

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

MEETING OF GOVERNING BOARD

TIME/DATE 5.00pm, TUESDAY 6th JULY 2021

VENUE GATEWAY CONFERENCE ROOM, PARSONS WALK, WIGAN

ATTENDANCE:

Independent Governors:

Ann Harrison (Chair)

Kath Causey

Diane Brennan

Andrea Ferguson

Susan Loudon

Susan Spibey

Jenny Bullen

David McDonald

Alison Chambers

Paul Howard

Anna Dawe

Principal:

Staff Governors:

Rebecca Turley

Jen Cockram

Student Governors:

Reni Terezova

Kodie Anderson

Clerk to the Governing Board:

Robert Smith

Vice Principal, Curriculum:

Claire Foreman

Vice Principal, Corporate Services:

Louise Brown

Vice Principal, Employment & Skills

Alison Rushton

Finance Director:

Steve Scott

Assistant Principal, IT, MIS and Subcontracting:

Dave Harrison

Guest

Joanne Platt

Italics denotes absence

PART 1 MINUTES

Item		The meeting opened at 5.10pm and was quorate with at least 7 members present.
1	GB/21/07/069	APOLOGIES & CHAIR'S WELCOME Apologies for absence were received from Kath Causey, Paul Howard and Jen Cockram. The Chair welcomed Joanne Platt to the meeting and it was noted that she was attending as a guest prior to her proposed appointment as Clerk in September 2021. The Chair also welcomed Alison Rushton to her first meeting since her appointment as Vice Principal, Employment & Skills.
2	GB/21/07/070	DECLARATION OF INTERESTS It was noted that Jenny Bullen's re-appointment would be considered under the subsequent agenda item.
3	GB/21/07/071	GOVERNANCE MATTERS: RE-APPOINTMENT OF GOVERNORS The Clerk advised that the terms of office of Kath Causey and Jenny Bullen were due to come to an end in the near future. It was noted that Jenny Bullen was coming to the end of her first term of office. The Clerk commented that Jenny had shown strong commitment to the Board and the college and had contributed well to discussions at

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>Board and committee meetings. It was noted that Kath Causey was coming to the end of her second term of office and that the Board was therefore required to review whether Kath still brought the right skills and expertise to meet the Board's needs, when compared to the potential appointment of a new governor. The Clerk commented that Kath had made very significant contributions to the work of the Board and was currently Chair of the Audit Committee, having also previously served as Chair of the Resources Committee. Members noted that she was also Vice Chair of the Board. Members agreed that it would not be in the Board's best interests to seek a new appointment as an alternative.</p> <p>The Clerk confirmed that Gill Edwards had resigned from the Governing Board as previously advised to all governors by the Chair via email. The Chair asked that members' thanks for all of Gill's contributions to the work of the Board and the Audit Committee be recorded. The Clerk confirmed that Mike Ferraby had also resigned from the Board as previously advised by the Chair. The Chair asked that Mike's work for the Board and for the Resources Committee be recognised and for members' thanks to be formally recorded.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> i. That Jenny Bullen be re-appointed as a member for a further period of four years with immediate effect; ii. That Kath Causey be re-appointed as a member for a further period of four years with immediate effect; iii. That Jenny Bullen continues to be a member of the Curriculum & Student Matters Committee; iv. That Kath Causey continues to be a member and Chair of the Audit Committee; and v. That Kath Causey continues to be Vice Chair of the Governing Board
4	GB/21/07/072	<p>PART 1 MINUTES OF THE GOVERNING BOARD MEETING HELD ON 23RD MARCH 2021</p> <p>The minutes were approved as a correct record for signature by the Chair.</p>
5	GB/21/07/073	<p>MATTERS ARISING</p> <p>The Clerk advised that a governors' visit to the Leigh Digital Academy would be arranged in the Autumn Term and confirmed that the Academy was now included in the online virtual tour. The Clerk also provided a summary of student numbers in each part of the college estate and agreed to email the list to all governors after the meeting.</p> <p>It was noted the remaining two actions on the Action Sheet were now complete.</p>
6	GB/21/07/074	<p>PRINCIPAL'S UPDATE</p> <p>The Principal provided an update on national developments within the further education sector and confirmed that the FE White Paper had now progressed to the Skills & Post-16 Education Bill. She highlighted the key objectives within the Bill as developing a system of lifelong learning, deepening the strategic relationship with, and service to employers, and empowering colleges as an outward looking and resilient network to deliver on long-term strategic priorities. The Principal commented that the Bill was largely welcomed and suggested that it was refreshing to see a strong but positive government focus on the sector. However, she also pointed out that the Bill was silent on a number of important points. This included how barriers to lifelong learning would be removed, such as maintenance support, reform of benefits and widening Level 3 entitlement, It was noted that the Bill was also silent on defining how colleges would have autonomy, how some of the priorities would be funded and how</p>

the Bill would apply to 16-18 technical education. The Principal confirmed that discussions in Parliament indicated that MPs were aware of these issues. She also reported that she would work with colleagues at other colleges to ensure these points were recognised.

