

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION MEETING

Minutes of the virtual meeting held on Zoom – Thursday 09 July 2020 - 9.30am

Membership:	* P Taylor (Chair)	* R Bristow	* L Lin
	* S Adamopoulos	* C Chatt	L Rowe
	* P Bartlett	A Durcan	L Sherry
	* J Bedford	* E Johnson	* B Spencer
	* J Bouffler	* L Laycock	* K Spencer
	* J Breen	* R Levy	G Wootton

* denotes present

In attendance: W Allanson, Deputy Principal
P Whitehead, Vice-Principal
B Jones, Vice-Principal
D Morgan, Executive Director – Finance and Facilities
S Appleby, Executive Director – HR Services (agenda item 2246 only)
R Lucas, Head of Governance
P Oduware, Student Governor Elect, Observer
E Scott, Student Governor Elect, Observer

2237 Apologies for absence

Apologies for absence were received and accepted from G Wootton due to work commitments. It was reported that A Durcan was attending the Harlow Strategic Growth Board meeting.

P Taylor, on behalf of the Corporation, welcomed Peace Oduware and Eva Scott to the meeting and explained that they are the newly elected Student Governors for next academic year and were attending this meeting as observers. Peace and Eva introduced themselves.

P Taylor, on behalf of the Corporation, thanked L Rowe and L Sherry, the outgoing Student Governors, for their hard work and commitment over the year. P Taylor praised the way of working which has been introduced this year with the Student Governors and Student Ambassadors and highlighted that student voice has been positively heard at the Corporation meetings.

2238 Declaration of Interests

E Johnson declared that he is an Essex County Councillor.

2239 Minutes of the Previous Meeting

The minutes of the meeting held on 21 May 2020 were approved by the Corporation as a true and accurate record of the meeting and were signed remotely by the Chair.

2240 Matters Arising from the Minutes

2240.1 Governor Safeguarding and Prevent Training (minute 2232 – Safeguarding and Prevent Training for Governors refers)

P Taylor reminded Governors to complete the mandatory Safeguarding and Prevent Training and to provide R Lucas with the certificates once the training has been completed.

R Lucas agreed to recirculate the link to all Governors.

2241 Membership of Harlow College Further Education Corporation

J Bouffler and R Levy withdrew from the meeting for this agenda item.

The Search Committee recommended the reappointment of Jon Bouffler as a Governor of Harlow College Further Education for a period of four years, commencing on 14 July 2020.

The Search Committee recommended the reappointment of Ray Levy as a Governor of Harlow College Further Education for a period of four years, commencing on 11 October 2020.

The Corporation unanimously approved the Search Committee's recommendations to reappoint Jon Bouffler and R Levy as detailed above.

2242 Management Accounts for the period 1 August 2019 – 31 May 2020

The Corporation received and considered the management accounts for the period 1 August 2019 – 31 May 2020.

D Morgan reported that the £6.7m forecast surplus at year end includes the transfer of the ARU building to Harlow College. W Allanson confirmed that the transfer of the building is being presented to the ARU Board for final approval on 14 July 2020.

D Morgan highlighted that the catering income position has not moved due to the College campus being predominately closed and no catering facilities being offered. There will be no significant savings in exam costs due to registration fees still needing to be paid.

Governors noted that staff costs are on budget. Governors noted that the usual increase in July staff costs due to carry forward of annual leave is not expected this year as staff have been asked to take all their annual leave before 31 July 2020, with carry forward only being permitted in exceptional circumstances.

Fixed asset costs and the balance sheet are on target and on track with forecasts.

The loan due for renewal in May 2021 is shown as a short-term liability, as discussed in detail at the Resources Committee and Joint Resources and Audit Committee meetings held on 23 June 2020.

No pension assumptions have been made in the management accounts.

Capital expenditure is showing higher than originally forecast. This is due to apprenticeships performing better than forecast and more income being received by the College. This additional funding is being used for IT investment and procurement, such as laptops rather than investing in fixed terminals.

Cash flow is monitored constantly by the Finance Team and the College ensures that all capital projects are affordable before they commence. Governors noted that the capital funding includes a £20k grant for the development of the T-Levels Capital Funding application.

Governors were reminded that the College took a three month capital loan repayment holiday, the repayments for which are due after May 2021.

Governors noted that good financial health at year end is forecast and that both bank covenants are forecast to be met at year end and for the following two quarters.

The Corporation noted the financial position of the College as set out in the management accounts.

