

Minutes – APPROVED



Meeting	Corporation
Date	21 March 2022
Time	4:45pm
Venue	E201, Telford College

	Attendance		Item																
	Present	Apols	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
K.Barton	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin, Interim V.Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch																			
D.Blasczyk	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby, Interim Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane		✓																	
K.Daniels																			
G.Guest, Principal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Jhavar-Gill	✓		✓	✓	✓	✓													
R.Matthews	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Robinson																			
M.Seymour	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Watson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																			
L.Arcott													✓						
D.Candlin									✓	✓									
M.Glynn											✓	✓							
S.Malone												✓							
S.Morley , Clerk			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Stephens			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

No.	Item	Action
CORPORATION BUSINESS		
1.	Welcome and apologies	
	<p>The Chair opened the meeting and welcomed M.Seymour, the newly appointed Staff governor (teaching).</p> <p>No apologies had been received in advance of the meeting and the Clerk reported C.Crane had advised he would be late to the meeting.</p> <p>Post-meeting note – C.Crane did not arrive during the meeting (due to being delayed in traffic); therefore, his apologies will be recorded.</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, only be used for the purpose of drafting the minutes and that the confidential session would not be recorded.</p> <p>*RECORDING COMMENCED AT THIS POINT*</p>	<p><i>Clerk to update register/records</i></p>

2.	Procedural matters	
2.1	<u>Declarations of interest</u> There were no interests declared for the meeting. The following standing declarations were noted: - G.Guest, as Director of the Telford Business Board and member of The Marches LEP Board	Clerk to update registers/records
2.2	<u>Register of Interests update</u> There were no reported updates to Corporation members' annual Declaration of Interests.	
2.3	<u>Confidential matters</u> It was agreed Item 17 would be discussed under Confidential session due to reasons of commercial and general sensitivity.	
3.	Minutes of the last meeting and matters arising	
3.1	<u>Minutes of last meeting</u> The minutes of the meeting held 17 January 2022 were APPROVED as a true record.	Clerk to update records
3.2	<u>Matters arising</u> The Corporation noted all actions within the Matters Arising report had been completed.	
ELT UPDATE		
4.	COVID update	
	J.Stephens delivered her presentation outlining the current COVID position and highlighted the following: <ul style="list-style-type: none"> - Revised guidance: the current guidance was contradictory with regards to the requirements for self-isolation, stating it was no longer a legal requirement but remained appropriate. Information had been provided within all-staff communications to clarify the lifting of the legal requirement and explain the decision to self-isolate was now a personal decision, similar to other sickness protocols - COVID cases: 13 staff and 39 student cases at present, all sporadic across the college and with no more than four cases in any one area <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the number of cases were increasing or remaining the same. J.Stephens reported the overall staff figure had been relatively static throughout (around 10-13 at any one time), with peaks and troughs in departments. It was noted the number of cases were rising locally, particularly since the removal of COVID restrictions by the government, and the Corporation advised business continuity plans be reviewed to ensure 'clusters' of staff being absent were planned for.</p> <p>The Corporation asked how sickness absence due to COVID was managed/recorded. J.Stephens confirmed it was not considered during performance reviews and it was noted absence was reported as COVID-related on the HR system.</p> <p>There were no further questions and the Corporation asked for an update at the next meeting, at which point the need for further reports would be reviewed.</p> <p>*RECORDING CEASED AT THIS POINT DUE TO IT DIFFICULTIES*</p>	
5.	KPIs 2021/22	
	J.Stephens presented the KPI report, highlighting the areas where performance was below target and/or risk level had increased.	

