

# Minutes – APPROVED

Meeting	Corporation
Date	14 June 2021
Time	4:45pm
Venue	E201/Microsoft Teams



Corporation member	Attendance		Agenda items																
	P	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
R.Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	O					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk	V										✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
W.Farrington-Chadd		X																	
G.Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Layer		X																	
R.Matthews	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Real	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Robinson																			
<b>Attendees</b>																			
S.Alder	V										✓								
L.Arscott	V								✓	✓	✓	✓	✓	✓					
T.Hughes	V						✓	✓	✓										
S.Malone	V						✓	✓											
S.Morley, Clerk	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Pay	V													✓	✓				
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	V							✓	✓	✓	✓								

(V – Virtual, O – On site)

No.	Item	Action
<b>CORPORATION BUSINESS</b>		
1.	<b>Welcome and apologies</b>	
	<p>The Chair opened the meeting. Apologies had been received from W.Farrington-Chadd and G.Layer.</p> <p>The Chair reminded governors of the agreement to record meetings. The Clerk reported no objections to recording had been received in advance from either governors or presenting staff members and the Chair sought agreement to commence the recording. All Corporation members gave their consent to the recording and were advised it would be deleted within 30 days, as per college policy.</p> <p><b>*RECORDING COMMENCED AT THIS POINT*</b></p>	<i>Clerk to update register/records</i>
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 items were noted:</p>	<i>Clerk to update register/records</i>

2.2 2.3	<p>- P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision) and member of the Telford Business Board</p> <p>The Chair noted all governors' interests were recorded within the Corporation's Register of Interests, which was published on the website.</p> <p><u>Register of Interests update</u> There were no updates reported.</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="134 562 1353 779"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>8 – Learning, teaching and assessment update</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity) To remain confidential until after grades have been finalised</td> </tr> <tr> <td>17 – Minutes of the Confidential session and matters arising</td> <td>17.2 (a) – relating to persons employed by the college To remain confidential permanently</td> </tr> </tbody> </table>	Item/report	Reason	8 – Learning, teaching and assessment update	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity) To remain confidential until after grades have been finalised	17 – Minutes of the Confidential session and matters arising	17.2 (a) – relating to persons employed by the college To remain confidential permanently	Clerk to update register
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3.	<b>Minutes of the last meeting and matters arising</b>							
3.1 3.2	<p><u>Minutes of last meeting</u> J.Stephens advised the Corporation the Investigating Officer for complaints (Item 14/Page 8) was an appropriate member of the Curriculum Leadership Team and not SLT as reported at the meeting.</p> <p>The minutes of the meeting held 17 May 2021 were APPROVED as a true record, subject to the date correction and above clarification.</p> <p><u>Matters arising</u> The following updates were provided further to the report:</p> <ul style="list-style-type: none"> <li>- Ref 6, this item could now be closed as information had been shared</li> <li>- Ref 7, to be covered under the Management Accounts item</li> <li>- Ref 8, confirmed as signed and therefore closed</li> </ul> <p>All other actions were noted as completed.</p>	Clerk to amend  Clerk to update records						
<b>ELT UPDATE</b>								
4.	<b>COVID update</b>							
	<p>J.Stephens referred the Corporation to her report, highlighting the key change since as the imminent announcement by the Prime Minister regarding the delay to the full removal of COVID restrictions. She advised the main impact, if confirmed, would be on the college's large events, including open days and student celebration events – the events would either be scaled-down or changed to a virtual format.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation noted at the last meeting it was reported that face masks were still being worn in classrooms and communal areas and asked if this was still the policy. J.Stephens confirmed this was still in place and only a minority of students had chosen not to follow the policy. G.Guest advised a cautious approach had been adopted when planning the start of the next academic year and it was likely the start to the Autumn term would have a phased approach.</p> <p>The Corporation asked for clarification regarding the requirements for governors coming onto campus. G.Guests confirmed lateral flow tests were voluntary for governors and if undertaken, the results should be reported into college. Governors were required to wear a face mask around the campus.</p>							

