

Corporation Minutes

Date & Time	20 October 2025	5:30pm
Date of next meeting	15 December 2025	5:30pm
Location	DH003	Telford College, The Quad
Governors attending	Angel Anish Abraham	AAA Student Governor
	Shaukat Ali	SA Independent Governor
	Jim Arnold	JA Chair of the People, Finance & Resources Committee
	Richard Cambray	RC Link Governor, Capital & Estates
	Gill Eatough	GE Chair of the Quality of Education & Safeguarding Committee
	Sue Gill	SG Independent Governor
	Natalie Headley	NH Link Governor, EDI
	Ann Johnson	AJ Link Governor, EDI
	Ruth Matthews*	RM Link Governor, Sustainability
	Chris Pallett	CP Vice Chair of the Corporation
	Chloe Parkins	CPa Student Governor
	Gavin Sermon*	GS Independent Governor
	Teresa Tanner	TT Link Governor, Safeguarding
	Lawrence Wood	LW Principal & CEO
	Clerk	Joanna Perch
In attendance	Caroline Bastow	CB Vice Principal Support & Performance
	Louise Biffin	LB Chief People, Finance & Operations Officer
	Sarah Davies	SD Executive Director, Partnerships & Employer Engagement
Apologies	Rob Lees	RL Vice Principal, Curriculum
	Gail Bleasby	GB Chair of the Corporation
	Martin Seymour	MS Staff Governor
	Hollie Whittles	HW Link Governor, People & Culture
	Claire Wincott-Holder	CWH Independent Governor

Attendance via Teams*

No.	Item	Action
-----	------	--------

OPENING OF THE MEETING

1. **Welcome and Introductions**

- 1.1. The Vice Chair of the Corporation opened the meeting, noting apologies from GB and CWH and HW, highlighting that RM and GS would be joining via Teams.
- 1.2. Each member of the board introduced themselves to the new student governors, Chloe Parkins and Angel Anish Abraham.

BOARD DEVELOPMENTS AND UPDATES

2. **Written Resolutions**

There had been no written resolutions since the previous Corporation meeting.

STANDING ITEMS

3. **Procedural Matters**

- 3.1. There were no Conflicts of Interest declared before or during the meeting.
- 3.2. There were no changes to the register of interests declared before or during the meeting.
- 3.3. No items on the agenda were identified for confidential discussion that were not already in confidential session.

4. **Minutes of the previous meeting**

- 4.1. The Vice Chair of the Corporation noted an amendment needed. The Chair of the Corporation had been noted as present when she had sent her apologies. It was requested the Governance Professional amended accordingly.

- 4.2. **Governors acknowledged the Corporation's approval of the minutes from the meeting held on 23 June 2025, subject to the Vice Chair of the Corporation's requested amendment.**

Approved

STRATEGIC SESSION

5. **Strategic Plan**

- 5.1. The Principal / CEO presented the revised strategic aims of the College for final feedback. He noted previous discussion and feedback received at the strategic away day held in July 2025, highlighting how this had been addressed.
- 5.2. The Principal / CEO highlighted the new values outlined in the document. He noted that these values resonated with students.
- 5.3. Governors were asked to review and approve the Strategic Plan for 2025-2028.

Governor Challenge, Queries and Observations

- 5.4. Governors welcomed the clarity of the document and suggested that it should reflect the College's own strategic priorities rather than quoting Ofsted terminology. The Principal / CEO agreed to take this onboard.

- 5.5. **The Corporation approved the strategic aims, the vision, the mission and the values outlined in the 2022-2028 Strategic Plan.**

Approved.

