

# Minutes – APPROVED



<b>Meeting</b>	Corporation
<b>Date</b>	17 January 2022
<b>Time</b>	4:45pm
<b>Venue</b>	E201/Microsoft Teams

Corporation members	Present	Apols	Item														
			1	2	3	4	5	6	7	8	10	9	11	12	13	14	
K.Barton	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk	V								✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby, Interim Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
K.Daniels	V		✓	✓	✓	✓	✓										
G.Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Jhawar-Gill	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Robinson	V		✓	✓	✓	✓	✓										
G.Real																	
S.Watson	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Attendees</b>																	
L.Arcott	V					✓	✓	✓	✓	✓	✓						
C.Barker	O											✓					
S.Morley , Clerk	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	O											✓					

O - Onsite, V - Virtual

No.	Item	Action
<b>CORPORATION BUSINESS</b>		
<b>1.</b>	<b>Welcome and apologies</b>	
	<p>The Chair opened the meeting and welcomed the college's newly appointed governors – K.Barton, K.Daniels, M.Jhawar-Gill and S.Watson.</p> <p>No apologies had been received in advance of the meeting.</p> <p>The Chair reminded governors of the agreement to record meetings. 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>
<b>2.</b>	<b>Procedural matters</b>	
2.1	<p><u>Declarations of interest</u></p> <p>There were no interests declared for the meeting.</p>	

2.2 2.3	<p>The following standing declarations were noted:</p> <ul style="list-style-type: none"> <li>- G.Guest, as Director of the Telford Business Board and member of The Marches LEP Board</li> </ul> <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 reported updates to Corporation members' annual Declaration of Interests.</p> <p><u>Confidential matters</u> It was agreed an additional item of AOB would be discussed as a Confidential item. Staff and student governors would be asked to leave at that point in the meeting.</p>	Clerk to update registers/records
<b>3. Minutes of the last meeting and matters arising</b>		
3.1 3.2	<p><u>Minutes of last meeting</u> The minutes of the meeting held 13 December 2021 were APPROVED as a true record.</p> <p><u>Matters arising</u> The Clerk advised she would look at the possibility of the AR/VR demonstration being part of the Strategic session on 07 February 2022.</p> <p>The Corporation noted the updated Safeguarding and Prevent action plans had been circulated with the meeting pack and thanked the staff involved for their hard work in progressing all actions to green. The Corporation asked if the future implementation of recurring actions was captured in subsequent plans. G.Guest confirmed this was correct and that they were embedded within senior managers' action plans.</p>	Clerk to update records
<b>ELT UPDATE</b>		
<b>4.</b>	<b>COVID update</b>	
	<p>J.Stephens delivered her presentation outlining the current COVID position and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Guidance continued to evolve regarding the new Omicron variant</li> <li>- The following revisions had been introduced for the Spring term: <ul style="list-style-type: none"> <li>o <b>Face masks:</b> the wearing of face masks in classrooms and workshops by students. At this time, staff were not mandated to wear a face mask in the classroom and those who had chosen not to do so had been advised they should remain in the marked area at the front of the classroom if teaching</li> <li>o <b>Tracing and isolation:</b> government advice had been recirculated and staff attendance was closely monitored through daily SLT meetings to ensure contingency arrangements could be quickly put in place</li> <li>o <b>Control measures:</b> reiteration of control measures had been communicated to both students and staff. These include good hygiene practice, increased cleaning regimes, ventilation monitoring, following advice from Test &amp; Trace, getting vaccinations/boosters and twice-weekly testing</li> </ul> </li> <li>- The current position was 9 positive staff cases and 62 student cases, all of which were sporadic across the college and those within the same department were not large enough to be considered a breakout</li> <li>- Numbers continued to be reported to TWC's Health Protection Team, who would advise and instruct if a breakout occurred</li> </ul> <p>There were no questions and the Corporation thanked J.Stephens for the up-to-date information.</p>	
<b>5.</b>	<b>KPIs 2021/22</b>	
	J.Stephens presented the report and highlighted the following where risk had increased since the previous update:	

