

# Minutes - APPROVED



<b>Meeting</b>	Corporation
<b>Date</b>	08 June 2020
<b>Time</b>	5:00pm
<b>Venue</b>	Virtual – via Microsoft Teams

Governor	Present	Apols	Items														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	
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)																	
<b>Attendees</b>																	
Laura Arscott			✓	✓	✓	✓	✓	✓	✓	✓							
Stephanie Morley			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jo Pay							✓	✓	✓								
Janet Stephens			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

No.	Item	Action
<b>CORPORATION BUSINESS</b>		
<b>1.</b>	<b>Welcome and apologies</b>	
	<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 C.Leivers.</p>	<i>Clerk to update register</i>
<b>2.</b>	<b>Procedural matters</b>	
2.1	<p><u>Declarations of interest</u> The Clerk reported no declarations had been received in advance and the following standing declarations were noted:</p> <ul style="list-style-type: none"> <li>- P.Hinkins, as Managing Director of Business Watch Guarding and Deputy Chair of the Marches Local Enterprise Partnership</li> <li>- G.Layer, as the Vice Chancellor of the University of Wolverhampton</li> </ul>	<i>Clerk to update register</i>

2.2	<p>G.Layer declared an interest in the Marches Centre of Manufacturing &amp; Technology (MCMT) and its constituents parts due to its association with the University of Wolverhampton.</p> <p>No further declarations were received.</p> <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="204 416 1241 745"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>4 – The college and COVID-19</td> <td>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>13 – 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 (commercial sensitivity)</td> </tr> <tr> <td>14 – Kickstart update</td> <td>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)	13 – 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)	14 – Kickstart update	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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<b>3. Minutes of the last meeting and matters arising</b>										
3.1	<p><u>Minutes of last meeting</u> The minutes of the meeting held 05 May 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: college network accounts were being created to give external governors access to the in-house online GDPR training.</p> <p>Feb20-07: Safeguarding and Prevent online training had been completed by almost all governors.</p> <p>Mar20-05: objectives for the student governors had been drafted and would be incorporated into the annual review of the Corporation Handbook.</p> <p>Apr20-02: L.Arscott confirmed the latest IFMC return had been submitted to the ESFA by the 31 May deadline and had been approved by the Chair and Principal before its submission.</p>									
<b>CONFIDENTIAL ITEM – ALL PRESENT (A separate minute of the Confidential items was taken)</b>										
<b>4. The college during the COVID-19 crisis</b>										
	<p>J.Stephens presented the item and referred the Corporation to the following reports, which had been produced by the college’s Coronavirus Group in response to the COVID-19 crisis:</p> <ul style="list-style-type: none"> <li>- Position statement on the Government’s FE Provider Checklist;</li> <li>- Staff procedures: Return to work safely documents (A-D);</li> <li>- Student guidance document (E); and</li> <li>- Example of a curriculum area risk assessment</li> </ul> <p>She informed the Corporation the group had also developed the following protocols, which were available to governors on request:</p> <ul style="list-style-type: none"> <li>- Protocol for visitor and contractor site access;</li> <li>- Protocol for safe working: cleaning staff;</li> <li>- Protocol for safe working: site services staff; and</li> </ul>									