[NH joined the meeting at 17:47]

6. Marches LSIP

- 6.1. The Executive Director Partnerships & Employer Engagement had circulated the LSIP report prior to the meeting for information. She outlined how the report had been compiled and highlighted the key issues, areas for improvement and recommendations arising. The feedback received for the College was noted and the Executive Director Partnerships & Employer Engagement advised that employers had expressed a strong willingness to work with the College and contribute to shaping the curriculum.
- 6.2. The Executive Director Partnerships & Employer Engagement noted that the College now had a draft Employer Engagement Strategy in place, a new PRM system due to launch shortly and ongoing work to enhance the employer section of the College website. She advised that the next round of the LSIP, which operates on a three-year cycle, had been delayed due to the transfer of responsibility from the Department for Education (DfE) to the Department for Work and Pensions (DWP). The College was awaiting final sign-off and had been informed that the next phase was likely to focus on soft skills, which aligned well with existing College priorities. It was, however, noted that there was unlikely to be an LSIF attached to the next round, meaning the associated funding may not be available.

Governor Challenge, Queries and Observations

- 6.3. Governors observed that the report identified key areas where employers were seeking engagement, particularly through college websites and value-based face to face contact. Governors welcomed confirmation that improvements to the College website were underway. The Executive Director Partnerships & Employer Engagement noted that dates had now been set for the forthcoming employer hubs, which would provide opportunities for direct, in-person collaboration.
- 6.4. The Vice Chair of the Corporation acknowledged the report had been produced by the Shropshire Chamber of Commerce rather than the College and discussed the College's relationship with the Chamber. It was noted that this relationship was positive and collaborative.
- 6.5. The Chair of the Quality of Education & Safeguarding committee discussed the scale of employer engagement highlighted within the report and noted that any opportunities for the College to help address local skills shortages should be explored.
- 6.6. Governors observed that many employers continued to find educational terminology difficult to navigate and reflected on the challenge of meeting such varied employer needs.
- 6.7. The Executive Director Partnerships & Employer Engagement advised that much of the recent feedback had focused on soft skills and the need for work readiness among students, while noting that employers also sought experienced candidates. It was acknowledged that this presented a balance between developing skills and providing opportunities for experience.
- 6.8. The Chair of the Capital Projects Subcommittee further noted the value of maintaining an active dialogue with employers and was advised that a new employer survey was about to be launched, providing a stronger basis for comparison and improvement in future years.

GOVERNANCE

7. **Governors' Updates**

- 7.1. The **Safeguarding link governor** reported she had recently met with the College's new Safeguarding lead, describing the meeting as very positive and productive. She advised that she planned to hold such meetings regularly to maintain ongoing dialogue and assurance.
- 7.2. The **EDI link governor** reported that she had continued to support Equality Impact Assessment activity within the College and noted that engagement from managers had been highly positive. She suggested that the next step could involve developing opportunities for peer-to-peer support.
- 7.3. The **Capital Projects link governor** advised that he had attended recent meetings relating to the ongoing building projects. He noted that an initial gap in understanding around the library project had been addressed, and while such projects were not without challenges, he was satisfied with current progress.
- 7.4. The **Chair of the Quality of Education & Safeguarding committee** observed, having read the 2025 KCSiE guidance, the document had evolved significantly in both content and scope and commented positively on the strength of the latest version.

8. **Governance Away Day Feedback**

- 8.1. The Governance Professional received feedback from governors on the most recent governance away day.
- 8.2. Governors reflected positively on the recent Governance Away Day, noting that it had provided a valuable opportunity for constructive discussion and that all participants were aligned in their understanding of the College's governance priorities.
- 8.3. Governors welcomed the involvement of Executive Leadership Team (ELT) members, commenting that their participation had given helpful insight into operational roles and priorities.
- 8.4. It was agreed that future away days should continue to be held as half-day sessions rather than full-day events.
- 8.5. In response to the Vice Chair of the Corporation's query regarding how beneficial the day had been for members of the ELT, the Vice Principal Support & Performance confirmed the session had been beneficial from a management perspective, providing an opportunity to share day-to-day challenges and explore how the board could best support the ELT.
- 8.6. Governors also noted that the social element of the Away Day had a positive impact helping governors feel more connected and fostering a greater sense of teamwork and collaboration across the Board.
- 8.7. In response to query from the Governance Professional regarding the venue, governors noted although the event had run smoothly, the setting had felt more appropriate for a social function than a professional or corporate event.

