



Minutes of the Meeting of the Governing Body of
The City Literary Institute held on 13 July 2021, 5-7pm
Via Zoom video (Covid-19)

Governors Present:

Penny Allen	Colin Jones
Lucy Arnold-Courtney	Simon Judge
Tim Bolderson	Christine Kinnear
Edward Breen (Staff Governor)	Mark Malcomson (Principal)
Jane Cooper (Deputy Chair)	Michael Simmonds
Jon Gamble	Paula Smith
Clancy Gebler Davies (Student Governor)	Jill Westerman
Moira Gibb (Chair)	

In attendance – Phil Chamberlain (Executive Director, External Engagement); Paul Evans (Chief Financial Officer/Co-Managing Director); Julie Gilbert (Executive Director, People), Wendy McKaig (Vice Principal/Co-Managing Director)

Clerk: Katrina O’Sullivan

Standing items

21/49 Apologies for absence

No apologies for absence were received.

21/50 Declarations of Interest

Jon Gamble made his usual declaration as a Trustee at WEA, but there was no conflict of interest to record.

21/51 Minutes of the previous meeting

The minutes of the meeting held on 11 May 2021 were **approved** as an accurate record.

21/52 Matters Arising Not Appearing Elsewhere

There were no matters arising not appearing elsewhere.

21/53 College and Principal’s updates May-July 2021

The Board noted the contents of the College Update report including the impressive submission from the Centre for Learning Disabilities Education for the Queen’s Anniversary Prize application. The Principal also reflected on the difficult year the College - and its students and staff - have had due to the pandemic; and although there were still challenging times ahead, there were positives including the set of opportunities and another revenue stream the College now had. He played tribute to the Executive team and all staff for the quality and quantity of work they had undertaken in order to strive for the best for City Lit’s students. He thanked the Board for their support, guidance and helpful challenges during the 2020/21 year. The Board expressed its gratitude too and was proud to be part of the College.

The Chair and Principal reported that they, along with the CFO and Vice Principal, had attended a Strategic Conversation meeting with the DfE/ESFA/the new FE Commissioner that morning. City Lit had given a presentation and it had been a positive and constructive meeting; the College would receive a letter from them in due course. *[postscript: the presentation slides have been appended to the minutes for information].*

Reports

Items from Committees

21/54 Finance & Commercial Committee (FCC) Chair's Key Points – 21/6/21

The FCC Chair spoke to his Chair Key Points remarking that the Committee would be reviewing a Marketing Strategy in Term 1 of the new academic year and further commented on the agility of the sales and marketing team. The Committee was also looking forward to receiving a revised set of FCC KPIs in Term 1 also. The remainder of the items covered by the Committee were on the Governing Body agenda. The Key Points were noted by the Board.

21/55 Financial Regulations

Paul Evans reported that the Finance & Commercial Committee had scrutinised the re-written Financial Regulations at its 21 June 2021 meeting and suggested amendments which had been incorporated into the document. The Board acknowledged that it was the remit of the Finance & Commercial Committee, on behalf of the Governing Body, to determine appropriate Financial Regulations and procedures to help control financial risks and ensure probity, propriety and value for money in the use of public funds.

The Governing Body reviewed the Financial Regulations and was content to [approve](#).

21/56 Annual Health & Safety Report

Paul Evans spoke to his report which advises the Governing Body of the health and safety activity during 2020-21 as reviewed and supported by the Finance & Commercial Committee at its 21 June 2021 meeting. He highlighted that the City Lit Health & Safety Committee meets on a termly basis and was working well - it included representation from a wide range of staff from different functions across the College. During 2020/21 a significant amount of work had been undertaken as a result of the Covid-19 pandemic, which had been the focus of the discussions at the meetings and health and safety activity within the building. He was pleased to report that there had been no serious incidences or breaches and all compliance and inspections were up-to-date.

Governors noted the report and acknowledged their legal responsibilities regarding Health & Safety, and that failure to comply could have implications for company directors and officers. This included requirements under the Corporate Manslaughter and Corporate Homicide Act 2007.

21/57 Governance & People Committee (G&PC) Chair's Key Points – 22/6/21

The Board noted the Chair's Key Points which also included a 'People' update from Julie Gilbert. The Committee also continued its discussions on succession planning for governors and skills required on the Board. The Clerk advised members that an update to the AoC's Code of Good Governance for English Colleges was due to be published late-July 2021 and she would undertake a compliance mapping exercise over the summer.

The Chair added that the Committee discussed how to best operate the Board and Committee meetings in 2021/22 taking into consideration the health & safety and room aspects. It was thought that a model of alternating Board meetings to take place in the College would be a sensible plan; and Committee meetings to predominately take place online – but meet at least once per year in the building.

21/58 Quality Committee Chair's Key Points – 23/6/21

The Quality Committee Chair spoke to his Key Points and these were noted by the Board.

21/59 Average class sizes report

The Chair requested that this report be included in the Board pack as she considered it useful for governors to have sight of the latest information about this subject and the breakdown for the College overall and by department. This was also linked to the recommendation from the FE Commissioner diagnostic assessment in October 2020 which asked; '*The senior managers must review the curriculum model with a view to maximising efficiency, including increasing*

average class size by March 2021.’ Detail was also provided and discussed at the Quality Committee at its 23 June 2021 meeting.

21/60 Audit & Risk Committee (A&RC) Chair’s Key Point – 1/7/21 - oral

The A&RC Chair reported that the Committee had scrutinised the compliance reports and was content to recommend them for Board approval. The Committee had also received a useful GDPR update from the Head of Compliance. Buzzacott joined the June Committee meeting and discussed with members the additional going concern work that Buzzacott would need to undertake in response to the effects of the pandemic. The Committee had reviewed the external and internal audit plans and agreed these should be accepted. She reported that the Committee had reviewed the Clerk’s report on the changes to the Post-16 Audit Code of Practice and was pleased to report that the College was already compliant, however, one recommendation was the retendering of external auditors every five years. She reported that Buzzacott was an excellent external audit partner but the Committee wished to adhere to the recommendation and it was agreed that the College would look to retender/start the tender process in four years time. The Board **agreed** with the recommendation and the Clerk would add this to the cycle of business.

21/61 Compliance policies:

- Information Security Policy – new
- Information Asset Clarification Policy – new
- Records Management & Information classification – update
- ICT & Digital acceptable use policy – update

As noted by the A&RC Chair, the Committee was recommending these policies. The Board reviewed the documents and was content to **approve** the above listed policies.

External audit strategy plan 2021/22

The Governing Body **approved** the external audit strategy for year ending 31 July 2021 as recommended by the Audit & Risk Committee at its 1 July 2021 meeting.

Internal audit plan 2021/22 & progress 2020/21

The Governing Body **approved** the Internal Audit Plan for 2021-22 & Progress 2020/21 as recommended by the Audit & Risk Committee at its 1 July 2021 meeting.

21/62 KPIs – Finance and Quality

The Board reviewed and noted the Finance and Quality KPIs as discussed at the respective Committees.

21/63 Date of the next meeting:

The Clerk would confirm the date in of the next meeting.

The Chair wished to thank the three governors stepping down: Penny Allen, Tim Bolderson and Michael Simmonds. Each were thanked for their tremendous contributions to the Board, their Committees, and support to the Executive.

Chair.....

Date.....