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### Task and Finish Group

The Chair of T&F Group reported that:

- C&Q Committee had approved that Vocational Progression return to 'business as

	<p>with ongoing conversations will show whether the golden thread is filtering through effectively</p> <ul style="list-style-type: none"> <li>staff turnover is monitored but is not always linked to employment satisfaction. Turnover currently influenced by an employee driven labour market</li> </ul> <p>Governors APPROVED the strategy.</p>
	<hr/> <p>CE&amp;AP presented the Risk Register and KPIs for approval. Elements had been considered and approved via committees as relevant. Governors queried the red rating and wording for cybersecurity. VPCS&amp;ER explained that staff training, likely to be covered by insurance, needed to take place in order to reduce the risk.</p> <p style="text-align: center;">Wording relating to Cybersecurity to be updated – VPCS&amp;ER</p> <p>Governors APPROVED the Risk Register and KPIs.</p>
	<hr/> <p>DFF outlined the current financial position, noting that:</p> <ul style="list-style-type: none"> <li>the latest monthly management accounts had been considered by both Business Services and Audit Committee</li> <li>adjustments had been made to reflect the recent pay award and the National Insurance changes coming into effect from April 2022</li> <li>an overdraft facility to cover any potential cash shortfall between 1 February and 29 April 2022 was being brought to the board for approval (see separate agenda item)</li> </ul> <p>The Chair highlighted the information on page 15 of the accounts, detailing key adjustments to income which resulted in a net position of a £600k reduction against original budget. The position would be monitored closely particularly in light of anticipated cash position later in the financial year.</p> <p>In response to an enquiry from governors, CE&amp;AP confirmed that improving efficiencies should result in favourable variances. Potential pay and non-pay efficiencies had been identified and the majority should be deliverable.</p> <p style="text-align: center;">An update on efficiencies that would be delivered to be presented to the next meeting – DFF/CE&amp;AP</p>
	<hr/> <p>The Chair of Business Services presented an update to the board. At its recent meeting, the Committee had discussed and reviewed:</p> <ul style="list-style-type: none"> <li>the People Strategy</li> <li>current financial position and efficiency savings</li> <li>planned review of enrolment process</li> <li>succession planning following the retirement of the Director of Estates and Infrastructure</li> </ul>
	<hr/> <p>In the absence of the Student Governors, CE&amp;AP shared their positive feedback on:</p> <ul style="list-style-type: none"> <li>the Unloc Conference that they had attended in mid-November</li> <li>activities and developments within the Student Union and on conversations with other student unions in the city</li> </ul>

	<p>CE&amp;AP highlighted the aim to replicate positive actions taken around Executive/Staff communication with Executive/Student communication.</p>
<p>1</p>	<p><u>CE&amp;AP presented the Equality &amp; Diversity 2020/21 Report highlighting that:</u></p> <ul style="list-style-type: none"> <li>• equality, diversity and inclusion (EDI) formed part of the Strategic Plan and was essential to both strategic and economic equality</li> <li>• VPCS&amp;ER was the lead on EDI, engagement with Bristol City Council, Bristol Women’s Commission, Racial Equality Steering Group</li> <li>• the internal EDI Steering Group was scheduled to meet in January 22</li> <li>• underrepresentation of black and brown communities and women in apprenticeships was disappointing but sector wide. Work had begun to address this in partnership with Vistry and Bristol Future Talent Partnership</li> <li>• CoBC’s staffing profile did not match the profile of the college’s students and work remained to be done in this area</li> <li>• partnership agreement with Babbasa to improve recruitment from underrepresented groups</li> </ul> <p>VPCS&amp;ER highlighted the fact that data held on staff was of poor quality. Staff would be encouraged to identify and updated data would be shared. Governors noted the need for proactive encouragement to overcome the causes of non-declaration.</p> <p>MG offered to share elements and learning from the Equity Programme. MG/VPCS&amp;ER to discuss.</p> <p>Governors noted that class was a highly relevant and often unreported consideration in EDI data Governors to explore, with partners, how to address this issue – Governors/VPCS&amp;ER Up to date measured EDI position and target position to be presented to governors – VPCS&amp;ER</p> <p>Governors APPROVED the Equality &amp; Diversity 2020/21 Annual Report</p> <p><u>CE&amp;AP presented the Report noting that:</u></p> <ul style="list-style-type: none"> <li>• the gap had increased since 2019 which was not in line with the college’s stated aims</li> <li>• addressing the gap would be a clear focus during the academic year and was linked to the current Cultural Change Programme</li> </ul>
	<p><u>Governors APPROVED the Corporation review of own performance for 2020</u></p>
	<p><u>The board noted activity to date.</u></p> <p>The Chair encouraged governors to undertake learning walks had they not already done so this academic year.</p>





	<ul style="list-style-type: none"><li>papers presented to the December meeting are lengthier due to finance requirements</li></ul> <p>It was noted that steps have been taken previously to reduce length of board papers.</p> <p>AC to consider any additional means to reduce length of board papers in future</p>
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There being no further business the Chair thanked members for attending and closed the meeting at 7.53pm

Liz Gorman  
Acting Clerk to the Corporation

Signed as a correct record on ..... (Date)

..... (Chair)