

Minutes of the meeting of the IEG Corporation held in the Lincoln Suite at The Bull Hotel, Peterborough at 1700 hrs on 4 July 2023.

Present	Ian Jackson (Chair)	David Pennell (Vice Chair)	Dr Pam Vaughan	Gillian Beasley
	Angie Morris	Tony Keeling	Rod Allerton	Pamela Kilbey
	Qun Yang	Martin Ballard	Faustina Yang	Mark Haydon
	Vincent Brittain	Marco Cereste	Anthony Warner (Staff)	Rachel Nicholls (CEO)
	Liam Cudlipp (Student PC)			
In Attendance	Joanne Ulyatt (GD)	Ed Thomas (COO)	Louise Perry (CFO)	Sarah Young (VP SSE)
	Alison Fox (EDBD)			
Apologies	Jonathan Teesdale	Prof Sir Les Ebdon	Tori Kaczorowska (Student SC)	Angela O'Reilly (VPCQ)
	Steve Saffhill (Staff)			

PART ONE

69/22 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. The apologies were accepted.
- b. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and interests were declared and identified at appropriate agenda items.
- c. There was no urgent business requested.

The information was received and noted.

70/22 STANDING ITEMS

- a. The Minutes of the last meeting (25 April 2023) were confirmed for signature. **(Action 25)**
- b. There were no matters arising from the minutes.
- c. Outstanding Actions. Actions from the last meeting had been implemented.

		Status
	See referenced minute for full action.	
Action 21	54/22a Minutes of the last meeting (23.02.23) approved for signature	Complete
Action 22	57/22b Annual Report of the Search & Governance Committee to be implemented commencing with a review of the 2022/23 academic year.	In progress
Action 23	59/22e Governors agreed to testing of CGT costs with the market and possible application for DfE loan to meet 31 May deadline if funding bid unsuccessful.	Complete

- d. Training Log; TW noted that he is now a certified trainer and Google Champion.

The information was received and noted.

Actions had been identified. (See Register at end of document)

71/22 COMMITTEE MEETINGS

Minutes of Committee meetings held since the last Corporation were provided; Recommendations to the Corporation for approval were made at the following meetings:

- Finance & Resources, 13 June 2023 – The Health & Safety policy including Statement of Intent was recommended to the Board and is on the agenda, item 81.
- The Search & Governance Committee, 15 June 2022 recommended the appointments of two new governors for approval, David Cashmore and Suneel Appan.
- Audit Committee, 22 June 2023 recommended the re-appointment of RSM as External Auditors for a term of 3 years following a tender exercise. The lack of a competitive environment for tenders and difficulty in attracting new entrants to the market is a strategic risk for the sector that has been raised with FEC and the AoC.

The appointments of DC and SU to the Corporation Board for a term of office of 4 years from 1 September 2023 were **approved**.

The appointments of DP as Chair of the Corporation Board and AM as Vice Chair of the Corporation Board were **approved**.

The Corporation Board **approved** the following extensions to terms of office:

- RA extended to 3 July 2024
- JT and MC extended to 31 July 2027

The Corporation Board **approved** the re-appointment of RSM as External Auditors for a term of 3 years.

The information was received and noted.

72/22 CHIEF EXECUTIVE OFFICER (CEO) REPORT

The CEO Report was considered. The full Reports and Appendices had been circulated well in advance of the meeting and had been noted, particular issues were:

- a. National pay negotiations and industrial action. IEG would expect only pockets of strike action and mitigations are in place to manage issues that arise, but this has been added to the risk register.
- b. Positive news regarding a successful bid for bootcamps.
- c. Feedback received regarding the Accountability Statement is reflected in the revised version and it was confirmed that the deadline for submission was met.
- d. A third-party data breach involving pensions data transfer was flagged up. IEG are supporting staff affected in so far as possible but it is an issue that needs to be addressed directly with the provider. Most affected are those people already in receipt of pension because the provider would also hold their bank details. RN has received no communications directly from anyone involved and is satisfied that it is being actively managed.

The information was received and noted.

73/22 CORPORATION & COMMITTEE MEETING SCHEDULE 2023/24

The proposed 2023/24 meeting schedule was presented for approval. The Board meeting scheduled for 17 October 2023 was problematic for a number of members, including the Chair, and it was agreed to reschedule this for 5pm on Tuesday 31 October 2023 at Stamford College. Similarly, the date for the December Board posed some issues and was therefore moved to 5pm on Wednesday 13 December at Peterborough College. *JU to circulate the revised schedule to all governors and the Executive Team. (Action 26)*

The Corporation & Committee Meeting Schedule 2023/24 was **approved** by the Corporation Board, incorporating the revised October and December Board meeting dates.

