

Minutes Confirmed



Meeting	Corporation meeting
Date	10 th July 2023
Time	4.45pm
Venue	E201, Telford College

Members present: Louise Biffin
Graham Guest
Paul Birch
Chris Pallett
Ruth Matthews
Karina Saini
Martin Seymour

Vice Chair of the Corporation
CEO & Principal
Independent Governor
Independent Governor
Independent Governor
Student Governor
Staff Governor

Attendees present: Janet Stephens
Phil Brockhurst
Magdaline Glynn

Sarah Jones

Deputy CEO
Interim Vice Principal for Finance & Resources
Assistant Principal for Student Experience and Safeguarding
Assistant Principal for Student Experience and Safeguarding

Joanna Perch
Rachel Wilson

Clerk to the Corporation
Vice Principal for Curriculum

Confirmed

No.	Item	Action
PROCEDURAL MATTERS		
1.	Welcome, apologies and introductions	
	<p>The Chair opened the meeting.</p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> • Gail Bleasby • Stew Watson • John Abbot • Manny Jhawar-Gill 	
2.	Procedural Matters	
	<p>There were no conflicts of interests declared for the meeting.</p> <p>The following standing declarations were noted:</p> <ul style="list-style-type: none"> • Graham Guest as Director of the Telford Business Corporation and a member of The Marches LEP Corporation. • Chris Pallett as non-executive director of the Shropshire Chamber which will be leading on the Local Skills Improvement Plan. <p>The resignation of Ian Robinson (resigned 24th April 2023) and Corin Crane (resigned 12th June 2023) were noted to be recorded in the minutes.</p>	
3.	Minutes of the Last Meeting	
	<p>Corporation members resolved to approve the meeting minutes of 12th June 2023</p>	<i>Approved</i>
4.	Matters Arising	
	<ul style="list-style-type: none"> • The Clerk noted the matters arising from the previous meeting were all blue with one exception being the subcontracting standard, which was ongoing, to be finalised at Audit Committee. • Governors were asked to approve the Clerks revision to the Standing Orders, to include a written resolution. • The Clerk distributed the Forward Plan for the next academic year highlighting regular items added, as requested at recent corporation and audit meetings. • The Clerk informed the Board the External Review of the college had been booked, highlighting dates for future meetings to be observed by the reviewer. 	<i>Approved</i> <i>Subject to removing roman numerals 4, 5, 6, & 7 numbering.</i>
5.	Governors' Updates	
	<p>The Chair asked if Governors had any Link visits or CPD to report.</p> <p>A Corporation member noted he had been onsite for the employer digital hub which had been very useful.</p> <p>Another Corporation member noted a useful conversation he had held around the results of the staff survey.</p>	

MANAGEMENT UPDATES

6. KPI report

The interim Vice Principal of Finance & Resources gave the KPI report. He noted there had been little change in comparison to last month. He highlighted the higher risks being Maths and English and apprenticeship figures.

The Vice Chair of the Committee queried what the learnings were in terms of recurring issues.

The interim Vice Principal of Finance & Resources noted scope changes do not tend to move at this time of year and suggested they could be dropped off the report but cautioned this noting that keeping them on could serve as a reminder to revisit them.

The interim Vice Principal of Finance & Resources to revisit KPI sheets layout for next academic year.

The CEO noted The interim Vice Principal of Finance & Resources had been asked to revisit KPI sheets for next year with a view to depicting information in a more dynamic fashion.

The Vice Chair of the Corporation queried how confident college staff felt in the data.

The interim Vice Principal of Finance & Resources confirmed he felt very confident in data noting a strong solid team in MIS dept.

STUDENTS

7. Safeguarding report

The Assistant Principal for Student Experience & Safeguarding and Sarah Jones joined the meeting at 5.11pm.

The Assistant Principal for Student Experience & Safeguarding noted a review of the safeguarding risk assessment process had taken place at the Leadership team meeting held 19th June. All actions arising from which, had been completed.

She highlighted two papers requested from colleges as a result of the Telford enquiry: a Declaration of Schools and Colleges, and a Curriculum Audit. She informed the Corporation of a meeting she had had with the Telford & Wrekin Education Safeguarding Co-ordinator in which she had sought clarification of the details around these documents as there was no precedent set.

She noted submission of the Declaration meant the college was stating it was complying with the recommendations.

She highlighted the review of staff training around CSE had been done the previous week.

The Assistant Principal for Student Experience & Safeguarding was mindful that the college was being asked to complete many extra items, for example to adapt the college's tutorial curriculum, without being given the resources to do so and had consequently asked many questions around who was going to create the resources for this. She was assured by the Telford & Wrekin Education Safeguarding Co-ordinator that was all in hand, they would be dealing with all of it.

