

# Minutes – APPROVED



<b>Meeting</b>	Corporation
<b>Date</b>	27 September 2021
<b>Time</b>	4:45pm
<b>Venue</b>	Addenbrooke House, Telford and Teams

	P	A	ITEM											
			1	2	3	4	5	6	7	8	9	10		
R.Beswick		X												
L.Biffin	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk	O					✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane		X												
W.Farrington-Chadd		X												
G.Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Real		X												
C.Robinson		X												
<b>Attendees</b>														
S.Alder, SLT	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Arcott, SLT	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Barker, SLT	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Candlin, SLT	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Dunn, TWC	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Latham, ESFA	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Malone, SLT	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Morley, Clerk	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson, SLT	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

(V – Virtual, O – On site)

No.	Item	Action
<b>PROCEDURAL MATTERS</b>		
1.	<b>Welcome and apologies</b>	
	<p>The Chair opened the meeting and welcomed everyone to the first meeting of the new academic year, in particular M.Latham (Senior Manager – FE Directorate, ESFA) who had been invited to attend. The Chair also introduced C.Barker, who joined the college as Assistant Principal – Employer Engagement in August 2021.</p> <p>Apologies had been received from R.Beswick, C.Crane, W.Farrington-Chadd and G.Real; and also J.Stephens.</p> <p>Post-meeting note - C.Robinson’s apologies were received later that day.</p> <p>The Chair thanked Telford &amp; Wrekin Council for hosting the meeting and noted Addenbrooke House was next to the proposed site for the Station Quarter development.</p> <p>The Corporation was notified that G.Layer had informed the Chair he would be stepping down with immediate effect due to a change in personal circumstances, three months before the end of his term</p>	<p><i>Clerk to update register/records</i></p>

	<p>of office. The Chair acknowledged the contribution G.Layer had made to the Corporation and how he had been part of the journey since before the merger as a member of the Shadow Board. G.Layer had asked the Chair to pass on his thanks and best wishes to everyone and the college.</p> <p>The Clerk confirmed the process to recruit to the vacancies being left by R.Beswick and G.Layer was underway and appointments were scheduled to be made at the meeting in December 2021.</p>	
<b>2.</b>	<b>Procedural matters</b>	
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> <ul style="list-style-type: none"> <li>- P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision)</li> <li>- G.Guest, as member of the Telford Business Board and member of the Marches LEP from October 2021</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>	<i>Clerk to update register/records</i>
2.2	<p><u>Register of Interests update</u> There were no reported updates to governors' annual declaration of interests. Governors were asked to complete and sign this year's annual declaration of interests before leaving the meeting.</p>	
2.3	<p><u>Confidential matters</u> It was agreed there were no items to be held in Confidential session.</p>	
<b>3.</b>	<b>Minutes of the last meeting and matters arising</b>	
	<p>The minutes of the meeting held 12 July 2021 were APPROVED as a true record.</p> <p>The Clerk advised, due to the different format of the meeting, the matters arising report for this meeting and the meeting in July 2021 would be presented to the Corporation in October 2021.</p>	<i>Clerk to update records</i>
<b>DELIVERING THE STRATEGIC PLAN</b>		
<b>4.</b>	<b>Underpinning strategic documents</b>	
	<p>The Chair introduced the item and summaries of the following underpinning strategies and their respective implementation plans were presented by SLT members:</p> <ul style="list-style-type: none"> <li>- Curriculum Plan (S.Malone, Assistant Principal – Curriculum &amp; Data)</li> <li>- HR Strategy (J.Pay, Executive Director of HR)</li> <li>- Learning &amp; Teaching Strategy (R.Wilson, Assistant Principal – Young People &amp; LTA)</li> <li>- Measuring Success Framework (S.Malone, Assistant Principal – Curriculum &amp; Data)</li> <li>- Stakeholder Engagement Strategy (C.Barker, Assistant Principal – Employer Engagement)</li> <li>- Student Support Strategy (S.Alder, Director of Student Services, Safeguarding &amp; Marketing)</li> </ul> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the investments in IT and staff mentioned in the implementation plans had been budgeted for. D.Candlin confirmed the budget was in place for the IT capital investment. J.Pay confirmed the resources were in place for CPD - there was capacity within the team to deliver training through a dedicated role and this year's training revenue budget was double the previous year's figure.</p> <p>The Corporation asked if contingency plans were in place if external funding was not received. L.Arcscott advised the financial plan was based on core business and was not reliant on external funding. The delivery of the implementation plans was therefore not dependant on receiving additional funds.</p>	

