

	<p>The Board approved the confidential minutes of the meeting held on 5 October 2022 as an accurate record.</p> <p>Resolved that:</p> <p>(i) the minutes were an accurate record of the meeting 5 October 2022</p> <p>(ii) the confidential minutes were an accurate record of the meeting 5 October 2022</p>	
2.2	<p>Matters Arising not covered by the agenda</p>	
	<p>Item 1.4 Student Governor Report – to provide the key competitive points within the apprenticeship market – this is to be covered at the next education committee meeting. Closed on Education agenda.</p> <p>Item 1.6(i) Review KPIs - cash days to be added – the FD and DCP advised that this would be actioned.</p> <p>Item 1.6(ii) sixth form progression and apprenticeship KPIs – to be covered at the next Education meeting. Closed on Education agenda</p> <p>Item 1.8 Going concern assessment – discussed and agreed at F&R meeting 6 December. Closed.</p> <p>Item 1.9 Ada Strategy Review – provide feedback comments to CEO on document presented – closed see item 2.12.</p>	
2.3	<p>Approval and noting of the following documents 2021-2022:</p>	
	<p>The Board was advised that the following documents and policies had each been fully reviewed, discussed and recommended to the Board for approval through their respective committees but if there were any questions to address them at the time of approval:</p> <p>Post Audit Management Report</p> <p>The Board confirmed that they had read the Post Audit Report with the FD explaining that at the recent audit committee meeting, the external auditors had advised that although it was a clean audit, the issue of the going concern needed to be addressed. At a subsequent meeting, the going concern statement was discussed, referencing the fact that there were material uncertainties and for these to be specified. The committee agreed with the material uncertainties identified noting that this was also an issue with other colleges in the sector.</p> <p>The Board approved the contents of the report and had no further questions.</p> <p>Regularity Self-Assessment</p> <p>The auditors confirmed that processes were in place to ensure regularity, propriety and compliance within the College and that in all material respects the expenditure disbursed and income received during the year to 31 July 2022 were correct and there were no comments. The regularity self-assessment report was approved by the Board.</p> <p>Letter of Representation</p> <p>This is a standard document and asks the Members of the Board to confirm to the external auditors, specific matters relating to the audit of the financial statements in line with International Standards on Auditing. The Board approved and for it to be signed.</p> <p>Annual Fraud Assessment Report</p> <p>The report confirmed that there had not been any fraudulent activity during the period from 1 August 2021 to date and that a Fraud Policy was in place. The report was approved by the Board.</p> <p>Audit Committee's Annual Report</p> <p>The Chair of Audit explained that the report summarised the work undertaken by the audit committee for the last academic year ensuring that there was an adequate program of assurance in place with respect to financial controls and reporting. The following reviews were carried out in 2021-2022:</p> <ul style="list-style-type: none"> • GDPR (conclusion from 2020-2021)- whilst significant work had been done on this, an action plan had been generated to ensure full compliance of any outstanding issues. • Financial Controls – overall positive assurance provided • Risk Management – overall positive assurance provided • Apprenticeship on-boarding – this was a follow up to the RSM review held and overall assurance was limited. 	

This was **approved** by the Board.

Annual Financial Statements 2021-22

Buzzacott, the external auditor, commented that that the financial statements gave a true and fair view of the College's financial performance for the year and whilst there were some minor issues to be addressed the outcome was that the accounts are 'unqualified' in terms of audit opinion. The Board noted the key highlights: deficit of £483,970 (£152,314 before depreciation charge) which was slightly better than the original budget. Reserves of £766,486 and cash at year end £1,165,688. It was further noted that the Finance & Resources committee at their meeting 6 December 22, recommended adopting a position of a going concern with material uncertainty with mitigations to address the uncertainties specified, and that the Corporation will keep under continuous review the uncertainties identified. The external auditors had advised that this was an issue with a number of other colleges and also in the charity sector which the FD endorsed.

Additionally the FD confirmed that the submission to the ESFA is by the end of December and would consist of the 2021-22 financial outturn as well as a forecast for 2022-23. The intention is to submit the forecast that provides for the DfE providing support for the Broad Lane lease costs and without Blossom Street, and a complete budget reforecast to be done early in the new year.

The Board **approval** the Annual Financial Statements 2021-22 and for them to be signed.

Annual Risk Management Report

The report covered the risk management policy, risk assessment which provided an agreed set of parameters for assessing the strategic risks, risk assurance framework and the alignment of risks to strategic objectives. For reassurance Haines Watts, the internal auditors, had conducted an internal audit on the College's risk management arrangements in September 2022 which were considered adequate for an organisation of the College's size and maturity. A number of improvements were identified, some of which have been actioned with others to be taken forward in the year ahead. The report was **approved** by the Board.

Risk Management Policy

This policy was updated to reflect merging of risk assurance framework and strategic risk register and reviewed. One addition has been made to reflect the role of the risk champion in Ada's risk management processes and who this risk champion was. This was a recommendation from the internal audit report. The Board raised the issue of a risk appetite statement which although discussed at an audit meeting in the previous academic year had not been addressed. The Board asked that this be revisited at the next Audit committee meeting and for the DCP to action this. The policy was **approved** by the Board.

