

Minutes – APPROVED

Meeting	Corporation
Date	15 March 2021
Time	4:45pm
Venue	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	X					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Louise Biffin		X																	
Paul Birch		X																	
Dan Blasczyk	X						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gail Bleasby, Vice Chair	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corin Crane	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wendy Farrington-Chadd	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Graham Guest, Principal	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paul Hinkins, Chair	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geoff Layer	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruth Matthews	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aleksandra Mikolajczyk	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Chris Pallett		X																	
Gavin Real		X																	
Charlotte Robinson	X					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																			
Laura Arscott	X									✓	✓	✓	✓						
Dave Candlin	X									✓	✓								
Stephanie Morley	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Janet Stephens	X		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peter Stone	X							✓	✓										

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair welcomed everyone to the meeting. Apologies had been received from L.Biffin, P.Birch, C.Pallett and G.Real.</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>*RECORDING COMMENCED AT THIS POINT*</p>	<i>Clerk to update register/records</i>
2.	Procedural matters	
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	<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 and its involvement in the Telford Town Deal Board and the MCMT relocation <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="134 629 1353 815"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>16 – Minutes of the Confidential session and matters arising</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity)</td> </tr> <tr> <td>17 – Confidential AOB</td> <td>17.2 (a) – relating to persons employed by the college</td> </tr> </tbody> </table>	Item/report	Reason	16 – 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)	17 – Confidential AOB	17.2 (a) – relating to persons employed by the college	Clerk to update register
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3. Minutes of the last meeting and matters arising								
3.1 3.2	<p><u>Minutes of last meeting</u> The minutes of the meeting held 18 January 2021 were APPROVED as a true record.</p> <p><u>Matters arising</u> The following updates were provided by the Clerk further to the report:</p> <ul style="list-style-type: none"> - The remaining Amber-rated actions relating to the Staff Survey (Refs 4 and 6) would be addressed at the small discussion group meeting scheduled for 01/04/21 	Clerk to update records						
ELT UPDATE								
4. COVID update								
	<p>J.Stephens referred the Corporation to her report. She advised more students were now returning to site, with all students back on campus from the end of next week. This had been made possible by the hard work of staff, and in particular the HR Team, to set up and manage the testing centre. Over 4000 tests had been carried out, which had enabled the full return of staff and students.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked why the asymptomatic testing would end on 31/03/21. J.Stephens advised this was in line with the government guidance to move to the use of home testing kits.</p> <p>The Corporation asked how the college would know whether the home testing kits were being used. J.Stephens advised individual test results were emailed to a generic testing email address, along with the reference number for the test kit used.</p> <p>The latest COVID figures (as at 15/03/21) were screenshared – 2 positive student cases, 1 positive staff case, 7 students self-isolating and 5 staff members self-isolating.</p>							
5. KPI spreadsheet								
	<p>J.Stephens presented the KPI spreadsheet and highlighted the following:</p> <ul style="list-style-type: none"> - Retention: the risk level had increased due to further withdrawals since the last report; however, the college remained in a better position than at the same time last year 							

- Withdrawals: the risk level had increased due to further withdrawals for apprenticeships and adult provision
- Attendance: the risk level had increased due to a recent drop in attendance levels, particularly in maths and English across the college's vocational areas. This had been highlighted as a priority area for the curriculum teams and would be monitored closely
- Achievement: following the recent round of quality support meetings, predicted achievement was positive and a better position than previously anticipated
- Grades GCSEs maths and English would be determined by predicted grades, whereas for Function Skills they would be determined by assessment. Attendance, therefore, remained key to students achieving their maths and English qualifications
- Apprenticeships: the maximum possible achievement rate had reduced due to further withdrawals. This was largely affecting timely completions as the achievement rate for Overall was approx. in line with last year's figure
- Financial targets: All were on target to be met and a year-end surplus was forecast (to be discussed in more detail under Item 11)

CORPORATION QUESTIONS/COMMENTS

The Corporation asked for the reasons behind the further withdrawals. J.Stephens advised for adult provision, withdrawals were largely due to students' personal circumstances and the impact of COVID. For apprentices, students had left their job or had been made redundant due to COVID and were therefore unable to continue their apprenticeships. Support plans were in place for those students at risk to minimise further withdrawals.