The Assistant Principal for Student Experience & Safeguarding stated after the meeting and having looked at the college's provision, she was satisfied that she could sign off the declaration.

She emphasized the Curriculum audit (which was not cross college curriculum at the moment) was around adapting to the Telford enquiry with additional questions, for example, asking if work is being done with our young people around violence towards women and girls. The Assistant Principal for Student Experience & Safeguarding sought clarification on what training for that looks like and found that we already adhere to all the new requirements with the exception of 'what it means to be a boy / young man' which she noted would be added under the college's mental health section.

She noted these two documents had gone to the Leadership team for agreement and would be brought to corporation for information. The following and final step being to submit the documents to Telford & Wrekin Safeguarding.

Assistant Principal for Student Experience and Safeguarding to forward Governors training video to Clerk for distribution.

The Assistant Principal for Student Experience & Safeguarding stated the action plan resulting from the audit was going ahead, highlighting Governors need to update KCSiE, safeguarding and GDPR. She explained all but GDPR can be done by watching video which will be forwarded to Clerk.

Clerk to circulate training video to Governors

The Assistant Principal for Student Experience and Safeguarding informed the corporation an information sharing meeting with local police had been held on 29th June at college to discuss local updates. The Deputy Designated Safeguarding Lead (DDSL) had completed the government funded Senior Mental Health Training for compliance. The Designated Safeguarding Lead (DSL) was currently having one to one meetings with students at local schools, as these students would be coming to the college next academic year, in order to RAG rate students in terms of significant safeguarding issues. She noted connections made with DSLs from other schools in the area and the networking opportunities that brings.

A corporation member queried whether the idea for a curriculum audit came from the recommendations of the enquiry or from Telford and Wrekin and whether the Assistant Principal for Student Experience and Safeguarding was happy that decisions made in terms of content were underpinned by good practice.

The Assistant Principal for Student Experience and Safeguarding noted this was an enquiry she had also made and had been informed that content goes through four separate boards for evaluation before being released.

The CEO noted he had asked for content to go through OFSTED before rolling out, to ensure it met OFSTED standards.

The Assistant Principal for Student Experience and Safeguarding noted this comes under contextual safeguarding in the OFSTED framework in terms of how we respond to what is going on at a local level but agreed the college needs to continue to seek ongoing clarification.

The Assistant Principal for Student Experience and Safeguarding is leaving the college to take up a new post out of area. She was thanked by the Chair on behalf of all the governors for all she has done whilst in post wishing her luck in her future endeavours.

The Assistant Principal for Student Experience and Safeguarding and Sarah Jones left the meeting at 5.17pm.

8. Risk Register

The Interim Vice Principal of Finance & Resources noted the risk register had gone to audit committee 19th June 2023. He highlighted the plan for an extra column to be added to the risk register marking items, “transfer”, “tolerate”, “treat” and “terminate”. Summary to be brought to next Audit meeting in October for review.

9. Management Accounts

The Interim Vice Principal of Finance & Resources noted no real change for management accounts.

A corporation member noted AEB can pay for some staff on training within his own business stating it was good to note, suggesting maybe college can tap into it also.

The Vice Chair noted this was a useful observation to share.

She highlighted clawback risk around the West Midlands Combined Authority (WMCA) and Higher Education (HE) income being lower than expected and queried whether this continues into next academic year.

The Interim Vice Principal of Finance & Resources summarised figures for the board. The Vice Chair noted net worth and queried whether there were any emerging trends or reductions in the pension provision.

The Deputy CEO noted the external audit partners had picked up on this too. A question around whether Shropshire council’s financial predicament had an effect on or add risk to the college, was asked. The Vice Chair indicated the impact should be on the administration end, not on the pension provision itself.

10. 2023/24 Financial Regulations

The Interim Vice Principal of Finance & Resources noted revisions that consider effects of ONS reclassification. He stated he fully expects there will be a need to revisit this after handbook has been released. The new DfE college financial handbook is currently due for release in March 2024 effective date, August 2024. He noted minor changes needed stating some policies will need refreshing in terms of job titles.

Approved

11. Budget for next year

The Interim Vice Principal of Finance & Resources noted this was the budget for next year and the year after.

He stated, in line with the strategic plan, budget shows the college is maintaining ‘outstanding’ financial status despite unexpected additional items going into the budget. He noted the college was adhering to the Managing Public Money (MPM) document that came out of the ONS reclassification stating he expects to achieve pay to income ratio in line with sector norm. He highlighted the financial grading table on page 2, showing: the college will remain above the ‘outstanding’ threshold.

