

Minutes



Meeting	Corporation
Date	17 October 2022
Time	4:45pm
Venue	A216 Telford College

Attendance																			
Members	Present	Apols	1	2	3	4	5	7	6	8	9	10	11	12	13	14	15	16	17
K.Barton	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin, Vice Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch		✓																	
G.Bleasby, Chair	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
K.Daniels		✓																	
G.Guest, Principal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Jhwar-Gill	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
I.Robinson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Seymour	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Watson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendees																			
B.Deed, Clerk	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Bastow	✓										✓								
H.Dool	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Stephens	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Glynn	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

No.	Item	Action
PROCEDURAL MATTERS		

1. Welcome, apologies and introductions

The Chair opened the meeting.

Apologies had been received from Paul Birch.

The Chair reminded the Corporation members to read Part 1 of Keeping Children Safe and confirm this to the Clerk.

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2. Procedural matters

There were no conflicts of interests declared for the meeting.

The following standing declarations were noted:

- 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 LSIP.

The Chair also asked Corporation members to complete their paper Register of Interest forms as soon as possible.

3. Minutes of the last meeting

The Corporation resolved to approve the minutes of the meeting held on 26 September 2022

4. Matters Arising

The six outstanding actions were noted:

- invite all governors to attend the next tour arranged for new governors;
- discuss questions regarding SEND/The Willow Tree/ECHPs in link visit;
- progress the induction of Ian Robinson;
- make changes to the Corporation Handbook;
- report back on monitoring the quality of subcontracted provision; and
- provide updates for the Corporation on the LSIP process.

The Chief Executive noted the Audit Committee’s consideration of subcontracting at the Committee’s meeting.

The Clerk said that the Corporation Handbook had now been circulated to the Corporation.

5. Governance matters

Strategic Risk Register

A Corporation member noted the high (red) RAG ratings on several curriculum items. The Vice Principal Curriculum said that attendance, retention and achievement continued to be addressed. The details of activity to reduce the impact continued to be shared in the meetings.

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The Vice Principal Finance & Resources noted that the Sharepoint migration was underway but not complete. He noted the financial savings and cyber-security benefits.

The Vice Principal Finance & Resources said that he would be updating the references to 2021/22 in 4.02, 4.12 and 4.13.

The Vice Principal Finance & Resources to update dates in the risk register (4.02, 4.12 and 4.13)

Governance Risk Register

The meeting noted the Governance Risk Register.

Governance development plan and Governors’ training and development plan

The Clerk said that the Governance development plan and the Governors’ training and development plan had been drafted by the previous Clerk. He apologised that the Red Amber Green rating column was incomplete but committed to including this in an update document in the new year.

The Clerk to update the Governance development plan and Governors’ training and development plan, including RAG ratings, in the new calendar year

The Vice Chair asked about the Corporation vacancies and the actions being taken to fill them.

The Clerk outlined the process for the appointment of Staff Governors. He said that nominations were being invited with a closing date of 31 October. He said that this would allow appointment at the November Corporation if no election was required.

The Chair updated the Corporation on the process for Student Governors. She said that this was being arranged with Student Services to encourage interest among the students. She suggested that Corporation members might be able to present to potential governors on the role of the Corporation.

The Principal set out the process for the appointment of a permanent Clerk with a closing date for applications of 31 October and interviews on 23 November.

No governor training & development and no Link governor visits required noting.

MANAGEMENT UPDATE

6. KPIs 2021/22 year-end position

The Deputy CEO highlighted the incomplete data for 19+ achievement rate – awaiting subcontracted provision results being passed through the external validation process.

The Vice Principal Curriculum noted that the ALPS value-added score was showing a drop against the previous year. Corporation members asked about the issues involved. The Vice Principal outlined the factors affecting last year’s results.

7. KPIs 2022/23

The Deputy CEO highlighted the main issues with the current year’s Key Performance Indicators.

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The Deputy CEO explained that the Apprenticeships target for the year-to-date had been achieved but there have been delays in recording them due to issues with on-boarding requirements. She said that the red RAG rating arose as a result of the assessment software. She provided the latest numbers on the out-of-funding apprentices. The Vice Chair asked about the financial implications. The Vice Principal Curriculum noted the importance of completing on time and the actions in place to address this.

The Deputy CEO explained the key learner numbers targets. She noted that withdrawals had increased to 40 from 27 over the last week but they better than last year's comparator of 84.

The Deputy CEO said noted that the attendance target of 85% remained a challenge especially for Maths and English. She noted the new initiative with delivery of Maths and English in curriculum areas. The Vice Principal explained the "Swap-not-drop" philosophy and observed that there had been some switching into apprenticeships. She outlined measures including: texting when 16-18 students missed classes, the parents' evening for students at risk of dropping-out, the positive behaviour process. She noted that particular areas were monitored via the classes missed reports.

The Deputy CEO outlined the issues with monitoring the staff utilisation as the MIS and HR systems were not integrated. The Deputy CEO explained the significance of this in response to a Corporation member's question.

The Corporation resolved to adopt the proposed KPIs 2022/23

STUDENTS

8. Safeguarding Report

The Director of Student Services presented the annual Safeguarding Report. She noted the 851 incidents excluding the Smoothwall cases. She highlighted the increase in mental health incidents over three years with the issue of low mood being the most common type of mental health issue.

