



Minutes
Meeting of the Corporation
Wednesday 17 May 2017 at 4.30pm
William East Room

PART 1

Present:	Pippa Goodwin (<i>Chair</i>)	Frank Pitkin
	Bryn Aldred	Neil Prior
	George Garbett	Janet Robertson
	Samantha Kilgour	Sylwester Rzeminski
	Gillian May (<i>Principal</i>)	Dave Snowden
	Gareth Osborn	Andrew Try
	John Petitt	

In attendance:	Amanda Gee	<i>Commercial Director</i>
	Anne Entwistle	<i>VP Curriculum & Students</i>
	Richard Munday	<i>Finance Director</i>
	Tracy Reeve	<i>Clerk to the Corporation</i>

The formal meeting was preceded by a short presentation and Q&A session with Jan Selfridge (JS), Higher Education (HE) Manager at BCA who was accompanied by two HE Students (AS and AH). The two students were studying the FdSc Animal Behaviour and Welfare. Both gave the following reasons for studying HE at BCA; beautiful campus, pleasant environment, professional staff, a good range of zoo animals, desirable modules within the course, ability to study whilst undertaking relevant part-time employment. Feedback from the HE students was very positive around the provision of the HE Centre (sited in Greenacres); this gave them a good base for self-directed study and enabled them to network easily with other HE learners. The meeting noted feedback from AH on the residential provision at BCA: this was broadly positive with the only downside being the restrictions on alcohol on site due to the presence of under 18 learners in the residences, (AH had not cited this as a major issue as he was able to socialise locally away from the BCA campus).

The meeting sought suggestions for any improvements and noted that the learners would like to have more practical lessons and more access to the animal collection at BCA. JS informed the meeting that she was pursuing the possibility of BCA being affiliated to a local University Students' Union; this would give HE learners at BCA access to some more traditional University-based social events.

Both of the HE students confirmed that they believed their course at BCA provided excellent value for money as an HE option. They both asserted that the course had enabled them to develop more confidence in learning and as individuals; the 1:1 support provided and employability workshops had helped them to define what they wanted to pursue as a career and helped them to achieve it. Governors were pleased to note that both of the students would be progressing onto relevant opportunities after completing in June 2017: working in conservation for marine animals; and going to work in animal conservation on the Masai Mara game reserve in Kenya.

Governors noted that the current HE intake at BCA was circa 50 learners per year; the maximum intake was cited as being between 100 to 110 learners so there was definitely room for growth in the HE curriculum. The meeting sought confirmation on

what contribution to income an additional 50 HE learners would make; this was noted as circa £300,000 income per annum (at a margin of circa 15%). The meeting sought clarity on whether there was an option to grow international recruitment to HE but were informed that as BCA did not hold a Tier 4 licence it could not therefore recruit international students.

57/17 Chair's Welcome

Pippa Goodwin opened the meeting as Chair and welcomed Bryn Aldred, Student Governor, to his first Corporation meeting.

58/17 Apologies

There were no apologies; Dave Snowden would be arriving after the start of the meeting (joined at minute 62/17 below).

59/17 Notification of any other business

There was no other business.

60/17 Notification of Members interests

There were no interests notified.

61/17 Minutes of the meeting held on 22 March 2017

The minutes were approved and signed by the Chairman as a correct record.

62/17 Matters Arising

- ***Renovation of artwork***

The meeting noted the recently restored painting by Peter Monamy; an English marine painter who lived between 1681 and 1749. This painting had been removed from the wall in South Wing it was previously embedded in the plasterwork. Governors were reminded that the College had committed £2,500 to have this heritage asset cleaned, restored and reframed; the funding for this project had been sourced from commercial income from the dance school hire charges. The meeting noted that the restorer had given a presentation around the project to level 3 Art and Design students earlier in the afternoon. The discovery of the picture was also of interest to the Nelson Society who were working with the College on developing the heritage profile of BCA. The meeting congratulated Commercial Director (AG) in driving forward this project to completion. Student Governor (GG) suggested that the College should look into the possibility of loaning out the painting e.g. to the National Gallery for any nautical themed exhibitions.

