

## Minutes of the Corporation Meeting held Tuesday 10<sup>th</sup> November 2020 at 4pm via video conference

Members present:

Lord Ian Austin	Jason Parker
Liam Butler	Suhail Rana
Katharine Clough	Liz Sithole
Wendy Davies	Neil Thomas (Chief Executive & Principal)
Peter Davies	Tom Westley
Charlie Harvey	David Whatton (Chair)
Alison Hodge	Andrew Woodford
Helen Lawley	
Valerie Little	

In Attendance:

- Georgina Barnard (Managing Director – IoT)
- Andy Comyn (Chief Operating Officer)
- Gill Darwood (Senior Officer Corporate Governance) (SOCG)
- Debbie Goode (Executive Director Public Affairs & Marketing)
- Shaun Hunt (Executive Director Innovation and Technical Learning)
- Steve Johnson (Executive Director Estates & Capital Projects)
- Diana Martin (Vice Principal Curriculum and Standards)
- Sanjeev Ohri (Chief Officer Business Development & DC Worldwide)
- Carl Riding (Vice Principal Curriculum & Performance)

### **PART I (Not confidential unless indicated)**

#### **1 Confirmation of quorum and apologies for absence**

1.1 There were no apologies for absence. The SOCG confirmed that a quorum was present.

#### **2 Declarations of Interest**

2.1 D Whatton, T Westley, P Davies, A Hodge, C Harvey, N Thomas and V Little declared an interest in relation to item 8.6. P Davies expressed an interest in relation to item 12.2.

#### **3 Minutes of Corporation Meetings held on:**

##### **3.1 25<sup>th</sup> August 2020 (part 1)**

3.1.1 The minutes were confirmed as a true record for signature by the Chair.

##### **3.2 25<sup>th</sup> September 2020 (Meeting)**

3.2.1 The minutes were confirmed as a true record for signature by the Chair.

##### **3.3 25<sup>th</sup> September 2020 (Development Event)**

3.3.1 Members noted the notes provided for the Development Event and confirmed they were a true record for signature by the Chair.

#### **4 Matters Arising**

4.1 There were no matters arising other than those on the agenda.

*Items 12.1 and 12.2 were covered at this point in the meeting.*

## 5 Strategic Discussions

### 5.1 Update on actions from Development Event

5.1.1 Following the Corporation Development Event on 25<sup>th</sup> September 2020, the SOCG advised that a programme of Governor Link activities had been established, which was provided for members' information. She advised that there was one remaining activity to be scheduled, and that new members would be invited to join relevant strategic link activities. A draft set of guidelines was also proposed which sought to provide a more formalised approach to governor link activities. This was accompanied by a template for a post visit report for Governors to complete on the visit or activity which would then be used as a basis for sharing feedback at future meetings.

5.1.2 Members agreed that these documents would provide a helpful framework for governor engagement activities.

5.1.3 **It was resolved** To approve the governor link activity programme for 2020/21, guidance and post visit report template.

### 5.2 Achievements update (inc. partnerships)

5.2.1 The CE&P provided an update in relation to achievements for 2019/20. He confirmed that there would be no national achievement rates published this year due to the exceptional year with Covid-19 and the awarding of grades based on assessment. The College intended to produce an Annual Strategic Assessment Report which would focus on the activities undertaken by the College to support learners in completing their programmes. The key points highlighted included:

#### 5.2.2 16-18 year old learners

- Overall achievement showed a slight increase of 1% on the previous year to 83.3%.
- Achievements by level showed an increase at levels 1 and 3 but a fall at level 2 which was attributable to non-core programmes such as English and mathematics having not had the time to make sufficient progress up to the assessment point used to calculate awarded grades.
- Achievements at level 2 for core programmes stood at 81.3% which was above previous national benchmark.
- Strong performance had been maintained in GCSE resits.
- ALPS value added data would not be available this year as it was based on a national data set.

#### 5.2.3 A level learners

- Achievement rates had been impacted by a drop in retention as the first full impact of linear A levels was felt.
- Pass rates were increased at 99.6%.
- High grades had increased for the fourth consecutive year at both A\* - B and A\* - C.
- Value Added score had increased to a grade 2.

#### 5.2.4 Adult learners

- Performance had been maintained in line with the previous year.
- There had been a small increase at levels 2 and 3.

