Chelmsford College

Full Board meeting
FRIDAY 13 MARCH 2026 AT 14.00
Princes' Road, Chelmsford and via MS Teams™

MINUTES

Members: Sheila Salmon (Chair), Richard Davidson (Vice Chair), Trevor Bolton (Vice Chair), Sarah Atkinson, Rachael Cornwall, Tim Grimwood, Matt Dearsley, Naomi Heskitt, Daniel Holland, David Holmes, Christian Norman, Jaya Patten, David Peace, Rak Rehal, Paddy Reilly, Helen Russell, Nadia Themis, David Warnes (CEO).

College Officers: Debbie Garroway, DPQ&C; Debs Hurst, COO; Sean Parker, Director of MIS
Director of Governance: Ra Hamilton-Burns

An item marked in GREEN on the left-hand column has been pre-scrutinised and is being recommended by a sub-committee. This delegation is designed to allow the Board to focus on key strategic issues on the agenda whilst still ensuring that they have sight of information and ultimate decision-making power.

<table>
<tr><th></th><th></th><th>Action</th></tr>
<tr><td>1.</td><td>Apologies for absence
Sarah Atkinson, Naomi Hiskett and Helen Russell had sent apologies.
David Holmes and Richard Davidson attended the meeting via TEAMs.</td><td></td></tr>
<tr><td>2.</td><td>Declarations of interest and to notify any confidential items
There were no confidential items.</td><td></td></tr>
<tr><td>3.</td><td>Minutes of the previous meetings
a) AGREED: THE BOARD AGREED THAT THE MINUTES OF THE BOARD MEETING HELD ON 5 DECEMBER 2025 WERE A TRUE AND ACCURATE RECORD.

b) The Board noted the electronic resolution made on 10 December 2026 for the College pay policy</td><td></td></tr>
<tr><td>4.</td><td>Matters arising / actions
<table>
<tr><th></th><th>Action or matter arising</th><th>Follow up and status</th></tr>
<tr><td>7.</td><td>Risk Management Report
RHB to arrange a risk appetite twilight session in the Spring term
2. Debs Hurst to drill down on the risk around MIS and reconsider if the move from Red to Amber was appropriate</td><td>The risk appetite session will be set for June.
DH will update on MIS risk rating after the Board meeting.</td></tr>
<tr><td>8.</td><td>Finance Report
Learner numbers and financial implications 2025-6
PSR will monitor learner numbers and recruitment and the impact on budget
Curriculum area contributions analysis
Student governors to work with fellow students to ascertain the requirement of the canteen service and feedback to the Executive Team</td><td>This is ongoing

This would be discussed under Item 7.</td></tr>
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5. **CEO's Report**

There had been a late paper to outline the headlines of the outcome of the Curriculum Assessment Review:

- Defunding of BTECs delayed for another year
- Many applied L3 qualifications will be replaced by V Levels
- Phased approach to Level 2 with only two qualification types permitted
- Rollout is route-by-route beginning in 2027/8 and completing 2030/31
- More detail of the changes will be outlined at a future meeting.

A strategic transition planning statement will need to be signed off by mid-June 2026 but this is already contained in the curriculum intent strategy provided by the DPCS so will be updated to meet the requirements. This can go to the Q&L Committee and be recommended to the Board by Electronic Resolution.

There is a real terms cut in funding and Free School Meals for colleges had frozen but an increase for schools. The Pay differential between school teachers and lecturers is at £10.5k pa. and there has been a great deal of backlash from the college sector. Governors asked if the complaints of the sector ever resulted in positive changes by the Treasury or DfE. Lobbying does work, such as the delay of defunding of Btecs, however it is less likely to be effective on the funding side.

There has not yet been an announcement on in-year growth. The College does meet the threshold this year but funding had not been fully given in past years. The rumour for the current year was that it would be 10%.