NOTED

- ***Audit Committee Minutes – March 2017 (minute 50/17, page 6)***

The Chair sought, and was given confirmation that the minutes from this meeting had been circulated to all governors earlier in the day.

NOTED

There were no other matters arising that were not already included on the agenda.

GOVERNANCE ISSUES

63/17 Student Voice Report

The Student Governors (GG and BA) gave the meeting a verbal update on current issues within the student body. GG informed the meeting that the student governors had discussed with the Executive Team earlier in the day the best way to improve the way the Student Council and the formal Student Voice processes at BCA were working. The outcomes of these discussion would be implemented and would include: an earlier election of Student Governors to maximise their input (June election); more frequent student council meetings to aid communication; and the introduction of suggestion boxes to get student feedback. The Principal assured the meeting that an update on this reorganisation would be provided to the

Corporation at the start of the new academic year. The meeting was pleased to note that student feedback around the Wi-Fi provision on the campus was now largely positive.

The meeting NOTED the Student Governor feedback.

ITEMS FOR APPROVAL

64/17 Search Committee recommendations

The Chair presented the recommendations for new governor membership following the Search Committee which had been held on 27th April 2017. The meeting supported the assertion that there was a need to appoint some additional governors as the Corporation was relatively small at 14 members; especially when 6 of these posts were now taken up by Staff Governors, Student Governors and the Principal. Corporation Members were reminded that there was currently one vacancy on the Corporation for an 'external' governor and there was a previously agreed aim to strengthen the financial experience on the Corporation.

The meeting considered the specific skills and experience of the three recommended candidates for Governing Body membership as follows:

Ian Thomson

Ian Thomson (IT), was a Relationship Manager with RBS in Reading and had been involved with BCA for the last eighteen months providing mentoring support to the Business Studies students. IT had considerable relationship management experience in the banking sector with SMEs and also in the Higher Education sector. The meeting agreed that IT's finance background, knowledge of the sector and previous commitment and mentoring input at BCA would make him a valuable addition to the Corporation.

Neil Dew-Gosling

Neil Dew-Gosling (NDG) was a qualified accountant with considerable experience in finance, business improvement, change management and the education sector. His experience in finance and business transformation, and his previous work within the Higher Education sector (Northumbria University) were all seen as a good fit with the skills of existing Corporation members. It was agreed that NDG would make a valuable addition to the Audit Committee and his strong strategic background and professional accountancy qualification would make him a strong successor for when John Petitt left the Corporation in December 2017.

Daniela Shanly

The meeting was reminded that Daniela Shanly (DS) had previously been appointed as a Corporation member at BCA on 20th March 2013 for a four-year term of office. However, DS had resigned as a Governor of BCA on 20th January 2014 due to a potential conflict of interest around land disposal at the College. During the last four years DS had maintained close links with the College and any possible conflict of interest around land disposal had now disappeared. Members agreed that with her background as founder of Beech Lodge School, DS would bring specific educationalist knowledge and experience to the Corporation. Her knowledge of Foundation Learning would also be of considerable value as a governor.

The Corporation AGREED that:

- ***The determined number of the Corporation be increased to 16 (from 14) with immediate effect.***
- ***The following new members be appointed as Corporation Members with immediate effect for a 4 year term of office (May 2017-May 2021):***
 - ***Ian Thomson***
 - ***Neil Dew-Gosling***
 - ***Daniela Shanly***
- ***Neil Dew-Gosling be appointed to the Audit Committee (succession planning for the retirement of John Petitt in December 2017).***

65/17 Solutions Lab – Sustainable Energy Centre

The meeting was given an update on this bid to the LEP which had been discussed in detail at several previous meetings of the Corporation: 20th May 2015 (minute 58/15); 7th October 2015 (minute 87/15); 2nd December 2015 (minute 116/15); 6th July 2016 (minute 77/16); and 7th December 2016 (minute 123/16).

