

Corporation Board

Wednesday 22 October 2025, 16:30 - 18:30

Boardroom (Teams available)

Attendees

Board Members

Beej Kaczmarczyk (Chair), Lou Mycroft (Vice Chair), Julie Richards (Principal & CEO), Howard Freeman, John Croot, Jason Evans, Chantal Brown, Stuart Lindeman, Jan Hemper, Leigh McKenzie, Nicola Beldham (Staff Governor), Lee Needham (Staff Governor - Curriculum)

Absent: Sue Martin-Standley, Jill Mannion-Brunt, Peter Dewhurst

In Attendance:

Jessica Shore (Head of Governance), Claire Godfrey (Deputy Principal), Tom Kidsley (AP Finance, IT & Estates), Jo Down (AP Student Experience & Wellbeing), Craig Acaster (AP People & Culture), Michaela Greaves (AP Teaching, Learning & Quality Improvement), Lily-Anna Radford (Observer (Apprentice))

Meeting Minutes

1. Welcome & Declaration of Interest

The Head of Governance (JS) introduced and welcomed Lily-Anna Radford (Health & Safety Apprentice) to the meeting, explaining that she was interested in the vacant role of Apprentice Governor and was attending this meeting as an observer.

Members were reminded of the need to disclose an interest in any item of business to be considered during Part 1 of the meeting. The Chair (BK) advised that he had a minor interest regarding the contract renewal with Tribal, explaining that he held significantly low-value shares with the company. It was agreed that this was not material and did not affect BK's ability to participate in discussions, thus withdrawal for this item was not deemed to be required.

No further declarations were made.

2. Minutes of the Previous Meeting & Matters Arising

Decision

The Part 1 minutes of the previous Corporation Board meetings held 2 July 2025 were reviewed and agreed as a true and accurate record. The review of confidential minutes is recorded under Part 2.

The action log was reviewed and there were no matters arising. Previous actions were updated and either marked as complete or carried forward as appropriate. (*Refer to Corporation Action Log – 22.10.25*).

Matters Arising

CH: The Board asked about progress on the student satisfaction survey. MG advised that the survey has been launched and is currently being completed by students. Results will be available after half term and will be shared with governors. **Action: MG to share results from the student satisfaction survey with Standards & Performance Committee and the Board at the next meetings after half-term.**

Resolution: The Board **approved** the non-confidential minutes (Part 1) of the previous meeting.

3. Strategic Focus/Training - Stakeholder Engagement

Alongside, the updated Governor Stakeholder Engagement Plan shared as part of the Governance Report, the strategic focus item for meeting was Stakeholder Engagement, consisting of an update from the AP Finance, IT & Estates (TK) regarding the College's stakeholder engagement plan and key focus for

2025/26 (infrastructure, pre-16 strategy etc) and a governor roundtable discussion to identify individual stakeholder links (i.e. employer, charity, school, SEND provider).

TK presented a detailed overview of the College's stakeholder engagement strategy. He explained that the College is piloting a pre-16 strategy at Parkside School to address demographic decline post-2030 and increase market share. He highlighted the need to raise awareness of T-Levels among parents and students and reviewed resource allocation for school partnerships. Stakeholder analysis, CRM implementation, and employer involvement in curriculum development was also discussed.

CH: The Board highlighted challenges with academy trusts and marketing apprenticeships to schools and parents, and questioned whether parents understand the cost-benefit of apprenticeships compared to university education. A suggestion was made for collaboration with the Careers Hub and engaging large employers, such as Vaillant, to promote apprenticeships. It was agreed that the upcoming new build opening event should be used strategically to engage stakeholders and partnerships with employers will be explored to promote apprenticeships.

CH: The Board considered how some of the proposed initiatives to improve engagement and participation might affect different learner groups and staff Governor (NB) raised concerns about auto-enrolment proposals and the impact on SEND learners. TK agreed with this concern and acknowledged the importance of considering inclusivity and accessibility in any auto-enrolment process. It was agreed that the College would need to ensure that any system implemented does not disadvantage learners with additional needs. The conversation highlighted that further work would be done to review how auto-enrolment could be adapted or supported for SEND students, with a focus on maintaining flexibility and providing appropriate guidance and assistance.

