

Minutes - APPROVED

Meeting	Corporation
Date	05 May 2020
Time	5:00pm
Venue	Virtual – via Microsoft Teams



Governor	Present	Apols	Items													
			1	2	3	4	5	6	7	8	9	10	11	12	13	
Rosie Beswick	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Louise Biffin	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Birch		✓														
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 Arcscott			✓	✓	✓	✓	✓	✓								
Stephanie Morley			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Janet Stephens			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair welcomed everyone to the meeting, which was being held via Microsoft Teams. He asked Corporation members to ensure they were in private surroundings and confirmed everyone could hear/contribute to the meeting.</p> <p>Apologies had been received from P.Birch and G.Real.</p>	<i>Clerk to update register</i>
2.	Procedural matters	
2.1	<p><u>Declarations of interest</u></p> <p>The Clerk reported no declarations had been received in advance and the following standing declarations were noted:</p> <ul style="list-style-type: none"> - P.Hinkins, as Managing Director of Business Watch Guarding and Deputy Chair of the Marches Local Enterprise Partnership - G.Layer, as the Vice Chancellor of the University of Wolverhampton <p>No further declarations were received.</p>	<i>Clerk to update register</i>

2.2	<p><u>Confidential matters</u> It was agreed there was a need to hold the following items in Confidential session:</p> <table border="1" data-bbox="244 237 1281 674"> <thead> <tr> <th data-bbox="244 237 571 275">Item/report</th> <th data-bbox="571 237 1281 275">Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 275 571 383">4 – The college and COVID-19</td> <td data-bbox="571 275 1281 383">17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general and commercial sensitivity)</td> </tr> <tr> <td data-bbox="244 383 571 492">11 – Achievement profile</td> <td data-bbox="571 383 1281 492">17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general and commercial sensitivity)</td> </tr> <tr> <td data-bbox="244 492 571 602">12 – Minutes of the Confidential session and matters arising</td> <td data-bbox="571 492 1281 602">17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)</td> </tr> <tr> <td data-bbox="244 602 571 674">13 – LEP funding review</td> <td data-bbox="571 602 1281 674">17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)</td> </tr> </tbody> </table>	Item/report	Reason	4 – The college and COVID-19	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general and commercial sensitivity)	11 – Achievement profile	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (general and commercial sensitivity)	12 – 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 (commercial sensitivity)	13 – LEP funding review	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)	Clerk to update register
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3. Minutes of the last meeting and matters arising												
3.1	<p><u>Minutes of last meeting</u> The minutes of the meeting held 09 March 2020 were APPROVED as a true record.</p>	Clerk to update register										
3.2	<p><u>Matters arising</u> The Clerk referred to the Matters Arising report and gave the following updates:</p> <p>Dec19-06: a GDPR training session was planned for this meeting; however, due to the circumstances, alternative ways of delivering the training were being pursued.</p> <p>Feb20-05: the staff wellbeing session, being led by the staff governors, would take place during a future meeting.</p> <p>Feb20-07: governors were reminded to undertake both the Safeguarding and Prevent online training courses.</p> <p>Mar20-03: value-added reporting would be added into the Corporation’s forward plan. It was noted the best time of year to report on VA would be alongside actual achievement data (September).</p> <p>Mar20-05: the Clerk and student governors were working together to draft objectives for incoming/future student governors.</p> <p>Apr20-02: the deadline for the next submission had been extended to 31/05/20 and would be circulated by email for Corporation approval prior to submission.</p>											
CONFIDENTIAL ITEM – ALL PRESENT (A separate minute of the Confidential items was taken)												
4.	The college during the COVID-19 crisis											
	J.Stephens presented the item and referred the Corporation to her report.											
FINANCIAL HEALTH												
5.	Management accounts to 31 March 2020											
	L.Arscott presented the item and referred the Corporation to the management accounts for the period ending 31 March 2020. She reported the forecast outturn had been adjusted to reflect the evolving situation surrounding the Covid-19 outbreak. New guidance from the DfE and other stakeholders was being analysed daily and the											

forecast updated accordingly. She informed the Corporation the production of the accounts predated confirmation from the WMCA regarding AEB clawback and, although in a more positive financial position, the college was still being cautious and closely monitoring cashflow.

Key risks (prior to the confirmation regarding AEB clawback):

Forecast outturn (**Red**): the forecast outturn was now a deficit of £716k.

Apprenticeship income (**Red**): updated in line with the assumption of no further enrolments in 2019/20, the YE income forecast was now adverse to budget (£2.286m).

AEB income (**Red**): at the end of March 2020, AEB remained favourable to budget YTD; however, SBWA referrals had been suspended until further notice. At the time of the production of the accounts, the ESFA had confirmed there would be no year-end reconciliation for non-devolved AEB but confirmation had not yet been received from the WMCA regarding potential clawback of devolved AEB. This had therefore been assumed and the risk rating increased to red.

HE income (**Red**): YTD income was adverse to budget, with no change to the expected year-end shortfall.

Pay costs (**Green**): costs were currently favourable to budget. To protect the cash flow, the 2019/20 pay award had been deferred and an immediate stop was in place for recruitment and agency staffing unless agreed by ELT.

Cash (**Amber**): the cash balance as at 31/03/20 was £607k. The college had modelled the impact of COVID-19 on cashflow. Based on current assumptions, a reduction of apprenticeships income and commercial income was anticipated.

Whitehouse Hotel (**Green**): the process to re-assign the lease for Lot 2 continued.

