



BOARD MEETING
Wednesday 13 May 2020 17.00-19.30 via Teams

Draft minutes

Board	Independent Governors: Ian Valvona (Chair of Corporation); Sue Kingman (VC); Andy Chew (VC); Diane Dimond (interim CEO and Principal); Vincent Neate; John Poole; Rosh Sellahewa; Mike Sutcliffe; Robert Shaw (on sabbatical); Jim Marshall; Alex Gallagher; Helen Litvak Staff Governors: Neal Hook; Cait Orton. Student Governors: Madina Ibrahim; Gabriella Philp
In Attendance	Jason Jones (Deputy CEO & Principal, Curriculum and Quality); Ian Rule (Interim Finance Director); Alison de Lord (VP HR & OD); Sheila Fraser-Whyte (Executive Director, Business Development & Innovation); Chris Dearnley (ESFA) (observer); Sarah Connerty (Governance advisor); Ellie Woods (Board support)
Apologies	Sue Kingman; John Poole

Agenda item	Item Description	Action
1	<p>Welcome and apologies</p> <p>The Chair welcomed everyone to the meeting and to his first meeting of the Board. He set out some of his principles on being Chair which included:</p> <ul style="list-style-type: none"> • The Board is here for the students, staff and local communities • Each Board meeting will lead on a curriculum and quality conversation with all Board members having a really good understanding and focus on curriculum and quality as the College’s core business • The Board to have two or three KPIs to monitor so governors are clear on what needs to be done to drive quality and to intervene if necessary • All Board members play a part to provide excellent safeguarding provision. This is more important than ever during the current times and when the DfE is encouraging year 12 students to return to College. The Chair passed on his thanks to VN for taking on the safeguarding governor role • Working together as a team. There will be times when the content will not allow the full Board to work together but in the main the Board will be together having a single conversation on progress for the College • Providing challenge and support for the CLT, but particularly support during these challenging times. <p>Apologies were received from Sue Kingman and John Poole.</p>	IV/JJ
2	<p>Declarations of interest</p> <p>DD declared an interest for the Principal appointment and interim arrangements item.</p> <p>There were no other declarations received.</p>	
3	<p>1. Minutes of meeting 18 March 2020</p> <p>RESOLVED: The minutes of the meeting on the 18 March 2020 were agreed as a true and accurate record.</p> <p>2. Minutes of the meeting 5 May 2020- included in the confidential section of the meeting at item 18</p> <p>The Chair noted that the minutes were included at item 18 in the confidential section of the meeting as they include terms and conditions for a senior post holder</p>	

	<p>(SPH). The Board has appointed Elaine McMahon as interim Principal effective 1 September 2020.</p> <p>Electronic resolutions since the last meeting:</p> <ol style="list-style-type: none"> 3. Reduction of onsite working hours due to COVID 19 (26 March 2020) 4. Furlough of RuTC Trading Company staff (14 April 2020) 5. Addendum to Safeguarding Policy (14 April 2020) <p>RESOLVED: The electronic resolutions were ratified</p> <p>The Chair and DD confirmed that any changes to the College's opening hours will be done in consultation with the Board and electronic resolutions will be utilised if required between meetings. Further details to be discussed under the Principal's update.</p>	
4	<p>Actions and matters arising</p> <p>The Board considered the matters arising and the Chair updated as follows:</p> <p>Peer working with other Colleges and the future strategy for Adult Learners has been included in matters arising for CQS.</p> <p>The election process for students has been taken forward and a call for nominations opened today with confirmation expected by the 15 June. The process has been revised to provide more support for students and assurance for the Board that students will be engaged with the role. Meetings before nomination will take place with the Chair, governance advisor and Student Services team and meetings with governors, induction and observing a Board meeting will take place before Student Governors commence their term of office in September.</p> <p>All other items were noted as on the agenda or still in progress.</p>	
5	<p>Update from the Chair - covered under item 1 and 9.</p>	
6	<p>Quality Improvement</p> <ol style="list-style-type: none"> 1. Quality improvement plan (QIP) <ul style="list-style-type: none"> • JJ reported that the plan is detailed and complex at 30 pages, so five key themes are provided for development and improvement to give the Board clear oversight. These include a flavour of what has been going on through the year and the actions in place and areas of responsibility. Themes are: <ul style="list-style-type: none"> • Attendance, punctuality and behaviour • Achievement and Value Added • Apprenticeships • Employability • High-performing teams <p>The College is working towards being confident to self-assess as Good and be rated Good by Ofsted.</p> <p>JM noted the QIP is good and very detailed. He asked if there are five KPIs that would cover the themes which could come to the Board monthly to demonstrate progress. JJ noted that there are Board KPIs in place and attendance is a key one of these, other KPIs could include achievement and Value Added (VA). Both of these areas are scrutinised at Curriculum Performance Review meetings. The strongest measure is results at year end but through the year assessment data is fed into ProMonitor and RAG rated by the Heads of School (HoS) to produce predictive rates to give a sense of where students are going. This is generally very accurate with only a 0.2% variation last year.</p> <p>AC asked if there is a way of reporting on a summary level regularly. JJ noted that it is reported through CQS as a standing item and this can be included in the CQS reports to the Board and emphasised to give board assurance.</p> <p>MS noted that attendance reflects so many things, the quality of the teaching because students are engaged, retention and results.</p> <p>The Chair asked if there could be a KPI for high performing teams and what that would look like. JJ reported that there is a lot of quite subjective and qualitative data. It could look at the compliance around completion and quality of SMART</p>	

