



MEETING MINUTES

MEETING Corporation Board

DATE: Wednesday 13th December 2017 TIME: 10.00-12.45

VENUE: NCHSR, Carolina Way, Lakeside, Doncaster, DN4 5PN CHAIRED BY: Alison Munro

MINUTE/ACTION TAKER: Sally Brook Shanahan, Clerk to the Corporation & Legal Officer

ATTENDEES

1. Alison Munro (AM)	2. Alex Stephenson (AS)	3. Clair Mowbray (CM)
4. Prof. Jon Binner (JB)	5. Naomi Connell (NC)	6. Alistair Dormer (AD)
7. Carl Garrud (CG)	8. Jo Miller (JM)	9. Suzanne Roberts (SR)
10. Colin Stewart (CS)	11. Mark Thurston (MT)	12. Alexandra Tranter (AT)
13. Nick Kataria (KT)		
APOLOGIES: Philip Hoare (PH)		
IN ATTENDANCE: Shilpi Akbar (SA), Neil Brayshaw (NB), Sally Brook Shanahan (SBS), and Martin Owen (MO)		

TOPIC	WHO	WHEN
1. Welcome AM welcomed AT and NK to their first Board meeting as Staff and Student Board Members and all present introduced themselves.		

<p>2. Declarations of interests</p> <p>None beyond those already recorded in the Register of Interests.</p>		
<p>3. Minutes of the meeting held on 10th October 2017</p> <p>The minutes of the meeting of the Corporation Board held on 10th October 2017 were agreed and signed by the Chair as a true record.</p>		
<p>4. Actions Log</p> <p>From the meeting held on 10th October 2017</p> <p>(i) <u>ACT63 – Chief Executive’s Report</u> – CM confirmed information about the College offer had been circulated to Members for them to pass on to their contacts. It was agreed the action could be closed.</p> <p>(ii) <u>ACT66 – Remuneration Committee Meeting</u> – AS confirmed the SPH performance and probationary reviews had been carried out and the outcomes reported to the Remuneration Committee. The recommendations made were on the agenda for approval by the Board at its Confidential meeting that was to follow on 13th December 2017. It was agreed the action was closed.</p> <p>From the meeting held on 24th July 2017</p> <p>(iii) <u>ACT59 – College opening</u> – The action was in two parts. In relation to the working capital loan, CM confirmed she would be giving an update later in the meeting as part of her Report. In relation to the need to ensure the specialist kit and equipment met HS2 Limited’s requirements, CM said the College team was working with the company to ensure the kit was aligned to its requirements.</p>		
<p>5. Resignations</p> <p>Members noted the resignation of Anita Bhalla from the Board on 11th October 2017 and that Sir Frank McLoughlin had also stepped down from his governance advisory role. Members recorded their thanks and appreciation to both for their contributions to the College.</p>		
<p>6. Appointments</p> <p>On the recommendation of the Search & Governance Committee the following appointments were agreed unanimously:</p>		

<ul style="list-style-type: none"> • Alexandra Tranter as the Birmingham based Staff Board Member on a job-share basis for an initial term to 31st July 2018. It was noted the appointment of the Doncaster based Staff Board Member who would be her job-share partner will be included on the agenda for the Board's next meeting (ACT70). • Nick Kataria as the Birmingham based Student Board Member on a job-share basis for an initial term to 31st July 2018. It was noted the appointment of the Doncaster based Student Board Member who would be his job-share partner will be included on a future Board meeting agenda. • Adam Mahmood, as a co-opted Member of the Search & Governance Committee. AS said Adam was a recruitment professional who brought a strong network to the Committee. <p>The Chair's Action in relation to the appointment of Colin Stewart as a temporary Member of the Audit Committee for its meeting on 5th December 2017 in order to meet the quoracy requirement, was noted.</p>	SBS	14.2.18
<p>7. Chief Executive's Report incorporating Funding Band Update and Report on opening including 2017/18 learner numbers</p> <p>CM introduced her report that included a state of the nation summary to outline the development of the College for the benefit of newer Members. CM said it had been a three-and-a-half-year journey from the announcement about the National College for High Speed Rail in January 2014 to its opening with some Members having been with the College since the beginning and others joining later. The fact that the College was now operational was a fantastic achievement and showed the progress made. In terms of the College's operation, CM said 2017 was a highly significant year and she would focus on those achievements in her Report.</p> <p>The College "brand" was becoming established. CM noted if you asked a taxi driver at a Birmingham station to take you to the "pink train" they would know where to take you! There had been a spike in applications after the BBC One Show and Breakfast TV programmes and the brand was becoming established with both learners and employers. Since opening the College had received very positive feedback from learners, employers and wider stakeholders who have been into the College and used its facilities for events, conferences and room rentals.</p> <p>CM said a recent structural change had seen partnerships separated from marketing and communications and a new appointment as Head of Business Development. The candidate, who came from a college sales background, was already having a positive impact and</p>		

