

**SPARSHOLT COLLEGE HAMPSHIRE**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF GOVERNORS**  
**held on 31 March 2022 at 09:00**  
**at Sparsholt College**

**<sup>1</sup>PRESENT:** Z Carter (E); G Davies (E); J Emm (SCS); T Floyd (E); N Hopkins (E, Chair); J Lander (E); M Lauder (E, Co-Vice Chair); J Milburn (P); N Moody (E); S Morgan (E); A Neal (E); R Palmer (E); C Wilson (E, Co-Vice Chair).

In attendance: S Grant – Deputy Principal  
N Heslop - Director of Finance  
C Hames – Vice Principal & Dean of Higher Education  
P Jordan - Guest  
B Stokes – Vice Principal Curriculum (Andover College)  
M Treagust – Vice Principal Curriculum (Sparsholt College)  
S Willson – Head of Corporate Governance (Clerk to the Corporation)

**APOLOGIES**

29. Apologies were received from J Plenderleith.

**DECLARATION OF INTERESTS**

30. There were no new interests to declare. The Board’s Register of Interests records members who hold (unremunerated) directorships of the College’s subsidiary companies.

**MINUTES**

31. **Resolved** – that the minutes of the meetings held on 9 December 2021 (Parts I and II) and 4 March 2022 be confirmed as a correct record, with the following clarification:

*Min 466/20: clarify that the draft estimated costs of £38m shown in the Property Strategy investment included £10m for a FE teaching building and £10m for a dedicated HE centre but that the strategy was to fund one or the other.*

32. Finance (Minute 459/21): the Principal reported that the AoC had gathered data from colleges in relation to rising energy costs in order for the AoC to present the impact on the sector to the Government.

33. Student Experience (Minute 475/21): the Principal confirmed that the incidents of unacceptable student behaviour had been addressed and the external security resources were no longer in place.

34. T Levels (Minute 9/22): The Principal confirmed that the final estimated costs for the T Level in Construction project capital bid had included £110k of demolition costs.

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<sup>1</sup> (E) = External; (P) = Principal; (S) = Staff; (SCS) = Sparsholt College Services Staff Governor; (St) = Student

35. Ukraine (Minute 18/22): the Principal provided an update on matters relating to the conflict in Ukraine, including noting the impact on the turnaround time for DBS checks for new staff and that the College would put in place appropriate controls if DBS confirmation was delayed.
36. There were no matters arising not covered elsewhere on the agenda.

#### **CHAIR OF GOVERNORS' REPORT**

37. The Board had received and noted the report of the Chair which summarised activities he had undertaken since the December 2021 meeting of the Board and forthcoming events and matters requiring his consideration.
38. The Chair noted that Z Carter would be stepping down as a governor as of 1 April 2022 and recorded the Board's thanks to her for her six year contribution to the work of the Board and Audit Committee, noting that she had brought a welcome different perspective and professional expertise to the Board.
39. The Chair also recorded the gratitude of the Board to R Palmer who completed two terms of office on 2 April 2022, highlighting his strategic contributions to the Board's deliberations, particularly in relation to HE and through his chairing of the Quality and Standards Committee.
40. The Chair welcomed P Jordan as a guest for the meeting ahead of her joining the Board on 3 April 2022.

