



Cheshire College  
South & West

**MINUTES OF FULL CORPORATION MEETING**  
HELD ON THURSDAY 08 JULY 2021 – 14:00HRS  
VIA TEAMS & CREWE CAMPUS

**Governors present via Teams unless stated otherwise:**

Dame Pat Bacon (PB)	Chair of Governors (At Crewe)
Mr Fintan Bradley (FB)	Chair of Audit & Risk Committee
Mr Mike Braun (MB)	
Mrs Debbie Bryce (DB)	
Mr Len Closs (LC)	Chair of the Management & Performance Committee
Mr Paul Coleman (PC)	
Mr Jasbir Dhesi (JSD)	Principal & Chief Executive (At Crewe)
Mr Jerry Green (JGrn)	
Mrs Sue Harrison (SH)	
Mx Daivy Jones (DJ)	
Mr Davinder Lotay (DSL)	
Mr Bert McLaren (BM)	
Miss Matilda Miller (MM)	
Mr Kenny Murray (KM)	
Mrs Carleen Osborne (CO)	
Mrs Anne Pickering (AP)	
Mrs Sharon Wallace (SW)	

**In attendance:**

Mrs Michelle Huntley (Clerk)	Clerk to the Corporation (At Crewe)
Mrs Ruth Szolkowska (RS)	Vice Principal Innovation, Curriculum & Quality (At Crewe)
Mrs Helen Nellist (HN)	Deputy Principal (At Crewe)
Mr Gareth Jones (GJ)	Chief Financial Officer (At Crewe)

**PART A MINUTES**

Minute Reference	
FC 15/21	<p><b>Corporation membership</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The Chair made a brief verbal presentation and the following points were noted:</p> <p>The Chairs committee reviewed expiring terms of office for board members and recommend the re-appointment of Mrs Carleen Osborne for 1yr as Associate Member from 01 August 2021.</p> <p><b>Members voted unanimously in favour of re-appointing Mrs Carleen Osborne for 1yr as Associate Member from 01 August 2021.</b></p> <p>The committee interviewed Mrs Lynda Risk for an External Member position on the CCSW Board and recommend her appointment to the Board. Mrs Risk is a Chartered Accountant and has substantial financial and management experience. She is particularly interested in the links between education and health.</p> <p><b>Members voted unanimously to appoint Mrs Lynda Risk for 1yr from 01 August 2021 (probationary year).</b></p> <p>Members are asked to consider and approve the re-appointment of committee chairs per recommendation of the Chairs Committee.</p>

	<ul style="list-style-type: none"> <li>• <b>Audit &amp; Risk Committee Chair:</b> Fintan Bradley</li> <li>• <b>Chairs Committee Chair:</b> Dame Pat Bacon</li> <li>• <b>Finance &amp; Resources Committee Chair:</b> Gillian Taylor</li> <li>• <b>Management &amp; Performance Committee Chair:</b> Len Closs</li> <li>• <b>Remuneration Committee Chair:</b> Fintan Bradley</li> </ul> <p>Mrs Carleen Osborne joined the meeting at 14:05hrs and was informed of the decision to re-appoint her as an Associate Member. CO was delighted to be re-appointed.</p> <p>Mrs Lynda Risk will join the meeting later as an observer.</p>
<b>FC 16/21</b>	<p><b>Apologies for absence and declarations of interest</b></p> <p>Attendance was as recorded above – apologies had been received from Mrs Jo Davies (JD) &amp; Mrs Gillian Taylor (GT). JD will be leaving the College in September, so this would have been her last Full Corporation meeting. The Board would like to thank Jo for her contributions over the last 3.5years and wish her well for the future.</p> <p>The Chair welcomed all attendees and mentioned that Mr Patrick Grange passed away recently. Patrick was a governor at South Cheshire College when PB joined and he was also a director of South Cheshire Chamber of Commerce and was involved in the local community activities.</p> <p>The meeting noted that this is the first Corporation meeting for Jerry Green who joined the Board in March. Jerry has attended Audit &amp; Risk (A&amp;R) committee meetings and observed a Finance &amp; Resources committee (F&amp;R) meeting in the spring term as part of his induction.</p> <p>The meeting also noted that this is the last meeting for Bert McLaren who has given 2yrs service as a Student Governor and who has added value in Management &amp; Performance (M&amp;P) committee; and also for Matilda Miller who joined the Board as a Student Governor in December 2020 and who has diligently attended Full Corporation and M&amp;P meetings in person at Crewe. Bert is leaving to undertake an Apprenticeship with ARM and Matilda is leaving to spend a gap year as an au pair in Paris before going to Aberdeen University to study Law and French Law. The Board wish Matilda and Bert every success for the future.</p> <p>We will have a 5minute break after agenda item 08, as this is a long meeting today.</p> <p>There were no declarations of interest made.</p>
<b>FC 17/21</b>	<p><b>Minutes of meeting 25 March 2021 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 25 March 2021 and the Chair signed the minutes.</b></p> <p>The action log from the 25 March 2021 was reviewed. All actions are closed; the Clerk will report against action 190 in Item 11 today.</p>
<b>FC 18/21</b>	<p><b>Adoption of Written Resolution 02</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The Clerk made a brief verbal presentation and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Written Resolution 02 was sent out to all eligible governors on 02 June, 2021 to seek a mandate from the Board such that <i>‘The Executive will work with energy consultants sourced via an approved framework agreement to monitor energy (gas and electric) market prices and will act on behalf of the College when it is deemed most economically beneficial to commit.’</i></li> <li>• A simple majority of eligible governors was required to pass the resolution and 16 of 17 eligible governors responded in AGREEMENT of the resolution.</li> <li>• The Clerk has retained copies of completed forms.</li> </ul>