Governors were reminded that it was for the refurbishment of the existing Motor Vehicle Workshop at the far north end of the campus to provide 300m² space for a Sustainable Energy Centre. The aim was to provide a modern setting for teaching (including Apprenticeships) to complement the Engineering courses at the College. Members noted that the College was already working with a number of local employers and the provision would support this work by creating a workshop space suitable for developing practical engineering skills in the area of sustainable energy and related engineering. The training offered would provide a STEM learning space with provision specifically tailored to the land based sector and employers. The Principal reminded Governors that the project would be part of the Solutions Lab collaborative initiative specifically targeted to the land based industries and employers. The training offered would prepare students to access employment in the sustainable engineering businesses and also to progress to science and engineering programmes at the University of Reading. The facility would also be available to employers as part of the College provision in the area. The meeting was reminded that the existing engineering facilities were a key part of the College Apprenticeship offer and this improved resource would enable a greater range of training to be offered to employers.

Under growth deal 4 the College contribution would be 1:1 with the option to use land and buildings as the match. Governors considered the proposal to submit the application for LEP grant funding under the terms of growth deal 4 and this was approved. The meeting commended this proposal as the new Sustainable Energy Centre would enable the College to fill a gap in the curriculum and meet the demands of local employers through the college's relationship with LC Energy. Governors sought, and were given, confirmation that the LEP funding would be a grant and would not be repayable; the College 'match' would come from land and buildings.

The meeting APPROVED:

- i) The College application for LEP funding for the Solutions Lab Sustainable Energy Centre under the Growth Deal 4.***
- ii) BCA to use land and buildings as a match for the required 1:1 matched funding (£250,000).***

The Corporation CONFIRMED that any implementation of the Thames Valley Area Review recommendations would not have any negative material effect on the estate or the capital assets of the college.

ITEMS FOR INFORMATION

66/17 Principal's Report

The meeting noted this report which covered the following key items: Applications and Open Day numbers; in-year retention for 2016/17; attendance; apprenticeships; financial recovery; land-based Area Review; and property. The Chair commended all staff for their considerable efforts to put together the BCA Goes to Town event on Saturday 29th April in Maidenhead town centre; she had been really impressed with the wide range of activities being showcased. GM highlighted the attendance of Theresa May at the event during the day; she had visited all the stands and displays. Governors sought clarification on why the actual ESFA (formerly SFA) learner number for 2016/17 (57) was lower than achieved in 2015/16 (122). The meeting was informed that this was in relation to the Adult Learning for Independence and Employment (ALFIE) programme which had run for the full year 2015/16 but had only been run in 2016/17 February 2017 onwards when it was clear that there was spare capacity within the ESFA contract. The meeting was given assurance that the SMT continued to monitor this provision carefully to avoid any risk of over-trading on the ESFA

contract (which would mean the provision was unfunded). The Principal informed the meeting that the College was currently bidding to run the popular ALFIE provision for the full year 2017/18 but this would only be possible if 'exceptional support funding' was approved by the ESFA.

NOTED

67/17 Academic Report

• **Progress against Target Grades**

The VPC&S presented a report which provided an update on this important area of learner tracking. The meeting noted the results from Period 3 which demonstrated a 5% increase on the Period 2 results across the whole College; 69% of learners were now on track to meet or exceed their target grade (64% at Period 2). The data by level and gender was noted and Governors were given assurance that targeted work was being undertaken to close any gap between male and female performance. AE confirmed that an additional Period 4 window had now been opened to enable tutors to have an accurate picture leading into the final 5 weeks of term. Governors commended the addition of the fourth window as it ensured that the focus on stretch and learners efforts continued right through to year-end. The Chair sought additional clarification on what was being done about securing a faster improvement in the maths target grade achievement; 25.9% of the 492 learners were currently meeting or exceeding their maths target grade (this was noted as 5% higher than at the end-year figure 2015/16). AE outlined the targeted focus on this area with additional workshops being well attended and tutors placing greater emphasis on improving exam technique for learners. The meeting noted that the national benchmark for students achieving or exceeding their target grade in maths was 35% and the College was on track to meet or exceed this benchmark for 2016/17. Governors were assured that the College was confident of improved performance and reminded the meeting that the issues around poor maths performance were a national issue within FE. The Principal informed the meeting that Ofsted and the government had identified that the ongoing issue of national underperformance in maths - and to some extent English - in schools needed to be considered further. The current system of learners being required to keep re-taking maths and English whilst they were in the FE sector until they attained a grade A*-C was not working; a national announcement of changes to policy was expected in June 2017.