<b>5.</b>	<b>KPI spreadsheet</b>	
	<p>J.Stephens presented the KPI spreadsheet and highlighted the following area, which was not on the agenda for later discussion:  Apprenticeship achievement: overall maximum achievement was 64.9%; however, there was a risk of this reducing due to a national issue of non-completion of the end-point assessments (EPAs). There were some courses, eg AAT/accounting where an EPA was not required in order to receive the qualification and some students were choosing to finish their course early without an EPA. The implication of this was that the full achievement and funding was not received by the college, which would impact on the college’s achievement figure and income. J.Stephens advised there were currently five students identified as at risk of finishing without carrying out their EPA., which equated to a 1% reduction in overall achievement if EPAs were not completed.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked if accounting was the only course that could be affected. J.Stephens confirmed this also applied to CIPD/HR apprentices.</p> <p>The Corporation asked if there was anything the college could do to mitigate the risk. J.Stephens advised there was little the college could do besides lobby the DfE about the implications of the current arrangements. G.Guest informed governors the Association of Colleges was lobbying at the highest level on behalf of the sector, as this was a recognised issue across the country - it was noted this had been identified as a potential problem at an early stage but had not been addressed.</p>	
<b>6.</b>	<b>Data Protection Policy – annual review</b>	
	<p>S.Malone presented the policy for approval, which had undergone its annual review. The main changes to the document were updates to job titles, re-wording/re-phrasing for better clarity, the inclusion of a ‘Your rights’ section and an update to the penalties/fines for non-compliance. She advised all proposed changes had been presented in track-change format.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked if regularly staff received data protection training. S.Malone confirmed staff received training every two years and advised the Data Protection Officer was in the process of developing an annual online refresher module.</p> <p>The Corporation asked if adequate training focus was placed on the use of portable devices in light of the increased use of laptops and personal devices. S.Malone reported this was addressed by the training and would have a heavier focus in the refresher module (and future training materials) in light of the increased use of mobile devices.</p> <p>The Corporation noted in the policy there was an obligation for students to keep data secure and asked how this was communicated to the students. S.Malone advised this obligation was set out in student’s enrolment pack and also their learner agreement. These documents were signed on an annual basis, even if the student was with the college for multiple years.</p> <p>The Corporation APPROVED the Data Protection Policy.</p>	
<b>LEARNING, TEACHING AND ASSESSMENT</b>		
<b>7.</b>	<b>T Levels – presentation and discussion</b>	
	<p>R.Wilson and T.Hughes, the newly appointed Head of Digital, Professional Studies and T Levels, introduced the item. A presentation was delivered covering the preparations already in place and the college’s next steps towards the introduction of T Levels in 2023 onwards.</p> <p>Preparations</p> <ul style="list-style-type: none"> <li>- Experience of delivering industry placements</li> </ul>	

- Relationships in place with local and national employers
- An established 'model' through Health and Early Years provision
- Platform in place for monitoring and recording placement activity
- Training and support sessions for managers and leaders
- Appointment of a Head of T Levels to a drive college-wide approach
- Expression of interest submitted, including digital, health and construction T Levels from 2023
- Learning from colleges where T Levels were already being delivered

#### Next steps

- Raising awareness of T Levels across the community and with stakeholders
- Continued development of relationships with employers
- Further staff training, embedded into the CPD programme
- Securing funding and planning resource needs
- Continue to work with colleges already delivering T Levels
- Building transition courses and curriculum planning for transition periods
- Prepare curriculum delivery

#### CORPORATION QUESTIONS/COMMENTS

The Corporation asked if T Levels could be a threat to apprenticeships enrolment. R.Wilson advised the addition of T Levels would create three distinct pathways for students – A Levels, T Levels and apprenticeships, which provided opportunity to build on the good relationships already established with employers through the Employer Engagement and Apprenticeship teams. She explained T Levels would be very different from an apprenticeship and would therefore attract a different student base. R.Wilson gave the example of Early Years, where courses with placements and apprenticeships were both successfully delivered. She advised the areas that could potentially pose a challenge with finding placements were those that were more specialist; however, the work to develop relationships with employers and discuss placements was taking place now in preparation for when the T Levels were introduced in two years' time.

