

Minutes - approved



Meeting	Corporation
Date	17 September 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
Rosie Beswick Gail Bleasby, Vice Chair Kerry Boffey Graham Guest, Principal Paul Hinkins, Chair Chris Pallett Neil Phillips Jim Welch (to Item 8)	Katherine Kynaston, TWC representative (Items 1 - 7) Stephanie Morley, Clerk to the Corporation Michael Nicol, ESFA representative (from Item 5) Liz Pellowe, Vice Principal (Items 1 - 8) Janet Stephens, Deputy Principal	Anna Brennand Geoff Layer

No.	Item	Action						
CORPORATION BUSINESS								
1.	Welcome, introductions and apologies							
	<p>The Chair welcomed everyone to the meeting, in particular C.Pallett who was attending his first meeting as a member of the Corporation. The following Corporation members' apologies had been received - A.Brennand and G.Layer.</p> <p>The Chair explained, due to the need to give sufficient time to both the discussion items and the self-assessment session, he had decided to postpone the self-assessment part of the meeting. The Corporation agreed this was important and the possibility of an away day-type session was suggested. The Clerk would look at potential dates/times and share this with the Corporation members.</p>	<p><i>Clerk to update register</i></p> <p><i>Clerk to rearrange the session</i></p>						
2.	Declarations of Interest							
	The Clerk reported no declarations had been received in advance and none were made during the meeting.							
3.	Confidential matters							
	<p>It was agreed there was a need to hold the following items in Confidential session for the given reason:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>9 – Partnership delivery models 2018/19</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis</td> </tr> <tr> <td>10 – Vice Principal appointment</td> <td>17.2(a) – a person employed at or proposed to be employed at the institution</td> </tr> </tbody> </table>	Item/report	Reason	9 – Partnership delivery models 2018/19	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis	10 – Vice Principal appointment	17.2(a) – a person employed at or proposed to be employed at the institution	<p><i>Clerk to update register</i></p>
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10 – Vice Principal appointment	17.2(a) – a person employed at or proposed to be employed at the institution							
4.	Members of the TCAT Multi-Academy Trust (Kickstart)							
	The Clerk informed the Corporation, as part of their role as academy sponsor, they were required to appoint four members of the trust – the college itself, an							

	<p>independent member and two members also serving on the Kickstart governing body. Following the resignation of S.Hogan as independent member in July 2018 and N.Phillips' recent resignation as member/Kickstart governor, there was a need for the Corporation to appoint their replacements.</p> <p>The Corporation APPROVED the following appointments:</p> <ul style="list-style-type: none"> - G.Bleasby as trust member/Kickstart governor - C.Pallett as independent trust member <p>The Chair thanked G.Bleasby and C.Pallett for agreeing to undertake these roles and the Clerk informed them they would be supported through an induction process covering both Kickstart and MAT governance.</p>	
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STUDENT EXPERIENCE		
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5.	2017/18 achievement	
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<p>5.1</p>	<p>L.Pellowe presented her report and highlighted the following:</p> <p><u>Overall achievement</u> With the exception of A/AS level, improvement had been seen across all provision, both in terms of an increase on last year's achievement and being above the national average. The college had seen a three-year trend of improvement. There were still achievements coming in as, for example, certificates were still being received. For all achievements pending, curriculum managers have confirmed they will achieve.</p> <p>Overall predicted achievement for A/AS level had been 86%; however achievement was 5% lower than this, the reason being the lower than expected achievement for AS levels. The milestone assessments had shown the AS students were on track to achieve but this was not realised. A number of reasons had been identified, including:</p> <ul style="list-style-type: none"> - Accuracy of the assessment process - The impact of the expansion of Criminology from one to three cohorts <p>To help address these issues, part of the recent Strategic College Improvement Fund (SCIF) bid focuses on supporting the in-year assessment process and improving the accuracy of predicting achievement.</p> <p>Areas for focus:</p> <ul style="list-style-type: none"> - 19+ English and maths achievement was slightly less than predicted. Management changes made late in the year were making a difference and the delivery model was under review - Computing achievement had improved by 10% to 73%; however this was much lower than the college average - Beauty achievement was 75% - this was a small cohort and was lower than the college average - The Business 16-18 course was largely exam based and students needed more support to be able to achieve their potential during the exams <p>CORPORATION QUESTIONS & COMMENTS</p> <p>The Corporation asked whether the AS level figures captured learners who were studying or those who had been entered for the exam. L.Pellowe confirmed it was all learners and she explained the volume of AS level students was much greater, thus considerably affecting the overall AS/A level figure. Also, A levels were now changing to a two-year linear course.</p>	
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The Corporation then asked if the under-achievement was recoverable. L.Pellowe explained it was; however there was obviously more work to do to bring up to target.

The Corporation asked if those students who had underachieved had disengaged from the college. L.Pellowe reported there had inevitably been an impact but it had not been seen in particular pockets.

5.2 Apprenticeships

L.Pellowe reported apprenticeships achievement had shown strong improvement, with all areas showing double-figure improvement.

