



MEETING OF THE BOARD OF GOVERNORS – Main Minutes

Wednesday 5th July 2023 – 4pm to 6.05pm

Governors	Type	Initials	Attendance	Apologies
Michael Wood-Williams	Chair / Independent	MWW	X	
David Alexander	Principal / CEO	DA	X	
Martin Hedley	Vice Chair (appointed during this meeting)/ Independent	MH	X	
Aneela Ali	Vice Chair (appointed during this meeting)/ Independent	AA	X	
David Brind	Independent	DB		X
Lisa Crichton-Jones	Independent	LCJ	X*^	
Carol Davenport	Independent	CD	X	
Gareth Edmunds	Independent	GE		X
Martin Gannon	Independent	MG		X
Darren Curry	Independent	DC	X	
Alan Potter	Independent	AP	X	
Claire-Jane Rewcastle	Independent	CJR	X	
Mike Welsh	Independent	MW	X	
Richard Wensley	Staff Governor (Teaching)	RW	X	
Sharon Kinleyside	Staff Governor (Support)	SK	X	
Roux Diablo	Student Governor (16-18)	RD	X	
Bradley Young	Student Governor (19+)	BY		X
Clerk				
Nicola Taylor	Director of Governance & Compliance	NT	X	
Attendees				
Chris Toon	Deputy Principal: Curriculum and Quality	CT	X	
Jeremy Cook	Deputy Principal: Finance and Resources	JC	X	
Ivan Jepson	Director of Business Development and Innovation	IJ	X	
Nadine Hudspeth	Director of Brand and Learner Experience	NH	X	
Vicki Casey	Director of People & OD	VC	X	
Shirley Collier	External Governance Reviewer (AoC)	SC	X*^	

*Attended via Teams / ^Attended for part of the meeting.

3303 1. Chair's welcome, apologies, conflicts of interest

The Chair opened the meeting and welcomed the attendees. The Chair made specific welcome to DC who had been appointed as an Independent Corporation Board member.

Apologies were received from MG, DB, GE and BY.

The Board agreed that the meeting was quorate.

The following conflicts of interest were noted:

- MH and AA in relation to item 2a.
- NH in relation to item 11b.

In terms of conflicts of interest, it was confirmed that MG had received a redacted version of the Board pack relating to the conflict regarding the options appraisal of the Gateshead International Stadium site.

Members were reminded to declare any conflicts which arose during the meeting.

3304 2. Ratification and Approval

A) Appointment of Vice Chairs

The Board **ratified** the implementation of the two Vice Chair roles and the associated role profiles which were approved electronically.

Nomination requests were then sought from eligible Board Members for each role, requiring a proposer and seconder. There had been 1 nomination for the internally focussed Vice Chair role and 1 nomination for the externally focussed Vice Chair role.

AA and MH left the meeting.

The Board **considered and discussed** the role of the externally focussed Vice Chair.

The Board approved the appointment of AA as the externally focussed Vice Chair with immediate effect, for the remainder of her term of office to 14 February 2024.

The Board **considered and discussed** the role of the internally focussed Vice Chair.

The Board approved the appointment of MH as the internally focussed Vice Chair with immediate effect, for the remainder of his term of office to 26 March 2024.

AA and MH re-joined the meeting.

The Chair provided confirmation that the roles had been approved and suggested that the terminology of Internal and External Vice Chair may be amended in the future to better reflect the separation of roles.

The update was noted.

B) Ratification of approval of Independent Governor

The Board **ratified** that DC had been appointed as an Independent Governor with effect from the 8 June 2023 with a term of 4 years. DC had also been appointed to the Audit Committee.

3305 3. Minutes of Last meetings

- A) The Board **reviewed** the main minutes of the meeting held on 15 March 2023 and **agreed** that they were a true and accurate record of the meeting.
- B) The Board **reviewed** the confidential minutes of the meeting held on 15 March 2023 and **agreed** that they were a true and accurate record of the meeting.