P Taylor asked what discussions have been held with the bank concerning the loan which is being classed as a short-term liability. D Morgan reported that the auditors want to see support for the short-term liability in the form of a letter from the bank. The bank will provide this however as the accounts are not signed and submitted until 31 December 2020, it is too early to obtain a letter from the bank at present. The bank is comfortable with the figures the College is producing and the College is in constant communication with the bank.

P Taylor highlighted that if the College chose to do so, it could potentially afford to pay off the loan in May 2021. D Morgan highlighted that this would limit the College's ability to fund capital projects across the campus and match fund projects and K Spencer informed that the funding is required to upgrade College buildings to ensure they are fit for purpose.

P Taylor asked what alternative options are available if the bank refuses to agree a new product for the loan. D Morgan informed the Corporation that if the bank was not willing to do so, it would present an issue with regards to the College being classed as a going concern. Potential alternatives with other providers could be possible as a worst case scenario however this is not an ideal solution.

The Corporation noted the management accounts for the period 1 August 2019 – 31 May 2020.

2243 Two Year Financial Forecast 2020 – 2022 and Draft Budget 2020 – 2021

The Corporation received and considered the two year financial forecast 2020 – 2022 and the draft budget 2020 – 2021, which had previously been discussed and considered in detail at the Joint Resources and Audit Committee meeting held on 23 June 2020.

D Morgan highlighted that the figures are based on the IFMC which was approved by the Corporation at its meeting on 27 February 2020. Changes from the version

presented in February 2020 are shown in red and changes made since the Joint Resources and Audit Committee meeting in June 2020 are shown in red italics.

Governors were informed that figures have been reduced accordingly due to the impact of COVID-19 and that despite of this, good financial health and meeting the bank covenants are predicted. Cash flow is good.

Income from adult work and apprenticeships has been assumed to be lower than the contract value due to uncertainty arising from COVID-19. A reduction in adult learner loans and catering income has also been taken into consideration, along with the increased costs associated with making the campus COVID-19 secure and putting in place social distancing measures.

The figures in the plan include the T-Level capital investment which the College is applying for and the £1m loan facility, £500k of which is to match fund the T-Level application and the other £500k is for other capital improvements across the campus.

No pension assumptions have been included in the two year forecasts. D Morgan reported that Essex Pension Fund wanted security on the campus over the pension deficit however the College refused this request.

An assumption has been made that the loan will be renewed in May 2021 however it is shown as a short-term liability in the forecasts.

Governors' attention was brought to paragraph 31 of the report which highlights the sensitivity analysis. The College could tolerate a £200k reduction in income and still have a financial health rating of good. If such a reduction in income occurred, the College would reduce the amount of capital expenditure accordingly. An assumption has been made that the full contract value for adult work and apprenticeships will not be achieved, however if the College did achieve the full amount, an additional £700k of income could be earned. If this were the case, the College's financial health would be outstanding. The Corporation noted however that the College has been prudent in its financial forecasting due to the high levels of uncertainty with funding going forward.

Governors' attention was brought to appendix 3 which provides an update of where the College currently is with regards to the key financial indicators.

It was noted but the Corporation that in this instance the Accounting Officer for the College, the Principal, needed to formally approve the two year financial forecasts 2020 – 2022 and the draft budget 2020 – 2021. However, as a point of good governance the Corporation also supported and approved this decision.

2244 Enrolment Report 2020 – 2021

The Corporation received and considered the enrolment report 2020 – 2021, presented by P Whitehead, Vice-Principal.

P Whitehead informed Governors that the report highlighted the student numbers which the College is expecting from September 2020 and is mainly focused on 16 – 18 students. Applications are higher than in previous years and it is predicted that

the College will be either on or slightly above the contract student numbers. In-year processes have been raised with the ESFA and the potential for in-year increases are being discussed.

P Whitehead reported that all processes are being moved to online due to COVID-19 and learners are being kept fully informed by the College on what College will be like in September. I-pad rollout is taking place earlier than in previous years and will take place at enrolment rather than at induction. This is to ensure that the learner will be set up ready for online learning at the beginning of the term. For those students with issues accessing IT and wi-fi at home, alternative arrangements are being put in place to ensure that no student is left behind.

P Whitehead informed the Corporation of the enrolment processes and the zoning of the campus for enrolment and for delivery in the Autumn Term. Induction will take place remotely where possible, with limited onsite enrolment and induction. Careful consideration has been given to timetabling models to ensure that numbers are limited on campus at any given time and to allow thorough cleaning to take place between sessions.

