

**SPARSHOLT COLLEGE HAMPSHIRE**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF GOVERNORS**  
**held on 11 July 2024 at 9.00 am**  
**at Sparsholt College**

**<sup>1</sup>PRESENT:** G Davies (E); J Emm (SCS) (to min 201); T Floyd (E); N Hopkins (E, Chair); P Jordan (E); J Loretto (E); C McCormack (E); J Milburn (P); A Neal (E); F Obiero (E); H Perry (to min 201); A Rowley (E); N Shorter (E); N Wall.

In attendance: S Grant – Deputy Principal (to min 209)  
N Heslop - Director of Finance (to min 209)  
C Rapley – Assistant Principal HE (min147 to 153)  
B Stokes – Vice Principal Curriculum (Andover) (to min 201)  
M Treagust – Vice Principal Curriculum (Sparsholt) (to min 201)  
S Willson - Head of Corporate Governance

**APOLOGIES**

103. Apologies were received from J Brant, S Duckering, N Moody and M Wall.

**DECLARATION OF INTERESTS**

104. 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**

105. **Resolved** – that the minutes of the meetings held on 21 March and 16 May 2024 be confirmed.

106. Accountability Statement (minutes 26 & 99/24): The Annual Accountability Statement 2024/25 had been submitted to the DfE by the deadline of 30 June 2024. A type set version would be prepared for publication on the college’s website which would incorporate any changes to the descriptions of the college’s campuses in the new Three Year Strategic Plan.

107. Marketing (minute 43/24): The Vice Principal Curriculum (Andover) gave examples of former students involved in the Andover Achievers awards and a presentation to students linked to their curriculum area and the Deputy Principal noted that the new prospectuses would feature former students on the covers.

108. It was noted that the resolutions of the Board had been enacted and that there were no matters arising not covered elsewhere on the agenda.

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

## **CHAIR OF GOVERNORS' REPORT**

109. The Board had received and noted the report of the Chair which summarised activities he had undertaken since the March 2024 meeting of the Board and forthcoming events and matters requiring his consideration.
110. The Chair's report acknowledged the challenges and successes of the year and thanked governors, the Principal and her colleagues for their work.

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

### 2023-24

111. The Board had received and reviewed the report of the Principal summarising key developments at the college since the previous meeting of the Board and in relation to the 2023-24 Strategic Plan objectives to review progress.
112. Positive developments noted in discussion included the forecast financial outturn for 2023-24, student application levels and forecast conversions to enrolments for 2024-25, award of a Wave 5 Salix grant to support heat decarbonisation actions, the nomination of four finalists at the Hampshire Education Awards, three of whom won their categories, and a new collaborative venture for the hairdressing curriculum area.
113. The Board noted the impact of the growth in enrolments on demand for FE and HE residential accommodation and discussed with the SLT actions being taken to reorganise onsite accommodation, source potential additional offsite accommodation for HE students, and explore developing further onsite accommodation within the public sector borrowing constraints. The Principal reported that enabling provision of additional accommodation was one of the strategic matters discussed with Landex for highlighting to the new Education Secretary.
114. The Board noted overall good progress with achievement of the strategic plan annual milestone objectives and reviewed the targets which were indicated as not achievable, or at risk, for year end. The discussion included reference to government policy development in relation to English and maths requirements and qualification reforms, and risk mitigations in relation to potential changes to T levels were outlined.
115. The Board noted the Principal's assurance of the college's compliance with the new ESFA College Financial Handbook ahead of implementation of the handbook from 1 August 2024 and that a detailed compliance report had been reviewed by the Audit and Resources committees.
116. It was also confirmed for assurance that the tender for the main insurance contract was in progress and that the new contract would be in place for 1 August 2024.
117. The Principal reported a strategic skills collaboration which was in development stage with Biaza and Landex which, if it proceeded, could be implemented in full from 2025 and could be relevant to extend to other land-based sectors.

