

**Minutes of the Corporation Meeting held at 6pm on 5<sup>th</sup> May 2022 via Zoom**

**Governors Present:** Max Hailey (Chair), Karen Mitchell (Principal), Ian Harper, Eddie Weiss, Nick Bevan, Ian Greggor, Chris Oakley, Bethan Waters, Benedicta Duhoe, Adam Poland, Kish Sidhu

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

**Apologies:** David Bainton, Julie Gillespie, Amir Khaki (Caroline Hargrave maternity leave)

Minute No.	AGENDA ITEM
16.22	<p><b>CHAIR'S WELCOME</b></p> <p>The meeting was quorate and there were no new declarations of interests.</p>
17.22	<p><b>CLERK'S REPORT</b></p> <p><u>Code of Good Governance for English Colleges</u> The Clerk briefed Members on the updated Code noting the key changes since the original version which the Corporation adopted in 2016.</p> <p>The Corporation <b>Resolved</b> to <b>Adopt</b> the updated Code of Good Governance for English Colleges.</p> <p><u>Governor Links and Engagement</u> Governors who participated in the learning walks during Impact Week provided feedback on the lessons they had observed. The majority witnessed engaged and enthusiastic students with good stretch and challenge from tutors. One Governor witnessed first-hand the staffing challenges faced by the sector but noted that the tutor had managed the class well under the circumstances. Governors agreed learning walks are a valuable experience, would welcome the opportunity to do more and highly recommended them to all.</p>
18.22	<p><b>MINUTES AND BOARD ASSURANCE REPORTS</b></p> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> the non-confidential minutes of the Corporation meeting held on 10/2/2022.</li> <li>• <b>Approve</b> the minutes of the Special Corporation meeting held on 24/3/2022.</li> <li>• <b>Note</b> the updated rolling actions log.</li> <li>• <b>Note</b> the report and draft minutes of the Finance meeting held on 9/3/2022.</li> <li>• <b>Note</b> the report and draft minutes of the Quality &amp; Curriculum Committee meeting held on 16/3/2022.</li> <li>• <b>Note</b> the report and draft minutes of the Audit Committee meeting held on 30/3/2022.</li> <li>• <b>Note</b> the report and draft minutes of the Estates Committee meeting held on 5/4/2022.</li> </ul> <p>The Chair of the Finance Committee thanked the VPCS and other Committee members for their additional work and commitment since the last Corporation meeting noting how useful the informal sessions had been in both supporting and challenging the current financial issues under discussion. The Chair of Corporation also thanked Finance Committee members and the Chair of the Audit Committee commended this, both felt the structure was working well with the Finance Committee fulfilling its responsibilities thoroughly.</p>

Minute No.	AGENDA ITEM
19.22	<p><b>STUDENT UNION REPORT</b></p> <p>The Student Governor briefed Members on the Student Union report. Governors offered their support with any clubs being introduced for students. Students do receive support with this but the offer of external support was appreciated.</p> <p>The Chair thanked the Student Governor for her report.</p>
20.22	<p><b>REVIEW OF KEY PERFORMANCE INDICATORS (KPIs)</b></p> <p>Governors were reminded to consider the updated KPIs when scrutinising the management reports.</p>
21.22	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal briefed Members on her report highlighting:</p> <p><u>FE Commissioner (FEC) Diagnostic Assessment Follow-Up Review</u> The Principal thanked all those involved in the follow-up review meeting which took place on 1/3/22 and had resulted in the FEC endorsing the College's approach.</p> <p>The Principal also informed the Board of the ESFA Annual Strategic Conversation scheduled for 18/5/22 by way of informing the ESFA and DfE of challenges in the sector and providing any feedback support.</p> <p><u>16-18 Student Recruitment 2022/23</u> Data is being monitored against 2021 given the unusual spike last year due to the pandemic. Members were fully briefed on recruitment across the College as detailed in the report. Query was raised around student feedback on T Levels as a new provision and progression route this year and it was noted attendance is very high and feedback has been positive to date despite some challenging content to deliver in the Science provision. The DfE visit to review T Levels on 16/5/22 is welcomed as an opportunity to showcase the provision with the student voice. Query was raised over the number of students taking T Levels who may have taken an alternative course if not available. This is difficult to measure but feedback will be sought from students which may provide some insight.</p> <p><u>Health and Safety</u> Concern was noted regarding an incident in Construction but reassurance was provided that systems are in place to deal with such occurrences and some incidents are inevitable given the large volume of young people at the College.</p> <p>The Chair thanked the Principal for her report which was duly <b>Noted</b>.</p>
22.22	<p><b>LEARNING AND QUALITY REPORT</b></p> <p><u>In-Year Student Performance and Progress against the College KPIs</u> Members were fully briefed on the in-year data as detailed in the report. The VPL&amp;Q praised the resilience of staff supporting the current staffing challenges, largely in Creative Arts and Construction. Query was raised and it was confirmed that staffing for English and Maths delivery is generally up to capacity at present. Students with wellbeing health concerns who are unable come into College are being supported to achieve their qualifications. The Easter study sessions were very well received and attended and will be repeated during May half term week. The VPL&amp;Q contextualised for Governors the vast logistics involved in delivering the recent mock exams which had enabled students to experience exam conditions who may not have previously experienced</p>

