

Minutes – APPROVED



Meeting	Corporation
Date	16 November 2020
Time	5:00pm
Venue	Microsoft Teams

Governor	Present	Apol	Items																	
			1	2	3	4	5	6	7	8	9	10	11	12	13/15	14	16	17	18	
Rosie Beswick	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Louise Biffin	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Paul Birch	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Dan Blasczyk (Staff)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gail Bleasby, Vice Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Corin Crane		✓																		
Wendy Farrington-Chadd		✓																		
Graham Guest, Principal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Paul Hinkins, Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Geoff Layer	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Ruth Matthews	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Chris Pallett	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gavin Real (Staff)		✓																		
Attendees																				
Laura Arscott	✓							✓	✓	✓	✓									
Ashley Bowler	✓											✓	✓							
Stuart Gregory	✓											✓	✓							
Stacey Malone	✓													✓						
Stephanie Morley	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Jo Pay	✓															✓				
Janet Stephens	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Peter Stone	✓								✓	✓	✓	✓	✓							
Rachael Wilson	✓								✓	✓	✓	✓	✓							

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair welcomed everyone to the meeting, which was held via Microsoft Teams. Apologies had been received from C.Crane, W.Farrington-Chadd and G.Real.</p> <p>The Chair referred to the Clerk’s emails advising governors of the proposal to record the meetings, which would enable her to participate more effectively during the 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> <p>The Chair reminded the Corporation of the meeting etiquette, as set out in the Virtual Meeting Protocol circulated previously by email.</p>	<p><i>Clerk to update register/records</i></p> <p><i>Clerk to update register/records</i></p>

On behalf of the Corporation, the Chair acknowledged, although the country was in lockdown, the college remained open and staff members were working hard to ensure the learning continued. The Corporation expressed their gratitude to all staff members.

2. Procedural matters

2.1 Declarations of interest
 No declarations had been received in advance and the following standing declarations were noted:

- P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision) and a board member of the Marches Local Enterprise Partnership
- G.Layer, as the Vice Chancellor of the University of Wolverhampton

The Chair noted all governors’ interests were recorded within the Corporation’s Register of Interests, which was published on the college’s website.

The Chair reminded Corporation members to complete and return their annual declaration of interests and eligibility update to the Clerk.

It was noted the three senior post holders (Principal, Deputy Principal and Clerk) had an interest in Item 18 and therefore would leave the meeting at that point.

2.2 Confidential matters
 It was agreed there was a need to hold the following items in Confidential session:

Item/report	Reason
17 – 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)
18 – Remuneration Committee report	17.2(a) – relating to individuals employed by the college

Clerk to update register/records

Corporation members to action

Clerk to update register

3. Minutes of the last meeting and matters arising

3.1 Minutes of last meeting
 The Chair referred the Corporation to the draft minutes of the meeting held on 12 October 2020 and requested clarification regarding whether the approval of the Safeguarding Policy had been subject to the incorporation of a contextual paragraph about Telford. G.Guest advised he had subsequently discussed this with P.Stone (Senior DSL) and, as this was not usual for FE institutions, the recommendation was this was not required. The Corporation acknowledged the recommendation and agreed the approval of the Safeguarding Policy was therefore not subject to the incorporation of this information.

The minutes of the meeting held 12 October 2020 were APPROVED as a true record.

3.2 Matters arising
 The Clerk referred to the Matters Arising report and gave the following updates further to the report:

- Governors were reminded to return their KCSIE confirmation forms by 30/11/20
- Governors were reminded to make contact with the link SLT member by 30/11/20
- The first meeting of the Digital Focus Group was taking place on 26/11/20
- The new student governors would be attending the next meeting after being selected through the President/Vice President election process later that month

Clerk to update records

ELT UPDATE

4. FE colleges COVID checklist

J.Stephens presented the updated checklist, which was monitored on a weekly basis by the SLT. Any changes since the last update were highlighted within the document. Significant changes since the last

