



CORPORATION

FINAL SIGNED Minutes of the Meeting held on Tuesday 9 October 2018 at 5.30pm

in The Source, All Saints Building, Worcester

Present

Governors:

Neill Bucktin	Chair
David Ash	
Tony Ciriello	
Kevin Gaffney	
Peter Heath	
Fiona Hellowell	
Tony King	
Stuart Laverick	Principal
Paul McCunn	
Denis Miles	Vice Chair
Sue Nicholls	
Robert Pearce	
Nicki Pearsall	

In Attendance:

Nicki Williams	Vice Principal and Deputy Chief Executive
Claire Barton	Director of Quality, HE and Professional
Cherie Clements	Director of Finance
Sue Frost	Clerk to the Corporation

Action

31.1 Apologies and Appointments

i) Apologies were received from Steve Bolton, Lucy Hodgson, Debbie Morris and Gary Woodman.

ii) In accordance with Governance and Search Committee recommendations the Corporation:

- **APPOINTED** Tony Ciriello to the Corporation as a Governor, for a four year Term of Office from 1 August 2018 - 31 July 2022
- **APPOINTED** Tony King to the Corporation as a Governor, for a four year Term of Office from 1 August 2018 - 31 July 2022
- **APPOINTED** Sue Nicholls to the Corporation as a Governor, for a four year Term of Office from 1 August 2018 - 31 July 2022

The new Governors joined the meeting at this point, the Chair welcomed Claire Barton, the new Director of Quality, HE and Professional, and all present introduced themselves.

iii) Laura Marsh had emailed resigning from the Corporation and wishing the Corporation well. The Corporation **ACCEPTED** Laura Marsh's resignation **CC/Chair** with effect from 30 September 2018.

31.2 Declarations of Interest

- i) Members were asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item. Paul McCunn declared that his wife is a College employee. The Principal and Clerk to the Corporation had an interest in the Remuneration Committee item. Withdrawals for other Interests were shown on the Agenda. Other Members confirmed that they had no interests to declare.

31.3 Minutes of the Last Meeting

- i) Minor corrections were highlighted in the papers. The Corporation **APPROVED** the revised Minutes of the meeting held on 17 July 2018 as a true record for signature by the Chair.
- ii) The Corporation **APPROVED** the Notes of the workshop held on 11 September 2018 as a true record for signature by the Chair.

31.4 Matters Arising

- i) The Corporation reviewed the Action Points report and noted progress, acknowledging the additional information provided in the notes. Three actions had been completed or would be completed during the meeting and six carried forward.
- ii) The Corporation **MONITORED** action taken and remaining to be taken in respect of Matters Arising from the Minutes of previous meetings and Notes of workshops.

31.5 Determination of Any Other Urgent Business

- i) There was a need to discuss the use of Governor email addresses for Corporation purposes.

31.6 PRINCIPAL'S REPORT**i) Principal's Update for Governors**

The Principal's Report included commentary and the College response on:

- New technology to spearhead classroom revolution. The lack of capital funding was noted.
- Adult participation in learning survey 2017. Falling participation – funding changes did have an impact for example increasing access for low income families had boosted numbers on English as a Second or Other Language (ESOL) courses.
- Spending Review Recommendations. Proposals for the 2018 autumn budget. The Principal continued to work with the Association of Colleges (AoC) and Association of School and College Leaders (ASCL). Governors stated that Further Education could increase capacity quickly and was responsive and cost effective. Schools and Academies had received funding for a 3.5% teacher pay increase and were likely to get funding for the Teachers' Pension Scheme (TPS) cost increases.
- College Week: Monday 15th – Friday 19th October 2019. The Corporation was reminded of the email inviting Members to contact their MPs to promote Colleges.

ii) Curriculum and Quality Key Performance Indicators and Targets for 2018/19

The Principal presented the 2017/18 Key Performance Indicators (KPI) report which included RAGG (Red, Amber, Green, Gold) rated indicators for Further Education attendance (amber), classroom based retention (green) and achievement (amber/red), Apprenticeship achievement (green), Higher

Action

Education retention/continuation (green) and, Further Education classroom based progression, (to be confirmed), external destinations (green) and key survey questions for learners (green/amber/red).