	<p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the reasons were known for continued withdrawals across the provision types. J.Stephens advised the majority of withdrawing students across vocational areas were moving into apprenticeships or employment, particularly in construction, health and early years. It was known there was a demand for staff within these sectors; however, the college reviewed quality of provision and if any improvements to delivery and/or curriculum were required where there had been withdrawals. She explained, for adult provision, a large proportion of withdrawals was due to personal circumstances and health reasons. An increase in mental health issues and additional employment demand had been seen across the adult cohort and the need to review the support for adult students had been identified, including ensuring the application process was thorough and that the curriculum was sufficiently adaptable and blended to provide a more flexible approach.</p> <p>The Corporation asked if exit interviews were carried out with withdrawing students. G.Guest confirmed exit interviews were requested; however, these students could be hard-to-reach and not always willing to discuss their reasons in detail.</p> <p>The Corporation asked if the 90% attendance target was too aspirational and if a more realistic target should be set. G.Guest acknowledged this should be discussed during the next round of target setting and informed the Corporation of the lack of standardisation of approaches to recording/classifying attendance across the sector.</p>	
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6.	Management update	
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	<p>J.Stephens delivered the presentation and highlighted the following:</p> <p><u>Ofsted</u></p> <ul style="list-style-type: none"> - The provisional grades from Ofsted inspection w/c 14/02/22 were as follows: <ul style="list-style-type: none"> o Overall effectiveness – Good o Quality of education – Good o Behaviour and attitudes – Good o Personal development – Good o Leadership and management – Good o Education programmes for young people – Good o Adult learning programmes – Good o Apprenticeships – Requires improvement o Provision for learners with high needs – Good - Positive feedback had been received through the students, parents, staff and employer surveys - A number of key strengths were highlighted during the inspection, including: <ul style="list-style-type: none"> o A curriculum that closely reflected the skills needs for local, regional and national economies o Refocused college priorities to improve quality of education o A range of professional development opportunities for staff o Well designed and structured curriculum that enabled learners to build new knowledge, skills and behaviours o Governors had the skills to provide appropriate support and challenge to senior leaders o Learners with complex needs were supported to develop skills o Feedback was used by teachers to develop learners’ understanding o Assessment was used by teachers to understand the progress being made and adjust programmes to provide additional support/challenge o Inclusive environments met the needs of learners o The arrangement with a local MAT supported learners to make a successful transition from school to college o Staff developed all learners’ understanding of the importance of healthy relationships o Learners felt safe, they valued the college’s security arrangements and felt confident any concerns would be promptly addressed 	
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- The following areas for improvement highlighted during the inspection were being used to re-write the quality improvement plan (QIP):
 - o Ensuring all apprenticeship programmes were designed to ensure apprentices develop significant new knowledge, skills and behaviours and that learning was linked well with their role in the workplace
 - o Ensuring the work set for all learners and apprentices was sufficiently demanding to provide them with the opportunity to achieve their best
 - o Ensuring governors received appropriately robust information on all safeguarding incidents to allow them to hold leaders to account effectively
 - o Ensuring all learners' and apprentices' understanding of life in modern Britain was well developed and they knew how to protect themselves from extremism
 - o Focusing on below-target attendance across the college, with a sharp focus on the minority of courses where attendance is low
 - o Ensuring learners and apprentices received useful information on careers available to them upon completion of their course to enable them to make informed decisions
- The final inspection report would be shared with governors once published
- Next steps
 - o Revise the QIP
 - o Undertake review of apprenticeship delivery
 - o Further investment in quality of education
 - o Media coverage when report released

Landscape

G.Guest updated the Corporation on the following:

- Ofsted inspected the Kickstart Academy on 16/17 March 2022. The overall judgement was Requires Improvement, comprising:
 - o Quality of education – Requires improvement
 - o Behaviour and attitudes – Good
 - o Personal development – Requires improvement
 - o Leadership and management – Good
- The national review of Level 2 qualifications
- Collaboration development
- The national pay claim

The Corporation expressed its thanks for the role all college staff had played in achieving a Good Ofsted grade and acknowledged the significance of the achievement, particularly given the journey the college had been on over the past five years.

There were no questions and the Corporation thanked G.Guest for his update.

7. Policy review

J.Stephens presented the following policies for the Corporation's approval:

- Freedom of Information Policy (scheduled review)
- Procurement Policy (scheduled review)
- Risk Management Policy (scheduled review)
- Board Assurance Framework Policy (scheduled review)
- DBS & Recruitment/Employment of Offenders Policy (update)

The Corporation APPROVED all the policies listed above.

CORPORATION QUESTIONS/COMMENTS RE PROCUREMENT POLICY

The Corporation asked who was responsible for keeping abreast of changes in public contract regulations. J.Stephens confirmed this was the responsibility of the Executive Director of Finance.

