

**Minutes of the Corporation Meeting held on 30<sup>th</sup> April 2020  
Meeting held via Zoom**

**Governors Present:** Ian Barham (Chair), Max Hailey (Vice Chair), Karen Mitchell (Principal), Andra Mirica, Anne-Marie McNeill, Amir Khaki, 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)

<b>AGENDA ITEM</b>		<b>Evidence of Support &amp; Challenge (S / C)</b>
1.	<p><b>CHAIR'S UPDATE</b></p> <p>Apologies for absence had been <b>Received</b> from Ty Slocombe. The meeting was quorate and there were no new declarations of interests. The Chair welcomed Members to the meeting.</p>	
2.	<p><b>CLERK'S PAPER</b></p> <p>a) <u>New Member Recommendation</u> The Clerk briefed the Board on the background of the recommendation of the appointment of Bethan Waters noting her positive interview with the Search &amp; Development Committee on 9/3/20. The Corporation <b>Approved</b> the appointment of Bethan Waters as an Independent Governor and Member of the Audit Committee with immediate effect.</p> <p>b) <u>Covid-19 Impact on Corporation and Committee Meetings 2019-20</u> Given the current circumstances, the Corporation agreed to <b>Adopt</b> the temporary agenda format for virtual meetings and <b>Approved</b> the recommendation for the remaining meetings for 2019-20 subject to changes in Government guidelines.</p> <p>c) <u>Quorum Amendment</u> The Corporation <b>Approved</b> the recommended amendment to the Instrument and Articles (I&amp;As) and the Standing Orders to remove Board vacancies in the quorum for meetings. The VPCS added that as this is a change to the standard I&amp;As which the College adopted there would need to be a formal record of the amendment. <b>(Action: Clerk)</b></p>	
3.	<p><b>CONSENT AGENDA</b></p> <p>Governors <b>Approved</b> the following by consent: 3.1 Minutes of the Corporation Meeting held on 13/2/20; 3.2 Minutes of the Special Corporation Meeting held on 19/3/20;</p> <p>Governors <b>Noted</b> the following by consent: 3.3 Draft Minutes of the Audit Committee Meeting held on 25/3/20; 3.4 Corporation Rolling Actions Log.</p>	
4.	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal briefed members on her report which included an update on (i) the College's plans to mitigate the impact of Coronavirus; (ii) Hampden Hall; (iii) student recruitment for 2020/21; and (iv) health and safety.</p>	

AGENDA ITEM		Evidence of Support & Challenge (S / C)
	<p>Governors were pleased to hear that since the report was circulated overall external applications are now only 18 behind the same time last year which is encouraging given the anticipated decline due to the current lockdown situation. The College has been very proactive in initiating highly successful virtual open days. The Chair noted the importance of keeping a record of practices which had seen positive results as learning points and sharing with other organisations and the Principal confirmed that she had already been involved in sharing the College's practices.</p> <p>Query was raised over what the College has put in place to support staff and the staff Governor (Senior HR Business Partner) briefed on the various initiatives including the weekly wellbeing blog emails to staff which also included a reminder of the College's Employee Assistance Programme (EAP) available. The Chair requested and it was agreed that these emails be shared with Governors on occasion to ensure Governors are kept engaged (<b>Action: Clerk/Senior HR Business Partner</b>). The Principal added that in addition there are daily blog emails to staff based around different methods of support e.g. Technology Learning Team; Technical Support; webinars available on remote learning/meetings etc.</p> <p><i>Ian Harper joined the meeting at this point.</i></p> <p>The Corporation <b>Noted</b> the position regarding Hampden Hall and the latest health and safety report.</p> <p>Throughout discussion, the following points were raised by Governors:  Q. If there are less overseas students applying will local universities be a threat to our numbers?  A. No as the majority of our courses are pre-University level.  Q. Would you expect the value of land to have dropped dramatically?  A. Possibly but there is no definite answer at present.  Q. Praising the regular contact with staff via the Senior HR Business Partner's emails which is really important, is there any guidance for staff on meeting regularly and ensuring people are connected?  A. Yes there is full guidance in place and all teams are keeping regular contact with their colleagues. The staff Governor (Faculty Director) informed members that the Faculty Directors meet daily with their teams and are therefore able to identify individuals who might require further support and provided reassurance that generally everyone is working really well together.  Q. Were the RIDDOR cases dealt with effectively and was there any learning involved as a result?  A. Yes both cases were reported appropriately. One case was fairly straightforward but the other did involve a significant amount of learning and debriefing to ensure staff were supported following the incident.</p> <p>Members thanked the Principal for her report.</p>	<p><b>S</b></p> <p><b>S</b></p> <p><b>S&amp;C</b></p> <p><b>S</b></p> <p><b>S&amp;C</b></p> <p><b>S&amp;C</b></p> <p><b>S&amp;C</b></p> <p><b>S&amp;C</b></p> <p><b>C</b></p>
5.	<p><b>LEARNING AND QUALITY REPORT</b></p> <p>The VPL&amp;Q briefed Members on her report and during discussion the following points were noted:  Q. In terms of Tech Support, are there any issues for students who might not have access to hardware required for remote learning?  A. The College has identified 40 learners with no access to online learning and these are all being supported in different ways (printing and posting work).  Q. Are students embracing online learning and engaging in work effectively?  A. In the majority of cases there has been really good participation so far. The main challenges are in areas such as Construction as the work is largely practical</p>	<p><b>S&amp;C</b></p> <p><b>S&amp;C</b></p>


