



WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD

Minutes of the Corporation Board meeting held on Thursday 15th May 2025 at 17:00

GOVERNORS

PRESENT:

Kate Truscott, Chair
Nick Butler
Alison Griffiths
Charles Heaton
Theresa Hodgkinson
Neil McDonald
Ben Owen
Kudzai Muzangaza
Jane Peacock
Joanna Poon
Edward Rawson
Kit Salt
Rob Simcox
Keith Spiers
Paul Wheeler
Scott Smith, Staff Governor: Academic
Flynn Bainbridge, Student Governor
Arina Borscakova, Student Governor

ALSO IN

ATTENDANCE:

Jonathan Mills, Special Advisor: Employer Engagement
Louise Knott, Vice Principal: Communications, Engagement & Student Experience
Diane Booth, Vice Principal: Curriculum & Quality
Jon Fearon, Finance Director
Gavin Peake, Director: IT, Estates & Learning Resources
Sian Geeson, Director: Human Resources & Organisational Development
Eloise Hopkinson, Head of Governance

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WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Copley, Andrew Spencer and David Gillies.

The board received an introduction from the recently appointed special advisor: employer engagement, Jonathan Mills. The special advisor thanked the board for his appointment, indicating that this held personal significance for him. He explained that he had a deep and lasting connection with the college, which has shaped his values and the

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direction of his career, as well as having instilled a commitment to ensuring that others have an aspiration to thrive. His experiences with the college and other training providers have given him an insight into the curriculum and the alignment of education with industry. He indicated that he now aspires to become more involved at a strategic level, contributing to ensuring that the curriculum meets academic and vocational standards and encourages students to achieve.

In relation to his approach to the special advisor role, he has developed an outline plan which he hopes will resonate with the college's wider objectives. He indicated that his approach would involve open conversations, strategic learning, and a focus on partnership. Monthly meetings with college leaders and attendance to the Corporation Board meetings will provide frequent opportunities to touch base and provide updates. His first steps will be to convene meetings with the heads of department who oversee each advisory board to discuss challenges, and he will then meet with the external chairs of the boards. Once he has obtained these insights, he will begin attending advisory boards as an observer and identify chances for closer collaboration, particularly to engage more effectively with SMEs and explore more opportunities to expand employer networks.

The chair of the board thanked the special advisor for his introduction and indicated that it is important for this partnership to work for both college and employers.

2 DECLARATIONS OF INTEREST

The chair reminded everyone present to declare any interests that they may have on matters to be discussed. No specific declarations were made and standing declarations were noted.

3 MINUTES OF THE MEETINGS HELD ON 27TH FEBRUARY 2025 AND 18TH MARCH

The minutes were reviewed, and it was agreed that they were an accurate record of discussions.

AGREED: to approve the minutes of the meetings held on 27th February and 18th March 2025.

There were no matters arising.

4 ACTION PROGRESS REPORT

The board were happy to note the content of the update provided.

5 SCENE SETTING

The chair briefly set the scene for the meeting. It was noted that the principal was unable to attend the meeting and that Executive team members would pick up reports on his behalf. Governors were

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reminded that papers would be taken as read by Executive report-writers in order to enable the focus to be on the emerging discussions.

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BALANCED SCORECARD AND ANNUAL KPIS – 2024/25 IN-YEAR

The vice principal: curriculum and quality presented this report, particularly drawing governors' attention to the red flags against English and maths attendance. She indicated that this is continuously reported to the board, both directly and via the Standards Committee. The college has implemented more actions than ever before to drive improvements. These actions include sending text messages to non-attenders, which has had an impact at key points; sending positive text messages congratulating students for good or improved attendance; and student forums to enable students to tell staff why they or peers are not attending. For 2025/26, the college is introducing changes to how maths and English groups are structured and timetabled, in that students will be streamed by grade. This will make it easier for students to take things at their own pace and for learning to be adapted.

The vice principal indicated that mock exams have been used to inform the measure against English and maths outcomes. Holding these JCQ-regulated mock exams has proven to be a great strategy and one which provided the college with an opportunity to practise how the process would work. This was invaluable, considering the number of learners who need to sit GCSE Maths and English in the summer. Following the marking of the mock exam papers, adaptive teaching has been implemented based on the outcomes.