- Withdrawals continued to increase, following the same trend previously reported of primarily Study Programme students, apprenticeships and adults. The cause of the withdrawals was primarily the impact of COVID on personal situations and the working environment, for example the need to prioritise the delivery of vaccines in the healthcare sector. Deep-dives were being undertaken where withdrawals occurred in order to be certain that external factors were the main reason for students/apprentices leaving their studies
- A slight drop in attendance was typical prior to the Christmas break and recent figures were in-line with those from previous years; however, the increase in attendance since the return in January had been better this year (81% this year compared to 76% in 2021 for 16-18s)
- Apprentices out-of-funding had increased since the previous report due to a number of different reasons including workload commitments, staffing capacity and difficulty with booking end-point assessments. The situation was under review and mitigating actions being put in place to ensure apprentices could receive their qualifications and prevent the number from increasing further, including weekly business leadership meetings to monitor and analyse the latest figures and address all aspects within the college's control

#### CORPORATION QUESTIONS/COMMENTS

The Corporation noted the general increase in risk across the KPIs. The Corporation asked if this was general sector movement and if there was a strategy in place to either stem or replace with other business. J.Stephens confirmed nationally there had been a decrease in enrolment for 16-18s; and Telford College was in line with the national trends. She advised the financial impact of the decrease would not impact on the college until the following academic year, due to the lagged funding model. Action that would be taken this year involved maximising areas where enrolment was all year-round, for example apprenticeships and adult provision, and identifying opportunities for progression onto other provision. An example of this was the contract the college had been awarded for the delivery of HGV driver training, the target for which had already been achieved. J.Stephens advised new starts for apprenticeships were performing well, with enrolment achieving target; however, withdrawals and numbers out-of-funding apprentices were not reducing. She confirmed this was typical for the wider FE sector at this time.

The Corporation asked what impact this was having/would have on the finances. J.Stephens confirmed the main current areas of risk to the finances were known and the action to be taken in-year, both in terms of growth and cost savings, had been identified. Looking to next year, work was underway to identify both pay and non-pay savings that would need to be made to mitigate the impact of the lagged funding.

The Corporation asked what the financial impact would be if adult withdrawals continued. J.Stephens advised this funding was not lagged and was a mixture of different provision types. Classroom-based maths and English was performing well, with new students starting this month; workplace-based maths and English, which had been successful pre-COVID, was performing less well due to employers' reduced focus on staff training at this time. J.Stephens reported distance learning enrolments had understandably increased during the pandemic and there was scope for further growth with this provision. The SWAP element of the college's adult provision had been boosted by the HGV contract and the enrolments had helped to mitigate the impact of the decreased numbers for the forklift training. She advised the main risk to SWAP income was that enrolments were generated through referrals from the Job Centre and funding was based on individual attendance, rather than classes delivered.

The Corporation asked if referrals could only be made through the Job Centre for the HGV training and if it was limited to Telford residents, as there could be opportunity to promote the opportunities more widely. J.Stephens confirmed the Job Centre referrals had been required for the previous contract but was not a requirement for the most recent contract. She reported the current contract was over-subscribed and welcomed the suggestion to promote more widely for future contracts if awarded.

