

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION MEETING

Minutes of the meeting held at Harlow College – Thursday 24 October 2024 – 9am

Membership:	*Paul Taylor (Chair)	*Arthur Hall-Jackson	Lily Lin
	*Caroline Betts	*Bronte Humphrey	*Karen Spencer
	*Rod Bristow	*Stephen Isherwood	*Michael Travers
	*Julia Fillary	*Ayub Khan	*Dawn Tuner
	Vic Goddard	Liz Laycock	*Ed Whittle
	*John Godley	*Ray Levy	*Heather Wilson

* denotes present

In attendance: Will Allanson, Deputy Principal
Paul Whitehead, Vice-Principal
Becky Jones, Vice-Principal
Deanne Morgan, Executive Director – Finance
Ruth Lucas, Head of Governance

Annual Safeguarding Training

The meeting commenced with the annual Governor safeguarding training, presented by Marian Hollingsworth, Safeguarding Manager.

1 Election of the Chair and Vice-Chairs of Harlow College Further Education Corporation

The Corporation was reminded that Ruth Lucas had emailed asking for self-nominations for the positions of Chair and Vice-Chairs of Harlow College Further Education Corporation.

One self-nomination from Paul Taylor had been received for the position of Chair. The Corporation unanimously agreed to appoint Paul Taylor as Chair of Harlow College Further Education Corporation for a period of two years, up until the first Corporation meeting of the 2026 – 2027 academic year.

Two self-nominations from Ray Levy and Lily Lin had been received for the two positions of Vice-Chair. The Corporation unanimously agreed to appoint Ray Levy and Lily Lin as Vice-Chairs of Harlow College Further Education Corporation for a period of two years, up until the first Corporation meeting of the 2026 – 2027 academic year.

Paul Taylor thanked Liz Laycock for the incredible job she has done during her four years as Chair of the Corporation and thanked Ray Levy and Lily Lin for the work they have done so far and continue to do in their role of Vice-Chairs of the Corporation.

2 Apologies for Absence

Apologies for absence were received and accepted from Liz Laycock and Lily Lin due to

personal reasons, and Vic Goddard due to work commitments.

Paul Taylor welcomed everyone to the meeting and introductions were made.

3 Declaration of Interests

Michael Travers declared an interest in agenda item 10.2 – Regularity Audit Self-Assessment Questionnaire as he was a contributor to the paper.

4 Minutes of the Previous Meeting

The minutes of the meeting held on 16 July 2024 and 20 September 2024 were approved by the Corporation as a true and accurate record of the meeting and were signed by the Chair.

5 Matters Arising from the Minutes

16 July 2024 Meeting:

5.1 External Governance Review (minute 3.1.1 refers)

Ruth Lucas confirmed that the Executive Summary of the External Governance Review has been published on the College's website.

5.2 Two Year Financial Forecast and Draft Budget (minute 9.2 refers)

Governors were informed that the financial forecasts and draft budget was signed by the Accounting Office and submitted to the ESFA in advance of the ESFA's deadline.

5.3 Standing Orders, Terms of Reference and Scheme of Delegation 2024 – 2025 (minute 11 refers)

Ruth Lucas confirmed that these had been updated after the Corporation meeting held on 16 July 2024.

5.4 External Governance Review Discussion (minute 16 refers)

The Search and Governance Committee have agreed which added value points should be taken forward and they will be incorporated into an action plan for governance.

20 September 2024 Meeting:

5.5 Loan Repayment (minute 3 refers)

Deanne Morgan confirmed that the loan was repaid on 01 October 2024.

6 Student Governor Welcome and Introduction

Paul Taylor welcomed Arthur Hall-Jackson and Bronte Humphrey, the newly elected Student Governors, and Arthur and Bronte introduced themselves.

Arthur Hall-Jackson reported that he studies Level 3 engineering at Stansted Airport College and before he passed his driving test, it would take him three hours to get to the College on public transport. Arthur reported that the qualification is good however there are limitations with the BTEC course when applying to Russell Group universities for engineering courses as they require A-Level maths. A Governor asked if A-Level maths was available at Stansted Airport College and Becky Jones confirmed that this was not possible due to the study hours of the BTEC qualification.