He highlighted the key assumptions listed.

A corporation member questioned confidence in numbers around apprenticeships. The Vice Principal of Curriculum noted changes in withdrawals, carrying over many more apprenticeships this year. Noting the college does not have the same issues from previous years around retentions and withdrawals. The CEO noted improved quality as a factor.

The Vice Chair of the Corporation noted the college was comfortably outstanding. She questioned if there was a key time when people join apprenticeships. The Vice Principal of Curriculum stated the vast majority of students were following the academic year now. She noted; some of the growth was coming from early years, vastly improved from previous years and new contracts with local businesses.

A corporation member noted worry around competitive advantage noting within his own business he wants to recruit when the time is right for him, not on the colleges timeline. The Vice Principal of Curriculum stated there was some flexibility and should there be requests then the college would look to accommodate where possible.

The CEO noted the challenge within 16–18-year-olds as from October onwards they are usually committed to a study programme, stating there was a difficult balancing act required.

The Vice Chair queried whether the clawback around AEB also applied to apprenticeships? The Vice Principal of Finance & Resources confirmed this, explaining the college is paid in line with the number of apprenticeships so if the college does not deliver, then the college does not get paid.

The Vice Chair questioned whether the income assumption around AEB, was a fair assumption given the lower-than-expected delivery on WMCA funding or was that at risk now.

The Vice Principal of Curriculum noted the college had made some changes to its delivery plan due to conversations with AEB stating had this been done last year the college would not have had so much clawback this year meaning the college should be in a better position now. She noted allocation had been agreed with WMCA.

The Vice Chair summarised for clarification, the college was mitigating the risk of a reduction in numbers and income by expanding geographically and in terms of course provision. The CEO confirmed.

The Vice Principal of Finance & Resources noted performance in the second half of the year gives him confidence the target will be reached. The Vice Chair sought and was given confirmation that the college understands reasons why targets were not achieved in the first half of the year and that corrective actions had been put in place.

The Vice Chair of the Corporation suggested the 2023-2025 financial plan should contain a footnote explaining why the surplus is so much lower than the financial health check for those corporation members whose experience is not within finance.

The CEO commented on the pay to income ratio noting AoC advice to flex but stating the college had maintained its percentage. The Vice Chair noted it was good and pleasing that the college held the pay to income ratio.

Approved

The Corporation resolved to approve the budget for 2023/24.

CONSENT AGENDA

12. Consent agenda items

The Vice Chair of the Corporation noted the consent agenda items had been moved to the September board meeting for approval.

Clerk to bring Risk Management Policy, BAF Policy and Counter Fraud Strategy to the September Corporation meeting for approval

13. Questions, comments, self-assessment, and reflectionClerk suggested use of Governor Hub.

Governors agreed in principle but requested; current PDFs continue adjacent to use of Governor Hub until such time as corporation members were happy to move over entirely, and the use of the Governor Hub would be reviewed at a later date to ensure members found the Governor Hub manageable.

The Vice Chair noted the view to start the use of Governor Hub from September 2023 meeting onwards.

Clerk to circulate video from Governor Hub for information.

Risk Register

A Corporation member queried whether the ONS reclassification posed any risk to the college. The Deputy CEO stated any risks associated already had actions in place to mitigate. She suggested these could be documented to reassure the board, the Vice Chair confirmed this would be helpful.

Deputy CEO to have risks to the college and mitigating actions, associated with the recent ONS reclassification documented for board reassurance

14. Any other businessSDF3

The Deputy CEO presented a report on the Marches Local Skills Improvement Fund (LSIF) which is linked to the Local Skills Improvement Plan (LSIP).

She explained the intention for all LSIFs to build the capacity of the FE sector to meet the local skills priorities set out in the Marches LSIP. Intention is for all geographical LSIP areas to have a corresponding LSIF bid.

Clerk to circulate Marches LSIF Stage 2 report to absent board members.

The Deputy CEO informed the board two LSIP priorities had been identified as projects:

- project 1 - being led by Telford College
Supporting Manufacturing and Engineering including food and drink production
- project 2 - being led by Herefordshire, Ludlow, and North Shropshire College (HLNSC)
Retrofit (insulation) and Modular Build & Construction skills

She noted the Governing body needed to be made aware (but not approve) before submittal of stage 2 applications and asked Governors to please take the information for consideration and email the Clerk with any questions they may have.

The deadline for submitting stage 2 applications is 12:00 (midday) on Friday 15 September 2023. Governors noted the application to the Local Skills Improvement Fund (LSIF) for projects 1 and 2

The VP of Finance & Resources and The VP of Curriculum left the meeting and the non-confidential section ended at 6.12pm.