	<p><b>This minute is to note the adoption of Written Resolution 02.</b></p> <p>Mr Gareth Jones gave a brief update: On the advice of energy consultants the College has committed to contracts for both gas and electricity. The contracts for all three campuses will transfer in November 2021 and March 2022 respectively.</p>
<b>FC 19/21</b>	<p><b>Management Accounts to 31 May 2021</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Mr Gareth Jones, Chief Financial Officer, made a brief verbal presentation, and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The paper shared with the Board shows the College's management accounts up to the end of May 2021.</li> <li>• PB reminded the meeting that the F&amp;R committee scrutinised the accounts as part of their committee meeting in June 2021.</li> </ul> <p><b>The meeting NOTED the College's financial position as detailed in the Management Accounts report.</b></p> <p>Commercially sensitive points were noted under Part B, FC 19/21.</p>
<b>FC 20/21</b>	<p><b>Financial out-turn forecast 2020/21 and budget forecast for 2021/22</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Mr Gareth Jones (GJ) spoke to the paper and the full minute was recorded as Part B, FC 20/21. The following points were noted:</p> <ul style="list-style-type: none"> <li>• It was noted that the IFMC document previously submitted has now been replaced by the College Financial Forecast submission (CFFR), which continues to cover 1yr actual (current year) and two forecast years.</li> </ul> <p>The meeting noted that the F&amp;R committee scrutinised the assumptions underpinning the 3 year forecast on 24 June 2021. Governors noted that there is lots of assurance built into the assumptions that under pin the 3year budget.</p> <p><b>Q: That presentation is very helpful. In respect of the 'green agenda', what is the College's strategy for environmental planning?</b></p> <p><b>A:</b> We can give assurance that the College's strategy is looking at decarbonisation. We made a bid to the decarbonisation fund and when bidding re-opens we will resubmit our application which details our approach, the condition of our buildings and will include building and lighting improvements. We have built 'green strategy' elements into our Estates budget and we will also pursue other funding opportunities. We will bring an Estates strategy later in the year to governors. We could bring this to the Strategy day.</p> <p><b>The meeting noted the revised out-turn forecast for 2020-21 and APPROVED the proposed budget for 2021-22; and APPROVED the proposed commentary to the financial plan 2020-23.</b></p> <p><b>The Board AGREED to delegate authority to the Principal to approve any late adjustments that do not have a material impact on the operating surplus; and AGREED to authorise the Chief Financial Officer to submit the budget and financial strategy in the required format, to ESFA by 31 July 2021.</b></p>
<b>FC 21/21</b>	<p><b>Efficiency Change Programme Outcome</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The Principal spoke to the paper and the full minute was recorded as Part B, FC 21/21. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The College has achieved the required savings, and has also reinvested in other areas. Whilst we have reduced staffing costs, we have also reinvested in staffing.</li> </ul>

