

# Minutes



<b>Meeting</b>	Corporation
<b>Date</b>	11 July 2022
<b>Time</b>	4:45pm
<b>Venue</b>	Boardroom, Telford College

Corporation member	Attendance		Item															
	Present	Apols	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
K.Barton	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin, Vice Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk		✓																
G.Bleasby, Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane		✓																
K.Daniels																		
G.Guest, Principal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Jhavar-Gill		✓																
R.Matthews	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Robinson																		
M.Seymour	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Watson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Attendees																		
A.Bowler	✓									✓								
A.Harrison	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
T.Matthews	✓								✓									
S.Morley, Clerk	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Stephens	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

No.	Item	Action
<b>CORPORATION BUSINESS</b>		
1.	<b>Welcome and apologies</b>	
	<p>The Chair opened the meeting. At this point, the Chair acknowledged this would be the Clerk to the Corporation's last meeting as she was leaving at the end of August 2022 after 5½ years at the college. The Corporation thanked her for the role she had played in the college's improvement journey and wished her well for the future.</p> <p>Apologies had been received from D.Blasczyk, C.Crane and M.Jhavar-Gill.</p>	
2.	<b>Procedural matters</b>	
2.1	<p><u>Declarations of interest</u></p> <p>There were no interests declared for the meeting.</p> <p>The following standing declarations were noted:</p> <ul style="list-style-type: none"> <li>G.Guest, as Director of the Telford Business Board and member of The Marches LEP Board</li> </ul>	<i>Clerk to update registers/records</i>
2.2	<u>Register of Interests update</u>	

2.3	<p>There were no reported in-year updates to the Register of Interests.</p> <p><u>Confidential matters</u> It was agreed Items 5 and 16 would be held under Confidential session reasons of commercial and general sensitivity.</p>	Clerk to update registers/records
<b>3.</b>	<b>Consent Agenda</b>	
	<p>The Chair asked the Corporation if it was happy to approve the Consent Agenda as adopted or if there were any requests to move items to the main agenda for discussion - there were no requests to move items to the main agenda and the following matters were discussed:</p> <p><b>Admissions Policy</b> The Corporation asked, where training was delivered via the portal, how its effectiveness was measured. It was agreed this would be checked and reported back to the Corporation.</p> <p>The Corporation noted an unfinished sentence on Page 6.</p> <p>The Corporation asked how the improvements to the enrolment process had progressed. R.Wilson advised a number of measures had been put in place and an update would be provided under Item 7.</p> <p>The Corporation noted the equality and diversity statement within the policy referenced only disability and mental health and asked how ethnic diversity was addressed during the process, for example the diversity of the panel reviewing enrolment applications and how the proportion of BAME students had changed over time. R.Wilson advised applications were reviewed by panels made up from staff from the appropriate departments. She agreed to report back to the Corporation on how the student ethnicity profile had changed over time and advised most of the college's BAME students were enrolled in the adult (English and maths) department.</p> <p><b>Health &amp; Safety Policy Statement</b> Regarding the 'Organisational responsibilities' document, the Corporation suggested Page 19 (4.4) be amended to reflect the importance of creating a culture of reporting near-misses and continuous learning from these incidents. J.Stephens confirmed the document would be updated to reflect this suggestion and also incorporated into the annual report presented during the Autumn term.</p> <p><b>Learner Support Fund Policy</b> The Corporation asked how equality, diversity and inclusion issues were addressed through this policy. R.Wilson advised work had taken place to review and improve the Student Bursary programme and that the second phase of the college-wide EDI group was underway.</p> <p><b>Corporation/committee membership</b></p> <p><u>Corporation membership</u> The Clerk advised, further to the report, that both C.Pallett and P.Birch had confirmed they would like to be considered for a second term once their current terms of office ended in July and October respectively.</p> <p>In acknowledgement of the skills, experience and knowledge they added to the collective skillset of the governing body, the Corporation APPROVED the appointment of C.Pallett and P.Birch, with effect from the end of their current terms.</p> <p>The Corporation noted the need for M.Seymour to step down from his staff governor (teaching) role as his recent promotion had changed his eligibility. The Corporation was keen to support the process to appoint the new staff governor and help to increase the number of nominations from across the teaching staff team.</p>	<p>Deputy CEO to report back</p> <p>Deputy CEO to review</p> <p>Vice Principal (RW) to report back</p> <p>Deputy CEO to action</p>

