

# Minutes - approved



<b>Meeting</b>	Corporation
<b>Date</b>	15 May 2018
<b>Time</b>	5:00pm
<b>Venue</b>	B212, King St campus

Corporation members present	In attendance (specific attendance indicated in brackets)	Apologies
Rosie Beswick Gail Bleasby (Vice Chair) Graham Guest (Principal) Paul Hinkins (Chair) Steve Hogan (Items 1-13) Geoff Layer (Items 1-13) Mike Murphy (Staff governor) Neil Phillips	Paul Davis, ILT Coordinator (Demo) Laurence El-Belbol, RSM (1-22) Laura Goodwin, RSM (1-22) Martyn Hasell, Director of Finance (13) Katherine Kynaston, Telford & Wrekin Council representative (1-22) Alan Lewis, Project Manager (15) Stephanie Morley, Clerk to the Corporation Michael Nicol, ESFA representative Liz Pellowe, Director of Quality & Professional Development (1-10) Roger Powell, Interim Vice Principal Janet Stephens, Deputy Principal Carolynne Thurlbeck, Director of Data & Performance (18) Chris Wain, Director of Services to Students (11) Heather Wheeler-Jones, Director of Human Resources (16)	Kerry Boffey Jacob Bowen (Student governor) Anna Brennand Jim Welch

No.	Item	Action
-	<p><b>VERA demonstration</b></p> <p>P.Davis provided the Corporation with a demonstration of VERA, the new student tracker system which had been developed to provide an overview of the data captured by ProMonitor. Reports could be generated by department, course and student – the example shown to the Corporation was for a single course. The report demonstrated displayed data about the students on that course (minimum target grade and projected grade, unit completion, assessment completion and additional needs) and a risk (BRAG) rating for each student was shown – Blue for exceeding, Green for achieving, Amber for at risk and Red for not achieving their minimum target grade.</p> <p>QUESTIONS/COMMENTS</p> <p>Corporation members asked for further information about how the BRAG-rating was derived and how much of the data was subjective. It was explained the BRAG-rating was provided by the lecturer and was not automatically generated by the system. This was the only subjective information within the system.</p> <p>The Corporation praised the system and asked how it was used in practice. L.Pellowe explained the reports were discussed at regular meetings with each of the course managers and their Director. Each ‘flag’ on the report was a point of conversation and would be discussed at that meeting. She explained previously only actual data was</p>	

	<p>captured but with the introduction of VERA, the college was now able to evidence both a student's achievement and their potential.</p> <p>The Corporation asked whether the system would take into account students on multiple courses, for example A-Levels. L.Pellowe confirmed it would but amendments were being made for 2018/19 to ensure the system was as robust as possible.</p> <p>The Chair thanked P.Davis for the demonstration and for developing a system that was clearly a very useful tool for managing student performance and helping to maximise their potential.</p>					
<b>CORPORATION BUSINESS</b>						
<b>1.</b>	<b>Welcome, introductions and apologies</b>					
	<p>The Chair welcomed everyone to the meeting. He explained colleagues from RSM (the College's internal audit provider) were in attendance as observers as part of this week's governance and risk audit and introductions took place.</p> <p>Apologies had been received from K.Boffey, J.Bowen, A.Brennand and J.Welch.</p>	<i>Clerk to update register</i>				
<b>2.</b>	<b>Declarations of Interest</b>					
	<p>The following declarations were made:</p> <ul style="list-style-type: none"> <li>- G.Layer declared an interest in Item 13 (Management accounts) due to the reference to HE tuition fees</li> <li>- During Item 5 (Matters arising), the security review was mentioned and P.Hinkins declared his interest as the Director of the security company used by the college</li> <li>- During Item 15 (Relocation update), K.Kynaston declared her interest as an employee of the planning authority</li> </ul>	<i>Clerk to update register</i>				
<b>3.</b>	<b>Confidential matters</b>					
	<p>It was agreed there was a need to hold the following item in Confidential session for the given reason:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item/report</th> <th style="text-align: left;">Reason</th> </tr> </thead> <tbody> <tr> <td>23 – Curriculum planning update</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	23 – Curriculum planning update	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis	<i>Clerk to update register</i>
Item/report	Reason					
23 – Curriculum planning update	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis					
<b>4.</b>	<b>Minutes of meeting held on 09 April 2018</b>					
	<p>The minutes of the Corporation meeting held on 09 April 2018 were APPROVED as a true record.</p>	<i>Clerk to file</i>				
<b>5.</b>	<b>Matters arising report</b>					
	<p>The Clerk explained this had been introduced as a separate item/report to put in place a more robust system for monitoring and reporting matters arising and actions. The report would be a 'living document', where matters and actions remained on the report until dealt with/actioned. Each item would be RAG-rated based on progress and a textual update would be provided where possible.</p> <p>As per the report, the following updates were provided:</p>					

