

# Minutes



<b>Meeting</b>	Corporation
<b>Date</b>	13 February 2023
<b>Time</b>	4:45pm meeting start
<b>Venue</b>	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		✓																			
L.Biffin	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch		✓																			
G.Bleasby	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane																					
G.Guest	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B.Janagal		✓																			
M.Jhavar-Gill	V									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S.Marsh-Lloyd	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	O									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
I.Robinson	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
K. Saini	O	✓																			
M.Seymour		✓																			
S.Watson		✓																			
<b>Attendees</b>																					
D Candlin															✓						
C.Bastow											✓										
B.Deed	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H.Dool	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Glynn	O										✓										
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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.

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Apologies were noted from:

- Kevin Barton
- Paul Birch
- Bhopendra Janagal
- Karina Saini
- Martin Seymour
- Stew Watson

The Chair noted that Manny Jhavar-Gill was planning to join the meeting remotely but may be delayed by work commitments. Similarly, Ruth Matthews may be delayed.

## 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 16 January 2023.**

## 4. Matters arising

The Clerk said that the colour coding had been changed to a project management BRAG rating so Blue signified complete and Green was on track.

The Clerk confirmed that his actions were complete or progressing.

The Chair noted the risk owners were working on the path to green for red risks.

The CEO confirmed that invites would be sent out for College events and noted that Corporation members were invited to the T Levels event.

## 5. Governance matters

The Clerk presented the Governance development plan update. He said that again a BRAG rating had been used as suggested by the Chair. He said that the plan had been discussed with the Chair and CEO so some elements had been revised. He explained that in the case of actions 6.4 and 6.5 the actions had been removed and with 6.6 and 6.7 the actions had been refocused on awareness of equality, diversity and inclusion.

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The CEO explained how Corporation members doing “learning walks” was problematic for any possible appeal processes, and for judgements being made by non-trained professionals.

The Chair confirmed that the deleted actions had not been included on the basis of audit recommendations or inspection findings.

**The Corporation resolved to agree the changes to the Governance development plan.**

The Clerk said that the Governors training plan had been updated with recent actions.

The Clerk explained that the document on terms of office was a termly report as proposed by the Governance development plan and ensured visibility for membership and succession issues. A Corporation member queried the end-date for Paul Birch’s term of office.

*The Clerk to check that Paul Birch had been re-appointed at the end of his term.*

The Chair noted that it was Bhopendra Janagal’s last meeting so a Teaching Staff election would be held. She asked that the Corporation’s thanks be recorded.

**6. Governors’ updates**

The Chair noted that Manny Jhavar-Gill had a recent online meeting with Rachael Wilson and Sarah Jones about work on Equality, Diversity and Inclusion. She had also learned about the work with the local NHS Integrated Care System.

**MANAGEMENT UPDATE**

**7. Road map to Outstanding**

The Deputy CEO set out previous, current and planned grades against each judgement. She noted that overall Outstanding required a rapid movement for a few areas, and that the Ofsted bar is set high for “Outstanding” so it is a challenging proposition for any college. She then set out the paths for the curriculum areas.

The Deputy CEO noted that the path required delivery of the four strategic objectives. She highlighted the importance of culture:

- Students First – high expectations for all;
- Ambition - raising aspirations for all;
- Consistency and Teamwork.

The Deputy CEO mapped the curriculum to specialism and university pathways.

A Corporation member asked about T Levels. The Deputy CEO said that they were relevant across the curriculum.

The Deputy CEO outlined how consistency, teamwork and shared vision could be built.

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A Corporation member asked how the College could ensure that the community appreciated how the College was a safe environment.

The Deputy CEO outlined the annual monitoring points:

- SAR process – November validation.
- Accountability stability.
- Financial statements.
- Survey – students, staff and employers – throughout the year.

Corporation members asked about the new framework for Personal Development. The Deputy CEO said that this would involve further enhancing programmes of tutorials, wrap around support and work experience.

[Ruth Matthews and Manny Jhavar-Gill joined the meeting]

The Chair asked about how staff understood and engaged with the Journey to Outstanding agenda. The CEO said that there was a plan for visiting Outstanding colleges. The Deputy CEO said that staff would need to be inspired.

A Corporation member asked how ambition could be invoked among students. The Deputy CEO stressed the role of prestigious universities, quality employers and successful alumni in inspiring students. She also noted the value of removing transport-related barriers for disadvantaged students. The CEO highlighted the importance of university links in promoting ambition.

## 8. KPI Report

A Corporation member observed that apprenticeship attendance appeared to fluctuate. The Vice Principal Curriculum said that the attendance levels were holding steady overall but noted the need for improving workplace visit attendance. A Corporation member asked about the causes of issues. The Vice Principal Curriculum set out the factors.

The Finance Link Governor asked about recruitment and progression. The Vice Principal Curriculum said that the total apprenticeship numbers were 81 down.

The Deputy CEO noted that the College had addressed the issue flagged by Ofsted after the pandemic where apprenticeship provision in Business Admin had lacked face-to-face teaching.

The CEO observed how there was a trend of Accountancy students opting for other routes to qualification rather than apprenticeships. This caused fluctuations affecting income streams.

The Finance Link Governor said that he was seeking to understand how we were doing year-on-year so success of the growth strategy could be measured.

The CEO noted the complications in assessing growth in numbers.

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The Chair asked why apprenticeship number was showing unfavourable variances and no growth this year but the direction of travel is showing no change. The Vice Principal Curriculum said the arrow needed to be adjusted.