Proposal for Adult Skills Centre (Chelmsford Town Centre)

The College has been reviewing the viability of setting up an 'off-site' delivery location for adult skills provision. This has been predicated on the following basis:

- Freeing up additional space at the main campuses for 16-18 full time learners, which has seen a significant growth from 2,300 in 2023, to 2,645 in 2026.
- Providing a welcoming environment for adult learners, separate to our young learners and in a location that is more accessible
- Ensuring the safeguarding needs of our young learners is maintained, especially with some programmes working with vulnerable adult groups.
- Having the longer-term potential to provide a secure off-site location for NEET learners who may have emotional and behavioural needs or may be at risk of exclusion from the main campus.
- Contributing to the regeneration of Chelmsford High Street

The review has considered both the operational costs and strategic risks, weighed up against the opportunities this may bring. These include:

	Risk / Concern	***Mitigation / Solution***
Costs	*c£100,000 annual cost inclusive of minor works, lease, rates, insurance and fees (less than 5% of College budget)*	*Adult Skills Fund target to ensure a min 25% contribution towards cost (inclusive of additional spend)*
Capacity	*Capital investment needed to build capacity in main campuses, primarily for 16-18 learners*	*Freeing up 2 classrooms (70 hours per week), allowing for 6 more 16-18 courses to be delivered*

		This is a short-term solution as 16-18 population will start to decline in 2029
Safeguarding	*Vulnerable adult learners inter-acting with 16–18-year-olds in all areas of main campus*	*A dedicated space more suited to adult learners in a prominent high street location*

Governors asked if planning permission has been applied for. The College will need a change of planning permission for use.

The Vice Chair asked if the College has discussed this with the Regional Improvement Team of the DfE as it is a significant change and may invoke managing public money regulations for permission. The CEO said that the College has no obligation to consult with them as outlined by the finance handbook but will mention it during the strategic conversation in May 2026. The COO reported that the vendor company knows that the College is interested in the property which is a blank canvass.

Governors asked for a consolidated forecast of the impacts for all the elements requested in the CEO paper in one document.

ACTION: DH to draft a consolidated report of the impact of each of the proposals in Item 5 in one document – including on the forecast surplus outturn.

Governors asked the College to ensure that there is pro-active marketing on the project.

AGREED: THE BOARD AGREED IN PRINCIPLE, SUBJECT TO A SATISFACTORY CONVERSATION WITH THE REGIONAL IMPROVEMENT TEAM, TO THE ESTABLISHMENT OF A CHELMSFORD TOWN CENTRE ADULT SKILLS CENTRE AT A COST OF CIRCA £100,000.

Construction Technical Excellence Colleges (CTEC's) capital fund
The College has an opportunity to bid for capital funding as part of the CTEC Construction Skills Capacity Funding (CSCF). This is predicated on building capacity to deliver more construction courses to young people, adults and Apprentices, in line with an 8% demographic uplift over the next three years.

The College is planning to submit an application to build a mezzanine floor in the Brick workshop to create four new learning spaces and double capacity, at an approx. cost of £1.8m. The additional capacity for construction training will support the requirements of a new project recently secured by Chelmsford Garden Community. The facility will be operational from September 2027 if the bid is successful.

Governors mentioned that tutor availability is already an issue and voiced concern that this might be exacerbated by the additional demands. The CEO explained that Helen Russell is working on this with the Kent Construction technical College. He is going to seek her advice about how to replicate the practice at the Eastern CTECH. The Board asked if capacity will be limited if the College is not successful in securing this support or if there are other plans. It is possible to make some minor adjustments but they are not a long-term solution or ideal provision.

The outcome of the bid will be known in July 2026. The impact on income will be in the 2027/8 CFFR.

AGREED: THE BOARD APPROVED THE SUBMISSION OF A CAPITAL BID OF APPROXIMATELY £1.8M AS PART OF THE CONSTRUCTION SKILLS CAPACITY FUNDING

OFS registration - Office for Students and HE provision
In 2024, the College secured additional funding from the Skills Injection Fund (SIF) to develop its HE provision centred around new Higher Technical Qualifications (HTQs), with a target to enrol 104 HE learners by September 2027.