Will Allanson asked if Arthur was aware of the support for travel to the airport and the College. Arthur reported that the infrastructure and practicalities were the issues, rather than the cost.

A Governor asked what both Student Governors would like to get from the role. Arthur reported that he wants to give a voice to Stansted Airport College and Bronte reported that she wants to become a teacher so the role would give her a better understanding and experience of the education sector.

Bronte reported that she is studying the Level 4 Professional Practice in Performing UAL qualification, after having completed the Level 3 course at the College.

A Governor asked what Bronte would like to teach and Bronte reported either drama or drama education. A Governor asked if she was looking to go to university after completing the Level 4 course and Bronte confirmed that this is the case.

Arthur reported that both him and Bronte attended an Unloc Student Voice conference with other Student Governors and Ambassadors across Essex. One of the key focuses was the environment and sustainability and Arthur confirmed that Harlow College is doing more in these areas than the other colleges at the event.

7 Principal's Report

The Corporation received and considered the Principal's Report, presented by Karen Spencer, Principal.

The report was taken as read.

Governors were informed that the Curriculum and Assessment Review (CAR) is a huge exercise covering Key Stage 1 to Key Stage 5 and is being described as an evolution and not a revolution. GCSEs, A-Levels and T-Levels will be maintained however it does not rule out other technical and vocational qualifications.

Becky Jones reported that she had attended a CAR Regional Roadshow which was a positive meeting and included a further education discussion group and a broader curriculum discussion group. The volume of content in the curriculum at secondary school was discussed, along with what could be taken out and bringing back in creative subjects. The issue with the amount of assessment being end-loaded was discussed, along with bringing in AS Levels again and the issue of resitting GCSE English and Maths.

A Governor reported that quite a few areas are out of scope of the review and asked how skills will be embedded. Becky Jones reported that this was discussed at the

Roadshow. It was clear that the curriculum needs to be fit for purpose, needs to include skills and there needs to be time and space in the curriculum for things, such as skills development.

Karen Spencer highlighted that headteachers are reporting that when GCSEs were reformed, a lot of additional subject content was included at the detriment to wider skills. It is believed that some of the content could be taken away for deeper understanding of the remaining content.

Karen Spencer reported that there is a question if Progress 8 will be kept and how further education links to the DfE's pause and review of qualifications, along with the English and Maths condition of funding. Governors noted that this condition of funding has been around for ten years and pass rates are still low. There is talk about the breadth of qualifications and ensuring people are ready for life and work. The review is likely to identify areas where more work is required. Governors noted that lots of curriculum reform takes place by civil servants in the DfE who are not teachers and perhaps this is not the best mechanism for reform. Governors were reminded that when T-Levels were launched, there was an extensive programme of defunding existing qualifications. Some new qualifications and T-Levels were paused however a significant number of qualifications in existence were defunded. The Labour government has committed to pause and review the defunding until December 2024 however the sector will not know what will be in place until after Christmas which poses a challenge for the College, students and parents.

A Governor highlighted that this is a complicated area and asked how the College is dealing with this from a student point of view. Karen Spencer reported that there will be Level 3 qualifications available however at this stage it is unclear if these will be BTECs or T-Levels. Becky Jones reported that she has met with every delivery team and spoken to all the Awarding Organisations. The College is preparing for rolling out T-Levels further and is preparing for a new suite of qualifications. Every offer has been worked through by each team and the website and prospectus is up to date, detailing what the College is currently planning on offering from September 2025.

A Governor asked how careers, information, advice and guidance is being configured to help students in the changing world. Paul Whitehead reported that the College aligns with the Gatsby benchmarks and has good engagement with schools. The College is presenting the best and latest information it has at the time and is working with students to establish the best stepping stones and routes for them. The information is kept as open as possible.