The college has done well in responding to the government agenda and being responsive and innovative, and more pathways and options are now available. The focus has very much been on building employability – e.g. some individuals may have the knowledge required but are still not quite ready for the workplace, so a lot of programmes have been devised to provide a stepping-stone into work. There has been growth in key apprenticeships areas, such as engineering and construction. Furthermore, there has been a strong emphasis on adults, with adult tailored learning to enable them to access the right provision, as well as continued 'bootcamp' offers. The college will also participate in the EMCCA and Department for Work and Pensions Youth Guarantee Trailblazer, which will commence in June.

Bespoke continuous professional development continues for staff across the college, and HOW2s have further enabled individualised CPD. Individual success stories show the impact of these measures, as do improvements in teaching and learning.

Vocational performance is currently in line with last year's position. In A-Levels, Year 13 performance shows an improvement. English is tracking lower than at this same point last academic year, and maths is at about the same level. The vice principal reminded governors that

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outcomes will depend on any changes implemented to the grade boundaries by awarding organisations. However, the quality of teaching in the English department continues to be good, so it was hoped that the introduction of adaptive teaching will lead to improved outcomes in the summer exams.

The chair observed that the areas of concern seem to be ongoing and difficult to crack. In addition to the incentives to encourage learners to attend, she questioned whether any sanctions have been implemented. The vice principal explained that attendance is not handled as part of the college disciplinary procedure, but heads of department, assistant principals, and then vice principals do meet with students and parents. The college also uses a 'green card' system to identify which students have been approved to progress to the next level of their course, and one of the criteria which must be met in order to receive a green card is that a student's English and maths attendance has to be within 5% of their vocational attendance.

The vice principal assured governors that the measures put in place and the 'Extra' lessons have had a positive impact. She also advised that it is not unusual for other colleges' maths and English attendance to be around 10% below vocational, and the college's position is better than that.

One governor questioned whether the college has a view of attendance levels for local colleges as well as national to see whether the data makes sense locally. It was clarified that there is no benchmark data as such – rather, the data referred to previously relates to internal self-assessment measures – but it has been reported anecdotally that other colleges are in a similar position. Schools are also struggling with attendance, with percentages falling between 80% and 85%, with some pupils only at 50-60%. The finance director indicated that the college's attrition data is higher than national averages, and this is largely due to the high number of learners struggling with attendance. With the Youth Guarantee funding from EMCCA, the college will run a programme focusing on mental health, particularly encouraging young people to build their own resilience, for example. The college will explore extending the duration of the offer to meet need, tailoring the course to what each young person can handle. This may help some young people to achieve who would not do so without this additional support. However, they will need to turn up to college and engage with the provision.

The vice principal: communications, engagement and student experience indicated that Nottinghamshire County Council may be able to share individualised school attendance data. It is hoped that there can then be a project wherein the college measures progress against starting points, to really evidence which students have improved their attendance since they were at school. The vice principal has been

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discussing this with the local authority's director of education. Governors agreed that this would be very positive: the college has the narrative around improvement in college attendance compared to school but does not currently have the data to support this narrative. However, the finance director gave a note of caution in that school data is not comparable as school registers are marked only once or twice per day, whereas the college takes a separate register for every individual lesson. If students opt out of a lesson at school, they will not necessarily get a negative mark for this, and this will impact the data.

A challenge raised by one governor was that attendance had been a problem for several years, and he indicated that the college must concentrate on how this can be benchmarked. This year's position is behind the college's position last year, showing that the trend line is consistently going down. He indicated that a lot of very positive things have been put in place, but the concern is that those who do not attend regularly are negatively impacting opportunities for those who do. Therefore, while the college needs to continue to support non-attenders as much as possible, staff must also focus a lot more on those students who do attend so that their attendance leads to attainment.

AGREED: to note the content of the report.

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COMMUNITY PLEDGE 2025/26

The vice principal: curriculum and quality and vice principal: communications, engagement and student experience presented this document and the covering report. Governors were reminded that this is the college's accountability statement, which needs to be published by 30th June 2025 in line with the government's college accountability framework. The principal has had significant input into this document and is satisfied with it in its current form. The changes since the previous version were highlighted, and governors were informed that the document also included how curriculum areas will respond to priorities in 2025/26.

