

Minutes – APPROVED

Meeting	Corporation
Date	14 December 2020
Time	4:45pm
Venue	Microsoft Teams



Governor	Present	Apol	Items															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Rosie Beswick	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Louise Biffin	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Birch	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dan Blasczyk	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gail Bleasby, Vice Chair	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corin Crane	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wendy Farrington-Chadd	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Graham Guest, Principal	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Hinkins, Chair	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geoff Layer	X						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruth Matthews	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aleksandra Mikolajczyk	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chris Pallett	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gavin Real	X						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Charlotte Robinson		X																
Attendees																		
Laura Arscott	X						✓	✓	✓									
Mark Dawson,							✓	✓	✓									
Stephanie Morley	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jo Pay	X										✓							
Janet Stephens	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peter Stone	X										✓	✓						

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair welcomed everyone to the meeting, in particular A.Mikolajczyk who was one of the newly appointed student governors. Apologies had been received from C.Robinson.</p> <p>The Chair reminded governors of the agreement to record meetings. The Clerk reported no objections to recording had been received in advance from either governors or presenting staff members and the Chair sought agreement to commence the recording. All Corporation members gave their consent to the recording and were advised it would be deleted within 30 days, as per college policy.</p> <p>*RECORDING COMMENCED AT THIS POINT*</p>	<i>Clerk to update register/records</i>
2.	Procedural matters	
2.1	<p><u>Declarations of interest</u></p> <p>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 	

2.2	<p>- G.Layer, as the Vice Chancellor of the University of Wolverhampton and its involvement in the MCMT relocation</p> <p>The Chair noted all governors' interests were recorded within the Corporation's Register of Interests, which was published on the website.</p> <p><u>Confidential matters</u> It was agreed there was a need to hold the following items in Confidential session, without staff governors, senior postholders and attending staff members:</p> <table border="1" data-bbox="134 488 1369 600"> <thead> <tr> <th data-bbox="134 488 625 524">Item/report</th> <th data-bbox="625 488 1369 524">Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="134 524 625 600">16 – Minutes of the Confidential session and matters arising</td> <td data-bbox="625 524 1369 600">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	16 – 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)	<p><i>Clerk to update register/records</i></p> <p><i>Clerk to update register</i></p>
Item/report	Reason					
16 – 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 3.2	<p><u>Minutes of last meetings</u> The minutes of the meeting held 16 November 2020 were APPROVED as a true record, subject to the amendment of the potential clawback figure of £220k to £224k (Item 8/Page 6)</p> <p><u>Matters arising</u> The following updates were provided further to the report:</p> <ul style="list-style-type: none"> - The Clerk instructed governors who have not yet done so to return their KCSIE forms by the end of term - The Clerk reported initial contact had now been made by governors with their link SLT member. She would contact Corporation members in the New Year regarding formally commencing the link governor programme now each governor had connected with their link SLT member. She reported she would review and recirculate the link governor template - J.Stephens reported, with regards to HE funding, the grant received from the OfS was determined through the HESSES submission - this was therefore a lagged funding scheme – and Student Loans Company funding could be lost in-year depending at which point in the year a student withdrew from their course 	<p><i>Clerk to update records</i></p> <p><i>Clerk to review and circulate template</i></p>				
ELT UPDATE						
4. FE colleges COVID checklist						
	<p>J.Stephens presented the item and referred to changes from the previous report being highlighted in red. Regarding onsite/offsite delivery, she reported there had been a slight timetable change following the government's announcement on end of term arrangements; however, those students deemed as at risk/most vulnerable would be onsite during the last day of term.</p> <p>An update on the college COVID numbers (as at 14/12/20) was screenshared:</p> <ul style="list-style-type: none"> - There had been 52 total student <u>cumulative</u> positive cases at the college, 46 of which had returned to date. The remaining 6 were students who had tested positive and were at home. No students were currently self-isolating due to contact tracing - There were currently 12 staff members who had tested positive, 11 of which had returned to date and 3 staff members were currently self-isolating and working from home 					
5. KPI spreadsheet						
	<p>J.Stephens presented the KPI spreadsheet and highlighted the following:</p> <ul style="list-style-type: none"> - ESFA-funded student numbers (1906) continued to be above this year's funded allocation - HE student numbers were below target and no in-year recruitment was planned, the final impact of which had been factored into the budget 					

