



Cheshire College  
South & West

**MINUTES OF FULL CORPORATION MEETING**  
HELD ON THURSDAY 12 DECEMBER 2019 – 14:00HRS  
AT CREWE CAMPUS – ROOM C202

**Governors present:**

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| Dame Pat Bacon (PB)      | Chair of Governors                              |
| Mr Fintan Bradley (FB)   | Chair of Audit & Risk                           |
| Mr Mike Braun (MB)       |   |
| Mrs Debbie Bryce (DB)    |   |
| Mr Len Closs (LC)        | Chair of the Management & Performance Committee |
| Mr Paul Coleman (PC)     |   |
| Mrs Jo Davies (JD)       |   |
| Mr Jasbir Dhesi (JSD)    | Principal & Chief Executive                     |
| Mrs Sue Harrison (SH)    |   |
| Mr Davinder Lotay (DSL)  |   |
| Mr Bert McLaren (RM)     |   |
| Mr Kenny Murray (KM)     |   |
| Mrs Carleen Osborne (CO) |   |
| Mrs Anne Pickering (AP)  |   |
| Mr Chris Rhodes (CR)     | Chair of Finance & Resources Committee          |
| Mx Jax Vesty (JV)        |   |

**In attendance:**

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| Mrs Michelle Huntley (Clerk) | Clerk to the Corporation  |
| Mr Gordon Gillespie (GG)     | Vice Principal Curriculum & Quality                             |
| Mrs Helen Nellist (HN)       | Deputy Principal  |
| Mrs Suzanne Thurlow (ST)     | Assistant Principal Organisation Development & Learner Services |

**PART A MINUTES**

| Minute Reference |   |
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| FC 91/19         | <p><b>Apologies for absence and declarations of interest</b></p> <p>Attendance was as recorded above – apologies had been received from Mr John Gregory, Mrs Tina Yu (TY), Mrs Sharon Wallace (SW) and Mrs Sharon Bowker (SCB).</p> <p>The Chair welcomed Mr Robert (Bert) McLaren and Mx Jax Vesty, two elected Student Governors who are both studying A-Levels at the Crewe campus. Daisy James is also elected HE Student Governor from EP – Theatre Technician studies.</p> <p>The meeting noted that Mrs Jo Davies and Mr Paul Colman need to leave at 16:15hrs.</p> <p><b>There were no declarations of interest made.</b></p> |