A new section has been added to show how the college is responding to the EMCCA skills priorities, and the existing sections relating to the continuing LSIP response and the key priorities between September and August 2026 have been retained. The vice principal: communications, engagement and student experience also explained to governors that strengthening the strategic partnership with Nottingham Trent University, particularly around the work with employers, would be added under the key priorities.

This document must include a statement confirming, and briefly summarising, the execution of the Corporation Board's duty to review of how well the college meets local needs. Therefore, governors were asked to approve the proposed accountability statement, branded as

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the Community Pledge, and authorise the chair of the Corporation Board to sign the document on the board's behalf.

AGREED:

- to approve the Community Pledge as presented, with the addition of a point about strengthening the college's strategic partnership with NTU
- that the chair of the Corporation Board should sign the Community Pledge on behalf of the board.

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QUALITY AND STANDARDS

The committee chair presented his in-depth report and invited any questions, particularly drawing the board's attention to the following matters:

- The committee was presented with the Quality Improvement Action Plan and a covering report which focused on attendance and apprenticeships.
- Governors were assured by a piece of good news relating to the apprenticeship accountability framework – it was noted that the 'amber' flagged areas were beginning to show improvements to 'green', which was a testament to the drive and focus on these areas.
- Curriculum updates were focused largely on exams.
- Improvement was reported to teaching in English and maths, but attendance remains a challenge. Wider college data reflects a similar picture, following a trend of low attendance in class but high in the exams. It was agreed that this would be an interesting issue to unpick.
- Work continues around the Curriculum & Assessment Review, with this to conclude in autumn 2025.
- A strength was noted in the form of positive destinations, and work was underway to identify gaps to improve further and move forward.
- Good progress was being made on the areas for improvement which emerged from the 2023 Ofsted report.
- The areas for assurance were that the apprenticeship data continues to show improvement; the number of learners progressing to university; and the positive progress made in relation to the areas for improvement.
- The areas requiring further focus and consideration were the progress score for English; the demands on the Safeguarding team, such as the year-on-year increase in CPOMs referrals; and that the number of learners who left to become NEET showed a slight increase.

The vice principal: curriculum and quality was able to inform governors that the college had received official notification from the Department for Education that it was no longer in special measures in respect of the Accountability Framework. The last meeting between the DfE and

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college leaders provided confidence in relation to what the college is doing. Governors were pleased to receive this update and acknowledged the effort it has taken to reach this point.

The chair of the board raised a question around the demands on the safeguarding team, particularly asking about benchmarking the demands. She indicated that it is clear how the demand has changed and continues to increase, but it is not obvious how the college compares to others. The Standards Committee chair indicated that it is a very similar picture within his college group. In the recent annual strategic conversation with the DfE, it was suggested that this issue is a challenge elsewhere. It is good that people are using the service and submitting CPOMS referrals where appropriate, but there are lots of challenges and these are very similar from one college to another. This was observed to be a post-COVID trend, and one which seems to be a national challenge. Access arrangements for exams were also raised with the DfE – these come at a huge cost, and growth funding has reduced. There was a challenge to consider, as a board, that pressure grows ever greater for colleges. Some colleges, including WNC, may reach a point where they will have to start refusing applicants, which is not what the sector is about. The chair of the board and the chair of the Audit Committee indicated that this was also their concern – colleges are being asked to ‘do more with less’, and this will have repercussions on how inclusive and accessible they can be. The college wants to offer a quality experience, but there is concern around what the future may hold. Consideration must be given to how this might be addressed.

The vice principal: communications, engagement and student experience indicated that fellow designated safeguarding leads have reported similar trends in terms of both volume and complexity of safeguarding concerns. External services which colleges may have relied upon in the past are also stretched, and colleges nationally are being expected to do more. An example of this is the removal of Derbyshire County Council’s early help team and the expectation that early help assessments with families will be conducted by schools and colleges instead. Only a small number of WNC’s students fall under that local authority, but this is known to be putting safeguarding teams at Derbyshire colleges under great pressure. Governors felt that this needed a lot of focus and should be on the risk register. The vice principal felt that this would not be necessary at this time as the volume of students is very small. However, it was agreed to keep the matter under review in case the issue grows larger.

