

Minutes – APPROVED



Meeting	Corporation
Date	17 May 2021
Time	4:45pm
Venue	E201/Microsoft Teams

Governor	P	A	Items																			
			1	2	3	4	5	6	8	7	9	10	11	12	13	14	15	16	17	18	19	20
R.Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk	V							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	O			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
W.Farrington-Chadd	V				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Layer		X																				
R.Matthews	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A.Mikolajczyk																						
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Real		X																				
C.Robinson																						
Attendees																						
S.Alder	V								✓	✓	✓	✓										
L.Arscott	O								✓	✓	✓	✓										
S.Morley, Clerk	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Pay	O								✓	✓												
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Stone	O											✓										
R.Wilson	V									✓	✓	✓	✓	✓								

(V – Virtual, O – On site)

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair welcomed everyone to the meeting. Apologies had been received G.Layer and G.Real (noted following the meeting).</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> There were no interests declared for the meeting.</p> <p>The following standing items were noted:</p>	<i>Clerk to update register/records</i>

	<p>- P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision) and Chair of 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>2.2 <u>Register of Interests update</u> There were no updates reported.</p> <p>2.3 <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 1355 887"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>12 – 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>19 – 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> <tr> <td>20 – Collaborative working</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 publication is agreed by all parties</td> </tr> </tbody> </table> <p>2.4 <u>External appointments</u> The Chair made the Corporation aware that G.Guest had been appointed as a Director of the Telford Business Board, which was now a Charitable Incorporated Company. The Clerk advised the register of interests needed to be updated accordingly and would forward on the paperwork for completion.</p>	Item/report	Reason	12 – 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	19 – Minutes of the Confidential session and matters arising	17.2 (a) – relating to persons employed by the college To remain confidential permanently	20 – Collaborative working	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity) To remain confidential until publication is agreed by all parties	<p><i>Clerk to update register</i></p> <p><i>Clerk/Principal to action</i></p>
Item/report	Reason									
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3.	Minutes of the last meeting and matters arising									
3.1	<p><u>Minutes of last meeting</u> The minutes of the meeting held 15 March 2021 were APPROVED as a true record.</p>	<p><i>Clerk to update records</i></p>								
3.2	<p><u>Matters arising</u> The following updates were provided by the Clerk further to the report:</p> <ul style="list-style-type: none"> - Ref 1, The staff wellbeing action was a potential discussion item for the next meeting - Ref 8, The update of the Corporation Handbook was undertaken annually and would be carried out over Summer 2021 <p>All other actions were noted as completed.</p>									
ELT UPDATE										
4.	COVID update									
	<p>J.Stephens referred the Corporation to her report, which highlighted the key changes since the last meeting:</p> <ul style="list-style-type: none"> - The closure of the onsite test centre - a total of over 4000 tests had been carried out and the volunteers had now largely returned to their substantive roles - Two students were currently self-isolating due to a positive test result - There were no reported positive cases for staff at the current time - Taster days were being reintroduced, with risk assessments currently being undertaken <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked about the college's policy on wearing masks onsite, given the recent advice from government that masks were no longer required in college and secondary school classrooms.</p>									

