

**MINUTES OF THE GOVERNING BODY MEETING  
HELD ON 13 DECEMBER 2023 AT 4.30PM  
STEAM ACADEMY CONFERENCE ROOM AND VIA GOOGLE MEET**

**PRESENT:**

Jeff Greenidge - Chair  
Emma Adamson  
Dan Biddle  
Viv Buckley - Principal  
Trish D'Souza  
Lisa Dobbs - Staff Governor  
Judith Evans  
Teodora Grancea - Student Governor  
Hayden Llewellyn  
Joanne Oak  
Stephne Puddy  
Helen Verity

**IN ATTENDANCE**

Joe Baldwin - Deputy Principal (Learner Journey, Systems and Inclusive Practice)  
Nicola Eyre - Clerk  
Andrew Gibbs - Deputy Principal (Resources)  
Cath Luff - Director of People - *present for item 8 only*

The meeting opened at 4.35pm

**1. CHAIR'S WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting.

Apologies for absence were noted from Lloyd Tandy (Student Governor), Marion Evans (Staff Governor), Dawn Lewis-Whelan and Claire Marshall.

**2. DECLARATIONS OF INTEREST**

[REDACTED]

**3. STRATEGIC VISION**

The Principal held a strategic visioning session as the Away Day due to take place in October had been postponed.

#### **4. MINUTES OF THE GOVERNING BODY MEETING HELD ON 26 OCTOBER 2023**

The minutes of the Governing Body meeting held on 26 October 2023 were approved as an accurate record of the meeting.

#### **5. MATTERS ARISING**

##### **5.1 Action Tracker**

There were four actions on the Action Tracker - one amber, two blue and one ongoing. The amber and blue actions were not yet due.

The members noted the actions and the update given against each of the actions on the Action Tracker.

#### **6. PRINCIPAL'S UPDATE**

The Governing Body noted the Principal's Update.

#### **7. LEARNER EXPERIENCE UPDATE**

The Deputy Principal (Learner Journey, Systems and Inclusive Practice) presented this update and highlighted the work taking place around anti-racism and TrACE (trauma informed and adverse childhood experiences). The safeguarding information was noted and one member requested that trend data is included in future updates (**ACTION - JB**).

The Governing Body noted the update.

#### **8. DISCIPLINARY (INCLUDING CODE OF CONDUCT) POLICY**

*Cath Luff joined the meeting*

The Governing Body approved the Disciplinary Policy which had been recommended for approval by the Resource Planning Committee.

*Cath Luff left the meeting*

#### **9. GOVERNANCE MATTERS**

The Governing Body APPROVED the appointment of Emma Adamson onto the Selection Committee.

The Governing Body NOTED that Dawn Lewis-Whelan has stepped down from the Resource Planning Committee and that the membership of this committee will be reviewed in the new year.

The Governing Body also NOTED the awarding of a Fellowship to Ingrid Lestrade in the recent HE graduation ceremony and that Joshua O'Sullivan-Woodward, student governor for

2021/22 and 2022/23, had graduated that day and is starting employment at the College as a Countryside Technician soon.

Teodora Grancea (student governor) had attended the graduation and was invited to feedback her impressions of the day. Teodora said that she felt very inspired by the ceremony and that it was “amazing” and “perfect”. The Chair commented that it’s these occasions that remind everyone why we do what we do.

#### **10. TOWN CENTRE CAMPUS**

[REDACTED]

#### **11. SALE OF MAESTEG CAMPUS**

[REDACTED]

#### **12. STATUTORY ANNUAL ACCOUNTS FOR 2022/23**

The Governing Body was asked to approve/authorise the following:

- The Audit Completion Report (ACR) issued by Mazars
- The Letter of Representation (to be signed by the Chair)
- Bridgend College’s Report and Financial Statements
- Engage Training Wales Ltd’s Financial Statements
- Engage Training Wales Ltd’s Letter of Support (to be signed by the Chair)
- The Audit Committee’s Annual Report for 2022/23
- The Internal Audit Annual Report for 2022/23

[REDACTED]

#### **13. MANAGEMENT ACCOUNTS 2023/24, NOVEMBER FORECAST AND KPIs**

The Deputy Principal (Resources) presented the November Forecast which showed a [REDACTED]

#### **14. CORPORATE KPIs AND BALANCED SCORECARD**

A discussion took place about how it is the financially-linked targets that are showing as behind target in the Corporate KPIs and Balanced Scorecard and that the curriculum-based measures are performing very well.

The Governing Body noted the Corporate KPIs and Balanced Scorecard.

#### **15. COMMITTEE MINUTES**

##### **15.1 Audit - 23 October 2023**

The Governing Body RECEIVED these minutes.

##### **15.2 Curriculum & Quality - 16 November 2023**

The Governing Body RECEIVED these minutes.

The Chair of this committee commented that the initiatives in place are having a very positive impact on enrolments and retention and congratulated the College on this achievement.

### **15.3 Joint Audit & Resource Planning - 23 November 2023**

The Governing Body RECEIVED these minutes.

[REDACTED]

### **15.4 Resource Planning - 23 November 2023**

The Governing Body RECEIVED these minutes.

## **16. ANY OTHER BUSINESS**

### Utilities Contracts

The members had received a late paper on 8 December about the awarding of a two-year contract for the College's gas and electricity supplies due to significant cost savings that had been identified.

The Governing Body APPROVED the awarding of the two-year contracts for both utilities to SSE. A member commended the College for choosing the most cost efficient supplier with the best net zero credentials amongst all of the bidders.

### **VALUES CHECKER**

The Chair thanked everyone for their contributions and it was agreed that all members and staff had had the opportunity to input into the meeting.

The meeting closed at 6.16pm.

A Reserved Business meeting was held for eligible members after this meeting.