The Vice Principal analysed the mix of out-of-funding apprentices. She said that this was being addressed. She noted that the key measure was apprentices over 90 days out-of-funding which was reducing.

The Chair asked about trends in 19+ Maths and English, particularly Maths. The Vice Principal said that performance was better until Christmas. She said that disadvantaged female students were particularly affected with childcare being an issue. She noted that solutions were being explored.

## STUDENTS

### 9. Safeguarding report

Magdaline Glynn, the Assistant Principal Safeguarding and Student Services, presented the monthly Safeguarding report. She said that he had met with the local police to receive neighbourhood updates. The police had said that the local community was safe with very few incidents involving students.

The Assistant Principal outlined the activities during the Prevent & British Values week in January including external speakers.

The Assistant Principal talked about the wellbeing and resilience sessions with Sean Sherman who was supporting construction and automotive students. The Chair asked if similar provision could be made in other areas. The Assistant Principal agreed.

The Assistant Principal outlined the local safeguarding threshold training. She also noted that the safeguarding audit was almost complete but would need a governance-level sign-off.

The Assistant Principal provided more detail on particular safeguarding categories. She confirmed that the total was a cumulative year-to-date.

## QUALITY

### 10. Quality Improvement Plan Update

Caroline Bastow, the Head of Quality, said that the colour-coding was cautious with ambers tending to be used. The CEO said that a BRAG rating should be used in the future.

*The head of Quality will use a BRAG rating in the future.*

A Corporation member noted that there are well over 100 targeted actions and most of which are scheduled for completion in the next six months. The Head of Quality said that there was organisational capacity within the next six month.

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The Deputy Chair asked about the Quarterly Employer Satisfaction surveys as the survey deadline is December 2022 but had not happened. The Head of Quality said that it had been paused to allow further development.

A Corporation member asked about peer reviews. The Vice Principal noted that staffing issues were being stabilised so this would be progressed. The Deputy Chair asked about how this affected the sixth form. The Vice Principal said that this area was not affected.

## 11. Curriculum Planning – Planning for the Future

[Andy Greenhough joined the meeting]

The Deputy CEO introduced Andy Greenhough who had worked with the College on curriculum planning and preparing for the Accountability Review and LSIP requirements.

Andy Greenhough outlined the requirements and how they had been tackled with use of data on the College curriculum, collaboration with other providers and views of stakeholders. He highlighted the need to address the needs of students without Level 2 as part of the levelling-up agenda.

The importance of future employment patterns was highlighted by Andy Greenhough. He set out the range of data sources including the local enterprise partnership, Chamber and the West Midlands Combined Authority.

Andy Greenhough outlined the demographics of the Marches LEP area including the 16-18 cohorts, the numbers of NEETs and the levels of economic inactivity. He set out the implications for the College.

Andy Greenhough set out the analysis of the economy and employment. He noted the LEP and Chamber analysis. He observed that the College had provision mapping to the current and future potential needs. He highlighted the growth areas around electrification and retrofit.

The Chair suggested that the Deputy CEO should add an explanatory note to the presentation slides for the March meeting so that those Governors who had been unable to attend this meeting had the context needed for the Skills Review.

*The Deputy CEO to add an explanatory note to Andy Greenough's slides.*

The Deputy Chair asked if the moving data was material, Andy Greenhough said that these were unlikely to be significant.

[Andy Greenhough left the meeting]

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**FINANCE**

**12. Management accounts**

The Vice Principal Finance & Resources presented the December 2022 management accounts. He noted that the forecast outturn remained at £255k. He highlighted the significant reductions in Apprenticeship and Adult Education Budget Income with savings identified across pay and non-pay to mitigate income shortfall. He confirmed that the Strategic Development Fund clawback was included in the cashflow.

The Vice Principal said that a budget reforecast will take place at the end of January. He did not anticipate any worsening in the forecast outturn. He said that a rate uplift and higher achievement levels would improve the outturn.

The CEO said that income had been adjusted in the forecast but not all the related costs had so far been removed to reflect this. He noted the challenges in forecasting income lines such as short SWAPS courses.

The Deputy Chair noted that the staffing metric was running above the benchmark rate. The Vice Principal said that cost pressures meant that the benchmark was unlikely to be achieved.

The Finance Link Governor said that he took comfort in the convergence of the forecast on the budget outturn.

The Vice Principal confirmed that he would bring the reforecast to the March 2023 meeting.

*The Vice Principal Finance & Resources will bring the reforecast to the March meeting.*

**13. Energy and carbon reporting**

Dave Candlin, Director of Estates, presented the update on energy and carbon reporting. He noted the overall improvement in emissions including the significant reduction in gas consumption. He observed that this had been offset by the increasing energy costs associated with the Ukraine war.

The Director of Estates noted the reductions in energy use had been achieved despite student numbers being unchanged while extended enrolment and catch-up sessions would tend to increase usage.

A Corporation member asked about future opportunities to lower energy use. He noted potential for more efficient boilers and lighting upgrades.

**LEADERSHIP AND GOVERNANCE**

**14. Reports from Corporation committee/groups**

The Chair said that the public minutes of the Capital Focus Group would be rolled forward to the next meeting. She noted the discussions about the closedown of the SDF1 project.

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<b>FINAL BUSINESS</b>		

**15. Questions, comments, self-assessment and reflection**

There were no issues raised under this item.

**16. Any other business**

There were no additional items for discussion.

The meeting closed at 7.45pm

Confirmed