	<p>Tribal benchmarking report – J.Stephens reported M.Hasell had met with Tribal colleagues that day and the first report would be presented to the Finance Focus Group prior to the Corporation.</p> <p>TFest – G.Guest reported the event had been successful and over 1000 students had attended. In particular he praised the students who had organised the music festival.</p> <p>The Chair welcomed the introduction of the report and agreed it would ensure the Corporation would not lose sight of outstanding actions and matters.</p>	
<b>6.</b>	<b>Corporation committee/group updates</b>	
6.1	<p><u>Audit Committee (19 March 2018)</u> The Chair reminded Corporation members the verbal update from this meeting had been provided by the Chair of the Audit Committee at the previous meeting and the draft minutes were therefore for members’ information. There were no questions.</p>	<p><i>Clerk to add to Matters Arising report</i></p>
6.2	<p><u>Search Committee (09 April 2018)</u> The Chair reported the Search Committee had met last month to discuss the two governor vacancies on the Corporation. He highlighted the following:</p> <ul style="list-style-type: none"> <li>- The governor recruitment pack had been produced by the Clerk, approved by the Committee and was available on the website</li> <li>- The vacancies went live on 01 May 2018 and the deadline for applications was 31 May 2018</li> <li>- Adverts had been placed in local media, national media and LinkedIn; press releases had been circulated to local media contacts; governors had been asked to share with their own networks; and further publicity was planned</li> <li>- Interviews were scheduled for Monday 11 June 2018, using the same panel used for the Telford College Corporation selection process, and recommendations for appointment would be presented to the Corporation at its July 2018 meeting</li> </ul>	
6.3	<p><u>Finance Focus Group (25 April 2018)</u> P.Hinkins 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. The hotel was now on the market and the FFG received an update from Knight Frank on interest received to date. The sale of the King St campus was progressing as expected.</p> <p>The FFG had discussed the accounts and noted it had been a challenging month. The Adult Education Budget (AEB) had been discussed as one of the major risk areas. G.Guest reported the AEB enrolments had been encouraging since the commencement of the partnership arrangement and contractual obligations were on target to be met.</p> <p>P.Hinkins reported the FFG had agreed the importance of fully reviewing all contracts entered into by the College and taking a risk-based approach to their review and management. The FFG had noted the Cosford contract had again been extended on a temporary basis and the College was currently looking at whether it would tender for the new contract once procurement commenced.</p> <p>The FFG had made a number of suggestions around how to improve the presentation of the information within the management accounts, such as the greater use of diagrams and graphics, to particularly benefit those with a non-financial background.</p>	
6.4	<p><u>Staff governors</u> M.Murphy reported at this time there was no update to provide to the Corporation.</p>	

6.5	<p><u>Student governors</u> Due to apologies being received, this item was deferred to the next meeting.</p>	
<b>STUDENT EXPERIENCE</b>		
<b>7.</b>	<b>Ofsted visits April/May 2018</b>	
7.1	<p><u>Telford College monitoring visit 18/19 April 2018</u> L.Pellowe referred the Corporation to the summary report and explained the final Ofsted report had not been published. The visit had focused on five themes (as prescribed by the inspector) and had been found to be showing progress across the board:</p> <p>Theme 1: Developing an effective quality improvement plan (QIP) – inspectors noted the progress made in this area and the scrutiny and challenge provided by governors. The importance of producing an integrated QIP had been raised.</p> <p>Theme 2: Teaching, learning and assessment – inspectors had seen excellent practice, noted assessment of students’ starting points had improved and had agreed with staff assessments during the joint learning walks. The main area to address was inconsistency, lesson/activity differentiation and better use of targeted questioning.</p> <p>Theme 3: English and maths – inspectors noted English and maths was now a clear priority and had been fully embedded across the College.</p> <p>Theme 4: Apprenticeships – inspectors noted good progress had been made and recommended a more robust and consistent approach to evidencing impact.</p> <p>Theme 5: British Values – again, inspectors had noted good progress and how this had been embedded across the majority of the College.</p> <p>L.Pellowe noted the recommended areas for improvement were ones which had already been identified as such by the College and were being built into the QIP. A lot of actions were contained within the plan and a significant amount of work had already taken place, particularly over the last 12 months. On behalf of the Corporation, the Chair echoed this and acknowledged the achievements made by and contribution from all staff members.</p>	<p><i>Clerk to add to Matters Arising report</i></p>
7.2	<p><u>Kickstart inspection 01/02 May 2018</u> L.Pellowe briefly updated the Corporation on the full inspection carried out by Ofsted on 01/02 May 2018 at the Kickstart Academy, for which the final report had not yet been published. Improvements in leadership and management had been noted by the inspectors following the greater involvement of the College as the academy’s sponsor and it was recommended this continued to deliver further improvement. Areas identified for improvement by the inspectors were attendance, consistency in teaching and learning and differentiation of tasks – closely reflecting the College’s areas for improvement.</p>	<p><i>Clerk to add to Matters Arising report</i></p>
<b>8.</b>	<b>Quality Improvement Plan (QIP) – King St campus</b>	
	<p>L.Pellowe presented the QIP for the King St campus, which had been rewritten in February 2018 to be brought in line with the plan for the Haybridge QIP. She explained the QIPs were updated following the each round of quality support meetings and the next update would also take into account the recommendations from the Ofsted report once it had been published.</p>	

