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**MINUTES OF THE GOVERNING BODY MEETING
HELD ON 4 JULY 2024 AT 4.30PM
STEAM ACADEMY CONFERENCE ROOM AND VIA GOOGLE MEET**

PRESENT:

Emma Adamson - Chair
Viv Buckley - Principal
Joe Castle
Lisa Dobbs - Staff Governor
Marion Evans - Staff Governor
Hayden Llewellyn
Claire Marshall
Stephne Puddy
Lloyd Tandy - Student Governor
Helen Verity
Shelley Wyatt-Williams - *joined at 4.39pm*

IN ATTENDANCE

Joe Baldwin - Deputy Principal (Future Generations)
Gemma Carr-Evans - Director of Curriculum (Cowbridge Road and Queens Road)
Nicola Eyre - Clerk
Andrew Gibbs - Deputy Principal (Resources)
Hayley Thomas - Vice Principal (Curriculum & Quality)

The meeting opened at 4.30pm

1. CHAIR'S WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting.

Lloyd Tandy was presented with a Certificate of Achievement and gift voucher to thank him for serving as a student governor for the 2023/24 academic year.

Apologies for absence were noted from Trish D'Souza, Judith Evans, Teodora Grancea (Student Governor), Joanne Oak and Catrin Sullivan (Director of Curriculum (Pencoed)). Catrin was en route to Cambodia with the College's Challenges Abroad trip.

Dawn Lewis-Whelan did not attend the meeting.

The Chair informed the members that Shelley Wyatt-Williams would be joining slightly later and that this would be her first Governing Body meeting having served as a co-opted member of the Audit Committee since March 2021.

The Chair informed the members that a note of thanks had been given to Trish D'Souza at the Search & Governance Committee meeting held earlier this week as she is about to take a year-long sabbatical to become the President of the Cardiff & District Law Society. It was noted that Trish will be rejoining the Governing Body in September 2025. Although Trish was not present at the meeting, a formal thank you for the past five years served on the Governing Body was given.

Lloyd Tandy and Teodora Grancea were also thanked for their year served as student governors and the Chair expressed the Governing Body appreciation for everything that they have done over the past year. The Chair also commended the College community for creating an environment whereby its learners want to be actively involved with the Governing Body. It was noted that Charlize Cosker, a Level 3 Childcare learner, will serve alongside Lloyd as a student governor for the 2024/25 academic year.

The Governing Body noted that Donna Ali had been interviewed by the Search & Governance Committee that week and formal approval of the recommendation to appoint will be considered as part of agenda item 10 'Governance Matters'.

The Chair informed the Governing Body that discussions are also being held with other potential members and asked if any Governing Body member knows anyone who might be interested in membership, to forward their details to the Clerk.

[REDACTED]

Marion Evans was congratulated for winning the Innovative Educator of the Year Award in the recent Coleg Cymraeg Cenedlaethol Awards and it was noted that Simon Pirotte presented the award to Marion in Welsh. Marion thanked everyone present and said that fantastic support and teamwork had contributed to her receiving this award.

4.39pm - Shelley Wyatt-Williams joined the meeting

The Chair formally welcomed Shelley to her first Governing Body meeting.

2. DECLARATIONS OF INTEREST

None

3. PRESENTATION - Our Final Reflections (Lloyd Tandy, Student Governor)

The Principal introduced the presentation that had been jointly prepared by the two student governors, Lloyd Tandy and Teodora Grancea. Lloyd gave the presentation as Teodora had submitted an apology due to a family emergency.

The presentation focused on:

- Their concerns about the College community:
 - Behaviour, a College community of everyone belonging, quiet study areas, cost of living and careers advice/guidance
- The barriers to their future success:
 - Money, stepping outside their comfort zone and feeling too young
- What worries them most about the world
 - Climate change, poverty, lack of understanding of politics, ongoing wars in Ukraine and Gaza and discrimination/young people not being heard.
- Hopes for the future
 - Bilingual provision, educating young people about politics, community engagement, work-related experience and celebration of cultural diversity.

The Governing Body applauded Lloyd on his presentation. A member commented that it was a pleasure to see Lloyd win the Student of the Year Award for Public Services, as well as all of the other nominated students, at the Student Awards presentation evening held the previous week.

A discussion was held about how it is important that the Governing Body understands the gaps in learners' knowledge and experiences as well as what concerns them the most.

The Director of Curriculum (GCE) said that, together with the other Director of Curriculum (CS), it has been a delight to support Lloyd and Teodora and watch them flourish over the course of the year. She added that she is very proud that Teodora is going on to study Operating Department Practice at Swansea University and Lloyd is continuing his studies at the College on the HND Public Services course.

