

Minutes - approved



Meeting	Corporation
Date	04 June 2018
Time	5:00pm
Venue	E2.01 Haybridge campus

Corporation members present (specific attendance indicated in brackets)	In attendance (specific attendance indicated in brackets)	Apologies
Kerry Boffey Jacob Bowen, Student governor (1-7) Anna Brennand Graham Guest (Principal) Paul Hinkins (Chair) Steve Hogan Geoff Layer Neil Phillips Jim Welch (1-13)	Martyn Hasell, Director of Finance (9) Julian Kirkpatrick, Director of Vocational Studies & Executive Headteacher, Kickstart (1-13) Stephanie Morley, Clerk to the Corporation Michael Nicol, ESFA representative Jenny Nolan, Director of 7 th Form & HE (1-11) Liz Pellowe, Director of Quality & Professional Development (1-13) Roger Powell, Interim Vice Principal Janet Stephens, Deputy Principal	Rosie Beswick Gail Bleasby Leyla Hamilton Katherine Kynaston (TWC) Mike Murphy

No.	Item	Action						
CORPORATION BUSINESS								
1.	Welcome, introductions and apologies							
	The Chair welcomed everyone to the meeting. Apologies had been received from R.Beswick, G.Bleasby, L.Hamilton, K.Kynaston and M.Murphy.	<i>Clerk to update register</i>						
2.	Declarations of Interest							
	The Clerk reported no declarations had been received in advance and none were made during the meeting. The following standing declarations were noted: <ul style="list-style-type: none"> - G.Layer due to the reference to HE tuition fees (Item 9) - P.Hinkins due to reference to security services (Item 9) 	<i>Clerk to update register</i>						
3.	Confidential matters							
	It was agreed there was a need to hold the following item in Confidential session for the given reason: <table border="1" style="width: 100%;"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>14 – Minutes of the confidential item of the last meeting</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis</td> </tr> <tr> <td>15 – College transformation programme</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis</td> </tr> </tbody> </table>	Item/report	Reason	14 – Minutes of the confidential item of the last meeting	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis	15 – College transformation programme	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis	<i>Clerk to update register</i>
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4.	Minutes of meeting and matters arising							
4.1	<u>Minutes of the meeting held on 14 May 2018</u> The minutes of the Corporation meeting held on 14 May 2018 were APPROVED as a true record.	<i>Clerk to file</i>						

4.2	<p><u>Matters arising report</u></p> <p>The Clerk introduced the item. She explained the actions/matters arising rated as green (completed) in the previous report had been removed and the remaining items were in progress. The majority of the items from the last meeting had been completed and the remaining amber items were due to be completed by the deadline. The following additional updates were provided:</p> <p>Staff sickness – J.Stephens stated a more detailed update was scheduled to be provided to the Corporation as per the report. The data transfer and cleanse for the new HR system was currently underway and going forward this system would be used to create a range of HR reports including staff sickness.</p> <p>Tribal benchmarking report – J.Stephens reported the first draft had been received and would be presented to governors in July 2018.</p>	
5.	Corporation committee/group updates	
5.1	<p><u>Finance Focus Group (23 May 2018)</u></p> <p>N.Phillips presented the report on behalf of the Finance Focus Group (FFG). The FFG had received an update on the sale of the Whitehouse Hotel, West Stand and King St campus. The hotel had received interest from a number of parties and the King St campus sale was progressing well, with completion set to take place on 31 August 2018.</p> <p>The FFG had reviewed the April 2018 accounts and had noted signs of improvement. The forecast outturn had improved after adjustments for planned savings. N.Phillips reported the cash flow outturn was currently to October 2018 and he had requested this be extended to July 2019 given the importance of cashflow to the college.</p> <p>The FFG had been informed apprenticeships were now the biggest risk to income and measures were being taken. Good progress had been reported for the AEB income, which was encouraging given this had been a major concern. The FFG had also noted the majority of the capital expenditure for the relocation would be incurred in the following year and that the covenants with the Transaction Unit (TU) were on track. The draft budget for 2018/19 would be discussed by the FFG on 02 July 2018 prior to being presented to the Corporation for approval on 17 July 2018.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the main challenge around apprenticeships income was recruitment. J.Stephens confirmed this was the case; the college was bucking the national trend with good recruitment with levy-paying employers but the main challenge was with non-levy paying SMEs. The Corporation asked if the recruitment challenge was the norm across the country. G.Guest reported this was a challenge in all colleges he had worked at and noted educating schools about apprenticeships remained a problem but these were both being worked on.</p> <p>The Chair reported the FFG met as a working group of the Corporation to discuss the college's finances and would drill down into the detail. The FFG was conscious of the need for the accounts to strike the balance of the right amount of/too much detail and members had welcomed the new format of the accounts. He reminded the Corporation the meetings were attended by Robert Griffiths as the college's Transition Director, as per the agreement with the TU, and N.Phillips reported he met with the college's Director of Finance on a monthly basis to provide additional support and challenge.</p>	
5.2	<u>Staff governors</u>	