- C) The Board **reviewed** the notes of the Spring Board conference held on 27 April 2023 and **agreed** that they were a true and accurate record.

The minutes were approved.

3306 4. Matters arising and Action Log

External Governance Review

It was confirmed that the External Governance Review would be undertaken by SC and SC would be virtually attending the meeting to introduce herself and provide an overview of the review. NT sought approval from Board members to share their email addresses with SC. The Board **approved** the sharing of their email addresses.

Action: NT to follow up with absent Board members.

Insurance Renewal

In relation to upcoming insurance renewals, the Board were asked to confirm if they were aware of any circumstance or incident which may give rise to an insurance claim. The Board **confirmed** there was nothing to report as far as they were aware.

Action: NT to follow up with absent Board members.

Board Strategy Days

In relation to the Board Conferences, held twice per year, it was proposed to rebrand these events as "Strategy Days" to better reflect the purpose of the events. It was also proposed to host the first Strategy Day following the Board Meeting in October 2023. The Board meeting would be held 4pm to 6pm on Wednesday 25 October 2023, followed by a Board Dinner, and the Strategy Day would take place the following day on Thursday 26 October. The Chair reiterated the importance of attendance at the Strategy Days however noted time commitments of members. The Board **agreed** to the amended title and outline of the proposed approach.

Action: NT to revise the originally suggested date.

Attendance at Curriculum & Quality Standards Committee and other events

The Chair asked every governor to attend at least one Curriculum & Quality Standards Committee across the academic year if possible, with an open invitation and encouragement to attend other committees and College events.

Action: Governors to attend at least one Curriculum & Quality Standards Committees within 2023/2024.

Thanks to the Student Governor

It was noted that it was RD's last meeting as Student Governor. The Board **noted their thanks** to RD for their contribution and engagement, and wished them their best for their future.

The report was noted.

3307 5. Chair's Report

The Chair noted his reflections following appointment as Chair and referenced a number of events he had attended such as the FE Commissioner's Class of 2022/2023, held in London, and other events held by the AoC. The Chair noted that these events had helped solidify the understanding of the strength of the Board and the Executive Team.

The updates were noted.

3308 6. Principal's Report

A) Main Report

DA presented the report and highlighting the following:

- Following the Ofsted inspection in March 2023, the official report had been published and previously shared with the Board.
- The College annual Community Conversations were held in April 2023. There had been a great level of engagement with partners regarding the progress of the College Strategic Plan and priorities for 2023/2024. There was an emphasis on mental health and wellbeing, and this had led to investment being made within the proposed 2023/2024 budget to support the learner experience, mental health and wellbeing.
- The Board Spring Conference was held in April 2023. Positive feedback was received from governors. The session had been valuable with the opportunity to further explore priorities for 2023/2024, which helped inform the College Accountability Statement which would be submitted to the DfE.
- The College held their annual Strategic Conversation with the DfE in May 2023. The conversation was focussed on vision and the future. Following the meeting, the DfE followed up with a letter outlining the discussions and noting recognition of the work at the College, specifically national best practice in the work around apprenticeships and governance. Recognition was also made of the work around T-Levels and follow up meetings had taken place regarding this.
- Staff Roadshows had taken place across June 2023 which provided the Executive Team with an opportunity to talk about the outcomes of the Community Conversations, business planning and an update from VC following her appointment in January 2023. As part of this, the annual staff survey had been launched and in doing so the College confirmed it would donate £5 for every survey completed. Staff were able to vote for the College's chosen charity. To date, there was a 65% completion rate, which was over 10% better than the previous year, and 20% better than 2020/2021. It was noted that the timing of the survey would be explored further for future years to ensure those with casual / fixed term contracts had the best opportunity to participate.
 - The Chair of the People & Remuneration Committee made specific reference to the positive increase in completion levels, and asked if there were any key themes highlighted to date and whether the College was able to act on feedback ahead of September 2023. It was confirmed that the survey was still open, and the College would receive an analysis which would be shared with the People Committee following closure.
- The College's Estate Strategy would be updated in 2023/2024, and following Board approval would be monitored through the Finance & General Purposes Committee.