The Principal thanked Lloyd for his presentation and said that the College will look into and take action on the concerns raised.

The order of the agenda was rearranged.

5. MINUTES OF THE GOVERNING BODY MEETING HELD ON 23 MAY 2024

The minutes of the Governing Body meeting held on 23 May 2024 were approved as an accurate record of the meeting.

6. MATTERS ARISING

6.1 Action Tracker

There were four actions on the Action Tracker - three green and one amber. The amber actions were not yet due.

The three green actions were included as part of the agenda items.

4. PRESENTATION AND DISCUSSION - Sale of Land

4.58pm - Scott Caldwell (Savills) joined the meeting

[REDACTED]

5.37pm - Scott Caldwell left the meeting

7. PRINCIPAL'S UPDATE

The Principal updated the Governing Body on the following:

- The College has once again been awarded a Gold in the Mind Workplace Well-being Index and said that this is a testament to the Governing Body, SLT and all of the College's staff as there have been some difficult decisions made this year due to funding cuts as well as changes in the College's leadership. It was noted that only a few educational establishments feature on this Index.
- Predictions on achievement for 2023/24:
 - [REDACTED]
- CTER is now to be known as Medr and an engagement event is being held on 8 July {Clerk's note - the Principal and Chair are attending this event.}
- The WG has allocated a 3.5% pay award in its funding allocation for all colleges but no negotiations have taken place with trade unions. In addition, the teachers' settlement has yet to be agreed and anything in excess of 3.5% is likely to be unaffordable for the sector; this would mean an end to pay parity.
- The College's PHS supported internship programme was referenced indirectly in the House of Lords recently.
- Rio Architects has published an article on adaptable FE facilities with the focus being on the STEAM Academy.
- The College has just been announced as the Google Reference College of the Year.
- The College has been shortlisted for the Diverse Company Award in the 2024 National Diversity Awards. It was noted that the College is the only place of education shortlisted in any of the categories.

A member commented that there are a lot of fantastic achievements in this report and congratulated the Principal and all of the staff on this. This sentiment was echoed by the Chair.

The Governing Body noted the update.

8. STRATEGIC PLANNING PROCEDURE (Internal Audit recommendation)

The Principal explained that there had been a long-standing recommendation from the Internal Auditors to develop a procedure that outlines the process that will be followed when drawing up a Strategic Plan.

The Principal ran through this procedure and informed the Governing Body that at the Professional Learning Day held during the same week as the meeting, all staff had been given the opportunity to feed back their ideas on what should be included in the next Strategic Plan. The Principal added that the Risk Appetite Statement (which was due to be

approved as part of agenda item 13) would form part of this procedure as it is key to the decision making process.

The Governing Body noted the procedure.

9. SAFEGUARDING UPDATE

The Deputy Principal (Future Generations) presented the safeguarding update and highlighted that an internal audit of the College's safeguarding procedures and approach had been carried out by TIAA at the end of June. It was noted that the report hasn't been received yet but it will be reviewed by the SLT and Audit Committee.

A member commented that the trend data looks positive and asked if there is a reason for this. The Deputy Principal (Future Generations) explained that there had been a lot of signposting to the Wisdom app (wellbeing support app for the College's students) as well as other strategies in place but further work over the summer needs to be performed to fully analyse and understand the data.

The Principal added that the downturn in cases corresponds with the improvement in retention and results. It was noted that the number of lower level wellbeing/safeguarding issues are decreasing as students are becoming more resilient, however, the more complex cases are now involving multi-agency services.

The Governing Body noted the update.

6.00pm-6.10pm - a comfort break was held

10. GOVERNANCE MATTERS

The Governing Body APPROVED the following:

- The appointment of Donna Ali onto the Governing Body and Curriculum & Quality Committee for a four-year term. All members had received notification of the recommendation from the Search & Governance Committee meeting held on 1 July as well as a copy of Donna's CV and covering letter.

The Governing Body RATIFIED the following:

- The appointment of Rachel Bowen onto the Resource Planning Committee.

The Governing Body NOTED the following:

- The Search & Governance Committee discussed the structure of the committees and there have been some changes proposed to the committees for 2024/25. The Clerk informed the members that she would contact them directly to discuss these.
- Training - details of the ColegauCymru's Well-being of Future Generations and the Black Leadership Group's Anti-Racism Professional Development for FE Governors were provided.

11. COLLEGE POLICIES

11.1 Use of Welsh Language

The Governing Body approved this policy following a recommendation from the Curriculum & Quality Committee and the SLT.

