



Minutes
Meeting of the Corporation
Wednesday 28 March 2018 at 4.30pm
William East Room, Hall Place Mansion

PART 1

Present:	Neil Dew-Gosling (<i>Acting Chair</i>)	Neil Prior
	Emily Hutt	Janet Robertson
	Gillian May (<i>Principal</i>)	Daniela Shanly
	Gareth Osborn	Dave Snowden
	Frank Pitkin	Andrew Try

Apologies:	Pippa Goodwin	Ryan York
	Ian Thomson	

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

[The Governors had a pre-meeting without members of SLT present which was not formally minuted. The Acting Chair asserted the need for ongoing confidentiality from all Governors around the items discussed during the Part 2 section of the meeting. The meeting agreed that the initial focus of the meeting should be centred on the Part 2 agenda items.]

The meeting was preceded by a presentation from Neil Prior which gave the meeting feedback on recent overseas Learning Visits undertaken by BCA students: Animal Management Trip to South Africa and Sports ski trip to Italy. Governors were pleased to note the learning around employability and careers guidance with industry specialists which had been included in both of these trips. Governors were pleased to hear that the travel company Interski had feedback to staff that they were very impressed with the BCA learners and their behaviour. It was noted that the College was working to get some learners work experience with Interski for a week post ski trip 2019. Governors sought assurances that any learning from these trips would be shared with learners who could not attend. It was confirmed that the College offered instalment plans to help as many learners as possible fund these expensive overseas learning visits.

NOTED

25/18 Apologies

Apologies had been received from Pippa Goodwin, Ian Thomson and Ryan York.

26/18 Notification of any other business

The Principal had a verbal report within Part 2 of the meeting concerning local FE College mergers. There was no other business notified.

27/18 Notification of Members interests

There were no interests notified.

28/18 Minutes of the meetings held on 7 February 2018.

Dave Snowden highlighted an error: he had been in attendance at the meeting and had not sent apologies.

Subject to this amendment, the minutes were approved and signed by the acting Chair as a correct record.

29/18 Matters Arising

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

ITEMS FOR DECISION/ APPROVAL**30/18 Search Committee Recommendations**Reappointment of existing Governors

The meeting considered a paper which made recommendations from the recent Search Committee meeting (22nd March 2018). The meeting agreed to the reappointment of Gareth Osborn and Andrew Try for their second terms of office in order to maintain the correct balance of knowledge and experience on the Governing Body at BCA.

Appointment of new Corporation member

The acting chair informed the meeting that the Search Committee was not recommending anyone new for membership at this time. The Clerk would continue to seek a new Governor to strengthen the Corporation with a strong educational background and knowledge.

The Corporation APPROVED the following:

- ***The re-appointment of Andrew Try (AT) as a Member of BCA Corporation for a second four-year term of office, (March 2018 to May 2022). AT to continue in his role as a member of BCA Audit Committee.***
- ***The re-appointment of Gareth Osborn (GO) as a Member of BCA Corporation for a second four-year term of office, (March 2018 to March 2022).***

31/18 Code of Conduct for Corporation Members

The Clerk informed the meeting that this would be amended to meet the updated guidance from Eversheds LLP and be brought back to the next Corporation meeting for approval.

Noted. To be considered at May 2018 meeting.

32/18 Agenda for Governors Training and Strategy Day

The meeting noted the proposed timetable for the Strategy Day to be held on 27th April 2018. Governors were reminded that the VIP opening of the LEP sponsored Energy Centre would take place during the late morning on this day. The meeting suggested some amendments to the agenda to enable time to be devoted to strategy discussions and commended the opportunity for Link Governors to spend the afternoon with their curriculum areas. The Principal informed the meeting that she would be bringing a proposal to this meeting around the Apprenticeship Strategy and delivery moving forward.

The agenda for the Governors Strategy Day on 27th April 2018 was APPROVED.

33/18 Estates and Campus Report

The meeting considered the information provided which included the current status, challenges and achievements and opportunities around the following: facilities,

buildings and planned general maintenance; utilities; the current building project 'Engineering Skills Building'; grounds; farmed estate; and sustainability. The meeting commended this useful report which gave Corporation Members a clear view of the current issues around the wider BCA estate.

The report was NOTED

Governors AGREED that financial commitments and costs should be added to future Estates Reports where relevant.

