

Minutes – APPROVED

Meeting	Corporation
Date	18 October 2021
Time	4:45pm
Venue	E201/Microsoft Teams



Governors	Attendance		ITEM																		
	P	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
R.Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch		X																			
D.Blasczyk	V										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby, Vice Chair	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
W.Farrington-Chadd		X																			
G.Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews		X																			
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Robinson	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Seymour	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																					
S.Alder	O		✓	✓	✓	✓	✓	✓	✓												
L.Arscott	O												✓	✓	✓						
C.Barker	O										✓										
S.Morley (Clerk)	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Pay	O											✓									
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	O										✓										

(V – Virtual, O – On site)

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair opened the meeting. Apologies had been received from P.Birch, W.Farrington-Chadd and R.Matthews, and it was noted D.Blasczyk would be arriving late to the meeting.</p> <p>The Chair welcomed M.Seymour to the meeting, who had been appointed as the fixed term (teaching) staff governor.</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>There were no interests declared for the meeting.</p> <p>The following standing items were noted:</p>	<i>Clerk to update register/records</i>

2.2	<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) - G.Guest, as Director of the Telford Business Board and member of The Marches LEP Board <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 updates reported to the Register of Interests and governors were asked to complete and submit their annual declaration of interests form at the earliest opportunity.</p>	
2.3	<p><u>Confidential matters</u></p> <p>It was agreed there were no items to be discussed under Confidential session.</p>	
3. Minutes of the last meeting and matters arising		
3.1	<p><u>Minutes of last meeting</u></p> <p>The minutes of the following meetings were APPROVED as a true record:</p> <ul style="list-style-type: none"> - 12 July 2021 (Confidential session) - 27 September 2021 	<i>Clerk to update records</i>
3.2	<p><u>Matters arising</u></p> <p>All actions were reported as completed, with the exception of one action (Ref 16) which would be carried out after half-term.</p>	
ELT UPDATE		
4. COVID update		
	<p>J.Stephens delivered her presentation outlining the current COVID position:</p> <ul style="list-style-type: none"> - The testing return programme in September 2021 had been successful, with all students offered onsite testing if unable to provide evidence of a negative result - Government advice had been to continue testing until the end of September and further guidance was awaited regarding continuation past this date; however, in the absence of confirmation, testing remained in place - The NHS vaccination bus had been onsite at the beginning of term and again later that week. Uptake from students had been really encouraging - Information about vaccination boosters would be communicated via the All-Staff emails once more was known the programme - There have been some reported positive COVID cases (currently 3 staff and 18 students, across different areas of the college); however, this had not impacted on day-to-day operations and the typical seasonal illnesses were the main reason for staff absences at present. This was being monitored closely by the SLT to minimise potential disruption/impact <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the likelihood of typical winter illnesses having a greater impact being due to reduced immunity caused by COVID safety measures (ie social distancing and the use of masks).</p> <p>The Corporation asked if staff members were being encouraged to have flu vaccines as well as COVID vaccines/boosters. J.Stephens reported this was encouraged through all-staff communications and all acknowledged this was a personal choice.</p> <p>The Corporation asked if the proportion of staff who had/had not received the COVID vaccine was known. G.Guest advised this was not known – the decision had been taken not to collect that data due to the element of personal choice involved as the approach had been to encourage/raise awareness. He reported COVID numbers at the college had been low, particularly as Telford & Wrekin currently had the highest rate in the West Midlands.</p>	