Governors were informed that adult learners and higher education students will be integrated into the enrolment process. Apprenticeship enrolment is taking place remotely. The impact of COVID-19 on apprenticeships and recruitment will be dependent on the job market. As previously highlighted, the College has been prudent in its approach to learner numbers for adult work and apprenticeships and is confident in the forecasts that have been used. Additional spending will only be authorised by the College if additional income is secured.

P Whitehead informed Governors that the online enrolment system is being tested this week and will be rolled out next week and over the summer.

L Laycock highlighted that it is encouraging to see that there is a potential increase in student numbers for September 2020 and that the College is seen as a safe place to be.

R Bristow reported that it was a pleasant surprise to see the College operating almost as business as usual and asked if the level of demand could be higher and whether any modelling of this had been undertaken. K Spencer reported that this would be covered in the next agenda item – Principal's Update.

P Whitehead reported that the College's Admissions Policy has been tightened up to ensure that the campus is kept safe and that in some curriculum areas there will be a need to limit students numbers and this is being closely monitored. The College believes the demand is there for further education and has developed a good, realistic plan for delivery from September 2020.

J Breen asked if the College has received any feedback from local employers. K Spencer reported that Harlow is expecting a sharp increase in unemployment levels however no modelling has been undertaken to date. This scenario could change following on from the Chancellor's announcement made on 8 July, however the full details of this and any potential government incentives are not yet known.

P Taylor reported that the biggest concern would be the lagged funding if the College experiences a rise in learner numbers. P Whitehead reported that the ESFA has indicated that any potential funding for in-year increases if permitted would not be paid until April / May 2021. K Spencer reported that the ESFA does not have any processes established for any significant increase or decrease in learner numbers. There is talk of funding protections however no details of this have been given yet.

P Taylor highlighted that the College is doing the right thing in terms of recruitment and enrolment and making the campus a safe place to be and learn.

The Corporation discussed and noted the enrolment report 2020 – 2021 and endorsed the College's approach to delivery for September 2020.

2245 Principal's Update

The Corporation received and considered the Principal's Update, presented by K Spencer, Principal.

COVID-19 Response:

K Spencer thanked B Jones and P Whitehead for the incredible amount of work on assessment they had undertaken to ensure that all the required information was provided to each awarding organisation in a timely manner, with all deadlines having been met. Over 10,000 submissions have been made, which created a huge volume of work for teaching staff and all submissions had to be signed off by K Spencer.

Enrolment processes are in place as detailed in the previous agenda item and the College is working with completing students to ensure they are clear on what their next steps are.

Curriculum planning for the Autumn Term is taking place. There is a risk that with seasonal coughs and sneezes that the College could end up with a large proportion of staff and students being sent for COVID-19 testing which is not an ideal scenario. The College is working on a 50% onsite timetable and 50% footfall on campus for learners and staff. A blended curriculum is being planned and areas are getting set up ready for this. Learners will be in groups and the College is looking to minimise social contact within the groups with social distancing in place for older learners. This model is replicated across colleges nationally. The government guidance gives colleges a certain amount of flexibility however some things contained within the guidance are not clear and are contradictory.

P Taylor asked how students who are unhappy with the grades will be able to re-sit their exams in the Autumn Term. Will they need to go back to their school to re-sit them? K Spencer reported that the majority of GCSE and A-Level resits will take place in the schools unless it is part of the College's condition of funding for English and Maths GCSE. Ofqual are currently looking to determine when the best time for these resits would be, The resits are a big undertaking for the College and the College would normally have to close to other students in order to facilitate these exams.

P Taylor provided the Corporation with an overview of the discussions held at the Coronavirus Governance and Leadership Group meetings. These meetings are held

on a weekly basis and the Group membership consists of the Chair, the Vice-Chairs, the Principal and the Head of Governance. The Group oversees the College's response to COVID-19 on behalf of the Corporation. Discussions have included: assessment, quality of learning; risk assessments, the College's approach to reopening in September, student and staff well-being.

Strategic Planning:

K Spencer reported that the College is focusing on preparing students for their next steps. There has been a £100m funding commitment for 18 – 19 year olds staying in further education and it is envisaged that this will allow them undertake Level 2 or 3 qualifications or qualifications linked to some focussed sectors to assist the growth of the economy. The next steps for 18 – 19 year olds are now trickier as a large proportion would usually look to enter employment or an apprenticeship.

