

## ESCG Board Meeting MINUTES

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|-------------|-------------------------------|-------------|---|
| <b>Date</b> | 17 <sup>th</sup> October 2022 | <b>Time</b> | 13:00 – Pre-Meeting<br>13:45 – Break<br>14:00 – Board Meeting |
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| <b>Venue</b> | Board Room (SP5119), Station Plaza, Hastings |
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| <b>Chair</b> | Ian Mehrtens |
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**Membership** – Ian Mehrtens, Rebecca Conroy (CEO & Principal), Alexandra Cheeseman, Aly Coleman, Angela Smith, Ashley Heminway, Becky Cooke, Carol Tomsett, Catherine Manning, Charles Dudley, Gill Short, Graham Cook, Mark Fisher, Nicola Taylor, Penny Coppins, Priscilla Kendall, Sue Maynard

**In Attendance** – Hannah Caldwell (COO), Martin Penny (CFO), Mark Wardle (Deputy – CEO & Principal), Kym O’Mara (Vice Principal – Student Experience) – *pre-meeting only*, Belle Howard (Director of Governance – *minutes*), Claire Alexander (Governance Assistant)

**Apologies:** Sue Maynard

**Virtual Attendees:** Aly Coleman, Becky Cooke, Charles Dudley, Nicola Taylor

### PRE-MEETING

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| – | <p><b>GOVERNOR SAFEGUARDING TRAINING</b></p> <ul style="list-style-type: none"> <li>• The Vice Principal – Student Experience delivered a Safeguarding Training session to Governors.</li> <li>• Governors who were in attendance signed to confirm that they had read Part 1 of <a href="#">Keeping Children Safe In Education</a>, which had been updated for 2022.</li> <li>• Governors asked a range of probing questions with regards to the college’s safeguarding provision, with a particular focus on the following areas: <ul style="list-style-type: none"> <li>○ The safeguarding themes that had arisen as output of the Covid-19 pandemic, such as anxiety and the related impact on attendance.</li> <li>○ Mechanisms for ensuring close linkages between the college, local schools and the local authority, to ensure the effective transition of students from school to college.</li> <li>○ Systems and processes for ensuring a robust safeguarding provision for adult learners, apprentices, higher education and international students.</li> <li>○ The college’s broad reach response to the ‘Prevent’ agenda, which aims to target instances of terrorism and radicalisation.</li> </ul> </li> <li>• Governors received assurance on the college’s robust safeguarding provision, with particular emphasis on a targeted response to local themes and issues.</li> </ul> |
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| PRE-MEETING                          |   |  |  |        |          |         |    |  |                 |         |    |  |  |       |  |
|--------------------------------------|---|--|--|--------|----------|---------|----|--|-----------------|---------|----|--|--|-------|--|
|                                      | <ul style="list-style-type: none"> <li><b>The Chair asked – was it a statutory requirement for FE college Governing Boards to appoint a Safeguarding Link Governor?</b> The Director of Governance confirmed that it was not mandatory, but strongly recommended that the Board continued to appoint a Governor to this role, in line with governance best practice.               <ul style="list-style-type: none"> <li><b>Action 0.1.1 – Share a Safeguarding Link Governor role description with the Chair.</b></li> </ul> </li> </ul>  |  | BH   |        |          |         |    |  |                 |         |    |  |  |       |  |
| #                                    | Item  |  | Action   |        |          |         |    |  |                 |         |    |  |  |       |  |
| <b>1. ROUTINE AND STANDING ITEMS</b> |   |  |  |        |          |         |    |  |                 |         |    |  |  |       |  |
| 1.1                                  | <b>WELCOME &amp; APOLOGIES</b> <p>1.1.1 The Chair opened the meeting at 14:00 with a warm welcome to colleagues.</p> <p>1.1.2 The Chair particularly welcomed new Staff Governors, Ashley Heminway, Carol Tomsett and Penny Coppins to the Board. The Chair also welcomed AC and HC to their first Board meeting.</p> <p>1.1.3 There were no apologies received in advance of the meeting. SM was absent.</p>   | 14:00  |  |        |          |         |    |  |                 |         |    |  |  |       |  |
| 1.2                                  | <b>DECLARATIONS OF INTEREST</b> <p>1.2.1 Declarations of interest we received from CM, related to Item 4.2 of the agenda (External Review of Governance Provider), as she was employed by ETF. <b>Governors agreed that CM would withdraw from the meeting for this section of the agenda.</b></p>  | 14:02  |  |        |          |         |    |  |                 |         |    |  |  |       |  |
| 1.3                                  | <b>MINUTES OF LAST MEETING</b> <p><b>1.3.1 Approval</b></p> <ul style="list-style-type: none"> <li>Governors considered the minutes from the last meeting on 5<sup>th</sup> July 2022.</li> <li><b>RESOLUTION: Governors agreed that the minutes were a true and accurate record of what was discussed.</b></li> </ul>  | 14:03  |  |        |          |         |    |  |                 |         |    |  |  |       |  |
| 1.4                                  | <b>MATTERS ARISING</b> <p>1.4.1 Governors considered the following actions from the last meeting:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Owner</th> <th>Action</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>3.1.3.1</td> <td>BH</td> <td>Include the paragraph on diversity (as detailed in the Independent Governor job advert) in the background section of the Staff Governor Nomination Form.</td> <td><b>Complete</b></td> </tr> <tr> <td>3.1.3.2</td> <td>BH</td> <td>Develop a paper outlining roles and responsibilities for Governor buddies and share with the SP&amp;R Committee for consideration.</td> <td><b>Complete</b><br/>New Governor Mentoring Policy to be considered by SP&amp;R at its next meeting.</td> </tr> </tbody> </table> | Item   | Owner  | Action | Due Date | 3.1.3.1 | BH | Include the paragraph on diversity (as detailed in the Independent Governor job advert) in the background section of the Staff Governor Nomination Form. | <b>Complete</b> | 3.1.3.2 | BH | Develop a paper outlining roles and responsibilities for Governor buddies and share with the SP&R Committee for consideration. | <b>Complete</b><br>New Governor Mentoring Policy to be considered by SP&R at its next meeting. | 14:05 |  |
| Item                                 | Owner   | Action   | Due Date   |        |          |         |    |  |                 |         |    |  |  |       |  |
| 3.1.3.1                              | BH  | Include the paragraph on diversity (as detailed in the Independent Governor job advert) in the background section of the Staff Governor Nomination Form. | <b>Complete</b>  |        |          |         |    |  |                 |         |    |  |  |       |  |
| 3.1.3.2                              | BH  | Develop a paper outlining roles and responsibilities for Governor buddies and share with the SP&R Committee for consideration.                           | <b>Complete</b><br>New Governor Mentoring Policy to be considered by SP&R at its next meeting. |        |          |         |    |  |                 |         |    |  |  |       |  |

