

# Minutes – APPROVED

Meeting	Corporation
Date	15 November 2021
Time	4:45pm
Venue	E201/Microsoft Teams



Governors	Attendance		ITEM																	
	Pr	Ap	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
R.Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk	V							✓	✓	✓	✓	✓	✓	✓	✓	✓				
G.Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	O							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
W.Farrington-Chadd		X																		
G.Guest, Principal	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Robinson	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Seymour		X																		
<b>Attendees</b>																				
S.Alder	O						✓	✓	✓	✓	✓									
L.Arcott	O											✓	✓	✓	✓	✓				
C.Barker	O											✓	✓							
D.Candlin	O						✓	✓	✓	✓										
T.Cash	O											✓								
L.Laurent	O						✓	✓	✓	✓	✓									
S.Malone	O						✓	✓	✓	✓										
S.Morley (Clerk)	O	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Stephens	V	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	O											✓	✓							

(V – Virtual, O – On site)

No.	Item	Action
<b>CORPORATION BUSINESS</b>		
<b>1.</b>	<b>Welcome and apologies</b>	
	<p>The Chair opened the meeting. Apologies had been received from W.Farrington-Chadd and M.Seymour and the Corporation was advised G.Guest and J.Stephens would need to leave the meeting at 6:30pm.</p> <p>The Chair reminded governors of the agreement to record meetings. The Clerk confirmed 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><b>*RECORDING COMMENCED AT THIS POINT*</b></p>	<i>Clerk to update register/records</i>
<b>2.</b>	<b>Procedural matters</b>	
2.1	<p><u>Declarations of interest</u></p> <p>There were no interests declared for the meeting, with the exception of the senior post holders' interests in Item 18 and it was confirmed they would not be in attendance for that item.</p>	<i>Clerk to update register/records</i>

2.2	<p>The following standing items were noted:</p> <ul style="list-style-type: none"> <li>- P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision) and Director of the Telford Business Board</li> <li>- G.Guest, as Director of the Telford Business Board and member of The Marches LEP Board</li> </ul> <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>Register of Interests update</u></p> <p>There were no reported updates to the Register of Interests and the Clerk thanked Corporation members for returning their annual declarations</p>	
2.3	<p><u>Confidential matters</u></p> <p>It was agreed Item 18 (Report of the Remuneration Committee) would be discussed under Confidential session, as it related to individuals currently employed by the college.</p>	
<b>3. Minutes of the last meeting and matters arising</b>		
3.1	<p><u>Minutes of last meeting</u></p> <p>The minutes of the meeting held 18 October 2021 were APPROVED as a true record.</p>	<i>Clerk to update records</i>
3.2	<p><u>Matters arising</u></p> <p>Further to the report, the following updates were provided:</p> <ul style="list-style-type: none"> <li>- Staff governor: the Clerk advised G.Real would be returning to his staff governor role in January 2022</li> <li>- VR/AR Suite: the Clerk proposed the visit to the Suite be arranged for date in the New Year to coincide with a Corporation meeting</li> <li>- Kickstart records: the Clerk advised the records would be updated on GIAS once the resignation date of the existing MAT Member had passed</li> <li>- Apprenticeship targets: J.Stephens advised the actual enrolment figure as per the R14 report was 366 and explained the actuals reported at the last meeting were correct at that time. Due to a misunderstanding about the original question, confirmation of last year's enrolment target would be provided at the next meeting.</li> </ul>	
<b>ELT UPDATE</b>		
<b>4. COVID update</b>		
	<p>J.Stephens delivered her presentation outlining the current COVID position:</p> <ul style="list-style-type: none"> <li>- Staff and students were both encouraged to continue with twice weekly COVID testing, regardless of vaccine status</li> <li>- On returning from the half-term break, reminders had been sent for all to carry out an LFT before coming back onto campus</li> <li>- Promotion of vaccinations continued, working with the local Health Protection Team to advertise walk-in and pop-up clinics</li> <li>- Information about vaccine boosters, eligibility and where they were available from was promoted through all-staff emails</li> <li>- Attendance had not been adversely affected by COVID, with seasonal illnesses having a greater impact. There were currently six positive staff cases and eighteen student cases, which were sporadic across the college and the highest number in one area was four – Early Years</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation acknowledged the hard work of the college to manage COVID, ultimately limiting the impact on teaching and learning.</p>	
<b>5. KPIs 2021/22</b>		
	<p>J.Stephens presented the latest KPI report and highlighted the following areas of increased risk:</p>	

