

Minutes of the meeting (electronic) of the IEG Corporation held at 1700 hrs 13 December 2021.

Present	Rod Allerton	Martin Ballard	Sir Les Ebdon	Mark Haydon
	Fathima Keegan	Tony Keeling	Dr Mary Kiernan	Janet Meenaghan (CEO)
	Angie Morris	Rachel Nicholls (DCEO)	Ashley Parewa	David Pennell (Acting Chair)
	Steve Saffhill	Dr Pam Vaughan	Anthony Warner	Paul Wingfield
	Faustina Yang	Qun Yang		
In Attendance	Ralph Devereux (IGD)	Angela O'Reilly (PCVP(C&Q))	Louise Perry (CFO)	Alison Fox (EDBD)(Attendee)
Apologies	Vincent Brittain	Marco Cereste	Dean Duffield	Ian Jackson (Chair)
	Cloudia Vercellotti		Sarah Young (SCVP(C&Q))(Attendee)	Jonathan Teesdale

PART ONE

14/21 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. David Pennell assumed the Chair in place of Ian Jackson (apologies) and welcomed all to the meeting, particularly the new members. **(Action 1)**

The information was received and noted.

15/21 STANDING ITEMS

- a. The Minutes of the last meeting held on 19 October 2021 were confirmed for electronic signature. **(Action 2)**
- b. Outstanding Actions. Actions from the last meeting had been implemented.

See referenced minute for full action.		Resp
Action 1	01/21b. DP assumed Chair for the meeting.	Complete
Action 2	02/21 Last minutes (05.07.21) confirmed for signature.	
Action 3	03/21. Changes to papers process approved.	
Action 4a-4b	03/21b(i)&(ii). IAS Schedule & RM Policy approved.	
Action 5	04/21e. PR/Marketing strategy to be strengthened.	
Action 6	05/21b. Draft Template to be evaluated after 12 months.	
Action 7	07/21. Appreciation recorded over Ofsted outcome.	
Action 8	08/21. Sub-contract Commitments approved.	
Action 9	09/21. Enrolment tbc at next FRC meeting.	
Action 10	10/21b(i). Project 1. UCP IT Suite project to continue.	
Action 11	10/21b(ii). Project 2 postponed until 2021/22.	
Actions 12a-d	11/21b-e. All regulatory document approved & for upload.	
Action 13	11/21f. All appointments approved for 2-year terms.	
Action 14	11/21f. S&G produce draft ends of terms for consideration.	
Action 15	11/21g. Governor links to be circulated.	
Action 16	12/21b. Corporation meetings to be hybrid attendance.	

Matters arising: There were no matters arising from the minutes.

- c. Urgent Business. There was no urgent business requested;

The information was received and noted.

Actions had been identified. (See Register at 27/21 below)

16/21 COMMITTEE MEETINGS

Minutes of Committee meetings held since the last Corporation, listed on Paper 3 were now generally posted to Board IQ; where Corporation action was required the full relevant minutes were included in the meeting papers to inform considerations.

- a. The Finance and Resources Committee (FRC) had met on 9 November 2021 and had recommended for approval:
 - (i) Chair's action relating to the National Minimum Wage implementation (minute 18/21);
 - (ii) the Group Finance Report (minute 20/21); and
 - (ii) the General Data Protection Regulation (GDPR) Annual Report.
- all were approved (**Action 3**).
- (iii) re minute 21/21. Capital. Members asked that Appendix 1 to the Report considered by the Committee, be circulated and that was agreed. (**Action 4**)

- b. The Audit Committee (AC) had met on 2 December and had made several recommendations related to the consideration of the Annual Financial Statements (AFS) (minutes 12,13,14 & 15); these were all noted to inform Item 8. (**Action 5**)

The information was received and noted.