#### **PRINCIPAL'S REPORT AND STRATEGIC PLAN**

41. The Board had received the report of the Principal summarising key strategic developments and progress against the strategic plan, together with the latest College Group Covid-19 risk assessment.
42. The Board discussed a number of key strategic points in the Principal's report, including the approach to managing energy usage in light of the 129% in-year increase in energy costs and farming strategies to mitigate the increase in animal feed costs.
43. The Board interrogated the student recruitment data for Andover College, particularly in relation to the decline in 19+ applicants from the same point the previous year which was thought to be as a result of a combination of funding changes and changes in adult's behaviour towards enrolling in education linked to the pandemic. This was part of a national picture.
44. Members also sought more information about the national trends and demographics for 16-18 year olds and activities being undertaken to raise awareness of the Andover College offer with military families in the region. Engagement activities also continued with staff and students at Andover catchment schools.
45. The Board also reviewed the latest recruitment data in relation to HE applicants.
46. The Board discussed the ongoing challenges with staff recruitment and was assured that the ability to deliver student programmes was being maintained, with some flexible use of staff in different categories, and that College management was aware of the risk of over-burdening staff.
47. Responding to a member's query as to whether there was flexibility to re-allocate HE student accommodation from the Sparsholt campus to the leased University of

Winchester rooms in order to offer more onsite accommodation to staff, the Deputy Principal explained that this would not be feasible because of the constraints of the Burma Road accommodation arrangements and as students were preferring to live on campus due to rent and travel costs. College management had considered the option of converting the older halls into small flats but the costs were prohibitive. Management had also raised with Winchester City Council the desire to have the College's staff designated as key workers who could access affordable housing.

48. The Principal highlighted the preparations in place for the forthcoming Zoo Licensing inspection and the Royal College of Veterinary Surgeons (RCVS) annual progress review of the Vet Nursing provision, both due in April.
49. The Board discussed the consultations published by the Office for Students (OfS) on the quality elements of condition of registration B3 (Student Outcomes) and the new iteration of Teaching Excellence Framework.
50. The Board welcomed the updates on engagement with employees, including the arrangement of sabbaticals in industry for academic staff with funding from the 2021-22 Strategic Development Fund (SDF). The Board noted that the College management would seek again to develop a collaborative proposal for the 2022-23 SDF, with the ESFA due to publish application information on 1 April. It was intended to invite governors to an event for employees to be held at Sparsholt College in early September.
51. The Board had received the updated College Group Covid-19 risk assessment and noted that the College was operating in line with the Government's 'Living with Covid' policies. The Principal explained that there appeared to be an increase in cases in some staff areas and that a second student (since the start of the pandemic) had been admitted to hospital with Covid but was now recovering and back at college. Another vaccination centre had been held on the Sparsholt College campus site.

#### **HEALTHCHECK REPORT**

52. The Board had received the latest College Healthcheck report (2022/03) and noted the discussion about student recruitment covered earlier in the meeting.
53. The Principal provided some context about the student retention data in terms of the impact of the pandemic and the monitoring and support systems in place.
54. Questioned about the results flagged as 'red' in the Residential Spring Learner Survey results, the Principal explained that the feedback had been discussed with students who had confirmed that the negative issues related mainly to behaviour from other residential students and this was being addressed through a campaign about being respectful. Students were also required to attend a termly residential council meeting and monthly 'block' meetings with their wardens to feedback any issues and suggested improvements. The data also reflected views about safety restrictions in place for under 18s and some changes to the allocation of HE accommodation. FE and HE data in future surveys would be separately reported to give greater transparency to these matters.

#### **FINANCE**

55. The Board had received the latest monthly management accounts (to 28 February 2022), including an update on the in-year financial position 2021-22 and cash flow forecast to July 2023.

