

## ANNUAL REPORT OF THE GOVERNING BODY ON COLLEGE GOVERNANCE - 2020/21

This Annual Report covers the statutory and administrative governance work and processes of Bridgend College during the year 1 August 2020 to 31 July 2021. It also includes the report on the activities of the Governing Body that has been previously presented as a separate document.

The report is intended to provide assurance that the activities of the Governing Body have been undertaken in accordance with the Instrument and Articles of the Governing Body of Bridgend College.

The report is prepared by the Clerk to the Governing Body and is submitted to the Governing Body for scrutiny, confirmation and adoption. The report, once approved by the Governing Body, is submitted to the Welsh Government on request.

### CONTEXT

The COVID-19 pandemic continued to significantly impact all College activities during this year. In order to keep members fully abreast of the ever-changing situation, the Principal and Senior Leadership Team (SLT) gave very regular updates to the Governing Body and its committees.

All Governing Body and committee meetings were held online using Google Meet and attendance rates were excellent. Discussions will take place in 2021/22 about whether a blended approach to meetings will be adopted going forward but this will be dependent on any continuing restrictions.

Despite this year having been a very challenging time due to the uncertainties presented by the pandemic, there have been many achievements in 2020/21, the most notable of these being the completion of the STEAM Academy project on time and to budget. The Governing Body originally started discussing this project in 2017 and the College received the keys to building on 1 July 2021. Alongside this, the Governing Body discussed the development of a town centre campus in Bridgend at every meeting and in the final meeting of the year, approval was given for a design to be drawn up for planning purposes. The Welsh Government has allocated 21st Century Schools Band B funding for this campus. The Governing Body is extremely proud of both of these legacy projects which will provide first class teaching and learning facilities for the people of Bridgend and its wider communities.

The Governing Body appreciated the tremendous efforts that all staff and learners gave to continue learning to the highest possible standards during such a difficult year and applauded the innovative practices introduced in order for the learners to **“be all that they can be”**.

# 1. GOVERNING BODY

## 1.1 Composition

For the period 1 August 2020 to 31 July 2021 the Governing Body comprised of the following:

- |     |   |   |
|-----|---|---|
| (a) | <b>Principal &amp; Chief Executive</b>                              | Mr Simon Pirotte  |
| (b) | <b>Two members of staff: Teaching</b>                               | Mrs Sara Davies   |
|     | <b>Non-teaching</b>   | Mr Konrad Halabuda  |
| (c) | <b>Two students</b>   | Mr Tomas Lewis<br>Ms Steph Parkhouse  |
| (d) | <b>One or more representatives of local employers or businesses</b> | Mr R Wyn Landon (retired 23 October 2020)<br>Mrs Joanne Oak (appointed 1 December 2020) |

The remaining members of the Governing Body were:

Mr Paul Croke (Chair)  
Mr D John Finch (Vice-Chair)  
Dr Ben Calvert  
Ms Trish D'Souza  
Dr John Graystone  
Mr Mike Gregory (retired 23 October 2020)  
Mrs Alison Hoy (retired 12 October 2020)  
Mrs Kathy Lewis  
Mr Hayden Llewellyn  
Mrs Julia Longville  
Ms Alwena Morgan  
Mrs Satwant Pryce  
Cllr Dr Charles Smith

New members appointed during the year (all appointed for a term of four years):

Mrs Joanne Oak - appointed 1 December 2020 (Local employer representative)  
Mr J Greenidge - appointed 27 January 2021  
Mrs Dawn Lewis-Whelan - appointed 27 January 2021  
Mrs Judith Evans - appointed 25 March 2021

The gender balance on the Governing Body at the year end was 50:50. The Governing Body is committed to ensuring that it is as diverse and inclusive as possible in line with the Strategic Plan and external drivers such as the Welsh Government's draft Race Equality Action Plan so that Bridgend College is truly a place where everyone feels a sense of belonging.