9. **Risk & Compliance**

9.1. Governance Risk Register

- 9.1.1. The Governance Professional reported the Governance Risk register had been included in the meeting pack during her recent absence, noting the version presented was the previously reviewed register, now requiring update. She highlighted a number of entries were now out of date.
- 9.1.2. She advised the Director of Finance had transferred the existing data into the new risk management system and provided assurance that she had scheduled training with the Director of Finance on the use of the new risk management system. The Governance Professional confirmed, following this training, she would undertake a full review of the Governance Risk Register.

Review the risk register and update all relevant items.

Governor Challenge, Queries and Observations

- 9.1.3. The Chair of the People, Finance & Resources committee observed the pre-mitigation and post-mitigation scores in relation to risk GV02 and requested further assurance on how the score could be reduced to within the green threshold.
- 9.1.4. The Governance Professional advised that this was the level previously agreed by the Board and that a full review would take place at the forthcoming Strategic Away Day in January as per board's previous request.
- 9.1.5. The Chair of the People, Finance & Resources committee requested the Governance Professional reassess the risk during her review and ensure it was included on the January agenda for discussion.
- 9.1.6. The Governance Professional noted that she would require completion of her forthcoming training with the Director of Finance on the new risk management system to fully understand the revised scoring methodology now in place.
- 9.1.7. The Chair of the Quality of Education & Safeguarding committee considered the board was largely compliant in its governance practices and suggested the associated risk should be reviewed. She noted that documentation and procedures were robust and easily accessible for assurance purposes.
- 9.1.8. The Governance Professional agreed, acknowledging that following the implementation of the new governance structure, alongside various procedural improvements, the majority of the risks within the register would now require review and update. She clarified the risk would remain, as governance compliance is an ongoing inherent risk, but the scoring would be adjusted to reflect current controls.
- 9.1.9. The Chair of the Capital Projects Subcommittee suggested that the forthcoming away day could include a training session for governors on the new risk management system.
- 9.1.10. The Chief People, Finance & Operations Officer confirmed that governor training on risk had previously been postponed pending implementation of the new system and that this could now be scheduled.
- 9.1.11. The Vice Chair of the Corporation queried whether there was a defined framework or matrix used to assess governors' training needs to ensure development was targeted and relevant. The Governance Professional confirmed that the College used the ETF training matrix, with all training aligned to the ETF competency framework which were included in the Corporation Handbook. The Vice Chair of the Corporation requested that reference to this framework be included within the Governance Risk Register to demonstrate alignment and ensure the control was fully evidenced.
- 9.1.12. The Principal / CEO noted reference to "new Principal / CEO" under control measures was no longer applicable. The Governance Professional agreed, adding that a similar update was required in relation to her own role.
- 9.1.13. The Principal / CEO further highlighted the importance of governors having a clear understanding of the various registers in place across the College, distinguishing between the Governance Risk Register and the Strategic Risk Register, and operational risks.

Governance Professional to arrange governor training on the new risk management system at the next away day.

Governance Professional to include competency frameworks and training matrix in the register against GOV0003

10. Corporation Handbook

- 10.1. The Governance Professional presented the revised handbook highlighting changes made and reasons for inclusion of items within. She noted hyperlinks within the document to aid with navigation as the document was so large.

Governor Challenge, Queries and Observations

- 10.2. The Chair of the Capital Projects Subcommittee noted whilst it was long it was a much more user-friendly format and language than the previous edition. He found the Scheme of Delegation particularly useful.
- 10.3. The Chair of the Quality of Education & Safeguarding committee noted sections within the Instrument and Articles of Government shown as struck through. The Governance Professional highlighted the explanatory notes around this within the

document which clarified the text had been retained in this format for transparency and to preserve the integrity of the original legal document, and that the sections would be removed once formal permission had been received from DfE.