- 19+ maths and English attendance had both improved; however English attendance was still significantly below target. Action was being taken to respond to this, as well as being addressed through Quality Support meetings (QSMs), and attendance had begun to improve

CORPORATION QUESTIONS/COMMENTS

The Corporation noted 16-18 maths attendance had reduced steadily over the last three reports and asked what action was being taken to reverse this trend. J.Stephens reported this was being addressed through QSMs. Staff from the maths team were working with colleagues in the vocational areas across the college to drive attendance improvement. Weekly attendance reports were being produced and intervention meetings had been scheduled with students with below target attendance. Non-attendance was followed up that same day with course tutors to be addressed swiftly with the student in question. J.Stephens informed the Corporation of the courses where students' maths attendance had been identified as a concern and how this had been affected in part by the requirement to self-isolate. It was acknowledged, although the college-wide target was not being met, attendance was over 2% higher than at the same time last year. G.Guest informed the Corporation this had been identified for inclusion within the QIP and assessments had been undertaken two weeks previously in these areas. The Corporation requested a report on the assessment outcomes at its next meeting.

The Corporation noted the college's apprenticeship numbers appeared to be bucking the national trend. J.Stephens advised targets had been met to date and added the budget/targets had been revised to reflect the impact of COVID-19/lockdown. She was mindful of the potential future impact of the end to the national furlough scheme and recent job loss announcements. The Corporation asked if the Kickstart scheme was likely to further impact on apprenticeship numbers – it was reported this was not anticipated as the Kickstart scheme involved a very different client base. The Corporation asked if what the impact of a No Deal Brexit would be on the college, given Telford's reliance on export. G.Guest advised this needed to be looked at on a sector basis, for example health, childcare and construction were unlikely to be affected, whereas for other areas (for example manufacturing and engineering) the potential impact was not yet known; however, no indication had been seen that these sectors would withdraw their apprenticeship programmes.

Principal to report at next meeting

6. FE Landscape, projects and collaboration

The ELT presented this item and the PowerPoint slides were screenshared within the meeting. The following was highlighted:

FE landscape (G.Guest)

- The delay to the anticipated FE White Paper
- The announcement that Ofsted would not commence graded inspections until the Summer 2021 term but would continue monitoring visits
- The anticipated removal of the college's Financial Notice to Improve early in the New Year
- The confirmed virtual visit (by invitation) of the FE Commissioner on 19/01/21
- The Lifetime Skills Guarantee initiative commencing in April 2021
- The concept of a College Business Centre and the involvement of employers
- Funding for the skills sector, particularly capex, through the Comprehensive Spending Review
- Strategic planning session date for the Corporation confirmed (08/02/21)

CORPORATION COMMENTS/QUESTIONS

The Chair informed the Corporation he had recently met with the Chairs of the colleges from the Marches region (Herefordshire College and the Shrewsbury Colleges Group) to begin discussions about future collaboration. The Corporation acknowledged the importance of this, in terms of both collaboration and collective influence, and welcomed this approach. G.Guest added he was working with the Principals from those colleges to develop a strategic planning document for the Marches region, highlighting specialisms, gaps in provision and a potential collaborative curriculum. The detail of the discussions would be shared with the Corporation at its strategic planning session.