• **Ofsted Inspection Report**

The meeting noted the formal report from the Ofsted Inspection of BCA undertaken on 7-10th March 2017. As all Governors had been previously informed the College was delighted to have maintained its 'Good' Ofsted grade.

The report highlighted the following strengths at BCA:

- ✓ Full time students have exceptional knowledge and understanding of Prevent and British Values.
- ✓ Learners develop very good practical skills.
- ✓ Mostly good teaching, learning and assessment helps learners to link theory to practice. (T&L) develops practical skills and skills for employment.
- ✓ Cohesive leadership team knows the college well and what needs to be improved.
- ✓ The very diverse student body are respectful of each other, staff and their environment. They respect and value each other's opinions. They are proud to be students at the college.
- ✓ Students develop their use of technical and vocational language and their use of English and mathematics very well.
- ✓ Learners benefit from very good personal and academic care, guidance and support.
- ✓ Governors and senior leaders have a clear and well-considered vision for the future of the college.

Governors discussed the three key areas which had been highlighted during the inspection as forming the basis of the Post-Ofsted Action Plan:

- Quality and timeliness of written feedback to learners.
- The quality of apprenticeships was not improving rapidly enough.
- Students studying GCSE maths are not yet making good progress.

- **Post-Ofsted Inspection Plan**

The meeting noted the detailed Post Ofsted Action Plan (POAP) which had been drawn up to reflect the quality improvement required by the Ofsted inspection. The Principal reminded the Governors that there was nothing on this POAP which had not already been identified as an ongoing area for improvement through the college's own self-assessment process. The Chair commended the level of detail in the POAP but reminded the meeting that moving forward the Corporation would need to focus on monitoring the key priorities. It was agreed that a one-page dashboard of progress against key priorities within the POAP should be brought to future meetings of the Corporation; this should be RAG rated and show the direction of travel since the previous meeting.

The Ofsted feedback was NOTED.

It was AGREED that a one-page RAG rated dashboard of progress against key priorities within the POAP should be brought to future meetings of the Corporation.

- **Higher Education (HE) Report**

Applications: The meeting noted the standing HE Update report. Governors were informed that although slightly behind last year in terms of applications for the FdSc Animal Behaviour and Welfare, enrolment targets were set to be achieved for September 2017. The overall HE enrolment target for 2017 was 44 and the College had received 65 applications via UCAS to date. The meeting noted that a decision would be taken around the viability of the FdSc Equine Entrepreneurship during the next couple of weeks; applications were low at 5 (3 of which were from internal progression). It was also noted that the staff time from Business and Equine could be well employed within the FE curriculum if the HE course did not run in 2017/18. Governors sought additional clarification on where HE learners were choosing to study equine courses and it was noted that there were some very good private training providers offering specialist equine courses and Higher Level Apprenticeships which were proving popular with learners. It was noted that BCA was investigating the possibility of converting the FdSc Equine into a Level 5/ Foundation Degree Apprenticeship. The meeting was pleased to note the high level of interest in the BSc (Hons) Veterinary Physiotherapy with 21 applications for the enrolment target of 14. Following the positive feedback from the HE learners earlier in the meeting, Governors sought, and were given, assurance that the facilities provided in the HE Centre at Greenacres were being effectively used in BCA marketing material.