	<p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation noted direction of travel arrows were not included for all actions. L.Pellowe explained this was due to the actions being marked as completed; however the QIP would be checked to ensure no arrows were missing.</p> <p>The Corporation asked when the two QIPs would be merged and become a single document. It was confirmed they were being converted into a more user-friendly document over summer which would ready to use for the next academic year and for the first time business support areas would also be included. The main challenge was for the document to be 'owned' by staff; therefore their engagement and a shift in culture were critical for effective implementation.</p> <p>The Corporation suggested it would be useful to have sight of both the previous versions and the improved version once completed so that members could clearly see how the QIP had changed.</p>	<p><i>L.Pellowe to check</i></p> <p><i>Clerk to add to Matters Arising report</i></p> <p><i>L.Pellowe to action and Clerk to add to forward plan</i></p>
<p><b>9.</b></p>	<p><b>Attendance and retention</b></p>	
<p>9.1</p> <p>9.2</p>	<p><u>Attendance</u></p> <p>L.Pellowe referred to the report. A fall in attendance had been experienced over the last month – YTD overall attendance was 86.3% and Week 38 was 79.9%, compared to a target of 90% - which in part was due to students completing their courses not continuing to attend Functional Skills sessions. Specific action was being taken for individual courses where attendance was currently below target and college-wide activity was planned to focus on the achievement of 2018/19 attendance targets.</p> <p>L.Pellowe reported missing register marks were primarily due issues caused by staff absence. It was noted the College had entered the last phase of the academic year - the last half term of the year was only two weeks away, exams begun and final assessments were being checked. Work was underway to assess predicted achievement for students.</p> <p><u>Retention</u></p> <p>R.Powell referred to the report and informed the Corporation of the withdrawal surgeries he had implemented where requests to withdraw a student and the audit trail/rationale for the withdrawal were carefully assessed. He provided examples of where requests had been declined and students had been supported, with positive results.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation noted the significant jump of missing register marks from Weeks 34/35 (113/90) to Week 38 (176) and asked why this may have happened. It was explained this was down to a combination of issues – the Easter break, followed by increased absence due to sickness and a software failure at King St.</p>	
<p><b>10.</b></p>	<p><b>Learning and teaching</b></p>	
	<p>L.Pellowe provided a brief update on teaching and learning. The College was very aware of the need to improve teaching differentiation and targeted questioning. The Learning Coach, who joined earlier this term, was supporting individual staff members with their specific needs and was also developing general support based on common development themes.</p>	

