

	<p>invited to ask Mr Stanley any questions and there were none. The Board ratified Mr Stanley as a new board member</p> <p>Resolved that the Board approved:</p> <p>(i) Kevin Walsh to serve a third term of two years</p> <p>(ii) Steven Stanley as a new board member</p>	
3.1	<p>Minutes of Previous meeting</p>	
	<p>Minutes:</p> <p>(i) Meeting 13 December 2021 The Board approved the minutes of the meeting held on 13 December 2021 an accurate record of the meeting held.</p> <p>Confidential minutes:</p> <p>(ii) Meeting 13 December 2021</p> <p>The Board approved the confidential minutes of the meeting held on 13 December 2021 an accurate record of the meeting held.</p> <p>Resolved that:</p> <p>(i) the minutes were an accurate record of the meeting 13 December 2021</p> <p>(ii) the confidential minutes were an accurate record of the meeting 13 December 2021</p>	
3.2	<p>Matters Arising not covered by the agenda</p>	
	<p>All actions had been closed off and there were no further matters arising</p>	
3.3	<p>Chief Executive's Overview</p>	
	<p>In the CEO's absence it was asked that the paper be taken as read but the Chair asked the Dean to highlight any key points.</p> <p>Apprenticeship volumes for Autumn 2023 were stronger across London and Manchester with PwC confirmed as a new anchor partner in the Northwest and Deloitte committing to train a further 20 apprentices in Autumn 2023 in London. The numbers confirmed are likely to be larger in Manchester spread across two Launchpad and this increased number will drive positive financial benefits.</p> <p>Sixth form applications and accepted offers for August 2022 were on track but the impact of communicating the move to Victoria has not yet been assessed as this has only just occurred. The College has received sixth form income confirmation for the 2022/23 academic year with an uplift of c.£116k for 2022/23 despite learner volumes staying constant.</p> <p>With confirmation of the date 1 June 2023 to occupy the Victoria building, this has helped finalise the procurement timelines for the refurbishment works for Victoria and means that the pace of activity can now start to increase in the DfE. It also allows the College to start to get into more detailed planning internally on the relocation to Victoria.</p> <p>The Board asked what the reaction to the relocation announcements from students was? Principal said that many of the offer holders were excited but there were some worries about cost and distance of travel with parents being slightly more cautious, however an event in April was scheduled for offer holders to address any of their worries.</p> <p>One of the Board members covered the peer review work discussed at the previous Board meeting, outlining that this would be a 2 day visit in June from NCG's quality assurance team with deep dives into the apprenticeship study programmes. For clarification, this was not an Ofsted report but would provide feedback aligned to the Ofsted inspection framework, to support the ongoing improvement of the College's teaching, learning and assessment. More details on this and any proposed Board member involvement would be raised at the next education meeting.</p> <p>The Chair asked about the OU institutional re-approval. Dean said that the revalidation had been completed and there were only minor changes to the conditions covering policy changes and amendments. Of note was that the OU had commended the College on its EDI and Launchpads. The Board asked if there were any high level</p>	

	<p>recommendations made regarding CPD and minor changes to the governance arrangements. The Dean said that this was being reviewed. The Chair thanked the Dean for the update.</p> <p>Resolved that the Chief Executive's Overview Report was received and noted by the Board</p> <p>Nick Wilcock joined the meeting at 16.05 and Lisa Kattenhorn at 16.07</p>	
3.4	<p>Learner Progressions & Destinations</p>	
	<p>The Principal provided an update on the following Learner Progressions & Destinations and also referred to the Sixth Form - Progression Curriculum Plan which would be covered under item 3.13 for approval.</p> <p>University Applications were currently at 94% of students submitted an application to UCAS. Staffing has been difficult with many staff out with Covid. There were low attendance figures attributed to many complex issues including Covid. This is being targeted directly with the families but was not an easy task and very labour intensive. Board asked about:</p> <ul style="list-style-type: none"> • A level assessment grading - with Principal saying that marking was challenging and not consistent inviting challenges to the examining boards. • A level grade boundaries and where were they going to be set i.e. 18-19 pre-Covid or in the middle of this. Again, this could not be specified and was coupled with the problem of a reduced number of experienced markers, however students rising to the challenge. • any other risk that the College needs to plan for. Principal advised of 4 days of revision planned in April and this was the first year for doing this and would include a small group of students retaking BTEC coursework. It was also noted that this is the cohort that have not taken GCSEs, and this might have ramifications. <p>Apprentices</p> <p>Students have received excellent results on the completion of their exams with 40% obtaining a first class degree from the 40 that completed. Attendance since doing this remotely has been very high at 95%. The College needs to track all learners better once they leave the programme so that the College can demonstrate the power of advancement that apprenticeships provide even if they do not finish the programme. The Apprenticeship applications cycle is very long and starts late, currently 124 apprenticeship applications have been made with 2 students having received offers and one is on the offer waitlist.</p> <p>The Chair asked about the sixth form learners going on to apprenticeship applications which are not aligned to UCAS process. Dean advised that the employer application process was slowly improving but it was still out of sync.</p> <p>The Board asked about the relationship management with employers and Dean advised that there are a few employers with very large intakes, so the College was working in tandem with them e.g. PwC, and others being more integrated e.g. Deloitte and Capita.</p> <p>Discussion then centred on Manchester and whether there was sufficient resourcing for the significant increase in numbers. The Dean said that the challenge was keeping pace with this increase.</p> <p>The Chair said congratulations regarding the increase in numbers and thanked the Dean and Principal for their report.</p> <p>Resolved that the Report on Learner Progressions & Destinations was received and noted by the Board</p>	
3.5	<p>Safeguarding and Prevent Update</p>	
	<p>The Principal briefed the Board on the latest safeguarding update which had been discussed in detail at the recent Education committee meeting 14 March highlighting the following:</p>	