Karen Spencer reported that the FE sector has had at least one reform per year for the last 26 years therefore the sector is well prepared for navigating change.

Governors were informed that the Association of Colleges (AoC) is gearing up for the Chancellor's Autumn Statement however it is not expecting any additional funding for FE.

The AoC's key asks for Government were highlighted and that some should be relatively issue to implement due to the primary school demographic decline and the bulge in FE students. The pay gap between the school and college teachers needs to be addressed as it is now more than £9k.

Governors were informed that the Institute for Apprenticeships and Technical Education has been disbanded and moved into Skills England, however very little is currently known about this. A Governor highlighted that there is a concern around losing the employer voice with Skills England. Karen Spencer reported that there should be co-creation of qualifications with educators and employers and that a different balance of voices is needed.

A Governor asked if the College needs to make decisions, for example if small BTECs are not cut, would they be combined with an A-Level? Karen Spencer reported that the College is working through this, for example could a small engineering BTEC and A-Levels maths and physics be offered? The issue with T-Levels remains the need for a 45 day industry placement. Paul Whitehead reported that there could be more options for the College if it looked at a mixed route however the College would be competing with schools for teachers.

The Corporation noted the Principal's Report.

8 Quality, Curriculum and Self-Assessment Update

The Corporation received and considered the Quality, Curriculum and Self-Assessment Update, presented by Becky Jones, vice-Principal.

Governors were informed that the College ran two successful staff development days in August 2024 which focused on the environment and rolling out the UN's 17 Sustainable Development Goals and integrating this into the College's practice, with them being fully embedded in the curriculum next academic year.

Deep dives will commence again after half-term, looking at consistency across the team. Actions arising from the deep dives will feed into the team's Quality Improvement Plan (QIP). Meetings are being held with all teams to look at the latest data and to focus on five key themes in the team QIP.

Becky Jones reported that the College has reviewed the College's higher education provision and is offering and applying for new higher technical qualifications (HTQs). Computing for England will be reintroduced, aeronautical engineering, construction management and psychology and counselling are in the process of being approved and engineering is continuing to be delivered.

Governors noted that there has not been much movement with the Anglia Ruskin University partnership.

A new higher education outreach worker has been appointed to promote the College's offer, both internally and externally.

The College is currently delivering three T-Level pathways, with a further six being introduced in September 2025. A Governor asked how much of a problem the T-Level industry placements are. Becky Jones reported that they can be really challenging and it takes a lot of staff resource however some placements are easier to secure than others. For some T-Levels, the College is only offering one group rather than two due to the issue with securing industry placements.

Governors were informed that there has been an overwhelming number of applications from potential students following the October open evenings at Harlow College and Stansted Airport College.

Governors' attention was brought to the data tables in the report and Becky Jones reported that there have been improvements in pass, achievement and retention rates and a 4% improvement in attendance. Governors were informed that the English and Maths GCSE results were a slight disappointment. Further analysis of all the data will be presented at the Standards and Curriculum Committee meeting being held on 27 November 2024.

A Governor reported that the College is taking a good approach with the curriculum and then asked about how the College is responding to Ofsted's comments on apprenticeships. Becky Jones reported that a lot of effort is being made with each team delivering apprenticeships and there is a big focus and drive on progress reviews. Paul Whitehead reported that apprenticeship achievement rates were not as high as predicted, mainly due to delays in end point assessments. These numbers will however move into this academic year. There is a focus on formative assessment and consistency across the College's provision. Work has already begun on this and apprenticeships will be covered in the deep dives. Further development of wider skills and behaviours needs to take place and there is a need to ensure that apprentices are getting the same experience as the College's adult learners. The College is clear where improvements are needed and there are clear plans in place to address these.

The Corporation noted the Quality, Curriculum and Self-Assessment Update.

9 Search and Governance Committee Reports

9.1 Minutes of the Search and Governance Committee – 07 October 2024

The Corporation received and noted the minutes of the Search and Governance Committee meeting held on 07 October 2024.

