



**Minutes of the Meeting of the Corporation, held on Monday 2 November 2020, 4.00pm
via Microsoft Teams**

| | |
|-----------------------|--|
| Present: | Mark Farrar (Chair) Mark Bass (Vice Chair) Yvonne Kelly (Principal/CEO) Forhad Altafi (Staff Governor) |
| | Andrew Brown Evelyn Carpenter Carole Ditty Stuart Fraser Sarkis Mazmanian Bal Panesar |
| | Doug Trengove (Staff Governor) |
| In attendance: | Wijay Pitumpe (Chief Finance & Enterprise Officer) Andreas Galatoulas (Chief Technology and Innovation Officer) Joy Kettle (Chief Operating Officer) |
| | Victoria Eastwood (Chief Governance Officer) |

| | | | | |
|-----------|--|---|-----------------------|--------------------------------|
| 1. | Welcome and apologies for absence Apologies for absence were received from Lisa Dee, Stephen Mizen and Veronica Anthony-David. | | | |
| 2. | Declarations of Interest Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. Mark Bass, Yvonne Kelly and Wijay Pitumpe declared an interest in agenda item 7 as Directors of the Broadway Theatre. It was noted that College staff and the Student Governor would be required to withdraw for agenda item 7. | | | |
| 3. | Minutes of the Previous Meeting of the Corporation – Monday 27 July 2020 The Minutes of the Meeting held on Monday 27 July 2020 were agreed as a true and accurate record. | | | |
| 4. | Matters arising An update on outstanding actions from the September Corporation was provided: | | | |
| | Agenda Item | Action | Responsibility | Update |
| | | | Timescale | |
| | c/f | Detail of in-year Covid-19 spend, estimate of what may be needed in | CFEO | Included under matters arising |

| | | | | |
|-----|---|---------------|----------|--------------------------------|
| | the next year including any income to be provided. | | | |
| c/f | Other expenditure detail for admin and central services to be provided. | CFEO | ASAP | Included under matters arising |
| 10. | Progress against targets inc Apprenticeships and HE to be reviewed at the next full Corporation Meeting | Principal/CEO | 23.11.20 | |
| 12. | OfS update to be included on the November Corporation meeting agenda | Principal/CEO | 23.11.20 | |
| 14 | Simplification Strategy to be discussed at the Strategic Planning Day | CTIO | 23.11.20 | |

The Chair noted that there was an action from the previous meeting regarding scheduling the first meeting of the ELIOT Directing Body. The CFEO advised that the College had met with the DfE the previous week and were awaiting the required documentation regarding the change to core partners. Once this was received the meeting would be scheduled.

The Chair referred to the financial documents supplied by the Chief Finance & Enterprise Officer (CFEO) to address the first two points under matters arising. The CFEO reported that the final account audit was currently taking place and this one of the reasons the actuals figures were not yet completed. For comparison purposes, the previous year had been an odd year to be able to compare. Once the audit was completed (two weeks) then the actuals would be provided comparing 2019/20 to 2020/21. The Chair advised that a good discipline would be to have been able to see an estimate of the actuals, the Corporation did not need to wait to be provided with the audited accounts. **The Chair suggested that the next meeting of the Policy & Resources Committee were provided with the relevant information to be able to look at the comparisons.**

The Chair referred to 'other expenditure' within the report and stated that budget on budget comparisons did not add a lot of value.

Evelyn Carpenter referenced the projects delivery in table two, questioning why there had been no expenditure in 2018/19 or 2019/20 but £187K in 2020/21. She also referred to table 1 advising that for the project delivery costs in the first line (where project expenditure should match with income) the budget for 2020/21 was £485K with

