



# ACTIVATE LEARNING FURTHER EDUCATION CORPORATION CORPORATION MEETING

Meeting date: Tuesday 13<sup>th</sup> February 2024  
 Venue: **Microsoft Teams**

<b>PRESENT:</b>	Sue Sturgeon	Chair of the Corporation
	Gary Headland	Chief Executive Officer
	Alison Blight	
	Smitha Nair	
	Natalia Malczewska	Student Governor
	Cathie Prest	
	Andy Stone	
	Emma Shipp	
	Kathy Slack	Student Governor
	Latifah Taha	
James Voûte		
Dan Willis	Staff Governor	
<b>IN ATTENDANCE:</b>	Cheri Ashby	Deputy Chief Executive Officer
	Jon Adams	Chief Strategy Officer
	Steve Ball	Chief Operating Officer
	Neil Brookes	Executive Director Faculty and Campus (North)
	Silja Latvin	Founder/Chief Executive, PsycApps ( <i>As indicated in the minutes</i> )
	Cat Marin	Group Director of Strategy and Innovation ( <i>As indicated in the minutes</i> )
	Paul Newman	Executive Director Faculty and Campus (South)
Lauren Ward	Governance Officer / Minute taker	
<b>CLERK:</b>	Amy Gleeson	Acting Head of Governance / Clerk to the Corporation

## MINUTES

The meeting started at 17.00

<u>MINUTE NO.</u>		<u>ACTION</u>
		<u>RESOLUTION</u>
1.	<b>Apologies</b>	
	1.1 Apologies for absence were received from Dermot Mathias, David Goosey, and Lesha Chetty.	
2.	<b>Declarations of Interests, Gifts, and Hospitality</b>	
	2.1 The Chief Executive Officer ( <b>CEO</b> ) notified the Board that he was gifted a bottle of alcohol-free mulled wine and a bamboo coffee cup from PsycApps before Christmas. Both were gifted to Activate Learning.	

**MINUTE  
NO.**

**ACTION  
RESOLUTION**

**3. Confidential Minutes and Matters Arising of the meeting on 12<sup>th</sup> December 2023**

3.1 There were no outstanding confidential matters arising from the meeting on 12<sup>th</sup> December 2023.

3.2 The confidential minutes of the meeting held on 12<sup>th</sup> December 2023 were approved as an accurate record of the meeting.

**4. Minutes of the Meeting on 12<sup>th</sup> December 2023**

4.1 A spelling error was raised under item 6.9 of the minutes. The Acting Head of Governance (**HoG**) agreed to make the correction.

4.2 The Board approved the minutes of the meeting on the 12<sup>th</sup> December 2023 as an accurate record of the meeting.

**5. Matters Arising from the Meeting on 12<sup>th</sup> December 2023**

5.1 There were no matters arising from the meeting on 12<sup>th</sup> December 2023.

**6. Organisational Objectives and Strategic Risks (Balanced Scorecard)**

6.1 The Board received the Balanced Scorecard report, which was taken as read.

*CEO Update*

6.2 The CEO informed the Board that the organisation was in a strong position, organisational clarity had improved, and the finances were stable. The CEO commended the Group Executive Team for their strategic planning and ability to identify and manage risks early, as well as their alignment to the organisation





**MINUTE  
NO.**

**ACTION  
RESOLUTION**

7.4 The Board discussed improving employer engagement and meeting the industry placement requirements. The Board noted that areas for investment had been identified to stimulate growth and next budget would include resources for boosting apprenticeship numbers.

7.5 One governor queried how the organisation apprenticeship performance compared to the external environment. The DCEO advised that there were no figures to hand, but the current 60% achievement rate was positive considering





