

**EASTLEIGH COLLEGE BOARD**  
**MINUTES OF MEETING HELD ON WEDNESDAY 24 MARCH 2021, 1700 HRS**  
**USING 'TEAMS'**

**Present:**

|  |                    |
|--|--------------------|
| Jon Sendell (Chair)                    | Bernie Topham      |
| Natalie Wigman (Vice-Chair)            | Mairead Taylor     |
| Jeremy Musselwhite                     | Julie Richmond     |
| Paul Cox (Chief Executive & Principal) | Phil Harris-Bridge |
| Sophie Annett                          | Lucas Reynard      |
| Kerry Matthews                         | Sian Davison       |
| Rupert Goodman                         | Steve Johnson      |
| Colin O'Donoghue                       |                    |

**In Attendance:**

Kevin Jones, Vice-Principal (Finance, Funding and Management Information)  
Lou Gittens, Vice-Principal Curriculum  
Paul Stannard, Vice Principal Quality  
Dr Chris Davis OBE, Clerk to the Board

**BOARD TRAINING EVENT**

Due to connectivity challenges the Board presentation on the 'Prevent' by Sheriyar Alamgir the Prevent Co-ordinator was postponed until the Board Training Event in May.

**BOARD MEETING**

**B.07.21 GOVERNORS' MEETING TIME WITHOUT SMT**

No matters discussed.

**B.08.21 MEMBERSHIP AND BOARD MATTERS**

**i Apologies**

There were apologies from James Heaton Smith and Karen Stanton

**ii Declarations of Interests**

There were declarations of interest declared by Paul Cox and Chris Davis regarding the Annual Pay Review item; there were no other declarations of interest financial or otherwise in any item on the agenda.

**iii Minutes of the 'Special' Board Meeting held on 21 January 2021**

The actions from the meeting held on the 21 January 2021 were reviewed and all the actions were either to be covered later in the agenda or had been completed.

The minutes of the meeting held on 21 January 2021 were agreed and signed as a true and accurate record.

**iv Matters Arising**

The Chair asked for an update on the consultation process being carried out by the College regarding the changes to the College management structure up to the period of August 2021.

Mr Cox responded by saying that the process had now almost been completed and that the vast majority of the roles affected by the consultation had been agreed very smoothly.

There were no further matters arising from the previous meeting.

**v Attendance Register 2019/20**

The Clerk explained that the Attendance Register was an annual requirement recording the attendance of Governors at Board meetings during the academic year.

The Board's Terms of Reference identify an acceptable attendance of 75% and the average attendance for 2019/20 was 81% and therefore met the requirement.

No Governor had missed more than three meetings consecutively, another requirement of the Board's Terms of Reference.

Governors noted the Attendance Register 2019/20.

**B.09.21 TO REVIEW**

**i Risks related to Governance** (to include Emergency Operation Procedure)

Mr Jones explained that this is an updated version of the paper discussed at Audit Committee on 10 March 2021 and includes additional appendices of the first version of Individual Risk Reports.

He reminded Governors that on 16 December 2020, the Board of Governors approved the new College Risk Register format and the new approach to risk management within the College.

During the committee cycle of business during the spring term the Risk Register has been updated to include an additional column to identify risks matched to either the full board or the most relevant committee to identify where more focussed discussion is required.

Three risks have been identified as requiring whole Board focus:

1. Failure to adapt to the changing landscape
10. Failure to succession plan (governors and senior staff)
1. Failure to maintain business continuity including prolonged periods of restricted access to learning resources

All risks were scored for both gross risk and net risk at Risk Management Board on 9 January 2021. The full set of risks will be rescored at future meetings of the Risk Management Board.

Mr Johnson had a concern and felt that in his opinion the risks were not identified as 'smart risks', with no end dates. He also wanted to understand how the risks were going to be measured moving forward, they all looked very generic.

Mr Jones said that this was archetypal of a Further Education College and the risks do not go away as due to government policy priorities an area that could be low risk one year could become a high risk quickly. Therefore the risk register covers risks that the College will have to keep scanning.

Mrs Taylor said that the risks might change, but the action detail beneath the risk can be 'smart' to get rid of the generic risk.

Mr Harris-Bridge made an observation and said that the work and understanding the 'moving-parts' of the risk would be done by committees.

Governors' noted the Risks related to Governance which included the Emergency Operation Procedure.

**B.10.21 GOVERNORS' MONTHLY REPORT**

**(Confidential item)**

**i Financial aspects**

(See Confidential addendum).

(End of Confidential item)

ii **FE Capitol Transformation Fund Bid**

Mr Jones explained that the bid was an opportunity for the College to get additional capital funding and enhance the money already identified for capital projects.

He reminded Governors that last September the College had been allocated £1.1m as part of the FECA.

This present bid is following on from that round but is not given automatically and the College needs to make a bid.

The bid of £1.4m (with a College contribution of £600k) is to allow the College to improve the performance of the buildings in terms of environment and sustainability and based on building conditions.

The list of work includes:

- Flat roofs on A and C blocks
- An upgrade of the windows
- All pipe work which is decaying and reaching end of life
- New cladding

Mr Musselwhite said he was very happy to provide additional advice and a second opinion if required.

Mr Johnson commended the bid and said that this was an opportunity to receive significant funding for relatively small outlay.