### **Chair and Vice-Chair**

Mr Paul Croke and Mr D John Finch's annual reappointments as Chair and Vice-Chair respectively were confirmed in the Governing Body meeting held on 2 July 2020. Mr Finch's term of office as a governor and Vice-Chair was due to expire on 20 May 2021 but the Governing Body extended this until 23 October 2021 on 3 September 2020.

The Governing Body appointed Mrs Julia Longville as Chair-Elect on 10 December 2020 and Mr Jeff Greenidge as Vice-Chair-Elect on 25 March 2021. Both appointments will be effective from 25 October 2021.

### **Principal**

Mr Simon Pirotte has been Principal of the College since June 2013. Mr Pirotte was awarded an OBE in the Queen's New Years Honours list for his services to further and higher education.

### **Clerk**

Mrs Nicola Eyre - appointed August 2015.

No changes were made to the categories of members or to the determination of membership numbers.

## **1.2 Meetings**

The Governing Body agrees a schedule of meetings for the year on an annual basis and during 2020/21 met on the following occasions:

### Scheduled meetings:

- 15 October 2020
- 10 December 2020
- 11 February 2021
- 25 March 2021
- 20 May 2021
- 1 July 2021

### Special meetings:

- 3 September 2020 - to approve the 2020/21 College Budget
- 1 December 2020 - to discuss partnership and collaborative working

All meetings were quorate.

## **1.3 Attendance**

Attendance for the six scheduled Governing Bodies was 94%. When the two special meetings are included, the overall attendance level is 93% (72% overall in 2019/20). 16 members had 100% attendance at the scheduled Governing Body meetings.

Records of governors' attendance at committee meetings and other events are also kept and reported to the Search & Governance Committee for monitoring. Governors usually attend a number of other events during the year but due to the pandemic, there were a very limited number of events this year.

#### **1.4 Eligibility of Members**

The eligibility of all members for 2020-21 was checked and confirmed by the Clerk in accordance with the adopted annual process. All governors, except student governors, are subject to a DBS check.

#### **1.5 Register of Interests**

A register of interests is maintained for members of the Governing Body, co-opted members, SLT members and the Clerk. Members are asked to declare any interests on appointment and then are subject to an annual review of previously declared interests and any new interests.

The register is available for public inspection by written request to the Clerk.

#### **1.6 Payments to Governors and Notification and Award of Contracts to Members of the Governing Body**

Owing to the nature of the College's operations and the composition of the Governing Body being drawn from public and private sector organisations, it is inevitable that transactions will take place with organisations in which a member of the Governing Body may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the College's financial regulations and normal procurement procedures.

No governor has received any remuneration or waived payments from the College or its subsidiaries during the year (2019/20: None).

The total expenses paid to or on behalf of the Governors during the year was £0 (2019/20: £1,127; five governors). This represents travel and subsistence expenses and other out of pocket expenses incurred in attending governor meetings and events in their official capacity.

#### **1.7 Governance Documents**

During the year the following governance documents were reviewed and amendments approved by the Governing Body:

- Committee Terms of Reference:
  - Audit Committee - reviewed and approved on 15 October 2020 and a further amendment was approved on 1 July 2021.
  - Search & Governance Committee - reviewed and approved on 11 February 2021 and a further amendment was approved on 1 July 2021.
  - Resource Planning Committee - reviewed and approved on 11 February 2021.
  - Selection Committee - reviewed and approved on 11 February 2021.
  - Engage Business Wales Ltd (subsidiary company) - reviewed and approved on 10 December 2020 to allow for a change in membership structure.
- Code of Conduct - the Code was updated to more clearly define the terms on which members are accepting the Code of Conduct. Following a recommendation from the Search & Governance Committee, the Governing Body approved this on 15 October 2020.

The Governing Body approved the process for appointing the Chair and Vice-Chair of the Governing Body on 15 October 2020.

An online meeting protocol was approved by the Governing body on 15 October 2020.

The Governing Body agreed to continue the use of the cover sheets for agenda items in their current form and that no amendments were necessary on 15 October 2020.