### Three Year Strategic Plan

118. The Board had received the report of the Principal on the review of the Three Year Strategic Plan, with the proposed mission, vision, long range strategic objectives and annual operating plan.

119. It was noted that the review process had incorporated the review of curriculum contribution analysis and the curriculum plan in the Spring term, discussions of the strategic vision and direction of travel at the Governors’ Seminar in May, and consultation with staff and students.
120. As endorsed at the Governors’ Seminar, it was proposed to retain the existing mission statement as it remained relevant but to refresh the vision statement to align with the latest strategic aspirations for the component parts of the college’s offer.
121. Members raised a number of points about the proposed wording of the statements about the college’s component parts, including discussing the purpose of each statement, the extent to which the statements presented an aspirational vision for the future or a description of the current position, and the consistency of style and approach. It was also noted that the positioning of the college could be strategically significant in relation to the new government’s skills policies.
122. The Principal undertook to reflect on the structure and drafting of the introductory section of the strategic plan to highlight the overarching vision statement and to further review and finalise the wording descriptions for each component part.
123. The Board reviewed the proposed updates to the ‘strategic aims’ and the long-range objectives which provided the framework for setting annual objectives and targets for delivery of the mission and vision.
124. Responding to a member’s question about the use of the term ‘stakeholders’ in the college context, the Principal explained the link to the Ofsted stakeholder categories regarding meeting skills needs and undertook to check the term was used appropriately in the strategic plan document.
125. Members welcomed the streamlined structure of the new strategic operating plan and the cross referencing of the annual objectives to the Accountability Statement targets and draft new HE Access & Participation Plan targets.
126. **Resolved** – that the Three Year Strategic Plan, including the mission and overarching vision statement, be approved and authority delegated to the Principal to finalise the strategic plan document prior to publication.
127. **Resolved** – that the Strategic Operating Plan 2024-25 be endorsed.

#### **HEALTHCHECK REPORT**

128. The Board had received and reviewed the latest Healthcheck report (2024-Issue 07).
129. Members sought additional explanation and discussed the performance reported in relation to FE student attendance and retention data and the outcomes of the FE ‘Pulse’ learner survey results.
130. The Board was assured that student feedback was further explored through focus groups and informed the quality review processes and delivery of staff CPD, to benefit the delivery of teaching, learning and careers advice. Members welcomed the confirmation that nearly all respondents had reported they felt safe at college and that any negative responses were individually investigated to confirm what was behind the response and whether any further action was needed.

## **FINANCE**

### Management Accounts

131. The Board had received and reviewed the latest monthly management accounts (to 31 May 2024), including an update on the in-year financial position 2023/24 and cash flow forecast to July 2025.
132. The Director of Finance explained the main upsides which had resulted in an improved budget position and the forecast of a higher end of year surplus, noting that the additional unconsolidated staff pay award afforded by the improved position had been made in June. Points covered in discussion included:
- Confirmation that the external auditors had agreed that the current balance sheet provision for potential claims arising from the Harpur Trust v Brazel Case be part released in 2023/24 (50%) given the passage of time with the remainder to be released in 2024/25 if no claims are presented by the end of 2024.
  - Forecasting of the ESFA financial health grade, noting that the forecast for 2024/25 would be confirmed as ‘good’ or ‘outstanding’ once the ESFA’s college financial forecast return (CFFR) had been completed.
  - The level of the debt service cover ratio compared to the ESFA benchmark and potential considerations in relation to future public sector borrowing opportunities.
  - The level of bad debt, the main causes of the debt and the college’s debt collection processes, noting that the control processes are set out in the Financial Regulations.

