



**MINUTES OF THE ESHER COLLEGE CORPORATION  
MEETING**

Held At Esher College  
Wednesday, 10<sup>th</sup> July, at 6.10 pm.

**Present:**

Tim Oliver (Chair)	Daniel Loughlin
Harry Hayley	Hannah McKean
David Irving	Adrian Mills
Ian Leigh	Ruth Seabrook

Dan Dean (co-opted)  
Robin John (Co-opted)  
Karin Rowsell (Co-opted)

Dan Hards, Assistant Principal (Advising Officer)  
Helen Odhams, Deputy Principal (Advising Officer)  
Stephanie Wiles, Director of Finance and Estates (Advising Officer)  
Kerry Webb, Clerk

*Agenda Items taken out of order throughout the Meeting*

**12. ANY OTHER BUSINESS**

The first item is recorded in Part II – Confidential Minutes of Esher College Corporation.

*Adrian Mills left the meeting at 6.55pm*

The meeting re-commenced at 6.57pm.

It was agreed that the Governors who had resigned from the Corporation prior to this meeting (Dan Dean, Robin John and Karin Rowsell), in order to accept the assets and liabilities of Esher College, would be co-opted onto this meeting.

In further “Any Other Business” it was noted that this would be Hannah McKean’s last meeting as she was leaving the College at the end of August. The Governors thanked her for her contribution during her term of office and wished her all the best in her new role.

**2. REGISTER OF INTERESTS**

There was nothing to declare.

### 3. APOLOGIES FOR ABSENCE

Apologies were received from Florence Kilby, Fran Stewart and Paul Collyer. Katie Pattison did not attend the meeting.

### 4. CONSTITUTION

- Student Governors – Florence Kilby (Student Union President) and Harry Hayley (Student Union Vice-President) have joined the Corporation as Student Governors. They have already attended a Committee meeting each and the Governor training morning.
- Staff Governors – Hannah McKean is leaving the College at the end of this academic year and Dan Loughlin will be resigning as Staff Governor. Tom Webb (Learning Support Manager) and Declan Mason (Deputy Designated Safeguarding Lead and Student Welfare Manager) will be the new Staff Governors.
- Schedule of Meeting Dates – It was agreed that the next Quality and Standards Committee meeting be changed from Thursday 28<sup>th</sup> November to Wednesday 27<sup>th</sup> November.

**ACTION:** Deputy Clerk to change the next Quality and Standards Committee meeting to Wednesday 27<sup>th</sup> November in the Schedule of meetings.

### 5. MINUTES OF THE PREVIOUS MEETING OF THE CORPORATION (3<sup>rd</sup> APRIL 2019)

The minutes were approved and signed.

### 6. MATTERS ARISING OF THE PREVIOUS MEETING OF THE CORPORATION

**C3-001:** Complete - The Principal and Director of Finance and Estates incorporated the agreed amendments to the Academy Articles of Association.

**C3-002:** Complete – No further minor amendments to the Academy Articles of Association were required.

**C3-003:** Complete – The Director of Finance and Estates confirmed that it was not required to set up a new bank account but need to change the directors' details behind it.

**C3-004:** Complete - The Principal has circulated the SCFA "Raise the Rate" Campaign template letter to Governors.

**C3-005:** To be completed - The Financial Strategy Group meeting has been postponed until the 25<sup>th</sup> September 2019. Feedback to the Corporation on areas explored relating to the Strategic Development Plan will be given following this meeting. A presentation on new marketing and promotion initiatives is on the agenda for this meeting.

**C3-006:** In progress – the Principal and Deputy Principal are investigating if the Strategic Plan can be reviewed via the College SAR.

## 7. PRINCIPAL'S REPORT

The Principal invited any questions on his report and noted the following:

- Teacher recruitment continues to be a significant issue for the education sector as a whole. However, all teaching positions have been successfully filled for the start of the next academic year.
- The number of live applicants as of 15<sup>th</sup> June 2019 is higher than for the same point last year, which is encouraging, as was the Introduction Day attendance.