	<p>J.Stephens advised this had been carefully considered and after discussions with the unions, it had been agreed for staff and students to continue with the use of masks in classrooms in the short-term.</p> <p>The Corporation asked how often this policy would be reviewed. G.Guest reported the mask policy would be reviewed on a weekly basis.</p>	
<p>5.</p>	<p>KPI spreadsheet</p>	
	<p>J.Stephens presented the KPI spreadsheet and highlighted the following areas where risk had increased:</p> <ul style="list-style-type: none"> - An increase in withdrawals across all provision types had affected the college’s retention rate, although overall the retention position was better than at the same point last year - The largest increase in withdrawals had been seen in Adult maths and English, where engagement in remote learning had been less successful - Withdrawals were still being seen in apprenticeships. Common themes were a change in job role/employer, increased workload and health concerns for themselves and others - For young people, common themes for withdrawal were moving out of area and physical health/mental health <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation noted the withdrawals, post-qualifying period, had continued to increase and asked what were the key themes/reasons. J.Stephens advised this had been discussed during the recent round of quality support meetings (QSMs) for the curriculum teams - the number of students at-risk of withdrawal had reduced. The apprenticeships QSMs were taking place the following week – eight apprentices had recently withdrawn. This was therefore considered the highest risk area for withdrawals going forward and would be closely monitored.</p> <p>The Corporation asked if the increase in attendance was primarily due to the return to onsite learning, as the student feedback provided at the recent Digital Focus Group meeting indicated students were very keen to return to face-to-face lessons. J.Stephens confirmed this was the case, particularly in maths and English, where attendance had significantly improved.</p> <p>The Corporation noted how adult Functional Skills students had not engaged well with remote learning and asked if the reasons for this were known. J.Stephens informed the Corporation the exact reasons for this were not known; however, return to face-to-face sessions were underway and improved engagement had already been seen. She advised elements of remote learning would be retained where appropriate but those areas where it had not been as effective, for example adult Functional Skills, in-person lessons would remain as the primary teaching method.</p> <p>The Corporation asked what the impact of the reduced engagement in remote learning might be on predicted achievement in maths and English. J.Stephens reported predicted achievement was slightly above last year’s achievement figures for maths and English overall; however, within this there were concerns about Level 1/2 maths.</p> <p>The Corporation asked how robust the process was for determining predicted grades. J.Stephens informed the Corporation the process this year was a much more robust process and based on a range of evidence. G.Guest advised the college’s decision in January 2021 to continue with exams meant that a considerable number of students had already ‘banked’ exams and outcomes, which had reduced the amount of assessment at this point in the year.</p> <p>The Corporation noted how, in relation to student engagement, different teaching styles, subjects and learner attitudes were more/less suited to remote learning. The reason for lower remote learning engagement could therefore be due to a combination of factors.</p> <p>The Corporation noted the apprenticeship numbers were at 50% of this year’s target and similar to the numbers for the previous year, but significantly below the college’s own aspirational target for</p>	

	<p>this year (set two years ago). The Corporation asked what was the projection for apprenticeship numbers by year-end, the impact of failing to achieve the aspirational target and if there was a need to review next year's targets to ensure they were realistic in the current economic climate.</p> <p>J.Stephens referred the Corporation to the apprenticeship numbers within the management accounts – enrolments were exceeding target; however, the level of withdrawals has meant there had not been a net increased income. It was acknowledged the aspirational target was set during very different circumstances (ie pre-COVID/lockdowns) – the budget and enrolment targets had been realistically adjusted this year to reflect the challenging economic situation. J.Stephens advised the current plan was to increase the enrolment targets for the next academic year – this was currently being worked through via the curriculum planning process - although not back to the previous aspirational levels. This was therefore growth on the current year, subject to retaining apprentices currently on roll.</p>	
6.	Management report	
	<p>G.Guest presented his report and highlighted the following:</p> <ul style="list-style-type: none"> - The appointment of the new FE Commissioner - Ofsted's plans for the Summer 2021 term and return to graded inspections from Sept 2021 - Proposed changes through the Skills for Jobs White Paper/Bill (curriculum plan sign off by the local employer representative board, trailblazers/LSIPs and the Strategic Development Fund) - The AoC's research on the impact of the pandemic on student progress - Review of college financial oversight and annual strategic conversations - The updated submission of the Station Quarter Towns Fund bid and a town centre presence for the college at Addenbrooke House from 11/05/21 - Submission of a bid for the Transformation Fund (outcome expected imminently) - The National Skills Fund (NSF) offer – Accounting, Management, Digital, Maths & Logistics - The Race & Ethnic Disparities Report (March 2021) - Senior staffing changes - Launch of the college's Strategic Plan on 28/05/21 - An update on the transfer of the Kickstart Academy to the Learning Community Trust - Shortlisting for the Pearson National Teaching Awards (Foundation Team) - Annual Student Achievement Awards evening (30/06/21) <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the college fell into the 'graded inspection' category. G.Guest advised the college could receive a monitoring visit after the half-term break. Full inspections would resume in September 2021, although there would be an inspection backlog. The Corporation asked if the college not being graded was preventing the college from accessing opportunities. G.Guest confirmed this could preclude a college from being able to lead a project/apply for funding, although for the SDF an exception had been made. The Corporation asked if not being able to access opportunities and its impact on achieving strategic objectives should be identified as a key risk – the Clerk confirmed a risk relating to inability to access funding opportunities due to not graded was a risk within the Governance risk register. G.Guest advised the bigger risk was currently the lack of leadership time and capacity to address all the current (and incoming) priorities, alongside preparing the college for inspection, which would have already taken place if not for the pandemic.</p> <p>The Corporation was informed of the suggestion raised at the recent Digital Focus Group for a similar group to be established for preparation for Ofsted inspection. It was agreed this could be of value and would be considered by the Corporation at its meeting in July, during the annual item to review committee/group membership).</p> <p>C.Crane offered to meet separately with the Chair and Principal to share his experience of developing the Local Skills Improvement Plan for the West Midlands - this was welcomed by all.</p> <p>The Corporation asked about level of take up for the National Skills Fund and how the subject areas had been chosen. G.Guest advised some of the courses were pre-determined, as only specific subjects were linked to the NSF and the decision to deliver those courses had been informed by</p>	<p><i>Clerk to add to forward plan</i></p> <p><i>Chair, Principal and CC to discuss</i></p>

