



BOLTON COLLEGE BOARD OF GOVERNORS

Unconfirmed Minutes for the meeting held on Wednesday 18 December 2018 - (for general circulation)

Time: 5.00pm

Venue: Boardroom

Governors Present:	Dr Andrew Roberts (Chair) Andrew Fawcett (Vice Chair) Gulnaz Brennan (Independent Member) Kate Flood (Independent Member) Sue Lomax (Independent Member) Roger Peet (Independent Member) Bill Webster (Interim Principal) Prof George Holmes (University Member) Dr Kondal Kandadi (University Member) Prof HH William Morris (University Member) Tony Unsworth (University Member) Gill Waugh (University Member) Willow Scarle (Student Member) Maresa Edwards (Staff Member) David Haslam (Staff Member)		
In Attendance:	Mark Burgoyne (Deputy Principal) Tracy Clarke (Director of MIS) Dr Sue Duncan (Clerk to the Governors) Patricia Foster (Officer) Joanne Green (Director of Quality) Sharon Marriott (Director of Curriculum (14-19)) Jane Marsh (Director of HR) Kate Wallace (Director of Apprenticeships) Karen West-Smith (Director of Curriculum (Adult & HE)) Garry Westwater (Director of Finance)		
Min. No.		Action By Whom	Action By When
	The Chair welcomed everyone to the meeting, which commenced at 5.00pm.		

Signed : _____ Chair
 Corporation Board Minutes 12 December 2018
 Page 1 of 17

Date:

	<p>It was reported that Maxine Bagshaw had recently left her role as Clerk to the Board. The Chair asked that the minutes record, on behalf of the Board, his appreciation to Maxine for all the help and advice she had provided to Governors, particularly throughout the merger process.</p> <p>The process of recruiting a new Head of Governance to work within the Group structure had commenced. Pending this appointment, it was proposed that an Interim Clerk be appointed to work 2 days per week until the end of the 2018/19 academic year. It was confirmed that the Interim Clerk would report to the Board however would also be required to liaise with the University to ensure effective and robust group governance arrangements.</p>		
1	DECLARATION OF INTERESTS		
	<p>The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. Standing declarations were noted particularly in relation to the University of Bolton reciprocal governance arrangements and also paid positions. Kondal Kandadi had notified the Board that he was a Board member at Alliance Learning.</p>		
2	APOLOGIES FOR ABSENCE		
	<p>Apologies for absence were received from Jennifer Leeming and Stephanie Nixon.</p> <p>William Morris had given prior notification of his late arrival.</p>		
3	MINUTES OF THE MEETING HELD ON 17 OCTOBER 2018		
	<p>The minutes were reviewed and it was agreed that they were an accurate record of discussions.</p> <p>It was RESOLVED that the minutes of the meeting held on 17 October 2018 be approved.</p> <p>There were no matters arising.</p>		
4	ACTION PROGRESS REPORT		
	<p>The Board noted the content of the update provided.</p> <p>A number of items had been completed or were agenda items for</p>		

	<p>the current or future meetings. With regard to the GM Capital bid, it was noted that an update would be provided by 15 January 2019.</p> <p>It was RESOLVED that:-</p> <ul style="list-style-type: none"> (i) the Action Progress Report be noted; (ii) in accordance with the University's resolution of 20 November 2018, the approval be given to the appointment of Scott-Moncrieff as external auditors to Bolton College (subject to their fee proposal for the College being acceptable) be noted and approved; (iii) in accordance with the University's resolution of 20 November 2018, the commencement of a tender process for the provision of the internal audit services for both the University and the College for 2019/20 onwards be noted and approved. 	Interim Principal	15 Jan 2019
(William Morris joined the meeting at 5.10pm)			
5	PRINCIPAL'S REPORT (CONFIDENTIAL)		
	<p>The Principal introduced his detailed report and a number of items were considered as follows:-</p> <p>1) <u>Merger</u></p> <p>It was noted that a joint meeting of senior staff of the University, the College and the ESFA had taken place on 26 November 2018 to begin the process of the review of the impact of the merger. Progress review meetings would continue to take place quarterly with the ESFA, with a more detailed review through the FE Commissioner's Office at the 9-month point towards the end of the current academic year. Attendees had been advised that the Commissioner's involvement should not be perceived as identifying any level of concern, or need for inspection or audit, but instead to bring a degree of external independent expertise and review. That review would include discussions on the effectiveness of leadership and governance arrangements arising from the pilot model, together with early indications whether it was likely to deliver sustained improvements to quality and finances, albeit it is recognised that many such benefits will not be realised until longer term. The findings from the visit will be reported to the Minister, but not be published.</p> <p>A number of changes had been made to governance reporting mechanisms and calendars for 2019 were being reviewed to ensure group synchronisation. The number of College Board meetings had been amended to a smaller number of focused</p>		

meetings.