	<p>G.Guest delivered his presentation and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Kickstart: Interim support will be provided by LCT in the period between T.Cash leaving and the newly appointed headteacher starting after the February half-term break</li> <li>- 16-18 numbers were down 1.5% nationally. From a college perspective, all income streams were being closely monitored – there were short-term challenges to protect this year’s budget and ‘Outstanding’ financial health grade and the college would need to review future provision to identify what would continue, what would need to change and where the growth areas were</li> <li>- Station Quarter update: the development of the business case had been delayed as the Heads of Terms had not yet been received from the local authority; however, it was hoped the business case could be presented to the Corporation at the Strategic session in February 2022</li> <li>- Strategic Development Fund: the project to meet the skills needs of local NHS partners was progressing well. The onsite Healthcare Assistants Academy had been officially launched earlier that day, receiving coverage on BBC Midlands News, and the DfE was pleased with the progress made to date</li> <li>- The Black Country &amp; Marches Institute of Technology (IoT): opportunities to work with the IoT were being explored</li> <li>- ESFA: the ESFA was undergoing reorganisation, with a view to creating more capacity ‘on the ground’ and bring all FE-related funding streams under their remit</li> <li>- Levelling Up agenda: the publication of the Levelling-Up White Paper was imminent and was expected to clarify future intentions around the allocation of funding at a local and regional level.</li> </ul> <p>There were no questions and the Corporation thanked G.Guest for his update.</p>	
7.	<b>Risk management</b>	
7.1	<p><u>Strategic risk register</u></p> <p>L.Arscott presented the risk register, which had been reviewed by the Audit Committee in December 2021. She highlighted the following high-rated risks and the mitigation action being taken to address each one:</p> <ul style="list-style-type: none"> <li>- Timely completion of apprenticeships and the financial implications of out-of-funding, as discussed under Item 5</li> <li>- Achievement outcomes for Adult English and maths</li> <li>- Recruitment and retention of staff</li> <li>- The financial impact of below-target 16-18 ESFA-funded numbers, as discussed under Item 5</li> <li>- AEB enrolments, as discussed under Item 5</li> <li>- Apprenticeship withdrawals, as discussed under Item 5</li> <li>- HE enrolment, as reported in the management accounts</li> <li>- The effect of 2021/22 enrolments on the 2022/23 finances and/or the balance across learner/provision types and impact on staffing levels</li> </ul> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked what progress has been made with the implementation of the new marketing strategy referenced for Risk 6.2 and when it was expected to bring a positive return. L.Arscott confirmed the strategy was now in place, which had been used to promote the courses starting during January 2022 and later in the term as part of the National Skills Fund (NSF) programme.</p> <p>The Corporation asked, in reference to Risks 2.5 and 2.6, were there any further mitigants that could be put in place. L.Arscott advised, although the risk remained high, actions had been put in place but were still to be fully embedded. She reported all apprentices had an action plan and 45 out-of-funding apprentices were about to enter the EPA stage. For Adult maths and English, L.Arscott advised the data gathered so far showed that 70% of students had made significant progress from their starting points and those students on the fast-track programme were due to sit exams later that week, after which there would be a full review of progress once results had been received.</p>	

	<p>With regards to the recruitment-related risk (Ref 4.4), the Corporation noted the risk level had increased and asked why this had now become high risk. J.Stephens informed the Corporation that staff recruitment had been problematic this term, particularly where it had not been anticipated and was out of the usual sector recruitment cycle in Spring. She also noted the challenges with recruiting to specific assessor roles, where industry opportunities were more attractive, and the less strong pool of candidates currently being provided by agencies.</p> <p>The Corporation agreed to focus on the factors affecting enrolment during the strategic session.</p> <p>7.2 <u>Fraud risk register and self-assessment</u></p> <p>L.Arscott presented the newly created fraud risk register and advised there was just one high-level risk currently identified - the risk of cybercrime/attack (Risk 8). She reported work had been undertaken both internally and with external experts to look at how this risk level could be reduced, including the installation of a new firewall earlier this year, increased traffic monitoring, more phishing testing across organisation and more structured controls; however, due to the prevalence within the sector and the sophistication of the perpetrators, the decision had been taken to retain the high risk rating.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if Question 10 within the self-assessment document should clarify the statement 'no reported incidents of fraud' and if additional assurances/actions were required to evaluate the effectiveness of anti-fraud measures. L.Arscott acknowledged the need to clarify the statement and advised it was difficult to test the effectiveness of systems and procedures if they had been required to date. She informed the Corporation a full review of the Counter-Fraud Strategy had been incorporated into this year's internal audit plan, which would also cover the Fraud risk register, Fraud self-assessment and related policies/processes. It was agreed this year's planned review would be added to the self-assessment.</p> <p>The Corporation noted required corrections (Ref 7 and 10) within the self-assessment document.</p> <p>The Corporation noted Risk 3 and 5 within the counter-fraud risk register were assessed as medium but with no further action required/planned and asked what could be done to lower them to low/green. L.Arscott advised she was comfortable the current systems and processes in place were robust; however, it was the impact of a potential threat that raised the risk level to medium. She reported improvements could always be made and the imminent review of the Counter-Fraud Strategy would help to identify what could be done further to reduce the risk level.</p> <p>7.3 <u>Governance risk register</u></p> <p>The Clerk presented the governance risk register and highlighted the following medium-level risks/changes since the last report:</p> <ul style="list-style-type: none"> <li>- Risk 2 remained at Medium as the rollout of the ETF Governance Development Programme continued and the induction of the new governors was underway</li> <li>- The transfer of the Kickstart Academy (Risk 4) to another trust was still underway; therefore, the risk relating to the impact on senior postholder capacity remained as Medium</li> <li>- The reduction of Risk 8 to Low to reflect the Good assessment within the SAR and bring in line with the strategic risk register</li> <li>- The addition of a new risk (Risk 11) relating to the appointments of Chair of the Corporation and Chair of the Audit Committee after the unexpected resignations of those postholders in December 2021</li> </ul> <p>There were no further questions from the Corporation.</p>	<p><i>Exec Director – Finance to update</i></p> <p><i>Exec Director – Finance to update</i></p>
<b>STUDENTS (PEOPLE) – PART 1</b>		
8.	<b>Safeguarding update</b>	