	<p><u>Digital Telford/Station Quarter (J.Stephens)</u></p> <ul style="list-style-type: none"> - The bid had been approved by the Towns Fund Board on 27/11/20 and had been incorporated into the Towns Investment Plan - The next stage was the development of a detailed business plan for the project, with a deadline of December 2021 - As reported previously, a pilot hub would open on the ground floor of Addenbrooke House (town centre) in January 2021, which would involve the delivery of maths A Level courses in a creative and innovative way 	
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FINANCIAL HEALTH		
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9.	Management accounts (to 31 October 2020)	
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	<p>L.Arscott referred the Corporation to the management accounts for the period ending 31 October 2020 and highlighted the following:</p> <ul style="list-style-type: none"> - A favourable variance for pay costs and non-pay costs, resulting in a favourable year-to-date surplus variance of £330k - The forecast year-end outturn had been updated to £601k, a slight movement on the figure from last month due to HE withdrawals in October 2020 - Apprenticeship enrolment/income was on track to achieve the budget provided the monthly targets were consistently achieved. The majority of the missing income due to funding mismatches (Page 7) had been received and the year-end forecast was now close to the original planned outturn - AEB delivery was rated amber as income was adverse to budget this month. This had been due to courses being cancelled and lower than average class sizes due to COVID restrictions. This would be carefully monitored going forward - HE income was rated red - as no further enrolments would take place, numbers would not increase and the year-end budget would not be achieved - Pay costs were £191k favourable to budget and non-pay expenditure was £196k favourable - The year-to-date cash position included a repayment of the ESFA loan, with the remaining two repayments being paid over the next 12 months - Costs related to the surrender of the West Stand lease had been built into this year's budget - All but one of the financial health indicators were rated as green and both covenant indicators were rated as green - the revised covenants would remain for this academic year <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked for an update on the potential clawback by the ESFA mentioned at the previous meeting. L.Arscott reported this had been resolved and the college was required to make a small cash repayment of £7.5k at the end of December 2020.</p> <p>The Corporation asked what the effect of not selling Oakdene House on the total borrowings as a %age of operating income. L.Arscott reported an offer of £150k had been accepted and therefore the sale was likely to complete this year.</p> <p>The Corporation asked for an update on the capital funding programme and the risks of the funds not being spent by the prescribed deadline. L.Arscott confirmed a paper had been prepared and a verbal update could be provided, with the report to be circulated following the meeting. The report was screenshared and L.Arscott explained, following the submission of the college's capital programme proposals, the ESFA had advised IT servers and furniture were not eligible – these would be covered by the college's own capital budget. Given the time constraints involved, a review of the capital plan had been undertaken and items originally planned for 2021/22 would be brought forward to this year and were eligible for the ESFA's capital funding programme.</p> <p>The Corporation asked, given the pay costs were favourable to budget, what was the college's current level of vacancies and how the roles were being covered until they were filled. J.Stephens reported</p>	<p><i>Clerk to circulate report</i></p>
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	<p>there were currently nine vacancies from different departments across the college. She explained some of the posts were planned – for example a post for maternity cover – some related to new posts created by new funding coming into the college and others were direct replacements. For clarification, the Corporation asked if pay costs included salary costs for interim staff members. L.Arscott confirmed it did – all pay costs relating to staffing were included within this figure.</p>	
7.	Annual report of the Chair of the Audit Committee	
	<p>W.Farrington-Chadd presented her report, which she confirmed had been considered by the Audit Committee at its meeting the previous week. She informed the Corporation of the purpose of the report and advised governors it was a requirement for it to be presented prior to the consideration of the college’s annual accounts.</p> <p>The Corporation NOTED the annual report of the Chair of the Audit Committee.</p>	
8.	Telford College annual audited accounts 2019/20	
	<p>The Chair welcomed M.Dawson (KPMG) to the meeting, who had worked with the college on the preparation of the annual accounts.</p> <p>M.Dawson reported the audit was complete in almost all respects and, subject to the completion of the last two outstanding matters, he was reporting a clean opinion. He referred governors to the Management Letter, in particular the effects of COVID on the audit, noting these were general matters and not specific to Telford College:</p> <ul style="list-style-type: none"> - Pensions: COVID-19 had increased volatility in asset markets (the balance sheet reflected the pension liability increase) - Going concern: COVID-19’s continued impact on college provision and enrolment <p>M.Dawson reported pension liability had increased significantly, although the college’s overall net liabilities had improved since last year’s audit. He confirmed the college ended 2019/20 with cash in the bank, its covenants had been met and there were no concerns the college would not meet its responsibilities in the coming year. He added the accounts were still going through the KPMG internal ‘going concern’ review process; however, no change to the going concern wording within the accounts was anticipated. M.Dawson referred to the significant risk factors set out in the Management Letter and stated no concerns had been identified for any of these. He informed governors there had been no adjustments and, overall, the outcome reflected well on the work of the finance team. The only outstanding issue was the outcome of the ESFA funding audit and, given how the college had delivered its AEB allocation, no changes were anticipated following confirmation of the audit outcome.</p> <p>L.Arscott informed the Corporation the audit confirmed the college’s forecast ESFA’s financial health score of Good, which was calculated after the removal of the actuarial loss and pension costs. She added the reduction in fixed assets reflected the sale of the Whitehouse Hotel in-year and the move of Oakdene House to current assets due to it currently being on the market. This had resulted in a confirmed adjusted financial ratio of 0.95, which was close to the ratio of 0.9 forecast in July 2020.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked for an update on the outstanding matter of the ESFA audit. L.Arscott reported she had contacted the audit firm carrying out the audit on behalf of the ESFA and had been informed the report was currently with the ESFA for review. She added, as this was an external review, it was out of the college’s control but she would continue to press for updates/resolution.</p> <p>The Corporation acknowledged this year’s audit had been challenging due to being undertaken virtually. The Corporation thanked the Director of Finance and her team for their work to ensure the accounts were prepared for this meeting and also thanked M.Dawson and his KPMG colleagues for</p>	