	<p>employer demand. Funding came from the ESFA (for local provision) and the WMCA, therefore provision would be targeted in both those areas and progression from students currently studying Level 2 would be a focus. At present, take up had not been as good as had been hoped – a marketing meeting solely focused on the NSF was being held to develop a plan to increase enrolments.</p>	
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FINANCIAL MANAGEMENT		
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8.	Management accounts to 31 March 2021	
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	<p>L.Arscott referred the Corporation to the management accounts for the period ending 31 March 2021 and highlighted the following:</p> <ul style="list-style-type: none"> - YE outturn (Amber): the projected surplus had been revised to £569k and had increased since the previous report due to savings and reduced agency and premises costs. This remained amber but the risk had decreased - Apprenticeships (Amber): income continued to be favourable to budget and the enrolment target would be achieved provided monthly targets were met. Due to continued withdrawals, this remained an amber-rated risk - AEB (Red): this continued to be the highest income risk for the college. The approved strategic partnership underway and face-to-face delivery had resumed onsite. The clawback threshold for the ESFA, WMCA and GLA had been set at 90% - HE (Red): no change to report since the last meeting - Pay costs (Green): savings continued in line with the previous seven months and costs were currently £517k favourable to budget. This year’s pay award was factored into the budget, at a cost of £260k, and was planned to be paid at the end of May 2021 - Cash (Green): At month-end the cash balance was £2.4m, with the college safely past the low cash point. The expected year-end position was £3.89m, with the payment of AEB clawback modelled for December 2021 and 25% of the partnership contract cost in August 2021 - Capital projects (Green): capital grant spend and the majority of work was completed as expected by end of April 2021 (roof repairs were delayed due to poor weather) and college-funded capital would continue to year-end, with an overall project spend of £1.076m - Bank loan (Green): Due to lack of progress, the property had been placed back on the market with a different estate agent - All financial health ratios, with the exception of the adjusted current ratio (ACR), were rated Green. The ACR was now rated as Amber due to the FE Commissioner issuing new financial benchmarking information in April 2021, with the ACR benchmark increasing from >1.0 to >1.4. The year-end forecast position was an ACR of 1.29 - work was underway improve the college’s position; however, currently, the college was not on target to achieve the ACR benchmark at the end of the year. The pay cost as a %age of income was due to meet the FEC benchmark at year-end, although the figure had increased due to a decrease in income - Both bank covenant measures were on target to be met and rated as Green - A summary of the new FE Commissioner KPIs and the college’s position against each of the targets had been added to the management accounts (page 3) <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked what was the impact of not achieving the ACR benchmark. L.Arscott advised failing to achieve the benchmark could trigger additional scrutiny by the FEC team; however, the college’s individual ACR target was 1.0 (allocated during the merger/RF process) and the >1.4 benchmark was for all colleges. It was also noted there had been a shift in emphasis from generating surplus as a %age of income to having a healthy cash position and that the college would most likely have achieved 1.4 if the AEB clawback had not been required.</p> <p>The Corporation noted the significant pay cost savings made and asked how this had been delivered. L.Arscott explained the savings were due to reduced use of agency staff across the year, the delayed decision to implement a pay award for this academic year and a focus on staff utilisation.</p> <p>The Corporation noted less than half the staff training budget had been spent to date. In light of the recent Digital Focus Group discussion about staff members’ differing skill levels in using Teams and</p>	
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	<p>OneNote, it was suggested some of the budget could be used to focus on this area. L.Arscott explained the YTD spend being significantly less than budget was partly due to COVID and staff not able to attend external training and events. She would explore in more detail why the spend was significantly under budget and what plans were in place to spend before year-end.</p> <p>The Corporation asked if the college would be under any pressure, with regards to the bank loan covenants, if the Oakdene House sale was further delayed. L.Arscott confirmed this was not the case. The Corporation asked when the bank loan was next up for review. L.Arscott advised the current loans were in place until December 2022 and the refinancing/review process would begin in the New Year. Although not a current pressure, it was agreed this needed to be kept under review.</p>	<p>Director of Finance to report back</p>
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PEOPLE & PLACE		
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7.	Gender Pay Gap report	
	<p>J.Pay presented her report and highlighted the following:</p> <ul style="list-style-type: none"> - The report format was compliant with the requirements in accordance with the Equality Act 2010 (Specific duties and public authorities Regulations 2017) - The workforce gender split was consistent with the education sector (67% female/33% male) - The college’s median gender pay gap (18.5%) was slightly higher than the national average but lower than the education sector as a whole (26.5%) - The greater proportion of lower earners were female, which was representative of the sector – this had reduced by 2.1% since the 2019 report - The greatest movement had been in the upper middle quartile in favour of females - Last year’s hybrid appeared to have had a positive and significant impact on the mean gender pay gap – this had been expected due to females predominantly holding the lower paid roles <p>J.Pay informed the college had committed to undertaking a pay audit in the next academic year, which would not only look at the gender pay gap but also review pay grades across the entire college.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation acknowledged the reduction of the pay gap over the last few years and asked how progress towards the commitments in the report would be measured. J.Pay confirmed the college would continue to meet its statutory obligations with pay gap reporting and similar reports were being considered for wider equality and diversity (including the other Protected Characteristics).</p>	

