

MINUTES
Board of the Corporation

FRIDAY 15 DECEMBER 2023 AT 10.00

Committee Room, Moulsham Street Campus, Chelmsford and via MS Teams

Members: Amanda Montague (Chair), Trevor Bolton (Vice Chair), Jenny Beaumont, Jan Church, Lola Cole, Rachael Cornwall, Richard Davidson, Sarah Noble, Christian Norman, Jaya Patten, Paddy Reilly, Jon Selvage, Kaiffe Turner, David Warnes (CEO).

External auditor: Suzanne Goldsmith, Price Bailey

College Officers: Alison Davies, Mark Emerson, Debbie Garroway, Debs Hurst

Director of Governance: Ra Hamilton-Burns

1.	<p>Apologies for absence Apologies were received from Jon Selvage, Christian Norman, and Richard Davidson.</p> <p>Amanda Montague reminded the Board that Barbara Vohmann and Doug Zeeman had reached the end of their second terms of office earlier in December. She thanked them both profusely for their contributions both to the Board and College and wished them well for the future. She explained that Doug Zeeman is attending as an observer as there is a proposal to appoint him as a co-opted member under Item5.</p> <p>She welcomed Rachael Cornwall, Kaiffe Turner and Lola Cole to their first full Board meetings since becoming governors.</p>	
2.	<p>Declarations of interest and to notify any confidential items Amanda Montague, Trevor Bolton, and Doug Zeeman declared an interest under Item 5.</p>	
3.	<p>Minutes of the prior meetings To approve the minutes of the meeting held on:</p> <ul style="list-style-type: none"> i. 22 September 2023 ii. 13 October 2023 <p>AGREED: THE BOARD AGREED THAT THE MINUTES OF THE MEETING OF 22 SEPTEMBER 2023 WERE A TRUE AND ACCURATE RECORD</p> <p>AGREED: THE BOARD AGREED THAT THE MINUTES OF THE MEETING OF 13 OCTOBER 2023 WERE A TRUE AND ACCURATE RECORD</p>	
4.	<p>Matters arising / actions The following updates were given:</p> <p>Item 7</p> <ul style="list-style-type: none"> • Governors were asked to circulate the Inspire to Teach link to their contacts. <i>This action continues and Governors were reminded that sharing this link with any contacts would be helpful.</i> • Project Future update 	

DW will draft a letter from the College and the Board to Robert Halfon expressing concern about the withdrawal of BTECs and limiting of learner choice. *This had been done .*

Item 10 Finance Report

- DH to examine the admin staff costs and report back to the Board. *Debs Hurst said the issue related to converting agency costs to substantive staff and will give a fuller update at the next meeting. The split is reported in the management accounts on these papers.*

ACOP Regularity Self-Assessment Questionnaire 2022-23

- DH will open a fraud log to ensure the College is compliant – *complete.*
- CEO and Chair to sign ACOP Regularity return on 25 September 2023 – *complete.*

5. **Recommendation on membership from Search, governance and remuneration (SGR) committee**

Doug Zeeman left the room at 10.15.

Doug Zeeman

Amanda Montague reminded the Board that Doug Zeeman’s second term of office had ended. The Search, Governance and Remuneration Committee had discussed his significant contributions to the College and his role as SEND governor. To ensure that there be institutional continuity, allow for succession planning and to retain the SEND expertise, the Committee was recommending that he be invited to become a co-opted governor on the Quality and Learners’ Committee.

AGREED: THE BOARD AGREED THAT DOUG ZEEMAN BE APPOINTED AS A CO-OPTED MEMBER OF THE QUALITY AND LEARNERS’ COMMITTEE FOR A PERIOD OF TWO YEARS TO 10.12.25.

Doug Zeeman rejoined the meeting at 10.17 and the Chair thanked him for agreeing to be a co-opted member and for his previous service to the Board.

Trevor Bolton left the room at 10.18.

Trevor Bolton

The SGR Committee proposed that Trevor Bolton be appointed for a second term of two years (at his request) to 25 March 2026.

There was discussion that the practice previously had been to ask governors wishing to be considered for a second term to submit a statement for consideration. The Clerk had not been aware of this as it is not included in the Standing orders or SGR terms of reference which outline the process as the Committee identifying, interviewing, and making recommendation on membership to the Board. David Warnes said that the Committee received a verbal submission from Trevor Bolton during the SGR meeting. Governors agreed that the practice of asking members to supply a submission should be

discontinued, and the process will be left to the SGR Committee as per their delegation re the terms of reference.