| | |
|-----------|--|
| | <p>a £113K variant. It was further questioned whether there was a relationship between the lines in table 1 and table 2 and why project delivery was included in both table 2 as well as table 1. In addition, the project delivery costs in table 1 for admin and central services were similar figures to the bottom of table 2.</p> <p>The CFEO replied that the analysis of the £600k had been provided as requested at the July Corporation meeting. The coding used was as per the final accounts. For previous years there had been zero expenditure but for this coming year the cost was £187K. Evelyn Carpenter acknowledged that this was a difficult year but expressed her concern that there was a £187K expenditure figure where there had not been any previous expenditure which was not against any income lines. The CFEO assured the Corporation that this was because of the way items were coded – expenditure was covered by income. Projects were managed with funds going ‘in and out,’ if the project was not delivered the expenditure can be taken out to make sure the lines match. The Chair noted that the presentation of the figures seemed confusing as to how things related to each other and could be improved in the future.</p> <p>The Chair asked for update on Covid expenditure. The CFEO responded that up to 31 July 2020 the College had spent £62K, for 2020/21 so far the figure was £88K and the College was forecasting to have spent a similar amount again by the end of the year. Most of the expensive equipment had already been purchased. Confirmation of approval of £170K from the GLA emergency support fund had been received. In response to a query from the Chair, the CFEO advised that expenditure savings did not need to be found from elsewhere to support Covid expenditure at present.</p> |
| 5. | <p>Chair’s Actions There were no Chair’s actions to be discussed. <i>Agenda Item 6 was Minuted confidentially under Instrument 17 (2) (d).</i></p> |
| 6. | <p>Budget Update – Management accounts September 2020 <i>Agenda Item 6 was Minuted confidentially under Instrument 17 (2) (d).</i> <i>In accordance with Instrument 14, College staff and the student governor other than the Principal/CEO, CFEO (as Directors of the Broadway Board), DoFE (as Secretary to the Broadway Board) and CGO withdrew from the meeting.</i></p> |
| 7. | <p>BDC@Brodney Discussion <i>This Agenda Item was minuted confidentially under Instrument 17 (2) (d).</i></p> |
| 8. | <p>AoB The Chair asked the Principal/CEO for her immediate reactions given the new Government announcement on lockdown. The Principal/CEO replied that previously colleges had been advised that they should not close without the authority to do so. The AoC had advised that colleges were expected to stay open but could reduce to 50% face to face teaching if there were issues specific to the local area. The College was currently reviewing all plans with the need to take into account high risk staff and students but otherwise there would be little change to the current hybrid model already in place. The College was also preparing in case the campus did have to close and all learning was to be undertaken remotely. The main issue was accelerating the purchase of kit.</p> <p>In response to a query from the Chair, Andrew Brown reported that there was a lot more online education in HE and those learners coming onto the campus were the ones that needed to be there. There was a lot more flexibility within HE but the position was kept under constant review.</p> <p>The Chair asked for clarification on the position regarding exams. The Principal/CEO responded that GCSE’s had been extended but it was anticipated that there would be a</p> |

| | |
|------------|--|
| | <p>mock exam used as a precaution. It was reported that the majority of learners on site were foundation level learning and there were already some issues with attendance.</p> <p>The Chair acknowledged the good work taking place. The Principal/CEO advised that all reporting had changed due to changes with the technical guidance and it was taking time to bottom out the position going forward. There were multiple options for the College to optimise. The main issue was the locality and the College was currently working with the Borough regarding NEET learners.</p> <p>Carole Ditty stated that the Executive Team were doing a good job in challenging and changing circumstances. She reported that Bouygues had good stocks of PPE and advised that the College could made contact for replacements if current stocks were coming under pressure. The Chair and CFEO thanked Carole for her generous offer and this was noted for the future.</p> |
| 9. | <p>Self-assessment of meeting There were no comments on the self-assessment of the meeting further to comments made concerning the reports above.</p> |
| 10. | <p>Date and time of next meeting – Monday 23 November 2020 – Strategy Day/Corporation Meeting</p> |

The Chair thanked all those in attendance for their contributions and the meeting closed at 17.30pm.

| Agenda Item | Action | Responsibility | Timescale | Update |
|--------------------|---|-----------------------|------------------|---------------|
| C/f | Progress against targets inc Apprenticeships and HE to be reviewed at the next full Corporation Meeting | Principal/CEO | 23.11.20 | |
| C/f | OfS update to be included on the November Corporation meeting agenda | Principal/CEO | 23.11.20 | |
| C/f | Simplification Strategy to be discussed at the Strategic Planning Day | CTIO | 23.11.20 | |
| 6. | The Policy & Resources Committee Meeting to be | CGO | ASAP | |

| | | | | |
|--|--------------------------------------|--|--|--|
| | deferred to w/c 16 November 2020. | | | |
|--|--------------------------------------|--|--|--|