The Corporation asked in what circumstances might the Finance department need to facilitate a purchase. J.Stephens advised this would happen if a manager was struggling to find a supplier.

	<p>The Corporation recommended the policy should:</p> <ul style="list-style-type: none"> - state the whole contract value should include any extensions; and - reference that invitations of work would include evaluation criteria and scoring methodology <p>J.Stephens advised these would be reflected in the policy.</p> <p>The Corporation asked if the reference to approval by the Executive Leadership Team (ELT) was by the whole team or just one member. J.Stephens confirmed these approvals would be discussed at a meeting of the ELT, where the decision would be minuted.</p> <p>The Corporation asked if the college used an e-procurement portal. J.Stephens confirmed the college used both the Crescent Purchasing Consortium (CPC) and the ESPO framework.</p> <p>The Corporation asked how the college could link social care contracts and influence societal value, and recommended this be reflected within the policy. The Corporation noted how the use of local companies and supporting the local economy could be built into the tender process and how providing feedback to unsuccessful companies could help to improve local services and their future tender submissions. The Corporation agreed these should be incorporated into the policy, subject to this being checked against the funding rules.</p> <p>The Corporation noted an omission on Page 6 of the policy, regarding how the college would give preference, and it was agreed this should read ‘Packaged appropriately, not excessively using packaging that is <u>non</u>-recyclable or non-reusable’.</p> <p>CORPORATION QUESTIONS/COMMENTS RE DBS RENEWAL POLICY STATEMENT</p> <p>The Corporation asked if the new renewal frequency would also apply to governors – it was confirmed it would.</p> <p>The Corporation APPROVED the following policies:</p> <ul style="list-style-type: none"> - Freedom of Information Policy - Procurement Policy (subject to the inclusion of the agreed additions/clarifications) - Risk Management Policy - Board Assurance Framework Policy - DBS & Recruitment/Employment of Offenders Policy 	<p><i>Deputy Principal to incorporate</i></p> <p><i>Deputy Principal to incorporate</i></p> <p><i>Deputy Principal to amend</i></p>
<p>8.</p>	<p>Streamlined Energy Carbon Reporting (SECR) – annual report 2020/21</p> <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, including the installation of more energy efficient boilers, replacement of lightbulbs with more efficient LED fittings and new windows.</p> <p>D.Candlin informed the Corporation he had completed a baseline exercise based on data from the last year that was wholly unaffected by COVID (2018/19), which had confirmed electricity and gas consumption had decreased; however, he was conscious the current energy cost increases would mean a reduction in cost would not necessarily be seen.</p> <p>The Corporation asked how the ‘human’ element of reducing energy consumption was captured and monitored. D.Candlin advised this information was not currently captured; however, improvements had been implemented, such as timed/motion sensor lighting, that reduced reliance on staff and students.</p>	