One governor referred to the expected demographic increase of 10% per year until around 2030 and reminded all present that the CPOMS referrals will increase proportionally. This will need to be monitored and the question asked as to whether WNC is a suitable size and growth pattern that it can take in so many students with significant issues. In terms of capacity and balancing the quality of experience, this was

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agreed to be a huge concern. The vice principal indicated that applicants are declined should the college be unable to meet very complex needs. Leaders and managers will, in consultation with the appropriate local authorities for those with an EHCP, be transparent about this. Some applicants are turned away at exceptional needs panel meetings. The chair of the board indicated that it will be interesting to see the impact of the new local authority administration, as this may drive policy changes which will affect the college and its provision. It is necessary to strategically consider the nature of the college as it is now and what it will – and should – be in the future. Governors asked that the new education lead for Nottinghamshire County Council be invited to the college, and it was confirmed that this has already been planned for action.

The finance director indicated that some recent benchmarking data has prompted an agreement between him and two other local finance directors to drill down and look at where the resources are going. The college would have generated an additional £1.2m, had it met the attrition benchmarks, and this suggests how important it is to look at how the support service offered could pay for itself in terms of retention. It was acknowledged that more resource is undoubtedly needed, but the key point is how to focus this. EMCCA has provided funding to pilot a project to look at how to retain young people in education and reduce the number of NEET young people. This will pay for additional resources, with the caveat that the college will not receive this money for a period of time. This project could involve options which focus less on gaining qualifications and more on engaging young people in courses which will enable their success.

One governor questioned why WNC's attrition rate is worse than other colleges'. The finance director suggested that other colleges may be including shorter programmes in their numbers, which WNC does not do. Furthermore, curriculum teams are highly motivated about the success of their programmes, and attendance concerns can result in withdrawals.

The head of governance noted that the 'talking heads' videos were not available to play within the meeting, and it was agreed that these would be uploaded to the governors' portal and played in the next Workforce Development and Standards Committee meetings as appropriate.

AGREED:

- to note the content of the summary report
- to note the content of the minutes of the meeting
- to note the content of the QIAP report
- to note the update provided in relation to the Ofsted areas for improvement
- to note the content of the combined safeguarding/Prevent, EDI, and priority groups report.

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FINANCE AND ESTATES

The committee chair presented his in-depth report, focusing on the following key points:

- Good news had been received from the Department for Education in that the pay increase funding was £50k higher than anticipated.
- The college had not yet received final confirmation of the National Insurance funding, but the method of calculation was likely to bring benefit to the college.
- An area for further consideration was that the college would not receive the full amount of in-year funding originally expected, and this will impact on finances. However, the finance director indicated that revenue for 16-18-year-olds will be up by £4m next year. The challenge is that the college needs to consider both staff pay awards and providing additional resource for increased learner numbers. The expectation is that there will be no in-year growth funding.
- Governors were asked to approve the Tuition Fee Policy 2025/26, changes to which were nominal, administrative updates. This will need one minor modification – the DfE's funding rules are referenced, but EMCCA will also be releasing a document with its own funding rules, and this detail will need to be added when possible. Governors were happy to approve the policy once this addition had been made.

AGREED:

- to note the content of the chair's report
- to note the content of the detailed minutes of the meeting
- to note the Management Accounts for February 2025
- to approve the Tuition Fee Policy 2025/26 with the addition of the EMCCA funding rules information.

10

AUDIT AND RISK

The committee chair presented his report, particularly inviting governors to note the following:

- The progress in respect of the college's website is exceeding expectations.
- The progress in respect of the audit programme, however, has been disappointing, and this has been strongly communicated to the audit team. They will need to increase their efficiency in order to complete the programme by June.
- Leaders and managers were particularly asked to be mindful of novel, contentious and repercussive transactions, particularly in relation to expenditure in relation to the purchase and repurposing of property.
- Charles Heaton will join the Audit Committee from 1st August 2025 as committee chair, following an invitation and vote by the committee.

