

BOARD OF GOVERNORS

MINUTES OF A MEETING OF THE BOARD OF ACTIVATE LEARNING

Tracey James	Acting Chair
Sally Dicketts	Chief Executive Officer
Pauline Odulinski	
Malcolm Wicks	
James Dipple	
Julia Van Kesteren	

Evelyn James	(as indicated in the minutes)
Ben Sims	Staff Governor
Anja Owona Okoa	Student Governor

IN ATTENDANCE

Stephen Ball	Chief Finance Officer
Lee Nicholls	Deputy Chief Executive Officer
Anne Haigh-Smith	Director of Applied Learning Foundation
Judith Williams	National Leader of Governance

CLERK:

Jamie Wade

NO.

The meeting started at 15:05

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Minutes of the Meeting of 11 December 2017

[REDACTED]

The minutes of the meeting on 11 December 2017, having been previously circulated to the Board, were accepted as a true record of the meeting, subject to the removal of "robust" under Item 8h (Finance and Performance). **All members were agreed.**

4.

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The Board noted that all matters were complete, underway or to be covered under the agenda.

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*Anne Haig-Smith (AHS) joined the meeting at 15:15.*

The Deputy CEO presented the Staff Development Report which was taken as

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

read, and provided a brief background to the establishment of the Applied Learning Foundation (ALF), before introducing AHS, Director of ALF.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

BS left the meeting at 16:10

Finance and Performance

a) *Management Accounts and Year End Forecast*

The CEO presented the Management Accounts December 2017 and the

outlined the main reasons for the variance from budget – reduced ‘adult’ income and Levy payment delays

*BS re-joined the meeting at 16:14.*

The Board considered the risk associated with the reforecast, including the effect (due to lag funding) of 2017/18 student recruitment on next year’s income, and the impact of cost savings on the scalability of Group Services. The Board discussed the challenges around apprenticeships, and lessons learnt from the acquisition of ATG training.

MINUTE  
NO.

ACTION

9. Improvement Plan Update  
The Deputy CEO presented the Improvement Plan Update, which was taken on

[REDACTED]

read.

10 The Safeguarding Lead Governor gave a verbal update on Safeguarding in  
Adequate Learning noting that regular monitoring and accountability were in place

[REDACTED]

through the Safeguarding Committee and robust action plans were

[REDACTED]

**MINUTE  
NO.**

**ACTION**

15.

Evaluation

The Board conducted a brief evaluation of the meeting, and noted their comments on the Board papers.

**Agenda Item: May Away Day  
Review of Board Papers and Circulation**

Clerk

16.

Any Other Business

Judith Williams, National leader of Governance, explained the support being given on behalf of the Association of Colleges, which would include an observation

18 ap