2) Ofsted

Two inspections had taken place during the current term:-

- Early Years, Foundation Stage Provision (the Nursery)
- Community Learning Provision

Both outcomes would be reported in detail later in the current meeting. However, it was noted that the Senior Management Team had been extremely disappointed with the Early Years outcome and every effort was being made to establish the reasons for the rating.

With regard to Community Learning Provision, it was noted that the 'good' outcome was the result of a 'whole College' effort and a full report would be provided to the Board at its next meeting.

3) ILT Developments

It was noted that the ILT Team had reached the finals of the prestigious national sector 'Beacon Awards' for the effective use of technology in FE. The outcome would be announced in Spring 2019, following further assessment.

4) Bolton College Medical School GM Capital Bid

It was noted that the Medical College bid was awaiting approval at RIBA 2, with confirmation anticipated in the New Year, before moving to the funding committee review stage by GMCS. A formal Project Group had been established and the Board would receive update reports as the project moved forward.

5) Adult Funding

There had been two in-year uplifts to funding from growth bids to the Adult Education Budget, totalling £200k. The potential for a further 3% was anticipated at the end of the year with regard to over-delivery.

6) Performance

The rating against KPIs was discussed and it was noted that all areas of recruitment were broadly as expected they would be, with adult ahead learning ahead of target.

	<p>With regard to apprenticeships, figures for 2017/18 were currently slightly below the benchmark at 64.7% (against a benchmark of 67%) and it was suggested that it would be helpful to include national rates as a comparator. The 2018/19 in year apprentice achievement overall stood at 55.6% with a best case achievement of 75.6%. Efforts were being focused on ensuring every learner was on track or had the necessary interventions in place; furthermore, the demographics for 16 year olds were now on an upward trend – the College was, therefore, approaching a new year in a very positive position.</p> <p>William Morris informed members that he had, along with other Governors and senior staff of the University, participated in a “Governor Briefing Day” at the College on 5 December 2018. All participants had benefitted immensely from touring key areas of the College and had found all staff to be enthusiastic and positive, particularly with regard to the merger. He thanked the Principal and all staff involved for arranging the day, which it was hoped could be repeated for other University Governors early in 2019.</p> <p>It was RESOLVED that the content of the update provided be noted.</p>		
6	COLLEGE SAR and QIP 2017/18		
	<p>The Director of Quality presented the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) for 2017/18.</p> <p>The SAR detailed the College’s key strengths and any areas for improvement. The QIP for 2017/18 was determined by the SAR in 2016/17.</p> <p>The report detailed the grade profile for 2017/18 (as endorsed by Ofsted).</p> <p>The following points were highlighted:-</p> <ul style="list-style-type: none"> • Key areas for improvement were noted as follows:- <ul style="list-style-type: none"> - English and Maths – to improve quality and outcomes for learners, including high grades: progress had been made with more to do in 2018/19. - Adult learning programmes - to improve quality and outcomes for learners: progress had been made with more to do in 2018/19. - Apprenticeships – to improve quality and outcomes for 		

	<p>learners: progress had been made with more to do in 2018/19.</p> <ul style="list-style-type: none"> • Actions had been put in place in each area where improvements had been recommended. • Members were aware that a new inspection framework would be published in draft on 15 January 2019 which would provide the drive to a more focused and shaped improvement plan. The framework would be presented to the Board at its next meeting to be held 12 February 2019. • The Chair commented that it may be helpful to see both the new and old aspects of the framework, as this may help to identify any areas that could move to a grade 1. It was noted, however, that each grade was spread fairly broadly and that adult learning may achieve grade 2 in-year. Rather than promising what may not be achievable, a 3-year plan had identified actions to be put in place – any actions, would, nevertheless, take time to make any impact. • It was anticipated that by 2019/20 the self-assessment would evidence outstanding practice and Governors were assured that the self-assessment process was accurate and robust. • With regard to adult achievement rates, the current position was close to the national average despite a slight decrease. English, Maths and ESOL had performed well <p>It was RESOLVED that Governors had received and critically reviewed the SAR and had noted the progress against key areas for improvement for 2018/19.</p>		
7	<p>COMMUNITY LEARNING SAR AND QIP 2017/18</p> <p>The Director of Quality presented the Community Learning (CL) Self-Assessment Report (SAR) and Quality Improvement Plan (QP) for 2017/18.</p> <p>The following points were highlighted:-</p> <ul style="list-style-type: none"> • Key areas for improvement from the QIP were noted as follows:- <ul style="list-style-type: none"> - The lack of clear, detailed and demanding learning targets for learners on non-accredited courses and teachers needed to better meet individual learners' abilities and experiences: progress was good with an ongoing requirement to further enhance the 		