34/18 Risk Register / Board Assurance Framework

The meeting considered the Board Assurance Framework which clearly detailed the key strategic risks against the four strategic priorities for BCA. This item was now a standing item for consideration at each Corporation meeting. Governors noted that this document had been updated since last presented to the Corporation in February 2018 and the changes were now clearly highlighted.

The meeting discussed the following key risks which were currently rated as 'red' and the ongoing mitigation that was being provided against their crystallisation:

Risk 1 'Failure to Retain independent Status' (Risk score of 20 'red' after mitigation):

The Principal asserted the need to keep this risk as 'red' due to the ongoing uncertainty around the application to the TU for restructuring funds which necessitated a high risk score around possible 'forced' merger.

Risk 2 'LGPS deficit expected to be significant' (Risk score of 20 'red' after mitigation):

The meeting was reminded that this risk was essentially outside the control of the College but governors were given assurance that College management were doing all possible to mitigate the increases and any future demands for 'top-up' payments. As previously advised the FD was continuing to work with other local FE College Finance Directors to challenge the actuarial assumptions and to minimise any actual financial impact on the College. Although the College had been advised that the required payments were likely to be decreased there had been no confirmation of the level going forward yet.

Risk 8 'Insufficient capital investment in the listed assets, specifically the mansion house' (Risk score of 20 'red' after mitigation): The meeting was reminded that the issue of securing the requisite funding for the future maintenance of the heritage assets was still very uncertain.

Risk 10 'Insufficiently developed succession planning/ staff retention strategies (Risk score of 20 'red' after mitigation): The FD reminded the meeting of all the recent initiatives put in place by the HR team which did not cost a great deal of money but provided benefits for staff.

Risk 17 'Failure to comply with GDPR requirements from May 2018 (Risk score of 20 'red' after mitigation): The meeting was assured regarding progress against the GDPR Action Plan which would be a standing agenda item at future Corporation meetings.

The Board Assurance Framework/ Risk Register was RECEIVED.

ITEMS FOR INFORMATION

35/18 Student Voice Report

Student Governor (EH) gave a verbal update and covered the following: recent work with the Student Council; and the College Film Club for students. The Student Council now had 4 sub-groups covering Transport, Food, LGBT and Mental Health. EH informed the meeting that following the student governor comment on enrichment during the last Corporation meeting she had met with the VP Curriculum and Students (AE) and had suggested some specific improvements. The meeting also noted the possibility of a sign-language club for learners. EH informed the meeting that she would be meeting with Baxter Storey to discuss the availability of vegan and vegetarian food: it was proving popular with all students and staff and selling out too quickly. The Acting Chair asked EH to seek support from College Management if the Student Council needed it to take this issue forward. The Principal assured the meeting that she would also raise this issue with Baxter Storey at her next quarterly meeting. Plans for an end of term event were also noted to help students to combat exam stress. DS offered to talk to any student groups about techniques on how to combat stress.

The Student Voice Report was NOTED and COMMENDED.

It was AGREED that the Student Voice Report should be taken at the start of future Corporation Agendas.

36/18 Academic Report

- **In-Year Performance 2017/18**

The meeting considered the report which was presented by the Vice Principal Curriculum and Students (AE).

Retention: The meeting noted the whole College retention rate of 95.8% against the KPI target of 93%. Governors also considered retention split by age and level for the last three years to enable them to see any trends emerging. AE highlighted that Level 3 two-year programmes had the lowest retention rates for both age groups (16-18 and 19+). She assured the meeting that remedial action was now in place and that additional information and guidance (IAG) would be provided during the first year to ensure students were suitable for the two-year programme. Governors sought clarification on the low retention (30%) for the 19+ Level 3 two-year programmes; this was due to very low numbers and equated to 6 students leaving (all had positive destinations).

Attendance: The attendance figure for study programmes (including maths and English) was noted as 90.3% against a College target of 92%; members were reminded that this did not include authorised absence. Attendance by individual curriculum areas was noted and the meeting assured that action was being implemented where the attendance rate was showing as 'amber' or 'red' against target. Governors noted the higher levels of learner sickness during the year to date than in previous years and also the impact of poor weather during the year. There had also been an increase secured in attendance at English and maths which was now at 86.2% with no significant difference between the two subjects. The meeting sought, and was given assurance that attendance at English and maths remained a high priority for improvement and specific actions – including timely follow-up emails for non-attendance from English and maths staff to tutors - were in place to further improve this rate.

