

**North Warwickshire and South Leicestershire College**

**MINUTES OF A MEETING OF THE CORPORATION**

**Tuesday 5<sup>th</sup> July 2022 at 6pm - Microsoft Teams Meeting**

**Present:** Mrs Helen Holley, Mr Simon Kirby, Prof Ray Linforth, Mr Anil Majithia, Mr Steve Maxey, Mrs Bryanne Mosavian, Mrs Marion Plant, Mr Clive Read, Mrs Tracey Simkins and Miss Charlotte Walton.

**In attendance:** Mr Ben Crook (Vice Principal Quality), Mr Tom Hamilton-Dick (Deputy Principal), Mrs Nicola Morrison (Director People and Commercial), Mr David Poole (Chief Operating Officer) and Mrs Rachel Marshall (Clerk).

Ray Linforth welcomed everyone to the meeting, which was quorate, and received a presentation from Nathan Nealon, Chris Tullin and Paula Jefferies on Supported Internships.

Following the delivery of the presentation, Members highlighted the following matters:

- i. The work that was taking place was moving and inspirational and everyone involved should be congratulated. This initiative show-cased the incredible work the College was undertaking.
- ii. Was the College building long-term partnerships with potential employers?

Chris Tullin confirmed that a significant amount of relationship building for different opportunities was taking place. Long term relations were being developed as a result of the success which had taken place in year one of the initiative. A slow growth programme to ensure the correct infrastructure was in place, was being developed.

Nathan Nealon explained that companies were now approaching the College and more contracts would be in place in year 2. It was positive that employers wanted to work with the College.

- iii. What support structures were in place for the two internees who were working in Solihull?

Paula Jefferies outlined the considerable support that was in place.

Ray Linforth thanked Nathan Nealon, Chris Tullin and Paula Jefferies for their very interesting presentation and indicated that the Corporation should receive another presentation at a later date to see how the scheme was progressing and developing.

*Nathan Nealon, Chris Tullin and Paula Jefferies left the meeting at 5.56pm.*

**1. Routine and Standing Items**

**1.1 Apologies**

Apologies for absence were received from Mr Chris Brewer, Mr Duncan Cooper and Dr Andrew Turner.

**1.2 Declarations of Interest**

The following declarations of interest were received:

- i. In respect of agenda item 5.2 Anil Majithia, Clive Read, Simon Kirby and Leanne Newitt.
- ii. It was also noted that agenda item 4.3 medium term business plan 2022/23-2024/25 and the Annual Budget 2022/23 included a request for the approval of a pay award for staff. Marion Plant was therefore conflicted on this matter.

**1.3 Minutes of a Meeting held on Tuesday 5<sup>th</sup> April 2022**

The minutes of the last meeting held on Tuesday 5<sup>th</sup> April were unanimously approved, following the inclusion of Bryanne Mosavian in the list of Members who attended the meeting. (Proposer: Anil Majithia; seconder: Charlotte Walton).

**1.3.1 Schedule of Actions**

See attached Schedule.

**1.3.2 Matters Arising**

There were no matters arising.

**1.4 Chair's Action**

Ray Linforth reported that he had taken no Chair's action since the last Corporation meeting on 5<sup>th</sup> April 2022.

**2. Strategic Development**

**2.1 Principal's Briefing Update (including Covid-19 Update)**

Marion Plant introduced her update presentation and highlighted the following points:

The end of term was very near, and the staff conference was taking place on Friday 8<sup>th</sup> July 2022. Ray Linforth was attending on behalf of the Corporation and other Members were welcome to attend if they were able to.

Staff remained busy despite the fact the end of term had arrived and students were no longer attending. Pressure on the Executive Team continued as it continued to manage a number of issues including the impact of the cost of living increases and the awareness of the climate of industrial action taking place up and down the country. College relations with the trade unions however remained positive. The Unions had been briefed on the proposed pay award and had reacted positively to the proposal. UCU had indicated that it intended to put in place local agreements with all colleges.

The College would continue to support students over the summer with a number of initiatives including increases in the number of food hampers and foodbanks.

The end of term performance and shows had been fantastic, particularly as they had not been held and enjoyed for three years.