	There were no questions in respect of this item.
<b>FC 22/21</b>	<p><b>Chief Executive's Update</b></p> <p>There was no paper for this item as agreed previously with the Board. This enables the Principal to provide the most up to date position to the Board. JSD presented to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• This presentation has purposely not referred to Covid and College finances, but is looking at the College's future direction of travel. There are 4 key areas to note:</li> </ul> <p><b>Skills &amp; Post 16 Education Bill</b></p> <ul style="list-style-type: none"> <li>• The FE White Paper is now a draft bill in Parliament and the AoC is actively lobbying for amendments. It is the most significant piece of legislation for the sector for almost a decade and will make statutory changes for College Governance when it becomes an Act of Parliament in 2022.</li> <li>• It focuses on 5 key areas: employers' involvement; simplified funding; emphasis on technical skills; life-long learning and supporting excellent teaching.</li> <li>• The AoC are working hard and the College monitors all their information and will share key elements with governors.</li> <li>• Higher level technical skills are the main focus (L4 and L5 qualifications) with an emphasis on delivery by colleges as opposed to universities. There have been lots of short-term bids to encourage colleges to deliver these.</li> <li>• The employer focus is changing: whereas Local Enterprise Partnerships have been key conjuncts for employer voice, the government is now looking at other ways to do this. The formation of Local Skills Improvement Plans will be a key document that providers will be expected to respond to (this is regional and our LSIP covers Cheshire &amp; Warrington) and promotes collaboration.</li> <li>• Governors will be expected to collaborate with their governance neighbours. Ofsted and ESFA will judge us on that and success will influence funding decisions.</li> <li>• Governing Bodies will be expected to undertake "regular" reviews of how well provision meets local need (at least every 3yrs) and the results must be published on the college website. Reviews must be evidence based and focus on improvements. This is a challenge with the current funding methodology which encourages competition.</li> </ul> <p><b>Q: Governors are waiting for the Code of Good Governance from the AoC. Is this connected to this Skills &amp; Post 16 Education Bill?</b></p> <p><b>A:</b> No. They are separate but there will be overlap. The Code is guidance, whereas once enacted this will be statutory.</p> <p><b>Ofsted report (sexual abuse in schools and colleges)</b></p> <ul style="list-style-type: none"> <li>• Ofsted review was triggered by experiences shared by victims on the Everybody Invited website.</li> <li>• Everybody Invited subsequently published a document containing a list of educational establishments of which 36 are in Cheshire, and 335 are designated colleges.</li> <li>• JSD can share this publication with governors.</li> <li>• As a consequence of the review, Ofsted has amended the Education Inspection Framework (EIF).</li> <li>• CCSW is reviewing its safeguarding, policies and procedures and these will come to governors in the new academic year.</li> <li>• Although the College was not named on the Eveybody Invited website, the College cannot be complacent and has a role in challenging attitudes and ensuring we have a culture in which all complaints are taken seriously.</li> </ul> <p>Governors made the following comments:</p> <ul style="list-style-type: none"> <li>• In the past this type of misbehaviour may have been 'under the radar'. Now, the originator of the Everybody Invited website, who is in her 20s, is calling for resignations. A school which was previously judged to be an outstanding school was judged inadequate using this</li> </ul>

as a measure. Governors must monitor this cultural approach going forward. Learners must feel they can speak out and concerns are taken seriously.

- Issues covering sexual abuse are reaching wider audiences on social media. Learners are aware of the seriousness of this matter and the way it is dealt with at CSCW is appreciated.
- The College must listen to learners – there must be open communication channels and learners must know how to access appropriate college processes and know that any issues are dealt with.
- This is a national cultural issue. CSCW must look at its systems and also look at best practice in schools/among groups of young people to raise awareness and challenge attitudes.

**Q: Do we need to review the risk register in terms of having this covered and mitigation in place?**

**A:** Yes. We will include this issue on the risk register and this will be picked up at the next A&R committee meeting.