5.	KPIs and targets for 2021/22	
	<p>J.Stephens presented the proposed KPIs and targets for 2021/22 and highlighted the following:</p> <ul style="list-style-type: none"> - The HE enrolment target had again not been achieved - Current attendance exceeded figures from the same time last year but were not achieving the college's own target of 90%. The college remained focused on ensuring high attendance rates and attendance continued to be addressed through quality support meetings - The number of out-of-funding apprenticeships had increased due to the impact of COVID. Re the figures in the report – 47 was the actual number out-of-funding and 92 related to a self-imposed deadline used for internal monitoring/quality assurance purposes - Staff utilisation was 87%; however, this had been reduced to an overall figure of 81% due to the under-utilisation of staff in the Employer Engagement team. This was being reviewed by the SLT and proposals presented to the Corporation as appropriate <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted attendance was lower than the internal target of 90%, although higher than the rate at the same point last year, and that further work needed to be done to achieve that target.</p> <p>The Corporation asked for clarification with regards to the apprenticeship learner numbers. J.Stephens advised enrolments could only be recorded once the paperwork had been entered into the system. She reported, in August 2021, 72 apprenticeships were enrolled against a target of 85 and in September the monthly of 92 enrolments had been achieved (65 of which had been recorded on the system), with a further 15 apprenticeships in the pipeline.</p> <p>The Corporation asked what the apprenticeship enrolments so far this year meant for the achievement of the annual target of 322 new starts. J.Stephens reported a slight risk to the achievement of the annual target due to August's target not being achieved. The Corporation noted apprenticeship enrolments was a national challenge and G.Guest advised, at present, finding apprentices was a greater challenge for the college than finding employers.</p> <p>The Corporation noted the reference to two different apprenticeship enrolment targets for 2020/21 within the Corporation papers and asked for clarification of the target/actuals for 2020/21. J.Stephens agreed to look into this and report back to governors.</p> <p>The Corporation asked, with regards to timely achievement for apprenticeships, if the 70% target was realistic given the 2020/21 outturn was predicted to be 42-44%. J.Stephens explained COVID had significantly impacted on timely achievement and therefore, as the country returned to pre-COVID operations, it was anticipated timely achievement levels would return to pre-COVID levels.</p> <p>The Corporation APPROVED the KPIs and targets for 2021/22.</p>	<p><i>Deputy Principal to report back</i></p>
6.	FE landscape – presentation	
	<p>G.Guest delivered his report via presentation and covered the following:</p> <p><u>Kickstart/TCAT Multi-Academy Trust (MAT)</u></p> <ul style="list-style-type: none"> - Discussions regarding the transfer of Kickstart to another trust and the related capital funding request continued. The DfE's Complex Cases Team would be submitting a business case for the funding to build new premises for Kickstart to the new Minister for Academies & Schools. If supported, the business case would then be submitted to the Treasury (after the upcoming Comprehensive Spending review) for approval <p><u>Amendments to the Skills for Jobs White Paper</u></p> <ul style="list-style-type: none"> - The related Bill was progressing through Parliament, with a proposed amendments regarding the acknowledgement of employer representative bodies not only being Chambers of Commerce and the inclusion of local authorities <p><u>T Levels and Level 3</u></p>	

	<ul style="list-style-type: none"> - Lobbying was underway to encourage the government to defer the introduction of T-Levels for four years due to the impact of COVID on the education system <p><u>Ofsted</u></p> <ul style="list-style-type: none"> - Small visits to colleges had resumed; it was unclear if full inspections had also resumed <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation acknowledged the importance of this year’s Comprehensive Spending Review and noted the requests being made by the Association of Colleges.</p> <p>The Corporation enquired about the timescales for the outcome of the business case for the Kickstart new build. G.Guest advised the current deadline for the submission of the business case (by the Complex Cases Team) to the Minister was the end of October 2021 and if forwarded to the Treasury for approval, the final outcome was anticipated during the following 2-3 months. He reminded the Corporation the Learning Community Trust had agreed to begin the transfer once the capital funding had been confirmed; therefore, the transfer could take place before the completion of the new build.</p>	
--	--	--

STUDENTS (PEOPLE)		
--------------------------	--	--

7.	Safeguarding update	
-----------	----------------------------	--

	<p>S.Alder presented her report for the period 07/09/21 to 06/10/21 and highlighted the following:</p> <ul style="list-style-type: none"> - Four incidents for immediate DSL actions had been reported, although after review were re-assessed as causes for concern: <ul style="list-style-type: none"> o Two peer-on-peer incidents, which were being investigated by college staff; and o Two students stating they had nowhere to live, both were supported by the BeSafe Team and were returned home/found a secure place through Family Connect - An increase in Smoothwall incidents (primarily dating/relationship sites) had increased due to new students being unaware of the Smoothwall parameters - CPOMS had been fully audited and all cases had either been closed or transferred to this academic year - All DSLs would receive external support from November 2021, including individual support and information about new trends/concerns etc <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if anything further could be done during induction to raise awareness and understanding of the college’s Smoothwall parameters. S.Alder advised the increase in incidents was common at the beginning of the academic year. She confirmed new students were informed of the Smoothwall prior to induction, how it applied to any device connected to the college’s wifi and what would happen if the parameters were triggered.</p>	
--	--	--

