



**Minutes**  
**Meeting of the Corporation**  
**Wednesday 15 May 2019 at 4.30pm**  
**GT2 – General Teaching Building**

**PART 1**

<b>Present:</b>	Pippa Goodwin ( <i>Chair</i> )	Janet Robertson
	Daniel Clawson	Daniela Shanly
	Neil Dew-Gosling	Dave Snowden
	Chris Lambert	Ian Thomson
	Gillian May ( <i>Principal</i> )	Andrew Try
	Gareth Osborn	Ryan York
	Frank Pitkin	

**Apologies:** Emily Hutt

<b>In attendance:</b>	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.**

*Presentation: Level 3 Animal Management Learning visit to South Africa*

The meeting was preceded by a presentation from 4 Animal Management students who had been on the Learning Visit to Shamwari Game Reserve in February 2019. Governors received a presentation on their experiences during the trip and the value that it had added to their learning and their wider life-experience. Benefits cited included: independence; increased understanding of themselves; confidence; better appreciation of what life is like in a developed country; and enhanced communication skills. In relation to their course they had also learnt a lot in relation to: conservation; appreciation of a complicated ecosystem; animal welfare; and different animal management methods. ***Governors asked the learners to consider how they could share these learning points with other students who had not gone on the trip (there had been a group of 30 BCA learners who attended). It was also suggested that they should present to the Year 1 Animal Management learners to encourage them to take part in the trip to Shamwari in Spring 2020.***

**32/19 Apologies**

Apologies had been received from Emily Hutt.

**33/19 Notification of any other business**

There was no other business notified.

**34/19 Notification of Members interests**

There were no interests notified.

**35/19 Minutes of the meetings held on 27 March 2019.**

CL asked for an amendment to minute 17/19 Staff Survey Feedback to reflect his comment that the response rate from staff had been poor.

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

**36/19 Matters Arising**

- **Registration with Office for Students (OfS)**

The Principal reminded Governors that the College had now received formal confirmation that the College had gained registration with the OfS as a provider of Higher Education. This meant that BCA applicants for 2019/20 could now gain access to Student Loan Company funding. Governors had already been informed of the ongoing conditions associated with the registration and noted that a new Committee, HE Oversight Committee, had been established to monitor the progress with the BCA HE Action Plan.

**NOTED**

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

**ITEMS FOR DECISION/ APPROVAL****37/19 Student Voice Report**

Student Governor (RY) gave the meeting a verbal update on recent activity within the Student Council. The sign language club was proving popular with students and some staff members in regular attendance; it was proposed that this would be extended to run on more days of the week in 2019/20. The LGBT Club would be renamed for 2019/20 as Debate Club to encourage more inclusivity and allow learners to talk more freely without being pigeon-holed. Governors stated that they would be happy to get involved in meetings where a topic of debate would be relevant to them. Governors sought an update on the recent student activity in relation to the climate change protests. The Principal confirmed that a number of students had been involved and had made a number of thought provoking banners such as 'There is no Plan-et B'.

***The Student Voice Report was NOTED and COMMENDED.***

**38/19 Governance**

- ***Link Governor Feedback***

Individual Governors fed back a range of thoughts and anecdotal findings after their recent Link Governor meetings.

**NOTED**

- ***Graduation Ceremonies Timetable 2019:*** Governors were reminded of the dates and times slots for the Graduation Ceremonies 2019, it was hoped that Link Governors would attend the relevant curriculum area ceremonies. The Clerk confirmed that she had already sent calendar invites to the Governors for these events which would take place on 3<sup>rd</sup> and 4<sup>th</sup> July 2019.

***The report was NOTED***

- **Standing Orders**

The Clerk presented the BCA Standing Orders for biennial review. Governors asked for the gender specific language to be amended.

