

# Minutes – Confirmed Corporation meeting



<b>Date &amp; Time</b>	20 <sup>th</sup> November	5:30pm – 7:30pm
<b>Location</b>	E201	Telford College, Haybridge Campus
<b>Governors attending:</b>	Louise Biffin	LB Vice Chair of the Corporation ( <i>Chairing this meeting</i> )
	Graham Guest	GG Principal and CEO
	Ruth Matthews	RM Link Governor, Assessment & Achievement ( <i>remote</i> )
	Kevin Barton	KB Link Governor, Curriculum Planning & Quality
	Chris Pallett	CP Link Governor, IT.
	Gill Eatough	GE Independent Governor
	Hollie Whittles	HW Independent Governor
	Martin Seymour	MS Staff Governor
	Jonathan Abbott	JAb Staff Governor
<b>Clerk:</b>	Joanna Perch	JP Clerk to the Corporation
<b>In attendance:</b>	Janet Stephens	JS Deputy CEO
	Ian Browne	IB VP Curriculum
	Phil Brockhurst	PB Director of Data and Performance
	Dave Candlin	DC Director of Estates
	Sarah Jones	SJ AP for Student Experience & Safeguarding
	Caroline Bastow	CB Head of Quality & LTA
	Holly Wade	HW Project Manager
<b>Apologies:</b>	a	
	Gail Bleasby	GB Chair of the Corporation
	Stew Watson	SW Link Governor, Capital & Estates
	Teresa Tanner	TT Independent Governor
	Jim Arnold	JA Independent Governor

No.	Item	Action
<b>PROCEDURAL MATTERS</b>		
<b>1.</b>	<b>Welcome, apologies and introductions</b>	
	<p>The Chair welcomed everyone to the meeting.</p> <p>She informed the board, after interview by the Search Committee, there had been four successful candidates for Telford College Governor:</p> <ul style="list-style-type: none"> <li>• Dr. Gill Eatough</li> <li>• Hollie Whittles</li> <li>• Teresa Tanner</li> <li>• Jim Arnold</li> </ul> <p><b>The board formally accepted the four successful candidates.</b> GE and HW joined the meeting. Governors and college staff present introduced themselves to the new corporation members.</p>	

No.	Item	Action
<b>2.</b>	<b>Procedural matters</b>	
	There were no declarations of any conflicts of interest or changes to the Register of Interests.	
	Apologies were noted from:	
	<ul style="list-style-type: none"> <li>• Gail Bleasby</li> <li>• Stew Watson</li> <li>• Jim Arnold</li> <li>• Teresa Tanner</li> </ul>	
	No main agenda items were deemed confidential.	
	<u>The Chair noted the following resignations:</u>	
	Manny Jhawar-Gill – 13 <sup>th</sup> November 2023	
	Stew Watson – 20 <sup>th</sup> November 2023 (noted to be continuing as a co-opted Governor of the SPFG committee)	
<b>3.</b>	<b>Minutes of the last meeting</b>	
	Governors acknowledged approval from the wider Corporation of the minutes of the Corporation meeting held 23 <sup>rd</sup> October 2023.	<i>Approved</i>
<b>4.</b>	<b>Matters arising</b>	
	The Clerk noted all matters arising were either complete or on the agenda for this meeting.	
<b>5.</b>	<b>Governors' updates</b>	
	There were no Governor updates.	
<b>MANAGEMENT UPDATE</b>		
<b>6.</b>	<b>IoT regular update</b>	
	JS gave a verbal update, highlighting moderate advancements, Additionally, she apprised the board of the ongoing completion of director paperwork facilitating her inclusion as a member of the IoT board. LB noted the usefulness of her being a board member.	
<b>7.</b>	<b>KPI report</b>	
	PB noted the addition of graphs to the report, added to mitigate Governors' previously expressed difficulty interpreting the information presented.	
	PB reported, the college exceeds the funding allocation for 16 to 18 year-olds but falls below the overall curriculum plan target. Following the successful approval of the Landau Sub-Contract, an additional group of 16 to 19 students has been added. There is also a shortfall in HE funded students due to learners opting for HE level courses with alternative funding sources,. Additionally, while apprenticeship figures	

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	<p>were above target for September, October starts have been disappointing.</p> <p>CP queried whether this had picked up during the month of November. IB acknowledged it was still low but noted more opportunities for roll on roll off programmes than previously.</p> <p>PB sought guidance from the Board, questioning whether the college should adjust the HE measure to include students enrolled on L4+ provision, irrespective of the funding stream. This adjustment aims to align the measure with management accounts, which currently consider all funding streams.</p> <p>GG suggested this decision be addressed in management discussions first and subsequently presented to the Board as a formal recommendation. Governors agreed.</p> <p>CP queried whether the college anticipated getting back on track regarding apprenticeship numbers and those still in the pipeline. IB indicated an anticipation of being behind target, emphasizing the opportunity for managers to actively promote and advance the roll on roll off programmes. LB sought, and received an explanation around what roll on roll off programmes are.</p> <p>LB inquired about the reasons for Telford College's lower position, seeking an analysis to identify areas for improvement. IB expressed he would be happy to conduct this analysis. CP queried the percentage of apprenticeship courses which benefitted from roll on roll off programmes, emphasizing previous feedback to the Board indicating the lack of roll on roll off on some courses is costing the college competitive advantage. IB acknowledged this concern, recognising it as a valid point.</p>	

## CONSENT AGENDA

### 8. **Data Protection / FOI report**

Governors received the data protection report from PB in which he informed the Board of three minor data breaches in the current academic year to report, none of which have been reported to the ICO after self-evaluation.