Bank loan (**Green**): the remaining balance of the bridging loan was being restructured into the long-term loan with new long-term covenants.

CORPORATION QUESTIONS/COMMENTS

The Corporation asked how the suspension of this year's pay award had been received. J.Stephens reported the unions were supportive of the decision but were obviously keen to ensure it was awarded once the college's cashflow was more stable.

The Corporation asked how the revision of the cash flow forecast and the impact of significantly reduced apprenticeships income would influence the production of the 2020/21 budget and whether the risks, although difficult to predict, were being assessed. L.Arcscott explained work on the budget was already underway – the curriculum plan was being revised due to the impact of COVID-19 and the budget being amended accordingly. J.Stephens reported understandably the college would not achieve the growth previously planned but appropriate savings would be made, linked to where the income would reduce, and an operating surplus was currently forecast for 2020/21. There was no delay to the drafting of the budget and it would be presented to the Corporation for approval prior to its submission by 31/07/20. She agreed there were potential risks to budget setting in the current climate and this was being considered during the process.

The Corporation asked if the impact of COVID-19 would be reflected in the next IFMC submission. L.Arcscott confirmed it would, as it was a mid-year return, and information

	would be provided within the commentary. She confirmed the IFMC would be circulated for governor approval prior to its submission.	
TEACHING, LEARNING & ASSESSMENT		
6.	Student attendance and retention	
	<p>J.Stephens referred the Corporation to the report and highlighted the following:</p> <ul style="list-style-type: none"> - The remote registration process was established and contact with students remained high, especially the 16-18 cohort - A slight decrease had been seen following the Easter break, which was a common seasonal trend, and work was underway to re-engage students - The adult cohort remained significantly impacted by the current situation - their engagement was affected by many factors – and staff continued to support adult students during these times - Contact had been maintained with 100% of the college’s vulnerable students - Contact with apprentices remained constant, using a variety of methods - A number of apprentices had been placed on furlough but continued to progress through their apprenticeship - Break-in-Learning requests had been received – the majority from the healthcare sector – where apprentices were currently unable to continue with their apprenticeship. This was expected to rise over the coming months. 	
7.	Quality Improvement Plan (QIP) update	
	<p>J.Stephens presented the item and referred the Corporation to her report. She noted the update related to pre-COVID activity and therefore some of the content may not appear relevant to the current situation. It was expected the progress of the remaining actions would worsen as activity was currently targeted to managing the COVID situation, delivering online education and supporting students.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the current plans were for students to gradually return, rather than a mass return. It was confirmed this was the case and the return of students/staff would be phased and based on priority criteria. It was agreed it was important to start planning for the relaxation of lockdown restrictions and that the return to ‘normality’ was likely to be a complicated and slow process.</p> <p>The Corporation asked how the staff had adapted to the new ways of working, particularly CPD which featured within the QIP. G.Guest reported it had been a challenge at first; however, it had been embraced and the staff team were doing well. The ELT/SLT were aware, however, of the challenges and pressures of remote working and staff wellbeing was high on the management team agendas. The Corporation highlighted the all-staff emails sent out on a regular basis as good practice in staff communication, which was essential during such challenging situations.</p>	
LEADERSHIP & GOVERNANCE		
8.	Strategic risk register and board assurance framework (BAF)	
	<p>J.Stephens presented the item and referred the Corporation to her report. She explained the COVID-19 risk register had now been integrated into the main strategic risk register. Apprenticeships remained a high risk, especially given the impact of COVID-19. She noted confirmation regarding no automatic AEB clawback from the WMCA had been published after the circulation of the report; this was therefore not reflected in the version of the risk register circulated.</p>	

FINAL BUSINESS		
9.	Self-assessment and reflection	
9.1	<u>General improvements/better ways of working</u> In order to enhance the effectiveness of virtual meetings, it was suggested the Clerk look at ways for the papers to be projected into the videocall and that questions from governors were submitted in advance where possible.	<i>Clerk to implement</i>
9.2	<u>Risk identification</u> The Corporation suggested a risk be added to the register regarding the possibility of a second COVID-19 wave.	<i>Deputy Principal to add</i>
10.	Any other business	
	There was no further business for discussion within the general session and the student governors left the meeting at this point.	
CONFIDENTIAL SESSION (A separate minute of the Confidential items was taken)		
11.	Achievement profile	
	J.Stephens reported the current achievement profile for the year 2019/20. The staff governors left the meeting at the end of this item.	
12.	Minutes of the Confidential sessions from the last meetings and matters arising	
12.1	<u>Minutes of Confidential sessions.</u> The minutes of the Confidential session at the meeting held 09 March 2020 and were APPROVED as a true record. The minutes of the Confidential session at the meeting held 23 April 2020 were APPROVED as a true record, subject to an agreed amendment.	<i>Clerk to update register</i>
12.2	<u>Matters arising</u> G.Guest and J.Stephens updated the Corporation on the matters arising , including – the West Stand (Lot 2), Telford Town Centre Fund and Telford Town Centre.	
13.	LEP funding report	
	The Corporation was invited to ask questions about/discuss the previously circulated report of the LEP funding review.	
14.	Additional any other business	
14.1	<u>The #SeptemberPromise campaign</u> The Corporation discussed the Association of Colleges’ campaign to support the 100,000+ young people who would have been entering employment or training in autumn. The Chair thanked everyone for their involvement and formally closed the meeting.	

The meeting closed at 6:37pm