### Budget

133. The Board had received the report of the Director of Finance proposing the two-year financial forecast for 2024/25 – 2025/26 and the income and expenditure (I&E) budget for 2024/25 including capital expenditure, together with the key budgeting assumptions, a summary of changes in the staffing budget, an assessment of compliance with bank loan covenants, a sensitivity analysis, a cash flow forecast, and a summary of operating capital expenditure. The budget was being recommended by the Resources Committee following detailed scrutiny.
134. The Director of Finance outlined the budgeting process and presented the key headlines in the budget and the high-level forecast for the following financial year, including the reasons for the increase in the capital expenditure budget, assumptions in relation to T level funding and Teachers’ Pension Scheme funding, a reduction of income from bank interest, and key changes to staff costs year on year.
135. Members commended the clarity and rigour of the budget papers and discussed a number of points, including the risk to future ESFA income relating to potential government changes to funded qualifications and the potential for in-year growth funding to mitigate this risk, the activities covered by the spend under the farm and equine masterplan projects, and the approach to the capital budget with estimated costs and flexibility in-year to vary the individual projects within the overall capital expenditure budget. Members were assured that facilities developed using T level related capital expenditure would be useable for other qualifications if required.

136. In response to a member's query, the Director of Finance corrected a misprint in one of the income lines for one scenario in the sensitivity analysis.
137. **Resolved** – that the following be approved and reflected in the Financial Forecasting Return to the ESFA (to be confirmed by the Principal):
- a) A budget for 2024/25, which shows a surplus of £254k before FRS 102 pension charges or credits.
  - b) A high-level forecast for 2025/26 before FRS 102 pension charges or credits showing a surplus of £497k.
  - c) An operational capital spend allocation of £1.7 million for 2024/25 and £1.5m for 2025/26, fully funded by the college.

### **SAFEGUARDING**

138. The Board had received the annual report of the Vice Principal Curriculum (Andover), the Designated Safeguarding Lead (DSL), on Safeguarding, including Prevent, and the draft annual Child Protection (HSCP) Audit and Improvement Plan for Hampshire County Council.
139. The Board had also received the updated Safeguarding Learners Policy which had been reviewed to reflect the latest draft Keeping Children Safe in Education (KCSiE) statutory guidance (from 1 September 2024).
140. The DSL gave a presentation to the Board which incorporated a review of safeguarding cases during the year and the role of the Local Authority Designated Officer, headlines in relation to Prevent, a review of actions in the HSCP Audit, the focus and new actions for 2024/25, and updates to KCSiE.
141. A number of points were raised and responded to in discussion, including in relation to young people not in employment, education or training (NEET) and the college's approach to support for Children in Care, assurance about use of the reasonable force procedures and related training in place for staff, and provision of mental health training for staff and processes to support the mental health of students.
142. Members also proposed consideration be given to including the proportion of safeguarding cases to students cohorts in the safeguarding data and to how the various monitoring tools (CPOMs, the RONI tracker, student surveys) could be used together to further understand and respond to the safeguarding landscape.
143. The former Safeguarding Lead Governor (who had completed his term of office as a governor on 10 July 2024) had reviewed the report and confirmed by email to the Head of Corporate Governance that he had no issues to raise in relation to the report. It was noted that he and the incoming Safeguarding Lead Governor had agreed to include a session on the Single Central Record in a safeguarding link visit once a year.
144. The Board welcomed confirmation that comprehensive and effective safeguarding practices existed within the College Group and that a culture of adherence to and continuous development of those practices had been established and was being maintained.
145. The Board endorsed the responses to the annual Child Protection Audit conducted for Hampshire County Council (HCC), including additional details added in response to a member's queries before the meeting.

146. **Resolved** – that the updated Safeguarding Learners Policy & Procedures be approved.

