

CORPORATION MEETING

**To be held on Tuesday 8 October 2019 at 5.30 p.m.**

**in The Source, All Saints Building, Worcester**

**AGENDA**

| **Item:** | **Start:** |  | **Page:** | **Lead:** |
| --- | --- | --- | --- | --- |
| **37.1** | **5.30** | Apologies | **–** | **CC** |
|  |  |  |  |  |
| **37.2** |  | Declarations of Interest | **–** | **Chair** |
| **i)** |  | Members are asked to **declare** any Interests, financial or otherwise, which they may have in any Agenda Item |  |  |
|  |  |  |  |  |
| **37.3** |  | **Corporation Private Session** | – | Chair |
| **i)** |  | Members are invited to raise any issues which they wish to discuss in the absence of College Management |  |  |
|  |  |  |  |  |
|  |  | *The Principal and College Senior Leadership Team members will join the meeting at this point* |  |  |
|  |  |  |  |  |
| **37.4** | **5.40** | Minutes of the Last Meeting |  | **Chair** |
| **i)** |  | To **approve** the Minutes of the meeting held on 16 July 2019 | **6** |  |
| **ii)** |  | To **approve** the Notes of the Workshop held on 10 September 2019 | **15** |  |
|  |  |  |  |  |
| **37.5** | **5.45** | **Matters Arising** | **19** | **CC** |
| **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 |  |  |
|  |  |  |  |  |
| **ii)** |  | **English and Mathematics Task and Finish Group** | **23** | **CC** |
|  |  | To **approve** Terms of Reference for a Task and Finish Group to investigate the decline in English and Mathematics attendance |  | **VPVTE** |
|  |  | To **appoint** a Chair and Members to the English and Mathematics Task and Finish Group |  | **Chair** |
|  |  |  |  |  |
| **37.6** |  | **Determination of any Other Urgent Business** | **–** | **Chair** |
|  |  |  |  |  |
| **37.7** | **5.50** | PRINCIPAL’S REPORT | **26** |  |
| **i)** |  | **Principal’s Update for Governors** | **27** | **P** |
| **ii)** |  | **Curriculum and Quality Key Performance Indicators** | **32** | **P** |
| **iii)** |  | **Financial Key Performance Indicators and Management Accounts Summary** | **To Follow** | **DF** |
| **iv)** |  | Learner Number Update (including Foundation Learning and Prince’s Trust) | **37** | **DF** |
| **v)** |  | **Health and Safety Update – Term 3 and 2018/19 year** | **38** | **VPDCEO** |
|  |  |  |  |  |
|  |  | To **receive** the Principal’s Update and **monitor** progress against targets |  |  |
|  |  |  |  |  |
|  |  | **TEACHING LEARNING AND ASSESSMENT** |  |  |
| **37.8** | **6.15** | **Prince’s Trust Programme Delivery** |  | **VPICEL** |
| **i)** |  | To **approve** the withdrawal of the Prince’s Trust Team programme from delivery | **41** |  |
| **ii)** |  | To **approve** the development of reciprocal arrangements with another Prince’s Trust provider to provide foundation progression opportunities for their leavers and alternative provision options for Heart of Worcestershire College leavers |  |  |
|  |  |  |  |  |
| **37.9** | **6.20** | Self Assessment Report | **43** | **P/VPVTE** |
| **i)** |  | To consider the Draft College Self Assessment Report for 2018/19  * To **note** that a final version will return to the Corporation for approval on 17 December 2019 | **44** |  |
|  |  |  |  |  |
| **37.10** | **6.30** | **College Improvement Plans** | **51** | **P/VPVTE** |
| **i)** |  | To **monitor** progress against the College Improvement Plan for 2018/19 | **53** |  |
| **ii)** |  | To **consider and approve** the Draft College Improvement Plan milestones for 2019/20 monitoring | **71** |  |
|  |  |  |  |  |
| **37.11** | **6.40** | **Accolades and Complaints** | **77** | **VPISSE** |
| **i)** |  | To receive the Accolades and Complaints Report 2018/19 |  |  |
|  |  |  |  |  |
| **37.12** | **6.45** | **Quality Leadership and Management** |  | **P** |
| **i)** |  | **FE Quality and Standards** | **78** |  |
|  |  | To **receive** the Principal’s plan for the leadership and management of quality in Further Education, as circulated by email on 2 September 2019 |  |  |
| **ii)** |  | **HE Quality and Standards** | **82** | **P** |
|  |  | To **receive** the Principal’s plan for the leadership and management of quality in Higher Education, as circulated by email on 16 September 2019 |  |  |
|  |  |  |  |  |