The Corporation asked at what level the maths and English components were and if they were mandatory if the student had already achieved the required GCSE grade. R.Wilson explained the maths and English components could either be Level 2 (Functional Skills) or GCSE and by the end of the two-year course, the student must have completed the English/maths component (Level 2 min) alongside the study and placement components. T.Hughes reported this was an area being discussed with other colleges to learn from their experience. R.Wilson confirmed students would not need to undertake the English/maths component if they had already achieved at least Level 2; however, elements of English, maths and digital skills would be embedded throughout their studies.

The Corporation asked if there was much awareness of T Levels across the student population. T.Hughes reported that the colleges already delivering T Levels had reported students being excited about the new opportunity to gain substantial work experience as part of a qualification, which would significantly increase their employability and confidence after college. R.Wilson advised raising awareness of T Levels with staff, students and schools was one of the key next steps.

The Corporation asked if schools would also be delivering T Levels. G.Guest advised, at this point in time, schools did not appear to be preparing to deliver T Levels due to their lack of infrastructure for employer engagement and it was likely their focus would remain on progressing students into A Levels. This raised concerns around the breadth and impartiality of IAG offered to students by schools when discussing post-Year 11 destinations/options.

The Corporation asked if the college would need to reduce its A Level provision in order to deliver T Level provision. R.Wilson advised she did not anticipate any impact on A Levels; the impact would be on BTECs currently offered by the college that were proposed for removal, where the alternative would be to undertake these subjects as either an A Level or a T Level. Where appropriate the

	<p>college would look at introducing an A Level subject where the BTEC was being withdrawn and there was currently no T Level planned, for example Music and Fine Art.</p> <p>The Corporation asked how big a commitment a T Level placement was for an employer and how had this been received by employers in Telford. T.Hughes reported a T Level placement was a big commitment for an employer. The approach being taken was to 'work smart' and identify the employers currently engaged with by the Employer Engagement Team, as well as new employers, to develop a database of potential placements. For those employers with an apprentice at the college, one proposal was for the T Level placement to take place when the apprentice was on day release at the college in order to coordinate/rationalise the commitment for an employer and ensure a smooth process. R.Wilson reported a good reception from employers, although there was still work to do to ensure all placements could be delivered once T Levels began. She advised the development of the T Level placements built on the model already in place for industry placements, which had received good feedback from both employers and students.</p> <p>The Corporation asked how the decision would be taken to encourage a student enrolled as a T Level student rather than an apprentice. R.Wilson advised what was best for the student would remain at the heart of any IAG provided to a prospective/existing student, whilst also taking into account the entry level requirements for those programmes. She informed the Corporation the T Level Transition programme was also an option for students to help them prepare for T Level study – this had been introduced as a way of supporting the student into their next route. At this point in time, the Transition programme could be developed by the provider while still being fully funded; therefore, the programme could be tailored to prepare the students for their step onto T Levels.</p> <p>The Corporation asked if there were any BTEC courses for subjects not covered by A Levels, T Levels and apprenticeships that would continue. R.Wilson advised the two areas where it was hoped the BTECs would continue were Sport and Public Uniformed Services – confirmation of this was awaited.</p> <p>The Corporation asked if a net increase in overall numbers was expected following the introduction of T Levels or if numbers would be maintained but distributed over the different pathways. R.Wilson advised growth was already anticipated due to the number of projects underway, for example the Station Quarter, and growth through T Level enrolments was also expected. Key to this would be getting the IAG right and working with schools to ensure they were aware of the different pathways, and therefore courses/subjects, available to students at the college.</p> <p>The Corporation asked how well employers understood the difference between T Levels and apprenticeships. Through his work with employers, C.Crane advised they would be aware of T Levels and the placement requirement, but might not be fully aware of how they differed from apprenticeships. It was noted the college had an opportunity to build on its existing relationships with employers and take advantage of schools not having the infrastructure to deliver T Levels. G.Guest reported the number of placements already identified placed the college in a strong position when compared to others at the same point in T Level development.</p> <p>The Corporation asked for clarification of how T Levels were funded. R.Wilson confirmed the T Level programmes would be government-funded, both in terms of its development and going forward. She reported other opportunities would also be explored to maximise the funding available to the college.</p> <p>There were no further questions and the Chair thanked R.Wilson and T.Hughes for their presentation.</p>	
<b>8.</b>	<b>LTA spotlight – Maths (CONFIDENTIAL)</b>	
	<p>*A confidential minute of this item was taken*</p> <p>R.Wilson presented the report, covering:</p> <ul style="list-style-type: none"> <li>- Risks to achievement</li> <li>- The teacher-assessed grade (TAG) process</li> <li>- Applications for 2021/22</li> </ul>	