FINANCIAL MANAGEMENT		
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9.	Financial policy	
9.1	<p><u>Counter-Fraud Strategy</u> L.Arscott presented the new strategy for approval, which sat alongside the college’s Anti-Fraud Policy and focused on prevention, training and implementing robust policies. She advised the draft strategy had been presented to the Audit Committee and was recommended for approval by the Corporation.</p> <p>There were no questions and the Corporation APPROVED the Counter-Fraud Strategy.</p>	
9.2	<p><u>Fees Policy</u> L.Arscott advised the Fees Policy had undergone its annual review and only minor amendments were proposed to reflect changes to the college’s funding agreement and national policy.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the refunds section was in line with other colleges/national guidance. L.Arscott advised there were no national guidelines; however, conditions outlined in the college’s funding agreement with the ESFA had been reflected and sections relating to self-funded students were in line with policies at other colleges.</p>	

9.3	<p>There were no further questions and the Corporation APPROVED the Fees Policy.</p> <p><u>Updated letters of variation</u> L.Arcscott reported the Bank had identified a standard clause in their loan agreements with colleges that could cause an automatic default due to large pension fund liabilities. The bank had issued retrospective waivers for 2019/20 and had produced a loan amendment to exclude the effect of pension liabilities on the calculation for 2020/21 and future years. She advised she was seeking the approval of the Corporation for the Chair and Principal to sign the Waivers and Variation Letters for the college's two loans by the Chair and Principal, on behalf of the Corporation.</p> <p>IT WAS RESOLVED:</p> <ul style="list-style-type: none"> - That the amendments set out in the Waivers and Variation letters were in the interests of and for the benefit of the Borrower and are most likely to promote the success of the Borrower for the benefit of the members as a whole and that such terms and conditions of the Waivers and Variation Letters be and were approved and accepted - That P.Hinkins (Chair) and G.Guest (Principal & CEO) were authorised to sign the Waivers and Variation Letters on behalf of the Borrower to indicate acceptance of the terms and conditions - That the Bank is authorised to act in all matters concerning the Facility as amended by the Waiver and Variation Letters upon instruction from the Borrower, in its capacity as Borrower of the Facility, signed in accordance with the Bank's mandate for any of the accounts of the Borrower held with the Bank current from time to time 	<i>Chair/Principal to sign</i>
10.	Finance update reports	
10.1	<p><u>AEB</u> L.Arcscott advised the first stage of AEB partner delivery in the West Midlands, as approved at the previous meeting, was underway. She reported the first batches of enrolments had been received/checked and through regular progress and QA meetings with the partner, the college was confident the target would be achieved.</p> <p>L.Arcscott confirmed, following the update provided at the last meeting, the clawback threshold target had been set at 90% by the WMCA for 2020/21 AEB delivery, with an 80% target to protect next year's allocation. To maximise the allocation, minimise clawback and protect next year's funding, a second phase was proposed – delivery of an additional £400k Functional Skills and Level 2 programmes (mental health awareness and safe handling of medicines) that set the foundation for ready progression onto Level 3 courses under the National Skills Fund. She was therefore seeking the Corporation's approval to issue a contract for the second phase of partner-delivered AEB.</p> <p>The Corporation asked if delivery of this contract would remove the need to pay clawback. L.Arcscott confirmed delivery of the contract would not completely remove the need to pay clawback; however, it would significantly reduce the amount to be paid and would secure an allocation for 2021/22.</p> <p>The Corporation APPROVED the issuing of a contract for the second phase of partner-delivered AEB.</p>	