Progress against target grade: The meeting was reminded that target grades for 2017/18 had been raised to meet the 25th percentile; the expectation was that 50%

of all students exceeded their target grades and a minimum of 75% achieved their target grades. Governors noted that the Period 2 progress data indicated that 78% of learners were set to achieve or exceed their target grade; this was an improvement on the prior year. Progress data by gender and by level was also considered by the meeting; governors were pleased to note that the gap between male and female progress was closing. Period 3 progress was currently being entered and collated.

Teaching Learning and Assessment (TL&A): Governors were reminded that the focus of lesson observation activity at BCA had now moved away from judging teacher activity and was now firmly aimed at observing the learning taking place and developing teachers. Formal lesson observations were now underway (53 completed year to date) and had been focussed on challenge and differentiation; the quality of feedback to enable improvement; the quality of classroom talk and discussion; and expectations, relationships and skills development (including maths and English). Governors were reminded that staff who received an 'amber' grading were re-observed following feedback and were then given development opportunities. AE confirmed that the vast majority of staff who had been judged as 'amber' had now demonstrated that they could deliver a 'good' lesson. Governors were pleased to note that unannounced Learning Walks would continue to take place throughout the year to monitor day-to-day practice and to drive up the quality of TL&A. The meeting was reminded that they would have the opportunity to undertake Learning Walks in their Link Department at the forthcoming Governors Training Day (27th April 2018).

- **Quality Improvement Plan (QIP) 2017/18**

The meeting noted the summary of progress at March 21018 against the 2017/18 QIP which had been based on the Self-Assessment 2016/17 and the detailed Post Ofsted Action Plan (POAP) which had been drawn up to reflect the quality improvement required by the Ofsted inspection in March 2017. This document was now presented as a one-page dashboard of progress against the four key priorities: quality of teaching, learning and assessment in GCSE maths; apprenticeship provision; stretch and challenge; and processes to comply with SEND Code of Practice. The meeting commended the progress made against each of these during 2017/18 year-to-date and noted the action planned for the remainder of the academic year. The meeting noted that the College was currently advertising for a joint Head of Maths and English; this was a very competitive market and the College could not match salary levels offered in schools.

Governors asked that on future reports any changes to the QIP since the last meeting should be highlighted.

- **Apprenticeships Update**

The meeting noted the year-to-date overall (69%) and timely (47.5%) success rates for 2017/18; the year-end predicted timely success was still holding at 74%. ***It was suggested that an additional column should be added to this table showing 'best case' predicted outcomes.*** Governors were informed of enrolment and known pipeline by curriculum area for 2017/18. BCA now had 131 apprentices on programme; 63 new and 68 existing or continuing. Enrolment by curriculum area against the target was noted and Governors were reminded that the college had recently secured £233,138 of funding from the ESFA to fund new apprenticeship starts Jan 2018 - Mar 2019. Detailed data showing the current BCA funding performance against each line of the allocation - levy and non-levy, pre and post May 2017 – was noted by the meeting.

English and maths performance: The meeting was reminded that BCA was now running a ten week programme with apprentices moving onto their next functional skills level after they had passed. It was noted that 42 apprentices to date, needed to complete their functional skills to meet the new funding rules; 40 of which sat the exams in December 2017 and of these 50% passed (including 5 partial achievements in English). Governors were informed that those candidates who were close to passing had resat the exams week commencing 19th March 2018.

Apprenticeship standards: Governors were reminded that January 2018 saw the launch of the new horticulture standards. BCA had 5 enrolled onto the new green-keeping standard. The meeting was pleased to note that three apprenticeship trainers were now End Point Assessors for City and Guilds; this was out of only 9 appointed nationally so far.

Online pilot: The meeting was reminded that an online learning pilot for the green-keeping apprenticeships was launched in February 2018; the College had 4 female green-keeping apprentices. The College currently had 6 golf clubs who were working with the College. Governors were reminded that BCA's new apprenticeship trainer, had experience of online delivery and he was now managing the apprentices and employers.

New apprenticeship programmes: Governors were reminded that the College had now launched its new arboriculture apprenticeship programme; initial support was coming from four business looking to employ eight apprentices. The College had recruited a well-qualified industry expert to lead on this new standard delivery. The first College arboriculture forum was held on January 30th to provide employers with information on the programme.