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| <p><b>FC 92/19</b></p> | <p><b>Gatsby Standards update</b></p> <p>The Chair welcomed Mrs Jordan Swift. The meeting noted the paper which had been sent to all members in advance of the meeting. Jordan presented to the Board and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The Gatsby Benchmarks are 8 standards based on UK and international research which promote good careers guidance.</li> <li>• CCSW meets the requirements and expectations to have a named leader for careers; publish our careers programme on our website; ensure that EHCP learners receive guidance and get at least 2 meaningful careers encounters.</li> <li>• 2 areas identified for improvement were the provision of individualised offer for all SEND learners and to increase the number of learners accessing 1 to 1 careers advice; and to improve the utilisation of destination data.</li> <li>• In order to improve careers provision for SEND learners CCSW ensures the following: <ul style="list-style-type: none"> <li>○ All learners with an EHCP are offered 1 to 1 Careers advice</li> <li>○ There is bespoke group delivery within Foundation for Learning provision</li> <li>○ Joint meetings are held with an Inclusion Specialist</li> <li>○ There are termly meetings to review progress</li> </ul> </li> <li>• In order to improve the utilisation of destination data the following actions are taken: <ul style="list-style-type: none"> <li>○ We have reviewed CCSW destinations compared to LA and national data and found that CCSW data compares favourably</li> <li>○ As a College we have shown consistently better destinations for 3yrs for all learner types</li> </ul> </li> <li>• In order to ensure that careers guidance receives a sufficiently high profile within the curriculum there are termly meetings with the Assistant Directors; work has been done to develop Aspirations Days at EP campus and our Governor Davinder Lotay was involved with the recent day.</li> <li>• We promote a range of opportunities for our A Level learners including opportunities with local employers, higher apprenticeships and further study at university.</li> <li>• Assistant Directors are encouraged to attend the local Pledge meetings to develop connections and to keep abreast of local initiatives and opportunities.</li> <li>• We can evidence a significant increase in the number of learners accessing careers guidance; and have refined our QA measures for careers guidance and have focused KPIs for advisors on 1 to 1 provision.</li> <li>• We have had external accreditation of our good careers provision in the recent Ofsted inspection. The Matrix group reaccreditation and recognition by the Careers &amp; Enterprise Company have also endorsed our strong provision.</li> <li>• Our priorities for 2019/20 are to continue to monitor learners accessing 1 to 1; and to further develop the reporting of the impact of careers guidance.</li> <li>• Sue Harrison is the Link Governor for Careers and Sue met with Jordan and Helen Nellist to review the careers and destinations data in detail.</li> <li>• Dame Pat Bacon attended the Humanities Fair at Crewe and noted it was an excellent opportunity for our learners to access information and consider 'what next'.</li> </ul> <p>The Chair thanked Jordan for her excellent presentation and Jordan left the meeting.</p> |
| <p><b>FC 93/19</b></p> | <p><b>Minutes of meeting 7 November 2019 and matters arising from previous minutes</b></p> <p>The minutes were reviewed for accuracy and approved.</p> <p><b>It was RESOLVED to accept the minutes from 7 November 2019 and the Chair signed the minutes.</b></p> <p>The action log from the 7 November 2019 was reviewed. All actions are complete.</p>   |

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| <p><b>FC 94/19</b></p> | <p><b>Assurance: 2018/19:</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The papers included a full copy of the Audit &amp; Risk Committee’s annual report and a full copy of the Internal Audit Service Annual Report – both of which had been scrutinised by the Audit &amp; Risk Committee in November and October respectively.</p> <p><u>Audit Committee Annual Report</u></p> <p>FB gave a brief verbal report to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The chief function of the Audit &amp; Risk Committee is to advise the Governing Board on the adequacy and effectiveness of the college’s systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money)</li> <li>• Neither the internal auditors, nor the external auditors have raised any concerns about the College.</li> <li>• The Audit &amp; Risk Committee recommend this report to Full Corporation.</li> </ul> <p><b>There were no questions raised. It was RESOLVED that the Board accept the A&amp;R Annual Report and FB will sign it for the College records.</b></p> <p><i>Action: FB to sign the copy of the Audit &amp; Risk Committee annual report.</i></p> <p><u>Internal Audit Service Annual Report</u></p> <p>As SCB was not in attendance JSD gave a brief verbal report to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• ICCA, the internal auditors completed the report which focused on internal controls.</li> <li>• ICCA have not expressed any concerns about internal controls.</li> <li>• Item 3.3 of the report states that the auditors followed up on all 34 recommendations from the previous year. It was noted that 26 have been fully implemented; 7 were superseded and 1 was not implemented.</li> <li>• The Internal Audit Plan for 2019-20 was agreed in summer 2019 and TIAA have already started implementing the agreed internal audits.</li> </ul> <p><u>Financial Statements Auditors’ Management Letter</u></p> <p>As SCB was not in attendance JSD gave a brief verbal report to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• External auditors, BDO, have reviewed the College’s accounts and financial statements to assure the Audit &amp; Risk Committee (A&amp;R) and Finance &amp; Resources Committee (F&amp;R) that they are accurate and prudent. There are still a few items to be finalised for the full audit work to be completed by 20 December.</li> <li>• A&amp;R and F&amp;R committees received, and discussed, a detailed report from BDO on 19 November 2019 and noted the remaining work to be undertaken to finalise the accounts.</li> <li>• A copy of the Auditor’s Management Letter is included within the Financial Statements. Mr Hamid Gafoor, from BDO, is confident that the information reported on 19 November is accurate and does not foresee any problems with the final report confirming that no adjustments to the accounts need to be made.</li> </ul> <p>One additional point raised was recorded as commercially sensitive information. See minute FC107/19.</p> |
| <p><b>FC 95/19</b></p> | <p><b>Approval of audited accounts for period ending 31 July 2019</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. As SCB was not in attendance JSD gave a verbal report to the meeting and the following points were noted:</p>  |