P/CC

Some figures were subject to confirmation in the final Individualised Learner Record (ILR) and would be reported at the next meeting. Key areas such as English and maths continued to show improvement compared with the prior year. New targets set for 2018/19 were stretching, with English and maths achievement targets increased by 5% and apprenticeship achievement targets up by 3%. Two new targets were proposed to monitor student progress: % of Learners with SMART Targets Set and % of learners at or exceeding expected progress (pro-monitor). New targets were also added for Higher Education: Staff participation in scholarly activity and Satisfaction Survey responses.

Members challenged the Principal asking:

- Why had the Lesson Observation Grade target been removed? The Principal explained that, following a change in Office for Standards in Education, Children's Services and Skills (OFSTED) practice and discussion with the Director of Quality, HE and Professional, the College was promoting "Good to best" which was supported by a system of peer observation. This would still identify issues to be targeted and addressed with appropriate support, as would management Learning Walks which would continue. Governors commented that attending Learning Walks under the Governor Insight Scheme had been very valuable.
- Were issues still being caused by recruitment and retention of staff issues in some areas? The Vice Principal and Deputy Chief Executive confirmed that this remained the case across Colleges for shortage subjects such as construction. The College was expanding apprenticeships, working with partner organisations and adding continuing professional development opportunities in those areas to "grow its own" staff.
- One of the new Governors asked for some background information about how the indicators were derived and an idea of the direction of travel over time. A telephone conversation would be arranged.

P/CC

iii) Financial Key Performance Indicators

The Director of Finance presented the RAG rated data including financial outturn (amber), financial health (1 green, 2 amber) and bank covenants (2 green) and charts displaying operating surplus analysis, pay analysis and cash forecast for 2017/18 with the Summary Financial Position, Balance Sheet, Capital Expenditure and Cashflow Forecast for 2017/18 and 2018/19. The current operating projection for the year end was a £642k deficit against a budgeted £36k surplus with "Good" financial health. The Director of Finance confirmed that no breach of year end loan covenants was expected. KPMG (external Auditors) were in the College auditing the accounts.

iv) Learner Number Update

The Director of Finance presented student numbers against targets as at 24 September 2018. (Not yet validated by the Education and Skills Funding Agency due to the six week rule.) 16 – 18 year old full time and high needs students were at 102% of target (revised to 100.7%), Adult classroom learning at 80% based on headcount (with enrolments to be added and additional courses to begin in year), Apprenticeship carry in figures were at 107% and 110% but would reduce with withdrawals or failure to achieve,

Action

DF/CC

with new starts at 10% for 16 – 18 year olds and 3% for adults (both to be updated at the December meeting) and consortium partners at 37%. Higher Education was at 79% of target excluding the Chartered Institute of Payroll Professionals (CIPP) (revised to 91%).

Governors questioned the Consortium position. This was work carried out with around a dozen partner organisations. Courses would start throughout the year. The Director of Finance confirmed that this was a solid start compared with the previous year.

Health and Safety Update – Term 3 2017/18 year

The Vice Principal and Deputy Chief Executive reminded Members that a more detailed report was available on the Governor Portal. The report showed that there had been 58 reported incidents, including 24 accidents (Term 3 2016/17: 37 reported incidents, including 19 accidents). One accident had been reported under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) and no further details had been requested by the Health and Safety Executive. Hettle Andrews had produced a report with recommendations in 2017 and 80% of these had been completed with the remainder scheduled for completion by the end of the term. The Vice Principal and Deputy Chief Executive confirmed that actions had been prioritised according to risk.

The Corporation **RECEIVED** the Principal's Report, **MONITORED** progress against targets and **APPROVED** the Curriculum and Quality Key Performance Indicator Targets for 2018/19.

STRATEGIC FOCUS

31.7 College Self Assessment Report

i) The Principal thanked the Director of Quality, HE and Professional for producing a new style Self Assessment Report (SAR) in a punchy style and based on OFSTED's findings and further evidence considered by management. As an outsider entering the College the Director of Quality, HE and Professional felt that Provision for learners with high needs should be graded Outstanding, with the rest of the measures and Overall effectiveness graded Good. Some data was yet to be finalised. The Director of Quality, HE and Professional confirmed that all judgements were based in evidence.

ii) Members challenged the Director of Quality, HE and Professional on the limited Corporation references in comparison with the Corporation's own Self Assessment which updated the previous Self Assessment Report sections. The Director of Quality, HE and Professional stated that the presentation reflected the style of recent OFSTED reports. The Clerk to the Corporation had passed on the Governance Self Assessment Report but it was understood that this would be incorporated in a style consistent with that of the author.