	<p>The Corporation was supportive of encouraging the staff team to take risks and be brave and felt this was a positive way forward.</p> <p>The Corporation asked when the college would anticipate the next full inspection and what the Principal's aspiration for that inspection would be. G.Guest confirmed the college had been notified the next inspection would take place within three years of the merger – ie by December 2020. He stated his aspiration was the college would be well on its way towards Outstanding and the Corporation was reminded of the TU covenant to be rated as at least Good during the next inspection. It was noted the college looked forward to visits from Ofsted as a means of showcasing the good work taking place and the staff team had welcomed the inspectors during the recent monitoring visit. The Corporation noted the danger of becoming complacent once Outstanding had been achieved and also acknowledged Good would be a significant improvement from where the college had been 2 years ago.</p> <p>6.2 <u>Kickstart – inspection May 2018</u></p> <p>J.Kirkpatrick introduced the report from Ofsted's inspection of Kickstart on 01/02 May 2018 and explained this was the first time there had been an inspection since becoming a multi-academy trust (MAT) in 2015 after a Grade 4/inadequate inspection. The inspectors had undertaken a variety of activities - a number of walkthroughs, some accompanied by managers and some solo; sessions with pupils; and meetings with staff and trust members. The inspectors had praised managers' open approach and leaders' self-awareness and noted the positive impact of the college's new strategic approach (as the MAT's sponsor).</p> <p>The report set out Kickstart's highlights and areas for improvements, which had been acknowledged within the school's self-assessment process and would be addressed through the development of an action plan (a joint quality improvement plan/post-inspection action plan). Specific areas for improvement highlighted were attendance and inconsistent teaching and learning - the college's student monitoring systems and processes were acknowledged as good practice and would be implemented within Kickstart.</p> <p>Overall, Kickstart had been graded as 'Requiring improvement'. J.Kirkpatrick reported this outcome reflected the school's self-assessment. Progress had been made, the increased involvement of the college in their role as sponsor had been welcomed but there was still much to do, much of which was already in progress.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>In her absence, the Chair read out a comment provided by R.Beswick, Chair of Kickstart. She wanted to record her thanks to J.Kirkpatrick and the team for all their hard work and efforts during the inspection. The Chair also acknowledged this and thanked the Executive Headteacher and the team for this achievement on behalf of the Corporation.</p>	
7.	Predicted achievement	
	<p>L.Pellowe presented the report and explained the whole college approach which had been implemented – scrutiny of each student and quality support meetings with follow-ups – to ensure the figures were produced using learner-level knowledge. A plan had been put in place for all students at risk of achieving, which were regularly monitored.</p> <p>The following was highlighted:</p> <ul style="list-style-type: none"> - GCSE English and maths predictions had been cautious due to concerns around grade boundaries 	

	<ul style="list-style-type: none"> - Class-based 16-18y achievement was predicted to remain at 81.1%; however it was hoped the actual would be higher - Class-based 19+y achievement was predicted at 87.7%, a 3.6% increase on 16/17 - Overall achievement was predicted to improve from 83.2% to 85.0% <p>L.Pellowe then reported on predicted achievement for apprenticeships, where significant improvement was anticipated:</p> <ul style="list-style-type: none"> - Haybridge timely achievement prediction was 69.6% (compared to 47.4% last year and a national average of 60.0%) and overall predicted achievement was 76.6% (compared to 58.0% last year and a national average of 68.9%) - King St timely achievement prediction was 8.7% (compared to 2.5% last year) and overall predicted achievement was 50.0% (compared to 17.1%) <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the very low timely completions at King St – 183 students had not yet finished. It was acknowledged completions had been much lower the previous year and legacy learners had been supported by the college but a line would be drawn after July 2018. The Corporation asked whether they could be confident new entrants would achieve. G.Guest confirmed they could be confident – the non-finishers were all legacy learners and if they had not been included the figures would have shown a much more positive picture. The Chair agreed this breakdown would be helpful for the Corporation to see.</p> <p>The Corporation asked how many apprentices where on the new standards and noted how progress was reported in future would need to be reviewed. It was confirmed there were some students already on the new standards.</p>	<i>Vice Principal/ Director of Quality & PD to action</i>
8.	Exception reports	
	<p>G.Guest reported there were no issues to bring to the Corporation’s attention. He also stated he would confirm with the Clerk what information would be reported during this item going forward to ensure the Corporation was receiving the right level of detail.</p>	<i>Principal & Clerk to discuss</i>
FINANCIAL HEALTH		
9.	Management accounts for March/April 2018	
	<p>M.Hasell presented the management accounts for April 2018 (the previous month’s accounts had been included within the meeting papers for members’ information). He explained the format had been changed to make the accounts more visual and easier to interpret. He advised a few further changes were planned and welcomed members’ suggestions for improvement.</p> <p>The key issues were reported as follows:</p> <ul style="list-style-type: none"> - £500k capital expenditure had been received from the Marches LEP as part of the AR/VR project - Adult Education Budget (AEB) had been favourable to budget and was now forecast to be achieved this year - Personnel costs had been favourable to budget - A shortfall in apprenticeships income had been seen <p>The status of the key risk areas were reported as follows:</p> <ul style="list-style-type: none"> - Outturn (amber, no change) - AEB (amber, improved) - Apprenticeships (red, worsened) 	