56. The Director of Finance highlighted key points from the management accounts, noting the cash variation as a result of the T Level specialist equipment allocation and the return of the debtor profile to that of previous years.
57. The Director of Finance reported that meetings had been held with the loaning banks and provided an update on Lloyd's position regarding the FE market.
58. The Board noted the key variances and sensitivities as outlined in the management accounts, including in relation to rising costs.
59. The Chair of Governors sought to clarify how prudent the Director of Finance was in his approach to financial forecasting. The Director of Finance considered that he took a moderate approach, in consultation with other members of the SLT and with the Finance Manager and recognising that some prudence was necessary.
60. Questioned by a member about the impact on the ESFA financial health measures should all four of the College's T Level capital fund bids be successful, the Director of Finance confirmed that the bids had been developed on the basis of still being able to achieve a Good or Outstanding health grade, noting that the end of year position be monitored carefully. The Principal highlighted the potential for the estimated costs of the project to increase due to cost inflation and that the financing would be reviewed once the outcome of the bids was known.
61. The Director of Finance gave an update on the 2022-23 forecast and budget planning, including in relation to planning for the staff pay budget, and confirmed that continued grant support from the Government for the Teacher Pension Scheme costs was being assumed in 2022-23 but not in the following year as the Government had not confirm its position.
62. The Board noted the increase in funding in 2022-23 due to the higher 16-18 core funding rate and an anticipated increase in student numbers but that expenditure would also increase with the requirement to deliver 40 hours extra tuition for each study programme. Land-based and vocational courses were not able to deliver the same efficiencies from increases in student enrolments as A Levels because of group size requirements.
63. Asked about a strategy for managing energy consumption and costs, the Principal confirmed actions in place and noted approaches from commercial organisations interested in the potential development of the anaerobic digester plant, as well as investigations into wind turbines and air sourced heat pumps.

#### **AUDIT COMMITTEE**

64. The Board had received the unconfirmed minutes of the meeting of the Audit Committee held on 10 March 2022, together with the College's Risk Register Heat Map for information.
65. The Committee Chair drew the attention of the Board to the second set of 'deep dives' into the risk register conducted by the committee, risk 7 (failure to recruit and retain a quality workforce) and risk 4 (failure to meet student recruitment and/or growth targets), confirming that the deep dive discussions with management had been a valuable exercise to provide assurance to the Board.

66. The Board noted other key assurance from the committee’s business in relation to internal audit, insurance cover for the College Group, and counter fraud and whistleblowing measures.
67. The Committee Chair confirmed that the committee had reviewed and was satisfied with the performance of the external and internal auditors.
68. **Resolved** – that Buzzacott LLP be confirmed as the external auditors for Sparsholt College Hampshire for the statutory accounts for the financial year ending 31 July 2022 under the terms of the current contract.
69. **Resolved** – that RSM Risk Assurance Services LLP be confirmed as the internal auditors for Sparsholt College Hampshire for 2022-23 under the terms of the current contract.
70. The committee had undertaken its annual performance review and was satisfied to report to the Board that it continued to undertake its activities in line with its terms of reference and that no concerns had arisen about the effective operation of the committee in relation to the best practice guidance.

#### **CURRICULUM, EMPLOYERS & MARKET REQUIREMENTS COMMITTEE**

71. The Board had received the unconfirmed minutes of the meeting of the Curriculum, Employers Market Requirements Committee (CEMR) held on 3 March 2022, together with the College Three Year Curriculum Plan and examples of FE student destinations.
72. The Committee Chair drew the attention of the Board to the report of FE students’ destinations which, as a measure of the positive impact of the curriculum, confirmed c96% of students achieved positive destinations (with reasons of individual student circumstances accounting for the remainder). Management intended to further enhance the analysis in future years at course level.
73. The Board also noted progress with the plans for T Levels, and discussed ongoing development of the Industry Curriculum Boards, which provided forums for consulting employers about skills needs to inform planning of the curriculum and study programmes, and how employer feedback informed Local Skills Improvement Plans (LSIPs).
74. The Board noted that the committee had endorsed the scope and ambition of the 3 Year Curriculum Plan as being fit for purpose as a work plan to deliver the College’s strategic ambitions, particularly in relation to student progression, future employability, professional development of the employed and to meeting the needs of employees.
75. The Board noted that the committee had confirmed good progress with delivery of the Access and Participation Plan (APP) 2020-21 to 2024-25, although there remained a challenge with recruiting male students from target areas. New HE applicants for 2022-23 were being monitored to forecast the impact on the APP targets and mitigating actions being taken where required.

