

Minutes of the meeting (electronic) of the IEG Corporation held at 1700 hrs 07 September 2020

Present	Rod Allerton	Martin Ballard	Vincent Brittain	Dean Duffield
	Sir Les Ebdon	Mark Haydon	Janet Meenaghan (CEO)	Gabe Manthorpe
	Angie Morris	David Pennell (Chair)	Rachel Nicholls (DCEO)	Michael Rabbett
	Steve Saffhill	Simon Smith	Kelly Swingler	Jonathan Teesdale
	Richard Wheeler	Anthony Warner	Paul Wingfield	
In Attendance	Ralph Devereux (Interim Clerk)	Alison Fox (EDBD)	Louise Perry (CFO)	Sarah Young VP(Qual)(SC)
Apologies	Anne Earle	Ian Jackson (Chair)	Tony Keeling	Anthony Warner

PART ONE

01/20 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. The apologies were accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.
- b. Some absent Members had forwarded comments on the papers and these would be introduced at the appropriate stage of the meeting; thanks were recorded for the information.
- c. Ian Jackson had sent an unavoidable apology, accordingly, Martin Ballard proposed and Kelly Swingler seconded David Pennell as Chair and that was unanimously approved. **(Action 1)**
- d. The meeting process:
 - (i) each presenter would briefly outline the information in the paper followed by questions; and
 - (ii) where decisions were required each Member would indicate individually using the "Google Meet" facility, which would be visible to all members. **(Action 2)**

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

02/20 STANDING ITEMS

- a. re Attendance: Mark Haydon and Ian Jackson were added to the attendees and the Minutes (Part 1&2) of the last meeting held on 3 August 2020 were confirmed for electronic signature. **(Action 3)**
- b. Outstanding Actions. All actions from the last meeting had been implemented or were in progress.

		Status
	See referenced minute for full action.	
Action 1	01/19. Ian Jackson confirmed as Chair.	complete
Action 2	02/19e. Meeting process agreed.	
Action 3	03/19a(i). Corporation Regulatory documents approved.	
Action 4a	03/19a(ii). JM confirmed as CEO & Stamford Principal.	
Action 4b	03/19a(iii). RN confirmed as DCEO & Peterborough Principal.	

Action 5a	03/19a(iv). CEO initial (12 months) salary confirmed.
Action 5b	03/19a(v). DCEO salary confirmed.
Action 6	03/19b. CEO/DCEO objectives confirmed.
Action 7	03/19c(i). Committee TORs confirmed.
Action 8	03/19c(ii). Scheme of Delegation confirmed.
Action 9	03/19c(iii). RSM appointed as External Auditors
Action 10	03/19c(iv). Strategic Plan confirmed.
Action 11	03/19c(v). Policies & HAS statement confirmed.
Action 12	03/19c(vi). SPH appointments confirmed.
Action 13	03/19d(i). Subcontractor arrangements confirmed.
Action 14	03/19d(ii). Financial Plan confirmed.
Action 15	03/19d(iii). Policies confirmed.
Action 16	04/19. Corporation Register confirmed.
Action 17	06/19. Governor Links (inc Safeguarding) confirmed.
Action 18	07/19. Meeting Schedule approved.

- c. Committee Minutes. The minutes of the last Audit Committee (AC) meeting held on 20 August were presented and explained by the Committee Chair and were received:
- (i) re 03/19 External Audit Plan. The External Audit Plan had been recommended and was approved (**Action 4**); and
 - (ii) re 04/19 Internal Audit Service (IAS) The IAS Plan had been recommended and was approved (**Action 5**);
- d. Matters arising: There were no matters arising from the Corporation minutes.
- e. Urgent Business. It was agreed to consider two items of urgent business from the CEO:
- (i) Self-Assessment Report (SAR) moderation; and
 - (ii) Quality Resourcing Solutions (QRS) Board of Directors - Membership.

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

03/20 PRINCIPALS' REPORTS

The Principals' Report had been formatted in three elements; issues not covered elsewhere in the papers relating to the Group and those affecting each College. The Report had been circulated well in advance of the meeting but of particular note were:

- a. Group. The Education and Skills Funding Agency (ESFA) had published revised measures, listed in the accompanying paper, regarding sub-contracting and these were discussed. Sub-contracting was tightly managed at both Colleges and effectively monitored by the Finance and Resources Committee (FRC), Stamford College (SC) had long standing and effective partnerships and Peterborough College (PC) had a similar but smaller portfolio; both elements facilitated appropriate Group strategic aims and the cost was well within the 10% (of turnover) maximum contribution. The Department for Education (DfE) had recently announced additional funding for Colleges, the initiative comprised nine streams, each listed in the paper and discussed individually; of special and welcome note was the "catch up" element for disadvantaged learners originally offered to schools and latterly to Colleges. The A Level and GCSE assessments were discussed, particular thanks were recorded to all involved in the lengthy and painstaking original and moderated assessments (**Action 6**) The now infamous algorithm had unfairly affected Colleges and the national abandonment had been welcomed; the involvement of the SC student Nina Bunting Mitcham was commended. It was probable however that some allocated grade inflation had resulted and that issue would require close attention since learners may be inappropriately placed in streams and the process for addressing this issue was discussed. It was clearly important that learners were not assessed as "expected to fail" and assurances were received on that issue. The grade reassignments had affected enrolments at University Centre Peterborough (UCP) as prospective students reverted to University of choice after upgrading. Angela O'Reilly and Sarah Young had been appointed as Vice-Principal (Curriculum and Quality) (VPCQ) wef 1 September at SC and PC respectively and congratulations were recorded on the

well-justified appointments. Reference had been made to the impending FE White Paper and it was therefore a possibility for a FE Bill in the not too distant future.

- b. PC. Matters directly affecting PC were fully detailed in the Paper and were noted, items of particular significance were considered. The closure of iMET had finally resulted in a charge on the Income and Expenditure (I&E) account of c£423k, that being 50% of the total, Cambridge Regional College (CRC) the former partner in the Joint Venture (JV) had incurred the same. The amount, higher than the original forecast, of c£300k was noted as resulting from greater losses in the final year of trading. The original agreement for sharing of the equipment in the building had now been abrogated by the Cambridge and Peterborough Combined Authority (CPCA) who were the original grant funder and who now intended to retain the facility for Research and Development (R&D). This was a complex situation and was discussed. A meeting was planned with CRC to clarify the situation and Members would be informed of developments. **(Action 7)** As part of the wider Group evaluation of commercial ventures, management of the College Nursery was being considered, early discussions with Gloucester College, who manage a number of Nurseries were in progress and the FRC would consider proposals in due course; the FRC Chair would discuss the issue out of meeting.
- c. SC. Matters directly affecting SC were fully detailed in the Paper and were noted. The Greater Lincolnshire Local Enterprise Partnership (GLLEP) had invited bids for the next round of Skills Investment Funding and a bid (90% of £2.4m) for extension of the Construction and Motor Vehicle Centre was nearing completion. Support from active local personalities was being canvassed and members would be kept informed of progress.

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

04/20 APPLICATIONS AND ENROLMENTS

Current numbers of enrolments were discussed; it was relatively early in the process and greater detail would be available at the next meeting. The present position was;

- a. PC. Enrolments had been administered on-line and emerging challenges had been largely resolved, numbers were:
 - (i) 16-18. The allocated number of 16-18 learners was 2462, the local target was 3000, offers for 2875 had been made and there had been 2004 full enrolments with 600 progressing. It was reasonable to assume a further 200 "walk ins"; and
 - (ii) Higher Education (HE) against the target of 180 students, there had been 168 Full Time and 13 part-time enrolments.
- b. SC. Enrolments had been administered on-line and emerging challenges had been largely resolved, applications for Construction, Leisure and Public Services had been strong although for Early Years and Health and Social Care (HSC) had been relatively weak. 16-18. The recruitment target of 16-18 learners was 2178 based on the curriculum plan, at the 6-week point a number of 2039 would be seen as comfortable and the actual ESFA funded target was 1983, an increase of 15 at this time in 2019 and there was a strong likelihood of achieving the target. It was also reasonable to assume a further 200 "walk ins". A Level applications were also relatively low at 104, probably resulting from a combination of "grade inflation" and Covid influences to remain at school for 6th Form, intensive marketing was showing a positive effect.

The effect on future years funding arising from the grade inflation was discussed and it was agreed to place it on the Corporation agenda early in 2021. **(Action 8)**

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

05/20 COVID-19

Further governmental guidance for FE Colleges and Providers had been published and accordingly a draft framework for operation (Attached) had been detailed and was discussed. The comprehensive document was supplemented by individual risk assessments and student information booklets for each College. The detail was discussed and would be kept under

constant review and some suggestions were considered, for example the need to avoid and actively discourage complacency, which could emerge. The information was welcomed and the standard of content and presentation commended as informative and appropriate. Thanks were recorded to all concerned.

The information was received and noted.