10.4. The Vice Chair of the Corporation observed that embedding full documents within the Corporation Handbook created duplication and increased the risk of inconsistencies, as updates would need to be made in multiple places. He suggested that these documents instead be replaced with hyperlinks to the original versions, ensuring that any future amendments would automatically be reflected in all references. The Governance Professional acknowledged this as a valid and helpful observation and agreed to implement the suggested approach.

The Governance Professional to replace external documents with hyperlinks to original versions

10.5. The Principal / CEO queried whether the full Corporation Handbook would be published on the College website and, if so, suggested that it be reviewed by the Marketing department to ensure a consistent corporate style. He also sought clarification around which elements the College was legally required to publish, which the Governance Professional provided. The Principal / CEO further noted that much of the content within the handbook, such as ETF and AoC reference materials, originated externally, meaning updates would need to be monitored and reflected accordingly. In line with feedback from the recent away day, he emphasised the importance of maintaining sharp focus on statutory requirements and avoiding unnecessary duplication or excessive detail.

10.6. Chair of the Quality of Education & Safeguarding committee suggested hyperlinks or a folder on the Governors' SharePoint could be used for access to items such as the adopted code.

10.7. The Vice Chair of the Corporation noted the commentary within the document regarding waiting lists for the ETF governor induction courses. The Governance Professional had advised these timeframes were outside the College's control. The Vice Chair of the Corporation suggested that a risk be added to the Governance Risk Register to reflect the potential impact of delays in training on new governors' ability to contribute effectively. The Governance Professional agreed and proposed alternative training options be identified as a contingency where necessary.

Add risk to governance risk register around potential impact of delays in training on new governors' ability to contribute effectively

10.8. **The Board approved the document subject to agreed revisions, delegating authority to the Principal / CEO to oversee completion of the amendments in line with the board's intentions.**

Approved

11. Use of the College Seal

11.1. The Governance Professional reported that on Tuesday, 7 October 2025, the Corporation Seal was affixed to the JCT contract between the College and SWG Construction Ltd. for the refurbishment of the Wellington Campus library. The Seal was applied in the presence of the Chair of the Corporation and the Principal / CEO whose signatures authenticated its use in accordance with Article 18 of the College's Articles of Government.

Formally acknowledged.

EXECUTIVE BUSINESS

12. College Principal / CEO report

12.1. The Principal / CEO presented his report which included updates on the following items:

- Learner Outcomes 2024/25
- The Quad
- Apprenticeship Awards
- 2025/26 Enrolment
- University Partnership
- Staff Survey

- Staff Pay Award
- Department for Education Termly Meeting
- Capital Projects
- New Website

- 12.2. The board were asked to consider the contents of this report and provide feedback and guidance to the Principal / CEO as required.
- 12.3. The Principal / CEO outlined recent developments across the post 16 education sector as the new government began implementing its priorities. He noted the increasing national focus on higher-level technical qualifications and the forthcoming White Paper, expected to strengthen collaboration between further and higher education institutions.
- 12.4. He highlighted recent ministerial statements which placed renewed emphasis on post 16 education and on ensuring greater parity of esteem between academic and technical routes. The corporation welcomed this focus and discussed the potential implications for the College's strategic positioning.
- 12.5. The Principal / CEO referred to significant changes within Ofsted's inspection framework and confirmed that he and the Vice Principal Support & Performance would be attending a forthcoming regional briefing with Ofsted to understand the new expectations and evaluation model. Engagement with Ofsted had been constructive and governors would receive further updates through the Quality of Education & Safeguarding committee.
- 12.6. He reported ongoing discussions with regional university partners to develop progression pathways to higher-technical and professional study. Governors were advised that such collaboration could inform future planning for the College estate, particularly at the Wellington campus, where future construction -related provision and facilities investment were being considered.
- 12.7. The Principal / CEO emphasised the significant increase in response rate to the staff survey indicating stronger engagement across the workforce with overall findings showing a positive direction of travel. He noted an accompanying action plan had been produced and would be overseen through the People, Finance & Resources committee.
- 12.8. The Principal / CEO reported on the College's continuing work to support students in selecting the most appropriate study programmes. He highlighted that staff had been engaging closely with students and their families to ensure learners were not set up to fail, and that where a course proved unsuitable, constructive guidance was provided to help students transfer to provision better aligned with their strengths and ambitions.

