

Minutes - approved



Meeting	Corporation
Date	09 April 2018
Time	5:00pm
Venue	W.209, Haybridge Rd

Corporation members present	In attendance	Apologies
Rosie Beswick Gail Bleasby (Vice Chair) Anna Brennand Graham Guest (Principal) Paul Hinkins (Chair) Geoff Layer Mike Murphy (Staff governor) Neil Phillips Jim Welch (Staff governor)	Martyn Hasell, Director of Finance (Items 10 & 11) Sue Marston, TWC representative Stephanie Morley, Clerk to the Corporation Michael Nicol, ESFA representative (from Item 5.4) Janet Stephens, Deputy Principal Carolynne Thurlbeck, Director of Data & Performance (Item 13)	Kerry Boffey Jacob Bowen (Student governor) Katherine Kynaston

No.	Item	Action
-	<p>CSE briefing</p> <p>G.Guest gave the Corporation a short briefing on the recent significant media interest in Telford around child sexual exploitation. He explained much had been going on behind-the-scenes to support both students and staff and the college had purposely not made any public statement so as not to contribute to the panic and media interest.</p> <p>A myth-busting factsheet produced by Telford & Wrekin Council was circulated, which addressed the rumours and misinformation currently circulating around the Borough and the factual responses to each one.</p>	
CORPORATION BUSINESS		
1.	Welcome, introductions and apologies	
	The Chair welcomed everyone to the meeting. Apologies had been received from K.Boffey, J.Bowen, and K.Kynaston.	<i>Clerk to update register</i>
2.	Declarations of Interest	
	G.Layer declared an interest in Item 10 (Management accounts) due to the reference to HE tuition fees. During Item 5.5, the discussion turned to college security and P.Hinkins declared an interest as the Director of the security company used by the college.	<i>Clerk to update register</i>
3.	Confidential matters	
	It was agreed there was no need to hold any part of the meeting in Confidential session.	
4.	Minutes of last meetings	
4.1	<p><u>Meeting held on 05 March 2018</u></p> <p>The minutes of the Corporation meeting held on 05 March 2018 were APPROVED as a true record.</p>	<i>Clerk to file</i>

4.2	<p><u>Special meeting held on 26 March 2018</u> The minutes of the Special Corporation meeting held on 26 March 2018 were APPROVED as a true record.</p>	Clerk to file
4.3	<p><u>Matters arising</u> Adult education budget (AEB) partnership – G.Guest reported there had been a change to the partnership discussed and agreed at the meeting on 05 March 2018. Rather than entering into partnership with just one organisation (Aztak), the college would now be working with two separate partners – Pathways and FLT. The total contract value remained the same and due diligence for both partners was currently being undertaken.</p> <p>All actions had been completed and all other matters arising were covered by the agenda.</p>	
5. Corporation committee/group updates		
5.1	<p><u>Audit Committee (19 March 2018)</u> A.Brennand presented the report from the meeting as Chair of the Audit Committee. She reported the main item on the agenda had been the strategic risk register and the new addition of a board assurance framework. There had been a discussion around the need to have clarity around the college's procedures – what was in existence, what required updated, who was responsible and which needed the Corporation's approval. It had been agreed the Clerk and J.Stephens would undertake a mapping activity in order to provide this clarity.</p> <p>A.Brennand reported there had also been an update on what was being done to prepare for the commencement of the General Data Protection Regulations (GDPR). An update on internal audit activity had been received from RSM, with the recent HR audit receiving an assessment of 'Reasonable assurance', and the Committee had received a briefing on the purchasing process from M.Hasell in response to their request for further information at a previous meeting.</p> <p>The Corporation asked if payments were only made if a purchase order had been raised. J.Stephens confirmed in the main that was the case. A reminder note would be sent to Directors to reinforce the process with their teams.</p>	
5.2	<p><u>Finance Focus Group (21 March 2018)</u> N.Phillips presented the report from the meeting 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. At the time of the meeting, the hotel was about to be placed on the open market and there were already a number of interested parties. The sale of the campus was progressing well – exchange was expected during May 2018 and completion around July/August 2018.</p> <p>The FFG had discussed the accounts and noted the operating loss due to income being less than had been budgeted for. The FFG had discussed the challenges surrounding the Adult Education Budget (AEB) and apprenticeships, where levy paid apprenticeships were performing well but SME uptake was low due to the introduction of a 10% contribution. Both non-pay and pay costs were below budget and the FFG had been pleased to see the significantly reduced reliance on agency staff. The pay-income ratio had been noted as too high; however this was primarily down to reduced income rather than high pay costs.</p>	
5.3	<p><u>Kickstart Board (20 March 2018)</u> R.Beswick presented the report from the meeting as the newly elected Chair of the Kickstart Academy. She reported the meeting had discussed the need for the reporting to be more robust, with clarity around timescales and responsibility. Student</p>	