| # | Item    |              |   |  | Action |
|---|---------|--------------|---|--|--------|
|   | Item    | Owner        | Action  | Due Date   |        |
|   | 3.2.2.1 | BH/CA        | Distribute an MS Teams User Guide to Governors ahead of the Autumn Term 2022.   | <b>Complete</b>  |        |
|   | 4.2.1   | MP/RC/<br>BH | Explore opportunities to amend the External Audit schedule to enable the Joint ARaC & Finance Committee meeting to be held earlier in the Autumn Term.  | <b>Complete</b>  |        |
|   | 4.3.1   | BH/CA        | Ensure that 'Equity' is consistently referenced in the Terms of Reference (and other key governance documents) for all instances of 'EDI' for all committees, before publishing on the website. | <b>Complete</b>  |        |
|   | 5.1.2.1 | MW           | Provide an update on any underperforming Curriculum & Standards specific KPIs at the next Board meeting in the Autumn Term.   | <b>Complete</b><br>See update in Executive Team Report. Detailed review/scrutiny delegated to C&S Committee. |        |
|   | 7.1.1   | BH/CA        | Schedule Governor Safeguarding Training to take place in the Autumn Term 2022.  | <b>Complete</b>  |        |
|   | 9.8.1   | BH/CA        | Schedule a meeting with the LCB Chairs and Chair of the Board to review the draft LCB Terms of Reference.   | <b>Complete</b>  |        |

## 2. WRITTEN RESOLUTIONS

|            |              |  |
|------------|--------------|--|
| <b>2.1</b> | <b>14:06</b> | <p><b>CEO &amp; PRINCIPAL AUTHORISATION TO EXECUTE KEY DOCUMENTS – EASTBOURNE DECARBONISATION ACADEMY (HAMPDEN PARK)</b></p> <p>2.1.1 The Board ratified the following written resolution, which had been approved effective 22<sup>nd</sup> July 2022:</p> <ul style="list-style-type: none"> <li>• <b>Further to the authority delegated by the Board to the Sub-Group appointed to make decisions on capital development projects over the summer period 2022, recommendation to authorise the CEO &amp; Principal to execute the following key documents on behalf of ESCG in relation to the Eastbourne Decarbonisation Academy:</b> <ul style="list-style-type: none"> <li>○ <b>Head Lease</b></li> <li>○ <b>Licence for Alterations</b></li> <li>○ <b>Statutory Declaration (excluding Security of Tenure)</b></li> </ul> </li> <li>• Similarly, the Board ratified the use of the college seal in relation to the above document on 10<sup>th</sup> October 2022.</li> </ul> |
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| #                    | Item  | Action |
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| 2.2                  | <p style="text-align: right;">14:07</p> <p><b>CEO &amp; PRINCIPAL AUTHORISATION TO EXECUTE KEY DOCUMENTS – SOUTH EAST INSTITUTE OF TECHNOLOGY</b></p> <p>2.2.1 The Board ratified the following written resolution, which had been approved effective 4<sup>th</sup> August 2022:</p> <ul style="list-style-type: none"> <li>• <b>Further to the authority delegated by the Board to the Sub-Group appointed to make decisions on capital development projects over the summer period 2022, recommendation to authorise the CEO &amp; Principal (or her delegate) to execute the following key documents on behalf of ESCG, to enable the College to be a core partner within the South East Institute of Technology:</b> <ul style="list-style-type: none"> <li>○ SIOT Deed of Guarantee</li> <li>○ Commercial &amp; Licence Agreements</li> </ul> </li> </ul>   |        |
| <b>3. MEMBERSHIP</b> |   |        |
| 3.1                  | <p style="text-align: right;">14:08</p> <p><b>MEMBERSHIP &amp; RECRUITMENT UPDATE</b></p> <p><b>3.1.1 Membership</b></p> <ul style="list-style-type: none"> <li>• The Director of Governance presented a brief overview of the paper titled ‘<b>Membership &amp; Recruitment Update</b>’.</li> <li>• GS’ second term of office as an Independent Governor was due to expire on 30<sup>th</sup> October 2023, which would create the following role gaps on the Board: <ul style="list-style-type: none"> <li>○ Curriculum &amp; Standards Committee Chair</li> <li>○ Lewes Local College Board Chair</li> <li>○ Safeguarding &amp; SEND Link Governor</li> </ul> </li> <li>• AC’s current term of office as a Student Governor was due to expire in March 2023, though she had indicated that she was now not due to leave the college until 2024. Governors expressed a desire to retain AC’s skills on the Board and the Director of Governance advised that options for updating the Standing Orders was being explored.</li> </ul> <p><b>3.1.2 Staff Governor Recruitment</b></p> <ul style="list-style-type: none"> <li>• Further to the recent Staff Governor recruitment campaign, the following new members had been elected to the Board: <ul style="list-style-type: none"> <li>○ Ashley Heminway – Hastings (<i>Teaching Staff</i>)</li> <li>○ Carol Tomsett – Lewes (<i>Teaching Staff</i>)</li> <li>○ Penny Coppins – Eastbourne (<i>Support Staff</i>)</li> </ul> </li> <li>• <b>RESOLUTION: The Board agreed to ratify the appointment of Ashley Heminway, Carol Tomsett and Penny Coppins as Staff Governors on the Board.</b></li> </ul> |        |