The Chair reminded governors of their individual role in stakeholder engagement and suggested exploring local partnerships, with existing links wherever possible to reduce additional workload, and report back on any stakeholder engagement to the Board. The HoG will provide an online feedback template similar to what is already in place for link governor feedback. **Action: Governors to consider and identify one key stakeholder to develop a relationship with (i.e. employer, charity, school, SEND provider, etc) and confirm to HoG.**

4. Student & Apprentice Governor Report

The AP Student Experience & Wellbeing (JD) presented the Student & Apprentice Governor Report. It was noted that the College has introduced a new student voice structure, moving away from the traditional Student Union model. This change aims to create a more inclusive and representative system that better reflects the diversity of learners across the College. The new structure will allow students to engage through forums and feedback mechanisms rather than relying solely on elected representatives. Recruitment for a new Student Governor is currently underway. The process has been designed to ensure that candidates understand the responsibilities of the role and are supported throughout the application and induction stages. Governors were informed that the appointment is expected to be confirmed by the next meeting, which will strengthen the Board's ability to incorporate the student perspective into decision-making.

The Chair highlighted the importance of the Student and Apprentice Governor roles in ensuring that the Board remains connected to the learner experience. Governors expressed support for the new approach and agreed that it aligns with the College's commitment to student engagement and empowerment.

As noted at the start of the meeting, the Board were reminded that there is also currently a vacancy for the Apprentice Governor role, which is being actively recruited for and will be subject to Board approval via written resolution prior to the next meeting.

Resolution: The Board **received** and **noted** the contents of the Student & Apprentice Governor Report.

5. Performance Report

The Board received the full Performance Report and the Deputy Principal (CG) presented an overview of the key focus areas. In addition to the key focus items discussed below, the following items were also included within the report as standing/annual items for governor information: Performance Key Risks, Performance KPIs, EDI & Safeguarding Updates (including: EDI & Safeguarding Committee Annual Reports 24/25) and Annual Compliments & Complaints Report 24/25.

The Chair invited governors to provide comment or ask any questions relating to the full report, prior to the key focus presentation. CG also noted that there was detail information in the report regarding teaching, learning and assessment and the induction process, etc.

Safeguarding Update

CH: The Board asked whether the increase in male mental health cases was due to better reporting. The AP Student Experience & Wellbeing (JD) clarified that the rise was partly because of improved reporting systems and greater awareness among staff and students, however, the underlying need for support remains significant. It was also noted that the College is continuing to invest in preventative education and staff CPD to address mental health proactively, which was welcomed by the Board.

CH: The mental health concerns among male students were discussed and the Board suggested using QR codes for discreet access to mental health support. Senior Managers agreed that this was a good practical idea and agreed to explore this initiative further.

CH: The Staff Governor (NB) suggested that the SEND team and the Pathways team should work more closely together to share good practice and tackle similar challenges, especially around progression opportunities for SEND learners. CG agreed that this collaboration would be a positive priority moving forward, which was well received by the Board.

On behalf of the Board, the Vice Chair and Safeguarding Lead Governor (LMY) expressed thanks to JD and the team for their continued hard work and efforts.

EDI Update

The Board acknowledged the Equality, Diversity & Inclusion (EDI) update within the report, which confirmed compliance with statutory requirements and ongoing initiatives to promote inclusivity. Governors expressed support for continued focus on EDI, particularly in relation to SEND learners and mental health provision.

Performance KPIs

The Board reviewed the key performance indicators, noting that most were on track but some areas required improvement. Retention and achievement rates were highlighted as priorities for monitoring.

Performance Risks

The Board was informed that the risks identified within the report aligned with the Strategic risk Register. CG reported strong progress and expressed confidence that mitigation actions are effective, particularly around behaviour management, which has improved significantly.

Resolution: The Board **received** and **noted** the contents of the Performance Report.

5.1. Start of Year/On Programme Update

CG provided a comprehensive update on the start-of-year enrolment position across all funding streams, with comparisons to the full year budget and forecast, as well as the previous year's actuals, including a commentary on the financial implications. The overall picture presented was strong confidence in meeting

and exceeding targets for 16-19 learners, positive adult provision performance, apprenticeships on track, and proactive measures for retention and staffing.