AGREED: THE BOARD AGREED THAT TREVOR BOLTON BE APPOINTED FOR A SECOND TERM OF TWO YEARS (AT HIS REQUEST) TO 25 MARCH 2026

Trevor Bolton joined the meeting 10.26. Amanda Montague left the room.

Trevor took over as Chair for the item discussing the membership of the Chair.

Amanda Montague

Trevor Bolton explained that there was an anomaly that Amanda Montague had been appointed as Chair to 31 July 2025, but her Board membership ends in May 2023. The SGR Committee had discussed the many challenges that the College currently faces with Project Future; a relatively new CEO (notwithstanding his excellent performance); active support from the FE Commissioner; an imminent Ofsted inspection, and an external Board review. With this in mind, the SGR Committee recommends that Amanda Montague be appointed to the end of her term of office as Chair to 31 July 2025 to ensure continuity and proven leadership.

AGREED: THE BOARD AGREED THAT AMANDA MONTAGUE BE APPOINTED TO THE END OF HER TERM OF OFFICE AS CHAIR TO 31 JULY 2025.

Amanda Montague rejoined the meeting at 10.30 and resumed the role as Chair.

David Holmes

David Warnes and Rachael Cornwall had met with David Holmes, the current Finance Director of Writtle College. He intends to retire after his College merges with Anglia Ruskin. The Board has been in discussions with him for some time as his finance skills would be extremely useful for the College. SGR proposed that he be appointed as a full Board member from March 2024 when the merger at Anglia Ruskin is complete.

AGREED: THE BOARD AGREED TO APPOINT DAVID HOLMES FOR A PERIOD OF FOUR YEARS TO 21 MARCH 2028.

Item 7 was taken next.

Item 7

Equality, diversity, and inclusion annual report

Alison Davies presented the report and invited questions.

- **Learner Data**

- For 2022-23 there has been a noticeable reduction in the achievement gap between male and female learners both at 16 – 18 and 19+
- In the 16-18 age group, the gender gap at Chelmsford College has reduced from 2.3% between male and female learners, to 0.3% in favour of female learners which is the lowest it has been for years.
- The gender achievement rate gap between male and female learners aged 19+ decreased from 0.8% in 2021/22 in favour of female learners in 2021/22 to 0.4% in 2022/23, with male learners slightly outperforming female learners.
- Over the last 4 years learners aged 19+ have consistently outperformed those in the 16 – 18 age group. For 2022/23 the difference is 6%, which represents a decrease of 1.2% from 2021/22
- The judgement of the College is that overall, in the 16-18 and 19+ age groups, students from other ethnic heritage groups are broadly in line with those from an English/Welsh/Scottish/Northern Irish/British heritage.
- Analysis of the data shows that learners with the highest level of need benefit from the support provided and outperform both at age 16 -18 and 19+
- There has been a significant decline in the achievement rates of learners who are identified as Looked After Children with an achievement rate of 57.8% for 2022/23
- Progress has been made against all actions identified in the previous report with the exception of the achievement gap between Looked After Children and other learners.
- Re-introduction of termly Equality, Diversity and Inclusion committee and the development of a formal EDI action plan including appropriate self-assessment against benchmarks.
- There are no high-risk or 'not met' actions.

Governors commented that the outcomes for LAC was very disappointing and asked for regular updates on actions in year. There was a cohort of 15 learners – 74% of all these went onto a positive destination. Only 4 have no discernible destination and two left in-year. The targets are reviewed, and feedback has been that support has been of the highest standard. The progress is a KPI reported to Q&L at each meeting

Attendance, progress being made and each learner's needs such as financial or wellbeing support is reviewed every 6 weeks. There are also regular meetings with external support teams to ensure the learners are given every opportunity.

AGREED: THE BOARD APPROVED THE EQUALITY, DIVERSITY, AND INCLUSION ANNUAL REPORT.

Alison Davies left at 10.09 and the Chair thanked her for the report

Item 12 was taken next.

Item 12 - Draft financial statements – this was taken after Item 7.

Suzanne Goldsmith External Auditor Price Bailey joined the meeting via TEAMS.

i. Annual report of the Audit Committee to the Board.