	<p><u>Committee/group membership and chairing</u> The Clerk referred the Corporation to the proposed committee membership within the report and C.Pallett confirmed he would like to continue as a member of the Audit Committee. The Clerk advised the intention was to address the two vacancies (Audit Committee and Capital Focus Group) through the recruitment of a new Finance link governor. The proposed membership was therefore updated as follows:</p> <table border="1" data-bbox="151 324 1353 582"> <thead> <tr> <th data-bbox="151 324 454 398">Audit Committee</th> <th data-bbox="454 324 758 398">Remuneration Committee</th> <th data-bbox="758 324 1061 398">Search Committee</th> <th data-bbox="1061 324 1353 398">Capital Focus Group</th> </tr> </thead> <tbody> <tr> <td data-bbox="151 398 454 582">L.Biffin (Chair) P.Birch C.Crane C.Pallett VACANCY</td> <td data-bbox="454 398 758 582">L.Biffin (Chair) P.Birch G.Bleasby R.Matthews</td> <td data-bbox="758 398 1061 582">K.Barton G.Bleasby (Chair) M.Jhavar-Gill R.Matthews C.Crane (Reserve)</td> <td data-bbox="1061 398 1353 582">L.Biffin G.Bleasby S.Watson (Chair) VACANCY</td> </tr> </tbody> </table> <p>The Corporation acknowledged the need for the Capital Focus Group to continue at this current time, due to the number of ongoing projects and awaited funding outcomes.</p> <p><b>TCAT MAT (Kickstart) Member appointment</b> C.Pallett confirmed he would remain as a Member of the TCAT MAT; therefore, the Corporation was only required to consider the re-appointment of G.Bleasby as the sponsor-appointed trustee and Member of the TCAT MAT for a further four-year term.</p> <p>The Corporation APPROVED the following items as adopted as part of the Consent Agenda:</p> <ul style="list-style-type: none"> <li>- Minutes of the last meeting (20/06/22): APPROVED</li> <li>- Matters arising report: NOTED</li> <li>- Health &amp; Safety Policy Statement: APPROVED subject to the agreed amendment(s) above</li> <li>- Admissions Policy: APPROVED subject to the agreed amendment(s) above</li> <li>- Learner Support Fund Policy: APPROVED</li> <li>- Corporation/committee membership and chairing 2022/23: APPROVED as above</li> <li>- Corporation forward plan 2022/23: NOTED</li> <li>- TCAT MAT Member appointment: APPROVED</li> <li>- ESFA’s annual strategic conversation letter: NOTED</li> </ul>	Audit Committee	Remuneration Committee	Search Committee	Capital Focus Group	L.Biffin (Chair) P.Birch C.Crane C.Pallett VACANCY	L.Biffin (Chair) P.Birch G.Bleasby R.Matthews	K.Barton G.Bleasby (Chair) M.Jhavar-Gill R.Matthews C.Crane (Reserve)	L.Biffin G.Bleasby S.Watson (Chair) VACANCY	<p><i>Clerk to update records</i></p> <p><i>Clerk to update records</i></p> <p><i>Clerk to update records</i></p>
Audit Committee	Remuneration Committee	Search Committee	Capital Focus Group							
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<b>MANAGEMENT REPORTS</b>										
<b>4.</b>	<b>KPI report</b>									
	<p>J.Stephens introduced the KPI report and advised there had been no significant changes since the last report. She advised retention had again decreased due to further withdrawals and attendance continued to fall in line with seasonal trends.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if this year’s targets had been too ambitious and how target setting was being approached for 2022/23. J.Stephens acknowledged some of this year’s targets (eg attendance) had been overly ambitious and were already being reviewed for next year; however, other targets, such as learner numbers, had been taken directly from the college’s curriculum plan. She reminded governors of the two targets for 16-18 learner numbers – enrolment (September) and then after 42 days (November) - and confirmed it was the latter within the KPI report.</p>									
<b>5.</b>	<b>Station Quarter update – CONFIDENTIAL SESSION</b>									
	The Corporation was provided an update on the latest situation regarding the Station Quarter development.									

