

Minutes – APPROVED

Meeting	Corporation
Date	12 October 2020
Time	5:00pm
Venue	E201 and Microsoft Teams



Governor	Present	Apol	Items																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Rosie Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Louise Biffin	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Birch	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dan Blasczyk (Staff)	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gail Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corin Crane	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wendy Farrington-Chadd		X																	
Graham Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geoff Layer	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruth Matthews	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chris Pallett		X																	
Gavin Real (Staff)	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																			
Laura Arscott	V							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
David Candlin	V											✓	✓	✓	✓	✓	✓	✓	✓
Stephanie Morley	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Janet Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peter Stone	V								✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Key – O (onsite attendance) and V (virtual attendance)

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	The Chair welcomed everyone to the meeting, which was again being held both onsite and via Microsoft Teams. Apologies had been received from W.Farrington-Chadd and C.Pallett.	<i>Clerk to update register/records</i>
2.	Procedural matters	
2.1	<p><u>Declarations of interest</u></p> <p>No declarations had been received in advance and the following standing declarations were noted:</p> <ul style="list-style-type: none"> - P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision) and member of the Marches Local Enterprise Partnership - G.Layer, as the Vice Chancellor of the University of Wolverhampton <p>G.Layer declared an interest in Item 4 – FE landscape, projects and collaboration.</p> <p>The Chair noted all governors’ interests were recorded within the Corporation’s Register of Interests, which was published on the website.</p>	<i>Clerk to update register/records</i>

2.2	<p>The Chair reminded Corporation members to complete and return their annual declaration of interests and eligibility to the Clerk.</p> <p><u>Confidential matters</u> It was agreed there was a need to hold the following items in Confidential session:</p> <table border="1" data-bbox="134 344 1366 533"> <thead> <tr> <th data-bbox="134 344 625 383">Item/report</th> <th data-bbox="625 344 1366 383">Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="134 383 625 456">6 – FE landscape, projects and collaboration</td> <td data-bbox="625 383 1366 456">17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)</td> </tr> <tr> <td data-bbox="134 456 625 533">17 – Minutes of the Confidential session and matters arising</td> <td data-bbox="625 456 1366 533">17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)</td> </tr> </tbody> </table>	Item/report	Reason	6 – FE landscape, projects and collaboration	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)	17 – Minutes of the Confidential session and matters arising	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)	<p><i>Corporation members to action</i></p> <p><i>Clerk to update register</i></p>
Item/report	Reason							
6 – FE landscape, projects and collaboration	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)							
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<p>3. Minutes of the last meeting and matters arising</p>								
3.1	<p><u>Minutes of last meetings</u> The Corporation asked for clarification on whether the figures under Item 5 were for remote or onsite learning. It was confirmed the numbers related to onsite learning and therefore this needed to be corrected in the minutes.</p> <p>The minutes of the meeting held 17 September 2020 were APPROVED as a true record, subject to the above correction.</p>	<p><i>Clerk to amend</i></p> <p><i>Clerk to update records</i></p>						
3.2	<p><u>Matters arising</u> The Clerk referred to the Matters Arising report and gave the following updates further to the report:</p> <ul style="list-style-type: none"> - Ref 6 & 9, inclusion of Kickstart programme/TechTalent Academy in risk register: would be incorporated within the next view - Ref 7, Audit Committee to raise delay to subsidiary accounts filing with KPMG: this was raised at the meeting on 08/10/20 and a formal note was being produced by KPMG - Ref 10, inclusion of targets to QIP milestones: this was being actioned - Ref 12, KCSIE forms: governors were reminded to return their forms 							
<p>ELT UPDATE</p>								
4.	<p>FE colleges COVID checklist</p> <p>J.Stephens presented the item and explained the report provided updates on the areas previously rated as amber. All these actions were now rated green. She advised the landscape and guidance continued to change and the checklist/risk assessments were under constant review.</p> <p>In relation to confirmed COVID cases within college, J.Stephens reported there had been 6 student cases in total and more recently 1 confirmed staff case. The number of students self-isolating was 126, although this number was reducing due to the rolling 2-week isolation cycle.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what strategy was in place for covering teaching staff who were self-isolating. J.Stephens reported this was delivered remotely, with the staff member teaching remotely from home and students attending onsite with a facilitator in the classroom.</p>							
5.	<p>KPI spreadsheet</p> <p>J.Stephens presented the new format of the KPI spreadsheet.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>							