The information was received and noted.

Actions had been identified. (See Register at end of document)

74/22 ANNUAL GOVERNOR TRAINING SUMMARY 2022/23

- a. The annual training summary was presented demonstrating good engagement with training opportunities. Governors were encouraged to contact the GD if there was any training they would like to access.

The information was received and noted.

75/22 LINK GOVERNOR SCHEME 2023/24

- a. Governors were advised of proposed revisions to the Link Governor Scheme. This will be finalised over the summer and guidance and pairings would be presented at the October Board meeting. Governors were invited to send expressions of interest if they had particular areas they wished to be paired with, in particular for the roles of Lead Governor for Skills, Lead Governor for SEND and Lead Governor for Careers Guidance.

The information was received and noted.

76/22 EXTERNAL GOVERNANCE REVIEW 2022/23 & NEW BOARD PORTAL

- a. Governors were given an update on the procurement process which is now complete. The External Board Review will begin in the Autumn Term 2023 and will be conducted by the ETF. The reviewer will attend some meetings in person and join some remotely to observe. There will also be a desk-based review and a survey for governors to complete.
- b. The contract with Board Intelligence will cease at the end of July and we will move across to the new portal, Team Engine. Governors will receive log in details to join over the coming weeks and a demo will be provided at the Governor Development Event in October. The Team Engine portal has some additional features which should prove useful which were outlined to governors.

The information was received and noted.

77/22 GOVERNOR DASHBOARDS 2022/23

- a. A positive end of year outturn in terms of results was presented; positive financially, achieving growth targets and increasing income. Valuing Our People indicates long term sickness is reducing and retention improving. Progress is being seen and it is hoped that the wages uplift, RLW and mental health support available will continue to have impact.
- b. Challenges around attendance and retention still persist following the impact of Covid on mental health issues and behaviour patterns, but IEG is working hard to try to support learners to remain in learning where they are able to complete, achieve and progress in their courses. Some are previous school refusers. There were no red flags around attendance from Ofsted.

The information was received and noted.

78/22 FINANCE REPORT (INCLUDING CAPITAL REPORT)

3 Year Financial Plan

- a. The 3-year plan was presented for approval. This has been challenging because IEG is planning for growth against the lagged funding model in FE. Next year needs to deliver an efficiency plan which the CFO is confident can be achieved. The request for approval includes one late change to the plan made following conversations with DfE regarding capital and cash holdings which resulted in a planned increase in capital spend in the final year of the plan to improve the estate which will reduce cash days down to 45 against the current strategic target of 60.
- b. Governors asked whether IEG needs to borrow via the DfE loan; the bid submitted keeps IEG financially strong and frees up cash to spend on other areas that require spending. Accessing the loan would keep IEG safe in the event of a difficult financial year.
- c. The financial planning handbook also requires governors to sign off the College Financial Forecasting Return as being consistent with the financial plan. The return is formatted differently to the financial plan but the summary pages were provided for review, along with a short reconciliation between the two formats.

The Corporation Board **approved** the 3-year financial plan 2023-26

The Corporation Board **approved** the College Financial Forecasting Return (CFFR) for submission by 31 July 2023.

P10 Report

The P10 report was presented indicating a generally positive position and the most stable report in the last few years following the disruption of Covid.

- a. The full year forecast showing a surplus at £263k against the planned year end surplus of £534k was anticipated early on due to decisions made around pay awards.

- b. Changes made within the commercial operations around Easter for catering halted a downward trajectory; there have been really positive outcomes in terms of the increase to the discretionary bursary and FSM take up has increased to 60% from 38% as the increase in allowance has encouraged more uptake of the facilities. The number of students entitled to some bursary next year is expected to be doubled as thresholds move again; there are now far more analytics sitting behind this so it can be better understood and better allocated to optimise use. Catering also provide free breakfasts for staff and students which has been well received.
- c. Cash days remain exceptionally strong, predominantly due to unplanned capital grants received in year without the opportunity to deploy all of this funding so some will be sitting in the bank at year end.

Policy Approvals

Two key IEG financial policies were presented to the Board for approval following recommendation by the Finance & Resources Committee; the Financial Regulations Policy and the Fees Policy.

Changes were summarised and were mostly due to ONS reclassification and sign offs required by the DfE. All amendments were reasonably routine; permission has already been requested from the DfE in relation to the IEG Financial Guarantee for UCP but they are yet to respond.

The Corporation Board **approved** the Financial Regulations Policy and the Fees Policy.

The information was received and noted.