5.4	<p>attendance and the strategies in place to respond to periods of non-attendance were discussed in detail. The Board had also discussed policies for approval, the assignment of governors to their link areas (similar to that of the college scheme) and the Academy's monthly management accounts.</p> <p><u>Staff governors (new standing item)</u> M.Murphy updated the Corporation on the recent all-staff CPD day, which took place on 29 March 2018. He reported the staff had been pleased to have sight of the curriculum and accommodation proposals and were providing their feedback as part of the consultation process. He noted the Business Support staff members were more anxious about long-term job security and he was encouraging colleagues to discuss their concerns either with their line manager or with ELT members.</p> <p>G.Guest added he met regularly with the unions to discuss such issues and echoed M.Murphy's comment regarding encouraging staff members to raise their concerns.</p> <p>J.Welch also reported on the CPD Day. The day had been well received but there were ongoing concerns about the impact of day-long CPD events on learners in addition to bank holidays and closures due to bad weather. He informed the Corporation campus security had been discussed during the workshop he had attended and in the current climate whether there was a need to have a greater onsite security presence.</p> <p>At this point in the meeting, P.Hinkins declared an interest due as the Director of the security company used by the college.</p> <p>G.Guest echoed J.Welch's concerns around the CPD Strategy - he explained the 2017/18 schedule had been inherited and would be different going forward. He strongly felt the focus should be on outcome and quality of CPD and he informed the Corporation a Talent Management Strategy was in development, which would be the start of changing how CPD was managed across the college.</p> <p>With regards to security, G.Guest reflected on the open nature of the campus and responding to student feedback around feeling safe in the college. He confirmed there would be a review of how security could be improved without impacting on culture, particularly in light of the changing campus.</p> <p>J.Welch also raised his concern around the levels of staff members absent due to stress. G.Guest acknowledged it had been a difficult year for staff members and the considerable amount of change that had occurred. The college had needed to urgently reduce the amount of agency cover used and the teaching staff had responded well to that challenge. He was aware of the impact staff absence had on the learners and the need to maximise the use of under-utilised staff members throughout the college.</p> <p>G.Guest confirmed processes had been put in place as part of absence management, including return-to-work interviews with SLT members. He acknowledged there was more to do to address this and would keep the Corporation informed of progress.</p> <p>The Chair thanked the Staff governors for their reports, which he believed would continue to be a valuable contribution to the meeting, and acknowledged how improvements had been begun to monitor and manage staff absence across the college.</p>	
5.5	<p><u>Student governors</u> Due to apologies being received, this item was deferred to the next meeting.</p>	
STUDENT EXPERIENCE		
6.	Quality Improvement Plan – Haybridge Rd	

