

Minutes



Meeting	Corporation
Date	20 th March 2023
Time	2pm meeting start
Venue	E201, Telford College

Members present:	Gail Bleasby	Chair of the Corporation
	Louise Biffin	Vice Chair of the Corporation
	Graham Guest	CEO
	Paul Birch	Independent Governor
<i>(virtual attendance)</i>	Corin Crane	Independent Governor
	Manny Jhawar-Gill	Independent Governor
	Ruth Matthews	Independent Governor
	Chris Pallet	Independent Governor
	Karina Saini	Student Governor
Attendees present:	Caroline Bastow	Head of Quality & LTA
	Phil Brockhurst	Interim Vice Principal for Finance & Resources
	Magdaline Glynn	Assistant Principal for Student Experience and Safeguarding
	Trish Harris	PA to Principal & CEO and Quality Co-ordinator
	Joanna Perch	Clerk to the Corporation
	Janet Stephens	Deputy CEO
	Rachel Wilson	Vice Principal for Curriculum

No.	Item	Action
WELCOME		
1.	Welcome, apologies and introductions	
	The Chair opened the meeting.	
	Apologies were noted from:	
	<ul style="list-style-type: none"> • Shannon Marsh-Lloyd • Stew Watson • Ian Robinson • Martyn Seymour 	
	The Chair noted that Corin Crane was able to attend the first 45 minutes of the meeting remotely and sent apologies for the remainder of the meeting.	
2.	Corporation Strategy	
	The Chair opened the strategy discussion and reminded all members that the information received today is confidential.	
PROCEDURAL MATTERS		
3.	Procedural matters	
	There were no conflicts of interests declared for the meeting.	
	The following standing declarations were noted:	
	<ul style="list-style-type: none"> • Graham Guest as Director of the Telford Business Board and a member of The Marches LEP Board. • Chris Pallett as non-executive director of the Shropshire Chamber which will be leading on the Local Skills Improvement Plan. 	
4.	Minutes of the last meeting	
	The Corporation resolved to approve the public minutes of the meeting held on 13 February 2023.	
5.	Matters arising	
	The Chair noted that Item 3 will be discussed further at the Audit Committee in relation to the risk owners outlining “path to green”.	
	Deputy CEO noted that the additional meeting to take place on 24 th April is no longer required due to the information required for the Station ¼ not being complete. To be a discussion point for the June meeting and further discussion can take place within the Capital Focus Group instead	Clerk to cancel the meeting arranged for 24 th April.

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STRATEGY

6. Approval of decisions made at the strategy session

The Corporation discussed the approval of the decisions made in the confidential strategy meeting.

STUDENTS

7. Safeguarding report

The Assistant Principal Student Experience and Safeguarding presented the monthly Safeguarding report. She reported the Telford and Wrekin Safeguarding Audit has taken place and an action plan for Compliance is being prepared to be signed off by the Chair and Principal. Main areas are staff updates which will be covered during CPD and all staff need to have read KCSIE part 2 (as well as part 1). HR induction for Safeguarding also needs to incorporate online safety.

The Chair asked if there were any training Corporation members needs to undertake. Assistant Principal Student Experience and Safeguarding responded she understood all members are fully compliant at present with training requirements

CSE lead is the Deputy DSL, part of the role of the CSE lead is to comply with and recommend reviewing site security, this has taken place and a recommendation is for a full prevent lockdown to take place. The systems were tested and found there was an error in W block alarm system which is being rectified this week. As we have never done a lockdown, staff will be notified via all staff and students informed during tutorials. Staff will be notified of the first practice so feedback can be received, further lockdowns will take place without prior warning. The team have also been working with the High Needs students to ensure they are aware and understand the procedure.

A member of the Corporation questioned the significant increase from Drugs addiction doubling in a month. AP SES responded this is referrals in relation to parent addiction received from welfare and safe checks, but will double check the figures.

APSES to check the numbers are correct for Drug Addiction

The Principal reported that Assistant Principal Student Experience and Safeguarding would be leaving at the end of the academic year after securing a new role closer to home. The Corporation congratulated her on her new role and would be missed as they have seen significant improvements since she commenced working at the college.

FINANCE

8. Management accounts

The Deputy CEO presented the January 2023 management accounts and reported areas of concern in Apprenticeships and AEB income. AEB has seen good improvement against the deficit in recent months. The current variance is offset in part by the 'education contracts' heading which has increased and includes additional AEB contracts - this needs further analysis from the finance team and will be reported back at next meeting. In addition, there are two AEB extension contracts relating to sub-contracting which will be shared with Audit Committee next week to seek approval.

Head of Finance Further analysis of AEB deficit and Education Contracts.

A member of the Corporation asked about the shortfall in relation to AEB which is still a large proportion and as a college are we confident we will be able to reduce the shortfall. The Deputy CEO responded that good progress is being made, the team are working hard and the enrolment numbers have increased which is reducing the gap. However, the college will not be able to close the entire gap by the year.

The HE income has remained in a deficit and full cost provision of RAF Cosford will not be met. Staff within RAF contract are currently within redundancy consultation period.

There is a saving on pay costs and finances will remain in a surplus allowing the financial status to remain.

A Corporation member stated they had looked at the financial health check compared to this time last year and appears to be around the same, what do we need to do for the future and what will the position be for next year.

Deputy CEO responded the budget for next year will be a challenge due to increases in utility costs. In addition, pay costs will be a challenge with the need to consider an annual award above this year's increase. As a college we need to attract more students and grow provision. The Vice Principal Curriculum responded that as a college we have set high progression targets with curriculum areas. Apprenticeship withdrawals in year has also impaired the finances, with the improved quality and retention this should improve.

The Principal shared that a recent AoC briefing showed every funding line down across all colleges nationally.

A Corporation member asked about the concerns with apprentices starts and themes, how can this be turned around for next academic year, we need to be more visual with employers.

The Vice Principal Curriculum responded the team are ensuring we are offering the correct offer. The team do need to be more visual and work with larger employers. Member of Corporation responded the majority of employers within Telford are SME's, need to start working with these employers, how many employers understand the apprenticeship levy etc, maybe the possibility of holding an event for local employers to attend a network event and share information relating to apprenticeships etc.

No.	Item	Action
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LEADERSHIP AND GOVERNANCE

9. Reports from Corporation committee/groups

The Chair reported on the CFG meeting from January, the SDF1 project was complete.

SDF2 refurbishment was progressing with the mezzanine floor, there was a slight overspend which the college would meet.

The Terms of Reference for CFG would be amended with the change of title to Strategic Projects Group to allow all projects to be discussed at this meeting.

10. Any other business

There were no additional items for discussion.

The chair thanked members of the Corporation for their time today for attendance at the meeting.

CONFIDENTIAL SESSION

11. Minutes of the last meeting

12. Reports from Corporation committee/groups

13. Any other business – confidential

Confirmed