| #   | Item  | Action |
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|     | <p><b>3.1.3 Independent Governor Recruitment</b></p> <ul style="list-style-type: none"> <li>Several enquiries regarding the current Independent Governor vacancies had been received and the Director of Governance had provided several role overviews to potential candidates.</li> <li>An Expression of Interest had been received from a particularly strong candidate and an informal interview had subsequently been scheduled with the Chair of the Board, Chair of SP&amp;R and CEO &amp; Principal.</li> </ul> <p><b>3.1.4 Student Governor Recruitment</b></p> <ul style="list-style-type: none"> <li>A Student Governor/Student Member recruitment campaign was scheduled to launch directly after half term, which would include promotion of these important roles at the forthcoming Student Council meetings being held on each campus.</li> <li>The following vacancies were currently open: <ul style="list-style-type: none"> <li>Student Governor x2 – Main Board</li> <li>Student Member x 6 (two per campus) – Local College Boards</li> </ul> </li> </ul>   |        |
| 3.2 | <p><b>BOARD &amp; COMMITTEE ARRANGEMENTS</b></p> <p style="text-align: right;"><b>14:11</b></p> <p><b>3.2.1 Capital Development Board – Vice Chair Appointment</b></p> <ul style="list-style-type: none"> <li><b>RESOLUTION: The Board agreed to appoint Charles Dudley as Capital Development Board Vice Chair for a 1-year term.</b></li> </ul> <p><b>3.2.2 Capital Development Board – Membership</b></p> <ul style="list-style-type: none"> <li>The Chair advised that the CDB Terms of Reference had been updated to reflect that each Local College Board (LCB) Chair would be included within its membership.</li> <li>Whilst the Lewes and Eastbourne LCB Chairs were already members of the CDB, this change would mean that NT would also be invited to join as Chair of the Hastings LCB.</li> <li><b>RESOLUTION: The Board agreed to include Nicola Taylor (Chair Hastings LCB) in the membership of the Capital Development Board.</b></li> </ul> <p><b>3.2.3 Committee Membership</b></p> <ul style="list-style-type: none"> <li>Governor resourcing gaps had been identified on the ARaC Committee and Finance Committee, which would be addressed through Independent Governor recruitment.</li> </ul> <p><b>3.2.4 Link Governor Succession Planning</b></p> <ul style="list-style-type: none"> <li><b>Equity, Diversity &amp; Inclusion Link Governor</b> – following IM’s appointment as Chair of the Corporation, this role was currently vacant.</li> <li><b>Safeguarding &amp; SEND Link Governor</b> – a successor was currently being identified.</li> </ul> |        |

| #   | Item   | Action   |                   |                   |   |  |  |   |  |  |  |   |   |  |
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| 3.3   | <p><b>STUDENT VOICE</b> <span style="float: right;"><b>14:15</b></span></p> <p>3.3.1 The CEO &amp; Principal shared the following update:</p> <ul style="list-style-type: none"> <li>Student Council meetings had been scheduled as follows, to which Governors were invited to attend:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f4a460;">Student Council 1</th> <th style="background-color: #f4a460;">Student Council 2</th> <th style="background-color: #f4a460;">Student Council 3</th> </tr> </thead> <tbody> <tr> <td> <b>Eastbourne</b><br/>           1<sup>st</sup> November 2022, 12.30-13.30         </td> <td> <b>Eastbourne</b><br/>           28<sup>th</sup> February 2023, 12.30–13:30         </td> <td> <b>Eastbourne</b><br/>           2<sup>nd</sup> May 2023, 12.30–13:30         </td> </tr> <tr> <td> <b>Hastings &amp; Ore</b><br/>           2<sup>nd</sup> November 2022, 12.30–13:30         </td> <td> <b>Hastings &amp; Ore</b><br/>           1<sup>st</sup> March 2023, 12.30–13:30         </td> <td> <b>Hastings &amp; Ore</b><br/>           3<sup>rd</sup> May 2023, 12.30–13:30         </td> </tr> <tr> <td> <b>Lewes</b><br/>           3<sup>rd</sup> November 2022, 12.30-13.30         </td> <td> <b>Lewes</b><br/>           2<sup>nd</sup> March 2023, 12.30–13:30         </td> <td> <b>Lewes</b><br/>           4<sup>th</sup> May 2023, 12.30–13:30         </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Work was currently underway to develop a more structured approach for gathering input from Student Governors.</li> <li>Student Governors would be invited to join the Curriculum &amp; Standards Committee.</li> <li>The format and structure of Local College Boards were being redefined to place greater emphasis on student feedback and stakeholder engagement, particularly with regards to the local skills agenda.</li> </ul> | Student Council 1  | Student Council 2 | Student Council 3 | <b>Eastbourne</b><br>1 <sup>st</sup> November 2022, 12.30-13.30 | <b>Eastbourne</b><br>28 <sup>th</sup> February 2023, 12.30–13:30 | <b>Eastbourne</b><br>2 <sup>nd</sup> May 2023, 12.30–13:30 | <b>Hastings &amp; Ore</b><br>2 <sup>nd</sup> November 2022, 12.30–13:30 | <b>Hastings &amp; Ore</b><br>1 <sup>st</sup> March 2023, 12.30–13:30 | <b>Hastings &amp; Ore</b><br>3 <sup>rd</sup> May 2023, 12.30–13:30 | <b>Lewes</b><br>3 <sup>rd</sup> November 2022, 12.30-13.30 | <b>Lewes</b><br>2 <sup>nd</sup> March 2023, 12.30–13:30 | <b>Lewes</b><br>4 <sup>th</sup> May 2023, 12.30–13:30 |  |
| Student Council 1   | Student Council 2  | Student Council 3  |                   |                   |   |  |  |   |  |  |  |   |   |  |
| <b>Eastbourne</b><br>1 <sup>st</sup> November 2022, 12.30-13.30         | <b>Eastbourne</b><br>28 <sup>th</sup> February 2023, 12.30–13:30   | <b>Eastbourne</b><br>2 <sup>nd</sup> May 2023, 12.30–13:30         |                   |                   |   |  |  |   |  |  |  |   |   |  |
| <b>Hastings &amp; Ore</b><br>2 <sup>nd</sup> November 2022, 12.30–13:30 | <b>Hastings &amp; Ore</b><br>1 <sup>st</sup> March 2023, 12.30–13:30   | <b>Hastings &amp; Ore</b><br>3 <sup>rd</sup> May 2023, 12.30–13:30 |                   |                   |   |  |  |   |  |  |  |   |   |  |
| <b>Lewes</b><br>3 <sup>rd</sup> November 2022, 12.30-13.30              | <b>Lewes</b><br>2 <sup>nd</sup> March 2023, 12.30–13:30  | <b>Lewes</b><br>4 <sup>th</sup> May 2023, 12.30–13:30              |                   |                   |   |  |  |   |  |  |  |   |   |  |
| <b>GOVERNANCE MATTERS</b>   |  |  |                   |                   |   |  |  |   |  |  |  |   |   |  |
| 4.1   | <p><b>ANNUAL STATUTORY RETURNS FOR REVIEW</b> <span style="float: right;"><b>14:20</b></span></p> <p>4.1.1 The Director of Governance advised that per the ‘Returns Log’, most Governors had now submitted the following annual declarations documents:</p> <ul style="list-style-type: none"> <li>Signed Code of Conduct</li> <li>Declarations of Interest &amp; Eligibility</li> <li>Due Diligence/Conflict forms</li> </ul> <p>4.1.2 The Director of Governance reminded Governors to submit any outstanding documents as soon as possible so that the register could be finalised and published on the college website.</p>  |  |                   |                   |   |  |  |   |  |  |  |   |   |  |
| 4.2   | <p><b>EXTERNAL REVIEW OF GOVERNANCE</b> <span style="float: right;"><b>14:21</b></span></p> <p><b>CM left the meeting at 14:21.</b></p> <p>4.2.1 The Chair shared the following update:</p> <ul style="list-style-type: none"> <li>The Skills and Post-16 Education Act 2022 sets out various reforms to strengthen governance, including new funding agreement requirements which require colleges to:           <ul style="list-style-type: none"> <li>Have an external governance review every 3 years.</li> <li>Have an annual governance self-assessment.</li> <li>Share the results and associated actions with the DfE on request.</li> </ul> </li> </ul>   |  |                   |                   |   |  |  |   |  |  |  |   |   |  |

