

Date & Time	30 <sup>th</sup> September 2024	5:30pm
Date of next meeting	21 <sup>st</sup> October 2024	5:30pm
Location	E228	Telford College
Governors attending	Gail Bleasby	GB Chair of the Corporation
<i>Via Teams (t)</i>	Chris Pallett	CP Vice Chair of the Corporation
	Lawrence Wood	LW Principal & CEO
	Ruth Matthews	RM Independent Governor
	Gill Eatough	GE Independent Governor
	Jim Arnold	JA Independent Governor
	Hollie Whittles	HW Independent Governor
	Teresa Tanner	TT Independent Governor
	Jonathan Abbott	JAb Staff Governor (teaching)
	Ann Johnson	AJ Co-opted Governor
Clerk	Joanna Perch	JP Governance Professional
In attendance	Louise Biffin*	LB VP Finance & Resource
	Chris Pemberton	CPe VP Curriculum
	Matt Parry	MP Head of Finance
	Paul Birch	PB Strategic Transformation Officer
	Sarah Jones	SJ Assistant Principal Student Experience & Safeguarding
Apologies	Kevin Barton	KB Independent Governor
	Martin Seymour	MS Staff Governor (business)
	Jack Cooke	JC Student Governor
	Rehan Kashif	RK Student Governor

*Attendance via Teams\**

No.	Item	Action
<b>PROCEDURAL MATTERS</b>		
<b>1.</b>	<b>Welcome, apologies and introductions</b>	
1.1.	The Chair welcomed everyone to the meeting acknowledging apologies from <b>KB, MS, JC</b> and <b>RK</b> .	
<b>2.</b>	<b>Procedural matters</b>	
2.1.	There were no Conflicts of Interest declared before or during the meeting.	
2.2.	There were no changes to the register of interests declared before or during the meeting.	

No.	Item	Action
2.3.	No items on the agenda were identified for confidential discussion that were not already in confidential session.	
2.4.	The Safeguarding link governor presented the Search committees recommendation for Ann Johnson ( <b>AJ</b> ) as co-opted member of the corporation.	
2.5.	The Board formally approved the Search committee’s recommendation and <b>AJ</b> joined the meeting. Members of the board and staff in attendance introduced themselves and welcomed <b>AJ</b> to the board.	<i>Approved</i>
<b>3.</b>	<b>Minutes of the last meeting</b>	
3.1.	Governors acknowledged the Corporation’s approval of the minutes from the meeting held on 8th July 2024.	<i>Approved</i>
<b>4.</b>	<b>Matters arising</b>	
4.1.	Governors noted the following matters arising:	
	<ul style="list-style-type: none"> <li>• <b>Item 1</b> Produce paper for Governors to better explain the process around recording attendance. This item was due for the meeting in May but had not been brought to the board. The deadline was moved to 21<sup>st</sup> October 2024.</li> <li>• <b>Item 5</b> bring the outcome of the review of security arrangements externally, to Corporation. It was noted the security arrangements were complete and it was agreed the report due would be brought to the October meeting.</li> <li>• <b>Item 18</b> Add hyperlinks to Strategic Risk Register. Complexities around formatting this document were noted. Work underway to resolve.</li> <li>• <b>Item 19</b> Add concerns around Validera to the risk register as a mitigated green risk. This item was noted as having been drafted, currently awaiting The Chief Finance &amp; Operations Officer’s return to work.</li> </ul>	
	All other items were noted as complete and to be removed from the matters arising table.	
<b>5.</b>	<b>Governors’ updates</b>	
5.1.	Governors noted completion of mandatory governor training on iHasco and induction training.	
5.2.	The Principal & CEO had joined Governors in attendance of the Shropshire Investors in the Community evening.	
5.3.	The Chair of the Corporation informed the board, the triumvirate had met with the Chair of East Kent College Group. There had been good conversations around how the board could move forward to become more focused on strategy. Chair then highlighted the upcoming away day in October noting topics to be discussed and asked for Governors’ input around ideas for discussion on the day.	
	Governors enquired how they could be included in that day if unable to attend.	

No.	Item	Action
	Chair suggested she could share the confirmed agenda and would be happy to meet with Governors in a smaller group when available, noting everyone's contribution would be valued.	
5.4.	The Governance Professional noted she had met with the founder and organiser of the Windrush Exhibition who was keen to collaborate with the college. The exhibition had been run at the college previously and enthusiasm had been noted around the idea of returning with the exhibition again. The Governance Professional had discussed this with the Executive Director People, Culture, Organisational Development & Effectiveness who had advised further discussion with the Assistant Principal Student Experience & Safeguarding around links to student enrichment.	
5.5.	The Principal & CEO noted he had met with a former Principal & CEO of an 'outstanding' college, who had offered to come and talk to the board about what, from a governance perspective, led to becoming an outstanding college.	
	The Chair of the Corporation agreed this would be useful.	

