



responsibility that decision would stand, however it was agreed that the matter would bear review at a later date, perhaps as part of a wider review of governance.

It was agreed that in future Governors should flag any matters they considered to be contentious to the Clerk ahead of the meeting, so that this could be accounted for in planning the meeting. The Board were reminded that, as agreed at the last meeting, any proposed contract work to be undertaken by a Governor would be subject to the explicit approval of the Board, including scrutiny of the business case and fees involved.

It was agreed that NR would discuss the matter with the Chair at a later date.

The minutes were approved as an accurate record of the meeting.

**Minutes of Part II of the Meeting of 10 February 2020**

The minutes of Part II of the meeting of 10 February 2020, having previously been circulated to the Board, were reviewed by the Corporation. It was raised that the item relating to the job role and remuneration of the Clerk to the Corporation should record that the decision had been made based on the capability of the post holder and the needs of the Corporation. The minutes were approved subject to this amendment.

**4. Matters Arising from the Minutes of 10 February 2020**

The Board reviewed the matters arising from the meeting on 10 February 2020, and were advised that the ESFA submission had been delayed, but would be circulated to Governors in due course. It was noted that the Away Day agenda would be covered under Any Other Business.

**Matters Arising from Part II of the Minutes of 10 February 2020**

The Board reviewed the matters arising from the meeting on 10 February 2020, and noted that these matters would be covered under the agenda.

**5. Deep Dive – COVID-19**

The Board received the COVID-19 Update report and the CEO provided an overview of the framework within which the organisation's response to the pandemic was being managed. Ongoing work was being done to ensure student engagement as far as possible and all vulnerable students had been contacted and risk assessed; some were entitled to attend college, and the Banbury campus was being specifically reopened for a small number of vulnerable learners who required this support. Disadvantaged students without computer access were being provided with printed resource packs or laptops where appropriate. Student recruitment would be supported through virtual experience and engagement activities over the summer.

The CEO advised the Board that the forecast budget deficit is £125.37eV

**MINUTE  
NO.**

**ACTION**

The CEO advised that the Activate Learning Education Trust schools were coping well with online delivery; one school had remained open to vulnerable learners over the Easter break.

The Board considered how best to support the Executive Team during the pandemic, and agreed that a working group would be formed to focus on the long term priorities and re-emergence once the crisis was passed, whilst ongoing updates would be provided to the Board on a fortnightly basis.

**Action:** Advise the Clerk to the Corporation of interest in joining the COVID-19 Working Group

**Action:** Schedule meetings of the COVID-19 Working Group

**Action:** Provide a fortnightly update on the COVID-19 response

The Board commended the Executive Team for their response to the pandemic and encouraged them to take opportunities for change and growth where possible.

**ALL  
Clerk  
CEO**

**6. Pensions Strategy**

The Board received the Pensions Strategy paper and the CFO provided an update on the position of the Local Government Pensions Schemes (LGPS) following negotiations over the past weeks and months. The CEO outlined the asset security that would be required to reduce LGPS costs in the longer term, and highlighted some anticipated impacts of such arrangements; it was noted that the need to secure future capital against assets may be reduced if alternative capital generation ideas were pursued. The CEO advised that increased pension liability had not been discussed within merger funding negotiations with the Transaction Unit, as the scale had been unknown at that point. However, the Transaction Unit had been made aware of the current circumstances. It was noted that there was an opportunity to lobby for change through the local MPs, ESFA, Collab Group and Association of Colleges.

and specifically executive salaries should also be considered at the point when full payment was no longer possible.

The CFO advised that cashflow was secure in the short-term, but difficulties may arise in Spring 2021 as a result of the current challenge; the CFO had advised the ESFA that the deficit could not be sustained in the long term. The Board briefly considered receipts from The Oxford Partnership and were assured that the expected receipts were considered certain.

The Board thanked the CFO for his report and requested to be alerted to any change in expectations for the worse.

*The meeting was adjourned at 17:30 and reconvened at 17:40.*

*Group Risk Register*

The Board received and approved the Risk Register, which was recommended by the Audit and Risk Committee; the CFO highlighted two new risks that had been added to the register: COVID-19 and pensions liability. One governor queried whether government policy should be added to the register and it was agreed that this would be discussed with the CFO offline.

**8. Improvement Plan Update**

The Board received the Improvement Plan Update and the DCEO provided a verbal update on the student feedback survey; although it was early days the findings indicated that students felt safe and were getting regular connection with their tutors. Whilst 25% of respondents reported preferring online learning to classroom-based learning, another 25% reported preferring classroom delivery.

The DCEO reminded the Board that the updates contained in the Improvement Plan Report related to the period December to February, before the COVID-19 pandemic. It would be necessary to consider how to review progress against the improvement plan for the March to May period, which would be dramatically affected by the pandemic. The Board challenged slow progress in the Technology Faculty, particularly in the Surrey colleges and queried whether the identified action plan was effective.

**MINUTE  
NO.**

**ACTION**

10.

**Policies**

The Board received and approved the Corporate Ethics Policy and the Information Security and Data Protection Policy. The Clerk advised the Board that work had been undertaken to review the policy environment of the organisation with a view of creating policies that were more accessible and reflective of the Learning Philosophy. One governor raised concerns about the comprehensiveness of the Information Security and Data Protection Policy and it was agreed that his questions would be answered offline and the answers circulated to the Board.

**Action:** Address questions relating to the Information Security and Data Protection Policy and circulate answers to the Board

**Clerk**

11.

**Board Dates 2020/21**

The Board received the Schedule of Meetings for the 2020/21 academic year and governors were asked to flag any clashes to the Clerk.

12.

**Use of Corporation Seal**

The Clerk advised the Board of one use of the Corporation Seal

Chair ..... Date 23 June 2020

**Summary of Actions**

<b>Action</b>	<b>Responsible</b>
Advise the Clerk to the Corporation of interest in joining the COVID-19 Working Group	<b>ALL</b>
Schedule meetings of the COVID-19 Working Group	<b>Clerk</b>

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