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The chair indicated that the college is due to re-tender for its auditors, internal and external, in 2026 for new service providers to come into effect from 2026/27. The internal auditors have been fantastic, but they have grown their marketplace over the past year and this has adversely impacted the service. This will need to improve, and the Audit Committee will need to decide during 2025/26 how to progress the tender. There is some concern that the marketplace is small for FE, but it will strongly need to be considered whether retaining the same set of auditors for a third cycle is appropriate (although it was noted that the audit team itself has not been the same throughout).

The finance director provided a verbal update in that the majority of the audits had been received in at least draft format and were at the management response stage, so commitment had been honoured.

AGREED:

- to note the content of the chair's report
- to note the content of the minutes of the meeting
- to note the appointment of Charles Heaton as committee chair from 1st August 2025
- to note the updated 2024/25 risk register
- to note the 2024/25 College Accounts Direction, RSAQ and college auditor framework and guide, and the explanatory covering report
- to note the internal auditor's progress report.

11 EXECUTIVE REPORT

The vice principal: communications, engagement and student experience presented her in-depth report.

One item for the board to approve was the Association of Colleges Mental Health Charter. The EDI steering group had considered this and felt it would be a positive thing for the college to make this commitment. The vice principal confirmed that there was no cost, and it would involve pulling together a small, internal working group. There were four aspects to the charter, covering both staff and student wellbeing, and it was felt that bringing this together under a single action plan would be useful as there was more which the college could do for staff. The first stage of would be an internal self-assessment to generate an action plan, and the Standards Committee would have oversight of this from a governance point of view.

Diary dates were promoted to the board, and governors were encouraged to attend the awards evenings in late June, if they possibly could.

The academic staff governor raised a question in relation to T Levels, specifically whether these would continue to be gold star qualifications

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without the same level of funding initially applied to them. It was confirmed that the interim report from the Curriculum and Assessment Review indicates that the government has an aspiration for these to still be gold star, but it has been recognised that the T-Level entry requirements are high. Therefore, there needs to be an alternative option. Clarity was provided that the funding for T Levels still carries a 5% premium, albeit this used to be 20%. Even with the reduced funding, T Levels still stand out in terms of funding, compared to other qualifications. The staff governor questioned what the chance is that the premium will eventually be removed completely. Although it was acknowledged that removing the premium presents a potential cost-cutting opportunity for the DfE, it was felt to be likely that this will remain at 5%. However, governors do need to be aware that there was a chance for this to be reduced to 0%. Should this happen in the future, however, it would not impact delivery for the college.

The annual strategic conversation took place with the DfE, and this was felt to have been very positive. The college will receive a letter with recommendations and actions in due course. Thanks were extended to all who participated in this meeting – discussions were open, honest and transparent. The vice principal indicated that she had received a positive email from the individual who was in attendance from the FE Commissioner's office to pass his thanks to the principal for creating a very successful college. Governors were informed that the college had received an offer of support with apprenticeships from the FEC's office, and this had been accepted.

AGREED:

- to note the content of the update
- to approve that the college will sign the Association of Colleges Mental Health Charter.

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VISION UPDATE

Following the strategy day in March 2025, the vice principal: communications, engagement and student experience presented the next steps of defining the new vision, which governors and the Executive team had spent a lot of time looking at during March's strategy day. Governors were informed that four options had been shortlisted by the Executive team to be shared with staff. Staff would then be asked to pick which parts they favoured the most from each. The four options were:

1. "To inspire learners and the community to reach their full potential through innovative education and skills development. As the driving force behind local success, we will connect ambition with opportunity, equip individuals to meet the evolving challenges, and stand at the heart of a thriving united region."

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2. "A force for raising aspirations in our communities where highly skilled, compassionate and caring staff deliver inclusive and high-quality education which equips students, partners and employers with the knowledge, skills and resilience needed to excel in a rapidly changing world."
3. "To inspire learners and the community to reach their full potential through innovative education and skills development. Collaborating with businesses and stakeholders to support the development of the future workforce."
4. "Renowned for outstanding collaborations which build exciting opportunities for local people and create transformative experiences for our students, who consistently exceed their own expectations by progress without fail into higher education or the career of their choice."