Governors approved the application to the FE Capitol Transformation Fund Bid.

iii **Safeguarding update**

Mr Stannard provided a summary of the report and commented on the inclusion of the action from the previous Board meeting to include the percentages of young people and adults that define safeguarding incidents each month.

The report identified the key concerns, with mental health still being top of the list.

The report which identified mental health as a key concern is still very mixed in the way young people are experiencing mental health problems, however the College is putting considerable resources into this area to ensure that the College has enough trained mental health first-aiders available.

He then drew the attention of Governors to specific cases that are ongoing at the moment within the College.

Mr Harris-Bridge asked if the College was doing anything to address the problem of scam emails and texts to learners.

Mr Stannard said that this was not a specific agenda item, however he was happy to take this back to tutorials.

**ACTION: PS**

Mrs Taylor said that it might be a suggestion to add the targeting of bank accounts by scammers and the potential of money laundering.

The Chair said that these were important issues and welcomed the feedback of any initiatives that resulted from the tutorial process on these matters.

**iv Matters arising**

There were no further matters arising.

Governors noted the Financial aspects, Safeguarding update and matters arising from the Governors' Monthly Report.

**B.11.21 TO APPROVE**

**(Confidential item)**

**i Tuition Fee Guidance and Fee Level Proposals**

(See Confidential addendum).

**(End of Confidential item)**

**ii Working from Home and Home Working Policy**

Mr Jones said the policy had been amended to reflect the changes in job titles and changes that have resulted because of the COVID-19 pandemic.

Mrs Annett was surprised that there was no mention of security or locking lap-tops at night.

Mr Jones said this was something that need to be included in the policy.

**ACTION: KJ**

She also wanted to know how the College was able to verify that staff had read the policy.

Mr Jones responded by saying that all staff sign to confirm that have read the policy.

Mr Harris-Bridge focused on the responsibility of Managers to "ensure that their staff will have access to appropriate training and support to work effectively". He wondered if there was any video/media training that could be identified to enable this to happen effectively.

Mr Cox said that the HR department were working on this with regards to manager training, and that to date no obvious off the shelf solution for staff training had been identified. It might be something that is developed in-house to specifically identify the College's own values and what is expected in terms of home working.

**ACTION: HR Department**

Mr Johnson asked about the issue of security if the home-worker was in a shared property and concerns around confidentiality.

Mr Jones said this was a very good point and he would have a look at how this might be incorporated. It was already in the employment contract, but certainly needed to be firmed up within this policy.

**ACTION: KJ**

The Chair asked about insurance cover and the issue over the informing of home insurers.

Mr Cox said that this had already been addressed through the actions taken by the College prior to the 2020 lockdown and would continue as an annual routine. Mr Jones will ensure that this requirement alongside home working risk assessment, and an annual check with any mortgage lender would be included within the policy.

**ACTION: KJ**

Mr Goodman asked if there were any specific jobs/duties that the College would not want carried out at home.

Mr Jones said that there were specific roles as in the case of IT support, these workers could not carry out their roles from home, and if they have to come into work then they therefore would not be working from home.

Governors approved the Working from Home and Home Working Policy with the updated amendments identified.

## **B.12.21 TO RECEIVE**

### **i Gender Pay Gap Report**

Mr Cox explained that because of COVID-19 the College is not required to share this data in the same way as previous years. However as we have a gender pay gap he wanted to ensure this was received by the board this year.

He reported two important points:

1. The College does have a gender pay gap and it is a gap that has been apparent for a number of years.
2. Within this gender pay gap there is no unfairness in terms of the hourly rate of pay for the same position or job.

The issue identified is the nature of the working pattern, which has a significant effect on the gender pay gap.

Mr Cox asked if there were any questions resulting from the report.

Questions/observations raised during discussion:

- Culture, flexibility, equality.
- Positive story being told.
- Data from the upper band is more positive.
- Need to look at recruitment process.
- Career experience.
- Disability.

Governors' received the Gender Pay Gap report.

### **ii Lloyds Bank Loan update**

Mr Jones provided an update on the Lloyds bank loan.

He focused Governors' attention to changes made since the last review in January 2021 highlighted in yellow on the report:

- the lawyers representing Lloyds bank and the College
- changes to the loan covenants (all can be met moving forward)
- the College sub-group dealing with the loan (signatories)

He informed Governors that prior to this meeting the Chair and the Chief Executive and Principal signed the contract and they are now ready to send off. Contracts will be exchanged by the completion date of the previous contract.

Governors' received the Lloyds Bank Loan update.

(All staff and students retired from the meeting)

## **B.13.21 CONFIDENTIAL ITEMS TO APPROVE**

**(Confidential item)**

### **i Annual Pay Review**

(See Confidential addendum).

**(End of Confidential item)**

(Kevin Jones, Lou Gittens and Paul Stannard returned to the meeting)

## **B.14.21 CONFIDENTIAL ITEMS TO RECEIVE**

### **i Eastleigh College/City College Southampton update**

(See Confidential addendum).

**(End of Confidential items)**

**B.15.21 TO CONSIDER**

**i Confidential items**

Governors agreed that agenda items 5.i, 6.i, 8.i, 9.i, ii and iii would be determined as a confidential agenda item and will be annotated as such within the minutes of the meeting.

**B.16.21 Date of next meeting**  
**Wednesday 5 May 2021, 1700**  
Board Training Event

The meeting concluded at 1921.