The College had recently hosted an Ofsted research visit which had focused on the use of the small group funding. Overall, the outcomes of the visit had been very positive, and a number of improvement ideas had been shared by the Ofsted team. It was possible that the College would receive a full inspection visit during the coming academic year and this would inform a lot of the College considerations for the new academic year.

The context which the College would be working in during 2022/23 was outlined including the cost of living increases, potential turbulence brought about by the levelling up white paper and the demise of the Local Enterprise Partnerships and the changes this would mean to the College in its funding bids. Work was taking place to ensure that the College was in a good position to respond to this change.

There were a significant number of changes taking place in the Trust which were outlined. The current position in respect of the re-brokering of The Nuneaton Academy was explained.

Following discussion, Members received the update briefing.

**2.2 Strategic KPI Dashboard 2021/22**

Ray Linforth highlighted that Andrew Turner, who had been unable to attend the meeting, wanted to provide Members' with the following assurance. Whilst there were a number of areas rated as 'red' on the strategic dashboard under teaching, learning and assessment, he was happy to confirm that close scrutiny of those areas was conducted at the recent Students Learning & Quality Committee meeting and the Committee was content that there were sufficiently robust action plans in place to address those areas.

## Agenda item 1.3

Tom Hamilton Dick then introduced the paper and highlighted the following matters which related to the teaching, learning and assessment KPI dashboard:

- i. Attendance had been an area of serious concern and was still a concern; however the impact of actions which had been put in place had increased attendance levels to the point that they were 2% below the attendance rates for 2019/20. Factoring in the impact of Covid meant that attendance was averaging out at 86%. Further actions were being undertaken including the establishment of attendance monitors.
- ii. Work experience numbers were nowhere near pre-pandemic numbers; however the College had put into place considerable measures around work-related opportunities and there was confidence that an increase in work experience opportunities would be seen.
- iii. Apprenticeship numbers were lower than anticipated and the College was not seeing the completion of assessments within 30 days. Due to the number of vacancies, apprenticeships had been rolled out throughout the year. The issues had been discussed by the Executive and consideration was being given to putting a new structure in place which would have a positive impact on staffing.
- iv. It was clear that the position was not as stable as would be wanted. Time was required to see whether the new mechanisms put in place would yield recruitment success, as the situation would not be resolved by the start of the new academic year.

Members raised the following challenges:

- i. Should the College be looking at comparative figures from other colleges to support the position that it was in due to the impact of the pandemic?

Ben Crook explained that the new Education Inspection Framework was all about the 'here and now'. Ofsted would look at the College as at the time it was inspected. Historical events were less important. He then highlighted the helpful information that had been picked up during the Ofsted research visit and explained that issues around work experience were a national problem. The College was therefore working on ensuring the model was right before it went out to employers.

- ii. There were a number of 'red' rated areas; of those, which were the 2 or 3 priorities that were being focused on?

Tom Hamilton Dick highlighted the following matters:

- The need to secure the staff base, which was also a sector challenge. The College was recognised by its staff as a good employer but there was a need to secure the right workforce particularly in high challenge areas and where there was growth potential.
- Ensuring post-pandemic stability and supporting student welfare and mental health. The College had been robust in its responses to these matters to date, but nothing should be taken for granted.
- General organisational stability and getting back to a 'normal' College year in terms of the start of the new academic year and ensuring all processes were working appropriately.

Ben Crook explained that the College was currently managing staffing shortages in different ways which included increasing group sizes, simplifying curriculum offers and returning staff who had taken on management roles to teaching. Traction was being seen in this area and progress was being carefully monitored.

- iii. It would be helpful to have 3-5 areas of key focus to be overseen by the Corporation to ensure that the key risks were being managed properly.

Marion Plant explained that these would appear in the strategic plan and the dashboard as areas of priority focus.