- The ESFA (16-19) learner numbers had reduced since the last report to 1832, the financial impact of which would not affect the college until the following year due to the lagged funding system. The majority of withdrawn students had moved into positive destinations (employment or apprenticeships)
- The number of withdrawals or breaks-in-learning for apprenticeships had increased to 27 and 44 respectively, the main reason being the continued impact of COVID and changes in personal/work circumstances
- Attendance had largely improved across the college and was close to the overall target of 90% at 89.1%; the main exception was adult maths which had seen a small drop but was still close to target at 89.1%
- Out-of-funding apprenticeships remained high at 56 and the Functional Skills element (internal target) had increased slightly to 94. Regular meetings were taking place with the Assistant Principal – Employer Engagement to reduce these figures through the implementation of a targeted action plan to complete the apprenticeships

**CORPORATION QUESTIONS/COMMENTS**

The Corporation asked if anything further could be done to reduce the lag between enrolment and appearance on the system, as approx. 20% of enrolments were commonly waiting to appear. J.Stephens acknowledged this issue and confirmed there were changes the college could make to reduce this figure, including making internal processes more efficient. She advised the Assistant Principal – Employer Engagement was working with her team to create a ‘smarter’ process and explained work could also take place with the employers to speed up the process.

The Corporation asked if there was a key funding date for adult withdrawals, similar to that for the ESFA learners. J.Stephens confirmed this was not the case for adult learners as enrolment was a year-round process.

**6. Management report**

G.Guest presented his report and highlighted the following:

- The Autumn 2021 budget/Spending Review and the impact on the sector, including positive news for capital and T Level funding
- Exams 2022 and the TAG process’ impact on enrolment patterns
- Station Quarter and the delay to receiving the Heads of Terms at this time
- The continued progress of the Strategic Development Fund project
- The visit from the new CEO of The Marches LEP and the changing role of LEPs
- Arrangements (interim and permanent) for the appointment of a new Director for Student Services & Marketing following S.Alder’s departure at the end of term
- Changes to curriculum planning and the requirement within the Skills for Jobs White Paper to meet the needs of employers and local communities
- Recruitment arrangements for the appointment of a new Headteacher for Kickstart following T.Cash’s departure in January 2022
- The capital bid linked to the transfer of Kickstart to the LCT was on track for submission to the Secretary of State before the end of the year
- The letter from the new FE Commissioner, setting out her approach to working with the sector
- Staff and students had settled back into college life well, attendance was increasing and a number of funded complex projects were underway

**CORPORATION QUESTIONS/COMMENTS**

The Corporation referred to the new FE Commissioner’s recent letter and asked if the likely impact of the funding review to reduce complexity was known. G.Guest advised no details had been made available at this point and reported the AOC would be releasing modelling tools to assess the impact of the additional funding recently announced through the Spending Review.

