

Minutes - APPROVED

Meeting	Corporation
Date	09 March 2020
Time	5:00pm
Venue	E2.01



Governor	Present	Apols	ITEM														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Rosie Beswick	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Birch		✓															
Louise Biffin	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dan Blasczyk (Staff)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gail Bleasby, Vice Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corin Crane	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wendy Farrington-Chadd		✓															
Graham Guest, Principal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Hinkins, Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ben Johnson (Student)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geoff Layer		✓															
Charlie Leivers (Student)		✓															
Ruth Matthews	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chris Pallett	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gavin Real (Staff)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																	
Laura Arscott											✓					✓	
Holly Davies									✓								
Stephanie Morley			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jo Pay										✓							
Janet Stephens			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peter Stone						✓	✓										
Rachael Wilson								✓	✓	✓							

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome, introductions and apologies	
	The Chair welcomed everyone to the meeting. Apologies had been received from P.Birch, W.Farrington-Chadd, G.Layer and C.Leivers.	<i>Clerk to update register</i>
2.	Procedural matters	
2.1	<u>Declarations of interest</u> The Clerk reported no declarations had been received in advance and the following standing declaration was noted: - P.Hinkins, as Managing Director of Business Watch Guarding and Deputy Chair of the Marches Local Enterprise Partnership	<i>Clerk to update register</i>
2.2	<u>Confidential matters</u> It was agreed there was a need to hold the following items in Confidential session:	

	<table border="1"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>14 – Minutes of the Confidential session and matters arising</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general)</td> </tr> <tr> <td>15 – Pay Award 2019/20</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general)</td> </tr> </tbody> </table>	Item/report	Reason	14 – Minutes of the Confidential session and matters arising	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general)	15 – Pay Award 2019/20	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general)	<i>Clerk to update register</i>
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15 – Pay Award 2019/20	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general)							
3.	Minutes of the last meeting and matters arising							
3.1	<p><u>Minutes of last meeting</u> The minutes of the meeting held 24 February 2020 were APPROVED as a true record.</p>	<i>Clerk to update register</i>						
3.2	<p><u>Matters arising</u> The Clerk referred the Corporation to the Matters Arising report and highlighted the following:</p> <p>Board management system: the majority of governors were now registered and using Microsoft Teams. Resources being uploaded to Teams included past meeting papers, approved minutes, useful documents (eg the Corporation Handbook) and governor CPD information (see wiki tab).</p> <p>Integrated Finance Model for Colleges (IFMC): the 2019/20 Corporation meeting calendar did not align with next IFMC submission date. As the guidance stated the model must be approved by the Corporation, it was proposed the next IFMC submission be approved by email and the 2020/21 calendar be set around the future submission dates. The Corporation APPROVED this proposal.</p> <p>Safeguarding and Prevent training: the Clerk reminded Corporation members to complete their online training and forward certificates of completion</p>							
4.	Safeguarding report							
	<p>P.Stone presented the item and referred the Corporation to his report. He noted the figures referred to the incidents reported 10–25 February 2020, with 8 immediate referrals for DSL action and 58 recorded as causes for concern.</p> <p>P.Stone informed the Corporation every member of staff had completed their safeguarding refresher training, with DSLs refresher training updates commencing in April 2020.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if Prevent concerns were considered as requiring immediate action. P.Stone informed the Corporation each incident was evaluated individually and would be referred for immediate action if deemed appropriate.</p>							
TEACHING, LEARNING & ASSESSMENT								
5.	Marketing and applications update							
	<p>P.Stone presented the item and referred the Corporation to his report. He highlighted the following:</p> <ul style="list-style-type: none"> - compared to the same point last year, applications were up 23% across the curriculum and offers up 13% - a two-week turnaround target from application to interview was being met 							

