

Minutes of the Corporation Meeting held at 5.30pm on 21st October 2021 at Aylesbury Campus

Governors Present: Max Hailey (Chair), Karen Mitchell (Principal), Ian Harper, Anne-Marie McNeill, Eddie Weiss, Nick Bevan, Amir Khaki, Caroline Hargrave, Ian Greggor, Kish Sidhu, Chris Oakley

In Attendance: John McGrath (VP, Corporate Services (VPCS)), Clare Rooney (VP, Learning & Quality (VPL&Q)), Anna Smith (Clerk to Corporation)

Apologies: David Bainton, Bethan Waters, Julie Gillespie, Jackie Campbell

AGENDA ITEM	Evidence of Support & Challenge (S / C)
<p>1. CHAIR'S WELCOME AND INTRODUCTION</p> <p>The Chair welcomed all to the meeting. The meeting was quorate and there were no new declarations of interests.</p> <p>The FEC Recommendations Progress Update had been shared for the Board's review. The Principal informed Members that the ESFA have notified the College that the return visit from the FEC will now be in the new year. The Corporation Noted the progress which had been made.</p>	S
<p>2. CLERK'S PAPER</p> <p>a) <u>Corporation and Committee Meeting Evaluations 2020-21</u> The Corporation Noted the summary of Governors' evaluation of Corporation and Committee meetings for 2020-21.</p> <p>b) <u>Code of Good Governance for English Colleges</u> <i>This item had been withdrawn prior to the meeting to allow for consideration of alternative options.</i></p> <p>c) <u>Code of Conduct for Corporation Members</u> The Corporation Adopted the revised version of the Code of Conduct for Corporation Members.</p> <p>d) <u>Freedom of Information</u> The Corporation Adopted the ICO's Model Publication Scheme and Noted the record of Freedom of Information and Subject Access Requests for 2020-21.</p> <p>e) <u>Governor Development</u> Discussion took place regarding options for the Board's strategic development for 2021-22 and Members agreed a preference for a full strategic day rather than the current arrangement.</p>	
<p>3. MINUTES AND BOARD ASSURANCE REPORTS</p> <p>3.1 The Corporation Approved the minutes of the Corporation Meeting held on 1/7/2021.</p> <p>3.2 The Corporation Noted:</p> <ul style="list-style-type: none"> • the updated rolling actions log • the draft minutes of the Search & Development Committee Meeting held on 22/9/21 • the draft minutes of the Estates Committee meeting held on 23/9/2021 • the draft minutes of the Finance Committee held on 6/10/2021. <p>3.3 The Committee Chairs (and the VPCS in the absence of the Estates Committee Chair) briefed the Corporation on the board assurance reports from each Committee meeting. A particular highlight to note was the Search and Development Committee's review of the Governors'</p>	S

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attendance record for 2020-21 which commended the very high, above average attendance rate and the Committee Chair thanked Governors for their ongoing commitment to attendance.	S
<p>4. REVIEW OF KEY PERFORMANCE INDICATORS (KPIs)</p> <p>The new set of KPIs for 2021-22 had been shared and Governors were reminded to consider these when scrutinising the management reports.</p>	
<p>5. PRINCIPAL'S REPORT</p> <p>The Principal briefed Members on her report highlighting in particular:</p> <p><u>COVID Safer Learning and Working Plan</u> 100% of students are now back learning on campus and working well. Thanks were noted to Amir Khaki for his support in enabling the College to be a NHS vaccination centre which has helped students' vaccinations due to the ease of location. Case numbers at campuses are very low and guidance is being continually monitored and followed as appropriate.</p> <p><u>Ofsted Inspection</u> There have been delays in Ofsted arranging inspections due to COVID and numbers of inspectors required to form large teams but inspection is still expected imminently.</p> <p><u>Equality, Diversity and Inclusion (EDI)</u> The EDI report had been prepared with the support of the EDI Lead Governor who briefed Members on his involvement with the EDI steering group. The following points were noted:</p> <ul style="list-style-type: none"> - Query was raised regarding adhering to public sector policy standards and it was confirmed that the College follows its statutory duty in all reporting as appropriate. - Concern was raised over the high number of staff over 60 and potential risk of a large amount of recruitment required in a single period but the Board were reassured it is the nature of FE that staff come from industry to teach later in life and this has never caused concern for the College. - The College is seeing a higher staff turnover at the moment but this is natural for the time of year. The Senior Human Resources Business Partner (and Staff Governor) noted that during lockdown many in the performing arts sector took up lecturing posts but have now returned to industry as it has opened up again, however the College had benefitted from their experience. <p><u>Complaints Summary Report 2020-21</u> Governors raised the following points with responses of assurance from the Principal:</p> <ul style="list-style-type: none"> - The Executive team monitor complaints fortnightly and follow up on lessons learned. - There is no benchmark data available to compare with others in the sector but there have been less complaints than the previous year and this year's data is more accurate due to a change in system. - Complaints are received centrally whereas suggestions/compliments are received by department and it would be a large exercise to collate all records into a single system. <p>The Principal Noted thanks to the EDI Lead Governor for his support with the EDI report.</p> <p>The Corporation Approved the Complaints Policy and Health and Safety Policy and Noted the Health and Safety Annual Report and Equality, Diversity and Inclusion Annual Report.</p> <p>The Principal's Report was Noted and the Chair thanked her for her update.</p>	<p>S</p> <p>C</p> <p>S&C</p> <p>C</p> <p>S&C</p> <p>S</p>