	<p>meeting were the announcement regarding the second national lockdown, although the college was largely unaffected due to education staff now being considered key workers, and a letter from the ESFA informing colleges they must discuss any decision to move to more than 50% remote learning with their ESFA Territorial Lead prior to implementing that decision, in effect seeking approval. It was noted this was a significant shift from colleges having the autonomy to make operational decisions.</p> <p>J.Stephens informed the Corporation the college had received a visit from the Health & Safety Executive, which had been positive and had led to no further action being required. A COVID review by the college's insurers had also been carried out, which had also been positive, with no further action required. These processes had provided assurance that the college was managing the situation robustly.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked, with cases on the rise in Telford & Wrekin, had any consideration been given to the ELT being split into on and off site working to act as contingency should one of the team need to self-isolate and noted where this was in place within their own organisations. J.Stephens confirmed this had been considered through the risk assessment process and was assessed as low risk as safety measures were in place to mitigate the risk. The Corporation asked what arrangements were in place in the advent of both ELT members either being ill or having to self-isolate. J.Stephens advised, unless very ill, they would continue to work using the arrangements currently in place – virtual and phone meetings with staff members. G.Guest reported this had been tested at the beginning of the first lockdown and had worked well. He also noted the importance of visible leadership as a means of motivating staff during what was a very challenging time and how this was a difficult balance to strike – this was acknowledged by the Corporation, who thanked the ELT and staff members for their commitment to being onsite at this time. G.Guest agreed to forward this message to the wider staff team.</p> <p><u>Latest COVID figures</u></p> <p>The current figures were screenshared and it was noted the numbers changed on an almost daily basis. J.Stephens informed the Corporation there had been cases reported in the Foundation department that morning, which had resulted in a move to remote learning for students due to staff members being unable to come into college.</p> <p>The Corporation asked what period the figures covered and it was confirmed the figures related to a snapshot in time. The Corporation asked if any trends were being seen over time. J.Stephens advised the figures constantly changed and the figures shown were a typical snapshot.</p> <p>G.Guest informed the Corporation all cases had been external, were not attributed to a particular area/department within college and were in many cases linked to participation in sporting activity.</p> <p>*Post-meeting note – following the meeting it was realised the incorrect slide had been screenshared and were those for the previous month*</p>	<p><i>Principal to forward thanks</i></p>
<p>5.</p>	<p>KPI spreadsheet</p>	
	<p>J.Stephens presented the KPI spreadsheet and highlighted the following in areas where risk had increased since the last report:</p> <ul style="list-style-type: none"> - Although below target for October 2020, the overall enrolments for the year so far were above target - ESFA-funded numbers had reduced due to withdrawals; however, withdrawals were 40% better than those at this time last year - HE numbers had seen a small reduction due to withdrawals - Attendance across the college had continued to improve (to be discussed under a later item) <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation asked if the reasons behind the HE withdrawals were known and if any trends had been identified. J.Stephens these had been due to a mixture of reasons, therefore no trends had been seen.</p> <p>The Corporation asked if root cause analysis was undertaken for withdrawals in general. J.Stephens advised withdrawals were monitored weekly by the SLT and overview reports produced for any areas of concern to explore the issue further. Before this, at the point of a withdrawal request, the appropriate Assistant Principal would work with their management teams to ensure all retention strategies had been employed before the student left the college.</p> <p>The Corporation asked if there was a cut-off date for HE numbers, similar to that for the ESFA-funded numbers. It was acknowledged, given the national financial situation, students may be more likely to have funding issues this year and therefore this could be an ongoing risk. It was suggested the cut-off date for both the OfS and the Student Loans Company was 01 December and it was agreed this would be checked.</p>	<i>Deputy Principal to check</i>
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6.	Management report	