A committee co-option process was approved on 1 July 2021 to ensure that a consistent approach to co-opting members is followed.

An amendment to the committee membership for the Penybont Sixth Form College Joint Committee was approved on 1 July 2021 and the Standing Orders updated accordingly.

## **1.8 Financial Reports**

Financial reports were presented to the Governing Body at every meeting. Members were kept fully informed of the additional Welsh Government funding that the College was in receipt of to support learners during the pandemic. There were in-depth discussions about budgeting and financial forecasting in such turbulent times.

The full minutes of every Resource Planning Committee meeting were shared with the Governing Body.

The College's Annual Report and Financial Statements for the year 2019/20 were initially considered and recommended for approval at a joint meeting of the Resource Planning and Audit Committees held on 26 November 2020 with Governing Body approval given at the meeting held on 10 December 2020.

The draft College budget for 2020/21 was approved by the Governing Body at its meeting on 3 September 2020 (after the start of the year) having been discussed at length in the meeting held on 2 July 2020. At the July 2020 meeting, there were too many unknown factors and a significant number of uncertainties to approve a budget for 2020/21. Therefore a special meeting was held on 3 September 2020 to approve the budget when there was more clarity, although a number of assumptions still had to be made in the budget at this time.

The Resource Planning Committee held an initial discussion about the draft College budget for 2021/22 at its meeting on 10 June 2021 and the Governing Body approved the College budget for 2021/22 on 1 July 2021. Both the committee and Governing Body held in-depth discussions about approving a deficit budget for 2021/22 which is purely due to the impact of the pandemic. The importance of viewing the two years (2020/21 and 2021/22) in tandem to get an overall picture of the financial performance of the College was stressed at both meetings.

## **1.9 Items considered by the Governing Body**

The Principal gave an update at every meeting on the significant impact that the pandemic was having on the College and the measures in place to manage and mitigate these. Other key information was also relayed to the members during the Principal's regular reports.

The Clerk presented a 'Governance Matters' report at every meeting which included items for approval and items for noting. The items requiring approval mainly consisted of recommendations from the Search & Governance Committee.

### Standing items at every Governing Body meeting:

- Campus Developments - the Governing Body received updates at every meeting about the progress with the STEAM Academy and Landbased Centre, the potential of developing a town centre campus and the ongoing work regarding the land at the Pencoed campus.
- Management Accounts/Financial Reports
- Corporate KPIs - the members received updates of how the College is performing against its targets at every meeting. At the year-end, all KPIs were green with the exception of the successful completion rate which was 86% against a target of 90%. This is a remarkable achievement as learners have experienced two years of disrupted education.

The following items were discussed at meetings:

### 3 September 2020 (Special meeting)

- Extension of Vice-Chair's term of office - the members agreed to extend the Vice-Chair's term of office to October 2021 from May 2021.

- Penybont Sixth Form College Joint Committee membership - the members agreed to re-appoint the Chair, the Principal and Dr J Graystone onto the joint committee. Mrs S Davies was appointed to replace Mr M Gregory (retired October 2020).
- Approval of the 2020/21 College Budget - CONFIDENTIAL ITEM.

#### 15 October 2020

- HEAT Academy - members received a presentation from the Deputy Principal about the work taking place with the local authority on the decarbonisation of heat and how the College can play a major role in this. A further presentation was given by the Head of Curriculum for STEAM at the May 2021 Curriculum & Quality Committee meeting on the progress made and the opportunities available.
- Partnership and collaborative working - the members received a presentation from the Principal about the financial sustainability of the Penybont Sixth Form College partnership, the twilight provision and the Junior Apprenticeship programme.
- 2019/20 Draft Financial Statements - the Vice-Principal reported on the draft year-end accounts and the significant accounting adjustments that were necessary for the pension scheme. Discussions took place about the financial volatility as a result of the pandemic.
- Letter from the Minister for Education thanking colleges for the way that they have reopened since September and governing bodies for their commitment in supporting learners.