***The Standing Orders to be amended to remove the gender specific language.***

### **39/19 Search Committee Recommendations**

#### ***Jeremy Spooner***

The meeting discussed Jeremy Spooner (JS) who was CEO of Baylis Media Ltd publisher of The Maidenhead Advertiser and the Slough and Windsor Express series. JS was Maidenhead born and bred and had a very strong commitment to the town and in maintaining BCA as a valuable asset within the town. He was keen to become a Governor at BCA as he wanted to make a difference to Maidenhead and believed that the College offered added value to the local stakeholders. The meeting was given assurance that the Search Committee had discussed any potential conflicts of interest that might arise from his position within the local press but JS had confirmed that as CEO he had no influence over the editorial content of the newspapers within the Baylis Media Group. Search Committee members were assured that there would be no ongoing conflict of interest and that if a situation occurred JS would declare an interest and step away from any decision making (as other existing Governors had done in the past). The Search Committee believed that the need for BCA to be more outward facing during the next 5 years - during a time of change and development within the locality - would be well served by having JS as a member of the Corporation. His media experience and strong network of contacts within the local area would add value to the Corporation at BCA; in addition to this advocacy role JS had strong business experience at a senior level which would fit well within the current Corporation skill set.

#### ***Charles McGurin***

The meeting discussed Charles McGurin (CMcG) who had stepped down as CEO of Allport Cargo Services Group at the end of April 2019 after 4½ years in the role and a career spanning 17 years in a number of Executive roles at DHL. As well as continuing to work for ACS on a consultancy basis he had now set up a management consultancy business aimed at working with SMEs to drive business performance. He was also now keen to do some non-Exec/ governance work. After seeing what BCA provided for learners he was very keen to take on the role as a Corporation member to help ensure the College's financial sustainability for the future and to help drive continued improvement. His ethos seemed very person-focussed; he believed that managers had the duty to give staff the correct resources to deliver but he also appreciated the need for challenge by leaders on an ongoing basis. The Search Committee were convinced that CMcG placed a high value on vocational education and understood that a very successful career did not have to be predicated on higher level academic qualifications. The meeting discussed the fact that CMcG's wife was the Head of English at BCA but all parties had confirmed that this would not present any conflict of interest. The meeting discussed the Search Committee's recommendation which was based on CMcG's strong business acumen and strategic commercial experience within the logistics industry.

Governors had a detailed debate about what the profile of any new Governors should be based upon and the ongoing need to increase the diversity – gender and ethnicity - and breadth of experience of the Governing Body. It was agreed that any future recruitment would adhere to this need to diversify the Corporation membership.

After further discussion the meeting agreed to support the Search Committee recommendation that JS and CMcG's breadth of knowledge and experience would be a beneficial addition to the skills base and operation of the Corporation at BCA.

***It was AGREED that:***

- i) The determined number of the BCA Corporation be increased to 16 (from 14) to include; 11 external governors, 2 staff governors, 2 student governors and the Principal.***
- ii) Jeremy Spooner should be appointed as a Member of the Corporation at BCA for a 4 year term of office commencing in May 2019***
- iii) Charles McGurin should be appointed as a Member of the Corporation at BCA for a 4 year term of office commencing in May 2019.***
- iv) Search Committee should remain mindful of the need to widen the diversity (gender and ethnicity) and experience of future BCA Corporation Members.***

#### **40/19 Overseas Learning Visit**

- Level 3 Animal Management, South Africa, February 2019

The meeting considered a proposal for up to 36 of the Level 3 second year Animal Management learners to visit Shamwari Game Reserve in South Africa from 10<sup>th</sup> to 24<sup>th</sup> February 2020. The meeting agreed that the feedback at the start of the meeting from learners who had undertaken this visit in 2019 showed the value of this trip. Governors asserted the need to try and maximise the number of learners who could go on this trip and discussed how the benefits could be extended to reach even those learners who could not go on the trip.

The VP Curriculum and Students (VPC&S) confirmed that all the requisite risk assessments were in place and that staffing levels accompanying this trip would meet all safeguarding guidelines.

***The meeting APPROVED the proposal for an Animal Management learning visit to Shamwari in February 2020 as presented.***

#### **41/19 Risk Register/ Board Assurance Framework**

The meeting considered the Board Assurance Framework which clearly detailed the key strategic risks against the five agreed strategic priorities for BCA. This item was now a standing item for consideration at each Audit Committee and Corporation meeting. Changes made since last presented to the Corporation in March 2019 had been highlighted and the meeting noted that the risks had been re-ordered to show the most highly rated risks on the front sheet of the Risk Register. The meeting was reminded that any change to the Risk Register was made after consideration at the Executive Team (the 4 SPHs), SLT, Audit Committee and then Corporation. The meeting discussed the following changes as well as the key risks which were currently rated as 'red' and the ongoing mitigation that was being provided against their crystallisation:

***Risk 1 'Insufficient Capital investment in the listed asset, specifically Hall Place Mansion. (Risk score at 20 'red')***: The work on the pre-app for the development of land was ongoing after its submission to RBWM in December 2018; the College was still awaiting a formal written response from planners. The project to repair Jacob Bancks Room (specifically funded by the DfE from restructuring funds) was progressing to meet the agreed timetable, the ceiling repairs and refurb to the room would be completed by mid-June 2019. However the issue of securing the requisite

funding for the future maintenance of the heritage assets was still very uncertain. GO asked about the implications of not securing any planning consent. The Principal informed the meeting that the long-term heritage deficit was estimated as circa £2m over the next 10 years so there would clearly need to be a resolution for this funding need. Governors suggested that the College should continue to highlight the fact that Hall Place Mansion at BCA was the only other Grade 1 listed building in RBWM other than Windsor Castle.

*Risk 2 'Secure full registration with the office for Students (OfS) as a matter of priority' (Risk score reduced from 20 'red' to 15 'amber' after mitigation):* The Principal reminded the meeting that the College had now received notice of successful registration with the OfS but there were conditions attached; a quality improvement plan would be monitored by the OfS. The meeting noted that the College was still in discussions with the Royal Agricultural University to look at other delivery/ accreditation/ franchising options for the provision of the Vet Physio Course delivered at BCA.

*Risk 3 'LGPS and TPS deficit could be significant. Increase of TPS contributions from September 2019 (Risk score still at 15 'amber'):* The DfE had only confirmed funding to cover the first year of the substantial TPS employer contribution.

*Risk 4 'Insufficiently developed succession planning/ staff retention strategies (Risk score of 20 'red' after mitigation):* The Principal highlighted that this was still an ongoing issue which was largely due to BCA being such a small college and limitations around internal progression for staff. The meeting was given assurance around the ongoing development programme for middle managers and the promotion of CPD for all staff where possible.

*Risk 5 'Safeguarding and H&S legislative and statutory requirements are not met (Risk score reduced to 10 'green' after mitigation):* Governors noted that the Leaders in Safeguarding audit and 'badge' as well as the positive result from the March 2019 Ofsted Education Inspection Framework pilot had been added to the external assurance column.

***The Board Assurance Framework/ Risk Register was RECEIVED.***

## ITEMS FOR INFORMATION

### 42/19 Academic Report

- **In-Year Performance 2018/19**

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

*Headline progress against KPIs:* The meeting noted the whole College retention rate of 95.4% which was exceeding the KPI target of 93%. The attendance figure for study programmes (including maths and English) was noted as 91.8% against a College target of 92%; members were reminded that this did not include authorised absence. The meeting was reminded that target grades were now set at the FE sector 25<sup>th</sup> centile; 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 current progress data indicated that 65.7% of learners were set to achieve or exceed their target grade; the meeting was assured that staff would be continuing to work with individual learners to ensure that they maximised their achievement. RAG rated data by curriculum areas for the three KPIs of attendance, retention and progress was considered by the meeting. The 3 areas showing 'red' against progress data – Applied Science, Floristry and Horticulture - were considered in more detail. The meeting had a discussion around whether BCA should increase its use

of the strong performance data in its marketing material to further drive growth in recruitment. The Principal asserted the need highlight BCA's emphasis on strong pastoral support for learners as a driver for recruitment.

**Maths achievement:** The meeting noted the indicative GCSE Maths achievement based on mock exams and data from formative assessments. Progress data against target grade and against entry grades was noted. The meeting noted that 59.4% of the 482 students were predicted to be above or equal to their target grade; 53.3% of these learners were showing progress against their entry grade. Governors were reminded that GCSE Maths was now a more challenging qualification which introduced topics that this year's cohort had not covered in school. It was also noted that there was a degree of uncertainty around grade boundaries but for monitoring purposes BCA had set the boundary for a grade 4 at an aspirational 60%. Governors were assured that Maths and English intensive revision sessions were underway: small group and individual intervention support was taking place during lunch periods and two-day holiday revision would take place during half term in May (mini buses would be picking students up during the holiday week). English progress and achievement by department was also based on recent mock exams and was currently being calculated. Governors were assured 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 still in place to further improve this rate.

