

Minutes of a Meeting at the Waterloo Centre and  
on Teams, on Monday 17 July 2023

Ms Leisha Fullick, External Governor (**Chair**)  
Mr Victor Olowe, External Governor (**Vice-chair**)  
Miss Justine Brian, External Governor  
Mr Alex Cole, External Governor  
Mr Nic Durston, External Governor  
Ms Gill Evans, External Governor (by Teams)  
Ms Heather Fry, External Governor  
Mr Jerome Godfrey, Student Governor (by Teams)  
Dr Andrew Gower, Principal and Governor  
Mrs Gail Le Coz, External Governor  
Ms Susan Lindsey, External

- To receive and consider the draft minutes of the Curriculum & Quality Committee meeting held on 12 June 2023 (para 8.1)
- To approve a Constitution for the Student Council (para 8.2)
- To approve for publication a report on the College's arrangements for meeting local learning needs (para 8.4)
- To receive and consider the following minutes of the FRS Committee meetings: (i) 9 May 2023; (ii) 9 May 2023 (confidential minutes); and drafts of (iii) 27 June 2023; (iv) 27 June 2023 (confidential minutes) (para 9.1)
- To approve the proposed budget for 2023-24 and financial plan for 2024-26 (para 9.7.1)
- To approve the 2023/24 pay award (para 9.7.2)
- To approve the revised Fees and Refunds Policy (para 9.7.3)
- To award the three-year cleaning contract to Churchill Contract Services (para 9.7.4)
- To delegate the energy contract renewal and agreement up to a maximum cost of £750k per annum (para 9.7.5)
- To approve the Adult Education Budget sub-contracting for 2023/24 with The Skills Network (para 9.7.6)
- To receive and consider the following draft minutes of the Governance & Nomination Committee meetings: (i) 15 May 2023; and (ii) 15 May 2023 (confidential minutes) (para 10.4)
- To re-appoint retiring governors (para 10.5)
- To approve the approach to be taken to Governing Body self-assessment in 2023 (para 10.6)
- To approve a set of principles for the use of College IT systems by governors (para 10.7)
- To approve the Governor Engagement Programme for 2023-24 (para 11.1)
- To make appointments to committees and to positions of responsibility within the Governing Body for 2023-24 (para 11.2)
- To set KPI targets for 2023-24 (para 12.2)
- To receive and consider the draft minutes of the External Relations Committee meeting held on 24 April 2023 (para 13)
- To receive and consider the draft minutes of the Audit Committee meeting held on 20 June 2023 (para 14.1)
- To receive and consider a Risk Management Report (para 14.2)
- To approve revisions to the Financial Regulations para 14.3)
- To approve a revised Data Protection Policy (para 14.4)
- To approve the proposed internal audit plan for 2023-24 (para 14.5)
- To approve the proposed external audit strategy for 2022-23 (para 14.6)
- To receive and consider the draft minutes of the People Committee meeting held on 26 June 2023 (para 15)
- To approve the terms of reference of the Committees (para 16)
- To approve the revised programme of meetings and a Governing Body work programme (para 17)

Apologies for absence were received from

*At this point the MRM left the meeting*

#### **4. Minutes of 27<sup>th</sup> March meeting**

The Board received and confirmed the minutes of the meeting held on 27<sup>th</sup> March 2023 and the confidential minutes of 27<sup>th</sup> March and authorised the Chair to sign those minutes as a correct record of the meeting. It was noted that the action points were marked green and that these actions could be closed.

#### **5. Minutes of 5<sup>th</sup> June 2023**

5.1. The Board agreed to confirm the minutes of the meeting held on 5<sup>th</sup> June 2023 and to authorise the Chair to sign those minutes as a correct record of the meeting. The Clerk added that on the outstanding actions the updated meeting invitations would be sent out after this meeting.

5.2. The Chair invited the Principal to update the Board on the restructuring. The Principal said it was progressing well, including the appointment of Dr Melissa

Congratulations to the

we have until March 2026 to spend the money from the fund. We have to do a first return by the end of July and we will be reporting that we intend to spend money on the parts of our estates that are in the poorest condition such as the leaking roof at the Waterloo Centre. The specific projects will be approved by governors after they have seen the full range of options arising from the Estates Review. We will ensure any projects selected can be comfortably completed before the deadline. The Chair added that it is going to be important for the Governing Body and its Committees to be as equally focused on capital expenditure as they have been on the management of revenue expenditure over the last couple of years. She understands that we will be able to spend some of the funding on recruiting or engaging staff to manage the projects. In response to a question from governors about sustainability, the Chief Financial Officer (CFO) confirmed that it will be an important factor in all projects.

- 6.13. Governors would welcome, in due course, a discussion on the cost-benefit analysis of whether to appoint an external project manager on our capital projects.
- 6.14. The Vice-Chair had a query on the proposed strategic position statement 2023. In the previous statement we referred to Morley's 'distinctive' character based on the conclusions that we are not open to new partnerships where this would be diminished. The word 'alignment' suggests that we would be open to a takeover. The Principal agreed to take another look at this wording. Subject to this minor change, the Governors resolved to approve the new strategic position statement.

## **7. College performance in 2022-23**

Noting that the Spring Term KPIs had already been scrutinised by the Finance Resources and Sustainability (FRS) and Curriculum and Quality (CQ) Committees, the Chair invited any questions from governors on the KPIs and the Management Report for the nine months ending 30<sup>th</sup> April. No further questions were raised.

## **8. Curriculum and Quality (CQ) Committee**

- 8.1. The draft minutes of the meeting held on 12<sup>th</sup> June 2023 were received and considered and there were no comments.
- 8.2. Committee members recommended to the Board the new constitution for the Student Council. They reported that good progress had been made, the new constitution simplifies and clarifies the role and responsibilities of the Council and new arrangements have been put in place to have a standalone budget, but not a separate bank account. Governors approved the new Student Council constitution. It was also agreed that the Student Council should be on the agenda of the June 2024 CQ Committee to see how the Council and student engagement are progressing.
- 8.3.

two and how they flow through into the higher levels. It also has some helpful suggestions about engaging local stakeholders.

8.4. Governors approved the College's Meeting Local Needs Report 2023 and publication of the Executive Summary on the College's website. An update on

- 9.7.4. approve the three-year cleaning contract with a total value of £1.14 million plus VAT to Churchill Contract Services
- 9.7.5. delegate the energy contract renewal and agreement up to a maximum cost of £750k per annum for a period of 22 months.
- 9.7.6. approve the Adult Education Budget sub-contracting for 2023/24 with The Skills Network.

## **10. Governance and Nomination Committee**

- 10.1. The Chair of the Committee reported that committee members had had a discussion with the Head of Student Services and they strongly recommend that student voice be further developed. We look forward to working with the Head on this. The Accountability Statement was submitted in June and is now on the employability section of the website. We also concluded that our compliance with the current Code of Governance is good with just a couple of areas for strengthening relating to sustainability. The Association of Colleges is bringing in a new Code of Governance so we will need to review the changes in due course.



one of her two roles be held by someone else. It was therefore agreed that the following be reappointed for 2023-24:

- 11.2.1. Vice-chair - Victor Olowe
- 11.2.2. Careers Education and Guidance - James Ward
- 11.2.3. Equality, Diversity and Inclusion - Gill Evans
- 11.2.4. Health & Safety and Su0(E)1 (d)6ody (ui)tuiby (ui)li (d)6oty  
and Tdpm (Tair)P10(90358(41)0(9)24(20)370(29)631)50(216)51/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000

12 months