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|          | <p><b>The Full Corporation RESOLVED to APPROVE the Annual report and financial statements subject to the mentioned caveats; and it was AGREED that the Chair and Principal will sign the documents and submit them in a timely way.</b></p> <p><b>It was RESOLVED to APPROVE the Representation Letter and the Chair and Principal will sign the document for submission.</b></p> <p>The meeting noted that the College Self-Assessment Review Questionnaire (SARQ) has been completed and reviewed by the Audit &amp; Risk Committee and is recommended to the Board.</p> <p><b>It was RESOLVED to approve the College SARQ and the Chair and Principal will sign this document for submission.</b></p> <p><b>It was decided to report this full minute as commercially sensitive business. See minute FC108/19</b></p>  |
| FC 96/19 | <p><b>Approval of LGPS Policy Statement</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Suzanne Thurlow (ST) gave a presentation to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The college’s Local Government Pension Scheme is administered by the Cheshire Pension Fund.</li> <li>• The College has previously made decisions in relation to a number of discretionary provisions within the Local Government Scheme. These were last reviewed in 2017. They have been updated to reflect the merged College name and recommended to the Board for receipt and approval.</li> </ul> <p><b>It was RESOLVED to receive and APPROVE the LGPS Policy Statement.</b></p>   |
| FC 97/19 | <p><b>Purchases over £125K – Year to date spend</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. As SCB was not in attendance JSD gave a verbal report to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• College regulations state anything over £125K need to be reported to Board.</li> </ul> <p><b>It was RESOLVED to note that there have been no purchases over £125K.</b></p> <ul style="list-style-type: none"> <li>• The College, as approved by Governors, is reviewing the cleaning contract provision across the 3 College campuses.</li> <li>• The cleaning review is considering value for money and it was hoped that tendering interviews would be held on 10 December, but these were not held.</li> <li>• HN will now be leading on the tendering review in Jan 2020 and will come to the next Corporation meeting in March 2020 with an update.</li> <li>• TY did come in for the meeting on 10 December but met with HN instead to review and approve the tendering process to be followed.</li> </ul> <p>The meeting recorded their thanks to TY in her absence.</p> |
| FC 98/19 | <p><b>Operational Plan</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. JSD gave a verbal report to the meeting and the following points were noted:</p>  |