- **Benchmarking against other FE Colleges**

The meeting noted a report which showed BCA achievement, retention and pass rate data for 16-18 year olds during 2017/18 compared with 23 other FE Colleges (local competitors and other land-based colleges). BCA's achievement rate of 86.6% put the College at number 4 in the 'league table'. Governors also noted that BCA's pass rate at 96.0% was the highest of any of the colleges. This strong performance data was commended.

- **Higher Education (HE) Report**

The meeting noted the standing HE Report which highlighted the following headlines of the Higher Education provision at BCA.

**Office for Students:** As previously discussed in the meeting the OfS had now advised that *"on the basis of updated data that has become available, we consider that the Berkshire College of Agriculture now satisfies initial Condition B3 and may be therefore registered with the Office for Students"*. However the College was still looking into alternative delivery models for the Royal Agricultural University (RAU) provision and was awaiting a draft franchise agreement from RAU; scheduled to commence for the academic year 2019/20.

**In-year student performance:** The meeting considered the 2018/19 performance data by programme which showed actual performance 2017/18 and predicted for 2018/19.

**New Course Development:** The meeting noted that the new BSc (Hons) Top Up Animal Behaviour and Welfare and the FdSc Ecology & Conservation programmes were now with the RAU for validation.

**Student recruitment 2019/20:** The current pipeline indicated 67% achievement of the 2019 target intake. This would be boosted by additional applications expected for RAU programmes via UCAS Extra and Clearing, plus ongoing applications for the University of Reading (UoR) Children's Development and Learning programme (where learners were traditionally late to apply). Governors sought, and were given,

assurance that the new FdSc Ecology and Conservation would only run if numbers increased from the current 6 applications. The principal highlighted the need for applicants to secure a 'distinction' grade in their previous Level 3 qualification at BCA in order to progress; the rigour of this new foundation degree would require successful applicants to meet this level.

*HE Oversight Committee Terms of Reference:* The meeting considered the draft Terms of Reference for the newly established HE Oversight Committee which would meet on four occasions in each academic year. The purpose of the Committee was noted as to be responsible for:

- the College's Higher Education (HE) Improvement Plan as approved by the Corporation and the Office for Students (OfS); and
- the College's compliance with Specific Ongoing Condition B3A imposed on BCA by the OfS as a condition of registration with the OfS (April 2019).
- the development of HE partnerships and possible franchising arrangements.

The Chair of the Corporation would Chair the HE Oversight Committee which fitted into her HE Link Governor role; and Daniel Clawson would be the second Governor member alongside an HE Student representative.

***The Academic Report was RECEIVED.***

#### **43/19 Estates and Campus Report**

The meeting considered the information provided which included the current status of major projects around the following: buildings and facilities – one-off projects as well as planned general maintenance; sustainability; grounds and farmed estate. The meeting commended this useful report which gave Corporation Members a clear view of the current issues around the wider BCA estate.

The meeting was given an update on the considerable progress with a number of campus projects funded by the DfE restructuring funds. It was noted that the repair works for the Jacob Bancks Room would be completed by early to mid-June. The Principal reminded Governors that she would be hosting an 'open event' for staff and local stakeholders on 26<sup>th</sup> June to show the progress on repairs to the Mansion and outline the pre-application information for residential development on the BCA campus to secure funds for the long-term future of the heritage assets on the campus.

The meeting noted a detailed Energy Strategy Update which looked at forecast energy costs to 2034/35 and showed the impact of the recent projects on LED lighting replacement (which would reduce the forecast costs by £26,000 by 2034/35), as well as the other possible projects on Photo Voltaic energy and ground source heating (which would generate savings of £64,000 by 2034/35).

***The Estates Report was NOTED.***

#### **44/19 Finance Report**

##### **• Finance Director's Report**

The meeting took the Finance Director's Report as read. This provided additional narrative around the following: 2018/19 financial performance to date; DfE Restructuring Funding; cash flow; internal audit activity; and the Teachers' Pension Scheme (TPS) contributions. The meeting was pleased to note that the FD had now received confirmation that DfE would be funding the increase to employers' contributions to the TPS throughout 2019/20.