	<p>targets. One of the issues is a lack of consistency but when mechanisms are agreed for setting and monitoring SMART targets that would be a way of reporting to the Board.</p> <p>The Chair asked for a reporting framework that the Board can get familiar with from one cycle to the next. This could include qualitative feedback and bringing in HoS to develop governors' understanding of the work being done to drive performance forward. JJ noted that the Curriculum Team has developed into an excellent group which is functioning well with five HoS with complementary skills.</p> <p>AG asked if monitoring of attendance will change in the new building and JJ reported that attendance will still be monitored on ProSolution and work is ongoing to ensure staff complete registers within the first 15 minutes of a lesson. JJ noted that students will swipe in for access in the new building, but this will not be linked to attendance at the moment. AG noted that the best indicator alongside a KPI is the students themselves. JJ agreed that the student voice is paramount, and the Board will receive the results both of external surveys and internal student forums.</p> <p>Governor involvement in GOAL walks and the Student Forum are additional forms of evidence. JJ noted that Student Forums are well attended with a cross section of students.</p> <p>MS reported on the improvement in the effectiveness of leadership of HoS and how it would be good to measure this. AdL reported that the team are beginning an online leadership programme led by ETF to develop their skills and work as part of a team. There is a much greater level of collaboration this year and the amount of support staff and HoS have been giving each other is immense. A staff survey will be circulated towards the end of the year which CQS will receive results from. It was agreed that from a CQS perspective evidence of tangible outcomes and change would be helpful. AC noted that there are some simple frameworks to deploy which give quantitative and qualitative assessment of high performing teams and he agreed to share with AdL and JJ after the meeting. The Chair welcomed this focus.</p> <p>The Chair summarised that the Board supported the themes identified and will want to return to attendance to monitor as a proxy for quality in the round as well as four other assessment points. The Chair asked JJ to take the five themes and put down some measurable KPIs to return to at the next Board meeting.</p> <p>The Chair confirmed that he welcomed Chris Dearnley's contribution to the discussion. CD noted that the QIP is a complex piece of work, getting a balance of the complexity and clear line of sight. The best QIPs are the ones that have a clear strategy with interlinked impact and measurements and governors who have a clear sight of what the strategy is and what the end point is. KPIs themes should sit within the strategy and interlink the tasks together. The risk comes when QIPs are used to try and fix a problem rather than showing a story through strategy of the measures in place and the impact of these. CD noted that he is happy to contribute as part of the work around the SPA to the QIP and JJ welcomed the offer. The Chair noted that there is no intention of moving away from a broad consideration of the QIP and the challenge is to get the Board to focus on a number of areas in terms of quality and movement in the context of the College's strategic plan.</p> <p>JJ noted that the QIP does contain the strategic points and the actions that sit behind them, but it is a long document. The Board agreed that the skeleton document allows the Board to scrutinise key areas of improvement.</p> <p>2. Covid19 – Curriculum and quality update</p> <p>JJ reported that the Board has received two briefing papers to date updating them on remote teaching and learning (t&l) and safeguarding, with a focus on vulnerable students. In this report he has started to put together metrics on the impact of remote t&l.</p> <p>There is a lot of good practice in play. The staff have been fantastic, upskilling and working really hard to develop digital skills and there will be a lot of good work to</p>	<p>JJ</p> <p>AdL</p> <p>AC, AdL, JJ</p> <p>JJ</p> <p>JJ</p>
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	<p>build on when normal operations resume. JJ updated that the IT support team have been fantastic, 75 laptops have been issued to students and requests are processed on a weekly basis and couriered when students are unable to travel. Dongles are being provided for students without broadband access and the College is supporting the students to allow them access to remote learning. There have been four minor complaints which have been dealt with positively as they have arisen.</p> <p>HL noted that similar work is taking place at the university and meetings to discuss re-entry to campus are taking place with five different workstreams looking at areas such as health and safety and new student inductions and welcomes. There is a lot of work going on to ensure that everyone is healthy and safe and that the student experience is good. She noted that she has lots of learning to bring to the table and JJ welcomed the chance to hear the Kings College London experiences. Daily CLT meetings are taking place to discuss College re opening. HoS will report back by the end of today on the group of priority students identified by the DfE to return to face to face learning, which includes first year A level students and vocational students with practical assessments to complete. SFW and HL agreed to speak about the communications processes. SFW noted that interviews are underway with students around progression opportunities and interviews and phone calls have been set up. The College is looking at how to manage enrolments and students coming in to pick up GCSE results and a draft report will be going to CLT and the COG next week.</p> <p>The Chair noted that the reports provide the Board with assurance about the steps in place to make sure students are safe and assurance around remote learning.</p>	<p>JJ/HL</p> <p>SFW/HL</p>
<p>7</p>	<p>HR</p> <p>1. COVID 19 – staffing update</p> <p>AdL noted that the report details the communications with staff and the process for remote working. There is a Contingency Planning Working Group which met prior to lockdown and now meets daily with CLT about the re- opening plans. The College is speaking with the Unions regularly around how to get students and staff back into College safely. A less formal group, the Staff Forum made up of staff representatives meets with AdL to feed into the CLT meetings and raise staff concerns and questions. All staff participated in two days of CPD on the 19 and 20 March which focused on remote learning, safeguarding, GDPR and staff wellbeing and these were well received.</p> <p>Staff absence was high prior to lock down and staff absence has gone up in the last term, even without Covid19 related instances. There has been a very new management team in place over the last year and staff were anxious at the start about this.</p> <p>Further planning about support and scenario planning for re-opening is underway and HR are currently asking staff if they are shielding. Supplies of PPE, thermometers and sanitizer are being ordered in preparation. Principles need to be agreed with the Unions. Questions around how staff travel to work, working hours to avoid peak hours and ongoing childcare commitments are all being considered as well as thinking about what students are being asked to come in and for what purpose. AdL welcomed governors’ views.</p> <p>The Chair asked what approval AdL is asking for and she noted that it is around staff working remotely and the College’s actions around staff wellbeing.</p> <p>DD noted the challenges faced with the changes to facilitate face to face support for students. Recent ACAS guidance has been published and the CLT are waiting for guidance and direction from the DfE and ESFA. The College has been operating a voluntary system for staff coming into College to assist with the decant and the government guidance means staff may be required to come into College which is more problematic. There are also issues around teaching staff availability due to</p>	