The Principal advised that, as part of the government objectives contained within the Bill, the Skills Accelerator (Skills Development Fund & Local Skills Improvement Plans) had been launched. She advised that an SDF bid had been submitted on behalf of GMCG to build capacity around higher level technical education. It was noted that the bid outcome should be known by the end of July. The Principal also advised that this would relate to a one year project but this would be to prepare the foundations for closer working with employers across Greater Manchester and to develop College Business Centres in all GM colleges. She explained that the associated Local Skills Improvement Plan (LSIP) would be led by the GM Chamber. Members noted the Principal's concerns that, should the bid be successful, it was essential that the needs of Wigan be reflected in any local skills plan and that this was different to the needs to GM as a whole. It was noted that the College would work closely with partners to ensure that local needs would be reflected.

It was noted that the GM bid for an Institute of Technology would need to take account of activity under the LSIP and that, although they would run independently of each other, they could complement each other. The Principal confirmed that the Stage 2 bid had been submitted, and that the outcome would be known by end of Autumn Term.

The Principal outlined a number of other national initiatives, including a National Skills Fund (AEB) 'allocation' for targeted Level 3 courses and a further local 'allocation' for targeted Level 3 courses. She commented that the scope for this allocation would be narrow and would apply only to a limited number of Level 3 courses and in limited circumstances for each student. The Principal also explained that a Higher Technical Education Provider Growth Fund application was being developed through the GMCG and that a Post-16 Capacity Fund would be available to respond to capacity challenges due to growth in 16-18 student numbers. It was noted that the latter fund would be targeted at capital developments that would help to create additional space to accommodate increasing student numbers.

The Principal informed the Board that the college had been selected to be a pilot college for the new Annual Strategic Conversations with the ESFA, which both the Principal and the Chair had attended. The Principal reported that the virtual meeting with the ESFA had included open dialogue, outlining the strategic direction of the college and had focused on the college's strengths and challenges. She commented that the meeting had been very positive and it had been clear that the ESFA were showing interest in the college's plans and were supportive of the ways in which the college had developed its curriculum, estate and IT infrastructure. The Chair added that it had been a very positive meeting, at which it had been possible to clearly demonstrate the excellent progress made by the college.

Quality

The Principal outlined key quality data and members were pleased to note that retention rates were very strong. The Principal highlighted the comparison with 2018/19 data, as 2019/20 was an unusual year because of Covid-19. She was pleased to confirm that there had been further improvement in retention for both 16-18 and 19+. The Principal also outlined attendance data and the comparison with 2018/19. It was noted that attendance had improved for 16-18, 19+ and Higher Education (HE). Members recognised that the improvements in 19+ and HE were particularly notable and the Principal commented that this was likely to be the result of increased flexibility offered by online and virtual learning. Members acknowledged that older students and HE students often had jobs and family commitments that would

