

**MINUTES OF THE MEETING OF THE CORPORATION MEETING
HELD: on Thursday 31 March 2022 at 16:00 hours in 4F07 DHB Boardroom**

Present:	In Attendance:
Cath Orange (Chair)	Sarah Cooper (Director of People Services)
Paul Birtles (Vice Chair)	Alina Khan (Vice Principle Equality, Diversity & Inclusion)
Steve Roberts	Chris Malish (Vice Principal Finance & Corporate Services)
Billy Khokhar	Craig Tupling (Vice Principal Quality & Student Experience)
Chris Webb (CEO)	Marc Gillham (Vice Principal Data & Funding)
Tiffany Lythgow	Asa Gordon (Vice Principal Curriculum)
Fiona Thompson	Sarah McKenzie (Clerk)
Cuthbert Pazvakavambwa	Allison McEvoy (Assistant Clerk)
John Williams (Via MS Teams)	
Emmanuel Osei Boateng	
Jevgenija Mironova	
Apologies:	
Ann Kendal	
Neil Ward	
Richard Woods	
Lendy Ho	
David Fearnley	
Habiba Shiraz	
Shezad Aslam	

The quorum was 9 governors

L/J Denotes the time a Governor left/joined the meeting

Item		Action
Closed Session- Governors only		
1.		
1.1	<p><u>Appointment to the position of VP Finance & Corporate Services</u></p> <p>A recruitment exercise had taken place for the appointment to the designated senior post of VP Finance & Corporate Services. The Chair provided an overview of the national recruitment process that had taken place and the recommendation that the panel had reached. It was recommended that Chris Malish be appointed to the post. Chris had been filling the position on a fixed term basis, since the position became vacant, reporting into the CEO. The Corporation agreed the appointment</p> <p>There was as further discussion relating to salary. It was agreed that Chris's current salary of £111,100 was to be offered to secure his position, whilst acknowledging that this was above what was agreed by Corporation at the time of placing the advert.</p>	

1.2	RESOLVED: That Chris Malish be appointed to the designated senior post of VP Finance and Corporate Services on a salary of £111,100.	
1.3	<p><u>Staff Governor Appointment</u></p> <p>The Clerk explained that an election had taken place to determine the new staff governor. Governors were please to hear that nine members of staff had put themselves forward. Umar Rafique had won the election and his appointment was recommended to the Corporation for approval.</p> <p>Umar had been a student at the College having served as Vice-President of Bradford College Students’ Union and as a student governor. As a staff member he works with young people and adults as a Progress Coach and Intervention Officer.</p>	
1.4	<p>RESOLVED: That Umar Rafique is appointed as staff governor for a term of 4 years.</p> <p><i>J/ CM, AG, MG, AK</i></p>	
Housekeeping		
2.	Chair’s Welcome and Introductions	
2.1	The Chair congratulated Chris Malish, the newly appointed Vice Principal Finance & Corporate Services.	
2.2	The Chair welcomed Alina Khan (Vice Principal of Equality, Diversity & Inclusion) to her first Corporation meeting.	
3.	Apologies for Absence, Disclosures of Interest and Written Resolution(s), Chairs action and use of the seal	
3.1	Apologies for absence were noted for Ann Kendal, Neil Ward, Richard Woods, Shezad Aslam, Habiba Shiraz, Lendy Ho and David Fearnley.	
3.2	John Williams disclosed an interest in relation to his position on the Askham Bryan College Board, the Corporation noted the disclosure but could not foresee any conflicts of interest.	
3.3	<p><u>Chairs action</u></p> <p>The Chair of Corporation and the Chair of F&GP had given approval of the updated HE Fees Policy 22/23.</p>	
3.4	<u>Use of the seal</u>	