Ruth Szolkowska, Vice Principal Innovation, Curriculum & Quality advised the meeting of the following:

- RS is an Ofsted inspector and will have access to Ofsted training materials as they are made available in respect of contextual safeguarding.
- RS is an inspection lead on leadership and management, so she will share her findings in respect of best practice.
- From September the College will establish a learner advisory group, to ensure that the College uses the right language, and becomes more informed of local community activities. This is part of the College's strategy to further develop a safe environment for learners.
- A safeguarding steering group will be established to look at the proactive nature of what we do and to ensure that as a college we are open to hearing learners' messages.

### **Cyber security**

- Cyber security is becoming a bigger issue for all colleges.
- There is a deteriorating threat landscape and cyber security is an urgent national security risk.
- 2 colleges in the North West have been attacked, and cyber security is a rising threat.
- The direct cost of a cyber-attack is c£2m; and can lead to severe disruption for 10-20 days – to include cleaning of system to ensure no re-contamination.
- All personnel who have remote access of systems and services at CCSW now use 2 factor authentication (Multi Factor Authentication – MFA)).
- Governors do not have access to these systems, but the College has asked all governors to sign up for MFA.
- Technology investment is required.
- Attackers are seeking to exert maximum pressure for a ransom payment; they may threaten to publish stolen data; they will target colleges' pressured times: enrolment and exam periods.
- The College has taken steps for proactive defence: staff awareness and training; multi factor authentication – for all staff, but not for learners (they do not have access to systems and services); is now Cyber Essentials, ISO 27001 certified; makes use of JISC security services – and will increase this going forward.
- The College will use the regular rehearsal and testing process from JISC: they will try and hack the College once a term.
- Colleges have been advised to make sure backups are isolated, and at CCSW all information is backed up automatically to the cloud, except MIS – this will be done by the end of today. HR data is also backed up to the cloud each night.
- The College has a critical incident process as part of its reactive defence. This process was tested with Covid and worked well. It has been tailored for cyber security.
- The College has insurance in place, and premiums are likely to rise in the future.
- The risk of cyber security was raised at A&R and it will be added to risk register. Cyber security risk is not controllable, and it is a HUGE potential risk.

- Security adaptations have made machines very slow. The College has budgeted for IT investment in 2021/22.
- The College is committed to Cyber Essential Plus certification.
- The whole board needs to understand the risk – there is no guarantee that the College will not be targeted.

**Action: JSD/Clerk to arrange for JISC to do a training session for governors in the new academic year.**

The meeting noted that the Chairs Committee will have Cyber Security as a standing agenda item; and the committee chair will report to the Board.

### **T level Capital investment (EP campus, new build)**

Helen Nellist, deputy Principal/CEO spoke to this item and the following points were noted:

- T level learners are due to start in Sept 2021 – 4 pathways across all 3 campuses.
- The new build at Ellesmere Port campus (EP) starts in Oct 2021; the Motor Vehicle workshops at Chester will be vacated in Jan 2022 and the refurbishment starts in Chester in January 2022.
- ESFA financial year spend deadline for the project is April 2022. The College is liaising with the ESFA to extend this to May 2022, as some additional lower ground works need to be done. HN has spoken to the local ESFA team and will now put this request in writing.
- The new car park at EP will be complete in August 2022; Motor Vehicle provision will move to EP in August 2022 and the new T level building at EP will be in use from September 2022 together with the refurbished Digital Hub area at Chester.
- HN gave a visual presentation of the proposed build at EP campus, showing the location of the new build and the relocated car parking – all within existing College-owned land.

**Q: We seem to be getting a lot for our money. How worried are you about inflation?**

**A:** The new build will be predominantly workspace. There is a capital projects team meeting each Wednesday which involves all parties to the project, including contractors. The project has been value engineered as part of the capital team support. Tendering is underway for the appointment of building contractors – we are looking at 6 possible building contractors.

**Q: Last time you had to move curriculum from Chester to EP it went smoothly; are you planning for the same transition again? Also, is there any provision for electric vehicle (EV) charging in the new car park?**

**A:** Yes, there is a plan to enable a smooth curriculum transition again. There will be charging points in the new car park – and indeed there are plans to have charging points at all campuses. There will also be space for electric vehicle bays in the workspace too.