	<p>The Corporation asked for further detail regarding to the delay to agreeing Heads of Terms for the Station Quarter. G.Guest advised the delay was due to negotiation of the (tri-party) lease with TWC.</p>	
<p><b>7.</b></p>	<p><b>Annual reports 2020/21</b></p>	
<p>7.1</p>	<p>The Chair began the item by welcoming L.Laurent to the meeting, who had been appointed as Interim Director for Student Services and was working with S.Alder to ensure an effective handover prior to her departure.</p> <p><u>Data Protection &amp; Freedom of Information 2020/21</u>  S.Malone presented her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>- All risk register-related actions had been completed/closed off and no new data protection risks had been added to this year’s register</li> <li>- 95% of staff had received data protection training, with plans in place to address the remaining 5%. Specialist training modules were being developed by the Data Protection Officer</li> <li>- There had been five data breaches in 2020/21, with none to date this year. Of the five: <ul style="list-style-type: none"> <li>o one had been carried over from 2019/20, which had been reported to the ICO and had resulted in the payment of a small compensation payment to the complainant</li> <li>o one involved an email being sent to an incorrect recipient, which was been resolved – no complaint had been made and no further action required</li> <li>o three breaches involved the leaving of documents containing personal information in an unlocked classroom – three separate incidents involving three different members of staff from the same department. Additional training has been delivered to the team and no further incidents had been reported</li> </ul> </li> <li>- Fourteen Freedom of Information requests and four Subject Access Requests (SARs) had been received and responded to within the prescribed timeframe</li> </ul> <p>The Corporation asked what data sharing arrangements were in place for the collaborative projects underway. D.Candlin advised the projects at this point did not involve sharing personal data and if this arose the Data Protection Officer would be involved in drawing up/updating those agreements. S.Malone confirmed a data sharing agreement was already in place with Telford &amp; Wrekin Council.</p> <p>7.2 <u>Health &amp; Safety 2020/21</u>  D.Candlin presented the annual report for Health &amp; Safety and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Health and safety during the year being reported had again been dominated by COVID <ul style="list-style-type: none"> <li>o The effective management of health and safety had been confirmed through two discussions with the college’s insurers, including a COVID management processes review in October 2020, the recommendations from which (all minor) had been addressed and a risk profiling meeting in March 2021</li> </ul> </li> <li>- In addition, two separate ad-hoc monitoring conversations had taken place with the HSE throughout the year</li> <li>- Management protocols continued to be effective</li> <li>- 45 accidents (no RIDDOR) and 56 incidents were recorded, none of which raised concerns or suggested underlying themes of unsafe practices/procedures</li> <li>- The college’s first aid trained personnel had been refreshed and increased in number</li> <li>- Twelve staff members had been trained through an accredited mental health awareness course, for access by both staff and students</li> <li>- Promotion of good COVID-related practices continued, with consultation meetings offered to all curriculum areas (either as teams or individually)</li> </ul> <p>The Corporation asked if there were any defibrillators onsite at the college. D.Candlin confirmed there were five in different areas across the campus (A Block, E Block, S Block, Construction and The Willow Tree), which were regularly checked.</p> <p>7.3 <u>Safeguarding 2020/21</u>  S.Alder presented her report and highlighted the following:</p>	

- The number of causes for concern had reduced following the implementation of the triage system, which in turn had led to an increased number of referrals to mentoring/counselling
- The capacity of the BeSafe team had been increased to support mentoring/counselling
- Contact with all vulnerable students was maintained throughout the pandemic, with over 1200 calls and 14 home visits made where phone contact could not be made
- All students were provided information about online safety
- The website was updated to include mental health and wellbeing advice and signposting for students
- The Safeguarding team (the lead DSL, Deputy DSLs and mentors) was well established and publicised in prominent places throughout the college. All DSLs were trained to Level 2, and the lead DSL to Level 3). Contact information for the DSLs had been added to the back of all student ID badges and key safeguarding locations (eg the BeSafe office, lead DSL's office etc) were pointed out to students on their tour of the campus at induction
- All visitors to the campus were signed in at Reception and provided with safeguarding information on the back of their visitor badge
- Meetings continued with key local groups in Telford – the T&W Safeguarding Children Strategic Board; the T&W CSE Strategy Group, the T&W Channel Panel and the Virtual School
- No referrals were made to the Channel Panel during the year
- All staff members had received safeguarding training and confirmed they understand the annual Keeping Children Safe in Education guidance, Prevent and how to log into CPOMS
- The external review of safeguarding in December 2020 provided assurance of policies and processes being effective and students feeling safe on campus
- The two remaining actions arising from the review (currently underway) were the introduction of specialisms for members of the DSL team (eg mental health, online safety, CSE) to improve the collective knowledge of the team and the implementation of group sessions for building resilience and managing anxiety

As the link governor for safeguarding, G.Bleasby reported she was aware of the additional work undertaken for apprenticeships and suggested this be reflected in the report. S.Alder informed the Corporation all apprentices had an induction with the college and were provided with the same safeguarding information as the wider student body; ten-week reviews were undertaken which would be used to check their safeguarding knowledge/understanding; students travelling from a distance and staying in a hotel would have a risk assessment in place produced in conjunction with the hotel; and detailed records/logs were kept throughout the apprenticeship.

The Corporation asked for the definition of a vulnerable student. S.Alder explained this referred to a student who, for example, was in/had left care, had an EHCP, was living independently, had mental health concerns, etc – any circumstances that led the team to consider the student as vulnerable.

C.Robinson advised some students would feel unsure about approaching specialist DSLs rather than a DSL of their choice. S.Alder confirmed the introduction of specialisms would not replace students being able to approach a DSL of their choice.