	<p>their role in making this happen. The Corporation also noted, despite these challenges, the audit had appeared to be a much smoother process this year and a good outcome had been achieved.</p> <p>The Corporation asked for clarification regarding the status of the subsidiary companies and if their accounts would need to be presented to the Corporation. L.Arscott confirmed, as the companies were in the process of being closed down, there was no requirement to prepare separate accounts and any related figures this year would be incorporated into the group accounts.</p> <p>The Corporation thanked L.Arscott and M.Dawson for the presentation of the accounts and agreed the following:</p> <ul style="list-style-type: none"> - The APPROVAL of the Telford College Audited Accounts and Financial Statements 2019/20 - The DELEGATION of the signing of the accounts by the Chair of the Corporation and the Principal & Chief Executive on 17/12/20 	
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PEOPLE & PLACE		
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10.	Staff survey 2020	
	<p>J.Pay presented the report, which followed on from the presentation at the previous meeting. She explained she had presented the results in a similar format to the report governors had received for the 2018 survey and noted direct comparisons were not possible due to the survey statements being different this year; however, any similar statements between the previous and recent survey had been incorporated into the report, all of which showed an increase in the percentage of staff in agreement.</p> <p>J.Pay informed the Corporation the three key themes arising from the departmental discussions were recognition, work-life balance and direction/information. She advised recognition featured in the new HR strategy and a benchmarking exercise for staff reward and recognition was planned for this academic year. She added the request for a staff bike-to-work scheme had been a popular request across the departments and a proposal for its introduction was in development. With regards to work-life balance, J.Pay advised feedback was focused in particular departments and centred around the standard application of annual teaching hours, therefore there was a need to understand the specific constraints in those areas and identify any supported needed by the teams. The exercise had also identified staff were often unaware of SLT members outside their department and their role within the college – in response to this a biography for each SLT member would be produced and published on the website, which would improve external visibility and mirror common practice.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked for confirmation of the timeline for addressing the priorities and how this would be tracked/measured for effectiveness. The Corporation also asked if any consideration had been given to a temperature/pulse check in the Spring term. J.Pay reported the short-term actions were being considered in January 2021 and therefore would be addressed early in the Spring term.</p> <p>The Corporation asked how the results compared against other colleges. J.Pay reported the survey had been carried out by a third party and it was agreed they would be asked to benchmark the results against that of other colleges. She informed the Corporation she was part of the national AOC HR network and would see if other colleges would be willing to share their results.</p> <p>The Corporation asked what the response options had been within the survey and if there had been a neutral response option. J.Pay confirmed the four possible responses had been strongly agree, agree, disagree and that there had not been a neutral option. The Corporation welcomed the inclusion of the breakdown of disagree and strongly disagree percentages as it was important for them to be aware of both improvements and areas for concern. J.Pay confirmed this had been done by managers when carrying out the departmental discussions to gain more detailed feedback and inform the action plans.</p> <p>It was suggested a one-off meeting of a small group of governors be convened to discuss the results in further detail – the Clerk would contact governors the following day to ascertain interest.</p>	<p style="text-align: right;"><i>Director of HR to contact third party and AOC HR network</i></p> <p style="text-align: right;"><i>Clerk to send follow-up email</i></p>