#### 5.2.5 Apprenticeships

- 63 (5%) apprentices withdrawn in 2019/20 from redundancy as a direct result of Covid-19 based on follow up with employer. This number could well be higher.

- Overall achievement excluding direct Covid withdrawals would have been 63%.
- 86 apprentices had been placed on Breaks in Learning as a result of lockdown (March-Aug 2020) compared to 15 for the same period in the previous year. These results would not therefore appear in 2019/20 results.
- Some of this provision was delivered by partners, who had also been affected by Covid. The CE&P noted that the Finance & Estates Committee would undertake a detailed review of all subcontracting partners in light of their performance.
- Many apprentices who had not completed had carried forward into the new academic year.

It was acknowledged that this area of provision would need to be a focus within the Annual Strategic Impact Assessment in order to address these challenges.

#### 5.2.6 *Higher skills*

- The pass rate for both classroom L4+ and HNC/D was 100%.
- This was because the learners who had not yet passed had been allowed additional time to complete due to the current Covid-19 related circumstances.
- These ‘rolled-forward’ results would be recorded in 2020/21.

5.2.7 The CE&P noted that the achievement data would be reviewed in further detail at the forthcoming Standards Committee.

5.2.8 The Chair commended the work undertaken by staff in very difficult circumstances and noted in particular the success in bringing in learners over the Summer to complete technical qualifications, which had been something many providers had not done.

5.2.9 **It was resolved** To note the update on achievements for 2019/20.

### 5.3 **Towns Fund update**

5.3.1 The CE&P provided an update on the development of University Park Dudley and the latest position with the Stage One application for the £25m Towns Fund proposal to build a new higher education facility for health and life sciences adjacent to the Institute of Technology currently on schedule for opening in September 2021.

5.3.2 He provided an update on the work undertaken to procure the Higher Education Institute (HEI) which would deliver the provision from the centre. Members reviewed the submission from University of Worcester who had emerged as the successful applicant from the tender process. He further provided an update on negotiations with DMBC around the expected delivery of the project and operational arrangements for the centre, explaining that it was envisaged that the College would provide the facilities management of the centre, with the HEI providing curriculum delivery.

5.3.3 The next stage of the application would need to be submitted by January and the local authority would be the lead applicant. The funding would be transferred to the College, which would take responsibility both for the build using Integrated Product Insurance arrangements as well as the ongoing operation of the centre.

5.3.4 Once operational, the income generated would flow back to University of Worcester as the delivery provider. Legal agreements were currently being drafted to provide clarity on these arrangements.

- 5.3.5 The CE&P and COO responded to questions from members and provided clarification on points of detail as necessary. The anticipated timescale would be that formal Corporation approval would be required in summer 2021 once the application process had been completed.
- 5.3.6 The curriculum offer contained within the current proposal included core provision with more detailed work to do on some of the wider provision and newer curriculum, in particular in relation to digitisation of healthcare provision. The College and NHS partner would feed into the detailed curriculum plan.
- 5.3.7 In response to a question from Lord Austin, the CE&P confirmed that it was his understanding that the £25m fund had been allocated to the local authority and the purpose of the stage 1 and stage 2 applications was to provide assurance that this project was the right one for the local community and was a viable proposal.
- 5.3.8 **It was resolved** To note the update in relation to the Towns Fund.

## **6 Standards Matters**

### **6.1 Chief Executive & Principal's Report**

- 6.1.1 The CE&P presented his report which provided members with a detailed summary of activity across all curriculum areas over the last term, provided by curriculum leaders and managers within those areas. The report highlighted many updates on curriculum developments and good news stories. The full report was available in the reading room.
- 6.1.2 The CE&P noted that the forthcoming Standards Committee would look in further detail at the teaching and learning aspects and the learner experience during the Covid pandemic.
- 6.1.3 He further noted that the draft letter from Ofsted was still awaited but had been a very positive report which endorsed the College's approach during this period.
- 6.1.4 **It was resolved** To note the Chief Executive & Principal's report.