	<p>G.Guest informed the Corporation the individual who had been appointed as the Director of Student Services, Safeguarding &amp; Marketing had been unable to take up the role due to a change in personal circumstances and arrangements were being made to secure interim cover until a permanent appointment to the role was made. He advised appropriate SLT cover would be in place until an Interim Director started at the college.</p> <p>G.Guest presented the report for the period 07/12/21 to 07/01/22 and highlighted the following:</p> <ul style="list-style-type: none"> <li>- One incident requiring immediate action had been reported, which had subsequently been determined not to be a concern</li> <li>- 121 causes for concern (CfCs) had been reported, with the vast majority being referrals to counselling and mentoring support</li> <li>- Alcohol and substance awareness had been embedded within tutorials before the Christmas break and scheduled workshops with the Police covering a number of topics were currently underway, one of which was being observed by G.Bleasby in her capacity as link governor for safeguarding</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation supported the suggestion for definitions of an incident requiring immediate DSL action and CfCs to be circulated as a reminder of the difference between the two.</p>	<i>Principal to action</i>
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<b>FINANCE</b>
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<b>10.</b>	<b>Management accounts to 30/11/21</b>	
	<p>L.Arcott referred the Corporation to the management accounts for the period ending 30 November 2021 and highlighted the following:</p> <ul style="list-style-type: none"> <li>- <b>Outturn (Amber - increased risk):</b> the forecast outturn surplus had been updated to reflect the shortfalls in AEB and apprenticeships recruitment and anticipated HE enrolment in January 2022. Mitigation plans were being put in place with a view to reprofiling budgets to recover unearned income to date</li> <li>- <b>Apprenticeships (Red - decreased risk):</b> income remained adverse to budget but was an improved position compared to the previous month. Recruitment was currently 19 above target; however, the funding gap was caused by in-year withdrawals affecting both current year and carry-in apprenticeships. The total forecast income for 2021/22 had increased since the last month and the outturn had been adjusted accordingly</li> <li>- <b>AEB (Red - increased risk):</b> ESFA and WMCA income both remained adverse to budget/delivery plan. Risk areas had been identified and strategies were in place to meet the allocations, particularly the NSF. The outturn had been updated to reflect the YTD shortfall</li> <li>- <b>HE income (Red – increased risk):</b> courses planned for a January 2022 start had not recruited as anticipated; the expected outturn had been adjusted accordingly</li> <li>- <b>Pay costs (Green – decreased risk):</b> costs were £241k favourable to budget YTD, with savings made due to periods between staff leaving/posts being filled or planned posts not being needed. The budgeted pay award was not included within the YTD variance</li> <li>- <b>Cash (Green – no change):</b> the first payment for the SDF project had been received (£260k) but would not impact on the year-end position as funds would be distributed to either project partners or suppliers, or repaid to the DfE if unspent. Payment of clawback for ESFA AEB 2020/21 under-delivery would be paid in instalments between December and February. It had been confirmed the college would not be subject to clawback relating to under-delivery last year of WMCA AEB allocation. The annual cash sweep was expected to be finalised by the end of January 2022, which could be greater than originally expected due no AEB being clawed back from the WMCA</li> <li>- <b>Loans (Green - no change):</b> both loans were in the process of being consolidated and refinanced</li> <li>- All financial health indicators continued to be rated <b>Green</b> and expected to meet year-end targets, FEC benchmarks and the bank covenants</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation acknowledged the financial KPIs being in excess of the FEC targets and the forecast 'Outstanding' financial rating for this year.</p> <p>The Corporation noted the significant improvement in financial position forecast for the year-end, when compared to the current position, and asked what would be changing between now and the end of the year to achieve this. L.Arscott advised action was already underway to focus on the areas where there was all-year round enrolment, in particular AEB through short courses, distance learning and the SWAPs. She reported strengthening the relationship with Job Centre Plus colleagues had been a focus and the courses for the HGV pilot mentioned earlier in the meeting had been over-subscribed. Where they met the criteria and if appropriate for the individual, unsuccessful candidates would be signposted to short courses through the SWAPs which would enable them to obtain an HGV license, albeit through a different route.</p> <p>The Corporation noted the strategy for achieving the apprenticeship income target was over-recruitment and retention and asked if there was anything further that could be done as retention may not be realistic in the current climate. J.Stephens advised a strategy was being rolled out, which was working well within the care sector, to look at alternative, shorter training options (eg NSF programmes) if the employer and/or apprentice could not commit to the duration of an apprenticeship and the funding margin was not significantly different. The next area where this would be implemented was Business Administration due to the level of withdrawals and the opportunities provided through the NSF.</p> <p>The Corporation noted HE income had been a high-level risk for the college over the last several years and it was agreed this should be reviewed as part of the overall discussions about the future of college provision.</p>	