	The seal was used and authenticated by John Williams and Chris Webb on 9 March 2022 to sign the TP1 for the Old Building (land registry) and again on 16 March 2022 for the Deed of Partial Release relating the sale of the Old Building, authenticated by Neil Ward and Chris Webb	
4.	Minutes of the meeting held on 16 December 2021	
4.1	RESOLVED: The minutes of 16 December 2021 were approved as an accurate record to be signed by the Chair.	
5.	Matters arising	
5.1	The Matters Arising Report was reviewed.	
Effective Governance (SR2, SR8, SR9)		
6.	Chief Executive officer's report	
6.1	<p>The CEO highlighted and commented on the following areas:</p> <p>Impacts arising from a global increase in costs and UK rises in inflation</p> <p>It was acknowledged that the UK is seeing a real-terms decline in the standard of living and that it is therefore inevitable that the College will see upward wage pressure from staff and Unions, at the same time as the College is seeing increased costs in supply chains and an increase in energy costs.</p> <p>The CEO highlighted that the upward pressures on the College's 21/22 budget position makes for greater challenges in setting a 22/23 financial budget that meets both Bank Covenant and RF agreements.</p> <p>It was noted that the Executive and Departmental Heads are working very hard on budget setting and budget planning for the next academic year, before a budget proposal is brought to the Corporation in July.</p> <p>Post Inspection Monitoring & Support</p> <p>The College was working with the ESFA to agree a final list of key performance indicators for use during the Post Inspection Monitoring & Support Meetings. The CEO highlighted that until this is agreed, the College Financial Notices to Improve cannot be closed and that this is now becoming urgent and important.</p>	

6.2	<p>Treasury Management</p> <p>Debt reduction was still being discussed with relevant stakeholders (the Bank, ESFA & PMO). The CEO highlighted that the College continues to forecast breaches in future bank covenants and this places the College at risk. The college need to balance the financial risks of running with higher debt levels in order to retain higher cash reserves to meet likely match funding for capital project bids through the DFE Transformation Funds and T Level Funding bids.</p> <p>Governors were cognizant that the economic position will impact on staff, students and their families. //sc</p> <p>Q. How do we rationalise any future decisions with staff and unions, in this financially challenged position?</p> <p>A. We are good with the transparency, JCC and staff are updated on the College’s financial position on a regular basis. There is a constant dialogue around where we are financially. The UCU have a good understanding of where U.K colleges are. People are proud to work at the college but do recognise the challenges we are all facing.</p>	
7. 7.1	<p>Data dashboard</p> <p>The VPF&CS presented the data dashboard highlighting;</p> <ul style="list-style-type: none"> • Improve engagement in learners was still too low, primarily impacted by 16-18 Maths and English. Q&S have spoken about further work on engagement in learning measures. • In year success for apprenticeships is as expected for this time of the year. • Employer of choice targets were being affected by staff absence. • Borrowing as a percentage of income was still too high mainly as a result of the £2m repayment not going ahead in July 21. • EBITDA as a percentage of income was low due to cost pressures as a result none budgeted items such as the NI increase, increase in national minimum wage and energy prices. • The enrolments are below budget and forecast income as a result is lower on HE fees income. 	
8.	<p>Inprint & Design – strategic review</p>	

