



## **Corporation Board Meeting 4**

### **PART 1 MINUTES – FOR PUBLIC RECORD**

**Board Minutes of meeting held on Thursday, 26 March 2020 at 17.30hrs  
Via Conference Call**

#### **Present**

Mr T Biring	External Governor
Ms N Franks	Staff Governor
Mr D Gleed	Principal
Mr J Gurney	External Governor
Mr P Hatton	External Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor
Mr K Norman	External Governor
Mr S Matthews	External Governor
Mr D Martin	External Governor
Mrs D Halpern Matthews	External Governor

#### **In Attendance**

Mr L Jenkins	Deputy Principal/Finance & Resources
Ms R Hughes	Deputy Principal/Curriculum
Mrs Y Hughes	Clerk to the Corporation

<b>Minute no</b>	<b>Agenda Item</b>	<b>Action By</b>
<b>271</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<p>The Chair of Corporation opened the meeting at 17.33hrs thanking all governor for dialling into the conference call. It was explained that the meeting was being held via conference call due to the extenuating circumstances around Covid-19.</p> <p>The Board were provided with the proposed protocols for the meeting which were accepted. It was noted that all governors accepted the reasons for the meeting being conducted via conference call.</p> <p><b>Apologies</b></p> <p>Apologies received from Mr Paul Manning.</p> <p>It was noted for the record that the meeting was quorate.</p>	

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256	<b>Declarations of Interest</b>	
	There were no additional declarations of interests recorded other than those already held on the register.	
272	<b>Part 1 and Part 2 Minutes of the last Corporation Board Meeting held 16 January 2020</b>	
	<p>The Corporation Board received the minutes of the 16 January 2020 and formally approved Part 1 and Part 2 minutes as previously circulated.</p> <p><b>Approved</b></p> <p><b><i>The Chair of Corporation to sign the master copies of the approved Part 1 Non-Confidential and Part 2 Confidential (Commercially sensitive) minutes of the meeting held 16 January 2020 when the Board next met face to face.</i></b></p>	
273	<b>Actions Register to January 2020</b>	
	<p>The Board received the actions register up to March 2020.</p> <p>Noted that most actions had now been completed but that the Governor training on the FE Insolvency Act and Governance Responsibilities would be carried forward to a later date.</p> <p><b><i>The Board received and accepted the actions register as circulated.</i></b></p>	
274	<b>Principal's Report – March 2020</b>	
	<p>The Principal took the report as read and stated that unfortunately since writing the report circumstances within the College and nationally had changed dramatically seeing the closure of all schools and colleges due to Covid-19. The Principal went through the key points within his report as detailed below:</p> <ul style="list-style-type: none"> <li>• <b>Revenue Funding</b></li> </ul> <p>The Board received a report in September 2019, that the Chancellor had announced, within his One Year Spending Statement, an additional £500million for FE, made up as follows:</p> <p>£100m for increased Teachers Pension Costs</p> <p>£190m for increasing the 16-17 rate from £4,000 per student to £4,188 from 2020/21</p> <p>£210m for other DFE initiatives</p> <p>In early February 2020, DFE Minister, Michelle Donelan, conceded that in order to have just kept pace with inflation the base rate would need to be £4,435 for 20/21. There is no sign that this change will happen.</p> <p>The Principal add that the authority figures in the Sector wonder why many Colleges have run into financial difficulty, one of the explanations may not be too difficult to determine as a result.</p>	

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	<p>It was noted that at the time of writing, the Budget on 11 March had still not taken place. Should there be any further developments the Board would be kept updated but the Principal cautioned that considering Covid-19 there may well be further significant cuts to come but that the position was very unclear.</p> <ul style="list-style-type: none"> <li>• <b>Capital Funding – as noted in the report.</b></li> <li>• <b>OFS Response – Confidential Business – Part 2 – Commercially Sensitive</b></li> </ul> <p><b><i>Formally noted and accepted</i></b></p> <ul style="list-style-type: none"> <li>• <b>Key Performance Indicators – March 2020 update</b></li> </ul> <p>The Board received the update on the KPI's to March 2020 and the Chair invited comments from the Board.</p> <p>Governors queried the green RAG rating on a few of the objectives and the Staff Turnover KPI which was RAG rated green, but the data showed that the objective was averse to target. The Principal explained the reason, which was accepted, namely that the adverse difference was considered within tolerance and hence overall the RAG rating was as stated.</p> <p>A governor raised a concern in respect of student attendance and how this would be impacted considering Covid-19 and the fact that students were now not in College. The Principal explained that government were working on this and that all students would be recorded as being off site and that in likelihood the attendance data during the Covid-19 lockdown period would not be taken account off. The Deputy Principal/Curriculum provided additional information on how staff were maintaining contact with their students during the closure.</p> <p>Governors discussed staff sickness levels and how the College would be tracking staff attendance during Covid-19. The Principal that this was a challenge but added that staff were committed and there was evidence that despite not being on site that they were continuing to maintain contact and working with their students via the online platforms that had been set up. Once the closure was lifted and the College resumed normal business, they would be in a better position to review the data.</p> <p><b><i>Accepted</i></b></p> <p><b><i>The Board accepted the key points within the Principal's report and the update on the Key Performance Indicators as at March 2020.</i></b></p>	
275	<b>First - Quality Improvement Plan update 2019/20</b>	
	<p>The Deputy Principal/Curriculum presented the first update on the Quality Improvement Plan for SLT and Governance. Noted for the record that the SLT section was to be covered by the Deputy Principal/Curriculum and the Governance section to be covered by the Clerk to the Corporation.</p>	

