

BOARD OF GOVERNORS

MINUTES OF A MEETING OF THE BOARD OF ACTIVATE LEARNING

HELD AT THE CITY OF OXFORD CAMPUS ON 11 DECEMBER 2017

PRESENT:	Chris Jones	Chair
	Sally Dicketts	Chief Executive Officer
	Tracey James	
	Maire Brankin	
	Pauline Odulinski	via Conference Call
	Malcolm Wicks	via Conference Call
	Dermot Mathias	
	Nigel Rayner	
IN ATTENDANCE	Ben Sims	Staff Governor
	Anja Owona Okoa	Student Governor
	Stephen Ball	Chief Finance Officer
CLERK:	Lynn Payne	
	Jamie Wade	

PART I

MINUTE
NO.

ACTION

The meeting started at 16.10

1

The Chair reminded the Board that the CEO had previously circulated an email Governors regarding the appointment of the Clerk to the Corporation, to which no objections were received, and **the Board approved the appointment of Jamie Wade as Clerk to the Corporation.**

2.

Notification of new Staff Governor and Student Governor

3.

4

6.

The Chair welcomed the new Staff Governor and Student Governor, and **the Board ratified their appointments.**

Apologies were accepted from Paddy Austin, James Dipple, Nina Robinson and Julia Von Klonowski.

The Chair declared that a report from City & Guilds was used in the papers
No other member declared any conflict of interest, gift or hospitality

**MINUTE
NO.**

ACTION

who gave a summary of the report.

The Board noted that they were pleased with the Staff Development work outlined in the report and it was agreed that the presentation should be rescheduled for the next meeting.

Agenda Item Corporation Board Meeting 10 February 2018

Deep Dive – Staff Development

Clerk

always clearly communicated or followed up. This was noted.

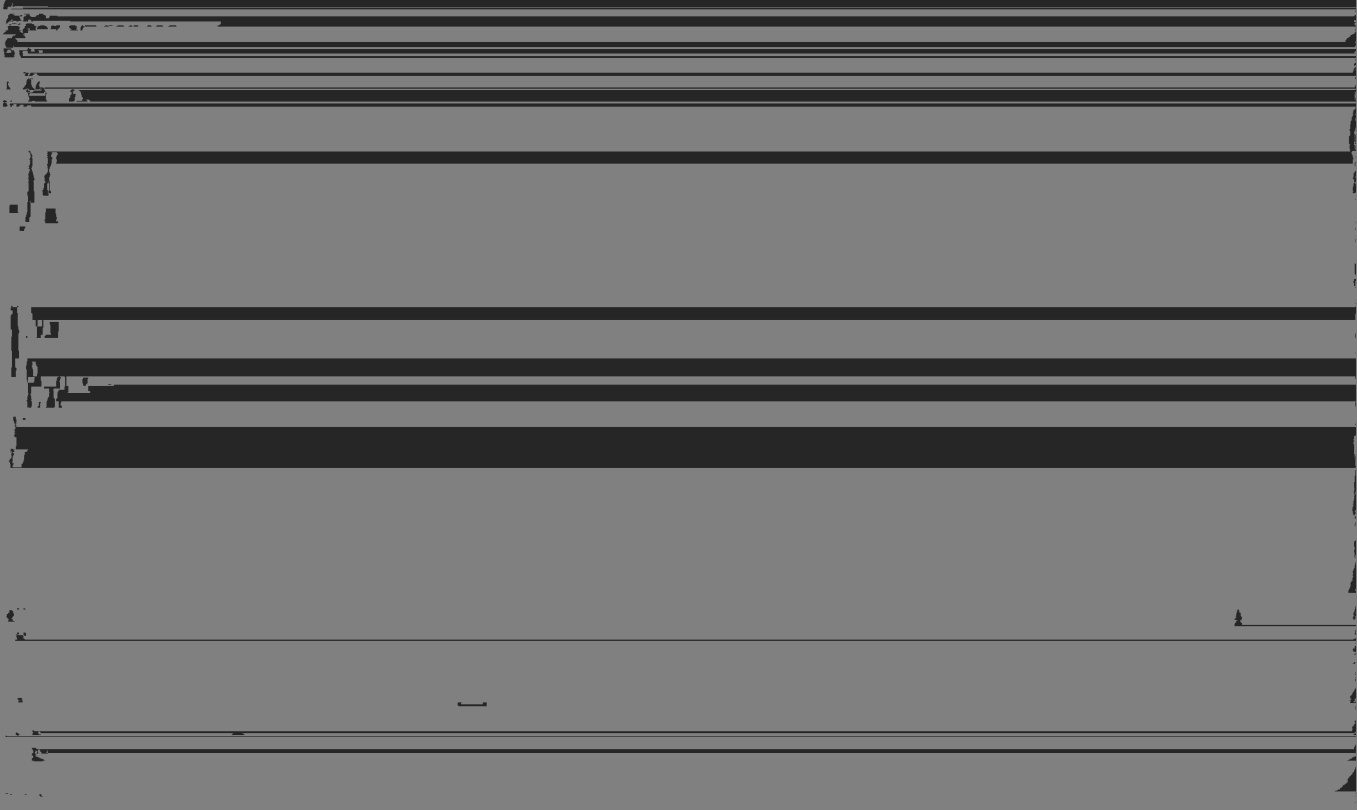
8 Finance and Performance

a) Management Accounts and Year End Forecast

The CFO presented the Management Accounts for the first 3 months of the 17/18 academic year, and noted that the current full year outturn estimate is to achieve the budgeted surplus and that key variances were being managed within the existing budgets. The accounts showed that the net loss of £0.2m was £0.5m below budget.

The Board noted that the report was a work in progress and the KPIs may need to

W



f) Update on Property and Facilities Projects

The CFO provided a verbal update on Property and Facilities Projects and it was noted that there were no major projects underway.

g) Health and Safety Updates

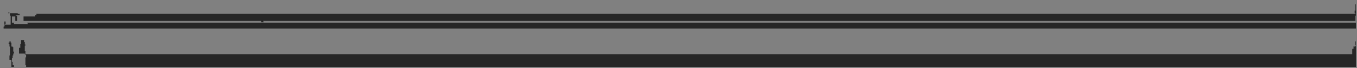
The CFO provided a verbal update on Health and Safety and informed the Board that there would be a full, written report at the next meeting.

h) Risk Register

The Chair of the Audit and Risk Committee recommended the Risk Register to the Board on behalf of the Committee and advised the Board of the ~~robust~~ consideration given to the register by the Committee. The Committee also recommended that the Board undertake a strategic-level risk assessment. **All members were agreed.**

**Agenda Item: Governors' Away Day
Strategic Risk Assessment**

Clerk /
Agenda



MINUTE
NO.

ACTION

b) Search and Governance Committee

The Board noted the minutes of the Search and Governance Committee meeting on 16 October 2017.

The Chair of the Committee presented the Governance Self-Assessment Report 2017, and the Board approved the report, subject to minor changes to align with Activate Learning terminology. **All members were agreed**

Chair of
Committee

The Chair of the Committee summarised the Committee's discussion during the meeting of 11 December 2017, and the Board considered the Committee's recommendations for governor induction and development. The Staff and Student Governors agreed that a buddying scheme would be helpful.

c) Remuneration Committee

This item was covered under the Part II agenda.

13.

Date 19 18