<p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>The DPS provided an update relating to the strategic review of Inprint and Design Limited (IPD), a joint venture company set up between Bradford College and the University of Bradford.</p> <p>The DPS reflected that the longer-term position of IPD has been a source of discussion at the IPD Board meetings, but to date no recommendations or decisions have been made by the two shareholders. However, at the IPD board meeting held on 21 March 2022, the University of Bradford proposed that they ‘have the appetite’ to bring IPD into the University as an in-house service as part of its commercial operations. There are liabilities for the shareholders, pre-dominantly in terms of staff and equipment leasing, and these would need to form part of any plan for Bradford College to exit IPD. There would also need to be an agreement on how the College would access the services as an external customer and what pricing arrangements, etc, would be if this was deemed the best decision for IPD.</p> <p>The College will commence discussions with the University to agree the future of IPD. The College will look at the financial and operational impact for the University of Bradford to take the service in-house.</p> <p>Q. Have we considered the opportunity for the College to bring the service in house?</p> <p>A. We will take that away and feedback at the next meeting.</p> <p>ACTION: The DPS will provide an update on Inprint and Design and bring the proposal back to the Corporation.</p>	<p>DPS</p>
<p>9.</p> <p>9.1</p>	<p>Equality Diversity & Inclusion update</p> <p>The new VPED&I presented a paper reminding members what the statutory requirements are in relation to the Public Sector Equality Duty (PSED), what the reporting requirements are, and expectations on governors in relation to compliance with the duty.</p> <p>The report also covered a number of proposed areas of focus:</p> <ul style="list-style-type: none"> • Developing our Cultural Capital – launching a disruptive curriculum which creates sense of belonging for our learners. Piloted in our A ‘Level offer initially; • Drive organisational culture change – addressing microaggressions, role modelling college values (from the top), challenge inappropriate comments / behaviours, overhaul of recruitment processes (advert language, advertising 	

	<p>mechanisms, panel make-up, unconscious bias training, capture data on shortlisting likelihood for different groups);</p> <ul style="list-style-type: none"> • Produce a BC EDI strategy which is communicated effectively and articulates the WHY; • Capture and measure student and staff experience and analyse by protected characteristics; • Regular personalised department data dashboards that document workforce profile statistics and feedback; • Develop a robust action plan that addresses these disparities; • Reinvigorate face-to-face induction sessions which incorporate dedicated EDI input; • Ensure student induction includes developing a sense of belonging; • Develop a robust process and compliance with Equality Impact Assessments; • Identify / develop scheme for the career development of staff (use of positive action). <p>The Chair asked the VPED&I to consider how the Governors can support. J/ TL</p>	
9.2	<p>Q. Would any training requirements be factored in to the existing training budget?</p> <p>A. Any training costs are covered as part of the Talent and Learning budget that sits with Peoples Services.</p>	
9.3	<p>Q. What exactly are we piloting with our A- level students and are there any risk or benefits involved?</p> <p>A. The pilot is around the curriculum content, not the actual syllabus it's about looking for opportunities to be reflective of ED&I in the delivery.</p> <p>In terms of the suggested KPI's for 2022-23, it was suggested that <i>the likelihood of staff from an under represented group being shortlisted</i> was widened to say all underrepresented groups, not just race.</p> <p>Governors heard about how disparities between protected characteristics varied greatly across the different areas of the College and that work was ongoing to develop a data dashboard individualised for each department to determine what their workforce and student profile looks like and to enable them to take positive action to address any disparities.</p> <p>In terms of the integrity of the data held by the College and the level of 'prefer not to say' responses, with the introduction of</p>	

9.4	<p>MYHR, the College is pressing the re-set button and communicating how this information will be used to drive engagement with the collection of data.</p> <p>Q. Do we need an ED&I Committee at Board level?</p> <p>A. We will want to consider where the new ED&I strategic objective will feed into our governance structure and the Clerk will guide us.</p>	
10. 10.1	<p>Safeguarding update</p> <p>The VPQ&SE gave an update on Safeguarding, highlighting that;</p> <p>The data shows the number of student referrals to the safeguarding and wellbeing table has doubled in comparison to the same time last year. A key point to note is that the number of interventions have remained similar, suggesting that with the majority of the service referrals and support moving back to more face to face interventions the number of interventions per student has dropped and the proactive nature of contact with students established during CoVID has declined during the first half of the year.</p> <p>The increase in referrals is also underpinned by the impact of COVID and the lockdown on both the safety of children with a child protection plan and the mental health of young people & adults.</p> <p>Mental health has had an impact on the Safeguarding service and there is now more training available for staff and students. Mental Health First Aid has been delivered to 4 cohorts equating to 120 staff, a further 120 staff are scheduled to receive the training before the end of the year.</p> <p>125 students have accessed over 400 appointments at Bradford University Counselling the highest thus far since the College has bought in their counselling services.</p> <p>A strategic meeting on safeguarding and student safety is scheduled to take place in the Summer term with Bradford University VC, Director of Neighbourhoods BMDC, Chief Superintendent WY Police and Principal & VPQSE from the college to discuss issues of concern and explore solutions to issues which are prevalent within the Education quarter.</p> <p>The Chair asked the VPQ&SE to pass on thanks from the Corporation to the Safeguarding teams for all of the work they are doing.</p>	