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<p>6. LEARNING AND QUALITY REPORT</p> <p>The VPL&Q briefed Members on her report noting the similar overview to previous reports to ensure the Board is fully informed as the Quality & Curriculum Committee had not yet met for its first formal committee meeting.</p> <p>The following points were noted with good discussion from Governors:</p> <p><u>Attendance:</u></p> <ul style="list-style-type: none"> - Attendance is currently at 88% showing an improvement on the same time last year. Governors praised this early indication that the attendance strategy is having a positive impact. - The impact of the lunchtime attendance sessions has been positive leading to good overall attendance and higher expectations. The benchmark is approximately 86% for the sector and the College sets a target of 92% but expects 100% attendance in striving for students to be ready for the workplace. Positive attendance is being rewarded. <p><u>Teaching, Learning and Assessment:</u></p> <ul style="list-style-type: none"> - The VPL&Q distributed copies of the 'Six Strategies for Effective Learning' showing how to embed pedagogy and noted how pleased she was that Governors are participating in the learning walks in November. Request was made to receive the draft self-assessment report for the area being observed in advance of the learning walk and the VPL&Q confirmed this would be arranged and is welcomed as will give Governors a view of the emerging strengths and areas for development (Action: VPL&Q). <p><u>Student Voice:</u></p> <ul style="list-style-type: none"> - Applications have now been received for the roles of Student Governors and it is anticipated new Student Governors will join the December Corporation meeting. The Board welcomed this in raising the student voice profile. <p><u>English and Maths:</u></p> <ul style="list-style-type: none"> - Streaming is being introduced for this year, this has been carried out before but proved difficult during lockdown. The VPL&Q explained the process. - Query was raised over whether students are now struggling due to lockdown, particularly in English and Maths. The VPL&Q noted that initial English and Maths assessments are conducted and vocational tutors carry out additional assessment work to ensure the right students are in the right classes. - Query was raised over the GCSE paper versus the functional skills equivalent and the VPL&Q confirmed that the College has decided to move to Eduqas awarding body for maths this year based on the analysis of attendance to all exams and the student's ability to then achieve a grade 4. With Eduqas there are two maths papers instead of three. Functional skills level 2 is the equivalent to a grade 4 in a GCSE paper. <p><u>Apprenticeships:</u></p> <ul style="list-style-type: none"> - The VPL&Q explained the difficulties relating to end point assessment bookings and the impact this has on the data causing some achievements to fall into next year. Students are still successful and only the data is affected and this is a national issue for the sector. Such data will not be a measure in inspection as the impact is showing students are receiving a good education and achieving good results. - Query was raised over how many apprentices lost work due to the pandemic. Three students lost work but the College found them alternative employment. All furloughed apprentices returned to work. Governors agreed this is a very positive account for the College. - There are good opportunities for the College working with Flannery on developing apprenticeships for HS2 work. There is huge demand and the relationship is strong with Flannery wanting to work with the College on supporting local recruitment. - Query was raised over numbers of apprenticeships for the healthcare sector as demand increases. Healthcare and Electrical are the largest areas and there is continued intake throughout the year. It was noted that NHS England are seeking ideas on how to encourage 	<p>S</p> <p>C</p> <p>S S&C</p> <p>S</p> <p>C</p> <p>S&C</p> <p>C</p> <p>S&C</p> <p>S</p> <p>S&C</p> <p>S&C</p>