The introduction of the Lifelong Learning Entitlement (LLE) in January 2027 will enable HTQ learners to secure a loan entitlement of up to £38,140 to pay for a full course or individual modules. They will also be able to access a maintenance loan to cover living costs.
HTQ courses (and individual modules) will only be available to learners if the College is registered with the Office for Students (OfS). Registration will enable the College to:

- Enable access to regulated student finance and modular LLE funding.
- Support growth in Level 4 and 5 Higher Technical Qualifications.
- Strengthen progression from Level 3 into higher-level technical study.
- Reinforce institutional credibility and regulatory maturity.

Considerations:

- The cost of registration would be approx. £30,000 per annum, with additional resource costs to apply and maintain OfS registration, the total annual cost in the first year is approx. £236,000.
- It is anticipated that the income generated with additional HE learners will mean a contribution of c40% in year 2 (2027-28).
- The College leadership team considered the benefits of OfS registration to be essential to maintain and grow the HE provision and diversify income, especially in light of a potential downturn in 16-18 learners from 2029.
- A OfS readiness checklist, full breakdown of the resource cost and the full business case was provided.

The CEO explained that there are only 16 colleges in England that are not OfS registered. Paddy Reilly cautioned that there is a great deal of bureaucracy that is required for registration and that the College should be prepared for this.

Governors said that this is a no brainer and the College needs to pursue fresh levels of income. The DoG pointed out there is an implication for governance in terms for compliance and paperwork. DW and DG are experienced in managing this. The Board commented that the HE provision would need to grow to justify the extra demands.

AGREED: THE BOARD APPROVED PROCEEDING WITH OFS REGISTRATION IN AUGUST 2026.

Schools' white paper- SEND and inclusion – the CEO outlined the key headlines on the paper:

Over three years, a £1.6bn Inclusive Mainstream Fund will be allocated directly to early years, schools, colleges, and post-16 settings to expand early intervention and targeted support. This will help colleges to:

    - Implement small-group and tailored interventions
    - Develop adaptive teaching
    - Improve identification of needs in mainstream FE classrooms

- A new national service ‘experts at hand’ will provide on-demand specialists (e.g., SEND teachers, speech and language therapists) in every local area, accessible even without an EHCP.
- Every teacher across all settings, including FE, will be trained in SEND support through a £200m programme.

There was no specific information yet on the specific funding for the College but this will come to future meetings. A governor twilight is planned for the summer term to explore the implications and impact.

Action: RHB to timetable a governor twilight on the Schools’ White paper in the summer term.

Changes to teachers work patterns & timetables
In recognition of low staff morale and high staff turnover, the College is actively looking at ways to reduce workload and stress.
Following a consultation with staff as part of a task and finish group, the following changes will be made from August 2026.

1. The teaching quantum per annum will reduce from **864 hours to 846 hours**
2. Teachers will no longer be required to take on a ‘Progress Tutor’ role and will instead focus entirely on teaching their subject specialism
3. A new ‘**Learning Coach’** role will be created, adapting the current Life Skills Tutor role to incorporate elements of the Progress Tutor role, including the monitoring of attendance and pastoral support.
4. A new **Graduate Trainee programme** will commence in September 2026 (last in operation in 2023)

Changes 1-3 of the above are expected to be cost neutral due to other factors including hours taught and salary costs. Option 4, although an additional cost, will be expected to reduce reliance on agency staff and the high costs associated with those roles.

There will also be changes to the overall **college timetable** from September 2026, with a move to 90 min lessons with most classes finishing at 4.15pm in response to learner feedback and to address concerns over safety and transport. The main benefits of these changes are:

- **Longer lesson**s to support deeper learning and make practical lessons more productive
- **Less movement** of learners and staff from room to room making corridors and social spaces less crowded, reducing the number of registers taken and allowing for ‘base rooms’ to be created
- **Additional breaks** and a shorter lunch period to encourage greater take up of on-college food vendors