10.2	Q. What age group are suffering with the most issues? A. Primarily 16-19-year olds.	
10.3	Q. What is the c card scheme? A. It relates to sexual health and student access to free contraception.	
10.4	Q. Are staff being developed to enable them to help students that are going through these issues? A. The VPQ&SE is leading on the trauma informed college piece which is a whole college approach. Training is being built into the teaching staffs CPD. We are working on a connect before you correct approach. We have been theming the staff development days to equip staff with managing behaviour and are looking to run sessions on wellbeing.	
Committee Reports		
11.	Search and Governance Committee – 13 January 2022 The Chair of the S&G Committee provided an update on:	
11.1	a) Minutes of meetings – 13 January 2022 These were included in the pack for information and background.	
11.2	b) Succession planning for Chair of Corporation (verbal) It had been agreed that in order to ensure timely succession that a Chair designate be identified in order to shadow the current Chair in her last year as Chair and governor. The Chair requested that any expressions of interest in the role of Corporation Chair be discussed with the Clerk.	
12.	Finance & General Purposes Committee – 20 January & 17 March 2022 In the absence of the F&GP Committee Chair, the VPF&CS provided an update on:	
12.1	a) <u>Minutes of meeting – 20 January & 17 March 2022</u> These were included in the pack for information and background. <i>Note that 12b and 12d were discussed as one item.</i>	
12.2	b) <u>Post Intervention Monitoring</u> d) <u>Treasury Management</u>	

In order for the College to have its financial notices to improve removed, the college will enter a period of Post Intervention Monitoring by the ESFA. The VPF&CS had been working with the ESFA to formulate the plan and was at the fourth iteration.

Further feedback had been received from the ESFA about better understanding projected income levels and the actions that the College is taking to grow income, prior to them being able to sign off of the plan. It was explained that more work was required on possible debt reduction to address the letter of concern raised by Lloyds Bank in late December 2021.

Previously the Corporation had discussed a £2.0m early payment of debt, however this was not approved by the ESFA and another suggestion was to increase this to £2.5m. However, following a tripartite meeting with both the bank and the ESFA a proposal was requested that would satisfy both stakeholders in that debt is reduced, whilst additional capital is invested to match further capital funding bids (such as the Capital Transformation Fund), along with a marked improvement towards bank covenant compliance.

The VPF&CS had developed a proposal based on a high- level budget for 2022/23 and a draft version of the Quarter 2 forecast. The proposal would see accelerated debt payments totalling £1.4m over the next twelve- month period, with the first payment being made in April 2022. This would be on top of the proceeds from the sale of the Old Building and a further £1m capital committed to match against external capital funds during 2022/23, on top of the already planned £1.5m of match.

The VPF&CS stressed that the proposed plan does rely on a marked improvement in EBITDA from the current position of around 6% to around 8.5%.

It was explained that the proposed plan will result in closing the covenant breaches forecast as a result of the budget and latest forecast, whilst ensuring there are funds to support projects like the College Transformation fund and the T-level capital fund. But that whilst the bank had responded positively to the proposal, this was still subject to approval from them and the ESFA and sign off of the budget for 2022/23.

It was noted the proposal takes the College much closer to covenant compliance and that the bank had agreed a conditional waiver on the covenants for January 2022 with commitment from them to review in April and July 2022.