### 9. **Annual Review of Handbook**

JP noted the terms of reference for committees included in the handbook needed first to go to those committees before coming back to the Board.

JP highlighted the addition of the written resolution.

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RM pointed out unnecessary repetition, duplications and some inconsistencies throughout the document.

JP emphasized that the document presented was previously approved in 2022 noting she had updated it with additional minor details for the current context.

JP acknowledged and agreed with the concerns raised by RM and requested additional time to reassess the entire document with a plan to restructure it comprehensively and present it again to the Board at a later date for approval.

*Corporation **agreed** to defer approval pending complete document restructure by the Clerk.*

There was discussion around the Chair of the Audit committee and whether they must have suitable financial qualifications to hold the post. JP informed the Board statutory guidance states, the audit committee must have members with an appropriate mix of skills and experience. It's good practice to encourage people from underrepresented groups to put themselves forward, so that the committee can benefit from a range of perspectives. As such, JP suggested allowing staff governors to become members.

The Board resolved the I&A's should state "technical knowledge" is necessary for Chair of Audit Committee. LB also noted no mention of "mental capacity" within the Audit terms of reference and suggested referencing Companies Act.

*Clerk to amend Audit Committee terms of reference in preparation for next Audit Committee meeting for approval.*

## 10. Health & Safety Report

DC joined the meeting and presented the Health and Safety Annual Report.

He noted no external audits in the past 12 months. However, a day session with H&S representatives from Hettle Andrews took place to review risk assessments in vocational areas. This session examined existing paperwork and approved DC's proposal to create overarching risk assessments for each vocational area, consolidating multiple assessments by equipment and activity. These new assessments, along with safe systems of work (SSoW), have been produced, disseminated and are currently displayed in relevant training environments across the site.

DC gave assurance the college is currently compliant and continues to review on a daily basis.

No.	Item	Action
	CP queried whether in terms of first aid provision, both physical and mental health were reviewed and maintained. DC confirmed this was the case.	
	DC left the meeting.	

## FINANCE

### 11. Risk Register

JS noted the full risk register would be going to the Audit Committee in December.

JS brought the Board's attention to:

#### New Risks

- ONS reclassification compliance; specifically an area of risk in terms of extra processes and approval points, highlighting possible connections to this concerning the station quarter project. She noted conversations with both the ESFA and DfE would be maintained to mitigate against project delay due to approval processes.
- Teachers Pensions; specifically with the employer's contribution increasing by 5% in April next year. She noted government funding but highlighted there was no confirmed indication of how long this would continue.

#### Reduced Risks

- Skills Hub Heads of Terms; now received and with the legal teams for review.
- Skills Hub Strategic partnership; Harper Adams partnership is now confirmed.
- Budgets; lack of budgetary controls and ownership in place. This already low at amber and has now progressed to green.

#### Fraud Update

- The Board was informed of a fraudulent transaction on a college credit card, discovered by the finance team. JS noted there was an investigation underway which would be first brought to the Audit Committee.

LB suggested the exit process be revisited. LB then sought and received assurance the card in question had now been stopped.

*Strategic Transformation Officer to revisit exit process for staff in lieu of recent fraud incident.*

### 12. Management Accounts

JS reported the management accounts up until the end of September noting the low enrolments on new starts had resulted in a red RAG rating for apprenticeships. AEB was flagged 'amber' and work was ongoing to improve the current gap.

No.	Item	Action
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HW queried whether apprenticeships included older students, suggesting an opportunity to engage local businesses more with older apprentices. The discussion extended to conversations with local Employers and modular courses were currently more popular than apprenticeships due to headcount constraints. HW then inquired about outreach to other smaller local companies unfamiliar with accessing apprenticeships. JS sought and received Chair’s approval to raise this again under the confidential session of the meeting.

GG highlighted that T-levels might influence recruitment, considering oversubscription in Health T-levels. He noted students might opt for high-level apprenticeships over A-levels, observing the funding streams for different qualifications may not necessarily align with the pool of students you’re recruiting from.

GE noted if there were less apprentices there would presumably be areas that were overstaffed. JS acknowledged this. GE then raised the point that apprenticeship levy still had to be paid to Government even if not used. Governors emphasized the importance of marketing and employer engagement.