	<p>staff shielding and smaller class sizes.</p> <p>JM asked if the College is experiencing difficulties where staff are not taking annual leave and are having to be encouraged to do so and asked if this is being managed proactively. AdL noted that the College’s message has been that pre booked leave must be taken unless there is a real business need to be in. For teachers this is not a significant issue but would be an issue for support staff and managers.</p> <p>MS asked if staff efforts can be moved to other areas now the College is not running exams. AdL noted that teachers are contracted to have the summer off, and the College is looking at different methods of delivery using facilitators or assessors to carry out work required. DD confirmed that teachers can’t be furloughed as they are entitled to their accrued holiday.</p> <p>RESOLVED: The Board agreed that they were content with the overall approach being taken by the College around remote learning and staff wellbeing. They noted that further work and decisions will be required by the Board related to re-opening and possible furloughing of staff who are unable to engage with work</p>	
8	<p>Safeguarding</p> <p>1. Safeguarding update</p> <p>JJ reported that the Safeguarding Team have a challenging job which is magnified due to Covid19 and he thanked the team for their really strong effort to keep students safe.</p> <p>JJ reported that the update includes details about how vulnerable students are defined and has added in students who come under the vulnerable category but are not defined as such. The data has been drilled down and the Chair has been providing challenge on the methods used. The team feel the reporting gives the insights needed to support students and he welcomed suggestions of other ways of cutting the data. The report provides a snapshot of one week’s worth of data to see the levels of engagement as a team with all vulnerable students. The team has updated its approach to contacting students. Using a RAG rated risk assessment process and triangulating with a weekly triage meeting where all students are discussed the team are able to RAG rate students according to level of risk and contact them accordingly.</p> <p>2. Safeguarding governor</p> <p>The Chair thanked VN for putting himself forward for the role of Safeguarding Governor. He noted that an important part of ensuring that students are safe is judgement and the conversations that go on. The Safeguarding Governor has the opportunity to be part of those meetings and provide the Board with assurance that the provisions that wrap themselves around students are working. VN reported that is exactly what he plans to do and that he had had the opportunity to talk to the Safeguarding Team which was incredibly informative, and he echoed JJ’s views about the Team and looked forward to learning more as time goes by.</p> <p>RESOLVED: The Board approved the appointment of Vincent Neate as Safeguarding Governor</p>	
9	<p>Structure and Prospects appraisal update</p> <p>The Chair provided an update on key items as follows:</p> <p>Elaine McMahon has been appointed as Interim Principal. Transitional arrangements are now being discussed and worked through. There are plans for an external announcement of Elaine’s appointment on the 20 May and planned activity in advance for staff.</p> <p>The SPA process is currently on pause. There was a meeting in the Department on Tuesday to provide the FEC with a steer on SPA processes nationally and a further internal meeting with Richard Atkins on Friday. The College is awaiting feedback about what that means for the RuTC process.</p> <p>The big operational challenges taking place at the moment for the College are for</p>	

