

## CORPORATION BOARD

### CONFIRMED MINUTES FROM THE MEETING HELD ON 1 APRIL 2025 AT 4:00PM EASTON COLLEGE, ROOM JB031

#### Present:

Andrew Barnes	AB	Chair
Marcus Bailey	MB	Vice-Chair
Jerry White	JW	Principal
Joe McNeill	JMc	Governor
Lucy Sydney	LSy	Governor
Noel Bartram	NB	Governor
Phil Gormley	PG	Governor
Sean Green	SGn	Governor
Freddie Simpson	FS	Student Governor, SU President
Hazel Thomas	HT	Student Governor
Josie Fryer	JF	Student Governor
Shirley Barker	SB	Staff Governor

#### Attendees:

Jen Eves	JE	Chief Operating Officer ( <i>from 4:33pm</i> )
Jo Kershaw	JK	Vice Principal
Jodie Mitchell	JM	Director of Governance and Legal ( <i>remote, via Teams until 6:15pm</i> )
Martin Colbourne	MC	Deputy CEO
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer

#### Apologies:

Jock Downie	JD	Governor
Karen McCullagh	KM	Governor
Laura Stewart	LS	Staff Governor
Philip Pearce	PP	Governor

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- 1. Apologies for Absence**  
Apologies were received and noted as above.
  - 2. Declaration of Conflicts**  
No declarations were made.
  - 3. Draft Minutes of the Board Meeting Held on 11 February 2025**  
The unconfirmed minutes of the meeting held on 11 February 2025 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.
  - 4. CONFIDENTIAL - Draft Confidential Minutes of the Board Meeting Held on 11 February 2025**  
The unconfirmed confidential minutes of the meeting held on 11 February 2025 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.
  - 5. Matters Arising**  
Board 6 Action 6: ACTION COMPLETE.

Board 1 Action 2: Provide a comparison to the previous year of the top ten referral areas at the end of this academic year (HRH). ACTION ONGOING (Due: July 2025).

Board 1 Action 6: Email Jo Kershaw with message to circulate to curriculum teams to raise awareness of the Student Union (LS). *It was agreed that this action would be closed as a variety of activities have taken place to raise awareness of the Students' Union.* ACTION COMPLETE.

Board 1 Action 11: ACTION COMPLETE.

Board 3 Action 1: ACTION COMPLETE.

Board 3 Action 2: ACTION COMPLETE.

Board 3 Action 3: Add People Strategy Action Plan to the next Board Agenda (JE/CH). *The strategy outlines a range of targets for each year and in previous updates the current work underway has been shared with Governors. Key priorities for next year have been explored at both the Governors Away Day and with the Staff Culture Working Group. Once the new Director of People is in place, this will be developed into a bespoke action plan for the team to oversee.* ACTION ONGOING (Due: April 2025).

Board 3 Action 4: Include updates on the People Strategy in the Workforce Updates to the Business Committee (JE/HB). ACTION ONGOING (Due: May 2025).

Board 3 Action 5: ACTION COMPLETE.

Board 3 Action 6: ACTION COMPLETE.

Board 3 Action 7: ACTION COMPLETE.

Board 3 Action 8: ACTION COMPLETE.

Board 3 Action 9: Add cyber risk in relation to critical systems to the A&R agenda (CH/JW). *The next A&R Committee meeting is June 2025.* ACTION ONGOING (Due: June 2025).

Board 3 Action 10: ACTION COMPLETE.

Board 3 Action 11: Consider how progress metrics can be presented to the Board (JW). *This action will be kept under review. Due date updated to July 2025.* ACTION ONGOING (Due: July 2025).

**ACTION 1: Plan how to update the Board on the work of the Strategic Governor Groups (JW).**

## 6. Chairman's Remarks

The Chair notified the Board that Nikki Gray has resigned from her appointment as Governor and that her last meeting was the Audit and Risk Committee meeting on 4 March 2025. Thanks was extended to Nikki for all the work she has done for the College.

## 7. Students' Union Update

The Students' Union Update was circulated prior to the meeting. The following points were highlighted:

- A Sustainability Conference is planned for week commencing 28 April 2025. Plans for the festival include competitions, litter collection exercises and an electric vehicle showcase.
- The Student Parliament scheduled to be held tomorrow at Easton has been cancelled.
- The World Book Day Bake Sale raised £195.

- Election update – no nominations have been received for officer positions, but four students are running for SU President. 192 votes have been received so far, which is the highest number of votes for five years. Elections close on Friday.
- The recent student survey was a success, with 2,839 responses.

The efforts of the Students' Union to support sustainability was noted, particularly their work in relation to the Sustainability Hub.