<b>11.</b>	<b>Careers Policy</b>	
	<p>C.Wain presented the policy and explained the new requirement to provide access to independent careers guidance as part of a college’s funding agreement. Colleges must have a stable, structured careers programme in place, with senior leadership and governing body backing, which provides learners with guidance materials and a wide range of up-to-date reference materials relating to careers education and opportunities.</p> <p>C.Wain highlighted the following:</p> <ul style="list-style-type: none"> <li>- From September 2018, Telford College must have an appropriately trained person named as Careers Leader and publish the Careers Programme on its website</li> <li>- Telford College has a duty to ensure students were provided with comprehensive careers advice and guidance</li> <li>- The policy had been presented to the Senior Leadership Team and now needed the Corporation’s approval</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the recent Matrix accreditation was not referenced. C.Wain explained this was due to the policy being written prior to the accreditation being received.</p> <p>The Corporation felt it would be good to include within the programme information about current and future local skills need and job availability.</p> <p>The Corporation asked whether the ‘Careers Leader’ needed to be a staff member or a Corporation member. C.Wain confirmed this would be a staff member; however it would be good practice to identify a link governor for careers.</p> <p>The Corporation APPROVED the Careers Policy.</p>	<p><i>C.Wain to action</i></p> <p><i>Clerk to add to Matters Arising report</i></p>
<b>12.</b>	<b>Exception reports</b>	
	There was nothing to report.	
<b>FINANCIAL HEALTH</b>		
<b>13.</b>	<b>Management accounts to March 2018</b>	
	<p>The item commenced by bringing to Corporation members’ attention the accounts provided within the meeting papers were those for the previous month rather than those for March 2018. The Clerk apologised for the mistake, explaining it was due to her own error, and stated she would circulate the correct version of the accounts the following day to the Corporation.</p> <p>Due to the error outlined above, M.Hasell verbally introduced the management accounts for March 2018. He explained March had been a challenging month, with loss of income being partly offset by savings. A monthly operating loss of £694k was reported, which was £319k adverse to budget, and for the year to date this was £2.2m adverse to budget. A revised outturn forecast had been produced this month, which still predicted an operating loss adverse to budget but there was confidence some retrieval would be seen during the last few months of the year.</p> <p>Regarding the key risk areas:</p> <ul style="list-style-type: none"> <li>- AEB and Apprenticeships income remained a concern and a red and amber risk</li> </ul>	<p><i>Clerk to action</i></p>

	<p>respectively</p> <ul style="list-style-type: none"> <li>- Payroll had changed to an amber risk this month. The costs continue to be favourable to budget however an issue with the Cosford contract had been identified, hence the revised risk rating</li> <li>- Cash remained a green risk</li> </ul> <p>M.Hasell informed the Corporation of the following in relation to the forecast outturn revisions:</p> <ul style="list-style-type: none"> <li>- Income has been revised to £22m, which was £660k adverse to budget</li> <li>- There had been no changes to the pay costs forecast as it was expected to be within budget</li> <li>- Further non-pay savings were being identified, for example external provision and teaching materials; exam fees; legal and professional costs; and depreciation</li> </ul> <p>G.Guest informed the Corporation the savings relating to teaching materials were for AEB (external provision) and any savings made would not adversely impact on students.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked if there was a total forecast for the savings being made. M.Hasell reported a total of approximately £1.3m.</p> <p>The Corporation asked whether the forecast included a revised EBITDA. M.Hasell confirmed this had been revised and was forecast as £448k.</p> <p>There were no further questions and Corporation members were reminded the correct version of the accounts would be sent to them the following day.</p> <p>(S.Hogan and G.Layer left this meeting at this point)</p>	
<b>14. Amendment to the Term Loan Facility Agreement</b>		
	<p>J.Stephens referred the Corporation to the report and explained the letter dated 27 April 2018 from the Department for Education (DfE) referred to the term loan facility arrangement - a legal document signed as part of the Restructuring Facility. The facility was for a loan of £1.5m as a contingency arrangement that could be accessed up to March 2019 if required. She confirmed the College had not accessed this loan to date and was not intending to do so. As per the report, the Transaction Unit was looking to move from an interest rate based on the gilt rate to the Public Works Loan Board rate as a way of providing greater clarity and understanding. She stated the interest difference was minimal and advice had been sought from the Transition Director, who saw no reason to object to the change.</p> <p>The Corporation APPROVED the terms of, and the transactions contemplated by, the letter from the DfE and RESOLVED for the Principal to sign, execute and deliver the letter on behalf of the Corporation.</p>	<i>G.Guest to action</i>
<b>PHYSICAL RESOURCES</b>		
<b>15. King St relocation – project update</b>		
	<p>A.Lewis presented his update report on the relocation of King St provision onto the Haybridge campus. He informed the Corporation decisions were being made on the tenders for the construction works this week and work would start on site w/c 18 June 2018. Work was underway with the 7<sup>th</sup> Form staff to allocate classrooms and specific</p>	