The Corporation noted the action from the review relating to two reference checks for all new employees and asked how this was being applied to longstanding employees. S.Alder advised all members of staff were included on the Single Central Register, which contained details of all their employment checks, in addition to the requirement for staff to regularly confirm if there had been any changes since their original Enhanced DBS check. She confirmed only staff members who had been at the college a considerable time would not have two references on record.

The Corporation asked if DBS checks were repeated for staff. S.Alder confirmed they were and L.Laurent advised this would also be checked when reviewing the Single Central Register to identify those where refreshes were required. The Corporation asked if staff members were asked to undertake a DSB check even if they already had one in place. S.Alder confirmed this was correct – a DBS check would be required from the college, a risk assessment would be in place for that staff member until the certificate was received and no 1-1 interaction with students would take place. The Corporation asked how quickly a certificate would be issued – S.Alder reported this was typically 2/3

	<p>weeks and advised this (and references) would be followed up if not received within this timescale. The Corporation noted the good practice of refreshing their own DBS checks as well as staff.</p> <p>G.Guest advised there were no legal requirements for a DBS to be routinely updated after the first one had been carried out; however, the decision had been taken that morning to refresh all staff members' DBS checks that were more than 3 years old. The college would therefore be paying to update staff members' DBS checks, which would be staggered over the next three months. The Corporation asked if governors would be included in this exercise – G.Guest advised this would depend on how recently their DBS had been carried out, as per the staff DSB policy. He suggested the timescales for the phasing of the refreshes be provided to the Corporation at its next meeting.</p>	<p><i>Executive Director of HR to include in papers</i></p>
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<b>STUDENTS (PEOPLE)</b>		
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<b>8.</b>	<b>Safeguarding update</b>	
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	<p>S.Alder presented her report for the period 09/10/21 to 02/11/21 and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Seven incidents for immediate DSL actions had been reported, three of which had been subsequently assessed as not requiring immediate action and covered a range of issues including mental health concerns, financial concerns, counselling referral, self-harm, historic sexual harassment and domestic abuse within the family home</li> <li>- Students had been supported and referrals made as appropriate</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the college had been asked to respond or update policies/procedures following the recent extremist incident in Liverpool. S.Alder advised she had received an email from the West Midlands Prevent Coordinator confirming the incident as a terrorist attack. The email asked the college to continue to engage with students using its existing Prevent policies and programmes. She confirmed she had not been asked to implement anything additional to what the college already had in place at this point.</p>	
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<b>9.</b>	<b>Kickstart overview</b>	
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	<p>The Chair welcomed T.Cash to the meeting, who had been invited to give a presentation to the Corporation providing an overview of the Kickstart Academy.</p> <p>T.Cash delivered his presentation, which covered the following:</p> <ul style="list-style-type: none"> <li>- The role of a pupil referral unit, how students were referred through the Fair Access Panel and the number of places in the academy (48 max)</li> <li>- Improvements made since the last Ofsted inspection (Requires improvement) in 2018 included: <ul style="list-style-type: none"> <li>o A strong focus on improving quality of teaching and learning, including the appointment of a teaching and learning lead and the production of a bespoke CPD package for staff</li> <li>o Improved outcomes for students, in particular English and maths achievement, and more students being entered for exams</li> <li>o Curriculum design – an increased focus on GCSEs (rather than Functional Skills) and a greater range of subjects, alongside a good vocational curriculum</li> <li>o A change in ethos within school focused on finding alternatives to exclusion and helping students to learn from and rectify negative behaviour, resulting in a significant reduction in exclusions</li> <li>o Significant reduction in the number of students leaving Kickstart becoming NEET, with 90% of students achieving a positive destination in 2020/21</li> <li>o Student attendance is above the national average for PRUs and increasing each year</li> <li>o A robust Attendance Policy, linked to the Safeguarding Policy, was in place to ensure the welfare of students and actively promote positive attendance</li> <li>o More students than ever before had returned to mainstream education</li> </ul> </li> <li>- Continued support from the Learning Community Trust (LCT) and the positive impact of this relationship on all areas across the school</li> </ul>	
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- Preparing for the future: continuing to improve, staying focused on the academy aims and working towards the transfer to the LCT

**CORPORATION QUESTIONS/COMMENTS**

The Corporation acknowledged the significant progress and improvements that had been made over the past three years, especially when the accommodation (previously on the college campus and now at Tan Bank) was not appropriate for a busy pupil referral unit and the challenges brought by COVID.