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	<p>G.Guest presented his report and highlighted the following:</p> <ul style="list-style-type: none"> - The quality systems and processes had vastly improved over the last three years and were now well-embedded at the college. This year’s first round of quality support meetings had taken place with curriculum managers - A more collaborative approach and strategic curriculum planning had been the focus of discussions between the Principals of Herefordshire & Ludlow, Shrewsbury and Telford Colleges. All Principals were united in their concern over the proposed move of MCMT from Bridgnorth to Telford and had written to the Marches LEP requesting to be involved in the decision-making process - Discussions were progressing well with the Learning Community Trust, who had agreed to become the new sponsors of the Kickstart Academy. Two potential sites within the borough had been identified and were being discussed with the LCT and the DfE. Once this had been agreed the capital bid would be submitted and the process of transferring Kickstart should move quickly - A report for Summer term staff attendance had not been produced as general absence over this period was very low. Reporting had resumed as normal for the Autumn term. - Students had adapted well to online learning across all the college’s adult learning programme. Good feedback had been received from students, who had also requested some ‘short burst’ opportunities to come into college to supplement their online learning - Despite the current situation, the Employer Engagement team had continued to secure apprenticeship enrolments, including sectors where this had been unexpected – for example construction and engineering - The college had been working with the Shropshire Chamber of Commerce on the rollout of the national Kickstart programme and were creating a placement within the Finance team - The SWBA provision across the region was progressing well, with the college being asked to consider expanding into central Birmingham where a gap in provision had been identified - The works associated with the college’s government-funded capital programme (£880k) were continuing where it was safe to do so and local suppliers were being used wherever possible to support the local economy <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if there was a risk of not spending the capex before the given deadline. G.Guest reported the college was currently on target to spend the funding by 31/03/21 and any concerns regarding spending the funding by the deadline would be flagged to the ESFA at an early stage.</p> <p>The Corporation asked for more detail regarding the three Principals’ concerns about MCMT’s move to Telford and if the timescales involved were known. G.Guest confirmed the concerns were largely</p>	
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	<p>related to the increased competition for all three colleges and the need to ensure this was an opportunity for a more strategic approach. It was noted this was a LEP-funded project and the decision-making lay with the Marches LEP Board. A meeting between the Principals and the LEP Director had been scheduled for 30/11/20.</p> <p>The Corporation asked which subject areas were in development for the Level 6 BA Hons qualification with the University of Wolverhampton. G.Guest was unsure of the exact detail and agreed to follow this up.</p> <p>The Corporation asked if there were more definite timescales around the site decision for the new Kickstart Academy site. G.Guest advised, following the identification of the two sites, the DfE was in discussion with the LCT regarding the suitability of the sites and it was hoped a decision would be reached soon. He was meeting with Dr G.Eatough later that week to discuss progress.</p>	<p><i>Principal to follow up and provide detail</i></p>
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7.	FE Landscape, projects and collaboration	
	<p>The ELT presented this item and the PowerPoint slides were screenshared within the meeting. The following was highlighted:</p> <p><u>FE landscape (G.Guest)</u></p> <ul style="list-style-type: none"> - The imminent FE White Paper and the potentially enhanced role of the ESFA - A virtual visit from the FE Commissioner on 19/01/21 (by the college's invitation) - Collaboration within The Marches - Ofsted's intention to resume inspections (end of January 2020 TBC) <p><u>Digital Telford/Station Quarter (J.Stephens)</u></p> <ul style="list-style-type: none"> - The bid would be presented for approval by the Towns Fund Board on 27/11/20 and then submitted to MMCLG by 11/12/20. The outcome of the bid should be known by end of January 2021 - Funding had been agreed for the appointment of a project manager - The hub would be piloted on the ground floor of Addenbrooke House (town centre), with key staff members from the 7th Form involved in its development and teaching delivery to Maths A Level students commencing in January 2021 - Letters of support from a number of key partners had been received as part of the bid <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked how the Maths & Digital Hub aligned with the college's recent success with online learning. J.Stephens explained the hub was a key element of the college's digital approach and to reflect this the hub was being referred to as a space rather than a physical building.</p>	

