

**Minutes of the Corporation Meeting held on 9th July 2020
Meeting held via Zoom**

Governors Present: Ian Barham (Chair), Max Hailey (Vice Chair), Karen Mitchell (Principal), Andra Mirica, Anne-Marie McNeill, Bethan Waters, David Bainton, Eddie Weiss, Ian Harper, Jackie Campbell, Julie Gillespie, Nick Bevan

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

AGENDA ITEM		Evidence of Support & Challenge (S / C)
1.	INTRODUCTION	
	<p>CHAIR'S UPDATE</p> <p>The Chair opened the meeting welcoming Bethan Waters to her first Corporation meeting and reminding Members that this was his last meeting before his term finishes on 31st July.</p> <p>Absences were noted from Amir Khaki and Ty Slocombe.</p> <p>The meeting was quorate and there were no new declarations of interests.</p>	
2.	SUBSTANTIVE ITEMS FOR APPROVAL	
2.1	<p><u>Clerk's Paper</u></p> <p>The Corporation Approved the calendar of meeting dates and the Corporation and Committees Memberships for 2020-21. In particular Approval was noted of the appointment of Max Hailey as Chair of the Corporation and David Bainton as Vice Chair of the Corporation from 1st August 2020 to 31st July 2024.</p>	S
2.2	<p><u>Safeguarding and Child Protection Policy</u></p> <p>Comments noted were as follows:</p> <ul style="list-style-type: none"> - The Lead Governor for Safeguarding will be David Bainton from 1st August 2020 and this changeover of Lead will be clearly stated on the policy. - Confusion around Designated Safeguarding Lead and Designated Safeguarding Lead at each campus and clarity is needed around named positions of responsibility. - Q. Governors have a series of responsibilities, how can we as Governors be confident that appropriate actions are being taken in College? A. Governors receive the annual safeguarding report and regularly through the VPL&Q's report. <p>Subject to these amendments the Corporation Approved the policy and the Nursery Appendix policy.</p>	C C S
2.3	<p><u>Prevent Policy</u></p> <p>The VPL&Q noted that the main changes since the policy was last reviewed were amendments to reflect changes in national guidance and the introduction of training taking place via videoconference which has been particularly successful.</p> <ul style="list-style-type: none"> - Consider the inclusion of a positive statement regarding the College actively promoting British values and equality, diversity and inclusion. The Chair agreed this is probably implied but it would be helpful to have it stated in the policy. - Query was raised over who conducts the Prevent training for the Estates and Security teams and the Duty Managers and it was confirmed that this 	S C

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<p>Q. There could be an opportunity for the College to support organisations outside of the education sector who need advice on management planning since Covid-19. Is this being considered?</p> <p>A. At the moment the focus is on trying to ensure the College is in the right place for our students and staff but this is something we could look at going forward.</p> <ul style="list-style-type: none"> - Many individuals have been furloughed and opportunities around training and investment might prompt this to be considered. The Principal noted she is working with the redundancy task force for Buckinghamshire which includes looking at how the College can support the situation and will be marketing opportunities with both individuals and employers. - Screenskills has developed some Covid protocol/safety training which could work really well for students returning to college in terms of thinking about behaviours such as sharing phones etc. The Principal welcomed this as a useful induction material for September (Action: JC to send material to KM) <p>The Principal thanked teams across the College on the work done to date.</p> <p><u>Hampden Hall</u> The update was Noted.</p> <p><i>One item of discussion is recorded in the confidential minutes.</i></p> <p><u>Applications 2020-21</u> Very little change was noted. Amersham continues to be in decline, particularly in Performing Arts.</p> <p>Q. Do we know why this is? Is this connected with Covid and people thinking there may be a lack of jobs in this area going forward?</p> <p>A. There is competition from the local school in Amersham who has started running Performing Arts but also Covid probably has had an impact on the creative industries courses; it is usual for creative courses to be affected in difficult times. The Chair reminded Members of the heat maps analysed around Amersham and the number of commuting students to Amersham. Given the fact that individuals are likely to be reluctant to commute on public transport in the current circumstances this could add to the fall in numbers for Amersham Campus. Many marketing activities are taking place and virtual open days to promote the creative courses and a state of the art TV studio is being installed to ensure media students have access to the latest equipment.</p> <p>Internal progression is going well and Amersham is ahead of last year.</p> <p><u>Health and Safety Report</u> The Principal briefed Governors on the report which was Noted.</p> <p>The Principal finished by formally thanking Ian Barham for his overwhelming support over the years both as a critical friend and for the College as a whole within Buckinghamshire. Ian's knowledge of the economic context of Buckinghamshire has really helped to shape the curriculum and his involvement will be sorely missed.</p>	<p style="text-align: center;">S</p> <p style="text-align: center;">S</p> <p style="text-align: center;">C</p>
<p>4.2 LEARNING AND QUALITY REPORT</p> <p>The VPL&Q briefed the Corporation on her report providing an update on Predicted Achievement for 2019-20 and the impact of Covid-19; Attendance and Engagement; Teaching, Learning and Assessment (TLA); English and Maths; Apprenticeships; T Levels; Higher Education and Safeguarding. Governors raised the following during discussion:</p> <p>Q. Is attendance based on sessions rather than days?</p> <p>A. Yes, sessions over the whole programme so includes challenges around English and Maths attendance for example. Attendance and engagement</p>	