	<p>The Corporation asked if the college had an internal sustainability group in place. D.Candlin advised there was not one at this time and all agreed this would be beneficial in terms of raising profile, engaging staff/students and communicating key messages.</p> <p>The Corporation noted the funding opportunities available in relation to sustainability and advised the applications would often request the name of the person responsible within the organisation for sustainability.</p> <p>The Corporation thanked D.Candlin for his report and APPROVED the SECR 2020/21.</p>	<p><i>Deputy Principal to action</i></p> <p><i>ELT to consider</i></p>
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STUDENTS (PEOPLE)		
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9.	Safeguarding update	
	<p>M.Glynn introduced the item and presented her report. She highlighted the following:</p> <ul style="list-style-type: none"> - The new counsellor was in place and 70 students were accessing the service. There was a waiting list for accessing counselling and a plan was in place to reduce this - The most common issues raised during counselling were anxiety, gender identity and self-esteem - Mental health remained a priority and a number of plans were in place to address this, including mental health topics being discussed more regularly within the tutorial programme; offering a variety of times/days for counselling sessions to improve take-up and attendance; and delivering group sessions - A full review of CPOMS was underway after the miscategorisation of data by staff at the point of reporting had been identified. Reporting through CPOMS would remain the responsibility of all staff; however, categorisation would now be undertaken by the DSL and Deputy DSL to ensure this was correct - Smoothwall incidents had increased as a result of more students returning to campus. Work was underway to remind students of the consequences of accessing inappropriate content via the college's network and to support staff who were required to speak with students triggering a Smoothwall incident report <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if monthly data reports could be provided to governors. M.Glynn confirmed this would be possible once the full review of CPOMS data had taken place and the new categorisation arrangements had been implemented.</p> <p>The Corporation asked what the ethnic breakdown of the safeguarding data was and if this identified any trends. M.Glynn explained the current reporting system did not allow for ethnicity data to be captured at present; however, she had identified this as a gap and was looking at how this could be introduced. In relation to trends, M.Glynn advised mental health continued to be the most common reason for reported incidents on CPOMS.</p> <p>The Corporation noted there had been increases in reported incidents (when comparing the same period in 2021 and 2022) in personal relationships, Smoothwall/e-safety, mentoring and counselling and asked if the reasons for this were know. M.Glynn advised these were due to students being back on campus and informed governors she was pleased students were accessing the college's counselling and mentoring services, which had led to the increase in these numbers.</p> <p>The Corporation noted anxiety was listed as one of the most common reasons for making a report and asked if this was categorised at a deeper level, ie the subject of the anxiety. M.Glynn explained this was and, where there were common themes, the group sessions would be used to discuss this in a supportive environment with a professional and their peers.</p> <p>There were no further questions and the Corporation thanked M.Glynn for her report.</p>	
10.	Streamlining the application process	
	S.Malone delivered her presentation and highlighted the following:	

- In January 2022, work began to fully review the 16-18 and adult application, interview and communication processes to improve the student experience and increase conversion rates
- The findings from the review were used to identify and develop improvements, including:
 - o Improved functionality on the new website
 - o A streamlined application form
 - o More effective information flow from application to interview
 - o Interview consistency, with a focus on high expectations and good student experience
 - o More effective and structured communication between interview and enrolment
 - o Alignment across all age groups, drawing on best practice from all areas of the college
- The new ways of working were being tested by Public Uniformed Services and Health, with college-wide implementation planned for the Summer term if the feedback was positive
- The anticipated impact of the improvement included:
 - o Improved interview attendance (15% improvement over the past month)
 - o High quality interviews that were consistent and focused
 - o Good student and parent experiences, measured through feedback
 - o Reduced administration workload for staff
 - o Improved conversation rate between interview and enrolment
- The targets following the college-wide implementation of the new process were:
 - o Improving interview attendance to 80%+ across all areas
 - o Improving application conversion rate by 10% to achieve 70%
 - o Reducing the number of pre-qualifying period withdrawals to less than 70 (84 in 21/22, 76 in 20/21)
 - o Reducing the number of in-year course transfers
 - o Creating a future digital solution through the development of a student app/portal

M.Seymour welcomed the improvements, in particular the removal of administration duties from the interview as this would provide more time to talk with the prospective students.

The Corporation asked who carried out the interviews. S.Malone informed the Corporation the college had taken the decision to interview all prospective students, which were carried out by the curriculum teams, and, depending on the subject, could include a practical element. She advised the period between the point of application and the interview was typically two weeks.

The Corporation asked when the full impact of the improvements would be seen. S.Malone advised some impact was already being seen; however, it would take a full academic year cycle (ie 2022/23) for the full impact to be evident.

There were no further questions and the Corporation thanked S.Malone for her update.

FINANCE

11. Management accounts to 31/01/22

L.Arscott referred the Corporation to the management accounts for the period ending 31 January 2022 and highlighted the following:

- **Forecast outturn (Amber – no change):** the forecast outturn surplus had been updated to reflect income shortfalls (apprenticeships and HE), additional income (educational contracts for HGV bootcamps) and savings (agency usage). Further non-pay savings had been identified and would be captured within subsequent management accounts
- **Apprenticeships (Red - increased risk):** enrolment was above target to date; however, income remained adverse to budget due to the impact of withdrawals
- **AEB (Red - increased risk):** income was adverse to the revised plan, for both ESFA and WMCA delivery. Risks remain within the plan, in particular the impact of the backlogs at the DVSA on the ability to draw down funding
- **HE income (Red – increased risk):** the outturn had been updated to reflect recent withdrawals