CORPORATION QUESTIONS & COMMENTS

The Corporation noted the low timely apprenticeships achievement at King St (25% against 9% predicted) and asked what had been done to improve the leadership in that area. It was explained the college was still dealing with legacy issues and at King St an apprenticeships recruitment agency had been used, which had not proven to be effective. Previously the teams across the two campuses had been working separately but were now together. Legacy had now ended and all apprenticeships would now be driven by the new team.

The Corporation asked what would be the impact of the changing apprenticeship standards and structure on learner outcomes and achievement rate. The Corporation was informed nationally this was an unknown but the college was still aiming to achieve at least the national average. It was noted the required evidence had not been yet confirmed with employers, making it difficult for them to support their apprentices; however there was a potential opportunity to influence and report feedback from employers.

The Corporation asked if any of the apprenticeship areas were weaker than others. L.Pellowe reported, of the areas identified as needing support, the new Apprenticeship team was providing targeted support and working with assessors. The main concern, however, was English and maths.

The Corporation asked what grading these achievement results would correlate to. G.Guest reminded the Corporation the college was currently un-graded following merger. The college would soon be going through the self-assessment process, at which point an assessment would be made against the grading criteria using a range of different data sets and analysis to give a holistic picture. He stated the college had seen good results in 2017/18 and he was very proud of this achievement.

5.3 English and maths

L.Pellowe reported for Functional Skills there had been steady improvement, including both 16-18 and 19+. The GSCE achievement had mirrored exam attendance and was well above national averages. The focus now needed to be enabling more students to achieve the higher grades.

The English department was performing strongly, with examples of 'unusually high standards of teaching' observed by Ofsted, showing potential for excellence.

CORPORATION QUESTIONS & COMMENTS

The Corporation raised the challenge faced by the college due to inaccurate assessments made by schools, resulting in many students starting college at a lower level. It was noted this was a national issue and it was unknown for colleges to place students on

	courses to protect their achievement rates rather than what was right for the learner. This was not the approach taken by Telford College.	
6.	Learning, teaching and assessment	
	<p>L.Pellowe presented her report, explaining what had been done to build on the planning and preparation week in July 2018.</p> <p>CORPORATION QUESTIONS & COMMENTS</p> <p>The Corporation thanked Liz for her report and noted the hard work gone into improving the quality of teaching, learning and assessment across the college.</p> <p>The Corporation referred to the report's section around impact and how a minority had been resistant to the change in approach. They asked how many staff members this equated to – L.Pellowe explained there were around five staff members who had felt the new approach was unreasonable.</p> <p>J.Welch used the analogy of decimalisation, where a number of staff members were finding it difficult to move away from imperial to a new way of working. There had been a lot of change, for example receiving feedback on schemes of work from Directors, which had been embraced differently across the staff team.</p> <p>L.Pellowe stated, after so much focus on financial issues, quality of learning and teaching was now centre stage, with good practice being captured and proactively shared.</p> <p>G.Guest stated the college's achievement improvements could not have been delivered without good teaching; therefore much of the support was about boosting confidence, maintaining the focus of learning, teaching and assessment and helping teachers to articulate what they have done to deliver improvement.</p> <p>The Chair, on behalf of the Corporation, asked for the staff to be congratulated regarding enrolment numbers. J.Welch noted how this year's enrolment had been the slickest he had seen at the college – improvements had been identified but overall had worked well.</p> <p>On behalf of the Corporation, the Chair thanked L.Pellowe for her reports and congratulated her on her appointment as Vice Principal.</p>	
LEADERSHIP & GOVERNANCE		
7.	College management report	
	<p>G.Guest presented his report and highlighted the following:</p> <p>7.1 <u>Telford Business Board</u> A new sub-group had been established focusing on the future skill requirements of the Borough and the impact of automation. At its first meeting employers had also highlighted the need to address today's skills shortage and the need to work more closely with schools.</p> <p>7.2 <u>Secretary of State visit</u> During the visit, the Minister highlighted the need to have a broader understanding of the requirements placed on schools and the frameworks in which they must operate. As a result, two headteachers from local schools would be attending the meeting of the skills sub-group to help employers understand their context. Feedback from this session had been requested by the Minister.</p>	