10.2	<p><u>Implications of changes to the Post-16 Audit Code of Practice</u> L.Arcscott informed the Corporation the ESFA published its annual update of the Post-16 Audit Code of Practice in April 2021, with the most significant new requirement being that external auditors would now need to carry out additional ESFA funding audits as the ESFA's statement of grant payments was now not considered sufficient assurance over the funds paid to the college. It was currently not known by either colleges or audit providers what the additional work would entail.</p> <p>L.Arcscott advised the college was in the process of re-tendering their audit provision and this new requirement would be discussed with the shortlisted companies. She noted the other key changes had been set out in the report and generally related to the Audit Committee and its annual report.</p>	

	<p>W.Farrington-Chadd, as the Chair of the Committee, advised the Corporation this would be kept under review by the committee and made colleagues aware of the potential impact this could have on the level of interest received for the audit provision re-tendering process.</p> <p>The Corporation noted these new requirements and thanked L.Arcscott for her report.</p>	
LEARNING, TEACHING & ASSESSMENT		
11.	Safeguarding update	
	<p>P.Stone presented the item and referred the Corporation to his report within the meeting pack. He highlighted the following:</p> <ul style="list-style-type: none"> - During the reporting period (04/03/21 to 01/05/21) there had been nine cases requiring immediate DSL action, six of which were now closed - Work was underway with students to raise awareness of the Everybody's Invited campaign - The hours of the counsellor within the BeSafe team had been increased to provide additional capacity in response to the increase in mental health and anxiety concerns - Additional wellbeing resources have been made accessible to students outside college hours - Tutorial time was being used to provide an additional focus on safeguarding and wellbeing - There had been 97 reported causes for concern (CfC), 67 of which had now been closed - Where cases were not closed, support continued to be provided to the student through the BeSafe team <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if there had been any themes noted in the increased numbers. P.Stone advised the increases since the previous reporting period had been anticipated and were largely related to anxiety associated with the full return of students onsite following the recent lockdown.</p> <p>R.Beswick, as the link safeguarding governor, reported she was kept updated via regular catch-ups , which would continue with S.Alder following P.Stone's departure. The Chair took the opportunity to thank P.Stone for his role in the college's improvement journey and wished him well for the future.</p>	
12.	LTA update – CONFIDENTIAL ITEM	
	<p>R.Wilson updated the Corporation on the following areas:</p> <ul style="list-style-type: none"> - Predicted achievement and key risk areas - Applications/offers and planned action <p>A separate minute of this confidential item was taken.</p>	
13.	Office for Students – Consumer protection for students	
	<p>R.Wilson presented her report and explained the college was required, as per the direction from the Office for Students (HE regulator), to conduct a review during the Spring term of compliance with consumer law. The college was also required to provide a report to the governing body on ongoing compliance with the ongoing OfS condition C1 (guidance on consumer protection law).</p> <p>R.Wilson advised the report outlined how the college had continued to comply with Condition C1 in light of the move to online and blended learning provision.</p> <p>There were no questions and the Corporation thanked R.Wilson for her report.</p>	
14.	Complaints Policy	
	<p>J.Stephens presented the Complaints Policy for approval following its annual review.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>	