The Director of Finance and Estates reported on the accommodation and estates as follows:

- As far as she is aware, Esher College is the only Sixth Form College to successfully bid for capital funding through the Condition Improvement Fund (CIF). The project is for an extension to the café and three additional classrooms. There has been a delay in the release of funds for all 'expansion' bids, pending the provision of further information. She confirmed that she is monitoring the bank account to check if the funds have been received and, in the meantime, they are progressing with enabling works. She confirmed they will not be proceeding with any commitment works until the funding is firmly confirmed. Planning permission is in place to proceed with the project, subject to some conditions (such as before commencement of work confirming what bricks will be used and showing the method statement).

### 7.1 Student Union Report

The Vice President of the Student Union reported that feedback for recent events, such as the Summer Festival had been very positive from both students and staff. He explained that the Student Union have had clear goals in mind and have been working well to achieve these and are looking forward to holding further events. The Principal noted that they have had a particularly strong start in office and their contribution to Introduction Days was useful and very much appreciated.

### 7.2 Finance Reports

The Director of Finance and Estates reported that the budgeted and actual income and expenditure for the nine months to 30 April 2019, indicate that the College is on target to achieve an "outstanding" financial health rating for the academic year 2018/19.

She noted that the financial reports were prepared to the end of April and there was nothing of significance to report since then.

The Chair of Finance and Estates noted that the projected outturn to the end of the academic year 2018/19 was slightly better than budgeted and this was due in part to the receipt of additional devolved capital formula income. He noted that the balance sheet is in good shape. It was explained that the two budgets prepared show the College firstly as a Sixth Form College and then as an Academy. Whereas the budget as a Sixth Form College shows a small deficit by 2020/21, a small surplus is still shown in 2020/21 for the Academy budget. The Director of Finance and Estates explained that when the Cashflow forecast was prepared it was based on an estimated pupil numbers starting figure. Therefore, the starting point on the cashflow will be slightly different to reflect the actual pupil numbers but all other figures should remain the same.

The Director of Finance and Estates explained that two budgets have been prepared due to filing requirements. One as a Sixth Form College (the current forecast out-turn for 2018-19 and the subsequent two years' budget and forecast) will need to be submitted to meet ESFA filing requirements whilst the College is still a Sixth Form College. The second budget/forecast is as an academy covering the new accounting period (1 September to 31 August), for 2019/20, together with the financial projections for the

following two years. These will need to be submitted to the ESFA within six weeks of converting to an academy status.

The Director of Finance drew the meeting's attention to the page detailing the impact on the College of the potential removal of the TPS Pension Grant. As a Sixth Form College we get 11 months (the increase comes in September), as an Academy we get 12 months. The DfE need to see the impact of withdrawal of the TPS Pension Grant which is why it is shown as adjusting the EBITDA for 2020/21. The Director of Finance and Estates confirmed that when preparing the budget as an Academy, she has not assumed continued receipt of the TPS Pension Grant.

The Governors approved the Esher College Provisional Budget for 1<sup>st</sup> August 2019-31<sup>st</sup> July 2020 as a Sixth Form College and the Esher College Provisional Budget for 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020 as an Academy.

### **7.3 Review of Quality Improvement Plan**

The Deputy Principal wished to note the following:

- Target 10 – Destinations' data is very complex. The College uses a combination of its internal data and the external data sent to the college which is lagged two years. Therefore, reconciling the data takes time. Q. What is sustained data? This is data for students that have stayed in their destination for two terms or more. The Deputy Principal confirmed that this target is ongoing because further meetings are required to confirm the approach.
- Target 11 – The completion date for acting on priorities outlined in the PREVENT Risk Assessment Action Plan has been moved back to October 2019. This is in order to accommodate changes outlined in the new OFSTED EIF and other associated documentation.
- Target 18 – The completion date for this target has been moved back to September 2019. Further work is required on work experience and alumni.