Student Governors were asked for their feedback on the College sustainability messaging and whether sustainability is a concern for students. The following points were made:

- Sustainability messaging potentially conflicts with encouragement of the increased use of AI.
- Many students view sustainability as greener spaces, rather than carbon neutrality.
- There needs to be greater emphasis with students on what sustainability really means - it was suggested that a focussed event, perhaps with an external speaker, may help to increase knowledge.

*NB left the meeting at 4:23pm.*

**ACTION 2: Arrange for an external speaker to give a talk before July 2025 on what sustainability means (JW/FS/SGn).**

## 8. Strategic Target Monitoring

A verbal update was provided. The following points were made:

- Targets are broadly on track.
- Three targets may roll over into the next academic year - training needs analysis, student progression tracking and the return to a 'Good' financial health rating.

There ensued a discussion on the reasons for slower progress on the three targets that may roll over to next year and the mitigations in place.

The Board were informed that a more formal update would be presented at the next meeting, and that next year an update will be provided at the second meeting of each term.

*FS left the meeting at 4:32pm*

*NB returned to the meeting and JE joined the meeting at 4:33pm.*

## 9. CONFIDENTIAL – Accountability Agreement and Targets 2025/26

The discussion was confidential and is recorded within the confidential minutes.

## 10. Key Updates and Approvals from Committee Meetings

### 10.1 CONFIDENTIAL – Audit and Risk Committee

The discussion was confidential and is recorded within the confidential minutes.

#### 10.1.1 CONFIDENTIAL – Approval of External Audit Contract

The discussion was confidential and is recorded within the confidential minutes.

### 10.2 Curriculum and Quality Committee

The Curriculum and Quality Committee update and the minutes from the last meeting were circulated prior to the meeting.

*FS returned to the meeting at 4:43pm.*

The following points were highlighted:

- The Committee considered the new OfS condition relating to sexual harassment. A working group has been established, and the Committee have greater awareness surrounding the work of the wider team on this issue.
- The Committee recommended that the suspension process be reviewed and a framework developed to provide greater clarity on the decision-making process in each case, and on which institution owns which risk.
- The Committee request that two actions be referred to Board: the request for a Governor 'Sustainability Champion', and to devise a method of mapping and reporting progress on the various College plans to Governors to enable effective monitoring.

Following a request from one of the Governors, an update was provided on the HE subgroup.

### **10.3 Business Committee**

The minutes of the last Business Committee meeting were circulated prior to the meeting for information. The following points from recent discussions of the Committee were highlighted:

- The Committee received a Health and Safety Update and note that most work is proceeding normally.
- A Capital Replacement List prepared as part of the Estates and Facilities Update identifies £5m works required, £1m of which relates to high priority works.

#### **10.3.1 CONFIDENTIAL – Financial Update**

The discussion was confidential and is recorded within the confidential minutes.

#### **10.3.2 CONFIDENTIAL – Grounds Maintenance Contract Extension**

The discussion was confidential and is recorded within the confidential minutes.

#### **10.3.3 CONFIDENTIAL – Catering Contract Extension**

The discussion was confidential and is recorded within the confidential minutes.

#### **10.3.4 Fees Policy**

The Fees Policy was circulated prior to the meeting.

The Board **approved** the Fees Policy for 2025-26 as recommended by the Business Committee.

#### **10.3.5 Gender Pay Gap Report**

The Gender Pay Gap Report was circulated prior to the meeting.

The Board noted that the report was approved for publication by the Business Committee after the Committee received delegated authority at the February 2025 Board meeting.

The Board **noted** the report.

*JF left the meeting at 6:20pm.*

#### **10.3.6 Insurance Summary**

This item was taken prior to item 10.3.2. The discussion was confidential and is recorded within the confidential minutes.

### **11. Governance Matters**

#### **11.1 CONFIDENTIAL – Chair of the Corporation Recruitment Update**

This item was taken prior to item 10.3.2. The discussion was confidential and is recorded within the confidential minutes.

### **12. Risk Register Review**

The Risk Register Review was circulated prior to the meeting.

The Board were informed that relevant risks have been considered by the Curriculum and Quality Committee and the Business Committee. It was noted that the risk register system has been populated and that there will be live discussions with Committees at the end of each meeting going forward.

*JF returned to the meeting at 6:24pm.*

### **13. Other Urgent Business**

The Board expressed their gratitude to Hilary Bright, Director of HR Services, who is due to retire from the College this month after 16-17 years' service. The Board wished her well for the future.

### **14. CONFIDENTIAL – Meeting Review and Summary**

The discussion was confidential and is recorded within the confidential minutes.

### **15. Date of Next Meeting**

The next Corporation Board Meeting is scheduled to take place on **20 May 2025 at 4:00pm**.

All formal business having been concluded; the meeting closed at 6:32pm.

**Signed** ..... **Date** .....  
(Chair)