Actions had been identified. (See Register at 27/21 below)

17/21 PRINCIPALS' REPORT

The Principals' Report was considered. The full Reports and Appendices had been circulated well in advance of the meeting and had been noted, particular issues were:

- a. Item 2. The Skills and post-16 Education Bill was progressing, through legislation, all amendments are expected to be overturned and it would pass into law largely as drafted.
- b. Item 3. The defunding of BTEC qualifications in favour of T & A Levels had been delayed by 12 months to allow more time for preparation. There was considerable cross-sector scepticism over the viability of the scheme and the probable associated debilitation of Level 3 (L3) outcomes generally, not least the practicality, particularly locally, of availability of 315 hrs of work experience per student.
- c. Item 5. The introduction of regular (3 yearly) reviews of FE Governance had been announced. The reviews, expected to last from 5-10 days would be owned by individual Corporations but completed by external bodies; fees will rest with the Corporation.
- d. Item 7. The relationship with the Cambridge and Peterborough Combined Authority, several current large projects, together with further opportunities.
- e. Item 9. The Education and Skills Funding Agency (ESFA) funding audit had now been extended into the new year and continued to "drill down" on recently changed apprenticeship issues, Members should expect clawback and there have been discussions about accommodating any clawback in the accounts.
- f. Item 11. Staff had been awarded an additional 5 days leave over the holidays to recognise their commitment and tremendous efforts through the Covid restrictions; those unable to take the additional break, such as term time only (TTO) colleagues, would receive shopping vouchers. The move was unanimously and spontaneously welcomed.

The information was received and noted.

18/21 DASHBOARD

The Group Key Performance Indicator (KPI) dashboard was then considered and discussed. Indicators were noted as rated "Red" (Growth) or "Amber" (Quality Achieving Excellence & Valuing our People) These were discussed challenged and satisfactorily explained. There had recently been low level student disruption at both colleges, this had been experienced by other educational establishments with years 10-13 and appeared to be isolation related, where resumption of interaction and relationships was proving difficult for some young people. This appeared as particularly evident in those with special needs and both colleges were providing support; the student Member was asked for input, and she suggested that involvement and

enrichment should be widened. The issue would also be moved up the Continuous Professional Development (CPD) priority list. **(Action 6)** HR was still not experiencing any significant change between regularly scrutinised proportions of mental and physical health and staff turnover remained low.

The information was received and noted.
Actions had been identified. (See Register at 27/21 below)

19/21 SAFEGUARDING

The Paper provided Members with a clear picture of safeguarding arrangements, analysis of issues throughout 2020/21, explained future work and priorities and included the draft Policy.

- a. Annual Report. Creation of a safe and welcoming environment, where all are respected and valued, was at the heart of safeguarding and went with an organisation to actively prevent harm, harassment, bullying, abuse and neglect and being able and to respond safely when necessary; all stakeholders were involved. The increased focus on mental health and wellbeing was understood and particularly addressed. Regular cross group meetings were held where good practice was shared, and priorities determined. During lockdown, an increasing and early number of vulnerable learners had emerged, and robust supporting processes had been determined; a process helped by the sound “Happeo” staff intranet. Priorities for 2022/22 were clearly explained. The report was closely discussed, was welcomed and received with thanks for the clarity of the detail and the narrative. The nominated safeguarding Member added his personal and strongly positive appreciation.
- b. Policy. The IEG “Safeguarding for All” Policy had been amended to include changes to the “Keeping Children Safe in Education (KCSIE)”; the changes were individually explained and discussed. All staff signed electronic confirmation of understanding of the Policy. This was agreed as an excellent clear comprehensive Policy, which was unanimously approved. **(Action 7)**

The information was received and noted.
Actions had been identified. (See Register at 27/21 below)

20/21 CURRICULUM & QUALITY (C&Q)

- a. Self-Assessment Report (SAR). The College SAR, a comprehensive document and the Quality Improvement Plan (QIP), had now been completed and, having been extensively scrutinised and moderated, was ready for validation and had covered an extremely difficult year. Completion had been complex and detailed, reflecting the widest possible input and interests to ensure responsive, high quality and relevant provision; the document had been prepared to reflect the current Education Inspection Framework (EIF). The narrative took account of all influencing effects and ~~the~~ was supplemented by a comprehensive suite of tabulated data and areas of note. Self-assessed grades, were:

Area	2020.21
a. Overall Effectiveness Judgement	2
b. Quality of Education	2
c. Behaviour and Attitudes	2
d. Personal Development	2
e. Leadership & Management	2

These were comprehensively explained in the narrative, and each was then individually considered. Data tables were appended, and the heavily moderated Teacher Assessed Grades (TAG) process could be relied upon as valid. The SAR was approved. **(Action 8a)** with appreciation recorded for the tremendous cross-college advances, particularly at PC.