Partnerships: The Royal Agricultural University (RAU) validation process for the BSc (Hons) Veterinary Physiotherapy had over-run the original end of April deadline; a decision was now due by 19th May. An informal partnership meeting was held with the University of Reading on April 25th; this went well, with positive verbal feedback from the UoR visitors (Dean of Education and QA Manager) although the formal report was still to be received.

CAWR: The meeting noted that the proposed annual Animal Welfare Conference proposed to be held at BCA for students at RAU partner colleges (due to take place in June 2017) would not now be going ahead due to other colleges exam commitments; this would be carried forward for future years.

HE Strategy: Governors were reminded that a formal HE strategy document for 2017-20 was in the final stage of development and would be reviewed by the College's internal auditors ICCA in May 2017. The Principal informed the Governors that the HE Strategy would be brought to the next Corporation meeting for consideration and approval (5th July 2017); [this was subsequently amended to the September 2017 Corporation meeting after the meeting]. The meeting was reminded that the College would receive its Quality Review Visit to look at HE provision in September 2017.

The HE Report was RECEIVED

- **Apprenticeship Update**

The meeting noted the current overall (60%) and timely (58%) success rates for 2016/17; this was a considerable improvement on the prior year (when timely had been 38.8%). AG confirmed that the year-end predicted timely success was still holding at 82%.

2016/17 Quality Improvements: Governors were reminded that the key areas for improvement in apprenticeships had been identified as:

- Timely and robust completion of Progress reviews
- Narrow the lines of communication within the curriculum, assessor and employer team.
- Create a more Dynamic learning environment for the in college/off the job training.
- Moving some curriculum to a 52 week programme in line with Guided Learning Hours for the ESFA.

Link Governor for Apprenticeship (SK) had met with the new Apprenticeship Manager (LO) during the afternoon and gave the meeting feedback on changes implemented since LO had started at BCA in January 2017. A training programme had been devised to push the improvements forward with the introduction of the new progress review format, which will signpost the assessor to ask key questions, while increasing the time spent with apprentices' and employers. An induction programme for apprentices had been devised with a tracking document to help identify those apprentices who had not completed; the headline subjects included were Prevent, safeguarding and health and safety. The meeting discussed the focus on improving secured success rates in English and maths for apprentices; work had also been undertaken to make employers understand the importance of English and maths. Employer links remained good, with a number of active leads for September starts; a recruitment drive was currently being undertaken and Floristry and Motor Vehicle employers were being targeted. The Chair sought additional explanation around the ESFA annual apprenticeship survey; this was confirmed as being a provider led campaign (BCA had worked hard to contact all employers and elicit their response to the survey) which had resulted in feedback from 44 employers. Governors noted that it was important for BCA to get good employer feedback as the results from this survey were posted onto BCA's front page of the Digital Apprenticeship Service portal.

Business Development Activity and Monitoring: The meeting noted that the College was exploring the Arboriculture apprenticeship standards in a partnership with Bartlets. Governors also noted an update on the Business administration apprenticeship from City and Guilds; this would now be introduced as a framework not as a standard (because the end-point assessment was not ready to roll out). The meeting was delighted to note that the College had now received confirmation that it had been accepted onto the Register of Approved Training providers (RoATP). Governors were reminded that this would secure BCA's income stream for apprenticeships going forward. The College would submit a growth request according to the ESFA guidelines to support the continued growth in apprenticeships. Governors were reminded that the new Apprenticeship Manager would attend the July 2017 Corporation meeting to give the meeting an update on progress.

The Apprenticeship Report was RECEIVED

68/17 Finance Report

- **Finance Director's Report**

The meeting noted the report from the Finance Director (FD) which summarised progress in all areas under his control and highlighted the main areas for focus going forward.

EFA and SFA Funding 2017/18: RM confirmed that the EFA (16-18) allocation for 2017/18 was £36,000 higher than reflected in the budget.