- **16–19 Learners** - Current enrolment stands at 3,268, which is above the full-year budget target of 3,018.

The forecast after accounting for attrition and late enrolments is around 3,100 students. It was noted that this is a positive picture, with an anticipated c.300 students above target, equating to approximately £300k additional income and potential eligibility for a growth case. Recruitment is still ongoing and the Youth Guarantee Programme is supporting late applicants by enabling short workshops before conversion to full programmes.

CH: The Board asked how confident the College was that the growth of 16-18 numbers will be sustained up to Day 42, noting that this was the retention threshold and critical for funding. CG advised that confidence was high based on historical trends and improved retention. Attrition modelling assumes 5% loss but actual attrition has been declining year-on-year. Additional support measures, including Steps 2 programme and employability-focused provision, are in place to retain late recruits and those at risk of withdrawal, who do not want a full-time curriculum.

- **T Levels** - Enrolments are under target. CH explained that Level 3 reform and learner preference for alternative qualifications with shorter learning weeks (e.g. BTECs) has impacted recruitment, creating a risk of clawback.
- **Adult Education** - The Adult Skills Fund (ASF) is on track and likely to overachieve. Free Courses for Jobs has already significantly over-recruited; with £25k extra funding received from South Yorkshire Mayoral County Authority (SYMCA) to cover the overspend. As yet East Midlands Combined County Authority (EMCCA) have not confirmed additional income. Further discussions will take place with EMCCA once all providers have submitted R04. CG noted complexity in managing EMCA and SYMCA contracts but overall the adult provision is performing strongly.
- **Apprenticeships** - The forecast is on track to hit target, with recruitment continuing throughout the year.
- **Higher Education (HE)** - Expected to achieve forecast numbers.
- **Advanced Learner Loans** - Currently below target but offset by employers paying directly for some courses. CG advised that some learners who could have been funded through Free Courses for Jobs opted for loans, which will be reviewed.

CH: In terms of curriculum pressure, the Board queried if there were any areas where the growth might require different investment? CG confirmed that 3 FTE additional teachers have already been recruited to manage increased demand. Further recruitment for an Employability, Maths, and English Tutor is underway to support Youth Guarantee conversions and late starters.

CH: The Board queried why Apprenticeships were rated as amber within the report given the positive commentary provided. TK advised that the RAG rating reflects the current position rather than the forecast. While overall performance is on track, there remain 8 starts to recruit, which explains the amber status for now.

5.2. Performance and Achievement Rates - 2024/25 Outturn

CG provided an overview of the Performance and Achievement Rates for 2024/25 for the Board to review. It was highlighted that the report contained predicted data at the time of circulation last week but that the data presented at the meeting was the finalised actual data following the R14 return submission.

Classroom Based Learning (CBL) - The final achievement rates for CBL 2024/25 shows strong improvement across all age groups. CG highlighted that overall achievement improved to 84%, which is an increase of 4.7% over a 2-year period since 22/23, though still slightly below the national average (85.5%). 16–18 achievement at 83.9% is an increase of 3.8% and now above the national average (83.4%). 19+ achievement has improved significantly (+6.1%) to 84.2% but remains below the national benchmark (87.8%).

Discussion was held around underperforming areas and interventions. In terms of priority areas for improvement, CG reported that these were Adult English and maths (AEM) and ESOL. AEM remains a key

challenge due to previous leadership issues and inconsistent teaching quality. Actions have been taken to address this including new leadership, recruitment of a dedicated adult English/maths teacher, intensive quality support, and clear numerical targets for one-grade progress. ESOL has also been redesigned to include short, non-accredited courses for quicker progression, however, retention remains an issue as many learners leave before exams.

CH: The Board why ESOL learners leave before completing exams. CG cited relocation and employment as key reasons and noted that the curriculum has been redesigned to include short, non-accredited courses to support quicker progression.

CH: Governors raised the risk of focusing only on students near the pass grade for GCSE English and maths.

CG assured that interventions are differentiated and apply to all students, not just those close to a pass.

Apprenticeships- Achievement rates are well above national averages (62.3%) at both Chesterfield and Derby sites. Chesterfield has improved dramatically since 22/23 from 49.8% to 71.2%; an increase of 21.4%. Derby has improved to 80.7%, an increase of 8.9%. CG confirmed that recruitment for new starts is ongoing and forecast to meet target but highlighted the need to maintain momentum in sectors such as construction and engineering where demand is high.