AGENDA ITEM	Evidence of Support & Challenge (S / C)
<p>based so it is a challenge to engage some learners in the delivery of the theory element of the course while waiting to complete the practical work when back in College.</p> <p>Q. What evidence do the exam boards require to support teachers' grade recommendations?</p> <p>A. Teachers calculate students' grades based on evidence of the work they have completed so far but there is currently no requirement to send evidence to the exam boards.</p> <p>Q. Do you anticipate the number of appeals being greater as some learners might have been relying on exams to pull their grade up?</p> <p>A. More detail is needed from the awarding bodies but the College will try to ensure a fair process as far as possible for all.</p> <p>Noted and agreed it is a colossal amount of extra work for teachers. Putting things into perspective the College has 2759 qualifications in English and Maths GCSEs alone which the team needs to provide grades for each learner with evidence in case of any future audit to ensure confidence in the decisions made for those grades.</p> <p>Q. Are you experiencing any issues of concern or are you comfortable that you are on top of processes?</p> <p>A. Because the College was so proactive and quick to react with planning, managers are confident that processes are working well, in a timely manner and staff are fully supported to gather evidence.</p> <p>Apprenticeships</p> <p>87% of the College's apprentices have been affected by the impact of the Coronavirus on businesses with some losing employment and many requesting a break in learning so that end dates are extended. Apprentices have the same opportunity to learn and have been invited to join remote lessons in place to support them. The focus for the College is supporting apprentices through the period to ensure they achieve their qualifications next year. The Chair noted support particularly for the furloughed apprentices nationally in ensuring they can return to work rather than facing redundancy at the time of return to work. The Principal noted this concern has been raised with ESFA and it was agreed this should be highlighted as an issue for the Buckinghamshire MPs to support in their lobbying process.</p> <p>Q. Will there be any delayed exams?</p> <p>A. Yes, particularly for qualifications in the trade areas where apart from the practical assessments there are exams which need to take place and these will be supported as far as possible depending on guidance received.</p> <p>Q. If students are not happy with their predicted grades from their course so far will they be able to sit an exam?</p> <p>A. Yes, they will have the opportunity to sit an exam during the resits period in the Autumn term.</p> <p>The VPL&amp;Q highlighted the successful result of the QAA inspection of HE provision noting the College has been awarded with high confidence in all four themes of inspection. The Governor who had previously worked in the HE sector praised this result noting the extensive amount of work necessary for such an inspection. The Chair thanked the VPL&amp;Q and the team involved in the process.</p> <p>The Chair thanked the VPL&amp;Q for the very positive report in exceptional times.</p>	<p>C</p> <p>C</p> <p>C</p> <p>S</p> <p>S</p> <p>C</p> <p>C</p> <p>S</p>
<p>6. <b>FINANCE AND RESOURCES REPORT</b></p> <p>The VPCS briefed Members on his report noting the uncertainty around the forecast, informing Governors that they will be kept updated as things progress</p>	