#### **HIGHER EDUCATION ACCESS & PARTICIPATION**

147. The Board had received and reviewed the report of the Vice Principal & Dean of HE and the proposed new Access and Participation Plan.
148. The Vice Principal & Dean of HE summarised the key shifts between the current plan and the requirements of the new plan which would be implemented from 2025/26, once approval had been received from the Office for Students (OfS). Regulatory condition A1 required that approved (fee cap) HE providers had in force an Access and Participation Plan approved by the OfS and that the providers took all reasonable steps to comply with the provisions of the plan.
149. It was noted that the approach to developing the new plan had been reviewed by the Curriculum, Skills & Stakeholders Committee and that two external governors had reviewed and provided feedback on the draft plan at three stages of its development. Although not able to be present at the Board meeting, one of the governors had confirmed to the Chair before the meeting that the points discussed at the review meetings had been addressed and that he supported the plan presented to the Board.
150. The Assistant Principal HE summarised the process by which the equality of opportunity risks, objectives and intervention strategies had been identified to assure the Board that the required evidence was in place and that it would be possible to evaluate and report on the impact of the interventions. However, it was also understood that the OfS would review the plan and provide feedback which might lead to further iterations before the final plan was published.
151. Members raised a number of questions in discussion and sought further assurance about the proposed approach, including in relation to the achievability of targets for access to higher education in the context of the courses offered by University Centre Sparsholt and benchmarking with other land-based providers, and about the selection of progression targets.
152. Members were satisfied by the additional information provided by the Vice Principal and Assistant Principal and commended the overall clarity of the plan.
153. **Resolved** – that the new UCS Access and Participation Plan 2025-2029 be approved, and that authority be delegated to the Principal to sign off the finalisation of the publication and dissemination plan and minor amendments before the plan was submitted to the OfS by 31 July 2024.

#### **COMMITTEE REPORTS**

##### Audit Committee

154. The Board had received the unconfirmed minutes (Part 1) of the meeting of the Audit Committee held on 13 June 2024, together with the risk register heat map, the internal audit plan for 2024/25, the external audit plan and strategy for the year to 31 July 2024 and proposed updates to the committee's terms of reference.
155. The Committee Chair drew the Board's attention to assurance provided in relation to:

- ‘Substantial assurance’ confirmed by RSM’s internal audit of capital projects, a positive outcome for the advisory audit on FE funding rule compliance, and confirmation via the follow up audit of completed management actions from the previous year;
  - Management of procurement processes and controls to secure value for money, minimise cost inflation and deliver service levels;
  - Confirmation of an ‘Outstanding’ ESFA financial health grade for 2022-23, a clear 16-19 Tuition Fund 2022/23 audit, and a clear Annex G Local Skills Improvement Fund audit.
156. It was also noted for assurance that, following the ESFA Funding Assurance Review (Public Finance Audit), the ESFA had agreed that a minor data error had not been a funding error and therefore the c£44k clawback had been cancelled, and that the committee had considered a review which confirmed compliance with the ESFA College Financial Handbook.
157. The Committee Chair alerted the Board to key areas of action discussed by the committee:
- Steps being taken to meet the demand for student accommodation.
  - Development of a reserves policy as recommended by the College Financial Handbook.
  - The continuing high risk presented to all organisations of cyber-attacks.
158. It was noted that the internal audit deep dive of the cyber security risk register controls had provided ‘reasonable assurance’ and that the IT Manager had presented to the committee a case study on a recent cyber security incident. Given the high risk profile, it has been decided that a review of cybersecurity be included annually on the committee business plan, in addition to termly updates through the risk register assurance report.
159. Members recognised the strategic importance of cyber security and noted that an in-depth briefing would be planned for all governors, and particularly those with specific expertise invited to provide feedback. It was recognised that the ability of an organisation to respond to cyber-attacks was crucial.
160. In relation to emerging risks, the Board discussed the change in Government and the Principal summarised key new government education, skills and employment policies which had been announced to date and would require more work to consider the impact as more detail followed.
161. The Committee Chair highlighted the actions being requested of the Board, with the updated Risk Management Policy to follow to the October meeting.
211. **Resolved** – that the following be approved:
- a) Internal audit plan for 2024/25 be approved.
  - b) External audit plan and strategy for the year ending 31 July 2024.
  - c) Updated Audit Committee terms of reference.