- **College Management Accounts: March 2019**

The Director of Finance (RM) presented the Management Accounts to 31 March 2019. The meeting was given confirmation that the operating deficit of £400,000 was in line with the re-forecast and the College expected to deliver the budgeted surplus of £174,000 for the full year. For the 12 months to the end of March 2019 the College was graded 'good' (which was ahead of the budget and reforecast of 'satisfactory'), and had passed all the bank covenant tests. The meeting was reminded that the College would report 'satisfactory' financial health for 2018/19, as opposed to 'good' as shown in the budget. This was due to a technical change in the classification of an element of the costs of the estates strategy project. RM confirmed that the money recently received from the ESFA Restructuring Facility had not been included in the operating performance calculations and were not reflected in the commentary to the management accounts. However, this funding was included in the detailed income and expenditure accounts within the March 2019 management accounts pack.

The meeting considered current financial performance at 31 March 2019 – in month and year to date - compared with the reforecast and the prior year. Income was £17,000 above the reforecast at £9.114m (the prior year figure was noted as £8.514m). Governors noted that pay costs were £10,000 below the reforecast at £5.976m. This level of pay expenditure represented 66.9% of income, which was slightly above full year forecast (64.1%) and reflected back-loading of income. Non-Pay costs were noted as £3.548m year-to-date which was £27,000 above the reforecast. The main variances within this were in relation to: 'Contractors' which was £36,000 above forecast at £151,000 (this included Landbased Training Ltd. where the additional cost was offset by higher income); and, 'Student Transport' which was £12,000 below the forecast at £469,000 after a coach had been replaced by a College minibus on one of the routes. 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 which did not highlight any issues with cash-flow. The average cash-balance during March 2019 was £1.34m in credit. The meeting was reminded that the College would now reinstate its Treasury Policy in order to get the best possible return from surplus cash.

***The March 2019 management accounts were RECEIVED.***

- **Performance against ESFA targets/ allocation 2018/19**

The Principal took the meeting through this detailed report which gave the Corporation assurance that the College was on track to earn its contract allocation from the ESFA. The data was shown for Apprenticeships – split by age and pre or post-levy – as well as Classroom based learners. The shortfall in adult learners (8 short of the 21 target) was noted but the meeting was reminded of the associated reduction in costs which would make the impact on the bottom line less.

**NOTED**

#### **45/19 Applications 2019/20**

The meeting noted a detailed spreadsheet showing applications by curriculum area at 13<sup>th</sup> May 2019 compared with the same point in the prior year. Current applications were currently at 1,411 which was 120 higher than at the same point during the prior year. The meeting considered the two curriculum areas which were noticeably behind compared with the prior year: Agriculture (68%) and Horticulture (89%). The big increase in Sport applications was noted; this reflected the recent

investment in the sports pitches and the academy activity. The meeting noted that this growth in Sports learners would require 4 additional classrooms in this area; the SLT were recommending this could be resolved by the addition of 2 Portacabins on the tennis court by the Sports Hall. The Principal informed Governors that the rental cost of the Portacabin would be circa £48,000 per annum with a cost for commissioning of £25,000. Temporary planning application had been applied for. Governors sought, and were given, confirmation that the increase in Sports numbers was sustainable from the known student pipeline in RBWM schools. The increase in Sports learners would generate an additional £350-£400,000 income which would be partly offset by additional staff costs. Director of Finance confirmed that the contribution for this curriculum area was circa 68% with a 62% gross margin. Governors suggested that the SLT should consider whether the business case would be advantageous to buy the additional Portacabin space rather than through rental. The Principal confirmed that the longer term growth needs for classroom space would be met by recommissioning the first floor of the Mansion as teaching space. Governors discussed the need for some external marketing insights work to enable the Corporation to understand the implications of the BCA brand as an agricultural college when the majority of the learner growth was from GFE provision. It was agreed that this would be considered during the 2019/20 academic year.

***The Applications Report was NOTED***

***SLT to look at options – renting versus buying - for additional Portacabin teaching space for Sports provision 2019/20.***

***The Corporation should commission some Marketing Insights work during 2019/20 to inform the debate around the BCA brand as a college of agriculture.***

#### **46/19 Health and Safety (H&S) Report**

The total number of accidents for the half year September to February 2019 was noted as 43; this gives a predicted year figure of 86 (in line with the prior year figure of 83). The meeting also noted the details of the two RIDDOR reportable incidents which had occurred during the period. Governors (GO) sought, and were given, clarification on why a recent incident in relation to a horticulture student being hit on the arm by some sharp loppers was not included in the H&S Report.

