



## MEETING OF THE BOARD OF GOVERNORS

THURSDAY 20 FEBRUARY 2020

**Report:** Minutes of the meeting held on Thursday 6 February 2020  
**Author:** Clerk  
**Action:** Approve  
**Status:** Open

**Present:** John Hogg (Chair)  
Chris Toon (Acting Principal)  
Aneela Ali (Observer)  
Martin Gannon  
Darren Heathcote  
David Mitchell  
Kirsty Paterson  
Claire-Jane Rewcastle  
Sarah Stewart

**In attendance:** John Gray  
Nadine Hudspeth  
Mark Thompson  
Ivan Jepson  
Keith Oxspring  
Emma Stookes (ESFA)  
Emma Moody (Clerk)  
Suzanne Clark (Minutes)

### 3011 Chair's welcome, apologies, conflicts of interest

The Chair welcomed everyone to the meeting, his first full Board meeting since being appointed as Chair, indicating that there have been a number of meetings previous to this one due to the current circumstances. These meetings have been outside of the agreed annual schedule. The Chair advised that the meeting would have a particular focus on the current financial position.

Apologies were received from Chris Macklin and Andy Lorimer.

No governor declared any conflict of interest at this stage but governors were reminded that if a conflict arose during the meeting, they should declare it as soon as they became aware of it.

**3012 Minutes of the last meeting dated 12 December 2019 and 23 January 2020**

The minutes of the Board meeting held on Thursday 12 December 2019 were agreed as a correct record. The Clerk advised that there is also a separate confidential set of minutes from this meeting in addition to those circulated. This note will be circulated to elected members after the meeting.

The minutes of the Governance Planning meeting on 23 January 2020 were also agreed as an accurate record. This was a record of the most recent weekly tele-conference.

**3013 Matters arising**

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

**3014 Update on financial position and recovery plan**

The report was presented by the Acting Principal and the Interim Finance Director.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**3015 Ofsted Feedback and Action Planning**

The report was presented by the Acting Principal.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**3016 Feedback from FEC team visit and consideration of action plan**

The Chair gave a verbal update.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**3017 Tempest report (next steps)**

The Chair confirmed that the report has been shared with governors and Executive Team. Agreement is needed on the level of detail shared with auditors.

**3018 Future Board meetings – frequency**

Based on previous discussion, the Clerk indicated that the meetings in the diary for 2019/20 would remain as they are and members will review once the action tracker is complete.

A member indicated that there was a need for a meeting in February to agree the recovery plan. Feedback from the Interim Finance Director suggested that week commencing 17 February would be wise. The Acting Principal and Chair were both of a view that a small group of members who could meet regularly would be beneficial as the group could consider the plan before formal approval by members. The member confirmed that the recovery plan needed to be signed off on 27 February 2020. The Clerk advised that members will be contacted with potential dates. The Interim Finance Director stressed that the last week in February was key for the recovery plan and that he is working on a document that needs to be submitted as part of the plan. The Clerk suggested that this be sent to members by email for comment prior to the meeting.

### **3019 Any other business**

The Interim Finance Director reported that there was a current challenge in relation to the bank mandate and the College was currently 2 people short in terms of having appropriate approval. It was suggested that the Acting Principal and Director of People and Organisation Development be added to the mandate. The Clerk indicated that this was acceptable from a governance perspective depending on the designated level of authority. It was agreed that the Interim Finance Director would share further detail in relation to this with the Clerk and the Chair so the necessary approval could be sought.