#### Curriculum, Skills & Stakeholders Committee

162. The Board had received the unconfirmed minutes of the meeting of the Curriculum, Skills & Stakeholders Committee (CSS) held on 23 May 2004, together with the updated Careers Education, Information, Advice and Guidance (CEIAG) Policy.
163. The Committee Chair drew the Board’s attention to assurance confirmed by the committee’s discussions in relation to:

- Continuing evidence of effective engagement with employers and other stakeholders, giving the example of the partnership with charity Building Heroes to deliver training in construction skills to military service leavers (or their family members);
- Review of delivery of the Careers Strategy, including actions taken by management to engage external support in careers advice delivery and to train/recruit internal Level 6 qualified advisors, and the related CEIAG Policy and Provider Access Policy.
- Review of marketing activities and the positive levels of student applications for 2024/25.

164. **Resolved** – that the updated Careers Education, Information, Advice and Guidance (CEIAG) Policy be approved.
165. The committee had also reviewed an update on qualification reforms and the expansion of the T Level offer and a monitoring report on delivery of the current HE Access & Participation Plan.
166. It was noted that the committee had conducted the annual review of its performance and terms of reference, including principle 4 of the AOC Code of Good Governance (stakeholder engagement), and there were no matters arising requiring the Board’s attention.

#### Quality & Standards Committee

167. The Board had received the unconfirmed minutes of the meeting of the Quality & Standards Committee (Q&S) held on 27 June 2024, together with the FE Curriculum Delivery, Teaching & Learning, and Quality Improvement Strategy and a number of student related policies.
168. The former Committee Chair had completed his term of office as a governor on 10 July 2024 and A Rowley, the nominated new Committee Chair, was invited to provide an oral summary of the committee’s business.
169. A Rowley alerted the Board to a number of matters arising from the committee’s review of progress reports, including in relation to FE attendance and retention performance and continued close monitoring of English and maths performance. The committee had been assured by the actions reported through the QIP and quality improvement strategy for 2024/25 and the correlation of these with the outcomes of external quality reviews and had been pleased to hear about a number of new developments supporting English and maths teaching and learning.
170. A Rowley also highlighted the committee’s scrutiny of FE student performance and conduct data for the year and assurance of a zero-tolerance approach and early intervention, supported by the ‘Ready, Respectful, Safe’ campaign to report issues.
171. **Resolved** – that the FE Curriculum Delivery, Teaching & Learning, and Quality Improvement Strategy 2024/25 be approved.
172. The Board also noted assurance in relation to the continuous improvement of the HE student experience and outcomes, the annual review of complaints monitoring, and review of updated student related policies.
173. The Vice Principal/DSL and Head of Corporate Governance provided an update on the further revisions which were proposed to the Stop & Search a Learner Policy (to be retitled Learner Search & Confiscation Policy) since the committee’s meeting, reporting legal advice received in relation to the legislative position for over 18-year-olds enrolled at the college (including University Centre Sparsholt). It was noted that, if any further changes were required as a

result of the legal advice just received, these would be presented to the Chair of Governors for approval prior to the start of the new academic year.

174. A member raised a question about the applicability of college policies to visitors to the campus and it was agreed to keep in mind when college policies were reviewed and updated whether they applied to visitors and, if so, how this was expressed and implemented.
175. **Resolved** – that the following be approved:
- a) Freedom of Speech Code of Practice (subsuming the FE and HE Freedom of Speech Codes of Practice)
  - b) FE Student Code of Conduct
  - c) UCS Student Conduct Policy (subsuming the HE Student Code of Conduct)
  - d) FE Fitness to Study Policy
  - e) UCS Academic Support Policy
  - f) Fitness to Practise Policy for Veterinary Nurse Students
  - g) UCS Accreditation and Recognition of Prior Learning Policy
  - h) Ethical Review Policy
  - i) Bullying & Harassment Policy – Learners
  - j) Missing from Education Policy
  - k) Learner Search & Confiscation Policy (formerly the Stop & Search a Learner Policy)
176. It was noted that the committee had undertaken its annual review of its performance and terms of reference, including aspects of the AOC Code of Good Governance in relation to quality of teaching and learning. There were no matters arising requiring the Board's attention.