- Following the Gateshead Council Cabinet meeting regarding the Gateshead International Stadium, the College continued to work closely with the Council.
- The College had held their annual Staff Conference in June 2023. This had been a successful and enjoyable event. This event had been open to governors and MWW, AA and CD provided their positive experiences of the day regarding involvement of learners and recognition of staff. A video of the event was shared which had been filmed and created by an alumni student.
- There had been a number of success stories across the College, including a visit from Ant and Dec earlier in the week regarding their “Making it in the Media” course in partnership with the Princes’ Trust, and an interview with Jill Scott talking about her experience at Gateshead College and meeting with the women’s football team.

The report was noted.

B) High Level Summary Key Performance Indicators (KPIs) for the Board

DA presented the report, noting progress was being made towards the KPI targets for 2022/23.

For the areas RAG rated red, attendance and retention had been continuously discussed at the Curriculum & Quality Standards Committee. There had been a number of challenges across the year linked with mental health and wellbeing. It was hoped that the investment into this area next year would improve attendance and retention within 2023/2024. The College were reflecting and exploring the drivers behind this data. It was suggested that purposefully challenging targets for these areas had been set and it should be noted that the current College figures were above the national average and Ofsted had been comfortable with these figures during their March 2023 inspection.

LCJ joined the meeting.

It was noted that the Board level KPIs may need to be further considered within 2023/2024 with the College having operational plans in place, supported by the introduction of the Pentana system to help achieve the overarching Strategic Plan. It was therefore expected that more comprehensive and improved reporting measures could be introduced.

It was confirmed that Deni Chambers, Director of Curriculum and Skills, would be taking the lead on Planning across the College going forward, reporting to DA in undertaking this aspect of her role. DA noted his thanks to NH for all of her work and the tremendous progress made within this area over the past two years.

The report was noted.

3309 7. Subcontracting Plan and Policy 2023/2024

Recommended by the Finance & General Purposes Committee in June 2023.

IJ presented the report and highlighted that:

- The ESFA required the College to seek Board approval to subcontract provision to partner organisations and ensure management controls are in place to minimise the risks to public funding associated with subcontracting.
- Both the proposed subcontracting plan and policy were in line with 2022/2023.
- *Covered under a confidential minute.*
- Subcontracting Controls had been externally audited for 2022-2023 and the report on this had been submitted to the Audit Committee. The report provided strong assurance.

- Due to changes in funding rules and guidance, additional organisations had been added to the plan as declared subcontractors, however this related to provision already in place.
- Confirmation was awaited from the ESFA in relation to whether bootcamps were classified as subcontracting – they were not currently included, but the College wished to check this remained the case. Information relating to bootcamps had been included for Board information, in anticipation of the outcome from the ESFA.

The Board **queried** the reduction in subcontracted provision with Sora Serviced Ltd however it was confirmed that this was not due to less demand.

The Board approved the Subcontracting Plan and Policy for 2023/2024.

The report was approved.

3310 8. Budget 2023/2024

Recommended by the Finance & General Purposes Committee in June 2023.

JC presented the report and highlighted the following:

- The budget had been created following months of work across the College in terms of the wider planning process. This process included various levels of oversight and scrutiny.
- Round 2 and round 3 of the budget had been provided to the Finance & General Purposes Committee, and a bridge had been provided to the Committee members to this final version of the budget.
- The budget was in line with the Board approved College Finance Strategy.
- The budgeted operating surplus was in line with the ESFA financial health rating of Good. The budget was due to meet all bank covenants and to maintain a healthy cash flow across the year.
- The Pay:Income ratio had slightly increased from the 2022/2023 budget and this was due to the full year impact of significant appointments during the 2022/2023 academic year; a reflection of the priorities identified through the Community Conversation relating to increased staff and learner support; and the need to allow for a staff pay award
- Due to size and complexity of the budget, there were risks however the College were confident that this was manageable. Enrolment would be closely monitored.
- Any additional funds would be invested within teaching and learning and infrastructure, and the College were committed to delivering the financial KPIs.