**STUDENTS (PEOPLE)**

<p><b>6.</b></p>	<p><b>Safeguarding report</b></p> <p>R.Wilson presented the safeguarding report and highlighted the following:</p> <ul style="list-style-type: none"> <li>- The number of incidents had again reduced across most categories</li> <li>- Work was underway to prepare students for their transition to their next stage</li> <li>- Support from the BeSafe and Student Services teams would continue to be available to students throughout the summer</li> <li>- Student induction materials had been completed ready for August</li> <li>- The first round of staff training for the KCSIE update had taken place</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the new safeguarding training was mandatory for staff. R.Wilson confirmed it was and advised this would be followed-up if not completed. G.Guest suggested the training also be delivered to the Corporation at the beginning of next year.</p> <p>G.Guest informed the Corporation the report of the independent CSE Inquiry in Telford would be released the following day. He advised a press release had been prepared (if required) and confirmed known affected staff had been consulted.</p>
<p><b>7.</b></p>	<p><b>LTA Spotlight – Enrolment and retention</b></p> <p>7.1 <u>Enrolment</u></p> <p>R.Wilson and A.Bowler delivered their presentation regarding the review of the application and interview process, which focused on:</p> <ul style="list-style-type: none"> <li>– Being better structured and reflecting the job application process</li> <li>– Standardising the interview process and aligning across all age groups</li> <li>– Getting the information, advice and guidance right</li> <li>– Maintaining communication</li> </ul> <p>A.Bowler informed governors really positive feedback had been received from students, parents and schools to date and highlighted the following achievements:</p> <ul style="list-style-type: none"> <li>– 140+ more applications received (compared to the previous year)</li> <li>– Interview attendance improved by 15% and exceeding target</li> <li>– Better quality interviews</li> <li>– Reduced administrative workload</li> <li>– Commencement of the design phase of the student app</li> </ul> <p>A.Bowler described how the college had improved its 'keep-in-touch' activity once an offer had been made and explained how this was structured to keep prospective students engaged with the following three areas:</p> <ul style="list-style-type: none"> <li>– College;</li> <li>– Community; and</li> <li>– Careers</li> </ul> <p>He reported, since their interview, prospective students had been engaged in a further three visits to college, with the numbers attending 'new student days' almost double those for the previous year. He informed governors plans were already in place for the coming year, including using the website to manage and monitor the application process.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what was the college's conversion rate for offers to enrolments. R.Wilson advised this was typically around 60% (dependent on the area of the college), which was in line with</p>