9.2 Item 1 – Membership of Harlow Education Further Education Corporation

The Corporation received and considered the Search and Governance Committee's recommendations for membership of Harlow College Further Education Corporation.

The Search and Governance Committee recommended the appointment of Ayub Khan of Harlow Citizens Advice Bureau, as a Governor of Harlow College Further Education for a period of four years, commencing on 24 October 2024. It is recommended that Ayub Khan be a member of the Standards and Curriculum Committee.

The Corporation unanimously approved the Search and Governance Committee's recommendations. Ayub Khan was appointed as a Governor of Harlow College Further Education for a period of four years and joined the meeting.

Paul Taylor welcomed Ayub Khan to the Corporation and Ayub introduced himself.

9.3 Item 2 – AoC Further Education Code of Good Governance

The Corporation received and considered the report on the AoC Further Education Code of Good Governance, presented by Ruth Lucas, Head of Governance.

The Head of Governance reported that the Corporation needs to report that it is compliant with a governance code in the financial statements and that the Corporation adopted the AoC's Further Education Code of Good Governance in October 2023.

The Head of Governance highlighted the mapping exercise against the six principles in the Code, demonstrating how the Corporation has complied with the Code and areas for development.

Governors were informed that the College's response to the Code had been discussed in detail at the Search and Governance Committee meeting held on 07 October 2024 and that the Search and Governance Committee's recommendation is for the Corporation to approve the response.

The Corporation noted the report on the AoC Further Education Code of Good Governance and approved the College's reporting of compliance with the AoC Further Education Code of Good Governance in the annual accounts.

10 Audit Committee Reports

10.1 Minutes of the Audit Committee Meeting – 15 October 2024

The Corporation received and noted the minutes of the Audit Committee meeting held on 15 October 2024.

10.2 Item 1 – Regularity Audit Self-Assessment Questionnaire

The Corporation received and considered the Regulatory Audit Self-Assessment Questionnaire, presented by Deanne Morgan, Executive Director – Finance.

Deanne Morgan informed Governors that this is an ESFA document which the College has to complete and submit to the external auditors.

The Corporation was informed that the Regulatory Audit Self-Assessment Questionnaire had been discussed in detail by the Audit Committee at its meeting held on 15 October 2024. The Audit Committee recommends that the document is signed by the Chair and Accounting Officer.

The Corporation approved the Regulatory Audit Self-Assessment Questionnaire and agreed for it to be signed by the Chair and the Accounting Officer.

11 Finance and Resources Reports

11.1 Predicted Financial Outturn 1 August 2023 – 31 July 2024

The Corporation received and considered the predicted financial outturn for the period 1 August 2023 – 31 July 2024, presented by Deanne Morgan, Executive Director – Finance.

Governors were informed that the report contains the draft figures for 2023 – 2024 and are subject to the statutory external audit.

Governors noted that the bigger than forecast surplus is due to the performance of the Local Government Pension Scheme (LGPS) which has reduced staff costs however this is a non-cash item and cannot be spent. Even if this is taken out, the College continues to generate cash, meet loan repayments and pay all its bills. Both bank covenants are met and good financial health is predicted. A Governor asked what would happen if the LGPS swung the other way and if there would be a negative impact on the College. Deanne Morgan reported that it could affect the ratios and Paul Whitehead reported that if this was likely to occur, the provision would be amended accordingly in the accounts. A Governor asked if there was a particular reason for the better performance of the LGPS. Deanne Morgan reported that the markets have improved and there have been improvements to the discount rate. Essex LGPS has diversified its portfolio and these investments have performed better than anticipated. Paul Whitehead reported that LGPS membership in the College had also increased.