recruiting a sales team to be in place for when the current fixed term appointments ended in February 2018 thus putting the College in a good place for the January, May and September 2018 learner intakes.

CM noted the establishment of the Industry Advisory Board that provided further opportunities to create ambassadors for the College amongst employers. In the coming months she said there would also be a focus on the challenging task to get the message out to potential learners by reaching out into schools to highlight the opportunities available at the College.

CM reported that all 80 of the initial apprenticeship enquiries had been placed. Members were told about a learner on the full-time Level 4 Cert. HE course with three science A Levels had chosen to come to the College rather than accept the offer of a place at University. Whilst this was encouraging CM highlighted there was still more work to do.

Turning to staffing, CM said there were currently 48 in post, an increase of 42 from the six staff in post in January 2017. In some areas, for example Marketing, the team was only two strong, so there was a need to use other resources including reaching out through the Councils in Birmingham and Doncaster. The small size of the staff resource was further challenged by the College's two campuses which meant it was necessary to travel between them, which CM felt was the right thing to do. The recruits were all passionate about the College and brought excellent skills with them. CM said they were a fantastic team, who bought into the National College ethos and were regularly working beyond capacity. Whilst recognising that could not continue indefinitely, there was a huge amount of goodwill amongst the staff.

CM summarised the recruitment activities on-going around the Sales Team in Corporate Services. Thereafter the focus would be on the Curriculum Team where the second interview stage had been reached for Track and Systems teaching staff. Commencing January 2018, specialist lecturers for the remaining pathways will be recruited along with a bank of specialist staff to compliment those in the core team.

In addition, CM announced the College had received a fantastic opportunity from an employer who had offered to pay a stipend for it to have a visiting Professor. This would be a one off in the FE sector and the type of arrangement usually seen at Oxbridge and Imperial College, London.

Financially, CM reported that times had been testing in many ways including in relation to the Funding Band, in respect of which a decision was expected before Christmas. In the event the figure was set at £21K it would result in a £7.5m shortfall over 7 years. When

DfE, DfT, HS2 Limited and the College met on 12th December the potential for converting the current loan to a grant was discussed. It was clear the Departments will not let the College fail and that they will develop a package to support it that would include the diversification of its funding streams and, in the short term, looking at the potential for European Social Funding. Overall CM highlighted to Members that funding was the single biggest challenge faced by the College.

In terms of the learning infrastructure and technology CM told Members about the positive acclaim the buildings had received. A few issues remained to be resolved including a potential safeguarding concern at the Birmingham campus around visibility in certain areas of the building. The building contractor, Wilmot Dixon, was working with the College to resolve the remaining issues concerning the heating at Birmingham and a roof leak and the problem with the overly smooth car park surface at the Doncaster campus which becomes hazardous in adverse weather conditions. In all other respects, both buildings were working well.

Specialist Kit and Equipment (“SK&E”) with a value of around £8m was already delivered to the two campuses with more on the way. CM confirmed the College presently had all it required but had an action plan in place to secure the SK&E required for the remaining apprenticeship pathways including a bogey lift stand and train jacks and a High-Speed carriage that were the next scheduled arrivals at the Doncaster campus.

CM outlined the heavy investment in technology to enhance the learning experience including Canvas to communicate with learners the benefits of utilisation.

