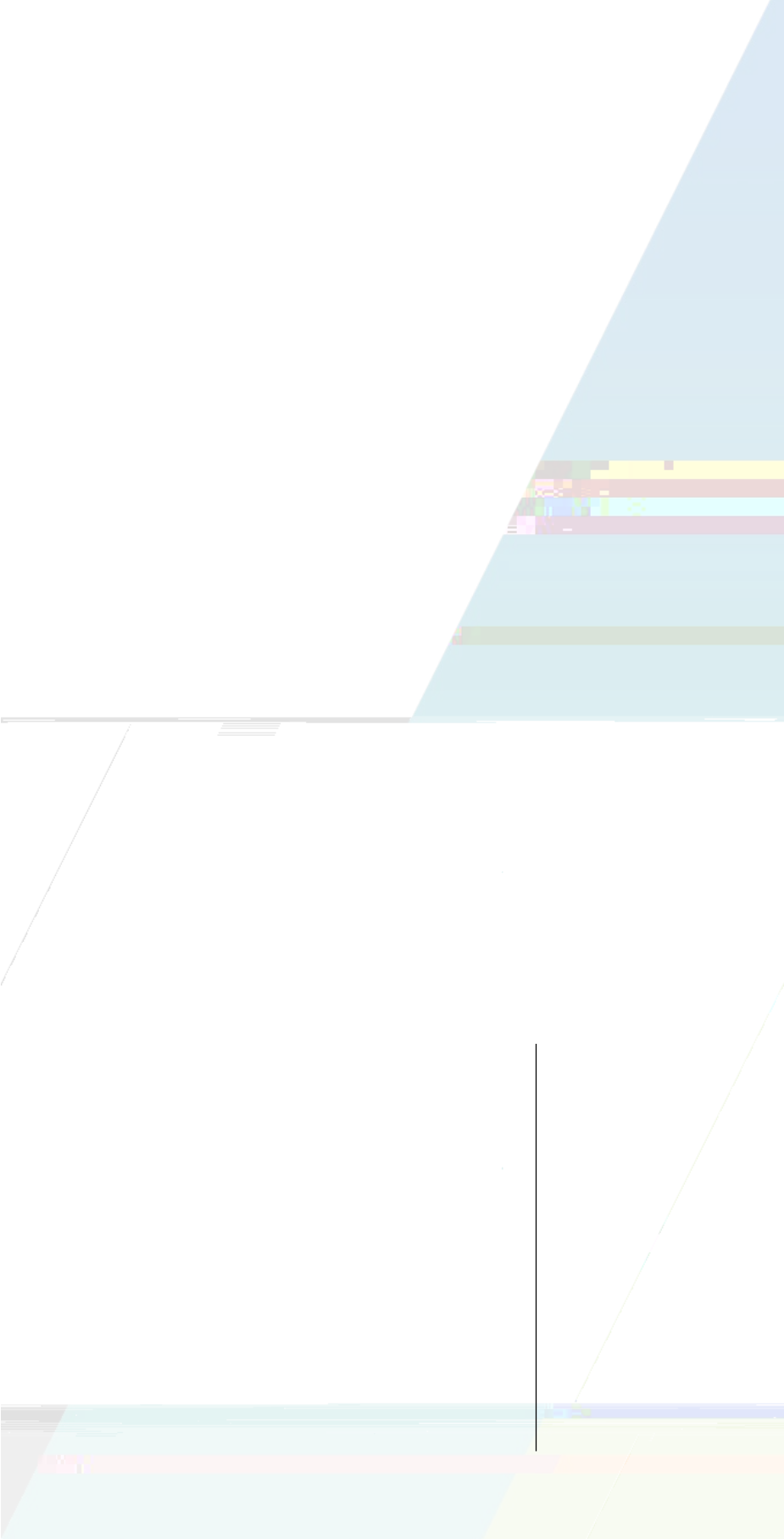# ACTIVATE LEARNING FURTHER EDUCATION CORPORATION
CORPORATION BOARD MEETING

Meeting date: **Tuesday 12th December**

MINUTE NO.		ACTION
		RESOLUTION

3. **Minutes of the Meeting on Tuesday 17th October 2023**

3.1 The Board approved the minutes of the meeting on Tuesday 17th October 2023 as an accurate record of the meeting, with the correction of a spelling mistake in item 5.6 of the minutes.

4. **Matters Arising from the Meeting on Tuesday 17th October 2023**

4.1 The Board received an update on the matters arising from the meeting on Tuesday 17th October 2023.

4.2 The Board acknowledged that action 9.11 had been completed, however, the task and finish group was no longer required as, following due diligence, the potential acquisition would not be going ahead.

4.3 The Chief Operating Officer (COO) provided an update on the benchmarking data for teacher salaries and summarised the research that was conducted with the Chief People Officer (CPO).