7.2	<p>national figures, and was expected to increase this year based on the improvements made and feedback received.</p> <p>The Corporation asked what was being done to engage hard-to-reach students in addition to what had already been described. A.Bowler advised follow-up phone calls were made with anyone who had cancelled or not attended their interview to identify the reasons and if the college could provide support, for example the college provided transport for prospective students coming from secondary schools in South Telford.</p> <p>The Corporation asked if progress had been made with apprenticeships. R.Wilson reminded the Corporation that immediate enrolment had been paused to allow for the implementation of the new quality plan; however, the college was recruiting for September starts and the team was proactively working with potential apprentices to ensure they were properly informed about what an apprenticeship entailed. R.Wilson reminded governors of the ability to recruit apprentices all-year round and added that more employers were coming on board, including those that were previously hard to engage (eg electrical companies).</p> <p>The Corporation asked if the SLT training focused on apprenticeships would be rolled out to all staff members. R.Wilson confirmed training focused on apprenticeships and T Levels would be made available to the wider staff team during a CPD day in Autumn, with the aim of this ultimately being delivered to students and local schools. The Corporation recommended targeted work with employers to help them understand the requirements, particularly regarding off-the-job (OTJ) training.</p> <p>The Corporation asked what the student app would be used for and if it had been designed or was being adapted for the college. R.Wilson explained the app had been developed through the LTA Digital Working Group and was linked to/based on the new website. The app would be similar to those that were standard across both primary and secondary schools and would provide information about timetables, attendance, communications, exam bookings and good news stories.</p> <p><u>Retention and withdrawals</u></p> <p>R.Wilson delivered her presentation, which highlighted the retention and withdrawal trends over the last four years. She advised retention levels had increased during lockdown/COVID restrictions but were now returning to pre-COVID levels for 16-18s/adults; however, the opposite was true for apprenticeships, with retention dropping over the last two years and now beginning to increase.</p> <p>R.Wilson highlighted the following:</p> <p><b>16-18</b></p> <ul style="list-style-type: none"> <li>- Of the 123 qualifying withdrawals, the main reasons were going into employment (37%) and health/personal issues (24%)</li> <li>- 53 students transferred to apprenticeships (not recorded as a withdrawal)</li> <li>- Areas for monitoring due to number of withdrawals/exclusions – Construction and Health/Early Years</li> <li>- Challenging perceptions, raising expectations, improving IAG and course design had been identified as key areas to be addressed</li> </ul> <p><b>Adults</b></p> <ul style="list-style-type: none"> <li>- Of the 108 qualifying withdrawals, the main reasons were health/personal issues (51%) and attendance (19%)</li> <li>- Areas of monitoring – classroom-based English (attendance) and work-based maths and English (health/personal)</li> <li>- Retention had improved over the last three years</li> <li>- A larger proportion of withdrawals were being seen at Entry Level, in particular female students</li> </ul>	
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7.3	<ul style="list-style-type: none"> <li>- Addressing the reasons/issues was more complex, as adult students typically had home, family and work responsibilities</li> <li>- Identified areas for improvement included reducing the number of students enrolled for both maths and English; removing work-based provision; improving IAG; confirming ability to commit to course requirements; and offering more blended learning and support sessions</li> </ul> <p><b>Apprenticeships</b></p> <ul style="list-style-type: none"> <li>- Of the 63 in-year withdrawals, the main reasons were moving to employment (32%) and health/personal issues (21%)</li> <li>- Areas for monitoring – Business/Professional (health/personal) and Construction (employment)</li> <li>- Areas to be addressed include improving onboarding, aligning with the curriculum areas, employer buy-in and quality of delivery, much of which was already underway</li> </ul> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked if the reasons for withdrawing provided by students was explored to identify the exact reasons. R.Wilson confirmed they were, particularly where the college had provided additional support for some time. She advised there had been a significant increase in mental health issues and where this had been provided as the reason for leaving, the college ensured the student was safe and was leaving for a safe destination. She added adult students were offered flexibility and the same level of support as other student groups; however, ongoing engagement was more challenging. T.Matthews advised a much more proactive approach was now being taken to apprenticeship withdrawals, in particular discussing potential withdrawal with employers at a much earlier stage, which had already helped to retain apprentices.</p> <p>The Corporation noted the importance of removing occupational segregation (perceived gender roles). It was acknowledged as a societal issue; however, the college had a role to play by promoting gender diversity in male/female-heavy courses (eg construction, engineering, health &amp; beauty and early years). R.Wilson acknowledged this and noted the need for this to begin much earlier in schools.</p> <p><u>Apprenticeship changes</u></p> <p>T.Matthews delivered her presentation on the changes to apprenticeships coming into effect on 01/08/22, including the move to a requirement for a minimum of 6 hrs of OTJ per week for a FTE (based on a working week of 30+ hours). She outlined the other changes – primarily to onboarding and the engagement of employers throughout the process, including a documented employer discussion; a final training agreement signed by all parties; and the requirement to work towards Level 2 English/maths rather than take the exams. She advised work was underway to make the required changes to ensure the college was compliant.</p> <p>The Corporation thanked T.Matthews for the briefing on apprenticeship changes.</p>	
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<b>FINANCE</b>
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8.	<p><b>ESFA’s financial dashboard for Telford College</b></p> <p>A.Harrison presented the financial summary produced by the ESFA, which was based on the college’s last set of accounts (2020/21) and illustrated the financial journey the college had been on.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation noted the downward spike on the debt service cover graph and asked if this was correct. A.Harrison advised the graph was incorrect and did not reflect the figures that had were within the financial model.</p>	
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	It was noted the summary no longer provided national/group averages and the Corporation requested this information be obtained if possible.	<i>Vice Principal (AH) to obtain comparator data</i>
<b>9.</b>	<p><b>Management accounts (to 31 May 2022)</b></p> <p>A.Harrison referred the Corporation to the management accounts for the period ending 31 May 2022 and advised the college was in a good financial position going into the final period. He highlighted the following:</p> <ul style="list-style-type: none"> <li>- <b>Forecast outturn (Amber – no change):</b> the forecast outturn surplus had been updated to reflect the decreased income and reduced costs. The final outturn was now projected to be slightly ahead of budget at a surplus of £730k</li> <li>- <b>Apprenticeships (Red - increased risk)</b></li> <li>- <b>AEB (Red - increased risk):</b> the forecast outturn had been updated to include the subcontracting previously approved by the Corporation</li> <li>- <b>HE income (Red – no change)</b></li> <li>- <b>Pay costs (Green – no change)</b></li> <li>- <b>Cash (Green – no change)</b></li> <li>- <b>Loans (Green - no change)</b></li> </ul> <p>The current cash position (as at that morning) was reported.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the AEB repayment had increased since the last meeting and if there was a risk it could increase again. J.Stephens advised the amount had now been confirmed and reported the team was delivering what had been forecast. A.Harrison advised good progress had been made over the past month and advised delivery/income would continue to be closely monitored.</p> <p>The Corporation referred to the cash flow graph and mention of a clawback in March 2022. A.Harrison advised the two key movements the budget related to the loan repayment and the anticipated cash sweep – he agreed to check and confirm this clawback reference.</p>	<i>Vice Principal (AH) to action</i>
<b>10.</b>	<p><b>Telford College Financial Plan (budget) 2022-24</b></p> <p>A.Harrison presented the financial plan for consideration by the Corporation and reminded governors of the requirement to submit the budget to the ESFA by 31/07/22. He informed the Corporation the budget was similar to this year’s and would enable the college to continue to be assessed as having ‘Outstanding’ financial health.</p> <p>A.Harrison reminded the Corporation that the budget was based on a number of assumptions, including:</p> <ul style="list-style-type: none"> <li>– Income (16-19, AEB, apprenticeships, HE, tuition fees and full cost provision)</li> <li>– Expenditure (staff costs, including a proposed pay award of 3%, non-pay costs and capex)</li> <li>– Repayment of loans/liabilities</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the £500k cash sweep within the budget and asked what the basis for this figure had been. J.Stephens advised this was the figure suggested as part of the ongoing discussions for the funding application for Kickstart.</p> <p>The Corporation asked if the college could be penalised for not achieving AEB delivery targets this year. J.Stephens confirmed this was a risk; however, the college was planning for full delivery next year and was hoping to make a strong start during the first term.</p> <p>The Corporation noted the difference between the projected surplus in the budget and the EFSA’s financial dashboard and asked if there would be a consequence of these figures being so different. It was explained this was due to more prudent forecasting by the college and the different ways of calculating surplus - the ESFA’s method excluded a series of accounting adjustments, which resulted</p>	