Although SMS was unable to attend the meeting, CG addressed the following questions that SMS had raised prior to the meeting:

CH: Confirmation of the improvement in GCSE achievement. CG confirmed that GCSE achievement rates have improved significantly and highlighted the impact of new leadership in English and maths. She noted that the College has implemented targeted interventions and staff development initiatives to sustain this progress.

CH: How will the effectiveness of the new English and maths leadership be measured. CG advised that clear numerical targets have been set for staff, focusing on one-grade progress for learners rather than only high-grade passes. Progress is monitored through PDRs, national progress scores, and frequent learning walks. Additional support includes intensive quality improvement plans and external training via ETF and MEI.

CG advised that the full range of data will be shared at the next Standards & Performance Committee (SPC) on 11 November, alongside the draft Self-Assessment Report for 2024/25 and Quality Improvement Plan 2025/26. SPC Governors have also been invited to join the validation panel, alongside external representation.

The Board acknowledged the positive improvement in achievement rates and commended the strong apprenticeship performance at both sites. The Chair highlighted the importance of continuing current interventions and monitoring progress for underperforming areas.

6. Finance & Corporate Services Report

The Board received the full Finance & Corporate Services Report and the AP Finance, IT & Estates (TK) presented an overview of the key focus areas. In addition to the key focus items discussed below, the following items were also included within the report as standing items for governor information: Finance Key Risks and Finance KPIs.

The Chair invited governors to provide comment or ask any questions relating to the full report, prior to the key focus presentation. TK advised that there were some additional items for approval that would be presented at the end.

Resolution: The Board **received** and **noted** the contents of the Finance & Corporate Services Report.

Decision

6.1. Management Accounts – Period 12 (24/25 Outturn) & Period 1

Period 12 (24/25 outturn)

TK presented the final outturn for the 2024/25 financial year. The College achieved an educational EBITDA of £2.7m against a planned £1.9m, representing a strong financial performance. Income streams from adult education and apprenticeships exceeded expectations, helping to offset minor shortfalls in other areas. The college met 5 out of 6 FE Commissioner financial health metrics, with the only exception being the staff pay ratio, which remains slightly above target at 65% against the benchmark of 62%. TK explained that this had been anticipated, and SMT/Board had previously agreed that they were comfortable with this so long as the education EBITDA and cash generation were strong. The Board acknowledged that the positive outturn provides confidence in the College's financial resilience and supports ongoing strategic investment, including the Transformation Project and digital infrastructure improvements.

On behalf of the Board, the Chair commended the team for achieving such a strong position compared to previous years.

Period 1 (2025/26)

TK advised that the first set of management accounts for the new financial year had been included within the report for good practice and historical comparison, although they were recognised as light-touch at this stage. It was reported that income and expenditure are broadly in line with the budget for Period 1, with no material variances at this early stage. Apprenticeship income is tracking slightly ahead of plan, while some vocational areas remain under pressure due to lower enrolments. Adult education continues to perform strongly.

TK emphasised that early trends will be monitored closely, particularly in relation to student numbers and their impact on future income. The Finance team is maintaining a cautious approach to expenditure until enrolment figures stabilise.

CH: The Board asked whether the early performance aligns with the assumptions used in the financial plan. TK confirmed that it did but demographic challenges remain a risk.

CH: The Board queried whether any contingency measures are in place should enrolment shortfalls persist. TK explained that cost controls and flexible staffing arrangements are part of the mitigation strategy.

Resolution: The Board **approved** the Period 12 (2024/25 outturn).

Resolution: The Board **approved** the Period 1 Management Accounts (2025/26).

6.2. Insurance Renewal

Decision

TK confirmed that the College's annual insurance renewal process had been completed successfully and that the College's insurance cover remains comprehensive. It was highlighted that the renewal includes an increase in cyber insurance cover to £1m to reflect the growing risk of cyber threats on educational institution and the need for enhanced protection. All other core policies remain in place at the appropriate levels.