<b>9.</b>	<b>Safeguarding update</b>	
	<p>S.Alder presented her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>- During the reporting period (01/05/21 to 01/06/21) there had been six cases requiring immediate DSL action, five of which related to mental health. Two of the cases had been incorrectly identified as needing immediate action and had been re-assigned as a cause for concern</li> <li>- There had been 57 reported cases for concern, 34 of which were now closed: <ul style="list-style-type: none"> <li>o 23 students were being provided with counselling and support</li> <li>o 42 of the cases were mental health related and the BeSafe team had referred 7 students to their GP/mental health professionals for support after going through the newly introduced triage process</li> <li>o The remaining cases were for a mixture of reasons, including behaviour (3), financial concerns (3) and attendance/missing from education (3)</li> </ul> </li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the right levels of resources were in place to provide the necessary mental health support to students. S.Alder informed the Corporation all DSLs had been trained in Mental First Aid and trained counsellors were also on site three days per week to support students. The triage system now in place would result in immediate referral to professionals in the case of a serious mental health concern.</p> <p>The Corporation asked if any trends had been highlighted. S.Alder reported there had been a slight decrease in the number of cases since the last report; however, on the whole, numbers were steady.</p> <p>R.Beswick, as the link governor for safeguarding, asked for the Corporation to be reminded of the number of DSLs in place. S.Alder reported there were 15 DSLs at the college and replacements were being recruited to reflect leavers/changes – one of whom was D.Blasczyk.</p>	
<b>10.</b>	<b>QIP update</b>	
	<p>J.Stephens presented the latest update of the quality improvement plan and highlighted those areas where actions had been assessed as amber:</p> <ul style="list-style-type: none"> <li>- Ref 1.1: progress made (eg Head of T Levels appointed), amber as action to be rolled over into the 2021/22 QIP</li> <li>- Ref 1.2: planned SWAP activity impacted by COVID/lockdown, improved destinations compared to the previous year, amber as risk identified re recruiting specialist staff for Level 3 programmes (eg IT)</li> <li>- Ref 2.1: schemes of work were now in place, with some refinement underway, and will remain amber until it is known if the end of year measurable target has been met</li> <li>- Ref 2.4: will remain amber until it is known if the end of year measurable target has been met and the impact of apprentices not undertaking their EPA is realised</li> <li>- Ref 3.1: amber for vocational areas as awaiting end of year achievements, as well as the concerns around maths achievement (as previously reported)</li> <li>- Ref 3.5: amber due to concerns for Level 1 maths achievement in adult functional skills (as previously reported)</li> <li>- Ref 4.1: attendance has been a concern throughout the year due to the impact of COVID/lockdown as student engagement was better when onsite. Amber rated as the year end target will not be met</li> <li>- Ref 4.2: amber rated due to link with attendance, will be rolled over to the 2021/22 QIP</li> <li>- Ref 5.2: good progress made with virtual careers events throughout the year, amber due to the face-to-face sessions (mentoring, coaching etc) have been affected by COVID/lockdown</li> <li>- Ref 6.1: the introduction of the testing centre impacted the ability to fully deliver the planned CPD programme, will be rolled over into 2021/22</li> <li>- Ref 6.2: EPA concern (as discussed earlier) affecting timely and overall achievement</li> </ul>	