The Corporation asked if the college's withdrawal rates were reflective of the national picture – G.Guest confirmed it was, in particular for apprenticeships and adult provision. He reported retention for 16-18s was good; however, there had been some instances of students withdrawing due to family financial pressures caused by COVID. He confirmed the Bursary Fund was being promoted to students.

The Corporation noted the attendance rate had been steady until the second half of the Spring term and asked if the reasons for this were known. G.Guest believed this had been caused by learner fatigue due to remote/blended learning. This had been evident on seeing the students' enthusiasm to return to the college campus. It was therefore hoped the attendance trend would now reverse. The Corporation noted the number of adult withdrawals may be the beginning of a wider concern regarding adult applications due to the long-term impact of COVID and learner fatigue.

6.	FE Landscape and Strategic Plan 2021-26	
6.1	<p><u>FE Landscape</u> A presentation was shared and G.Guest provided the following updates:</p> <p>Ofsted – graded inspections would resume after the Easter break (post meeting note – this was correct at the time of the meeting).</p> <p>Station Quarter – TWC had been asked for further information relating to the Towns Fund bid, the deadline for which was 07/05/21.</p> <p>Kickstart – the transfer plans were progressing well. A site had been identified and an application for a capital bid would be submitted. The transfer to the LCT would begin once the capital funding had been confirmed.</p> <p>Collaboration – G.Guest continued to meet with the Principals from the two other colleges from the Marches region. The Principals had agreed to commission an external review of curriculum and specialisms across the three colleges.</p>	

