



## MEETING OF THE BOARD OF GOVERNORS

THURSDAY 26 MARCH 2020

**Report:** Minutes of the meeting held on Thursday 12 March 2020  
**Author:** Clerk  
**Action:** Approve  
**Status:** Open

**Present:** John Hogg (Chair)  
Andy Cole (Interim Principal / CEO)  
Darren Heathcote  
Chris Macklin  
David Mitchell  
Claire-Jane Rewcastle – by telephone  
Sarah Stewart

**In attendance:** John Gray  
Nadine Hudspeth  
Ivan Jepson  
Keith Oxspring  
Mark Thompson  
Chris Toon  
John Taylor (ESFA)  
Emma Moody (Clerk) – by telephone  
Suzanne Clark (Minutes)

### 3027 Chair's welcome, apologies, conflicts of interest

The Chair welcomed everyone to the meeting. Apologies were received from Aneela Ali, Andy Lorimer and Kirsty Paterson.

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.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

### 3028 Minutes of the last meeting dated 27 February 2020

The minutes of the Board meeting held on Thursday 27 February 2020 were agreed as a correct record.

### 3029 Matters arising

There were no matters arising.

**3030 Feedback from FEC re recovery plan and next steps**

A verbal update was given by the Chair.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**3031 Signing off the 2018/19 accounts – next steps and preparation for RSM**

The report was presented by the Clerk and the Interim Finance Director.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**3032 Draft Estates Strategy**

The report was presented by the Director of Marketing & Communications.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**3033 Action Tracker**

It was agreed to bring this item forward on the agenda so that the Clerk could withdraw from the meeting prior to the report on future clerking provision.

The report was presented by the Clerk.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

*The Clerk left the meeting at 11.50.*

**3034 Report on clerking provision to end of year**

The report was presented by the Chair.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was approved.*

**3035 Any other business**

Members discussed the impact of the Coronavirus, having been alerted to some announcements re the closure of schools in Northern Ireland, expressing genuine concern on the impact that closing the College could have on financial recovery. The ESFA representative explained that conversations in relation to this were actively taking place. Members recognised that they may need to join meetings remotely. In response to a member question the Deputy Principal: Curriculum & Quality outlined the College's contingency plans advising that the College's Emergency Response Team are meeting on a regular basis and are taking advice from various agencies. The College are currently undertaking an exercise to ensure that learner contact details are correct and are looking to use more desk-based activities. A number of options are being considered as part of the contingency planning. The Interim Principal / CEO indicated that should the College need to close there would be a need to retain key skeleton staff to ensure that servers etc

are operational. The member asked whether the plans included protecting the quality of learner outcomes and the welfare of both staff and students. The Director of Marketing & Communications explained that these are all factors in the contingency plans and the ERT had met for the first time this week. Meetings are planned to take place twice weekly moving forward and a number of responses are being prepared to ensure that the College is in the best possible position as further information is known.

**3036 Date of next meeting**

The date of the next meeting was confirmed as Thursday 26 March 2020 at 10.00am.