11.2 Pensions Discretionary Policy

The Governing Body approved this policy following a recommendation from the Resource Planning Committee and the SLT.

12. MANAGEMENT ACCOUNTS, QUARTERLY UPDATE AND FINANCIAL KPIS

[REDACTED]

13. RISK REGISTER REVIEW AND RISK APPETITE STATEMENT

Risk Register Review

The Deputy Principal (Resources) explained that the Risk Register had been reviewed by the Audit Committee in its June meeting and reconsidered Risk 15 (previously Risk 16) as requested by the Governing Body in its April meeting. The recommendation from the Audit Committee was that the revised Risk Register should be approved by the Governing Body

The Governing Body APPROVED the latest version of the Risk Register.

Risk Appetite Statement

The Governing Body was asked to approve this statement which had undergone several reviews and amendments by the SLT, Audit Committee and Governing Body.

[REDACTED]

A member fed back that she thought the way that the statement was very clear and easy to understand.

The Deputy Principal (Resources) thanked Helen Verity who had made the suggestion to introduce a Risk Appetite Statement.

The Governing Body APPROVED the Risk Appetite Statement and its inclusion within the Strategic Planning Procedure.

14. INTERNAL AUDIT PLAN FOR 2024/25

The Audit Committee had recommended the approval of the Internal Audit Plan for 2024/25 following a review by the Principal, Deputy Principal (Resources) and TIAA (Internal Auditors).

The Governing Body APPROVED the Internal Audit Plan for 2024/25.

15. EXTERNAL AUDIT PLAN FOR 2023/24

[REDACTED]

The Governing Body APPROVED the External Audit Plan for 2023/24.

16. COLLEGE BUDGET FOR 2024/25

[REDACTED]

17. BEVAN COLLEGE UPDATE

The Deputy Principal (Future Generations) informed the Governing Body that the WG has very recently approved Bevan College as an Independent Special Post-16 Institution. It was noted that a lot of activity has taken place since the approval has been received including:

- the advertising of two new roles with Bevan College terms and conditions;
- Google has approved the setting up of Bevan College as a standalone entity; and
- the arrangement of the first Board meeting in October.

The Deputy Principal (Future Generations) reminded the Governing Body that for the 2025/26 academic year onwards, the Local Authority will be funding the placements at Bevan College rather than this being directly received from the WG.

The Chair thanked the Deputy Principal (Future Generations) and his team for getting Bevan College to this stage and said that the longer term strategy needs to be considered by the Governing Body in the coming meetings (**ACTION - JB**).

18. TOWN CENTRE CAMPUS UPDATE

The Deputy Principal (Resources) informed the Governing Body that the piling rigs are on site and have started work on the foundations for the new building. It was noted that there are student and community engagement opportunities planned with Willmott Dixon and that a group of Construction students had recently visited the site to gain first hand experience of a live construction site.

It was also noted that the planned demolition date of mid-July for the multi-storey car park is still subject to change and that it is now reaching the critical stage where the project timeline could be compromised if it is delayed much longer.

The Chair thanked the Deputy Principal (Resources) for the information and requested that the Governing Body receive updates over the summer months.

It was agreed that a tour of the College's estate would be arranged for the Governing Body to see the extent of the College's landholding (**ACTION - NE**).

19. CORPORATE KPIS AND BALANCED SCORECARD

The Corporate KPis and the Balanced Scorecard were presented.

Corporate KPis

[REDACTED]

Balanced Scorecard

There are a lot of green outcomes for the KPIs for Term 3. It was noted that the SLT will be considering the benchmarking for this report to ensure that it provides the most meaningful comparisons.

The Governing Body noted the update.

20. COMMITTEE MINUTES

20.1 Audit - 6 June 2024

The Governing Body RECEIVED these minutes.

20.2 Resource Planning - 13 June 2024

The Governing Body RECEIVED these minutes.

20.3 Curriculum & Quality - 17 June 2024

The Governing Body RECEIVED these minutes.

21. ANY OTHER BUSINESS

The Principal informed the Governing Body that the interim SLT structure has now been made permanent with the appointment of Catherine Luff as the permanent Director of People. A congratulations was given to Catherine Luff.

VALUES CHECKER

Lloyd Tandy thanked everyone for supporting him as a Student Governor and said that he'd really enjoyed the year and is looking forward to the next academic year.

It was agreed that all members had had a chance to contribute and that the meeting had been conducted in line with the College's values.

The Chair thanked everyone for attending and the meeting closed at 7.02pm.

A Reserved Business meeting wasn't held as all business had been discussed as part of the normal business of the Governing Body.