Internal audit: Seven reviews had been completed by the College internal auditors ICCA so far this year – learner records (substantial assurance), financial controls/ payroll (substantial), safeguarding (substantial), management accounts (substantial), High Needs and ALS funding (substantial), procurement policies (reasonable) and support costs (benchmarking – advisory only).

Pension Deficit repayments: Governors were very concerned to note that the College had been asked to make additional payments of £165,000 in 2018/19 and £380,000 in 2019/20 in addition to normal contributions; this was towards funding the deficit on the LGPS. RM confirmed that an initial meeting had taken place with the Pension Fund Manager (and other FDs of local FE Colleges) and a further meeting with the actuaries would take place soon. Governors sought confirmation that these additional payments were in the cash-flow plans; RM confirmed that he would build this into the 2018/19 financial plan. The meeting discussed the actuarial assumptions and the difference in the pension deficit shown in BCA's accounts under FRS102 rules (£9m) and the actuarial deficit (£3.6m).

The Finance Director's report was NOTED.

- **College Management Accounts: March 2017 and April 2017**

The management accounts to March 2017 were taken as read. The FD presented the Management Accounts to 30 April 2017. The meeting discussed the highlights including the fact that the Year to date operating surplus was £7K, which was exactly in line with the reforecast. Members noted that income was £7,000 above the reforecast of £9.612m, pay costs were £32,000 below the reforecast at £5.928m and non-pay costs were £39,000 above the reforecast at £3.684m. Governors sought, and were given, assurance that the College would report a surplus of £129,000 for the year which was in line with the re-forecast. The meeting was reminded that this surplus would be £54,000 below the original 2016/17 budget after the additional investment in apprentices and marketing that was approved by the Corporation in autumn 2016. The FD confirmed that the College had passed all the bank covenant tests based on the 12 months to December 2017. Governors were given assurance that the Financial Health grade (inadequate) and the points awarded (110) were both as forecast.

The meeting noted the dashboard of financial and HR key performance indicators which accompanied the management accounts on a monthly basis and a detailed cash-flow forecast. The most recent cash flow forecast to end of July 2018 was included in the management accounts pack and showed that the College would remain well within the overdraft facility. Governors were reminded that the overdraft facility would revert back to £200K from £950K on 1 June 2017. The meeting was given assurance that the FD had already confirmed that Lloyds would provide a £650k overdraft facility during the same period in spring 2018.

The March 2017 and April 2017 management accounts were RECEIVED.

69/17 Applications 2017/18

The meeting noted a current spreadsheet showing applications by curriculum area at 15th May 2017 compared with the same point in the prior year which was tabled to the meeting. Applications for 2017/18 were now at 1,414 which was 15 (1%) higher than the same point in the prior year. There was a broad spread across departments with notable under-applications in Equine, Health Studies, Foundation and Land. The meeting was reminded that applications for Health Studies tended to be later than other curriculum areas due to the different learner group, many of whom were 19+. Foundation Studies also suffered from later applications due to the additional processes associated with many of the applicants' Education and Health Care Plans (EHCP). The dip in Land applications was partly due to the removal of the Countryside course and was also partly offset by the increase in apprenticeships being delivered in this curriculum area. The meeting commended the increase in applications to Agriculture; at 33 applications this was up 236% on the prior year. The positive impact of the College's agricultural forum and hosting the Young Farmers was noted. Governors were informed that the overall final enrolment 2017/18 was likely to be broadly comparable with the prior year and showing little or no growth. However the meeting was reminded of the demographic dip currently being experienced in the 16-18 age group so the College was doing well to maintain its numbers within a shrinking market. Governors were reminded that this demographic dip would only be reversed in 2019/20 when there would be a 5% growth in the 16-18 cohort. The meeting sought, and was given, assurance

around the ongoing targeted marketing campaign which was being conducted via social media, poster campaigns and attendance of BCA marketing staff at schools and other events. Work would also be focussed on ensuring that the conversion rate of applications to enrolments was maximised. Governors commented that they had seen anecdotal evidence of this during Link Governors visits; HoDs were very aware of the importance of strong conversion and a lot of activity was being undertaken to keep applicants engaged with BCA until September 2017. The Principal reminded Governors that all staff were very aware that any pay increase (a return of a third tranche of 1% on the 4% pay decrease which was applied to all staff in January 2014) was dependent on a strong enrolment against the target.