	<p>The Corporation thanked J.Stephens for the update and asked, in light of COVID’s impact on some of the actions within the plan, how was this being reflected in the planning for 2021/22 and what needed to be done differently in light of COVID still being a risk. G.Guest informed the Corporation the decision had been taken last year and also this year that COVID would not be used an excuse and that the college would deliver its planned activity to the best of its ability. It was likely adjustments would need to be made if the imminent announcement confirmed the delay to the removal of COVID restrictions, for example open days and celebration events, however the college had already planned for a staggered start in September. Managers had also reflected on where online learning had and had not worked well, and this would be factored into the planning for next year. G.Guest noted the impact on the workload for certain teaching staff – students undertaking GCSE and A Level subjects were already finished, whereas the vocational students (and therefore staff) were working up to the end of July to secure achievements.</p> <p>The Corporation noted these concerns about workload and asked for confirmation of managers having the capacity to oversee multiple departments, for example the Head of T Levels was also responsible for Digital and Professional Studies. G.Guest confirmed adjustments had been made to ensure sufficient capacity was in place.</p> <p>The Corporation noted the in-year achievement rate for care apprenticeships (Ref 3.2/3.3) and asked how this compared with the national benchmark. J.Stephens advised she was not aware of the national benchmark but was aware apprenticeships in the care sector had been significantly affected by COVID and therefore the lower achievement rate was likely a national trend.</p>	<p><i>Deputy Principal to report back on national figure (if available)</i></p>
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<b>FINANCIAL MANAGEMENT</b>		
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<b>11.</b>	<b>Management accounts to 30 April 2021</b>	
	<p>L.Arscott referred the Corporation to the management accounts for the period ending 30 April 2021 and highlighted the following:</p> <ul style="list-style-type: none"> <li>- <b>YE outturn (Amber)</b>: the year-end outturn had been updated to £704k surplus, a favourable movement since the previous month’s accounts due to further pay and non-pay savings being identified. AEB clawback was profiled for repayment in December 2021</li> <li>- <b>Apprenticeships (Amber)</b>: year-end income was forecast as £53k above budget. Recruitment had gone well to date (304 YTD against a full year target of 253) and continued recruitment was a priority to ensure funding targets were met and the loss of withdrawals were offset</li> <li>- <b>AEB (Red)</b>: this continued to be the highest income risk for the college, with delivery to date under budget. This month saw an uptake in short courses and SWAPs, which was expected to increase further as COVID restrictions were lifted. Partner work in the West Midlands was well underway and continued to be closely monitored by the college</li> <li>- <b>HE (Red)</b>: no change to report since the last meeting</li> <li>- <b>Pay costs (Green)</b>: pay costs were £609k favourable to budget YTD, with agency cost savings contributing £187k towards that saving. The agreed pay award of 1.5% had been paid in May 2021 and had been backdated to August 2020</li> <li>- <b>Cash (Green)</b>: at month end the cash balance was £5.03m and the year-end position was forecast to be £4.0m. Repayments of £160k (ESFA) and £607k (AEB) were planned for October and December 2021 respectively</li> <li>- <b>Capital projects (Green)</b>: capital spend at the end of the month was £947k. Some of the works being paid for by the college’s match funding were delayed due to national materials shortages/bad weather but were caught up during half-term</li> <li>- <b>Bank loan (Green)</b>: options were now being explored to speed up the sale process of Oakdene House, whilst achieving a fair value (to be discussed under Item 12)</li> <li>- All <b>financial health indicators</b>, with the exception of the adjusted current ratio (ACR), were rated <b>Green</b>. The ACR was rated as <b>Amber</b> as the FE Commissioner’s new target of 1.4 would not be met by year-end. The college’s own target of 1.0 was forecast to be met</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation asked if the delayed capital work had been completed. L.Arscott confirmed the works had been completed with the exception of a small number of windows and snagging issues.</p> <p>The Corporation noted how the college had continued to make savings/generate surplus despite the reduced income and challenges brought by COVID. The Corporation congratulated the Director of Finance/ELT on this achievement.</p>	
<b>12.</b>	<b>Finance reports</b>	
12.1	<p><u>Debt write-off proposal</u></p> <p>L.Arscott referred the Corporation to the report within the meeting pack. She informed the Corporation of the agreed arrangement when the Whitehouse Hotel was sold in January 2020 – the college would arrange the split of the utilities/rates between Lots 1 and 2 and in the meantime would invoice the buyer for a pre-agreed proportion of costs and overheads. She advised some of the required works had taken longer than expected due to COVID/lockdowns and the electricity supply works were only completed in Spring 2021.</p> <p>L.Arscott informed the Corporation, despite initial promises to pay, the buyer had not settled the invoices and the college had sought legal advice. The matter had been escalated and a statutory demand was issued; however, because of COVID, the government had suspended the enforcement of insolvency measures, which included statutory demands. This suspension would be in place until at least September 2021. She advised, following the sale of the hotel, the college had closed down the subsidiary companies associated with the hotel to ensure no accounts or statutory returns would be required for year to 31/07/21. There was therefore no route for pursuing the debt, besides the reinstatement of the companies – this would attract legal costs associated with the process and the pursuit of the debt, as well as additional audit and accounts filing fees – and the payment of the debt was not guaranteed. L.Arscott informed the Corporation she was requesting approval from the Corporation to write off the debt against the amount owed to the hotel by the college for staff and student accommodation – a net amount of £22,126 – as this represented the lowest cost option, and therefore best use of public funds, when taking all factors into account.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation recognised the reasons for the proposed write-off and noted the need to learn lessons for the future closure of a subsidiary company (although at this time there were no subsidiary companies in existence). G.Guest added the decision to close the subsidiary companies had been taken just three weeks prior to the first lockdown and, now knowing what had taken place with regards to COVID and further lockdowns, the circumstances would have been very different for the college if that decision had not been taken. He acknowledged the recommendation had been a difficult one to make but was the right one given the present circumstances and bigger picture.</p> <p>The Corporation acknowledged the need to consider the debt amount and likelihood of it being repaid, and balance this against time and cost of reinstating the companies and pursuing the debt.</p> <p>The Corporation noted the reasons for the recommendation and APPROVED the write-off of the £22,126 debt as outlined in the report.</p>	
12.2	<p><u>Oakdene House (48 Bennetts Bank)</u></p> <p>L.Arscott referred the Corporation to the report within the meeting pack. She informed the Corporation the property had been on the market since January 2020 and the latest sale at £150k had stalled due to structural concerns raised through the survey. She advised the college had commissioned its own structural survey, which had identified movement on a corner of the property caused by soft, wet ground, and remedial works would cost approx. £17k inc VAT.</p> <p>L.Arscott informed the Corporation two estate agents has been consulted – both had recommended the property be auctioned due to the structural issues and had provided similar guide/reserve prices.</p>	