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<b>STUDENTS (PEOPLE) – PART 2</b>		
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<b>9.</b>	<b>LTA update and Quality Improvement Plan (QIP) spotlight</b>	
	<p>R.Wilson and C.Barker delivered their presentation and highlighted:</p> <ul style="list-style-type: none"> <li>- The progress made to date against the actions within the QIP to address the identified areas for improvement in the SAR and the impact made, in particular: <ul style="list-style-type: none"> <li>o further developing sequencing of delivery between assessors and teachers</li> <li>o developing a further apprenticeship pathway for construction to enable progression for L2 students</li> <li>o reviewing curriculum design for L3 Aviation Studies to improve outcomes for students</li> <li>o increasing achievement in L2 Vehicle Maintenance through effective intervention and exam preparation/support</li> <li>o returning L1/L2 Functional Skills achievement back in line with pre-pandemic levels through focusing on face-to-face delivery</li> </ul> </li> <li>- The appointment of six LTA mentors, starting January 2022, to create an LTA team headed by the LTA Coach. Each member of the team had a specialist subject (inclusion, innovation, engagement, adults, apprenticeships, quality and maths &amp; English) and would support colleagues throughout the college</li> <li>- Standardised learning objective boards had been introduced and would also be used in the workplace and for online learning. The initiative brought a consistent college-wide approach to how aims and objectives were shared with students</li> <li>- Learning plans had been updated to include area plans for work experience and industry placements</li> <li>- Half-termly LTA meetings for managers continued, with the most recent meeting focusing on preparation for Ofsted</li> <li>- The staff CPD day on 04/01/22 prioritised time for sharing practice/reflection and bringing teams together to work on learning objectives, starting point assessments, target setting, motivating learners, preparing for end point assessment, QIP actions and standardisation</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation requested a progress update on the actions reported within the presentation be provided at the next meeting and that they be reviewed to ensure they could demonstrate impact on the student experience. R.Wilson advised, in relation to measuring progress, only formative assessment had taken place at this time for many of the actions and the summative assessments would be taking place throughout the Spring term.</p> <p>The Corporation acknowledged the QIP did not include resource-related actions; however, there were links between the two and it was suggested a way to cross-reference this would be helpful to show the linkages.</p> <p>The Corporation asked if the feedback provided through the SAR validation process had been reflected within the QIP. R.Wilson confirmed this had been done, as well as the recommendations arising from the recent SEND review. She added the process had also been helpful in identifying areas of strength and sharing good practice/experience with teams, departments and managers across the college.</p>	<p><i>Asst Principals to action and report back</i></p>
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<b>LEADERSHIP &amp; GOVERNANCE</b>		
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<b>11.</b>	<b>Key appointments</b>	
<p>11.1</p> <p>11.2</p>	<p><u>Interim Vice Chair of the Corporation</u>  The Clerk reminded the Corporation the appointment of G.Bleasby as Interim Chair of the Corporation created a vacancy for the position of Interim Vice Chair and would need to be addressed at this meeting.</p> <p>L.Biffin was nominated for the position of Vice Chair and this was unanimously supported by the Corporation.</p> <p>The Corporation APPROVED the appointment of L.Biffin as the Interim Vice Chair of the Corporation.</p> <p><u>Search Committee – appointment process and membership</u>  The Clerk advised the Corporation there was a need to review the membership of the Search Committee, the committee that would form the panel for the selection of the Chair of the Corporation and Chair of the Audit Committee. The Clerk advised she had undertaken a benchmarking exercise through the national clerks’ network to anticipate the cost if an external firm were to be used (approx. £7k per role) and identify firms to approach.</p> <p>Further to the discussion at the previous meeting, in the interest of best value for public money, it was agreed expressions of interest for both roles would be sought internally in the first instance and if no interest was received then an external firm would be engaged to support the recruitment process. The Corporation also agreed that any internal candidate would undergo a robust selection process, the same as if they were an external candidate, and an independent member of the panel would be sought (as per the recommendation within the Skills for Jobs White Paper for leadership positions).</p> <p>The Corporation APPROVED:</p> <ul style="list-style-type: none"> <li>- The request for expressions of interest for the two roles from existing Corporation members to be provided to the Clerk by a prescribed date (to be advised within the email)</li> <li>- The appointment process for the Chair of the Corporation and Chair of the Audit Committee as outlined in the report <u>if no internal expressions of interest were received</u></li> <li>- The appointment of the following governors as members of the Search Committee: <ul style="list-style-type: none"> <li>o G.Bleasby, as Interim Chair of the Corporation</li> <li>o L.Biffin, as Interim Vice Chair of the Corporation</li> <li>o R.Matthews</li> <li>o M.Jhawar-Gill</li> <li>o C.Crane (reserve member)</li> </ul> </li> </ul>	<p><i>Clerk to action</i></p>
<b>12.</b>	<b>Governance development plan update</b>	

