

Minutes of the meeting (electronic) of the IEG Corporation held at 1700 hrs 9 February 2021.

Present	Rod Allerton	Martin Ballard	Vincent Brittain	Marco Cereste
	Dean Duffield	Sir Les Ebdon	Mark Haydon	Ian Jackson (Chair)
	Tony Keeling	Dr Mary Kiernan	Lionel Muskwe	Gabe Manthorp
	Angie Morris	Janet Meenaghan (CEO)	David Pennell (VChair) (42-47/20)	Rachel Nicholls (DCEO) (42-49/20)
	Jonathan Teesdale	Steve Saffhill	Anthony Warner	Paul Wingfield
In Attendance	Ralph Devereux (DG)	Alison Fox (EDBD)	Louise Perry (CFO)	Angela O'Reilly (PCVP(C&Q))
	Sarah Young (SCVP(C&Q))			
Apologies	Michael Rabbett	Simon Smith	David Pennell (early departure)	Rachell Nicholls (early departure)

PART ONE

42/20 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. 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.

The information was received and noted.

Actions had been identified. (See Register at 52/20 below)

43/20 STANDING ITEMS

- a. re 26/20c(ii). A query was raised whether Travel and Tourism had been finally abandoned as stated in the unconfirmed draft C&Q Minutes. It was confirmed that this was not the case and the minutes would be amended. **(Action 1)** The Minutes (Part 1) of the last meetings held on 8 December 2020 and the Special Meeting held on 25 January 2021 were then confirmed for electronic signature. **(Action 2)**
- b. Outstanding Actions. Actions from the last meeting had been implemented.

8.12.20		Resp	By
See referenced minute for full action.			
Action 1	26/20a. Last minutes Pt 1 (20.10.20) confirmed for signature.	Clerk	wie
Action 2	27/20a. FRC to consider cyber fraud protection.	DP	25.01.21
Action 3	27/20e. Design and Build tenders to be sought.	DCEO	Wie
Action 4	27/20e. Marketing congratulated on awards.		
Action 5	28/20. Additional MH data to FRC for consideration.		
Action 6	30/20a. SAR & QIP approved for implementation.	VPCQs	

Action 7	30/20b. Google classroom reconciliations to take place.	VPCQs SC/PC	Wie
Action 8	30/20c. C&Q Committee organisational change approved.	PW	
Action 9	31/20b. Further financial detail to be included.	EDBD	
Action 10	31/20b. EE Strategy approved with Action 8 included.		
Action 11	32/20a. Mgt Accts received.	CFO	
Action 12a/b	32/20b/c. Documents approved for signature.		
Action 13	32/20f. Financial Regulation amendment approved.		
Action 14	33/20. ACARs approved.	Chair	
Action 15	37/20. Last minutes Pt 2 (20.10.20) confirmed for signature.	Clerk	

25.1.21	See referenced minute for full action.	Resp	By
Action 1	39/20a. IEG (PRC) agreed as a "going concern".	CFO	wie
Action 2	39/20c. Final accounts to be circulated.		asap
Action 3	39/20e. All documents (provisionally) agreed for signature.		

- c. Committee Minutes. The minutes of the last Committee and Subsidiary Companies were received and recommendations to the Corporation were noted to inform considerations, the:
- (i) the minutes (Part 1) of the Inaugural Search & Remuneration (S&R) Committee meeting (11.01.21) would be considered in Part 2;
 - (ii) minutes (Part 1) of the Finance & Resources Committee (FRC) meeting (25.01.21), **re 25/20a** (AEB) at Agenda Item 7d;
 - (iii) minutes of the UCP Council meeting (21.01.21), including essential detail from the Nominations and Audit Committee (AC), **re 31/20b** (Office for Students (OfS) 5-Year Financial Plan) at Agenda Item 7c;
 - (iv) minutes of the Peterborough College (PC) Inaugural Curriculum & Quality Sub-Committee (CQSC) meeting (28.01.21); and
 - (v) minutes of the Stamford College (SC) Inaugural CQSC Meeting (02.02.21);
- d. Matters arising: There were no matters arising from the minutes.
- e. Urgent Business. There were no requests for urgent business.