	<p>Sixth Form Safeguarding</p> <ul style="list-style-type: none"> The number of students being supported by the safeguarding team remains the same irrespective of the return to onsite learning for all learners four days a week. All students will return to 100% onsite provision in the summer term. Attendance Intervention is now in place with in-depth bespoke work to support students finding it difficult to attend college. Health and Wellbeing information form and agreement for the College to administer medicine have been sent out to Parents/Carers and students to ensure all health information on record is up to date and includes Covid vaccination information albeit this is optional, and students are not keen on answering this element. <p>Apprentices Safeguarding</p> <ul style="list-style-type: none"> Apart from three apprentices who are using the counselling service, there have been no other concerns have been raised or flagged by employers during this period. <p>Prevent There were no concerns raised across the College.</p> <p>The Safeguarding Audit Report The Principal briefed the Board on the safeguarding audit report as discussed at the recent Education committee meeting. Some health and safety issues are still to be addressed with the final outstanding actions to be updated and incorporated into the safeguarding report going forward. The next Education meeting will be held in June to cover these. The new IT manager was conducting an audit of SmoothWall and working with them to improve the filtering system to try to ensure that learners are safe.</p> <p>Chair asked the safeguarding lead governor for any comments, who asked:</p> <ul style="list-style-type: none"> What were the students' responses to the "Child Q" issue in the news? Students had not mentioned this. How had the staff reacted? Staff had not mentioned this either. If a student search was required, was there a policy in place? Principal advised that there was guidance from DfE available and that this had been raised at the recent Haringey Heads meeting. The College did have a policy in place. <p>Resolved that the Safeguarding and Prevent update was received by the Board</p>	
3.6	<p>Manchester Update</p>	
	<p>Geoff Stevenson (RM) joined meeting at 16.40 A new PwC partnership has been launched with an ambition of 66 degree apprentices per year for 3 years based in Manchester, including a new Cyber pathway. The strong Autumn projections are compensating for small spring 2022 numbers, with promising new partnerships with well-known companies e.g. Booking.com, Autotrader alongside PwC and Capita. Issue is to scale up and handle the increased staffing challenges. Board asked whether more detail could be provided at the next meeting, RM agreed that this would be done as a problem across both hubs. Ensure there is enough client support with these employers which is as important. The opportunity for growth in Manchester is clear, but to capitalise on the opportunities it must be staffed appropriately to maintain quality and deliver a diverse pipeline. Board asked if there was enough budgeting for this increase. RM said that there is a need to invest now against the confidence of increased numbers. Open University completed their in-person site visit for retrospective approval of the Manchester campus for degree delivery. No significant issues raised. The Chair thanked the RM for his insights and cognisant of the challenging recruitment market and agreed that investment of this was critical. To spend to invest to grow. Board suggested payment phasing could be considered if applicable.</p>	

