

Corporation

Date & Time	Monday 18 th March 2024	5:30pm
Date of next meeting	Monday 13 th May 2024	5:30pm
Location	B036	Telford College
Governors attending	Gail Bleasby	GB Chair of the Corporation
<i>Via Teams (t)</i>	Graham Guest	GG Principal & CEO
	Ruth Matthews	RM Independent Governor
	Kevin Barton	KB Independent Governor
	Gill Eatough	GE Independent Governor
	Jim Arnold	JA Independent Governor
	Teresa Tanner	TT Independent Governor
	Martin Seymour	MS Staff Governor (business)
	Jon Abbott	Jab Staff Governor (teaching)
Note Taker	Trish Harris	TH PA to Principal & CEO
In attendance	Janet Stephens	JS Deputy CEO
	Louise Biffin	LB VP Finance & Resource
	Chris Pemberton	CPe VP Curriculum
	Caroline Bastow	CB Head of Quality & LTA
	Paul Birch	PBi Strategic Transformation Officer
	Sarah Jones	SJ Assistant Principal Student Experience & Safeguarding
Apologies	Chris Pallett	CP Vice Chair of the Corporation
	Joanna Perch	JP Governance Professional
	Jack Cook	JC Student Governor
	Rehan Kashif	RK Student Governor
	Hollie Whittles	HWi Independent Governor

No.	Item	Action
PROCEDURAL MATTERS		
1.	Welcome, apologies and introductions	
1.1.	GB welcomed everyone to the meeting. Apologies were received from CP, JP, JC and RK . A quorum was present. Accordingly, the meeting was declared open.	
2.	Procedural matters	
2.1.	GG reported Marches LEP has ceased trading and is no longer a member.	
3.	Minutes of the last meeting	
3.1.	Governors acknowledged approval from the wider Corporation of the minutes of the Corporation meeting held 19 th February.	<i>Approved</i>
4.	Matters arising	
4.1.	Item 1 GB reported that GB and GG had met with JP for feedback and guidance regarding the Corporation Handbook, amendments are being made and will be presented at the May meeting.	<i>JP to add to agenda and share handbook</i>
4.2.	Items 2, 3 6, 8, 9, 11, 17 to be noted as blue and complete.	
4.3.	Item 4 was noted as Green , will be updated at next meeting when QIP is shared.	
4.4.	Item 5 to remain green allowing additional time for governor feedback.	
4.5.	Item 7 to be discussed at next meeting.	
4.6.	Item 10 to be discussed at Audit Committee in April.	<i>JP to add to audit agenda</i>
4.7.	Item 12, JP to add EDI report to overall assurance planner as a yearly report to be presented in December meeting.	<i>JP to add EDI report to fwd. plan.</i>
5.	Governors' updates	
5.1.	No updates provided from governors	
5.2.	GB reported at the next meeting JP will invite members 30 minutes earlier to show set up for Wi-Fi access, emails, training etc.	<i>JP to arrange access and training</i>
STUDENTS		
6.	Safeguarding Report	
6.1.	<u>Telford and Wrekin (T&W) Audit Report</u> SJ provided the safeguarding feedback from the T&W Audit carried out earlier in the day. Three officers were in attendance from T&W to undertake the audit and as a college have received lots of positive feedback.	
6.2.	GB asked if there were any actions or recommendations. SJ responded there is one recommendation which will be in the written report, which will be shared once received, the report is not formally published anywhere.	
6.3.	GE reported CSE enquiry members are back in T&W, SJ responded within the audit it was noted that as a college we have actioned all the recommendations from the report relevant to the college.	
6.4.	GB congratulated SJ and her team and wished to send hers and the governors congratulation and to thank the team for all the hard work that has been put in for the audit.	
6.5.	<u>Safeguarding Report</u> GB asked if governors have any questions on the monthly report. GB stated there has been an increase in numbers of child-on-child abuse compared to	

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	last year. SJ responded there are no concerns to be noted, these relate to peer relationships/friends' concerns. [SJ left the meeting @ 5.40pm.]	
7.	LTA update [CB joined the meeting 5.40 pm.]	
7.1	CB delivered a presentation on A levels, refer to slides.	
7.2	CB reported all A level students currently have an additional 1 hr intervention per subject, each week and additional sessions have been arranged over the Easter holiday. Areas at risk were discussed and confirmed action plans are in place.	
7.3	GE enquired when will the students finish taught session and commence study leave. CB responded students have timetabled sessions until they have sat their A Level.	
7.4	GB suggested we are on track to see improvement in year 2 and a greater improvements in year 1.	
7.5	GE requested to see comparison that is carried out of predicted v actual.	<i>CB to provide comparison carried out, predicted vs actual. A Level results.</i>
7.6	GB asked if this is the first year of exams for the yr2 students. CB responded these students did sit GCSE exams. All mock exams are sat under exam conditions eg different room to taught input and any student requiring additional support eg extra time, readers etc this is provided.	
7.7	<u>Update QIP</u> The next QIP update is being completed at present and will be shared with Corporation at the May meeting. CB provided an update on the red actions from the December update.	
7.8	KB stated he would like to thank teams regarding T Levels for the support provided after speaking to a local school.	
	[CB left the meeting at 6.00pm.]	