The Corporation asked if there was demand for the 48 places provided by Kickstart. T.Cash confirmed there was always demand for the places and advised he was often asked to take on additional students by the local authority. He advised COVID had impacted on demand; however the number of referrals to the Fair Access Panel were beginning to increase back to pre-COVID levels.

The Corporation asked what would happen when all places were full. T.Cash advised, if a student had been permanently excluded, a place would have to be found for them from their 6th day of exclusion. If temporary, the student would remain the responsibility of the school and local authority.

The Corporation asked what proportion of the cohort was female and if the vocational offer was attractive to all students. T.Cash reported 8 of the 32 students currently on roll were female, which was high in comparison to previous cohorts. He confirmed both male and female students accessed the range of vocational elements on offer and were encouraged to engage in what matched their interests, with a focus on developing options for their post-Kickstart destination.

The Clerk reminded the Corporation the college was responsible for all aspects of Kickstart’s performance as an academy up to the point of transfer to the LCT, which was why it was important the Corporation had received this overview and progress update.

As Chair of the Kickstart Board, R.Beswick thanked T.Cash and the Kickstart team for their continued hard work to improve outcomes for their students, which was echoed by the Corporation. The Chair thanked T.Cash for his presentation and informing the Corporation of the academy’s significant improvement journey.

**10. Learning, teaching and assessment update – Staff CPD**

R.Wilson and C.Barker presented their report on the Staff CDP day held on 01/11/21 and highlighted the following:

- T.Davis from the Centre for Creative Quality Improvement had facilitated the day involving all lecturers, assessors and support staff (over 180 staff)
- The chosen theme had been ‘Learning motivation and curiosity’ to further support the continued stretch and challenge of teaching/assessing; create motivational and aspirational sessions that engage; raise aspirations; and support good retention and achievement rates
- By the end of the day, staff from across all areas of the college had:
  - o identified points in their schemes of work when students and apprentices were more likely to lose motivation and planned more tangible and exciting opportunities around those times;
  - o reviewed their area’s induction programme; and
  - o looked at how sessions could include objectives linked to attitude and help to develop a range of holistic skills
- Examples of changes identified by staff included in developing empathy for English essay/report writing through bringing in actors to bring the era to life and moving to an apprentice-led progress review process
- Feedback from the day had been really positive and staff were keen to continue this approach going forward. Staff also reported enjoying sharing their expertise and experience with colleagues in other departments
- A number of cross-college strategic LTA actions had been identified, including extending induction within the first half-term; reviewing schemes of work through the LTA working

- group; reviewing how learning objectives were used and displayed; and a greater focus on speaking and listening skills
- Since the CPD day, there had been a noticeable increase in outside speaker and trip request forms, showing the teaching staff were putting what they had discussed into practice

CORPORATION QUESTIONS/COMMENTS

The Corporation asked how successful cross-college working had been, noting project management as an important skill within the workplace. R.Wilson explained smaller induction events had been successfully delivered previously, the experience for which would be used for the larger-scale induction events involving multiple areas of the college.

The Corporation acknowledged silo mentality was being broken down and that staff members were actively encouraged to work and share ideas/practice with colleagues across the whole college.

The Corporation noted the importance of students being life and work ready. R.Wilson advised a range of activities were underway to help students become life and work ready, which was particularly supported by work experience placements and the use of guest speakers from the workplace. C.Barker explained, for the adult programme, this work was done with the Job Centres and through the Work-Based Academies.

**FINANCE**

**11. Year-end management accounts (to 30/09/21)**

L.Arcott referred the Corporation to the year-end management accounts for the period ending 30 September 2021 and highlighted the following:

- **Outturn (Green - decreased risk):** after two months the forecast outturn was a surplus of £854k. The income and partnership costs forecasts had been updated accordingly
- **Apprenticeships (Amber - increased risk):** currently £62k adverse to budget YTD – 174 actual apprentices (against the target of 177) had been recruited in August/September; however only 111 had been fully processed by month-end and appeared on the funding report
- **AEB (Green – no change):** £4k favourable to budget YTD. The outturn had been updated to include the £100k contract with Mercury Training for WMCA (subject to approval under Item 14), with non-pay costs updated accordingly
- **HE income (Red – increased risk):** the outturn had been updated to reflect the 119 enrolments (against a target of 138)
- **Pay costs (Green – decreased risk):** costs were £132k favourable to budget YTD, with August payroll being comparatively low due to new starters commencing in September
- **Cash (Green - no change):** the YTD cash balance was £6.8m. The AEB income repayment was profiled for December 2021 and, as per the original agreement with the Transaction Unit, the college was subject to a cash sweep if the balance was higher than originally forecast. The value of the repayment for 2020/21 was currently under negotiation with the ESFA
- **Loans (Green - no change):** following the sale of Oakdene House and a capital repayment in September, the loan balance was now £3m. The final payment of the ESFA loan was due mid-October
- All financial health indicators were rated **Green** and expected to meet year-end targets