8.	KPI 2020/21 year-end outturn	
-----------	-------------------------------------	--

	<p>J.Stephens presented the year-end outturn report for the 2020/21 college KPIs and highlighted the following:</p> <ul style="list-style-type: none"> - Predicted achievement: Still awaiting finalisation and for the 16-18 achievement rate, this had increased further from the predicted 83.3% to 83.5% and compared well with other colleges - With regards to the number of students needing to complete during the Autumn term due to the impact of COVID, this had been minimised through staggering the return of vocational courses back onsite, resulting in only five students needing to complete this term - Although a small drop from 91% to 90% for predicted adult achievement, this was not a concern due to the impact of COVID - Maths: achievement, particularly for Level 1, was undergoing a deep dive to thoroughly investigate the reasons behind the lower achievement levels - Value-added: the ALP value-added level was 2 <p>CORPORATION QUESTIONS/COMMENTS</p>	
--	---	--

	<p>The Corporation asked what had driven the improvement in value-added from Level 3 to 2. J.Stephens explained there were three main reasons for this – improvement in the delivery of teaching and learning, a better understanding of the ALPs system and a drive to support students in areas for further improvement/development.</p> <p>G.Guest advised 95% of the college’s achievements had been delivered without teacher-assessed grades, meaning the vast majority were achieved through established robust processes.</p>	
9.	<p>Learning, teaching and assessment update</p>	
	<p>R.Wilson and C.Barker presented their report and highlighted the following:</p> <ul style="list-style-type: none"> - Learning plans were in place across the college, after being piloted in Sport & Public Uniformed Services (PUS) department, which pulled together different sets of information about a curriculum area into a central, single document - The plans were also being introduced in Employer Engagement to give the apprentice, employer and college access to a central document about all aspects of the apprenticeship - Starting point assessments (SAPs) and individual target setting were carried out across the college during the first half of the term. Data collected through the SAPs was used to identify areas for improvement/further development and also to determine the ability level groupings - Learning walks commenced this week, focused on SAPs and target setting - An LTA-focused meeting for learner managers was scheduled for 04/11/21 to review all SAP cycles, share best practice, identify changes to support the development of the process and review how students would be supported to close the gap in skills/knowledge - The first meeting of the LTA & Digital Implementation Plan workstream was held on 27/09/21, where members were presented with the plan and aims/priorities for the first year of roll-out discussed. The first action to be delivered would be standardised display boards in classrooms, setting out key components of lesson structure and delivery - As part of a ‘whole person approach’, students had begun setting their own work-ready competencies focused on employability and softer skills, alongside those set following their SAPs - Progress reviews for apprentices were completed every 10 weeks in conjunction with their assessor/tutor and employer and were key to ensuring the apprentice remained on track to achieve. All reviews were completed/recorded within Smart Assessor and were quality assessed to ensure they were of the required quality - The college was working with end point assessment (EPA) organisations to ensure the most up-to-date information could be shared with the apprentices/employers to support achievement. The EPA was revisited throughout the course of the apprenticeship to ensure the apprentice (and employer) was well prepared – this was having a positive impact, with 91% of apprentices passing their EPA at the first attempt <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked how far the college was in the roll-out of learning plans. R.Wilson confirmed the plans had been rolled out across all curriculum (classroom-based) departments within the college after the concept had been piloted. She noted this was very much a pilot year from a whole-college perspective and the learning was being proactively shared with the Employer Engagement team to inform the development of their plans with apprentices/employers.</p> <p>The Corporation asked how the learning plans had been received by staff. R.Wilson reported the feedback had varied across the different departments but was largely positive and acknowledged how the initial investment of time and new IT knowledge would ultimately be worthwhile and help to reduce workload.</p> <p>The Corporation asked for clarification of the purpose behind the LTA & Digital workstream. R.Wilson explained the group had been formed to deliver the implementation plan that underpinned the LTA & Digital Strategy. The overall purpose of the strategy was to bring together LTA and digital ways of working/learning, building on the success of virtual/online and blended learning during lockdown.</p>	

