

Minutes - APPROVED



Meeting	Corporation
Date	05 November 2018
Time	4:30pm
Venue	E2.01

Corporation members present (specific attendance indicated in brackets)	In attendance (specific attendance indicated in brackets)	Apologies
Rosie Beswick Gail Bleasby, Vice Chair Kerry Boffey Anna Brennand Graham Guest, Principal Paul Hinkins, Chair Geoff Layer Chris Pallett Neil Phillips Jim Welch	Paul Butler, NLG (Item 1) Katherine Kynaston, TWC representative Stephanie Morley, Clerk to the Corporation Janet Stephens, Deputy Principal	None received

No.	Item	Action
WORKSHOP ACTIVITY		
1.	<p>P.Butler facilitated a workshop discussion as part of the annual self-assessment process of the Corporation. Separate notes of the sessions were taken.</p> <p>P.Butler explained the outputs from the workshop would be used by the Clerk alongside the governors' six monthly reviews, the regional governance survey and the governance/risk internal audit report to produce a governance action plan to be presented to the Corporation at its first meeting in 2019, as well as the college's annual self-assessment report (SAR).</p>	<i>Clerk to produce plan</i>
CORPORATION BUSINESS		
2.	Welcome, introductions and apologies	
	The Chair welcomed everyone to the meeting. No apologies had been received.	<i>Clerk to update register</i>
3.	Declarations of Interest	
	<p>The Clerk reported no declarations had been received in advance and the following standing declarations were noted for Item 11:</p> <ul style="list-style-type: none"> - P.Hinkins, as Director of Business Watch Guarding - G.Layer, as Vice-Chancellor of the University of Wolverhampton 	<i>Clerk to update register</i>
4.	Confidential matters	
	It was agreed there was a need to hold the following items in Confidential session for the given reasons:	<i>Clerk to update register</i>

Item/report	Reason	
16 – Confidential minutes of the of the last meeting	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis	
17 – Report of the Remuneration Committee	17.2(a) – named persons employed by the institution	
18 – Corporation updates	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis	
5.	Minutes of the last meeting and matters arising	
5.1 5.2	<p><u>Minutes of the last meeting</u> The minutes of the meetings held 08 October 2018 were APPROVED as a true record.</p> <p><u>Matters arising report</u> The Clerk presented the Matters Arising report to the Corporation and the following updates were provided:</p> <p>Apr18-02 – the Clerk reported the discussions under Item 1 regarding reporting and developing a performance dashboard would progress this outstanding action.</p> <p>Oct18-02 – G.Guest confirmed the counselling service had not been reduced, however there had been an increase in students with mental health issues.</p> <p>Oct18-05 – the Clerk confirmed the updated Keeping Children Safe in Education document would be circulated the following day.</p> <p>Oct18-07 – the Clerk confirmed this was in progress and would check its status with M.Hasell following his return from leave.</p> <p>Oct18-09 – the Clerk confirmed the handbook had been updated as per the agreed amendments and its publication was awaiting the consideration of a further amendment under Item 17.</p> <p>Oct18-13 – the Clerk confirmed the new risk had been added to the register.</p>	<i>Clerk to file</i>
6.	Reports to Corporation	
6.1	<p><u>Finance Focus Group</u> G.Bleasby updated the Corporation on the last meeting of the Finance Focus Group, which had taken place on 23 October 2018. The group had received an update on The Big Move and had been informed the £100k project overspend had been due additional works requested by the college which were scheduled to take place later in the year, thus generating some savings and minimising future disruption. The group had discussed in detail the college’s under and overspends, the fifth funding drawdown from the TU and the ongoing pay award discussions. The group had also received updates on the sale of the King St campus and the Whitehouse Hotel, which were both progressing at a slower pace than expected. With King St, planning permission negotiations had delayed the sale. A verbal agreement had been received from Sport England, however a formal agreement was awaited in order to progress. K.Kynaston confirmed the local authority remained committed to the sale.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Chair reminded the Corporation they had taken the decision to not place the campus on the open market due to the offer price and the promise of a quick sale;</p>	