	<p>- Phased return action plans for each curriculum area</p> <p>A discussion took place and questions were asked by Corporation members.</p> <p>The Corporation thanked J.Stephens for the report. The Corporation NOTED all the documents presented and APPROVED documents A-E, as outlined above.</p>	
<b>FINANCIAL HEALTH</b>		
<b>5.</b>	<b>Management accounts to 30 April 2020</b>	
	<p>L.Arscott presented the item and referred the Corporation to the management accounts for the period ending 30 April 2020. She reported a YTD position of an operating surplus £389k favourable to budget.</p> <p>L.Arscott highlighted the following:</p> <p><u>Key risks:</u></p> <p>Forecast outturn (<b>Amber</b>): the outturn had been reforecast to a YE surplus of £589k following the publication of guidance relating to AEB funding.</p> <p>Apprenticeship income (<b>Red</b>): updated in line with the assumption of no further enrolments in 2019/20, the YE income forecast was now £2.445m and remained adverse to budget.</p> <p>AEB income (<b>Green</b>): The income target had been met and confirmation had been received that the combined authorities would not impose claw-back on the college's devolved AEB funding. Clarification was still awaited on whether the growth bid awarded in February 2020 was included.</p> <p>HE income (<b>Red</b>): YTD income continued to be adverse to budget, with no change to the expected year-end shortfall.</p> <p>Pay costs (<b>Green</b>): costs continued to be favourable to budget. To protect cash flow, the agreed pay award would be paid at the end of the year (backdated to Aug 2019). Agency staffing had stopped apart from three employees in key positions and no recruitment would take place until the curriculum plan for 20/21 had been agreed. The outturn had been updated to reflect a year-end saving of £360k against budget.</p> <p>Cash (<b>Amber</b>): the expected impact of the Covid-19 outbreak on cash flow was a reduction of apprenticeships income and commercial income such as the training contract at RAF Cosford, sports facility rental income and salon/restaurant income. Nine members of staff directly linked to those income streams qualified for the Coronavirus Job Retention Scheme.</p> <p>Whitehouse Hotel (<b>Green</b>): the Lot 2 (leisure facilities) business was in the process of being closed down - there were no remaining employees and the building was empty of fixtures, fittings and stock. On 30/04/20 the exchange of contract documents were signed and the process was underway to assign the lease to a third party.</p> <p>Bank loan (<b>Green</b>): the majority of the college's short-term loan has been repaid. The College had agreed in principle to extend the maturity date on the remaining balance in line with the long-term loan and look to amalgamate the two and re-finance in 2022.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation asked when the income forecasts for apprenticeships would be reviewed, given the likelihood of a recession. L.Arcscott confirmed this scenario had been modelled. She informed the Corporation £1m of the forecast income was carry-in, based on existing apprenticeships, and the income target within the 2020/21 budget was modelled on worst case scenarios. J.Stephens explained the college was anticipating a 46% decrease in enrolments, which was in line with that reported by other colleges. The continuing apprentices would therefore make up the majority of the forecast income. It was the following year (2021/22) that posed the higher risk as the number of continuing apprentices and carry in would be significantly less.</p>	
<b>6.</b>	<b>Fees Policy – annual review</b>	
	<p>L.Arcscott presented the item and referred the Corporation to the reviewed policy for their approval. She highlighted the proposed changes to the policy, as shown in the meeting papers.</p> <p>There were no questions and the Corporation APPROVED the reviewed Fees Policy.</p>	
<b>PEOPLE &amp; PLACES</b>		
<b>7.</b>	<b>Gender Pay Gap – annual report</b>	
	<p>J.Pay presented the item and referred the Corporation to her report. She highlighted the following:</p> <ul style="list-style-type: none"> <li>- the report had been published in line with the requirements with the requirements in accordance with the Equality Act 2010</li> <li>- the data was consistent with that of the education sector</li> <li>- the college median gender pay gap (20.4%) was slightly higher than the national average but lower than the education sector as a whole</li> <li>- the greatest movement was in the lower quartile – more fractional staff (term time, part time) and support staff occupying roles in the lower quartile, which were more likely to be held by females</li> <li>- the difference could also be attributed to the fact that with a smaller proportion of males in the overall population, a change in the male population had greater impact on the data than a change in the female population</li> </ul> <p>J.Pay informed the Corporation of the actions being taken as part of the college’s commitment to reducing the gender pay gap.</p> <p>There were no questions and the Corporation NOTED the report.</p>	
<b>TEACHING, LEARNING &amp; ASSESSMENT</b>		
<b>8.</b>	<b>Student attendance and retention</b>	
	<p>G.Guest presented the item and referred the Corporation to the report. He informed the Corporation attendance had increased since the Easter break, the only exception being apprentices where differences in capturing attendance data had been identified – this would be reviewed for the next academic year. Retention was also encouraging and was higher than this point last year. Achievement predictions were positive and had been submitted for external scrutiny. The exception to this was apprenticeships, which had been significantly affected by COVID-19. Breaks in learning and furloughed apprentices made completions difficult, especially timely, and a possible 20% percentage point decrease was anticipated.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation asked how the virtual registration process worked. G.Guest explained this was done by cohort - daily for vulnerable/at risk students; weekly for 16-18s/19+/HE students and day-release apprentices; and 4-weekly for remote apprentices.</p> <p>The Corporation asked which areas had lower attendance and if they were a risk in terms of achievement. G.Guest explained vocational courses were the main risk, especially as awarding bodies had been slow in producing guidance. The plan was to invite vocational students into college over the next 4/5 weeks to enable them to complete their courses.</p> <p>The Corporation asked, if the college adopted a more long-term a blended model of learning, would staff members have the capacity to continue to regularly contact those students learning remotely. G.Guest reported the level of engagement for some students was better than experienced in the classroom environment. It was important, therefore, to understand the reasons for this and use this to plan going forward. Contact with students would be maintained by redeploying resource from areas that were less busy.</p> <p>The Corporation asked if the college's apprenticeships retention data was similar to that of other colleges. J.Stephens reported this was now known; only data relating to predicted new starts had been shared.</p> <p>The Corporation acknowledged the recovery from COVID and the lockdown would be a long and hard journey, and it was important for the college to be aware of and responsive to employers' changing priorities.</p>	
<b>9.</b>	<b>Safeguarding report</b>	
	<p>G.Guest presented the item and referred the Corporation to the report. He noted there had been three incidents requiring immediate action during the reporting period, as outlined in the report. He reminded the Corporation the usual safeguarding processes were still in operation and safe and well checks with students continued as normal.</p> <p>There were no questions and the Corporation noted the report.</p>	
<b>LEADERSHIP &amp; GOVERNANCE</b>		
<b>10.</b>	<b>College policies</b>	
	<p>J.Stephens presented the item and referred the Corporation to the reviewed policies. She highlighted the proposed changes, as set out in the report.</p> <p>There were no questions and the Corporation APPROVED the following policies:</p> <ul style="list-style-type: none"> <li>- Complaints Policy</li> <li>- Data Protection Policy</li> <li>- Freedom of Information Policy</li> <li>- Risk Management Policy and Board Assurance Framework Policy</li> </ul>	
<b>FINAL BUSINESS</b>		
<b>11.</b>	<b>Self-assessment and reflection</b>	
11.1	<p><u>General improvements/better ways of working</u> There were no suggestions made on this occasion.</p>	
11.2	<p><u>Risk identification</u> There were no suggested new risks for inclusion within the risk register on this occasion.</p>	