CM reported next on learner provision where the full-time course (Level 4 Cert. HE) had been brought forward by one year and started in September 2017 with the initial 10 learners now increased to 28. The learners benefitted from weekly visits to employers, most recently Laing O’Rourke, and guest lecturers from abroad. A number of challenges had been encountered including the delays with student loan applications and around enrolment regarding the recognition of prior experience by Sheffield Hallam University (“SHU”) which validated the course. Work is progressing with SHU to review entry requirements to match them with the College’s ethos for a diverse workforce.

Members noted the target of 300 starts in 2018. Currently there were five apprentices at the Birmingham campus on the Civil Engineering Pathway of the High Speed Rail and Infrastructure Apprenticeship with delivery for that cohort taking place on a day release basis. There will be a minimum of three new apprenticeship cohorts starting in January 2018: Civil Engineering in Birmingham and both Track and Systems Engineering in Doncaster. Alstom will

be sending 15 apprentices and DB Cargo, six, for delivery of core knowledge and behaviours for conventional Rolling Stock/Power also commencing January 2018.

One third of the learners on the full time L4 Cert. HE course had already secured an apprenticeship place for September 2018 and will be able to complete the apprenticeship in two rather than three years.

CM outlined the developments in the College's pastoral care including clubs and access to the Aston University gym and Students' Union. Candidates are offered support to prepare for interviews and continuous liaison with employers ensures there is clarity on their requirements. Learners are engaging with charitable and other voluntary activities too, which also helps them gain team working skills.

The College currently had 24 HS2 apprentices all of who have completed their two-week induction. The procurement of the sub-contracted delivery partners to deliver project management and procurement training had been completed with delivery to commence in January 2018 following the initial 12-week block in the College.

CM told Members the Senior Leadership Team remained committed to getting the College's foundation products right. AM offered CM her congratulations and commended the fantastic achievements to date. AD referred to reaching out to schools and observed there were a number of University Technical College's ("UTCs") that were industry focussed and asked if there were ways in which the College could reach out to them. CM said the College was already doing a great deal with them particularly to ensure they were clear about opportunities for progression. AD suggested the UTC Principals' gathering also presented an opportunity to engage further with them.

AD asked about engagement with rail media. CM said the College always included them in its communications and added that further opportunities would be available following her recent invitation to join the editorial board of Rail Tech magazine. NC enquired about engagement with construction sector publications as well. CM confirmed the College was already engaging with New Civil Engineer. JM said she could see the progress being made and offered to assist engagement by facilitating a link into all Information Advice and Guidance ("IAG") officers throughout Yorkshire.

JM voiced strongly the view that private employers wanted to spend their Levy money on Level 4 apprenticeships in an industry where there is currently no other provision at that level and it was morally reprehensible that issues around the Funding Band were frustrating this yet it was in the gift of the Institute for Apprentices ("IfA") to change the situation. AM said she was similarly disappointed in the treatment received by the College. Noting that letters had already

<p>been sent to the Secretary of State for Education, the Accounting Officer at the DfE and the Minister for Education, Members had a discussion about the disappointing situation; no further action was agreed but the situation would be kept under review.</p> <p>A discussion followed about other opportunities to increase the Funding Band for the College’s provision. CS noted the Rail Engineering Standard had a Funding Band of £27K and suggested there may be potential for the College to combine its apprenticeship with it. CM said the College could offer the Rail Engineering Standard with a High-Speed top-up at additional cost as College staff were able to deliver both although it was noted the Standard did not cover Civil Engineering or Systems Engineering. CM said this was an opportunity to be explored and could enable a re-submission to be made to the IfA and against the background that there is an annual review of all Apprenticeship Standards (ACT71).</p> <p>SA commended the team on the journey and asked if it had thought what the next milestone was in relation to student accommodation. CM said that the aim was to have it in place by Year 3. In the meantime, there was a third-party provider that the College would use before it had its own accommodation. CM added that on 12th December she had attended a meeting in Doncaster at which proposals for a new student village using capital funding from Doncaster MBC and the College taking on the risk on the rent from 2018/19 were discussed.</p> <p>AM concluded the discussion saying there would be further opportunities for Members to pick up on funding matters and thanked CM and her team.</p>	<p>CM</p>	<p>14.2.18</p>
<p>8. Finance Report</p> <p>MO introduced his report and said the key point was to note the issues emerging from the Funding Band issue. He said that whilst having a Funding Band of £21K was not good it did give visibility and meant the College could draw down funding on apprenticeship contracts.</p> <p>Income remained the central issue. Another factor affecting the generation of income was the development of the Continuing Professional Development (“CPD”) offer. Staffing changes had delayed the programme which meant the College needed to be more creative around the CPD offer once the manager is in post.</p> <p>Costs continued to be managed within budget with the largest cost being the recruitment of staff.</p> <p>MO reported the main outsourcing contracts were now in place and maximum benefit needed to be achieved from them.</p>		