	<p>The Corporation asked how the VR/AR Suite fitted into the LTA & Digital Learning Strategy and what its current utilisation rate was. R.Wilson confirmed this was part of the LTA & Digital implementation plan and was being looked at by the workstream group. Increasing its use out in the curriculum areas, as well as the dedicated suite, had been discussed, in addition to investment in new resources/software. Its use within the Station Quarter was also within the plan. R.Wilson reported the use of the VR/AR suite had improved over time and continued to increase. The timetable and utilisation rate would be shared to demonstrate its current usage.</p> <p>The Corporation noted previous discussions around the college generating income from licensing its VR/AR software and asked how this had progressed. J.Stephens explained this could only be done with software developed by the college itself, which would be an element of the Strategic Development Fund project. The project would involve developing bespoke software for both the college's AR/VR Suite and the mobile VR unit that would be purchased with the funding. The Corporation requested the opportunity to see the VR/AR Suite in action at a later date.</p> <p>The Corporation asked if apprenticeships being offered met the needs of local employers. C.Barker advised engaging with employers about their current and future skills needs was done through the college's employer hubs. Feedback from employers had been positive - they were keen to talk about what they needed and the college was updating its curriculum and apprenticeship offer where appropriate.</p> <p>The Corporation asked what employers' feedback had been about the 20% 'off-the-job' requirement. C.Barker acknowledged this was challenging for employers and explained there was work to do to increase their awareness of the requirement, in particular explaining what this could entail.</p>	<p><i>Deputy Principal to report back</i></p> <p><i>Clerk to liaise with colleagues to arrange</i></p>
--	---	--

COMMUNITY (PLACE)		
--------------------------	--	--

10.	<p>Equality, Diversity & Inclusion Policy</p> <p>J.Pay presented the Equality, Diversity & Inclusion Policy, which had undergone its regular review and was presented (in track changes format) for approval. She highlighted the key changes made - removal of references to the EU, name/job role changes, updates to the policies referenced and removal of schemes no longer in place.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the lack of diversity across the Corporation itself and asked what could be done to address that. The Clerk acknowledged this was an area for further development. She advised the need for governing bodies to reflect the communities they served was an issue across boards in general. Increasing engagement with the communities, and where possible their representation on the Corporation, was an action within the quality improvement plan, which would be presented to governors in December 2021. She reminded governors of the upcoming recruitment activity to fill the two vacancies on the Corporation and advised improving diversity had been requested in the briefing meeting with the external recruitment partner, not just in relation to the protected characteristics but also diversity of thought and life experience. The Clerk added, if not directly represented on the board, then it was important for the Corporation to ensure mechanisms were in place for the college to meaningfully engage with its communities.</p> <p>G.Guest advised responding to the needs of all communities was a key message within government policy/guidance at this time and going forward should be considered when making critical decisions about education provision, alongside an assessment of their impact.</p> <p>The Corporation APPROVED the Equality, Diversity & Inclusion Policy.</p>	
------------	--	--

SKILLS (PRODUCTIVITY)		
------------------------------	--	--

11.	<p>Enrolment position</p> <p>L.Arcscott presented the report and highlighted the following:</p> <ul style="list-style-type: none"> - The number of full-time 16-19 study programme enrolments were below target (94%) but at a similar level to the previous year's enrolment 	
------------	---	--

- Adult English and maths enrolments had exceeded target (111% and 104% respectively)
- HE numbers were below target (83%)
- The apprenticeship enrolment figures for August and September 2021 were close to target (98%)
- Access and Adult enrolments (excluding SWAPs and distance learning) were below target (72%)
- Work had been carried out to streamline, where appropriate, the offering where enrolment was under target, for example reducing the number of students groups
- With the new starters already on roll and the apprentices due to start in October, 202 of the 322 target for 2021/22 had been achieved

CORPORATION QUESTIONS/COMMENTS

The Corporation asked if the enrolment under target, primarily HE and Access/Adult, represented a trend. L.Arscott explained this was less likely for Access/Adult, which was most probably due lack of awareness around the newly introduced National Skills Fund. She acknowledged HE enrolments had been consistently under target for the last several years and a strategy would need to be put in place to address this going forward.