**MINUTE  
NO.**

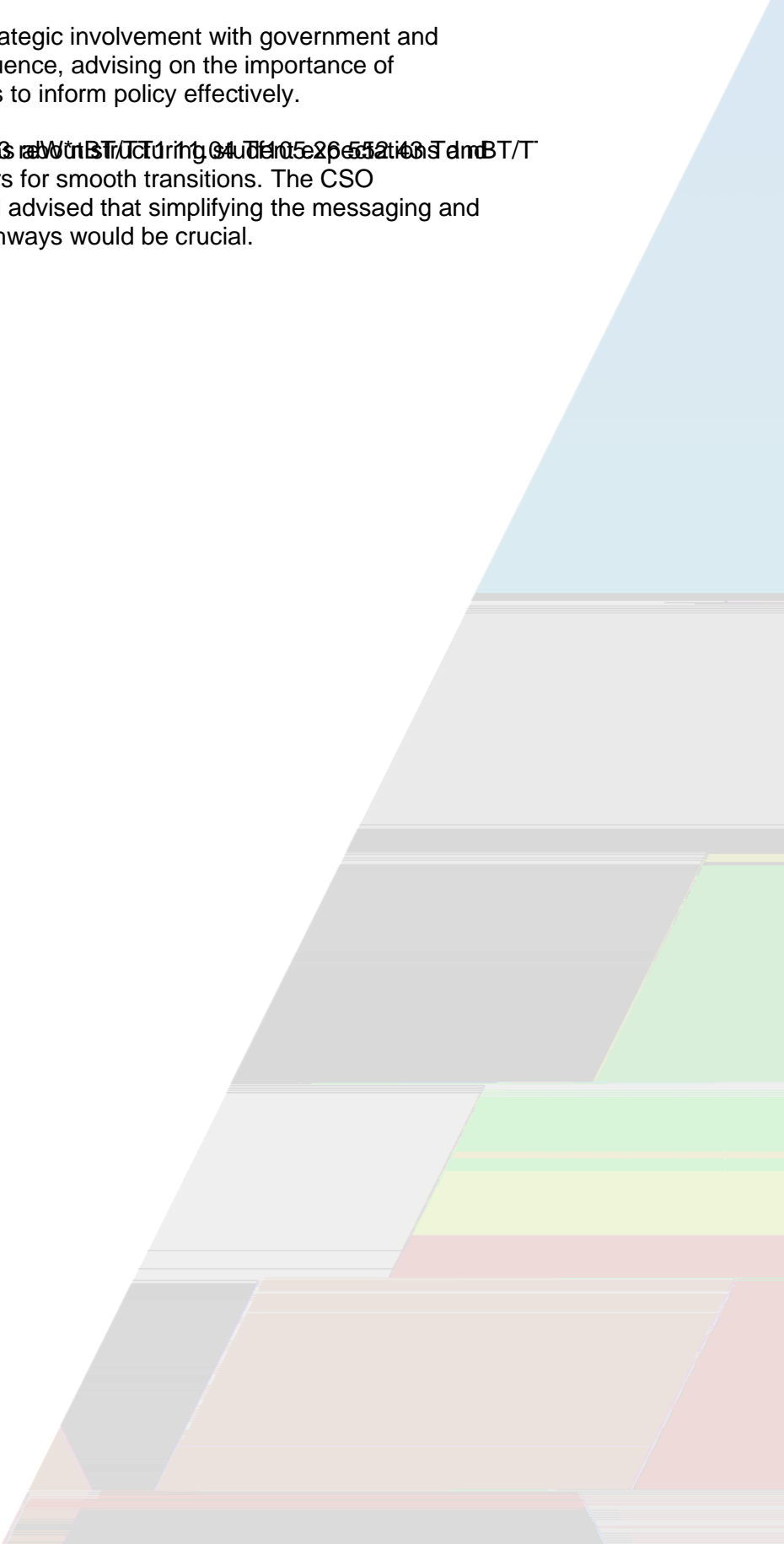
**ACTION  
RESOLUTION**

9.6 The Board discussed the timelines for implementing curriculum reforms and noted that the new qualifications would be introduced gradually over several years, with Level 3 reforms preceding those at Levels 2 and 1.

9.7 One governor praised the strategic involvement with government and emphasised the potential for influence, advising on the importance of maintaining positive relationships to inform policy effectively.

9.8 One governor raised concerns about restructuring of the curriculum and the reliance on other stakeholders for smooth transitions. The CSO acknowledged the challenge and advised that simplifying the messaging and being clear about curriculum pathways would be crucial.

9.9





**MINUTE  
NO.**

**ACTION  
RESOLUTION**

*Corporation Seal.*

11.2 There were no uses of the Corporation seal.

*Policies for Approval.*

11.3 The Board approved the following policies:

- Attendance, Punctuality and Absence Management Policy.
- Corporate Ethics Policy.
- Professional Conduct Policy.
- Residential Student Accommodation Policy.
- Sustainability Policy.

**12. AOB and Date of Next Meetings.**

12.1 There were no items raised under any other business.

*Upcoming meetings.*

12.2 Next meeting: Tuesday 30th April 2024, Guildford College.

12.3 Governance & Strategy Day: Tuesday 14th May 2024.

12.4 A schedule of Governor training and engagement opportunities were provided in the meeting book. Governors were encouraged to attend the events and advised to contact [Clerk@Activatelearning.ac.uk](mailto:Clerk@Activatelearning.ac.uk) for any support.

**The meeting closed at 19.10.**

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