	<p>The Corporation noted the downward trend for attendance in the 19+ cohort and asked what was being done to address this. J.Stephens informed the Corporation the most recent attendance figures for 19+ in maths and English had increased to 89% and 81% respectively since the publication of the report, which was higher than the same point last year. All registers were being completed and checked to ensure attendance coding was correct. Communication to students had been improved to ensure they were aware of the blended learning opportunities and staff had been reminded to make sure students were aware of this option.</p> <p>The Corporation asked, if the apprenticeship numbers continued to increase, were the required staffing levels in place to deliver the provision. J.Stephens confirmed the number of assessors in place were appropriate for the revised apprenticeships target.</p>	
6.	FE Landscape, projects and collaboration – CONFIDENTIAL ITEM	
	<p>Updates were provided on the following:</p> <ul style="list-style-type: none"> - FE landscape, projects and collaboration - Strategic growth hubs - Digital and maths hub <p>The following declarations of interest were noted during this item:</p> <ul style="list-style-type: none"> - G.Guest and P.Hinkins as members of the Telford Towns Fund Board - G.Layer in the Digital & maths hub, as Vice Chancellor of the University of Wolverhampton 	<p><i>Clerk to circulate Towns Board presentation</i></p>
FINANCIAL HEALTH		
7.	2020/21 enrolment and retention	
	<p>L.Arscott presented the report and highlighted:</p> <ul style="list-style-type: none"> - enrolment shortfalls had been seen in particular areas and at certain levels, which was linked to local secondaries now offering BTECs/A Levels and retaining students who had been offered places at the college - adult classroom provision targets had been exceeded in most areas and, although English and maths was still below target, it was hoped the January 2021 intake would make up the difference - HE enrolment was slightly below target, which was linked to a reduction in employer sponsored study - Apprenticeships had seen good enrolment numbers over August and September 2020, with 56 new employers engaged <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the 19+ enrolment figures had increased since the publication of the report and what would be the financial implication of not achieving target. L.Arscott reported the enrolment had increased by 10 since the report's publication. She explained any financial impact of not achieving the target would be mitigated through the revision of the AEB plan.</p> <p>The Corporation noted the funding for August/September 2020 was expected in October 2020 and asked if this had been confirmed. L.Arscott confirmed it had not and was anticipated later that week.</p> <p>The Corporation asked if the reduction in enrolments in some areas/levels could be linked to the delay in filling the vacant Marketing Manager position. G.Guest explained the growth target had been ambitious - there had been a 20% increase in applications, however nationally (and locally) schools were retaining their students through increasing their post-16 provision (A levels, health and sport). The last six months had been used to revisit what was required from a marketing perspective – the most successful approaches and the skillset this required. During this time the Marketing team continued to meet regularly and had been supported by a communications consultant who had</p>	