	<p>The Clerk presented the update to the Governance Development Plan and referred to the progress made since the plan was last presented. She advised she was about to begin the process of drafting this year's plan and any actions remaining from the 2021 plan would be rolled over.</p> <p>The Clerk referred to the action regarding implementation of a resources depository/board management system. She advised she would look at the possibility of a free trial with GovernorHub, the very cost-effective system used by Kickstart, with a view to full use by the Corporation if feedback from governors was positive.</p> <p>The Clerk advised, following the recent changes to the governing body, it was timely to review the link governor allocations. It was agreed new link allocation proposals, taking into account the skills and expertise of the new governors, would be circulated for agreement by the Corporation.</p>	<p><i>Clerk to action</i></p> <p><i>Clerk to action</i></p>
<b>FINAL BUSINESS</b>		
<b>13.</b>	<b>Final questions/comments, self-assessment and reflection</b>	
<p>13.1</p> <p>13.2</p> <p>13.3</p>	<p><u>Any further comments/questions not raised earlier the meeting</u> The Corporation asked if the number of CfCs (121) reported under Item 8 was low/high/as expected. G.Guest explained causes for concern (CfCs) were different from safeguarding incidents. He advised CfCs related to <u>any</u> concern reported by a student and therefore they covered a wide range of issues, many of which were external to the college. He explained the number of reported CfCs varied throughout the year and, along with safeguarding concerns, were monitored on a daily basis. G.Bleasby, as link governor for safeguarding, advised she regularly met with the BeSafe Team and confirmed the level of CfCs were typical and not causing concern. All agreed the circulation of the definitions, previously suggested under Item 8, would be useful.</p> <p>There were no further comments/questions from the Corporation.</p> <p><u>General improvements/better ways of working</u> Corporation members who were attending virtually reported the audio quality was much better following the installation of new equipment.</p> <p><u>Changes to the risk register</u> The Corporation referred back to the imminent changes within the ESFA (personnel and alignment of funding) and its potential impact on college business, and recommended this be reflected within the Strategic risk register.</p>	<p><i>Exec Director – Finance to update</i></p>
<b>14.</b>	<b>Any other business</b>	
<p>14.1</p>	<p><u>Confidential item</u> Staff and student governors left the meeting at this point.</p> <p>A separate Confidential minute of this item was taken.</p>	

**The meeting closed at 6:30pm**