Jenny Beaumont reminded the Board that this annual report from the Audit Committee must precede all the annual statements and reports and offer assurance to the Board in accordance with the Audit Code of Practice. A draft report has been prepared but it is not possible to complete it as some elements include detail from the final management letter. Approval of the final report has been delegated to her by the Committee and she would work with the Chair and Vice Chair to review the final submissions.

ii. Draft Annual Report & Financial Statements 2022-23

Debs Hurst reported that the Board and College had been sent a draft management letter from Price Bailey half an hour before this meeting. It had been uploaded but was, in effect, tabled as members were already at the College.

The final outturn was £6k for the year and the forecast had been for £187k loss. This is due to change in treatment of gift aid from Dovedale nursery resulting in extra income. This was the result of having no deed of covenant which was not addressed when an accounting change happened in 2018 but is being put right now. Therefore, there had been a prior year adjustment to that effect. Going forward the amounts will be paid in year. She noted that, as is the norm, there have been adjustments that have been made since year-end.

Suzanne Goldsmith shared the **management letter** for the College on screen which will need to be uploaded and filed online with the ESFA. The deadline is 31 December 2023. She explained that the audit opinion is outstanding at this point. It is likely that there may be a modified audit report due to the breach of loan covenant which is identified in the financial statements.

The following items remain outstanding:

- Review of the deferred capital grants reconciliation, including the new funding received during the year
- Review of the LGPS actuarial assumptions
- Journals review from the final version of the updated nominal ledger report
- To receive confirmation of credit card authorisations
- Final accounts with disclosure amendments
- Funding report from Mazars who carried out the full funding report in September 2023. This report is unlikely to be received before 31st December 2023 ?? – Although not on the report currently this is a key piece of information in ascertaining in the full year funding.

She offered the following summary:

Page 3/4– audit approach to identified risks:

This listed the significant risks where Price Bailey deemed there to be a risk

- Revenue recognition –
- Management override
- Revenue recognition on non-grant income
- Staff and salary costs

Page 5/6 – offered a summary of adjustments which aggregated to a total of a negative variance of £22k.

Page 7 reminded governors that deficiencies brought to their attention must be appropriately addressed in a reasonable timeframe and that recommendations were given priority ratings from 1-4 based on their importance.

Page 8-11 Prior Recommendations reported in 2022

- Priority one – none outstanding
- Priority two x 2
- Priority three x 2
- Priority four x 4

Page 11-12 2023 audit findings

Three x priority one recommendations:

- Balance sheet reconciliation
- Bursary funding
- Bank reconciliation

Three x priority two recommendations:

- Purchases cut off
- Right to work documentation
- Purchase ledger and aged creditors report

Six x priority three – housekeeping points

- Other income testing
- Gifts and hospitality policy – recommendation that there is a policy for giving these not just receiving them.
- Financial regulations (*approved at PSR in November and at this meeting for Board approval*)
- Fixed assets not capitalised
- Revaluation Reserve
- Service Level agreement between the College and Dovedale nursery

ACTION: DH to update Gifts and hospitality policy to include giving of gifts and hospitality not just receipt of them

1 x priority four recommendation

Purchase invoice posting.

Governors thanked Suzanne Goldsmith but commented that they would have needed to receive the document in advance of the meeting in order to consider it in detail and ask pertinent questions. Debs Hurst noted that a recruitment campaign for additional finance expertise and support is underway. Once this is in place, the items discussed will be addressed. She added that the

issue on the reconciliation of the bursary bank account was that the college officer works term-time-only so the reconciliation was delayed.

Governors asked Suzanne Goldsmith if Price Bailey had concerns about the service being provided by Essex Shared Services (ESS). She confirmed that working with ESS had proved a challenge and has unfortunately meant that Price Bailey has had to revert to Debs Hurst more than would have been expected. She thanked Debs Hurst for her support and work in supporting the process.

Dovedale Nursery management letter

This report had the College's management response included as it had been reviewed earlier. Price Bailey anticipates issuing an unmodified audit opinion for the nursery and noted that many of the points have been addressed or are in train.