CH: The Board asked how the cost compared to the previous year. TK advised that last year's premium was approximately £202k and this year's renewal is around £203k, so only a minimal increase. The main change proposed was the cyber cover uplift which has an additional cost of c.£6k, taking the cyber insurance from c.£8k to £14k. The Board agreed this was good value for money given the potential impact of ransomware and hacking incidents.

CH: The Board queried whether any additional staff training or system upgrades were planned to complement the enhanced cyber cover. TK confirmed that cyber security training is part of the College's ongoing CPD programme (e.g. phishing awareness) and that IT infrastructure upgrades are scheduled as part of the digital transformation strategy. It was highlighted that maintaining compliance with Cyber Essentials accreditation and regular staff training is essential because failure to do so could invalidate the policy.

After discussion, the Chair invited the Board to confirm their position on the renewal, to which they unanimously agreed. The Board expressed confidence that the College's insurance arrangements provide adequate protection against current and emerging risks.

Resolution: The Board **approved** the insurance policy renewal, including the increased cyber cover.

6.3. Capital Plans & Transformation Project

TK presented an update on the College's capital investment plans for 2025/26. He noted that the current level of capital expenditure is high, representing approximately 60% of operating cash, which was described as an aggressive strategy. It was emphasised that whilst this level of investment is justified by the scale of transformation projects, the ratio will need to reduce over time to ensure long-term sustainability. TK confirmed that all projects have been assessed against affordability, strategic impact and risk. The major projects currently underway were outlined:

- New Build Development: Internal fit-out is progressing well. There has been a minor delay due to substation legalities, but practical completion remains targeted for February 2026.
- North Block 1 Refurbishment: TK reported a potential risk of delay beyond March 2026 due to biodiversity compliance requirements. Ecologists are calculating the shortfall, and contingency funds of £1.3 million have been ringfenced to mitigate this risk.
- South Block Improvements: The hair and beauty cluster is complete and operational. Lift installations are pending due to supply chain lead times.

TK advised that inflationary pressures and supply chain risks remain, but contingency allowances have been built into the budget, and procurement frameworks are being used to mitigate these risks.

Governors acknowledged the importance of maintaining student-facing investment as priorities shift. TK reiterated that the College remains within its approved capital expenditure envelope and that projects continue to align with curriculum growth and digital transformation objectives, including CRM implementation to improve stakeholder engagement and operational efficiency.

Tannoy System Deferral

TK explained that the tannoy system installation was originally scheduled for the current financial year but proposed a deferral due to competing priorities and the need to allocate funds to higher-risk compliance projects first, specifically lift installations required for DDA compliance and other essential works to complete and equip the new build. The tannoy system will remain on the capital plan for consideration in the next financial year.

CH: The Board asked whether deferring the tannoy system would increase operational risk, particularly in relation to emergency communication and safeguarding. The AP Student Experience & Wellbeing (JD) confirmed that the existing communication arrangements remain operational, and manual protocols are in place to manage emergency communication, assuring the Board that these measures have been tested and are effective in mitigating risk until the upgrade can be implemented. However, it was acknowledged that the tannoy upgrade, which is considered the "gold standard" by the counter terrorism department, would significantly improve emergency response times and accessibility.

CH: Staff Governor (NB) raised concerns about staff reassurance and communication regarding the delay. TK acknowledged this and ensured that clear communication to staff about the rationale and timeline for the project would be provided.

CH: The importance of ensuring that risk mitigation measures are robust and communication protocols remain effective was stressed by the Board. It was agreed that the Audit Committee will review the risk assessment after Christmas following the scheduled lockdown drills, and report findings and recommendations back to the Board.

CH: The Board emphasised that repeated deferrals would not be supported and requested assurance that the upgrade would proceed in the next financial year. TK confirmed that it was already the intention to build it into the 25/26 budget and initial work could be started over the summer.

The Board accepted the rationale for deferral and discussed the potential implications of deferring the tannoy system in terms of risk, compliance, safeguarding, reputation, and capital spend/prioritisation. It was agreed that it was important for the installation to remain a priority for the next capital review cycle and that no further deferrals would be approved beyond the next financial year.

Resolution: The Board **approved** the reallocation of capital budget items within the £1.5m, including the delay of the installation of the Tannoy system until 2026/27, subject to the conditions outlined.