The Corporation asked what the financial impact of the under-enrolment would be. L.Arscott advised financial impact would be seen this year for HE and was estimated to be approx. £65k; however, there were still many opportunities on the horizon for AEB enrolment in-year and therefore the final enrolment was expected to be higher than the current figure. She advised, due to lagged funding, the impact of study programme numbers would not be seen until the following academic year.

The Corporation asked what was the plan to mitigate the loss of HE income. L.Arscott explained the reduced income would be accompanied with savings, for example management costs and examination fees. She advised teaching groups had been rationalised where possible, for example shared groups across Level 4/5 where appropriate.

G.Guest informed the Corporation this year's enrolment had been atypical for both young people and adults, and this had also been reported by other colleges. The impact of disengagement during lockdown, higher GCSE grades and the need to hold virtual open events had resulted in a very different enrolment pattern and more students staying on at their school sixth form. He advised where trends could be seen, those areas would be reviewed through the next round of curriculum planning - this may require a Special meeting of the Corporation in early 2022.

The Corporation asked what the conversion rate for offer to enrolment had been this year - G.Guest informed governors this had been approx. 65%, against a sector norm of approx. 60%.

FINANCE

12. Year-end management accounts (to 31/07/21)

L.Arscott referred the Corporation to the year-end management accounts for the period ending 31 July 2021 and highlighted the following:

- **Outturn (Green - decreased risk):** the year-end surplus was £1.481m (£1.1m favourable to budget), largely due to increased AEB delivery in the final month
- **Apprenticeships (Amber - decreased risk):** year-end income was favourable to target, although not as high as anticipated. The risk remained amber as late withdrawals could still affect the final outturn
- **AEB (Green - decreased risk):** income ended the year £74k favourable to budget. At the end of July, ESFA, WMCA and GLA-funded AEB reached 87%, 84% and 100% respectively of allocated delivery (some movement still expected) and provision for clawback had been reduced to £434k
- **HE income (Red - no change):** the year ended £81k adverse to budget, due to numbers being lower than originally planned across the college and franchised provision

- **Pay costs (Green - no change):** costs were £801k favourable to budget, due to savings made across both teaching and non-teaching staffing. The annual pay award was paid to staff in May 2021 (backdated to August 2021)
- **Cash (Green - no change):** the year-end cash balance was £6.13m. An AEB income repayment was profiled for December 2021 and would cover the AEB National Skills Fund underspend and expected clawback on ESFA and WMCA contracts
- **Capital projects (Green - no change):** condition grant spend at year-end was £1.08m. Over 50 separate jobs/projects had been completed across the campus, creating work for 20 local contractors and 10 national suppliers

CORPORATION QUESTIONS/COMMENTS

The Corporation acknowledged the college's strong financial, particularly given yet another year due affected by COVID.

The Corporation asked what the financial impact of the National Insurance increase from April 2022 would be on this year and subsequent years' finances. L.Arscott confirmed this would be a cost pressure; however, she was confident the financial impact of this year's increase could be absorbed (estimated as £38k this year) and that going forward the cost of the increase would need to be factored into the annual staff budgets. She informed the Corporation schools were being provided financial assistance for covering the increased cost of National Insurance; however, the same assurance had not been provided to colleges.

The Corporation noted the Job Retention Scheme had concluded at the end of September and asked what the impact of this had been. L.Arscott explained this applied to only a small number of staff from the Cosford team who had been on flexi-furlough when the scheme ended. She advised no redundancies were planned at this stage (staff could be redeployed to other contracts if required) and the longer-term plan for the Cosford contract would soon be reviewed.

The Corporation asked what the likelihood of AEB clawback was. L.Arcott reported the ESFA clawback was confirmed at 90% and in the absence of confirmation from the WMCA, the maximum level of clawback possible had been assumed.

The Corporation asked, of the projected £1,080k capital expenditure, how much was government grant and how much was the college's own financial investment. L.Arscott reported this was £881k ESFA grant-funded and £199k self-funded across the expenditure.

The Corporation asked what the financial impact of increases in utilities would be. L.Arscott informed governors the college was tied into a fixed-term contract, therefore there would be no immediate financial impact but the impact would be seen once the contract term ended.

