirmed that it was comfortable with the statement and assurances provided.

Resolved: The Governing Body approved the updated Budget for 2022-23 and the forecasts.

c) Cash Flow Forecast

The cash flow forecast including future projections were provided for information, there were no further comments.

d) Balance Sheet

There were no comments on the current balance sheet.

Resolved: The Governing Body approved the Balance Sheet.

e) Capital Budget 2022-23

There were no comments on the Capital Budget.

Resolved: The Governing Body approved the Capital Budget 2022-23.

f) Financial Commentary

The FD advised of a correction to be made on page 8 – the forecast commercial income was in fact £164,000 and not £184,000.

The Committee Chair said it should be noted that the number of cash days had increased from 40 to 60.

Resolved: The Governing Body approved the Financial Commentary.

1680) Report from Finance & GP Committee

Papers: F&GP approved minutes 25-05-22, F&GP draft minutes 28-06-22, Estates approved minutes 19-05-22, Mission, Vision and Values (v12), HR policies, Financial Regulations, Working Parties Update June 2022

a) Minutes inc. those of Estates S-C

The Governing Body received the latest minutes including the Estates Sub-Committee, although the minutes of the most recent meeting on 7 July 2022 were not yet circulated.

Part II minute: Criterion h): Information considered to be commercially sensitive

The update provided by the Chair was recorded under Part IIa Business.

[17.29 – Mr Valente arrived at the meeting]

b) Consider Recommendations :

Mission Vision & Values

Governors received the latest version following robust consultation process.

Resolved: The Governing Body approved the College's Mission, Vision and Values.

Policies:

(i) Pay Policy 2022-23

(ii) Staff Disciplinary Policy

(iii) Staff Grievance Policy

(iv) Appeals Procedures (Staff)

(v) Financial Regulations

A Governor had provided some minor comments and observations on the policies directly to the Clerk for consideration.

There was a debate around the threshold to declare hospitality in terms of transparency within the Financial Regulations. Declaring small gifts under £50 was thought to be onerous to manage and enforce and it was agreed the regulations would remain unchanged.

Resolved: The Governing Body ratified the HR F&GP policies and the Financial Regulations.

c) Working Party Updates and future funding

Paper: Working Party Updates

The Principal provided further updates for both Working Parties since the time of drafting the summary paper. It was pleasing to note that the Principal had been formally invited to join the soft

federation of Secondary phase schools in Horsham following recent meetings with two of the Heads. In terms of Estates, the Principal had received a fee proposal from HNW with a staged masterplan design including visual work. It was hoped this would link into the Collyer's Quincentenary Fund.

Governors who were not on either Working Party confirmed they were content with the updates and briefing papers which provided a good level of detail. It was suggested the systems leadership paper could be shared with staff following the recent surgeries, however it was important that there was context alongside the report and further updates would be shared at the September staff meeting and then Planning Day in the Autumn term.

Clerk to circulate dates for next Working Party sessions following the meeting. (*Action Clerk*)

1681) Report from Nominations Committee

Papers: Nominations draft minutes 10-06-22, GB Appointment Cycle 2022-23, proposed Committee membership 2022-23, Rules & Byelaws July 2022 (draft), Scheme of Delegation annexe, Reporting Review progress [SharePoint paper: Collyer's Instrument & Articles 2019]

a) Minutes

The Governing Body received the latest minutes.

b) Consider Recommendations:

(i) Appointments

The Committee Chair alerted Governors to the two vacancies which included a Mercer Governor vacancy. A recruitment strategy and candidate pack would be drafted by the Clerk for consideration taking into account skills and diversity and to meet the need for succession planning.

Resolved: The Governing Body approved the appointments for the academic year 2022-23.