STAFF

8.	Gender Pay Gap [PB joined the meeting at 6.00pm]	
8.2	PB reported there is an obligation to report the Gender Pay Gap, the report is a snapshot from March 2023, the report shows an increase in the pay gap which is consistent within the section, but higher than the national average. As a college we are committed to try and reduce the pay gap. We are currently looking at a programme to upskill staff to provide career paths.	
8.3	The report will be published on the Government website and on the college website.	<i>PBi to ensure report is uploaded to website.</i>
8.4	A discussion took place around data and equality.	
8.5	KB asked if there are any incentives for specific areas where recruitment is difficult. PB responded there are some areas where staff are employed on a higher point of the scale due to industrial experience.	

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MANAGEMENT UPDATE		
9.	KPI report	
9.1	LB reported since the last meeting they have incorporated the comparison data within the graphs.	
9.2	Finance will be covered under the management accounts.	
9.3	Apprenticeship numbers remain behind target, team are still working to enrol apprentices for this academic year.	
9.4	AEB – WMCA, main area of concern is the collection of destination data, we need to make contact on day 1 and again week 13 after securing a job within the relevant area. The college needs to receive specific evidence to show the student has obtained and remains in suitable employment.	
9.5	GB asked why is this a KPI, LB responded it is a condition of funding.	
9.6	OOF has slightly increased, CPe is monitoring this report closely and has action plans in place for each student.	
9.7	Attendance has decreased, this remains one of the largest challenges nationally, all areas are monitored on a weekly basis and discussed with Directors.	
9.8	16-18 English and Maths attendance – from September 24 math attendance will increase from 3 hours to 4 hours a week which will increase the challenge of attendance. The students are attending the vocational programme but not English and/or maths. JS reported additional resources have been provided to support attendance.	
9.9	GE reported attendance within primary and secondary is a national concern since Covid.	
9.10	HE numbers remain the same. JS stated people are making different choices and the college is developing HTQ's to mitigate against risks.	
10.	Board Assurance	
10.1	No feedback provided, any feedback to be shared with JP . GB to request agenda item for May's meeting so we can look at how improvement suggestions can be incorporated.	<i>JP to add to May's agenda.</i>
11.	Streamlined energy and carbon reporting	
11.1	LB stated as a college we do not need to publicly upload this document until 24/25, but adopted the mechanism to publish a few years ago.	
11.2	It is showing that the capital investment over the last 4 years has been fruitful with the increase in energy costings we have not seen the significant spike.	
11.3	GB noted an increase in transport fuel, LB responded the previous 2 years were covid years with reduced visits and sports fixtures.	
11.4	Report accepted for information.	
FINANCE		
12.	Management Accounts	
12.1	LB provided an update on January Management accounts.	
	AEB income is currently not at predicted, there is a recovery plan in place which is being monitored on a regular basis.	
12.2	Apprenticeship income has seen an improvement of £248k from Q1 forecast.	

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12.3	Full Cost provision has seen additional contribution due to the changes in pricing for the off-site contract. The contract has been extended until 31 st July to allow for the tender for the new contract to commence 1 st August. The retender is currently under review.	
12.4	There as a discussion around the risk to the college for retendering.	
12.5	Pay costs include forecast of pension contributions until end of April, since accounts have been completed have received confirmation the college will receive £87k towards pension contributions will be reassessed later in the year.	
12.6	Agency pay costs have increased this is due to cover for long term sickness and additional delivery eg bid/grant costs which will be offset against the monies received.	
12.7	GE asked if there was any impact on the NI contributions. LB responded there is no impact to the college just employees.	
12.8	GB expressed concern on the increase in agency pay with the recruitment required for growth and not fulfilling the roles. JS responded a plan is being formalised to support career progression of staff and not relying solely on agency staff.	

13. Landau update (subcontracting)

13.1	LB presented request to submit the annual contract to continue subcontracting with Landau for 24/25 academic year.	
13.2	The submission needs to be made to ESFA by 31 st March 2024.	
13.3	GG provided an overview of the history of Landau.	
13.4	JA asked if the college are confident on the quality assurance delivered by Landau. GG responded there is an action plan in place with regular support and an external review will be carried out after Easter to review the quality of provision to ensure the learners are supported.	
13.5	Corporation approved application to be submitted for a maximum of 85 local learners.	<i>Approved</i>

POLICIES

14.	Freedom of Information policy	
14.1	LB provided an update on the revised policy.	
	Corporation approved the policy.	<i>Approved</i>

CONSENT AGENDA

15.	Risk Registers	
15.1	Governors are reminded that the risk registers are currently under review by VP FR and a revised format for approval will be shared with Audit at the next meeting in April and will be brought to May's Corporation meeting for approval.	

EXTERNAL REVIEW

16.	External review report / presentation	
	[FC attended the meeting via teams at 7.00pm]	

No.	Item	Action
16.1	FC provided feedback to the Corporation following her recent review. There is a great wealth of experience and knowledge on the current corporation members.	
	[FC left the meeting at 7.20pm]	
16.2	Governance Professional to circulate the final review after this meeting.	<i>JP to circulate final review report to governors.</i>
16.3	There are approx. 8 recommendations and the report was very complimentary.	
16.4	JS also confirmed that the FEC Commissioner will be undertaking a free health check.	

FINAL BUSINESS

17.	Questions, comments, self-assessment, and reflection
17.1	No questions, comments, self assessment and reflection.
18.	Any other business
18.1	GG reported during the final TCAT MAT meeting held on 13 th March 2024, after careful consideration, IT WAS RESOLVED that application be made to the Registrar of Companies for the Company to be removed off the Register and that delegated authority be given to the chair (Gail Bleasby) to sign all necessary paperwork.
18.2	GB thanked GG and GE for all their support regarding Kickstart and for the transition to LCT.

[Non-Confidential session ended at 7.30pm]