David Poole then provided the following overview of the corporate services dashboard:

## Agenda item 1.3

- i. The corporate services dashboard had been reviewed at the last Resource Committee meeting. Of the financial KPIs only one was RAG rated 'amber' with all other areas being RAG rated 'green'. The 'amber' rating related to the adjusted current ratio at P10 which was expected to reach original budget by the end of the financial year. The College remained compliant with its bank covenants.
- ii. In respect of the Enterprise and Growth KPIs the single 'red' RAG rating relates to the under recruitment of the 16-19 students in 2021/22 which Members were aware of. This would not have a funding impact until 2022/23. Three of the four amber ratings related to the performance of MTI, AutoLive and the Digital Skills Academy which as at the current point in time had not achieved their forecasted targets. The final amber rating related to apprenticeship performance as had been previously discussed.
- iii. In the People section the two 'red' RAG ratings related to staff turnover and appraisal compliance rates which were increasing. The number of staff undertaking digital literacy remained at an 'amber' RAG rating. Numbers were expected to increase as further staff development took place at the end of term.
- iv. Under Estates, the two 'amber' RAG ratings related to the partial disposal of the Nuneaton campus. The last outstanding point on the Heads of Terms had been agreed and the draft heads of terms were now being reviewed by the developers solicitors.

Following discussion, Members received the paper.

### 2.3 Draft Strategic Plan 2022/23

Marion Plant introduced the paper and provided the following overview:

- i. The paper presented the operational objectives for the year 2022/23, the final year of the College's three year strategy. The Executive Team and Members would be looking at a new three year strategy in the next academic year.
- ii. The steers that Members had given the Executive Team at the Strategy Day had all been incorporated into the Plan.
- iii. The first section would be reviewed again against the College's Ofsted inspection preparation plan to check and ensure that key areas of Ofsted focus were included.
- iv. A number of other areas were highlighted, namely:
  - There would be a slight shift in the innovation and collaboration section due to the re-organisation of the senior leadership team structure, which was soon to take place, and to include a senior level business engagement lead post which was being recruited to.
  - In the people and culture section there was an emphasis on maintaining good relations with the Trade Unions. Although the recent staff survey had been positive, there was no room for complacency in this area.
  - In respect of sustainability the College would be moving towards being a 'leading' College in line with the Association of Colleges' definition.
  - For finance there would continue to be a focus on achieving the medium term business plan and annual budget and complying with the bank covenants, set against a back-drop of staff concerns, energy costs and building maintenance.

Members raised the following challenges:

- i. The proposed objectives seemed solid and relevant. When would Members be able to reflect on performance against the annual plan, where the College has landed and how to take the College to the next level?

Mrs Plant explained that the position would be clearer when the targets were developed. In respect of where the College had landed this year, the closing position would be reported at the first Corporation meeting in the new academic year. Some of the objectives had been modified / re-shaped due to the impact of Covid. Not all of the

## Agenda item 1.3

objectives were quantitative, some were qualitative and therefore the objectives would be more difficult to measure. 'SMART' measures would therefore be used to show the distance travelled. The Executive would work on where the College landed and how the College needed to move forward.

- ii. Regarding the sustainability objective and the action to reduce the College's carbon footprint and also reduce cost, this would necessitate minimising the amount of the College campus that was being used.

Marion Plant agreed and explained that a summer closure plan had been agreed and other steps were being considered such as looking at whether Fridays could be 'off-site' days. The Executive was determined to 'sweat' this opportunity. Should there be any governance implications, they would be brought back to Members to consider.

David Poole indicated that consideration as to the smarter use of campus was being undertaken, particularly in the evenings. This included looking at the sustainability impact and decreasing any inefficiencies across all campuses.

Following discussion, Members unanimously approved the Strategic Plan 2022/23. (Proposer: Helen Holley; seconder: Clive Read).

### 2.4 Confidential - Update on Strategic Estates Developments

## 3. Teaching, Learning, and Assessment

### 3.1 Students Learning & Quality Committee Assurance Report & Draft Minutes from 16<sup>th</sup> June 2022

The assurance report and minutes were noted.

## 4. Financial Matters and Arrangements for Internal Control

### 4.1 Performance Report including Management Accounts Period 10 and Capital Update,

David Poole introduced the paper and highlighted the following aspects:

- i. The College was on track to achieve its forecast outturn and the College was also compliant with all its bank covenants. On this basis the College was looking at a positive start to the 2022/23 academic year.
- ii. A number of income risks were highlighted, including apprenticeship income, which was slightly down against budget, although as Members were aware this was a national issue.
- iii. Pay and non-pay costs were also on track to meet budget expectations.

Following discussion, Members received the paper.