<p>Members received the Report and noted its content.</p>		
<p>9. Committee Updates:</p> <p>(i) <u>Quality & Standards Meeting held on 20th November 2017</u></p> <p>CS reported on the business transacted by the Committee that included the following:</p> <ul style="list-style-type: none"> • Recommendations about membership, with MT, staff and student nominations agreed • Agreement of an Annual Cycle of Committee Business • Approval of the Quality Strategy • Discussion about Ofsted, including the Action Plan which was part of the Quality Plan • Scrutiny of the Curriculum Development Plan • Learner numbers • A staffing update that included discussion about lecturers and the priority for their recruitment • The identification of FE experience as a skill set required amongst the Committee’s membership and the need for such an appointment to strengthen it • The requirement for FE specific training to be organised in conjunction with the next Board meeting on 14th February 2018 (ACT72). • A discussion about the positive meeting with the Institution of Civil Engineers (“ICE”) about it accrediting the College’s qualification. <p>(ii) <u>Finance & Resources Meeting held on 27th November 2017</u></p> <p>JM reported on the business transacted by the Committee that included the following:</p> <ul style="list-style-type: none"> • The Committee’s input into the Business Plan and the Financial Regulations • The consequences of the IfA’s decision to award a Funding Band of £21K instead of £27K and the impact of this substantial reduction in funding on the budget • An extensive discussion about the impact of the Funding Band decision on the College’s Financial Statements and whether this affected the College being a “going concern” or required a “material uncertainty” statement to be included <p>(iii) <u>Audit Committee Meeting held on 5th December 2017</u></p> <p>NC reported on the business transacted by the Committee that included the following:</p>	<p>SBS</p>	<p>14.2.18</p>

- Discussion about the College Financial Statements with the “external”, Financial Statements, Auditors
- The issue of a clean audit report
- Clarifying that the College currently required just a “normal” audit report (true and fair view) but, unlike most FE Colleges, it did not a Regularity Audit Report as well due to the fact it did not have a contract with the ESFA.

MO explained the public-sector Regularity Review was to provide assurance public monies have been spent in the right way and that if, in future, the College has a Financial Memorandum, a Regulatory Review will be required. CM said it was likely a Financial Memorandum will be required so the College can bid for grant funding for example for construction and digital skills and the adult education budget.

- Discussion about the one point around the adequacy of Financial Reporting (including Annual Forecasting) that had been raised in the Management Letter.
- Discussion about the preliminary findings of the Internal Auditors from their first two internal audits, the full findings from which will be presented to the Committee’s next meeting on 22nd January 2018

NC reminded Members that during the College’s set up phase assurance around the large sums spent on the construction projects had been through the auspices of the respective Councils. The 2017/18 year was the first in which Internal Auditors had been appointed and this arrangement was in line with the original proposals.

NC thanked Colin Stewart for his contribution to the Committee on a temporary basis at its two previous meetings. The need for new members to join the Audit Committee has been identified and will be met by seeking co-optees. It was noted that Adam Mahmood, a recruitment consultant and recently co-opted member of the Search & Governance Committee, was already on the case.