The College is assessing its capacity to take additional students however the biggest issue with this is around practical qualifications and assessment requirements. It is difficult for the College to quantify the number of additional students it could take. Enrolment numbers are uncertain as it is difficult to predict how people will behave and whether they will opt to continue at school. The College's keeping warm activities are showing that students are still intending to enrol at the College.

Apprenticeship recruitment is down however previous carry-ins have put the College in a better position as long as these apprentices are not made redundant. The College is planning for as much flexibility as possible however further guidance and detail from government is being waited on. There are some contradictions within the existing guidance which states apprentices should not travel between home, college and work, however colleges are encouraged to send 16 – 18 students out on industry placements. This is likely to be difficult next academic year as employers may not have the capacity or the will to take on students.. The guidance for placements, particularly for practical disciplines, has yet to be announced along with any permitted tolerances.

K Spencer thanked K Edwards, Director of Quality, for her work in respect of digital learning. The College has been successfully chosen as an EdTech Demonstrator College and a bid has been submitted to the College Collaboration Fund which focuses on supporting other colleges in digital learning. Work is beginning to identify the additional capacity needed to lead these bids.

K Spencer reported that the College is part of the Pearson UK Learns Platform which will expand the College's HNC and HND provision. The College is also well-prepared to meet the needs of the unemployed. The College recognises it needs to be as flexible and agile as possible to support 18 – 19 learners and adult learners through this difficult period.

Quality of Education:

A report on predicted achievement for each area is usually presented to the Corporation however this information is embargoed until the results days this year due to centre-assessed grades.

The College hosted an Ofsted Research Study Visit which focused on digital learning. The College received overwhelming positive feedback from the visit and K Spencer, on behalf of the Corporation, thanked K Edwards and all the students involved in the visit. We expect the picture to be much more mixed nationally where some colleges have had little or no investment in a digital strategy.

The Centre for Excellence in Maths programme is still running and has delivered a number of successful online forums during lockdown. All English and maths lessons in the College will be delivered online for the Autumn Term, via a mixture of learning on a digital platform and small group support sessions on MS Teams. The previously used successful delivery model relies on groups being from mixed main programmes and face to face delivery next term would therefore be impossible.

Governors noted that the College's well-embedded Digital Strategy has put the College in a strong position for online learning during lockdown and particularly for moving forward.

A discussion was held around Public Health England's relocation to Harlow and the potential delay in the timescales.

R Bristow thanked K Spencer and the Principalship for their leadership and hard work throughout the COVID-19 period, highlighting that the College is in good shape and the use of technology is outstanding. R Bristow asked what the Principalship could see emerging from this as longer lasting way forward.

In response, K Spencer reported that the College was well placed in the first instance due to the well-embedded use of technology across the College and this had already been integrated into teaching and learning. Discussions had commenced before lockdown around giving teachers more flexibility in their delivery mechanisms and this will now be accelerated for staff and students. The majority of students have engaged well with online learning however a number have reported that they miss the social interaction that comes with being onsite. A more blended approach to delivery will be available but this will be dependent on the practical requirements and the level of the course.

P Whitehead reported that the College's IT Strategy has provided a more flexible environment for the College. The College's approach will change from providing fixed desktops to laptops for staff which will allow staff to access systems on and off site. A flexible environment will be created which will enable staff and students to work the best they can. Students who are currently coming onto campus to complete assessments are doing so quicker and are more engaged in smaller group sizes. They have adjusted well to a different way of working and this will be replicated where possible next term.

K Spencer reported that next term will be a term of learning and then the whole model will be reviewed.

The Principalship, supported by P Taylor, recommended that in order to recognise the contribution and hard work of staff, Friday 27 November be designated a College closure day which means staff would be given the day off. This replicates what happens in schools across Essex and Hertfordshire and studies have shown since the introduction of this day, staff sickness levels have reduced. Furthermore it

was recommended that staff be given the two extra days required for economic closure over Christmas without the need for taking annual leave. In total, staff would be given an extra three days holiday without the need for taking leave. The days are non-transferable and are a one-off for the 2020 – 2021 academic year. The Corporation unanimously agreed to this proposal.

The Corporation discussed and noted the Principal's Update, endorsed the College's plans for reopening the campus in September 2020 and endorsed the three days as detailed above.

2246 Human Resources COVID-19 Update

The Corporation received and considered the Human Resources COVID-19 Update, presented by S Appleby, Executive Director – HR Services.

