

Minutes - APPROVED



Meeting	Corporation
Date	14 September 2020
Time	5:00pm
Venue	Hybrid – E201 and Microsoft Teams

Governor	Present	Apol	Items																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Rosie Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Louise Biffin	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Birch	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dan Blasczyk (Staff)	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gail Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corin Crane	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wendy Farrington-Chadd	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Graham Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geoff Layer	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruth Matthews	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chris Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gavin Real (Staff)	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																						
Laura Arscott	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sue Gomer	V																					
Stephanie Morley	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Janet Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rachael Wilson	V																					

Key – O (onsite attendance) and V (virtual attendance)

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	The Chair welcomed everyone to the first meeting of the academic year, which was being held both onsite and via Microsoft Teams. No apologies had been received as there was full attendance.	<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 (the company used by the college for its security provision) and member of the Marches Local Enterprise Partnership - G.Layer, as the Vice Chancellor of the University of Wolverhampton <p>No further declarations were received for the meeting.</p> <p>The Chair noted all governors’ interests were recorded within the Corporation’s Register of Interests, which was published on the website.</p>	<i>Clerk to update register</i>

2.2	<p>The Chair asked Corporation members if there were any changes to the declarations they had made as of Register of Interest’s annual review – no changes were declared.</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="135 347 1369 459"> <thead> <tr> <th data-bbox="135 347 625 385">Item/report</th> <th data-bbox="625 347 1369 385">Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="135 385 625 459">19 – Minutes of the Confidential session and matters arising</td> <td data-bbox="625 385 1369 459">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	19 – 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)	Clerk to update register
Item/report	Reason					
19 – 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)					

3. Minutes of the last meeting and matters arising

3.1	<p><u>Minutes of last meetings</u> The minutes of the meeting held 14 July 2020 and email meeting held 13-19 August 2020 were APPROVED as a true record.</p>	Clerk to update records
3.2	<p><u>Matters arising</u> The Clerk referred to the Matters Arising report and gave the following updates:</p> <p>Ref 7: The governor membership of the Digital Focus Group would be agreed under Item 16 and the terms of reference for the group would be presented for approval at the next meeting.</p>	

PRINCIPAL’S UPDATE

4. College priorities

	<p>G.Guest’s presentation was screenshared so the screen could be viewed by all attendees. The presentation outlined the college’s priorities for the 2020/21 academic year:</p> <p>On the FE horizon</p> <ul style="list-style-type: none"> - Regionalisation - The White Paper for FE - Potential additional (but conditional) capital funding - Positioning to take advantage of the future <p>In order to position the college and take advantage of future opportunities, G.Guest highlighted the key relationships at both a local and regional level.</p> <p>Key college priorities:</p> <ul style="list-style-type: none"> - Focus on students and the business community - COVID - Ofsted - Removal of formal intervention <p>Next steps:</p> <ul style="list-style-type: none"> - Strategic away day following the publication of the White Paper - Develop and promote specialist areas - Confirm collaboration areas - Progress the Station Quarter project <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the government’s message for greater college collaboration when many colleges were in competition with one another. G.Guest believed this was aimed at city colleges where competition was significantly greater but acknowledged collaboration was important to ensure funding opportunities were maximised.</p>	
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	<p>The Corporation asked what was meant by greater business engagement – redesign or representation. G.Guest explained he thought this related to both, possibly with local area plans having employer sign-off through local business networks.</p> <p>The Corporation asked if the timescales for these changes were known – G.Guest suggested Spring 2021 was a good time for discussion as there should be certainty by that point. He noted the college was in a stronger position than many colleges, as the merger had provided the opportunity to review and redesign with a focus on employers’ needs.</p> <p>The Corporation thanked G.Guest for the presentation and asked for this to remain on the agenda.</p>	<p><i>Clerk to add to forward plan</i></p>
<p>5.</p>	<p>FE colleges COVID checklist</p>	
	<p>J.Stephens presented the report. She was explained the report was different from the version previously circulated to governors as the checklist had been adapted to reflect the document published jointly by unions and the AOC over the summer in response to changing government guidance. She highlighted the following as the main issues currently affecting the college:</p> <ul style="list-style-type: none"> - Inconsistent messages from the local track and trace team and the potential impact of self-isolation on staffing - The effect of social distancing on public transport capacity and the impact on students’ ability to arrive at college on time. The college was working with Arriva and Telford & Wrekin Council to address this, with additional routes/services being put in place <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation acknowledged the new checklist and noted it was a very thorough and informative document. The Corporation thanked the ELT for presenting the document and acknowledged the work underway to ensure the college was a safe place for all its staff and students.</p> <p>The Corporation asked what percentage of students were currently remote. J.Stephens reported the following levels of onsite working: Level 1 100%; Level 2 practical 100%; Level 2 non-practical 67%; Level 3 vocational 65%; and Level 3 A level 57%.</p>	
<p>6.</p>	<p>Management report</p>	
	<p>G.Guest presented his report and highlighted:</p> <ul style="list-style-type: none"> - the college’s response to COVID and the good feedback received from staff and students - the installation of a security barrier at the campus entrance - the college’s £880k allocation for capital improvements, with staff already working on procurement to ensure the monies were spent by the 31 March 2021 deadline - the impact of increased GCSE achievement on college enrolment – an increase in Level 3 (and decrease in Level 1/2) enrolments - the good working relationship with Telford & Wrekin Council, with the college agreeing to delivering local authority’s apprenticeship training programme - Kickstart’s move to Tan Bank, resulting in improved behaviour for Kickstart/college students - Apprentice enrolments continue, despite the economic situation, with significant increases in the take up of construction and engineering apprenticeships <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked, following the September 2020 update to Keeping Children Safe in Education, if any additional work was required by the college to comply with the enhanced obligations. G.Guest informed the Corporation changes would be clarified at the next meeting; however, to further enhance the college’s safeguarding arrangements, the student contract had been updated to reflect blended learning and a focused discussion on safeguarding was planned for an upcoming SLT meeting.</p>	