The Board **queried** the pressure for pay increases. It was confirmed that the position regarding pay would be considered after enrolment figures had been confirmed in October 2023.

Covered under a confidential minute.

The Chair of the Finance & General Purposes Committee (MH) noted that the Committee had reviewed the Round 2 and Round 3 drafts of the budget and were assured of the changes to the final position.

The Board **noted** the focus of the College's priorities throughout the budget.

The Board approved the budget for 2023/2024 and the financial forecast for 2024/2025.

The report was approved.

3311 9. Procurement Strategy

Recommended by the Finance & General Purposes Committee in March 2023.

JC presented the report and highlighted the following:

- A Procurement Officer had been appointed in January 2023, replacing the external resource previously in place which was provided on a part time basis.
- The Procurement Strategy was one of a number of supporting strategies that underpinned the Strategic Plan.
- Progress against the objectives within this strategy would be reported to the Executive Team and Finance & General Purposes Committee by the Deputy Principal: Finance and Resources with progress reported to the Board where required.
- The Finance & General Purposes Committee had been presented with the supporting action plan for delivery.
- The strategy would be reviewed annually by the Finance & General Purposes Committee, with a recommendation for Board approval where required.

The Board approved the Procurement Strategy.

The report was approved.

3312 10. Rail Industry Services – Tender Summary and Recommendation

Recommended by the Finance & General Purposes Committee in June 2023.

JC presented the report and highlighted that the College had undertaken a tender exercise in accordance with Financial Regulations and the Public Contracts Regulations for the provision of Rail Industry Services to support the delivery of the Rail Academy course offering. Due to the proposed length of the contract and potential value, Board approval was required.

In terms of the Adult Education Budget, rail was one of the largest areas of provision. The provision ensured the employment edge by an enhanced offering alongside the qualification.

The Board **queried** if this would be a form of subcontracting however it was confirmed not due to not using government funds.

Covered under a confidential minute.

The Board approved the award of this contract.

The report was approved.

3313 11. Corporation Matters

SC joined the meeting

External Governance Review

SC joined the meeting to provide an introduction and set out the scope for the External Governance Review. SC confirmed that she was due to attend the October 2023 Board meeting in person, would join a number of committee meetings virtually and would be undertaking interviews with a number of governors. The report was due to be completed ahead of the December 2023 Board meeting.

The Chair thanked SC for attending the meeting.

SC left the meeting.

The update was noted.

A) NT presented the report which covered the following:

- Proposed Scheme of Delegation
- Proposed Board Terms of Reference
- Proposed Committee Membership
- Proposed Board Calendar 2023/2024
- Spring Board Conference Evaluation

NT highlighted the following:

- A Scheme of Delegation had been drafted to set out the delegation levels across the Corporation. This was derived from the Instrument & Articles and Standing Orders.

Recommended by the Governance Committee in June 2023.

The Board approved the Scheme of Delegation.

- A Board Terms of Reference had been drafted as part of the terms of reference re-write across all committees. The remit of the Board was as per the Instrument and Articles of Government and the document set out the reporting requirement of each item.

Recommended by the Governance Committee in June 2023.

The Board approved the Board Terms of Reference.

- The Committee Membership section suggested revisions based on the recent skills audit, expressions of interest following one to one conversations with the Chair, and the Governance Committee's review of current committee membership.

Recommended by the Governance Committee in June 2023.

It was noted that the Audit Committee remained to have a vacancy, and this would need to be addressed within the 2023/2024 academic year.