Page 4 - there has been a prior year adjustment of £214k for the gift aid paid in year. There is a revised potential loss at 31 July 2023 of £19k

Suzanne Goldsmith outlined the three 'red' (priority one) traffic light recommendations and drew them to the Board's attention:

- Purchase authorisations
- Service Level Agreement between the Nursery and College (it should be noted that this is a priority three in the main College recommendations above)
- Balance sheet reconciliations

Debs Hurst thanked Price Bailey for the presentations of the two management letters. She reminded Suzanne Goldsmith that the Board and College are required to upload the annual items to the ESFA and asked what comfort Price Bailey could offer that the deadline would be met. Suzanne Goldsmith explained that best efforts would be made. David Warnes asked if the Mazars finance audit delay due to the issue with the DSATS at the ESFA would prevent Suzanne Goldsmith signing off the accounts. She explained that she would have to see how much work Price Bailey has done in this area for the College to see if there is sufficient comfort given to allow this to be signed off.

Mark Emerson explained that the ESFA DSAT software provided by the DfE is not working and this checks the College's own ILR against their data. There is no issue with the College's data, but this report is still required.

Amanda Montague said that she understood that Price Bailey will do their best to finalise the accounts, but the Board wishes to ensure that it meets the returns for the deadlines. She asked if Price Bailey would be working on this right up until the deadline and if they have capacity. Suzanne Goldsmith explained Price Bailey team does not work after next week and suggested that the Board should consider requesting an extension from the ESFA to use the time to ensure that the firm can work with Debs Hurst to resolve outstanding audit queries.

Governors expressed concern about the reputational repercussions of missing the deadline. David Warnes explained that the ESFA had emailed to

invite applications for extensions and that given that there are two ESFA issues outside the College's control, the reputational risk is mitigated.

A governor suggested that it might be worth contacting the FE Commissioner team that has been providing active support, for advice. Debs Hurst said that this had been discussed at the case conference earlier this month with teams from both the FEC and ESFA as the funding audit may not be ready. Debs Hurst emphasised that she would like to submit the accounts on the deadline allotted as she has not ever missed a deadline. The College has provided the necessary information and technical need to review it. Suzanne Goldsmith is also keen to conclude on the audit matters but cautioned the Board that there are various factors that may lead for a modified or qualified set of accounts if they pushed for the 31 December 2023. Debs Hurst reminded the Board that whilst the College is behind with Project Future, the bank covenant may be breached in July 2024 as there may not be £2.5m cash in hand at that point.

Governors asked if other Colleges are in this position and suggested that a delay in posting the accounts without a modification might be better than rushing the accounts, particularly in view of the fact that the ESFA has invited applications for an extension,

Governors asked if the extension to the end of January 2024 would offer sufficient time to resolve the issues. They sought assurance from Price Bailey that the accounts can be produced by the extension deadline. Debs Hurst said that she will be getting material to the technical department of Price Bailey next week. The Dovedale accounts have already gone through this stage of the process.

AGREED: THE BOARD AGREED THAT FINAL APPROVAL OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS BE DELEGATED TO THE CHAIR, AMANDA MONTAGUE AND VICE CHAIR, TREVOR BOLTON.

Amanda Montague thanked Suzanne Goldsmith who, in turn, thanked Debs and her team.

The Board noted the ESS annual report and financial statements.

Annual report of the internal auditors

- The firm completed six assignment reports in 2022/23.
- Three were suitable for opinions to be given – one strong, one significant and one reasonable
- Scrutton Bland found there was a strong safeguarding policy in place. Safeguarding took a prominent place in senior management and governor meetings. Strong assurance was given for this report.

The Board received and welcomed the annual report of the internal auditors.

Strategic issues

6. **Principal's Report**

a. College Strategic Plan 2023-2028

This version is the final version from two Board workshops, student, staff, and stakeholder feedback.

Page 14 – the learning philosophy. The senior team has discussed a modification to this and proposes that the design is changed to show that the core is life skills with other elements emanating from that. This is as a result of feedback from employers who cite citizenship skills as critical to employment. Debbie Garroway said that she had attended a teaching and learning conference which had reinforced this view that social mobility is underpinned by development of these life skills.

Governors asked how these would be measured and suggested that this might be discussed at the Development Day. The outcomes and impact of the strategic plan are critical. David Warnes reminded the Board that the Skills Builder framework includes a tool which allows students to judge themselves and their abilities and this would provide one measure. Board members commented that both vocational and life skills are important and suggested that one set may not be more important than the other as it is a balance. The College can add value by providing both. Consideration must be given to building the self-confidence of learners. David Warnes said that with some cohorts the level of self-confidence is the measure of success.

Governors asked that parents should be consulted.