#### **QUALITY & STANDARDS COMMITTEE**

76. The Board had received the draft minutes of the meeting of the Quality & Standards Committee (Q&S) held on 17 February 2022, together with six updated policies.
77. The Committee Chair drew the Board’s attention to key points in the minutes in relation to FE performance, welcoming good progress with the Quality Improvement Plan and a

- continuing focus on attendance and punctuality and highlighting the external quality review and Teaching, Learning and Observations (TALO) activities.
78. The Committee Chair noted that he had attended the HE Board of Studies in March, which included oversight from the University of Portsmouth, and commended how well run and focused the meetings had been, the positive attitudes of the HE teams to TALOs, and the commitment to research and publication.
79. The Board noted the committee’s review of the new DigiEd Strategy and that it was proposed to include discussion of this in the Governors’ Seminar in May.
80. The Board also noted the growing and significant proportion of both FE and HE students requiring additional support and the Principal explained feedback into the current SEND Green Paper consultation about the need to take into account this wider support need, as well as students with Education Health & Care Plans (EHCPs) and High Needs funding.
81. Reviewing the proposed updates to policies, a member queried whether the College had experienced any challenges around freedom of speech. The Principal confirmed that this had not been an issue to date. The Board recognised that it was nonetheless necessary to have a clear policy and procedure in place should this be required.
82. **Resolved** – that the following revised policies be approved:
- a) HE Fitness to Study Policy
  - b) HE Freedom of Speech Code of Practice
  - c) HE Student Transfer Policy
  - d) E-Safety & Digital Communications Policy (Learners)
  - e) FE SEND Policy
  - f) FE Freedom of Speech Code of Practice

## RESOURCES COMMITTEE

83. The Board had received the unconfirmed minutes of the meeting of the Resources Committee held on 17 March 2022 (Parts I and II).
84. The Chair of Governors drew the Board’s attention to key points in the minutes and the Board considered a number of recommendations for approval.
85. The Director of Finance explained the minor updates to the College Group Financial Regulations.
86. **Resolved** – that the revised Financial Regulations be approved, including updating the staff expenses travel rates for car mileage (up to 10,000 annual miles) to 45p to apply for journeys from 1 April 2022.
87. The Board noted the committee’s review of the application of market supplements and the recommendation to increase the limits to payments to give management the ability to respond to the competitive job market in the coming months.
88. **Resolved** – that the number of market supplements the Principal & SCS Chief Executive had authority to approve be increased from 40 to 50 posts and that the total maximum yearly spend by the College Group on market supplements be increased from £150k to £200k per annum, with the proviso that the maximum value for any individual market supplement remained £7.5k per annum per post.

89. **Resolved** - that the introduction of the new Staff Recruitment Incentive Scheme be approved, subject to final consultation by ICE, on the basis that the SLT agree and report to the committee annually the amount payable to members of staff under the scheme.
90. **Resolved** – that a new remuneration structure for apprenticeships be approved based on applying a percentage multiplier (under 100%) to the rate for an equivalent permanent staff role, and authority be delegated to the Principal to determine the percentage of the relevant hourly rate to be paid in year 1 and year 2 at the point of the apprenticeship being advertised.
91. Responding to a member’s question about the proposed notice periods, the principal confirmed that the notice periods applied both ways.
92. **Resolved** – that, subject to consultation with the ICE Group and appropriate trade unions, the notice periods for new staff in specific College Groups staffing groups be revised as follows:

<i>Staff Group</i>	<i>Current notice period</i>	<i>Proposed revised notice period</i>
<i>Non-academic facing business support staff on Scale 6 or below</i>	<i>1 Month</i>	<i>2 Months</i>
<i>Academic Managers and Academic Related Business Support Managers</i>	<i>3 months</i>	<i>3 months expiring at the end of an academic term. (For the purposes of notice, the Spring term ending on 30 April, Summer term ending on 31 July, and the Autumn term ending on 31 December.</i>