The Board approved the following changes:

- **The appointment of LCJ as the Chair of the People Committee.**
- **The appointment of LCJ as the Chair of the Remuneration Committee.**
- **The appointment of RW to the People Committee.**
- **The appointment of CJR to the Curriculum & Quality Standards Committee.**
- **The appointment of CD to the Governance Committee.**
- **The recruitment of a co-opted member with skills / experience in Marketing & Communications to the Finance & General Purposes Committee.**

Action: NT to process committee appointments.

- The Board Calendar for 2023/2024 had been created with changes relating to:
 - The timing of Audit Committees, ensuring they were planned to take place following a committee cycle where possible.

- The removal of one Finance & General Purposes Committee, taking the number down to five.
- Separation of the People & Remuneration Committee.

The Board approved the Board Calendar for 2023/2024.

Action: NT to send out Board and Committee meeting invites.

Board Portal

NT provided an update on the Board Portal, noting that this was being set up and the new system would be up and running for the new academic year. Governors would be sent details of drop in training sessions. There would be a transitional period however documents would be shared using the portal only after a specific date.

The report was approved and update noted.

B) Gateshead College Foundation

NH left the meeting.

NT presented the report which sought approval of the re-appointment of NH as a Director of the Gateshead College Foundation. NH had been originally appointed in June 2015. The Foundation's Articles of Association stated that "No Trustee shall serve in office for more than eight consecutive years, provided that a Trustee may be reappointed annually thereafter if there are exceptional circumstances and the Member resolves or the Trustees unanimously resolve (as applicable) that they be reappointed". The report proposed the re-appointment for 1 year to allow a suitable successor to be appointed and to ensure the continuation of membership for the coming year.

The Board approved the re-appointment of NH as a Director of the Gateshead College Foundation for a term of 1 year.

Action: NT to discuss future Foundation Board recruitment with the Governance Committee.

NH re-joined the meeting.

It was also noted that in terms of financial oversight of the Foundation, to further strengthen reporting, an overview of the Foundation's accounts would be shared with the Finance & General Purposes Committee, and subsequent Board, halfway through the year. The annual accounts and financial statements would continue to be reviewed by the Joint Audit and Financial & General Purposes Committee ahead of being signed off by the Foundation.

Action: NT and CJR to discuss the setup of the Foundation outside of the meeting.

The report was approved and the update noted.

3314 12. Accountability Agreement

A) Accountability Framework

NT presented the report and highlighted the following:

- The Accountability Agreement was new for 2023/2024, and was made up of two parts; the Accountability Statement, written by the College and approved by the Board, and the Accountability Framework, set by the DfE replacing the existing annual grant funding agreement.
- The Accountability Framework for 2023/2024 had been published.

- The report set out the governance responsibilities and requirements, along with a compliance update.

The report was noted.

B) Accountability Statement

NH presented the report and highlighted the following:

- The draft version of the Accountability Statement had been submitted to the DfE by 31 May 2023 which had been created following the Board Spring Conference and subsequent Curriculum & Quality Standards Committee / Board feedback.
- The final version of the statement had been consulted on with key partners and stakeholders which provided further confirmation that the key priorities were aligned to skills needs locally and nationally. As part of this consultation, the College also asked stakeholders how they would work with the College on the priorities identified.

The Board **queried** the number of Colleges to respond and it was confirmed that this was one.

The Board approved the Accountability Statement.

Action: Executive Team to submit the approved version of the Accountability Statement to the DfE/ESFA.

The report was approved.

3315 13. Additional Items for Approval

A) Financial Regulations

Recommended by the Finance & General Purposes Committee in June 2023.

The Board approved the College Financial Regulations.

B) Cross College Careers Programme 2023/2024

Recommended by the Curriculum & Quality Standards Committee in May 2023.

The Board approved the Cross-College Careers Programme 2023/2024.

C) Internal Audit Plan 2023/2024

Recommended by the Audit Committee in June 2023.

The Board approved the Internal Audit Plan 2023/2024.

D) External Audit Plan 2023/2024

Recommended by the Audit Committee in June 2023.

The Board approved the External Audit Plan 2023/2024.

E) Internal and External Audit Contracts Extension

Recommended by the Audit Committee in June 2023.