	<p>G.Guest presented the Quality Improvement Plan (QIP) for the Haybridge Rd campus. He highlighted the two areas assessed as 'red' risks – the impact of tutorials on student progress, and the quality of teaching and learning. He stressed these ratings were concerns on the timing of process changes, not quality outcomes. Changes were being embedded but not yet fully implemented – it was a reflection of improvement already made but acknowledgement that there was still more to be done:</p> <p>Tutorials – these were currently not as effective as they could be and the system was under review. A number of options were being tested, including having staff members specialising in tutorials. J.Welch welcomed this suggestion as he acknowledged leading tutorials and lectures involved different skillsets.</p> <p>Teaching and learning – the new approach to improving quality (moving from observations to learning walks) was still being embedded and the challenge was now bringing the two campus cultures together ready for the move to the single campus in September 2018.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the format of the document could be improved as they wanted to clearly see and track the impact of the actions. G.Guest agreed - he explained they had used an inherited format but for next year the format of the QIP would be furthered improved and would address the Corporation's request.</p>	
7.	Attendance and retention	
	<p>G.Guest presented the report and reported all attendance had improved compared to this time last year. The college was now in 'achievement phase'; therefore the next report would include achievement predictions. Retention also looked positive, with concerns mainly around adult English and maths, where changes around its management were being introduced.</p> <p>G.Guest also reported on this year's apprenticeship achievement predictions, which were predicted to be around the national average. He explained two years ago the colleges' achievement had been 18% at Haybridge Rd and 2% at King St; therefore this represented a major improvement for the college.</p> <p>Priorities for improvement:</p> <ul style="list-style-type: none"> - The completion of work experience was 31% for Haybridge Rd students (excluding the Health & Social Care students who had placements as part of their studies). Managers were unpicking the process to ensure students were provided with work experience that added value rather than being process-driven - Direct claims: City & Guilds had found some of the processes to be unsatisfactory and until improvements were made had blocked payments. An action plan had been put in place in order to remove the block as quickly as possible 	
8.	HE policies	
8.1	<p><u>Addendum Policy for recruitment, selection and admissions to HE</u></p> <p>J.Stephens presented the policy and explained both policies presented for approval had been taken through the appropriate internal channels prior to presentation to the Corporation.</p> <p>The Corporation APPROVED the Addendum Policy for recruitment, selection and admissions to HE.</p>	

8.2	<u>HE Complaints and Academic Appeals Policy</u> The Corporation APPROVED the HE Complaints and Academic Appeals Policy.	
9.	Exception reports	
	G.Guest informed the Corporation of an ongoing safeguarding investigation at the college not linked to the recent CSE coverage. He confirmed the proper processes were being followed and the appropriate governor(s) were being kept informed.	
FINANCIAL HEALTH		
10.	Management accounts to February 2018	
	<p>M.Hasell presented the college's management accounts for February 2018. He explained this month continued the year-to-date trend – an income shortfall partly offset by pay and non-pay savings. He reported for February 2018 the accounts were £97,000 adverse to budget and for the year-to-date £697,000 adverse. He advised the forecast outturn had not been updated since January 2018.</p> <p>M.Hasell informed the Corporation the second funding draw-down from the Transaction Unit (TU) had been received and had been recognised as exceptional income in the accounts. The main risk continued to be the achievement of the AEB and since the production of the accounts the partnership arrangement for addressing the shortfall had evolved (as per Item 4.3). Apprenticeships continued as an amber risk and tuition fees were now a concern after being highlighted in the previous management accounts. He explained payroll and cash had now been downgraded to a green risk and unless this changed they would no longer appear as areas flagged as warnings.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked about the potential impact of the AEB and apprenticeships shortfall on future years. J.Stephens explained the college had received the 2018/19 draft allocation statement but was currently working with the ESFA on the final allocation based on the 2017/18 projected outturn. The college was still planning to deliver the numbers within CFADS but the team was putting in place plans for best case/worst case scenarios and more would be known following the production of next month's accounts.</p>	
11.	Financial health letter (March 2018)	
	J.Stephens referred to the ESFA's letter regarding the college's financial health, which had been graded as inadequate. She stressed the grade had been calculated using information provided last year and did not take into account the funding received from the TU this year. The Corporation acknowledged it was a requirement for the letter to be shared with governors and that it related to college prior to merger.	
PHYSICAL RESOURCES		
12.	King St relocation – project update	
	<p>J.Stephens presented the update report and reported the project was now moving quickly. Draft accommodation plans had been shared and discussed with staff members on 29 March 2018. All feedback received would be considered as part of the finalisation of the plans.</p> <p>The professional team had been appointed and a number of tendering processes would soon commence. The aspect of the project with the highest risk to completion was the</p>	