		<p>make physical attendance more difficult at times. The Principal confirmed that the college would try to learn from this data to identify ways in which virtual approaches may be used in future so that continued flexibility is available.</p> <p>The Principal summarised her expectations in terms of how Covid-19 would impact on 2021/22. This included continued adaptation in curriculum planning, continuation of the additional teaching hour, and likely receipt of a Tuition Fund allocation. It was noted that changes in approaches to exams and assessments were expected to continue, although the extent and nature of this was still unknown. The Principal also advised that Ofsted inspections were due to resume in the Autumn Term and confirmed that the college was actively preparing for a possible inspection.</p> <p><u>Place</u></p> <p>The Principal reported that GM Colleges and GM Universities had now released a shared vision and had agreed to work together on mental health, the levelling up agenda, the post-Covid response, lifelong learning, and health, culture and equality. She commented that, whilst joint working was in its early stages, it was a positive move and an opportunity to develop greater collaboration. The Principal also reported on partnering with Wigan Council to deliver the Kick-Start scheme, developing a single Wigan offer for adult education and further development of the Skills Partnership in preparation for opening of the Centre for Advanced Technical Studies (CATS) in the Rushton Building. The Principal commented that CATS would offer a good, strong curriculum across a range of subjects, including Health & Social Care T levels, Digital Production, Design and Development T level, HND and BSC in Computing, Level 3 Civil Engineering, Level 3 Construction management, and a number of HNC/HND and Higher Apprenticeships in construction and engineering.</p> <p>The Principal confirmed that capital development works in the Rushton Building were progressing well and it was on course to open for students in September as planned. She also confirmed that a launch event would be planned for the Spring Term. Members noted that further plans to develop new curriculum areas in the future were in place. This included introducing new Higher Technical Qualifications (HTQs) in Augmented and Virtual Reality Engineering, and Artificial Intelligence and Robotics Design, as well as an expansion of T Levels and the development of a Computer Automatic Virtual Environment (CAVE).</p> <p><u>Sustainability</u></p> <p>The Principal confirmed that the college had been graded by the ESFA as having outstanding financial health for 2019/20 and confirmed that the college was on track to be achieve good financial health for 2020/21. It was noted that the difference in rating was simply due to an improved ability this year to re-invest increased surpluses in the curriculum, the estate and IT infrastructure.</p> <p>Members noted the student application position and were pleased to learn that applications were once again ahead of the previous year for 16-18 (+288) and 19+ (+416). The Principal was also pleased to report that there were signs that the apprenticeship market was starting to recover and, whilst number were slightly down at this stage, the college was forecasting year on year growth. The Principal also confirmed that the college was expected to hit the 16-18 ESFA recruitment target by census date and that HE applications were also on target.</p> <p>The Principal reported that the college had recently achieved Best Companies accreditation as a 3 star World Class organisation for Workforce Engagement. Members were pleased to learn that the college was rated in 8th position in the National Top 25 Education and Training Organisations To Work For, 38th in the Top 100 North West Organisations to Work For, and 52nd in the National Top 100 Large</p>
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WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>Organisations To Work For. The Principal also commended the Sport Curriculum Team for achieving the Pearson FE Team of the Year (Sport) Silver Award. She added that the college would hear later in the year whether the Team had actually secured the Gold Award. It was noted that this was a highly prestigious award featured on the BBC's One Show.</p> <p>The Chair commented that the college's achievements over the last year were quite remarkable against the backdrop of the challenges presented by Covid-19. She added that the achievements would be highly significant in a normal year but were exceptional in the current circumstances. Other members concurred with the Chair's comments.</p>
7	GB/21/07/075	<p>DRAFT STRATEGIC PLAN 2021-24</p> <p>The Principal reminded members of initial strategic discussions at the Strategic Workshop in January and asked whether they felt that the draft Strategic Plan reflected those discussions and other governor comments raised during strategy sessions for each committee. Members agreed that it was a good reflection of those discussions but also recognised that the draft now incorporated feedback from students and staff. The Chair also suggested that the Plan may benefit from a slightly greater focus on the green agenda, not only in terms of delivering improvements in the future but also to recognise the significant work already done at the college to promote sustainability and climate change action.</p> <p>The Principal suggested that it might be helpful for members to have further time to provide feedback by email directly, which could be considered and amendments then applied where appropriate. She also commented on a governor suggestion at the Strategic Workshop to have a simpler and more accessible version in order that the college's future strategy could be understood by all local stakeholders, including students and parents. The Principal confirmed that a tri-fold leaflet version of the Plan was being produced, which would be available at reception and would be handed out to students and other visitors. One member suggested that reference to place in terms of counties that border the college's catchment should include Cheshire. The Principal agreed that this change should be applied.</p> <p>RESOLVED: That the draft Strategic Plan be approved with flexibility to apply further amendments after feedback at which point the Chair could approve the final version under delegated authority.</p>