| #   | Item   | Action |
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|     | <ul style="list-style-type: none"> <li>• The Chair and Director of Governance met with representatives from AoC and ETF/IoD to consider their external review of governance (ERG) process, with a view to identify a preferred supplier.</li> <li>• The Chair shared the following reflections:               <ul style="list-style-type: none"> <li>○ There was limited information provided on the AoC ERG process, particularly with regards to opportunities to develop a sufficiently bespoke approach for ESCG, particularly in light of the extensive self-review process conducted earlier this year.</li> <li>○ ETF/IoD outlined a more rigorous ERG process, that could more readily be tailored to the needs of the Board.</li> </ul> </li> <li>• The Director of Governance explained that the paper titled <b>‘External Review of Governance Service Provider’</b> outlined the two proposals in detail, along with a recommendation for the Board to appoint ETF/IoD to conduct its external review of governance in the Spring Term. The Director of Governance confirmed that this recommendation had also been supported by the SP&amp;R Committee, following a recent extraordinary meeting.</li> <li>• The Director of Governance also advised that ETF/IoD had subsequently confirmed that were the ERG Reviewer to attend the Finance Committee meeting in person, the following additional charges would apply:               <ul style="list-style-type: none"> <li>○ £300 to attend the Finance Committee meeting face to face.</li> <li>○ £150 for expenses.</li> <li>○ Total cost for the review – <b><u>£9,968 + VAT.</u></b></li> </ul> </li> <li>• <b>RESOLUTION – The Board agreed to appoint ETF/IoD to conduct an external review of Governance in the Spring Term 2023.</b></li> </ul> <p><b>CM returned to the meeting at 14:28.</b></p> |        |
| 4.3 | <p><b>DILIGENT BOARDS</b></p> <p style="text-align: right;"><b>14:28</b></p> <p>4.3.1 The Director of Governance shared the following update:</p> <ul style="list-style-type: none"> <li>• <b>Diligent Board Launch:</b> <ul style="list-style-type: none"> <li>○ Diligent Boards officially launched on 10<sup>th</sup> October 2022, following a smooth and successful transition of the content from the BoardPacks application.</li> <li>○ Content continued to be added to the Resource Centre section.</li> <li>○ BoardPacks was due to be decommissioned at the end of the month.</li> </ul> </li> <li>• <b>Governor Enrolment &amp; Training:</b> <ul style="list-style-type: none"> <li>○ Both live and pre-recorded training resources had been made available to Governors and other users.</li> <li>○ Work was ongoing to support Governors enrolling into and accessing the system.</li> </ul> </li> </ul> <p><b>4.3.2 The Chair expressed thanks to the Director of Governance and Governance Assistant for facilitating a smooth transition to the new governance system of record. <a href="#">Governors agreed.</a></b></p>   |        |