differentiation and stretch and challenge in teaching, learning and assessment in 2018/19.

- The management of the provision by the Council, and the accuracy and reliability of information about the quality of the provision provided to senior managers and council leaders: **progress was good** with an ongoing commitment to augment governance and to ensure that senior leaders and managers at Bolton Council and Bolton College had an oversight and the ability to accurately track and monitor learner progress. In addition, the collection and analysis of progression and destination data to increase positive outcomes for learners would be improved.
 - The accurate assessment of the quality of teaching, learning and assessment and which aspects required improvement: **progress was good** with further improvements planned for 2018/19; to improve the standard of learners' work to achieve a consistently high standard across all curriculum areas; to ensure that all tutors had a consistent approach to the promotion of high aspiration for learners; that all tutors consistently corrected errors in grammar, spelling and punctuation to support learners with their progression; to improve the attendance and retention of learners who experienced personal, health and well-being issues; to provide further enrichment opportunities for community learners and to further extend out of class activity to promote independent learning.
 - Tutors needed to ensure that learners had a good understanding of the risks of radicalisation and extremism that they may encounter: **progress was good** with further improvements planned for 2018/19 to ensure that all learners were sufficiently aware of the PREVENT Duty and of British values.
- Governors were delighted with the outcome for Community Learning and the Chair thanked all those involved with this excellent achievement.
 - Technically, Community Learning was owned by the Local Authority, with which the College had an extremely positive relationship.

It was **RESOLVED** that Governors had received and critically reviewed the SAR and had noted the progress against the QIP for 2017/18.

8	<p>EARLY YEARS AND PRE-SCHOOL CENTRE (THE NURSERY) OFSTED INSPECTION AND IMPROVEMENT PLAN</p> <p>The Director of Quality reported that following an Ofsted inspection of the Nursery on 19 October 2018, the Nursery had been graded as ‘requiring improvement’. It had previously been inspected in September 2015 when it had received a ‘good’ rating, having moved from an inadequate grading in February 2015. The latest outcome, therefore, was particularly disappointing.</p> <p>In reviewing the reasons for the rating, two key factors had emerged:-</p> <p>(i) As Ofsted did not require a self-assessment for Early Years, this had never been carried out with regard to the Nursery. Going forward, there would be an annual self-assessment report presented to the Senior Management Team and to Governors for critical scrutiny. It was important to note that even if a self-assessment report had been produced prior to the inspection, its validity would have been questionable (for the reasons outlined in (ii) below.</p> <p>(ii) The Early Years Foundation Stage (EYFS) Framework had been revised in April 2017, and Ofsted undertook inspections in line with EYFS principles and requirements. The Nursery sat within Student Services, which in turn sat within the Quality Directorate, neither of which had EY practitioners. Consequently, the understanding of how well the Nursery was meeting the necessary principles and requirements had relied heavily on Local Authority monitoring visits. It was noted that monitoring visit reports had not given any indication of a decline in standards. To address the issue, the College had appointed an Early Years practitioner to work closely with the Nursery for the remainder of the academic year as an advisor and consultant to ensure that an action plan was in place to meet or exceed EYFS standards prior to Ofsted’s re-inspection in around 12 months. A mock inspection would be carried out by the Local Authority ahead of the re-inspection.</p> <p>Members asked whether it was appropriate for the Local Authority to carry out a re-inspection, given that it had failed to spot any ‘red flags’. It was noted that the Local Authority had provided an advisory service, offering general advice on which (it</p>		
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	<p>had transpired) the Nursery had placed too great a reliance. It was proposed that the Local Authority's mock inspection should be allowed to proceed, but that it be supplemented by at least one external mock inspection. It was further proposed that a Governor should be involved in this process and Gulnaz Brennan agreed to act as Governor champion.</p> <p>The Principal commented that staff had genuinely believed that the College was operating a Nursery which provided a safe and comfortable environment for children, but had not fully appreciated how rapidly the curriculum had moved on. Going forward, there would be an increased focus on staff development.</p> <p>It was RESOLVED that:-</p> <ul style="list-style-type: none"> (i) the report be received and progress noted against the post-inspection improvement plan; (ii) Gulnaz Brennan would act as a champion and critical friend for the Nursery provision; and (iii) at least one external mock inspection would be carried out before the Ofsted re-inspection. 	Dir Qual	
9	<p>16-18 GM BUS PASSES</p> <p>The Greater Manchester (GM) Mayor together with the Combined Authority had proposed that all 16-18 year olds in the GM area were issued with a concessionary bus pass. This had been proposed as an initial two-year pilot programme from September 2019. It would also link to other free activities, both cultural and sporting.</p> <p>There would be no additional cost to the College.</p> <p>Governors agreed that this was a marketing opportunity in terms of linking the pilot to the College's offer, as a strong proportion of the College students were from the local area. It was noted that some FE institutions currently provided a bus service from Bolton to outlying areas, and the pilot would require some monitoring to ensure the College could attract students into Bolton rather than students being attracted by free passes to travel way from Bolton.</p> <p>The College would also wish to consider other ways to maximise on the free travel provision, for example by linking it to activities provided by University centres.</p>		