8	GB/21/07/076	<p>BUDGET & FINANCIAL PLAN</p> <p>The Finance Director explained that the budget and financial plan had been discussed in detail at the Resources Committee on 10th June. He advised that the overall operating surplus for 2021/22 was forecast at £1.22M and that the reporting deficit after FRS102 pension adjustments was forecast to be -£303K. Under the Financial Plan, it was noted that the forecast operating surplus for 2022/23 was £707K, with a post-FRS102 adjustment reporting surplus of £818K. Members acknowledged that the forecast position for both years would maintain an ESFA financial health rating of at least 'good' and would retain compliance with banking covenants. They also acknowledged that the 2021/22 budget included capital investment of £1M for further estate improvements.</p> <p>The Finance Director highlighted a number of changes since the draft was presented to the Resources Committee. The first main change related to tuition catch-up funding which had been forecast at £658K but had since been modelled as £480K, although the final allocation had not yet been received. It was noted that equivalent reductions in other budgets had been applied to ensure there was a net zero effect. The second</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>main change related to an increase in Skills Fund income of £127K. The Finance Director advised that this had simply been applied to the overall reporting deficit, reducing it from £424K to the £303K reported in the summary. It was noted that the final outturn forecast for 2020/21 and the proposed Budget would form the basis of the 3-Year Financial Plan, which would need to be submitted to the ESFA by 31st July.</p> <p>The Finance Director advised that the budget would be reviewed in the Autumn Term, once funding values had been confirmed and student recruitment levels were known. He confirmed that a revised forecast would be presented if necessary. The Finance Director also highlighted the significant additional funding applied to investments in the college's curriculum, estate and IT infrastructure and commented that these levels were not likely to be repeated unless specific funding bids were successful. Members acknowledged that recent investments had been exceptional but recognised that they were nevertheless very welcomed.</p> <p>The Chair of Resources Committee commented that, even where revised forecasts were made, the operating surplus position was unlikely to change significantly, as plans for reinvestment would usually be increased or decreased to account for forecast changes. The Chair of the Board asked why the longer-term financial forecasts did not seem to reflect positive projections of student number increases. The Principal responded that continued budgeting based on growth was a risk in itself and, combined with the lag-funding methodology, it was best to roll-over the current allocation. She also commented that, whilst the college may forecast an increase in numbers of specific categories of student, it did not follow that this would come to fruition. Members acknowledged that, whilst it might be appropriate to have planning in place for curriculum delivery to accommodate growing numbers, the same did not apply to financial forecasting as greater caution was required.</p> <p>It was also noted that the value of the college's balance sheet had increased significantly following re-valuation of the college's estate.</p> <p>RESOLVED:</p> <ol style="list-style-type: none">i. That the budget for 2021/22 be approved; andii. That the Financial Plan to 2023 be approved.
9	GB/21/07/077	<p>AUDIT COMMITTEE – 9TH JUNE 2021</p> <p>As the Chair of the Audit Committee had given apologies for this meeting, the Clerk presented the draft minutes of the meeting of 9th June 2020 and highlighted key topics discussed.</p> <p>The Clerk outlined the Auditor's report on audits carried out during 2020/21. It was noted that the auditor had commented that no issues had been identified in relation to the way in which college processes and approaches had been adapted to meet the challenges of the Covid-19 pandemic. The Clerk advised that the auditor had also acknowledged that this audit was a useful source of assurance for the committee and the Board for how the college's risk management and controls were operating in these unusual circumstances. Members were pleased to learn that the Mock Funding Audit had identified no serious issues and that the Follow-Up Audit confirmed that all previously identified recommendations had been acted upon.</p> <p>The Clerk advised that the committee had discussed the draft Audit Plan for 2021/22 and had agreed that the following audit topics were appropriate, subject to approval by the Board:</p> <ul style="list-style-type: none">• Learning Support (ALS) and High Needs Student (HNS) Funding• IT Data Security, Infrastructure and Disaster Recovery• Financial Planning and Budgetary Control