	<p>The Corporation noted actions/risks relating to T Levels were often rated as amber/red and asked for an update on the current status of their introduction. G.Guest advised time had been set aside the following week to discuss and decide which T Levels would be delivered by the college, taking into account the specialisms of and provision being delivered by other local colleges.</p> <p>The Corporation asked if there was sufficient budget to deliver the talent management part of the HR Implementation Plan and if there was a plan in place for reviewing pay levels as part of staff retention activity. G.Guest advised the priority was to upskill and re-train existing staff members, rather than look outside of the college. L.Arcott advised a review of pay levels would not take place this year but was part of the longer-term plan.</p> <p>The Corporation asked how staff members with aspirations to become a middle manager would be upskilled and supported to do this. J.Pay advised this would be through ensuring the appraisal system was a robust, quality discussion about career progression and aspirations, supported by a CPD plan that reflected the appraisal discussion.</p> <p>The Corporation noted some of the actions within the implementation plans were already rated as red and requested the timescales be reviewed to ensure they were realistic given we were still within the first month of the academic year.</p> <p>The Corporation acknowledged engagement with 'existing' employers was good and asked how the college would engage with new employers. C.Barker advised there was success to publicise about the existing engagement with employers, which would be one of the mechanisms used to approach new employers. Other activities would be working with employers to explain apprenticeships in a more straightforward way, through the relationships being developed with the projects the college was involved in and by working across the sectors as part of the curriculum, for example creative students visiting local care homes and media students producing short films for the NHS.</p> <p>The Corporation was pleased to see engagement was a key theme with students and employers, and requested this also be a focus for staff.</p> <p>The Corporation asked how the college would balance the increasing digital agenda with the proportion of students from disadvantaged communities. S.Malone acknowledged the need to be mindful of this. She advised the college had addressed this during lockdown, by ensuring all students had IT equipment and internet access. When planning for this academic year, the decision on how remote learning would be used was tailored to each subject/qualification and their student cohorts.</p> <p>The Corporation thanked the SLT for their presentations and the strategies/plans they had provided with the meeting papers, which provided a very clear and comprehensive framework for achieving the college's Strategic Plan.</p>	<p><i>SLT to review timescales to ensure they were realistic</i></p>
<p><b>5.</b></p>	<p><b>Safeguarding &amp; Prevent Policy</b></p>	
	<p>S.Alder advised the Safeguarding &amp; Prevent Policy had undergone its annual review and was presented for approval. She confirmed the update reflected the September 2021 version of Keeping Children Safe in Education.</p> <p>The Corporation APPROVED the Safeguarding &amp; Prevent Policy.</p>	
<p><b>6.</b></p>	<p><b>Capital projects summary</b></p>	
	<p>The Clerk introduced her report for governors' information, which provided a summary for each of the capital projects, namely:</p> <ul style="list-style-type: none"> <li>- Funds and timescales involved</li> <li>- College role/involvement</li> <li>- Corporation responsibility</li> <li>- Monitoring and oversight</li> <li>- Current project status</li> </ul>	

	The Corporation noted the report.	
<b>7.</b>	<b>Transformation Fund bid</b>	
	<p>D.Candlin presented his report and highlighted the following:</p> <ul style="list-style-type: none"> <li>- After successfully passing Stage 1, the college was making an application to the Transformation Fund for £2.5m</li> <li>- The funds were for main site works as follows: <ul style="list-style-type: none"> <li>o Reconfiguration of/updating existing building stock to support local skills priorities (construction and engineering) and new curriculum development (green tech)</li> <li>o Reconfiguration of areas of the Automotive Academy to expand practical working pace and future curriculum development</li> <li>o Remodelling of the areas of B-Block (North) where activity is being relocated to Station Quarter, improving facilities and expansion of business-related curriculum areas in alignment with employer hubs</li> </ul> </li> <li>- The deadline for the application was 08/10/21 and the outcome was expected in December 2021</li> </ul> <p>The Corporation asked for clarification between the £2.5 and £5m references to total project value. D.Candlin explained the amount being bid for from the Transformation Fund was £2.5m. The further reference to £2.5m was the value of the investment cost for the college element of Station Quarter, giving a total project value of £5m.</p> <p>The Corporation asked if regular updates on project progress would be received through the Capital Focus Group – D.Candlin confirmed this was correct.</p> <p>The Corporation APPROVED the submission of the Stage 2 application, as outlined in the report and presentation.</p>	
<b>8.</b>	<b>Digital &amp; Maths Skills Hub update</b>	
	<p>R.Wilson and D.Candlin provided the Corporation with an update on progress with the Digital &amp; Maths Skills Hub. They highlighted the following:</p> <ul style="list-style-type: none"> <li>- the importance of having a town-centre location and how this would help to address transport challenges for those living in South Telford and create links with employers within the town</li> <li>- 50% of the student population was from disadvantaged communities</li> <li>- the need to increase the number of people in Telford with Level 4 and above qualifications as the borough had one of the lowest rates in the country</li> <li>- Digital and Maths skills had been highlighted as key skills gaps by employers in Telford</li> <li>- The Hub would be part of the college’s commitment to raising aspirations and helping students to believe in themselves</li> <li>- The business case for the Hub would be presented to the Corporation at its special meeting on 03/11/21, which would then form part of the overall Station Quarter business case</li> </ul> <p>The Corporation was advised the current proposal for the floors within the building were as follows:</p> <ul style="list-style-type: none"> <li>- Shared Reception/ground floor</li> <li>- College floor</li> <li>- University floor</li> <li>- Business incubation space</li> </ul> <p>The Corporation asked, as part of the commitment to raising aspirations, what access students would have to the university and employer areas within the building. D.Candlin explained this would primarily be the ground floor area and R.Wilson confirmed an appropriate balance between collaboration and safeguarding in shared space would be struck.</p> <p>M.Latham noted he could see the progress the college had made with regards to planning new projects – the rationale for the Digital &amp; Maths Skills Hub and how it would contribute to the college’s Strategic Plan and the bigger picture was clear.</p>	

