



CORPORATION MEETING

To be held on Tuesday 22 May 2018 at 5.30pm
in The Function Room, Peakman Building, Redditch

AGENDA

Item:	Start:		Page:	Lead:
29.1	5.30	Apologies	–	Clerk
29.2		Declarations of Interest	–	Chair
i)		Members are asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item		Chair
29.3		Minutes of the Last Meeting	6	Chair
i)		To approve the Minutes of the meeting held on 27 March 2018		
ii)		To approve the Notes of the Corporation Workshop held on 24 April 2018	15	Chair
29.4	5.35	Matters Arising	20	Clerk
i)		To monitor action taken and remaining to be taken in respect of Matters Arising from the Minutes of previous meetings and Notes of Workshops		
29.5		Determination of any Other Urgent Business	–	Chair
29.6	5.40	PRINCIPAL'S REPORT	24	
i)		Principal's Update for Governors	25	Principal
ii)		Curriculum and Quality Key Performance Indicators	28	Principal
iii)		Financial Key Performance Indicators and Management Accounts Summary	29	DF
iv)		Health and Safety Update – Term 2 2017/18	32	
v)	5.55	College Strategic Plan 2017 – 2018	41	VPCR
		To monitor progress against the detailed strategic objectives for 2017/18	43	APHES
		To note that progress was monitored against the Strategic Plan Top Ten Priorities at the Corporation Workshop on 24 April 2018	44	
		To receive the Principal's Update and monitor progress against targets	49	

TEACHING LEARNING AND ASSESSMENT

Item:	Start:		Page:	Lead:
29.7	6.00	College Improvement Plan		
i)		To monitor progress against the April Milestones in the College Improvement Plan	51	APHES
ii)		To monitor student progress (new report)	52	APHES
29.8	6.05	Higher Education - Office for Students	54	
i)		To receive an overview of the new scheme and note the College's position with regard to registration	55	APHES
29.9		Higher Education - Academic Board	-	FH Gov Member
i)		To receive a verbal update on the Academic Board meeting held on 9 May 2018		
29.10	6.15	Partnerships	60	VPCR
i)		To note the background, status and governance implications of the College's collaborative projects		
29.11	6.20	Governor Insight Scheme – Spring Term 2018	63	DM GIS Champ
i)		To receive a summary of activity from the Governor Champion		
29.12		Quality Group	65	QG Chair
i)		To receive the Notes of the Quality Group meeting held on 30 April 2018		
		COLLEGE POLICIES		
29.13	6.25	General Data Protection Regulations (Gdpr)	69	VPCR
i)		To approve the Data Processing (GDPR) Policy	70	
29.14	6.30	Procurement Policy	79	DF
i)		To approve changes to the Procurement Policy		
		GOVERNANCE		
29.15	6.35	Governance and Search Committee	81	GSC Chair
i)		To approve the Minutes of the meeting held on 9 May 2018 and note the Committee's advice		

Mr N Bucktin, Mr K Gaffney and Mr D Miles will leave the meeting (In the absence of the Chair and Vice Chair the Members will appoint a Chair from amongst the Members present excluding the Principal, Staff and Student Members)

ii)		Governor Reappointments	-	
		To appoint		
		<ul style="list-style-type: none"> Mr K Gaffney to a second and final Term of Office as a Corporation Member and Chair of the Audit Committee from 1 August 2018 to 31 July 2022 Mr D Miles to a second and final Term of Office as a Corporation Member, Member of the Audit Committee and Vice Chair of the Remuneration Committee from 1 August 2018 to 31 July 2022 and as Vice Chair of the Corporation until 31 July 2019 		

Item:	Start:		Page:	Lead:
		<ul style="list-style-type: none"> Mr N Bucktin to a second and final Term of Office as a Corporation Member and Chair of the Governance and Search Committee from 1 August 2018 to 31 July 2022. <p><i>Mr N Bucktin, Mr K Gaffney and Mr D Miles will return to the meeting and Mr N Bucktin will resume the Chair</i></p>		
iii)		<p>Standing Orders To approve changes to the Standing Orders for the Corporation and its Committees</p>	83	GSC Chair
iv)		<p>Modification Of The Instrument And Articles Of Government</p> <ul style="list-style-type: none"> To approve changes to the Instrument and Articles of Government To replace the Instrument and Articles of Government for Heart of Worcestershire College with effect from 22 May 2018 To revoke the Instrument and Articles of Government for Heart of Worcestershire College which had effect immediately before 22 May 2018 	86	GSC Chair
29.16 i)	6.40	<p>Common Objectives for Staff To discuss one or two objectives to be reflected in all staff Performance Development Reviews</p>		Chair
29.17 i)		<p>Chair Position</p> <ul style="list-style-type: none"> To note the pending vacancy for the Corporation Chair To note that nominations for the role of Chair, excluding the Principal, Staff and Student Governors should be sent to the Clerk to the Corporation 	88	Clerk
29.18 – 29.23	6.45	<p>CONFIDENTIAL ITEMS</p> <p>See separate Agenda and Papers</p>		
29.24	7.25	<p>Any Other Urgent Business</p>	–	Chair
29.25		<p>Governor Training To note that the Vice Chair attended the “Building Resilience in Further Education” Conference, 22 May 2018</p>		Vice Chair
29.26 i)		<p>Meeting Reflection To review the meeting</p>	–	Chair
29.27 i) ii)	7.30	<p>Date and Time of Next Meeting Tuesday 19 June 2018, Corporation Workshop, 5.00pm for 5.30pm The Source, All Saints Building, Worcester Tuesday 17 July 2018, 5pm for 5.30pm, O2.03, osprey</p>	–	Chair

Item: Start: **Page: Lead:**

House, Redditch

In accordance with Instrument 13 of the Instrument and Articles of Government, Peter Heath, Staff Governor and Union Representative, will leave the meeting at this point

29.28 7.35 RESTRICTED CONFIDENTIAL ITEM

–

29.29

See separate Agenda and Papers

If the Corporation so resolve, in accordance with Instrument 13 of the Instrument and Articles of Government, the Staff and Student Governors and attendees will leave the meeting at this point

29.30 7.40 RESTRICTED CONFIDENTIAL ITEM

See separate Agenda and Papers

7.45

Sue Frost

Clerk to the Corporation

9 April 2018

Last update: 14 May 2018