



**BOARD OF DIRECTORS
MINUTES OF THE MEETING HELD ON 30th MARCH 2021 @ 10.00 via Teams
FOR GENERAL RELEASE**

Present: **Prof. Rob Campbell, Chair**
Chris Mayo, Principal
Alan Doyle, Member
Prof. John Brooks, Member
Gwyn Arnold, Member

In attendance: **Ben Norris, Vice Principal (Clerk)**
Kate Sayer, Secretary

1. WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE

Apologies from Tony Tyrrell.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETINGS

- a. Board of Directors
 - i. Confirmation of the minutes of the previous meeting (**doc3a-i**) – the minutes were approved in terms of content and accuracy.
 - ii. Action Plan - the Action plan document was discussed and approved by the committee. The document is to be amended going forward to include any adjusted target dates as well as original targets.

ITEMS FOR CONSIDERATION, DISCUSSION AND/OR RESOLUTION:

4. REPORTS (FOR INFORMATION):

Chair's Report – a discussion took place regarding a student representative attending meetings of the Board of Directors. It was suggested that the role may be suitable for a recent Futureworks graduate with experience of three full years of study. It was agreed that a formal proposal would be welcomed by members of the Board at a future meeting. The Chair noted the recent appointment of two new external members to the Audit and Risk Assurance committee, one of whom has also joined the Academic Board as an external member. [This section contains commercially sensitive information and has been redacted.]

[Action: VP to put proposal to next meeting regarding student representation at the Board of Directors.] (4a-1)

- a. Principal's Report -
 - i. COVID-19 – the building has re-opened and a partial return to working on site has been successful to date. Feedback from students about online delivery and the re-opening of facilities has been very positive. The committee gave their thanks to all the staff involved.
 - ii. Recruitment/Applications – the Principal reported on the current admissions figures and the applicant demographics. Although marketing had increased website hits, it so far had little impact on application numbers. Applications from the North West of England were down and the inability to conduct



school visits due to COVID-19 was cited as a possible contributing factor. The potential of diversifying income streams was mentioned, as well as looking to partner with local Further Education colleges. The growing appetite for online learning was discussed and will be taken into consideration during programme reviews.

- iii. National Student Survey – the overall response rate has been higher than at the same point last year which will provide discrete data at course level. The Board was satisfied with progress to date.
 - iv. HR Update – small group meetings are taking place to discuss upcoming performance reviews. The Mentor Live system is due to be launched over the coming month. The service contains training materials as well as personnel who can be contacted for advice.
 - v. [This section contains commercially sensitive information and has been redacted.]
 - vi. Appointment to AQE role – the systems and processes involved in academic quality are being compiled and evaluated before a suitable candidate can be appointed. This role should work closely with the academic team to ensure quality processes are embedded. Administrative support is also necessary in this area.
- b. Financial Management – the Board received detailed reforecasts and updated cashflows for consideration. The Financial Director summarised the key changes in the financial accounting since the last meeting of the Board of Directors and took questions from members concerning the information presented. A rent review was currently ongoing with Bruntwood and the Board will be updated on this discussion at the next meeting.
 - c. Schedule of reporting requirements and returns – going forward, this document is to be reviewed by the Audit and Risk Assurance Committee (ARAC) and be presented to the Board of Directors for information only.
 - d. Review of compliance with ongoing condition C1 – this document had been presented to ARAC who were happy to recommend it to the Board of Directors. This was welcomed by the Chair.
 - e. Correspondence with OfS January 2021 – the correspondence was noted by the committee.

[Action: Schedule of reporting requirements and returns to go to ARAC for review and then to the BoD for information only.] (4d-1)

5. GOVERNANCE (FOR DISCUSSION):

- a. Institutional Risk Register – comments from the recent ARAC meeting are to be incorporated. Work is underway to further embed the risk management process within the institution.
- b. Scheme of Delegation – small adjustments are to be made ahead of the Board of Directors meeting in June.
- c. Appointment of Deputy Chair – it was proposed and agreed that John Brooks take on the role of Deputy Chair for the Board of Directors.

ITEMS FOR INFORMATION ONLY:

6. MEETING MINUTES

- a. Minutes of subcommittees to the Board
 - i. Audit and Risk Assurance – the Chair welcomed the assurances given and noted the hard work and detailed interrogation of data performed by this committee.
 - ii. Executive/Management Committee – minutes noted.
 - iii. Nominations and Remuneration – minutes noted.



- iv. Academic Board – the Chair was happy to see the progress made within this committee. The number of incomplete actions on the action plan was highlighted. With additional administrative support, it should be possible to complete outstanding actions in a more timely manner.

7. AOB:

The OfS consultation on grant funding was discussed with relation to Futureworks. It was agreed that a response would be given after the detailed classification data is published.

8. ITEMS FOR FUTURE DISCUSSION:

None.

9. DATE OF NEXT MEETING:

Date of the next meeting:

- Tuesday 15th June 2021 10am.