S Appleby informed Governors that the report gives an overview of processes that have been put in place since lockdown. Staff have worked remotely since the campus closed on 20 March 2020 and HR have worked closely with staff and managers throughout this period, particularly those staff who are anxious.

Eight members of staff have reported having had COVID-19 or symptoms and four members of staff have self-isolated due to other family members having symptoms. 4% of staff are classified as extremely vulnerable.

The College's occupational health service offer has been altered to support staff and this has been well received, with a daily appointment with the advisor being available.

Staff have been told to take their annual leave before 31 July 2020 and no carry forward will be permitted, unless in exceptional circumstances approved by the Principalship.

Going forward, the College is now planning on how staff will return to work. Mindset is different amongst staff, with some eager to return to campus, with others being very anxious about returning. A questionnaire has been circulated to staff and this has proved useful in addressing multiple issues and concerns. HR has analysed each questionnaire and liaised with the member of staff and their manager with regards to a return to onsite working. Occupational Health will risk assess staff's return to work.

Some staff are back working onsite and a video has been produced which explains the safety measures that have been put in place on campus and what the campus will look like upon return to site.

S Appleby informed Governors that all plans have been discussed with the trade unions, with weekly meetings being held. Very few issues have emerged from these meetings and the trade unions have been helpful in the way they have been working with the College.

P Taylor reported that the report was useful and highlighted the supportive way in which the College was supporting staff to return onsite. Governors asked if the video

could be circulated. K Spencer reported a similar video is being produced for students which would be tested out with the Student Governors.

J Breen reported that the report was a good paper and asked if the College's occupational health provision was outsourced. S Appleby confirmed that it is outsourced but offers a very personable and individualised service which the College finds invaluable.

The Corporation noted the Human Resources COVID-19 Update and asked for a follow-up report at the next Corporation meeting.

2247 Governance Issues

2247.1 Standing Orders 2020 – 2021

The Corporation received and considered the Standing Orders for 2020 – 2021, presented by R Lucas, Head of Governance.

Governors were informed that the Standing Orders set out the way in which the Corporation operates and conducts its business. The proposed Standing Orders remain as for 2019/20 and that each Committee had reviewed its terms of reference.

A discussion was held around the length of appointment to the position of Chair and Vice-Chair of the Corporation which currently is one year for both. R Lucas informed Governors that she had undertaken some benchmarking in the sector and the most common term is two years.

P Taylor announced that it was not his intention to stand as Chair when his term of office expires in December 2020 due to relocating out of Harlow.

After a detailed discussion, it was agreed that the term of office for Chair and Vice-Chair should be two years and the Standing Orders should be updated accordingly. It was agreed that a Chair elect would be elected by the Corporation at its first meeting in the new academic year allowing for a handover period with P Taylor before his term of office as Chair expires in December 2020. The Chair and Vice-Chairs would then be appointed every two years at the start of the academic year.

The Corporation unanimously approved this proposal, highlighting that this will offer more stability and reflects what happens in the charity sector.

Governors reviewed the Scheme of Delegation.

The Corporation approved the Standing Orders for 2020 – 2021, subject to the change highlighted above, the Committees' Terms of Reference and the Scheme of Delegation.

2247.2 FE Commissioner's Letter

The Corporation received, considered and noted the latest letter from the FE Commissioner.

2248 Policies for Approval

The Corporation received and considered the following policies:

- Academic Appeals Policy
- 19+ Discretionary Support Fund Policy 2020 – 2021

B Jones reported that the Academic Appeals Policy has been amended to include the process for appealing against a teacher-assessed grade which provides greater clarity for students for appealing against a normal grade or a COVID-19 grade.

R Bristow asked if the College was anticipating in releasing GCES and A-Level ranking to students. K Spencer reported that the AoC has advised that as students are entitled to see the ranking, releasing it would be proactive rather than waiting for subject access requests to be submitted. The College is anticipating there could be a number of disputes submitted.

P Whitehead reported that the 19+ Discretionary Support Fund Policy 2020 – 2021 remains largely unchanged with two small additions shown in red in the Policy.

The Corporation approved the Academic Appeals Policy and the 19+ Discretionary Support Fund Policy 2020 – 2021.

2249 Reports from Committees

2249.1 Resources Committee – 23 June 2020

The Corporation received and approved the minutes of the Resources Committee meeting held on 23 June 2020.