AGENDA ITEM	Evidence of Support & Challenge (S / C)
<p>across the sector and highlighting the areas of risk with a view to assessing how far such risks will impact on the College's cashflow position. Since writing the report the Government has now informed providers they can apply for some financial support for their apprenticeship provision.</p> <p>Governors raised the following points: Q. Is there any correlation between the economy and the number of applicants? A. 16-19 applications will not change as not in employment. 19+ numbers might depend on the training options available in industry.</p> <p>The Chair noted and Members agreed that the overall financial position was in a much more positive position than they were anticipating in the current situation. It was agreed that as the financial position will be changing rapidly there may be a requirement for an additional Corporation meeting to review finances rather than wait until the next meeting in July.</p> <p>Q. (NHS Governor) From our perspective, the NHS is anticipating a recruitment boom given the country's newfound love for the NHS. Will the College be ready to deliver for this wave as and when it hits? A. Yes, the College is already working with the NHS in our Apprenticeship provision. It is likely that we will have a demand for access courses which also feed into nursing programmes etc. Also, there will be a high demand for our adult employability programmes. The Principal agreed the College will be working with Bucks Healthcare NHS Trust to look at additional programmes required as health and social care provision has always been a high priority and will continue to be. The Chair noted labour market intelligence is being reviewed and will need to be scrutinised in aligning the curriculum offer to the new landscape.</p> <p>Q. In terms of recruitment, could learners being given the opportunity to take an exam in the Autumn term be a risk to us as some may stay on at school to take their exams? Can we give them the option to resit an exam at College? A. Yes, we already offer new learners the option to resit GCSE English and Maths. Concern was noted as a sector wide issue that schools could be persuading more learners to stay on into sixth form to take missed exams. It was agreed the College needs to consider how it offers exams/resits to prospective learners.</p> <p>Q. Who pays for the resits? A. In colleges the learner pays for their resits. If it is a national issue then there may be further pushback and scope for funding as exams cost approximately £150 each GCSE exam.</p> <p>Discussion took place around the scope to come to an arrangement with neighbouring schools to allow our students to return to school to resit GCSE exams after they have moved on to College. The UTC facility is a GCSE centre which could be supportive. The College will be in discussion with schools in supporting those learners who choose to go on to College.</p> <p>It was ultimately agreed an interim update on finances is likely to be needed for Governors prior to the July Corporation meeting. <b>(Action: VPCS to consider)</b></p>	<p style="text-align: center;">S</p> <p style="text-align: center;">S&amp;C</p> <p style="text-align: center;">C</p> <p style="text-align: center;">C</p> <p style="text-align: center;">S</p>
<p>7. <b>GOVERNOR LINK AND ENGAGEMENT RECORD</b></p> <p>The Chair reiterated the importance of Governors' engagement in College life and supporting staff and students despite remote working. It was agreed Governors should continue to ensure any engagement with the College is recorded. <b>(Action: Governors to inform Clerk of engagement)</b></p>	<p style="text-align: center;">S</p>
<p>8. <b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>Student Perspective: The Chair asked the Student Governor present to reflect on her perspective of remote learning. Speaking of her own personal</li> </ul>	

AGENDA ITEM		Evidence of Support & Challenge (S / C)
	<p>experience her teacher is very helpful and always available throughout the day via emails, Cloud forums and requesting zoom meetings. The biggest concern is not knowing deadlines for final assessments. It was confirmed that this is a national concern and assessment deadlines are still awaited from awarding bodies. As soon as information is received this will be communicated to students. The Student Governor added that groups she is in touch with are just eager to return to College again. The Chair reiterated the importance of maintaining engagement and communications with students to ensure wellbeing. The Student Governor agreed and noted this is particularly important for younger or more vulnerable students who don't have so much support outside of College.</p> <ul style="list-style-type: none"> <li>• Vice Chair recruitment: Given that the Vice Chair becoming Chair at the end of the academic year means a vacancy for the Vice Chair position, the Clerk requested and Members agreed that nominations for the new Vice Chair would be requested via email. The nominee would be communicated via email and the position approved at the July Corporation meeting. <b>(Action: Clerk)</b></li> </ul>	
9.	<p><b>DATE OF NEXT MEETING</b></p> <p>5.30pm on 9<sup>th</sup> July 2020. Logistics to be confirmed.</p>	

Approved as an accurate record of discussions.

Signed:



Date: 9<sup>th</sup> July 2020