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|                        | <p><u>Operational Plan 2018/19 Closure:</u></p> <ul style="list-style-type: none"> <li>• This document is only signed off in the autumn term.</li> <li>• A copy of the full Operation Plan is provided to Governors each term duly updated.</li> <li>• Whilst the document is extensive the impact of the plan is summarised in the Executive Summary</li> <li>• Governors noted that some areas have achieved 100% impact, whilst other areas have not had any impact.</li> <li>• Commentary is provided in respect of achievement. Most non-achievement has already been discussed at committee level.</li> </ul> <p><u>Operational Plan 2019/20 Update</u></p> <ul style="list-style-type: none"> <li>• The Operational Plan is dictated by our 3yr strategic plan (2018-21). Work to develop our new Strategic Plan will commence in Jan 2020.</li> <li>• Since our current Strategic Plan was written our areas for impact have changed and new action plans are required to achieve them.</li> <li>• Term 1 for 2019/20 has been updated. As is expected at this time of year, most areas are amber and there are a few greens.</li> </ul> <p>The additional points raised was recorded as commercially sensitive information. See minute FC109/19.</p>   |
| <p><b>FC 99/19</b></p> | <p><b>Chief Executive's Update</b></p> <p>There was no paper for this item. JSD presented to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• As a College we will be updating our strategic plan in 2020</li> <li>• The transfer of The Oaks Academy is complete subject to some financial issues being finalised.</li> <li>• We have made good progress with our English &amp; Maths strategy to date. Attendance has dipped post resits (as expected) and Assistant Directors are addressing this with both learners and parents.</li> <li>• We have achieved greater consistency of quality of provision across our 3 campuses. We now need to address the differences of quality of provision within campuses.</li> <li>• We have implemented changes to ensure there is no repeat of data issues in apprenticeships. The recent independent internal audit has given assurance that we have appropriate processes in place to do this.</li> <li>• We have done extensive work this term to bring our project on Job Evaluation and harmonisation of terms and conditions to a conclusion early in the spring term.</li> <li>• We have not made a marked and rapid improvement in debt management and will continue to address this in the rest of the academic year.</li> <li>• CCSW received a Good rating from Ofsted following the recent inspection. This was a key post-merger objective and this now gives us a solid foundation to build upon; our expectations are beyond good.</li> <li>• Our next Ofsted inspection will be in 3yrs time and will likely be on a new framework. Feedback from CCSW colleagues was that they liked this Education Inspection Framework (EIF). It is not an easier framework, but the style has suited our ways of working and the aspirations we have for all our learners.</li> <li>• We operate in a competitive geographical area. Chester only has one school without a 6<sup>th</sup> form; and our EP catchment is affected as all EP schools have 6<sup>th</sup> forms. However, 3 schools in EP are classed as inadequate so our provision rating is very important.</li> <li>• Our Good Ofsted report is a milestone not a destination. This inspection under the EIF has left managers with enriched information which will enable us to improve even further.</li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>The meeting noted the very positive local Press coverage the College received following the recent Ofsted report.</li> </ul> <p>One additional point raised was recorded as commercially sensitive information. See minute FC110/19.</p> <p><b><i>Q: You mentioned the work done on the job evaluation and harmonisation project, will Governors get written information for consideration prior to our meeting in late January?</i></b></p> <p><b><i>A: Yes. Papers will be provided for Governors in advance of the meeting in the usual way.</i></b></p> <p>ST spoke briefly to the job evaluation and harmonisation matter and the noted points were recorded as commercially sensitive information. See minute FC110/19</p> <ul style="list-style-type: none"> <li>Crewe is a swing seat and has been in the spotlight in this election. The BBC was based in Crewe on Mon 9 Dec and used our College as a venue for the Victoria Derbyshire Show. Whilst no students or staff were involved, some of our students were allowed to observe. This was a huge benefit for them to see how a national broadcast is organised and delivered. Richard Caulfield from the AoC also attended the event to observe.</li> </ul> <p>The meeting noted that all 3 main political parties have made commitments to the FE sector.</p>  |
| <p><b>FC100/19</b></p> | <p><b>Report of Chair of the Board and Committee Chairs</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting.</p> <p><b><u>Chair's Report</u></b></p> <p>PB gave a verbal report of her paper and the following points were noted:</p> <ul style="list-style-type: none"> <li>Governance has come a long way – thanks to all for completing the Board effectiveness survey. A follow-up report to this work is included later in the meeting.</li> <li>John Gregory joined as an Associate Governor on Finance &amp; Resources to strengthen our financial expertise as a Board.</li> <li>The CMAT transfer has been undertaken. Particular thanks are recorded to Fintan Bradley for chairing and bringing the transfer to completion.</li> <li>Ofsted – congratulations to all staff, especially thanks to Gordon. CCSW welcomed the new framework which focussed on 'what's it like to be a learner in this College?' CCSW staff members aspire to 'outstanding'. The Good grading has a significant emotional impact for Chester and EP campuses where staff have been working for 5years to achieve Good. Thanks also to the Governors who attended the governance meeting with Ofsted. Whilst the College received a very brief formal report it is good to know that staff have more useful information to use following the inspection.</li> <li>Thanks to Len for doing Freeman &amp; Guilds ceremony and to Fintan for doing HE Graduation Ceremony.</li> </ul> <p>PB advised the meeting that she had taken a Chair's Action to approve giving all staff an extra days' holiday in thanks for their effort with Ofsted.</p> <p><b>The Board APPROVED the Chair's action to give all staff an extra days' holiday in thanks for their effort with Ofsted.</b></p> <p><b><u>Chairs' Committee (7 Nov)</u></b></p> <p>PB, referred to the paper which had been sent to all members in advance of the meeting and the following points were noted:</p> |