	<p>however it was noted planning issues would have arisen regardless of who the buyer was. The Chair stated there was a need for the Corporation to reconsider its decision if the sale was delayed much further.</p> <p>The Corporation asked for clarification around the issue and the agreed offer price. It was explained a Sport England-funded pitch had not been returned to its original use following its conversion into a temporary car park. As a planning consultee, Sport England had requested the pitch be restored and the special school moving onto the site had agreed for its sports facilities to be made available for community use. The formal response to this proposal was awaited. The Corporation was reminded of the valuation set out in CFADS and the agreed offer price.</p> <p>The Corporation asked if the Sport England/planning issue was the only cause of the delay to the sale. K.Kynaston's interest as a senior officer at Telford & Wrekin Council was noted and she confirmed to the best of her knowledge this was the only critical issue holding up the sale.</p> <p>There were no further questions.</p> <p>6.2 <u>Staff governor</u> J.Welch reported the most recent CPD day had been delivered by the college's own staff and had been well received. He welcomed the opportunity for staff members to meet with each other more regularly, particularly given the merger and relocation onto a single campus.</p> <p>6.3 <u>Student governor update</u> The Clerk two the student governors were now confirmed as Manny Uppal and Lindsey Ellis. They would begin attending Corporation meetings from December 2018 onwards to allow a proper induction to take place.</p>	
7.	Procedural matters	
7.1	<p><u>The Search Committee</u> The Chair delivered a report to the Corporation on behalf of the Search Committee. He explained the committee had met on 30 October 2018 to meet with and discuss a candidate for one of the governor vacancies – Paul Birch. The Chair emphasised the candidate's skills and experience, and also through his senior role at Wrekin Housing Trust his links to and understanding of the borough's communities.</p> <p>The Corporation APPROVED the Search Committee's recommendation to appoint P.Birch as a member of the Telford College Corporation.</p> <p>7.2 <u>Annual consideration of confidential status of minutes</u> The Clerk referred the Corporation to her report and explained she was recommending the Corporation delegated the annual review of the confidential status of minutes to the Audit Committee. Undertaking this review was good governance practice and demonstrated the Corporation's commitment to openness and transparency.</p> <p>The Corporation APPROVED:</p> <ul style="list-style-type: none"> - The delegation of the annual consideration of minutes' confidential status to the Audit Committee; and - The recommendation for the Audit Committee to reports its decision to the Corporation at its next available meeting 	<p><i>Clerk to progress</i></p> <p><i>Clerk to progress</i></p>

STUDENT EXPERIENCE	
8.	Learning, teaching and assessment (LTA)
	<p>G.Guest presented this item. He explained L.Pellowe would be on sick leave for at least one month and he had put interim arrangements in place to ensure the work of the Vice Principal was covered in her absence.</p> <p>The CPS event on 26 October 2018, mentioned previously by J.Welch, had been a carousel of good practice, where staff members were proactively sharing with one another and examples of best practice were showcased.</p> <p>The college had been successful in securing a funding bid (approx. £89k) from the Strategic College Improvement Fund. The bid involved working with Halesowen College and would focus on improving A Level achievement rates.</p> <p>Formal learning and teaching reviews would be carried out throughout November, supported by T.Noonan who had worked with the college previously on responding to the improvement recommendations from Ofsted, as part of the college's plan to becoming outstanding.</p>
9.	Safeguarding update
	<p>G.Guest presented the report, which had been updated to include comparisons with the previous year's figures following the combination of reports from across the two separate campuses. It was noted, since this time last year, changes had been made to the categories in order to improve the accuracy of reporting and the support offered to students.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>K.Kynaston asked whether the college was linked to the team at Family Connect. As the Governor DSL, R.Beswick confirmed it was and reported the college was a member of all the appropriate council-led safeguarding groups.</p> <p>The Corporation noted the previous reference to increased numbers of students with mental health issues but the reduced number of incidents reported on CPOMS under that category. G.Guest responded this was down to the more accurate reporting.</p> <p>The Corporation asked whether the college checked employers' critical incident risk assessments when taking on apprentices. G.Guest would confirm this with the appropriate manager.</p> <p style="text-align: right;"><i>G.Guest to action</i></p>
FINANCIAL HEALTH	
10.	Enrolment and retention
	<p>J.Stephens presented the report, which had been correct at the time of publication. She highlighted the following:</p> <ul style="list-style-type: none"> - 16-18yr numbers were now at 2066, with a potential 22 withdrawals, against a target of 2052 within the financial plan - Mitigating action had been taken with the students at risk of withdrawing, including early engagement to assess whether they were accessing the right provision and the allocation of a SLT mentor - Reviews would ensure the maximum possible learning hours were in place for the correct funding banding to apply

- In addition to growth in numbers, current withdrawals were significantly less than last year and were also below the national benchmark of 4/5%.

Telford College withdrawals (Nov 2017)	10%
Telford College withdrawals (Nov 2018)	3/4%
National benchmark	4/5%

- 19+ enrolments were on track to be achieved as they took place throughout the year
- HE enrolments were below target, which was also the case nationally. An improvement strategy was being put in place
- Apprenticeship enrolment was below target. An improvement strategy was being put in place

CORPORATION QUESTIONS/COMMENTS

The Corporation thanked J.Stephens for the information. They noted the format/presentation of the information could be clearer and asked these improvements be made. It was agreed this would be done, however it was important for the format and type of information remain consistent over time to ensure comparisons could be made and managers were clear about what data to provide. It was agreed the FFG would agree a template for reporting this information.

