

College of West Anglia
Minutes of
The Corporation Board Meeting
3 July 2024
8.30am
U125, University Centre, King's Lynn Campus

Present	Gill Rejzl	Governor (Chair)	In person
	Chris Ashman	Governor	In person
	Dave Clark	Governor	In person
	Paul Gibson	Staff Governor	In person
	Ray Harding	Governor	In person
	Seb Ivanov	Governor	In person
	Fliss Miller	Governor	Remote
	Sally Mitton	Governor	In person
	Alan Measures	Governor	In person
	David Pomfret	Governor (Principal/CEO)	In person
	Cally Rand	Governor	Remote
	Eva Remeikaite	Student Governor	In person
	Gemma Standen	Governor	Remote
	Hein van den Wildenberg	Governor	Remote
	Donna Woodruff	Staff Governor	In person
Joe Yexley	Governor	In person	
In Attendance	Paul Harrison	Vice Principal Corporate Services	In person
	Kerry Heathcote	Vice Principal Curriculum & Quality	In person
	Paul O'Shea	Assistant Principal Student Services	In person
	Rob Petto	Assistant Principal Funding & Performance	In person
	Clare Pelling	Head of Learner Experience	In person
	Jules Bridges	Head of Governance	In person

No.		Action
1	<p>Apologies Apologies for absence were received from Jan Feeney, Sam Fletcher, Russel Liddington and Chloe Rothwell.</p>	
2	<p>Declarations of Interests Seb Ivanov declared his interest regarding confidential agenda item 8 and would withdraw from any decision/vote. Senior Post Holders and managers in attendance would also withdraw.</p>	
3	<p>Minutes of the last meetings held on 27 March 2024 27 March 2024 The minutes of the meeting held on 27 March 2024 were reviewed and agreed as being an accurate record of the meeting.</p> <p>24 June 2024 (Extraordinary) The minutes of the extraordinary meeting held on 24 June 2024 were reviewed and agreed as being an accurate record of the meeting. It was noted that the accountability agreement was submitted by the 30 June 2024 deadline.</p>	
4	<p>Matters Arising The progress against the outstanding matters from previous meetings was summarised in the report.</p>	

Governors received a briefing outlining the requirements of the new College Financial Handbook 2024.

A further review of the governor Code of Conduct will be undertaken to include some of the softer issues, behaviours, and values of the staff code of conduct in the document.

HoG

All other completed items are to be removed from the report.

HoG

5 **Committee Chairs' Briefing Items**

1. **Search and Governance**

The Chair of the committee informed the Corporation that there was a proposal on the agenda to adopt the Code of Good Governance. Mark Eastwood, co-opted governor on the Audit committee has resigned. The Corporation would be required to approve the committee terms of reference (agenda item 19 refers) and the committee Chairs for the 2024/25 academic year. The External Governance Review report has been received and an action plan created. This work will be overseen by the committee. The Corporation will be asked to publish a statement on the college website confirming that the review has taken place.

The committee continues to develop a new self-assessment process which will be released next year to review the 2024/25 academic year. A governor 'check in' with the Chair will be launched over the summer. Governors will be invited to discuss their role with the Chair. A governors' 'check out' the Chair questionnaire will also be circulated for governors to complete over the summer. The Head of Governance will work with the Chair to diarise the 'check in' meetings.

HoG
Chair

2. **Performance Review and Quality**

The Chair of the committee reported that retention had dipped below target (92%) to 87.1%. Deeper analysis of why retention has dipped is being undertaken at granular level.

The college has not yet been inspected by Ofsted and inspections will not commence now until the third week of September 2024. College teams have been briefed ahead of time and key governors will receive refreshed briefings.

Level 2 Deep Dive outcomes were positive, supporting the self-assessment judgement of 'Good' quality of education and a 'Strong' contribution to meeting skills needs. Apprenticeship achievement is predicted at better rates than last year. The forecast achievement rate will be calculated as more learners go through End Point Assessment before 31 July 2024.