(ii) Committee membership inc. Chairs and deputies 2022-23

The Committee Chair highlighted the proposed changes endorsed by the Nominations Committee:

- The reappointment of Mrs Smith as Governor and Q&C Deputy Chair
- The appointment as Governor of current Co-optee and Trustee Mr Stephen Avery who was also proposed as F&GP Deputy Chair
- The appointment as Governor of Mr Dominic Valente proposed as the Audit Committee Chair as succession following the retirement of Mr Hugh Stafford-Smith
- The reappointment of Co-optee Sarah Ediss to the Audit Committee
- An additional role of Mr Steve Allen as Co-optee to the Estates Sub-Committee.

Resolved: The Governing Body approved the Committee membership for the academic year 2022-23.

(iii) Review of Governance Docs:

- Instrument & Articles (2019)

The 2019 version was available on SharePoint as a consent item, however the Clerk advised that possible changes to voting rights of Student Governors may lead to the requirement to amend the Instrument and Articles.

Resolved: The Governing Body ratified the current version of the Instrument & Articles.

- Rules & Bye-laws

The updates were accepted, subject to a minor amendment on page 33 to reflect that Mr Stephen Avery would be Deputy Chair of the F&GP Committee as agreed. Governors were alerted to the requirement for a full review of the Committee ToR early in the next academic year.

Resolved: The Governing Body approved the Rules & Bye-laws July 2022, subject to the minor amendment.

[17.50 - Mrs Valley departed the meeting]

- **Scheme of Delegation**

The annexe of the Scheme of Delegation was received in a new format and the Clerk explained that there were opportunities to delegate some policies to SMT as highlighted. A compliance check had been undertaken and there were a small number of policies identified in the scheme of delegation that would need to be added or redistributed as indicated to ensure the appropriate approval level. The Principal assured Governors that where a policy (for which the SMT had delegated authority to approve) was to be amended materially, or where changes were in some other way significant or sensitive, the Governing Body would have the opportunity to comment.

It was discussed and agreed that the Staff Overseas Travel Policy would not be delegated to SMT because it would not be appropriate for the SMT to approve allowances and expenses which were claimed mainly by SMT members.

Resolved: The Governing Body approved the annexe to the Scheme of Delegation with the specified delegations, subject to the Staff Overseas Travel Policy remaining delegated to the F&GP Committee.

c) Reporting Review Update

A summary of activity was provided. It was noted that where possible, papers and the volume of meeting papers would be considered in future. It was also hoped to make more use of Sharepoint to reduce the amount of paper used for meetings.

Resolved: The Governing Body approved the progress as part of the Reporting Review.

1682) Report from Quality & Curriculum Committee

Papers: Q&C draft minutes 27-06-22, Ofsted Action Plan, Student Behaviour, Safeguarding & Child Protection and Quality Assurance policies

a) Minutes

The Governing Body received the latest minutes. The Committee Chair wished to highlight that Keeping Children Safe In Education 2022 had been released (effective 1 September 2022) and was the longest version to date at 177 pages. All Governors would be required to read the document and the VP (Pastoral) agreed to share the NSPCC summary with Governors. **(Action VP Pastoral)**

The Committee Chair spoke of the excellent annual College reports on Mental Health, SEND and Safeguarding received by the Committee and referred to some key statistics; there was a concerning pattern and lack of agency support, however the VP (Pastoral) advised Governors the College were responding as best they could with an expanded College Safeguarding team and utilising local networks. It had been agreed that there would be a termly safeguarding update to Governing Body.

b) Consider recommendations:

Termly Safeguarding update

The VP (Pastoral) focussed the update on the redrafting of the Safeguarding Policy which included Child Protection and was included for approval. The DfE statutory guidance and the WSCC model had been considered in the review. There was a question raised about training and whether Governors were up to date. In accordance with the new statutory guidance, training would need to be reviewed to ensure it was robust and appropriate to enable Governors' strategic focus. **(Action VP Pastoral/Clerk)**

Ofsted Action Plan

The VP (Curriculum) reported that the introduction had been redrafted as requested and he was pleased to report progress against all main actions with two small exceptions.