## REQUIREMENT TO ADOPT A CODE OF GOOD GOVERNANCE

### 6. Adoption of New AoC Code of Good Governance

6.1. The Governance Professional had presented a paper in the pack to provide an overview of the available governance codes, assess their relevance to the college and recommend the adoption of the new AoC Code of Good Governance 2024 as being the most suitable for Telford College.

6.2. **The Board formally agreed to adopt the new AoC Code of Good Governance 2024.**

*Approved*

## PRINCIPAL & CEO'S REPORT

### 7. Report for information and discussion

7.1. The Principal & CEO reported the addition of this report was influenced by FEC feedback.

7.2. The report presented to the board offered clarification around the government's removal of Ofsted gradings with regard to the FE sector, outlined the college Interim Management Structure, Staff Introductions, College Partnerships and shared staff feedback.

## KEY PERFORMANCE INDICATORS

### 8. College KPIs

8.1. The Chief Finance & Operations Officer presented the KPI report, outlining Learner numbers 16 – 18, HE numbers, retention, WMCA destinations, and attendance.

8.2. The Chair of the Corporation sought confirmation that HE recruitment could continue throughout the year.

#### 8.3. Retention

The Chief Finance & Operations Officer highlighted difficulty around monitoring retention at this point in the academic year and gave the overall retention for 2023 / 24 at 95.2%.

No.	Item	Action
8.4.	<u>WMCA destinations</u> The Chief Finance & Operations Officer noted WMCA targets, highlighting improvement in 2023/24 compared to 2022/23.	
8.5.	<u>Attendance</u> The Deputy Principal Curriculum & Quality noted current attendance rates and highlighted strategies in place to address further withdrawals.	

## QUALITY

### 9. Student results and achievements

- 9.1. The Deputy Principal Curriculum & Quality reported, outlining 16-18 achievement rates, GCSE high grade pass rates, 19+ achievements and apprenticeship completion rates.
- 9.2. Governors discussed concerns around discrepancies between maths and English performance, noting a borough wide issue in maths.
- 9.3. The Chair of the Corporation acknowledged improvements in A-level results. Discussion followed comparing results to the national average, with Chair calling for a deeper discussion on strategies for further improvement.
- 9.4. Governors observed the percentage of A-level students achieving their target grade or above and examined how targets were set.
- 9.5. Tracking and monitoring  
Governors requested improved tracking methods as the current system left the board uncertain about performance with further discussion following, regarding the impact of high staff turnover on student outcomes and attrition of teaching staff. The Chair of the Corporation requested governors consider how best to monitor moving forward, particularly as student outcomes must remain the board's priority. It was noted the budget reflected the impact of staff turnover, particularly in agency costs.
- 9.6. The Principal & CEO emphasised the importance of consistent tracking observing that whilst half-termly tracking was in place, there was a need to ensure that the data being inputted by staff was reliable and meaningful.
- 9.7. Governors suggested focusing on predicting the most likely grade outcome and analysing how close these predictions were to actual grades. This would allow the board to assess how accurate staff assessments were and identify areas for improvement.
- 9.8. Predicted grades and attendance  
Governors highlighted the risks of inaccurate grade predictions, suggesting under-predicting could negatively impact students' university prospects, and suggesting some departments may need to review their processes.
- 9.9. Governors queried possible correlations between achievement rates and student attendance and how low grades compared nationally, seeking clarification around alternative approaches to the current college strategy.
- 9.10. Further discussion took place around how other A-level providers deliver 99% pass rates.
- 9.11. Staff Turnover and Impact on Performance  
Governor challenge stimulated productive discussion around ways the college could improve the retention of staff.