<p>6.2</p>	<p>FE Commissioner’s letter – the college’s KPIs would be updated for the next meeting to reflect the new KPIs recommended within the latest letter.</p> <p>Intervention – confirmation had been received from the ESFA of the lifting of the Financial Notice to Improve issued to TCAT in November 2015. This was excellent news as it opened up opportunities previously unavailable to the college. G.Guest thanked the Corporation for their support in reaching this milestone, in particular the Chair, and noted a lot had been achieved by the college in a small amount of time.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what the Marches Colleges curriculum review would be used for once completed. G.Guest advised the document would demonstrate a commitment to collaboration, which had not historically happened. It would also act as a ‘prospectus’ for the Marches colleges’ contribution to the regional economy and provide evidence of collaboration with other colleges, which was now commonly a requirement for government funding. He added the review was in the spirit of the Skills For Jobs White Paper and would hopefully lead to collaborative approaches to provision. The Corporation were supportive of this work and looked forward to seeing this develop.</p> <p><u>Strategic Plan 2021-26</u></p> <p>G.Guest thanked the Corporation for their contributions during the strategic session in February, which had led to the production of the draft Strategic Plan circulated for governors’ feedback. Proposals for how governors’ comments and suggestions would be addressed had been circulated prior to the meeting and the Corporation was being asked to approve the Strategic Plan 2021-26 on this basis.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation questioned whether A-Level provision had received sufficient focus within the document and if the links to employers was clear. G.Guest advised the detailed planning for all provision would be undertaken through the development of the Curriculum Plan. He added the links place with employers and the mentor scheme had been the reasoning for the department being known as the 7th Form – as it provided more than academic study. G.Guest agreed to review the document to ensure sufficient emphasis on A-Level provision.</p> <p>The Corporation questioned whether a reference to professional qualifications should be added to the Employment Passport diagram on Page 11. G.Guest agreed this should be added as there were a number of professional qualifications offered by the college.</p> <p>The Corporation asked if there were opportunities for students to undertake a mix of academic and vocational subjects. G.Guest explained there currently were not and with the introduction of T-Levels, this would become even less of a possibility. He acknowledged it was important to remove the barrier between academic and vocational provision.</p> <p>The Corporation noted a suggestion from L.Biffin for the inclusion of an objective relating to the commitment of annual surpluses for reinvestment in the college offer (Page 13). G.Guest reported this would be reflected in the finalised plan, alongside the need to ensure adequate cash flow and meet stakeholder requirements. He proposed the ‘the commitment of surpluses for the delivery of the strategic plan’ be incorporated to address this.</p> <p>The Corporation APPROVED the draft Strategic Plan 2021-26, subject to the proposed responses to governors’ feedback and the suggestions raised during this meeting being incorporated.</p> <p>G.Guest advised the Corporation there would be a formal public launch for the Strategic Plan, the timing of which was yet to be decided. He informed the Corporation the Strategic Plan’s underpinning strategies would all in a similar format and a maximum of 2 pages. Each of those</p>	<p><i>Principal to reflect feedback/comments in final document</i></p>
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	<p>strategies would be supported by an implementation plan detailing the actions to be taken and associated risks. He confirmed these strategies were currently in development.</p> <p>The Chair took the opportunity to mention the video made by C.Robinson as part of International Women’s Day, explaining why it was important to her, her future plans and the work that needed to continue to deliver equality. The Chair asked for a link to the video to be included in a future all-staff email.</p>	<i>Principal to action</i>
LEARNING, TEACHING & ASSESSMENT		
7.	Safeguarding update	
7.1	<p>P.Stone presented the item and referred the Corporation to his reports within the meeting pack:</p> <p><u>Monthly safeguarding report</u></p> <p>P.Stone informed the Corporation, during the reporting period of 06/01/21 to 02/03/21, there had been five cases requiring immediate DSL action, all of which involved mental health concerns. For the cases not closed, support continued to be provided to the student through the BeSafe team. He advised, for the same reporting period, there had been 62 reported causes for concern (CfC), 42% of which had been mental health-related. He informed the Corporation of the breakdown of the CfC cases and explained, although the majority of these cases had happened remotely, the same support had been provided to the students involved.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the college was doing everything it could to support students with mental health issues, whilst acknowledging the factors involved may be external. P.Stone confirmed on-site support was provided to students via the BeSafe team, in addition to a number of external services (BeYou, The MIT, MIND, Youth Access, ReCharge and Headspace). Last year, the college had signed up to Together All - online mental health support for both students and staff. P.Stone explained there a range of support in place, with capacity meeting current demand, and referrals would be made for external support where required. He informed governors there had been a slight increase in demand following the full return of students, which had been expected, and it was anticipated this would increase further over the coming weeks as more students returned to campus. He was confident sufficient resources were in place to support students with their mental health needs at this time.</p> <p>The Corporation asked if the cyberbullying incident had occurred on the college’s IT estate. P.Stone advised the incidents involved a mixture of external communication apps and college software.</p> <p><u>Telford & Wrekin Safeguarding Board annual audit</u></p> <p>P.Stone informed the Corporation the college underwent an annual safeguarding audit with the local authority. During his regular discussions with R.Beswick (Link Governor for Safeguarding) it had been suggested the common questions for governors (and the answers) be circulated to the Corporation for their information. R.Beswick informed the Corporation her monthly discussions with P.Stone were very informative and she felt in-touch with what was happening at the college with regards to safeguarding. She praised the hard work of the team and the effective working relationships in place with external agencies.</p> <p>The Chair thanked P.Stone and R.Beswick for their contribution and the continued whole-team approach to ensure safeguarding was rightly at the heart of the college.</p>	
8.	Quality Improvement Plan update	
	<p>G.Guest presented the item and referred the Corporation to the report. He explained COVID and its associated lockdowns had impacted on the ability to address all the priorities (and their associated actions) within the QIP. As covered under a previous item, Apprenticeships and Adult maths and English were the current main priorities.</p>	