Annual Health & Safety Report

The report summarises the work carried out during the academic year to meet health and safety requirements. The Board **approved** the report.

Health & Safety Policy

This policy was updated in October 2022. The Board made reference to College trips, but was reassured that there was a separate Trips policy and agreed that this would be cross referenced in the H&S policy. The policy was **approved** by the Board subject to this amendment.

Annual Report on the College Seal for 2021-22

The College Seal had not been used in the academic year 21-22. The Board **noted** the report.

Remuneration Terms of Reference – these were **approved** by the Board

Resolved that the following documents for 2021-22 were received and approved by the Board:

- (i) **Post Audit Management Report**
- (ii) **Regularity Self-Assessment**
- (iii) **Letter of Representation**
- (iv) **Annual Fraud Assessment Report**
- (v) **Audit Committee's Annual Report**

	<p>(vi) Annual Financial Statements 2021-22 (vii) Annual Risk Management Report (viii) Risk Management Policy (ix) Annual Health & Safety Report (x) Health & Safety Policy</p> <p>Resolved that the following were received and noted by the Board (xi) Annual Report on the College Seal for 2021-2022</p> <p>Resolved that the DCP to action the following: (i) Risk appetite statement to be revisited at the next audit committee meeting (ii) Health & Safety policy to include a cross reference to the risks identified in the College's Trips Policy</p>	
2.4	<p>Chief Executive's Overview</p>	
	<p>The paper was taken as read with the CEO asking both the Dean and Principal to provide an update on their respective areas:</p> <p>Apprenticeships The Dean gave an update on the progress of the London and Manchester Launchpads, also saying that the breakdown of results were not currently known but would be provided at the next meeting. Staff resourcing was still a challenge with the Chair asking if staff were overstretched. Contractors had been currently employed to help but there were bigger cohorts coming through and staff resourcing will add further pressure. On a positive note, existing employer partners have made encouraging comments for future increased apprentice volumes. Asked about the RSM audit outcomes regarding enrolments, the Dean confirmed that enrolment compliance was currently at 83% overall (this referred to historic cohorts and ensuring all their documents were in regulatory order) with the last October intake at 98% compliance and that outstanding actions are currently with employers. OU revalidation is to take place on 22 December for resubmission of the current programmes. The Board felt that it was important for the College to deepen the existing relationships it had with employers and was reassured that some progress had been made on this. The Chair asked if there was any sight of these companies' procurement policies for contracting with apprenticeship training providers such as Ada, however the CEO explained that although the bigger companies have RFPs and procurement policies in place, this did not apply to the small employers. Finally the Dean advised that one of the apprentices had won the overall national degree apprentice of the year which the Board felt ought to be celebrated more widely. The Board raised the possibility of awards for apprenticeship applications which was also a good way of putting Ada in the spotlight.</p> <p>The Regional Director (North West) provided more information on the new cohorts and work with PwC and regional integration in and around the Manchester area. The work on the capital projects was to be covered later under item 2.8.</p> <p>Sixth Form The Principal said that this had been a particularly hard term with under staffing but there has been good industry involvement citing AWS and industry collaboration in classrooms. Those staff leaving cited the level of salaries and cost of living pressures. Additionally there was difficulty in recruitment especially in the middle of an academic year, exacerbated with the impending move to Victoria. Students were doing well generally with UCAS applications submitted and most students having received offers. There had been some student retention issues due to some struggling with mental and emotional health challenges, however attendance was good. Learning walks with one of the governors had been really useful. The Board appreciated that this was a very testing time and could impact the College's strategy. Discussion on what could be used to attract and keep staff included whether anyone/company would be willing to sponsor a teacher. The CEO said that the ideas tabled needed to be thought through but ultimately staff pay was an issue and to reduce the number of staff would affect the courses offered.</p>	