### **6.2 Equality and Diversity Policy**

- 6.2.1 D Martin presented the Equality & Diversity Policy which had been reviewed and updated as required annually. She advised that the change reflected the government recommendation to adopt the International Holocaust Remembrance Alliance (IHRA) Working Definition of Anti-Semitism, and the requirement to acknowledge and reflect this in the policy.
- 6.2.2 In response to a question from K Clough, D Martin advised that a formal consultation on this change had not been undertaken with students or staff unions. In practice, it was noted that the College was a very diverse and inclusive environment and H Lawley noted that the Students' Union received very positive feedback from learners in this regard.
- 6.2.3 The CE&P outlined the work of the newly formed Equality and Diversity Working Group and explained that that this had been covered in a session at the recent Staff Conference.
- 6.2.4 D Martin noted that the College's involvement with Holocaust Memorial was driven by the Students' Union. Lord Austin noted that the work that the College had done in relation to Holocaust Memorial Day was outstanding and was one of the biggest events in the UK. He noted that this was a much broader anti-racism event which evidenced the College's

reputation in relation to its diversity. He advised members that planning was underway to look at how the next event could take place during the pandemic.

6.2.5 C Harvey noted a reference within the policy to the list of protected characteristics which did not include 'sex' and D Martin agreed to address this omission.

6.2.6 **It was resolved** To approve the Equality and Diversity Policy, subject to the reference to protected characteristics as noted.

### 6.3 **Admissions Policy**

6.3.1 D Goode presented the Admissions Policy which had been reviewed and updated as required. She confirmed that all changes were minor and reflected the changes to the college's enrolment process, including online enrolment and a new digital service and updates to the fee element of course enrolment.

6.3.2 **It was resolved** To approve the Admissions Policy.

## 7 **Student Union Matters**

### 7.1 **Student Union Termly Report**

7.1.1 H Lawley presented the Students' Union termly report which covered the period during the lockdown prior to the Summer period up to the present time. The report also included the plans for future activities for the current academic year.

7.1.2 She highlighted:

- The work undertaken by the Students' Union in supporting students during lockdown through mental health and wellbeing support.
- Social activities including quizzes and arts and crafts.
- Election of the Students' Union President for 2020/21 was undertaken online.
- Face to face presence on campus from September running services including Redbox, SAFE sexual health, student discount scheme.
- MS Teams for learners not on campus including campaigns, virtual socials and volunteering opportunities.
- Virtual Freshers' Fayre with 30 sessions over a week period.
- Involvement in Love Our Colleges Week writing to all local MPs on the importance of Colleges.
- Black History Month.
- LGBT support and social activities.
- We Socialise Too social group for Aspire learners.

7.1.3 In response to a question from A Hodge, H Lawley advised that despite a delay in commencing recruitment of Students' Union Officers due to Covid, this was now progressing well with a high number of course representatives appointed.

7.1.4 In response to a question from the Chair, H Lawley confirmed that students felt supported by the College but they were aware of a number of issues nationally which were impacting learners. The CE&P noted that one key issue encountered related to access to wifi and laptops for learners to work at home. He noted that the College had spent all available funds and was appealing for further support on this. The College was seeking to address this by giving learners access to socially distanced IT facilities within College where needed.

D Martin noted that a recent survey undertaken with learners had highlighted that some students were facing problems due to the need to share resources with other family members who were also working from home.

7.1.5 The Chair stressed that the social activities undertaken by the Students' Union were as important for learners as their academic studies and he thanked H Lawley and members of the Students' Union for the work undertaken in supporting learners.

7.1.6 **It was resolved** To note the update from the Students' Union.

## **8 Finance & Resources Matters**

### **8.1 Management Accounts:**

#### **8.1.1 July year end accounts**

8.1.1.1 The COO presented the management accounts and accompanying report for the year ended 31st July 2020. He noted that the accounts and report provided a commentary on the financial performance of the college in 2019/20 and made reference to the year-end balance sheet, bank covenants, pension valuations and cash flow forecast. This set of management accounts formed the basis for the college's annual accounts and financial statements which were undergoing audit by KPMG.

8.1.1.2 The COO noted that the pension valuation provided by the actuaries at year end showed a liability which had increased from £18.8m as shown on the balance sheet to a figure of £40.8m. The increased provision had no cash impact or any impact on the underlying performance of the College and it was a matter which was beyond the College's control. This revised figure would be included in the statutory accounts and would result in the college having negative assets at 31 July 2020. This had an impact on one of the Covenants which had been discussed with Santander who were comfortable with this, correspondence with KPMG also noted that there was no breach of any Covenants and the formal waiver from Santander would be in place at the point at which the accounts were to be approved in December.

8.1.1.3 The COO answered questions from members on points of detail and he noted that the year end had been completed with £3.7m cash in the bank which was a strong position.