Clerk to add to FFG agenda

11. Monthly management accounts to 30 September 2018

J.Stephens presented the management accounts for the period up to 30 September 2018. In response to the governors' request, statements regarding confidence in the financial plan had been incorporated into the Page 2 report. The following deviations were noted:

- A total of £363k additional ESFA income due to a successful business case
- A total of £337k additional AEB income and partnership costs of £236k
- HE income £220k lower than anticipated, to be partially offset by £48k of related pay cost savings
- Apprentice income was forecast to be £300k adverse to plan, to be partially offset by £100k exam fee savings
- Pay award negotiations, potentially 2% increase compared to the budgeted 1%. £110k cost had been included in the forecast
- Overall the adjustments reflected a net £20k deterioration in the forecast outturn
- The plan remained highly reliant on apprenticeship recruitment, which represented the largest risk area for the plan

J.Stephens highlighted the following:

- The operating surplus was £164k YTD and was £68k favourable to budget
- Total income was £3,362k YTD, which was £177k adverse to budget
- ESFA funding was £85 favourable to budget due to additional income as a result of a successful business case for more funding
- HE income was £72k adverse to budget due to a shortfall in enrolments. This was in part due to a planned HND not running (£68k) and 23 less engineering enrolments than expected (£99k). The HE team was reviewing options for a programme of January 2019 enrolments and investigating whether large employers who have historically enrolled a substantial volume of learners had sought to recruit apprentices as an alternative option
- An improvement strategy for apprenticeship enrolments was being implemented. Reaching the original target enrolment numbers would be a

	<p>challenge but, if achieved, would represent 30% growth. Work was already taking place to improve new starts for next year.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked why the apprentice enrolment was behind target at this early stage. J.Stephens explained enrolments had been lower than expected in July/August 2018, which had affected carry-in, as well as lower than forecast new starts in September/October 2018.</p> <p>The Corporation asked if apprentices were on the new standards. It was confirmed there was a mixture; however the new forecasting system linked to the new standards.</p> <p>The Corporation asked how long engineering apprenticeship programmes lasted, acknowledging longer programmes ran a higher risk of withdrawal. It was confirmed the standard engineering programme lasted 24 months, whereas electrical engineering was longer.</p> <p>The Corporation asked how lessons had been learnt for next year’s enrolment. J.Stephens reported the college would review which apprenticeship programmes generated the most income and would also rationalise its provision, which was currently too broad.</p> <p>The Corporation noted there had been an announcement within the recent government budget to reduce SME employer contribution from 10-5% and how this could cause employers to delay taking on apprentices until the new contribution was implemented.</p> <p>The Corporation asked how the college could mitigate against carrying shortfall into the new year. J.Stephens explained the Aviation project at RAF Cosford, as previously reported to the Corporation, would be a critical part of the recovery plan.</p> <p>The Corporation asked for clarification around the risk to the next TU draw-down. J.Stephens reported there was an agreed £1m drawn-down from the TU in December 2018. Payments ahead of need were not TU policy, however the payment had been agreed as part of the funding contract. The risk was low but she and G.Guest would be meeting with TU colleagues to ensure this would not become an issue.</p> <p>The Corporation asked if the delay to the sale of assets would cause a problem for the college’s cash flow. J.Stephens confirmed it would not as the funds had always been scheduled to come into and out of college during the same month – the only impact would be longer interest payments than originally planned.</p>	
12.	Financial health grading	
	<p>J.Stephens referred the Corporation to the letter from the ESFA, which was for the Corporation’s information. She explained the letter was confirmation from the ESFA of the college’s own financial grading assessments of:</p> <ul style="list-style-type: none"> - Satisfactory for the 2017/18 outturn - Satisfactory for the 2018/19 forecast - Good for the 2019/20 forecast 	
PEOPLE & PLACES		
13.	Pay award	

	J.Stephens informed the Corporation negotiations were no further forward and no further news on the teacher pension scheme increase had been released. It was agreed this would be revisited at the next meeting.	<i>Clerk to action</i>
FINAL BUSINESS		
14.	Reflection/self-assessment and risk awareness	
	It was felt this had been adequately covered during the self-assessment workshop and no further discussion was required.	
16.	Any other business	
	There was no further business.	
CONFIDENTIAL SESSION		
A separate, more detailed minute of the Confidential session was taken		
17.	Minutes of the last meeting (Confidential session)	
	The minutes of the Confidential session during the meeting held 08 October 2018 were APPROVED as a true record.	<i>Clerk to file</i>
18.	Report of the Remuneration Committee	
	<p>**G.Guest, S.Morley and J.Stephens left the meeting for this item and A.Brennand acted as clerk.</p> <p>The Chair updated the Corporation on the meeting of the Remuneration Committee held on 30 October 2018 and reported on the annual reviews for the senior post holders.</p> <p>The Corporation APPROVED the following recommendations of the Remuneration Committee:</p> <ul style="list-style-type: none"> - The adoption of the Colleges Senior Officer Remuneration Code on its finalisation; - The amendment of the Remuneration Committee's terms of reference to preclude the Chair of the Corporation being the Chair of the committee; - The appointment of G.Bleasby as Chair of the Remuneration Committee with immediate effect; - The review of the annual appraisal process and documentation for senior post holders; and - A pay award for the Clerk to the Corporation in line with that approved for college staff 	<p><i>Clerk to amend</i></p> <p><i>Chair/Clerk to action</i></p> <p><i>Chair to action</i></p>
19.	Corporation update (considered prior to Item 18).	
	There were no further updates as all matters had been discussed earlier in the meeting.	

The meeting closed at 7:30pm