Minute No.	AGENDA ITEM
	<p>these due to the pandemic. Student feedback was very positive in having such an opportunity to support any anxieties etc. which may have previously existed. On apprenticeships, if the final prediction is realised the achievement rate (70.9) will be 18% above national average.</p> <p><u>Teaching, Learning and Assessment</u> The VPL&amp;Q thanked Governors for their involvement in the learning walks and for their feedback earlier in the meeting. The teaching profile for the College is currently 81% expert or good. The Board were briefed on areas of strength and areas for improvement as detailed in the report and actions being taken focussing on Ofsted's recommendations.</p> <p><u>Safeguarding</u> The VPL&amp;Q explained the outcome of the safeguarding audit and actions taken to address the recommendations regarding improving the recording of data. Query was raised regarding sufficient capacity within the safeguarding team to deliver the additional work involved in data recording. Reassurance was provided by the VPL&amp;Q who explained the changes in resourcing and changes in the amount of support required since the rag rating of individual cases.</p> <p>Concern was noted and discussion took place regarding the high staff turnover KPI. There are particular sectors which are hard to recruit to (e.g. gaming and motor vehicle) and the College is now looking at utilising staff skills across curriculum areas to focus on student achievement. In terms of staff sickness this is fairly evenly split across curriculum and business support staff. The Principal offered and the Board agreed it would be useful to see staffing figures split out for the different areas/curriculum/business support staff (<b>Action: Principal</b>). Average staff turnover for the sector is 20% and this is a key priority for Principals at present.</p> <p>Concern was also noted that the pandemic causing such disruption to education has led to the current generation of students having very little resilience and some find it hard to react to assignment requests, mock exams etc. It was agreed the Board and Executive need to consider what can be done to build resilience in young people and the Principal noted this is a sector agenda but every member of staff is aware and shares the concern. The VPL&amp;Q added that resilience training is part of student wellbeing weeks and such topics will be embedded into tutorials as part of delivery of the additional guided learning hours for next year.</p> <p>The Chair thanked the VPL&amp;Q for her report which was duly <b>Noted</b>.</p>
23.22	<p><b>FINANCE AND RESOURCES REPORT</b></p> <p>The VPCS briefed Members on his report including the latest management accounts, an update on the 2022/23 budget targets and seeking approval of the updated subcontractor contract values as detailed. The Finance Committee had scrutinised the financial position in terms of funding which is considerably improved for next year and the Corporation were duly satisfied with the Committee's reassurances.</p> <p>Discussion took place around the Corporation receiving assurances of the College recruiting the additional 16-18 students required to achieve the same funding level in 2023/24 and despite strong verbal assurance, it was agreed that an insight to the strategic side of marketing could be a useful subject for a future strategic session (<b>Action: Clerk/Executive Team</b>).</p> <p>The Corporation were also updated on the latest progress with the estates strategy as detailed in the report. The Staff Governor offered his support where possible in his position with the Council which was welcomed by the VPCS.</p> <p>The Corporation <b>Resolved to Approve</b> the updated Subcontractor Contract Values.</p>

Minute No.	AGENDA ITEM
	The Chair thanked the VPCS for his report which was duly <b>Noted</b> .
24.22	<b>ANY OTHER BUSINESS</b> None
25.22	<b>DATE OF NEXT MEETING</b> 7 <sup>th</sup> July 2022

The meeting moved into confidential business and closed at 8.05pm

**Approved as an accurate record of discussions: 7<sup>th</sup> July 2022**