	<p>D.Blasczyk reported he had surveyed students about their college enrolment and induction experience, with all 101 students reporting a positive experience and feeling safe on campus.</p> <p>The Corporation acknowledged the introduction of the DWP Kickstart Scheme could potentially impact on apprenticeship enrolment. It was suggested this be considered for inclusion within the risk register.</p>	<p><i>ELT to consider to inclusion within the risk register</i></p>
<p>7.</p>	<p>KPI spreadsheet</p>	
	<p>J.Stephens presented the report and explained the detail behind the report would be covered throughout the meeting. She emphasised the KPI report was for the closing report for 2019/20 and the new template for 2020/21 would be presented at the next meeting.</p> <p>J.Stephens highlighted the attendance figures - even throughout COVID lockdown attendance had remained high, with the exception of the 19+ maths and English. The reasons behind this were being explored through the SAR process, with one of the areas for improvement being highlighting consistent expectations and clear explanation of how their courses link to their employment.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what was meant by highlighting consistent expectations. J.Stephens explained this specifically referred to being clear about expectations around a student attendance.</p>	
<p>FINANCIAL HEALTH</p>		
<p>8.</p>	<p>Subsidiary accounts 2018/19</p>	
	<p>L.Arcscott introduced the items and referred to the Letters of Representation and Financial Statements for the year-ending 31 July 2019 for the college's two subsidiaries – Telford College Enterprises (TCE) Ltd and Shropshire Colleges Management (SCM) Ltd – both had been circulated as part of the meeting papers. The accounts had previously been approved by the Corporation at the December 2019 meeting; however when sent to the auditor, KPMG had not agreed to sign off the accounts due to the uncertainty at the time around the sale of the hotel. At the point at which KPMG was ready to sign off the accounts, COVID lockdown was implemented shortly after and the audit firm delayed the sign off. L.Arcscott highlighted to the Corporation the figures within the accounts had not changed since they had been presented to the Corporation in December 2019 and there had been a paragraph added to each of the Directors' reports - for SCM Ltd the paragraph explained the sale of the hotel and closure of the Lot 2 business; and for TCE Ltd the paragraph confirmed the intent to cease trading.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the reference to different meeting dates within the Letters of Representation. L.Arcscott confirmed this had been corrected on the versions for signature.</p> <p>The Corporation noted the college would be fined for late submission asked why the accounts had not been filed with the relevant bodies before the filing deadlines. L.Arcscott acknowledged financial penalties for late filing would be incurred. She explained the delay had been caused by KPMG's refusal to sign off the accounts during lockdown. An initial extension to 31 July 2020 had been granted; however, a further extension was not possible. The Corporation suggested the matter be raised at the next meeting of the Audit Committee, as KPMG would be in attendance - this was agreed.</p> <p>The Corporation APPROVED the signing of the accounts as follows:</p> <ul style="list-style-type: none"> - TCE Ltd by P.Hinkins, as the sole Director of the subsidiary; and - SCM Ltd by G.Guest, as a Director of the subsidiary 	<p><i>Clerk to add to the agenda</i></p> <p><i>Chair & Principal to sign, Director of Finance to file</i></p>
<p>9.</p>	<p>IFMC – September 2020 submission</p>	