Organisational Objectives and Strategic Risks (Balanced Scorecard)

5.1 The Board received the Balanced Scorecard

MINUTE NO.		ACTION RESOLUTION

5.4 The Board noted that in the next academic year, the organisation would be adding further capacity to the structure by investing into the Faculty Manager role to address some of the challenges identified during the Learner Journey review. In addition, the organisation would continue to focus on staff wellbeing and communication, organisational clarity, and culture.

5.5 One Governor referred to the clinical trial that was mentioned in the paper and requested further details on Activate Learning's (AL) approach to mental
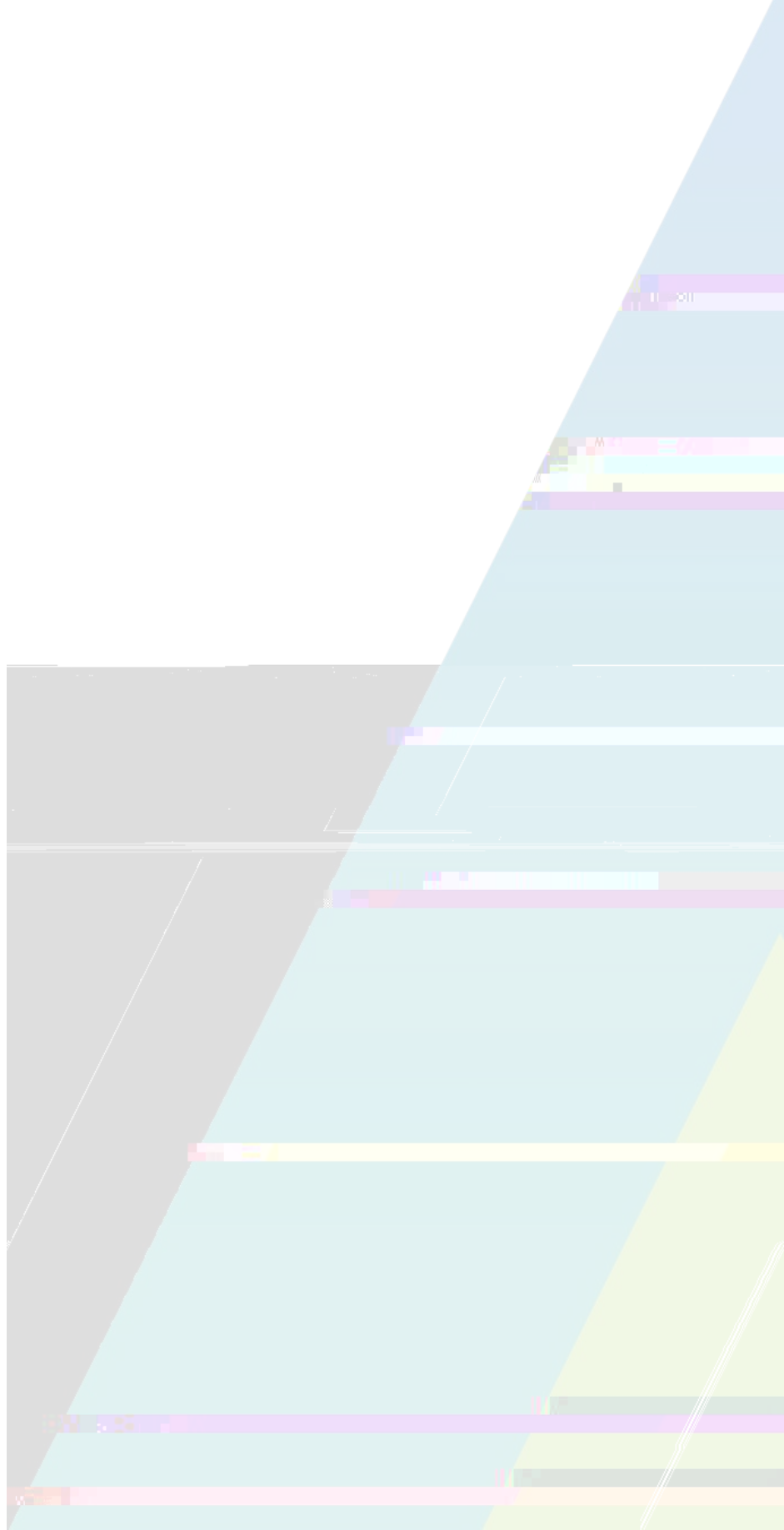
that as the in-year growth funding was decided on an annual basis it would not be confirmed until the Spring. The Board noted that if the funding was not confirmed by the February allocation, the organisation would look at the investment fund and identify what was required to get ahead for next year, such as recruiting teachers earlier.

5.10 One Governor requested clarification on whether the increased number of students during this academic year had resulted in additional costs. The CEO clarified that there had been no material increase to the cost of delivering to expenditure as the organisation had focused on utilisation including increased class sizes.