iii) The Corporation

- **CONSIDERED** the Draft College Self Assessment Report for 2017/18
- **NOTED** that Governors had been invited to participate in the SAR Validation day on Tuesday 6 November in The Source, Worcester
- **NOTED** that a final version would return to the Corporation for approval on 4 December 2018

P/DQHEP

31.8 College Improvement Plans

- i) The report on the closure of the College Improvement Plan 2017/18 was RAG rated to show progress and, where possible, end of year outcomes determined through quality assurance and performance measures with some final achievement measures still subject to finalisation. There were no red indicators and the Principal stated that there were no significant changes from the May 2018 report. Where actions remained amber, such as for learner progress monitoring, although performance had been inconsistent there was evidence of good progress towards achievement.
- ii) The Director of Quality, HE and Professional presented the new College Improvement Plan 2018-19 which was in a new format with actions recorded to reflect the Mission Statement under the “Inspire, Innovate, Advance” drivers. The new approach would provide robust evidence of progress with termly review points, progress against which would be reported to the Corporation.
- iii) Governors challenged management, asking:
- How far would progress against the plan be subjective or objective? It was a blend as there were underlying quantitative measures in the headline plan.
 - How did the size of the plan compare with those of other Colleges? The size would depend on where College sat in the OFSTED cycle. The current plan focused on areas of maximum impact.
 - How would the plan be used with staff? The Vice Principal and Deputy Chief Executive explained that it would be cascaded down to staff through management teams and junior managers and could be used in Staff Development days. Responses would be provided by groups for termly review. The Director of Finance confirmed that it was also used by business area teams.
 - Where were the metrics for staff retention and recruitment efficiency? The Vice Principal and Deputy Chief Executive reminded members that there was a separate Human Resource Report. The College had a culture of developing people.
 - How much of the 2018/19 College Improvement Plan was new? The Principal said that the previous plan had been OFSTED focused. The new plan had more emphasis on enhancement rather than compliance.
- iv) The Corporation
- **MONITORED** progress against the College Improvement Plan for 2017/18
 - **APPROVED** the College Improvement Plan milestones for 2018/19

TEACHING LEARNING AND ASSESSMENT

31.9

College Strategic Plan

- i) The Principal stated that the Strategic Plan for 2017 - 2020 had really been a holding document and an extension of the previous three year plan in order to maintain appropriate focus on the OFSTED Inspection. It was appropriate to launch a new three year Strategic Plan 2018-21 which would be provided for Corporation approval on 4 December 2018. The May 2018 update on progress against the strategic plan identified that there were some targets that could not be finalised until the 2018 results were verified and RAG rated report in the papers was the final closedown of these points. Maths and English remained red rated and a key future focus, other points brought forward were green or amber.
- ii) The Corporation **MONITORED** progress in 2017/18 against the Strategic

Action

Plan Objectives.

31.10 Student Standards Policy 2018/19

i) The Vice Principal and Deputy Chief Executive stated that there had been minor changes and some clarification from the 2017/18 version. The Appeals process had been revised and was now consistent with other policies. Members felt that it was positive and outlined the safe environment enjoyed by students. The Vice Principal and Deputy Chief Executive agreed to consider adding wording in respect of foul language.

VPDCE

ii) The Corporation **APPROVED** changes to the Student Standards Policy.

31.11 Accolades and Complaints

i) The report included details of accolades, which had increased (21, for both corporate services and academic areas, prior year 18), and complaints, which had decreased (29 formal and informal, prior year 42). However, the Director of Quality, HE and Professional stated that there had been a marked increase in the proportion of formal complaints received (66%, prior year 31%) in comparison to informal complaints, in spite of the Quality Office continuing to support departments to resolve complaints at an informal stage. All complaints were responded to in a timely manner.

The Corporation **RECEIVED** the Accolades and Complaints Report 2017/18.

31.12 Quality Group

i) The Quality Group Chair explained that the Quality Group meetings were part of the Governor Insight Scheme and that all Governors were therefore invited. It would be a safe space to look at priorities and innovation and to consider any topic to have a positive impact on quality assurance. It was envisaged that there would be four core Members and the Principal encouraged the involvement of Student Governors.

ii) The Corporation **NOTED** the Terms of Reference of the Quality Group.

31.13 Governor Insight Scheme

i) The Governor Insight Scheme Champion explained the revisions to the Scheme. Accompanied lesson observation had been removed and Governors were encouraged to request Learning Walks at sites they did not usually attend and Open Days had been added so Governors could see how the College presented its offer. The Scheme had been updated by Donna Gibson, Personal Assistant - Principal's Office, to reflect personnel changes and changes made to the quality process. Governors noted that the scheme ran very well with the Personal Assistant - Principal's Office's input and asked for their thanks to be passed on.