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	<p>The Deputy Principal/Curriculum stated that with Covid-19 there were now some areas which were of much higher priority of which student attendance was a one particularly in respect of Maths and English. It was explained that staff were making regular calls and touching base with students whilst they were offsite to ensure that the support they needed was being met and to assist with any arising issues.</p> <p><i>Intent 3.2 - Ensure the quality of feedback to learners is impactful and of the highest quality to enable the learner to improve their outcomes, which includes effective Tutorials and Reviews.</i></p> <p>The Deputy Principal/Curriculum stated that communication with students was now one of their highest priorities and that as a College they needed to ensure that strong communications were maintained and this included regular newsletters to staff, learners and parents.</p> <p>Staff were working hard to keep students on board and maintaining contact with new applicants for September 2020 intake to reassure them of their places.</p> <p><i>Intent 3.1 - Where teaching is not yet consistently good, greater challenge is placed on those staff through the support and/or appraisal process to improve aspects of their practice by holding them to account in attending targeted training to improve their areas to develop within an agreed timeframe.</i></p> <p>The Board were advised that lesson observations was now near impossible due to the Covid-19 closure, but it was explained that management were driving CPD and additional resources and training were being provided to all staff at this time.</p> <p>Governors raised a concern in respect of the poor attendance rates in one curriculum area and asked what the cause was. The Deputy Principal/Curriculum explained that this was a complex issue with a number of influencing factors including the mode of delivery of the course and the mentality of the lecturers and work was ongoing to resolve this and ensure that it was the responsibility of the lecturers to not only enrol students but to keep them on programme. It was agreed that a further detailed response to the question would be circulated to the Board as the factors were extensive.</p> <p><b>Action – Deputy Principal Curriculum</b></p> <p><b><i>Provide a response to the Board via email explaining the reasons for the poor attendance rates in the identified curriculum area.</i></b></p> <p>A Governor stated that it was reassuring that the concerns around poorer performance in teaching and learning were being addressed and that mechanisms were in place to address the concerns identified.</p> <p>At the invitation of the Chair, the Staff Governor provided her personal experience of the necessitated adoption of off-site teaching &amp; learning. She stated that it had been a steep learning experience and that students were doing surprisingly well as far as their engagement in the online learning mechanisms that were put in place. The Deputy</p>	

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	<p>Principal/Curriculum commented that she was very pleased with the level of support that was being provided by staff and the online learning had now as a matter of urgency become far more important and it has forced the College as a whole to up their game very quickly. Collaboration amongst staff was now a necessity and new ways to maintain engagement with students and potential applicants had been refreshing.</p> <p>Governors accepted that this was a great challenge for the College and thanked the Deputy Principal/Curriculum for the daily updates which were being sent to all staff as this was keeping the Board appraised on the work taking place on the ground.</p> <p><b>Queens Award (Covered in DP Curriculum Report)</b></p> <p>The Deputy Principal/Curriculum provided the Board with the background information explaining the reasons as to why the College had been unsuccessful in the bid for the Queen's Award in the Performing Arts area in the last Round of the bi-annual award. She emphasised that the work that went into the bid was good with positive contribution but that it was felt that there was not enough evidence to demonstrate impact or the longevity of the project.</p> <p><b>Accepted</b></p> <p><b><i>The Board accepted the QIP update for March 2020.</i></b></p>	
	<b>Finance Report</b>	
276	<p><b>Forecast and Monthly Management Accounts – February 2020</b></p> <p><b>A section of the MMA report was recorded as Confidential Part 2 due to the commercial sensitivity of the subject for consideration.</b></p>	
	<p><b>Accepted</b></p> <p><b>The Board accepted the MMA for February 2020 noting the warnings given by the Deputy Principal/Finance &amp; Resources.</b></p>	
277	<p><b>Contracts &amp; Tenders – Bus Tender – Confidential Part 2 – Commercially Sensitive</b></p>	
	<p>The Deputy Principal/Finance &amp; Resources referred to his report in which recommendation was being made for the approval of the Shuttle Bus Tender.</p> <p>The College's Annual Shuttle Bus Tender recommended continuing with the existing low-cost provider. There was also an additional cost increase, due to the need for an additional bus during the peak period 0800-0930am, owing to higher usage in 2019/20 and anticipation that the demand continues into 2020/21.</p> <p><b>Formally approved</b></p> <p><b><i>The Board formally approved the recommended renewal of contract with the current service provider for the 2020/21 academic period.</i></b></p>	
278	<b>Project Red – update</b>	

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	<b>Confidential Part 2 Business – commercially sensitive not for public record</b>	
	<p>The Board confirmed receipt of the Draft Project Red Steering Group Minutes of the meeting held 19 March 2020 which had been circulated via email in of the meeting on the 26 March 2020.</p> <p><b><i>Received</i></b></p> <p><b><i>The Board received the update and the respective minutes providing additional detail on the current position in respect of Project Red.</i></b></p>	
279	<b>Any other business</b>	
	<p><b>a) Estates Strategy – Confidential Part 2 Business – Commercially Sensitive</b></p> <p><b>Noted that a further detailed updated would be brought to the May 2020 Board meeting.</b></p>	
280	<b>Meeting evaluation</b>	
	The Clerk to the Corporation to email the meeting evaluation forms to all governors to complete and submit.	<b>Governors</b>
281	<b>Date and Time of the Next Meeting</b>	
	<p>The next meeting of the Corporation Board will be Thursday 21<sup>st</sup> May 2020.</p> <p>The meeting closed at 20.25hrs.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED _____ DATE _____</p>	