Lola Cole commented that students are worried about T levels replacing BTEC's. This is discussed and acknowledged in Item 13

The Board was asked to contribute ideas about how the plan can be disseminated internally and externally ensuring full buy in from staff. It was invited to discuss the over-riding themes in the plan and how to ensure it is embedded throughout the College. It was agreed that the strategic plan will form part of the Board development day and will be reviewed by the College's wisdom council throughout the year.

Action: RHB/DW to include reviewing the strategic plan at the February 2 2024 Board Development Day

AGREED: THE BOARD AGREED THE CHELMSFORD COLLEGE STRATEGIC PLAN 2023-28

b. Update on Project Future & KPI's

The Board recognised the impact of both the CEFFs process and the FEC steer on the balloon payment issue and noted the content of the report.

David Warnes offered two updates not included in the report:

- **16-18 learner numbers.** The latest enrolment position is 2370 against a target of 2214. This will give an in-year uplift of funding of £178k and lagged funding for over £0.5m next year.

	<ul style="list-style-type: none"> • Pay award – At the meeting on 13 October 2023 the Board approved a 6% pay award to begin in January 2024. The award has since been rejected by UCU¹ – there had been a meeting on 12 December 2023 with a revised offer of 6.5% with an explanation that to afford this there will be in-year savings to be made, in order to keep to the overall staff expenditure budget agreed by the board in July (£13,124k). UCU has indicated that they will accept this which is inline with the AoC recommendation. 	
7.	This item was taken earlier on the agenda.	
8.	<p>ESS report – this item was confidential</p> <p>This item had been discussed and scrutinised by the PSR Committee. The recommendation was that Chelmsford College will withdraw from the Essex Shared Services and bring the finance team in-house.</p> <p>AGREED: THE BOARD AGREED THAT CHELMSFORD COLLEGE WILL LEAVE THE JOINT VENTURE WITH SOUTH ESSEX COLLEGE FOR SHARED SERVICES.</p>	
9.	<p>Risk Management Report</p> <p>Jenny Beaumont said that recent amendments make both the Risk Register and Dartboard strong reports, and the Audit Committee is happy to recommend this.</p> <p>The Red Risks are:</p> <ul style="list-style-type: none"> • Risk 1 - Reputation relating to Quality of Education and achieving Good at the next inspection • Risk 4 - Budgetary control relating to energy costs and if the new contract brings sufficient savings. This risk could remain Red due to the conflict in the middle east and the effect on energy supply and inflation. • Risk 12 - Reputation in relation to the threat from the conflict in the middle east although the threat level remains at substantial – level 3. <p>AGREED: THE BOARD AGREED THAT THE RISK MANAGEMENT REPORT WAS APPROPRIATE</p>	
10.	<p>Subcontracting fees and charging policy</p> <p>This item had been scrutinised and was recommended by the PSR Committee.</p> <p>2022-23 performance outturn</p> <ul style="list-style-type: none"> • The College delivered £185k against a target of £201k (85%) of Adult Education Budget Funding in 2022/23 • The final achievement rate was 89.7% (633 enrolments) against a target of 90%. • Two subcontractors were used: <ul style="list-style-type: none"> ○ Learning Curve Group <ul style="list-style-type: none"> ▪ £89k delivery against £84k target ▪ Achievement of 85.4% ▪ 302 enrolments. 	

¹ [UCU - Home](#)

- **The Skills Network**
 - £96k delivery against a £124k target
 - Achievement at 93.7%
 - 328 enrolments

AGREED: THE BOARD AGREED THE SUBCONTRACTING FEES AND CHARGING POLICY FOR 2023/24

Progress reports and updates

11.

Finance Report

a) Management accounts.

Debbie Hurst reminded governors that the report is based on the first three months of the College year. Changes are expected; some accruals will come into November; the College is expecting reduced income on High Needs income and AEB has also not yet started.

Governors asked if fewer students in Higher Needs would have a concomitant reduction in expenditure on staff. This is not always direct as staff are also employed in other areas, but this is kept under review.

The Board asked if they should be concerned or should many of the issues be resolved by month six. The latter is the case.