Governors queried how continuous improvement would be monitored in Adult Education and the VP (Curriculum) spoke of the mini SAR and QIP with each tutor taking the role of Head of Subject within the reporting model. The Adult Education Manager would oversee the process, although not all areas would be as straightforward to replicate.

Governors thanked the VP (Curriculum) for all the efforts in drafting the plan, working through the targets and keeping it on track.

Resolved: The Governing Body approved the latest version of the Ofsted Action Plan.

Policies:

(i) Student Behaviour Policy

Governors supported the rationale in combining the documents into a new policy suite.

Resolved: The Governing Body ratified the new overarching Student Behaviour policy.

(ii) Safeguarding & Child Protection

Following the update, there was a request for a key facts reference guide. The VP (Pastoral) advocated that Governors read the whole document, however agreed to look at this further.
(Action VP Pastoral)

Resolved: The Governing Body ratified the new Safeguarding and Child Protection Policy.

(iii) Quality Assurance Policy

There were no comments raised on the policy.

Resolved: The Governing Body ratified the Quality Assurance Policy.

1683) Report from Audit Committee

Papers: Audit draft minutes 22-06-22, External Audit Strategy Plan to 31 July 2022 (Buzzacott), Regulatory Self-Assessment Questionnaire (SAQ) 2021-22

Mr Valente, who was the agreed Committee Chair from 1 August 2022, was welcomed to provide an update from the last Committee meeting.

a) Minutes

The Governing Body received the latest minutes and Mr Valente gave a verbal update. The Committee were pleased with the new External Auditor appointment who both represented good value for money and were also knowledgeable in their field. There had also been two successful Internal Audit reports on student recruitment and an IT Healthcheck.

b) Consider recommendations:

(i) External Audit Plan

Governors were satisfied with the plan, and it was noted there would be review of the accounting processes for capital projects.

Resolved: The Governing Body approved the External Audit Strategy Plan year ending 31 July 2022.

(ii) Internal Audit Annual Plan 2022-23

Mr Valente confirmed that the three audits would focus on budgetary planning and controls, ILR review and Quality Assurance.

Resolved: The Governing Body approved the Internal Audit Plan for 2022-23.

(iii) Regularity SAQ 2021-22

Governors were alerted to a new question covering the requirement to conduct a triennial external governance review as part of statutory guidance and as stipulated in the AoC Code of Governance. Mr Valente confirmed this could not be conducted by a College auditor and must be independent. The Clerk added that this had also been considered by the Nominations Committee due the oversight of governance and it was recommended the timing of this was Autumn 2023 replacing the governance SAR that year. This would allow time to embed some of the reporting recommendations.

Resolved: The Governing Body approved the Regulatory SAQ 2021-22.

1684) Trustees Report

The Chair informed Governors of the meeting last month and the review of the Investment Manager’s performance to ensure the investments generated the greatest returns. The Trustees had agreed to tender the investment manager service.

1685) Chair’s Report inc.

Papers: GB updates July 2022

(i) Attendance

The Chair reported that attendance for Committees was at 93%, with an overall total including Governing Body at 90%. Wider events attendance was also good.

(ii) Confidentiality review

From the recent review of this term’s minutes, none of the confidential minutes had been released as they remained commercially sensitive.

(iii) Summary of key governance updates

The Clerk had provided a summary of key guidance and legislation for information.

1686) Governance Quality Framework: Meeting Assessment

Nothing to record.

1687) Dates for Next Academic Year

Governors received the dates for the next academic year which would be circulated electronically following the meeting. *(Action Clerk)*

The main part of the meeting closed at 18.30

1688) Report from Remuneration Committee

Part II minutes (Criterion a) Personal information relating to an individual)

Recorded under Part IIb business.

a) Minutes

b) Consider recommendations:

The pay and conditions of service of SMT the Principal and Clerk

[Post-meeting note: the remainder of the meeting was inquorate, and a resolution was taken following this to confirm the pay recommendations which were subsequently approved].

Chair

Date

RRS 19-07-2022