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<p>strategies are being looked at to review how blended learning will be recorded from September to ensure all virtual learning attendance is captured.</p> <p>Q. Is it that attendance is being let down by English and Maths still so students might be attending their main programme but not English and Maths?</p> <p>A. Prior to lockdown attendance has always been stronger for the main programme but other challenges are across College, not just the English and Maths elements but including digital skills and independent study sessions. This has all been reviewed for next year with staff and student feedback so that the student voice is embedded.</p> <p>Q. In terms of benchmarking the apprenticeship provider group average, is this the norm across the sector?</p> <p>A. There have been significant improvements in reducing the number of students who don't need to do the functional skills element but we are still looking at ensuring all complete all elements. The Principal added that it is a similar position across the sector with a national dip.</p> <p>Q. On TLA and use of best practice, to what extent do we insist on the use of best practice and what individual freedoms do teachers have?</p> <p>A. We have professional standards and expectations and if these are not met coaching plans are driven through by the Advanced Practitioner team. If improvements are not made using the coaching plan this may lead to a case of performance improvement and capability.</p> <p>Q. In the TLA assessment 'By Indicators' table, can you explain those indicators which have the higher percentage of Requires Improvement?</p> <p>A. This shows the main areas of improvement are around stretch and challenge at all levels and checks on student learning and the focus is on ensuring this is all happening regularly in lessons. Methods of measuring learning were explained. On English and Maths, grade profiles are improving thanks to the huge amount of work on strategies in the area. The Chair agreed figures are improving and the challenges around English at Amersham campus stand out so to highlight the positive progress across the rest of the College. Praise was noted for the planned improvements detailed in the report.</p> <p>Q. Have you considered peer assisted learning for students?</p> <p>A. Yes this has been attempted previously but can be difficult to organise logistically across the campuses. However, we will consider targeting this again to see if any more abled students might like to offer their support.</p> <p>The English and Maths Team also completed the Outstanding Teaching Learning and Assessment project through the Education and Training Foundation (ETF) and the team had their work on heat maps published.</p> <p>On apprenticeships, 130 apprentices (25%) remain furloughed; 140 apprentices have chosen to take a break in learning; and 62 are expected to achieve this year.</p> <p>Q. Is there any evidence yet whether apprentices will have a job at the end of their apprenticeships?</p> <p>A. It is too early to say but we will be as proactive as possible in supporting all students.</p> <p>On safeguarding, the total number of incidents was queried and it was confirmed that this can include any type of report to the safeguarding team.</p> <p>The Report was Adopted.</p>	<p>C</p> <p>S & C</p> <p>C</p> <p>C</p> <p>S</p> <p>S</p> <p>S & C</p> <p>C</p> <p>C</p>
<p>4.3 FINANCE AND RESOURCES REPORT</p> <p>The VPCS reminded Governors of the new reporting process for the ESFA noting more regular shorter returns are required. Governors were briefed on the deferral/transfer of income to 2020-21; the improvement in predicted year end cash flow; aspects of the 2020-21 forecast; and the anticipated ESFA financial health rating all of which are detailed in the report.</p> <p><i>Two items of discussion are recorded in the Confidential Minutes.</i></p>	

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<p>The summary of Freedom of Information requests for 2019-20 was Noted for information.</p> <p>The Chair summarised the position noting the slight improvement in the financial situation particularly in such challenging times. It is still important to keep focussed on the financial position however there will be colleges in a less favourable position warranting the focus of the ESFA.</p> <p>The Corporation Approved the updated forecast and budget for submission to the ESFA.</p>	S
<p>5. GOVERNOR LINK AND ENGAGEMENT RECORD</p> <p>The Clerk informed Members that the record would be closed off for 2019-20 and a new template circulated for 2020-21 detailing the link Governors with their areas. It was confirmed that Max Hailey would be link Governor for Health and Safety; David Bainton for Safeguarding and Nick Bevan for Equality, Diversity and Inclusion. Other link areas remain the same for next year and further support will be sought for those areas with no link Governor assigned.</p> <p>The Clerk thanked Governors for their support and engagement throughout the year.</p>	
<p>6. ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • T-Levels Update: The Principal informed Governors that the College had received notification yesterday of the approval to run the Management and Administration T Level from 2022. There were two expressions of interest submitted and this one was approved. The other was Maintenance and Repair (Motor Vehicle) but the College did not meet the criteria for having more than 10 on this level 3 during 2018/19 and so the College will reapply next year. • The Chair expressed his thanks to fellow Governors and the management team noting how inspired he was to be a part of the College. The support of the management team has eased his position as Chair; reports are clear and presented transparently. Governors were encouraged to keep challenging and supporting the management team. He thanked everyone for the gift he had received with great appreciation and added that he hopes to continue to play a significant role in supporting the College within Buckinghamshire. 	
<p>7. DATE OF NEXT MEETING</p> <p>5.30pm on 15th October 2020. Logistics to be confirmed.</p>	

Approved as an accurate record of discussions: 15th October 2020