	<p>L.Arcscott presented the latest financial model for submission to the ESFA in September 2020, including the draft outturn for 2019/20, and highlighted the following:</p> <ul style="list-style-type: none"> - A group surplus forecast of £599k - ‘Good’ financial health - Loan covenants forecast to be met <p>L.Arcscott informed the Corporation the following assumptions had been made:</p> <ul style="list-style-type: none"> - No provision for AEB clawback based on current advice from the ESFA and devolved authorities - Annual pension adjustment had been included within the budgeted amount, with the professional LGPS valuation expected in October 2020 and accounts to be adjusted accordingly - The 2020/21 and 2021/22 figures within the submission were based on the financial plan approved by the Corporation in July 2020; as such no adjustments had been made for the recently announced capital grant and ‘catch-up’ tuition funding <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked whether any national summaries of the financial health and performance ratios were published so comparisons could be made against national performance. L.Arcscott explained these were usually published by the ESFA following the January submissions.</p> <p>The Corporation NOTED the September 2021 IFMC submission and thanked L.Arcscott for the report.</p>	
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10.	Management accounts to 31 July 2020
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	<p>L.Arcscott presented the item and referred the Corporation to the management accounts for the period ending 31 July 2020. She reported a year-end position of an operating surplus £463k favourable to budget. L.Arcscott highlighted the following:</p> <p><u>Key risks:</u></p> <p>Forecast outturn (Green): the year-end outturn currently stood at a surplus of £963k, which included an estimated adjustment for the annual pension scheme valuation. Income was per forecast and savings had been made on pay and non-pay expenditure.</p> <p>Apprenticeship income (Red): data at the end of the reporting period showed expected income of £2.4m, with recruitment of 55 new apprentices during COVID lockdown.</p> <p>AEB income (Green): despite the 3-month pause for SBWA, at the end of the reporting period the college had delivered 78% of its 2019/20 AEB allocation. All funding bodies had confirmed routine year-end reconciliation had been suspended due to COVID, meaning there would be no clawback.</p> <p>HE income (Red): year-end income was adverse to budget, as reported throughout the year.</p> <p>Pay costs (Green): costs were £545k favourable to budget. The previously agreed 2019/20 pay award would be paid in September 2020, at a cost of C.£265k. The restructuring process was complete and all related costs included in the 2019/20 outturn.</p> <p>Cash (Amber): at the end of the reporting period, the cash balance was higher than previously forecast due to capex being deferred to 2020/21. The cashflow forecast included the reduction of apprenticeship income. It was expected this year’s reduced apprenticeship recruitment and next year would have a knock-on effect on cash until 2025.</p> <p>Whitehouse Hotel (Green): the process of surrendering the lease was underway and awaiting Land Registry confirmation. The application to close SCE Ltd had been accepted by Companies House and was awaiting finalisation.</p>	
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	<p>Bank loan (Green): the letters to extend the maturity date on the short-term loan, in line with the long-term loan, with a view to amalgamating the two loans and refinancing in 2022, had been received, signed and returned.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what accounted for the increase in surplus between the June and July accounts. L.Arscott explained in-year variances had been reported in May and June 2020; however, it was deemed prudent, given the circumstances, to wait until year-end to be certain about the surplus as some costs/savings were not confirmed until late in the year. J.Stephens gave exam fees as an example of this, with L.Arscott adding some boards had returned up to 26% of their fee.</p> <p>The Corporation asked, as this was the last set of accounts for the year, if there was a feel for the effects of the statutory adjustments on the accounts and how they would look. L.Arscott explained the main adjustment was that for the pensions valuation – this was expected next month.</p> <p>The Corporation noted the report stated four employees were furloughed and asked if it was planned for them to return before the end of the furlough programme. L.Arscott reported this figure was now two, as two staff members had returned to work. She confirmed it was planned they would return before the end of the furlough programme.</p>	
11.	Partnership working	
	<p>L.Arscott presented her report, setting out proposals for building on the existing partnership arrangements in the West Midlands. The proposals were to continue working with Mercury Training in 2020/21, which had proven successful, and to enter into a new partnership with the TechTalent Academy. Due diligence activity was underway for both organisations.</p> <p><u>Proposal 1 – TechTalent Academy</u> To request a £100k growth bid through the WMCA and enter into a new sub-contracting partnership with TechTalent Academy to respond to the growing need for higher level digital skills through the delivery of cyber security courses. The college would only enter into partnership with TechTalent Academy if the funding was allocated for this work.</p> <p><u>Proposal 2 – Mercury Training</u> To accept the £100k automatic allocation from the WMCA and enter into another sub-contracting partnership for the delivery of security training.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted TechTalent was a new organisation and that the college would bear any associated risk. The Corporation asked how this risk would be managed and what due diligence was being undertaken prior to entering into the partnership. L.Arscott explained the college was following its own Subcontracting Policy, which involved undertaking extensive due diligence. The organisation had also been recommended by WMCA, due to their success in delivering similar courses in the Birmingham area. Additional measures would also be put in place, including more regular quality assurance meetings and payment by results.</p> <p>The Corporation noted the importance having the knowledge and skills of the provision in order to effectively quality assure the provision. G.Guest acknowledged this and would ensure this was in place. He also explained the quality assurance process largely involved assessing the enrolment/validation processes and confirming the existence of the students.</p> <p>The Corporation asked for confirmation of the college having a sub-contracting framework/policy. L.Arscott confirmed this was in place and incorporated a checklist for entering into a sub-contracting</p>	<p><i>Principal to ensure appropriate skills in place to ensure effective QA</i></p>