	<p>The ESFA had given the College an additional 2 weeks to re-revise the proposal so that any match funding in relation to the Transformation Fund can be factored in to the proposal.</p> <p>Governors discussed the position with the bank and the ESFA and noted that all parties needed to agree a way forward. Governors considered the risks involved and the position of the College in relation to the intercreditor agreement in place.</p> <p>The Clerk advised Governors of their position in relation to the insolvency regime and the requirement of Governors to be able to demonstrate that they have taken all available steps to resolve any adverse position.</p>	
12.3	<p>Q. If we don't resolve this in the next 3 or 4 months, does this mean that we couldn't sign our accounts off on a going concern basis?</p> <p>A. It has not been formally documented but the bank is happy to provide waivers for April and they are happy with the direction of travel proposed. The bank will not provide waivers well in advance of need. i.e. 3 months hence. We could sign the accounts off without a waiver but not on a going concern basis.</p>	
12.4	<p>Q. Is this with the ESFA at local or national level and do we need to escalate it with them or the FEC?</p> <p>A. It is being discussed at both local and national level within the ESFA and we will continue to keep the situation under review until we have reached a resolution.</p>	
12.5	<p>c) <u>Student Recruitment</u></p> <p>The DSR&EA had provided an update to the F&GP Committee on student recruitment:</p> <ul style="list-style-type: none"> • HE retention was holding its own • Analysis was being carried out on the AEB budget to determine where the need was to hit those targets. • There is a long- term recruitment plan for HE September entry 2023. • There were new HE products going online • Live applications were looking positive due to the direct applications • Teacher Ed post Grad HE course can be applied for via the DfE rather than UCAS • There were lots of touch points and the data set is monitored by the team every Monday to look at maximising conversion 	

12.6	<ul style="list-style-type: none"> The Universities have dropped their entrance grades as they are receiving so few applications from international students due to Brexit and Covid so there are new markets we can go after. <p>Governors heard about the HE deep dive that had been conducted on the 16 March. Including the use of the new Power BI system being used to provide real time data and comparisons with previous years to support the college in making decisions around recruitment.</p> <p>Q. With reference to the F&GP Committee minutes, what is causing the high staff sickness levels and what are we doing about it?</p> <p>A. We split down and measure the absence data each month. Common sickness reasons include cough/cold/flu, COVID and mental health illness. We are keeping the 5 days isolation for anyone that tests positive for Covid. In terms of stress related mental health illness, personal stress due to personal circumstances is now higher than work related stress. There are no specific trends in any area, we are conducting deep dives and working closely with the unions.</p> <p>It was noted that sickness related absenteeism will rise as people re-adjust to being back in the work environment. The College needs to continue to ensure that there are no underlying trends in areas of absence.</p>	
13.1	<p>13. <u>Audit Committee – 10 March 2022</u></p> <p>The Chair of the Audit Committee provided an update on:</p> <p>13.1 a) <u>Minutes of meeting –10 March 2022</u></p> <p>These were included in the pack for information and background.</p> <p>The Audit Chair provided an update on the Internal Audit Reports;</p> <p>13.2 <u>Student Experience</u></p> <ul style="list-style-type: none"> The Student Experience report had an overall conclusion of STRONG assurance. Due to the strong nature of the controls in place, no recommendations were made. There were 16 areas of good practice. <p>13.3 <u>Curriculum planning and course costings</u></p>	

