

## EXETER COLLEGE FURTHER EDUCATION CORPORATION

### CORPORATION BOARD

#### Minutes of the meeting held on Friday 9 December 2022 held via Zoom

<b>Present</b>	Bindu Arjoon	Corporation Chair
	Glenn Woodcock	Corporation Vice Chair
	John Laramy	Principal/CEO
	Dr Sangaralingam	
	Ahilan	
	Emma Bradshaw Smith	
<i>To item 7</i>	Sarah Brampton	
	Sue Clarke	
	Pamela DeGregorio	
	Neil Hitchings	
	Rob Hutchins	
	Carol McCormack	
	Stewart Noakes	
	Tim Quine	
	Vicki Roberts	
	Patrick Tigwell	
	Sally Wolkowski	
<b>Observers</b>	None	
<b>Apologies</b>	Phil Randall	
<b>In Attendance</b>	Rob Bosworth	Deputy Principal/CEO
	Jade Otty	Vice Principal Performance
<i>For item 5.3</i>	Kristyn Woodward	Director of Student Services
	Richard Church	
	Alison Layton-Hill	Head of Governance

#### 1. **Welcome and Apologies** **Action**

The Chair welcomed colleagues to the meeting and extended a particular welcome to Richard Church returning from his new role to attend the Board meeting and Pamela DeGregorio, the new teaching staff governor. Apologies were received from Phil Randall.

#### **Declarations of Interest**

Bindu Arjoon, Deputy CEO, Exeter City Council declared an interest in any items relating to Exeter City Council and as a Director anything related to Exeter College Services Ltd.

Glenn Woodcock, Member of Council, University of Exeter declared an interest in items relating to the University.

Tim Quine, Deputy Vice Chancellor, University of Exeter declared an interest in items relating to the University.

Carol McCormack, Partner Michelmores, declared an interest in any items relating to Michelmores.

John Laramy, Principal/CEO declared an interest in any items relating to Pearson and as a Director anything related to Exeter College Services Ltd.

2. **Minutes of Meetings**

2.1 The minutes of the meeting held on 14 October 2022, as circulated, were agreed.

2.2 The confidential minutes of the meeting held on 14 October 2022, as circulated, were agreed.

3. **Matters Arising**

There were no matters arising.

4. **Corporation Chair's Report**

The Chair reminded governors that Matt Roach's term of office had now concluded. In recognition of his extended contribution as a governor, as well as serving as several committee chairs, the Chair proposed that Matt is appointed as an Associate of the College.

**The Board approved that Matt Roach is appointed as an Associate of HofG the College.**

The Chair advised the Board that Deirdre Hughes has had a change of circumstances and has moved away from the area. She had therefore decided that she would not be able to accept the role of governor. It was noted that there are now two vacancies on the Board and the Search and Governance Committee will consider the skills need and how the diversity of the board reflects the local community at its next meeting.

The Chair thanked those governors that had attended the Festival of Carols which had been a fantastic showcase for the College. She also thanked the students and staff for their hard work for delivering such a joyous occasion, particularly in the midst of the Ofsted Inspection. It had been wonderful to see the cathedral full of supporters, bringing together the college, partners and the community.

The Chair of the Board and the Chair of the Quality and Standards Committee had attended the Learner Voice Conference which had given

them the opportunity to hear directly from learners about what is good at College as well as any potential improvements.

Subsequent to the Ofsted inspection, the Chair had written to David Allen (previous Chair) and thanked him for his contribution to the outcome. The Chair reiterated her thanks to those governors that had been involved in discussions with the inspectors; Matt Roach, Sue Clarke and Emma Bradshaw-Smith as well as all governors, staff and students. She warmly thanked the senior leadership team for their passion and determination to deliver a fantastic provision for both today's learners and the learners of the future. The Chair highlighted the importance of Jade Otty's role as the main point of contact for the inspectors and thanked her for her significant contribution and robust approach.

The Chair advised the Board that, in recognition of the contribution and hard work of the staff, she had agreed to the Principal/CEO's proposal to award staff an additional day's leave on 3 January 2023.

## 5. **Strategic Matters for Discussion**

### 5.1 Principal's Strategic Report

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

### 5.2 Ofsted update and Self-Assessment Report 2021/2022 (SAR) and Quality Improvement Plan 2022/2023 (QIP)

The Board received a presentation from the Principal/CEO following the Ofsted inspection.

The Board received a presentation from the Vice Principal Performance and noted the 2021/2022 SAR and 2022/2023 QIP.

This item was further discussed as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

*Kristyn Woodward, Director of Student Services joined the meeting*

### 5.3 Annual Safeguarding Report

The Board received the safeguarding annual report. The Board was pleased to note the improved data informed approach which enabled the safeguarding team to standardise reporting and gain a better picture of where support is needed.

The Director of Student Services explained the designated faculty support and that wellbeing advisers were working within faculties. Governors encouraged the College to continue to try to recruit male members to the wellbeing team which may help to address the underreporting in areas that are traditionally represented by males.

The Board enquired as to how the College might improve its work with outside organisations to provide a more holistic approach in terms of supporting young people with mental health issues. The College had invested in the wellbeing team, increasing wellbeing advisers to four. The College also works with the University of Exeter and is part of the SWAN project in the city.

The Board sought confirmation that the excellent support tools provided to learners are able to be used beyond College, which was confirmed.

The Board acknowledged that safeguarding can be a difficult area to work in and received assurance that the safeguarding team are receiving sufficient support personally.

The Chair of the Board thanked the Director of Student Services for his and his teams' work which was a crucial part of the College's Ofsted assessment.