LB requested a forecast be included in the management accounts moving forward.

*Head of Finance to include forecast in management accounts reporting.*

## STUDENTS

### 13. Safeguarding regular update

SJ joined the meeting at 6.40pm.

She noted impact of the recent Loudmouth theatre company performances, being an increase in female student reporting to the team, with those students being supported appropriately.

SJ informed the board there had been a good response to the emergency lockdown practice noting this gave the leadership team assurance of the whole college’s capability to respond to a crisis situation.

SJ highlighted increased awareness, particularly around vulnerability to radicalisation, being brought back to the team via the DDSL who attended Prevent, Synergy event along with colleagues from across Telford and Wrekin. She noted the possible impact of ongoing events in Gaza.

SJ left the meeting at 6.42pm.

No.	Item	Action
<b>QUALITY</b>		
<b>14.</b>	<b>LTA regular update</b>	

CB joined the meeting at 6.42pm.

Tracking of improvement plans - CB gave the board an update noting the start of the curriculum review for A levels.

Milestone 1 data - CB highlighted interventions taking place as a result of the milestones 1 check point noting data had been analysed in relation to target grades set for students and that year 1 and year 2 data had been split. CB noted impact of staff sickness on timeliness of some of the marking stating these were now on the system. Quality support meeting (QSM) to pick up milestone process and timely marking. Managers auditing feedback provided to students, checking actions provided available through Teams and quality checking assessments completed by students and the level of feedback students have received. KB queried whether Year 1 Above Target percentage was more realistic than previous year. CB confirmed, noted the following as reasons for opinion:

- team reviewing milestones themselves
- all students have completed an exam paper question
- grade boundaries have been aligned based upon feedback from the awarding bodies for that particular exam.

GE noted 39% of year 13 below target predictions. LB queried how this compared to last year. CB noted substantial improvement in comparison to last year. KB noted confidence in validity of the data this year.

Intervention support – CB informed the board:

- each subject has an additional hour timetabled each week for stretch and challenge and exam preparation.
- Study sessions are more formal and focus on the development of study and exam skills.
- External company Elevate booked to deliver an interactive workshop with each year group (November for year 1 and January for year 2).
- Self-study support in Study Centre.
- Weekly, focused, team meetings with LTA strategies.
- Peer support from another College.

CB noted mock exams would be taking place in February after query from GE.

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College wide professional development – CB noted in place:

- metacognition (which is helping students to understand their own learning and how they can make improvements as a result) feeding in well to exam preparation.
- Pedagogical approaches during team meetings to really engage in a learning and teaching strategy that can be taken back into the classroom.
- Sharing of good practice – formalised and monitored.
- Increase in number of learning walks and feedback identifying areas for improvement.

LB queried whether staff were better engaged as a result, CB staff were very much engaged and motivated citing positive feedback staff.

Attendance and Retention – CB noted attendance was slightly down in comparison to this time last year. Actions to raise this will be part of QSM. CB noted six students with less than 50% attendance, highlighting action plans in place to support these students due to complex needs. CB noted retention is higher in comparison to this time last year. GE noted it would be useful to see this information split over year 1 year 2 students so analysis could be done around whether there were more issues arising in year 2 when the pressure is on.

*CB to split attendance and retention data over year 1 and year2 students for comparison purposes.*

Student Voice – CB noted feedback from students was corroborating what is being seen from a management point of view. CB noted the following feedback from students:

- **Overuse of ppt in History with not much interactive activity**  
CB informed the Board, members of staff had taken this feedback on board and were already implementing changes.
- **Limited stretch and challenge in Sociology for confident and capable students**  
CB noted additional hour-long workshops provided outside the normal timetable sessions to provide required level of stretch. GE suggested staff member could observe teaching methods delivered in another college. CB confirmed this was currently being put in place.
- **Philosophy students requested whole class debates over small group ones**

CB noted work that needs to be done around engaging students having been identified as a result of student induction survey, the data for which had been split over first and second year students. GE queried whether offers for university had come through. CB confirmed this was on track and UCAS applications were currently being pulled together.

CB left the meeting.

No.	Item	Action
<b>FINAL BUSINESS</b>		
<b>15.</b>	<b>Questions, comments, self-assessment, and reflection</b>	
	LB asked for any comments on self-assessment, and reflection.	
	There was discussion around IT issues with the system in the room. JP agreed to discuss long lasting solutions with the Director of IT and Digital Innovation.	<i>Clerk to discuss IT issues in the room with Director of IT and Digital Innovation.</i>
<b>16.</b>	<b>Any other business</b>	
	<u>College Financial Forecasting Return 2023 to 2025</u>	
	LB suggested these need to go to Audit Committee before coming to Corporation.	<i>Clerk to add college financial forecasting return 2023 to 2025 to audit agenda.</i>
	Non-Confidential meeting ended. JAb, IB and PB left the meeting.	

CONFIRMED