#### 1 December 2020 (Special meeting)

- Appointment of Mrs Joanne Oak onto the Governing Body and Resource Planning Committee for a four year term.
- Partnership and collaborative working arrangements - CONFIDENTIAL ITEM (discussion only).

#### 10 December 2020

- Appointment of Mrs Julia Longville as the Chair-Elect.
- Co-option of Miss Alice Thomas onto the Curriculum & Quality Committee as a student member.
- Approval of the audit reports and Financial Statements for the College and its subsidiary companies.
- Safeguarding Annual Report for 2019/20 - the Assistant Principal (Learner Journey) gave a detailed presentation on safeguarding at the College and the new ways of working and challenges that COVID-19 has presented in this area.
- College compliments and complaints.

#### 11 February 2021

- Ratification of the appointment of Mr Jeff Greenidge and Mrs Dawn Lewis-Whelan. Approval had been given electronically.
- Welsh Language Annual Report - the members received a presentation on this and the upcoming work to promote the Welsh language at the College.
- The members approved a second term of office for Mr Hayden Llewellyn as a governor and Chair of the Audit Committee.

- The members approved the appointment of Mr D J Finch onto the Audit Committee in October 2021 until new members have been appointed onto the committee.
- Translation of Governing Body minutes - it was agreed that all Governing Body minutes will be available bilingually.
- Succession planning for committees.
- Update on the Additional Learning Needs (ALN) system.
- College policy management - the members agreed a list of delegated authorities for the approval of all College policies.
- Curriculum Update - the Deputy Principal gave a presentation on the curriculum based around three questions - Where were we? Where are we now? and Where are we going? Details of how courses have been split into tiers and how these will be assessed were provided to members. The Deputy Principal stressed the importance of enabling as many learners to complete their qualifications prior to September 2021 and thanked the curriculum teams for their tireless efforts throughout the pandemic.

### 25 March 2021

- Presentation on STEM given to the members by the Head of Curriculum for STEAM. Discussions took place about the exciting opportunities that the new STEAM Academy will bring and how it is hoped that more learners will be attracted to study at the College.
- Presentation from student governors on their experience of remote learning, how they felt about returning to onsite provision and their plans for the next academic year. The members fed back extremely positively about receiving a presentation from the student governors and how proud they are of them.
- Annual Health, Safety and Environmental Impact Report presented to the members.
- Appointment of Mrs Judith Evans onto the Governing Body and Resource Planning Committee for a four-year term.
- Co-option of Mrs Shelley Wyatt-Williams onto the Audit Committee for a four-year term.
- Appointment of the Vice-Chair-Elect, Mr Jeff Greenidge.
- Approval of the calendar of meetings for the 2021/22 academic year.
- Approval of Mrs Dawn Lewis-Whelan serving as the designated governor for safeguarding when Mr D J Finch retires in October 2021.
- Risk Register review and approval.
- “Just Checking In” Survey - presentation of results. The Director of People fed back the very positive results from the survey.
- Letter received from the Minister for Education about the ALN Code and associated regulations.

### 20 May 2021

This was a one item agenda meeting to discuss the proposal and recommendations for the Bridgend town centre campus

### 1 July 2021

- Presentations - Digital Update given by Dr Scott Morgan (Digital Lead) and a Curriculum Update given by Mr Matt Rees, Head of Curriculum for Creative Arts, Education, Sport and Public Services on the Performing Arts and Sports Academies.
- The Principal provided an update on Centre Determined Grades and Centre Reviews



and thanked the staff for their tremendous efforts in this area.

- Plans for the Summer School to help bridge any knowledge or skills gaps.
- Changes to the Penybont Sixth Form College model.
- Appointment of internal auditors, TIAA, for a three year term.
- Amendment of Barclays Bank loan agreements.
- Review and approval of the Risk Register.
- Approval of the External Audit Plan for 2020/21.
- Approval of the College budget for 2021/22.
- Delegation of authority to the Chair and Principal to award College Fellowships at the HE ceremonies planned for October 2021.