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<p>young children from school years into careers in healthcare. The Principal noted the Bucks Health and Social Care Academy (BHSCA), the College sponsors the Faculty for Young People and Widening Participation, which has a delivery project plan that aims to increase engagement with schools. The Healthtec is heavily involved with schools and the College also works with the Bucks Skills Hub on this. The Principal offered to inform the Board of the collaborative work in this area in her report for the next meeting (Action: Principal).</p> <p><u>Safeguarding and Welfare:</u></p> <ul style="list-style-type: none"> - The Board was assured of the measures in place to support vulnerable students and all staff have received training on KCSiE update, CPOMS referrals and Harmful Sexual Behaviour. - Concern was raised over the increasing number of safeguarding cases putting pressure on the safeguarding team. The Board were reassured that the change in referral systems now involves a wider team of staff including course leaders which reduces some of the safeguarding team's paperwork. Workloads are continuously monitored and the Board praised the work of the safeguarding team including the training delivered for Governors. <p><u>T Levels:</u></p> <ul style="list-style-type: none"> - Governors sought feedback on students' experience of the new T Levels and this has had a very positive start with both students and staff keen and inspired by the new facilities and opportunity. - It is unlikely schools will start competing but this is unknown. It is a very niche delivery with real growth opportunities for the College. <p><u>Work/Industrial Placements:</u></p> <ul style="list-style-type: none"> - Following the request for employer contacts from Governors query was raised over whether the College has enough placements. It was confirmed that there are still some gaps but the workplace team is working with employers and re-engaging with business affected by the pandemic. <p><u>Equality, Diversity and Inclusion:</u></p> <ul style="list-style-type: none"> - Suggestion was made for increased clarity in the Self-Assessment Report (SAR) over student ethnicity data in aspiring to reduce the achievement gap in students of ethnic minorities. The Board would welcome reassurance of any significant gaps being addressed. The VPL&Q welcomed this and interpretation will be considered in drafting the SAR. <p><u>Net Zero Strategy:</u></p> <ul style="list-style-type: none"> - Query was raised over green skills delivery being considered to meet the needs of the net zero strategy and it was noted this will be reviewed for future curriculum planning. <p>The Corporation Noted the report and Approved the following:</p> <ul style="list-style-type: none"> • Attendance and Engagement Policy and Strategy • Safeguarding, Child Protection and Vulnerable Adults Policy • Prevent Policy <p>The Chair thanked the VPL&Q for her report.</p>	<p>C</p> <p>S</p> <p>S&C</p> <p>C</p> <p>S</p> <p>S&C</p> <p>C</p> <p>C</p> <p>S</p>
<p>7. FINANCE AND RESOURCES REPORT</p> <p><i>Discussion throughout this item is recorded in the confidential minutes.</i></p> <p>The Corporation:</p> <ul style="list-style-type: none"> • Endorsed the draft year end accounts for 2020-21 • Noted the progress relating to 2021-22 • Approved the resolution and deed of amendment to the Lloyds loan facilities • Approved the subcontracting partner contracts for 2021-22 • Endorsed the current progress on the estates strategy implementation • Endorsed the update on the UTC. 	<p>S</p>

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	The Chair thanked the VPCS for his report.	
8.	GOVERNOR LINKS AND ENGAGEMENT The Chair thanked Members for their ongoing engagement and commitment to the College and the Clerk thanked Members for participating in the link scheme and the learning walks taking place in November.	S S
9.	ANY OTHER BUSINESS None	
10.	DATE OF NEXT MEETING 9 th December 2021	

The meeting ended at 7.30pm

Approved as an accurate record of discussions: 9th December 2021