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<ul style="list-style-type: none">• Post Implementation Review of Finance System• Risk Management• Subcontracting External Assurance Audit• Mock Funding Audit• Follow-Up Audit <p>The Clerk drew members' attention to the draft Financial Statements Audit Plan and advised that the approach was largely the same as the previous year. However, it was noted that the ESFA had advised that they would no longer provide assurance against funding claims for the purpose of these audits and that this would mean some further audit activity would be required at an additional cost. The Clerk advised that this plan would also require Board approval.</p> <p>The Clerk outlined the findings of the ESFA (& GMCA) Funding Audit that had been briefly reported at the previous meeting. The overall error rate was noted and members acknowledged that the overall funding clawback had been reasonably modest, which had enabled the college to write off the reclaim value in the 2019/20 accounts without leading to an overall operating deficit. The Clerk also confirmed that the committee had reaffirmed the appointment of both auditors based on current contractual arrangements. The Chair reminded members that a re-tender was expected during 2021/22 for the college's internal audit services.</p> <p>RESOLVED:</p> <p>i) That the Internal Audit Plan 2020/21 be approved; and ii) That the Financial Statements 2019/20 Audit Planning Memorandum be approved.</p>
10	GB/21/07/078	<p>RESOURCES COMMITTEE – 10TH JUNE 2021</p> <p>The Chair presented the draft minutes of 10th June 2021 and reported that the committee had received a presentation of the college's Climate Action Roadmap. She explained that the Roadmap was based on the AoC strategy, which was for a college to move through three stages in terms of climate change activity. The first was to be an "emerging" college which would involve several steps including measuring its carbon footprint, establishing a Sustainability Group and agreeing sustainability targets. The Chair explained that the college was already a long way along the journey to meeting the "emerging" college expectations. The second was to be an "established" college, which would involve further steps, including more training and development, embedding climate responsibility across the organisation, transfer to renewable energy and incorporating sustainability into governance arrangements. The final stage was to be a "leading" college, which would take the college into a position where it would have world class climate change policies and practices. The Chair stressed the importance of having a sufficient budget in place if the college was to deliver on an ambition to be a "leading" college. Members noted that, should the requirements of this stage be achieved, it would require significant additional funding.</p> <p>Members sought further information on the college's sustainability activity and the Vice Principal, Corporate Services advised that the college had a cross college Sustainability Group and a similar group for students. She outlined the significant number of college initiatives aimed at reducing plastic waste, bringing landfill waste to zero and improving the ways in which sustainability was included in delivery of capital projects. It was noted that the college's funds were limited and needed to first cover educational needs, as well as promoting important issues such as mental health, poverty and widening participation. However, members were pleased to learn of the extensive activities in place to help combat climate change and noted the longer-term commitment of the college to deliver further improvements within these cost restrictions.</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>The Chair also reported that the committee had discussed the HR Report and KPI Dashboard, as well as being advised about recent successes at the college and further developments in staff engagement and wellbeing activity. She commented that the college's "Best Companies" achievements, as reported by the Principal under an earlier agenda item, were very impressive. It was noted that the management accounts for April had been discussed and approved and that the committee had discussed in detail the plans to reinvest increased surpluses. The Chair acknowledged the benefit to the college of delivering on reinvestment plans, rather than simply delivering an increased operating surplus that would just add to reserves. It was noted that the committee had also discussed the Budget and Financial Plan in detail, but this had been covered under an earlier agenda item.</p> <p>The Chair outlined the update on strategic priorities and discussions about the Subcontracting Strategy for 2021/22 and the Subcontracting Fees / Charging Policy for 2021/22. It was noted that both of these documents would require Board approval. The Chair commented that it was encouraging to see how much the college's subcontracted provision had been reduced following a request from the Board in 2017 to do so. She also advised that the ESFA had now issued advice on restrictions to the amount of subcontracted activity a college could deliver. Members were pleased to learn that Wigan & Leigh College was well within these restriction limits.</p> <p>The Chair added her personal thanks for the support of Mike Ferraby to the work of the Resources Committee she commented that he would be a significant loss to the committee.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i. That the Subcontracting Strategy and associated expenditure values for 2021/22 be approved; and ii. That the Subcontracting Fees / Charging Policy for 2021/22 be approved.