#### Resources Committee

177. The Board had received the unconfirmed minutes (Part 1) of the meeting of the Resources Committee held on 4 June 2024, together with the updated Long Service Awards Policy and committee terms of reference.
178. The Chair of Governors drew the Board's attention to the remaining recommendations of the committee, the proposed budget and financial plan having been covered earlier on the agenda, and noted the updates on HR, property and sustainability matters.
179. **Resolved** – that the updated Long Service Awards Policy be approved.
180. The committee had also reviewed a report on compliance with the ESFA College Financial Handbook and undertaken its annual performance review, including aspects of the AOC Code of Good Governance which related directly to the work of the committee.
181. **Resolved** – that the updated Resources Committee terms of reference be approved.

#### **WELLBEING**

182. The Board had received the unconfirmed minutes of the Wellbeing Committee held on 4 June 2024, which covered equality & diversity, health & safety and safeguarding (including Prevent), together with a number of updated policies recommended by the committee.
183. The Principal highlighted to the Board assurance in relation to the health and safety and safeguarding activities and recommendations for approval of updated policies.
184. **Resolved** – that the following updated policies be approved:

- a) Health & Safety Policy (Staff)
- b) Health & Safety Policy (Students – Andover)
- c) Health & Safety Policy (Students – Sparsholt)
- d) Work Placement Policy
- e) Administration of Medicines & Medical Requirements Policy
- f) Substance Use and Misuse Policy
- g) Suicide Safer Policy
- h) Use of Reasonable Force Policy

185. The Principal reported the committee’s consideration of equality and diversity matters, explaining that the Single Equality Scheme and equality objectives were being reviewed, with a new policy and objectives to be presented to the Board in October. It was proposed that the current Single Equality Scheme be extended and the equality objectives reconfirmed until then.
186. **Resolved** – that the Single Equality Scheme be extended and the college’s equality objectives set out in the scheme be approved to 31 October 2024.
187. The Principal explained that subsequent to the committee’s consideration of the new AOC EDI Charter, a point had been raised by a member about the use of the term ‘equity’ rather than ‘equality’ by the AOC and the need to understand the intent and implications for the college of this approach before the college made a commitment to the charter. The Principal had reached out to the AOC’s Director of Diversity & Governance who had offered a discussion with members of the Board and SLT and the Principal undertook to arrange this with the Head of Corporate Governance.

## **COLLEGE GROUP SUBSIDIARY COMPANIES**

### Andover Town Football Club Limited (ATFC)

188. The Board had received the minutes of the meeting of the ATFC Board of Directors of 17 May 2024.
189. The Board noted that the club had been relegated from Wessex League Division One at the end of the season and the budget implications were being carefully managed. It was also noted that discussions continued with Test Valley Borough Council about the possibility of an all-weather pitch at the Portway Stadium which could provide opportunities for wider commercial use of the stadium and by the community.

### Sparsholt College Services Limited (SCS)

190. The Board had received the minutes of the meeting of the SCS Board of Directors of 18 June 2024.
191. The Chair confirmed that the arrangements between the college and SCS continued to operate effectively.

## **GOVERNANCE**

### Written Resolutions and Chair of Governors’ Approval

192. 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 March meeting of the Board.