**Q: What will happen with the move to EP from Chester? Will it be better for learners or not? There was coverage in the news recently of the Vauxhall £100m investment – what would this mean for CCSW?**

**A:** Training and development is part of the £100m investment and CCSW has been named as one of the providers of training and development. Vauxhall will work closely with the College to shape local training and development provision and to attract new staff. We have already started to look at use of Vauxhall branding in appropriate areas on campus. The College is looking for synergy with Vauxhall and this is likely to span work with leadership and management at Vauxhall too.

**A:** This is an excellent investment from the learners' perspective too. We have looked at learner patterns at our EP campus and noted that about 60% of learners are from the immediate local area. With the curriculum moves we anticipate an increase in learner numbers – especially for new technical qualifications and hope to attract more local EP learners to the College.

The meeting noted that the engineering and construction awarding bodies have significant work to do in order to award qualifications for both electric and petrol vehicles.

The Chair thanked Dhesi for his report.

**15:52: the meeting agreed to take a break and to reconvene at 16:00hrs.**

<p><b>FC 23/21</b></p>	<p><b>Report of Chair of the Board</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. PB gave a verbal report of her paper and the following points were noted:</p> <ul style="list-style-type: none"> <li>• PB attended a recent Principals and Chairs meeting and the focus was on the key issues facing the sector – many of which Dhesi has covered in his presentation.</li> <li>• PB thanked the governors for their many, and varied, contributions during the last academic year which has been challenging on account of Covid restrictions including the need for remote working. Despite these challenges, the Board has continued to support and challenge the executive team and wider management team. The Board has also managed to cover all essential elements of business.</li> <li>• PB thanked the Clerk who has worked diligently to support governors individually and as a Board.</li> <li>• PB reflected on the topics covered in the meeting earlier and mentioned that whereas the decision had been not to have a designated Equality, Diversity and Inclusion link governor increasingly there is a need for one.</li> </ul> <p><b>Action: Any governor who is interested in taking on the role of EDI link governor should contact the Clerk.</b></p>
<p><b>FC 24/21</b></p>	<p><b>Report of Committee Chairs</b></p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The chair approved minutes from each committee meeting are shared with all governors via the governance portal. The Clerk had summarised the key points covered, decisions made and recommendations to Board from each meeting and presented these in the paper. Each Committee Chair spoke to their respective committee notes and the following points were noted in the meeting:</p> <p><b><u>Chairs' Committee &amp; Recommendations (29 Apr, 22 Jun) PB reported:</u></b></p> <ul style="list-style-type: none"> <li>• Approved Summer Assessments Policy and IT Passwords Policy</li> <li>• Reviewed Board membership and recommendations were covered earlier in this meeting.</li> <li>• Noted the importance of Cyber Security (presentation has been shared today) and mitigation by the College.</li> </ul> <p><b><u>Management &amp; Performance Committee &amp; Recommendations (17 Jun) LC reported:</u></b></p> <ul style="list-style-type: none"> <li>• Progress is being made at PPVC and the College has worked closely with management via 3 interventions to monitor progress and provide support. The committee received assurance that progress is being made, although there is still more to do.</li> <li>• The committee noted the effect Covid has had on apprenticeship participation and achievement rates.</li> <li>• Development of T levels at CCSW is well underway with learners starting in Sept 2021, and the College will be a significant provider of T levels locally.</li> <li>• The committee considered the College's quality assurance arrangements, and governors have been impressed how the College has continued to set, and achieve, high standards despite the difficulties of remote learning and interruptions to learning. The Chair expressed congratulations from the committee to the whole College for continuing.</li> <li>• Noted Foundation English and Maths as an area for improvement; governors are aware of inconsistencies in provision.</li> <li>• Only 1 complaint – so matters have obviously been managed well for learners</li> <li>• Thanks to all three student governors, for their input at M&amp;P; they have made valued contributions and the committee wish Matilda and Bert well and note that Daivy is continuing. The committee will welcome 2 new student governors in early 2021/22.</li> </ul> <p>The Chair of Governors thanked LC for his personal contribution with the Quality function.</p> <p><b><u>Audit &amp; Risk Committee &amp; Recommendations (11 May, 15 Jun) FB reported:</u></b></p>