The committee recommends the HE Strategy 2024-2035 to the Corporation for approval (agenda item 12 below refers). The committee has received and considered the Careers, Information, Education, Advice and Guidance (CIEAG) Policy at its meeting held on 12 June 2024.

C Pelling joined the meeting at 8.40am

3. **Finance and General Purposes**

The Chair of the committee reported that the college maintains 'Good' financial health. The committee has received and reviewed the management accounts which supported good financial health in the current academic year. The funding position for each income line has been reported and this informed the key income lines in the 2024/25 budget. The budget and medium-term plan (covered under item 9 below) has been subject to scrutiny and committee oversight.

The committee received the Curriculum Efficiency and Financial Sustainability Report (CEFSS) from the FE Commissioner's team. The college has an action plan to address recommended areas of development, and the report has been shared with the Chair of the Audit and the Performance Review and Quality committees.

The college has achieved the ESFA Sub-contracting Management Standard, and the committee approved the subcontracting partnership plan for the 2024/25 academic year.

The Marketing plan for the 2024/25 academic year was reviewed by the committee and progress against the current plan has been monitored.

The committee has approved the Fees Policy and the Supply Chain Fees and Charges Policy. The committee recommends that the Corporation approves the Reserves Policy covered under agenda item 7.2 below.

The college has appointed StoneKing LLP to support the claim concerning the Tower Block Roof repairs. The Property Steering Group has been reinstated and its first meeting will be convened for the end of July 2024.

4. Audit

The Chair reported that four internal audits have been completed in the year, all receiving significant assurance (green). The internal audit plan for the 2024/25 academic year is recommended to the Corporation for approval under agenda item 16.1 below. It was noted that this may be subject to change if other audit areas, such as capital projects, have progressed in the year and could replace less essential fieldwork. The external audit plan for the financial statements for the year ended 31 July 2024 is recommended to the Corporation for approval under item 16.2 below.

It was noted that retrospective approval for the severance payment made last year has been received.

The committee has agreed that there is an emerging risk around capital projects, and this will be added to the corporate risk register. The committee had also agreed to remove risk R006 from the register.

The Chair informed the Corporation that the external funding assurance audit for the 2022/23 academic year, commissioned by the ESFA, undertaken by PwC, previously believed to have concluded in December 2023, re-emerged in March 2024. This is likely to result in a retrospective funding adjustment. The committee has asked that risk R021 is reviewed to recognise the increased impact and likelihood on funding compliance.

HoG

F Miller joined the meeting at 8.50am

The Corporation was informed that there is one live whistleblowing case that has been investigated. The committee has approved the revised and updated Whistleblowing policy and has approved the Anti-Fraud policy presented at the same meeting. It has been agreed that gifts and hospitality arrangements will be detailed in a college Anti-Bribery policy that the committee will consider at its next meeting to be held in September 2024.

The committee will propose to the Corporation under agenda item 19.4 that it reduces its membership from six to five members and renames itself as the Audit and Risk Committee.

6 Student Governor Report

Student Governor, Eva Remeikaite, delivered a presentation to the Corporation outlining the student enrichment and events that had taken place since the last meeting held in March 2024.

Students have been involved in Earth Week and Pride events at each campus. Student Governor, Chloe Rothwell represented the college at a recent focus group to discuss ideas for improvements that could be made to travel, facilities, and activities in King's Lynn and the surrounding area.

If there was one thing that the student governor could improve then this would be attendance at student rep meetings at the end of the academic year as this tends to reduce as students leave college and become disengaged.

The student governor mentioned that they had attended the Media Awards and Art Exhibition event which they found really interesting, and it was particularly rewarding to see the huge talent of students from these areas of the college.