### 4.2 Forecast Year-End Financial Outturn

David Poole introduced the paper and explained that a quarterly forecast of the approved budget was undertaken. The most recently completed review was at forecast two, as presented in the paper, which included actual performance to period 10. The College was therefore forecasting an operating surplus of £502k as at 31<sup>st</sup> July 2022 against an original budgeted surplus of £502k.

Following discussion, Members received the paper

### 4.3 Medium Term Business Plan 2022/23-2024/25 including Annual Budget 2022/23

David Poole introduced the paper and reminded Members that over the last few years the most significant risk to achieving the annual budget and the medium term business plan had been the impact of Covid-19. Although Covid had been decreasing there were some spikes in infection rates and staff and student absences had started to increase. A new suite of risks were also becoming evident in terms of inflation, increasing energy costs and supply chain

## Agenda item 1.3

issues and there was currently no certainty around these risks. As a consequence, a number of assumptions had been made in the development of the budget and medium term business plan and this explained why a proposal to provide staff with a 2.5% pay award was now being made, when the paper had indicated a 2% staff pay award. The Executive was confident that the surplus in the medium term business plan would still be achieved.

David Poole then highlighted the following key points:

- i. Although there had been a decrease in the College's overall 16-19 funding, this would be offset by the increase in the funding rate.
- ii. Apprenticeship numbers had increased slightly and there were a number of new projects coming on-line as highlighted in the paper.
- iii. Only income and associated expenditure, where a commitment on behalf of the College has been made, had been included in the budget. This would be further reviewed and updated at forecast 1.
- iv. If for any reason there was a significant impact on the medium term business plan this would trigger a review and the Executive Team and the Corporation would be alerted.

Tracey Simkins, Chair of the Resource Committee, highlighted that the Committee had met and interrogated the medium term business plan and annual budget and all the points raised by Members at that meeting had been answered satisfactorily.

Members raised the following challenges:

- i. 16-18 recruitment was of vital importance and there were concerns around the apprenticeship numbers for the current year. What levels of confidence were there in the predicted numbers for these cohorts for 2022/23.

David Poole explained that the medium term business plan did not include a significant increase in student numbers and focused instead on recovering to the pre-pandemic position. When recruitment numbers were finalised the position would be reviewed and any risks assessed accordingly.

- ii. The significant levels of uncertainty in planning were appreciated and the key assumptions behind the budget planning were well articulated. It would be helpful if the key assumptions could be set out on a single page, so the sensitivities were clearly visible. **ACTION 14 COO**
- iii. It was very surprising that the Education and Skills Funding Agency (ESFA) was going to remove the gearing ratio measures from their formula under its proposed new methodology.

David Poole agreed highlighting that he had pointed out to the ESFA that this was a key performance indicator for colleges. The ESFA had however responded that it would replace the measure with a debt recovery KPI. A new formula for the financial health grading had been proposed which would set the College back a year to achieve a 'good' grade; however there had been no agreement on the formula or its implementation date and the ESFA was now looking at issues of gearing and cash days.

Following discussion, Members received the paper and unanimously approved the annual budget 2022/23 and the medium-term business plan 2023/24-2024/25. (Proposer: Anil Majithia; seconder: Steve Maxey).

*Steve Maxey left the meeting at 7.12pm.*

### 4.4 Extension of Internal Audit Service Contract for Two Years

David Poole introduced the paper which presented a recommendation from the Audit Committee to approve a two year extension to the internal audit service contract between RSM and the College. RSM delivered a very effective and robust service and provided added value, particularly in respect of its national sector view and the information update that it presented at

each meeting. The recommendations made in the course of its internal audit work were very valuable and useful.

Following discussion, Members received the paper and unanimously approved the two year extension to the internal audit service contract. (Proposer: Anil Majithia; seconder: Ray Linforth).

**4.5 Internal Audit Plan 2022/23**

David Poole introduced a paper presenting the draft internal audit plan for 2022/23 for approval. He went on to confirm that the internal audit plan had been developed by RSM and himself, taking into account the strong steers provided by the Audit Committee during its annual audit strategy planning meeting on 10<sup>th</sup> May 2022. As usual the plan took a risk-based approach.

