

**MINUTES OF THE GOVERNING BODY MEETING
HELD ON 6 JULY 2023 AT 4.30PM
BRIDGEND BOARDROOM AND VIA GOOGLE MEET**

PRESENT:

Jeff Greenidge - Chair
Emma Adamson
Lisa Dobbs - Staff Governor
Judith Evans
Marion Evans - Staff Governor
Ruby Llewelyn - Student Governor
Claire Marshall
Joanne Oak - *left at 5.35pm*
Simon Pirotte - Principal
Satwant Pryce
Stephne Puddy
Helen Verity

IN ATTENDANCE

Viv Buckley - Deputy Principal
Nicola Eyre - Clerk
Andrew Gibbs - Vice-Principal (Resources)
Teodora Grancea - incoming Student Governor for 2023/24 (observer)
Lloyd Tandy - incoming Student Governor for 2023/24 (observer)

The meeting opened at 4.30pm

1. CHAIR'S WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting by saying that this is a special meeting as it's the last Governing Body meeting for several members and it's also the meeting where the town centre campus project is recommended for final approval.

The Chair thanked the two Student Governors, Ruby and Joshua, for their contributions this year and said that their input into meetings is truly valued as they bring first-hand experience of what it's like to be a learner at the College and provide a perspective that no other member can bring. The Chair informed the members that Joshua had submitted his apologies for this meeting as he's started working full-time as an ecologist on completion of his course and was working at the time of this meeting.

Next the Chair thanked Satwant Pryce whose second four-year term of office ends in October, having spent the last three years chairing the Resource Planning Committee. The Chair thanked Satwant for the way in which she has both supported and challenged the College during her time as a member and wished Satwant well for the future.

Satwant thanked the Chair for his kind words and said that her time on the Governing Body has been very positive with strong progress has been made by the College. Satwant added that she thought the College serves its community well and that it was a pleasure to see a different style of leadership to the one she had known in her working life in local government.

Lastly the Chair thanked the Principal for his 10 years of service as Principal, during which time the College has enjoyed many successes. The Chair commented that Simon has a new style of leadership, one which is inclusive and driven so that all staff and learners can *“Be All That They Can Be”*. On behalf of the Governing Body and the College, the Chair wished Simon every success in his new role at CTER.

The Principal thanked the Chair and Governing Body and said that he has been delighted to be the Principal of Bridgend College for 10 years and added that he’s also delighted that Viv Buckley is taking over as Interim Principal. The Principal thanked Satwant who he said has been instrumental on the Governing Body and also paid thanks to the two Student Governors. Finally, the Principal added that the strength of the Governing Body comes from the recruitment of “brilliant” members and he hopes this continues into the future.

The Chair, on behalf of the Governing Body, then welcomed Viv Buckley to her new role as Interim Principal from September.

A round table introduction was held as the two incoming Student Governors for 2023/24, Teodora Grancea and Llody Tandy, attended the meeting as observers. Teodora and Lloyd introduced themselves to the Governing Body - Teodora is studying Level 3 Health & Safety (Bridgend campus) and is a Student Ambassador for the College. Lloyd is studying Level 3 Public Services (Pencoed campus) and is a Welsh Ambassador for the College. The Chair welcomed them to the meeting.

Apologies for absence were received from Trish D’Souza, Dawn Lewis-Whelan, Hayden Llewellyn, Joshua O’Sullivan-Woodward (Student Governor) and Joe Baldwin (Vice-Principal (Learner Journey, Systems and Inclusive Practice)).

Gemma Carr-Evans (Director of Curriculum) was due to attend as an observer but had to submit an apology due to work commitments.

Joanne Oak had advised the Clerk prior to the meeting that she needed to leave at 5.30pm to attend a prior commitment.

Dan Biddle did not attend.

2. DECLARATIONS OF INTEREST

Trish D’Souza, although not present, had declared an interest in the Safeguarding Policy (action on the Action Tracker) as she had helped formulate the wording with the Vice-Principal (Learner Journey, Systems and Inclusive Practice).

3. MINUTES OF THE GOVERNING BODY MEETING HELD ON 25 MAY 2023

The minutes of the Governing Body meeting held on 27 April 2023 were approved as an accurate record of the meeting.

4. MATTERS ARISING

4.1 Action Tracker

There were nine actions on the Action Tracker - five green, two amber and two blue.

