

MINUTES OF A SPECIAL CORPORATION
Meeting held remotely by 'Teams' on Thursday 26 March 2020
At 5.00 pm

Present	Martin Clark (Chair), Mark Lello, Harry Adam, Carlton Brand, Amanda Burnside, Jon Downing, Ruth Greening, Iain Hutchison, Venetia Summers, Becca Thurston, Jack Wills.
In Attendance	<i>Iain Hatt (Deputy Principal Curriculum and Quality), Julian Tucker (Interim Deputy Principal Corporate Resources), Julian Wood (Deputy Principal Corporate Resources Designate), Heather Cross (Clerk to the Corporation)</i>

	Minute	Action
2019-20 6/1	Apologies for absence	
	Apologies were received from Clive Barker and Mags Patten.	
2019-20 6/2	Declarations of interest	
	None	
2019-20 6/3	Chair's opening remarks and meeting protocols	
	<p>The Chair thanked governors for attending this special meeting in this time of national crisis and thanked the Principal and the senior team for their unprecedented hard work in responding so well to the situation.</p> <p>The Chair welcomed Julian Wood to the meeting in attendance and thanked him for his participation generally in college management meetings currently in advance of taking up his post, given the exceptional circumstances of the present Coronavirus pandemic health emergency.</p> <p>A guidance note for the operation of remote meetings had been circulated, both to explain to governors the operation of 'Teams' and also the protocols to make the meetings run effectively, which was noted.</p>	
2019-20 6/4	Principal's Report	
	<p>The Principal gave a verbal report to the meeting, commenting on so many developing factors both from a teaching and financial perspective and as yet unknown features. The College was now operating fully as an online institution which had been achieved in only 4 days and she paid tribute to all staff for responding so quickly to set up new arrangements in all aspects of operation. This was strongly echoed by Governors.</p> <p><i>Finance</i> – Regular conversations were taking place with the Education and Skills Funding Agency representative who had been provided with the Management Accounts and advised of the identified risks to income. This communication channel was being used to raise queries on policy and its implementation as well as a route to communicate the college's position. The Management Accounts would be discussed in more detail later in the meeting, which gave more information about the impact, insofar as it could be identified at present.</p>	

	<p><i>Staff</i> – Staff anxiety was recognised, particularly where they were isolated or their work uncertain, such as casual or fixed term staff. Those whose work was dependent on the physical operation of the college had no work currently. Whether the Job Retention Scheme (Furlough) which had been announced by the government recently would be available to college staff was being investigated and plans made for possible staff to be included should it prove open to colleges. Governors would be kept informed on this developing situation.</p> <p>Health and Safety for all had been and continued to be a key consideration in all planning. Buildings had been appropriately secured.</p> <p><i>Community</i> – College facilities and resources had been offered via the Public Service Board. Key workers in Salisbury were being accommodated.</p> <p><i>Curriculum</i> – The Deputy Principal Curriculum and Quality reported on the movement of the entire operation for students online in 4 days, with 1,000 individual Teams and Groups set up. The recent whole staff development day had assisted greatly in setting up the arrangements. The offer to students whose parents are key workers for delivery continuing physically in college had been publicised on the college website as the occupation of parents was not recorded by the college. There had been no take up as yet, but the offer remained. All high needs and vulnerable students had been contacted also about this offer. An IT loan system had been implemented for students to access online teaching and learning resources. All students were receiving regular contact.</p> <p>The situation concerning examinations and the requirements of awarding bodies was still developing. Many good arrangements had been proposed but these were pending the approval of Ofqual. Students were being asked to engage remotely with their work placement settings. Governors asked questions concerning the extent of student engagement with online activity, which was reported as working positively so far. Staff were finding mixed situations, with many excellent resources created. IT teething problems were being experienced in some areas and urgent attention being given to address them. IT equipment was also being loaned to staff.</p> <p>Governors thanked the Principal and Deputy Principal for their reports and looked forward to further reports in the near future on the developing situation.</p>	
<p>2019-20 6/5</p>	<p>Management Accounts and current financial situation</p>	
	<p>The management accounts at the end of February 2020 had been circulated previously, together with an initial analysis of the potential financial implications of the Coronavirus health emergency with the corresponding severe government measures to protect public health. Rapid developments in government policy and constant new announcements were being experienced daily and at the current time, limited announcements concerning the protection to be offered to the sector had been made. An initial review of the financial impact indicated a potential loss of £3.75 million, with particular concerns around ESFA income. Adult education delivery could be down by £1.1m; Apprenticeships income by £891K; ESF contracts by £454K; loss of fees - £300K; local authority high needs income a possible loss of £400K. There would also be losses across most other income streams, plus additional operating costs incurred in order to mitigate the impact of the virus including cleaning, hygiene and remote working.</p> <p>Governors discussed the possible consequences, especially in the short term</p>	

	<p>including an assessment of solvency. It was considered that the next three months would be manageable because of advance cash received for the Construction projects and should the full impact on the budget be incurred then cash support would be required by July 2020. There would also be a breach of bank covenants which had been set very tightly to the college scenario prior to the health crisis and there would also see a return to the financial health grade of 'requires improvement'. As the situation remained so uncertain and fast moving, the management accounts had been prepared excluding these exceptional impacts until greater certainty could be provided.</p> <p>The management accounts were discussed and received. The Board commended management's ongoing actions to mitigate losses and to keep the Education and Skills Funding Agency fully apprised of the situation. More clarity over the situation was awaited as it developed.</p>	
2019-20 6/6	Urgent decision item – Lackham Campus redevelopment – Robotic Dairy Contract Award	
	<p>A report had been circulated previously which set out the recommendation for the appointment of a contractor for the build of the dairy unit and dry cow shed at Lackham.</p> <p>The circulated report reminded governors that the business case for redevelopment at Lackham submitted to the LEP included plans for a robotic dairy unit. Planning consent for the new milking facility and new cattle shed were expected imminently and a competitive tendering process for the contract had been carried out and completed. The report gave the results of the process and recommended that Haines Construction be appointed at a revised contract price of £1, 707,865, after evaluation. It was noted that only one tender had been received, but the college had satisfied itself that the returned tender represents value for money. The overall dairy project costs are forecast to exceed budget by £101K, but this should be absorbed by the existing contingency fund. In order to progress with the programme, an urgent appointment of the contractor needed to be made.</p> <p>After consideration, the awarding of the contract for the build of the dairy unit and associated dry cow shed to Haines Construction was approved.</p>	
2019-20 6/7	Corporation Responsibilities	
	<p>A report prepared by the Clerk which reminded governors of their key responsibilities had been circulated previously. It was considered timely to remind governors of these strategic and heightened responsibilities at this time of national emergency.</p> <p>The Board noted its ongoing responsibilities.</p>	
2019-20 6/8	Date of Next Meeting	
	<p>The next scheduled meeting was on Thursday 21 May 2020. Given the fast pace of change and governmental announcements, it was agreed that another special meeting to update governors and consider any urgent decisions, should be held at the end of April. The Clerk was asked to check governors' availability for either 28 or 30 April (subsequently 30 April at 5.00 pm was set as the date).</p>	
2019-20 6/9	Closing remarks	
	<p>Governors thanked the Principal for her daily briefings to staff in the current circumstances. A whole online staff briefing was to take place on the last day of term. It was agreed that the written message to staff would include a message</p>	

	<p>of thanks and support from the Chair.</p> <p>The Chair thanked governors for their participation in a first all online meeting, which all agreed had worked effectively.</p>	
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