The Deputy Principal confirmed that all other targets have been achieved or it is anticipated will be achieved by their target dates.

### **7.4 Health & Safety Report**

The Director of Finance and Estates reported that a highlight of the written report was that the annual Fire Risk Assessment was carried out in February 2019 and the College was again rated as "Tolerable", which is the best assessment that a College of our type and size could hope to achieve.

She reported that the recent unplanned fire alarm drill had resulted in the building being cleared very quickly, which was pleasing. A recent environmental and geotechnical site survey had confirmed the soil surveys to show no evidence of any contamination.

## **8. REPORT BACK FROM COMMITTEES**

### **8.1 Audit**

In his absence, the Chair of the Audit Committee had prepared an email, which the Director of Finance and Estates relayed to the meeting. The following points were noted:

- IT Security policy – this was reviewed and there were a number of areas of challenge from Governors around passwords, access control, GDPR, leavers, and 'bring your own device security', which were well

covered by the IT Director and in the policy which was approved. The Governors expressed their thanks to the IT Director for the quality of the policy and consistency of the approach. The Chair of the Audit Committee also wanted it to be noted, although not discussed at the last Audit meeting, that the area of GDPR compliance and controls is likely to be the focus of the 2020 extended assurance work with the external auditors.

- Strategic Risk Register Update - the full list of risks were reviewed. It was noted that a number of the risks had completed actions but remained a net risk without any open actions assigned and the Director of Finance and Estates was asked to feed back to the Principal. A couple of risks around GDPR and the new committee structure effectiveness were agreed to be deleted as implementation was considered to have been successful, reducing the residual risk to within appetite.
- Disaster Management Strategy - The strategy document was approved with a request that a formal Post Incident Review process be considered for inclusion to ensure that lessons learned from incidents such as the recent gas leak are leveraged formally in the College's framework.
- Planning for Financial Statements and Audit - The normal scope for audit activity with the external auditors was approved. Given the forthcoming change from Corporation to Academy, the Director of Finance and Estates was asked to arrange for an education / familiarisation session to set out to the committee what the forthcoming changes to the reports and accounts prior to the Autumn 2020 committee meeting when they are to be formally considered for the first time. Governors may like to consider whether this familiarisation would be appropriate for a wider set of Governors than the Audit Committee.

It was agreed that the education/familiarisation session to set out the forthcoming changes to the reports and accounts prior to the Autumn 2020 committee meeting should be open to all Governors to attend, if they wish.

## **8.2 Finance and Estates Committee**

The Chair of the Finance and Estates Committee reported:

- The financial figures had been covered earlier in the meeting.
- The Director of Finance and Estates has been moving forward with efforts to secure funding for a new 3G pitch and had been liaising with local football group, Claygate Royals.
- The Finance and Estates Committee had recommended a "Service Award" payable to all staff in recognition of their service to the Sixth Form College. This had subsequently been approved by Governors.

## **8.3 Quality and Standards Committee**

The Chair of the Quality and Standards Committee reported:

- The Committee was satisfied that "Groups of Learners" were implicit in the department level first investigated and included within the College SAR.
- The Committee had looked in depth at retention and the reasons for leaving the College and destinations. It was identified that students leaving the College after the enumeration date were looking at different types of Colleges and different learning pathways. It had been agreed that further analysis of students leaving the College after the enumeration date should be undertaken to ensure reasons are fully understood and to increase retention rates.
- The results at 6.2 exceeded the results of benchmarked national Sixth Form Colleges results and therefore this should be included within reports.

- The LV3A results are above average and a statistically positively significant, which is very encouraging.
- Reports back on the departmental support and the external quality review had been insightful.
- The Deputy Principal had given a very helpful presentation on the grading system and how grades are determined.

