



**BRIDGWATER
& TAUNTON
COLLEGE**

BOARD OF GOVERNORS

MINUTES OF THE MEETING OF GOVERNORS HELD ON THURSDAY 21 MARCH 2024

MEETING COMMENCED: 5.10 pm
MEETING ENDED: 7.00 pm

PRESENT: Derek Randall (Chair), Andy Berry (AB), Helen Stapleton (HS), Nick Skyrme (NS) Beverley Hawkins (BH) (via Teams), Sam Harris-Roberts (SHR), Aaron Greenwood (FE Student Governor) Adam Collett (AC), Jayne Woodland (JW), Denys Rayner (DRa) (via Teams), Alan Hunt (AH) (via Teams), Mike Westlake (MW), John Jenkins (JJ) (HE Student Governor), Ros Wyke (RW), Lyndon Brett (LB), David Taylor (DT)

IN ATTENDANCE: Marcus Holder (MH), Louise Rowley (LR) and Katy Hockings (note taker)

G.03.36.24

WELCOME AND APOLOGIES FOR ABSENCE

DR welcomed everyone to the meeting, apologies for absence had been received from Claire Pearce.

DR welcomed RW to her first meeting as a Governor. RW appointment had been approved via email subsequent to the December meeting of Governors.

It was noted that Leanne Mills, from Haygrove School, has been approached with regard to joining the Board. Approval was given to this appointment, and LB commented in his capacity as a Governor of Haygrove School on the goodwill created by the College accommodating Haygrove students last term.

G.03.37.24

MINUTES OF THE MEETING HELD ON 6 DECEMBER 2023

The minutes of the meeting held on 6 December 2023 were reviewed and agreed to be an accurate record of the meeting. The minutes were approved by the Board.

G.03.38.24

DECLARATIONS OF INTERESTS

There were no declarations of interest relevant to the meeting.

G.03.39.24

MATTERS ARISING

There were none.

G.03.40.24

REPORT ON CHAIR'S ACTIONS

It was noted that the actions from the previous meetings had been taken forward and completed.

Further work is being undertaken on the format and structure of the KPI report and the operating plan, and further changes would be incorporated for the June Board meeting. The Board noted the actions being completed or in process.

G.03.41.24

PRINCIPAL'S UPDATE

AB had submitted a written update to Governors prior to the meeting. He highlighted key points within the report and requested comments and questions.

Accommodation question from DT. When considering the residential accommodation expansion, he flagged the age of students and safeguarding issues which could arise from having more students and apprentices who are over 18. DT requested that there is a working group that considers the safeguarding elements of this project. It was agreed that safeguarding considerations would be an important part of the planning stage of this work.

ACTION: Accommodation expansion plans to take into consideration safeguarding factors of increase in numbers of students living in residential accommodation. MH

DT noted the cost of food for residential students. For these residential students there is little other option for them than going to the catering outlet on campus and DT suggested that consideration be given to providing some kind of subsidy on this for the residential students.

ACTION: Review potential of food subsidy for residential students. AB

JJ commented on the amount of parking available at Cannington campus and whether there could be consideration given to additional parking as part of any residential accommodation expansion. AB commented that this issue has been considered, though unfortunately on previous projects limited parking has been granted during planning processes due to factors surrounding Green agenda and minimising emissions. However, this is something that would be taken into account in any project plans for expansion of residential accommodation.

RW commented on opportunities arising from new projects within the county including the Gravity Project and advanced manufacturing.

G.03.42.24

FINANCE

7.1 Finance Report and Management Accounts for the six months ended 31 January 2024 – MH had circulated the detailed reports prior to the meeting. He highlighted the key information within the management accounts for the six months ended 31 January 2024. He invited questions and comments from Governors. There were none.

7.2 Indicative Budget 2024/25 – MH had circulated the indicative budget for the year 2024/25 prior to the meeting. He highlighted key details within this document and invited questions or comments. LB commented on the contingencies within the budget to ensure there is sufficient allowance for changes to funding. LB also prompted a

discussion on the target level of EBITDA and the potential for a greater increase. MH noted this point and would review the budget in light of this. RW commented on the change of status of the College into the public sector and its borrowing capability, and enquired whether the College is part of the 'One Public Estate' strategy. AB commented that as the College is only newly part of the public sector, we are not always aware of or part of some of these public body conversations, but we would value being included into these discussions.

