

# Minutes



<b>Meeting</b>	Corporation
<b>Date</b>	12 December 2022
<b>Time</b>	4:45pm meeting start
<b>Venue</b>	E201, Telford College

Members	Present	Apol	1	2	3	4	5	7	6	7	8	9	10	11	12	13	14	15	16	17	18
K.Barton		✓																			
L.Biffin		✓																			
P.Birch	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	O												✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Guest	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B.Janagal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Jhwar-Gill		✓																			
S.Marsh-Lloyd	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
I.Robinson	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
K. Saini	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Seymour	V		✓	✓	✓																
S.Watson		✓																			
<b>Attendees</b>																					
B.Deed	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H.Dool	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
M.Glynn	O																				✓
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C. Sullivan, Bishop Fleming	V										✓	✓									
R.Wilson	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

O = On-site  
V = Virtual

No.	Item	Action
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**PROCEDURAL MATTERS**

**1. Welcome, apologies and introductions**

The Chair opened the meeting and welcomed Shannon Marsh-Lloyd and Karina Saini who had been elected as student governors.

Apologies had been received from Kevin Barton, Louise Biffin, Manny Jhawar-Gill and Stew Watson. Martin Seymour was able to join the meeting until 5pm.

**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 Local Skills Improvement Plan.

**The Corporation resolved to note the appointment by election of Shannon Marsh-Lloyd and Karina Saini as student governors.**

The Chair noted that item 18 would be moved to the non-confidential agenda and taken after item 11. The Clerk circulated the paper to the Corporation members who had previously not received the confidential pack.

**3. Minutes of the last meeting**

**The Corporation resolved to approve the public minutes of the meeting held on 21 November 2022**

[Martin Seymour left the meeting]

**4. Matters arising**

The Clerk said that his actions had been completed or were in progress. He noted that the issue of an LGPS bond had been transferred as a Matter Arising to the Audit Committee.

The Vice Principal Finance & Resources noted that the Risk Register was being updated in line with discussion at the last meeting of a “path to green” for red risks.

The CEO said that there were no new developments with the Local Skills Improvement Plan process since his presentation about the LSIP at the 21 November 2022 meeting.

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5.	<p><b>Governors' updates</b></p> <p>The Finance Link Governor said that he had met the Deputy CEO and the Vice Principal Finance &amp; Resources.</p>	

#### MANAGEMENT UPDATE

**6. KPIs 2022/23**

The Deputy CEO updated the meeting with the latest performance figures.

The Deputy CEO said that there were now 170 Apprentices which showed that there had been some improvement although the College remained under-target. She reported that out-of-funding apprentices had reduced from 93 to 87 with further improvement expected over the period to April 2023. The Chair asked if the out-of-funding numbers might rise again. The Vice Principal Curriculum assured the meeting that the issue would be closely monitored with actions to stop a recurrence.

The Deputy CEO said that there had been three leavers so the 16-19 numbers were now 1853 – which meant that there was growth above the funding allocation number. She noted that attendance and retention were risk areas, particularly with the Christmas break, so risk mitigation actions were in hand.

#### FINANCE

**7. Annual Report of the Audit Committee**

The Chair noted that the Chair of the Audit Committee was not able to present the Annual Report of the Audit Committee approved by the Committee at the last meeting.

The Finance Link Governor highlighted that the feedback from the external auditors was positive and that the Committee asked for its thanks to be formally recorded.

The Deputy CEO said that there had been verbal feedback from the funding auditors since the Committee meeting. She said that the report could be considered by the Audit Committee when it was received.

**The Corporation resolved to note the Annual report of the Audit Committee including its conclusion.**

**8. External audit**

[Craig Sullivan joined the meeting]

The external audit partner from Bishop Fleming, Craig Sullivan, said that the Accounts Direction required external audit to report directly to governing bodies. He noted that he had presented the Key Issues Document at the Audit Committee where he confirmed the positive outcome of the external audit.

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[Craig Sullivan left the meeting]

**9. Financial statements and regularity self-assessment questionnaire**

The Vice Principal Finance & Resources explained the purpose of the going concern review document which justified the use of the going concern assumption. He highlighted the stress testing in the document.

**The Corporation resolved to approve the financial statements and the going concern review.**

**10. Management accounts**

Vice Principal Finance & Resources introduced the October 2022 management accounts and the reforecast showing a forecast surplus of £255k against the budgeted outturn of £1m. He highlighted the reduced income with the Adult Education Budget (AEB) and Apprenticeships shortfalls.