	Resolved that the Manchester update was received and noted by the Board	
3.9	Update on Organisational Targets & KPIs 2021/2022	
	The Chair asked that the paper be taken as read and asked for any comments and there were none. Resolved that the update on Organisational Targets & KPIs 2021/2021 was received and noted by the Board	
3.10	Strategic Level Risk Register	
	The risk register as presented was discussed in detail at the Audit meeting in February. One key risk was added and two were amended. The Board was asked to note that these top rated risks related to capacity and resources and the continued need to increase headcount to support on-going delivery and meet growth targets as well as potentially manage two capital projects. The Board so noted. Resolved that the revised Strategic Level Risk Register was received and noted by the Board	
3.11	Overview of Strategy Day - 27 January 22	
	The Chair said that conversations had been had with various members of the Board and that there were no problems with the strategy which was robust. The vision and mission of Ada is still valid and constrained by the move to Victoria. The Chair said that some of the challenges discussed required more help in making insightful decisions for the Board. Actions and outcomes of the day's meeting were: <ol style="list-style-type: none"> 1. Board Engagement <ol style="list-style-type: none"> (a) All – Board members to actively seek opportunities to promote Ada (b) CEO – new WhatsApp group to contain Ada ELT as well as the Board (c) CEO – ELT members to each be assigned a “Board buddy” governor, paired using most logical fit from skills and committees. 2. Governance of Property Projects <ol style="list-style-type: none"> (a) CEO/Chair – consider separate specific steering groups for each of Manchester and Victoria projects (b) CEO/All – seek pro bono property expertise to join governance – new groups and/or F&R 3. Management Capacity In the context of a very busy upcoming period, board and committee agenda and paperwork to be kept lean and efficient, focusing on the essentials. Clerk and committee chairs to action. 4. Fundraising All – Board members to share fundraising leads / opportunities form their networks and employers 5. Cash Control <ol style="list-style-type: none"> (a) Chair – Circulate proposed minimum cash days to the Board prior to DfE submission (b) CEO – instigate short routine virtual check-in meetings on the cash position for F&R committee with CEO and Director of Finance <p>The Board asked if the CEO would put together a list of issues to be discussed. CEO to action.</p> <p>Resolved that the outcomes and their respective actions (in bold) from the Strategy Day held 27 January 22 were noted by the Board</p>	
3.13	Approval of the following:	
	(i) Proposed Meetings Schedule for 2022-2023 – the Chair raised the issue of remote v face to face and asked for comments. It was agreed that Board meetings which have a more transactional agenda can be remote whilst others would aim to be	

	<p>face to face. Attendance approach to committee meetings would continue to be left to the Chairs of committees. The Board approved the Schedule.</p> <p>(ii) Capability Policy for Senior Post Holders was part of the performance management framework and had been through both the Finance & Resources and Remuneration committees, both of which recommended it for Board approval. The Board so approved.</p> <p>(iii) Progression Curriculum Plan which was a two year continuous approach aimed at supporting college staff to give students the very best career progression and ensure all students benefit from high academic, technical and vocational ambitions. The curriculum aims to be ambitious for disadvantaged students and those with SEND, including those who have high needs. For assurance the Principal advised that Gatsby Benchmarks were used to evaluate the curriculum plan. A member of the Education committee noted that feedback from the recent meeting had been incorporated into the document referencing why Level 6 careers guidance provision which is akin to an M.Sc. was not provided at the College.</p> <p>Resolved that the Board had received and approved the following:</p> <p>(i) Meetings Schedule for 2022-2023</p> <p>(ii) Capability Policy for Senior Post Holders</p> <p>(iii) Progression Curriculum Plan</p>	
3.14	<p>Board Self-Assessment Report</p>	
	<p>The Board grading was good i.e. Board was aware of and fulfilling its role, was focused on Board improvement but recognised that there was some room for improvement, of particular note was the lack of student engagement at the College, however much of this was attributed to the pandemic. This was now being addressed with regular board engagement opportunities. It was also essential to pursue continuous improvement and not lose the opportunity to align its plans for the enhancement of governance. The way to do this was by focusing on the most important areas for improvement, with the Board maximising its contribution towards the College's strategic objectives as discussed at the strategy day referred to under item 3.11.</p> <p>The Clerk made reference to the Board Effectiveness Review and advised the Board of the up-coming requirement to set up 3-yearly external board performance reviews to run alongside the annual SAR.</p> <p>Resolved that Board Self-Assessment Report was received and noted by the Board</p>	
3.15	<p>Committee Chairs' Feedback</p>	
	<p>The Chairs of committees provided brief feedback on their respective meetings in reports presented which covered:</p> <p>(i) Audit committee – 14 February 2022</p> <p>Audit Output Tracker - All recommendations resulting from the internal and external audit work covering the 2020-21 financial statements, RSM funding assurance and safeguarding were included in the tracker irrespective of whether they had been completed or not, in order to provide a complete picture. However going forward only actions not completed will be included in future output tracker reports.</p> <p>Proposed Internal Auditors - Lee Glover from Haines Watts attended the meeting and provided insight into the major issues within the sector currently are cyber incidents; student records; good core financial controls e.g. payroll; estates and infrastructure; and curriculum planning.</p> <p>Risk Management – risk register updated with revised risk 18 covering financial liquidity in particular the potential pressure on financial viability and cash days dependent on the timings of the move to Victoria. Further discussion on having a tracking metric for the register and agreed that risk register would be amended to show the trend analysis.</p> <p>Internal Audit Updates for:</p> <ul style="list-style-type: none"> • RSM Funding Assurance Review – all issues identified added to output tracker including recruitment of compliance officer in apprenticeship team, additional external training on apprenticeship programme compliance and improved comms and cycle of meeting between apprenticeships and data teams. 	