13. Letters of variation

L.Arscott presented the Letters of Variation for the college's two loans with Barclays Bank, explaining the change from the use of LIBOR to the adjusted Bank of England base rate (until the refinancing next year) had triggered the requirement for issuing of the Letters. She explained the Letters set out the amendments to the facility letters dated 20 December 2017 and related terms and conditions.

L.Arscott advised she had carried out analysis to ensure the change did not disadvantage the college - the impact was almost negligible at a 0.0003% difference compared to the current LIBOR rate. The letters were presented for information and the Corporation was asked to approve the delegation of the signing of the Letters to G.Guest and J.Stephens.

CORPORATION QUESTIONS/COMMENTS

The Clerk asked for confirmation of who should sign the Letters of Variation - it was confirmed a representative of the Corporation (the Chair) was asked to sign confirming authority had been given for the two signatories (G.Guest and J.Stephens) to sign the Letters of Variation.

	<p>The Corporation RESOLVED:</p> <ul style="list-style-type: none"> - That the terms and conditions (including the Amendments, the related transition away from LIBOR and, where relevant, the security representations) set out in the Letters of Variation are in the interests of and for the benefit of the Borrower and are most likely to promote the success of the Borrower for the benefit of the members as a whole and that such terms and conditions of the Letters of Variation be and are approved and accepted; - That the Borrower has considered whether it needs to obtain independent professional advice (legal, financial or otherwise), prior to resolving to enter into the Letters of Variation and (whether on the basis of such advice or otherwise) it has made its own independent decision to enter into the Letters of Variation and understands the terms, conditions and risks involved; - That G.Guest and J.Stephens are authorised to sign the Letters of Variation on behalf of the Borrower to indicate acceptance of the terms and conditions; - That the Bank is authorised to act in all matters concerning the Facility as amended by the Letters of Variation upon instruction from the Borrower signed in accordance with the Bank’s mandate for any of the accounts of the Borrower held with the Bank current from time to time; and - That, if applicable, any Security provided by the Borrower and any other Security Providers will continue to guarantee and/or secure the Facility Documents as amended by the Amendments 	<p><i>Chair to authorise</i></p> <p><i>Principal & Deputy Principal to sign</i></p>
--	---	---

LEADERSHIP & GOVERNANCE

14.	Corporation reports from committees/groups	
14.1	<p><u>Audit Committee (04/10/21)</u></p> <p>On behalf of the Chair of the Audit Committee, C.Pallett provided the following verbal update of its recent meeting:</p> <ul style="list-style-type: none"> - The Committee met representatives from the college’s new internal (Haines Watts) and external (Bishop Fleming) auditors - The Committee discussed the updated Strategic risk register, with a particular focus on the amber/medium level risks in the new risk section, and Governance risk register for 2021/22 - All but one of last year’s audit recommendations had been implemented, with the remaining recommendation being discussed with the payroll provider/internal auditor - The external audit plan was presented to the Committee for discussion and reference was made to the recent key changes in auditing standards and reporting, including the requirement for auditors to report the final accounts to the board - The draft internal audit strategy was presented for discussion/feedback and agreement, and the version within the Corporation meeting pack reflected the Committee’s requests - The Committee received the end-of year internal audit report from RSM (the college’s previous internal auditor) - The counter-fraud self-assessment and risk register was considered by the Committee <p>In order to meet the new accounting standards, the Corporation AGREED for the external auditor to attend its meeting on 13/12/21 where the annual accounts would be presented for approval.</p> <p>The Corporation thanked C.Pallett for his report and noted the following documents included within the meeting pack for their information:</p> <ul style="list-style-type: none"> - Strategic risk register 2021/22 - Governance risk register 2021/22 - Internal audit strategy 2021/22 	
14.2	<p><u>Capital Focus Group (CFG) terms of reference</u></p> <p>The Clerk presented the draft terms of reference for the Capital Focus Group for approval by the Corporation. She explained they had been drafted using examples from other educational establishments and previously agreed focus group terms of reference.</p>	