	<p>To progress the sale of the property and in line with the estate agents' recommendations, the Corporation was asked to approve the sale of Oakdene House at auction, as detailed in the report.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked if the prices quoted by the estate agents were realistic. It was noted the property market was currently buoyant and the prices quoted were expected to be achieved.</p> <p>The Corporation asked if carrying out the remedial works prior to selling or putting the property back on the market had been considered. L.Arscott confirmed these options had been considered; however, as the property had been on the market for some time, a quick sale was preferred and it would take time to carry out the tendering process, secure a contractor and carry out the works. Management capacity had also been a consideration when reviewing options. L.Arscott advised if the guide price was not reached at auction the college would look to undertake the remedial works and place the property back on the open market.</p> <p>The Corporation suggested the agreement of a tolerance on the reserve price to allow the ELT to accept an offer without needing approval from the Corporation. The Corporation acknowledged the importance of securing a quick sale at a price that represented value for money and agreed to proceed with this suggestion.</p> <p>The Corporation APPROVED the recommendation to sell Oakdene House at auction with one of the estate agents listed in the report. The Corporation also delegated authority to the Principal and Deputy Principal to proceed with an offer with a 5% tolerance on the (£135k) reserve price.</p>	<p><i>Director of Finance to proceed with sale at auction</i></p>
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<b>PEOPLE &amp; PLACE</b>		
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<b>13.</b>	<b>Staff wellbeing – presentation and discussion</b>	
	<p>J.Pay introduced the item and reported a number of activities had either been completed or were in progress as part of the college's commitment to staff wellbeing. She advised the college had signed the Shropshire Chamber of Commerce's Mental Health Charter and was working towards the DfE's Education Staff Wellbeing Charter, both of which gave the opportunity to better structure the programme of activity.</p> <p>A slide was screenshared detailing what the college had implemented, would continue to progress and planned further towards the Five Ways to Wellbeing:</p> <ul style="list-style-type: none"> <li>- Connect</li> <li>- Be active</li> <li>- Take notice</li> <li>- Learn</li> <li>- Give</li> </ul> <p>J.Pay advised the Connect element had been particularly important over the last year in terms of finding different ways to communicate and keep in touch with one another. The weekly meetings with unions, outside of the termly JNC meetings, had been really helpful and had allowed issues/concerns to be discussed/resolved earlier and reviewing the college's approach to flexible working had been well received.</p> <p>G.Guest informed the Corporation feedback had been sought from unions about what had made the biggest positive impact on staff wellbeing over the last 12 months. The responses were flexible working, the staff pay award and no redundancies, and a move away from tokenism to real-life, on-the-ground improvement. He advised the use of technology, to reduce workload and create capacity and space, had also been mentioned. This was echoed by D.Blasczyk and G.Real as the Corporation's two staff governors and the development of pathways for progression as something that could support staff in being able to identify future progression opportunities was suggested.</p>	<p><i>Clerk to circulate presentation</i></p>