- The reappointment of two Governors was discussed at this meeting and will be covered later in this meeting.

### **Management & Performance Committee (3 Dec 2019)**

LC, referred to the paper which had been sent to all members in advance of the meeting and the meeting noted the following work undertaken by the Committee:

- The meeting was delayed due to the Ofsted visit in November.
- Our two new Student Governors - Jax and Bert - attended this meeting.
- The meeting approved KPIS for HE and WBL for 2019/20/
- The profile of HE is being raised and HE is a standing item on M&P agenda.
- The meeting adopted a new process to drill down into SAR areas which require improvement and the two Assistant Directors from Science, Business & Computing attended the meeting to discuss their action plans to address areas for improvement.
- Assistant Directors from Childcare will be invited to the March M&P meeting and leaders from Pettypool will be invited to attend the June M&P meeting to explain their respective action plans to address issues in their respective areas post-Ofsted.
- The meeting was appraised of a 'deep dive' on one risk and received detailed information on the subject from management.
- The meeting considered the effect that the merger has had on the Crewe campus in respect of A levels and Governors would like to see more information about the impact on vocational provision.
- LC wanted to record a heartfelt Well Done to Gordon, Dhesi and Helen for such a fantastic Ofsted result which was produced by the whole College team.
- The meeting also approved an amended Education Visits Policy which is now ready for implementation.

### **Audit & Risk Committee (19 Nov)**

FB, referred to the paper which had been sent to all members in advance of the meeting and the meeting noted the following work undertaken by the Committee:

- The Committee received a gap analysis report against the items identified in the Bourneville Report and can confirm that CCSW complies with all good practices identified in the Bourneville Report.
- The Committee looked at good governance compliance and reviewed the College's compliance with the Code of Good Governance 2018/19; completed a committee self-assessment review; and reviewed the raw data and recommendations from the Board Effectiveness Survey completed by Board members in July 2019.
- The Committee reviewed and approved the completed College Self-Assessment Review Questionnaire (SARQ).
- Whilst the client report from BDO (external auditors) showed some areas of finance work still to be completed the report confirmed there were no areas of concern.

### **Finance & Resources Committee (19 Nov)**

CR, referred to the paper which had been sent to all members in advance of the meeting and the meeting noted the following work undertaken by the Committee:

- The Committee approved Financial Statements subject to a number of identified amendments being made.
- The Committee approved the Prevention of Harassment and Bullying (Staff) Policy.

One additional point raised was recorded as commercially sensitive information. See minute FC111/19.

The meeting noted that copies of all minutes and action logs from all Committee meetings are available for all Governors to read on GovernorHub. Confidential minutes are available for External Governors to review.