	▪ **Earlier finish time** to support with learner safety and transport issues, particularly for those that travel long distances The SLT will consult and agree these changes with the unions after Easter 2026. Daniel Holland, student governor, asked if 90-minute lessons might be too long for those who find it hard to focus and potentially mean that learners do not get the best experience. David Warnes said the longer sessions work for practical subjects and English and maths students appreciate a longer lesson. Nadia Themis, academic staff governor, suggested that a 'screen' or other break can be planned into the lesson. **AGREED: THE BOARD AGREED TO THE OUTLINED CHANGES TO THE TERMS AND CONDITIONS OF THE STAFF, PREDICATED ON THE ACCEPTANCE OF THE UNIONS**	
6.	**Meeting Skills Needs report** **Stakeholder Engagement update** The College continues to engage a wide range of stakeholders to inform curriculum planning, develop strategic partnerships and co-design, co-deliver and co-develop courses. To date in 2025-26, the key activities that have supported this work include: ▪ Stakeholder Knowledge Exchange and Industry Advisory Boards for Creative, Digital, Construction, Engineering & built environment ▪ A Partner Conference, bringing together all of our strategic, delivery and subcontracting partners for the first time ▪ A Youth Innovation (enterprise) Event (March 2026) The Stakeholder Scrutiny Committee continues to meet and hold the college executive to account for the implementation and impact of the actions set out in the Accountability Statement Action Plan. The College has developed a more strategic approach to working with stakeholders. **Local Skills Improvement Plan (LSIP)** In July 2025, Essex Chamber of Commerce (the designated Employer Representative Body – ERB – for Greater Essex) commenced a full review of the Local Skills Improvement Plan (LSIP) with a view to publish LSIP 2.0 in June 2026. The College has supported this review by hosting two stakeholder roundtable event in Digital/AI and NEETs. In 2025-26, 95% of the curriculum is mapped to LSIP priorities (against a target of 90%), however the DfE is revising the performance measure to align to the Industrial Strategy priority sectors (IS08), which are: ▪ advanced manufacturing ▪ creative industries ▪ defence ▪ digital and technologies ▪ financial services ▪ life sciences ▪ professional and business services ▪ clean energy industries	

	▪ construction ▪ health As these do not include maths, English, preparation for life and work, education or retail services, the proportion of College provision mapped to these priorities drops to 49%. **Accountability Statement and Local Needs Duty** Due to the delay in publishing the LSIP 2.0, the official submission date for the Accountability Statement and Local Needs Duty to be submitted to the DfE has been moved to July 31, 2026. As a result, a draft will be reviewed by the PS&R Committee on the 16 June and submitted to the Board for approval on the 26 June. The FEDEC Principals, Chairs' and Governance Professionals will also be meeting on 11 June 2026 to discharge their duty to work collaboratively to strengthen the quality of the regional offer.	
7.	**Risk Management Report** A number in blue indicates that the risk is a national issue and there have been changes post meeting of the Audit and Risk Committee which are highlighted in red. The COO highlighted the changes and explained that some of the risks are reducing. The dartboard shows eight red disks (some of which will move to amber). The report was being recommended by the Audit and Risk Committee. Governors said the risk register has become unwieldy and it would be useful to have an overview answering these questions: • Are we liquid under stress • How exposed are we to market volatility • Do we have financial flexibility The COO explained that the risk register covers all risks in the College. Each of the Committees receives a discrete risk register for their areas. It was noted that there will be a will be a twilight on risk in June 2026. A governor noted that it is incumbent on all Board members to read and understand the risk register albeit that the Audit and Risk Committee performs a deep dive. **AGREED: THE BOARD AGREED THE RISK REGISTER WAS APPROPRIATE**	
8.	**Student governor report** Daniel Holland gave a short presentation *(posted in the GVO)* on the experience and activities of the student governors since joining the Board in October 2026. Daniel Holland explained that he is delighted to be serving his second term as a student governor on the Board. He emphasised that his role of student governor was to be a full member with experience of learner life at the College and support the Board in making decisions that would impact learners.	

At the December meeting the Student governors had been charged with speaking with other students to find out why take up of the bursary had been low. This had proved challenging possibly because of stigma associated with applying for bursaries and Daniel Holland suggested an anonymous survey.