The Audit Committee had scrutinised the draft plan at its meeting on 20<sup>th</sup> June 2022 and was now recommending it to Members for approval. The only proviso to this was that should the Committee see an emerging or increasing risk it could, if necessary, propose a change to the plan to respond to that risk.

Following discussion, Members received the paper and unanimously approved the proposed internal audit plan for 2022/23. (Proposer: Steve Maxey; seconder: Helen Holley).

**4.6 Gas and Electricity Contract Delegated Approval Request**

David Poole highlighted that the College's current fixed contracts for gas and electricity were due to expire in September 2022. Current advice was not to agree a fixed term contract due to the current volatility of the market and instead to look for a flexible contract.

The planned procurement process required a short turnaround for contract approval, in line with the standard practice for energy procurement. To manage this situation effectively Members were asked to delegate authority to approve and sign the gas and electricity contracts to two of the following Members, the Corporation Chair, the Chairs of the Resource and Audit Committee and the Principal/CEO. The Clerk confirmed that this proposal had been made in previous years and was an effective way to manage a difficult procurement process which was time sensitive.

Following discussion, Members received the paper and unanimously agreed the proposed delegation. (Proposer: Steve Maxey; seconder Tracey Simkins).

**4.7 Resource Committee Assurance Report & Draft Minutes from 5<sup>th</sup> May 2022**

The assurance report and draft minutes were noted.

**4.5 Audit Committee Assurance Report and Draft Minutes from 20<sup>th</sup> June 2022**

The assurance report and draft minutes were noted.

**5. Governance**

**5.1 Outcomes of Nominations for Chairs and Vice-chairs**

The Clerk introduced the paper and confirmed that the following nominations had been received and duly seconded:

- i. Chair - Ray Linforth.
- ii. Vice-chair - Anil Majithia.
- iii. Vice-chair - Andrew Turner.

Consequently, Ray Linforth was appointed as Corporation Chair, and Anil Majithia and Andrew Turner were appointed as the Vice-chairs for the year 2022/23, as from 1<sup>st</sup> August 2022.

Ray Linforth highlighted his appreciation for the outcome of the nomination process.

**5.2 Re-Appointment, Co-option, Committee Membership 2022/23 and Members' Engagement Approach**

## Agenda item 1.3

The Clerk introduced the paper and outlined the recommendations which Members considered and following discussion approved unanimously:

- i. The re-appointment of:
  - Anil Majithia for 4 years to 31<sup>st</sup> July 2026 (Proposer: Ray Linforth; seconder: Helen Holley).
  - Clive Read for 4 years to 31<sup>st</sup> July 2026 (Proposer: Tracey Simkins; seconder: Ray Linforth).
  - Simon Kirby for 4 years to 31<sup>st</sup> July 2026 (Proposer: Ray Linforth; seconder: Clive Read).
  - Steve Maxey for 4 years to 31<sup>st</sup> July 2026 (Proposer: Ray Linforth; seconder: Anil Majithia).
- ii. The co-option of Leanne Newitt to the Students, Learning & Quality Committee. (Proposer: Charlotte Walton; seconder: Marion Plant).
- iii. Committee membership as set out in the paper. (Proposer: Ray Linforth; seconder: Clive Read).

*Tracey Simkins left the meeting at 6.45pm*

Ray Linforth then highlighted that as Chris Brewer had come to the end of his tenure, the Audit Committee needed a new appointment. He was therefore proposing, on the recommendation of the People, Strategy & Governance Committee, the co-option of Nick Simkins who was a very experienced auditor, who had a good understanding of, and familiarity with the FE sector and who was very willing to be co-opted to the Committee. As was the Corporation's usual practice when co-opting people to its committees, the co-option would be for a 12 month period which would be reviewed and extended annually.

Following discussion, Members unanimously approved the co-option of Nick Simkins to the Audit Committee for 12 months. (Proposer: Anil Majithia; seconder: Helen Holley).

