



College

USP College Corporation

Minutes of the Meeting held on Tuesday 24 March 2020

Meeting conducted via electronic mail

Participants

Gordon Haines	Independent Member	Chair
Phillip Lennon	Independent Member	Vice Chair
Ian Hockey	Independent Member	
Andy Williams	Independent Member	
Roger Key	Independent Member	
Jacob Smith	Independent Member	
John Baker	Independent Member	
Vikki Liogier	Independent Member	
Dan Pearson	Principal & CEO	
Julie Snelling	Staff Member	
David O'Donovan	Staff Member	
Ruta Dubinskas	Student Member	

Not participating

Ralph Henderson	Independent Member
Graeme Loveland	Independent Member
Emily Riseborough	Student Member

Clerk

Sue Glover	Clerk to the Corporation
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009/20 Declarations of Interest

Members and staff were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

John Baker advised that he is a partner with Glenny LLP and a Director of Dovetail Architects Ltd.

There were no other declarations of interest.

010/20 Apologies for absence

The following were unable to participate in the meeting:

- Ralph Henderson
- Graeme Loveland
- Emily Riseborough

011/20

Membership Report

Members were presented with a report by the Clerk detailing issues relating to the membership of the Corporation Board.

The report advised that there is currently one vacancy for an independent member following the resignation of Alex Dobinson in the autumn term. The Search and Governance Committee had met with a potential candidate, Ms Vikki Liogier, on 25 February 2020.

The Committee gave full consideration to her application and Ms Liogier has indicated her willingness to become a governor. The Search and Governance Committee are recommending her appointment to the Board for a four-year term of office until 31 March 2024. Ms Liogier will serve initially on the Quality Committee.

The Board unanimously agreed the appointment.

Resolved

The Corporation Board approves the appointment of Ms Vikki Liogier as an independent member of the Corporation for a four-year term of office until 31 March 2024

012/20

Unconfirmed minutes of the meeting of the Corporation Board held on 11 February 2020

The minutes of the meeting were approved and signed as a correct record.

013/20

Matters arising and action points from the minutes of the previous meeting

Members were presented with the action points arising. It was agreed that all Action Points had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

014/20

Learner Voice

The Board was advised that, in view of the current Coronavirus situation affecting the meeting arrangements, it had not been possible for the student members to produce an update on student activities during the term.

015/20

Principal's Report

Members were presented with the Principal's Report, which reported on recent developments in the College's Career Focused Strategy, covering the key headings of:

- The Centre of Excellence for Digital Technologies and Immersive Learning (CEDTIL)
- Institute of Technology (IOT) partnership expression of interest (EOI)
- Career Colleges
- T-Levels
- Merger EOI update

There were a number of comments and questions received from members relating to each of the key headings. The Clerk has summarised these for the Principal who will respond to each of the comments and questions raised and the Clerk will circulate these when complete.

016/20 Annual Schedule of Meetings of the Corporation Board and Committees for 2020/21

Members were presented for consideration and approval a draft schedule of the meetings of the Corporation Board and Committees for the 2020/21 academic year.

Members were advised that the schedule of meetings

- reflected that of the previous year and provided for a committee structure of termly meetings of the Corporation Board and Committees
- provided for termly 'training and development' meetings for governors

The Search and Governance Committee at the meeting held on 25 February 2020 had considered the schedule and are recommending this to the Corporation Board for approval and acceptance. It was agreed that this presented a clear schedule and should be accepted.

Resolved

The Corporation Board approves the Annual Schedule of Meetings of the Corporation Board and Committees for 2020/21

017/20 College Marketing Strategy

Members were advised that the Risk and Audit Committee, at the meeting held on 10 March 2020, had considered the outcome of the internal audit report for Marketing and T-Level Preparedness.

The Committee had agreed that, whilst there were no 'high level' recommendations, there was a 'medium level' recommendation regarding the review of the Marketing Strategy and this being fully aligned to the College's Strategic Plan and recommended that a paper is presented to the next meeting of the Corporation Board.

The paper should outline the marketing strategies taken to date and the planned strategies for the forthcoming academic year so that the Board can evaluate whether the strategy has been successful and to give input in to strategies for the forthcoming year.

The Chief Operating Officer informed the Board that, due to the current Coronavirus situation affecting working arrangements, this report had not been available for the meeting and would circulate when complete.

Members were understanding of the situation, but asked if a date could be arranged so that the Board could consider this at the earliest opportunity.

018/20 Search and Governance Committee

Meeting of the Search and Governance Committee held on 25 February 2020

Members received the unconfirmed minutes of the meeting and were presented with supporting reports on the following key issues considered at the meeting:

- Governors' Development and Training Programme – termly review
- Governors' Quality Improvement Plan for 2019/20 – termly review

019/20 Quality Committee

Meeting of the Quality Committee held on 25 February 2020

Members received the unconfirmed minutes of the meeting and were presented with supporting reports on the following key issues considered at the meeting:

- Higher Education 'sign off' of assurance
- Progress made on A level improvements
- College Quality Improvement Plan 2019/20
- Termly Safeguarding Report
- Prevent Policy

020/20 Finance and Resources Committee

Meeting of the Finance and Resources Committee held on 3 March 2020

Members received the unconfirmed minutes of the meeting and were presented with supporting reports on the following key issues considered at the meeting:

- Termly Health & Safety report
- Termly HR report
- Finance update March 2020 and management accounts to 31 January 2020
- Integrated Financial Model for Colleges – final version submitted to the ESFA 28 February 2020
- Finance Strategy Group – minutes of the meeting held on 25 February 2020

021/20 Risk and Audit Committee

Meeting of the Risk and Audit Committee held on 10 March 2020

Members received the unconfirmed minutes of the meetings and were presented with supporting reports on the following key issues considered at the meeting:

- Risk Management – risk factors arising from the Risk Register Q3
- Whistleblowing Policy

022/20 ITEC Technologies Limited

Meeting held on 3 March 2020

Members received the unconfirmed minutes of the meeting.

There were a number of comments and questions received from members relating to ITEC. The Clerk has summarised these for the Principal who will respond to each of the comments and questions raised and the Clerk will circulate these when complete.

023/20 Committees of the Corporation

There were a number of comments and questions received from members relating to the Quality Committee. The Clerk has summarised these for the Principal who will respond to each of the comments and questions raised and the Clerk will circulate these when complete.

Resolved

The Corporation Board

- Endorses the approval by each committee of the key issues considered and approved at the meetings
- Endorses and approves the reports submitted by each committee for consideration and approval

024/20

Any Other Business

Members raised the issue of arrangements in place for future meetings should the current Coronavirus continue and the Board was not able to meet in College. The Clerk will circulate details of arrangements going forward.

There was no other business.

025/20

Schedule of Meetings 2019/20

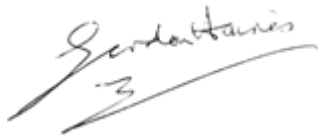
Tuesday 12 May 2020, Training & Development

Tuesday 14 July 2020, main Board

All meetings commence at 4pm.

At the conclusion of the Part 1 meeting, the Corporation Board moved into a meeting restricted, in accordance with the requirements of the Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the independent members of the Board and to the senior postholders.

SIGNED AS A CORRECT RECORD:

A handwritten signature in black ink, appearing to read 'G. Kondatani', with a horizontal line underneath it.

DATE: 12 May 2020