Events –

- Student elections -Daniel Holland was delighted to be elected with 250 votes out of a possible 350.
- Both student governors had attended the national AoC conference. The Director of Governance reported that she had been delighted to receive extremely good feedback from the AoC about the Chelmsford College students.
- Unloc has been working on their Changemaker programme and Daniel Holland has been appointed to the new Youth Board for the next two years.

Even better ifs …

- More notice of AoC, Unloc and training dates would be useful for the student governors to support their planning
- Student governor buddy programme with other colleges
- AoC breakout session – on 'how to support student governors better in their role.' The Director of Governance had offered to co-author an abstract.

The CEO thanked Daniel Holland for his input and committed to communicating dates in advance where possible. He is meeting with the FEDEC CEOs next week and will make the buddy suggestion. The request for breakout sessions at the Conference is expected in June and ELT will work with him.

He offered the thanks of the ELT to Daniel Holland for being the best student governor he has encountered in thirty years. He commended him for getting appointed to the Unloc Youth Board who have made a great impact on FE and other areas. The feedback from Citizens Essex about the meeting with First Bus had been glowing about Daniel Holland's chairing of the meeting.

Governos asked if some learners were not aware enough about the role of student governors. Paddy Reilly commented that in his experience as CEO of East London University's Student union, it was not the proportion of learners who vote for the role but the visibility and activity once elected which is important.

The Chair thanked Daniel Holland for an excellent presentation. She commented that she was sad that Naomi Hiskett was not able to attend but also offered her the thanks of Board.

PROGRESS REPORTS AND UPDATES

9. **Finance Report**

a) Management Accounts January 2026

The COO explained that the College will be around the £350k surplus mark if all goes as expected but this will be clear when the additional funding and T level clawback are known by the end of April.

A full report on staffing versus agency costs will go to the PSR Committee in June as this is the biggest risk. The COO said that the College is recruiting to

	outstanding roles but the onboarding takes time. Governors commented that the surplus might be impacted by the decisions made earlier in the CEO report and repeated the request for a report that would model this. b) **Update on MIS systems (si)** *Sean Parker, Director of MIS, joined the meeting at 15.20.* The Chair explained that she and the Vice Chair were recommending setting an MIS task and finish group to be Chaired by Matt Dearsley, with Jaya Patten and Sean Parker to be joined by other governors. Rak Rehal, a student governor and a staff governor, were suggested as the additional members. This will be discussed and the Director of Governance will send draft Terms of Reference to Matt Dearsley for consideration. Recognising that the College is under a time pressure to proceed it was agreed that the target for the Group to report back would be 30 April 2026. The Director of MIS presented a paper to give clarity to the MIS situation in the College. Unit E is working well to record MIS information and inform returns to the DfE. Cedar is the front-end which is more problematic and the proposal is to introduce an intranet that users will be able to use in real time to support their day-to-day college experience. The intranet will now be run on the .Net framework to safeguard the system and ensure that more staff can support it. Sheila Salmon thanked the Director of MIS and said that the MIS task and finish group will review this and the implications and risks and make recommendation to ensure that the risks are offset. Governors noted that the proposal would take 18 months to develop and embed so that the College will need to use CEDAR in the interim period . Daniel Holland suggested that the MIS team should consult with learners and staff to see what they would like to see from the user perspective whilst developing the new front end. A Governor suggested that the College might need to allocate greater resources and hire more people as MIS is so mission critical to the learners and College. It had already been agreed that there would be three additional members of staff. The Chair thanked Sean Parker and the MIS team for all their work on the current system and the proposal. She also thanked the Board members for agreeing to join the task and finish group. **AGREED: THE BOARD AGREED TO ESTABLISH A TIME-LIMITED TASK AND FINISH GROUP FOR REVIEW OF THE COLLEGE'S MIS SYSTEM PROPOSAL. THE TERMS OF REFERENCE WILL BE DRAFTED BY THE GROUP AND CIRCULATED FOR ELECTRONIC RESOLUTION.** *Sean Parker left the meeting at 15.30*	
10	**Quality & Learners' report** . **Debbie Garroway presented the report and summarised**	