The Clerk explained that the action in relation to learner catchment areas (amber on the Action Tracker) is now completed as the Vice-Principal (Learner Journey, Systems and Inclusive Practice) had circulated this information via email during the week of the meeting. The Chair and members discussed that they thought it was beneficial to have received a copy of the heat map showing where learners travel from to attend the College and were surprised that it was as far as Chepstow, Llanelli and Abergavenny.

There was an action to approve the Safeguarding Policy that had been presented in the May meeting. The policy had been updated following the suggestions at the May meeting and circulated electronically for approval. The Governing Body approved the Safeguarding Policy.

All other actions on the Action Tracker were noted by the Governing Body.

5. PRINCIPAL'S UPDATE

The Principal presented the following information:

- There are significant changes taking place at SLT level:
 - Matt Williams, Vice-Principal (WBL and Commercial Activity) is leaving to join Estyn;
 - Matt Rees, current Assistant Principal (Learning, Curriculum and Student Experience), has been appointed as the Vice-Principal (WBL and Commercial Activity) following an recruitment process open to external candidates;
 - A new Vice-Principal (Curriculum & Quality) role is currently out for external advert with interviews due to take place mid-July.
- There have been a number of queries raised by staff currently working at Weston House about the change to Bevan College which the SLT are responding to.
- The Day Nursery has once again been recognised in the top 20 in Wales (fourth year running) and the Principal explained that it has an excellent reputation both locally and nationally. The Principal thanked Lisa Dobbs (Staff Governor) who manages the Day Nursery.
- Carys Swain, Head of Welsh, received a special contribution award at the Coleg Cymraeg Cenedlaethol Annual Awards for her commitment towards the Welsh language.

The Chair thanked the Principal and commented that the impact of the College is not just on learners but its staff and the wider community. The Chair congratulated Matt Williams, Matt Rees, Lisa Dobbs and Carys Swain.

The Governing Body noted the update.

6. TEACHING & LEARNING UPDATE

Ruby Llewelyn gave feedback to the Governing Body on her time as a learner and a Student Governor:

- She has thoroughly enjoyed her time at the College and thanked the Governing Body for making her feel welcome and appreciated.
- She commented that she never believed that she had the skills to be short-listed for a Cambridge University course until she was encouraged to apply by the College.
- There is nothing negative to say about her experience as a learner or as a Student Governor. However, her experience with the Women in Leadership scholarship programme was less favourable:
 - She was placed in a brewery company but this wasn't suitable as she was under-age and couldn't access events etc that she needed to fulfil her role.
 - Logistically it was too far to travel as she didn't drive and public transport meant catching three trains.
- The teaching on her course was amazing and she's disappointed that Clare Pompa (Ruby's lecturer and tutor) is leaving.
- Overall she felt nurtured and well looked after. The atmosphere is great and it's a lovely place to study.
- It was the best decision of her life to come to Bridgend College.

The Chair thanked Ruby for her feedback and said that this is truly appreciated. Ruby replied saying that she really feels that her opinion is valued and that actions have been taken as a result of her contributions at meetings. Ruby thanked everyone for listening.

7. GOVERNANCE MATTERS

The Governing Body APPROVED the following:

- The appointment of Jo Oak as Chair of the Resource Planning Committee from 1 September 2023.
- All future Governing Body meetings will be held in the STEAM Academy until the town centre campus is fully operational.
- The amended Code of Conduct for Governing Body and Co-opted members.
- The conflict of interest for Dan Biddle is manageable and accepted. {Clerk's note - Dan is providing training to managers on equality impact assessments}

The Governing Body NOTED the following:

- CTER secondment agreement - this had been signed by both the Chair (on behalf of the Governing Body) and the Principal on the day of the meeting. It now needs to be signed by the Chair of CTER.
- HE Graduation Ceremony - this is being held on 25 November 2023.
- Staff appeals against dismissal:
 - Assurances had been received from the Head of Health, Safety and Sustainability following safety concerns raised at the first appeal hearing. The Chair is satisfied that no further action is required.
 - A second (different) appeal against a dismissal was held in June and the appeal panel upheld the decision to dismiss.
A link to the report on employee relations that was presented at the Resource Planning Committee had been included in the papers as there has been a significant increase in the number of cases this year.

The Clerk also reported that the Welsh Government (WG) Corporate Health Standard had been withdrawn but the College will be taking up the new offer from Health Working Wales. This wasn't included in the report as it had been received after the papers had been shared.