It was clarified that the final vision may be a combination of these, depending on the outcomes of the second survey of staff.

Governors were invited to comment on these suggestions and the approach, and the vice principal explained that those stakeholders who were present at the strategy day would also receive a similar update and opportunity. The final vision will be agreed at the next strategy day, which is scheduled to take place in June.

AGREED: to note the content of the update provided.

13 **GOVERNORS' STRATEGY DAY – 12TH JUNE 2025**

The head of governance explained that the focus of the next strategy day would be the work in relation to the vision. The Strategic Plan 2025-2028 will also be on the agenda so that this can be drafted for July's board meeting and finalised for approval in October 2025.

The vice principal: communications, engagement and student experience had drafted an agenda, which was tabled at the board meeting. She indicated that heads of department and some other individuals would be invited to join to take part in a deep dive discussion focusing on attendance, as governors had requested a 'staff voice' opportunity. Governors had also requested extended time to network and get to know each other, and this had been included in the form of an extended lunch break. Governors were invited to feed back to the head of governance or the vice principal if they felt that there was anything missing from the agenda.

One governor suggested considering holding the strategy days across the other sites. The head of governance and director: IT, estates and learning resources explained that, while it would be possible to arrange tours for governors if dates could be agreed, there was not sufficient

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space at other sites to enable large meetings to be held. One governor suggested that governors could have the opportunity to visit the other sites prior to board meetings, including providing a minibus for larger groups. One governor suggested using the 1.5-hour networking time to travel around a few of the sites on 12th June; however, when exploring the logistics of this following the board meeting, it was found that it would not be practical.

Governors were made aware of the opening of the Gene Haas centre in July and a visit to the college by Amy Harhoff from EMCCA, both of which the vice principal welcomed governors to join. It was agreed that dates would be circulated once they were available.

AGREED: to note the content of the verbal update and the draft strategy day agenda presented.

Exec PA

Aug 2025

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MANSFIELD AND ASHFIELD BUSINESS NETWORK DETAILED UPDATE

The vice principal: communications, engagement and student experience presented her annual update in relation to the business network.

She reminded the board that the college took over the operations of Mansfield and Ashfield 2020 in April 2024, and the network was then rebranded as Mansfield and Ashfield Business Network (or MABN). It was launched via an online event in September 2024 and an in-person event in October 2024. Membership has since expanded, with private sector businesses brought in. Membership had grown to 98 businesses, if including patrons, and a further 25 new members were being targeted before the end of September 2025.

MABN offers three regular events: a business breakfast, Women in Business, and a bi-monthly 'pie and a pint' event.

The biggest success to date was the awards evening, which was held at Portland College in March 2025. Over 259 tickets were sold, and there were 11 awards categories, all with a sponsor. Over 75 submissions were received, and winners were evenly spread between both Mansfield and Ashfield.

The vice principal also provided an update in relation to the finance and administration of the network. The audit for the year ended June 2024 was completed by Stopfords accountants, and these accounts have been signed and filed with Companies House. The finance director is in negotiation with Mansfield Building Society about closing down Mansfield and Ashfield 2020's building society account. Its bank account was closed and the balance transferred to the college when the original transfer of operations was actioned. Once the building society account has been closed, Mansfield and Ashfield 2020 can be formally wound up.

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Some small benefits are starting to be seen. For example, following a presentation on AI at the previous breakfast meeting, the college has engaged with three businesses about training for their staff. There have also been enquiries about WNC's online training offer from a number of members.

Given the college's strategic relationship with East Midlands Chamber, ways in which MABN and the Chamber of Commerce can work collaboratively together are being explored.

In summary, the position is largely positive and there is optimism that this will start to generate more business. A challenge emerging from March's strategy day related to the college's engagement with SMEs, and MABN will hopefully be a vehicle through which this can be achieved.

Governors agreed that it was good to see this progress, particularly as the network was previously in danger of folding prior to the transfer of operations. It was agreed that this network is essential and should be supported to continue, as it is at the heart of the business community which the college serves.

AGREED: to note the update provided.