	<p>The Chair thanked the Dean, Regional Director and Principal for all their hard work.</p> <p>Principal left the meeting at 17.04.</p> <p>Resolved that the Chief Executive's Overview Report was received and noted by the Board</p>	
2.5	<p>Student Governor's Report</p> <p>The Chair asked that the report be taken as read and asked the Board for any questions. All operational issues raised within the report including review of sixth form timetable and length of lessons, support for dissertations, choice of industry projects and PSHE to be more compact to allow for longer debates on student topics would be addressed by the CEO/Dean and/or raised at the Education committee. Additionally the Dean advised that some apprentices were not engaging but this would be looked at. The Dean further explained that employers provided detailed feedback from their apprentices but there was no final exit interview within the College itself and that this could be conflated with enrolment in the alumni process.</p> <p>The Board thanked the Student Governor for this comprehensive update.</p> <p>Resolved that the Student Governor's report was received and noted by the Board</p>	
2.6	<p>College Annual Self-Assessment Report (SAR) 2021-2022</p> <p>The report had moved to a new, integrated format this year following significant encouragement and support from the Chair of the Education committee and committee members. As a result, a more collaborative approach in drafting the SAR had been undertaken. A summary of gradings was provided at the start of the document. The CEO said that the Education committee had provided considerable support in improving the report's clarity, making it more succinct with pertinent evidence and endorsing the overall grading of Good.</p> <p>The Board did note that feedback from the apprentices was not well reflected in the SAR nor the impact of teacher shortages. The CEO agreed to add these points into the report. Whilst the Board felt that the report was still quite long, and that some aspects could be sharper, it was a very good read and a vast improvement from the previous years' submissions.</p> <p>The CEO wanted to thank formally the Education committee who had rigorously scrutinised the document and in particular the Education Chair for all her work and advice in supporting the team.</p> <p>The Chair asked if there were any further questions or comments and there were none. The Board approved the College Annual Self-Assessment Report 2021-2022.</p> <p>The Chair thanked the Education Chair, the committee members, CEO and staff for their hard work on this comprehensive report.</p> <p>Resolved that the College Annual Self-Assessment Report 2021-2022 was received and approved by the Board with no material change to the content.</p>	
2.7	<p>Safeguarding and Prevent Update</p> <p>The CEO briefed the Board on the latest safeguarding updates explaining that this had been covered in detail at the recent Education committee and that there were no major issues to bring to the meeting. It was noted that safeguarding would have to be reviewed when both the sixth form students and apprentices move to Victoria because of the mix of ages. Additionally a Safeguarding Council was being set up to include staff from across the College to include the Prevent agenda and will include a member of HR. Finally there no Prevent concerns raised across the College.</p>	

	<p>Safeguarding Policy The CEO confirmed the policy had been amended in accordance with the latest Keeping Children Safe in Education (KCSIE) 2022 and Ofsted Education Inspection Framework (2022). The language was clearer, and this had been recommended to the Board for approval by the Education committee. The Board approved the policy</p> <p>Resolved that: (i) The Safeguarding and Prevent update was received by the Board (ii) Safeguarding Policy was received and approved by the Board</p>	
2.9	<p>Management Accounts for October 2022</p> <p>Management accounts for October 2022 showed that the income variance was down by £105k due to fundraising income not in line with the budget profile. The better than expected expenditure variance was driven mainly by the underspend on salaries due to staff vacancies. There are currently 86 cash days. A full budget reforecast is to be done in January 2023 especially because of: Blossom Street, further certainty around Victoria costs, DfE support for lease costs and the fact that the Salesforce income is reflected in the current cash position and will no longer be reflected in the 2022-23 budgeted income figures. The Board asked about the impact of the ONS reclassification with FD advising that this will restrict the College's financial flexibility regarding loans.</p> <p>Resolved that the Management Accounts for October 2022 were received and noted by the Board.</p>	
2.10	<p>Organisational Targets & KPIs 2021/2022</p> <p>The CEO asked that the paper be taken as read with the comment that there were two areas that are behind target, but it is believed that this can be corrected:</p> <ul style="list-style-type: none"> • Number of sixth form confirmed offers • Percentage of new apprentices – female. The London intake is 42% female / non-binary. Currently the College has less influence on PwC recruitment which dominates Manchester apprentice numbers. <p>Resolved that the update on Organisational Targets & KPIs 2021/2022 was received and noted by the Board</p>	
2.11	<p>Strategic Level Risk Register</p> <p>There have been no new risks added since the last Board meeting and no risks that have been closed. Of 23 strategic risks, two risks have moved in a positive direction, two in a negative direction and the remainder have not changed. A risk appetite statement previously referred to under item 2.3 above was recommended by the internal auditors Haines Watts. Although discussed by the audit committee some time ago, this now has to be revisited and drafted before going to the Board for approval. The DCP advised that this would be added to the risk register once agreed at the next audit committee.</p> <p>Resolved that: (i) the revised Strategic Level Risk Register was received and noted by the Board (ii) Risk Appetite Statement to be added to the register once agreed at the next audit committee</p>	
2.13	<p>Committee Chairs' Feedback</p> <p>The Chairs of the following committees provided brief feedback on their respective meetings:</p> <ul style="list-style-type: none"> (i) Education committee – 28 September and 14 November - the major items had been fully discussed under items 2.5 and 2.7. (ii) Audit committee - 14 November – the audit report and associated documents had already been all covered under item 2.3. Follow up on the internal audit financial control and learner numbers were positive and the follow up action on the learner onboarding were being resolved – see minutes. 	

	<p>(iii) Finance & Resources – 16 November and 6 December – the main items were covered under item 2.3, 2.7, 2.8, and 2.9</p> <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> <p>(i) Education (ii) Audit (iii) Finance & Resources</p>	
2.14	Any Other Business	
	<p>A Board meeting in Manchester to be discussed later.</p> <p>The Board all wanted to thank the staff for all their work. The Chair then thanked all the Board members for their energy, support and contribution over the year which the CEO endorsed.</p> <p>There was no other business.</p>	
2.15	Date of Next meeting:	
	1. 26 April 2023 at 15.45	
	Close of meeting	
	Meeting closed at 18.31	