2249.1.1 Property Strategy

The Corporation received and considered the Property Strategy and Property Strategy Strategic Summary, presented by W Allanson, Deputy Principal.

Governors were informed the Strategy and Strategic Summary come with a recommendation from the Resources Committee to approve both documents.

W Allanson reported that P Taylor and J Bedford had signed a lease using the Corporation's seal for a new five year lease at East Walk. The dilapidation clause from the original lease has been removed from the new lease. The cost of the premises is £25k per year and is less than the dilapidation cost originally quoted by the landlord.

The Corporation unanimously approved the Property Strategy and Property Strategy Strategic Summary.

2249.2 Joint Resources and Audit Committee – 23 June 2020

The Corporation received and approved the minutes of the Joint Resources and Audit Committee meeting held on 23 June 2020.

2249.3 Audit Committee – 23 June 2020

The Corporation received and approved the minutes of the Audit Committee meeting held on 23 June 2020.

2249.3.1 Internal Audit Strategy

The Corporation received and considered the internal audit strategy for 2020 – 2021. Governors were informed that this was discussed in detail by the Audit Committee

The Corporation approved the internal audit strategy for 2020 – 2021.

2249.3.2 Review of the Risk Register and Risk Management Policy

The Corporation received and considered the College's the COVID-19 Risk Register, the COVID-19 Risk Assessment, the COVID-19 Risk Assessment Outcome Summary and Risk Management Policy. Governors were informed that all the documents were discussed in detail at the Audit Committee meeting and that there is one minor proposed changes to the Risk Management Policy which states that in exceptional circumstances an exceptional risk register may be produced.

The Corporation approved the COVID-19 Risk Register, the COVID-19 Risk Assessment, the COVID-19 Risk Assessment Outcome Summary and the Risk Management Policy.

2249.4 Standards and Curriculum Committee – 25 June 2020

The Corporation received and approved the minutes of the Standards and Curriculum Committee meeting held on 25 June 2020.

L Laycock reported that a new process for curriculum planning for 2020 – 2021 is being introduced and this has invigorated staff.

L Laycock highlighted that the College's Quality Improvement Plan has been updated and remains a focus within College.

2249.4.1 Student Governor Report

The Corporation received and considered the Student Governor Report, presented by B Jones, Vice-Principal.

Governors were informed that the report had been considered in depth at Standards and Curriculum Committee meeting.

Following on from the Committee meeting, the College has looked at specialist software licences however a high specification of PC is required at home for the software therefore this software will be available to students onsite with screens or similar around each PC / MAC.

E Scott asked if training for staff would be available if the College is moving to a blended learning approach as some staff are more experienced in using online platforms than others.

B Jones reported that the staff development day in June had a focus on online learning platforms and the two staff development days in August will also focus on these platforms. A strengthened session on how to use Teams will be included and guides have been produced for both staff and students for a number of online platforms.

P Oduware asked if there would be online tutorials for the use of the most popular apps used in College.

B Jones reported that guides have been posted on Planet E-Stream for each platform.

K Spencer reported that a lot has been planned for new students however face-to-face introductions to some of the platforms may be needed for returning students. P Oduware agreed that this would be helpful.

The Corporation noted the Student Governor Report.

2249.4.2 Summary Report from the Standards and Curriculum Committee Meeting

The Corporation noted the Summary Report from the Standards and Curriculum Committee Meeting and that all aspects of the report had been covered in previous agenda items.

2249.5 Search Committee – 01 July 2020

The Corporation received and approved the minutes of the Search Committee meeting held on 01 July 2020.

2250 Any Other Business

There were no items of any other business.

2251 Dates of Future Meetings

The Corporation received the calendar of meetings for 2020 – 2021.

R Lucas asked for Governors to let her know if there are any potential issues with the dates and R Lucas confirmed that electronic invites will be sent out.

All meetings in the Autumn Term will be held virtually as per government guidance and this will be reviewed at the end of the term. All virtual meetings will commence at 9.30am however onsite meetings will revert back to 8.30am starts.

Autumn Term 2020	Thursday 22 October 2020	9.30am
	Thursday 26 November 2020 (self-assessment reviews)	9.30am
	Thursday 17 December 2020	9.30am
Spring Term 2021	Thursday 21 January 2021 (single agenda item to approve the IFMC)	8.30am / 9.30am
	Thursday 25 March 2021	8.30am / 9.30am
Summer Term 2021	Thursday 20 May 2021	8.30am / 9.30am
	Thursday 8 July 2021	8.30am / 9.30am