C Pelling left the meeting at 9.05am

7 Summary Management Accounts – April 2024

1 April 2024

In summary, the accounts show a small positive surplus for the year end. The college will undertake a benchmarking exercise in the new academic year that will explore whether improvements to the bottom line can be achieved. The management accounts also show a strong balance sheet which supports the colleges status of 'good' financial health. It was noted that the positive surplus in the year however is propped up by a non-recurrent (one-off) measure from an overage from the sale of a piece of land and finally there is now visibility in the accounts for interest earned further to the implementation of the Treasury Management Policy.

A governor picked out the adverse income variance on Green Skills noting this is £131k below budget YTD but the college has a large capital investment planned. The green skills agenda is still part of government manifesto and employers' supply chain remain keen to work with the college on this provision. A programme manager for green skills was appointed part way through the year and this will positively impact in the new academic year, giving more confidence against this income line. It was further noted that the contribution analysis for Employer Engagement (to April 2024) showed budget income at £1.8m against just over £1m actual. It was confirmed that the level of subcontracted work had reduced in the year after budget plans were in place, so this income line was reforecast at a reduced level.

Another governor noted the negative contribution of English and maths and asked if this was typical, and if the changes to the conditions of funding would improve or worsen this indicator. It was confirmed that English and maths is treated as a servicing department within the college. The primary role of English and maths is to support study programmes across the college and the income is not segregated out as a proportion of the study programme income and diverted back into English and maths, hence it is carrying the cost of servicing all study programme areas and will never be a positive contributing department. The college is currently modelling the future of English and maths delivery with a proposal to incorporate English and maths within core vocational delivery so contribution in the future will be apportioned differently.

It was noted that staff costs were below budget YTD. Predominantly this is due to how the budget has been constructed as an assumption for the general turnover of staff and how long posts are vacant for, based on historic records are 'baked' into the budget. It was confirmed that there are not many posts at this time that cannot be filled.

Finally, the Chair highlighted that the report shows that HE income is predicted to be £100k behind budget at the year end and this should be given thought when considering the ambitious HE Strategy further down on the agenda. Other income was also reported to be behind budget YTD comprising a number of small shortfalls in a number of different areas which raised a question for governors around how and if budget holders are held to account. It was confirmed that where variances occur individual budget holders are questioned how the position will be rectified and/or what cost savings will be made.

2 Draft Reserves Policy

In response to new guidance from the ESFA, the college has prepared a Reserves Policy. This sets out the approach to setting recommended levels of free reserves at the year end, and how this will be monitored and reported. The review of the policy by the Finance and General Purposes committee asked for two insertions, 1) to increase the reporting requirements from once to twice a year, and 2) to set out the actions to be taken should the reserves position fall outside of the parameters set by the policy. The Corporation **approved** the amendments, and the policy as presented.

8 Annual Pay Settlement – Confidential Item

Confidential item under Instrument 17(2) of the Instrument and Articles of Government (Declarations of interest noted above and enacted)

This item was deemed confidential.

9 Budget 2024/24 and Medium-Term Financial Plan

The Chair was keen to thank those involved in the Finance Team for the presentation and production of the annual budget and medium-term financial plan. It was noted that the emerging £68k income benefit to the bottom line has been included resulting a positive £273k surplus, and 'good' financial health, and 2% pay increase across the college. It was acknowledged that the current year end position, as mentioned above, is propped up by the £400k overage and the previous year (2022/23) benefitted from income from the balance sheet so the ambition for the 2024/25 year was to generate a surplus in the budget through trading rather than reliance upon one-off items.

The MTFP projects the colleges financial performance and position over the next four financial years. This forecasts 'Good' financial health over the course of the projections, consistent surpluses, high levels of cash holding (£8m to £10m) and high levels of staff costs as a percentage of income (75-77% against the FE Commissioners target of £65%).

The Chair commented in summary that the assumptions made around pensions and interest were prudent, margins are tight but while efforts are made to reduce the staff cost to income ratio, recruitment and retention remain a challenge. The solution is to increase income to reduce the percentage ratio so strategies to increase HE, Adult and other income will positively impact if achieved. Further to a question from the Student Governor, it was confirmed that the contingency non-pay line in the budget was a sum allocated for emergency purposes. This line is related to the level of reserves in a sense as it is an unallocated element of cash that could be used to prop up the business in the event of unforeseen circumstances.