15 GOVERNANCE UPDATE

The head of governance presented this report and its appendices. She firstly drew the board's attention to the proposed calendar of meetings for 2025/26. Although this would not be considered final until July's board meeting, governors – particularly committee chairs – were asked to notify the head of governance if any of the proposed dates were not convenient. This would enable an early assessment of likely quoracy and would allow alternative dates to be sought while there was still time for discussion and change.

A particular point upon which feedback was requested was whether the strategy days should shift to a later time slot (i.e. 1pm-7pm as opposed to 9am-5pm) to try to maximise attendance. The chair acknowledged how challenging it can be to attend, and it is appreciated that cannot plan for everything. The finance director suggested conducting a Doodle poll and selecting the majority choice, and governors felt that this would be a very democratic way of deciding how to move forward. The head of governance agreed to pick this up.

Governors were invited to join the internal validation meetings in November 2025. The head of governance was able to provide a verbal update that two governors had already volunteered for some of the meetings, although she had not yet had the opportunity to respond. The meetings were arranged to enable attendance either in person or via

Head of Gov. July 2025

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Teams, and governors were encouraged to contact the head of governance or the executive PA, Sarah Briggs, if they were able to attend any of the meetings. The chair indicated that these provide a really good understanding of what is going on in curriculum, and she encouraged governors to attend if they possibly can.

Governors received an update against the recently published FE Commissioner's report in relation to another college. The head of governance gave assurance that West Nottinghamshire College was not at risk in respect of any of these recommendations and, where there was a potential chance of risk, changes would be put in place to negate this.

One governor asked that the board receive a report of the Executive salaries once per year, and it was agreed that this detail would specially be provided outside of any agreed pay increases to correlate with those across the wider college. The finance director indicated that there will also be a separate line within the management accounts to show actual senior pay against the budget set, in order to enable any variance to be seen. It was also agreed that governors would receive the whole college pay scale once per year through the Workforce Development Committee.

There was general discussion around the FEC's report, and it was noted that WNC has worked really hard to ensure it is open, transparent and honest in everything it does. This is part of the values. Governors were assured that the college was in a positive position in this respect; however, it was acknowledged to be necessary to keep asking questions to ensure that this is sustained. WNC has triangulation between the committees and the board, with self-assessment of committees going to the board where it can be challenged. Openness and transparency should be part of every element of college life. It was acknowledged that WNC has evidenced that it is not afraid of whistleblowing, which cannot be said for every college. It is also important that conflicts of interest are very closely managed, and this is the case within WNC. It is necessary to be vigilant and support people to raise concerns through the appropriate medium, and to continue to strive to promote the values. It is key for governors and staff alike to remember that the organisation is about the contribution of all of its people – one person does not make the organisation. Strength of management is key to the college's success, and governors took this opportunity to remind the head of governance and the senior team of the need to ensure that a strong succession plan is in place.

Finally, the SEND link governor had recently undertaken a second meeting with the assistant principal: inclusion, and the feedback and outcomes from this meeting were attached for governors to note. The link governor indicated that some of the areas which she is looking at with the assistant principal were touched upon earlier within the

Head of Gov.	Ongoing
FD	Ongoing
HR Director	Ongoing

Signed: Kate Tiscott Meeting Chair Date: 10/07/2025

board's discussions. This link area has huge scope, but they have tried to channel this down to the core issues so that these can be looked at in detail.

AGREED:

- that governors would provide feedback on the proposed meeting calendar so that this could be finalised for July's board meeting
- that the strategy days would be polled
- that governors would contact the head of governance or executive PA to organise invitations to the internal validation meetings in November 2025
- to note the update against the recommendations issued by the FE Commissioner in respect of another college
- to note the outcomes of the most recent SEND link governor visit.

16 ANY OTHER BUSINESS

There were no items of additional business.

17 DATE AND TIME OF NEXT MEETING

The date of the next meeting was agreed as Thursday 10th July 2025 at 17:00.

It was agreed that confidential matters would be recorded separately.

Staff and student governors left the meeting at 18:55.

The meeting closed at 19:25.

Signed: Kate Tiscott Meeting Chair

Date: 10/07/2025