### **1.10 Policies approved by the Governing Body during 2020/21**

- Disciplinary Policy - 15 October 2020
- Safeguarding Policy - 10 December 2020
- Mediation - 10 December 2020
- Grievance - 10 December 2020
- Bullying and Harassment - 10 December 2020
- Data Management and GDPR - 25 March 2021
- Use of Welsh Language at Bridgend College - 1 July 2021

### **1.11 Governing Body Self-Assessment**

The members received feedback from the 2019/20 review at the October 2020 meeting which was very positive.

In March 2021, members met with either the Chair or Vice-Chair for an individual performance review and to discuss the performance of the Governing Body. The feedback from these was extremely positive and a number of suggestions were made. The Search & Governance Committee are considering these as part of their work to continuously improve the performance of the Governing Body.

The Governing Body approved a new self-assessment questionnaire in February 2021 and members were asked to complete this over the summer months. In addition to this questionnaire, members also completed an education qualifications and skills questionnaire and the annual compliance documentation.

### **1.12 Training**

The opportunity for training was much more limited during this year due to the pandemic and the other pressures that this placed on members.

All members must complete the mandatory training on the Skillgate platform at least once every two years. The four modules are Health & Safety, Prevent, Safeguarding and Equality & Diversity.

Mr D J Finch, in his role as safeguarding lead governor, met with the Assistant Principal and the Safeguarding Manager for an update on safeguarding matters in November 2020.

Mrs S Davies and Mr D J Finch attended the webinar run by Jisc on “Cyber Security in Colleges: Starter Questions for the Board” in December 2020.

Mrs J Longville and Mrs S Pryce attended the AoC Governance Conference in January 2021 and provided detailed notes to all members. The two members stated that they felt reassured after attending the conference that the Governing Body was complying with and exceeding recommended practices.

Mr D J Finch, Mrs K Lewis and Mrs J Longville attended one of the Student Academic Representative meetings held during the year as observers.

Due to the pandemic, no learner walks took place during 2020/21.

Mr K Halabuda completed various autism awareness and guidance courses.

Ms T D’Souza undertook a significant amount of training throughout this year on equality, diversity and inclusion, judicial reviews, legal privilege, cross party group webinars on various subjects, unconscious bias, labour market intelligence, data protection, wellbeing, education updates and Brexit.

In July 2021, Mrs J Oak attended the “Introduction to Conscious Inclusion” webinar run by Inclusive Companies, one of the College’s recently formed partnerships.

Induction meetings were held for Mrs J Oak, Mr J Greenidge and Mrs J Evans.

Members are encouraged to access the training offered as part of the Education Training Foundation’s Governance Development Programme. Online courses, podcasts, self-directed study resources, face to face sessions, shadowing and coaching modules are available.

Members were invited to attend the Professional Learning Day on 23 June 2021. One of the newly appointed governors, Mr J Greenidge, presented a session on this day on “A Sense of Belonging” which was very well received by the staff body.

Details of presentations given to the Governing Body by managers at the College are listed in section 1.9. The following presentations were given to the Governing Body’s committees during the year:

### Audit Committee

- October 2020 - Presentation on the Work-Based Learning Consortium led by Pembrokeshire College (Mr D Evans, Assistant Principal at Pembrokeshire College).
- June 2021 - IT and Cyber-Security (Mr C James, IT Manager)

### Curriculum & Quality Committee

- November 2020 - Digital Update (Dr S Morgan, Digital Lead)
- March 2021 - Presentation “Teacher Triangles: Embedding at Peer Learning Initiative at Bridgend College” (Dr Claire Flay-Petty, Quality Improvement Leader)

The Clerk attended meetings of the Welsh Further Education Governors Network.

## **1.13 Relationship with Senior Leadership Team**

There is a very strong working relationship between the Governing Body, its committees and the SLT with a high degree of support and challenge.