	<ul style="list-style-type: none"> - Premises (amber, no change) - Payroll (green, improved) - Cash (green, no change) <p>In summary there had been a £197k shortfall in income, offset by savings that month, resulting in an operational surplus of £204k this month. The forecast outturn had been updated to reflect the payroll savings.</p> <p>M.Hasell referred the Corporation to the graphical representation of cash flow for August 2017 to October 2018 and explained it clearly showed at what points in the year careful cash management was required.</p> <p>Regarding apprenticeships income, the outturn had been updated following revision of the income – a £260k shortfall had been forecast. This was now the major income challenge facing the college.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked whether the forecast to actual income could be shown. M.Hasell confirmed this could be incorporated into the accounts.</p> <p>The Corporation thanked M.Hasell for the new more visual format, in particular the graphical representation of cash flow, emphasising the report now had more impact and was easier to analyse.</p>	<i>M.Hasell to action</i>
PHYSICAL RESOURCES		
10.	King St relocation – project update	
	<p>J.Stephens presented the update report on the relocation of King St provision onto the Haybridge campus. She explained a considerable amount of activity had taken place over half term to prepare for the commencement of the work on-site w/c 18 June 2018 (as per the project plan). The Walker building, B Block South and The Bridge Centre had been vacated and staff/classes had been accommodated in other parts of the college.</p> <p>J.Stephens explained planning permission for the Construction Centre improvements was progressing with no problems to date; the next major move of people and furniture would be during August 2018; and the Project Manager would be attending the next meeting of the Finance Focus Group to provide a more detailed update.</p> <p>There were no questions from the Corporation.</p>	
LEADERSHIP & GOVERNANCE		
11.	College policies for Higher Education	
	<p>J.Nolan presented the following HE documents to the Corporation:</p> <ul style="list-style-type: none"> - Draft Refund & Compensation Policy (for approval) - Draft Student Agreement (for approval) - Student Protection Plan (for information) - Access & Participation Statement (for information) <p>She explained the documents were part of ensuring compliance with up-to-date legislation (specifically HE & Research Act 2017 and UK HE Consumer Protection Law) and were required as part of the registration process for the new Office for Students.</p>	

	<p>There were no questions from the Corporation and the Chair thanked J.Nolan for presenting the detailed documents to the Corporation.</p> <p>The Corporation APPROVED the Draft Refund & Compensation Policy (HE) and the Draft Student Agreement (HE).</p>	
FINAL BUSINESS		
12.	Reflection/self-assessment and risk identification	
12.1	<p><u>Reflection</u> It was requested the list of common acronyms be re-circulated. The Clerk agreed to update the version produced previously and attach it to future sets of meeting papers.</p> <p>The Corporation noted how important the contribution from the Student governor had been at the meeting and how issues had been raised that would not otherwise have been discussed. It was therefore suggested how student governors were supported in their role should be reviewed in order for both the students and the Corporation to maximise their involvement with the governing body.</p>	<p><i>Clerk to action</i></p> <p><i>Clerk/ Director of Student Services to action</i></p>
12.2	<p><u>Risk identification</u> Based on the suggestion to review how student governors were supported in their role, the Clerk suggested this be incorporated into the governance risk register.</p>	<i>Clerk to action</i>
13.	Any other business	
13.1	<p><u>MP visit June 2018</u> The Chair informed the Corporation Robert Halfon MP, Chair of the Education Select Committee, would be visiting Telford College on 21 June 2018 and would be spending the majority of the visit within the engineering department.</p>	
13.2	<p><u>Remaining Corporation meetings in the 2018/19 calendar:</u> - 17 July 2018, 5:00pm (**rearranged date**)</p>	
CONFIDENTIAL SESSION		
14.	Minutes of the confidential session of the last meeting	
	<p>The minutes of the Corporation's Confidential session during the meeting held on 14 May 2018 were APPROVED as a true record.</p>	<i>Clerk to file</i>
15.	Telford College Transformation Programme	
	<p>J.Stephens presented the report to the Corporation, which was discussed in detail.</p> <p>The Corporation APPROVED the proposal within the report.</p>	

The meeting closed at 6:35pm