	<p>students returning to the College physically in June, developments with the Tech Hub and the withdrawal of Haymarket from the sale and the delay to the decant to the new build which has led to a breach in contract with Clarion.</p> <p>Meetings with stakeholders – over the last month the Chair and DD have met with the GLA, Local Boroughs, local MPs, Richmond upon Thames School, Achieving for Children, the AoC, Haymarket and Clarion and a meeting with Harlequins is imminent. At some point a meeting with the Minister may be requested dependent on the SPA process.</p> <p>The Chair noted that he has not had any conversations with potential merger partners, but it would be the intention to develop good relationships if and as the SPA process continues.</p> <p>At the stakeholder meetings there was a lot of support for the College and a lot of interest for the next period. The College did attract some media attention and references were made to leadership churn so it will be important to prioritise continuity and stability going forward. There was a discussion about taking forward discussions with 14-19 teams in the local area around a more systematic pooling and what the right sort of provision for this side of London would be. It was agreed this would be an important contribution to the SPA process if it materialises. Both MPs were very supportive of the College.</p>	
10	<p>Update from the Principal DD reported on key items as follows: Transition – a couple of meetings with Elaine McMahon have taken place and sharing key briefing documents is underway. Elaine is going to observe Board and Committee meetings and receive papers so will be rapidly up to speed. She will join the Curriculum Operations Group (COG), focus on quality improvement and will be fully involved in planning for the new academic year start supporting JJ, SFW and their teams. A draft press release message for the website and messages for staff, students, stakeholders and press releases for FE Week and TES are ready to go. Plans to re-open - the announcements were made at the weekend around groups of students re-engaging with the College on a face to face basis. It is important to recognise that the timing is indicative. When lock down started the College was in the middle of decant. CLT estimate a three-week minimum timescale to get the move finalised, without addressing the work to sort out KLM for vacant possession and the catering provision in the new building. Pickfords can start on the 25 May and it would therefore take until 15 June at the earliest point to welcome numbers of students to the campus. In the meantime, operating is limited to Wednesday. More opening may take place from next week to get prepared for the Pickfords move and SFW has organised agency staff to come in to help with the decant. DD has spoken with Marcela Ashcroft Delpino from the ESFA on initial thoughts on re opening. Public transport is an issue as the College draws students from 20 plus Boroughs and there is a need to think very carefully about transport arrangements for staff and students and time the offer to avoid travel at peak times. There is work around which students should be brought in and the College is awaiting the outcome of the OFQUAL consultation and further advice from the DfE and funding agency. Engagement with Unions is ongoing and there is a meeting with JCC next week. Robust correspondence has been received from the Unions around re-opening, PPE and risk assessments. There is a lot for the Board to think about around re opening, the duty of care to staff and students and H&S factors to consider before re opening. CLT is working daily and has a draft indicative timeline for 15 June which it is still working through in detail. There is a lack of clarity about how this is expected to work and how social distancing can be applied. AC noted that DD's report demonstrates how fraught with difficulties the whole</p>	