| #                         | Item   | Action |
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| 4.4                       | <p><b>CYCLE OF BUSINESS &amp; SCHEDULE OF MEETINGS – 2022-23</b> <span style="float: right;"><b>14:32</b></span></p> <p>4.4.1 The Director of Governance shared the following update:</p> <ul style="list-style-type: none"> <li>• The schedule of meetings had been updated now published, reflecting several amended meeting dates in the Autumn Term.</li> <li>• An email had been issued to each Governor, outlining their individual schedule of meetings for the year ahead.</li> <li>• Locations for in person meetings would be agreed with Committee Chairs as appropriate.</li> </ul>  |        |
| 4.5                       | <p><b>COMMITTEE TERMS OF REFERENCE</b> <span style="float: right;"><b>14:34</b></span></p> <p><b>4.5.1 Capital Development Board</b></p> <ul style="list-style-type: none"> <li>• The Chair shared the following update: <ul style="list-style-type: none"> <li>○ The CDB had agreed to adopt a more consistent approach, with a view to include all Local College Board Chairs its membership.</li> <li>○ As such, Nicola Taylor (Chair of Hastings LCB) had been invited to join the CDB in place of an existing Hastings LCB member.</li> </ul> </li> <li>• <b>RESOLUTION: The Board agreed to approve the update Capital Development Board Terms of Reference.</b></li> </ul>  |        |
| <b>5. EXECUTIVE ITEMS</b> |  |        |
| 5.1                       | <p><b>EXECUTIVE TEAM REPORT</b> <span style="float: right;"><b>14:35</b></span></p> <p>5.1.1 The CEO &amp; Principal directed participants to the ‘Executive Team Report to Board’ and shared the following update:</p> <ul style="list-style-type: none"> <li>• The launch of the Decarbonisation Academy Centre at Hampden Park in Eastbourne was held on 7<sup>th</sup> October 2022 and some Governors were in attendance. A subsequent Board or Committee governance meeting would be held at this site to enable Governors to view the new facility.</li> <li>• A range of procurement options were being explored with regards to the college’s energy supplier, with a view to minimise costs as much as possible in light of the current energy crisis.</li> <li>• An Executive Director of Finance had now been appointed and they were due to start in role from late November 2022.</li> <li>• The risk register had recently been refreshed for 2022-23, which was due to be reviewed at the forthcoming ARaC Committee meeting.</li> </ul> |        |



| # | Item   | Action |
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|   | <p>5.1.2 The following discussion occurred:</p> <ul style="list-style-type: none"> <li>• The Chair noted a recent announcement of a six-month price cap in energy costs for the retail sector. It was anticipated that this would also be extended to other businesses as well.</li> <li>• The ARaC Committee Chair noted that the internal audit opinion was expected to be rated as ‘requires improvement’ (grade 3 of 4) for 2021/22, in line with approximately 15% of colleges, nationally.</li> </ul> <p>5.1.3 The Deputy (CEO &amp; Principal) shared the following <b>Curriculum &amp; Standards</b> update:</p> <ul style="list-style-type: none"> <li>• Performance KPIs were trending below both target and year on year results: <ul style="list-style-type: none"> <li>○ Overall Achievement rate – 80.1%, pending T Level results, which was 3% below target.</li> <li>○ Retention data – 0.7% above the level of other similarly sized colleges.</li> <li>○ Whilst outturn for 2021-22 was below target, other colleges had also reported similar downturns, due to the disruptions caused by the Covid-19 pandemic.</li> </ul> </li> <li>• The college’s Self-Assessment Report (SAR) was currently in progress and Quality Improvement Plans were being finalised. Key themes as follows: <ul style="list-style-type: none"> <li>○ Issues identified in GCSE Maths performance, particularly for 16–18-year-olds.</li> <li>○ Student retention continued to be a priority, which had been directly impacted by rising levels of student anxiety across the sector.</li> <li>○ Progress was another key focus area, with current emphasis on supporting students to maximise their potential.</li> <li>○ Attendance remains an ongoing issue, particularly for students completing Level 1 &amp; 2 courses.</li> <li>○ Apprenticeship data was expected to be in line with national averages at approximately 52%.</li> </ul> </li> <li>• A number of actions had been established from September 2022 to ensure adequate resources were in place to address these issues in a timely manner.</li> </ul> <p>5.1.3 The following discussion then occurred:</p> <ul style="list-style-type: none"> <li>• <b>A Governor asked – when students transitioned from the college from Key Stage (KS) 4 to KS5, was their historic attendance data considered?</b> The CEO &amp; Principal explained that historic attendance data from school settings was not typically made available at the point of transition, but the feasibility of this could be explored with the local authority, given that an increasing number of students had demonstrated severe levels of persistent absence.</li> <li>• <b>A Governor asked – were steps being taken to return to ‘normal’ attendance levels, post the Covid-19 pandemic?</b> The CEO &amp; Principal advised that targeted focus had been made by the Student Services Team in supporting students with high levels of absence or overreliance on home learning. That said, remote learning options continued to be made available to students as required.</li> </ul> |        |

| # | Item   | Action |
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|   | <ul style="list-style-type: none"> <li>• The Deputy (CEO &amp; Principal) reflected that poor attendance levels were often an indicator of other issues, so it was important to delve deeper to explore the potential drivers of student absence. 90% attendance was the minimum target, but much closer to 100% was desired. That said, many colleges had reported attendance levels in the mid-80s.</li> </ul> <p>5.1.4 The Deputy (CEO &amp; Principal) then shared the following update:</p> <ul style="list-style-type: none"> <li>• <b>Student Recruitment:</b> <ul style="list-style-type: none"> <li>○ 16-19 recruitment was at 104.28% of allocation (as at 10<sup>th</sup> October 2022).</li> <li>○ Students were funded from 42 days i.e. from half term.</li> <li>○ Efforts were ongoing to follow up with all students to finalise their enrolment.</li> <li>○ A particular area of growth related to the A Levels provision in Eastbourne and Lewes.</li> <li>○ There had been significant demand for the Pathways provision at Eastbourne, focussed at Entry 3/Level 1, supporting some of the most vulnerable students.</li> <li>○ Adult Education – recruitment levels continued to be closely monitored.</li> </ul> </li> <li>• <b>Ofsted</b> – Ofsted had launched an enhanced inspection process for all FE colleges, lasting 6 (rather than 4) days, with the first two days focussed on assessing the extent to which the local skills needs were being met.</li> </ul> <p>5.1.5 The following discussion occurred:</p> <ul style="list-style-type: none"> <li>• <b>A Governor asked – to what extent was data available to enable an informed self-evaluation of the contribution that the college was making to the local skills need? Additionally, to what extent was the college able to evidence its ability to meet the local skills need on behalf of the DfE?</b> The CEO &amp; Principal advised that a local skills improvement plan (LSIP) was already in place as part of a pilot for the Sussex area. The college was a key contributor to the LSIP and partially responsible for delivery against this plan. Consequently, ESCG would be required to produce an accountability report, with a view to submit this to the DfE by March 2023. Successful delivery against this plan, would be evidenced through partnerships with key stakeholders, engagement with local employers, conversion of students into local jobs etc.</li> <li>• <b>The Chair asked – as ESCG was part of the LSIP pilot in Sussex, could the college expect to receive an Ofsted inspection earlier than this would usually be scheduled?</b> The Deputy (CEO &amp; Principal) advised that this was unlikely, given that Ofsted usually followed a cycle of inspections.</li> <li>• <b>The Chair asked – how would the college demonstrate that the 16-18 provision directly contributed to the local skills agenda?</b> The Deputy (CEO &amp; Principal) advised that it would be expected that a significant proportion of these students would then progress onto a higher education pathway. <a href="#">The COO agreed, noting the expectation that colleges were a key contributor to, rather responsible for fully meeting local skills needs.</a> The Chair also reflected that the adult learning provision would also evidence the direct linkage to meeting local skills needs.</li> </ul> |        |