	changes to the Construction Centre, due to the requirement to go through the planning process. The Centre was currently scheduled to be completed by 21 September 2018 and contingency plans were in place in the event of this deadline not being achieved.	
LEADERSHIP & GOVERNANCE		
13.	College policies	
13.1	<p><u>Data Protection Policy & Procedure</u> C.Thurlbeck presented the policy. She explained the policy had been updated as part of the work to prepare the college for the introduction of the General Data Protection Regulations (GDPR) in May 2018.</p> <p>The Corporation APPROVED the Data Protection Policy & Procedure.</p>	
13.2	<p><u>Freedom of Information Policy/Publication Scheme</u> C.Thurlbeck presented the policy/scheme. She explained this had been prepared as part of the work to get the college ready for the introduction of the GDPR.</p> <p>The Corporation APPROVED the Freedom of Information Policy/Publication Scheme.</p>	
13.3	<p><u>Whistleblowing Policy</u> The Clerk presented the updated policy. She explained the contact details had been amended as a result of the merger and minor amendments had been made in response to recommendations from the Audit Committee.</p> <p>The Corporation APPROVED the updated Whistleblowing Policy.</p>	
14.	College management report	
	<p>G.Guest presented his report and highlighted the following:</p> <p>Good relationships were being developed with The Learning Community Trust, the multi-academy trust sponsored by Hadley Learning Community covering 3000 students in total across the North Telford area. The college's Progress Coaches were working with the Trust, including supporting students' transition from school to college.</p> <p>The college hosted the High Sherriff's Awards ceremony on 20 March 2018, which showcased the achievements of Shropshire's inspirational young people. The Telford & Wrekin shield was presented to Rebecca Wooley from Telford College who volunteers for Oxfam and Citizen Advice and spent last summer volunteering in Tanzania.</p> <p>The college had successfully achieved accreditation against the Matrix Standard – a quality standard for assessing and measuring an organisation's advice/support services.</p>	
15.	Telford College performance report	
	J.Stephens reported there was no progress to report at this point in relation to the production of a college-wide performance report.	
16.	Link governor updates	
	<p>The Chair invited governors to provide an update on any Link Governor activity undertaken over the last month.</p> <p>G.Bleasby informed the Corporation she had met with all the Directors covering her link area (Resources) and going forward would be doing this on a quarterly basis. The meetings had covered a number of issues, including merging data and IT systems;</p>	

	<p>performance reporting; data security; GDPR; HR and culture change; policies and processes; and health and safety.</p> <p>P.Hinkins reported he had met with the Employer Engagement & Apprenticeships team. He noted the team's enthusiasm and how he had explained the role of the link governor was to help and support as well as learn about the team's work. He stated he was pleased with the work of C.Smith, Director of Employer Engagement & Apprenticeships. P.Hinkins also reported he had visited Jaguar Land Rover with G.Guest in order to develop the relationship between the company and the college.</p> <p>R.Beswick informed the Corporation, as part of her role as Governor DSL, she regularly met with C.Wain (Director of Services to Students, Marketing & Admissions) to discuss safeguarding issues and attended cross-college meetings where possible.</p>	
FINAL BUSINESS		
17.	Reflection/self-assessment	
	<p>The Corporation made no comment or suggestion. The Clerk informed the Corporation, in response to members' concerns at the previous meeting, only reports and/or decisions would be tabled at Corporation meetings with the Chair's approval and she would work with the Chair and ELT to put this into practice.</p>	
18.	Any other business	
18.1	<p><u>Local authority update</u> S.Marston informed the Corporation Ofsted was visiting the local authority this week looking at the Youth Offending Service.</p>	
18.2	<p><u>T-Fest 05 May 2018</u> The Chair informed the Corporation members about T-Fest – the college's music festival organised by young people for young people - taking place on 05 May 2018 where around 1000 attendees were expected. He had met with the student project team and had been impressed by their enthusiasm and commitment. He encouraged governors to support the event in any way they could and to make contact through the Clerk.</p> <p>There was no further business and the meeting ended at 6:30pm.</p>	