The Principal is a member of the Governing Body, Resource Planning Committee, Curriculum & Quality Committee, Search & Governance Committee and Selection Committee. He also attends all Audit Committee and Remuneration Committee meetings.

The Deputy Principal attends all Governing Body, Curriculum & Quality Committee and Resource Planning Committee meetings.

The Vice-Principal (Resources) attends all Governing Body, Audit Committee and Resource Planning Committee meetings.

The Assistant Principal attends all Governing Body and Curriculum & Quality Committee meetings.

The Director of People attends all Resource Planning Committee meetings and also Governing Body meetings where she has an item to present on.

The Director of Curriculum & Quality and the Executive Director for Work-Based Learning and Engage Training attend all Curriculum & Quality Committee meetings.

Other managers are invited to present at meetings as and when required.

## **1.14 Whistleblowing Procedures**

There have been no instances of Whistleblowing in 2020/21.

### 1.15 Appeals

There was one appeal heard in August 2020 against staff dismissal whereby the disciplinary panel upheld the decision of the Principal.

## 2. COMMITTEES OF THE GOVERNING BODY

The Governing Body has in place a number of committees to support it in fulfilling its statutory obligations. Full minutes of all committee meetings were received and considered by the Governing Body during the year. Overall committee attendance was 94% for 2020/21.

### 2.1 Resource Planning Committee

Members of the Committee for the year were:

Mr R W Landon (Chair) - retired 23 October 2020

Mrs S Pryce - Chair from 24 October 2020

Mr P Croke

Mrs S Davies (Staff Governor)

Dr J Graystone

Mrs A Hoy - retired 12 October 2020

Mr S Pirotte (Principal)

Mrs J Oak - appointed 1 December 2020

Mrs D Lewis-Whelan - co-opted November 2019, became full Governing Body member on 27 January 2021

Mrs J Evans - appointed 25 March 2021

Ms G Betts - co-opted in March 2020 but took a sabbatical for 2020/21 due to the demands of the pandemic and running her own business. Ms G Betts is due to resume membership in October 2021 when a vacancy arises.

The Committee met on four occasions over the year with each meeting quorate:

1 October 2020

26 November 2020

11 March 2021

10 June 2021

The committee met with the Audit Committee on 26 November 2020 to consider the College's Financial Statements for 2020/21. A full committee meeting was held after the Audit Committee members left.

Overall attendance was 94%. Three out of the four meetings had 100% attendance.

The committee received reports on budgeting, funding and enrolments, financial performance, human resources and estates and campus developments. The committee

also approved six policies during the year - Code of Conduct, Managing Performance, Data Management and GDPR, Recruitment and Selection, Payroll and IT Acceptable Use Policy.

This committee has played a very significant role in the STEAM Academy and Land-based Centre projects and this will continue with the discussions for the development of a town centre campus. The Chair of this committee, Mrs S Pryce, is the designated lead governor for these projects.

The Finance Manager attended and presented at every Resource Planning Committee meeting as well as the SLT members listed in 1.13 above. From June 2021, the Facilities Manager will attend and present at these meetings on estate developments.

## **2.2 Audit Committee**

Members of the Audit Committee for the year were:

Mr H Llewellyn - Chair  
Mr D J Finch  
Mr M Gregory - retired 23 October 2020  
Mrs K Lewis  
Ms A Morgan  
Mr J Greenidge - appointed 27 January 2021  
Ms S Wyatt-Williams - co-opted on 12 March 2021

The Committee met on five occasions during the year:

22 October 2020  
26 November 2020 (joint meeting with the Resource Planning Committee)  
25 February 2021  
29 April 2021  
17 June 2021

Overall attendance was 95%. Four out of the five meetings had 100% attendance.

Internal audit reports, when available, were presented and discussed at meetings together with progress made on management actions for previously presented internal audits. An Internal Audit Annual Report and opinion was presented in October 2020 for 2019/20. The second level of assurance of audit opinion was given as the College had requested that audits were performed in areas in need of improvement in order to achieve the best value for money. The Internal Audit Annual Report and opinion for 2020/21 will be presented to the committee in October 2021.