	<p>process is. The process of getting staff and students into College and to support them in a safe learning environment will be a huge challenge.</p> <p>CD noted that the ESFA is working with colleges to understand the picture as it unfolds. They are keen to receive the views of colleges and governors. There is a fair pace of publications coming out with the next round of guidance due out tomorrow and the Secretary of State has the podium at tomorrow's Covid19 briefing.</p> <p>The Chair noted that engagement with the Board around the process is going to be very important. He asked whether talking to students and parents provides any useful evidence, including for the Department but may be impractical. DD noted that the CLT are monitoring the situation daily and getting communications out to students and parents this week which would provide an opportunity for feedback. The academic year is coming to a close and the College is seeking to reengage those at danger of dropping out and setting work to keep students engaged over the summer.</p> <p>VN noted that he was keen to think about Board level input into the decisions around re-opening. Until somebody says what is safe it is very difficult to quantify what is safe for staff and students. Some students and teachers are desperate to get back to work and quite a lot are worried and frightened. In the absence of guidance of what is safe the Board is going to have to make a decision and how to reopen within the available guidance and risk assess the situation. The Chair agreed that it is a really important decision for the Board to make with all sorts of implications and suggested that a working group is set up to support the CLT in the planning around re-opening before it comes to the Board. He noted that it is incumbent on the Board to demonstrate that it is working reasonably and digesting all the evidence coming from the government and agencies around colleges re-opening. RESOLVED: The Board agreed to set up a working party of governors to support the CLT around re-opening of the campus for a number of students and staff. Working party members were confirmed as VN, HL, JM</p> <p>HL noted that she was happy to share measures from KCL around fully flexible learning which are still in development.</p>	<p>CLT, VN, HL, JM</p> <p>HL</p>
<p>11</p>	<p>Risk</p> <ol style="list-style-type: none"> 1. Risk report 2. Risk register <p>VN reported that he has been through all the operational risk registers as part of the quarterly cycle to look at improvements and confirmed that they are better. The recommendation in the paper is around the likelihood scale which he agrees with. AdL noted that the first cut of the operational risk registers has been completed and there is further work required. An additional risk has been added within the "failure to secure financial recovery risk" area of risk at "1iv: cost overruns of funding shortfalls associated with the redevelopment project." Five risks have decreased, nine are unchanged and two have increased. The register was updated last week and in light of the news of college's re-opening the next iteration will move the Covid19 risk back to red.</p> <p>There are two risks rag rated red as significant risks:</p> <p>1iv (a newly highlighted risk), cost overruns or funding shortfalls associated with the redevelopment project with a high risk rating score of 80.</p> <p>6. Failure to deliver both STEM/Sports redevelopment (see project risk register for phase 2) with a risk rating of 32.</p> <p>The likelihood matrix currently has a category of "likely" that bridges 50% and tends to be the default score. This has led to some over scoring of risks at an operational level so an amendment to the likelihood scoring is recommended. JM noted that this is a common issue and a learning curve for staff.</p> <p>RESOLVED: The Board approved the amendment to the likelihood scale</p>	