	<ul style="list-style-type: none"> <li>The full committee was involved in the selection process for the new Internal Auditor provider on 11 May. The decision was made to appoint RSM as the internal auditors for CCSW with effect from 1 September 2021.</li> </ul> <p><b>The Board noted the committee’s decision and ratified the decision to appoint RSM as Internal Auditors with effect from 1 September 2021.</b></p> <ul style="list-style-type: none"> <li>The committee received the remaining internal audit reports from TIAA at the June meeting.</li> <li>The Audit &amp; Risk Committee APPROVED the initial proposal for the 3 internal audit areas: HR; funding data; and learner recruitment.</li> <li>The committee APPROVED the proposed External Audit Plan for 2020-21. In respect of fees, there is no quote for audit fees yet.</li> </ul> <p>The Chair of Governors thanked Fintan and all the A&amp;R committee members for their valued contributions.</p> <p><b>Finance &amp; Resources Committee &amp; Recommendations (20 May, 24 Jun) LC reported:</b></p> <ul style="list-style-type: none"> <li>Governors note and applaud the much improved financial position of the College and thank GJ for the comprehensive financial management reports provided at each meeting.</li> <li>The F&amp;R committee RECOMMEND the amended Equality, Diversity &amp; British Values Policy to Board.</li> </ul> <p><b>The Board APPROVED the amended Equality, Diversity &amp; British Values Policy.</b></p> <ul style="list-style-type: none"> <li>The committee noted the planned capital investment at the EP campus which was covered earlier in this meeting. The meeting also noted the collaborative proposal for an Institute of Technology, which will involve building work at Crewe campus.</li> <li>The committee scrutinised the licence to occupy contracts and RECOMMEND to the Board to APPROVE to continue with licence to occupy contracts for 1st Enable Ltd, Total Support Training and Changing Education for a further year until 1 July 2022.</li> </ul> <p><b>The Board APPROVED to continue with Licence to Occupy contracts for 1st Enable Ltd, Total Support Training and Changing Education for a further year until 1 July 2022.</b></p> <ul style="list-style-type: none"> <li>The committee approved a range of policies during the term which are listed in the full Finance &amp; Resources Committee minutes.</li> </ul>
FC 25/21	<p><b>Clerk’s Report</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> <ul style="list-style-type: none"> <li><b>AoC Code of Good Governance</b> The Chair, Vice-Chair and Clerk will review the document once it is issued and will bring a report and recommendation to Full Corporation in September 2021.</li> <li><b>2020/21 Board Effectiveness Action Plan Report</b> The Board noted the actions taken, and progress made, during the year to improve Board effectiveness. This action plan has addressed the items raised following analysis of the Board Effectiveness survey completed by governors in summer 2020.</li> <li><b>Board Development Annual Report</b> The Board noted the Board Development Programme for 2020/21. A programme will be developed for 2021/22 and will include training on cyber security awareness; safeguarding and prevent online modules; and training sessions as part of committee meetings.</li> <li><b>Annual administration completion</b></li> </ul>