	<p>worked with the college for several years. G.Guest advised the enrolment numbers were not a result of decreased marketing activity but the impact of the GCSE and A Level predicted grading process and limited access into schools. The Corporation noted 16-18 enrolment should be considered for inclusion on the risk register, including the impact of late enrolments of students leaving school sixth forms.</p> <p>The Corporation asked which schools had introduced/expanded their post-16 provision and if the college had a plan in place for enrolling students leaving their school-based courses. The Corporation were informed of the schools within Telford and Wrekin that had introduced or expanded their post-16 provision. G.Guest explained funding for enrolments after the December 2020 return to the ESFA would not be received, therefore offering places to students leaving schools was a high-risk strategy. He advised the priority should be focusing on the marketing for next year's 16-18 provision and finding creative ways of engaging with prospective students.</p> <p>The Corporation asked if the college was linked to the local authority's careers service, Future Focus. G.Guest confirmed the college was; however, not all local schools subscribed to that service.</p> <p>The Corporation asked if the additional enrolments for the Advanced Learner Loans materialised, would the college receive the funding – L.Arscott confirmed the funding would be received.</p> <p>The Corporation asked if there were plans to reintroduce the pop-up shop within Telford Town Centre in future. G.Guest confirmed it would be considered at a later date; however, the focus was currently on using social media and reaching the parents of local young people.</p>	<p><i>Deputy Principal to action</i></p>
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8.	FE capital funding allocation	
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	<p>L.Arscott introduced the report, which provided an overview of the capital grant allocated to the college in August 2020 and how it would be used alongside the college's own funds to improve the estate and IT infrastructure. She referred the Corporation to the plan, comprising 54 mini-projects, within the report and added the funding replaced the capex element of the 2020/21 financial plan.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if there was any risk of not delivering the plan within the prescribed timescales and if the funding was subject to clawback. L.Arscott advised the risk of not delivering the plan was low. Each of the individual projects had been ranked and prioritised based whether or not a tendering process was required. The Director of Estates & ICT was managing the plan and had also built in contingency time for potential delay caused by COVID-related issues. She confirmed the funding would be subject to clawback if not spent by the prescribed date.</p> <p>The Corporation asked if the plan should incorporate any long-term COVID enhancements. L.Arscott explained some elements of the plan addressed this, although it was not the primary focus of the capital funding, which had to link back to the conditions survey undertaken used to determine the amount of funding allocated to the college.</p> <p>The Corporation asked if there would be opportunity for students to be involved in any aspects of the plan's delivery. G.Guest reported this could be possible for stages such as the redesign of areas and choosing furniture.</p> <p>There were no further questions and the Corporation thanked L.Arscott for presenting the plan.</p>	
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LEARNING, TEACHING & ASSESSMENT		
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9.	Safeguarding and blended learning	
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	<p>P.Stone presented his report and explained, following the introduction of blended learning, different student cohorts were receiving a mixture on onsite and remote learning. He informed the Corporation</p>	
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	<p>the BeSafe Team was constantly working with students and staff to ensure safety whether learning onsite or remotely. He reported very few issues had been raised following the introduction of blended learning and students had been made clear of expectations during both the enrolment and induction process.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked about the practicalities of the expectation on students, for example what constituted an appropriate environment for remote learning. P.Stone explained it was appreciated each student's circumstances were different and the expectation was that they would not be interrupted. Onsite facilities were offered to any students who did not have access to an environment conducive with learning.</p> <p>The Corporation asked how the photograph from a student's ID would be displayed during classes. P.Stone confirmed this was done through a MEME/avatar, rather than a photo, and that for 1-1 tutorials, students must either attend with the camera/video turned on or attend in person.</p> <p>The Corporation thanked P.Stone for the update on blended learning and how the college was responding to its implications for safeguarding.</p>	
10.	Safeguarding update	
	<p>P.Stone presented the report, highlighting the following:</p> <ul style="list-style-type: none"> - Out of the 14 reports requiring immediate DSL action, only 6 were found to actually require DSL action. The reasons for this had been identified as the staff members involved being either new or not having raised a concern for some time and this had been addressed - The most prevalent cause of DSL actions continued to be mental health concerns and students were being referred to counselling services where appropriate <p>D.Blasczyk informed the Corporation Telford MIND had delivered L3 training to Health & Social Care students to become mental health peer mentors and support students around the college. Both he and P.Stone had observed the training, which had been really positively received by students involved.</p> <p>There were no questions and the Corporation thanked P.Stone for his report.</p>	
LEADERSHIP & GOVERNANCE		
11.	Safeguarding annual report 2019/20	
	<p>P.Stone presented the annual safeguarding report for the year 2019/20. He explained the process for reporting and categorising incidents had changed in-year, hence the separate sections in the report. He noted an increase in safeguarding concerns/incidents had been anticipated following the wider reopening of college in September 2020; however, this had not been the case and students had settled back generally well.</p> <p>P.Stone informed the Corporation of the improvements which had taken place over the year:</p> <ul style="list-style-type: none"> - the number of DSLs across the college was now 18, with a rota in place for 'Duty DSL' and refresher DSL training carried out - attendance at offsite meetings had been reduced to those meetings which were essential and/or useful - the BeSafe team had been relocated to the front of the college to improve access - leaflets were provided to visitors explaining the safeguarding arrangements and DSL system - KCSIE and Prevent training had been delivered to staff - the internal audit had been very positive and had found the college to have rigorous safeguarding processes and procedures in place 	