11	GB/21/07/079	<p>CURRICULUM & STUDENT MATTERS COMMITTEE – 15TH JUNE 2021</p> <p>The Chair presented the draft minutes of the meeting of 15th June 2021 and highlighted key topics of discussion. It was noted that the committee had received a presentation from the HE Engineering Apprenticeships curriculum area. The Chair was pleased to report that there was a clear and positive trajectory of improvement, with improved staff stability and high levels of motivation within the team. She commented that the committee had taken positive assurance from the evidence presented and from the fact that there was now a clear pattern of strong improvements in all the presentations received by the committee over the last year or so. Members acknowledged that this was particularly positive, given that the areas invited to provide presentations were often those that had had issues in the past or seemed to be remaining static in terms of quality improvements.</p> <p>The Chair commented on one positive outcome from the Covid-19 restrictions, in the form of improved access to industry experts to have dialogue with students. It was noted that this was due to new habits being formed for online meetings and presentations, which had opened up options into a wider geographical area, as these events could take place without the need to travel to college. The Chair also pointed out many of the additional challenges faced by curriculum teams and students under the Covid-19 restrictions and commended the college for the ways it had embraced enforced change. She added that, together with these challenges, the college had needed to meet the requirements of new national and regional curriculum agendas and expectations for change. Members concurred with the Chair's view that the way staff had embraced these changes provided good evidence that there was excellent</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>team and staff motivation at the college. The Chair also pointed to the improved retention and attendance data as evidence of student motivation.</p>
12	GB/21/07/080	<p>EQUALITY & DIVERSITY SCHEME</p> <p>The Vice Principal, Curriculum drew members' attention to two proposed substantive changes to the Scheme. The first was the inclusion of the new Equality Objectives. It was noted these were required by statute but had already been approved by the Board in the Autumn Term. The second was the inclusion of the new internationally recognised definition of anti-Semitism.</p> <p>RESOLVED: That the revised Equality & Diversity Scheme be approved.</p>
13	GB/21/07/081	<p>LEAD GOVERNOR: SAFEGUARDING</p> <p>The Lead Governor for Safeguarding advised that she had met virtually with members of the Safeguarding Team in June and was pleased to report that the meeting had been very positive. She commented that she was impressed by the way in which the college seeks to support the "whole student", not just from an educational perspective but in terms of support for challenges at home, in relationships with friends, safety online and in respect of general mental health.</p> <p>The Lead Governor advised that she had watched a Prevent video about avoiding radicalisation, which had focused on promoting British values. She also commented that the team did not have too many concerns about whether students in college were receiving the correct support but that they had indicated that it was always concerning when students were work-based and not frequently seen by college staff. It was noted that the college was reviewing its tutorials for work-based learners to ensure that these students understand behavioural expectations and know that they can seek support from the college.</p> <p>The Lead Governor reminded other governors of the importance of always wearing their college ID badge, as this helped to maintain safety and security for all staff and students.</p>
14	GB/21/07/082	<p>LEAD GOVERNOR: CAREERS & DESTINATIONS</p> <p>The Interim Lead Governor for Careers & Destinations advised that he had met virtually with the Head of Marketing and Admissions and had received a very positive update on the team's progress and how it had adapted approaches to meet the challenges of the Covid-19 pandemic.</p> <p>The Lead Governor confirmed that compliance with all eight Gatsby Benchmarks had been maintained and reported that the college had launched "Career Ready" programmes aimed at supporting students into next steps, such as preparing them for degree apprenticeships, university or job roles. He also provided an outline of virtual careers guidance approaches developed to maintain services during the pandemic, which had included virtual presentations by employers and guest speakers, virtual alumni visits and virtual workshops. It was noted that 100% of 16-18 students had been interviewed online to give them the opportunity to discuss their next steps. The Lead Governor also reported that all students were invited to a nationally hosted week long virtual careers fair covering all employment sectors across the UK.</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>Members were pleased to learn that the use of virtual communications had provided an excellent opportunity to deliver an exciting programme of industry master classes and presentations from industry experts, including one online session for Animal Management students broadcast from Africa. The Lead Governor summarised the feedback data relating to careers advice and guidance and were pleased to see that this remained very positive despite the challenges presented by the pandemic. Members noted that over 85% of students had either agreed or strongly agreed that college careers events had helped them understand their future choices and that these events had helped to improve their key employability skills. The Lead Governor also outlined key future objective for the team, including development of tailored careers advice relating to new courses to be delivered at the Centre of Advanced Technical Studies at the Rushton Building.</p>
15	GB/21/07/083	<p>GOVERNING BOARD & COMMITTEE BUSINESS CYCLE 2021/22</p> <p>The Clerk outlined proposed dates for the 2021/22 Business Cycle and drew members' attention to the key items of business planned for each meeting. The dates and proposed business were discussed and it was noted that the schedule of meetings followed the approach used in previous years. It was noted that other key dates had been included, such as Links Visits and the SAR Review Meeting.</p> <p>RESOLVED: That the proposed meeting dates and schedule of business be approved.</p>
16	GB/21/07/084	<p>ANY OTHER BUSINESS</p> <p><u>Retirement of the Clerk</u></p> <p>The Chair reminded members that Rob Smith would be retiring from the role of Clerk with effect from the end of the academic year. She advised that this was expected to be his final meeting. She thanked the Clerk for getting college governance onto a very stable footing and for the support he had provided to the Chair and other governors. She also wished him good luck in his retirement. The Principal echoed these comments and offered her personal thanks for the Clerk's support.</p>
		<p>DATE OF NEXT MEETING 5.00pm Tuesday 12th October 2021</p>
		<p>Part 1 of the meeting closed at 7.10pm</p>