The Principal/CEO commented that the benchmarking exercise planned for early in the next academic year will identify potential areas of inefficiency that may need to be acted on to drive better profitability and better margins but will not be at the detriment of support for students which has been an area identified as a high staffing cost area. It was noted that the minimum wage increase is known and protected in the budget, there is no in-year growth funding assumed as this is not guaranteed and is subject to affordability. The general election also poses some uncertainty around future funding. Finally, it was confirmed that the apprenticeship income line has been assumed on the streamlined offer and recognises the cessation of the S4PL subcontracted offer. The Corporation resolved to **approve** the budget and MTFP as presented.

10

Current Performance Data and KPIs 2023/24

The Deputy CEO/Vice Principal Curriculum and Quality confirmed that February 2024 retention was 93.3% but this has taken a dip down to 87.1% in June 2024 which falls short of target (92%) by 4.9%. Investigation into withdrawal to understand why retention has dropped off at the year-end will be undertaken over the summer so that this can be understood and planned for in future years. The outcome and action plan of this investigation will be shared with governors (Performance Review and Quality Committee) at the earliest opportunity given that Ofsted may inspect in September 2024. Governors asked for the assurance from the investigation that this is in hand, there are action points to take forward, a narrative around why this happened, if this was to happen again what would the impact be on the qualification achievement rate, and any budgetary implication etc.

DCEO /
VPC&Q

On the back of the Student Voice discussions from APR3 a cross college, externally led, exercise will be conducted in the autumn term to explore how the college is responding to students about the curriculum and other areas of the college. During APR2 use of the BRAGP was carried out concluding that this is being applied and used systematically and every 'Perilous' student has received support from the Safeguarding Team. Despite

this support the retention figure remains disappointing. It was noted that not just the 'Perilous' students receive support, 'Red' and 'Amber' rated students are also closely monitored (every 20 days) to ensure they receive the support they need to get back on track and prevent moving into 'perilous' status. This was affirmed by the student governor as these touch points are hugely valued.

A governor commented that the Level 2 Progression deep dive has found that achievement is 13% below national average and asked what was intended to be put in place to improve this status. There are robust pathways in place to ensure that students do progress. Many level 2 students are achieving however they are choosing not to progress onto higher levels of learning, but positively progress into employment.

11 Quality Improvement Frameworks 2024/25

Last reviewed and approved by the Corporation for the 2023/24 academic year the Quality Improvement Frameworks for Study Programmes, Apprenticeships, and HE and Higher-Level Apprenticeships have supported a robust approach to quality assurance and quality enhancement processes.

Governors would like to see tracked changes in future reviews of the frameworks so that they are aware of where changes have been made and consistency of terminology used such as BRAGP. The Chair on behalf of the Board wished to extend thanks to the Head of Learning Improvement for the update and review of these documents. The frameworks were presented to the Corporation for the 2024/25 academic year and after due consideration the Corporation resolved to **approve** all three frameworks as presented.

DCEO /
VPC&Q

12 HE Performance Report and Strategic Plan

Governors and management alike acknowledged that the plan is a very ambitious strategy. There is confidence that all the elements to deliver the HE strategy over the duration of the plan (2024-35) are in place and the college is on the precipice of submitting the OfS (Office for Students) registration. ARU institutional validation status has been achieved and the relationship strengthened. The OU collaboration partnership has been achieved and once the OfS registration is complete UcWA can apply for OU validated provision as they are keen to develop apprenticeships at Level 4 and Level 6.

The plan includes the potential for student accommodation and early discussions indicate the possibility of a 27-room facility for students at no financial risk to the college (on a term time only basis).