	<p>arrangement. The Corporation acknowledged this had been used for the previous partnership arrangement with Mercury Training and was therefore a tested process.</p> <p>The Corporation noted the report stated the due diligence would be signed off on 14 September 2020 and asked if this was complete or ongoing. L.Arscott confirmed the process was still ongoing.</p> <p>The Corporation asked whether payments were dependent on quality. G.Guest confirmed payment would not be made until outcomes had been achieved.</p> <p>The Corporation suggested, if the funding bid was approved and the due diligence satisfactory, the sub-contracting partnership with TechTalent be considered for addition to the risk register due to it being a new organisation.</p> <p>The Corporation APPROVED the college pursuing both proposals, subject to satisfactory due diligence.</p>	<i>Deputy Principal to consider in next review</i>
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LEARNING, TEACHING & ASSESSMENT
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12.	Student achievement
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	<p><u>Full-time study</u> R.Wilson presented this section of the report. She informed the Corporation achievement for study programme students had increased significantly this year. Current achievement for the 16-18 cohort was already established at 3.3% higher than last year, with predicted final achievement being 5.8% higher. GCSE maths and English achievement had also seen similar improvement, again being above national averages. Although not yet finalised, value added figures for both study programme and A Levels were expected to show improvement.</p> <p><u>Apprenticeships</u> S.Gomer presented this section of the report. She explained COVID and lockdown had significantly impacted on this year's achievement. Predicted achievement stood at 48.2% for timely completion and 53.23% for overall completion, which were both understandably lower than last year's figures.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the variance against the national average for functional skills and asked what action would be taken. R.Wilson explained the outcome of a number of appeals was awaited; however, there had been some issues regarding attendance and retention, particularly in the adult cohort. Action taken to date included improving the induction process, raising awareness of student expectations and explaining the impact of dropping out from a course. It was expected the move to blended learning would also help to improve attendance and retention.</p> <p>There were no further questions and the Chair thanked R.Wilson and S.Gomer for their report.</p>	
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13.	2020/21 enrolment
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	<p>G.Guest presented the report and provided the following up-to-date enrolment figures:</p> <ul style="list-style-type: none"> - Advanced learner loans, 193 (target 182) - 16-18y, 1916 (target 2020) - 19+, recruitment throughout the year - HE, 124 (target 141) - Apprenticeships, recruitment throughout the year, August enrolment exceeding target <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked for confirmation of the enrolment deadlines for each student group. G.Guest</p>	
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	<p>confirmed the enrolment for 16-18, HE and Advanced learner loans had now closed, with apprenticeships and adult maths and English continuing throughout the year.</p> <p>The Corporation asked what and when would be the financial impact of the enrolment. G.Guest reported the enrolment numbers affected the next year's funding allocation and was based on the November return. He explained the funding could be maximised by reviewing the bandings and staffing requirements for each course – an update would be provided at the next meeting.</p>	<p><i>ELT to provide update at next meeting</i></p>
<p>14.</p>	<p>Draft Quality Improvement Plan 2020/21</p>	
	<p>J.Stephens presented the report and explained the QIP was being presented to the Corporation earlier in the process than previously to first engage governors at an early stage, rather than only present for approval in December. She explained departmental SARs had been reviewed over summer and the college was about to commence quality support meetings and the finalisation of the departmental QIPs. The confirmed achievement data would be added prior to sign off and governors would be part of the validation panel meeting in November 2020, with the final version of the SAR and QIP being presented to the Corporation at its meeting in December 2020.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the increase in GCSE achievement and how it had led to different enrolment patterns (Ref 3.2). The Corporation asked what support would be in place for those students, who historically may have enrolled onto Level1/2 courses, and would students changing levels in-year have a financial impact. G.Guest informed the Corporation the college was developing a bid for the 16-19 tuition fund, which would be used to support these students. He reported capacity could be an issue if students leaving school applied to the college – there was little additional capacity on vocational courses, but additional classroom-based students could be accommodated. It was confirmed changing levels mid-year could have an impact on funding if the student had a change in study hours/banding.</p> <p>The Corporation asked whether targets should be set for each of the milestones or if a set template was used. G.Guest explained a set template was not used and that ELT had previously discussed the inclusion of targets. It was agreed targets for milestones, where appropriate, should be incorporated.</p> <p>In reference to 3.2 (p124), the Corporation recommended employers were informed of the off-the-job training for apprenticeships at the point of sale, rather than through enrolment, to ensure employers were fully aware of the requirement. S.Gomer confirmed this was now discussed at the point of sale and the college sought employer commitment to releasing an apprentice for off-the-job training.</p> <p>The Corporation asked if it was realistic for students to find their own placements, especially given the present economic situation. J.Stephens explained finding a placement was intended to be part of a student's own personal development; however, she acknowledged this could be challenging in the current climate. The Work Experience team would be on-hand to support students struggling to find a placement and it was hoped there would be some flexibility for offering onsite placements.</p>	<p><i>Deputy Principal to implement</i></p>
<p>LEADERSHIP & GOVERNANCE</p>		
<p>15.</p>	<p>Digital Telford</p>	
	<p>* G.Layer declared an interest due to the University of Wolverhampton's involvement in the project*</p> <p>J.Stephens's presentation was screenshared so the screen could be viewed by all attendees. The presentation outlined proposals for the college's involvement in creating a skills presence at the Station Quarter, part of the wider Towns Development Fund programme. The project had been in development over the last six months, was supported by research data and reflected the three principles of People, Productivity and Place, set out by the College of the Future Commission's report.</p>	