8.1.1.4 **It was resolved** To approve the July year end management accounts.

#### **8.1.2 September 2020 accounts**

8.1.2.1 The COO presented the management accounts and accompanying report for September 2020. He noted that EBITDA as at the end of September 2020 was £3.830m (37.09%), which was £0.093m (2.5%) above budget. He noted that, historically, it was a little early in the year to draw any real conclusions about full year performance, however the on-going pandemic including large scale lockdown in November, meant that the College had recognised that some income targets were likely to be difficult to achieve and was taking mitigating action.

8.1.2.2 **It was resolved** To approve the September 2020 management accounts.

### **8.2 Confidential - Bank facility and covenant proposal**

*This matter is the subject of a separate and confidential minute.*

### 8.3 **Business Continuity Plan 2020/21**

8.3.1 The COO presented the Business Continuity & Disaster Recovery Plan 2020/21 which provided a framework and a set of checklists detailing the steps required to be taken to ensure that in the event of a disaster or critical incident, the operational functions of the college continued.

8.3.2 The document had been recently reviewed by the Senior Leadership Group, and considered at Audit Committee, and updated to reflect a number of changes for 2020/21, which had been highlighted for ease of reference.

8.3.3 **It was resolved** To approve the Business Continuity Plan 2020/21.

### 8.4 **Financial Regulations**

8.4.1 The COO presented the Financial Regulations which had been revised to reflect the IoT financial delegations and signatories and updated calendar of Corporation & Committee meetings for 2020/21. Members noted the amendments which had been highlighted for ease of reference.

8.4.2 **It was resolved** To approve the updated Financial Regulations.

### 8.5 **IoT update - Board appointments and minutes of September meeting**

8.5.1 The COO presented the draft minutes of the board meeting held on 18th September 2020 of Transformational Technologies Partnership Limited (TTPL) a wholly owned subsidiary of Dudley College of Technology which had the oversight for the Black Country & Marches Institute of Technology.

8.5.2 He reminded members that anticipated funding of £9.8m from the Black Country LEP had not been forthcoming and the college had undertaken to underwrite this amount. However due to the reduction in income due to Covid the college had been seeking alternative sources of support but so far without success. DfE had therefore been advised that the college could at present only commit to planned expenditure up to year 1 of £800k. This had been a positive conversation with DfE who had been supportive of the College's position.

8.5.3 The COO advised that due to her personal circumstances, the appointment of Bekki Phillips as a Director of TTPL, which would require Corporation approval, was not currently in a position to proceed.

8.5.4 **It was resolved** To note the update in respect of the Institute of Technology.

### 8.6 **Service Level Agreement with Dudley Academies Trust**

8.6.1 Declarations of interest were noted from D Whatton, T Westley, P Davies (Trustees of Dudley Academies Trust) and A Hodge, C Harvey, N Thomas and V Little (Members of Dudley Academies Trust).

8.6.2 The COO presented the Service Level Agreement with Dudley Academies Trust. He reminded members that Dudley College of Technology was the approved academy sponsor of Dudley Academies Trust (DAT). When DAT was first established at the start of the 2017/18 academic year, the College provided a range of services to support the Trust under a Service Level Agreement (SLA) that ran until 31 August 2020.

- 8.6.3 He explained that the College and the DAT had agreed that the College would continue to provide services to the DAT for a further 3 years from 1 September 2020. The new draft Service Level Agreement (SLA) reflecting the terms, conditions and cost of services was considered.
- 8.6.4 Due to the College's sponsorship of the DAT, the two were deemed to be related parties. As per the Academies Financial Handbook, Trusts must report all contracts and other agreements with related parties to the ESFA. This requirement applied to all such contracts and agreements made on or after 1 April 2019. As such, the DAT had notified the ESFA of the continuation of the SLA between the two organisations.
- 8.6.5 It remained the case that Trusts must pay no more than 'cost' for goods or services to a related party. The SLA services and charges were set out in Schedule 1 and 2 respectively of the SLA. The COO confirmed that the charges were no more than 'cost' for the respective goods and services that would be delivered.
- 8.6.6 Lord Austin noted the progress of Dudley Academies Trust's schools and the excellent work of the Trust's Chief Executive and her team in addressing the significant challenges faced by the Trust in the performance of the schools.
- 8.6.7 **It was resolved** To approve the Service Level Agreement between the College and Dudley Academies Trust.