*Implement improved tracking methods for A-level results.*

### 10. Final review of the Quality Improvement Plan (QIP)

No.	Item	Action
10.1.	Having reviewed the papers summary of outcomes against measurable impact, all Governors acknowledged the 2023 / 24 QIP was now closed.	
<b>ANNUAL / TERMLY ITEMS</b>		
<b>11. Safeguarding &amp; Prevent Annual Report</b>		
11.1.	The Assistant Principal Student Experience & Safeguarding provided an update on safeguarding following KCSiE 2024, noting an increase in reporting on child-on-child violence and harassment. Mental health, addiction and homelessness figures were also higher than in the previous year, aligned with national trends.	
11.2.	Governors queried whether counsellor provision had increased, noted high numbers of homelessness and observed the possible impact on achievement numbers.	
11.3.	Further discussion followed around the likelihood of homelessness numbers increasing, and the balance needed between intervention and creating resilience.	
11.4.	The Principal & CEO reported exploration around more restorative approaches and being more trauma informed which, he noted, supports resilience.	
<b>POLICIES</b>		
<b>12. Safeguarding policy</b>		
12.1.	The Assistant Principal Student Experience & Safeguarding highlighted amendments made in alignment with the updated KCSiE document alongside amendments made by herself and the DDSL to offer clarification where needed.	
12.2.	<b>The Corporation approved the Safeguarding policy presented.</b>	<i>Approved</i>
<b>13. Anti-Fraud policy</b>		
13.1.	The Director of Finance reported minor changes to job titles only. The policy had been reviewed by the audit committee and found to be fit for purpose.	
13.2.	<b>The Corporation approved the Anti-Fraud policy presented.</b>	<i>Approved</i>
<b>14. Anti-Bribery policy</b>		
14.1.	The Director of Finance reported clarification added around receiving of cash gifts. The policy had been reviewed by the audit committee and found to be fit for purpose.	
14.2.	<b>The Corporation approved the Anti-Bribery policy presented.</b>	<i>Approved</i>
<b>FINANCE</b>		
<b>15. College Management Accounts</b>		
15.1.	The Director of Finance reported the management accounts for the end of July 2024 noting:	
	<ul style="list-style-type: none"> <li>• There would be another update to come as this was based on data captured from September.</li> <li>• Redesign of the layout aiming to: <ul style="list-style-type: none"> <li>• Encapsulate cash flow</li> <li>• Encapsulate capital</li> <li>• Give more detail around the balance sheet</li> <li>• Give more detail around capital expenditure and commitments</li> <li>• Broaden the previous focus on income expenditure</li> <li>• Align with best practice for management accounts</li> </ul> </li> <li>• surplus was favourable to budget.</li> </ul>	

No.	Item	Action
	<ul style="list-style-type: none"> <li>• Total income year to date was favourable to budget</li> <li>• Forecast to remain financially outstanding: R14 report will determine adjustments for October but unlikely to be much movement between this report and the next</li> </ul>	
15.2.	Governors observed capital expenditure and sought clarification of spending / under spending.	
15.3.	Governors commended the college for spending its capital appropriately and in a timely manner, noting the benefits to the organisation, adding that the new accounts were much easier to read and understand.	
15.4.	Governors queried how the college compared to other institutions in the West Midlands.	
15.5.	The Principal & CEO highlighted upcoming financial needs, including investments in a new finance system, HR system, website, and increased CPD for staff, emphasising the need for a strategic balance between maintaining financial health and supporting the college's broader goals.	
15.6.	Governors discussed the board's current focus, noting the significant improvement from the college's previous financial challenges. It was suggested the board's primary focus should now be on developing the college and improving learner outcomes, while ensuring financial transparency and accuracy in reporting.	
15.7.	The Director of Finance reported that a drop from 'outstanding' to 'good' would not warrant much change but a drop from 'good' to 'needs improvement' would lead to DfE intervention and could disqualify the college from certain grant funding, including LSIF projects.	

## CONSENT AGENDA

### 16. Strategic Risk Register / Board Assurance Framework (BAF)

- 16.1. The Director of Finance presented the risk register to the board for monitoring purposes.

The risk register was circulated prior to the meeting, with Governors asked to:

- Review the full Risk Register
- Review the Principal Risks and refer to the next board meeting for review
- Propose changes they feel are necessary / required

- 16.2. The Director of Finance drew the boards attention to minor positive adjustments to the risk matrix and minor commentary updates throughout.

## FINAL BUSINESS

### 17. Additional questions or comments, potential improvements and additions to the risk register

- 17.1. There were no questions or comments not previously addressed during the meeting.
- 17.2. There were no suggestions for potential improvements for meeting effectiveness.
- 17.3. There no issues identified to be added to the risk register.

## ANY OTHER BUSINESS

### 18. Additional urgent items for discussion

- 18.1. There were no additional urgent items raised for discussion by Governors.

**[Non-Confidential session ended at 7.05 pm]**