

COLEG GWENT FURTHER EDUCATION CORPORATION

**GOVERNANCE OFFICER'S
ANNUAL REPORT**

FOR YEAR ENDED 31 JULY 2024

1. INTRODUCTION

- 1.1 This report has been compiled by the Coleg Gwent Governance Officer. It summarises the activities of the Coleg Gwent Further Education Corporation ('The Board') in the academic year to 31 July 2024. It also provides assurance that the Board has met its statutory responsibilities and has acted within its powers and the governance framework as summarised in the college's Instrument & Articles of Government.
- 1.2 Coleg Gwent adopted the Code of Good Governance for Colleges in Wales (The Code) in October 2016. The Code summarises the Board's statutory responsibilities and identifies recommended best practice in college governance. The Coleg Gwent Board aims to meet (and where possible, exceed), the expectations laid out in The Code.

2. BOARD MEMBERSHIP

2.1 Composition

- 2.1.1 The determined membership of the Board is 22 Governors, comprised of:

extension or re-election, Student Governors may serve up to a maximum of three years in total

2.4

Strategic Plan and underpinning Departmental and Curriculum Strategies. Information can be made available in alternative formats or in Welsh as necessary. Induction materials are regularly reviewed and updated.

2.6.2 New members also attend Induction meetings with the Governance Officer, Chair, Principal/Chief Executive and Vice Principals. These meetings provide an overview of how the Board operates, the structure of the college and the strategic Mission and Vision. All new Governors are also encouraged to take up the opportunity to visit each of the campuses and to attend events across college throughout the year.

2.6.3 All members have access to the Governance Officer and a range of advice and guidance accessible via the Corporation Teams channel. On appointment, Governors complete mandatory training modules in Safeguarding and Equality & Diversity. They also have opportunities to engage in a range of training opportunities throughout the year. Additionally, each Board meeting includes a Development Briefing on a specific aspect of the college or its governance. During 2023-24 these briefings addressed:

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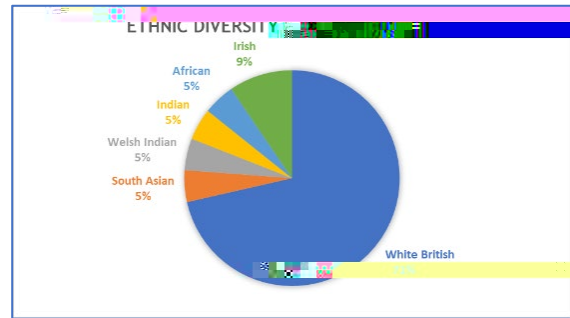
- The Board’s recruitment processes have been reviewed and updated. A new, more inclusive approach has already helped to attract a wider range of candidates.
- Board policies have been reviewed and updated to ensure they reflect the commitment to diversity and inclusivity.
- Papers presented by management to the Board now include an assessment of the impact on protected groups.
Additional analysis of data by protected characteristic
- Additional analysis of data by protected characteristic is being included in key reports such as Safeguarding incidents, complaints etc.
- A Link Governor for ED&I, Mrs B Gill attends meetings of the ED&I Steering Group along with the Governance Officer.
- The Governance Officer is continuing to work with the college’s Diversity, Inclusion & Wellbeing Manager to develop contacts across a wide range of communities and to identify opportunities for Governors to engage with ED&I related events. During 2023-24 this included:

- A Mosque visit & If0 Tiil1esedl1e0.00 (2 (l)12.8 (1)10.52 (l).348 0 Tdid23)Tj0 Tc 0 T0.7
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Ethnicity

Our commitment – to better reflect the ethnic diversity of our communities and to have a minimum of five members from a Black, Asian or Minority Ethnic background.

Corporation membership has become more ethnically diverse in recent years. In 2017-18, 92% of members identifies as 'White British' whereas in April 2024, this had reduced to 71%.



Sexuality

Our commitment – To increase the number of members from the LGBTQ+ community.

This data has only been gathered since 2021/22. During 2023-24, two members identified as bi-sexual.

Disability

Our commitment – To increase the number of members with a disability or long-term health condition.

During 2023-24, two Corporation members had declared a long-term health condition.

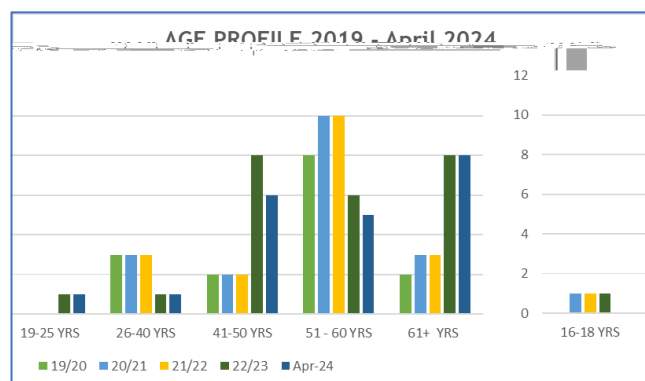
Welsh Language

Our commitment – To have a minimum of four members who are Welsh speakers (either fluent or advanced learners).