## **9 Human Resources matters**

### **9.1 Annual Report 2019/20**

9.1.1 The COO presented the annual Human Resources report which provided Corporation with an update on the key personnel issues in the college in 2019/20. Key points in this report were noted as:

- 74 staff had been met with through the absence management policy.
- Staff headcount had increased by 98 from 2018/19 to 940, largely due to the transfer of 93 staff from Birmingham Metropolitan College in August 2019 as part of the de-merger of Stourbridge operations.
- Staff declaring a disability remained at its highest recorded level of 6%.
- The College became the first employer in the Borough of Dudley to become a Disability Confident Leader in March 2020.
- Staff gender profile remained balanced with 54% of staff being female and 46% being male.
- The profile of staff declaring their ethnicity as black and minority ethnicity (BME) increased by 2% this year to 19%, with 19% of males and 17% of females declaring themselves to be from BME groups.
- The key vacancy for the Chief Executive and Principal was successfully appointed to.
- Approximately £120,000 had been spent on staff training and development.
- The first virtual college conference was successfully held in April 2020 due to Covid.
- Covid related CPD - during lock down 465 academic staff engaged in CPD through the Teaching Staff Network on Microsoft Teams. This was largely to provide staff with the technological skills to enhance their remote and digital delivery to learners.

9.1.2 The Chair expressed the thanks of the Corporation to K Jones and the HR team for their support and professionalism during the year.

9.1.3 **It was resolved** To note the annual human resources report.

## **10 Audit Matters**

### **10.1 Audit Committee - Minutes of Meeting held on 5<sup>th</sup> October 2020**

10.1.1 As Chair of the audit committee, C Harvey highlighted the key points from the meeting held on 5<sup>th</sup> October 2020. This included:

- Appointment of C Harvey as Chair and L Butler as Vice Chair of the committee for 2020/21.
- Approval of Audit committee's self assessment of its performance in 2019/20.
- Consideration of the internal audit progress report and data analytics review. The data analytics report had confirmed that the control environment remained robust despite changing working practices due to Covid and this report would be carried out on an annual basis by the College.
- Rolling schedule of audit recommendations and annual internal audit report had been noted.
- Risk management autumn term report had reflected changes to risks due to Covid and changing working practices.

10.1.2 C Harvey noted that all other matters considered by the committee were included for consideration as separate agenda items on the meeting.

10.1.3 **It was resolved** To note the minutes of the audit committee of 5<sup>th</sup> October 2020.

### **10.2 Terms of Reference 2020/21**

10.2.1 The SOCG advised that the audit committee had undertaken a periodic review of its terms of reference. The terms of reference for the committee were unchanged from the previous year, with the exception to the change of designation of the Chief Executive Officer to 'Chief Executive & Principal'.

10.2.2 **It was resolved** To approve the Terms of Reference for the Audit Committee for 2020/21.

### **10.3 Regularity Audit Self Assessment Questionnaire**

10.3.1 The COO advised that the Post-16 Audit Code of Practice 2019/20 set out a common standard for the provision of assurance and accountability in relation to funding of post-16 providers. Within the code it stated that college corporations must publish a statement of regularity, propriety and compliance within their annual accounts. The format of the statement was set out in the College Accounts Direction.

10.3.2 The regularity self-assessment questionnaire had been presented and agreed by audit committee prior to KPMG commencing the full audit work on site in mid-October, including a wholly new Annex A reflecting additional Covid issues.

10.3.3 The Chair confirmed that he was happy for his signature to be added to the document on approval.

10.3.4 **It was resolved** To approve the annual regularity audit self assessment questionnaire for signature by the Chair.

## **11 Health and Safety Matters**

### **11.1 Review 2019/20**

11.1.1 S Johnson presented the Health & Safety review 2019/20 which summarised the main health and safety issues and developments for the previous academic year which highlighted that:

- The college Health, Safety and environmental committee had met termly to review any issues and performance.
- The college was re-audited for its ISO 14001 accreditation which was completed successfully.
- The college had formed a 'Task and Finish' group to review COVID-19 and the college's risk assessments and mitigations to ensure operations could continue as safely as possible.
- The Health and Safety Policy and Procedures had been reviewed.
- A number of health and safety training courses were delivered, including COVID awareness training to all staff.
- Accident statistics had decreased this year by 11% overall, but this was due to the college being largely closed to students and staff for 12 weeks, accidents until closure were similar when compared to the same time period the previous year. HSE reportable incidents however showed an increase from 1 to 4, although on review they were all established to be of a minor nature.
- Health and safety consultants had carried out an audit of the college and its processes, and found a few minor points for improvement which had been reflected in the current year's action plan.