FINANCIAL HEALTH		
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8.	Management accounts to 30 September 2020	
	<p>L.Arscott referred the Corporation to the management accounts for the period ending 30 September 2020 and highlighted the following:</p> <ul style="list-style-type: none"> - A favourable variance for income, pay costs and non-pay costs, resulting in a favourable year-to-date surplus variance of £353k - The forecast outturn had been updated to £622k, with a full list of the changes outlined within the report - Apprenticeship enrolments had exceeded target over August and September 2020. Payments were lagged, therefore income would catch up throughout the year, provided the monthly targets were consistently achieved - AEB delivery had exceeded the planned target, with SWAPs (previously SBWAs) delivering the majority of the enrolments 	

- There had been further HE withdrawals since the production of the report; their financial impact would be reflected in the next sets of management accounts
- August 2020 had been a low pay cost month due to replacement staff for those leaving in July starting in September and use of agency being kept to an absolute minimum
- Cash in the bank was greater than anticipated due to the receipt of the capital grant (to be spent by 31/03/21)
- Conversations were underway with the ESFA as the 2019/20 year-end position was better than forecast in the Restructuring Fund bid submitted in 2017. A business case had been submitted to argue the case against clawback and the outcome was awaited
- The lease for the Whitehouse Hotel had been surrendered on in October 2020. The remaining company was in the process of being closed down and, once finalised, the college would have no subsidiary companies
- The planned loan repayments were on target to be paid this year, with an additional payment to be made if the sale of Oakdene House was successful
- The financial indicators had all been rated as green/low risk
- The bank covenants were both rated as amber/medium risk. It was anticipated these would change to green after the conclusion of the audit of the 2019/20 accounts

CORPORATION QUESTIONS/COMMENTS

The Corporation noted the cash flow looked healthy and asked if the forecast took into account the planned loan repayment to the ESFA. L.Arcott confirmed this had been included in the forecast.

The Corporation asked what the difference was between the original forecast for the 2019/20 position and the actual position. L.Arcott reported this was just under £500k. The loan agreement had made provisions for the repayment of up to 50% of any difference; therefore, the college could be asked to repay up to £224k.

LEARNING, TEACHING & ASSESSMENT

9. Student attendance and retention

R.Wilson presented the report and informed the Corporation overall attendance was 3% above that at the same time last year, which given the circumstances was a significant achievement. She highlighted the following:

- 16-18 combined attendance was 88% (87.2% remote and 88.2% onsite), demonstrating the successful move to online learning
- Overall attendance for maths and English was over 3% higher than at the same time last year, with attendance for classroom-based maths being almost 89%
- English attendance had dropped by a small amount (0.7% less than last year's figure). Trend analysis showed a positive trend throughout the year to date, compared to last year's downward trend. Analysis also showed attendance was lower for the lower level courses (eg Entry level), where remote learning was not being used due to classroom-based delivery better meeting the current needs of the students. This was being reviewed in order to ensure the right balance of support being made available, with a view to gradually introducing remote learning and therefore improving attendance
- Apprenticeship attendance had also seen a decrease, which was believed to be caused by employers needing apprentices to work due to COVID-related staff shortages

CORPORATION QUESTIONS/COMMENTS

The Corporation asked how largely practical courses would be delivered remotely. R.Wilson explained provision would focus on the theoretical elements of a course while onsite delivery was not possible.

The Chair thanked R.Wilson for her report and congratulated the staff team on these achievements, especially under the current circumstances.

10.	Blended learning - demonstration
	<p>The Chair welcomed A.Bowler and S.Gregory to the meeting. A.Bowler explained how the blended learning model had been developed during the first national lockdown in response to the need to maintain teaching and learning while the majority of students were off campus. The college culture of sharing good practice and peer support had lent itself to the involvement of curriculum staff in the development of the blended learning model.</p> <p>S.Gregory gave a live demonstration of how he, as a Learner Manager and teacher, used Microsoft Teams to maintain an overview of his area of responsibility and deliver remote teaching and learning. The Corporation was shown how each course area was structured on Teams, how students were able to submit work and how teachers would provide feedback. Each student had their own 'digital ringbinder' for that course on Class Notebook, with all their classwork and assignments stored in one place – the progress of any 7th Form student on any course at any given time could be viewed. He reported students had been very receptive and were making the most of the new technology.</p> <p>G.Guest noted that, only just 12 months ago, the college had not thought about the model that was now in place and praised the staff for rising to the challenge and developing this new teaching and learning delivery model at an incredibly rapid pace.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if other virtual platforms had been explored in addition to Microsoft Teams. S.Gregory explained, at the beginning of the first lockdown, the decision to use Microsoft Teams had initially been based on students already having Office365 accounts through their college network access, allowing staff to monitor who was accessing the system and their activity, which was important for safeguarding reasons. Some other platforms had been tried; however, it was felt important that the same, monitored methods should be used consistently across the college. A.Bowler added students were also able to access the whole suite of programs through their Office365 account in addition to Teams as a virtual learning environment (VLE) platform. Microsoft was also listening and responding to feedback from education professionals to continually improve the software.</p> <p>The Corporation asked if the blended learning model was better than the fully onsite model previously in place. A.Bowler stated he believed virtual learning as an element of further education was here to stay and that Telford College was well placed due to its early introduction and development of Teams as a VLE. S.Gregory explained staff were understandably cautious at first but were now fully engaged with the new ways of working and preferred them to what was previously in place.</p> <p>The Corporation asked how screen time/screen fatigue was minimised for both staff and students. S.Gregory advised the Corporation that staff were being supported to deliver engaging lessons involving interaction and plan their lessons differently. He added the consideration of screen time had been factored into the timetabling of lessons, to provide a good balance of virtual and onsite delivery.</p> <p>The Corporation asked if mechanisms were in place to gather student feedback. S.Gregory informed governors this had been done via student surveys and also through speaking with the Student Council. The feedback received was that onsite lessons were preferred; however, the online delivery was appreciated and acknowledged as a good alternative. The delivery model was in place and working well; however, development would not stop and there needed to be a focus on continuous improvement. G.Guest added, for some students, coming into college was really important from a safeguarding perspective and it was therefore critical to ensure this continued.</p> <p>The Corporation asked what the next steps for the blended delivery model might be. S.Gregory advised Teams was being looked at student groups outside the classroom environment, for example communities of interest and social groups.</p>

