



## CAPITAL CITY COLLEGE GROUP BOARD: 3<sup>rd</sup> APRIL 2020

### TELEPHONE CONFERENCE MINUTES

<b>PARTICIPANTS</b>	Alastair Da Costa (Chair), Roy O'Shaughnessy (CEO), Sarah Ebanja, Amelia Sussman, Maarten Zuurmond, Amanda Dickens, Mel Brookstone, Anthony Smith, Chris Hyams, Shane Chowen, Sharon Saxton, Sanna Jordansson, Lord David Triesman (at start and end of meeting)
<b>IN ATTENDANCE</b>	Graham Drummond (Clerk), Kurt Hintz, Rachael White
<b>APOLOGIES</b>	Keyan O'Donnell
<b>DECLARATIONS OF INTEREST</b>	None

Sharon Saxton and Sanna Jordansson were welcomed to their first meeting. It was confirmed that appointment letters had been sent to all newly appointed independent members and that the issue of which committees they might join would be considered by the search committee, prior to approval at the next board meeting.

#### 1. MINUTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2020

The minutes of the previous meeting were accepted and approved as a correct record.

#### 2. MATTERS ARISING

The Board noted the following:

- With respect to item 3 it was noted that the CEOs and Director of Governance's performance targets would be circulated to the Board; GD
- With respect to item 5 it was noted that senior staff and the chair of the audit committee would be meeting with the newly appointed internal audit service (RSM) to discuss the internal audit schedule and once this has been agreed it would be circulated to the Board; GD
- With respect to the pay award it was noted that discussions with the Trade Unions have been put on hold. The Board would be kept informed of progress, as and when discussions re-commence.

All other matters arising were included within the agenda.

#### 3. COVID-19 UPDATE

A verbal update was provided by the Chief Executive. The following was noted:

- All sites are closed, and have been for the past two weeks.
- All teaching and learning is being delivered using online platforms (in most cases Microsoft Teams) and the decision to plan early for this has meant that the transition took place relatively smoothly.

#### 4. QUALITY UPDATE

A report was considered and received. The following was noted:

- Good progress continues to be made in relation to students receiving high quality teaching and learning. Initial indicators show that there have been differences in teaching styles and student learning experiences, with the Sixth Form at Angel transitioning extremely well; however students studying at pre-entry and entry level have experience a higher level of issues in the move an online method of delivery.
- Learning support funds have been used to issue laptops to those students who do not have a computer and to enable students to access the internet from home. Some of this

support is still being assessed and processed, for example a further 500 laptops are in the process of being issued;

- Initial indicators have shown that student attendance has been good and only 19% of registers have been unmarked.

The Board commended senior leaders for the speed with which they had responded to the pandemic and all staff for ensuring that students continue to receive an online learning experience. It was noted that the move to an online mode of delivery would help the Group to find ways of delivering more courses through online and blended learning, once the restrictions associated with the lockdown have been lifted.

The Board noted the following with respect to vulnerable students and ensuring that the Group's safeguarding responsibilities continue to be met:

- Those students with Education, Health and Care Plans (EHCP) are contacted on a daily basis;
- Regular support and contact is being made to those students who are considered to be vulnerable but who do not have formal EHC plans in place. This includes students who are suffering from mental health concerns.

The impact of the pandemic on the Group wide quality improvement plan was raised as an issue and the following was noted:

- The contents of rapid improvement plans and the schedules to deliver their objectives are being reviewed; in most cases the timetable for the achievement of the objectives is being extended;
- In some areas e.g. policy integration, the timetable for achievement continues to be adhered to;
- Ofsted and the Further Education Commissioner's Office have announced that their activity will be put on hold while the restrictions associated with the pandemic continue;
- Further guidance is expected to be issued from Ofqual in the next few days with respect to the cancellation of public examinations and the basis upon which the outcome of qualifications will be awarded.

## **5. FUNDING UPDATE**

A report providing an update on the anticipated funding implications of the Coronavirus was considered and received. The following was noted:

- The Group has received confirmation from the Education and Skills Funding Agency (ESFA) with respect to 16-19 provision and from the Greater London Authority (GLA) with respect to adult provision that its funding is assured for this financial year and for 20/21, assuming that it continues to deliver to its anticipated profile;
- Apprenticeship and European Social funding will continue to be based on delivery. The Group is therefore anticipating a £600k negative impact on 2019/20 income with respect to apprenticeships, and £800k with respect to ESF;
- Loan funding is not guaranteed and a fall in income of £70k has been anticipated due to an increase in withdrawals.

## **6. FINANCE UPDATE**

The management accounts as at the end of February, along with a summary of Government financial support schemes were considered and received. The following was noted:

- Since the last meeting at which it was reported that there was a risk that the end of year financial operating position could be a £4.1m deficit, a number of mitigations have been put in place. Currently the operating position is anticipated to be £3.8m and a positive EBITDA of £6.5m; however a high degree of risk and uncertainty surrounds this forecast;
- It was further noted that the first two weeks of April is the annual low point for cash until £11m worth funding is received in mid-April. The Group's cash position is being monitored on a daily basis and the establishment of a credit facility with Barclays is being explored as a pre-caution.

A discussion took place about the assistance being provided by the Government to support the economy and educational institutions during the pandemic. It was noted that it was likely that Government loan support (if needed) will be provided at a better interest rate than that

offered by the commercial sector. It was further noted that £4 billion worth of potential support has been provided to the Higher Education sector and that the Association of Colleges is lobbying the Government for a similar approach to supporting the college sector.

A draft outline budget was circulated to members at the start of the meeting. It was agreed that this would be considered by the financial oversight group prior to consideration by the Board.

RW

**7. FURTHER EDUCATION COMMISSIONER: DRAFT REPORT**

A copy of the confidential draft FE Commissioner's report was received. It was noted that an extension to the response deadline had been agreed to the 24<sup>th</sup> April and that a formal response from the Chair would be sent through prior to that date.

GD/AD

*The next meeting will be on Friday 22<sup>nd</sup> May 2020 9:30am*

Signed as a correct record: \_\_\_\_\_

Alastair Da Costa, Chair of the Board