Strategic update - Apprenticeship Marketing Strategy: The meeting received an update on the Apprenticeship Marketing Strategy. BCA's Apprenticeship Manager and Marketing Manager met with East Berkshire College (EBC) to discuss collaborating with them to raise the profile of apprenticeship (LEP results). The College had supported National Apprenticeship Week 5th - 7th March 2018; BCA had also shared a stand at the National Apprenticeship Show at Sandown Park on the 5th & 6th March. In addition the BCA Marketing and Apprenticeship departments would be working on a town centre project to raise the profile of apprenticeships within the region. BCA and EBC had been in the Nicholson Centre, Maidenhead, on Friday 9th March with plans to visit Windsor, High Wycombe, Slough, Staines & Bracknell later in the year.

- **Higher Education (HE) Report**

The meeting noted the standing HE Report which covered the following topics.

Office for Students: The meeting was reminded that the Office for Students (OfS) 'would go live' on 1 April 2018 when HEFCE's responsibilities for HE teaching and funding officially transferred to this new body. It was noted that the OfS would have additional regulatory powers and, in order to receive grant funding and access the student support system from 1 August 2019, HE providers would need to register with the OfS. Governors were assured that the College submission for registration would be submitted to the OfS to meet the deadline of Wednesday 23 May 2018. Governors noted that the OfS application had to demonstrate that BCA met a number of conditions as stipulated by the OfS. The submission would be shared with Governors in advance of submission. It was noted that specific aspects of the BCA Action Plan produced following the Quality Review Visit in October 2017 would

evidence a number of the conditions being satisfied. The meeting was assured that this was reflected in the revised HE Action Plan (version 4) which now included the OfS Registration Conditions and had been amended to ensure the College met the 23rd May deadline for the OfS Application for Registration.

Outcome of QAA Quality Review Visit: The meeting considered the detailed HE Action Plan which had been drafted to implement the recommendations from the Quality Review Visit (QRV) in October 2017. It was noted that whilst the College had been sent the final report from the QRV, to date, no contact had been made by the QAA, or indeed HEFCE or the OfS, in connection with its publication; neither had the College been advised of the allocation of a specific contact to approve the HE Action Plan and oversee progress against it (as outlined in the January HE report to Corporation). The Principal confirmed that the College was not waiting for OfS input but was already working on the Action Plan with input from the Royal Agricultural University who were providing peer review. The meeting noted an update on progress with the areas for development: governance and collective oversight, student feedback, developmental support for HE staff and the provision of academic resources.

Higher Education Quality Review Board (HEQRB): The meeting noted that the next HEQRB meeting was scheduled for 4th April 2018, the Chair of Governors would be in attendance as Link Governor for HE. Minutes of the meeting would be available for the next meeting of the Corporation (Wednesday 16th May).

National Student Survey: The meeting was pleased to note that the current position indicated that just one HE student was still to complete this survey - making this year the highest response rate to date (93.3%). The national average response rate was noted as 46%; Governors commended the fact that HE students at BCA were extremely willing to participate. It was noted that the College was still aiming for 100% response and anticipated an improved outcome compared with 2017; results were due for publication in June or July 2018.

Student Feedback: The meeting noted that a 'test' internal survey, inviting feedback on individual modules, had been circulated to FdSc Animal Behaviour & Welfare students via Google Forms. The outcome and subsequent feedback to students provided a valuable platform, facilitating communication and enhancement as a result of the student voice. Sample surveys and tutor feedback were considered by the meeting. Governors were assured that this feedback would be reviewed at the next HEQRB meeting with the objective of refinement and improvement of the survey and roll-out across all HE programmes.

September 2018 Entry: The meeting noted that the summary of applications for 2018/19, (52 applications for Year 1 entry against a target of 48), showed little change when compared with the end of January but, with the exception of the FdSc Animal Behaviour and Welfare, indicated an improvement on 2017. Applications were expected to increase between now and the close of UCAS Extra as in previous years, however, targeted marketing to unplaced applicants via UACS was planned to boost the FdSc Animal Behaviour and Welfare during the UCAS Extra period which would run from March until 4th July. UCAS Clearing opens 5th July, providing a further opportunity to market directly to unplaced potential students. The overall HE target of 90 learners (42 of which were Year 2) was noted; this compared with 76 in 2017 and 52 in 2016. Governors commended the steady growth in this important area of provision.