	<ul style="list-style-type: none"> - activity was happening weekly in order to keep up with demand - 7th Form applications had seen a large increase - 27% compared to the previous year <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation acknowledged the increases and asked what had been done differently this year. P.Stone explained this year a college-wide approach had been fully adopted and the same standards had been applied to every department. G.Guest added the relationship built with the Learning Community Trust over the last 12 months had made a positive difference. P.Stone informed the Corporation of the involvement of existing students in the college’s marketing materials and how measuring impact at regular intervals meant the college could quickly ascertain what was (and wasn’t working).</p> <p>The Corporation asked if there were any curriculum areas causing concern regarding applications. P.Stone explained the curriculum leaders were working with marketing to identify those areas and create focused materials/advertising.</p> <p>G.Guest commended the staff for the improved performance and informed governors it had been a college-wide team effort.</p>	
<p>6. SAR spotlight - Construction</p>		
	<p>R.Wilson presented the item and referred the Corporation to her report. She highlighted the following:</p> <ul style="list-style-type: none"> - A dedicated stable team was in place, supported by both P.Stone and R.Powell - The Teaching & Learning mentor was providing support, especially to staff new to the college - Attendance and progress tracking was now in place, in line with the college-wide systems - This year’s predicted achievement (82%) was higher than the actual achievement for last year (75%) - Attendance had increased for both vocational and maths/English classes - For last year’s main at-risk area – L2 Electrical Installation – predicted achievement was 75% compared to last year’s actual figure of 55% - Supportive measures were in place for any students identified as being at risk of not achieving - Growth was being explored for September 2020 as Construction was one of the most popular departments, with enrolment increasing year-on-year <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if there was an industry demand for L3 qualifications. R.Wilson explained there was a big need for L3 in the area and joint working was taking place with Apprenticeships colleagues to shape the curriculum based on sector demand.</p> <p>The Corporation noted the national shortage in construction workers and asked if the leaving students were able to find employment. It was noted those students gaining CSCS cards were more able to find work; however, those with access to their own transport were more successful. Apprenticeships helped to overcome that challenge.</p> <p>The Corporation asked if plumbing was offered as part of the curriculum. G.Guest explained plumbing had been removed several years ago due to lack of demand.</p>	

<p>7.</p>	<p>Teaching, learning and assessment</p> <p>R.Wilson presented the item and referred the Corporation to her report. She highlighted the following:</p> <ul style="list-style-type: none"> - Achievement was being monitored much more thoroughly and was now consistent across all areas of the college - During Learner Manager and Quality Support meetings, Markbook was discussed in detail and provided evidence of what senior managers were being told by staff - All areas identified as at-risk last year for achievement were reporting a predicted increase and overall 2019/20 achievement was expected to be positive - Although already high, exam attendance had increased and fines had been implemented for non-attendance without an authorised reason - Apprenticeships were on track for another year of improvement for timely and overall completions <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked how often by-exception reports were produced. R.Wilson explained a variety of different reports could be produced and were available to all the relevant staff, not just the senior managers.</p> <p>The Corporation asked if many of the apprenticeship students had gone through end-point assessments. J.Stephens confirmed they were; however a national time lag issue was impacting on their completion being timely.</p> <p>The Corporation asked for clarification regarding minimum standards, the consequences of the standards not being met and if this had been included within the risk register. J.Stephens explained minimum standards were put in place by the ESFA and required a percentage of apprentices to reach a certain standard. Apprenticeships were discussed regularly at the Case Conferences with ESFA and the college was no longer in minimum standards. The ESFA monitored overall performance but the college also monitored course-level data. She explained the consequences of not achieving minimum standards would be closure of relevant courses and funding being withheld; however, this was not a concern as the college was no longer subject to minimum standards and was therefore not a current risk within the risk register.</p> <p>The Corporation noted the predicted improvement and asked how this compared with national averages. R.Wilson reported college-wide achievement was generally in line with national averages and it was noted the current national figures were from 2017/18, with the 2018/19 figures expected next month.</p>	
<p>8.</p>	<p>Briefing – value added</p> <p>H.Davies presented the item and referred Corporation members to her presentation. She described value-added as the value the college adds to its students and the way it was calculated. She explained value-added (VA) was mainly focused on academic courses, although a cultural shift was beginning towards calculating VA for all students.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked how often VA was reported nationally. H.Davies explained reporting was currently annually, although the system where the data was uploaded was always current.</p>	