The applications report was NOTED

70/17 Health & Safety (H&S) Update

The meeting noted the standing H&S Report to Governors and took this item as read.

Accidents: The total accidents for the period September to February 2017 numbered 93; these were mostly cuts, bruises and animal bites. Governors also noted the details of two RIDDOR reportable incidents which had occurred in January and March 2017; one was a sports injury and the other was whilst on work placement.

Training: H&S training for staff with Polish as a first language had started in September 2016 for 13 staff. At the half year point it was noted that the following training had been completed: COSHH (11 out of 13); Fire (11/13); Manual Handling (11/13); slips trips and falls (10/13). It was noted that 9 staff from a variety of departments had attended training with a cable avoidance tool and signal generator (CAT and Genny) in March 2017.

Occupational Health Provision: Phase 2 of the occupational health provision took place in February; this was for lung function (7), audiometry (25) and hand arm vibration (25).

Risk Assessment: Storage of heating oil: The meeting noted this detailed risk assessment which had just been updated.

The H&S Report was RECEIVED.

71/17 Board Assurance Report/ Risk Register

The meeting took the updated Board Assurance Report/ Risk Register as read. The only risk remaining 'red' after mitigating action had been applied was noted as Risk 1 'Failure to retain independent status'; the risk remained at 25 even after the mitigation had been taken into account.

The Board Assurance Report was RECEIVED.

ANY OTHER BUSINESS

72/17 Updated Governor Link Scheme

Following the appointment of the three additional governors the meeting considered a proposal for an updated list of link curriculum areas under the Link Governor Scheme.

The Link Governor links were APPROVED subject to the following amendment:

- ***NDG to be link governor for Finance but also to share DS's link areas of Media/ Performing Arts and Art & Design.***
- ***A new Link Governor would have to be sought for Apprenticeships when SK left the Corporation in July 2017.***

73/17 Overseas Learning Visits

Italy Ski Trip, February 2018: The meeting considered a proposal for an Outdoor Education ski trip to the Aosta Valley in Italy from 3-10 February 2018. Governors sought clarification on why the College had not run any ski trips in recent years and the meeting noted that it was due to a lack of 'staff appetite'. The Vice Principal Curriculum & Students (VPC&S) confirmed that all the requisite risk assessments were in place; details of the risk assessment were noted. Although final numbers were not yet confirmed governors were

given assurance that staffing levels accompanying the trip would meet all safeguarding guidelines. It was confirmed that this trip was fully funded by the participants.

The meeting APPROVED the proposal for a learning visit (ski trip) to Italy in February 2018 as presented.

Feedback from previous overseas trips: The meeting sought, and was given, an update on the recent trips which had taken place.

Foundation learners to Madrid: The meeting was reminded that members of the BCA Wildcats football team had participated in this trip which centred on visits to Madrid football stadia. The FD (RM) confirmed that he had been the SLT link for this trip and had taken part as a member of supervising staff. RM confirmed that Ardmore had organised the visit very well and all had gone smoothly; it had been an amazing enrichment experience for the learners taking part.

Travel and Tourism to Berlin: NP (staff governor) had been the SLT link attending this overseas visit and he was pleased to report all had gone well. The students were very well behaved and had undertaken a full programme of events whilst in Berlin.

There was no other business.

74/17 Date of Next Meeting

The future meetings in 2016/17 were noted as:

- Friday 16th June 2017 at 8.00am (extra-ordinary meeting which was diarised but yet to be confirmed)
- Wednesday 5th July 2017 at 4.30pm