	<p>The Corporation expressed their appreciation for the significant amount of work that had taken place over such a short space of time, with considerable impact on the college's ability to maintain teaching and learning throughout lockdown and periods of self-isolation. They asked, once the COVID restrictions were no longer required, what was the longer-term plan for the use of Teams. A.Bowler reiterated his belief this style of learning was here to stay and added the importance of these systems developing students' skills and helping them to become workplace/further study ready, as well as the ability to store students' classwork and assignments all in one place.</p> <p>The Chair thanked A.Bowler and S.Gregory for their demonstration, adding their enthusiasm and passion for developing a model that would ultimately improve student outcomes was very evident. This was seconded by the wider Corporation.</p>	
11.	Safeguarding update	
	<p>P.Stone presented the report, highlighting the following for the period 05/10/20 – 04/11/20:</p> <ul style="list-style-type: none"> - There had been 7 immediate DSL actions, which reduced to 4 after investigation by the BeSafe team identified it had not been required - Almost all members of staff had undertaken training and assessment for Keeping Children Safe in Education (September 2020), with the final deadline for completion set two days' time <p>The Chair thanked P.Stone for his report. There were no questions from the Corporation.</p>	
LEADERSHIP & GOVERNANCE		
12.	Annual reports	
<p>12.1</p> <p>12.2</p>	<p>S.Malone presented the following 2019/20 annual reports:</p> <p><u>Data Protection</u></p> <ul style="list-style-type: none"> - The number of data breaches had reduced to three, with no breaches reported to date this year - 96% of staff had undertaken data protection training, with 22% required to complete refresher training. The training was now delivered as an e-module and had received good feedback from staff. The training was regularly reviewed and updated as required - Of the 3 data breaches, two had been reported to the ICO and had been considered closed, with no further action being taken. The ICO had been happy with the college's processes and the improvements made to mitigate against future breaches <p><u>Freedom of Information</u></p> <ul style="list-style-type: none"> - In 2019/20, three subject access requests had been received from former members of staff – all were dealt with appropriately and met the time deadlines set by the ICO - Training staff members in dealing with basic information requests had helped improve processes by enabling the FOI Officer to focus on the SARs/more complex requests <p>There were no questions and the Corporation thanked S.Malone for her reports.</p>	
14.	Staff survey 2020	
	<p>J.Pay delivered a presentation on the Staff Survey 2020, which was screenshared to Microsoft Teams. The survey had been open for a period of two weeks and had received an 81.3% participation rate, with all college departments/areas taking part. Based on research in this field, this participation rate was indicative of a true result.</p> <p>The following results were highlighted:</p> <ul style="list-style-type: none"> - An overall outcome of 0.94 (78%) had been achieved, with answers to statements being on a sliding scale from -2 (strongly disagree) to +2 (strongly agree) 	