The Chair asked about remedial action. The Vice Principal Finance & Resources said that there was an activity plan to generate additional income and a pause on filling vacancies. He confirmed that he would be reporting each month on these plans.

The Chair asked about the impact of recruitment pause on teaching and learning. The Vice Principal Finance & Resources assured the meeting that the affected posts were generally support staff.

A Corporation member asked whether the ambitious targets were realistic. The Vice Principal Finance & Resources said that aspirational targets included an element of contingency. He noted that November performance against target was good.

The CEO said that it was important that staff took responsibility for achieving targets. He observed that the College's AEB performance compared favourably with other colleges who were struggling. He highlighted the importance of robust curriculum planning as well as the risks and opportunities in the current Further Education landscape.

A Corporation member referred to the Audit Committee discussion about the sales team and its pipeline. The CEO noted that variety of funding methodologies and the challenges of meaningfully reporting this. A Corporation member noted that the internal audit manager had said that internal audit would be reviewing this.

[Corin Crane joined the meeting]

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The Chair suggested that the sales team metrics should be shared with the Corporation – for example, conversion rates against targets.

The Chair asked about the apprenticeship onboarding process. The Vice Principal Finance & Resources said that the new starts were being processed on a more timely basis.

## STUDENTS

### 11. Telford College Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)

The Head of Quality explained that the self-assessment report was prepared and then reviewed annually each autumn while the quality improvement plan was a live document. The Deputy CEO said that targets were being worked on to ensure that they would be tightly worded in “SMART” terms. This would be completed by Friday the 13 January.

*The Head of Quality to ensure by 13 January 2023 that QIP targets were tightly worded in “SMART” terms.*

The Chair said that the self-assessment process was rigorous with constructive challenge from Corporation members. She thanked the Head of Quality and the Corporation members involved.

Head of Quality clarified that job coaches supported High Needs students on mainstream study programmes and the term “Volunteer leavers” referred to students who undertook volunteering after leaving College.

The Chair asked about the next update. The Deputy CEO said that this would be in the spring.

The CEO said that the Deputy CEO was working on a road map to Outstanding and this would be presented at a future Corporation meeting

*The Deputy CEO to present a road map to Outstanding at a future Corporation meeting.*

A Corporation member applauded the life-changing work of the College seen in student testimonies.

### 18. Safeguarding report

The Director of Student Services updated the Corporation on the first meeting of the Telford & Wrekin inter-agency working group on Child Sexual Exploitation (CSE). She outlined the work involved and the profile of CSE locally and nationally. There was a discussion around the importance of young people having an input on the local CSE agenda.

The Director of Student Services outlined the activities around Wellbeing Week including sessions with a Hollywood stuntman, a disabled adventurer and a motivational speaker. She noted that the activities were promoted through the tutorial programme.

The Director of Student Services said that work had begun on the annual Telford & Wrekin safeguarding audit.

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The Director of Student Services said that lockdown training was being planned.

A Corporation member asked about if the independent inquiry into CSE in Telford & Wrekin had led to more focus on protecting the most vulnerable young people. The Director of Student Services confirmed that College was aware of these students and that it was informed by schools on these kinds of issues through the CPOMS system.

## CONSENT AGENDA

### 12. Consent items

The Clerk explained the purpose of the Consent Agenda – items scrutinised at and recommended by Committees were approved as a single block to avoid duplication although Corporation were still able to raise concerns or issues. In the case of the Business Continuity Plan, he confirmed that this had been discussed at the October meeting of the Audit Committee rather than December and subsequently circulated to the Committee for comment.

A Corporation member noted the value of testing the Business Continuity Plan.

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

- **Whistleblowing policy**
- **Business Continuity Plan**
- **Letter of written representations to the external auditors**

## LEADERSHIP AND GOVERNANCE

### 13. Reports from Corporation committee/groups

The consideration of the public minutes of the Audit Committee meeting on 5 December 2022 were deferred to the next meeting due the Committee Chair's absence.

*The Clerk to add the Audit Committee minutes to the agenda of the Corporation on 16 January 2022*

## FINAL BUSINESS

### 14. Questions, comments, self-assessment and reflection

The Chair asked about changes to the risk register as a result of changes in Further Education. The Deputy CEO agreed that changes may be required.

A Corporation member asked about the risks associated with the ONS reclassification. The Vice Principal said that the reclassification would have some implications on the College. He suggested that he share a paper that he had prepared on the specific impacts for the College.

*The VP F&R to circulate a paper on the implications for the College of the ONS reclassification and the government's response*

### 15. Any other business

There were no other items of business.