It was agreed that the potential extra meeting to specifically brief on the new Inspection Framework, was no longer required following the comprehensive session at the recent Governors' training morning.

#### 8.4 Strategy and Policy Committee

The Chair of the Strategy and Policy Committee noted that through the responses given on the recent Governor Skills' Audit questionnaire, two Governors had identified development needs of "Greater understanding of Education Process and Policy". He invited Governors to expand further on what they are looking for and how this can be supported.

**ACTION:** Clerk to email Governors inviting them to provide detail of any development needs, in particular surrounding "Greater understanding of Education Process and Policy".

It was noted that at the last Committee meeting it was agreed that requests for information from Governors should be made within a Committee or Corporation meeting, thereby enabling the Governors to consider in the Committee and agree as a Committee what information is required and for what purpose.

It was agreed that this should be recorded as a policy, so that the process is clear going forward.

**ACTION:** Clerk to liaise with Chair of Strategy and Policy to ensure that the process for requests for information by Governors is recorded as a policy, so that the process is clear going forward.

### 9. LINK GOVERNORS REPORTS

The Safeguarding Link Governor reported:

- She had recently met with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead and the focus this term had been feedback from Students and Staff.
- The feedback from Students (through these meetings and also through the focus group at the Governors' meeting) had been that Students felt safe in the College, they were aware of and felt supported by the initiatives around the College relating to mental health and wellbeing. They felt able to raise any concerns they had with tutors. The discussion identified that despite numerous signposting around the College regarding the designated Safeguarding Leads, consideration should be given as to whether a refresher in the second term of 6.1 was needed as new students may suffer from information overload.
- She had met with two members of staff who agreed that the culture of safeguarding at the College was a strength and they felt empowered to carry out safeguarding and prevent procedures. They considered recent training to have been very useful and commended the prompt feedback they received once a safeguarding referral had been made. They had agreed that the Wellbeing and Mental Health week had been well received and useful.
- All Governors and Staff had now completed the PREVENT training and all Governors and all but 5 Staff had completed Safeguarding training (those staff that had not completed safeguarding training were not physically at the College presently).

The Safeguarding Link Governor thanked the College's Safeguarding team for all their efforts this year. The Governors extended their gratitude to the Safeguarding Link Governor for her work, time and commitment.

## 1. MARKETING AND PROMOTION INITIATIVES

The Principal provided a detailed summary of a range of initiatives aimed at ensuring a high rate of conversion from application to enrolment, as well as ensuring a stable number of total applications following Open Evening.

The Governors noted that there were a number of very good new initiatives aimed at ensuring effective engagement with prospective Students. They noted that feedback from the focus groups was that Students may feel overloaded with information on joining the College and it may be worth considering a refresher catch-up in the second half of the first term. The Governors also noted that some Students said they were still in touch with friends who had looked at enrolling at the College but had eventually decided to stay at their school sixth form. They had expressed regret, seeing the different experience their friends had at the College. It was agreed that it would be good to try to get this message out, regarding all the opportunities that the College has to offer.

The Principal confirmed that, once enrolment data had been analysed, he would report back to the Strategy and Policy Committee on the impact of the new initiatives at their next meeting in the Autumn term.

## 10. UPDATE ON ACADEMY STATUS

It was reported that Daniel Dean, Robin John and Karin Rowsell had all resigned as Governors on the Corporation in order to accept the assets and liabilities of the Academy trust. David Lavarack, Terry Price and Clarissa Wilks were confirmed as Members of the Academy trust. It was agreed they should be invited as observers to the first meeting of the Academy trust in September.

**ACTION:** Clerk to email Members of the Academy trust inviting them as observers to the first meeting of the Academy trust in September.

Q. Does experience of other Colleges indicate that conversion to an academy has any direct impact on student life? No, other local Sixth Form Colleges have converted and there does not appear to be any impact on student life. The main impact is different financial reporting requirements.