6.4. Other Items for Approval

The following items were detailed within the full Finance Report for review and approval by the Board. No items were raised for clarification or further discussion.

6.4.1. Derby Lease Renewal

Resolution: The Board **approved** entering the Derby Campus (Units 11-13) lease renewal on the terms proposed.

6.4.2. Tribal Contract (EBS System)

Resolution: The Board **approved** the renewal of the Tribal (EBS) contract for a 3-year term, subject to inclusion of the break clause and compliance assurances.

6.4.3. Scheme of Delegation - Bad Debt Amendment

The Board was asked to approve an amendment to the Scheme of Delegation, permitting the Finance & Corporate Services Committee to authorise bad debt write-offs up to a maximum of £10k per case, in line with the College's Financial Regulations.

Resolution: The Board **approved** the proposed amendment to the Scheme of Delegation in relation to bad-debt write-off.

7. Corporate Report

The Board received the full Corporate Report and the Principal (JR) presented an overview of the key focus areas. In addition to the key focus items discussed below, the following items were also included within the report as standing items for governor information: Corporate Key Risks, Corporate KPI and Health & Safety Update (including H&S Annual Report).

The Chair invited governors to provide comment or ask any questions relating to the full report, prior to the key focus presentation. There were no questions or comments raised.

Corporate Risks

JR confirmed that Risks 6, 12, and 14 had been reviewed and updated. No new high-risk items were identified, and existing mitigations remain in place. The Board noted the update and confirmed they were satisfied with the current risk position.

Resolution: The Board **received** and **noted** the contents of the Corporate Report.

7.1. College KPIs 24/25 - Outturn

JR reported that the year-end KPI analysis showed strong performance, with 82% rated Green, 98% rated Green or Amber, and only 2% rated Red. The 2 red KPIs related to completion of mandatory safeguarding training for governors and high grades in English. The Board acknowledged the positive overall performance and supported actions to address areas for improvement.

7.2. Strategic Plan/Priorities

JR provided an update on progress against the College's 3-year Strategic Plan, focusing on the completion of Year 1 objectives and priorities for the current year. The Senior Management Team had undertaken a RAG rating exercise and all objectives were currently on track, with JR reporting that the College was well-positioned to achieve its long-term goals. The evaluation of strategic outputs was included within the Report for Board review.

The following key priorities for the current year were highlighted:

- **Curriculum Development:** Ensuring alignment with employer needs and responding to regional skills requirements.
- **Digital Strategy:** Advancing digital transformation initiatives and considering the implications of artificial intelligence on future workforce planning and curriculum design.
- **Staff Wellness:** Developing and launching a comprehensive Wellness Strategy to support staff wellbeing. This will include management training to ensure consistency, a Staff Benefit Roadshow to promote wraparound support, and targeted initiatives to address emerging health trends.
- **Green Skills and Sustainability:** Delivering the annual Green Skills Day in March, which will focus on wellness for staff and students, and progressing work on the Climate Action Plan to meet the Department for Education's December deadline.

JR emphasised the need for agility in responding to external changes, particularly the rapid development of AI and its potential impact on job roles and skills. She suggested this may need to feature more prominently in future risk assessments and strategic planning.

JR concluded by thanking governors for their continued support and reiterated the importance of maintaining momentum on digital transformation and wellness initiatives. She confirmed that these priorities are critical to improving student experience, operational efficiency and staff engagement.

8. Governance Report

The Board received the full Governance Report and the Head of Governance (JS) presented an overview of the key focus areas. In addition to the key focus items discussed below, the following items were also included within the report as standing items for governor information: Written Resolutions/Chair's Actions, Ratified Committee Minutes, Committee Policy approvals.

An overview of Governor Training, Development & Networking Opportunities and a follow-up on Governor Mandatory Training was provided; noting that further information was detailed within the report for governor reference.

In relation to the Corporation's Annual Requirements for 2025/26, JS confirmed that all annual returns had now been received and thanked governors for their timely cooperation.

Resolution: The Board **received** and **noted** the contents of the Governance Report.