A Governor asked about the £227k debt from 2017. Deanne Morgan reported that this from the ESFA when apprenticeships moved from Frameworks to Standards and there was a gap and lag in the funding. The College has reconciled the figures and there is a legacy issue with the debt. A provision for the debt has been created in case the debt is not recovered from the ESFA. A Governor asked if this is for work which the College has undertaken but not been paid for. Paul Whitehead reported that the College has accounted for the income in previous years however the income might not come in therefore the College is looking to potentially write this off. A Governor asked if it was a case of apprentices not completing or an issue with how the funding is paid. Paul Whitehead reported that during the transition of payment structures, either the College incorrectly reported the income or the ESFA did not pay the College correctly. Due to the complexity of querying the figures with the ESFA, it could take years to reach a conclusion and with the work involved in trying to resolve this, the College believes it is not worth pursuing. Deanne Morgan reported that internal audit has checked the Colleges processes are now correct and provided assurance on this.

A Governor asked about the peak in salary costs in July 2024 and the big anticipated drop in August 2024. Deanne Morgan reported that in August 2023, the budget did not include the pay award as the increase in the base rate was not announced until November 2023, therefore once the pay award was paid, the actual costs were higher than budgeted. The increase in student numbers has meant that more staff were required therefore staff costs increased, including the use of agency staff. This academic year, the pay award has already been agreed and the same staffing level has been included in the budget. Student numbers are higher this year than last year so there could be a similar pattern in staff costs in 2024-2025. Based on the current growth model, the College should be eligible for some in-year growth funding but the actual in-year growth will not be fully funded. Karen Spencer reported that there is a commitment from the Government

to pay 50% of in-year growth however this would not be paid until April 2025 therefore there is a lag in the system. A Governor asked if there is a census point in November. Paul Whitehead confirmed that there is for 16 – 18 learners as of 31 October 2024 however the College cannot say at present what additional staffing will be required. Will Allanson highlighted that there is a national challenge for recruitment in FE for certain subjects therefore colleges are having to use agency staff which cost more. A Governor asked if the College has converted any agency staff to permanent members of staff and it was confirmed that the College has. Karen Spencer reported that in some areas, student numbers and group sizes are capped due to lack of staff and informed Governors that Paul Whitehead carefully works through staffing with each team to ensure maximum efficiency. A Governor asked if this should be added to the risk register. Paul Whitehead reported that there could be a risk to the College's finances however the College will only spend more, if more income is earned. Currently it is too early to tell and the November management accounts will show a more accurate picture of this.

The Corporation noted the predicted outturn for the period 1 August 2023 – 31 July 2024.

11.2 Sketch Management Accounts for 1 August 2024 – 30 September 2024

The Corporation received and considered the sketch management accounts for 1 August 2024 – 30 September 2024, presented by Deanne Morgan, Executive Director – Finance.

Governors were informed that the accounts are sketch management accounts for the first two months of the academic year.

Governors noted that financial health continues to be good and the bank covenants continue to be met.

The Corporation noted the sketch management accounts for 1 August 2024 – 30 September 2024.

11.3 Recruitment of Learners - Enrolment Report 2024 – 2025

The Corporation received and considered the report on recruitment of learners – enrolment report 2024 – 2025, presented by Paul Whitehead, Vice-Principal.

Governors were informed that student numbers have increased for the second year running. The 2,810 16-18 learner numbers have dropped slightly due to withdrawals since the report was written however it is still an increased position and growth is potentially being funded at 50%.

The College has had its first apprenticeship intake, with a normal sized cohort.

Early indications for the Adult Education Budget are good.

Higher education remains a small provision however the College has plans to increase this in 2025 – 2026.

Adult Learner Loans balances out with the Adult Education Budget.

There has been growth in High Needs Funded learners across Essex and Herts. Work has been undertaken with new staff due to internal progression of existing team members. The teams work closely with the learners and their families.

The Corporation noted the report recruitment of learners – enrolment report 2024 – 2025.

12 Strategies for Approval

12.1 Financial Strategy

The Corporation received and considered the Financial Strategy, presented by Deanne Morgan, Executive Director – Finance.

Governors were informed that the Financial Strategy aligns with the College's Strategic Plan and the Financial Strategy includes key financial indicators for the College to work towards and compare year on year. This Strategy sits alongside the annual Financial Plan which is approved by Governors in the Summer Term.