## 11. RESOLUTION TO DISSOLVE THE CORPORATION

It was agreed that the Director of Finance and Estates would email the funding agreement for the Academy Trust and supporting documents to all Governors and invite Governors to raise any queries within the next 10 days.

**ACTION:** The Director of Finance and Estates to email the funding agreement for the Academy Trust and supporting documents to all Governors and invite Governors to raise any queries within the next 10 days.

Subject to this the minutes of this item are as follows.

### 1. PURPOSE OF MEETING

- 1.1 The Chair reported that at the meeting of Esher College, a sixth form college corporation (the "College") held on 22 January 2019 the College had agreed to move forward with the establishment of a single academy trust company to be called Esher Sixth Form College (the "Trust") and the proposed conversion of Esher College to a 16 to 19 academy (the "Academy") which is to be operated by the Trust (the "Conversion"). The purpose of the meeting was to:

- 1.1.1 consider the Conversion and, if thought fit, for the College Corporation to resolve to transfer all its property, rights and liabilities from the College corporation to the Trust on 1 September 2019; and
- 1.1.2 consider and, if thought fit; approve the Documents (as defined in 5.1 below) to be entered into prior to the 1 September 2019 in respect of the Conversion.

## 2. UPDATE

### 2.1 The Chair reported that:

- 2.1.1 the Trust had been incorporated and that Daniel Dean, Robin John and Karin Rowsell had resigned as members of the College Corporation and had taken up a directorship in the Trust;
- 2.1.2 the College is formally seeking confirmation from HMRC that there will be no VAT reclaim on Conversion in respect of the zero-rated College buildings. The College's maximum exposure is £121,265.87 and if a reclaim should arise it will be met out of College reserves.
- 2.1.3 a deed by way of a 'pensions agreement' was being agreed with Surrey County Council, as administering authority of the Surrey Pension Fund (the "**Fund**"), regarding the treatment of the College's LGPS liabilities (the "**LGPS Liabilities**") in the fund (the "**Pensions Agreement**"). Under the Pensions Agreement, the Trust agrees to be responsible for all of the LGPS Liabilities with effect on and from the Conversion date and therefore no LGPS exit debt ("the LGPS Debt") will be triggered or payable by the College;
- 2.1.4 The College is in receipt of a number of condition improvement grants from the ESFA (as set out below), the terms of which require ESFA consent to the transfer of such grants from the College to the Trust on Conversion. ESFA has asked for such grants to be noted on Conversion and that consent to their transfer will be given as part of the overall agreement of DfE to the Conversion of the College:
  - 2.1.4.1 £497,211.00 (four hundred and ninety seven thousand, two hundred and eleven pounds) on or around 2011/2012 (received from The Young People's Learning Agency, a predecessor to the ESFA);
  - 2.1.4.2 £885,756.00 (eight hundred and eighty five thousand, seven hundred and fifty six pounds) on or around May 2012 (received from the Building Condition Improvement Fund);
  - 2.1.4.3 £1,500,000.00 (one million, five hundred thousand pounds) on or around 2013/2014 (received from the Building Condition Improvement Fund);
  - 2.1.4.4 £495,000.00 (four hundred and ninety five thousand pounds) on or around 2014 (received from the Building Condition Improvement Fund);
  - 2.1.4.5 £232,381.00 (two hundred and thirty two thousand, three hundred and eighty one pounds) on or around 2015 (received from the Condition Improvement Fund);
  - 2.1.4.6 £197,880.00 (one hundred and ninety seven thousand, eight hundred and eighty pounds) on or around 2017 (received from the Condition Improvement Fund).

The College is also fulfilling the terms and conditions of a further grant from the Conditions Improvement Fund of £1,436,958.00 (one million, four hundred and thirty six thousand, nine hundred and fifty eight pounds) and is working with the ESFA to ensure that if successful the terms of that grant will transfer to the Trust on dissolution of the College.