	There were no questions and the Corporation thanked P.Stone for his report.	
12.	Health & Safety annual report 2019/20	
	<p>D.Candlin presented the Health & Safety annual report for the 20219/20 academic year, which outlined the ways in which the college had robust policies and procedures in place. This had been confirmed by two external audits undertaken during the year – an overall audit of health and safety in January 2020 and at Kickstart in July 2020. No concerns had been raised during the audits and recommended action was either implemented or underway.</p> <p>D.Candlin referred the Corporation to the incident numbers, which he noted were skewed by the lockdown during the latter half of the year (48 prior to lockdown, compared the 82 for the previous year). Of the 68 incidents, 27 were behaviour-related (some of which involving Kickstart students) and the remaining majority were related to existing medical conditions.</p> <p>The Corporation thanked D.Candlin for his report, acknowledging the importance of health and safety importance alongside safeguarding.</p>	
13.	College policies/documents	
	<p>J.Stephens presented the following policy documents for the Corporation’s approval:</p> <p>13.1 <u>Pensions Statement</u> There had been no major changes to the document, the main difference being branding.</p> <p>The Corporation asked if any of the changes in the Pension Statement would impact on the annual valuation of the pension scheme. J.Stephens reported requests would be addressed on a case-by-case basis and only if there was an unexpected influx of requests that were all approved by the college at the same time would there be an impact on the valuation.</p> <p>The Corporation APPROVED the Pensions Statement.</p> <p>13.2 <u>Equality & Diversity Policy and Implementation Plan</u> There had been no major changes to the document, which was now supplemented by an implementation plan.</p> <p>The Corporation APPROVED the Equality & Diversity Policy and Implementation Plan.</p> <p>13.3 <u>Safeguarding & Prevent Policy</u> The policy had been updated to reflect the September 2020 update of Keeping Children in Education.</p> <p>The Corporation requested the inclusion of a paragraph providing contextual information about the college/Telford and noted a broken link within the policy.</p> <p>The Corporation APPROVED the Safeguarding & Prevent Policy, subject to the above addition.</p> <p>*Post-meeting note – at the meeting on 16 November 2020, the Corporation was informed there was no requirement for FE colleges to include contextual information within their Safeguarding Policy and the governors agreed this did not need to be included*</p>	<i>Deputy Principal to action</i>
14.	Corporation matters	
14.1	<p><u>Corporation Handbook – annual review</u> The Clerk presented the annual update of the Corporation Handbook for the Corporation’s approval. She highlighted the main proposed changes as follows:</p>	

- the student governors' term of office to be increased from 1 to 2 years to bring the college in line with sector practice and to overlap with one another
- reference to virtual meetings
- reference to the Governor Expenses Policy following its approval and recent update

The Corporation considered whether the increase to a 2-year term of office could impact on the number of students interested in the position. D.Blasczyk supported the move to student governors' terms of office being two years and did not believe this would impact on interest as many of the students were in college for more than one year.

The Corporation asked if this would change the current arrangement of the President and Vice President automatically becoming student governors. The Clerk confirmed it would and a process similar to that of the staff governors would need to take place.

There were no further questions and the Corporation APPROVED the Corporation Handbook 2020/21.

14.2

Digital Focus Group – terms of reference

The Clerk presented the draft terms of reference for the Corporation's approval. The Corporation asked if a monthly meeting frequency was appropriate and if there was potential duplication of activity through the link governor programme (re IT). It was agreed the group would determine its own meeting frequency and this would be reflected in the terms of reference and the Clerk reported it was intended that this would complement and not duplicate the IT/Digital link governor role.