The information was received and noted.

Actions had been identified. (See Register at 52/20 below)

44/20 PRINCIPALS' REPORTS

- a. Report. 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:
- b. IEG.:
- (i) Further Education (FE) White Paper. The White Paper, comprising 35 proposed changes to current practice had now been published and was out for consultation before passing into law. There was a major shift towards Further Education (FE) and vocational training together with some associated commitment for the necessary funding. The changes would be phased in over 4 years.
 - (ii) In-year Funding Risks. There had been welcome indications from the Department for Education (DfE) re additional protection for funding. The Capacity and Delivery Fund (CDF), aimed at development of work placements in advance of the introduction of T Levels, had been confirmed as included; the IEG allocation was £463k. Additionally, there were indications that the clawback trigger for the "Adult Education Budget (AEB)

may be relaxed although that had not yet been confirmed, if that should be the case then contingency arrangements may not be necessary.

(iii) FE Capital Transformation Fund (CTF). The DfE had launched the CTF designed for estate regeneration; an initial submission of the 2-part process was required by 15 March, if approved, detailed proposals would be required for 50% match funding projects. Possible projects were being explored and match-funding partners and other related options were under consideration.

- c. PC. Measures to raise the College profile continued and focus was maintained with “anchor establishments” such as the Peterborough Citizens Group and the Cambridge and Peterborough Combined Authority (CPCA). The Centre for Green Technology had been approved for continuance; the final proposal was required in 6-12 months. The CPCA had suggested there was scope for some broadening of the project to partner and secure matched funding from the Shared Prosperity Fund to bring the total value to £4.1m; this would however introduce delay. The proposals would be considered by the FRC. **(Action 3)** In-year performance was considered Retention at 96.8% was welcomed however low attendance at 82.2% had particularly impacted on English and Maths (EAM) and vocational provision. As and when the situation allowed, priority is provided for those students with need to access practical facilities. The future arrangements for UCP continued to be explored and would be considered outside the meeting. **(Action 4)**
- d. SC. The SC report was received.

The information was received and noted.

Actions had been identified. (See Register at 52/20 below)

45/20 DASHBOARD

The Group KPI dashboard was then considered and discussed. Most indicators were rated “Amber” reflecting the early point in the year. The sole “Red” indicator reflected the difficulties associated with on-line engagement in some areas in particular the reluctant English and Maths (EAM) students. HR was not experiencing any significant change between regularly scrutinised proportions of mental and physical health and staff turnover remained low. Health and Safety (HAS) audits would be completed after re-opening.

The information was received and noted.

46/20 COVID-19

The Covid position was discussed. As had been mentioned earlier staff were in sore need of a break. The continuous demands of the changing scenarios sometimes within a single day were draining; full detail in the comprehensive report was received and appreciation was recorded to all for the continuing commitment, flexibility and professionalism. **(Action 5)** Work continued with lateral flow testing (LFT) and track and trace and information on re-opening was expected on 22 February. All staff and students that were “in college” had taken the necessary tests and yesterday had seen the first positive result.

The information was received and noted.

47/20 CURRICULUM AND QUALITY

- a. Quality Improvement Plans (QIP). Individual QIP for each College had been included in the Report to reflect the separate pre-merger Self-Assessment Reports SAR. The QIPs were updated in December, February, April and June and the latest details had been considered and discussed by both C&Q sub-committees at their last meetings. Both narratives were supplemented by Progress Trackers and the complete RAG rated documents. Performance was closely monitored through each level of both Colleges, cascading progressively through all concerned. The tracker showed positive progression with promotions across:
- (i) PC. 66 RAG rated actions in February, (Red 0, Amber 45, Green 21); and
 - (ii) SC. 80 RAG rated actions in February, (Red 0, Amber 59, Green 21)

The main documents were scrutinised with recent changes highlighted in red font and immediate future intentions were explained and noted. Both plans were doing well and there was nothing of note to bring to members attention. In terms of technology, the initial circulation of devices during the first lockdown had proved insufficient since sibling demand and others working from home had compounded demand; a further 500+ had now been circulated. Quality assurance was through Learning Walks (LW). Both staff and students were urgently pressing for Ofqual information on the qualifications assessments process. Members were reassured that “at risk and vulnerable” students continued to be a prime focus.