Governor Challenge, Queries and Observations

- 12.9. Governors welcomed the potential to expand higher-technical partnerships but questioned how the College would manage relationships to avoid fragmentation of provision and ensure consistent student experience and quality assurance across multiple sites.
- 12.10. The Principal / CEO provided assurance that any proposed developments would be subject to full due diligence and options appraisal before being presented for approval.
- 12.11. Governors commended the improved participation rate for the staff survey and asked how feedback would be used to inform the College's workforce strategy. The Principal / CEO confirmed the ELT was tracking actions arising from the survey and embedding outcomes into future staff-development and wellbeing planning.
- 12.12. Governors welcomed the College's proactive approach to early intervention and student support, noting that this reflected a strong commitment to learner success and wellbeing.
- 12.13. The Chair of the People, Finance & Resources committee requested data on A-level admissions, specifically the number of applicants not accepted and how many subsequently pursued A-levels elsewhere. The Vice Principal Curriculum

Vice Principal Curriculum to provide data on A-level applications

explained that the College maintained clear entry criteria to ensure students were placed on courses where they were most likely to achieve success, noting strong outcomes among those progressing through the College's A-level pathways. Governors welcomed the explanation and requested the supporting be presented at the Quality of Education & Safeguarding committee meeting.

and subsequent destinations of students not accepted onto A-level programmes (where available) for the Quality of Education & Safeguarding committee.

13. Full Balanced Scorecard

13.1. The board received an update on the balanced scorecard which set out the performance for the academic year 2024/25 up to July 2025.

13.2. Areas outlined were as follows:

- Course quality
- Learners (ESFA / Apprentices) and Enrolments 2024/25
- Learners (ESFA / Apprentices) and Enrolments 2024/25 (income)
- 16-18 Applications 2025/26
- Financial rating
- Number of leavers

Governor Challenge, Queries and Observations

13.3. The Chair of the People, Finance & Resources committee queried the number of leavers within the curriculum and observed that the figure appeared to have reduced significantly. He commended the improvement as evidence of the positive impact of the Principal / CEO and his team's work to strengthen retention and student support.

13.4. The Chair of the People, Finance & Resources committee sought clarification on staff utilisation, noting improvement in this area.

13.5. The Principal / CEO had referred to previous Corporation discussions which had raised concern that The Quad might not be the most suitable location for the students based there.

13.6. The Chair of the Capital Projects Subcommittee invited student governors to share their views on the experience of being based at the Quad and how this setting supported their learning.

The President of the Student Council responded positively, commenting that the Quad provided a stronger sense of connection with the wider community and better integration of young people into a professional environment than the Wellington campus could offer. She felt the location reflected the College's forward-looking approach and its alignment with local development and employment opportunities, noting that it positioned students well for progression into the workplace and was her preferred location.

14. 25/26 Enrolment to Date

14.1. The board received an update on enrolment for 2025/26 from the Vice Principal Curriculum, including progress against curriculum plan targets and predicted numbers at the 42-day funding qualifying point.

14.2. Enrolments were discussed for:

- 16-18 enrolments
- Apprenticeships
- Adult Enrolment
- Higher Education (HE)

Governor Challenge, Queries and Observations

14.3. Governors noted steady progress and were assured that recruitment targets remained achievable.

14.4. The Chair of the Quality of Education & Safeguarding committee queried the College's longer-term plans for HE provision. The Vice Principal Curriculum

advised that the College continued to review its offer to ensure alignment with demand and local skills needs, noting that some courses had reached their planned conclusion as part of this regular review process. Governors noted the update and were assured that the approach remained consistent with the College's strategic priorities.