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| <p><b>FC101/19</b></p> | <p><b>Board Membership</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The Chair advised the meeting that the Chairs' Committee recommend the re-appointment of 2 External Members after having considered their attendance records; commitment to the College over and above attendance at formal meetings; quality of contribution to discussion at meetings and the value of the member's expertise, experience and/or interests to the work of the governing body. A copy of the summary information considered was included in the Board paper.</p> <p>Debbie Bryce was asked to step out of the room as her re-appointment was considered. PB recommended Debbie Bryce and Sharon Wallace for reappointment noting their individual contributions:</p> <p>Debbie Bryce contributes her commercial expertise. She is an active Link Governor and attended the governance meeting with Ofsted.</p> <p>Sharon Wallace contributes her commercial expertise. She attended the tendering selection meetings for the appointment of both the internal and external auditors and is also an active Link Governor.</p> <p><b>The Board APPROVED the following re-appointments:</b></p> <p><b>Mrs Debbie Bryce as an External Member with effect from 01 Feb 2020 for an initial 4year term of office up to 31 Jan 2024.</b></p> <p><b>Mrs Sharon Wallace as an External Member with effect from 01 Feb 2020 for an initial 4year term of office up to 31 Jan 2024.</b></p> <p>The Chair informed Mrs Bryce of her reappointment as an External Governor.</p> <p><i>Action: Clerk to contact Mrs Wallace to confirm her reappointment as an External Governor for a 4year term from 01 Feb 2020.</i></p> |
| <p><b>FC102/19</b></p> | <p><b>Clerk's Update:</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Michelle Huntley (Clerk) made a brief verbal presentation and the following points were noted:</p> <p><u>Meetings Schedule 2020/21:</u></p> <p>The DRAFT meetings schedule for 2020-21 has been produced and Governors are asked to note the following:</p> <ul style="list-style-type: none"> <li>• In 2020-21 we have tried to ensure that there are no Governor meetings scheduled for the week immediately after a half-term or termly holiday to ensure that members of staff are not required to work during their holiday to prepare papers for Governor meetings.</li> <li>• We propose to hold our late autumn term meetings of our Audit &amp; Risk Committee and our Finance &amp; Resources Committee meetings on the same date to enable the External Auditors to present their Client report and their Annual Audit Opinion Management Letter, based on our Financial Statement to both committees.</li> </ul> <p><b><i>Q: Can we include more meeting dates at Chester throughout the year rather than 3 dates all in terms 1 and 2?</i></b></p> <p><b><i>A: Yes. The Clerk will review the schedule for meeting venues and will ensure that there is at least one meeting each term at Chester campus. Whilst Full Corporation meetings cannot be held at Chester for logistical reasons, committee meetings can be held at Chester.</i></b></p>  |

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|                        | <p><b><i>Q: Why are Full Corporation meetings all scheduled to start at 14:00hrs whereas committee meetings all start at 17:00hrs?</i></b></p> <p><b><i>A: We usually hold Full Corporation meetings in the middle of the day to enable Governors to meet learners (via the learner lunches) and to have time for some social interaction with each other and the Executive team.</i></b></p> <p><b><i>A: Many Governors try to link other governance activities to the dates of Full Corporation meetings and holding the meetings in the middle of the day gives Governors an opportunity to see the College full of learners.</i></b></p> <p><u>Governing Board Effectiveness Survey 2018-19: A response</u></p> <p>The Chair and Clerk met on 29 October and produced the 'You said, we did, and we will do' document. The meeting noted the response document which lists the points raised and the actions we have taken to address these points. Governors noted the following action points which have recently been completed/will be undertaken in the first half of the spring term:</p> <ul style="list-style-type: none"> <li>• Clerk to move the Pen Portraits to Useful Information folder on GovernorHub. (Spring term)</li> <li>• We will update our Link Governor processes with proposals to the November Board to close the loop. (Completed)</li> <li>• We will bring the programme for Strategy Day 2020 to the December Full Corp meeting for approval. (Agenda item on 12 Dec)</li> <li>• ELT will propose a parent voice strategy for our approval to enable fulfilment of the relevant Governance KPI (Spring term)</li> <li>• Ask ELT to review whether we need to do more to ensure that the role of Governance is fully understood by staff and learners. (Spring term)</li> <li>• The College 3year Strategic Plan will be reviewed from January 2020. (Spring term – Strategy Day 2020 will be the start of this process)</li> </ul> |
| <p><b>FC103/19</b></p> | <p><b>Strategic Day – 25 January 2019</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. JSD reported to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• This is a draft agenda and does include a few items of confidential Corporation business which will be completed before the Strategy Day for all Governors starts at 10:00hrs.</li> <li>• Julian Gravatt from AoC, a well-connected and excellent speaker will attend the event together with Richard Caulfield.</li> <li>• The day will be very strategic and focused on starting the work on our new strategy document: identifying the indicators which will shape our 'strategy roadshow' to take to our other stakeholders. We will then bring back the strategy document to Governors for final approval.</li> <li>• Our 2018-21 strategy plan document, titled Our Future is brief and useable on a daily basis, and was produced with the input of staff, learners and other stakeholders including Governors.</li> </ul> <p><b>It was RESOLVED to APPROVE the Strategy Day agenda.</b></p> <p>Papers for the Strategy Day will be sent out to Governors in advance of the meeting.</p>  |
| <p><b>FC104/19</b></p> | <p><b>Confidential business noted</b></p> <p>It was noted that whilst all Governors have been present for all items discussed at today's meeting a number of the items covered are of a commercially sensitive nature. The meeting agreed that the Clerk and Principal will identify the items from this meeting to be recorded as commercially sensitive information.</p>  |