(iv) **Search & Governance Meeting held on 5th December 2017**

AS reported on the business transacted by the Committee that included the following:

- A review of the Board and Committee skills requirements that had been identified for new members with Audit and FE experience
- Discussion about the membership composition of the Industry Advisory Board

<ul style="list-style-type: none"> • The identification of Board Members’ training needs including the requirement for training about the FE sector in general • Agreement to discuss the Leadership and Management section in the Common Inspection Framework at a future meeting alongside the Code of Good Governance for English Colleges which the Board • Discussion about core Objectives for the year including student numbers, employer engagement, financial challenges and the Ofsted preparation plan. <p>(v) <u>Industry Advisory Board held on 17th November 2017</u></p> <p>For the benefit of new Members in PH’s absence CM said the Corporation Board had agreed to set up an Industry Advisory Board (“IAB”) to widen the scope of the engagement with employers. She referred to the work of the Trailblazer Group and observed that for the College to be industry led there needed to be multiple sources for employer engagement. CM provided details of the representatives from multiple companies who attended the inaugural meeting where the subjects discussed included the IAB’s terms of reference, relationships with the National College and HS2 Limited and the overall highly positive vibe that pervaded the meeting. It was noted the IAB’s Terms of Reference will be presented to the Board for approval at its next meeting (ACT73).</p> <p>CM reported all attendees were unaware the College offered an apprentice matching service and had said that in future they will be using it as their first port of call. CM said she had also had a subsequent conversation with Giles Thomas of HS2 Limited about how the College can capture innovation in its teaching, for example through learners’ assignments and to enable employers’ challenges to be brought into the College.</p> <p>CM emphasised PH is the conduit from the Corporation Board to the IAB and that with prior notification Board Members can attend IAB meetings. AD drew attention to the general lack of high speed experience across the industry which meant feedback into the curriculum is unlikely to be forthcoming. He asked if Board Members can nominate candidates for appointment to the IAB to meet that need. CM emphasised the current membership was just a starting point with the attendees at the first meeting being from companies already engaging with the College and from its geographic region. In terms of nominations, provided they are decision makers in their organisations, suggestions would be welcomed.</p> <p>CS emphasised the need for the IAB to be a two-way forum that must not feel closed to non-members and agreed with the earlier observations about the need for it to include the high-speed piece</p>	<p>SBS</p>	<p>14.2.18</p>
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<p>and innovation. He pointed out that care was required to ensure the IAB was not dominated by Human Resources input and suggested it could be made more inclusive the opportunity to participate was advertised. CM said the IAB already benefitted from participants who are involved in Rail networks to which they can cascade information. CM pointed out that whilst the IAB needed to be manageable it would inevitably evolve from its initial starting point and the Corporation Board would retain control as it needed to sign off the terms of reference.</p> <p>NC said she was very supportive of an Advisory Board and keen for it to bring in the best of the industry. She expressed some cation about the IAB being a Board Committee which was not typically the case for an advisory panel. NC said she believed the College could gain massive good will from convening the IAB. She recommended its terms of reference should be as flexible as possible so it stood apart from other colleges. By formalising the IAB into the College’s governance structure NC said she felt it made the College different and showed how it embraced the industry it was serving.</p> <p>JB said he would be nominating a person from Birmingham University Railways Group to join the IAB. AM summed up the discussion and said matters around nominations could be picked up outside the meeting and that the terms of reference and any other governance points would be brought to the Corporation Board’s next meeting.</p>		
<p>10.HS2 Update and supply chain commitments</p> <p>MT began his update by briefing Members on apprenticeship numbers with three enabling works contractors and the four main civil engineering consortia some of who had already started and others who would be commencing at various points up to September 2018.</p> <p>He referred to the recent scrutiny by the Public Accounts Committee that had resulted in HS2 Limited’s accounts for the previous year being qualified and emphasised the need for them to be clear this year.</p> <p>The Phase 1 Main Works – Civils were progressing with Gate 1 passed and Gate 2 due in January 2018 with the works including utility diversions.</p> <p>The pre-qualification process for stations had started with the development partners for Euston station due to be announced in February 2018. In Spring 2018 the tender documents for the trains will be issued.</p>		