79/22 RISK MANAGEMENT REPORT – REVIEW OF STRATEGIC RISKS

The report was presented with one key change to a residual risk in the BAF in this iteration. Enrolment risk reduced this year compared to prior years in terms of applications at this point compared to prior years. IEG's previous conversion rate experience suggests growth targets will be met. Otherwise the BAF remains stable. A lengthy discussion regarding cyber risk at Audit Committee will be considered further over the summer and addressed.

The information was received and noted.

80/22 APPROVAL OF RATIONALE FOR SUBCONTRACTING

The 'Rationale for Subcontracting' was presented which is a requirement of the ESFA subcontracting rules and outlines the reasons why IEG subcontracts in the way it does. There were no changes since last year.

The Corporation Board **approved** the 'Rationale for Subcontracting' for publishing on the IEG website.

The information was received and noted.

81/22 HEALTH & SAFETY POLICY INCLUDING STATEMENT OF INTENT

The Health & Safety Policy and Statement of Intent had been recommended to the Board for approval by the Finance & Resources Committee. An update on H&S performance across the group was provided.

The IEG Corporation Board **approved** the Health & Safety Policy including the Statement of Intent.

The information was received and noted.

82/22 CENTRE FOR GREEN TECHNOLOGY UPDATE

- a. An update report was provided.
- b. Following approval to re-enter talks with contractors, IEG issued a non-progression letter with Kier and removed them from the project. Initial pricing has been received back from Cleggs and prices from Lindums are awaited. Prices will be held for 90 days.
- c. It is expected that a £400-500k contingency will be able to be created.
- d. RN and ET are due update the Towns Fund regarding the new contract, new price held for 90 days, value engineering, and that a loan application with the DfE for £5.5m is now in; any potential for additional funding will be sought.
- e. The loan decision is due around August/September therefore an out of committee paper or a Special Meeting will be required regarding the loan outcome and intention to contract. If not

approved it is possible that there could be further opportunity for discussions with the DfE or that they may offer a reduced amount.

- f. Capacity of building is circa 235 students and is needed for growth plans. If the loan is not agreed then the project may need to be scaled back and there would be some funding to pay back if the project did not go ahead. The project has an NPV of circa 25 years so it would pay itself back in the lifetime of the building.
- g. The risks and opportunities were discussed.
- h. IEG is confident of support from local MPs and the council following a number of positive conversations. Relationships are very good and IEG is solidifying its position in the community. RN received support from local MP Paul Bristow who advised he will support the loan application with a direct letter.
- i. The CGT is an innovative project with a clear message about developing the curriculum to meet local needs and it is important not to forget the vision and the step change that the building would make to the Group.

The information was received and noted.

83/22 WELLBEING ANNUAL REPORT

- a. An overview of work undertaken in Wellbeing was provided showing significant progress driven by the Wellbeing Committee. Wellbeing Wednesday has been particularly successful and well received by staff for the 'Valuing Our People' piece. *Staff Conference date to be added to the governor calendar when the new portal is up and running. (Action 27)*
- b. Launch of Mental Health Champions was noted.
- c. Light touch, low level support – signposting, encouraging and promoting that it is ok to not be ok and where to go for help needed.
- d. How to take a snapshot and measure the impact over the coming year is under consideration.
- e. Next steps will be promoting what is available and how to access again from September.
- f. Governors noted the excellent work ongoing and thanked the team.

The information was received and noted.

84/22 URGENT BUSINESS AND NEXT MEETING

There had been no urgent business agreed.

85/22 DATE OF NEXT MEETING

The next meeting would be at 1700 on Tuesday 17 October 2023

MH and LC were thanked for their contributions to the Corporation Board and their committees as this would be their last meeting.

Having served over 5 years as Chair of the Corporation Board and 10 years on the Boards of PRC/IEG, IJ bid his farewell to the Board and enormous thanks were expressed to him for all he has done for the organisation.

ACTION REGISTER

See referenced minute for full action.		Resp	By
Action 25	70/22a Minutes of the last meeting (25.04.23) approved for signature	GD	wie
Action 26	73/22 JU to circulate the revised meeting schedule to all governors and the Executive Team	GD	wie
Action 27	83/22a Staff Conference date to be added to the governor calendar on the Team Engine portal	GD	wie
Action 28	86/22 Confidential Minutes of the last meeting (25 April 2023) were approved for signature.	GD	wie

Staff and student governors and those in attendance left the meeting for confidential items.

86/22 CONFIDENTIAL MINUTES OF LAST MEETING (25 APRIL 2023)

The Confidential Minutes of the last meeting (25 April 2023) were **approved** for signature. **(Action 28)**

The meeting concluded at 6:25pm.