8. TOWN CENTRE CAMPUS - STRICTLY CONFIDENTIAL

REDACTED

The Chair thanked the Vice-Principal (Resources) for the very clear way that he has guided the Governing Body through the project. This was reiterated by the Principal.

5.35pm - Jo Oak left the meeting

REDACTED

The Vice-Principal (Resources) thanked everyone for their support to get the project to this stage.

9. RISK REGISTER

Risk Register

The Vice-Principal (Resources) presented the Risk Register that had been recommended for approval by the Audit Committee. It was noted that all changes to the register had been included in red.

The members' attention was drawn Risk 10 'Threat of overspend or missing the completion date timeline regarding the building of the town centre project'. It was noted that the register had been reviewed just after the tenders had been received and that the rating had been [REDACTED] It was discussed that risks are dynamic and hence the regular review of this register is needed.

The Governing Body approved the Risk Register.

Risk Appetite Strategy

The Vice-Principal (Resources) had included a copy of the first draft of the Risk Appetite Strategy that had been drawn up following a suggestion at an Audit Committee meeting in the papers. It was explained that further work is needed on the document but the spirit of the strategy is there.

The Chair said that he welcomed the addition of the Risk Appetite Strategy and the member that proposed it said that it has already been demonstrated that it is working as the College is externally open but internally is financially cautious which has given her reassurance.

It was agreed that the Risk Appetite Strategy is to be further developed and then reviewed by the Audit Committee prior to its approval by the Governing Body.

10. INTERNAL AUDIT PLAN FOR 2023/24

The Audit Committee discussed and recommended, at its meeting held on 8 June, that the Internal Audit Plan for 2023/24 should be approved by the Governing Body.

The Governing Body approved this recommendation.

11. EXTERNAL AUDIT PLAN FOR 2022/23

The Audit Committee discussed and recommended, at its meeting held on 8 June, that the External Audit Plan for 2022/23 should be approved by the Governing Body

An Audit Committee member commented that she was impressed with the audit methodology being followed by Mazars as they have moved forward operationally in line with the way that their clients now work.

The Governing Body approved this recommendation.

12. COLLEGE BUDGET FOR 2023/24 - STRICTLY CONFIDENTIAL

It was noted that the College Budget for 2023/24 had not been presented to the Resource Planning Committee in June as all of the information wasn't available at the time of the meeting.

The College Budget for 2023/24 was presented by the Vice-Principal (Resources):

[REDACTED]

13. MANAGEMENT ACCOUNTS, QUARTERLY UPDATE AND FINANCIAL KPIS

The May Forecast was presented which showed a year-end position of a [REDACTED]

The Governing Body approved the Management Accounts, Quarterly Update and Financial KPIs.

[REDACTED]

14. CORPORATE KPIs AND KPI TRACKER

It was noted that there has only been a movement in the one KPI - KPI 7 'Sustain staffing costs of no greater than 65% of income'. This had [REDACTED]

The Deputy Principal presented the Balanced Scorecard and said that she's really pleased with the performance for 2022/23, especially given that the previous couple of years had been very turbulent due to the impact COVID.

It was noted that ambitious targets had been set for 2022/23 and there were no causes for concern. Attendance is at XX% which is higher than in other educational institutions and retention is at XX%. The members' attention was drawn to the two ambers in the Term 3 Update against Target column:

[REDACTED]

The Chair thanked the Vice-Principal (Resources) and the Deputy Principal for their updates and commented that it is good to see the movements as they tell a story.

The Governing Body noted the Corporate KPIs and Balanced Scorecard.

15. COMMITTEE MINUTES

15.1 Audit - 8 June 2023

The Governing Body RECEIVED the unconfirmed minutes.

15.2 Resource Planning - 15 June 2023

The Governing Body RECEIVED the unconfirmed minutes.

15.3 Curriculum & Quality - 22 June 2023

These minutes were not available at the time of the meeting. The minutes will be uploaded onto the Shared drive when available and included on the October agenda.

16. NOMINATIONS FOR HONORARY FELLOWS

The Principal informed the Governing Body that previously delegated authority had been given to the Chair and Principal to award fellowships at the HE ceremonies.

[REDACTED]

17. ANY OTHER BUSINESS

None

VALUES CHECKER

The Chair thanked everyone for their contributions and said that in-depth discussions had taken place. He also thanked everyone involved for their work between meetings, especially those involved in committees and appeal hearings.

The meeting closed at 6.18pm.