| # | Item   | Action |
|---|--|--------|
|   | <p>5.1.5 The Deputy (CEO &amp; Principal) and CEO &amp; Principal then shared the following update:</p> <ul style="list-style-type: none"> <li>• <b>Newhaven:</b> <ul style="list-style-type: none"> <li>○ The college was currently working with Lewes District Council to develop a business case for opening a Newhaven Marine Workshop provision in the former UTC building.</li> <li>○ This was with a view to develop a centre of excellence focused on students aged 16-19, delivering basic adult skills and providing commercial courses to upskill and meet the needs of employers.</li> <li>○ If successful, the college would occupy a floor of the UTC building to deliver the provision.</li> </ul> </li> <li>• <b>Higher Education:</b> <ul style="list-style-type: none"> <li>○ The University of Brighton informed the college over the summer that they would no longer validate higher education courses delivered at Eastbourne and Lewes for new students from September 2023.</li> <li>○ The college was therefore looking at the feasibility of the University of East Anglia (UEA) to validate these courses instead. Initial scoping conversations had already been successfully held, with the key next step being for UEA to take an approval decision on 7<sup>th</sup> December 2022.</li> </ul> </li> </ul> <p>5.1.6 The following discussion then occurred:</p> <ul style="list-style-type: none"> <li>• <b>A Governor asked – would the college relocate from the Denton Island site as a result of the Newhaven proposal? Also, would the college be able to deliver a scuba diving provision from the new site?</b> The CEO &amp; Principal confirmed that the college would relocate from the Denton Island site. The Deputy (CEO &amp; Principal) advised that the feasibility of a scuba diving provision could potentially be explored.</li> </ul> <p>5.1.7 The CFO shared the following <b>Finance</b> update:</p> <ul style="list-style-type: none"> <li>• The required information had now been provided for the external audits to carry out the end of year audit of accounts.</li> <li>• Cash reserves remained strong with £7.5m in the bank as at 17<sup>th</sup> October 2022. However, a further clawback from ESFA was expected due to underperformance in adult education last year. The actual amount would be confirmed following the submission of the R14 ILR Return later this week.</li> </ul> <p>5.1.7 The following discussion then occurred:</p> <ul style="list-style-type: none"> <li>• <b>A Governor asked – would it be possible for the ‘low cash point’ to be shared?</b> The CEO &amp; Principle confirmed that this could be shared with Governors.</li> <li>• <b>A Governor queried the creditors/debtors targets for 2022-23.</b> The CFO clarified that these metrics had been reset to the sector norms of 45 creditor days and 60 debtor days respectively, as detailed in the agreements with the PMO. The college had successfully achieved these targets in 2012-22.</li> </ul> |        |

| # | Item  | Action |
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|   | <p>5.1.8 The CEO &amp; Principal shared the following update on <b>People</b>:</p> <ul style="list-style-type: none"> <li>• <b>Staff Survey</b> – results would be considered in detail at the next People &amp; Culture Committee meeting on 14<sup>th</sup> November 2022.</li> <li>• <b>Apprenticeship Levy</b> – further work was needed to address this area and a targeted plan was in place.</li> <li>• <b>Staff Pay</b> – after successful negotiation, a comprehensive pay and reward package was implemented, with a particular focus on balancing the cost-of-living crisis and affordability.</li> </ul> <p>5.1.9 The following discussion then occurred:</p> <ul style="list-style-type: none"> <li>• <b>A Governor celebrated the recent successful staff pay negotiations and asked – had there been any response from more senior members of staff who had not received a pay increase?</b> The CEO &amp; Principal advised that there had not been any significant concerns raised, but noted that this remained a focus area, particularly for middle management staff. Additionally, annual leave for senior leaders had been reviewed to ensure this was aligned to sector norms, with a recent contractual enhancement made for Curriculum Leads.</li> <li>• <b>A Governor asked – why is the Staff Survey response rate so low (31%)?</b> The CEO &amp; Principal acknowledged that the response rate was unusually low, but explained that staff feedback was sourced through a range of mechanisms, including various staff surveys and staff think tank meetings. A key factor in the low response rate was likely due to the timing of the survey, as this was distributed at the height of the staff pay negotiations, which was a particularly emotive topic.</li> <li>• Governors universally congratulated the Executive Team on leading such an effective pay negotiation process.</li> <li>• <b>A Governor queried the levels of staff sickness absence in 2021-22 of 6.5 days.</b> The CEO &amp; Principal explained that half of this related to those staff members on long term sickness absence, whilst the remainder was driven by the Covid-19 pandemic and related mental health/wellbeing issues. Work was ongoing in providing support to staff as needed.</li> <li>• <b>A Governor asked – was a target of 5 days for sickness absence realistic in the current climate?</b> The CEO &amp; Principal confirmed that this target was in line with sector norms.</li> </ul> <p>5.1.10 The CEO &amp; Chair shared the following update on the <b>Future Gazing</b> section of the Executive Team Report:</p> <ul style="list-style-type: none"> <li>• The Chair and the CEO &amp; Principal would shortly meet with the Vice Chancellor of London Southbank University and representatives from Eastbourne Borough Council, following the departure of the University of Brighton from the Eastbourne area. This was to explore partnership opportunities regarding the healthcare provision in the local community.</li> <li>• The recent Office of National Statistics (ONS) review of the classification of colleges was expected to complete at the end of October. A final decision was then expected as to whether the reclassification would proceed, which would likely have a wide range of financial implications for the college, particularly with regards to borrowing.</li> </ul> |        |