CHELMSFORD COLLEGE - MANAGEMENT ACCOUNTS 31st OCTOBER 2023			Issue of concern	
			Requires monitoring	
			On track	
Headlines	As at 31st October 2023	Impact	RAG	Change to budget
Total comprehensive income	£344k deficit	£466k adverse to budget		↓
Income vs budget to date	Income is £4,498K	£363K adverse to budget to year to date budget of £4,861		↓
Pay costs vs budget to date	Pay costs are £3,132K	£149k favourable to budget although agency fees are £86k adverse reducing year to date savings required to cover pay increase from January 2024		↑
Non pay vs budget to date	Non pay costs are £1,444K	£237K adverse to budget, review of prepayments and accruals reversals required.		↓
Cash vs forecast	£2.392m (includes £1.4m of restricted cash for capital expenditure)	Forecast cash flow was £2,313k		≡
Financial Health	Requires improvement 130 points	Forecast is to achieve Good Financial Health by 31st July 2024.		↓

b. Budget 2023-4 –reforecast

This has been reforecast to reflect the additional income of £748k received. There will be a forecast in February 2024 to show the outturn at year-end.

c. Learner numbers and financial implications 2023/24

	<ul style="list-style-type: none"> 16-19 recruitment is currently very positive and at record levels with 2,388 learners enrolled against an allocation of 2,224. Whilst numbers may drop slightly before the December funding return, it has been confirmed that the College will be above the 2,348 threshold that would result in the College receiving exceptional in-year growth funding. The minimum amount of growth funding is forecast to be £56k (2,348 learners) but could rise as high as £280k (2,388 learners) The increase in student numbers will also have a positive impact on 2024/25 allocation of circa £600k (this figure is indicative at this stage and is based on the assumption of a number of factors remaining static – more detailed information relating to 24/25 will come to the next Board. <p>d. ESFA Finance Record This is an iteration of the annual report and accounts in the format required by the ESFA which will be circulated and will include benchmarking.</p> <p>ACTION: DH to circulate the ESFA finance record to Board members.</p> <p>e. Capital – Dovedale Sports Hall There had been a recent meeting with Chelmsford City Council, and it now seems likely that investment in the Sports Hall will be deferred by 12 months as other projects are considered more pressing. The College is going to tender early next year to ascertain the true costs of the plan and gain assurance that it is affordable and to inform any necessary value re-engineering. There are maintenance issues which are ongoing due to lack of use.</p> <p>Governors commented that Dovedale Sports Hall is the poorest sports facility in the County Council’s area, and it was important that pressure should be brought to bear so that vital improvements are made. There was a discussion if lobbying might be a way forward and the Councillor in the College’s ward might be invited to view the premises.</p>	
12.	Draft financial statements – this was taken after Item 7.	
13.	<p>Quality & Learners’ Matters Whilst the reports presented have been updated, both the SAR and QIP are recommended by the Quality and Learners’ Committee.</p> <p>Self-Assessment Report 2022/23 This will be uploaded to the Ofsted portal at the beginning of January 2024. This has been updated since Q&L and the destinations data still needs to be updated.</p> <p>AGREED: THE BOARD AGREED THAT THE COLLEGE SELF-ASSESSMENT REPORT 2022/24 IS AN ACCURATE REPRESENTATION OF PERFORMANCE.</p> <p>Quality Improvement Plan 2023-24</p>	

	<p>AGREED: THE BOARD AGREED THAT THE QUALITY IMPROVEMENT PLAN FOR 2023-24 IS APPROPRIATE.</p>	
<p>14.</p>	<p>Curriculum Intent Strategy 2024-25 This was formerly known as the curriculum plan and is now the curriculum intent strategy presented by Debbie Garroway. The Chelmsford College curriculum plan outlines the College’s curriculum intent and the timing of the planned implementation at strategic level. The impact of the plan will be monitored via the college’s senior management meeting structure.-She was delighted to outline the genuine progress and gave an overview of the elements that drive and underpin this.</p> <p>She reminded governors that the Board is responsible for reviewing the curriculum intent strategy and the key considerations were outlined: Each will be reviewed to ensure that they chime with the plan and the eight ‘Ps’:</p> <ul style="list-style-type: none"> • Purpose • Philosophy • People • Performance • Place • Partnerships • Pride • Prosperity <p>The Board was reminded that the pandemic has had a negative impact on life skills and the College is working hard to work with learners to build their confidence and citizen skills.</p> <p>New in 2024/25</p> <ul style="list-style-type: none"> ➤ Introduce level 2 Plumbing ➤ Introduce green skills qualifications specifically in retrofit and energy efficiency ➤ Introduce new T levels after a review of the current plan, taking into consideration curriculum reform changes and resource appropriateness. ➤ Change awarding bodies where appropriate. ➤ Reduce provision where appropriate due to poor quality or not aligned to priorities. <p>DG outlined the timelines of the planning process building up to the finalisation of the timetable submission deadline on 22 June 2023.</p> <p><i>Jenny Beaumont and Alan Pitcher left at 12.15.</i></p> <p>The Director of LSIP will present to middle leaders on Monday and this will inform their discussions.</p> <p>Governors thanked Debbie Garroway for her comprehensive document and commented that the plan offered assurance that the College is remaining responsive to the demands of the local community.</p>	