	<p>G.Guest informed the Corporation achievement was predicted to be at least in line with last year's figures. The only exception to this was Apprenticeships, as the effects of COVID were beginning to have large scale impact.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if it would be possible for the T-Level strategy, as mentioned in the QIP, could be shared with governors. G.Guest agreed to do this and suggested this be on the agenda for a future meeting.</p>	<p><i>Clerk to add to forward plan</i></p>
PEOPLE & PLACE		
9.	Estates Strategy – Phase 1	
	<p>D.Candlin presented the item and referred the Corporation to the report within the meeting pack. He advised the strategy had two main areas of focus – the Station Quarter project (maths and digital) and the redevelopment of the college campus to address predicted growth and capacity issues. He confirmed the proposed strategy was in line with national policy, as outlined in the Skills for Jobs White Paper.</p> <p>D.Candlin advised a funding application was being made to the College Transformation Fund and evidence of the strategy being signed-off by the Corporation was a requirement for the submission of an Expression of Interest (by 22/03/21). The application would go through a number of stages (Expression of Interest, Stage 1 and Stage 2), with the final outcome published in September 2021 if reaching the last stage.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked how confident he was that the college would be successful with the funding opportunities outlined. D.Candlin advised this was always difficult to gauge; however, to hopefully improve the college's changes, a third party with a good reputation had been engaged to support the development of the Transformation Fund application.</p> <p>The Corporation asked if any work had been undertaken to assess business demand for the provision types outlined in the strategy. D.Candlin advised the project had been informed by the priorities highlighted by the LEP and also the local authority, as well as the intelligence being gathered through the college's Hubs. The Chair added working directly with employers to ascertain business need was incredibly important and noted how the college had been doing this for some time. He advised involvement with the Telford Business Board had been another way in which the college received feedback directly from employers about current and future training needs.</p> <p>The Corporation APPROVED the draft Estates Strategy 2021-26.</p>	
10.	Streamlined Energy & Carbon Reporting (SECR)	
	<p>D.Candlin presented the item and referred the Corporation to the report within the meeting pack. He explained, as part of HM Government Environmental Reporting Guidelines and ESFA recommendations, education establishments were encouraged to report on streamlined energy and carbon usage (SECR). The non-mandatory recommendation was for the disclosure of energy usage in relation to gas, purchased electricity and transport fuel. He informed the Corporation a number of items had been purchased through the capital funding awarded last year, which would reduce the college's carbon footprint going forward.</p> <p>D.Candlin advised the college's SECR for 2019/20 had been drafted and its approval was sought from the Corporation. The approved report would then be uploaded to the college's website, as per the recommendations. He explained, due to this being newly introduced, there was currently no data to benchmark these figures against; however, this would be built up over time (although the report for 2020/21 would not represent a typical year in terms of energy usage).</p>	

	<p>The Chair thanked D.Candlin for his report. The Corporation acknowledged the work taking place to reduce the college’s carbon footprint, and ultimately become carbon neutral, and the positive benefits from doing so.</p> <p>The Corporation APPROVED the Streamlined Energy & Carbon Report for the period 2019/20.</p>	
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FINANCIAL HEALTH