93. The Board sought further information about the proposal to proceed to implement a job evaluation scheme, following review and selection by the SLT of a supplier, and there followed a detailed discussion about the potential benefits and challenges of undertaking a full job evaluation scheme and the time for doing this.
94. In the discussion, the value of having in place robust, formalised and up-to-date procedures for evaluating the grading of posts was recognised. A review could be helpful for compliance reasons and for making informed decisions when recruiting and reviewing salaries. However, a number of cautions were also raised about the potential risks in relation to staff morale and retention at different levels of the organisation, salary cost inflation, the management time involved in a full job evaluation review, and unforeseen consequences. Some governors had experienced these issues in other organisations.
95. The Board agreed with the Principal’s proposal that the SLT therefore give further consideration to the feasibility of proceeding with a formal job evaluation scheme at this time, and to setting out the details of how the scheme would be undertaken and communicated to staff to mitigate the risks highlighted in discussion, before returning to the Board with a recommendation.
96. **Resolved** – that the management representatives on the ICE Group be expanded to include the Vice Principals Curriculum (for Sparsholt and Andover).

97. **Resolved** – that the updated the E-Safety and Digital Communications Policy (Staff) be approved.
98. The Board noted the annual update on pension schemes.
99. **Resolved** – that the College Local Government Pension Scheme (LGPS) Discretions Policy be approved.

#### **SEARCH COMMITTEE**

100. The Board had received the unconfirmed minutes of the meeting of the Search Committee held on 11 February 2022.
101. The Board noted that a nominations and selection process was being undertaken for an (academic) Staff Governor and recorded thanks to Helen Perry for her contributions during her four-year term.
102. Members did not take part in the following discussion or decisions about the recommendations which related to that individual member, other than to confirm their willingness to be appointed.
103. **Resolved** – that the following membership matters be approved:
- a) Chris Wilson be reappointed as a member of the Board of Governors for a further term of office of two years from 11 July 2022 and as Co-Vice Chair of Governors for a further year until 10 July 2023;
  - b) Marian Lauder be reappointed as a member of the Board of Governors for a further term of office of four years from 1 September 2022;
  - c) Roger Palmer be appointed as a co-opted member of the Quality & Standards Committee for a term of office of four years from 3 April 2022;
  - d) Chris Wilson be appointed as Chair of the Quality & Standards Committee from 3 April 2022;
  - e) the composition of the Board of Governors be extended from seventeen to eighteen members to enable the addition of one external member in order to support the recruitment and succession planning of education specialists;
  - f) authority be delegated to the Chair of Governors to approve the committee membership of Paula Jordan.
104. **Resolved** – that the nomination of John Lander to join the board of directors of Westley Enterprises Limited (College subsidiary company) for the duration of his term of office as a member of the Board of Governors be approved.
105. The Board noted the proposal to expand the committee’s remit to other governance matters and to rename the committee ‘Governance and Search’.
106. **Resolved** – the new terms of reference of the Governance and Search Committee be approved.
107. The Board noted that consideration was being giving to co-joining the operations of the Governance & Search and Remuneration committees to make best use of governors’ knowledge and time and to enable business to be undertaken at more points of the year, providing that the arrangements continued to comply with the AOC Senior Post Holders Remuneration Code.



108. The Board reviewed the recommended new Training, Development and Link Visits Policy which brought together current practice with a more formal and strategic approach to planning and delivering training and development to support governors.
109. **Resolved** – the Training, Development and Link Visits Policy be approved.