Reports on risk management and the Risk Register were considered at the meetings held in February 2021 and June 2021.

A certificate of losses and an evaluation of both the internal and external auditors was considered at the February 2021 meeting.

In October 2020, the committee received the results of its self evaluation exercise undertaken over the summer and assessed its performance for the academic year 2019/20 as providing substantial assurance. The committee also approved the 2019/20 Audit Committee Annual Report that was prepared to give assurance to the Governing Body on the College's audit arrangements and the risk management, controls and governance arrangements. The Audit Committee Annual Report and findings of the committee's self evaluation exercise for 2020/21 will be presented at the meeting scheduled for 14 October 2021.

The Audit Committee, along with the Resources Planning Committee, recommended for approval the External Audit Report on the statutory accounts for 2019/2020 and associated papers at the meeting on 26 November 2020. The same process will be adopted for 2020/21 with this report and statutory accounts due to be presented at the meeting scheduled for 25 November 2021.

The meeting held on 29 April 2021 was used to interview three companies for the contract to provide internal audit services to the College for three years from 1 August 2021. The committee recommended to the Governing Body that TIAA should be awarded this contract and the Governing Body approved this recommendation.

The current internal auditors, RSM, and the external auditors, PwC attended every meeting except the April 2021 meeting when the appointment of internal auditors was being considered.

### **2.3 Curriculum and Quality Committee**

Members of the Curriculum and Quality Committee for the year were:

Mr P Croke (Chair)  
Dr B Calvert  
Mr M Gregory - retired 23 October 2020  
Mr K Halabuda (Staff governor)  
Mr T Lewis (Student governor)  
Mrs J Longville  
Ms S Parkhouse (Student governor)  
Mr S Pirotte (Principal)  
Ms C Birkenshaw (Co-opted member)  
Mrs C Swain (Co-opted Welsh speaking member of staff)  
Miss A Thomas (Co-opted student member)

The Committee met three times during the year:

12 November 2020

4 March 2021

15 June 2021

Overall attendance was 76%.

The pandemic significantly impacted the information that would normally be presented to this committee. However, a very innovative approach was followed and the members received updates on the following:

- Grading of qualifications - Calculate, Adapt and Delay and the work that had taken place to support this;
- The impact of the pandemic on curriculum delivery and categorisation of learners into tiers based on the type of assessment needed to complete qualifications;
- The Principles of Teaching & Learning methodology adopted to meet the demands of the pandemic;
- The calculation of Centre Determined Grades and the work involved in preparing these;
- Curriculum planning;
- The Heads of Curriculum each presented on their areas and how the pandemic has resulted in new ways of working and assessing qualifications;
- The new curriculum for the STEAM Academy;
- Higher Education Updates;
- Work-Based Learning Updates;
- Partnerships Updates;
- Learner Journey, Student Service and Wellbeing Updates;
- Approval of policies - Recognition of Prior Learning & Exemption Policy, Appeals Policy & Procedure, Malpractice & Maladministration Policy and Admissions Policy.
- Planning for FE completions and carry overs into 2021/22;
- Cross curriculum curriculum developments - HEAT Academy, core skills, STEAM Academy - disruptive innovation and Land-Based Centre plans.

The committee concluded the year by commenting that the College is extremely learner-centred in its approach and that it is remarkable what has been achieved.

## 2.4 Search and Governance Committee

Members of the Search and Governance Committee for the year were:

Mr P Croke (Chair)

Mr D J Finch

Dr J Graystone

Mrs K Lewis

Mr S Pirotte (Principal)

The Committee met five times on the following dates:

- 1 October 2020
- 12 November 2020
- 26 January 2021
- 19 March 2021
- 6 May 2021

The committee had 100% attendance at all five meetings.