	<p>in a higher figure. The Corporation acknowledged the explanation and suggested the existence of the two different measures be included and explained.</p> <p>The Corporation noted HE income had been under-delivered for several years and asked if it was appropriate to review the budget at this time. R.Wilson acknowledged the concern and advised this budget had been looked at in detail. She confirmed it had been reduced slightly for 2022/23; however, she advised it was similar to the current year’s budget due to a successful cohort for digital going onto their second year, alongside the new first year cohort, and the business enrolment already reaching next year’s target.</p> <p>The Corporation asked if the income received from the local authority for high needs provision was in line with the market rate. A.Harrison confirmed progress had been made since preparing the budget and an increased offer had been received.</p> <p>The Corporation APPROVED the Financial Plan 2022-24.</p> <p><u>Loan restructure</u> A report was tabled summarising the loan restructuring arrangement previously approved by the Corporation and A.Harrison informed governors the repayment date had been set for 22/07/22. The Corporation was asked to give its agreement for G.Guest and J.Stephens to sign the new loan as the college signatories.</p> <p>The Corporation APPROVED the delegation of signing the new loan restructure agreement to G.Guest and J.Stephens on the basis the agreement was the same as that previously agreed by the Corporation.</p> <p><u>Bank overdraft</u> A.Harrison advised the bank had informed the college it would now be charged for the overdraft facility currently in place – an annual charge of £2.5k for a £500k overdraft or £1.25k for a £250k overdraft. He reported the college had not needed the use of an overdraft for some time and was unlikely to do so based on the cash flow forecast within the budget.</p> <p>A.Harrison recommended the college removed the overdraft facility, which he confirmed could be put back in place (as per the charges quoted) if required at a later date. He also confirmed he had spoken with the college’s auditors and they had advised they had no concerns with this proposal.</p> <p>The Corporation APPROVED the removal of the overdraft facility.</p>	<p><i>Vice Principal (AH) to action</i></p> <p><i>Principal and Deputy CEO to sign</i></p> <p><i>Vice Principal (AH) to action</i></p>
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**LEADERSHIP & GOVERNANCE**

<b>11.</b>	<b>Reports from Corporation committees/groups</b>	
11.1	<p><u>Audit Committee</u> L.Biffin informed the Corporation the Audit Committee had last met on 01/07/22 and had discussed the following:</p> <ul style="list-style-type: none"> <li>- The latest updates of the strategic, fraud and governance risk registers</li> <li>- The plan for the audit of the annual accounts</li> <li>- Reports from concluded internal audits, including risk management and student records</li> <li>- The 2022/23 internal audit plan</li> <li>- There had been no identified incidents of fraud and no further cyber-attacks since the low level (DDOS) attacks in March 2022</li> </ul> <p>There were no questions and the Chair thanked L.Biffin for her report.</p>	
11.2	<u>Capital Focus Group (CFG)</u>	