- b. Equality, Diversity and Inclusion. (EDI) Individual EDI annual reports for each College had been appended together with their respective HR Workforce Reports (Appx1/2 SC, Appx 3/4 PC) to reflect the separate pre-merger data and both were considered; future reports would be a single IEG document. Actions from the individual reports had been consolidated into an IEG Action Plan for 2020.21.(Appx 5) The Safeguarding and Prevent Policy and IEG Action Plan had previously received Corporation approval. In accordance with accepted good practice, the necessary documents would be published on the websites and the Report was approved. **(Action 6)** The Corporation then considered Appendix 6, the draft IEG EDI Policy, for approval. The Policy was generally welcomed and during considerations the approach to “no systemic racism” or barriers, and dilution of any ethnic attainment gap was noted and welcomed. Teaching staff age profiles were higher than other sectors since many instructors entered FE after time in other occupations. Development of the Policy would continue but approval was sought and unanimously provided for the current version. **(Action 7)** TK offered active support with the continuing development process.
- c. Safeguarding & Prevent. The report updated Members on the IEG Equality, Diversity and Safeguarding Committee half-termly meetings, particularly related arrangements established since the start of lockdown in January and fully detailed in the Addendum to the Safeguarding Policy, approved by the Corporation in November 2020. Weekly welfare checks were completed for over 631 PC and 296 SC vulnerable students and 1140 SEND students were actively supported with on-line learning. Wellbeing and support information on the Student Portal was regularly updated and a newsletter was published every 2 weeks. Appreciation - already recorded at Minute 46/20 was reiterated in respect of the dedication and commitment of the staff involved in these processes.

The information was received and noted.

Actions had been identified. (See Register at 52/20 below)

The Vice-Chair left the meeting.

48/20 FINANCE REPORT

- a. Management Accounts. The comprehensive report had been considered in depth by the FRC, who had recommended to the Corporation. Group KPI numbers. Included subsidiary companies (UCP, QRS and APT) Trends were starting to emerge but the length level and complexity of the lockdown severely restricted accurate prediction. However confidence was expressed for a balanced, or break even, budget despite the current temporary deficit position, a deficit of c(£83k) the 3 major contributors to that position were detailed in the paper and were explained; this position was an anomaly and the position was expected to return in line with the plan as the Covid related effects diluted. The major variances were in commercial/trading income and income reduction was likely to continue although the effect on the surplus may be mitigated through furlough and reduced direct costs. Pay costs continued to be behind budget and the “catch up” sessions for those students affected by lockdown had been funded by a £702k grant. Non-pay expenditure had been adversely affected by examination fees and “other admin” namely VAT costs. The financial data was then scrutinised and discussed, detail was graphically presented, supported by individual explanations and RAG rated. Commercial Income had been “red rated” prompted by the latest lockdown. The “green rated” cash position at 85 cash days and c£10+m balance was welcomed. The I&E summary detail by Group and individual Colleges was discussed and noted; there was nothing particular to bring to members’ attention. The Balance Sheet was

noted. The CFO was thanked for the clear presentation and format of the information, which was noted as excellent and received.