The Board approved the extension of the Internal and External Audit Contracts to the end of 2024/2025.

F) Disciplinary Procedure

Recommended by the People & Remuneration Committee in June 2023.

The Board approved the Disciplinary Procedure.

G) Equality, Diversity and Inclusion (EDI) Policy

Recommended by the People & Remuneration Committee in June 2023

The Board approved the EDI Policy.

The reports were approved.

3316 14. Committee Chairs Update

The report was presented and the following updates were provided:

The Chair of Curriculum & Quality Standards (MW) noted the focus on the Ofsted inspection and associated feedback, and the work undertaken in relation to Careers, advice and guidance (CIAG).

The Chair of the People & Remuneration Committee (CJR) noted the large amount of work undertaken by VC since starting post in January 2023, including a full review of the HR function and the identification of priorities linked to the College strategy.

The Board **noted their thanks** for CJR's term as the Chair of the People & Remuneration Committee.

The Acting Chair of the Audit Committee at the last meeting (AA) noted that strong assurances had been provided to the Committee following the internal and external audit reports. The Committee had recommended the internal and external audit plans for 2023/2024, along with the extension of audit contracts to the end of 2024/2025 which had been approved by the Board.

The Chair of the Finance & General Purposes Committee (MH) noted that the Committee would be focussing on the progress of the Sustainability and Estates Strategies in 2023/2024.

The report and updates were noted.

3317 15. Local Skills Improvement Plan (LSIP)

IJ presented the report, reminding the Board that there were three LSIPs across the North East; North of Tyne with the North East Chamber of Commerce as the Employer Representative Body, Tees Valley with the North East Chamber of Commerce as the Employer Representative Body, and the North East with the North East Automotive Alliance (NEAC) as the Employer Representative Body. Gateshead College are a part of the North East LSIP (NELSIP).

The NELSIP report setting out key priorities had been submitted to the DfE and colleges within the region. As noted at the Board Spring Conference where two members of the NESLIP Project Team presented to the Board, five high impact sectors had been identified; Digital, Advanced Manufacturing, Construction, Health & Health Science and Transport & Logistics.

The DfE had released a process to bid for funds to deliver the LSIP priorities in each region; the Local Skills Improvement Fund (LSIF). An expression of interest had been submitted in relation to the NE LSIF bid, led by East Durham College. This had been approved. Further work would be carried out over the summer to develop a detailed tender to submit in September 2023. The College were due to lead on the Digital workstream, one of the main streams within the LSIP.

The College were seeking clarity around involvement within the North of Tyne LSIP and associated LSIF bid.

The report was noted.

3318 16. Duty to Review Update

CT presented the report which provided an update on the progress of the Duty to Review. The College would now summarise the findings of the research undertaken, alongside the Ofsted feedback, outcomes from the Community Conversations, the Accountability Statement and the LSIP report (once approved), to draft a formal response to the duty to review. In terms of the guidance questions to be covered as part of the review, additional information had been included within the report regarding how the College were working with learners Not in Education or Employment (NEET) and learners with Special Educational Needs and Disabilities (SEND).

The Board were reminded that the duty to review was required every three years or following the publication of an LSIP report.

The report was noted.

3319 17. Year to Date Performance

CT presented the report and highlighted the following:

- The attendance figure reported was slightly down on last year, and lower than the College would have wanted as discussed previously within the meeting. Further investment was being made into welfare, attendance and retention support, and the College were also hoping to work with communities to raise awareness of the value of education. Attendance rates were expected to drop nationally.
- The retention figure reported was slightly down on last year however still above recent national benchmarks. This was hoped to be improved within 2023/2024.
- Apprenticeship achievement was showing a positive picture, and the College were hoping to achieve the government's aspiration of 67% two years earlier than the government had hoped. Work in this area had been recognised by the DfE.
- As reported to the Curriculum & Quality Standards Committee (C&QS), significant gaps were emerging across different EDI groups however there hadn't been any issues previously. Data was showing that males of ethnic minorities and those with a declared difficulty /disability / health problem were less likely to stay in college. Retention issues were due to having failed to meet attendance contracts, be suffering from high levels of anxiety or mental health, or leaving to gain employment. This was being explored in more detail, would be highlighted within the self-assessment process and would continue to be monitored by the C&QS Committee.