- Outcomes showed staff were happy working at the college, they enjoyed their work and understood their role within the organisation – these were the highest scoring statements and there was correlation across all areas of the college
- No statements had scores that fell below 0; therefore, overall, scores were positive
- The lower scoring statements related to the consistent sharing of key messages and work-life balance
- Levels of anxiety relating to COVID-19 were apparent across the college and a balanced approach to information sharing on this matter would be taken
- Follow-up work would be undertaken to further understand the detail, particularly contradicting results (for example, being valued by their line manager but not feeling recognised for their efforts)
- SLT members would discuss the departmental results with their teams and identify potential recommendations for improvement – these would then be collated at discussed by ELT

CORPORATION QUESTIONS/COMMENTS

The Corporation acknowledged the importance of the ELT feeding back to staff and asked if a target date for this had been set. G.Guest advised he had incorporated a video within the previous week’s all-staff email summarising the key messages from the survey and explaining the next steps in the process, with further updates planned through future all-staff emails. Infographics based on good staff survey practice had also been circulated between closing the survey and releasing the high-level results. The Corporation asked if the results had been shared with the unions – it was confirmed the results would be shared with them at the next Joint Council meeting.

The Corporation suggested the inclusions of a comments box at the end of the survey to capture staff members’ suggestions. G.Guest advised this had been discussed when developing the survey but the decision had been taken not to include a comments facility as it could have identified a staff member when the survey was intended to be anonymous. This would be considered for future surveys. It was suggested a separate page of the survey could be added for comments after the anonymous section had ended, which could mitigate concerns about staff members identifying themselves through the survey. The Corporation asked if it had been possible for staff members to have been identified by providing their department/area, gender, age and race and if the leadership was confident they could not be identified. J.Pay explained the smaller departments had been grouped together – for example business support – in order to prevent this from being possible. G.Guest stated he was confident staff members could not be identified through the information provided and confirmed this had not been raised as a concern by any staff member or union representative.

The Corporation asked if there were any plans to run interim surveys or ‘pulse checks’ before the next full staff survey to assess staff views on the action taken. G.Guest advised he would like to see the suggestions and ideas following the team discussions before deciding if a follow-up survey was required but acknowledged the value in doing so.

The Corporation noted the level of detail was less than that previously presented to governors and it was agreed this would be revisited at the next meeting.

Clerk to add to agenda

FINAL BUSINESS

13. Self-assessment and reflection

15.

13. Self-assessment discussion

The Clerk suggested this be taken offline due to the meeting understandably overrunning and there still being important business to discuss. It was agreed the item needed sufficient time and would not be done justice in the time remaining. The Clerk agreed to organise the discussion in a different way.

Clerk to action

15.1 General improvements/better ways of working

	<p>The Clerk advised she would review the time allocated to specific agenda items to ensure discussions were not rushed.</p> <p>The Chair noted the placement of the additional microphone in the centre of the room had significantly improved the audio from the college.</p>	<p><i>Clerk to action</i></p>
15.2	<p><u>Risk identification</u> The Corporation suggested the consideration of HE numbers for inclusion within the risk register, if appropriate after checking the funding cut-off date.</p>	<p><i>Deputy Principal to consider</i></p>
15.3	<p><u>Opportunity for final questions/comments</u> The Corporation confirmed they had no further questions or comments.</p>	
16.	Any other business	
	<p>There was no further business and the general meeting was closed.</p> <p>*RECORDING ENDED AT THIS POINT*</p>	
CONFIDENTIAL SESSION		
17.	Minutes of the Confidential sessions from the last meeting and matters arising	
	<p>The minutes of the Confidential session at the meeting held 12 October 2020 were APPROVED as a true record and it was confirmed there were no matters arising from that item.</p> <p>**All staff members, staff governors and senior post holders left the meeting at this point**</p>	<p><i>Clerk to update register/records</i></p>
18.	Remuneration Committee report	
	<p>**A separate minute of this item was taken**</p>	
18.1	<p><u>Annual report of the Remuneration Committee</u> The Corporation endorsed the Remuneration Committee's annual report.</p>	
18.2	<p><u>Report from the Remuneration Committee meeting (12 November 2020)</u> The Corporation endorsed the outcomes from the Remuneration Committee.</p>	