CC/Chair

The Corporation **APPROVED** changes to the Governor Insight Scheme.

ii) Eight different Governors had been involved in Governor Insight Scheme activities in the Summer Term (excluding the Principal). One detailed feedback form was received which had been passed on to management for information and for action where appropriate. In 2017/18, Governors participated in 23 opportunities offered out of 27 and 14 of the 18 Governors in place at any point in the year (excluding the Principal) attended at least one GIS event.

The Corporation **RECEIVED** a summary of Summer Term and 2017/18

activity from the Governor Insight Scheme Champion.

PEOPLE

31.14 Safeguarding/Prevent

i) Safeguarding Policies and Prevent Strategy

The Vice Principal and Deputy Chief Executive reported changes to the Safeguarding policy to incorporate the updated version of Keeping Children Safe in Education (KCSIE) in force from 3 September 2018. Members noted that several of the proposed improvements had been made by the College in the previous year as the Vice Principal Information Systems and Student Experience (the Designated Safeguarding Lead) was active and well informed. The papers included a detailed summary of all changes to the policy with the full policy being available on the Governors' Portal.

The Corporation challenged management, asking:

- Had the issue of increased pressure due to decreased agency support resolved itself? No this was still an issue and the College had to do more in house to counter the limited agency support.
- Should the College lobby about this? The Vice Principal Information Systems and Student Experience was a member of the National Association for Managers of Student Services (NAMSS) who worked on such issues.
- How did the College gain assurance that all staff had read Part 1 of Keeping Children Safe in Education, as required? The College used an on line testing system which logged progress and completion. Staff also had to renew Prevent certificates on a regular basis.

The Corporation **APPROVED** the 2018/19 Safeguarding Policy (incorporating Child Protection and Prevent)

ii) Revised Department for Education Guidance

The Clerk to the Corporation reminded members that Section 175 of the Education Act 2002 set out the duties of governing bodies in relation to welfare of children: (3) The governing body of an institution within the further education sector shall make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution. The Corporation should "read and follow" Keeping Children Safe in Education (KCSIE) and should ensure that all staff in their school or college read at least Part one of this guidance and that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of this guidance. Governor assurance was gained through the policy framework (Safeguarding Policy, Managing Allegations Policy and Staff Code of Conduct), and through the College's Designated Safeguarding Lead who would provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

Members had been provided with KCSIE as a separate paper with the references to the Governing Bodies of Colleges highlighted in yellow and a summary of the Key responsibilities for the Corporation. Safeguarding training was proposed for the Away Event in November 2018. Governors were also welcome to attend College training sessions for staff by arrangement.

The Corporation **AGREED** to **read and follow** Keeping Children Safe in

Education: Statutory guidance for schools and colleges.

GOVERNANCE

31.15 Governance and Search Committee

i) The Corporation **RECEIVED** the Minutes of the Governance and Search Committee meeting held on 24 July 2018 and had **APPROVED** Governance and Search Committee recommendations at the start of the meeting.

ii) The Corporation **RECEIVED** the Minutes of the Governance and Search Committee meeting held on 25 September 2018 and **APPROVED** Governance and Search Committee recommendations as follows.

The Corporation:

- **AGREED** that the possible reappointment of the Staff Governor to the Audit Committee would not compromise the “independence and integrity” of the Audit Committee for the reasons set out in the letter to the ESFA dated 31 July 2018:
 - Inclusion of a Staff Member shows members of staff that the Audit Committee is transparent and open
 - A Staff Member has a working knowledge of College systems and procedures and can therefore interpret some reports in a more informed way than other Governors and can ask powerful questions from that knowledge base
 - A Staff Member has a different perspective of the College Risk profile and management of those risks
 - The College values include “Trust” and “Integrity” and the removal of a Staff Member from the Audit Committee would run contrary to those values
 - Heart of Worcestershire College Audit Committee has a membership of “up to seven”, with six current appointments, so there is a range of views in each meeting
 - A Staff Member’s contribution to meetings and the weight of that contribution is seen as bringing the same value to proceedings as that of any other Governor
 - Heart of Worcestershire College Audit Committee Terms of Reference prevent the appointment of “Those with executive responsibilities for the College at senior level, such as the Principal, Senior Postholders and members of the College’s Senior Management” so the Staff Member appointed is unlikely to operate at a level at which they would be directly implicated in any audit recommendations

This action being in accordance with the response from Eileen Milner, Chief Executive of the ESFA dated 7 August 2018.