- 14.5. The Vice Chair of the Corporation sought clarification on whether the reduction in HE enrolments reflected a wider decline in demand for these courses or a reduced interest in studying them specifically at the College. The Vice Principal Curriculum explained that demand for certain courses was decreasing nationally, with many prospective students opting to enter employment or study part-time while working. Governors noted the explanation and were assured that the curriculum remained under continuous review to reflect evolving learner and employer needs.
- 14.6. Governors queried whether the Inspire to HE initiative remained active and if there was any associated funding the College could access. The Vice Principal Support & Performance confirmed that while the initiative continued, the available funding was minimal and participation would not represent an effective use of resources.
- 14.7. Following discussion on the government's renewed focus on Level 4 qualifications, the Vice Chair of the Corporation observed that universities might begin to review their own positioning and viability in light of this policy direction. Governors noted the observation and discussed the potential implications for the College's higher-level technical offer and progression pathways.
- 14.8. The Chair of the People, Finance & Resources committee referred to the increase in Early Years provision and asked how the College had managed to resource this expansion while maintaining quality and standards. The Vice Principal Curriculum explained that the College had been able to meet the demand largely through internal recruitment and adjustments to existing contracts, supplemented where necessary by short term staffing solutions.

15. **Safeguarding**

- 15.1. The board received the safeguarding update from the Vice Principal Support & Performance.
- 15.2. She informed the board of the recent appointment of a new Director of Safeguarding and Student Support who had assumed the role of Designated Safeguarding Lead (DSL). The postholder had already made a positive impact, including strengthening the links between safeguarding reporting and HR processes to ensure more effective oversight and follow-up.
- 15.3. The Vice Principal Support & Performance outlined strengthened processes implemented, updated policies in alignment with KCSiE 2025 alongside recommended improvements.

Governor Challenge, Queries and Observations

- 15.4. The Safeguarding link governor commended the quality of information provided and the proactive engagement between the safeguarding team and governors.
- 15.5. Governors welcomed the assurance given around the new Safeguarding Manager.
- 15.6. The Chair of the People, Finance & Resources committee sought and was provided clarification around whether other organisations were seeing a similar decrease in mental health incidents.
- 15.7. Governors referred to the College's approach to causal mapping and questioned whether greater use of causal loop analysis could help identify interdependencies between equality, diversity and inclusion outcomes and wider organisational performance measures. The Vice Principal Support & Performance welcomed the suggestion and agreed to explore how this analytical approach might be incorporated into future reporting.

Explore how causal loop analysis might be incorporated into future reporting to help identify interdependencies between EDI outcomes & performance measures.

16. **Policies**

16.1. **Safeguarding & Prevent Policy**

- 16.1.1. The board received the updated Safeguarding and Prevent Policy, noting that it reflected current statutory guidance, including KCSiE 2025.
- 16.1.2. There had been minor changes in formatting alongside names of postholders had been replaced with job roles.

Governor Challenge, Queries and Observations

- 16.1.3. Governors noted terminology amendments needed throughout the document alongside minor grammatical errors.
- 16.1.4. **The Corporation resolved to approve the Safeguarding & Prevent Policy subject to follow up review with Chair of the Quality of Education & Safeguarding committee to address consistency and language for accessibility.**

Approved subject to review.

COMMITTEE REPORTS

17. **Capital Projects Sub-committee**

- 17.1. The meeting minutes of the Capital Project Sub-committee held on 15 September 2025 had been included in the pack for information.
- 17.2. The Chair of the Capital Projects Subcommittee provided an update on the College's ongoing building projects. He confirmed that progress remained on track and that any issues raised during the last committee meeting had been resolved satisfactorily, noting greater oversight.
- 17.3. The new committee's terms of reference were reviewed by the committee and recommended for approval to the board.