	The Chair thanked R.Wilson and D.Candlin for the project update.	
<b>9.</b>	<b>Station Quarter briefing - TWC</b>	
	<p>The Chair welcomed J.Dunn, Director of Prosperity &amp; Investment at Telford &amp; Wrekin Council.</p> <p>J.Dunn introduced himself and explained his role in the Station Quarter project, which was part of the wider Telford Towns Deal programme. He presented an update on the Station Quarter project, which the Digital &amp; Maths Skills Hub was part of, and informed the Corporation of the proposed campus-style feel and the plans to create a mixed-use development, which would include education provision, retail, business space and housing.</p> <p>J.Dunn advised the business case for the Station Quarter project was being presented to the Towns Deal Board for approval in January 2022, with the development officially commencing once the final agreement of the business case had been received from government.</p> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked if the residential part of the development had the same timescales as the Digital &amp; Maths Skills Hub. J.Dunn advised the residential development would begin at the same time; however, the education element of the project would be completed sooner.</p> <p>The Corporation asked what types of businesses would be encouraged to take up the units on the ground floor of the Hub. J.Dunn emphasised the intention was not to recreate Southwater and therefore the target businesses were coffee shop/sandwich bar style establishments rather than restaurants.</p> <p>The Corporation asked for the rationale behind the inclusion of a hotel within development. J.Dunn explained this decision had not yet been made and any business case presented would be carefully assessed.</p> <p>M.Latham asked what action had been taken to include any diversity-related targets within the development. J.Dunn reported social value would be included within the construction contracts, with a focus on how the companies would be investing in local communities.</p> <p>The Chair thanked J.Dunn for his presentation, which had helped to understand how the Digital &amp; Maths Skills Hub fit into the wider Station Quarter development.</p>	
<b>FINAL BUSINESS</b>		
<b>10.</b>	<b>Questions, comments, self-assessment/reflection and close</b>	
10.1	<p><u>Questions/comments not previously raised</u> None identified.</p>	
10.2	<p><u>General improvements/better ways of working</u> The Corporation noted the different style of meeting format and agreed further sessions should take place in this way. The Clerk confirmed two similar sessions were scheduled for February and May 2022. All attendees commented on how it was good to be meeting in person again.</p>	
10.3	<p><u>Risk management</u> The Corporation requested the risk register be reviewed to ensure the risk surrounding T Levels was adequately addressed within the register.</p> <p>The Corporation noted the key themes of risk from the implementation plans would appear in the strategic risk register and asked how those for the capital projects would be captured. L.Arscott advised individual risk registers would be developed for each of the projects, which would be reviewed by the Capital Focus Group.</p>	<i>Director of Finance to action</i>

<p>10.4</p> <p>10.5</p>	<p><u>Documents for information</u></p> <p>Management structure – provided for information.</p> <p>Annual Strategic Conversation – the letter received following the Annual Strategic Conversation between the college and ESFA in August 2021 had been provided for the Corporation’s information. M.Latham explained the purpose of the meeting had been to hear about the strategy of the college and its future plans. He noted board diversity had been included within the letter and added this was an area for development across the sector.</p> <p>The Corporation asked how the ESFA viewed Telford College. M.Latham informed the Corporation he had been impressed at how the college had responded to all the challenges it had faced and was pleased with the progress made over the last four years. He looked forward to continuing the conversation and also talking about what needed to improve, alongside what had gone well.</p> <p><u>Any other business</u></p> <p>Temporary staff governor appointment – The Chair advised the Corporation G.Real’s had informed the Clerk he was unable to attend the rest of the term’s meetings due to a clash with personal commitments. He was hoping to continue in the role and had asked if a temporary leave of absence was possible. The Corporation acknowledged G.Real’s contribution to the Corporation and AGREED the following:</p> <ul style="list-style-type: none"> <li>- G.Real had an approved leave of absence from the Corporation with immediate effect to 31/12/21</li> <li>- The Clerk would check with the clerking community whether this had been done before and if precedent had been set</li> <li>- Depending on the research findings, the Clerk would begin the process to recruit a temporary replacement staff governor (teaching) as per the usual appointment processes</li> <li>- The Clerk would review the situation with G.Real after half-term</li> </ul>	<p><i>The Clerk to check whether allowed and action as appropriate</i></p> <p><i>Clerk to review after half-term</i></p>
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**The meeting closed at 7:10pm**