	The Corporation agreed, due to the delayed funding announcements and therefore lack of progress to report, that the additional CFG meeting scheduled for 20/07/22 was no longer required.	
<b>12.</b>	<b>Governance self-assessment 2021/22</b>	
	<p>The Clerk introduced the item and reminded the Corporation of the new requirement to undertake an annual self-assessment. She referred governors to the report within the meeting pack, explaining how it documented the holistic approach previously agreed by the Corporation. She advised the self-assessment, as documented in the report, comprised:</p> <ul style="list-style-type: none"> <li>- A general governance assessment</li> <li>- Governance effectiveness survey</li> <li>- Committee/group effectiveness</li> <li>- Skills/knowledge/experience audit</li> <li>- Boardroom culture and positive board behaviours</li> <li>- Assessment against sector governance guidance</li> <li>- Recommendations</li> </ul> <p>The Clerk referred the Corporation to the recommendations within the report and advised the findings and feedback gained through the self-assessment activity would be used to inform:</p> <ul style="list-style-type: none"> <li>- The drafting of the governance section of the SAR 2021/22</li> <li>- The production of the governance development plan 2022/23</li> <li>- The CPD programme for 2022/23</li> <li>- Agenda setting for the Corporation and its committees/groups</li> <li>- The focus of governor recruitment activity</li> <li>- The review of the governance risk register 2022/23</li> <li>- The brief for the external review of governance in 2022/23</li> </ul> <p>She referred the Corporation to the recommendations within Section 7 of the report and asked for their approval, along with the wider self-assessment report.</p> <p>The Corporation APPROVED the report of the Corporation’s Self-Assessment 2021/22 and all recommendations within Section 7 of the report.</p> <p>The Corporation thanked the Clerk for coordinating this piece of work and producing the report that would inform governance activity for the coming year.</p> <p>The Corporation asked how the work would be resourced in light of the departure of the Clerk. The Clerk advised it was her intention to complete the first drafts of prior to her departure.</p>	
<b>13.</b>	<b>Governor update</b>	
13.1	<p><u>Link governor activity</u> The following link governor activity was reported as taking place since the last meeting:</p> <p>Curriculum planning and quality – K.Barton reported he had visited the college on 29/06/22 and had met with S.Malone to learn about the range of provision delivered by the college and discuss how the recommendations from Ofsted (eg sharing of good practice) were being addressed - moving from quality assurance to quality improvement.</p>	
13.2	<p><u>Governor CPD</u> The following CPD activity was reported as undertaken since the last meeting:</p> <p>M.Jhawar-Gill – completion of two curriculum-related modules on the ETF training platform.</p>	
<b>FINAL BUSINESS</b>		
<b>14.</b>	<b>Self-assessment and reflection</b>	
14.1	<u>Further questions/comments</u>	

14.2	<p>There were no further questions or comments from the Corporation.</p> <p><u>General improvements/better ways of working</u> There were no suggestions or requests from the Corporation.</p>	<p><i>Vice Principal (AH) to action</i></p>
14.3	<p><u>Considerations for the risk register</u> The Corporation requested the departure of the Clerk be added to the risk register.</p> <p>The Corporation asked for confirmation of the process for recruiting a replacement. G.Guest advised an interim arrangement would be put in place before commencing the recruitment for the Clerk's permanent replacement. He confirmed, as the Clerk to the Corporation was a senior post holder appointment, governors would be involved in the processes.</p>	
<p><b>15. Any other urgent business</b></p>		
	<p>There was no further business for discussion and the Chair closed this part of the meeting.</p> <p>Staff governors and staff members left the meeting at this point in advance of the Confidential session.</p>	
<p><b>CONFIDENTIAL SESSION</b></p>		
<p><b>16. Minutes of the last meeting and matters arising</b></p>		
16.1	<p><u>Minutes of the last meeting</u> The Corporation APPROVED the minutes of the Confidential session of the meeting held 20 June 2022 as a true record.</p>	
16.2	<p><u>Matters arising</u> G.Guest updated the Corporation on matters arising from the previous Confidential session.</p>	

**The meeting closed at 7:30pm**