- **REAPPOINTED** Debbie Morris to the Audit Committee
- **REAPPOINTED** Peter Heath to the Governance and Search Committee
- **ACCEPTED** the resignation of Paul McCunn from the Governance and Search Committee
- **ACCEPTED** the resignation of Gary Woodman from the Audit Committee
- **APPOINTED** Nicki Pearsall to the Governance and Search Committee
- **APPOINTED** Tony Ciriello to the Governance and Search Committee
- **APPOINTED** Tony King to the Audit Committee
- **APPOINTED** Sue Nicholls to the Audit Committee
- **APPROVED** leave of absence for Steve Bolton with effect from 1 September – 1 March 2019 **CC/Chair**

- **APPROVED** the Business Development Governor Champion Role Description for issue to the Governor Portal **Action**
- **APPROVED** the continued appointment of the current Governor Champions **CC**
 - Safeguarding Lucy Hodgson
 - Equality and Diversity Kevin Gaffney
 - Business Development Steve Bolton
 - Governor Insight Scheme Denis Miles
 - Health and Safety The Principal

Tony Ciriello left the meeting at this point.

- **APPROVED** the requested changes to the Terms of Reference for the Governance and Search Committee for issue to the website and Governor Portal **CC**
- **APPROVED** the Terms of Reference for the Corporation Appeal Committee for issue to the Governor Portal **CC**
- **APPOINTED** David Ash as Chair and Neill Bucktin and Lucy Hodgson as Members of the Corporation Appeal Committee and invited expressions of interest from other Members to form the pool **Members**

31.16 Corporation Self-Assessment

i) Governor Attendance

The papers included attendance by individual and by meeting type. For the Corporation overall attendance was 80% across 11 meetings (including all workshops, counting the Away Event as two meetings) and in 2016/17 it was 87% across 12 meetings (including an extraordinary meeting called at short notice and all workshops, counting the Away Event as two meetings). Committee attendance had also declined.

Edgar Williams collated combined attendance statistics across the Clerks' Network calculated as "Total number of actual attendances for Corporations and committees combined divided by the total number of possible attendances x 100 = the overall rate (%)". As at 3 September 2018, based on 93 Colleges, the interim mean average attendance rate was 80.37%, with a range of 63 – 92%. The College rate calculated on this basis was 80.4% (2016/17, 86.6%).

Corporation attendance had therefore reduced in the last year across both measures and had not met the 85% overall target. Reasons for this included some individuals being new to the role, some being unable to attend due to work commitments and in one case staying remote from the meetings because of a potential conflict of interest. Members noted that a "high level of attendance" was expected in accordance with the Code of Conduct.

The Corporation **MONITORED** Governor attendance in 2017/18 and **APPROVED** the retention of the target of 85% for 2018/19 for combined attendance for the Corporation and all committees, as recommended by the Governance and Search Committee.

ii) 2017/18 Corporation Improvement Plan

The Clerk to the Corporation explained that Self Assessment and improvement were ongoing processes. The Corporation approved the Corporation Improvement Plan for 2017/18 on 10 October 2017. Progress

against the Action Plan had been monitored by the Governance and Search Committee in each term. The updated RAG rated Governance Improvement Plan indicated that, of the ten actions, seven had been addressed and three still required action and were being taken forward.

The Corporation **MONITORED** progress against the Corporation Improvement Plan.

iii) 2018/19 Governance Improvement Plan

Actions were proposed to the Governance and Search Committee for the Governance Improvement Plan based on:

- Matters carried forward from the Corporation Improvement Plan 2017/18
- Matters arising from West Midlands Regional Clerks Network Governance Self Assessment Questionnaire for 2017/18
- Issues raised in one to one meetings with the Chair

The Governance and Search Committee had considered the potential actions and had refined them because of confusion caused by lack of recognition of terminology and information not reflected which had been presented as part of the annual Learner Voice report. Four actions remained and appropriate milestones had now been identified for those. The Clerk to the Corporation thanked the 16 Governors (100%) for responding to the survey.