- b. Capital. The Capital Plan included 4 elements, Bordeville would now be completed on 16 February, which did not present any difficulty and the remainder were progressing as expected; members were reminded that the DfE grant was time limited for March 2021 and contingency plans were under development to ensure expenditure by that date. At a recent regular meeting with Santander they had verbally confirmed continuing support to IEG if and when required. Further projects were explained:
- (i) the Centre for Green Technologies progress had been considered at 44/20c;
 - (ii) plans for a health and sciences 3-Storey Block were being worked up at SC and exploration of whether GLLEP funding would be eligible as matched funding were being explored;
 - (iii) the possible GGLEP funded Construction Extension at SC was now at the Due Diligence (DD) phase and after detailed costing the IEG contribution would be £500k against the total revised project cost of £2.65m; and
 - (iv) IT devices to the value of £145k were being distributed according to the agreed policy;
- c. Office for Students (OfS) Financial Plan. UCP financial matters were reserved for IEG Corporation consideration and approval and submission of the 5-Year Financial Plan was required at the OfS by the end of February. The plan was then studied and discussed. There was a surplus in each forecast year and the Plan was welcomed, the UCP Council recommendation noted and it was unanimously approved for submission to the OfS. **(Action 8)**.
- d. Adult Education Budget (AEB). It had been decided to vary arrangements for Adult Education Budget (AEB) sub-contracts to a 3-year framework (value £5.6m) and a tender process had been completed, the 13 responses had been scored, (detail attached) one current partner had not made the cut. However they had been previously been sound and reliable and if further support was needed they would be invited to participate. The preferred partners were:
- (i) Aspire Sporting Academy Ltd;
 - (ii) Learning Curve Group;
 - (iii) Anglia Professional Training;
 - (iv) GLADCA; and
 - (v) Peterborough Skills Academy.

The process and the outcomes were approved and those partners were confirmed. **(Action 9)**

The information was received and noted.
Actions had been identified. (See Register at 52/20 below)

49/20 RISK REGISTER (RR)

The primary/strategic risks had been presented to the Corporation in October 2020 and to the AC on 3 December the Register now covered the IEG and reflected current challenges and uncertainties. Primary (strategic) Risks. Primary Risks were continuously inherent to FE, response to the risks were however subject to change influenced by current events; currently and primarily Covid and the current residual risk scores remained valid. However management controls had been updated, these had been listed in the Report and were individually considered and endorsed. During general discussion it was agreed that there was a high

proportion of Red on the register but that would guard against any complacency intruding into working attitudes possibly from increasing familiarity with the Covid working processes.

The information was noted and received.

The DCEO left the meeting.

50/20 FREEDOM OF INFORMATION (FOI)

Individual PC/SC FOI Policies had now been consolidated into an IEG Policy with no changes of consequence; Part A was a framework for compliance with the FOI Act 2020 and Part B detailed the IEG publication scheme. During considerations it was explained that, between 20-30 requests were received each year, mostly low level matters including some vexatious input from former staff or students. The Policy was approved. **(Action 10)**

The information was received and noted.

Actions had been identified. (See Register at 52/20 below)

51/20 URGENT BUSINESS AND NEXT MEETING

- a. There had been no urgent business agreed.
- b. The next meeting would be at 1700 on 19 April 2021.

52/20 ACTION REGISTER

See referenced minute for full action.		Resp	By
Action 1	43/20a. Draft C&Q minutes to be amended.	Clerk	wie
Action 2	43/20a. Last minutes (08.12.20 & 25.1.21) confirmed for sig.		
Action 3	44/20c. PF shared funding possibilities tbc by FRC.	DCEO	16.03.21
Action 4	44/20c. UCP matters tbc outside meeting.		
Action 5	46/20. Appreciation recorded re Covid response.	CEO	wie
Action 6	47/20b. EDI Annual Report approved.	VPs CQ	
Action 7	47/20b. EDI Policy approved.		
Action 8	48/20c. UCP 5-year Financial Plan approved for submission.	SFO	
Action 9	48/20d. Sub-contract process and partners approved.	EDBD	
Action 10	50/20. FOI Policy approved.	VPs CQ	

Ralph Devereux (126) for Ian Jackson (Chair)

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Final Audit Report

2021-04-20

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