The Strategy will help the College to ensure that it is financially stable long-term and is a going concern.

Investment in staff and estates are crucial therefore this Strategy will link to and align with the HR Strategy and Property Strategy.

A Governor asked if the decision is taken to expand at Stansted Airport College, how would this be funded? Karen Spencer reported that the College would have to approach the Government if loan funding is required as since ONS reclassification, colleges are not allowed to borrow from commercial lenders. It is believed that some Government capital funding will be available however the process for this is not yet known. There could be an opportunity of some funding through Essex County Council following the closure of the Local Enterprise Partnership however this will be a competitive process. Will Allanson reported that there is an aspiration to show value for money which could include contributions from businesses.

The Corporation approved the Financial Strategy.

12.2 Property Strategy 2025 – 2030

The Corporation received and considered the Property Strategy 2025-2030, presented by Will Allanson, Deputy Principal.

Will Allanson reported that the Property Strategy is a key document which is used as part of the assessment process when the College applies for significant capital funding. The new Strategy focuses on the College's new Strategic Plan and the needs of the campus over the next five years, whilst ensuring financial stability, maintaining good financial health and meeting the bank covenants.

The core priority projects were highlighted and projects which require external funding and projects that can be realised through the College's own capital funding have been identified.

Governors' attention was brought to the space utilisation section of the Strategy which details the College's capacity to meet the needs and demands now and in the future. Significant growth of up to 40% is expected in Harlow over the next ten years. Whilst the College currently has capacity at present, it is likely to be close to capacity at the end of this new Strategy. Some of the projects in the Strategy focus on increasing capacity and facilitating growth at Stansted Airport College.

A Governor asked about the calculation of space which is used. Will Allanson reported that it is a standard ESFA calculation that gives allowances for small, medium and large spaces however the College has always taken the mid-point range to the mix of space it has.

Will Allanson reported that since the report on the Property Strategy was written, an estates planning tool has been launched and the College's current space and learner number figures will be inputted into this tool.

A Governor asked if the space utilisation was based on 36 weeks use. Will Allanson confirmed that this was correct and is based on the current College year. Karen Spencer reported that the College is only funded for 36 weeks and that there is a challenge to balance the academic model, funding, space utilisation and the curriculum. Whilst the College does have a limited number of out of hours bookings, it is not something that will be expanded as there would be VAT and Corporation Tax implications if the College was used more by outside organisations. Will Allanson also reported that when learners are not on site, it is key time for campus maintenance.

A Governor asked what the annual cost of maintaining the fabric of the building is. Deanne Morgan confirmed that it is approximately £1.8m however the College generates cash for capital improvements. Will Allanson reported that significant work has been undertaken to look more strategically at a preventative maintenance schedule and a lifetime asset management process.

A Governor asked if the options evaluation table should include affordability and score for the "do nothing" option. Will Allanson agreed to relook at this.

The Corporation approved the Property Strategy 2025-2030, subject to Will Allanson agreed to relook at affordability and score for the "do nothing" option.

13 Investors in Diversity Action Plan

The Corporation received and considered the Investors in Diversity Action Plan, presented by Will Allanson, Deputy Principal.

Will Allanson reported that the College has worked with the Institute for Diversity to help with continuous improvement of the College's equality, diversity and inclusion. The College's ambition is to achieve silver Investors in Diversity accreditation.

Governors were informed that a survey of students and staff was undertaken and the data has been analysed. One of the key points was when looking at the changing demographic of Harlow, that the College works positively towards aligning the staff and management demographic with the student demographic. Alongside this will be a review of HR policies and procedures. Targeted work will be undertaken to address the issues highlighted in the survey. The College is looking to engender a sense of belonging across the College and all its stakeholders.

Work is being undertaken to examine attainment gaps and this has commenced with those who have declared a disability or a learning difficulty however all attainment gaps will be looked at.

Five new task forces are being developed aligned to the College's objectives and 12 equality, diversity and inclusion ambassadors have been appointed.