	<p>AGREED: THE BOARD APPROVED THE CURRICULUM INTENT STRATEGY FOR 2024-25</p> <p>ACTION: RHB/DW to ensure that this is included as a session at the Development day and continues to be monitored at Q&L Committee.</p>	
CONSENT AGENDA – recommendations from committees		
15.	<p>Committee minutes</p> <ul style="list-style-type: none"> i. Quality and learners’ committee – 7/11/23 ii. PSR – 16/11/23 iii. Audit – 21/11/23 iv. Search – 28/11/23 	
16.	<p>Recommendations from Committees</p> <p>Ra Hamilton-Burns reminded members that all of these documents have all been scrutinised and are recommended by Committees. Under the consent agenda protocol, they were proposed to be agreed ‘en bloc’.</p> <p>Quality and learners’ committee 7 November 2023</p> <ul style="list-style-type: none"> x. SAR (in item 13) xi. Quality improvement plan (in item 13) xii. Annual safeguarding report xiii. Safeguarding and prevent policy <p>PSR – 16/11/23</p> <ul style="list-style-type: none"> xiv. Going concern statement – in Item 9 xv. Revised budget – in Item 8 xvi. Finance risks – in Item 7 xvii. Financial regulations xviii. Health, safety, and welfare policy xix. Annual Health and Safety Report xx. Freedom of speech policy <p>Audit – 21/11/23</p> <ul style="list-style-type: none"> xxi. Business resilience policy xxii. Whistleblowing policy <p>Search – 28/11/23</p> <p>The following recommendations were made:</p> <ul style="list-style-type: none"> • Board renewals (taken earlier in the meeting) • Governor expenses policy would be that governors should adhere to the expenses arrangements for staff detailed in the financial regulations • That the November/December Audit and PSR Committees overlap to review and recommend the annual statements. <ul style="list-style-type: none"> i. Chelmsford Board Governance position paper ii. Suggested skills survey based on the Chelmsford College strategic plan iii. Board succession planning policy iv. Individual Governor record template v. Chair appraisal survey vi. Code of conduct for Chelmsford College Governors vii. Induction presentation for new governors viii. Independence of the Clerk report 	

	<p>ix. Public Values Statement x. Job Descriptions</p> <p>AGREED: THE BOARD AGREED THE FOLLOWING DOCUMENTS RECOMMENDED BY THE COMMITTEES:</p> <ul style="list-style-type: none"> • ANNUAL SAFEGUARDING REPORT • SAFEGUARDING AND PREVENT POLICY • HEALTH, SAFETY, AND WELFARE POLICY • ANNUAL HEALTH AND SAFETY REPORT • FREEDOM OF SPEECH POLICY • FINANCIAL REGULATIONS • BUSINESS RESILIENCE POLICY • WHISTLEBLOWING POLICY • CHELMSFORD BOARD GOVERNANCE POSITION PAPER • SUGGESTED SKILLS SURVEY BASED ON THE CHELMSFORD COLLEGE STRATEGIC PLAN • BOARD SUCCESSION PLANNING POLICY • INDIVIDUAL GOVERNOR RECORD TEMPLATE • CHAIR APPRAISAL SURVEY • CODE OF CONDUCT FOR CHELMSFORD COLLEGE GOVERNORS • INDUCTION PRESENTATION FOR NEW GOVERNORS • INDEPENDENCE OF THE CLERK REPORT • PUBLIC VALUES STATEMENT • JOB DESCRIPTIONS 	
17.	<p>Any other business David Warnes thanked Doug Zeeman for his service as a governor and presented a gift. Flowers have been sent to Barbara Vohmann with the thanks of the College and Board.</p>	
18.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • 2 February 2024 development day 09.00 • 22 March 2024 full Board 14.00 	