At April 2024, two Corporation members identified as fluent Welsh speakers and one as an advanced learner.

Age

The Board has not made a specific commitment in relation to age. It is however, recognised that a good range of ages ensures a balance of perspectives and experience. In April 2024, the average age of Corporation members was 54 years. This had risen from 51 years in 2022-23.



Name	Details of interests	Date interest disclosed or updated	Date Register amended or checked
	<ul style="list-style-type: none">• Independent Member, Audit, Risk & Assurance Committee, Audit Wales (ceased 30.06.24)•		

	Date Register amended or checked
	20.02.24
	20.02.24
	19.04.24
	15.10.24
	10.08.18
	20.02.24
	20.02.24

Name	Details of interests	Date interest disclosed or updated	Date Register amended or checked
	<ul style="list-style-type: none"> • Member Joint Audit Committee– Police & Crime Commissioner for Gwent & Gwent Police • Former Independent External Member of Coleg Gwent Audit Committee 		

- 5.3.1 The Board approved a Vision, Mission and Strategic Plan for the period to 2026 in 2021. These were developed through a consultation process and in collaboration with college management. An underpinning set of Departmental and Curriculum Strategies were also approved, along with detailed Implementation Plans for each. Progress against these Implementation Plans has been monitored by the Board's sub-committees. Financial Performance and forecasts are reported to meetings of the Finance & Resources Committee. The information is then shared with the full Board via a report from the committee. Similarly, learner recruitment and quality are monitored via the Curriculum & Quality Committee which provides a report to the Board. Progress on significant capital projects is monitored by the Finance & Resources Committee, with detailed project 'dashboards' shared regularly with the full Board. The Curriculum & Quality Committee scrutinises the College Self-assessment Report and monitors progress against the Quality Development Plan and reports to the Board on these. The Principal also presents a report to each Board meeting outlining key developments both within the college and across the FE sector.
- 5.3.2 A set of overarching Strategic Key Performance Indicators has been developed (at)6.6 (T)EMCe M

6.1 **Board meetings**

6.1.1 Meetings of the Board and its committees normally take place on one of the college campus sites. Hybrid meeting facilities are also available. The Board met five times during 2023-24 on:

- 17 October 2023
- 12 December 2023
- 19 March 2024
- 21 May 2024
- 24 July 2024

6.1.2 The agreed quorum for meetings/decisions of the Board and its committees is 50% attendance of eligible members. All Board meetings held during the year were quorate.

6.1.3 In accordance with the college's Financial Regulations, the Board approves all capital expenditure in excess of £250,000. During 2023-24 the Board approved expenditure on digital equipment and infrastructure funded by Welsh Government Digital 2030 and the purchase of equipment for a series of 'Mini-HiVE' Hubs in partner schools across the Caerphilly and Torfaen areas. The latter being funded by a grant from the Tech Valleys Board. Expenditure of £288k on backlog maintenance was also approved.

6.2 **Committees**

6.2.1 The work of the Board is supported by five sub-committees. Each committee has Terms of Reference approved by the Board. Committees each have a workplan for the year that aligns with their Terms of Reference. The committee structure enables more in-depth review and discussion of specific areas and supports Governors to develop a more detailed understanding of specific aspects of the college.

6.2.2 Each committee reports to the Board, summarising its activities, highlighting key matters for the Board to note and making recommendations on items for approval. Supporting copies of draft minutes and key documents a&5 (t)-6.6.6 (t)-62CID 68 x)Tj-0.002 Tc x0a9es og.6 (t)-

committee along with the Director of Finance. Other members of the Senior Leadership Team are invited to attend as necessary, to support specific discussions.

6.3.3 Representatives of the college's Internal Audit service (TIAA Ltd.) and the External Auditors (PwC) attend all meetings. The committee holds private discussions with both representatives annually. All college staff (including the Governance Officer and Principal) are excluded from these discussions.

6.3.4 In 2023-24, the Audit Committee met four times on:

- 28 November 2023
- 5 March 2024
- 7 May 2024
- 2 July 2024

All meetings of the Audit Committee were quorate.

6.3.5

- 19 September 2023
- 22 November 2023
- 19 February 2024
- 11 March 2024
- 30 April 2024
- 03 July 2024

All meetings were quorate.

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to share best practice and
their governance

Governance Officer is content
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Date: 10/12/24

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record of the activities of the

Date: 17-12-24