LEARNING, TEACHING & ASSESSMENT

<p>11.</p>	<p>Safeguarding update</p> <p>P.Stone presented the latest safeguarding report for the period 02/11/20 to 02/12/20 and reported three referrals for immediate DSL action had been made during this time, all of which had either been resolved or appropriate support put in place.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation acknowledged the low number of DSL referrals this month and asked how many incidents had been reported that did not require immediate DSL action. Governors acknowledged historical comparisons were difficult due to reporting changes; however, this would help to identify more recent trends. P.Stone advised these were known as ‘causes for concern’, which he would be happy to include within future reports.</p> <p>The Corporation asked if the reduced referrals were indicative of an increased understanding of what required immediate DSL action. P.Stone confirmed the training and support provided to staff was helping to improve reporting, with any individual who had incorrectly reported an incident for immediate DSL action receiving a 1-1 briefing to improve their understanding.</p> <p>P.Stone informed the Corporation of a student survey undertaken at the beginning of the academic year, where one of the questions asked if the student felt safe at college. Out of the whole student body, 73 students had indicated they did not feel safe – this had reduced from 100 at the same point during the previous year. Each of the 73 students met with the appropriate Learner Manager/staff member to discuss their response – 20 of the answers were COVID-related as students were concerned about family/friends contracting the virus; 6 of the students were concerned as they were exempt from wearing face masks and they had subsequently been provided with a visor; 12 students had accidentally clicked their response; 20 of the students were concerned about issues not related to the college; and 15 students’ answers had been influenced by issues external to the college.</p> <p>P.Stone informed the Corporation the college (and Kickstart) was undergoing a self-initiated external safeguarding review later that week with an out-of-area Ofsted inspector to test the college’s safeguarding arrangements and advise on potential areas for improvement. A report would be produced following the review and would be made available to governors at a future meeting.</p>	<p><i>Vice Principal to add CfCs into future reports</i></p>
<p>12.</p>	<p>Telford College self-assessment report (SAR)</p> <p>J.Stephens introduced the item and referred governors to the 2019/20 self-assessment report (SAR) and 2020/21 quality improvement plan (QIP), in particular the effectiveness grades for each of the curriculum areas and the overall assessment of ‘Good’. Intervention strategies were in development for the four curriculum areas identified as ‘Requires improvement’.</p> <p>J.Stephens informed the Corporation the SAR document had undergone a robust validation process, culminating in a SAR validation panel involving a number of governors and an external advisor. The QIP focused on the main strategic areas where the need for improvement had been identified and was supported by more detailed departmental action plans.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation thanked J.Stephens, G.Guest and everyone involved in the production of the document. Governors noted the SAR and QIP were both excellent documents and clearly demonstrated the passion from all involved.</p> <p>The Corporation acknowledged the need to reflect changing technologies within the curriculum and asked how this was being done for the Automotive curriculum, for example the move to hybrid and electric cars. G.Guest confirmed the new technologies were taught within the Automotive curriculum;</p>	

	<p>however, the awarding bodies for both apprenticeships and full-time qualifications across many vocational areas did not reflect future developments and colleges were currently not able to design and accredit their own courses. It was suggested the college’s approach to new technology and future developments be discussed during the strategic session in the New Year.</p> <p>The Corporation was informed of a recently published WMCA report on the future of the manufacturing industry and potential skills gaps, which would help to inform these discussions.</p> <p>The Corporation was informed the awarding bodies welcomed working with education providers to develop new and innovative curriculum and this was suggested as a possible way to address the current lack of reflection of advanced/future technologies.</p> <p>The Corporation APPROVED the Telford College SAR 2019/20.</p>	<p><i>C.Crane to forward report</i></p>
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LEADERSHIP & GOVERNANCE		
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13.	Corporation matters	
<p>13.1</p> <p>13.2</p> <p>13.3</p>	<p><u>Audit Committee report from 08/12/20 meeting</u> W.Farrington-Chadd explained the majority of the meeting held the previous week had largely focused on the annual report and the accounts, which had already been discussed under Items 7 and 8. Other key items of business discussed were the annual review of the Whistleblowing Policy (see Item 13.2) and the internal audit plan for 2020/21 (included within the meeting papers), which would focus on learner number systems, cyber security, data protection, key financial controls and 2019/20 follow-up.</p> <p><u>Whistleblowing annual report and annual review of the Whistleblowing Policy</u> The Clerk presented the Whistleblowing annual report 2019/20 and informed the Corporation there had been no reported Whistleblowing incidents during that year.</p> <p>The Clerk reported the Whistleblowing Policy had undergone its annual review and only one minor amendment was proposed – the addition of college email addresses for the Chair of the Audit Committee and the Vice Chair of the Corporation. The policy had been considered by the Audit Committee and was recommended for approval.</p> <p>The Corporation APPROVED the annual update of the Whistleblowing Policy.</p> <p><u>Digital Focus Group – report from the 26/11/20 meeting</u> C.Pallet provided an update on the Digital Focus Group’s first meeting, which was held on 26/11/20. The group considered the IT & Digital Strategy and SharePoint project plan and identified a number of discussion and support areas for the meetings going forward - staff training, data protection, risk management, cyber security and the creation of business champions. The group had recommended the involvement of students to ensure the learner perspective was part of the design process and had also received assurance that safeguarding was at the heart of the project.</p>	