	<p>The Corporation asked if benchmarking information was available with regards to staff wellbeing in colleges. G.Guest advised national benchmarking information for staff wellbeing was not published. He reported good progress had been made this year, which had been acknowledged by the trade unions. As always, there was more that could be done, particularly in relation to managers. The Prime Minister’s announcement about delayed removal of COVID restrictions meant all the planning for open days and celebrations would need to be reviewed.</p> <p>The Corporation acknowledged the impact of no redundancies on job security, and therefore staff wellbeing, and recognised this achievement during a very challenging time. The Corporation noted a considerable amount of activity had taken place over the past year, some of which had been expedited by the pandemic, and looked forward to seeing how they would be built on going forward.</p> <p>The Corporation asked if the college had considered the introduction of Mental Health First Aiders (MHFAs). J.Pay confirmed the college currently had eight MHFAs in the college and further staff members were being identified to carry out the training. Promotion of who the designated MHFAs were and how to find them was also planned. She was aware of the predicted rise in mental health cases following the removal of COVID restrictions and this was high on the college’s agenda.</p>	
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<b>LEADERSHIP &amp; GOVERNANCE</b>		
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<b>14.</b>	<b>Corporation matters</b>	
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14.2	<p><u>Consideration of renewal of terms of office</u></p> <p>*P.Hinkins and G.Bleasby left the meeting at this point*</p> <p>The Clerk presented her report, explaining a number of governors’ current terms of office were coming to an end this calendar year - P.Hinkins (30/06/21), G.Bleasby (31/10/21), R.Beswick (30/11/21) and G.Layer (17/12/21). The Clerk informed the Corporation R.Beswick and G.Layer had confirmed they would be stepping down at the end of their terms and that planning was underway to appoint new governors in advance of their departure. She asked the Corporation to approve the recommendation for the appointment of P.Hinkins and G.Bleasby for a further term of four years.</p> <p>The Corporation asked for clarification regarding the maximum number of terms a governor could serve. The Clerk advised this depended on a governor’s original appointment date, as last year the Corporation had approved the introduction of a maximum of two terms for new governors, but with the flexibility to extend to a third term if there was a solid business case for doing so. Governors appointed prior to this decision could serve a maximum of three terms.</p> <p>The Corporation APPROVED the following renewal of terms of office (four years):</p> <ul style="list-style-type: none"> <li>- Paul Hinkins, with effect from 01 July 2021</li> <li>- Gail Bleasby, with effect from 01 November 2021</li> </ul> <p>*P.Hinkins and G.Bleasby returned to the meeting at this point*</p>	
14.1	<p><u>Link safeguarding governor</u></p> <p>The Clerk informed the Corporation, further to the discussion at the previous meeting regarding the recruitment of a new Link Governor for Safeguarding in preparation for R.Beswick’s departure, G.Bleasby was keen to carry out the role and had spoken with key individuals to discuss what it would entail. The Clerk recommended the appointment of G.Bleasby to the link role and suggested a handover period with R.Beswick be agreed.</p> <p>The Corporation APPROVED G.Bleasby’s appointment of link governor for safeguarding, with effect from 01 September 2021.</p>	