	<p>The Corporation noted in Section 5 the language used was different from the rest of the policy and needed to be made consistent.</p> <p>The Corporation asked if a student’s agreement needed to be obtained prior to raising a complaint to Stage 2. J.Stephens explained Stage 1 was the informal part of the process involving a complaint brought about by either a student, parent or member of the public. If not resolved during Stage 2, the complainant could then escalate the complaint to Stage 2.</p> <p>The Corporation asked if there was criteria for who might be appointed as the Investigating Officer (IO). J.Stephens explained the IO would always be a member of the Senior Leadership Team who had not been involved in the process to date or an alleged incident. It was suggested this be added to the policy to provide clarity around who might/might not be appointed as the IO. [POST-MEETING NOTE – this was confirmed as a member of the Curriculum Leadership Team, and not the SLT, at the following meeting]</p> <p>The Corporation asked if assessment decisions could fall within this Complaints Policy. J.Stephens confirmed this was not the case and a separate policy was in place for assessment decisions.</p> <p>The Corporation requested future reviewed policies be presented in track changes format so that proposed amendments/additions were clear.</p> <p>The Corporation APPROVED the Complaints Policy, subject to the above amendments.</p>	<p><i>Deputy Principal to make amendment</i></p> <p><i>Deputy Principal to make amendment</i></p> <p><i>ELT to ensure track changes versions were presented</i></p>
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LEADERSHIP & GOVERNANCE

15.	Corporation matters	
15.1	<p><u>Audit Committee (23 March 2021)</u> W.Farrington-Chadd, as the Chair of the Audit Committee, gave a verbal update on the meeting held on 23 March 2021 and highlighted the following:</p> <ul style="list-style-type: none"> - The Committee reviewed and recommended a number of policy documents presented to the Corporation at this meeting (including the Risk Management and Board Assurance Framework policies) - Cyber security was discussed in detail due to the number of recent attacks in the sector and was suggested as a potential increasing risk - The Committee agreed the tendering process for the provision of the college’s internal and external audit services – a small panel comprising governors would consider the quotes, followed by review by the Audit Committee and then approval by the Corporation in July. Concerns had been raised about the low level of interest from audit companies following feedback from across (and outside) the sector, which would be kept under close review 	
15.2	<p><u>Staff survey discussion (01 April 2021)</u> J.Stephens provided an update of the meeting held in April 2021 focused on the staff survey. The group had received a presentation from J.Pay, providing more detail on the survey results and the key actions taken in response to those results. The group had also made suggestions for improving the survey going forward, for example promoting the use of the comments box and formulating questions that were specific to the college to create a bespoke survey. The group came to the conclusion a pulse survey would not be appropriate at this time, given the suggestions for improvement, and the Director of HR would develop a survey proposal for consideration by the Corporation, potentially at the beginning of the next academic year.</p> <p>The Chair informed the Corporation the meeting had been useful, with a good amount of challenge and support provided by governors. He welcomed the move towards a more bespoke survey, which would enable focus to be on what was right for Telford College. J.Stephens advised she felt the meeting had helped to clarify the level of detail expected by the Corporation.</p>	<p><i>Clerk to add to forward plan</i></p>