*Training:* The meeting noted the detail of the H&S Training which had been undertaken since the last report to the Corporation in March 2019. In March, twenty-one staff from Estates and Domestic Services completed Working at Height Awareness Training. Eight of those also completed harness training for an IPAF (International Powered Access Federation) qualification. This now allows them to operate powered access equipment. In April teams from Art and Design, Agriculture, Horticulture and Motor Vehicle started the iHasco online training in the Control of Substances Hazardous to Health (COSHH).

***The Health and Safety update report was NOTED.***

#### **47/19 FE Commissioners Letter to Colleges, May 2019**

The meeting noted the recent letter to Chairs and Principals from the FE Commissioner, Richard Atkins. This letter gave an update on the recent activity of the FE Commissioner Team, identified some key learning points for the sector from their work and explained their role within the recently published DfE document 'College Oversight: Support and Intervention Policy'. The meeting considered the 'Ten 'c' characteristics of a well run college' which had been identified by previous FE Commissioner Dr David Collins in October 2014. The Principal informed the meeting that this document had been discussed by the Executive Team and

individuals had ranked BCA. It was suggested that the Governors should also rank BCA out of 10 on each of the 10 characteristics; this would be then used in the governance self-assessment process for 2018/19.

**NOTED**

***It was AGREED that Governors should send their rating of BCA against the '10 'C' Characteristics' to the Director of Governance as soon as possible.***

## **ITEMS TAKEN AS READ**

### **48/19 Minutes from HE Oversight Committee 14<sup>th</sup> May 2019**

The formal minutes from this meeting would be circulated as soon as available. The Chair gave the meeting a verbal update on what had been discussed at this preliminary meeting.

**NOTED**

## **ANY OTHER BUSINESS**

### **49/19 Any Other Business**

- **BCA BioBlitz Event**

The Principal reminded the Governors about the Bio-Blitz event day that would take place at the College on Sunday 26<sup>th</sup> May 10-3pm. This was aimed at families and would involve numerous BCA staff-led activities to enable visitors to get involved in biological surveying (e.g. bug collecting, pond dipping) in an attempt to record all the living species on the BCA estate. This event was being organised by one of the College Animal Management HE Lecturers Dr Richard Sands. There would be numerous staff and students involved in the event which was being promoted in the media around Maidenhead. Governors agreed that events like this would help to further cement BCA in local people's minds as their local college and would provide a great PR opportunity to showcase BCA and its beautiful estate.

**NOTED**

There was no other business. The meeting closed at 6.35pm.

### **50/19 Date of Next Meeting**

The next meeting would be on Wednesday 3<sup>rd</sup> July at 4.30pm in GT2.



**Minutes**  
**Meeting of the Corporation**  
**Wednesday 15 May 2019 at 4.30pm**  
**GT2 – General Teaching Building**

**PART 2 - CONFIDENTIAL**

<b>Present:</b>	Pippa Goodwin ( <i>Chair</i> )	Janet Robertson
	Daniel Clawson	Daniela Shanly
	Neil Dew-Gosling	Dave Snowden
	Chris Lambert	Ian Thomson
	Gillian May ( <i>Principal</i> )	Andrew Try
	Gareth Osborn	Ryan York
	Frank Pitkin	
<b>Apologies:</b>	Emily Hutt	
<b>In attendance:</b>	Anne Entwistle	<i>VP Curriculum and Students</i>
	Richard Munday	<i>Finance Director</i>
	Tracy Reeve	<i>Clerk to the Corporation</i>

**51/19 Confidential Minutes of the meeting held on 27 March 2019**

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

**52/19 Matters Arising**

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

**53/19 Property Strategy Update**

The meeting noted the update provided by the Principal which brought Governors up to date on the following matters: the pre-application for residential planning on the Estate; the likely Heritage Deficit and cost of works required on the heritage assets; Topographical survey of the Honey Lane site; plans for widening and repair of the drive; Jacob Bancks Room repairs and the residential pipework project. The meeting noted the possible timeline for a planning application for residential development. GO highlighted that the cited date for possible planning determination – December 2019 – was probably overly optimistic due to tightening of Green Belt planning restrictions. The Principal reminded Governors of the ‘afternoon tea’ event on 26 June to start the process of engaging with local stakeholders and staff.

**NOTED**