<b>FINAL BUSINESS</b>		
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<b>15.</b>	<b>Self-assessment and reflection</b>	
15.1	<u>General improvements/better ways of working</u> It was noted the sound quality for those attending virtually had been inconsistent when other virtual attendees were presenting.	
15.2	<u>Risk identification</u> The Corporation suggested the following be considered for the development of the 2021/22 register: <ul style="list-style-type: none"> <li>- Delivery of T Levels, for example placements and enrolments</li> <li>- Continued review of the cyber attack risk due to further incidents across the sector</li> <li>- The vacancy on the Kickstart Board resulting from R.Beswick's retirement from the Corporation in November 2021</li> </ul> The Corporation asked what work was done across the college with regards to contingency and succession planning for key staff members. J.Stephens acknowledged this could be a risk for the large projects the college was involved in, particularly for staff members in specialist posts where recruitment would be challenging.	<i>Deputy Principal to review</i>  <i>Clerk to add to Kickstart Board agenda</i>  <i>Deputy Principal to review</i>
15.3	<u>Any further comments/questions not raised during the meeting</u> D.Blasczyk informed the Corporation he had attended a meeting of the Equality, Diversity & Inclusion Working Group, which had been a really productive discussion.	
<b>16.</b>	<b>Any other business</b>	
16.1	<u>Towns Fund</u> The Chair acknowledged the success of the £22.3m Towns Fund bid, which the college would benefit from through the inclusion of the Digital & Maths Hub within the Station Quarter project.	
16.2	<u>Discussion items</u> The Chair noted the agenda had been structured to provide more time for discussion of strategic topics and this would continue going forward.	
16.3	<u>COVID restrictions announcement</u> The Corporation asked if there were any further consideration required following the postponement of COVID restriction removal. G.Guest advised a meeting with managers had been called for the following morning to discuss the immediate operational implications. The only impact for the Corporation would be attendance at the student celebration on 30/06/21, the format of which now needed to be reviewed. The main impact would be on planning for August and the need to ensure plans were in place prior to Summer to ensure staff members were able to enjoy their break.  There was no further business for discussion and the Chair closed the general session.  *The staff governors and student governors were asked to leave the meeting at this point*  *RECORDING CEASED AT THIS POINT*	
<b>CONFIDENTIAL SESSION (A separate minute of this session was taken)</b>		
<b>17.</b>	<b>Minutes of the Confidential sessions from the last meeting and matters arising</b>	
	The minutes of the Confidential session at the meeting held 17 May 2021 were APPROVED as a true record.  G.Guest updated the Corporation on Confidential matters arising.	<i>Clerk to update register/records</i>

**The meeting closed at 7:00pm**