	DD noted that CLT have been through the strategic risk register and scorings in considerable detail and feel it is accurate at the moment.	
12	<p>Finance:</p> <p>1. Management Accounts March 2020 IR reported that the headline is that the trends are unchanged and there is nothing of great to note. The Board noted the accounts and the Chair asked the ESFA for an agency perspective. CD noted that he is working with colleagues on the financials and there are no specific comments to report.</p> <p>2. Financial impact of Coronavirus IR noted that the paper went to the ESFA Case Conference meeting last week. The aim of the paper was to try and chunk up and look at operations versus capital in the period up to summer and into next year and to quantify the risks within those timeframes and categories. The paper talks in general terms about the nature of the risk. In terms of operations for the short term there is no material financial risk and income lost is saved on operating costs, and although difficult to quantify it is unlikely to be a large figure. Looking further forward it is difficult to see exactly how the College will need to respond, some areas can be anticipated in general terms and this has been the aim in the schedule. The most significant risk is the impact to the capital project, some of which is capable of possible mitigation. It is difficult to quantify in terms of procurement and the impact on pricing following the withdrawal of the Haymarket Group. Options are not fully modelled yet but CRPG received a paper on Monday with possible options. The appended spreadsheet attempts to quantify in numbers the impact on the College's bank balance. [confidential item] The biggest single figure in the list is a modelled 15% teacher pay cost at £700k but this seems unlikely in practice with every educational institution having similar problems trying to provide teaching for smaller group sizes in a socially distanced way and a limited labour supply. There may be a need to find some additional resource. Overtime would not be sustainable. Apprenticeship income has been reduced and a reduced apprenticeship proposal will be presented in the July budget. [confidential item] IR concluded that if all risks came to bear without any mitigation the College could withstand them but it is a very early assessment that comes with a heavy caveat and needs to apply learning. The Chair thanked IR for a really good piece of work. VN noted that it is an excellent piece of analysis. As the plans emerge and more guidance is available and decisions made he asked what the process is for keeping it under regular review and what is required from governors to input and support. JM noted that he envisaged reporting to F&R on a regular basis with input from CRPG around the redevelopment. The Board confirmed that they welcomed F&R owning the item with regular reporting to the Board at meetings and in between as required. The Chair noted that there are some future negatives running into the red but based on the numbers there are no immediate financial concerns or urgent need to address the finances which is some comfort. The Board asked about whole sector DfE mitigations and IR reported that 16-18 funding is expected to be provided with support required around the funding rules to deliver the curriculum around teaching hours on site flexibly. Assurance around adult funding is expected to be favourable to reconcile the account for 2019-20 and that is expected to continue into 2020-1. The problematic area is apprenticeships which the College has relatively limited exposure to. The Chair noted that the reporting and modelling is welcomed by the Board and will be a regular item on the agenda going forward. AC added that it is a good solid piece of work and noted that others in FE will be looking at much more drastic re</p>	