	<p>The Corporation asked who set the courses each year to be measured and what would happen if those courses were not delivered by the college. H.Davies explained the courses were nationally prescribed and if not delivered there would be no reporting requirements for that course.</p> <p>The Corporation asked how VA was benchmarked. H.Davies explained this was done through the A Level Performance System (ALPS).</p> <p>The Corporation noted how VA looked at the potential of each student and therefore 'levelled the playing field' in terms of measuring achievement.</p> <p>The Corporation asked what VA score the college was aiming to achieve. H.Davies reported +0.5 reflected approximately half a grade. A score of zero was good as it meant students had reached their expected outcomes; therefore, a positive VA score was ideal as it represented the additional value the college had added. The current target for the 7th Form was +0.5.</p> <p>The Corporation asked for clarification around where VA was reported to the Corporation and the most reliable time of year to do this. G.Guest confirmed VA was included in SAR progress updates and it was agreed VA reporting schedule would be developed.</p> <p>It was acknowledged students often came to the college with low aspirations and it was important to work with schools to boost all students' self-confidence and aspirations.</p>	<p><i>Asst Principal & Head of Academic Studies to devise and Clerk to add to forward plan</i></p>
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PEOPLE & PLACE

<p>9.</p>	<p>Staff absence management – termly report</p>	
	<p>J.Pay presented the item and referred Corporation members to her report. She highlighted the following:</p> <ul style="list-style-type: none"> - Teaching staff absence had fallen since the last reporting period and was significantly lower than the same period last year - Long-term absence was managed in a more structured way to encourage return to work and continued to see a downward trajectory - Mental health remained a discussion point, though there had been a significant reduction in mental health-related absence in this reporting period - Focus was being placed on completion of return-to-work interviews, with compliance being reported regularly to SLT - The Wellbeing Committee had been brought back together, with an action-oriented focus - The Attendance Management Policy had been finalised and agreed through the JNC <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if those areas where length of absence was higher had instances of long-term absence. J.Pay confirmed they did and she informed the Corporation of the ongoing long-term absence cases in the college. The Corporation asked if the figures were analysed after 'removing' the long-term absence to assist the analysis of short-term absence. J.Pay explained this was not currently reported and would be going forward; however, short-term trends and trajectories were reviewed as part of the ongoing monitoring.</p>	<p><i>Director of HR to include analysis with LT absence 'removed'</i></p>

	<p>The Corporation asked how ad-hoc absences were being managed to minimise impact on students. J.Pay reported a 'bank staff' system had been introduced at Christmas, where the first point of call was those staff members who were part of the bank and appropriately qualified to provide cover.</p>	
FINANCIAL HEALTH		
10.	Management accounts to 31 January 2020	
	<p>L.Arscott presented the item and referred Corporation members to the management accounts for the period ending 31 January 2020, with the requested risk movement arrows now added. She reported, after six months into the year, an overall positive variance of £570k between the actual and budgeted surplus, due to income, pay costs and non-pay costs all being favourable to budget.</p> <p><u>Key risks:</u></p> <p>L.Arscott highlighted the following:</p> <p>Forecast outturn (Green): a forecast surplus of £515k was reported.</p> <p>Apprenticeship income (Amber): a year-end forecast of £3m was reported, provided the monthly recruitment targets were met.</p> <p>AEB income (Green): income was favourable to budget and had been raised to 'green'. Additional income had been secured via both in-house delivery and sub-contracting through the WMCA.</p> <p>HE income (Red): income was adverse to budget and there was no change to the expected end-of-year shortfall due to the single enrolment period.</p> <p>Pay costs (Green): costs to date were favourable to budget, as were agency costs.</p> <p>Cash (Amber): as at 31/01/20, the college had a cash balance of £1.24m and a low-cash point was anticipated in March/April 2020</p> <p>Whitehouse Hotel (Green): now rated as green as the sale completed during January 2020.</p> <p>TU KPIs (Mainly green): it was reported the new Integrated Finance Model for Colleges did not reflect CFADS, therefore the CFADS KPI would be removed from this report.</p> <p>Bank covenants: discussions continued with the bank to amend the covenants and avoid a repeat of the technical breach.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked about the vacancies being carried by the college and how the financial situation would be different if all vacancies were filled. J.Stephens explained the pay costs were proportionate with the income as one reduces the other – ie lower income due to lower enrolments would be accompanied by both lower pay and non-pay costs – and confirmed agency costs were included in the pay-income ratio. G.Guest informed the Corporation there were very few vacancies currently being carried by the college.</p>	