- b. QIP. After completion, the SAR became one of the source documents for the attached QIP, which focussed on the necessary areas and on raising aspirations, it was an essential element in the incremental overall management policy, including the Strategic Plan. The QIP comprised actions formed around objectives arising from the SAR, which had been evaluated and assessed as specific, measurable and realistic. Each section was considered individually. The QIP was approved. **(Action 8b)**
- c. Curriculum Planning 2022/23. Planning for future dynamic and affordable curriculum delivery for 2022-23; to grow and diversify in response to local, regional and national skills

needs, developing opportunities for upskilling and retraining. Key areas of focus and influencing factors were listed in the Paper, which was received for information.

The information was received and noted.

Actions had been identified. (See Register at 27/21 below)

21/21 ANNUAL FINANCIAL STATEMENTS

- a. Audit Findings Report. The external auditor's Findings Report had been scrutinised by the AC. There was an increased sector wide focus on "going concern" matters and these had been discussed and were particularly noted. The External Audit Partner had asked if the Audit Committee in the previous week if had any concerns over the possibility of fraud, particularly since there had been a cyber-attack during the year. A brief explanation of one current disciplinary process was given, although not directly fraudulent it was felt relevant. The Report was received. **(Action 9)**
- b. Annual Financial Statements (AFS).
- (i) IEG. The External Auditors had almost completed the financial statements and regularity audits of the IEG; some presentation & disclosure work continued with what had been an involved process and a clean opinion was expected. The situation was explained and discussed fully; the current documents were then scrutinised and agreed. The completed final Statements would be posted on Board IQ as soon as they were available, Members would be advised that they were ready for scrutiny and speedy notification of consent (direct to the CFO) for sign off and submission. **(Action 10)**
 - (ii) UCP. The UCP AC and Council had not been able to scrutinise the final version of their AFS and had attended the IEG AC meeting to receive comments from the external auditors and to consider the update. Some presentational work on adjustments and journals had been completed, the Income and Expenditure (I&E) Account had not been changed. This was a clean set of accounts, which included a "going concern" assurance and an unqualified opinion. The final version would be posted on the Board IQ and electronically confirmed under the process explained above. **(Action 11)**
 - (iii) Quality Resource Solutions (QRS) QRS function was solely to service staffing requirements for IEG and returned a "net zero" (not for profit) annual return. The accounts had been considered by the Board on 6 December 2021 (QRS minute 05/21) and had been signed. The accounts were received.
 - (iv) Anglia Professional Training (APT) The APT Board had approved the draft accounts for signature on 25 November 2021 (APT Minute 14/21). The accounts were received.
- c. Financial Report. The comprehensive finance report accurate to 31 October 2021 (Period 3), was discussed, the Group current position, which was not unexpected for this early point in the year was £128k, comprising:
- (i) IEG £649k;
 - (ii) UCP (£524k); and
 - (iii) APT £4k.

The financial data was then scrutinised and discussed in particular with reference to UCP, where disappointing enrolment numbers had generated below budget results. ((£1.4m)) Considerations for the future would be discussed at the forthcoming Governance Development Day. The situation had prompted a full reforecasting and the revised Group surplus, was £226k; measures taken to arrive at this were explained and noted. Full supporting data on KPI was presented graphically, supported by textual explanations and RAG rated and were noted.

The information was received and noted.

22/21 ANNUAL AUDIT COMMITTEE REPORTS

- a. The annual IEG and PRC reports to the corporation were discussed. The Committee opinions in the reports had been formed after due deliberation of the IAS annual reports, together with the External Audit information; both had been recommended to the Corporation, that was accepted, and they were approved. **(Action 13)**
- b. Internal Audit Service (IAS). The IAS Annual Report for 2020/21 was a stand-alone document, which would inform the AFS "Statement of Internal Governance and Internal Control", and thus the ESFA on internal audit issues. The AC had recommended the Report to the Corporation, and it was approved and accepted. **(Action 14)**

The information was received and noted.