<b>12.</b>	<b>Any other business</b>	
12.1	<p><u>Colleges West Midlands</u> G.Guest informed the Corporation of the recently published Colleges West Midlands Prospectus, a document setting out the capital investment requirements of FE colleges in the region, which Telford College had contributed to. The prospectus was the beginning of a more collaborative approach between colleges within the West Midlands and had been produced to start conversations with central government about much-needed investment after years of under-funding.</p> <p>The Corporation acknowledged the importance of the college's membership of the Colleges West Midlands partnership and thanked G.Guest for making the Corporation aware of the report.</p> <p>There was no further business for discussion within the general session. The Staff and Student governors left the meeting at this point.</p>	<i>Clerk to circulate to governors</i>
<b>CONFIDENTIAL SESSION</b> <b>(A separate minute of the Confidential items was taken)</b>		
<b>13.</b>	<b>Minutes of the Confidential sessions from the last meetings and matters arising</b>	
13.1	<p><u>Minutes of Confidential session</u> The minutes of the Confidential session at the meeting held 05 May 2020 and were APPROVED as a true record.</p>	<i>Clerk to update register</i>
13.2	<p><u>Matters arising</u> G.Guest and J.Stephens updated the Corporation on the matters arising, including the West Stand, MCMT, the Telford Town Centre Board and the Telford Centre project.</p>	
<b>14.</b>	<b>Kickstart</b>	
	G.Guest provided a verbal update on the transfer of Kickstart to another multi-academy trust.	

**The meeting closed at 6:55pm**