

**Minutes of an Ad Hoc Meeting of the Governing Body (GB)
held on Wednesday, 19th August 2020 at 11:00 (BST)
via Skype Teleconference**

Agenda Item 1: Chair's Business:

a) Attendance and apologies for absences:

Present:

Mr Gareth Hetherington (Temporary Chair of the Governing Body)

Professor Alan Woodside

Mr Neil Bodger

Mr Andrew Corbett

Mrs Barbara Larkin

Mrs Heather Reid

Mr Steve Pollard

Mr John Mackell

Mrs Karen Fraser

Mr James Lee

Mr Ken Webb (CEO/Principal)

Mr Dillon Stanley

In Attendance:

Ms Sonja Woods (Temporary Secretary to the Governing Body)

Mr Tommy Martin (Chief Finance Officer ("CFO"))

Apologies:

It was noted that all Governors were present and there were no apologies to be conveyed to the Governing Body.

In the Chair:

Mr Hetherington

b) Declarations of Conflicts of Interest

The Temporary Chair invited members to declare any known or perceived conflicts of interests. Mr Pollard noted his standing conflict of interest, in relation to his wife's employment in the Finance Department of SERC. The Temporary Chair noted his standing conflict of interest, in relation to his wife's employment as Finance Director of the DfE.

Agenda Item 2: Safe Resumption of On-Site Educational Provision:

a) Correspondence and Guidance from the DfE

**Minutes of an Ad Hoc Meeting of the Governing Body (GB)
held on Wednesday, 19th August 2020 at 11:00 (BST)
via Skype Teleconference**

The Temporary Chair noted the documentation that had been circulated in advance of the meeting, which included:

- Template: Colleges Assurance Statement for the safe return to On-Site Educational Provision and Related Activities;
- Framework for safe resumption of On-Site Educational Provision and Related Activities;
- Letter from the DfE Director of Further Education, dated 6th August 2020, regarding the Framework for the safe return to On-Site Educational Provision and Related Activities;
- FE College Commissioning Statement for the Assurance Statements for the safe return to On-Site Educational Provision and Related Activities, dated 7th August 2020;
- Updated College Commissioning Statement for the Assurance Statements for the safe return to On-Site Educational Provision and Related Activities, dated 12th August 2020; and
- Draft SERC College Assurance Statement for the safe return to On-Site Educational Provision and Related Activities.

The Temporary Chair noted that the documents would be taken as read and that the Governors would have the opportunity to comment or to raise questions following the update from the Principal. He observed that the purpose of the meeting was to discuss the Assurance Statement and the College's responses.

b) Update from the Principal

The Principal informed the meeting that the comments which were included on the Draft SERC Assurance Statement were an aide memoire for the purposes of the meeting and to provide additional information for the Governing Body. He noted that it was not proposed to include these comments in the final version which would be submitted to the DfE.

The Principal provided the Governing Body with an overview of the significant amount of preparatory work which had taken place across the College's campuses; including creation of one-way systems, in-house manufacture of screens and signage and more than 1k pop-up stands, as well as further enhancement of the College's Standard Operating Procedures. He remarked that there were a significant number of staff working on preparation for campus re-opening.

The CFO indicated that the Business Continuity Plan had been implemented in March and had enabled the College to move online seamlessly. He observed that a large number of workstreams had been pulled together in the Covid Response Plan, which had been used as the basis for planning the workload. He remarked that the Covid Response Plan had not been updated for the end of August as yet but that the work itself had been completed. The Temporary Chair asked if the Governors could have access to the Covid Response Plan and if SERC's plan had been shared with the other FE colleges. The CFO replied that the current draft of the Covid Response plan could be shared with the Governors and he noted that the updated version would be tabled at the committee meetings to be held during September 2020. He observed that most colleges had taken an individual approach and that there were significant differences in the way in which each college was approaching implementation.

**Minutes of an Ad Hoc Meeting of the Governing Body (GB)
held on Wednesday, 19th August 2020 at 11:00 (BST)
via Skype Teleconference**

Action: A current draft of the Covid Response Plan to be circulated to the Governors.

The CFO noted that the plans and risk assessments were included within the structured Risk Management Framework and that all decisions were made in consultation with staff and Trades Unions. He observed that the plans had been developed in conjunction with the Health and Safety Committees, on which both staff and Trade Union representatives sat.

The Principal reported that independent assessments had been carried out on all labs and other relevant areas of the campuses and that staff who had self-isolated or who had underlying health issues had been surveyed. Mr Corbett remarked that UCU had not taken part in the JCF and he asked if they had made contact with the college in this regard. The Principal indicated that they had communicated in writing and that their submissions had been considered by the Health and Safety Committees.

The CFO observed that, throughout the process, staff had been kept up to date and had received communications on a regular basis regarding policies and procedures, learning guides, risk assessments, and updated Health and Safety SOPs and staff and student Codes of Conduct. In addition, there had been the introduction of 'Ask Me Anything' sessions with senior management. He informed the meeting that the College had produced a Health and Safety Video and training module both for staff and as part of the student induction process. He commented that the Covid Response Plan contained guidance for staff and would also be communicated to students.

The Principal stated that where social distancing was not possible, all staff and students were being advised to wear masks and that re-usable masks would be provided to all staff and students initially, with ongoing responsibility for providing masks being down to the individual. He observed that it wearing masks was not possible in a certain area, the use of Perspex screens would be employed and that, ultimately, a combination of approaches would be used. He indicated that significant work had gone into manufacturing and placing signage around the campuses, as well as the College making a significant investment in PPE.

The Chairman asked what practical changes had been made in the campuses. The CFO reported that there had been a significant amount of change, including signage, Perspex screens, insulation of hand sanitisers, classrooms, toilets and high-volume areas, biohazard disposal facilities for used PPE and sanitising/cleansing items, increasing the frequency and thoroughness of cleaning, and the purchase of large numbers of SERC-branded masks and other items. He indicated that the College had a good stock of PPE and decent supply lines. He commented that there would be no public access to the campuses, with entrances being monitored, and that a one-way system was in operation. He informed the meeting that catering would only be available to students and staff via a click-and-collect system on traditional sites, with statutory guidance to be followed on non-traditional sites.

The Governing Body noted the document and the detailed responses provided by the Principal and the CFO to all questions raised regarding the Assurance Statement. The Temporary Chair noted that, although the Assurance

**Minutes of an Ad Hoc Meeting of the Governing Body (GB)
held on Wednesday, 19th August 2020 at 11:00 (BST)
via Skype Teleconference**

Statement did not require formal approval from the Governing Body, all Governors appeared to feel the responses provided on the document were appropriate and accurate, and that they were satisfied for the Assurance Statement to be submitted to the DfE on or before the deadline of 28th August 2020.

Agenda Item 3. Any Other Business

No other business was discussed.

Date of next Meeting:

The next meeting of the Governing Body is scheduled to take place on Monday, 28th September 2020, at 17:30 via Skype Teleconference.

There being no further business, the Temporary Chair declared the meeting closed at 12:17

Signed: _____
Temporary Chair of the Governing Body

Date: _____