Governor Challenge, Queries and Observations

- 17.4. The Chair of the Quality of Education & Safeguarding committee raised the issue of parking congestion at the Wellington campus and asked what steps had been taken to address it. The Principal / CEO advised that a new one-way system had recently been introduced, which had already improved traffic flow. He added that consultation with staff was planned to gather feedback on further site improvements, noting that this aligned with staff survey feedback requesting greater involvement in operation decision-making. He also highlighted plans to enhance on-site maps and signage as part of broader improvements to campus accessibility and organisation.
- 17.5. **The Corporation resolved to approve Richard Cambray as the Chair of the Capital Projects Sub-committee.**
- 17.6. **The Corporation resolved to approve the Capital Projects Sub-committee terms of reference.**

Approved

Approved.

18. **Audit Committee**

- 18.1. The minutes of the audit committee meetings held on 16 June 2025, and the 22 September 2025 had been included in the pack for information.
- 18.2. The Chair of the Audit Committee reported that the committee had reviewed internal audit strategy for the coming year alongside current activity and received positive assurance on key systems. The annual cycle of audit work remained on schedule and no significant control weaknesses had been identified.
- 18.3. He highlighted the new risk management control system implemented and the audit committee's satisfaction with it.

CLOSING OF THE MEETING

19. **Matters Arising**

19.1. The Governance Professional presented the updated matters arising document and reviewed each item outlining the actions taken, current position and any next steps proposed.

Governors considered the progress reported and confirmed which items could be closed and which should remain open for further monitoring, as follows:

19.2. **Agreed closed**

Item 10	Bring Corporation handbook to corporation	Approved pending revisions
Item 23	Amend Scheme of Delegation to give Quality of Education & Safeguarding committee cttee delegated authority for the SAR	Amendment made
Item 26	ensure governance risk register is separate to strategic risk register	Complete
Item 29	proceed with tender process in October 2025, using the CPC framework for both internal and external College auditors.	Tender process started and monitored through audit committee
Item 31	Share link to Green Skills Platform	Uploaded to Governors' SharePoint
Item 33	add risk around unplanned absence of senior college leaders to strategic risk register	complete
Item 35	Review how external learning opportunities are captured in reporting attendance	Complete
Item 36	Review application of the procedure for closing registers once students have completed all required work.	Complete
Item 37	Collate governor feedback on the Balanced Scorecard format and feed back to ELT	Vice Principal Support & Performance creating simplified scorecard to be reviewed at Quality of Education & Safeguarding committee.
Item 38	clarify the value of the cyber cover protection	complete
Item 39	Share audit presentation by Director of IT	Uploaded to Governors' SharePoint
Item 40	arrange light refreshments / sandwiches to be provided at future Corporation meetings	Complete. Governors noted the importance of minimising waste.

19.3. **Ongoing / Open**

Item 1	explore external facilitator options for governor 360s	Pending responses from external facilitators.
Item 3	Report annual progress against EDI objectives	Revised due date of 15 December 2025
Item 4	bring revised Scheme of Delegation to Corporation	Ongoing as new governance structure embeds.
Item 32	add risk to governance risk register around unplanned absence of the Governance Professional	Pending training on new risk management system.
Item 34	bring succession planning paper re: vice chair's term to corporation	Pending GOV / Vice Chair collaboration.

20. Final Business

- 20.1. There were no questions or comments not previously addressed during the meeting.
- 20.2. There were no suggestions for potential improvements for meeting effectiveness.
- 20.3. Add risk to governance risk register around potential impact of delays in training on new governors' ability to contribute effectively

21. Any Other Business

- 21.1. No items were raised under Any Other business.

[Non-Confidential session ended, GS, AAA and CPa left the meeting at 07:36pm]