ACTION: MH to review One Public Estate initiative and whether it was applicable to the College

G.03.43.24

8.1 Operating Plan 2023/24 – update – The updated operating plan for 2023/24 had been circulated prior to the meeting. LR commented that there are a good proportion of items which are RAG rated as green. She highlighted some of the areas which are currently rated amber, where additional work is required to achieve by the end of the academic year.

AB highlighted that only the four strategic aims had been included in the update, and that if any Governor would like to review the more detailed document including the cross-cutting themes and the additional strands of the strategic focus they would be welcome to do so and this will be uploaded to the Governor meeting folder after the meeting.

ACTION: Provide the full operating plan review document into the meeting folder for Governors to review. KH to upload this.

8.2 Strategic Risk Register – The updated risk register had been circulated to the Audit Committee at its recent meeting, and the Audit Committee had reviewed it in detail. AB highlighted key information within the update, and invited questions and comments from Governors. There were none.

AB highlighted that SMT at its recent residential planning event had reviewed the risk register and will be proposing some changes to the risks going forward, and an updated risk register will be presented to Governors in due course.

NS noted that there is a pending report relating to cyber on risk number 9 on the document. AB responded on this point, and noted a number of actions being taken over the summer period.

8.3 KPIs – The updated KPIs document had been circulated prior to the meeting and LR highlighted the key points for consideration. She invited question and comments. RW commented on the diversity of staff, but pointed out that as Somerset suffers from very poor social mobility, whether there could be a more detailed KPI on how effective the College is at reaching the hard to reach demographic. It was agreed to consider this for the next academic year. DT commented that there is a larger percentage of students coming through to the College from the more deprived demographics, however it is useful to emphasise the importance and relevance of vocational opportunities and options available. JW highlighted work with ESOL students within the College.

ACTION: Review effectiveness of reaching the hard to reach demographic and how this can be incorporated into the KPIs from 2024/25 academic year. AB to review.

G.03.44.23

ACCOUNTABILITY AGREEMENT

AB noted that the accountability agreement needs to be updated and published on the website by June. Some elements of this needs to be re-written, based on the key principles outlined and agreed at the Strategic Residential meeting. LR requested that the Board approve the final draft by email in advance of the next meeting. The Board approved this course of action.

ACTION: Board to approve the Accountability Agreement by email when the final draft is ready for review. LR to circulate.

G.03.45.24

ESTATES AND BUILDINGS UPDATE

A paper had been circulated prior to the meeting for consideration. The document had been reviewed in detail at the Buildings Projects Committee meeting. The Board noted the update.

G.03.46.24

EXTERNAL BOARD REVIEW

The formal report from the external board review had been received, and a full discussion about this will be brought to the June meeting of Governors.

DT commented that he would like to see a timetable for actions relating to the external board review.

ACTION: External Board Review to be discussed at June Board meeting. AB to feedback to MN the production of a timetable for actions from the Board Review.

G.03.47.24

POLICIES FOR APPROVAL

Fees Policy 2024/25 – MH presented the proposed fees policy for 2024/25 for approval by the Governors. MH highlighted the key changes within the policy and invited comments and questions. LB highlighted two minor points of amendment, and MH would update these. MH requested approval of the policy. The policy was approved by the Board.

G.03.48.24

PROPOSED MEETING DATES 2024/25

The proposed meeting dates for 2024/25 had been circulated prior to the meeting. MH requested that these be reviewed by the Board and any issues be highlighted as soon as possible.

ACTION: All Governors to review the proposed dates and feedback any issues as soon as possible.

G.03.49.24

MINUTES OF MEETINGS OF SUB COMMITTEES FOR REVIEW

The minutes of the recent meetings of Sub Committees of the Board had been circulated to the Board prior to the meeting for review. These were:

15.1 Search Committee held on 20.02.24

15.2 Building Projects Committee held on 06.02.24

15.3 Health and Safety Committee held on 08.02.24

15.4 BTCCSL Board minutes held on 29.02.24

15.5 FP&GP Committee held on 29.02.24

15.6 Quality and Standards Committee held on 04.03.24

15.7 Audit Committee held on 05.03.24

The minutes as received were noted.

G.03.50.24 Corporate Services Limited Management Accounts – MH had circulated the management accounts of the Corporate Services. He invited questions and comments. There were none.
Corporate Services Limited Indicative Budget 2024/25 – A paper had been submitted to the Board prior to the meeting for consideration and review. MH invited questions and comments. There were none.

G.03.51.24 **ANY OTHER BUSINESS**
There was none.

G.03.52.24 **DATE OF NEXT MEETING**
The next meeting will be held on Thursday 20 June 2024.

The meeting closed at 7.00 pm.