11.1.2 **It was resolved** To note the Health & Safety Review for 2019/20.

### **11.2 Action Plan 2020/21**

11.2.1 S Johnson presented the proposed Health and Safety Action Plan for 2020/2021 which outlined the key areas for action in the academic year, some of which were raised as recommendations in the recent audit undertaken by health & safety consultants

11.2.2 It was proposed to issue this action plan at the next Health and Safety Committee and review the document at subsequent meetings.

11.2.3 **It was resolved** To approve the Health & Safety Action Plan 2020/21.

### **11.3 Health & Safety Policy Review**

11.3.1 S Johnson presented the Health and Safety policy which had been reviewed and updated as required annually. All changes were minor and reflected the changes to the college's management structure and job titles.

11.3.2 **It was resolved** To approve the Health & Safety Policy 2019/20.

## **12 Governance and Search Matters**

*Items 12.1 and 12.2 were taken after item 4.*

### **12.1 Search Committee – Minutes of the Meeting held 15/10/20**

12.1.1 As Chair of the Search Committee, the Chair outlined the matters which had been considered at the Search Committee held on 15<sup>th</sup> October 2020 which were the subject of a separate agenda item.

12.1.2 **It was resolved** To note the minutes of the Search Committee held on 15<sup>th</sup> October 2020.

## 12.2 **Appointment of Corporation Members**

12.2.1 P Davies expressed an interest in relation to the appointment of Wendy Davies and withdrew from the decision in relation to her appointment.

12.2.2 The Chair reported that the Search Committee at its meeting on 15<sup>th</sup> October 2020 had met with Wendy Davies and Lord Ian Austin as potential new members of the Corporation.

12.2.3 The Search Committee had recommended

- that Wendy Davies be appointed as an external member of the Corporation for a term of office of four years and that she be appointed to the Audit Committee.
- that Ian Austin be appointed as an external member of the Corporation for a term of office of four years.

12.2.4 Members also considered the re-appointment of Valerie Little for a second term of four years from 11<sup>th</sup> December 2020.

12.2.5 **It was resolved**

- that Wendy Davies be appointed as an external member of the Corporation for a term of office of four years and that she be appointed to the Audit Committee.
- that Ian Austin be appointed as an external member of the Corporation for a term of office of four years.
- that Valerie Little be appointed for a second term of four years from 11<sup>th</sup> December 2020.

## 12.3 **Search Committee's Terms of Reference 2020/21**

12.3.1 The SOCG presented the terms of reference for the Search Committee which had been reviewed by the Search Committee and remained unchanged.

12.3.2 **It was resolved** To approve the terms of reference for Search Committee for 2020/21.

## 12.4 **Finance and Estates Committee – terms of reference and business plan for 2020/21**

12.4.1 The SOCG presented the proposed terms of reference and business plan for the Finance & Estates Committee for the academic year 2020/21. There had been no substantive changes to the content of these documents compared to the previous year.

12.4.2 **It was resolved** To approve the Finance & Estates Committee terms of reference and business plan for 2020/21.

## 12.5 **Standards Committee terms of reference and business plan for 2020/21**

12.5.1 The SOCG presented the proposed terms of reference and business plan for the Standards Committee for the academic year 2020/21. There had been no substantive changes to these documents compared to the previous year. The business plan had been considered at

the Standards Committee in May 2020 and was recommended to the Corporation for approval.

12.5.2 **It was resolved** To approve the Standards Committee terms of reference and business plan for 2020/21.

**12.6 Review of Confidential Minutes, 2019/20**

12.6.1 The SOCG explained that the Corporation was required to review annually the material which the Corporation and its committees deemed to be confidential in the previous academic year. The report set out the material/minutes concerned together with a recommendation for their future treatment.

12.6.2 **It was resolved** To approve the review of confidential minutes 2019/20.

**13 Date of Next Meeting**

Tuesday 8<sup>th</sup> December 2020 at 4.00 p.m.

**14 Any Other Part I Business**

There were no other items of part I business.

The part I meeting closed at 18.10

The part 2 minutes are contained within a separate confidential set of minutes.



David Whatton, Chair

8<sup>th</sup> December 2020