	<p>The proposal had been developed in response to:</p> <ul style="list-style-type: none"> - High levels of deprivation in Telford and Wrekin - Low aspiration and skills levels - Significant number of students ‘migrating’ out of area for Y12/13 study <p>Project themes were described as:</p> <ul style="list-style-type: none"> - A focus on maths and digital skills - Collaboration with all local schools - Design around employers - Raising aspirations - Research activity <p>The intended impact of the project for Telford and Wrekin:</p> <ul style="list-style-type: none"> - Improved Level 2/3 attainment - Levelled up attainment - An improved social economy - Raised aspirations - Support for employers with workforce development - Retained skills <p>J.Stephens informed the Corporation the project involved working with a number of partners including Telford & Wrekin Council, the University of Wolverhampton, local schools and employers. A high-level project summary would be presented in October 2020, with the business case being ready by December 2020. An independent bid writer, funded by Telford & Wrekin Council, would be used.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation thanked ELT for the presentation, noted how the Station Quarter was a good opportunity for the college and was pleased to see the emphasis on skills as critical for developing a prosperous local economy.</p> <p>The Corporation asked for clarity around the role of the bid writer. J.Stephens explained the high-level work would be undertaken by the local authority and the outline business case would be prepared by the bid writer.</p> <p>D.Blasczyk highlighted how the college had showcased students’ work in the past and asked if there would be opportunity to replicate this through the project. J.Stephens agreed this would be a good opportunity to expand the showcasing activity.</p>	
16.	Corporation matters	
16.1	<p><u>Corporation forward plan and meeting calendar</u> The Clerk presented the forward plan for information, noting it would be subject to in-year change.</p>	
16.2	<p><u>Committee/group membership</u> The Clerk reminded the Corporation of the need to annually review and agree committee membership. The Chair noted R.Beswick had stepped down from the Audit Committee and thanked her for the time she had spent as a member of the committee.</p> <p>The Clerk suggested a different approach from what the Corporation had previously adopted – the inclusion of the Finance link governor on the Audit Committee. She noted this was not restricted by the Instruments & Articles of Government, which stated the Chair of the Finance Committee could not serve on the Audit Committee, as there currently was no finance group or committee within the college’s governance structure. She suggested this new arrangement be regularly reviewed.</p> <p>The following membership was APPROVED by the Corporation:</p>	