The work of this committee has expanded greatly from just being a Search Committee to a committee that discusses and makes recommendations on governance issues. Matters discussed in 2020/21 included Governing Body and committee membership, succession planning, training, self-evaluation including a skills analysis, updating of governance documents (listed above), processes for the appointment of Chair and Vice-Chair, online protocols and the management of College policies

During the year, the committee interviewed Mrs Joanne Oak, Mr J Greenidge, Mrs Dawn Lewis-Whelan and Mrs Judith Evans. The committee recommended that all four persons were appointed and the Governing Body approved these appointments.

## **2.5 Remuneration Committee**

Members of the Remuneration Committee for the year were:

- Mr D J Finch (Chair)
- Mr P Croke
- Dr J Graystone
- Mr M Gregory - retired 23 October 2020
- Mrs K Lewis
- Ms T D'Souza - joined 24 October 2020

The Committee met twice during the year on 12 November 2020 and 6 May 2021 to consider the remuneration of the Senior Post-holders and the Clerk and also the Clerk's terms and conditions. There was 100% attendance at these two meetings.

The Committee made recommendations which were approved by the Governing Body.

## **2.6 Selection Committee**

Members of the Selection Committee for the year were:

- Mr D J Finch (Chair)



Mr P Croke  
Dr J Graystone  
Mrs K Lewis  
Mr S Pirotte (Principal)

No Senior Postholder vacancies arose during the year and therefore the committee did not meet.

## College Achievements

August 2020 - Careers Wales Mark for the College's careers service.



September 2020 - one of the first colleges in the UK to have been awarded CyberFirst Gold recognition by the National Cyber Security Centre.



September 2020 - achieved the Quality Standard for Carer Support.



September 2020 - Bridgend College's Entrepreneurship Officer, Ruth Rowe, was awarded an Enterprise Educators UK (EEUK) Fellowship (there are only 26 Fellows in total).



October 2020 - The College's Day Nursery was awarded 'The daynurseries.co.uk Top 20 Nursery Awards 2020'. This award is based on recommendations.



October 2020 - recognised as a Disability Confident Leader (government run scheme).



December 2020 - The Principal was awarded an OBE in the New Years Honours list.



February 2021 - Bridgend College signs Zero Racism pledge.



February 2021 - crowned winner of the Association of Colleges Beacon NCON Group Award for Mental Health and Wellbeing 2021.



June 2021 - two teaching staff, Pete Dunford and Ian Thomas, recognised in the Pearson UK's National Teaching Awards.



May 2021 - achieved Gold at Mind's Workplace Wellbeing Awards.



June 2021 - student Chloe Carter won the 5-9 Club Rising Star of the Year Award.



## How the Governing Body has made a difference

Bridgend College's mission is to "BE ALL THAT YOU CAN BE" and this is under-pinned by six core values of being:

- inclusive
- a team player
- people centred
- inspirational
- passionate
- innovative

The Strategic Plan for 2020-25 is built around the ambition of being "*Extraordinary*" by being *Excellent, Efficient and Engaging*.

The Governing Body held strategic discussions throughout the year about the type of college Bridgend College should be and agreed that the mission and values are everything that the members want the College to be. The ethos is one of inclusivity and this is truly something that is celebrated at the College.

Examples of how the Governing Body has made a difference during this year include the handover of the STEAM Academy building on 1 July 2021, the approval of a £1.3million capital budget for work to begin on a design for a town centre campus, the suggestion of using the methodology adopted for teacher triangle performance reviews for business support staff now being considered by the SLT and the feedback in the self-evaluation exercise resulting in the Principal giving a presentation to bridge the members' knowledge gaps.

The members have praised the way that the College has continued to operate to the highest possible standards during such difficult circumstances and the ways it has responded to the challenges presented by the pandemic. The mutuality of support and respect between the Governing Body and SLT is a key strength at Bridgend College and its reputation is resulting in the recruitment and appointment of very strong governors.

**Jeff Greenidge**  
**Acting Chair of the Governing Body**

**Nicola Eyre**  
**Clerk to the Governing Body**

**9 December 2021**