| #                          | Item   | Action |
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|                            | <ul style="list-style-type: none"> <li>• <b>Local Skills Improvement Plan (LSIP)</b> – FE Sussex had recently appointed a new CEO. A strategic planning session was being scheduled for January 2023 with a view to review the remit of FE Sussex moving forward. The relationship that FE Sussex has with member colleges’ Boards would also be reviewed. Governors reflected that it could be helpful to invite the new FE Sussex CEO to attend a future ESCG Board meeting.</li> <li>• <b>Strategic Development Fund (Digital)</b> – the college had been successfully selected for phase 2 of the strategic development fund, which would have a digital focus. As a result, the college would now receive significant resources to expand its digital offer, as this was a key strategic priority area of the LSIP for East Sussex.</li> </ul> <p>5.1.11 The following discussion then occurred:</p> <ul style="list-style-type: none"> <li>• <b>The Chair asked – would it be possible for the Board to receive a summary of capital funding bids that the college had recently applied for, along with details of outcome?</b> The CEO &amp; Principal confirmed that this could be shared with the CDB and Finance Committee. <ul style="list-style-type: none"> <li>○ <b>Action 5.1.11.1 – Provide a summary of capital funding applications that had recently been submitted by the college, with a view to share with the CDB and Finance Committee.</b></li> </ul> </li> </ul> | RC     |
| <b>6. STRATEGIC ITEMS</b>  |  |        |
| 6.1                        | <p><b>STRATEGY DAY</b> <span style="float: right;"><b>15:29</b></span></p> <p>6.1.1 The Chair shared the following update:</p> <ul style="list-style-type: none"> <li>• The ESCG Strategy Day had been scheduled for Friday 4<sup>th</sup> November 2022 from 10:00-16:00 and would be held at the View Hotel in Eastbourne.</li> <li>• The session would be facilitated by National Leader of Governance and Chair of BHASVIC College, and the day would focus on the following areas: <ul style="list-style-type: none"> <li>○ Review and refresh the Strategic Plan.</li> <li>○ Consider the outputs from the recent internal review of governance exercise, to identify priority focus areas.</li> <li>○ Develop a new format for the Governance Improvement Plan for 2022-23.</li> </ul> </li> <li>• The output of this exercise would then feed into the External Review of Governance that was now planned for the Spring Term 2023.</li> </ul>   |        |
| <b>7. ANNUAL REPORTING</b> |  |        |
| 7.1                        | <p><b>DEFERRED ITEMS</b> <span style="float: right;"><b>15:30</b></span></p> <p>7.1.1 Governors noted that the following items had been deferred to the next meeting pending their associated committee meetings being held:</p> <ul style="list-style-type: none"> <li>• <b>Annual Risk Management Report</b> – Pending ARaC Committee Meeting (19<sup>th</sup> Oct 2022)</li> <li>• <b>Annual Compliance of SPH Remuneration Code</b> – Pending SP&amp;R Committee Meeting (3<sup>rd</sup> Nov 2022)</li> </ul>  |        |

| #   | Item   | Action       |
|---|--|--------------|
|   | <ul style="list-style-type: none"> <li>• <b>Annual Equity, Diversity &amp; Inclusion Report</b> – Pending P&amp;C Committee Meeting (14<sup>th</sup> Nov 2022)</li> <li>• <b>Annual Report of People &amp; Culture</b> – Pending P&amp;C Committee Meeting (14<sup>th</sup> Nov 2022)</li> </ul>   |              |
| <b>8. CONSENT AGENDA</b>                                      |  |              |
| <b>8.1</b>  | <b>POLICIES &amp; KEY DOCUMENTS</b>  | <b>15:31</b> |
|   | 8.1.1 Governors noted that there were no policies or key documents due for approval at this meeting.   |              |
| <b>9. COMMITTEE MINUTES, APPROVALS AND MATTERS FOR NOTING</b> |  |              |
| <b>9.1</b>  | <b>CAPITAL DEVELOPMENT BOARD</b>   | <b>15:32</b> |
|   | <ul style="list-style-type: none"> <li>• Governors noted the minutes of the last meeting on 21<sup>st</sup> September 2022.</li> <li>• Governors also noted the draft Stakeholder Engagement &amp; Communication Plan, which had been considered at that meeting.</li> <li>• <b>A Governor reflected on the updated Terms of Reference and the discussion detailed in the CDB minutes related to the appointment of a PR Firm and asked should the appointment of the PR Firm fall under the scope of the CDB?</b> The Chair clarified that the PR Firm was being appointed by Willmott Dixon to support the Estate Strategy Project as a key part of the Stakeholder Engagement Plan. The recruitment of the PR Firm and their contractual terms of appointment would be overseen by the Finance Committee. A further update would be shared at the next Board meeting.</li> <li>• Governors considered the paper titled '<b>Governance Framework – Estates Strategy &amp; Capital Projects</b>' and the Chair shared the following update: <ul style="list-style-type: none"> <li>○ The framework outlined three mechanisms for decision making and approvals related to the work of the CDB, as follows: <ul style="list-style-type: none"> <li>▪ Capital Development Board and Full Board Meetings – pre-planned.</li> <li>▪ Sub-Group of the CDB (via electronic resolutions) – following decisions made in principle by CDB/Full Board.</li> <li>▪ Extraordinary Meetings – urgent and unusual matters.</li> </ul> </li> <li>○ <b>RESOLUTION: The Board agreed to approve the 'Governance Framework – Estates Strategy &amp; Capital Projects' paper, with a view for this to be an addendum to the CDB Terms of Reference.</b></li> </ul> </li> </ul> |              |
| <b>9.2</b>  | <b>CHAIRS GROUP MEETING</b>  | <b>15:34</b> |
|   | 9.2.1 Governors noted the minutes of the meeting on 29 <sup>th</sup> September 2022.   |              |
|   | 9.2.2 There were no questions or comments.   |              |