## **WELLBEING AND EQUALITY & DIVERSITY**

### Wellbeing Committee

110. The Board had received the unconfirmed minutes of the Wellbeing Committee held on 15 March 2022, which covered equality & diversity, health & safety, and safeguarding (including Prevent), together with the update Single Equality Scheme 2020-24. The minutes included a summary of activity reported through the Safeguarding Working Group.
111. The Principal highlighted the health and safety updates, confirming that the committee had been assured by the progress achieved in implementing actions across a number of areas, including the completing of internal fire risk assessments of the residential halls with an independent external fire risk assessment scheduled to follow.
112. The Principal also confirmed that the Safeguarding team had developed a new ‘Missing Residential Learner’ process as an appendix to the Safeguarding Learners Policy & procedures.
113. Responding to a member’s query about students’ mental health and course assessments, the Vice Principal Curriculum (Andover) explained how the College was working with parents to support students to manage their workloads and complete their courses, and building resilience and study skills through the tutorial programme.
114. The Board discussed the decision of the committee for the College to adopt the non-legally binding IHRA definition of anti-Semitism, with a statement about this to be published on the College website. This was in line with Office for Student (OfS) expectations for Higher Education Institutions. A governor cautioned about potential challenges from others who might also seek statements in relation to discrimination or diversity and it was noted that the statement would be set in the context of the College’s overall commitments to equality and diversity.
115. Following approval of the revised Single Equality Scheme by the Board of Governors in December, a further question had been raised about the appropriateness of the use of the acronym ‘BAME’ and, after careful review, it was recommended to stop using the term acronym and alternative wording was agreed by the committee.
116. **Resolved** – that the updated Single Equality Scheme 2020-24 be approved and republished.

### Health & Safety Annual Report

117. The Board had received the annual College Group Health and Safety Report of the health & Safety Officer for the year 2020-21.
118. The Principal noted the accident data reported and the actions taken as a result of accidents, and explained that accident trend data was difficult to analyse over the previous two year period because of the effect of Covid-19 lockdowns and the reduction in teaching and learning activity such as practicals. Refreshing learners’ skills to ensure

their health and safety had been a priority when learners returned to face-to-face teaching. Staff had also been required to complete online fire awareness refresher training prior to the return of campus fire drills.

119. The Board noted the assurance provided by the report regarding the proactive management of health and safety across the College Group, including the identification of actions to further improve health and safety practices, and the implementation of policies and procedures relating to the health, safety and welfare of staff and students.

#### Wellbeing Strategy Annual Report

120. The Board had received the annual report of the Vice Principal Curriculum (Andover) on progress with the College Group Health & Wellbeing Strategy and action plan.
121. The Vice Principal Curriculum (Andover) highlighted a number of the actions undertaken in line with the strategy, noting that, while there had been a decline in student safeguarding cases, there was a continuing upward trend in challenges posed by mental health which appeared to have been exacerbated by the pandemic.
122. The Board noted the investment in additional staffing posts for 2022-23 in the Wellbeing teams on both campuses and in the residential team, together with increasing the counselling provision. In addition, the College would be including some focus on wellbeing and resilience in the 40 additional hours required in programmes by the DfE .
123. In relation to staff wellbeing, the Board noted that the impact of the pandemic, such as significant gaps in learners' knowledge, created additional demands on staff and that addressing this and supporting staff was a key focus of the College's Health & Wellbeing Working Group. There were also a number of initiatives in place to recognise excellent performance and support a positive culture.
124. The Board welcomed the continued commitment to staff and student wellbeing evidenced by the strategy and progress with the action plan and the AoC's Student Mental Health & Wellbeing Charter.

#### **COLLEGE GROUP REPORTS**

##### Andover Town Football Club

125. The Board had received and noted the minutes of the meeting of the Andover Town Football Club Ltd (ATFC) Board of Directors held on 4 March 2022.
126. The Principal (and Chair of ATFC) highlighted a number of points in relation to progress with ATFC's strategic objectives for the year.

##### Sparsholt College Services

127. The Board had received the minutes of the Sparsholt College Services Limited (SCS) Board of Directors meetings held on 15 March 2022, together with the notes of the bi-annual review of the provision of services by Sparsholt College Services Limited held on 10 February 2022 and proposed revisions to Schedule 1 of the Provision of Services Agreement.
128. The Chair of Governors (and Chair of the SCS Board) highlighted that the estimated savings achieved by the College Group since 2019 through the introduction of an alternative to LGPS for new starters to SCS were slightly below the original projections but were on a trajectory to save £240k per annum by year four.