**The Board noted the presentation and thanked the Director of Student Services**

**6. Learner and Student Voice update**

**6.1 College News**

The report was received and taken as read.

**The Board noted the report**

**6.2 Learner and Student Voice Report**

The report was received and taken as read.

**The Board noted the report**

**6.3 Student Governor Report**

The Board received the oral report from Sangaralingam Ahilan, HE Student Governor, in which he outlined his experience of the Ofsted inspection.

**The Board noted the report**

**Part 2 REPORTS FOR NOTING/APPROVAL**

*Item 7 was taken after item 5*

**7. Recommendations from Audit and Risk Assurance Committee**

**7.1** Executive Summary from Committee Meeting on 14 November 2022. The report summarising the key issues considered by the Audit and Risk Assurance Committee meeting held on 14 November 2022 was received and the Chair highlighted the key issues.

The Committee had received two presentations of assurance relating to the risk of a breach of health and safety legislation and risk of failure to make a success of Owlets.

7.2 Risk Register

The Committee had received and scrutinised the risk register and recommended it to the Board for approval. The Committee Chair thanked Richard Church for improving the risk register to an excellent and effective standard and it was noted that those risks allocated to Richard needed to be reallocated.

JL

**The Board approved the Risk Register**

7.3 Risk Management Annual Report

The Board considered the Risk Management Annual Report which summarised the College's activities relating to risk management for the preceding year.

**The Board approved the Risk Management Annual Report**

7.4 Key Issues Discussion Document

The Board considered the Key Issues Discussion Document which confirmed a clean audit, there were no concerns over regularity and the auditors were comfortable to give an unqualified opinion. There had been no significant findings and no override of manual controls. Assumptions made were appropriate and the Financial Statements represented an accurate view of the College's strong financial position.

The Board expressed its thanks to Kate Barczok and the finance team for their efforts in ensuring a clean audit.

**The Board approved the Key Issues Discussion Document**

7.5 Regularity Self-Assessment

The Board considered the Regularity Self-Assessment which had been reviewed by the Committee.

**The Board approved the Regularity Self-Assessments**

7.6 Letters of Representation

The Auditors require the Board to confirm its understanding of its responsibilities by agreeing that the Letters of Representation may be signed before the accounts are finalised.

**The Board approved the Letters of Representation for signature by the Chair for Exeter College, Exeter College Services Ltd and Exeter College Apprentices Ltd**

- 7.7 Post-16 Audit Code of Practice  
The Board received the Post-16 Audit Code of Practice which had been updated in September 2022.

**The Board agreed to adopt the revised Post-16 Audit Code of Practice**

- 7.8 Internal Audit Plan 2022/2023  
The Committee recommended the internal audit plan for 2022/2023 to the Board for approval

**The Board approved the internal audit plan for 2022/2023**

- 7.9 Audit and Risk Assurance Committee Annual Report  
The Board considered the Audit and Risk Assurance Committee Annual Report which assured the Board that the Committee is satisfied with the adequacy and effectiveness of the College's systems of internal control.

**The Board approved the Risk Assurance Committee Annual Report**

**8. Recommendations from Business Services Committee**

- 8.1 Executive Summary from Committee Meeting on 21 November 2022.  
The report summarising the key issues considered by the Business Services Committee meeting held on 21 November 2022 was received.

The new Committee Chair thanked his predecessor for his mentoring support over the previous six months.

The Committee had received the September 2022 management accounts for the College which indicated a positive start to the new financial year. The Committee had also received the Student Union accounts which indicated a small surplus which had been transferred to the Learner Voice. The positive recruitment resulting in an increase in student numbers was noted. New leases had been approved for the Future Skills Centre and The Globe. The Committee had agreed to adopt the Health and Safety policy.

- 8.2 Exeter College Financial Statements and Going Concern  
The draft accounts for Exeter College for the year ended 31 July 2022, which had been reviewed by the Business Services Committee and recommended for approval, were received. It was noted that a paragraph had been added to acknowledge the ONS reclassification of colleges.

**The Board approved the Exeter College Financial Statements and authorised the Chair and Principal to sign them**

- 8.3 A Plus Training (UK) Ltd, Exeter College Apprentices Ltd and Exeter College Services Ltd (including letter of support) Financial Statements

The Board received the draft accounts for the College's subsidiary companies for the year ended 31 July 2022, which had been reviewed by the Business Services Committee and were recommended for approval.

**The Board approved the Financial Statements for A Plus Training (UK) Ltd, Exeter College Apprentices Ltd and Exeter College Services Ltd**

This item was further discussed as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes

**PART 3: REPORTS AND MINUTES FOR INFORMATION**

9. **Reports**

The following reports were **received and noted**.

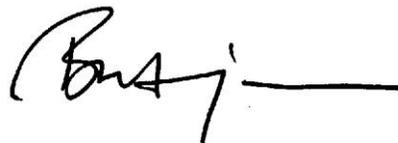
- 9.1 Opportunities and Development Risk Register
- 9.2 Management Accounts (September 2022)
- 9.3 ESFA Financial Health letter
- 9.4 ESFA Finance dashboard
- 9.5 Student Union accounts
- 9.6 Governance/Sealing Report

10. **Dates of scheduled meetings for 2022/2023**

- Friday 24 February 2023
- Friday 28 April 2023
- Friday 7 July 2023

The Chair wished fellow governors and staff a restful Christmas break.

Signed by the Chair:

A handwritten signature in black ink, appearing to be "B. S. J.", followed by a horizontal line.

Date: 24<sup>th</sup> February 2023