The Corporation APPROVED the Digital Focus Group's terms of reference.

14.3

Link governor proposal

The Clerk explained, in response to governors' feedback, she was proposing the reintroduction of the link governor programme to facilitate Corporation members' engagement with the college outside formal meetings. She referred the Corporation to the suggested governors and link areas within the report, stating this was based on governors' own strengths and skills. She noted the current proposal was for the Chair and Vice Chair not to be specifically allocated a link area to enable them to focus on corporate matters and issues/priorities if they arose in-year.

The Corporation supported the reintroduction of the formal link governor programme, which had been working well for those areas where this had remained in place, namely finance and safeguarding.

The Corporation asked what the next steps would be following the proposal's agreement. The Clerk suggested in the first instance G.Guest would feedback the decision to SLT members and governors would be asked to make initial contact/introduce themselves to their link SLT member.

The Corporation APPROVED the reintroduction of the link governor programme and the following governor-area-SLT member links:

Governor	Link area	Link SLT member
R.Beswick	Safeguarding	P.Stone
L.Biffin	Finance	L.Arcscott
P.Birch	HR	J.Pay
C.Crane	Business engagement	S.Gomer
W.Farrington-Chadd	Audit	L.Arcscott
G.Layer	HE	H.Davies
R.Matthews	Curriculum	R.Wilson
C.Pallett	Digital/IT	D.Candlin

The Clerk confirmed she would email governors with the contact details of their link SLT member.

14.4

Clerk to update TOR

Clerk to email governors with contact details and governors to make contact

	<p><u>Audit Committee update</u></p> <p>L.Biffin updated the Corporation on the meeting of the Audit Committee held on 08 October 2020 on behalf of the committee's Chair. She reported the committee had discussed the following:</p> <ul style="list-style-type: none"> - The updated strategic risk register and how COVID continued to have a considerable impact - Updating the governance risk register for 2020/21 after agreeing to merge, update, remove (as appropriate) and add new risks - Progress in implementing the actions and recommendations from internal audit reports (through the Audit Tracking report) - An update on the preparation process for the 2019/20 accounts and the increased fee was provided. The Chair raised the Corporation's concerns about the delay to the subsidiary accounts' sign off and filing and a formal note would be prepared by KPMG in response to this - The following internal audit reports were presented: HE Framework (reasonable assurance), Learner Number Systems (advisory), Follow-up (Good progress) and Annual report 2019/20 (Overall reasonable assurance opinion) - The following areas were agreed for the 2020/21 audit plan: IT & cyber security; capital & estates management; key financial controls; and learner number systems, with COVID aspects being covered as part of every audit - A policy statement about the need to ensure openness and transparency, while respecting the need for confidentiality was requested as part of the Confidential minutes review item - Work to develop a counter-fraud strategy for the college had begun, with the aim for it to be presented for approval in December 2020 <p>There were no questions and the Corporation thanked L.Biffin for her report.</p>	
FINAL BUSINESS		
15.	Self-assessment and reflection	
15.1	<p><u>General improvements/better ways of working</u></p> <p>Virtual Corporation members reported the audio quality had been much better during this meeting.</p>	
15.2	<p><u>Risk identification</u></p> <p>There were no new risks identified for consideration for the risk register.</p>	
16.	Any other business	
	<p>Management structure – it was agreed this would be circulated at the beginning of every academic year.</p> <p>There was no further business and the Chair asked all non-governors/official attendees to leave the meeting.</p>	
CONFIDENTIAL SESSION		
17.	Minutes of the Confidential sessions from the last meeting and matters arising	
17.1	<p><u>Minutes of the last meeting</u></p> <p>The minutes of the Confidential session at the meeting held 14 September 2020 were APPROVED as a true record.</p>	<i>Clerk to update register/records</i>
17.2	<p><u>Matters arising</u></p> <p>An update on matters arising was provided to the Corporation.</p>	

The meeting closed at 7:10pm