- **Pay costs (Green – decreased risk):** pay costs remained favourable to budget due to savings generated by periods between staff leaving/posts being filled and some planned posts not being required. The budgeted pay award was not included within the YTD variance
- **Loans (Green - no change):** work to refinance and consolidate the loans was underway, hopefully to be presented to the Corporation in May 2022
- **Cash (Green – no change):** the cash balance included £1.7m of funding received for the SDF project, with a further £702k expected by the end of the month. Half of the ESFA clawback had been repaid, with the remaining half to be returned by March 2022, and the ESFA cash sweep (£169k) had been paid in February 2022
- All financial health indicators continued to be rated **Green** and expected to meet year-end targets, FEC benchmarks and the bank covenants

L.Arcscott informed the Corporation there was a need to revisit the previously approved subcontracting arrangements with Mercury and TechTalent as both providers had informed the college they were unable to fulfil the contracts.

CORPORATION QUESTIONS/COMMENTS

The Corporation noted the staff savings and asked for assurance that this was not at the expense of investment in staff training and development. L.Arcscott confirmed investment in staff training and development continued, with £37k spent to date against a budget of £50k (double the previous year's training budget).

The Corporation asked if the apprenticeship reforecasts were realistic. L.Arcscott explained the team had reviewed the assumptions within the model, looking at the retention and withdrawal factors, and the forecasts were now more prudent and realistic.

The Corporation noted the cash flow was a downward trend over the year and how the cash balance was artificially high at present due to SDF receipts, and asked for assurance that the downward trend would not continue long-term. L.Arcscott advised, alongside the incoming cash for the SDF, the trend line looked much more even when looked at over a longer period and she reminded governors of the annual cash low point for the sector in April.

The Corporation asked if the staff vacancies were impacting on teaching and learning. J.Stephens informed the Corporation there had been some impact within the 7th Form – lessons had been learnt and work was already underway to begin the recruitment for teaching positions for September 2022. G.Guest advised the national average of live vacancies was 30 in the FE sector – Telford College was significantly less than this and the main recruitment difficulties were for business support positions.

The Corporation asked if students were being turned away due to the recruitment difficulties. J.Stephens reported this was not the case at present but may be required in the future if the situation worsened.

The Corporation asked if there were any lessons to be learnt from both AEB subcontracting providers being unable to fulfil their contracts and what would be the impact on the college. L.Arcscott explained reasons had not been given by the providers and the due diligence carried out had not highlighted this as a risk. She advised this left the college with c£100k of AEB delivery to fulfil. Work was underway to review the options, which would need to be considered and the preferred option approved by the Corporation. Given the urgency, it was agreed the options and recommended action to be taken would be circulated to the Corporation for approval by email at the earliest opportunity.

*Executive Director
– Finance to draft
Clerk to circulate*

LEADERSHIP & GOVERNANCE

12. Reports from Corporation committees/groups

12.1 Capital Focus Group (08/03/22)
L.Biffin provided the following report of the meeting of the Capital Focus Group held on 08/03/22:

	<p>Strategic Development Fund: an update on the project was provided. The CFG was assured that, whilst only a small proportion of the funds had been spent to date, a significant amount of both capex and revenue funding would be spent imminently and the remaining funds were allocated for industry placements, software development and the Mobile Teaching Unit, subject to supply chains. The risk register was reviewed at each meeting and contained the key risks mentioned.</p> <p>Transformation Fund: the outcome of the funding bid had not yet been published and was expected by the end of March 2022. A risk to the original costings was noted given the volatile market for suppliers and contractors at this time and work had been undertaken to identify where savings could be made in some areas of the project if costs were greater than those in the budget.</p> <p>J.Stephens advised the bid outcome was still awaited.</p> <p>T Level Capital Fund: following the Corporation’s agreement to proceed, the application was on target to be submitted before the prescribed deadline (11/03/22).</p> <p>J.Stephens confirmed the application had been submitted following the CFG meeting.</p> <p>Station Quarter: an update on the project was discussed under Confidential session.</p>	
13.	Key appointments	
13.1	<p><u>Chair of the Audit Committee</u> *L.Biffin left the meeting at this point*</p> <p>The Clerk referred the Corporation to her report and advised L.Biffin had expressed her interest in the Chair of the Audit Committee role. She confirmed L.Biffin held the required financial qualifications and recent/relevant experience for the role and asked the Corporation to consider L.Biffin’s appointment.</p> <p>The Corporation APPROVED the appointment of L.Biffin as the Chair of the Audit Committee with immediate effect.</p> <p>*L.Biffin returned to the meeting at this point and was congratulated on her appointment*</p>	
13.2	<p><u>Chair of the Corporation – update on the appointment process</u> The Corporation noted the update provided within the report.</p>	
13.3	<p><u>Staff governor appointment</u> The Corporation formally noted M.Seymour’s appointment as the new staff governor (teaching).</p>	
14.	Governor updates	
14.1	<p><u>Link governor activity</u> G.Bleasby reported she had met with the Interim Director of Student Services and BeSafe Manager earlier that day in her safeguarding link governor role. They had discussed the good practice within the college and also the ideas being put into practice to improve further.</p> <p>L.Biffin reported she regularly spoke with L.Arscott in her role as link governor for finance, typically prior to each Corporation meeting.</p> <p>S.Watson reported he had met with D.Candlin for the first time as link governor for Estates & Capital and was looking forward to continuing the discussions on a regular basis.</p> <p>It was noted a discussion needed to take place around how the link area for curriculum and quality would operate in practice as three governors had been allocated – K.Barton, M.Jhwar-Gill and R.Matthews. It was agreed the Clerk and Deputy Principal would meet to discuss this.</p>	

14.2	<p>The Corporation requested the upcoming campus tours for the new governors' induction be opened up to all governors.</p> <p><u>Governor CPD activity</u></p> <p>Healthcare Academy G.Bleasby, R.Matthews, C.Pallett and S.Watson had visited the new Healthcare Academy prior to the meeting.</p> <p>Induction</p> <ul style="list-style-type: none"> - M.Jhawar-Gill had met with the Principal and Deputy Principal for her induction meeting, which had also included a tour of the campus - M.Jhawar-Gill and S.Watson were attending the ETF/AOC Governor Induction programme on 22/03/22 	<p><i>Clerk & Deputy Principal to discuss</i></p> <p><i>Clerk to coordinate</i></p>
FINAL BUSINESS		
15.	Final questions/comments, self-assessment and reflection	
15.1	<p><u>Any further comments/questions not raised earlier the meeting</u> There were no further questions or comments from the Corporation.</p>	
15.2	<p><u>General improvements/better ways of working</u></p> <p>Consent agenda The Clerk informed the Corporation of a different way of managing board business known as the Consent Agenda. It allowed procedural and straightforward items to be considered collectively for noting/approving as a means of creating more time within the agenda for discussion and reducing meeting length. Board members were able to request items from the 'Consent agenda' be brought into the main agenda for discussion during meeting. The Clerk proposed a trial of this format for the remainder of the year, with a view to full use from September 2022 if the Corporation was in agreement.</p> <p>The Corporation APPROVED the trial of the Consent Agenda for the remainder of the academic year.</p> <p>Student governor attendance The Corporation noted the student governors were not in attendance and asked the Clerk to make contact as governors were keen to ensure student input and views were part of the meetings.</p>	<p><i>Clerk to contact student gov's</i></p>
15.3	<p><u>Changes to the risk register</u> The Corporation requested the risk register be reviewed to ensure the following were adequately addressed:</p> <ul style="list-style-type: none"> - The sustainability agenda - Staff vacancies - The implications of the Ofsted outcome 	<p><i>Executive Director – Finance to review</i></p>
16.	Any other business	
	There was no further business for discussion and the Chair closed the general session.	
CONFIDENTIAL SESSION		
17.	Looking to the future	
	<p>*Staff governors left the meeting at this point*</p> <p>A separate minute of this item was taken.</p>	

The meeting closed at 7:35pm