<p>15.3</p> <p>15.4</p> <p>15.5</p>	<p>The Corporation asked if the college intended to adopt the newly released DfE/Ofsted Education Staff Wellbeing Charter – it was confirmed the college would be.</p> <p><u>Succession planning</u> The Clerk informed the Corporation R.Beswick would be stepping down as governor at the end of her third term in November 2021. As R.Beswick was the Corporation’s link governor for safeguarding it was important for the new appointee to be able to assume this role. She informed the Corporation, in light of previous success, she had sought quotes from recruitment organisations and would begin the process following this meeting, with a view to having a reasonable handover period between R.Beswick and the new appointee as part of their induction. As there were currently no vacancies the intention was to appoint an Associate Governor (invited to attend meetings but with no voting rights), with a view to them becoming a Governor at the point of R.Beswick’s departure.</p> <p>It was agreed a contingency plan should be developed given the importance of the safeguarding link governor role, the potential difficulty in finding a new governor who was suitably qualified for the role and the college’s upcoming Ofsted inspection.</p> <p><u>Governance Development Plan</u> The Clerk presented her report and informed the Corporation the plan comprised actions to address suggestions, improvements and required actions from a number of sources, including the regular self-reflection agenda item, individual governor reviews, the Chair’s 360° appraisal and new government policy. The Clerk advised the plan was presented for governors’ information and welcomed input/feedback from governors at any time as part of the commitment to continuous improvement.</p> <p>The Corporation noted the Governance Development Plan and acknowledged how it provided a flavour of governance at Telford College.</p> <p><u>Digital Focus Group (13 May 2021)</u> C.Pallett provided a verbal update on the meeting held the previous week and highlighted the following:</p> <ul style="list-style-type: none"> - A large part of the meeting was devoted to hearing from students and their experience of blended learning, for example their feedback on using Microsoft Teams and OneNote and suggestions for improvement going forward - Cyber-security was discussed, given its continued priority across the sector, and the importance of training IT users - It was a constructive, positive meeting and the DFG would next meet on 24 June 2021 	<p><i>Clerk to progress recruitment and develop contingency plan</i></p>
<p>16.</p>	<p>Risk management and internal control</p>	
<p>16.1</p> <p>16.2</p>	<p><u>Risk Management and Board Assurance Framework (BAF) Policies</u> J.Stephens presented the Risk Management Policy and BAF Policies for approval by the Corporation. She explained both policies had been reviewed by the Audit Committee and were recommended for approval. She informed the Corporation a further review would be undertaken prior to the next annual update to reflect the committee’s discussion about risk appetite.</p> <p>The Corporation APPROVED:</p> <ul style="list-style-type: none"> - The Risk Management Policy - The Board Assurance Framework Policy <p><u>Strategic risk register</u> J.Stephens presented the risk register for review by the Corporation, which due to the timing of meetings had not been updated since consideration by the Audit Committee. She advised, similar to the risk policies approved under the previous item, the register would be reviewed in light of the discussions around risk appetite.</p> <p>CORPORATION QUESTIONS/COMMENTS</p>	

16.3	<p>The Corporation noted the risk register and asked if a termly review frequency was regular enough. J.Stephens confirmed this would be considered when undertaking the review of the risk register.</p> <p>W.Farrington-Chadd, as the Chair of the Audit Committee, supported the review of the risk policies and risk register following the committee's discussion and reinforced the ELT's role in proposing improvements to current practice, with the Audit Committee playing a support and review role.</p> <p><u>Governance risk register</u></p> <p>The Clerk presented the risk register for review by the Corporation, which had been updated since consideration by the Audit Committee, although no risk levels had changed. She advised the Corporation of the three amber risks within the register and that the risk relating to the college's Financial Notice to Improve (Risk 8) would be removed in the next update in light of the college being notified it had been lifted.</p> <p>The Clerk suggested, following the discussion Under Item 15.3, that a risk relating to the appointment of a safeguarding link governor be added to the register. This was agreed by the Corporation.</p>	Clerk to add new risk
FINAL BUSINESS		
17.	Self-assessment and reflection	
17.1	<p><u>General improvements/better ways of working</u></p> <p>None identified at this time.</p>	
17.2	<p><u>Risk identification</u></p> <p>See Item 16.3.</p>	
17.3	<p><u>Any further comments/questions not raised during the meeting</u></p> <p>None identified.</p>	
18.	Any other business	
	<p>There was no further business for discussion and the Chair closed the general session.</p> <p>*The staff governors and student governors were asked to leave the meeting at this point*</p> <p>*RECORDING CEASED AT THIS POINT*</p>	
CONFIDENTIAL SESSION (A separate minute of this session was taken)		
19.	Minutes of the Confidential sessions from the last meeting and matters arising	
	<p>The minutes of the Confidential session at the meeting held 15 March 2021 were APPROVED as a true record.</p>	Clerk to update register/records
20.	Any other Confidential business	
20.1	<p><u>Collaborative working</u></p> <p>The Corporation approved proposals for collaborative working.</p>	
20.2	<p><u>Strategic Development Fund (SDF)</u></p> <p>The Corporation approved:</p> <ul style="list-style-type: none"> - Telford College acting as the lead applicant for an SDF submission - The strategic focus of the SDF submission 	

The meeting closed at 7:35pm