8.1. Membership

JS reported that at its meeting on 14/10/25, the Governance & Search Committee (GSC) reviewed the current vacancies on the Corporation Board and Committees, as well as the Terms of Office for existing

Decision

members. The merits of each new candidate and those governors due for review were discussed and it was agreed to recommend the following for approval:

Appointment

- Corporation Board: Andrew Kelly, Parkside School, Headteacher (*Area of specialism/expertise: All areas of Education*)

The Chair and HoG have met with AK to discuss the governor role and requirements. AK is eager to support the College in reaching its goals and to strengthen the post-16 transition from secondary schools.

- Finance & Corporate Services Committee (Co-opted): Scott Knowles, CEO - East Midlands Chamber
- Standards & Performance Committee - Jill Brunt, current Board member

JS noted that the committee recommendations were for Board information only, as approvals would be sought from the respective Committees, in line with the Terms of Reference.

Re-appointment

- Sue Martin-Standley, Board member - Recommendation for a second term of 4 years.
- John Croot, Board member and *Chair of Finance & Corporate Services Committee* - Recommendation for an additional rolling-term of 1 year for business continuity purposes, in line with the Governor Recruitment & Re-appointment Policy.

NB: SMS was not present at the meeting and JC withdrew for the discussion and decision around his re-appointment which was held at the end of the meeting.

Resolution: The Board **approved** the appointment of A Kelly as an Independent Governor and re-appointments of J Croot and S Martin-Standley for the stated terms.

8.2. Governance & Search Committee Terms of Reference

Decision

The Board reviewed the updated Terms of Reference (ToR) for the Governance & Search Committee, in line with the new annual review cycle. JS advised that there were only minor amendments. Following approval, the ToR will be replaced on the website alongside the other committee ToRs.

Resolution: The Board **approved** the updated Terms of Reference for the Governance & Search Committee.

8.3. Governor Stakeholder Engagement Plan

As identified within the Governance Quality Improvement Plan 2024/25 (GQIP), the Governor Stakeholder Engagement Plan (GSEP) was scheduled for review by the Board. All actions within the GSEP were incorporated within the GQIP for 2024/25, with termly progress reviews undertaken by the Governance & Search Committee and Board. The GSEP, which was previously issued in June 2024, had been reviewed by the Governance & Search Committee and an updated version was shared with the Board review and implementation in 2025/26. Any actions relating to governor stakeholder engagement, as agreed by the Board, will be incorporated within the GQIP for 2025/26.

8.4. Meeting Attendance 2024/25

The overall meeting attendance for the Corporation Board and its Committees for 2024/25 was shared with the Board. Combined attendance was 81.3% overall, which is above the governance KPI of 80% and in line with the national average (81.8%). JS advised that individual governor attendance data had been reviewed by the Governance & Search Committee at its meeting on 14/10/25 and confirmed that the Chair had raised any issues at the annual appraisal meetings held over the summer.

9. Statutory Reporting & Lead Governor Updates

Verbal updates were provided on statutory reporting areas, including safeguarding, health and safety, equality, diversity and inclusion (EDI), and special educational needs and disabilities (SEND). The Board

also received new Lead Governor reports for Green Skills, which were included in the meeting pack.

The SEND Lead Governor (CB) informed the Board about the challenge of securing external placement opportunities for learners with additional needs. Following a discussion held at Standards & Performance Committee, LMy/CB suggested that governors leverage existing business links to create supported internships, with examples such as supermarket chains offering roles in retail, warehousing, catering, and administration provided. It was emphasised that just one strategic employer contact could provide opportunities for several years, addressing issues around job coaching and staffing. CB shared the official government guidance link on supported internships (<https://www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties/supported-internships#working-with-employers>) and governors were informed that approval had been granted to advertise a job coach role to strengthen the offer. The Principal (JR) highlighted that employers agreeing to support SEND learners would automatically qualify for platinum-level recognition as strategic partners of the College. Staff Governor (NB) noted that there was also an internal working group to focus on this, with much more buy in from the College's employer engagement team to ensure that SEND and Pathways are also on their agenda when engaging with external organisations.

Action: HoG to follow up with governors via email regarding accessing business links for SEND placements.

Resolution: The Board **noted** the Statutory Reporting and Lead Governor updates.

10. Date of Next Meeting - 17 December 2025

Staff Governors & Apprentice Observer withdrew from the meeting prior to Part 2 confidential agenda.

Shore, Jessica
18/12/2025 11:37:09