	<p>areas of the college were being vacated (W-block, B-block and The Bridge Centre) to ensure they were ready for September 2018.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted planning permission for the Construction Centre was no longer identified as a risk within the report and asked if this had been granted. A.Lewis explained the planning permission had been submitted, but not yet granted, and had been removed as a risk as there was a degree of confidence it would be granted due to its location and design being in keeping with existing buildings. Corporation members acknowledged this but felt it should remain within the report until the risk had been eliminated. The Corporation asked for confirmation of contingency arrangements being in place. A.Lewis confirmed plans were in place, although the existing building would be ready to receive students at the start of term and the overall work would be completed by the end of September 2018.</p> <p>The Corporation asked about the outcome of the recent car parking audits. A.Lewis explained during the audit period the car park had exceeded capacity on two occasions – one by three cars and another by twenty cars. In order to resolve the potential parking issues, alternatives would be encouraged (other transport and car share) and the removal of T-block would create some additional spaces.</p>	<p><i>A.Lewis to action</i></p>
<b>16.</b>	<b>Gender Pay Gap report</b>	
	<p>H.Wheeler-Jones presented the college’s Gender Pay Gap report to the Corporation and highlighted the following:</p> <ul style="list-style-type: none"> <li>- The College’s data very closely reflected that of the rest of the sector</li> <li>- The College’s mean gender pay gap was 20.5%, compared to an education sector average of 25% (a number of FE colleges had reported a gap as low as 10%)</li> <li>- The gender pay gap was more favourable to males, which was reflective of national data</li> <li>- There was a good workforce gender balance for the upper and middle pay bands (against national trend); however the lower and lower middle bands (approximately 70:30%) reflected national data</li> </ul> <p>She noted the report set out the College’s commitment to promoting equality, diversity and inclusion and the actions being taken to achieve this.</p> <p>There were no questions and the Chair thanked H.Wheeler-Jones for the interesting and useful report.</p>	
<b>LEADERSHIP &amp; GOVERNANCE</b>		
<b>17.</b>	<b>College management report</b>	
	<p>G.Guest presented his report and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Following the Special meeting of the Corporation on 26 March 2018, the relocation plans had been shared with the staff team. The openness, transparency and engagement had been well received; it was therefore important to continue this approach</li> <li>- Regular meetings with the Hadley Learning Community Trust continued. Both parties had shared their approaches to curriculum planning and links were being made to promote progression from the schools to college</li> <li>- G.Guest attended the local authority’s vulnerable learners’ conference in April.</li> </ul>	