Governors' attention was brought to the action plan which has objectives for year 1, year 2 and year 3 which will be embedded into College processes. A Governor asked if closing attainment gaps should be an objective or a task force. Will Allanson reported that this can feed into the task forces. Karen Spencer reported that when Becky Jones works through the self-assessment processes, added value and the level students actually pass at will be examined. This level of data will appear in the Self-Assessment Reports for each team and any cross-College issues will be identified and feed into the action plan. It was agreed that the SEND report to the Standards and Curriculum Committee should include attainment of different groups and any key themes.

Will Allanson reported that the ethnic minority demographic of learners is 20%, higher for adults however only 10% for apprentices. A Governor asked about the granular level of ethnic minorities and if there is a breakdown, alongside progression to university amongst different groups and travel to learn patterns. Karen Spencer reported that 48% of learners live outside of Harlow however there are tight boundaries and the average travel to learn distance is six miles. At Stansted Airport College more students travel from London due to the discounted travel scheme offered by Manchester Airport Group.

A Governor asked about the implications of housing growth on demographics. Karen Spencer reported that London boroughs had been buying properties in Harlow however they are now reverting to buying in London therefore there will be a demographic change again. Changes in immigration and asylum placements has also had an impact on this and the Garden Town being developed will further impact this.

A Governor asked how updates on progress will be reported. Will Allanson confirmed that further updates will be provided to the Resources Committee.

The Corporation noted the Investors in Diversity Action Plan.

14 Safeguarding and Prevent Policy

The Corporation received and considered the Safeguarding and Prevent Policy, presented by Will Allanson, Deputy Principal.

Will Allanson informed Governors of the proposed changes to the Policy and confirmed that the Policy meets all the Keeping Children Safe in Education requirements.

Governors were informed that the College employs two youth workers who are focusing on positive behavioural challenges and have replaced the two outsourced security guards the College had last academic year.

The Corporation approved the Safeguarding and Prevent Policy.

15 Disability Statement

The Corporation received and considered the Disability Statement, presented by Paul Whitehead, Vice-Principal.

Governors were informed that there are no proposed changes to the Disability Statement.

The Corporation approved the Disability Statement.

16 Correspondence

16.1 Letter from the Rt Hon Baroness Jacqui Smith, Minister of Skills, dated 04 September 2024

The Corporation received and noted the Letter from the Rt Hon Baroness Jacqui Smith, Minister of Skills, dated 04 September 2024.

16.2 ESFA Letter to Accounting Officers in Academy Trusts and Colleges, dated 11 September 2024.

The Corporation received and noted the ESFA Letter to Accounting Officers in Academy Trusts and Colleges, dated 11 September 2024.

16.3 Skills England Report: Driving Growth and Widening Opportunities, dated September 2024

The Corporation received and noted the Skills England Report: Driving Growth and Widening Opportunities, dated September 2024.

16.4 Ofqual Letter to Governors and Trustees: Qualification Results 2024, dated 03 October 2024

The Corporation received and noted the Ofqual Letter to Governors and Trustees: Qualification Results 2024, dated 03 October 2024.

17 Any Other Business

The Corporation thanked Dawn Turner for serving as Governor as she is stepping down to a change in employer. The Corporation presented Dawn with a thank you gift and card.

18 Dates of Future Meetings

Autumn Term 2024	Wednesday 27 November 2024 (self-assessment reviews)	9.30am
	Thursday 19 December 2024	9am
Spring Term 2025	Thursday 26 March 2025	9am

Summer Term 2025

Thursday 22 May 2025
Thursday 10 July 2025

9am
9am

Action Plan:

Action No.	Agenda Item	Action	By Whom	By When
001	12.2 – Property Strategy 2025 – 2030	Will Allanson to relook at affordability and score for the “do nothing” option.	Will Allanson	30 November 2024
002	13 – Investors in Diversity Action Plan	SEND report to the Standards and Curriculum Committee to include attainment of different groups and any key themes.	Paul Whitehead	27 November 2024