	modelling and impacts from Covid19 on their financial models and that this relativity is something to bear in mind.	
13	<p>RuTC Trading Services Ltd (RuTC TS) The Board considered the update paper on RuTC TS and agreed with the proposed recommendations.</p> <p>RESOLVED: The Board approved Board oversight of RuTC TS as detailed below and the appointment of Jim Marshall as Director.</p> <p>Board oversight was agreed as follows:</p> <ul style="list-style-type: none"> • Assuming the Articles provide for two Directors – Executive Director of Business Development and Innovation (Sheila Fraser Whyte), Chair of Finance and Resources Committee (Jim Marshall) • Secretary – Governance lead/Board support (Sarah Connerty and Ellie Woods) and servicing of meetings • Attendance at meetings – Head of School for Hospitality & Catering, Sport, Travel & Tourism, Business & AAT (James Unwin); Head of Finance (Tharan Thangarajah) • Meetings serviced by the Governance office • Meetings – company performance meetings once a term plus the AGM • The Finance and Resources Committee to include RuTCTS in its cycle of business for June 2020 and going forward • The Board to receive the year end accounts for RuTCTS at its December meeting and finances as part of the group budget in July • The Board to receive the business case in July 2019 and annual reports thereafter <p>[confidential item]In July the Board will also receive the revised MoU, any required changes as detailed in the Articles, the business case and finances as part of the group budget in July.</p>	SC
14	<p>Curriculum Quality and Standards Committee:</p> <ol style="list-style-type: none"> 1. Report of meeting of 29 April 2020 Governors noted the report. 2. Student Engagement Strategy JJ noted that the strategy is an update from the 2017-20 strategy. There are two key areas relating to governors. P.6 details the appointment of Student Governors which doesn't preclude the Student President from nominating themselves for election. p.7 details governor interaction and lists a series of mechanisms for governors to engage with students including attending Student Forum meetings and attending themed GOAL (Go out and learn) walks around the campus. HL noted that she would be keen to attend Student Forum meetings. Governors will also be asked to seek the views of students on any major matters of strategy that come forward. Governors asked for a diary of events in advance to allow them to diarise College events and JJ agreed to take forward. The Chair asked whether governors can observe remote provision to triangulate their evaluation of the quality of remote learning. JJ noted that he is looking into this and governors would be welcome. AdL agreed to add to the agenda for the next JCC meeting as the College does consult with the Unions every time people are invited into the classroom. The Chair asked how the Strategy is disseminated and whether there is a shorter, more communicable version of it. JJ noted that the policy will go into its full form to COG. One-page documents and posters explaining that these are the ways the College will engage will be communicated to students. The Chair passed on his thanks to Debbie Stephenson, JJ and team for the Strategy. <p>RESOLVED: The Board approved the Student Engagement Strategy</p>	JJ AdL

	<p>3. Applications, interviews and progression</p> <p>SFW reported that the report had been an action from the CQS Committee to provide the Board with an update on applications to date. The data has been benchmarked against last year. Applications for 16-18 are up against 2018-19 and the College is continuing to receive online applications with another 100 received as of today. Staff have been identified to call learners and start discussions with students and a virtual presentation has been put together to allow students to choose A level combinations and contact a relevant staff member. Students receiving a conditional offer are directed to a new student website area where they can participate in different tasks around transition from school to College. Staff have been in contact with students on progression programmes about their next steps.</p> <p>The Chair noted that it is a really key set of data that the Board would like to receive at every meeting. This way any significant changes can be quickly understood and mitigated.</p> <p>The Board agreed the current picture is a positive one.</p> <p>SFW noted that in the current climate and with the number of schools in the area that have opened sixth forms the outlook for A levels is very positive.</p>	SFW/SC
15	<p>Capital Redevelopment Project Group (CRPG)</p> <p>1. Report from meeting of 29 April 2020</p> <p>2. Verbal report from meeting of 11 May 2020</p> <p>AC provided an update as follows:</p> <ul style="list-style-type: none"> Phase 1 is complete and came in essentially on budget, and given the uncertainties and fluctuations it was an excellent achievement Phase 2 is progressing with various items being assessed <p>[confidential item] The Board asked when they would get an update on progress on the options. CRPG are meeting on the 2 June and it was agreed that an agenda item would come to the Board on the 10 June alongside a brief update from F&R on the budget and a board development session on Ofsted.</p> <p>The Chair passed on his thanks to AC for continuing to Chair CRPG. An update on Committee membership will come to the SRP on the 1 June and to the Board for approval on either 10 June or 8 July.</p>	
16	<p>Next meetings:</p> <p>10 June – short agenda (budget, College re-opening, Ofsted training for governors)</p> <p>22 June – cancelled</p> <p>08 July – Board meeting</p>	
17	<p>Any other business</p> <p>There were no items of any other business.</p>	

Staff and student governors depart - 19.50

Confidential C agenda

Agenda item	Time	Item Description	Action
18	7:30pm	<p>Confidential Minutes of meeting 5 May 2020</p> <p>RESOLVED: The confidential minutes of the meeting on the 5 May 2020 were agreed as a true and accurate record.</p>	
19	7:35pm	<p>Curriculum Quality and Standards Committee:</p> <p>Confidential report of meeting of 29 April 2020</p> <p>The Board noted the report.</p>	

Meeting closed: 19.52