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|                        | <p><i>Action: JSD and Clerk to identify items from this meeting to be recorded as commercially sensitive information.</i></p>  |
| <p><b>FC105/19</b></p> | <p><b>Meeting: review and feedback</b></p> <p>GT summarised the impact the meeting will have on the College with due regard to the discussions and the decisions taken, namely:</p> <ul style="list-style-type: none"> <li>• The receipt of Assurance items has enabled the <b>Board to approve the Annual Report and Financial Statements of 2018/19 for the College</b>. These will now be submitted in a timely way to <b>ensure that the College meets its statutory and funding responsibilities</b>.</li> <li>• The Board has been assured by the Audit &amp; Risk Committee that it <b>is complying with good governance guidelines</b> and actions are being taken to address the issues raised by Board members in the Board Effectiveness Survey</li> <li>• The <b>College is using the Gatsby standards to shape our career guidance provision for all learners</b> – enabling them to be aware of a range of opportunities so that they can progress and realise their individual potential and meet their career goals.</li> <li>• The CEO shared a review of the Operating Plan for 18/19 and also the Operating Plan for 19/20 <b>giving Governors an opportunity to review the College progress against current targets</b>.</li> <li>• <b>The Board approved the content for the Strategy Day for 2020</b> and beyond which will shape the priorities for the College in the next few years.</li> </ul> |
| <p><b>FC106/19</b></p> | <p><b>Date of future meetings and any other business</b></p> <p>The meeting noted the following dates:</p> <ul style="list-style-type: none"> <li>• Friday 25 Jan 2019 – Strategy Day at Portal Hotel, Tarporley 09:00-16:00hrs</li> <li>• Tuesday 26 Mar 2019, 14:00hrs, Chester</li> <li>• Tuesday 2 Jul 2019, 14:00hrs, Crewe</li> </ul> <p>The meeting noted that the Full Corporation needs to sign off the new ESFA submission in February. This will not be ready in time for the Strategy Day on 24 January 2020, so we may need to call a Full Corporation meeting in February – exact date to be agreed.</p> <p><i>Action: Clerk to advise Governors of additional Full Corporation meeting in February.</i></p> <p>The Chair wished everyone a wonderful Christmas and thanked everyone for all their hard work and commitment as Governors.</p> <p><b>Meeting closed at 15:58hrs</b></p>   |

Chair's signature: .....

Minutes produced: 19 December 2019

Chair's approval: 20 December 2019

Report made to Corporation, for approval: 02 July 2020