- Safeguarding – overall findings positive with actions identified and being addressed.
- GDPR – action plan being produced to be added to output tracker with no major issues identified.

Health & Safety Report – a summary of the programme of work carried out since November meeting was discussed to include Covid risk assessment compliance.

(ii) Board Membership committee – 14 February 2022

Board Membership - Requirement for two additional external members to be sought with FE/apprenticeship knowledge and experience. Covered under item 3.0.

Board Members' Terms of Office – Kevin Walsh term of office – covered under item 3.0. The terms of three other members of the Board will come to an end in 2022 and they are to be asked if they would consider a second term.

Board Members Training – safeguarding training carried out prior to the Board meeting 13 December. A new induction presentation to clarify relationship between Ada college and NCDS was presented. Student and Staff governors unable to attend their respective training courses due to work.

A role description for Chairs of Committees - this covers the role of the chair and refers to minutes which are to be reviewed and amended as appropriate within seven (7) days of receipt otherwise the minutes will be deemed as approved by default. The committee approved the role description.

Board Self-assessment Report – full report discussed and put forward to Board under item 3.14 above.

Calendar of meetings for 2022-23 – approved and covered under item 3.13 above.

(iii) Finance & Resources (F&R) – 28 February 2022 – the main items were covered under item 3.6, 3.7, 3.8, 3.12 and 3.13.

The Chair of F&R made the following additional comments:

- the occasional Board meeting being hosted from Manchester. The Chair said that this should be considered going for ward
- the committee had now been running for a year and was felt to be a very useful forum and was working well
- the quality of the papers from the ELT for the meetings were vastly improved

(iv) Education committee – 21 March 2022

Safeguarding Audit Actions Update – covered under item 3.5 above.

Sixth Form Comms Strategy Framework to cover literacy and oracy - part of the Ada skills and curriculum intent, embedded across the College accomplished through the work of the teachers in lessons with reading coming under this umbrella.

Learner Assessment Processes and Tracking for Sixth Form and Apprentices

Sixth Form - there are 3 assessment cycles to date this academic year. The BTEC results were strong, with January Exam results in late March. A level results are lower than target, but not different from previous pre-Covid years. Subject interventions are taking place weekly and April revision sessions are planned to support students to make better progress. Attendance is low, impacted by students who have had Covid and had to isolate, and also by a range of physical and mental health issues that students are facing. Staff absence due to Covid has been an issue and is replicated in the national picture.

Apprenticeships – 40% of students received a first class degree from the 40 that completed, with OU posting some very positive comments on the quality of the dissertations presented. Remote learning working well.

Continuous Improvement Plan – there are three improvement sprints a year, one per term. The format has changed to allow a greater focus on improvement and approaches and the feedback received was that this was working well.

Curriculum Intent – an update on the action plan that came out of the Apprenticeship Programme Review and implementation.

Apprenticeship Programme Review - update on actions taken following the review with progress inhibited due to financial uncertainty.

Learner Progression and Destinations includes the Progression Curriculum Plan covered under item 3.4 and 3.13 above.

	<p>The Board Chair asked if there were any questions on the above that had not been addressed in the previous agenda items and there were none.</p> <p>Resolved that the following Committee Chairs' Feedback were received and noted by the Board:</p> <ul style="list-style-type: none"> (i) Audit (ii) Board Membership (iii) Finance & Resources (iv) Education 	
	Student Governor Report	
	<p>This was a verbal update and covered the following points:</p> <ul style="list-style-type: none"> • Improve communications to apprentices concerning any extra ordinary issues • Consistency of response time from lecturers from the apprentices – the Chair suggested that as this was an operational issue that this be discussed with the Dean and Regional Manager Manchester. • Investigate a better method for delivery of the dissertation • More time to be given for extra project work for the sixth form learners <p>Resolved that the Student Governor Report was received and noted by the Board</p>	
3.16	Any Other Business	
	There was no other business	
3.17	Date of Next meeting:	
	<ul style="list-style-type: none"> 1. 23 May 2022 at 15.45 2. 4 July 2022 at 15.45 	
	Close of meeting	
	Meeting closed at 18.15	