

<p style="text-align: center;"><b>MINUTES OF MEETING OF THE GOVERNING BOARD HELD VIA TEAMS AT 5.30PM ON WEDNESDAY 12 AUGUST 2020</b></p>
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**Present:**

Mr D Mabbitt (Chair)	Mx L Johnson (Principal and CEO)
Ms J Baxter	Mr D Langton
Dr A Birkinshaw	Dr S Morton
Mr A Brown	Mr M Stone
Mr E Drake	Ms E Woodhall

**In attendance:** Mrs A Lall (Vice-Principal Curriculum and Quality)  
Mr G Dixon (Vice-Principal Finance and Resources)  
Mrs J Matthews (Director of Governance)

		<b>ACTION</b>
	<b>APOLOGIES FOR ABSENCE</b>	
M20/01	There were apologies for absence from Mr Beck.	
	<b>DECLARATIONS OF INTEREST</b>	
M20/02	There was a declaration of interest from Mr Brown in relation to Craven District Council.	
	<b>STRATEGIC PLAN</b>	
M20/03	The draft Strategic Plan had been circulated and the Principal highlighted the pillars within the plan. The comments of the Staffing and Remuneration Committee had been incorporated in "Our People" and the Learning, Teaching and Assessment Committee had reviewed "Our Offer". It was intended to commit to the Climate Action roadmap which was being encouraged in the sector.	
M20/04	A question was asked about whether there should be more in the Purpose section about teaching and learning and although attention was drawn to the references within Our Offer and Our People, however the Principal agreed to review this.	<b>Principal</b>
M20/05	It was suggested that students and stakeholders may have an interest in the College's commitment to being carbon neutral, and the timescales for that. It was suggested that some targets should be set, even if they were aspirational.	<b>Principal</b>
M20/06	It was noted that it might be worth reviewing the tenses and clarifying the difference between the College's current position and the position it was aiming for. The Principal agreed to review it with that in mind but that it was intended to be continually reviewed.	<b>Principal</b>
M20/07	Governors agreed that they liked the format and content, but suggested that the order should start with Our Offer, followed by Our Position and Our People, and it was agreed that the Principal would make that amendment which would help increase the focus on teaching and learning. The Principal confirmed that they would liaise with the Director of Governance regarding sending out a final plan to Governors.	<b>Principal</b> <b>Principal</b>
	<i>Mr Langton left the meeting at this point.</i>	
	<b>OPTIONS REVIEW</b>	
M20/08	A paper had been circulated regarding an Options Review which was presented by the Principal. The importance of linking any discussions to the Mission, Vision and Values was emphasised and it was agreed to establish a working group to discuss this further with the Principal. Dr Birkinshaw, Mr Brown, Mr Stone and Dr Morton agreed to form the group, along with the Principal.	
	<b>ACADEMIC YEAR 2020-21</b>	
	<b>Student activity and recruitment update</b>	

M20/09	A paper had been circulated updating Governors on student activity and recruitment and it was noted that 527 students had already been enrolled. The main risk was in relation to HE where applications were reduced. Although the target had been 140 enrolments, the budget had been more prudent, and should some courses not be viable, they would not run. Apprenticeships had not suffered as much as expected and there were more vacancies than young people to fill them. More than 80% of the AEB had been achieved although it was anticipated that there would still be clawback for missing funding targets.	
M20/10	A question was asked about whether there was confidence that the AEB could be grown if there was a reduction in sub-contracting. The Principal confirmed that they were confident it could be, and discussions were taking place about extending online distance learning. Members agreed that the situation with Covid-19 had removed geographical boundaries but all providers were aware of this and a clear offer was therefore important.	
M20/11	A request was made that application details for the previous years were used as a comparison against this year's figures, and that conversion comparisons were also included. The Principal agreed to update the table to include this information in future.	Principal
M20/12	<p><b>Reopening plans</b></p> <p>The Principal confirmed that following clear Government guidance the previous week, the College would be re-opening in September for all learners. All controls suggested had been implemented including minimising contact as much as possible. The measures being put in place were outlined and whilst trying to reduce footfall by half, staff would still be encouraged to work from home where they can. Preparations had been made for a second lockdown should it occur. Communications had been sent to students and parents and the Craven Covid Code introduced.</p>	
M20/13	<p><b>QAR DATA 2019-20</b></p> <p>The Vice-Principal (Curriculum and Quality) presented the predicted data for 2019-20 and highlighted the risks relating to downgrading by awarding bodies. The College would monitor the situation closely in relation to appeals and the process had been shared with students. At 16-19, all levels were above national rate with the exception of small numbers of L2 certificate students. At 19+, a few courses were currently below national rate, with apprenticeship outcomes remaining high.</p>	
M20/14	It was suggested that it would be worth contacting other colleges where achievement rates were high, and it was agreed that they would be contacted.	Principal/VP C&Q
M20/15	<p><b>REGULARITY SELF-ASSESSMENT</b></p> <p>The completed Regularity Self-assessment questionnaire had been circulated and was <b>approved</b> by the Board.</p>	
M20/16	<p><b>SCHEDULE OF BUSINESS 2020-21</b></p> <p>The schedule of business for 2020-21 had been circulated and its contents noted.</p>	
M20/17	<p><b>DATE OF NEXT MEETING</b></p> <p>Members noted that the next meeting would be held at 5.30pm on Thursday 8 October 2020.</p> <p><i>Ms Baxter left the meeting at this point.</i></p>	
M20/18	<p><b>COST SAVINGS</b></p> <p>CONFIDENTIAL MINUTE</p>	