| #                        | Item   | Action |
|--------------------------|--|--------|
| 9.3                      | <p><b>FINANCE COMMITTEE</b> <span style="float: right;"><b>15:35</b></span></p> <p>9.3.1 Governors noted that the minutes from the meeting 13<sup>th</sup> October 2022 had been delayed due to the close proximity to the Board meeting.</p> <p>9.3.2 MF shared the following update:</p> <ul style="list-style-type: none"> <li>• <b>Pay Award</b> – £709K had initially been budgeted, but following recent negotiations, this had been increased by a further £183K. The additional amount was partially funded from the restructuring budget line and through various cost savings made by the Executive Team, e.g. through existing vacant positions.</li> <li>• <b>Year End Financial Statements</b> – being finalised, following a much smoother process compared to the prior year.</li> <li>• <b>Credit Facility</b> – a recommendation had been made by the Finance Committee to rationalise the two credit facilities down to one facility of £3m (down from £3.5m), which would result in a cost saving of £10K.</li> </ul> <p>9.3.3 The following discussion then occurred:</p> <ul style="list-style-type: none"> <li>• <b>A Governor asked – by reducing the college’s short-term borrowing facilities, were there still adequate contingency measures in place in the event of strained cashflow, particularly as a result of the Estate Strategy Project?</b> The CFO confirmed that there was adequate contingency in place and that there were no plans in the cashflow forecast to access this facility within the next two years. Governors were assured that potential cashflow risks had been adequately considered and mitigated against.</li> <li>• <b>RESOLUTION: The Board agreed to approve the proposed credit facility arrangements, as recommended by the Finance Committee.</b> <ul style="list-style-type: none"> <li>○ <b>Action 9.3.3.1 – Share a copy of the paper titled ‘Revolving Credit Facility and Overdraft’ with the full Board when distributing the meeting minutes.</b></li> </ul> </li> </ul> | BH     |
| 9.4                      | <p><b>SEARCH, PERFORMANCE &amp; REMUNERATION COMMITTEE</b> <span style="float: right;"><b>15:40</b></span></p> <p>9.4.1 Governors noted the minutes of the extraordinary meeting on 14<sup>th</sup> October 2022.</p> <p>9.4.2 There were no questions or comments.</p>  |        |
| <b>10. OTHER MATTERS</b> |  |        |
| 10.1                     | <p><b>ANY URGENT MATTERS</b> <span style="float: right;"><b>15:41</b></span></p> <p>10.1.1 There were no urgent additional discussion items.</p>   |        |
| 10.2                     | <p><b>DATE OF NEXT MEETING</b> <span style="float: right;"><b>15:42</b></span></p> <p>10.2.1 The next meeting was scheduled for <b>19<sup>th</sup> December 2022, 10:00-13:00.</b></p>   |        |

| #    | Item   | Action |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
|------|--|--------|---------------------|--------|----|---|------|----|--|------|----|--|------|----|--|------|----|--|------|----|---|------|----|--------------------------------------|------|----|--------------------------------------|------|--|
| 10.3 | <p><b>CLOSE</b> <span style="float: right;">15:43</span></p> <p>10.3.1 The first part of the meeting closed at 15:43.</p> <p>10.3.2 All non-Independent Governors (and other participants) left the meeting, with the CEO &amp; Principal and Director of Governance also remaining.</p>   |        |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 10.4 | <p><b>LIVE MEETING EVALUATION</b> <span style="float: right;">15:47</span></p> <ul style="list-style-type: none"> <li>8 survey responses were received from Governors, online during the meeting via <a href="#">Google Forms</a>:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>ASSESSMENT QUESTION</th> <th>RESULT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Did the agenda and papers arrive seven days in advance?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2.</td> <td>Were the agenda and papers written with clarity?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>3.</td> <td>Were the issues considered at the meeting appropriate?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>4.</td> <td>Did you have all the information you needed to fully participate in the discussion and decision?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>5.</td> <td>Was sufficient time available for thorough debate?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>6.</td> <td>Were you satisfied that the decisions were arrived at in a proper manner?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>7.</td> <td>Were you able to express your views?</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>8.</td> <td>Was the meeting chaired effectively?</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The following written comments were also shared: <ul style="list-style-type: none"> <li><i>I still find navigating Diligent Boards a little clunky. Hopefully when I have downloaded the app this will improve</i></li> <li><i>It is preferable to be in person rather than online.</i></li> </ul> </li> </ul> | #      | ASSESSMENT QUESTION | RESULT | 1. | Did the agenda and papers arrive seven days in advance? | 100% | 2. | Were the agenda and papers written with clarity? | 100% | 3. | Were the issues considered at the meeting appropriate? | 100% | 4. | Did you have all the information you needed to fully participate in the discussion and decision? | 100% | 5. | Was sufficient time available for thorough debate? | 100% | 6. | Were you satisfied that the decisions were arrived at in a proper manner? | 100% | 7. | Were you able to express your views? | 100% | 8. | Was the meeting chaired effectively? | 100% |  |
| #    | ASSESSMENT QUESTION  | RESULT |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 1.   | Did the agenda and papers arrive seven days in advance?  | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 2.   | Were the agenda and papers written with clarity?   | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 3.   | Were the issues considered at the meeting appropriate?   | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 4.   | Did you have all the information you needed to fully participate in the discussion and decision?   | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 5.   | Was sufficient time available for thorough debate?   | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 6.   | Were you satisfied that the decisions were arrived at in a proper manner?  | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 7.   | Were you able to express your views?   | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |
| 8.   | Was the meeting chaired effectively?   | 100%   |                     |        |    |   |      |    |  |      |    |  |      |    |  |      |    |  |      |    |   |      |    |                                      |      |    |                                      |      |  |

### Action Summary

| Item     | Owner | Action   | Due Date                      |
|----------|-------|--|-------------------------------|
| 0.1.1    | BH    | Share a Safeguarding Link Governor role description with the Chair.  | Complete                      |
| 5.1.11.1 | RC    | Provide a summary of capital funding applications that have recently been submitted by the college, with a view to share with the CDB and Finance Committee. | 5 <sup>th</sup> December 2022 |
| 9.3.3.1  | BH    | Share a copy of the paper titled 'Revolving Credit Facility and Overdraft' with the full Board when distributing the meeting minutes.                        | Complete                      |