193. The Board had decided by written resolution of 12 April 2024:

- **Resolved** – that the Instrument of Government 2(1)(a) be revised so that the Board of Governors shall consist of up to nineteen members from 1 May 2024 (the extra member being an external member).
- **Resolved** – that the terms of reference of the Quality & Standards Committee be revised so that the membership from 1 September 2024 be increased to include up to three co-opted members (with no change to the number of governors or the quorum).
- **Resolved** – that the following be appointed:
  - Flavian Obiero as a member of the Board of Governors from 1 May 2024 for a term of office of four years (subject to satisfactory references, DBS and fit and proper person checks) and as a member of and the Curriculum, Skills & Stakeholders Committee;
  - Nick Shorter as a member of the Board of Governors from 1 May 2024 for a term of office of four years (subject to satisfactory references, DBS and fit and proper person checks) and as a member of and the Resources Committee;
  - Noemi Wall as a member of the Board of Governors from 1 May 2024 for a term of office of four years (subject to satisfactory references, DBS and fit and proper person checks) and as a member of and the Audit Committee (date of appointment to the Audit Committee subsequently revised by a resolution of the 16 May 2024 meeting of the Board to 11 July 2024);
  - Jonathan Loretto as a member of the Board of Governors from 11 July 2024 for a term of office of four years (subject to satisfactory references, DBS and fit and proper person checks) and as a member of and the Quality & Standards Committee;
  - Sally Thompson as a co-opted member of the Curriculum, Skills & Stakeholders Committee from 1 May 2024 for a term of office of four years.
  - Gemma Baker as a co-opted member of the Quality & Standards Committee from 1 September 2024 for a term of office of four years.
  - Chris Wilson as a co-opted member of the Quality & Standards Committee from 1 September 2024 for a term of office of two years.

194. The Board noted two approvals by the Chair of Governors:

- A one-off unconsolidated payment of £500 per FTE (plus associated oncosts to the College Group) be paid to College Group staff (with any member of staff having worked a minimum of 150 hours and the payment pro-rated if member of staff commenced part way through the period 01 June 2023 to 31 May 2024) in the June payroll enabled by a higher than budgeted income and expenditure surplus for the financial year 2023-24 on the recommendation of the Resources Committee in order that the payment be made in the June payroll. The payment to SCS employees was approved by the SCS Board of Directors.
- Updates to the Strategic Aims and Context & Place introductory sections of the Accountability Agreement 2024-25 prior to submission to the DfE, under authority delegated by the Board at its 16 May 2024.

### Governance & Search Committee

195. The Board had received the minutes of the Governance & Search Committee held on 9 May 2024, including in relation to succession planning, appointments, and board performance and development.
196. The Chair of Governors highlighted the review of membership matters and recommendations for appointment. It was noted that C Wilson, who had stepped down as a governor and the Safeguarding Lead Governor and been appointed as a co-opted member of the Quality & Standards Committee from September, had agreed to provide transitional support to the new Safeguarding Lead Governor.
197. **Resolved** – that the following be appointed:
- a) Amanda Rowley as Vice Chair of Governors and Safeguarding Lead Governor from 11 July 2024 and as Chair of the Quality & Standards Committee from 11 July 2024 and for 2024/25.
  - b) Gareth Davies as chair of the Audit Committee for 2024/25.
  - c) Tom Floyd as chair of the Curriculum, Skills & Stakeholders Committee for 2024/25.
198. Members were invited to consider the opportunity to shadow the role of SEND Lead Governor with a view to considering appointment to the role and to consider the vacancies for a Co-Vice Chair of Governors and a director of Westley Enterprises Limited.
199. The Board welcomed the confirmation that the College President was willing to be reappointed and recognised with gratitude the commitment HM Lord-Lieutenant Nigel Atkinson had shown to support the work of the college and to undertaking the ambassadorial role.
200. **Resolved** – that the updated College President role description and the reappointment of HM Lord-Lieutenant Nigel Atkinson for a second term of office of four years from 24 October 2024 be approved.

### **CONFIDENTIAL BUSINESS**

201. The Board had received the unconfirmed confidential minutes (Part 2) of the meeting of the Resources Committee held on 4 June 2024 and the Chair of Governors highlighted the matters arising.
202. Confidential matters were recorded separately.
203. The meeting ended at 1.10 pm.

***Approved: Board of Governors meeting 3 October 2024***