*Tracey Simkins returned to the meeting at 6.50pm*

The Clerk highlighted that there were currently several vacancies and Members were asked to look to their networks and if possible propose suitable candidates, particularly those with finance, auditing, SEND and health and safety oversight experience

The Clerk then explained that the People, Strategy & Governance Committee had approved a new approach to Members' engagement with the College and students to ensure compliance with their general responsibilities and Ofsted expectations. The approach would be implemented in the autumn term and would provide opportunities for Members to visit different campuses to undertake learning walks, meet with students and observe student Parliament meetings. The expectation was that Members would undertake a learning walk in at least two of the College campuses each year and attend a least one student Parliament every two years. A schedule of dates would be arranged and provided to Members at the start of the academic year for them to select from. Members would also be asked to give verbal feedback on their experiences, at the Corporation meeting following their learning walk and student meeting. These responses would be captured in the meeting minutes.

Members were also informed that a new board portal, TeamEngine, would be implemented from September 2022. Onboarding training and guidance information would be provided to Members.

### 5.3 Annual Review of Committee Terms of Reference

The Clerk introduced the paper explaining that as was usual practice, each Committee had undertaken an annual review of its terms of reference and made relevant proposals. Those proposals had been considered by the People, Strategy & Governance Committee and a number of amendments, highlighted in the paper were recommended. The Resource Committee had agreed the proposal to insert a new section 2.8 relating to sustainability responsibilities into the Committee's term of reference, at its meeting on the 4<sup>th</sup> July 2022.



## **Agenda item 1.3**

Following discussion, Members unanimously approved the proposed amendments to the Committee terms of reference as set out in the paper. (Proposer: Clive Read; seconder: Tracey Simkins).

### **5.4 Outcomes From Written Resolutions and Sealing of Documents**

Members noted the following outcomes from recent written resolutions:

- i. Approval of a 1 year extension of the Churchill cleaning contract on a new agreed scope on Tuesday 28<sup>th</sup> June 2022 at 3pm by a majority of Members with no abstentions or dissentions.
- ii. To approve the awarding of the catering contract to Aramark for a 5 year term based on a 3+1+1 arrangement on Tuesday 28<sup>th</sup> June at 3pm by a majority of Members with no abstentions or dissentions.

Members noted that no documents had been sealed and authenticated since the last report to the Corporation.

### **5.5 People, Strategy & Governance Committee Assurance Report and Draft Minutes from 23rd June 2022**

The assurance report and draft minutes were noted.

### **5.6 Corporation Meeting Schedule**

Members noted the Corporation Meeting Schedule 2022/23 and agreed the suggestion that Committee meetings should continue to be held via Microsoft Teams and that Corporation meetings should be held on site at the campuses indicated on the schedule. It was noted the in-person meeting arrangements could be subject to change depending upon the prevailing situation at the time the meetings took place.

## **6. Consent Agenda**

### **6.1 Policies**

No requests from Members had been received to discuss any item on the consent agenda and therefore Members unanimously approved the following policies. (Proposer: Clive Read; seconder: Helen Holley).

#### **6.1.1 Financial Regulations**

#### **6.1.2 Student Bursary, Discretionary and Advanced Loans, Bursary Funds Policy**

#### **6.1.3 Sub-contracting and Charges Policy**

#### **6.1.4 Tuition Price Policy**

## **7. Other Matters**

### **7.1 Release of Papers**

Members agreed to the release of papers with the exception of:

- i. Agenda item 2.1 Principals' Update Report including Covid-19 Update as the paper contained information which was considered to be commercially sensitive.
- ii. Agenda item 2.2 Strategic KPI Dashboard 2020/21 Closing Position as the paper contained information which was considered to be commercially sensitive.
- iii. Agenda item 2.3 Draft Strategic Plan 2022/23 as the paper contained information which was considered to be commercially sensitive.