	The Corporation APPROVED the draft terms of reference of the Capital Focus Group.	
15.	Corporation Handbook - annual review	
	<p>The Clerk presented the annual update of the Corporation Handbook (in track changes format) for approval. She explained the proposed amendments were primarily the inclusion of policy/practice and regulatory change that had been introduced since the last update. She informed the Corporation there were no proposed changes to the Corporation's Instruments & Articles.</p> <p>The Corporation APPROVED the annual update of the Corporation Handbook.</p>	
16.	Kickstart governance	
	<p>The Clerk advised the TCAT Multi-Academy Trust (MAT), the trust established when Kickstart academised in 2015, currently required four Members as part of its governance arrangements:</p> <ul style="list-style-type: none"> - Telford College itself was one Member - Two members of the Corporation were appointed as a TCAT MAT Member, who also acted as trustees (currently R.Beswick and G.Bleasby) - One member of the Corporation was appointed as a TCAT MAT Member, who was not a trustee (currently C.Pallett) <p>The Clerk advised R.Beswick's retirement from the Corporation would create a Member vacancy on the TCAT MAT. She proposed, in light of the DfE's recommendation of the separation between Members and trust boards, that the Corporation appoints a second Member who is not also appointed as a trustee. This would leave only G.Bleasby who would hold both the position of Member and trustee. She advised this recommendation had been supported by the Kickstart Board.</p> <p>The Corporation APPROVED the proposal for only one Member of the TCAT MAT to also be appointed to the Kickstart (trust) Board.</p> <p>The Corporation sought a volunteer from its membership as the new Member of the TCAT MAT and the Clerk explained the role and its responsibilities. C.Crane nominated himself for the role of Member and this was unanimously supported by the Corporation.</p> <p>The Corporation APPROVED the appointment of C.Crane as a Member of the TCAT MAT from 01/12/21 (the date after R.Beswick's retirement from the Corporation).</p>	<i>Clerk to update records</i>
17.	Items for information	
17.1	<p><u>Telford College Corporation forward plan 2021/22</u></p> <p>The Corporation noted the forward plan for the new academic year and acknowledged it was subject to change in-year due to emerging priorities/issues.</p>	
17.2	<p><u>Letter to accounting officers</u></p> <p>The Corporation noted the letter sent to FE college accounting officers by the ESFA on 22/09/21.</p>	
17.3	<p><u>Staff engagement</u></p> <p>G.Guest informed the Corporation a 'pulse check' would be undertaken by an external party before the end of term that would follow on from the last staff survey and also include questions similar to those used by Ofsted.</p>	
17.4	<p><u>Special meeting - 03/11/21</u></p> <p>G.Guest advised the Special meeting to discuss the business case for the Digital Skills & Maths Hub at Station Quarter may need to be rearranged to a later date due to a delay in information from the local authority. This would be discussed in more detail with the Capital Focus Group at its first meeting on 21/10/21 and confirmation would follow.</p> <p>The Corporation asked if the delay could affect the Transformation Fund bid, due to the Towns Fund monies being referenced as match funding in the application - it was confirmed this was correct.</p>	<i>Clerk to confirm following CFG</i>

17.5	<p><u>Governor recruitment update</u></p> <p>The Clerk advised the student governor vacancy would be filled through the imminent Student Council/President elections. D.Blasczyk confirmed the elections would be taking place during w/c 01/11/21 to coincide with National Parliament Week. It was therefore hoped the newly appointed student governor would be able to attend the Corporation's next meeting.</p> <p>The Clerk informed the Corporation Peridot Partners had been engaged to appoint two independent governors. The vacancies had gone live that day and the links would be sent to governors for sharing within their own networks/contacts. Interviews were scheduled for 06/12/21 and recommendations for appointment would be presented to the Corporation at its meeting the following week.</p>	Clerk to circulate recruitment link
FINAL BUSINESS		
18.	Final questions/comments, self-assessment and reflection	
18.1	<p><u>General improvements/better ways of working</u></p> <p>None identified.</p>	
18.2	<p><u>Changes to the risk register</u></p> <p>There were no changes identified for the risk register.</p>	
18.3	<p><u>Any further comments/questions not raised earlier the meeting</u></p> <p>There were no further comments/questions from the Corporation.</p>	
19.	Any other business	
	<p>There was no further formal business for discussion.</p> <p>*RECORDING CEASED AT THIS POINT*</p>	

The meeting closed at 7:00pm