<p>13.4</p>	<ul style="list-style-type: none"> • The Curriculum planning and course costings report had an overall conclusion of SUBSTANTIAL assurance. • There were 3 medium graded recommendations and 1 graded low. • There were 10 areas of good practice. <p><u>Inhouse Catering and Inhouse security</u></p> <ul style="list-style-type: none"> • The Inhouse Catering and Inhouse security report had an overall conclusion of WEAK assurance. • There were 8 recommendations, 5 graded high, 2 graded medium and 1 low. • There were 7 areas of good practice. 	
<p>13.5</p>	<p><u>Business Continuity Planning & Disaster Recovery</u></p> <ul style="list-style-type: none"> • The Business Continuity Planning & Disaster Recovery report had an overall conclusion of WEAK assurance. • There were 6 recommendations, 5 graded high and 1 graded medium. • There were 5 areas of good practice. <p>The Committee had engaged in an in-depth discussion about the rise in cyber- attacks and the constant threat they pose to colleges. It was noted that the college is constantly under attack and noted that the I.T team were making an outstanding effort to ward off these kinds of attacks.</p>	
<p>13.6</p>	<p><u>Student Recruitment</u></p> <ul style="list-style-type: none"> • The Student Recruitment report had an overall conclusion of SUBSTANTIAL assurance. • There were 4 recommendations, 1 graded medium and 3 graded low. • There were 10 areas of good practice. 	
<p>13.7</p>	<p>b) <u>BEING “SCAM SAVVY” IN THE CYBER WORLD Internal Audit Reports</u></p> <p>RSM had provided the Audit Committee with a BEING “SCAM SAVVY” IN THE CYBER WORLD document for information and the Audit Committee had been agreed that it would be a useful document to share and should be circulated to all of the Governors and staff. A copy was included in the meeting papers.</p>	

13.8	<p>The Chair also noted that the Committee had elected to appoint Steve Roberts to the position of Vice Chair of Audit Committee.</p> <p>Governors observed that the Student Recruitment Internal audit report did not give a true reflection of the challenges that the College was facing regarding HE recruitment.</p>	
14.	<p>Quality & Standards – 24 March 2022</p> <p>The Chair of the Quality and Standards Committee provided an update on:</p>	
14.1	<p>a) <u>Minutes of meeting – 24 March 2022</u></p> <p>These were included in the pack for information and background.</p>	
14.2	<p>b) <u>Feedback on attendance and HE deep dives (verbal)</u></p> <p>Attendance:</p> <p>A deep dive in to attendance had been carried out by Governors on the 16 March 2022. They heard about 3 key actions being used to support the cross-college drive to improve attendance:</p> <ul style="list-style-type: none"> • More detailed analysis of attendance data to identify gaps and show trends to support decision making and actions. • Development of rewards and incentive scheme to encourage student engagement and continue to develop a methodology to capture wider student engagement with learning. • A comprehensive review of the timetabling policy and process to ensure students are given the best support to attend. • Governors fed back that they were reassured that the College was responding to this area of concern with the necessary strategies but noted that it may take some time before the benefits will be realised. <p>HE:</p> <p>Three Q&S Committee members had each undertaken shadowing of a HE student in order to gain a better understanding of the HE student experience. All had found it insightful. The Committee had, had an in-depth discussion on HE provision as witnessed in the deep dive V's the messages that the data and other papers were giving to governors.</p>	