LEADERSHIP & GOVERNANCE		
11.	Reports to the Corporation	
11.1	<p><u>Staff governors</u> G.Real reported there was nothing specific to discuss with/report to the Corporation. He and D.Blasczyk were preparing for the staff wellbeing item at the next meeting.</p>	<i>Student governors and Clerk to discuss</i>
11.2	<p><u>Student governors</u> B.Johnson reported he had been discussing with C.Leivers the value they, as student governors, could bring to the Corporation meetings and they were keen to set objectives for themselves. The Corporation acknowledged the contribution of the student governors at all the meetings they had attended and welcomed their suggestion.</p>	
FINAL BUSINESS		
12.	Self-assessment and reflection	
12.1	<p><u>General improvements/better ways of working</u> The Corporation welcomed briefing sessions and in particular the 'Spotlight' items, as they give invaluable insight into what was being done to improve the areas highlighted as at risk in the SAR.</p>	
12.2	<p><u>Risk identification</u> The Corporation raised the emerging risk of the COVID-19 virus and it was confirmed this would be discussed under the next item.</p>	
13.	Any other business	
13.1	<p><u>COVID-19 response</u> G.Guest reported the first management meeting to discuss the action to be taken had been held earlier that day and an action plan had been developed, linked to the college risk register. The plan covered all aspects of the college, including modelling financial impact and mitigating risk wherever possible. He confirmed the college was working to government advice and the situation was being monitored closely.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if it was known what would happen if the outbreak affected the college financially or if Ofsted would acknowledge its impact. J.Stephens explained a detailed log and evidence was being kept if this was needed for any future claims. She was aware there would be no penalties for apprenticeship completion delays and that discussions were taking place regarding moving the A Level exam dates. G.Guest informed the Corporation he was meeting with the Chief Executive of Telford & Wrekin Council later that week and he would ensure this was discussed.</p>	
13.2	<p><u>Virtual meetings and decision-making</u> The Clerk raised the issue of clarifying the Corporation's position on virtual meetings and decision-making given the potential need to limit social contact to prevent the spread of the COvid-19 virus. She noted the Corporation had often utilised tele- and videoconferencing for individual attendance but not the entire Corporation, which may be required going forward. It was noted provision was already in place for written resolutions by email.</p> <p>The Clerk proposed the following wording to clarify the governing body's policy on virtual meetings and decision-making, which was ENDORSED by the Corporation:</p>	

13.3	<p><i>At their discretion, the Corporation may hold a meeting (the entire governing body or any of its committees) by telephone, videoconferencing or any other electronic means, provided those participating can hear and communicate with each other throughout the whole meeting.</i></p> <p><u>Collaborative working</u> G.Guest informed the Corporation, prompted by the government steer on regionalisation, representatives from Telford College and the City of Wolverhampton College had met to discuss potential partnership and collaboration opportunities.</p>	
CONFIDENTIAL SESSION		
15.	Pay award 2019/20	
	<p>L.Arcscott presented the pay award proposal and the Corporation APPROVED:</p> <ul style="list-style-type: none"> - The restructure of pay scales in line with the new National Minimum Wage; - A pay award of 2% for employees up to Point 21 (£20,399 FTE); - A pay award of 1.5% thereafter (excluding SLT); and - Back-dating the pay awards to 01/08/19, payable in April 2020 	
14.	Minutes of the Confidential session from the last meeting and matters arising	
14.1	<p><u>Minutes of the Confidential session held 24 February 2020</u> The minutes of the Confidential session at the meeting held 24 February 2020 were APPROVED as a true record.</p>	<i>Clerk to update register</i>
14.2	<p><u>Matters arising</u> G.Guest and J.Stephens updated the Corporation on the following matters arising – Kickstart and the West Stand (Lot 2).</p>	

The meeting closed at 7:10pm