In response to questions from governors there is confidence that the development of the strategy has considered low progression levels and the potential for small cohort sizes and viability consequences. Until certainty of Lifelong Learning Entitlement (LLE) or otherwise is known the plan proceeds on the basis that this will materialise.

Governors asked to receive an annual update on progress against the strategy acknowledging that the work of the Performance Review and Quality committee will have closer monitoring and oversight. Questions were raised about the OfS registration and if changes would be required to current practice to accommodate their reporting/compliance requirements. There may be some need to invest in HE data reporting and financial modelling for the first three years will be required but there is confidence that registration can be achieved.

In terms of managing risk (section 5, page 121 of the pack) governors were mindful of the importance of robust business cases, research informed proposals supported by labour intelligence and robust financial modelling and asked what the risk was here to the college. UcWA would carry a higher level of reputational risk once the OfS registration is achieved as UcWA will be independent of other HEIs. It is important therefore to reflect on the market research led decisions taken previously with HE programmes to ensure there is demand and assurance that the intelligence is robust to develop the programme and launch it. In summary, the Principal/CEO added that if the

strategy isn't adopted then the future of HE provision for the college is likely to continue to decline. The Corporation resolved to **approve** the HE Strategy 2024-2035 presented.

The meeting adjourned at 10.35am for a short break and resumed at 10.45am

13 Strategic Targets 2023/24 – Progress Review

Progress against strategic targets have been reviewed during the summer term and the Principal/CEO highlighted the positive progress made and where targets are behind the rate of progress expected.

In addition to the content of the report the Principal/CEO confirmed that he had been working closely with the Anglian Water Alliance and has received commitment for £2m funding for the Carbon Net Zero Centre at Wisbech. The legal agreement has been secured with only a few final signatures left to obtain. The funding does come with a degree of financial risk to the college if the build is not completed on time. A penalty clause of 10% (£200k) would be payable to Anglian Water and the partners of the Alliance if the build overruns past November 2025 but there is confidence that the project will complete on time.

14 3 Year Strategic Plan 2024-27

The Strategic Planning morning held on 24 June 2024 has informed the revised version of the plan which was presented to the Corporation for further consideration. It was noted that the new strategic targets progress tracker will be developed over the summer, and this will be used to refine expected delivery timescales, where necessary, to support governors' ability to monitor progress and hold senior leaders to account. The Corporation was content to **approve** the amended Strategic Plan 2024-27 as this reflected the contributions collectively agreed at the strategic planning morning last week.

As an aside, governors suggested that it would be useful to track the progress made against the targets in the current plan and how these transfer into the new plan.

Principal/
HoG

15 Risk Register Review

The new style report provided clearer oversight of risk movement between meetings to the Corporation, and this had triggered thoughts and comments about two risks, R003 and R005 for which scores had both been downgraded.

It was felt that it was too early to reduce the residual risk rating from 16 to 12 for risk R003 given that the college this year, and last, had relied upon the strength of the balance sheet and non-recurring income to achieve a surplus year end position. In addition, the ESFA full funding audit for 2022/23 is yet to conclude and this may incur a retrospective funding adjustment.

The residual risk score of R005 has reduced from 12 to 4 between March and June which was a significant change, but it felt unclear as to what events or control environment had triggered such a change, particularly as this risk had always been one of the top 3 risks that the Corporation kept under scrutiny. It was agreed that the Head of Governance will revisit these risks with the Senior Management Team to attach a more appropriate level and reflection of increased impact and likelihood scores.

HoG

16 Audit Plans 2024/25

1 Internal Audit Plan 2024/25

The plan proposed to cover the following areas of audit fieldwork in the 2024/25 academic year:

- Additional Learner Support/High Needs Learners
- Learner Recruitment – Classroom based (including mystery shopping)
- Higher Education Recruitment and Retention
- Cash Flow Forecasting
- Income and Debtors
- New Finance System (carried forward from 2023/24)
- Health and Safety
- Examinations

- Human Resources – Sickness absence management
- Student attendance, retention

The audit areas agreed could be deferred into future audit years covered the anti-fraud framework, business continuity, cyber security, curriculum planning and safeguarding. The Chair queried if learner number systems (funding assurance) should be an area of audit in the year, but it was agreed that RSM income testing during the external audit of the financial statements would provide sufficient assurance in this regard. Another governor asked if income diversification and business development would be a good focus area given the discussion above around the staff cost to income ratio and the Principal/CEO suggested that this would be factored into the strategic target to improve EBITDA and profitability.