<p>Turning to the required legislation the second reading of the Phase 2A Bill had not yet happened and the Bill for the Birmingham to Leeds route, Phase 2B, was being drafted.</p> <p>MT said he had enjoyed lunch with the HS2 apprentices recently. There had been a few issues identified around balancing work and college but overall, they were all settling in well with most keen to progress to Level 6 if sponsored.</p> <p>AD asked whether the Civils consortia had contractual commitments to employ apprentices. MT confirmed they did. CM pointed out that HS2 was unable to specify the College as the provider so further work was required to make it clear the focus should be on higher level apprenticeships. CM also clarified people undertaking apprenticeships through the College could work on both high-speed and conventional rail. MT noted that in two years' time most of the major contracts would be let and so the need for this to be disseminated was a priority.</p>		
<p>11. Business Plan and Performance Indicators</p> <p>CM referred to the discussions at the previous Corporation Board meeting on 10th October 2017 when the need for metrics and a Plan against which to assess performance had been raised. The purpose of the paper before the Board was to focus on the Key Performance Indicator (“KPI”) element.</p> <p>MO explained the recommendation was to have three tiers of KPIs:</p> <ul style="list-style-type: none"> • Tier 1: Board report. To include information to enable Members to assess whether the College was delivering within the parameters set and the agreed budget. • Tier 2: Sub-committee report. A further breakdown of key aspects of the report that were of interest to a sub-committee. For example, Finance and Resources may be interested in details of utilisation of each campus; CS noted the Quality & Standards Committee may seek information on Pathways being followed within the High Speed Rail Apprenticeship or diversity breakdowns of learner groups. • Tier 3: Senior Management team. The senior management team may seek, for example, operational detail on utilisation of a particular curriculum team and other day to day decisions relating to learners and corporate services. <p>CM emphasised the information would be assembled from multiple sources and that at this stage Members were asked to provide their views on its substance of the content rather than its form.</p>		

Six categories were being suggested:

- Delivery and Quality with leading indicators, for example staff satisfaction and lagging indicators learners enrolled and absence
- Pipeline, which CM said could include learners contacting the College and the number of employers the College was working with, that will in turn drive the recruitment KPI
- Budget, including 12 month rolling cashflow forecast, noting a new key recruit to the Finance Team starts in February 2018 and will assist on this.
- People
- Key Risks, with Opportunities added at the suggestion of NC
- Leadership Pledges including time of specialist lecturers and donated specialist kit and equipment.

MT suggested a further indicator around marketing the enterprise and facilities could also be included.

MO said the impact of marketing was also being reviewed together with tracking of social impact to demonstrate its impact.

Overall AM said she thought the proposal were good and asked for additional granularity to be included in the Board level KPIs including a breakdown between Doncaster and Birmingham and more information about EDI. MO, however, noted that by splitting by site the Report would automatically double in size.

A discussion followed about how currently Members were accustomed to receiving static reports but that a Power BI screen was the ultimate aim to enable Members to click for further information.

It was agreed that a metric on Financial Health to indicate in which of the four classifications the College was graded would be valuable once the College is fully operational. Similarly a Cashflow metric would be highly beneficial.

A discussion followed about whether there was potential for a KPI to reflect how the College's aspiration to be graded Outstanding by Ofsted could be measured.

A suggestion from AS to include a safety KPI was agreed.

CM noted the six KPIs suggested in the paper, with the exception of the Leadership Pledges that are unique to the College, are those that Ofsted will expect Board Members to be able to articulate.

<p>AM pointed out that elements of the College’s Mission were missing including meeting skills needs for HS2. MT concurred. It was noted this will be included in the College’s strategic aims with further thought needed to be given to how it could also be reflected in the KPIs.</p> <p>It was agreed that the six KPIs suggested plus Safety will be the starting point for future reporting beginning at the next meeting with consideration to be given thereafter to the addition of the further indicators suggested by Members as part of the iterative development of the KPIs (ACT74).</p>	<p>CM/ MO</p>	<p>14.2.18</p>
<p>12. FINANCIAL STATEMENTS 2016/17</p> <p>(i) Annual Report of the Audit Committee</p> <p>Members received and noted the content of the Annual Report of the Audit Committee with no issues raised.</p> <p>(ii) Letter of Representation</p> <p>With the benefit of the thorough assessments and discussions undertaken by the Audit and Finance & Resources Committees Members agreed to the statement included about the College being a “going concern”. It was agreed the Chair will sign the Letter and that it would then be sent to the Financial Statements Auditors (ACT75).</p> <p>(iii) Members’ Report and Financial Statements for the year ended 31st July 2017 – The National College for High Speed Rail</p> <p>It was noted the Members’ Report and Financial Statements had already been scrutinised by both the Finance & Resources and Audit Committees. In terms of the “going concern” statement, the test was whether the College could meet its obligations for the next 12 months which it was agreed to be correct. The issue of “material uncertainty” had also been discussed in depth by both Committees. A material uncertainty raised in the management Notes to the Accounts can present issues but it was noted that in the audit context the foreseeable future is 12 months. Members acknowledged that as the Funding Band issue will not manifest itself significantly over that period due to the small numbers and so agreed that it would not be included as a material uncertainty. However it was noted reference to the Funding Band would still appear in the narrative and CM had written to the DfE’s Accounting Officer to forewarn the Department about the potential difficulties ahead. Members unanimously approved the Members Report and Financial Statements for the year ended 31st July 2017 and</p>	<p>AM/ MO</p> <p>AM/</p>	<p>Before 31.12.17</p>