	<p>A consultation report would be produced as a result of this and would be shared with Kickstart and college governors once published</p> <ul style="list-style-type: none"> <li>- The Whitehouse Hotel was now on the market and interest had been received. There were no concerns at present around the ability to sell the hotel and regular reports were provided to the Finance Focus Group</li> <li>- On 06 April 2018, the college had a review of financial covenants with the Transaction Unit (TU). The meeting was positive and the TU representatives were happy with the College's progress for all the agreed KPIs</li> <li>- Compared to the same time last year, 108 more unique applications overall had been received – an increase of 6.5%. For 16-18y, there had been a slight decline in application received of 1% which related to academic courses only as vocational applications had increased</li> <li>- Positive employer engagement was continuing and relationships had been re-built with employers who had turned away from the College in the past</li> </ul> <p>The Chair thanked G.Guest for his report. He emphasised the importance of the improved business relationships and noted the College's reputation was lifting considerably.</p>	
<b>18.</b>	<b>GDPR</b>	
18.1	<p><u>Project update</u></p> <p>C.Thurlbeck presented her report on the college's preparation for the introduction of the General Data Protection Regulations (GDPR). With the exception of one task, which would be completed prior to 25 May 2018, all actions within the project plan had been completed. She reported the college was in a good position with regards to its legal responsibilities and much of what was required was already in place. It was acknowledged it would be likely further changes would need to be made following the full implementation of GDPR.</p> <p>Following the approval of the revised Data Protection Policy by the Corporation last month, the policy had been published on the college's website, posters had been displayed around the college and an internal audit by RSM had been carried out, which had been positive. GDPR had also been incorporated into the induction programme for new staff members and training for existing staff members had been rolled out. Annual reports would be provided to the Corporation and would include 'near misses' as well as breaches.</p> <p>The Corporation asked how training had been given to employees who regularly worked off-site and whether they would receive follow-up training. C.Thurlbeck explained all work-based learning staff had been trained and data/devices used by this team were encrypted. A rolling programme of training would be in place and it was envisaged fresher training would be delivered every 12 months.</p>	
18.2	<p><u>Privacy Notice for governors</u></p> <p>The Clerk referred the Corporation to the Privacy statement for governors and explained the document set out:</p> <ul style="list-style-type: none"> <li>- The personal information collected from governors;</li> <li>- The reasons for needing this information; and</li> <li>- The length of time the information would be kept</li> </ul> <p>The Corporation ACKNOWLEDGED the Privacy Notice for Telford College governors.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation asked for clarification around the required permission from students regarding parental contact and whether this would be reviewed on an annual basis. C.Thurlbeck stated the enrolment forms for 2018/19 were being updated to reflect this and would operate on the basis that permission had been given (unless consent was declined by the student). She confirmed completion of enrolment forms would be required on an annual basis for all students as this was essential for ensuring students' details were correct and up to date.</p>	
<b>19.</b>	<b>Link governor updates</b>	
	<p>The Clerk read out the link visit report completed by K.Boffey, who had sent apologies for the meeting. She had met with L.Pellowe to discuss quality; teaching, learning and assessment; AEB provision; and English and maths. Other meetings had been planned; however these Directors had been involved with the Ofsted visit at Kickstart. K.Boffey had been pleased to see the careful tracking of learners' progress and the initiatives introduced to embed English and maths across the college. She was keen to explore in more depth the cost of the AEB provision and reschedule the cancelled meetings with the other directors. Two follow-up meetings with L.Pellowe had been scheduled over the next two months.</p> <p>R.Beswick reported she regularly met with C.Wain as the Director for her link area and had plans in place to meet with the Marketing team on her next visit.</p> <p>The Clerk reported she was aware G.Layer had met with the Director for 7<sup>th</sup> Form &amp; HE earlier that day and would be able to update the Corporation at the next meeting.</p>	
<b>DISCUSSION</b>		
<b>20.</b>	<b>Horizon scanning</b>	
	<p>The Chair introduced the item, explaining the need for the College to consider immediate and long-term issues, initiatives, challenges, changes etc that may have either a negative or positive effect, and opened the discussion out to the meeting.</p> <p><u>Areas identified:</u></p> <ul style="list-style-type: none"> <li>- Brexit and its impact</li> <li>- GDPR</li> <li>- The ageing population and rising retirement age</li> <li>- Mergers and sector contraction</li> <li>- Technological improvement</li> <li>- T-levels and the provision of work experience</li> <li>- Telford50</li> <li>- Local demographic change</li> <li>- Local investment</li> <li>- Impact of automation of local employment and skills need</li> <li>- Apprenticeships (levy and non-levy employers)</li> <li>- Upskilling for older people</li> </ul> <p><u>Agreed areas for further discussion:</u></p> <ul style="list-style-type: none"> <li>- T-Levels</li> <li>- Apprenticeships (the full picture)</li> <li>- Local labour market information update</li> </ul>	<p><i>Clerk to add to Matters Arising report/forward plan</i></p>

FINAL BUSINESS	
<b>21.</b>	<p><b>Reflection/self-assessment</b></p> <p>The Chair asked members for comments or suggestions for improving the administration and/or running of Corporation meetings.</p> <p>As a result of a discussion with RSM colleagues earlier that day, J.Stephens suggested the introduction of an item for the Corporation to agree any additions/changes to the risk register as a result of the meeting's discussion. The Corporation agreed this would be a useful item and the Clerk agreed to incorporate this as a standing item at the end of each agenda.</p>
	<i>Clerk to action</i>
<b>22.</b>	<p><b>Any other business</b></p> <p>There was no further business.</p> <p><u>Remaining Corporation meetings in the 2018/19 calendar:</u></p> <ul style="list-style-type: none"> <li>- 04 June 2018, 5:00pm (meet and greet with Haybridge staff at 4:30pm)</li> <li>- 02 July 2018, 5:00pm (after the meeting it was agreed this would be rearranged)</li> </ul>
CONFIDENTIAL SESSION	
<b>23.</b>	<p><b>Curriculum planning update</b></p> <p>The Chair explained this last item would be held in Confidential session, as agreed, and only attended by independent governors and senior post holders. All other meeting attendees left the meeting at this point.</p> <p>G.Guest introduced the item and provided a verbal update on the curriculum planning process, in particular:</p> <ul style="list-style-type: none"> <li>- High needs provision</li> <li>- The Kickstart Academy</li> <li>- The next phase of the Telford College Transformation programme</li> </ul> <p>The Chair thanked the Principal for his update and looked forward to a more detailed discussion at the next meeting.</p>

The meeting closed at 7:30pm