It was noted that as suggested above the Audit committee may decide to amend the plan should other audit areas, such as Capital Projects, gain pace and could replace lesser priority audit fieldwork. The Corporation would be updated with progress against the plan and therefore governors were content to **accept** the plan noting that it may be subject to change.

2 External Audit Plan for the year ended 31 July 2024

The plan summarises the scope of works for the year ending 31 July 2024, timetable, materiality, key audit risks, and the planned approach to these, together with details on fees and independence.

There is a greater emphasis this year on achieving key milestones and keeping audit work on track for timely completion of the year-end financial statements. The Audit committee received a comprehensive overview of the plan of works that the external auditors would undertake and insisted that the committee received early notification of any deviation from the timeline. The external audit plan for the year ended 31 July 2024 was **approved** by the Corporation having given due consideration of the plan and receiving the assurance that actions are in place to closely monitor progress of key milestones.

3 Emerging Issues

This briefing from external auditors provided an overview of the emerging issues facing the FE sector. The briefing was shared with governors for information which covered topics such as changes to the UK GAAP FRS 102, updates on the Economic Crime and Corporate Transparency Act which came into force in October 2023, public sector reclassification, college accounts direction 2023 to 2024, pending changes to procurement rules, sustainability, AI, ESFA funding streams, risk management, building projects and VAT, the Prevent Duty and Mental Health Charter.

17 Marketing Plan 2024/25 plus progress on 2023/24 Plan

The 2024/25 Marketing Plan and update on the progress made against the 2023/24 Plan has been received and considered by the Finance and General Purposes committee.

It was noted that the proposed restructure of the department has been approved by the Senior Management Team. The restructure will support the strategy for growth of Adult Education, school liaison, increasing the 16-19 offer, and internal communications.

The Chair commented that some of the objectives were the KPIs (page 266 as an example), so these needed to be extrapolated out as KPIs. It was also noted that some of the recommendations arising from the internal audit of the Marketing Department had been incorporated into the plan and actions detailing how these were planned to be resolved. Finally, a governor queried where the promotion of the Green Skills project features in the plan and it was confirmed that this will be captured under the Adult Education element of the plan.

The team were congratulated for their work in the year and the plan was **approved** by the Corporation.

F Miller and H van den Wildenberg left the meeting at 11.30am

18 College Charters

1 Student Charter

The Student Charter was revised significantly in spring 2024 as part of a review to meet the requirements of the OU validation. This resulted in merging the Student Charter with the Student Code of Behaviour and making revisions to the content of both to ensure the new document is cohesive and coherent. It was noted that this has been reviewed and approved by the Student Council.

The student governor suggested the charter is complemented with a poster outlining the Code of Behaviour. The charters are in every building across the college, so it was proposed that a poster for the behaviour is published next to it.

APSS

2 Employer Charter

The Employer Charter was significantly revised in 2023. Following review by relevant managers, no changes are proposed for 2024/25 to this or the Mental Health and Well Being Charter or the Student Carers Charter (both below).

3 Mental Health Charter

It was suggested that the sentence that reads 'provide relevant information to parents and carers' should be changed to read 'provide relevant and appropriate information'. There were no other changes proposed for the 2024/25 academic year.

APSS

4 Student Carers Charter

After receiving a question from a governor, the Principal/CEO confirmed that the college has the Carer Friendly Tick Education award. As noted above there are no changes to the charter proposed for the 2024/25 academic year.