The Chair of C&QS Committee (MW) noted that there were no surprises within this report following the updates provided to the C&QS Committee. It was evident that learners were still adapting following the disruption of education throughout the pandemic. Although the methodology regarding apprenticeships was less mature, if the College achieved the position they had predicted then this would evidence significant improvement.

The Chair of the People & Remuneration Committee (CJR) **queried** if there was any correlation between the areas with the largest retention concern and the results from the staff survey within these areas. It was noted that this would be considered when the results were available.

Action: VC to consider if there is a correlation between the areas with the lowest retention and the results of the staff survey by the department.

The Board **noted caution** around implementing large levels of resource where the concern related to small numbers and potentially not being able to make a large impact. It

was agreed that it was important to consider the narrative and reasoning of areas for improvement before implementing changes.

The Board **queried** the availability of trend analysis. It was confirmed that reports tended to be compared with the prior year and national rates however would be able to include a number of prior years to provide a greater level of trend analysis.

Action: CT to include data from prior years within reporting going forward to create a greater level of trend analysis / data comparison.

The Board **discussed** the impact of the increased cost of living on learners, the choices they may be making in terms of work versus education and how short-term courses could positively impact this.

The report was noted.

3320 18. Management Accounts 2022/2023 P11 May

Approved for presentation by the Finance & General Purposes Committee in June 2023.

JC presented the report and highlighted the following:

- The College continued to be on target to deliver the surplus and key targets set within the approved budget for 2022/2023.
- There had been significant upward pressure to the income position following success in bootcamp delivery bids and following the ESFA “Adult Education Earnings Boost”. The College had agreed to reinvest these funds into teaching and learning, and infrastructure to improve the learner experience. The College were hoping to achieve the surplus budgeted in July 2022.

The report was noted.

3321 19. Review of Strategic Risk Register

JC presented the report and noted that the report included the latest iteration of the risk register following review by the Executive Team. A summary of committee level discussions had been included within the paper.

The Executive Team would review the currency over the register over the summer and propose any amendments for 2023/2024.

The Board **discussed and queried** the following:

- The approach to risk and working with those at a departmental level – it was suggested that the approach to the Strategic Risk Register would not change, however there was the Operational Risk Group in place to consider risk at an operational level.
- Risk thresholds, currency of mitigations and ensuring risk were mitigated as far as reasonably practicable – it was suggested that the appetite to risk may change in some areas following the review.
- Continuation of mitigations of unacceptable risk levels, for example, the risk surrounding Cyber.

The report was noted.

3322 20. Any Other Business

Artificial Intelligence

The Board **queried** the College’s advancement with Artificial Intelligence (AI) and the impact of this within the curriculum. It was confirmed that the College had been liaising with regional experts and were proposing a digital audit of processes, as well as exploring the benefits to the College overall. It was confirmed that the introduction of AI would need

to be planned appropriately and would be a huge journey. It was suggested that this could be monitored through the Curriculum & Quality Standards Committee. The Board **noted** that there would need to be appropriate staff training around the use and implementation of AI.

Meeting Evaluation

The Chair asked the attendees' comments regarding the meeting, the following comments were noted:

- The number and length of meeting papers.
- The repetition of meeting papers through committees to Board, although some governors suggested that this helped them stay up to date with important items.
- There had been a positive environment throughout the meeting.
- Effective decision making had taken place.
- A lot of work had been undertaken to produce the papers and to undertake the work behind the scenes.
- A large amount of business had been covered and the meeting had been chaired effectively.

3323 21. Date of next meeting

The next meeting was scheduled for Wednesday 25 October at 4pm.