- 2.1.5 the Academy funding agreement, articles of association, land questionnaire and lease to effect the Conversion had been approved by the Department for Education.
- 2.1.6 The College has asked for confirmation from O&D Construction Limited for consent to the assignment of the building contracts for the construction of the new classroom block and associated external works entered into 28 August 2012 and the construction of a new music room building and alternations to kitchen and various classrooms 7 October 2013. A Deed of Assignment in respect of these contracts has been drawn up to be entered into by the College and the Trust; and
- 2.1.7 the Department for Education had cleared the funding agreement between the trust and the Secretary of State for Education in respect of the funding of the academy and had also approved the property transfers and land questionnaire submitted by the College on behalf of the Trust in relation to the Conversion.

2.2 It was noted that the Trust board had, prior to this Corporation meeting, met and passed a conditional resolution to accept the assets, rights and liabilities of the College immediately prior to its dissolution on 1 September 2019 and had also approved the form of funding agreement to be entered into with the Secretary of State for Education in respect of the funding for the Academy.

### 3. **CONVERSION DOCUMENTS**

3.1 The College reviewed the following documents which were presented to the meeting:

- 3.1.1 a transfer deed to be entered into between the College and the Trust recording the transfer of all of the property, rights and liabilities of the College to the Trust immediately before the College corporation's proposed dissolution on 1 September 2019;
- 3.1.2 a TR1 to transfer the College to be entered into between the College and the Trust in respect of, and to effect, the transfer of the property known as Esher College, Weston Green Road, Thames Ditton, Surrey KT7 0JB and registered under title number SY658985, such transfer to take effect 1 September 2019; and
- 3.1.3 a draft the Pensions Agreement to be entered into between the College, the Trust and Surrey County Council relating to the treatment of the LGPS Liabilities and LGPS Debt in the Fund; and
- 3.1.4 Deed of Assignment relating to construction contracts to be entered into between the College and the Trust.

together the "**Documents**".

3.2 Members were asked to consider the Documents tabled and, if thought fit:

- 3.2.1 to approve the College's entry into the Documents and authorise the performance of its obligations and the exercise of its rights in relation to them; and
- 3.2.2 authorise the College's execution and delivery of the Documents.

#### 4. RESOLUTIONS

Following:

- publication of the results of the statutory consultation exercise (as required under The Sixth Form College Corporations (Publication of Proposals)(England) Regulations 2012); and
- the carrying out of legal and financial due diligence exercises in respect of the Corporation's operations; and
- the approval of the Department for Education to the Conversion; and
- the incorporation of Trust;

and having given due and careful consideration to:

- the impact of the Conversion on the College;
- the items listed in paragraph 2; and
- the terms of the Documents;

the Corporation **HEREBY RESOLVES** as follows:

- 4.1 that the terms of the Documents be approved (subject, in each case, to such amendments as any authorised governor may approve) and that entry into the Documents is in the best interests of the College and in order to effect the Conversion and authorises;
- 4.1.1 Any two governors be authorised to approve the final forms of the Documents produced to the meeting in draft form and any other documents advised to be necessary or desirable to effect or supplement the Conversion or the Novation and Restatement Deed together with the transactions contemplated by each of them: and
- 4.1.2 Any two governors be authorised to execute on behalf of the College any of the Documents or any other agreements approved under the authority given in paragraph 4.1.1 to be executed as a simple agreement; and
- 4.1.3 Any two governors be authorised to witness the affixation of the College seal and deliver any of the Documents or any other deeds approved under the authority given in paragraph 4.1.1 to be executed as deeds; and
- 4.2 to transfer all of its property, rights and liabilities to the Trust with effect from 1 September 2019, with the College corporation dissolving at one minute past midnight on 1 September 2019 and all of its property, rights and liabilities transferring immediately before that time to the Trust in accordance with sections 330 and 33P of the Further and Higher Education Act 1992 (as amended) **CONDITIONALLY UPON** each of the following conditions being satisfied as a matter of fact or notified as satisfied or waived by the Chair of the Corporation in writing by midnight on 31 August 2019:

**Conditions**

- (a) The Trust and the Department for Education having entered into a funding agreement in relation to the funding of Esher College as an academy which is effective on or before 1 September 2019.
- (b) The Corporation, the Trust and Surrey County Council as administering authority for the Surrey Pension Fund having entered into a pensions agreement relating inter alia, to the level of the LGPS Debt on the Corporation leaving the Fund.
- (c) The Trust's board resolution to accept the transfer of all of the property, rights and liabilities of the Corporation becoming unconditional (save in relation to the condition regarding the Corporation's resolution being unconditional).

**5. CLOSE**

There being no further business, the Chairman declared this item of the meeting closed.

.....  
Chairman of the Meeting

**12. DATE OF NEXT MEETING: Wednesday 25<sup>th</sup> September 2019**

*The meeting closed at 8.20 pm.  
Attendance was 58.33% (7 out of 12 members)*

Signed.....

Date.....

## SUMMARY OF ACTIONS

<b>C4-001</b>	Item 12: <u>Any Other Business</u> <b>Chair of the Corporation</b> to write to Governor 'A' to confirm his removal from office in accordance with Clause 10(2) of the Instrument.
<b>C4-002</b>	Item 4: <u>Constitution</u> <b>Deputy Clerk</b> to change the next Quality and Standards Committee meeting to Wednesday 27 <sup>th</sup> November in the Schedule of meetings.
<b>C4-003</b>	Item 8.4: <u>Report back from Strategy and Policy Committee</u> <b>Clerk</b> to email Governors inviting them to provide detail of any development needs, in particular surrounding "Greater understanding of Education Process and Policy".
<b>C4-004</b>	Item 8.4: <u>Report back from Strategy and Policy Committee</u> <b>Clerk</b> to liaise with Chair of Strategy and Policy to ensure that the process for requests for information by Governors is recorded as a policy, so that the process is clear going forward.
<b>C4-005</b>	Item 9. <u>Principal's Report</u> <b>Clerk</b> to email Members of the Academy trust inviting them as observers to the first meeting of the Academy trust in September.
<b>C4-006</b>	Item 11. Resolution to Dissolve the Corporation <b>The Director of Finance and Estates</b> to email the funding agreement for the Academy Trust and supporting documents to all Governors and invite Governors to raise any queries within the next 10 days.

## SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

C/S	Item	Topic
C/S	12	<u>Any Other Business</u> Governors demonstrated consideration of the Code of Conduct for Governors and challenge of what this role entails. Provided support for outgoing Staff Governor.
S	7	<u>Principal's Report (Student Union Report)</u> Governors expressed support for the Student Union initiatives and the positive feedback they had received from Staff and Students.
S	8.1	<u>Report back from Committees - Audit</u> Governors supported that the proposed education/familiarisation session to set out the forthcoming changes to the reports and accounts prior to the Autumn 2020 committee meeting should be open to all Governors to attend, if they wish.
S	8.4	<u>Report back from Committees – Strategy and Policy</u> The Governors welcomed Governors to expand on training needs/requirements.

C/S	9	<p><u>Link Governors – Safeguarding</u></p> <p>Governors suggested reinforcement is needed to ensure that Students are secure who DSL is at the College.</p> <p>The Safeguarding Link Governor thanked the College’s Safeguarding team for all their efforts this year. The Governors extended their gratitude to the Safeguarding Link Governor for her work, time and commitment.</p>
S/C	1	<p><u>New Initiatives to Improve the Take-up Rate</u></p> <p>The Governors supported the range of new initiatives aimed at improving the take-up rate and providing useful input into further areas to be explored.</p>
C	10	<p><u>Update on Academy Status</u></p> <p>The Governors asked questions to assure that the ethos of the College would not be changed by conversion.</p>