Actions had been identified. (See Register at 27/21 below)

23/21 RISK MANAGEMENT (RM)

- a. Board Assurance Framework (BAF)(Appendix 1). The recently revised format provided more information on controls; final detail was still under development.

It was agreed that some focused familiarity training was desirable and that would be included in the programme for the Corporation away day. **(Action 15)**

The information was received and noted.

Actions had been identified. (See Register at 27/21 below)

24/21 EMPLOYER ENGAGEMENT (EE)

EE remained a Group key priority and an associated strategy was an essential element in supporting growth in apprenticeship and commercial training and performance was rigorously monitored. Accordingly, the Annual Report 2020/21 and the updated (2021) Strategy 2020-23 were considered.

- a. Report. The annual report indicated employer satisfaction at 90% against the KPI target of 82%, this notwithstanding a low, Covid affected, work experience rate of 54% completion. EE had continued throughout lockdown and had resulted in increased recruitment excepting with apprentices, which had been lower than expected. Achievement rates had remained as the previous year through Covid required limitations.
- b. Strategy. KPIs had been amended for 2021/22 including: an increased apprentice target from 180 to 200 and reduction in the achievement target (from +4%) to +2% on the National Rate.

The information was noted and received.

25/21 CORPORATION SAR

The Code of Good Governance for English Colleges published by the Association of Colleges (AoC) is voluntarily adopted, IEG has adopted the Code. Through adoption and implementation, colleges would reinforce both their reputation and that of the wider sector and give key stakeholders and partners' confidence in self-regulation. It will facilitate Corporations to meet and exceed basic governance requirements, demonstrate robust arrangements to govern and self-manage. A compliance checklist against the Code had been used at SC for several years as a comprehensive Corporation SAR and now the current Group RAG rated detail was considered and discussed. Six points had been "Amber" graded and were identified in the document and whether to address the associated issues was discussed; a major influence was the imminent replacement of the Code. It was agreed that the six points in question were "Amber" not "Red", satisfactory completion did not question the overall integrity and the Document was approved without amendment. **(Action 16)**. During discussions it was confirmed that whilst the Code did not specifically comply with the Social Value Model (SVM) Group Policies were generally compliant.

The information was received and noted.

Actions had been identified. (See Register at 27/21 below)

26/21 URGENT BUSINESS AND NEXT MEETING

- a. There had been no urgent business agreed.
- b. The next meetings would be:

- (i) Training Session, the Governors' training event scheduled for 13 January 2022 would only take place if extant Covid regulations allowed live personal gatherings; members would be advised. **(Action 17)**
- (ii) Meeting at 1700 on 8 February 2022.

27/21 ACTION REGISTER

See referenced minute for full action.		Resp	By	
Action 1	14/21b. DP to Chair meeting.	IGD	wie	
Action 2	15/21a. Last minutes (19.10.21) confirmed for signature.			
Action 3	16/21a. FRC recommendations approved.	CFO		
Action 4	16/21b. Appendix 1 to be circulated to Members			
Action 5	16/21b. AC recommendations noted to inform Item 8.			
Action 6	18/21. Additional enrichment opportunities tbc.	CEO		
Action 7	19/21b. Safeguarding Policy approved.	VPCQ		
Action 8a/b	20/21. SAR & QIP approved.			
Action 9	21/21a. Audit Findings Report received.	CFO		
Action 10	21/21b(i). Final IEG accounts to Board IQ for consideration.			
Action 11	21/12(ii). Final UCP accounts to Board IQ for consideration.			
Action 12	21/21c. Letters of Representation to be signed.			
Action 13	22/21a. ACARs noted and accepted.			
Action 14	22/21b. IAS AR noted and received,			
Action 15	23/21. Include WM training in Governors away day.			13.01.22
Action 16	25/21. Governance SAR approved,	Chair		wie
Action 17	26/21. Govs away day to be a "live" event may be postponed.			13.01.22

Ralph Devaux (IGD) for David Pennell (Acting Chair)

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Final Audit Report

2022-02-10

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