6. Learner Journey Update

6.1 The Board received the Activate Learning Self-Assessment Report 22/23 & Improvement Plan 23/24 which were taken as read. The DCEO provided an overview of the Self-Assessment Review (SAR) process and expressed thanks to the governors who were involved in the SAR meeting's and the HE Self – Evaluation.
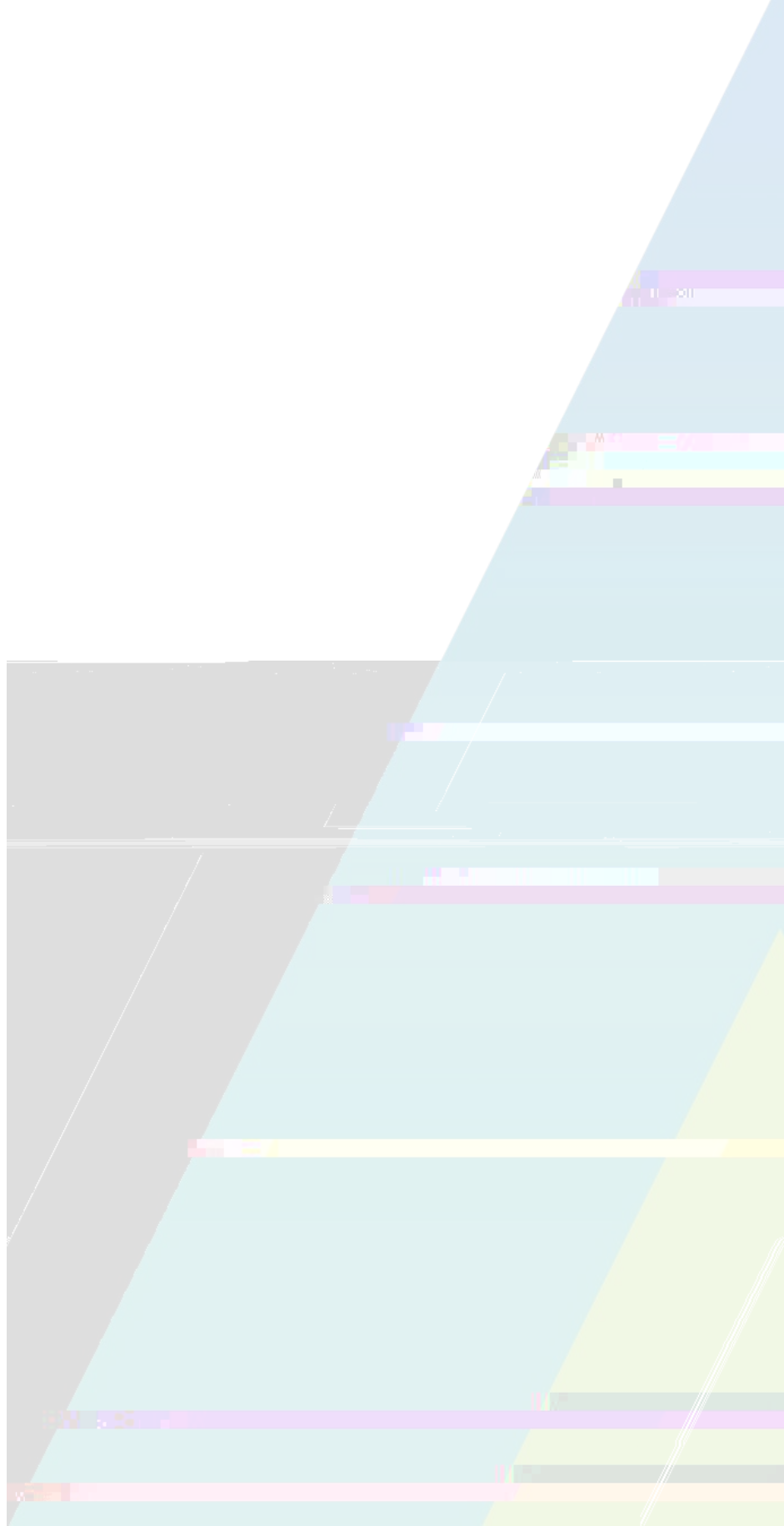
7.10 The Board noted that due to the organisations strong cash balances and student recruitment numbers, the view from the COO, the Audit & Risk Committee, and the external Auditors (Mazars) was that ttuitendadue ton-6652 0 Td( )Tj7j ( )TJ-rtifac

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- Student Bursary Policy
- Subcontractor Delivery Policy

11.3 The Board discussed introducing a more efficient way for policies to be approved by governors. The Board noted that a new electronic system had been introduced for the GET approval process and that once the system had been fully tested, it could be implemented for governors.

RESOLUTION: The Board approved the policies and statements. All members agreed.

Board

12   AOB and Date of Next Meetings

12.1 The Board noted that the next meeting would take place on Tuesday 13th February 2024 via Microsoft Teams.

12.2 The CEO 0 Td( )Tj-0.0056 Tc0.0056 Tw-0.0034 Tc0.0034 Tw0.0088 Tc-0.0088 Tw The The tThe t   oard