	<p>All Board Members are asked to note that a number of standard forms are completed/updated by governors once a year. These include the following:</p> <ul style="list-style-type: none"> <li>○ Consent to Act &amp; Declaration of Eligibility</li> <li>○ Register of Interest declarations</li> <li>○ Skills/Experience/Interest Audit Matrix</li> <li>○ Governors' Data Protection Compliance Statement</li> <li>○ Governors' Liability Renewal Declaration</li> <li>○ Governor Self-Assessment of the Board Questionnaire</li> </ul> <p><b>Action: ALL governors are asked to complete their annual declaration forms and to return them to the Clerk by 30 July 2021.</b></p> <p><b>Action: ALL governors are asked to complete the Governor Self-Assessment of the Board Questionnaire and to return the form to the Clerk by 30 July 2021.</b></p>
<p><b>FC 26/21</b></p>	<p><b>Corporate College Video</b></p> <p>There was no paper for this agenda item. Helen Nellist addressed the meeting and the following points were noted:</p> <ul style="list-style-type: none"> <li>• All governors were sent a copy of the CCSW Good News Gazette, a printed publication which has been produced in response to requests from parents, carers and other stakeholders who wanted a physical document to access and read.</li> <li>• There is a digital version available too.</li> <li>• The College has commissioned a professional production team to produce a series of corporate videos – each featuring one of our three campuses.</li> <li>• The meeting viewed 3 videos, featuring Chester, Ellesmere Port and Crewe campuses.</li> <li>• Matilda, one of our student governors, was featured in the Crewe campus film.</li> <li>• Daivy, the HE student governor would have liked to take part in the project but was unable to do so due to timetabling commitments.</li> </ul> <p>The meeting noted the videos and were pleased to see such professional publicity for the College.</p>
<p><b>FC 27/21</b></p>	<p><b>Meeting review and feedback</b></p> <p>Fintan Bradley, Vice-Chair of Governors sent the Clerk the following summary of the impact the meeting will have on the College with due regard to the discussions and the decisions taken, namely:</p> <p><b>Intention:</b> In this meeting the Board received a range of detailed reports and briefings from the Principal and senior staff, the Chair and Chairs of the four governance committees, that outlined the challenges that the College faces going forward. The meeting also considered proposed government legislation regarding FE, and the threat to cyber security at a local, national and international level. The board also received information of the recent Ofsted report 'Review of sexual abuse in schools and colleges'. Governors discussed the information and how the College intends to respond.</p> <p><b>Implementation:</b> The continuation of a specific governor's term of office was approved. The appointment of a new external governor to the Board was approved. The Board also confirmed the continuation of Committee Chairs.</p> <p>Governors received and approved the recommendation from the Audit and Risk Committee to appoint RSM as internal auditors. The intended work plans of both internal and external auditors were approved. Governors approved the Finance and Resources Committee's changes to the College's Equality, Diversity and British Values Policy; and the continuation of licence to occupy contracts including a short lease extension with one provider.</p> <p>Governors also received an update on the implementation of T Level capital investment at the Ellesmere Port Campus. Governors discussed plans for the new motor vehicle workshops at the campus and links with Vauxhall motors in Ellesmere Port.</p> <p><b>Impact:</b> Governors received feedback on how well the Efficiency Change Programme had achieved its objectives. Governors received an update from the Principal on the steps being taken to reduce</p>

	<p>the threat of cyber-attack. The Clerk provided feedback on the implemented activities in relation to board effectiveness.</p> <p>Governors reiterated their praise for all staff, learners and governors for the way they have engaged collectively in the planning and implementation of the Critical Incident Plan to address the pandemic. This collective approach has had a very positive (evidenced by the corporate videos, feedback via reports, learner and staff voice) impact in mitigating against the adverse effects of the pandemic.</p>
<b>FC 28/21</b>	<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> <p><b>Action: JSD and Clerk to identify items from this meeting to be recorded as commercially sensitive information.</b></p>
<b>FC 29/21</b>	<p><b>Date of future meetings and any other business</b></p> <p>The meeting noted the dates for Full Corporation meetings from September. At this point in time it is planned to hold meetings in person. The Board may meet at EP and at Crewe if social distancing is to be observed. We will retain the option to have people joining via Teams too.</p> <ul style="list-style-type: none"> <li>• Thursday 09 Sept 2021, 14:00hrs, Crewe</li> <li>• Thursday 11 Nov 2021, 14:00hrs, Ellesmere Port (NB Lunch with Learners 13:00-14:00)</li> <li>• Thursday 16 Dec 2021, 14:00hrs, Crewe (NB Christmas Lunch for Governors 12:00-14:00)</li> <li>• Friday 28 Jan 2022, 09:00hrs Strategy Day – Tarporley</li> <li>• Thursday 24 Mar 2022, 14:00hrs, Ellesmere Port (NB Lunch with Learners 13:00-14:00)</li> <li>• Thursday 07 July 2022, 14:00hrs, Crewe (NB Barbecue for Governors 17:00)</li> </ul> <p>The Chair thanked everyone for attending. The meeting moved to confidential business so Bert, Matilda, Daivy, Anne and Ruth left the meeting.</p> <p>The meeting closed at 17:12hrs after the confidential business was closed.</p>

Chair's signature: ..... Minutes produced: 20 July 2021

Chair's approval: 22 July 2021 Report made to Corporation, for approval: 09 Sept 2021