	It was <u>RESOLVED</u> that approval be given the report on 16-18 GM Bus Passes.		
10	<p>HR STRATEGY 2018/19</p> <p>The Director of Human Resources presented the HR Strategy (People Strategy) for 2018/19.</p> <p>The Strategy supported the direction and scope of the College and detailed key HR functions, contributions and objectives and included a new section to reflect the new Group structure.</p> <p>In discussion, it was proposed that in light of the College status as a Designated Institution and part of the wider University Group structure, any future large scale recruitment campaigns for the College or the University should be undertaken jointly to avoid issues.</p> <p>Members noted that a number of key vacancies had currently been filled, a positive sign that the College was attracting staff. A number of incentives (including a 'golden hello') were in place to help with recruitment into difficult to fill areas. It was also noted that many new and current staff were interested in the opportunities offered by the merger.</p> <p>The College HR Team and University HR Team met regularly but would continue to have separate formal reporting arrangements.</p> <p>A number of student resources had started to be shared, for example 'PAT' therapy dogs and the chaplaincy services.</p> <p>It was <u>RESOLVED</u> that the HR Strategy (People Strategy) be noted.</p>		
11	<p>SAFEGUARDING/PREVENT ACTION PLAN 2018/19</p> <p>The Director of Human Resources presented the PREVENT Action Plan for 2018/19 which updated the Board on the development of the College's strategy in response to the PREVENT duty.</p> <p>As an educational establishment, the College was required under the Counter Terrorism and Security Act (2015) to have due regard to preventing people from being drawn into terrorism. The Common Inspection Framework had explicit expectations to</p>		

	<p>ensure institutions were actively promoting British Values.</p> <p>The February 2017 Ofsted inspection had confirmed that the College's approach to safeguarding was effective, and with specific regard to the PREVENT duty had confirmed that most learners understood the risks of radicalisation and extremism.</p> <p>Following the inspection, a number of actions had been implemented:-</p> <ul style="list-style-type: none"> • Additional staff training on PREVENT • Additional staff training on British Values • The creation of a 'safeguarding' leaflet for adult community learners • Revised community learning induction to incorporate safeguarding/PREVENT • Refreshed class resources/lesson plans to incorporate Prevent and British Values • An action plan following Government guidance on work-based learners and the PREVENT Duty <p>It was noted that during 2017/18, the College had dealt with three cases under PREVENT, two of which were linked to far-right extremism and the third to Islamic extremism.</p> <p>In the current academic year, the College had assisted counter terrorism on two occasions.</p> <p>An annual 'lock-down' exercise would be carried out in February 2019.</p> <p>It was RESOLVED that the Board note the report and support the 2018/19 Prevent Action Plan.</p>		
12	<p>FINANCIAL STATEMENTS AND LETTER OF REPRESENTATION 2017/18</p> <p>The Executive Director of Finance presented the Financial Statements for 2017/18 together with the draft Letter of Representation.</p> <p>The Financial Statements had been audited by Grant Thornton UK LLP, who had issued their draft management letter and opinion. The opinion given was 'unqualified'; however, an emphasis of matter had been given with regard to Going Concern/Cessation Basis.</p>		