CORPORATION QUESTIONS/COMMENTS

The Corporation noted the positive position at this early stage in the year, in particular the healthy cash balance, and asked if the cash level was sustainable. L.Arcott confirmed the cash level was expected to decrease, as per the cash flow forecast. She reported the cash level was sustainable, provided the income and expenditure was as per the budget.

The Corporation asked if, now the college was starting to see an excess cash position, what plans were in place for future reinvestment into the college. L.Arcott reported the capex programme was higher than it had been in previous years and predominantly focused on improving the IT infrastructure. She confirmed a more long-term plan for reinvestment was on the agenda for

	<p>inclusion within future budgets, alongside the need for the college to repay its debts and the awaited impact of the funding simplification (as per the FE Commissioner’s letter).</p> <p>The Corporation asked if an approximate figure was known for the cash sweep. L.Arcscott advised a paper had been submitted to the ESFA and, if successful, the amount would be within single figures. The AEB clawback, as set out in the management accounts, was also due for repayment.</p>	
<b>12.</b>	<b>Going Concern report</b>	
	<p>L.Arcscott presented her report and explained, due to a change in auditing standards, there was a greater emphasis on the Corporation being confident the college was a going concern when signing off the annual accounts and a change to how the going concern statement should be worded. To provide this assurance, she had undertaken financial modelling looking at the college’s financial position in 12 months from the date of the next Corporation meeting, including possible scenarios and their potential financial impact. The results of this modelling had been provided within the report for this meeting and provided evidence that the college would still be operational 12 months after the signing of the 2020/21 accounts (ie was a going concern).</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation thanked L.Arcscott for her report and acknowledged how it helped to inform the Corporation’s decision when considering the annual accounts at the next meeting.</p> <p>The Corporation noted the usefulness of the exercise and how it highlighted possible reliance on specific funding streams. The Corporation noted the report demonstrated to the auditors the college was considering potential scenarios, their impact and whether the college was a going concern.</p> <p>The Corporation suggested future modelling could consider multiple scenarios occurring at the same time and also where one scenario could trigger another.</p>	
<b>13.</b>	<b>Financial grade 2020/21 and 2021/22</b>	
	<p>L.Arcscott presented her report for the Corporation’s information, which included the ESFA’s financial dashboard and letter confirming the college’s financial rating of ‘Outstanding’ for 2020/21 and 2021/22. She advised the financial dashboard was generated using the college’s own data and was provided to colleges by the ESFA.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked whether the cost of interim staff was included within the pay costs (rather than contractor costs). L.Arcscott confirmed interim staff were included within the agency costs budget line, the only exception being if they had been employed to carry out a specific piece of consultancy work.</p> <p>The Corporation thanked L.Arcscott for the hard work of herself and her team and acknowledged what an achievement reaching ‘Outstanding’ financial health had been, given the college’s financial situation just five years ago.</p>	
<b>14.</b>	<b>Subcontracting proposal</b>	
	<p>L.Arcscott presented her report and informed the Corporation the college had again been asked by the WMCA to engage in subcontracting with Mercury Training to the value of £100k. The contract was for the delivery of a bespoke programme of security qualifications aimed at local residents in preparation for Birmingham hosting the Commonwealth Games in 2022. She informed the Corporation the TechTalent contract also referenced in the report was not a new contract but was a previously approved contract (£50k for digital skills provision) where delivery had now rolled over into the current academic year.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation noted the funding rules for the ESFA, which were generally mirrored by the combined authorities, required the college to have a subcontracting policy in place that was approved by the Corporation. The Corporation noted the college did have an approved policy in place, which was publicly available on the college’s website but had not been approved by the Corporation.</p> <p>The Corporation asked for confirmation of the start date for the Mercury Training contract. L.Arscott confirmed there was no agreed start date – this would be determined if the subcontracting was approved. The Corporation asked what would be the impact of a delayed start to the contract – L.Arscott advised she was not aware of the exact impact; however, the college-subcontractor income split was 20:80 so the financial risk to the college’s own income was small.</p> <p>The Corporation asked for confirmation of who would undertake the necessary due diligence – L.Arscott confirmed the college would always carry out its own due diligence, even when a funding body had recommended a subcontractor.</p> <p>The Corporation acknowledged the need to adhere to funding rules, alongside reducing the potential impact of a delayed start, and noted the good track record in place to date with this training provider.</p> <p>The Corporation APPROVED the proposal to enter into subcontracting arrangements as outlined in the report, subject to approval of the Subcontracting Policy by the Corporation.</p> <p>It was agreed the WMCA funding rules for AEB would be checked and, if the requirement was the same, the Subcontracting Policy would be circulated by email to the Corporation the following day, with responses required by the end of the week indicating whether or not Corporation members approved the policy.</p>	<p><i>Clerk to implement</i></p>
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**LEADERSHIP & GOVERNANCE**