The Corporation **CONSIDERED** and **APPROVED** the Governance Improvement Plan for 2018/19.

iv) Corporation Self Assessment – Self Assessment Report

The papers included the Clerk to the Corporation's update to the Leadership and Management Section of the 2016/17 College Self Assessment Report, as requested by the outgoing Assistant Principal Higher Education and Standards. The Governance and Search Committee had agreed to recommend them for approval by the Corporation, noting that Claire Barton, the Director of Quality, Higher Education and Professional had overall control of the new College Self Assessment Report and that management reserved the right to reflect the key points differently to limit repetition and ensure stylistic consistency. As discussed under the Self Assessment Report at 31.7 ii) the College Self Assessment Report did not incorporate the updated text as it was a completely new document.

The Corporation **CONSIDERED** the draft words related to Governors submitted for use in the College Self-Assessment Report and **NOTED** that the draft Corporation Self Assessment wording had not been used as part of the new format College Self Assessment Report.

v) Corporation Self Assessment – Financial Statements

The papers also included the Clerk to the Corporation's revised performance assessment for 2017/18 for the Financial Statements, graded as Good. This had been updated to reflect the OFSTED report comments on Governance and included the positive points identified in the West Midlands Regional Clerks Network Governance Self Assessment Questionnaire.

The Corporation:

- **CONSIDERED** and **APPROVED** the words and grade for the Corporation's performance submitted for inclusion in the College Financial Statements **CC/DF**
- **DELEGATED** authority to the Chair and Vice Chair to approve any final **Ch/VCH/**

wording changes

Action
CC

31.17 CONFIDENTIAL ITEMS

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31.20 *These items are recorded as Confidential Minutes 1 of 3*

31.21 Corporation Away Event

i) The Clerk to the Corporation tabled draft Away Day Agendas. Members requested information about the Grimsby Institute Group's background in anticipation of a virtual meeting. It would be important to ascertain how they managed multiple campuses, reporting systems and team building and what competition they faced. **CC**

ii) Dr Julie Nugent, Director of Productivity and Skills, West Midlands Combined Authority had agreed to be the Saturday keynote speaker. The Clerk to the Corporation would circulate the West Midlands Industrial Strategy in advance.

iii) The Corporation **CONSIDERED** and **APPROVED** the draft programme for 23 – 24 November 2018.

31.22 Any Other Urgent Business

i) Members discussed some issues which had arisen with recent emails. The use of blind copy email addresses in order to protect personal data in accordance with the General Data Protection Regulations (GDPR) had prevented the sharing of information between Members as "reply to all" could not be used. All Governors had ticked the box on the contact forms agreeing that email addresses could be shared with other members of the Corporation. It would help if separate papers could be saved with the Item number at the start so that Adobe would then order them correctly. **CC/DG**

ii) The Corporation **APPROVED** the use of emails in the "To" line in communications to and between Corporation Members concerning the College or Corporation issues and **ACCEPTED** that this carried a risk of inadvertent transmission to third parties by any Governor. **CC**

31.23 Meeting Reflection

i) Members raised the issues caused by the piecemeal arrival of the papers and one asked whether board pack software would improve matters. The Clerk to the Corporation stated that the ongoing licensing costs meant that these were expensive and perhaps therefore something to look at in the future. Another Member had experienced a board pack system and felt that the current pdf system was just as good.

ii) The Corporation **REVIEWED** the meeting and **CONSIDERED** Governor "impact".

31.24 Date and Time of Next Meeting

i) Friday 23 November 2018, 8.45 for 9am - 12.10pm Saturday 24 November 2018, the Aon Suite, Osprey House, Redditch (Smart casual dress)

ii) Tuesday 4 December 2018, 5pm for 5.30pm, The Function Room, Peakman Building, Redditch

iii) Tuesday 11 December 2018, 5.45pm for 6.00pm, The Source, All Saints Building, Worcester

In accordance with Instrument 13 of the Instrument and Articles of

Action

Government, as the Corporation so resolved, the Staff and Student Governors left the meeting at this point, along with the Principal, Director of Finance and Director of Quality, HE and Professional .

31.25 RESTRICTED CONFIDENTIAL ITEMS

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31.26 *These items are recorded as Confidential Minutes 2 of 3*

The Principal and Clerk to the Corporation left the meeting at this point. The remaining Members present appointed the Vice Chair, Denis Miles as a Clerk from amongst themselves to take the Minutes of this part of the meeting

31.27 RESTRICTED CONFIDENTIAL ITEM

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31.29 *These items are recorded as Confidential Minutes 3 of 3*

The meeting closed at 8.28pm.

Signed:

Date:

Sue Frost
Clerk to the Corporation
15 October 2018