129. The Principal confirmed that the College remained content with the level of service provided by SCS and expressed pride in how business support teams had responded to the challenges created by the pandemic. Having reviewed Schedule 1 of the Provision of Services Agreement, it was proposed to update the Schedule to better reflect services in relation to residential student provision, procurement, IT and cybersecurity compliance activities, and the DigiEd team.
130. **Resolved** – that the updates to Schedule 1 of the Provision of Services Agreement between the College and Sparsholt College Services Limited be approved.

## **GOVERNANCE**

### Written Resolutions and Chair of Governors’ Approvals

131. The Board had received the report of the Head of Corporate Governance on written resolutions by the Board and approvals by the Chair of Governors since the December meeting.
132. The Board noted that the Chair of Governors had approved the FE Bursary Policy 2022-23 which incorporated the FE fees and bursaries approved by the Board at its meeting in October 2021. The policy had been updated in relation to assistance with childcare costs and the government’s Care to Learn fund.
133. There were no questions or comments arising from the report.

### Governance Report

134. The Board had received the report of the Head of Corporate Governance updating on governance matters, including in relation to recent developments in the FE and HE regulatory environment and the Board’s operations, including progress with programme of Link visits, and the 2022-23 meeting calendar.
135. It was noted that a vacancy would arise on the Audit Committee following the resignation of Z Carter and the Head of Corporate Governance had consulted the Chair of the Audit Committee about the position. G Davies had confirmed his willingness to be appointed and would step down as a member of the Quality & Standards Committee at the end of 2022-23.
136. **Resolved** – that Gareth Davies be appointed as a member of the Audit Committee from 1 April 2022.
137. The Board noted the recommendation of the Search Committee to extend the composition of the Board to include one additional external governor.
138. **Resolved** – that the Instrument & Articles be revised to:

2 *‘Composition of the Corporation*

*(1) The Corporation shall consist of—*

- (a) up to eighteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government. One of this number should be directly employed by a College subsidiary;’*

139. The Board endorsed the plans for the recruitment campaign for external governors in the summer term.

### **COLLEGE HISTORY**

140. The Board had received an update from Board member, J Lander, on his College history research project, including costings obtained by J Lander for printing and publishing the history in soft or hard back book form.
141. J Lander highlighted the matters which were outstanding and noted that, following discussion with the Chair of Governors, he was content for earlier chapters of the book to be reviewed.
142. The Chair thanked J Lander for his work and explained that he and the Principal had discussed the potential costs to the College of funding publication, recognising that, although J Lander's proposal sought to cover the costs through sales of the book, this could not be guaranteed. The Chair and Principal had agreed that it would be reasonable to allocate some College funds to the publication on the basis of the marketing value to the College and the Principal explained that she would want to review the book's text with this in mind and in the interests of the College's reputation.
143. In discussion, a member raised the point that there should be clarity of the marketing intent for correct use of funds and a member noted that it would be expected that there would be a formal agreement as to the use of the material for free and in perpetuity if the author was granted the copyright to his book. It was also suggested that an e-book option at some point would be lower cost and could be an opportunity for ongoing sales.
144. The Chair emphasised that the book was intended to contribute to general profile raising of the College in the wider community, as well as being a record of the College's history.
145. J Lander expanded on this to note that he had received a positive response and level of interest from people he had contacted during the research and that he anticipated that sharing the history of the College more widely, through for example organisations and families connected with the College, would be beneficial to raising its profile and reputation.
146. The Chair endorsed J Lander's proposal to select Tricorn Books as the publisher of the soft back book option.

### **CONFIDENTIAL BUSINESS**

147. **Resolved** – that the SCS Staff Governor withdraw from the meeting.
148. **Resolved** – that the minutes of the meeting held on 9 December 2021 (Parts III) be confirmed as a correct record.
149. The meeting ended at 12.45 pm.