	<p>The Financial Statements (being the final Statements for Bolton College) had been produced on a cessation basis and not as a going concern, as a consequence of the merger. There had been two substantive issues on a cessation basis within the accounts as follows:-</p> <ul style="list-style-type: none"> (i) Tangible assets had been revalued and impaired by - £3.692m (ii) Deferred Capital Grants and loan debt had been converted to current liabilities – the impact of which presented net current liabilities at an unsustainable and insolvent level. Accordingly, upon publication of the Financial Statements for 2017/18, an explanation would be drafted to clarify that the College was not insolvent as at 31 July 2018 and that the changes to the balance sheet were technical requirements. <p>Post-merger, Bolton College (Limited) would be consolidated by the University of Bolton with the Group Accounts on a <i>going concern</i> basis. The final balance sheet for Bolton College as at 31 July 2018 was not, therefore, as transferred to the University of Bolton on 1 August 2018.</p> <p>The following points were noted (as referred to in the Regulatory Audit Management Letter):-</p> <ul style="list-style-type: none"> (i) VAT grant – as a direct consequence of a VAT grant, the opening debtors and creditors of the new College entity would be inflated. (ii) Loan debt – Grant Thornton had recommended that consideration be given to the accounting treatment for the loan in the College financial statements for the year ending July 31 2019. <p>The Executive Director of Finance summarised that all indications were that the College’s finances were improving but with a need to generate more cash.</p> <p>It was RESOLVED that:-</p> <ul style="list-style-type: none"> (i) the financial result for Bolton College for the year ending 31 July 2018 be noted; (ii) approval be given to the wording of the Letter of Representation to the Financial Statements and Regularity; and (iii) the Financial Statements 2017/18 be approved. 		
13	2018/19 FIRST QUARTER MANAGEMENT ACCOUNTS AND CASHFLOW		

	<p>The Executive Director of Finance presented the Management Accounts for the first quarter of 2018/19.</p> <p>The following key points were highlighted:-</p> <ul style="list-style-type: none"> • the accounts showed a surplus of £144k to date against a budget of £108k – largely a result of lower payroll costs. • Additional Adult Education (AEB) funding for 2017/18 and a recent increase of £150k for 2018/19 provided an encouraging start to the academic year and would help alleviate cost pressures connected to the implementation of the Living Wage and a staff pay award. • The new format for reporting the Management Accounts aligned with that of the University. Monthly accounts would be circulated to Governors for information in the new format. <p>It was RESOLVED that the Management Accounts and Cash flow be noted.</p>		
14	<p>FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE</p> <p>The Executive Director of Finance presented the draft Terms of Reference for the newly formed Finance and Resources Committee.</p> <p>It was noted that the Committee was an advisory sub-committee to the Board of Governors and therefore wording within the Terms of Reference required amendment to accurately reflect this (ie <i>Approve</i> to be changed to '<i>Advise</i>' or '<i>recommend for approval</i>' as appropriate).</p> <p>The Committee currently had four members. However, the Terms of Reference stated the Committee could have up to five members, and it was proposed that a fifth member be sought (via the Search & Governance Committee) in order to avoid iniquity issues.</p> <p>It was RESOLVED that the Terms of Reference for the Finance and Resources Committee be approved, subject to changes to wording to clarify its role as an advisory committee.</p>		
15	<p>CONFLICTS POLICY</p> <p>The Principal presented the Conflicts of Interest Policy.</p>		

