

Minutes



Meeting	Corporation
Date	16 January 2023
Time	4:45pm meeting start
Venue	E201, Telford College

Members	Present	Apol	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
K.Barton	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	O		✓	✓	✓	✓	✓	✓	✓	✓						✓					
P.Birch	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	O									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Guest	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B.Janagal		✓																			
M.Jhavar-Gill	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Marsh-Lloyd	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
R.Matthews	O								✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
I.Robinson	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
K. Saini	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
M.Seymour	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
S.Watson		✓																			
Attendees																					
B. Bosworth	O															✓					
B.Deed	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H.Dool	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
M.Glynn	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
R.Lees	O										✓										
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

O = On-site
V = Virtual

No.	Item	Action
PROCEDURAL MATTERS		

1. Welcome, apologies and introductions

The Chair opened the meeting.

Apologies had been received from Bhopendra Janagal and Stew Watson.

The Chair noted that Louise Biffin was having to leave the meeting at 5.45pm and Ruth Matthews was expected to join the meeting later.

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.

3. Minutes of the last meeting

The Corporation resolved to approve the public minutes of the meeting held on 12 December 2022 subject to the inclusion of the standing declarations of interest.

4. Matters arising

The Clerk noted:

- A tour would be arranged for the Corporation preceding the March 2023 meeting.
- The induction checklist was being completed for Ian Robinson and the other new Corporation members.
- The Governance development plan and Governors' training plan updates were on the agenda of the meeting.
- The Audit Committee minutes had been rolled forward to the agenda of the meeting.

The CEO noted that the summary paper on the induction Learner Voice survey was on the agenda.

The Chair further noted the ONS reclassification paper had been included in the pack for the meeting by the Vice Principal Finance & Resources. She observed that the CEO was keeping the Corporation updated on developments with the Local Skills Improvement Plan (LSIP).

No.	Item	Action
-----	------	--------

5. Governance matters

The Interim Clerk presented the governance development plan update and the governor training update. He said that there would be a meeting of the Chair, CEO and Clerk to discuss the plan including actions around:

- A schedule of opportunities for governors to observe teaching and learning.
- An annual programme for engagement with the Student Voice.
- An exercise to identify of under-represented groups from across the college and local community.
- A plan for engagement of under-represented groups.

The Clerk said that an update would be brought back to the next meeting.

The Clerk asked Corporation members to update him on their participation in governor training and development so it could be logged and included in the Annual Report for 2022/23.

A Corporation member observed the updates provided by the weekly All Staff emails tended to report what College events had happened rather than what was planned. The Principal said that there a list of events could be circulated.

A Governor asked about how the Corporation could be more visible and engaged with students. The Chair said that there was a plan from the Director of Student Services.

[Ruth Matthews joined the meeting]

The Interim Clerk to bring an update on the governance development plan and the governor training plan to the next meeting.

The Executive Support Office to arrange for a list of College events to be circulated to Corporation members.

6. Governors' updates

The SEND Link Governor said that the matters arising relating to questions about SEND, the Willow Tree and Education Care and Healthcare Plans had been superseded.

The Finance Link Governor noted that he had participated in development activities related to his role as well as completing mandatory training.

The Interim Clerk to remove the SEND, the Matters Arising item relating to the Willow Tree SEND and Education Care and Healthcare Plans

MANAGEMENT UPDATE

7. Management report

The Deputy CEO explained the role of the Accountability Agreement which is described as “setting the overall expectations of providers in return for the Department for Education’s funding investment” as well as its broader context. She said that colleges were being required to develop and submit an annual accountability statement with first one due by 31 May 2023 for the 2023/24 academic year after being signed off by the Corporation.

The Deputy CEO said that the Accountability Statement was expected to be a concise public statement of key aims, targets and outcomes for the year ahead aligning with new Skills Act duty to review provision at least every three years, or when a new LSIP was published if earlier.

No.	Item	Action
-----	------	--------

The Deputy CEO set out the timescales for the drafting and submission of the Accountability Statement. She noted the LSIP timescales and the Easter holidays.

The Deputy CEO said that the Corporation meeting March 2023 would have the consultancy report on the College’s provision to inform its discussion.

The Corporation resolved that the March 2023 meeting of the Corporation should be an extended meeting with an earlier start along with the planned tour of the campus before it.

The Clerk to make arrangements for the extended Corporation meeting on 20 March 2023 to be preceded by a tour and to include discussion of the draft Accountability Statement.

A governor asked about collaboration. The CEO confirmed that the College was keen to work with other providers in the area as far as possible.

[Corin Crane joined the meeting]

A Corporation member said that there appeared to be a good match between the College’s provision and the skills priorities.

The CEO observed the emerging themes in the Marches LSIP with a focus on soft skills rather than particular sectors. He said that the CEO was working with other stakeholders on responding to this.

A Corporation member highlighted lessons and experiences with another LSIP. He noted the importance of data collection on sector skills.

8. KPIs 2022/23

The Deputy CEO outlined the latest performance figures including recruitment and retention.

The Vice Principal Curriculum said that improving on Maths and English GCSE attendance was a priority. The Chair asked about how issues and interventions were evaluated. The Vice Principal said that data was being used proactively to identify areas of concern.

A Corporation member highlighted the importance of clear lines of responsibilities. The Vice Principal Curriculum said that curriculum directors were monitoring performance and taking action.

A Corporation member asked about the adult education action plan. The Vice Principal Finance & Resources said that there was an update later on the agenda. He said that this was set out in the management accounts rather than the suite of KPIs.

STUDENTS

9. LTA - Construction Curriculum Update

The Vice Principal Curriculum said that construction had been identified as an area for improvement. She said that the construction team was and responded positively. The Director of Engineering and Aviation, Rob Lees, set out the College’s offer in the curriculum area.

No.	Item	Action
-----	------	--------

The Director outlined the short-term progress since September 2022:

- A consultant had been brought in to support rapid improvements.
- A progress coach has been appointed to support to students.
- Learning walks have been completed on all staff and development action plans instigated.
- All staff have taken part in CPD activities.
- All full-time students have taken part in the work-related activity week, completing CVs and taking part in interview activities - with eight local employers involved giving guest talks and conducting interviews.

The Director set out the work planned through to the end of the summer term when the department was expected to be Self-Assessment grade 2 – Good. He highlighted the plans for conducting staff skills audit, growing enrichment opportunities and increasing the number of work placements.

[Louise Biffin left the meeting]

A student governor asked about rewards. The Director set out how student attendance and effort was recognised and incentivised. A student governor said that it was important that recognition was given including positive messages to students and parents.

A Corporation member asked about staff with industry experience. The Director set out the experience and backgrounds of the Construction team.

A Corporation member asked about how the perceptions of the industry affected the provision and recruitment. The Vice Principal Curriculum said that the College was reviewing recruitment processes. She said that the College was working to change perceptions and raise awareness of the excellent opportunities in the construction industry.

The Chair asked how student were responding to changes implemented by the Progress Coach. The Director said that there was progress in this area.

A governor asked about how the College was attracting women into construction. The Director said that there was progress and improving numbers although numbers of females were under 10%. The Director said that a female staff member was a great ambassador. The success of female students was noted in Construction was also noted.

No.	Item	Action
-----	------	--------

The Vice Principal Curriculum outlined the targets aimed at improving student experience and raising aspirations:

- Increase in retention to meet the College KPI of 93.1%.
- Increase in positive employer destinations to 50%, with more students gaining Telford College apprenticeships.
- Reduction in numbers classified as Not in Education, Employment or Training (NEET).
- Increase in attendance to all elements of the study programme with a minimum of 85% in line with the College KPI

A Corporation member asked about the College's participating in new technologies. The Director outlined the range of new and green technologies that the College was engaging with.

10. Safeguarding report

The Director of Student Support's half-termly Safeguarding report highlighted the number of referrals being only 11. She explained that these only referred to new referrals which met the threshold criteria.

The Director set out how students were supported over the Christmas and New Year period when issues could arise.

The Director highlighted the success of the Wellbeing Week with 385 students participating in activities. She said that one speaker who had made a particularly significant impact. She said that he was now engaging with Construction & Engineering students.

The Director said that the safeguarding audit submission date had been deferred but the College was progressing with its assessment. She noted the focus on areas such as record-keeping and contextual safeguarding.

The Director said that the one-day Threshold Guidance Conference to be held by the local authority following the Telford Inquiry had been postponed.

A Corporation member applauded the success of the mental health sessions and the support to students over the Christmas period. She said that extending this support will have a positive impact especially for students experiencing anxiety, depression, low mood and identity issues.

A Corporation member asked if there were any indications of developments post-Covid for safeguarding and pastoral support. The Director said that she would be looking into this area.

A Corporation member asked about healthy lifestyles. The Director said that the College recognised the importance of this and supported lifestyle change

No.	Item	Action
-----	------	--------

Student governors confirmed that they were aware of the College’s support for student wellbeing.

A Corporation member asked about the counselling waiting list. The Director said that students were assessed with only a short wait for appointments.

11. Learner Voice

The Director of Student Service said that the Student Induction Survey had a response rate of 79% with 2,056 students completing it in the autumn. She noted the complication of neutral responses when analysing the data and said that future surveys would be structured differently.

A Corporation meeting asked about the accessibility of the survey to all students. The Director said that students were given time in tutorials to complete the survey on college computers.

The Chair asked about the 7th Form responses. The Director said that there would be action plans for all areas. The Vice Principal Curriculum said that Year 13 induction activities were being reviewed and refreshed.

The Chair asked the student governors if they had feedback yet. The student governors said that they not yet had feedback. It was noted that feedback was planned for later this term.

A Corporation member asked about the increasing number of Bursaries. The Director said that the College was being proactive and signposting support. She also noted the increased need with the cost-of-living crisis.

FNANCE

12. Management accounts

The Vice Principal Finance & Resources said that the forecast surplus remained at £255k. He said that operating costs could be forecast with a degree of certainty.

The Chair asked for an absent Corporation member whether the forecast surplus reflected the “savings identified”. The Vice Principal confirmed this.

The Vice Principal Finance & Resources noted that £1m of the College’s cash was earmarked for the planned payments on the Strategic Development Funding health project. The College was expecting a low point for cash of £4.6million.

The Chair thanked the Vice Principal for the update on the ONS reclassification. The Vice Principal said that there was a lack of clarity from the government on timelines such as any change in accounting period.

No.	Item	Action
-----	------	--------

13. Income streams

The Head of Employer Engagement, Beckie Bosworth, said that her role involved overseeing the delivery and marketing of adult courses and promoting apprenticeships. She outlined the work with both employers and potential apprentices including monthly focuses on particular sectors with sales calls and social media campaigns.

The Chair asked about public understanding of apprenticeships. The Head of Employer Engagement said that schools as well as parents had trouble understanding how apprenticeships worked.

The Chair asked about the confidence in achieving targets. The Head of Employer Engagement said that work continued so she was reasonably confident although there were constraints such as public understanding of apprenticeships.

A Corporation member asked about unfilled vacancies. The Head of Employer Engagement said that continued to be a factor.

The Head of Employer Engagement said that about 1,000 enrolments required to achieve the curriculum plan. She said that the College was engaged with 25 Job Centres – an increase on 16 previously. She said that the College was also working through 12 new employers as well as generating activity through marketing and self-referrals.

The Head of Employer Engagement highlighting the joint working on the Health Care Academy with the local Integrated Care Systems’ pre-employment programme.

The Head of Employer Engagement said that the College was setting up fast track English courses to generate numbers for other courses.

A Corporation member asked for a course list. The Head of Employer Engagement said that a brochure was being prepared on the range of provision.

The Vice Principal to provide the Corporation with a copy of the forthcoming course list/brochure

The CEO said that in a recent Combined Authority meeting the College was noted as the highest performing college in the West Midlands for delivering the Sector Based Work Academy Programme (SWAP) provision.

LEADERSHIP AND GOVERNANCE

14. Reports from Corporation committee/groups (taken after item 3)

The Audit Committee Chair noted that the Committee had focused on the external audit, including the audit completion report, and the Audit Committee Annual Report. She noted that these documents had been considered at the Corporation on 12 December 2022.

The meeting noted the public minutes of the Audit Committee meeting held on 5 December 2022.

No.	Item	Action
-----	------	--------

FINAL BUSINESS

15. Questions, comments, self-assessment and reflection

A student governor asked about student rewards schemes. The Vice Principal Curriculum said that options like Starbuck vouchers had been explored but there were financial constraints. She noted recognition through certificates being sent out. A Corporation member suggested that employers might be willing to sponsor rewards. The student governors said that they would consult the student council on these issues.

A Corporation member suggested that there might be scope for the Corporation to recognise contributions of both staff and students.

A Corporation member suggested that there might be risks around Accountability Statements and associated regularity requirements.

The Deputy CEO to consider the inclusion of be risks around Accountability Statements and associated regularity requirements in the risk register.

16. Any other business

There were no other items of business.