The Corporation **approved** all Charters as presented.

19 Governance Items

1 Resignations

As reported above the resignation from Mark Eastwood, co-opted member of the Audit Committee has been received (23 May 2024).

2 Reappointments

The next term of office expires on 14 October 2024 for Donna Woodruff, Staff Governor.

3 Committee Chairs 2024/25

The report detailed the proposed Chair appointments for committees of the Corporation for the 2024/25 academic year. Noting no changes to current arrangements the Corporation **approved** the appointments.

4 Committee Terms of Reference and Annual Business Cycle

The Corporation **approved** the committee Terms of Reference and Annual Business Cycle noting that each committee had conducted its own review. There were two notable changes proposed to the Terms of Reference of the Financial and General Purposes committee and the Audit Committee. Membership of the Financial and General Purposes committee was **approved** would increase from six to seven members and quoracy from three to four. The membership of the Audit committee would decrease from six to five and the committee wishes to rebrand as the Audit and Risk committee. It was further noted that the terms of reference and business cycle of the Performance Review and Quality committee will include that the committee will receive an HE performance report at the beginning of the year and an update on student numbers for its meeting in November 2024. The Corporation **approved** the changes and documents which the Head of Governance will update and publish.

HoG

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5 External Governance Review – Final Report and Action Plan

The Search and Governance committee presented the final external governance review report to the Corporation together with the governance action plan. The overall conclusion on Board effectiveness is that "there is strong evidence that the Board is

highly proficient and consistently impacts positively on college strategy, effectiveness and outcomes”.

The Corporation is responsible for implementing the recommendations in the report through a governance action plan with a clear timetable and review of the plan regularly. It was **agreed** under delegated power that the Search and Governance committee would conduct the continual review and monitoring work as part of its terms of reference.

Noting that the Corporation is required to report when an external review has been carried out, and by whom, in the annual report and financial statements (December 2024), a summary of the review outcomes, highlights from the action plan and updates following the annual governance self-assessment each year is recommended is made available on the college website. The statement proposed for the website in the report was **approved** by the Corporation for publication.

HoG

For completeness the Corporation **approved** the external governance review report, governance action plan, and statement for the college website.

6 Code of Good Governance - Assessment

Every college is encouraged to embrace the new code and it is expected that all FE colleges will be using the new code for the 2024/25 academic year. The Search and Governance committee has carried out a compliance assessment against the code, shared with the Corporation. The assessment identifies how the college demonstrates compliance with each of the 6 principles, provides evidence/assurance of good governance, and shows what actions could improve governance practice. The Corporation was content to **approve** to adopt the code.

7 2024/25 Calendar of meetings

The proposed schedule of governor meetings for the 2024/25 academic year was **approved** by the Corporation. Calendar invitations for the meetings will be sent out to governors following the meeting.

HoG

8 Use of Corporation Seal

It is a requirement of the CWA Instrument and Articles of Government that a record is maintained of all applications of the Corporation seal. Since the last report to the Board in March 2024, the seal has not been applied.

Use of the CWA Developments seal, held by the Finance Department, is also reported to the Board. There has been no application of the CWA Developments seal since the last report to the Board in March 2024.

9 Learning Walks - Feedback

The learning walks that have taken place since the last Board meeting, in date order, were provided in the report.

In addition to learning walks governors have also been involved in a range of college activities, which were also detailed in the report. Feedback forms from governors about their learning walks were shared with all governors in the pack of papers for information.

20 Any Other Business

Noting the large pack of papers received by the Corporation for the meeting the Chair asked for condensed reports leaving documents for information shared separately and not included as these inflate the pack. The Head of Governance confirmed that an e-governance portal will be built over the summer which will not only be a useful repository but will ease and simplify the content and volume of reports to the Corporation and its committees.

HoG

21 Date and time of next scheduled meeting

Wednesday, 16 October 2024 at 8.30am – U125 University Centre, King's Lynn Campus

Meeting ended at 11.45am