Achievement KPI's (2025-26)

The performance KPI's were approved by the Board in September 2025:

- Overall achievement all ages is set at 86%
- 16-18 full time achievement is set at 86%
- Adult achievement is set at 88%
- Apprenticeships is set at 64%
- WREX activity is 100% with 85% attending external activity
- Attendance is 85%

Attendance is currently significantly below the KPI of 85%

Week commencing	Overall attendance (%)
5 January 2026	70.69%
12 January 2026	70.69%
19 January 2026	70.85%
26 January 2026	70.79%
2 February 2026	70.69%
9 February 2026	72.87%
23 February 2026	72.74%

An update was given that at 6 March 2026 attendance was 72.4%

The Quality and Learners' Committee had agreed that an external audit might take place to examine the issues of College attendance; actions currently in place and to make proposals of any additional actions to consider.

Attendance is most affected by maths and English and there are a lot of departments operating at the average or below that level. A governor asked if the average was achieved by 'most people turning up most of the time' or by specific individuals who are impacting the numbers. The DPC&Q explained it was not possible to be specific and there are complex reasons why learners did not attend. The detailed deep dive into attendance shows that agency staff is one element and she offered the Board assurance that it is not possible to point to one cohort or department as it is widespread. This is common across the Country and was historically worse.

Nadia Themis suggested that attendance figures might appear better if recording was more accurate. The DPC&Q said she could not be sure that the College would be hitting the KPI if the system was fixed as classroom visits appeared to demonstrate low attendance. She believed that 84% was a national rate but this varies. She had attended a conference and became aware that deprived learners attend less often nationally and not just in Chelmsford.

Daniel Holland shared the opinion that it might boil down to attitudes in many cases of those learners who want to learn and those who don't. Some find ways to overcome difficulties if they are eager to learn. David Warnes agreed that some adjusting of the system might help but the reality is that visual checking indicates that attendance is down. He explained that the recent AoC survey suggested national attendance is at 84% but three years before this had been 89%.This is systemic in schools which then flows through to the College. The Education and Early Years officer in the Council will work with the College as part of the Audit. The DPC&Q had been sharing practice with colleagues in other colleges and they record attendance in different ways which makes comparison against benchmarks problematic. A governor asked if the College had changed its register methodology which might account for Chelmsford attendance showing as reduced. This was not the case.

Governors commented that the current performance is unacceptable and it would be good to know if it is an Essex, urban or other problem as the gap is significant. The DPC&T had never experienced attendance numbers this low and Nadia Themis suggested that the method of recording attendance might be revisited as absence from one lesson affects a learner's attendance for the whole day.

Governors commented that six of the points the Governors already do but what more can be done. DG said that many governors do a great deal but lobbying would be a huge support. Colleges are a lower priority than schools in the DfE allocations of funding and resource. The reality is that the college is doing all the right things but the reality is that nothing is happening hence the external audit. Governors asked if learners are followed up by call or postcard which brings the non-attendance to the attention of the parents and can have a greater effect.

The CEO reported that there will be some structural things for next year which will have a multi-faceted impact but one of which is to improve and support attendance. The College has put in additional resource to learner engagement officers to support the most vulnerable learners.

11 **Estates update**

Condition survey outcome - This was not yet available. A Governor asked if there is a post project impact assessment on the Dovedale project. It had been led by the council but the DPC&T will report to the Board once it has been received.

Capital expenditure update

The COO reminded the Committee that the College received £1.053m capital grant for 'condition funding' in June 2025 to improve the campuses. Of this £0.37m was used for summer works in 2025, leaving £0.68m for further improvements. The College has instructed our surveyor to draw up detailed plans and costs for following 'potential' summer projects. The focus being to

- Improve condition of facilities for staff and students
- Create additional teaching spaces to accommodate growth in learner numbers

Additional condition funding from the DFE is anticipated for June 2026 of a similar value to last year, however this has not yet been confirmed.