11.	Management accounts (to 31 January 2021)	
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	<p>L.Arscott referred the Corporation to the management accounts for the period ending 31 January 2021 and highlighted the following:</p> <ul style="list-style-type: none"> - The YTD surplus was £168k favourable to budget - YE outturn (Amber – Increased risk): a revised year-end outturn of a surplus of £555k was forecast, which reflected the increased risk around the AEB contracts. After undertaking financial modelling, income had been reduced by £970k, with associated costs of scaled-down delivery creating almost £500k of savings. This would be discussed in more detail under Item 12. Additional income of £135k had been confirmed from the Teachers Pension Grant. College financial health maintained 'Good' and was the expected year-end position - Apprenticeships (Amber): income continued to be favourable and the target would be achieved provided monthly targets were met. However, due to withdrawals (discussed under Item 5), this remained an amber-rated risk - AEB (Red– Increased risk): income was £676k adverse to budget. The third national lockdown had significantly impacted the AEB delivery (Item 12) - HE (Red): no change to report since the last meeting - Pay costs (Green): costs were £406k favourable to budget, with the previous savings trend continuing this month. This year’s pay award had been factored into the budget (£260k), the decision for which was on hold due to the current situation - Cash (Green): At month-end the cash balance was £4.75m, with the year-end closing forecast now expected to be £6m. This was due to timing issues, as the AEB claw-back would not take effect until the following financial year - Capital projects (Green): The Capex programme was progressing well despite lockdown and was on track to be completed by April 2021. Overall expenditure was expected to increase by £42k, covered by college contribution to the original £881k grant. - Bank loan (Green): The sale of Oakdene House was progressing slowly. All the financial health indicators were rated green, financial health rated as Good and the college was on track to meet its covenants <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked how the recent government announcement in the Budget about flexi-training and apprenticeships may impact on the college’s finances. G.Guest explained local businesses were understandably focused on survival at this current time and there had been no take-up or impact seen to date. He advised the scheme was being promoted by the college and therefore this could change, probably nearer to Autumn when the furlough scheme was due to end. L.Arscott confirmed she was being prudent and would not include this within the budget until more was known.</p>	
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12.	Adult Education Budget (AEB)	
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	<p>L.Arscott referred the Corporation to her report. She explained AEB was currently the largest income risk due to the impact of COVID and associated lockdowns. She was confident the target for the undeveloped AEB income (within Telford) and the London-based provision would be delivered; however, the income target for the West Midlands devolved AEB, made up of SWAPs and functional skills programmes, would not be met. This was due to a number of reasons, including personal circumstances reducing student numbers, a hold on face-to-face training by the DWP/JC+, students not willing or able to access online provision, practical courses on hold with no flexibility for assessment from the exam boards and students not turning up for courses.</p>	
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	<p>L.Arscott advised, to reduce this risk, a plan was presented for approval that aimed to significantly reduce the loss of income. She explained modelling had been undertaken, which had provided the following scenarios:</p> <ul style="list-style-type: none"> - If no partnering undertaken, clawback would be approx. £970k (assuming a 70% clawback threshold) - If partnering undertaken, clawback would be approx. £300k <p>L.Arscott informed the Corporation the proposal was to offer a contract worth £567k to the partner currently engaged with for the provision in London, based on what the partner had indicated they were able to deliver in March, April and May 2021. She would reassess the situation in May 2021 – either the college would use the remaining allocation to deliver local provision (if in a position to do so) or approval would be sought from the Corporation to continue the partnership arrangement in June/July 2021.</p> <p>L.Arscott advised the National Skills Fund launched in April 2021 and the ESFA had allocated a further funding pot to the college for the delivery of Level 3 courses (free to students if their first Level 3 qualification). She was proposing some of these funds would be allocated to the same partner during April to July 2021, with a view to the college delivering the provision itself from September 2021.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what was known about the proposed partner. G.Guest advised the college had a current working relationship with the proposed partner through the AEB work in London – they had good success rates and were able to work in communities the college would not normally be able to reach. He confirmed due diligence would be repeated for this new contract.</p> <p>The Corporation asked if accessing hard-to-reach areas should be part of a more long-term proposal as part of the overall strategic direction. G.Guest agreed this was something that could be linked to the college’s strategic approach.</p> <p>The Corporation asked if the risks associated with entering into the partnership had been reviewed. G.Guest was confident the risk was low due to the current working arrangement being successful. He reminded the Corporation of the significant financial risk of not taking action, particularly as this year’s claw-back threshold had not yet been confirmed by the ESFA. The proposal incorporated a number of options for financially reaching targets and also maintaining income for the following year.</p> <p>The Corporation asked if regulatory approval was needed to enter into the contract. G.Guest confirmed, as this was a partnership and not a subcontracting arrangement, regulatory approval was not required for this contract – quality control was retained through the staff involved in the delivery being seconded the college and the college’s own awarding bodies being used.</p> <p>The Corporation thanked L.Arscott for her report, which they had found to be detailed and very informative.</p> <p>The Corporation APPROVED the proposals for increasing AEB delivery, as set out in the report.</p>	
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LEADERSHIP & GOVERNANCE

13.	Corporation matters	
13.1	<p><u>Recommendation from the Search Committee</u></p> <p>The Chair informed the Corporation the Search Committee and the Chair of the Audit Committee had met on 08 March 2021 to consider the appointment of a candidate for a co-optee position on the Audit Committee. The candidate (R.Pritchard) had been asked a number of questions by the Search Committee in an interview-style meeting, The Search Committee was recommending his</p>	