|  |  | PEOPLE |  |  |
| **37.13** | **6.50** | **GDPR/Data Protection 2018/1** | **88** | **DPO/** |
| **i)** |  | To **receive** the annual report from the Data Protection Officer |  | **VPDCEO** |
|  |  |  |  |  |
| **37.14** | **6.55** | **Keeping Children Safe in Education September 2019** | **90** | **VPISSE/** |
| **i)** |  | To **read** and **follow** the revised Department for Education Guidance Keeping Children Safe in Education: Statutory guidance for schools and colleges |  | **CC** |
|  |  |  |  |  |
| **37.15** | **7.00** | **Policy Updates** |  |  |
| **i)** |  | **Safeguarding/Prevent Policy 2019/20** | **92** | **VPISSE** |
|  |  | To **approve** changes to the Safeguarding Policy (incorporating Child Protection and Prevent) | **SP** |  |
|  |  |  |  |  |
| **ii)** |  | **Managing Allegations Policy** | **94** | **VPISSE** |
|  |  | To **approve** changes to the Managing Allegations Policy | **SP** |  |
|  |  |  |  |  |
| **iii)** |  | **Equality Policy** | **95** | **VPISSE** |
|  |  | To **approve** the revised Equality Policy |  |  |
|  |  |  |  |  |
| **iv)** |  | **Health and Safety Policy** | **109** | **VPISSE** |
|  |  | To **approve** changes to the Health and Safety Policy | **SP** |  |
|  |  |  |  |  |
| **37.16– 37.22** | **7.10** | **CONFIDENTIAL ITEMS**  See separate Agenda and papers |  |  |
|  |  |  |  |  |
|  |  | **GOVERNANCE** |  |  |
| **37. 23** | **7.40** | Governor Resignation | **-** | **Chair** |
| **i)** |  | To **note** the resignation of Tony Ciriello with effect from 31 August 2019 |  |  |
|  |  |  |  |  |
| **37.24** |  | Corporation Self-Assessment |  |  |
| **i)** |  | **Governor Attendance** | **111** | **CC** |
|  |  | To **monitor** Governor attendance in 2018/19 and **approve** a target for 2019/20 | **113** |  |
| **ii)** | **7.45** | Governance Improvement Plan | **114** | **CC** |
|  |  | To monitor progress against the Governance Improvement Plan for 2018/19, as discussed at the Corporation Workshop on 10 September 2019 | **116** |  |
|  |  | To consider and approve the Governance Improvement Plan for 2019/20 | **120** |  |
| **iii)** | **7.50** | **Corporation Self Assessment** | **123** | **CC** |
|  |  | * To **consider and approve** the summary of the Corporation Self Assessment for 2018/19 * To **note** that Corporation Self Assessment wording has been incorporated into the Leadership and Management section of the Draft College Self Assessment Report  To consider and approve the words and grade for the Corporation’s performance submitted for inclusion in the College Financial Statements |  |  |
|  |  |  |  |  |
| **37.25** | **7.55** | Governor Insight Scheme | **126** | **GIS Gov** |
| **i)** |  | To approve changes to the Governor Insight Scheme |  | **Champ** |
| **ii)** |  | To receive a summary of Summer Term and 2018/19 activity from the Governor Insight Scheme Champion | **128** |  |
|  |  |  |  |  |
| **37.26** | **8.00** | Corporation Away Event | **131** | **Chair** |
| **i)** |  | To consider the draft programme for 29 - 30 November 2019 |  |  |
|  |  |  |  |  |
| **37.27** | **8.05** | **Any Other Urgent Business** | **–** | **Chair** |
|  |  |  |  |  |
| **37.28** |  | **Date and Time of Next Meeting** | **–** | **Chair** |
| **i)** |  | Corporation Away Event: Friday 29 and Saturday 30 November 2019, 5.00pm for 5.30pm, The Source, All Saints Building, Worcester |  |  |
| **ii)** |  | Tuesday 17 December 2019, 5.00pm for 5.30pm, The Source, All Saints Building, Worcester |  |  |
|  |  |  |  |  |
|  |  | *If the Corporation so resolve, in accordance with Instrument 13 of the Instrument and Articles of Government, the Staff and Student Governors will leave the meeting at this point* |  |  |
|  |  |  |  |  |
| **37.29– 37.30** | **8.10** | **RESTRICTED CONFIDENTIAL ITEMS** |  |  |
|  |  | See separate Agenda and Papers |  |  |
|  |  |  |  |  |
|  |  | *The Principal and Senior Leadership Team members will leave the meeting at this point* |  |  |
|  |  |  |  |  |
| **37.31 –**  **37.32** | **8.15** | **X RESTRICTED CONFIDENTIAL ITEMS** |  |  |
|  |  | See separate Agenda and Papers |  |  |
|  |  |  |  |  |

Sue Frost

Clerk to the Corporation

14 August 2019

Last update: 1 October 2019