<p>authorised the Chair and Chief Executive to sign them on behalf of the Corporation Board (ACT76).</p> <p>CS asked what actions could be taken to resolve the issue with the Funding Band. CM said the funding package from the DfE/DfT will be known in the next 3 months and so the position should be clearer by the time of the next Corporation Board meeting in February 2018. MO drew attention to other potential sources of funding and to the fact the Income & Expenditure continued to be closely monitored and new sources of income were being examined. JM said all were imperfect solutions and the Board Members had an individual and collective responsibility to make their voices heard so as to make a difference.</p> <p>A further update will be presented to the next meeting (ACT77).</p>	<p>CM</p>	<p>13.12.17</p>
<p>13. CONSENT AGENDA</p> <p>Items in this section had been the subject of prior scrutiny by a Board Committee. The following items were considered on that basis and the recommended actions were agreed as follows:</p> <ul style="list-style-type: none"> (i) Standing Orders - On the recommendation of the Search & Governance Committee, the Board approved an amendment to the Standing Orders to determine ex-officio Corporation Board membership for the Chair of the Industry Advisory Board with immediate effect. (ii) Corporation and Committee meeting dates for 2018/19 - The updated dates of the first meetings in 2019 were noted and agreed. (iii) Quality Strategy - On the recommendation of the Quality & Standards Committee, the Corporation Board approved the Quality Strategy. (iv) Attendance at Meetings and Access to College Business Policy - On the recommendation of the Search & Governance Committee, the Corporation Board approved the Policy with immediate effect. (v) Board Recruitment and Selection Policy - The Corporation Board asked for the Policy to be remitted to the Search & Governance Committee so that additional guidance could be added to encourage diversity in appointments (ACT78). (vi) Financial Regulations - The Financial Regulations, including the Bank Mandate, updated to include the Director of Technical Training were approved by the Corporation with immediate effect. 	<p>CM</p>	<p>14.2.18</p>
<p>14. Any other business</p> <ul style="list-style-type: none"> (i) <u>Security passes</u> - MO noted the passes issued to Members were configured to the Doncaster campus and they would need to be re-configured to allow access at Birmingham when Members next visit that campus. 	<p>SBS</p>	<p>23.4.18</p>

<p>(ii) <u>“Safety Moment”</u> – AM said she would like this including as an agenda item at future Corporation Board meetings to enable values to be brought to life (ACT79).</p> <p>(iii) <u>ESFA Letter</u> – Members discussed a letter from Peter Lauener, the outgoing Chief Executive & Accounting Officer at the ESFA address to all Chief Executives and Principals of Colleges in the FE Sector in the course of which they reflected in particular on the rigour of the College’s budgeting processes and its strong control environment.</p>	SBS	14.2.18
<p>15.Date and time of next meeting</p> <p>Wednesday 14th February 2018 10.00 – 13.00 at NCHSR, Birmingham, with Members’ training being planned to follow in the afternoon.</p>		
<p>16.Calendar of Events</p> <p>The Calendar was received and Members were encouraged to attend the forthcoming Open Days.</p> <p>CG offered to assist with Schools visits.</p>		

The meeting ended at 12.25.

Signed

Date