FINAL BUSINESS		
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14.	Self-assessment and reflection	
<p>14.1</p> <p>14.2</p>	<p><u>General improvements/better ways of working</u> None identified at this time.</p> <p><u>Risk identification</u> G.Guest informed the Corporation of an emerging risk – the reputation and perception of Telford due to recent high profile cases/incidents and its impact on the college. He advised he had been in discussions with the Chief Executive at Telford & Wrekin Council, who had similar concerns, and the establishment of a multi-agency group to address this issue had been suggested. It was also noted students had been actively dissuaded from attending Telford College when considering their post-</p>	

14.3	<p>school options, with the college being branded as low quality. G.Guest advised he had been made aware of this and that plans were underway to address this through a revamped marketing strategy.</p> <p><u>Any further comments/questions not raised during the meeting</u></p> <p>D.Blasczyk provided an update on student engagement and enrichment. He reported, for the first time, all cohorts had been involved in Student Voice this year through the class rep process. The responses from the online student survey had been used to plan discussions with the class reps and he had worked with Learner Managers following the meeting to address issues raised during the meeting. A significant focus on student enrichment would begin the New Year, including CPD opportunities through Open Education courses covering a variety of subjects; CSCS cards for Construction students; access to the Institute of Motor Vehicles' short courses and first aid training for PUS students. D.Blasczyk also informed the Corporation of the work students had been involved in as part of World Mental Health Day, including the production of a Wellbeing Tree encouraging students to share their concerns, and reported he had secured a batch of internet-enabled 40-day SIM cards for students.</p> <p>The Corporation asked if the Treasury's decision to remove IT servers from the list of eligible items for the capital grant would impact on the timescales for the current servers' replacement and the college's cyber security. G.Guest advised the college's server requirements were currently under review, and following its completion, new servers would be purchased using the college's own capex budget. He confirmed this would have little impact on timescales and no adverse impact on cyber security.</p>	
<p>15. Any other business</p>		
15.1	<p><u>Staff survey (continued from Item 10)</u></p> <p>The Corporation noted the survey had not included COVID-related questions. J.Stephens advised, as a third party had been used, the college had chosen its questions from a prescribed list. The staff governors both reported COVID had been managed well from their perspectives and it was noted staff feedback had regularly been obtained from a number of sources since the initial lockdown. It was suggested the possibility of adding questions to the survey be investigated for use in future surveys. The Corporation also noted within their own organisations the increased prevalence of mental health and wellbeing being raised through staff surveys since the beginning of the pandemic and how it would continue to have an impact for some time.</p> <p>The Corporation acknowledged the organisation's strong team spirit and how the college had remained open since the beginning of the pandemic/lockdown in March 2020.</p> <p>*A.Mikolajczyk left the meeting at this point*</p>	<p><i>Director of HR to contact third party</i></p>
<p>CONFIDENTIAL SESSION</p>		
<p>16. Minutes of the Confidential sessions from the last meeting and matters arising</p>		
	<p>G.Guest updated the Corporation on a matter arising from a previous meeting.</p> <p>*The staff governors and senior post holders left the meeting at this point*</p> <p>The minutes of the Confidential session at the meeting held 16 November 2020 were APPROVED as a true record.</p>	<p><i>Clerk to update register/records</i></p>

The meeting closed at 7:10pm