Campus	***Project***	***Estimated Costs VAT***
MS/PR	*Summer works 2025*	*£370,000*
MS	*M206 – strip out kitchen and return to classroom. M014 strip out and provide new kitchen. M012 office used to accommodate new kitchen and spaces for 6 stations*	*£156,000*
MS	*M115A – Currently one large IT classroom. Insert partition and return to two separate classrooms*	*£30,000.*
PR	*First floor WC areas to all gender and accessible WC with shower*	*£204,000*
PR	*Relocate LRC to ground floor P024 & P025 and create 2 new classrooms M131.*	*£156.000*

Dovedale Leisure Centre	*There are currently additional costs for asbestos removal and roofing which were not in the original costs. In addition, capital equipment for the gym is £26,000 higher than predicted which we have in college equipment funding.*	*£40,000*	
	TOTAL	***£916,000***	

The COO anticipated using College capital funding of circa £0.3m to support

- Improved wireless connections on both campuses
- Installation of 'Audiebant' Lockdown and communication system on both campuses.
- Replacing curriculum equipment as identified from curriculum planning
- Continuing the replacement of 'SMART' board in classrooms

The COO had invited another college who have been using Audiebant for several years to attend the health and safety committee to share their positive experiences. Governors commented that the PSR committee had commented that this was a low initial cost and needs to be careful that annual costs are not 'hidden' and punitive.

Members asked if there was a time limit for spending the remaining condition grant funding for summer 2025 and if this would present a challenge. This needs to be spent by 2028 and is all planned for.

Trevor Bolton reported that he had attended the opening of the new sports centre and it is a fantastic facility for learner, staff and the local community.

There will be an innovation and skills fund from Essex County Council and the College is able to bid for £200k-£500k for a collaborative funding project. It is focussed on digital innovation so the planned for screens could be part of this once the criteria are known.

AGREED: THE BOARD AGREED TO RECOMMEND THE BALANCE OF THE CONDITION FUND GRANT OF £680,000 TO FUND SUMMER WORKS AS OUTLINED IN THE PAPER, FINAL COSTS TO BE DETERMINED ONCE TENDERED. IN ADDITION, £300,000 OF COLLEGE CAPITAL FOR EQUIPMENT AND IT IMPROVEMENTS.

12 **Committee minutes to note – approval is by the committee at their next meeting**

i. Search, Governance and Remuneration Committee – 27 January 2026
ii. Quality and learners' committee 10 February 2026
iii. PSR – 24 February 2026
iv. Audit - 3 March 2026

The Board noted the minutes and recommendations.

13 **Recommendations from Committees** – all were taken 'en bloc'

AGREED: THE BOARD AGREED THE FOLLOWING RECOMMENDATIONS FROM COMMITTEES:

3.i Search, Governance and Remuneration Committee – 27 January 2026
The 2026-7 Board meetings calendar is covered under item 14.

	a. Board meetings should be held on Fridays between noon and 18.00 b. Proposal that a 'skill exchange' of a co-opted governor for the Quality and Learners' Committee be agreed between Chelmsford and Coastland Colleges. c. The External Board review scope for 2026/7 **13.ii Quality and learners' committee 10 February 2026** No documents to recommend. **13.iii PSR 24 February 2026** **a. EDI policy** **b. Gender Pay Gap report 2026/7** c. Recommend the balance of the condition fund grant of £680,000 to fund summer works as outlined in the paper, final costs to be determined once tendered. In addition, £300,000 of college capital for equipment and IT improvements **13.iv Audit 3 March 2026** a. The risk management report b. The risk management policy 2025/6 c. Going concern **AGREED: THE BOARD AGREED TO ACCEPT THE RECOMMENDATIONS FROM COMMITTEES OUTLINED IN ITEM 13 OF THE BOARD MINUTES OF 13 MARCH 2026.**	
14	**Board calendar 2026/7** **AGREED: THE BOARD AGREED THE BOARD AND COMMITTEE CALENDAR FOR 2026-7**	
15	**Any other business** There was none.	
16	**Date of next meeting** • Friday 26 June 14.00 The meeting ended at 16.20	