**15. Corporation reports from committees/groups**

<p>15.1</p>	<p><u>Capital Focus Group (21/10/21)</u>  L.Biffin provided a verbal report of the CFG’s first meeting and highlighted the following:</p> <ul style="list-style-type: none"> <li>- The CFG had discussed the college’s three major projects – the Digital Skills &amp; Maths Hub (Station Quarter), Strategic Development Fund and the Transformation Fund</li> <li>- The meeting had looked into the detail of the projects, including the key risks, the proposed headings for the college’s Station Quarter business case and the plans for the college improvements through the Transformation Fund</li> <li>- The CFG was due to meet next on 23/11/21 and members had asked for project risk registers to be presented at that meeting</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the link between the Station Quarter and the Transformation Fund projects, as the Towns Fund allocation had been put forward as match-funding for the Transformation Fund bid (in accordance with the funding guidance). The Corporation noted the potential impact of any delay to the Station Quarter project on the Transformation Fund project due to this dependency.</p>	
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**FINAL BUSINESS**

**16. Final questions/comments, self-assessment and reflection**

<p>16.1</p>	<p><u>Any further comments/questions not raised earlier the meeting</u>  There were no further comments/questions from the Corporation.</p>	
<p>16.2</p>	<p><u>General improvements/better ways of working</u>  The Clerk referred to the discussion at the previous meeting about the need to consider the impact of decisions and policies on the communities served by the college and suggested the Corporation should look at how this could be done. It was agreed a section would be added to the cover reports for a community impact assessment statement for key decisions and policies.</p>	<p><i>Clerk to update cover report</i></p>

16.3	<u>Changes to the risk register</u> The Corporation asked for the delay to the agreement of the Heads of Terms for the Station Quarter be added to the strategic risk register.	Clerk to relay request
<b>17.</b>	<b>Any other business</b>	
17.1	<u>Special meeting</u> The Chair advised there was a risk that the Special meeting of the Corporation scheduled for 15/11/21 would not be required given the situation regarding the Heads of Terms for Station Quarter. The Clerk advised she would confirm the need for the meeting at the earliest opportunity.	
17.2	<u>Governor retirement</u> The Chair took the opportunity to acknowledge R.Beswick’s retirement from the Corporation after serving twelve years as a governor. The Chair thanked her for everything she had done during that time, including carrying out the roles of link governor for safeguarding, Chair of the Audit Committee and more recently, Chair of Kickstart, which he noted she would be continuing for the remainder of the academic year.  *RECORDING CEASED AT THIS POINT*  The Clerk left the meeting (all other senior post holders, staff governors and student governors had left prior to this item) and it was agreed G.Bleasby would act as clerk for the last item.	
<b>CONFIDENTIAL SESSION</b> <b>*separate minute taken*</b>		
<b>18.</b>	<b>Report of the Remuneration Committee</b>	
18.1	<u>Annual report of the Remuneration Committee 2020/21</u> G.Bleasby presented the annual report of the Remuneration Committee.	
18.2	<u>Recommendations of the Remuneration Committee</u> G.Bleasby presented the recommendations of the Remuneration Committee for consideration by the Corporation.	

**The meeting closed at 7:30pm**