### **Agenda item 1.3**

- iv. Agenda item 2.4 Update on Strategic Estates Developments as the paper contained information which was considered to be commercially sensitive.
- v. Agenda item 3.1 SLQ Draft Minutes from 16<sup>th</sup> June 2022 as they were yet to be approved by the Committee.
- vi. Agenda item 4.1 Performance Report including Management Accounts Period 10 and Capital Update as the paper contained information which was considered to be commercially sensitive.
- vii. Agenda item 4.2 Forecast Year-End Financial Outturn as the paper contained information which was considered to be commercially sensitive.
- viii. Agenda item 4.3 Medium Term Business Plan 2022/23-20224/25 including Annual Budget 2022/23 as the paper contained information which was considered to be commercially sensitive.
- ix. Agenda item 4.6 Gas and Electricity Contract Delegated Approval Request as the paper contained information which was considered to be commercially sensitive.
- x. Agenda item 4.7 Resource Committee Assurance Report & Draft Minutes from 5<sup>th</sup> May 2022 and Assurance Report from 4<sup>th</sup> July 2022 as they were yet to be approved by the Committee.
- xi. Agenda item 4.8 Audit Committee Assurance Report & Draft Minutes from 20<sup>th</sup> June 2022 as they were yet to be approved by the Committee.
- xii. Agenda item 8.1 Confidential Minutes of a Meeting held on Tuesday 5<sup>th</sup> April 2022 as they contained information which was considered to be commercially sensitive.
- xiii. Agenda item 8.2 Confidential Minutes of an Extraordinary Meeting held on Thursday 5<sup>th</sup> May 2022 as they contained information which was considered to be commercially sensitive.
- xiv. Agenda item 8.3 Confidential Resource Committee Draft Minutes from 5<sup>th</sup> May 2022 as they contained information which was considered to be commercially sensitive.
- xv. Agenda item 8.4 Confidential Students Learning & Quality Committee Draft Minutes from 16<sup>th</sup> June 2022 as they c they were yet to be approved by the Committee and contained information which was considered to be commercially sensitive and personal data.
- xvi. Agenda item 8.5 Confidential Audit Committee Draft Minutes from 20<sup>th</sup> June 2022 as they were yet to be approved by the Committee and contained information which was considered to be commercially sensitive.
- xvii. Agenda item 9.1 Confidential Minutes of a Meeting for External Members Only of a Meeting held on Tuesday 5<sup>th</sup> April 2022 as they contained information which was considered to be commercially sensitive.
- xviii. Agenda item 9.3 Confidential People, Strategy & Governance Committee Draft Minutes from 23<sup>rd</sup> June 2022 as they were yet to be approved by the Committee and contained information which was considered to be commercially sensitive.

#### **7.2 Date of the Next Meeting:**

Members agreed the date of the next meeting as Thursday 13<sup>th</sup> October 2022 at 6pm at the Wigston Campus. A safeguarding briefing would be delivered before the meeting starting at 5.30pm

Matters on the confidential agenda were then dealt with.

Charlotte Walton and Bryanne Mosavian were asked to leave the meeting to enable external Members to deal with matters on the confidential agenda for external Members only.

*Charlotte Walton and Bryanne Mosavian left the meeting at 7.24pm*

Matters on the confidential agenda for external Members only were dealt with.

*Charlotte Walton and Bryanne Mosavian were invited back into the meeting at 7.23pm*

David Poole was invited to update Members on the renewal of the College's bank loans and he outlined the following points:

- i. The bank covenants and loans agreements were due to end at the end of the year. He was therefore currently in discussion with the banks as to their renewal. Detailed discussions had taken place two weeks ago following the banks' analysis of the College's medium term business plan.
- ii. An overview of the matters being discussed was given including the fact that the banks had agreed to renew the bank covenants and loans agreements for three years, which was a significant step forward. Work was now taking place to draw up the relevant agreements.
- iii. The renewals had to take place by 31<sup>st</sup> July 2022 and therefore a written resolution approval would be sought in the same way as it had been in the previous year and the loan agreements would be signed once that approval had been given.

Ray Linforth then explained to Members that Chris Brewer and Duncan Cooper had both decided not to seek re-appointment and that he wanted to record his thanks to both of them for the excellent work they had undertaken and the support they had given. Trusha Lakhani had tendered her resignation for personal reasons and she was thanked for the work she had undertaken on the Audit Committee.

Ray Linforth highlighted that Charlotte Walton, as Student Member was coming to the end of her tenure and reminded Members that she had been in the role for a number of years and was a very effective member of the Corporation and the Students Learning & Quality Committee and asked some very difficult questions.

Charlotte Walton thanked Ray Linforth and indicated that she was hoping to stand again in the new academic year.

Marion Plant highlighted that sadly this was Nicola Morrison's final meeting and wished her well in her new role, thanking her for the quality of her work.

Marion Plant then thanked Members for all their important contributions which were so impactful for the College.

The meeting finished at 7.45pm