		Audit Committee	Digital Focus Group	Remuneration Committee	Search Committee	
		L.Biffin P.Birch C.Crane W.Farrington-Chadd (Ch) C.Pallett	R.Beswick G.Bleasby C.Pallett (Ch)	P.Birch G.Bleasby (Ch) P.Hinkins R.Matthews	G.Bleasby P.Hinkins (Ch) G.Layer R.Matthews	
16.3	<p><u>Governors' Expenses Policy - update</u> The Clerk presented an update to the Governors' Expenses Policy and referred to the single proposed change (underlined below) – the reference to costs for childcare/care for dependent relatives being paid and the addition of “<u>where virtual/remote attendance is not possible</u>”.</p> <p>The Corporation APPROVED the updated Governors' Expenses Policy.</p>					<i>Clerk to update and publish</i>
FINAL BUSINESS						
17.	Self-assessment and reflection					
17.1	<p><u>General improvements/better ways of working</u> The Chair thanked governors for the suggestions for improvement highlighted through the Corporation review process and informed the Corporation these would be implemented over the Autumn term.</p>					
17.2	<p><u>Risk identification</u> In addition to the earlier suggestions, G.Guest suggested the inclusion of ‘Loss of intellectual capital due to staff leaving the college’. The Corporation noted how succession planning was implemented within their own organisations and suggested it be looked at for the college. The Corporation also noted the link between staff satisfaction and retention. G.Guest agreed and noted the importance of staff feeling valued - the annual pay award played an important role in this. He informed the Corporation the next staff survey would commence on 25 September 2020 and would be undertaken by an external organisation, who would also provide benchmark/comparison data.</p>					
18.	Any other business					
18.1	<p><u>Keeping Children Safe in Education (KCSIE) – September 2020</u> The Clerk reminded the Corporation to read the updated KCSIE document and return the form to show they had read and understood the document.</p> <p>The Chair thanked the Corporation members for both their questions submitted in advance and during the meeting and also encouraged asking questions between meetings where relevant. The Chair closed the general session and asked L.Arcott, S.Gomer and R.Wilson to leave the meeting.</p>					<i>Corporation members to action</i>
CONFIDENTIAL SESSION (A separate minute of the Confidential items was taken)						
19.	Minutes of the Confidential sessions from the last meeting					
	The minutes of the Confidential session at the meeting held 14 July 2020 were APPROVED as a true record.					<i>Clerk to update register</i>
20.	Any other business					
	G.Guest informed the Corporation of a matter relating to Related Party Transactions.					

The meeting closed at 7:22pm