	<p>appointment as a co-opted member of the Audit Committee to the end of the academic year, after which the appointment would be reviewed.</p> <p>The Corporation APPROVED the appointment of R.Pritchard as a co-opted member of the Search Committee, subject to review at the end of the academic year.</p> <p>13.2 <u>Formalisation of co-optee appointment process</u> The Clerk advised the Corporation the previous process for appointing co-opted members to the committees/group had been informal. After reviewing good practice across the sector, she proposed a more formal and robust process be put in place - the same process used for governors. This demonstrated good governance practice and in the event of the co-optee being appointed as a governor in the future, the candidate would already have been through a robust selection process. She informed the Corporation this process had been trialled with the recent appointment process for a co-opted member of the Audit Committee.</p> <p>The following process was therefore proposed:</p> <ol style="list-style-type: none"> 1. The candidate is asked to complete an application as per the usual governor appointment process 2. The candidate is invited to meet with the Search Committee and the Chair of the appropriate committee/group 3. The Search Committee makes a recommendation to the Corporation (if applicable) at the next available meeting 4. If formally appointed as a co-opted member, they will be invited to attend the next meeting of the committee/group <p>The Corporation APPROVED the introduction of the above process for the appointment of co-opted members of committees/groups and for its inclusion within the Corporation Handbook.</p> <p>13.3 <u>Digital Focus Group (DFG) – report from the 25/02/21 meeting</u> In C.Pallet’s absence, a verbal report from the meeting held on 25/02/21 was provided. The meeting had covered:</p> <ul style="list-style-type: none"> - The continued progress of the rollout of SharePoint across the college, which had been delayed by COVID/lockdown - The rollout of multi-factor authentication and its role in improving cyber security - There were no safeguarding concerns to report - Data protection was one of the main discussion topics, given the project involving the movement of considerable amounts of data - The group agreed to focus on the student experience of remote/blended learning and the student governors had been invited to provide their feedback <p>G.Guest informed the Corporation of the recent cyber-attacks on FE institutions within the region. It was suggested the Digital Focus Group receive a report on penetration testing and it was noted cyber security had also been included in the internal audit plan for this academic year.</p> <p>13.4 <u>Letter from the FE Commissioner (February 2021)</u> The Corporation noted the recent letter from the FE Commissioner.</p> <p>The Corporation took the opportunity to again acknowledge the removal of the college’s Financial Notice to Improve and thank everyone involved for their contribution towards what was a significant milestone for Telford College.</p>	<p><i>Clerk to update handbook</i></p> <p><i>Clerk to add to forward plan</i></p>
FINAL BUSINESS		
14.	Self-assessment and reflection	
14.1	<u>General improvements/better ways of working</u>	

	<p>The Chair informed the Corporation he was keen to introduce alternate business-focused and strategy/discussion-focused agendas, given the frequency of the meetings.</p> <p>The Corporation was eager to return to face-to-face meetings once allowed to do so, with the option of attendance via virtual means for those unable to be on site. Creation of informal, social time was also highlighted, possibly prior to meetings.</p>	
14.2	<p><u>Risk identification</u> The Corporation requested the risk register be reviewed with regards to cyber security, given the recent local attacks.</p>	Deputy Principal to review
14.3	<p><u>Any further comments/questions not raised during the meeting</u> None identified.</p>	
15.	Any other business	
15.1	<p><u>Chair's 360° review</u> The Chair thanked governors for taking part in his 360° review and providing constructive feedback. The process had generated good ideas and suggestions for improvement, which were being considered for implementation. He informed governors he would circulate the report which summarised the responses, along with his own comments/actions for improvement.</p>	Clerk to circulate
15.2	<p><u>ETF Governance Development Programme</u> The Clerk informed the Corporation she had signed the college up to the ETF's Governance Development Programme – online training resources for governors covering a range of topics across different levels of experience/knowledge. She advised she would be sending out the instructions for accessing the programme by email following the meeting.</p> <p>There was no further business for discussion and the Chair closed the general session of the meeting.</p> <p>*The staff governors and student governors left the meeting at this point*</p> <p>*RECORDING CEASED AT THIS POINT*</p>	Clerk to circulate
<p>CONFIDENTIAL SESSION (A separate minute of this session was taken)</p>		
16.	Minutes of the Confidential sessions from the last meeting and matters arising	
16.1	<p><u>Minutes of the Confidential session of the meeting held 18 January 2021</u> The minutes of the Confidential session at the meeting held 18 January 2021 were APPROVED as a true record.</p>	Clerk to update register/records
16.2	<p><u>Matters arising</u> J.Stephens provided a progress update on the contract with RAF Cosford.</p>	
17.	Any other Confidential business	
	G.Guest informed the Corporation of a Confidential matter.	

The meeting closed at 6:49pm