06/20 SUBCONTRACTING

Revised EFSA sub-contracting regulations required production by Colleges of individual "Rationale for Sub-contracting" to be approved by the Corporation and published on the website and the draft document was considered. It was noted that Anglia Professional Training (APT) a Group subsidiary, had been referenced as a sub-contractor and it was confirmed that was the case, APT would provide both functions. It was agreed to clarify that issue in the narrative and with that proviso the Rationale was approved. **(Action 9)** The EFSA future plans had also prompted consideration of the longer term strategic partnerships which would be managed together with the FRC.

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

07/20 CAPITAL

The Department for Education (DfE) had published details of a new capital grant; responses were required urgently and ahead of the FRC next meeting; accordingly, the proposals were considered. The current capital plans had been amended and recommended by the Merger Shadow Board and the Group capital priorities which had been predicated on expectation of further capital funding and detailed in the Paper were noted. That additional funding had now become available, as matched grant funding requiring 25% Group contribution, and totalled c£1.5m. This total apparently had to be spent by 31 March 2021 and the proposals were required at the DfE by 16 October 2020. The limited life of the funds motivated against any complex projects and a list of urgent cross-group requirements based on recent condition surveys at both Colleges had been drawn up for consideration. That list fully detailed by element was considered and each was individually discussed. The financial detail had been tabulated at Annex A and was generally discussed; the plan as detailed was unanimously approved for submission and implementation. **(Action 10)** It may be that the FRC should review the overall plan when quotations had been received and that would be considered at the time; such a move would allow review of numbers including the Contingency element which appeared initially to be too modest. Points raised during the discussion, for example prioritisation of the need between campuses and alignment with the Strategic Plan motivated for a dedicated planning session and that would be arranged. **(Action 11)** Progress with the merger systems and the Bordeville capital project was noted; submission of the matched funding bid for the SC Automotive and Construction Centre (re also 03/20c) was further discussed and fully supported. **(Action 12)**

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

08/20 RISK APPETITE

The AC had discussed the need to consolidate the individual Risk Registers (RR) and develop a standardised approach and corporate and operational ranking system would inform a specific "workshop" to consider the complete risk environment and to develop a 3-year Risk Strategy. Members had been surveyed individually and their responses consolidated into a graphical presentation, which was generally discussed. It was agreed that this was useful information and would be further considered at a dedicated workshop after 12 months experience as the merged Corporation. **(Action 13)**

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

09/20 URGENT BUSINESS

There had been two items of urgent business agreed:

- a. SAR Moderation. Members were invited to participate in moderation of the 2019-20 SAR planned for a half day on 9 November 2020 volunteers were asked to indicate electronically to the CEO PA asap. **(Action 14)**

- b. Subsidiary Board Memberships. QRS and APT were Group subsidiaries; before merger QRS had applied to SC and APT to PC, the possibility to widen membership of each Board of Directors to reflect the changed status was considered. For example, PCHR representation on the QRS Board could prove beneficial. It was agreed that each Board would consider the suggestion at their next meeting and their comments brought to the Corporation for consideration. **(Action 15)**
- c. Corporation Meeting Schedule. The approved schedule of Corporation and Committee meetings was discussed, the smoothness of the transition to the merged status had reduced the need for the prudent frequency of early governance cycles. It was agreed to scrutinise the schedule and to advise all on the revisions. **(Action 16)**

The information was received and noted.

Actions had been identified. (See Register at 10/20 below)

10/20 ACTION REGISTER

See referenced minute for full action.		Resp	By
Action 1	01/20c. DP appointed as meeting Chair.	Clerk	wie
Action 2	01/20d(ii). Meeting process agreed.		
Action 3	02/20a. Last minutes (03.08.20) confirmed for signature.		
Action 4	02/20c(i) Ext Audit Plan 2019/20 approved.	CFO	
Action 5	02/20c(ii). IAS Plan 2020/21 approved.	CEO	
Action 6	03/20a. Thanks recorded for "exam assessment" work.	DCEO	asap
Action 7	03/20b. Members to be informed of progress with CPCA.	CFO	02.01.21
Action 8	04/20. Effect of future years funding to be discussed early 2021.	EDBD	wie
Action 9	06/20. Sub Contract Rationale approved.		
Action 10	07/20. Capital Plan approved.	CFO	asap
Action 11	07/20. Combined future capital plan priorities workshop.		wie
Action 12	07/20. Matched funding bid for SC Auto Centre approved.		asap
Action 13	08/20. Risk Appetite workshop tba.	All	wie
Action 14	09/20a. SAR moderation volunteers required.	Clerk	asap
Action 15	09/20b. Subsidiary Boards to consider membership.	CEO	wie
Action 16	09/20c. Corporation meeting schedule to be evaluated.		

Rajiv Devaran (Clerk) for David Pennell (Chair)

Board Minutes 07.09.20RDJMRNDP

Final Audit Report

2020-10-26

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