University Partners:

- *Royal Agricultural University (RAU)*: The refresh & development of courses was under ongoing discussion, initially around Animal Science to extend the BCA offer to include BSc (Hons) and also to re-introduce the FdSc Equine Entrepreneurship and Business Management as a distance learning programme. It was anticipated that these would be introduced for 2020.
- *University of Reading (UoR)*: The relationship with UoR remained stable with no further opportunities for collaboration at this time.
- *Buckinghamshire New University (Bucks)*: Bucks had approached BCA in connection with the development of a new BSc (Hons) Outdoor education programme. After consultation with the BCA Sports & Outdoor Education team, the College was exploring the model of Bucks 'owning & operating' the programme, with BCA franchised to deliver specialist modules. Bucks would like to see this operational for 2019 and college management was awaiting their proposal on course structure. Bucks was also keen to put in place a number of Progression Agreements to ensure guaranteed places for our students graduating with Level 3 qualifications relevant to Bucks undergraduate programmes. An initial draft received for Sports students had been returned to Bucks for amendment to ensure that it was clear that students were expected to attain their predicted grades in order to be eligible for a place or interview. It had been made clear to the Bucks outreach team that any further subject specific Progression Agreements would need to apply the same principle to ensure that BCA students remained motivated to maximise their attainment.

The Academic Report was RECEIVED.**37/18 Finance Report**

- **Finance Director's Report**

The meeting took the Finance Director's Report as read. This provided additional narrative around the following: 2017/18 financial update; 2018/19 budget; application for Restructuring Funds; cash flow; internal audit activity; and the LGPS pension deficit.

- **College Management Accounts: February 2018**

The FD (RM) presented the Management Accounts to 28 February 2018 which showed a £136,000 deficit for the year to date which was in line with the budget. The meeting was reminded that the College was now forecast to make a surplus of £144,000 for the full year 2017/18 compared with the original budget of £199,000. RM highlighted the significant variances in income as follows:

- Apprentices: £42,000 above the re-forecast at £220,000 after the College growth request had been approved.
- High Needs Income: £42,000 below forecast at £826,000 due to the withdrawal of 3 learners.
- HE Fees: £37,000 above forecast at £242,000 due to higher uptake of Veterinary Physiotherapy than reforecast
- Student Transport: £17,000 above forecast at £417,000 due to higher usage.

Pay costs for the year to date were £6,000 over the re-forecast of £4.88m (not a material difference). The meeting noted that current staff costs equated to 65.9% of income which was 1.7% above the full year forecast (due to timing of income).

Non-Pay costs were £29,000 adverse against the re-forecast of which £26,000 was due to Student Transport (offset by higher income)

The meeting noted the dashboard of financial key performance indicators and the Human Resources data dashboard which accompanied the management accounts on a monthly basis and a detailed cash-flow forecast. Governors were reminded that the College's overdraft limit had increased to £650,000 from £200,000 on 1st March 2018 (for 3 months) to enable BCA to pay creditors during the most challenging time of the year for cash-flow. The FD reminded the meeting of the small risk around not meeting the forecast surplus of £144,000; HoDs had been asked to keep very tight control of any costs during the last half of the year in order to mitigate this risk.

The February 2018 management accounts were RECEIVED.

- **Update on LGPS deficit repayments**

The meeting noted a paper from the Finance Director (FD) which gave an update on the reports given to Corporation on 20 September and 4 October 2017. Governors were reminded that working with his counterparts at East Berkshire College and Bracknell and Wokingham College the FD had discussed the Pension Fund's request for repayment of the College's actuarial deficit at some length with both the actuary and the Pension Fund Manager. The concern was that the lump sum payments being requested were very high (potentially £338K per annum from 2019 through to 2030) and so the group had requested that they be reviewed in detail. Governors were pleased to note that following a comprehensive review by the actuary, in particular with regard to the profile of the pool that BCA is part of, the repayments being suggested for the next three years were now much lower than originally proposed. The reduction was considerable: £0 in BCA's 2017/18 financial year rather than £41,000; £34,000 in 2018/19 rather than £208,000; and £69,000 in 2019/20 rather than £338,000.

The meeting noted that the reduction in the proposed repayments was a result of the actuary discovering that the University of West London's deficit within the pool was significantly larger than originally thought (by virtue of both the size of UWL's fund and the fact it had very few active members); this had a beneficial effect on BCA and the other colleges in the pool. Governors were informed that the proposed repayments would be put to the next meeting of the Pension Fund's committee, which was scheduled to be held imminently, and the actuary anticipated that they would be ratified. It was noted that at this time the actuary was unable to comment on what BCA's repayments would be during the 2020's but the meeting agreed that the reductions over the next three years suggested that they would also be much lower. The meeting commended the FD for this pro-active work and the successful outcome for the College.