<p>14.3</p> <p>14.4</p> <p>14.5</p> <p>14.6</p>	<p>The Committee questioned why the College continues to provide HE?</p> <p>It was agreed that time should be taken to discuss the purpose of HE at Bradford College should be discussed at an extraordinary meeting of the Committee.</p> <p>ACTION: Invite the wider Corporation to attend the extraordinary Q&S Committee on 16 June 2022.</p> <p>c) <u>OfS Assurance</u></p> <p>A comprehensive paper had been presented by the DQ&IS, covering:</p> <ul style="list-style-type: none"> • Condition of Ongoing Registration • The Teaching Excellence Framework • Access and Participation Plans <p>Governors had felt overwhelmed by the burden of additional regulation being developed in HE and the pace at which they were being introduced.</p> <p>d) <u>Student Voice</u></p> <p>A report was provided with the results of the Middle of Course Student Survey for FE. It was noted that the overall return rate has continue to improve with an overall return rate of 87% return rate, the highest achieved over the past three years. Overall satisfaction was high, with the College scoring in the upper quartiles for most questions.</p> <p>Governors discussed how they might get to hear more of the student voice and agreed that spending time with the students at the strategic away day had been valuable to their understanding of the student perspective. It was agreed that alongside continuing to develop opportunities for governors to spend time with students it was agreed that the Committee should receive regular report from the Student’s Union.</p> <p>e) <u>Academic Board Terms of Reference</u></p> <p>The Committee and Exec had worked together to review and refine the Academic Board Terms of Reference and these were recommended to the Corporation for approval.</p>	<p>Clerk</p>
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14.7	RESOLVED: The Academic Board Terms of Reference are approved.	
Risk		
15.	Strategic risk monitoring	
15.1	<p>Each committee had reviewed the risks for which they have oversight, with the following changes recommended:</p> <p>SR1 becomes- had been graded to red at the previous F&GP Committee in January, following the letter of concern received from the bank. It was recommended that this be downgraded to amber due to much more amenable tones and information from the bank in the intervening period.</p> <p>SR3 remains- recommended to remain rated amber due to the College not receiving any outcome from the transformation bids which had prevented any spend on the Estates Strategy.</p> <p>SR4 becomes: Failure to ensure the key performance indicators for external bodies including: Ofsted, Office for Students and QAA impacts on the College’s ability to achieve good or better outcomes through external validation processes and inspections. The proposed risk rating change for the risk is impact 4 and likelihood 2 therefore reducing the risk score from 12 to 8 and consequently amber to Green.</p> <p>SR5 remains: Failure to ensure the curriculum is relevant and innovative to meet the needs of learners, employers and communities and to address equality gaps. The current risk rating remains at 12.</p> <p>SR7 remains: Failure to improve the quality of learning, teaching and assessment. The proposed risk rating change for the risk is impact 4 and likelihood 2 therefore reducing the risk score from 12 to 8 and consequently amber to Green.</p>	
15.2	RESOLVED: The proposed changes to SR1, SR3, SR4, SR5 and SR7 were approved by the Corporation.	
Internal Audit Reports*		
16.	The following Internal Audit Reports were shared within the meeting papers for information:	
16.1	<ul style="list-style-type: none"> a) Student Experience b) Curriculum planning and course costings c) Inhouse Catering and Inhouse security d) Business Continuity Planning & Disaster Recovery 	

	e) Student Recruitment	
Reports from Subsidiaries/Joint Ventures/Committees*		
17.	The minutes from the following were shared within the meeting papers for information:	
17.1	a) Inprint & Design -15.12.21 b) Equality & Diversity Committee -6.01.22 c) Health, Safety & Welfare Committee -16.12.21 d) Joint Consultative Committee -20.21.22	
Matters of note		
18.	Any other business	
18.1	<u>Thanks</u> The Chair noted thanks to Piers Telemacque for his work as staff governor over the last 4 years as his term of office had come to an end.	
18.2	The Corporation recorded its thanks to Tracy Wilkinson for providing an informative tour of the Victoria Building prior to the Q&S Committee meeting and to the staff at Bowling Back Lane for providing activities for governors prior to the F&GP Committee meeting.	
18.3	The Chair thanked the Corporation members for their continuing support, enthusiasm and effort this year.	
18.4	<u>Corporation Training</u> It was noted that there will be a Corporation Training Session on 7 April 2022.	
18.5	The meeting closed at 18.17.	
19.	Meeting Evaluation	Assistant Clerk
19.1	Link to the meeting evaluation form to be circulated via email.	

Approved by the Corporation:

C. Orange

06.06.2022

Signed by the Chair

Date

Agreed Actions

No	Minute	Action	Who?
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1	8.3	The DPS will provide an update on Inprint and Design and bring the proposal back to the Corporation.	DPS
2	14.3	Invite the wider Corporation to attend the extraordinary Q&S Committee on 16 June 2022.	Clerk
3	19.1	Link to the meeting evaluation form to be circulated via email.	Assistant Clerk