<p>7.3</p> <p>7.4</p> <p>7.5</p>	<p><u>MP visit</u></p> <p>Lucy Allen MP visited the college to meet with the Chair of the Corporation regarding how the college supports the skills agenda, works with employers and ensures how student outcomes meet the needs of the local economy. Also discussed was the difference between GCSE English and maths results in colleges and schools.</p> <p>Discussion took place around the need for the college to publish its GCSE results. G.Guest explained the college chose to publish its results. It appeared there may be a move towards college performance measures being published nationally in future so it may be sensible to continue.</p> <p><u>Enrolment</u></p> <p>Further to the report, J.Stephens reported the enrolment figure as at 16 September 2018 was 2110 against a target of 2117. The college was therefore only 7 learners away from its target, which had been ambitious when set. SLT members were focused on retaining the students to ensure the funding target for next year was achieved. The enrolment for the 7th Form was on track, which was always uncertain due to the inability to show the facilities at the open events. Areas exceeding their recruitment targets included Health & Social Care, Digital Technology & Creative and Applied Science. Areas not achieving their recruitment target included Sport, Public Services, Beauty Therapy, Music and Computing.</p> <p><u>High needs</u></p> <p>Discussions continue between the college and local authority in relation to the fair and appropriate funding of high needs provision. This had proved challenging due to the transformation and funding pressures of both organisations and talks were now moving forward, with the agreement of a transition year leading up to firm changes to funding from 2019/20 onwards.</p> <p>The Corporation noted funding should be based around individual education and health care plans (EHCPs) and questioned why this had been so challenging. G.Guest explained previous leadership had agreed to receiving a lump sum from the local authority in return for high needs provision, rather than costs based on each learner’s needs. This had led to the college subsidising provision over recent years.</p> <p>The Corporation asked if this was captured in the college’s strategic risk register. J.Stephens was unsure but agreed it would be added if not already included.</p> <p>The Corporation asked for the process to be clarified. G.Guest explained each learner had an EHCP through the local authority. The college costed up the required provision and put the ECHP in place. It was acknowledged some learners may receive too much support, which could be detrimental to developing independence.</p> <p>K.Kynaston explained the changing regimes (from statements to EHCPs) had led to an urgency around getting EHCPs in place. They now needed to be reviewed to ensure their content was still appropriate and consider the transition of young people who had been at college for a long period of time.</p> <p>The Corporation agreed but also stated the importance of not subsidising the provision. G.Guest stated he had asked the local authority to provide timescales/milestones and students had not been enrolled this year without commitment to review the funding. Both parties needed to make sure the transformation year was right, in terms of finances and supporting students, while being mindful of an EHCP being a legal document.</p>	<p>J.Stephens to add to risk register</p>
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7.6	<p>The Corporation noted the lack of mention of the role schools play in the process. K.Kynaston informed the Corporation it was acknowledged this was an area for improvement and the council's Assistant Director responsible for high needs was looking to improve engagement with headteachers across the Borough.</p> <p><u>The Big Move</u> All students and staff were now on one site - this was a significant achievement as there had been a lot to deliver over a short space of time. The campus was now fully operational and the move had generally been successful, with snagging issues being resolved as they were identified. The Chair, on behalf of the Corporation, recorded his thanks to all involved for this massive achievement.</p> <p>The Corporation asked if any feedback had been received from students, particularly those moving over from the King St campus. G.Guest reported both he and J.Stephens have taken part in the induction process and regularly walked around the campus. All students had said they were enjoying their college experience so far, which had not been the case the previous year. The 7th Form induction events had been purely for A level students for the first time, rather than a mixture of qualification/student types. The unprecedented growth was proving a challenge but he and the senior leadership team would continue to ensure issues were sorted at the earliest opportunity.</p> <p>J.Welch raised the issue of the parking and traffic congestion causing considerable problems at particular times of the day. G.Guest reported he was aware of these problems and shared J.Welch's concerns. A.Lewis had been asked to look into this.</p>	
7.7	<p><u>Management changes</u> With the appointment to the permanent Vice Principal role, G.Guest reported he would soon be in a position to share the management changes he would be implementing across the college.</p>	G.Guest to inform Corporation members
FINAL BUSINESS		
8. (11)	Any other business	
8.1	<p><u>Sale of assets</u> J.Stephens informed the Corporation the sale paperwork for the King St campus had been signed and sealed by Telford College and she was waiting to hear confirmation of Telford & Wrekin Council doing the same in order for the sale to be finalised. Both parties' solicitors were working on this and it was hoped the sale would be finalised this week. With regards to the Whitehouse Hotel, J.Stephens reported the sale was progressing and further surveys had been commissioned.</p>	
8.2	<p><u>Corporation resignation</u> The Chair informed the Corporation Mike Murphy had resigned from his role as Staff Governor (business support). On behalf of the Corporation, the Chair thanked Mike for his contribution as a governor, both Telford College and previously New College Telford, and wished him well for the future.</p> <p>The Chair stated the remaining items on the agenda would be held in Confidential session and asked any attendees who were not independent governors or senior post holders to leave the meeting. At this point, L.Pellowe and J.Welch left the meeting.</p>	
CONFIDENTIAL SESSION		
9.	Partnership delivery model 2018/19	

	<p>The Corporation discussed the partnership delivery model for 2018/19, including the proposals for the Adult Education Budget (AEB) for the Autumn term.</p> <p>The Corporation APPROVED the proposed delivery model for AEB during the 2018/19 Autumn term.</p>	
10.	Vice Principal appointment	
	<p>G.Guest informed the Corporation of the assessment and selection process for the appointment of a permanent Vice Principal, which took place on 10/11 September 2018. He confirmed L.Pellowe had been appointed to the role with immediate effect.</p> <p>The Chair reminded the Corporation, as per the email to all Corporation members dated 31 August 2018, the role of Vice Principal – Curriculum & Teaching would no longer be a senior post holder position.</p>	

The meeting closed at 7:10pm