The LGPS Update Report was NOTED

- **ESFA Feedback on Financial Health Grade 2016/17**

The meeting noted the a letter from the ESFA and the accompanying dashboard of financial KPIs which confirmed their assessment of BCA's financial health after their review of the College's audited financial statements, finance record and assurance returns for 2016/17. Governors were reminded that BCA's financial health had been assessed as 'inadequate' for 2016/17, 'satisfactory' for 2017/18 and 'satisfactory' for 2018/19 (the last two were based on the financial plan). The useful dashboard of KPIs was commended. Governors noted that detailed comparative financial data for all FE colleges would be available during May 2018.

The ESFA letter and Finance Dashboard for BCA at March 2018 was NOTED

38/18 General Data Protection Regulation (GDPR) Action Plan

The meeting considered the outline Action Plan which had been developed to ensure that the College met the requirements of the new GDPR which would come into force on 25th May 2018. Governors were reminded that the Principal would be acting as the nominated Data Protection Officer (DPO) for the College; this was a role required under the new legislation. However, implementation of the Action Plan would be delegated to a number of College Managers with specialist remits including the Director MIS; they would form a GDPR Working Group. Governors commended the progress in this important area of compliance.

The GDPR Action Plan was NOTED and RECEIVED.

39/18 Applications 2018/19

The meeting noted a detailed spreadsheet showing applications by curriculum area at 19th March 2018 compared with the same point in the prior year. Current applications were currently at 1,084 which was 8 higher than at the same point during the prior year. The meeting considered the curriculum areas which were behind compared with the prior year: Agriculture, Early Years, Media, Motor Vehicle and Travel and Tourism. Governors were reminded that an element of Motor Vehicle provision had now transferred over to Apprenticeships. Governors sought, and were given, confirmation that the 16-18 demographic was due to increase in number for 2019/20; it was then forecast to grow by 2/3% for several years. The recent increase in applications for Health Studies was predicated on learners wanting to do a Level 3 and then move into a Nursing Higher Level Apprenticeship (this was a new alternative to completing a Nursing Degree). Governors asserted the need to keep developing BCA courses to meet future industry developments and demands e.g. robotics in agriculture and motor vehicle; it was suggested that some audit or insights work could be undertaken during the next academic year into these new areas. The Principal reminded the meeting of the new T Levels which would be mainly delivered via colleges and the proposed Institutes of Technology.

The Applications Report was NOTED

40/18 Health and Safety Report

Governors received the standing H&S update and noted that the total accidents for September to February numbered 43; there had been no RIDDOR reportable incidents in this period.

Other activities during the year were noted as follows.

Mental Health Week: During this week in October 2017 staff received the opportunity to have health care checks, 28 members of staff attended. The nurse also gave a presentation to a class of H&SC students about mental health issues and how they might encounter it within their future careers.

Staff Attendance at Workshops during Wellbeing Week: 7 attended the Indian Head Massage workshop, 22 attended the Resilience workshops, 8 attended the Campus Walk and around 40 - 50 people went into the 'chill out' room.

Occupational Health: Earlier last year staff identified as working with vibrating tools were offered Hand Arm Vibrations health monitoring assessments as part of our Occupational Health Monitoring Scheme. Some staff had recalls and this took place on the 7th & 8th of December 2017

H&S Training to date in 2017/18 had included: September Fire Marshal training for 5 staff; October first aid qualifications for 3 staff and 9 re-qualifications; December

Manual Handling Refreshers for 12 staff; March first aid refresher for 3 staff; and a first aid qualification for 8 new first aiders was planned for April.

The Health and Safety update was NOTED.

ITEMS TAKEN AS READ

41/18 Principal's Report

The report was considered in the part 2 agenda at item 22, (minuted at 48/18 below).

42/18 Reports from Committees

The meeting RECEIVED the following minutes:

- Audit Committee 7th March 2018
- Search Committee 22nd March 2018

ANY OTHER BUSINESS

43/18 Any Other Business

There was no other business. The meeting closed at 7.05pm.

44/18 Date of Next Meeting

The next meeting would be on Wednesday 16th May 2018 at 4.30pm, room to be arranged (not the William East Room as the meeting agreed that size and acoustics of this room was not conducive to discussion between Governors.)