A Corporation member asked the numbers of students identified through the Smoothwall software. It was noted that these cases were varied in nature with innocent web searches potentially triggering an alert.

The Director of Student Services was asked about the 51 referrals with over 300 counselling sessions. A Corporation member asked about any limits applied to these sessions. The Director of Student Services explained that no one would be sent away if they needed continued counselling.

A Corporation member asked about the increase in numbers. The Director of Student Services said that post-Covid students were seeking support. She said that it was particularly welcome that male students were reaching out.

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Corporation members were asked about the numbers of students receiving Bursary. The Director of Student Services said that more students were being assessed as eligible for Bursary than last year – in part due to the College encouraging up-take of support. The Director of Student Services confirmed that the College received a Bursary funding allocation with any under-spend rolled-forward or clawed-back.

The Chair asked about free breakfasts. The Principal said that they were being continued but the College would be reviewing their effectiveness in supporting disadvantaged students and their learning.

The Director of Student Services explained that the Learner Voice responses reflected those using the BeSafe service rather than the student population more generally. She noted that there were other mechanisms for gauging student satisfaction.

The Chair asked for a summary of the induction Learner Voice survey.

ELT to provide a summary of the induction Learner Voice survey

The Director of Student Services highlighted the partnership working with other agencies.

9. Teaching and assessment update

The Head of Quality presented the update. She confirmed that the 2021/22 A level results had been included.

The Vice Chair asked about how the Level 3 value added score were being improved. The Head of Quality noted the priorities of:

- Staff understanding the prioritisation of learning.
- Staff using a range of strategies.
- Staff checking that homework is being monitored.

The Head of Quality confirmed that learning walks were being arranged.

It was noted that quality processes had not picked up on the issues with predicted exam grades.

The Principal stressed the importance of challenge in terms of attendance and achievement.

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FINANCE		

10. Management accounts

The Vice Principal Finance & Resources introduced the Period 12 management accounts for 2021/22. He drew the Corporation’s attention to the headlines:

- The £740k adverse variance on income as a result of lower than expected AEB and apprenticeship income but this was offset by savings on pay and non-pay.
- The cash balance of £8.3m cash although this does include AEB clawback due to the ESFA.
- The £1.8m loan balance at the year-end with the loan covenants met with sufficient headroom.

The Vice Chair asked about the Shropshire LGPS request for a pension bond. The Vice Principal said that the Administering Authority had asked for a pension bond as the College did not benefit from a government guarantee.

The Vice Principal to update the Corporation on the Shropshire LGPS’s request for a pension bond

The Vice Chair asked for the issue to be brought back to the Corporation.

A Corporation member noted that the budget was based on higher forecast outturns for expenditure. The Vice Principal said that there were contingencies built into the budget.

POLICIES

11. Policy review

Equality, diversity and inclusion (EDI) policy

The Vice Principal responded to a series of advance question from Corporation members. She confirmed that the College recognises the importance of incorporating self-reflection into behaviours.

A Corporation member had asked how student reps can represent the needs of people the policy is trying to protect and support. The Vice Principal said that EDI reps had been committed and would be supported in their roles as well involved on the Working Group.

A Corporation member checked on how the College used national and international awareness days to promote the EDI policy. The Vice Principal said that there is a calendar of events which links to curriculum and College life beyond.

The Corporation resolved to adopt the equality, diversity and inclusion policy.

Freedom of speech policy

There were no questions about the Freedom of speech policy

The Corporation resolved to adopt the Freedom of Speech policy.

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LEADERSHIP AND GPVERNANCE

12. Reports from the Corporation committees/groups

The Chair of the Audit Committee outlined the discussions at the Audit Committee meeting including reports from the external and internal audit.

The Committee Chair welcomed the good progress on implementing the recommendations.

The Committee Chair outlined the discussion around the approval of the subcontracting business proposal.

CONSENT AGENDA

13. Consent items

A Corporation member asked why Performance Management was not earlier in the strategic audit programme. The Deputy CEO said that the days in 2022/23 were allocated and reflected the priority of issues like cyber-security. The Audit Committee Chair said that the plan would re-visited annually.

The Corporation resolved to approve as a block the consent agenda items recommended for approval by the Audit Committee:

- **Anti-Bribery policy**
- **Anti-Fraud policy**
- **Conflict of Interest policy**
- **Internal audit strategy 2022/23**

FINAL BUSINESS

14. Questions, comments, self-assessment and reflection

A Corporation member asked about the College's exposure to rising energy prices. The Vice Principal Finance & Resources said that the College's broker had forward-bought energy at a price below the government's cap for business. He noted that the College had substantially reduced usage via LED lighting and efficient boilers.

A Corporation member asked about behaviour change towards sustainability. The Vice Principal said that students would be involved in the sustainability group which would address this issue.

A Corporation member suggested that the performance indicator data could be presented more clearly. He suggested that data could be presented graphically. Another Corporation member said that a larger font and less blank space would help.

No.	Item	Action
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15. Any other business

The Chair confirmed that the date of the next Corporation meeting was 21 November 2022.