	<p>The Policy related to any conflicts of interest that may be linked specifically to the independent clerking of the College Board post-merger. It had been produced with advice from Eversheds Sutherland LLP.</p> <p>It was <u>RESOLVED</u> that the Conflicts of Interest Policy be approved.</p>		
16	<p>COMMONALITY POLICY</p> <p>The Principal presented the Commonality Policy.</p> <p>The Policy related to any potential conflicts of interest for College Board members with connections to the University of Bolton (and vice versa) and the ways in which these would be managed within the University Group structure.</p> <p>The Policy had been produced with advice from Eversheds Sutherland LLP.</p> <p>It was <u>RESOLVED</u> that the Commonality Policy be approved.</p>		
17	<p>ANNUAL REPORT OF THE AUDIT COMMITTEE</p> <p>The Chair of the Audit Committee presented the Audit Committee's Annual Report 2017/18.</p> <p>The Audit Committee was required to report annually to the Board on its assessment of the control systems in place at the College. The Board was required to take into consideration the Annual Report of the Audit Committee before approving the Financial Statements, which would include a Corporate Governance Statement confirming that the governing body was satisfied with the operation and effectiveness of the systems of internal control.</p> <p>The Audit Committee's Annual Report detailed the Committee's membership, its Terms of Reference; frequency of meetings; the issue of viability. It concluded that Grant Thornton (the external audit service provider) intended to issue an unmodified audit opinion.</p> <p>It was <u>RESOLVED</u> that the Annual Report of the Audit Committee be approved.</p>		

18	<p>COMMITTEE MINUTES:</p> <p>(i) Standards and Performance Committee 26 September 2018</p> <p>Members received the minutes of the Standards and Performance Committee (formerly the Scrutiny and Performance Committee) held 26 September 2018.</p> <p>It was RESOLVED that the minutes of the Standards and Performance Committee held 26 September 2018 be received.</p>		
19	<p>USE OF THE COLLEGE SEAL – Term 1</p> <p>Members received a report detailing the use of the College Seal.</p> <p>The Seal had been used in July 2018 to seal a number of documents including those related to the merger.</p> <p>It was RESOLVED that the report on the use of the College Seal be noted.</p>		
20	<p>ANNUAL REPORT ON CAPITAL EXPENDITURE 2017/18</p> <p>The Executive Director of Finance presented a report on Capital Expenditure 2017/18.</p> <p>The College had previously agreed a Capital Expenditure Policy which set aside the sum of £750k for the purchase of capital items, defined in the Financial Regulations as “<i>Expenditure in excess of £500 (£250 for IT equipment) incurred on items expected to have a useful life beyond the year of account</i>”.</p> <p>It was noted, however, that financial pressures, particularly with regard to cash flow had seriously restricted this, given the low threshold.</p> <p>Members noted Appendix 1 to the report which detailed the Capital Expenditure for 2017/18, including the total additions in-year of £526k (£552k in 2016/17). The Board was asked to note that the Financial Plan as submitted to ESFA (and used for due diligence for the novation of the Barclays loan from Bolton College to Bolton College Limited) allowed for only £300k of capital expenditure in the 2018/19 financial year and that this was fully committed.</p>		

	It was RESOLVED that the report on Capital Expenditure for 2017/18 be noted.		
21	<p>CALENDAR AMENDMENTS 2018/19</p> <p>The Registrar reported on the Calendar for 2018/19, which would be circulated to Governors by email in January 2019.</p> <p>Following the merger, work had been ongoing to establish group governance arrangements. This would include aligning the meetings of Boards and Committees of the College and the University to ensure the correct and efficient flow-through of documents within the cycle of meetings.</p> <p>A full advisory review of the group governance arrangements had been undertaken by PricewaterhouseCooper (the University's current Internal Auditor) and, when completed, would be presented formally to both the College's and the University's Audit Committees.</p>	Registrar	
(All staff and student members left the meeting during consideration of the following item)			
22	<p>STAFF PAY AWARDS 2018/19</p> <p>The Director of Human Resources presented a report on the Staff Pay Award for 2018/19.</p>		
23	<p>ANY OTHER BUSINESS</p> <p>(i) Student Calendar 2019/20</p> <p>Members considered the Student Calendar for 2019/20.</p> <p>It was RESOLVED that the Student Calendar 2019/20 be approved.</p>		
(The Principal left the meeting during consideration of the following item)			
	<p>(ii) Recruitment of College Principal</p> <p>The process of appointing a College Principal was underway to internal and external applicants. It was anticipated that interviews would be held on 11 and 12 February 2019, and an update would be provided to the next meeting of the Board.</p>	Chair	12 Feb 2019

24	DATE AND TIME OF NEXT MEETING		
	The Clerk confirmed that the next scheduled meeting was 12 February 2019.		
25	CONFIDENTIAL ITEMS		
	It was <u>RESOLVED</u> that confidential items would be recorded separately. The meeting closed at 7.10pm.		

CONFIDENTIAL

Signed : _____ Chair
 Corporation Board Minutes 12 December 2018
 Page 17 of 17

Date: