



CORPORATION

FINAL SIGNED Minutes of the Meeting held on Tuesday 8 October 2019 at 5.30pm

in The Source, All Saints Building, Worcester

Present

Governors:

Neill Bucktin	Chair
David Ash	
Steve Bolton	
Sara Finch	
Kevin Gaffney	
Peter Heath	
Fiona Hellowell	
Lucy Hodgson	
Tony King	
Stuart Laverick	Principal
Paul McCunn	
Denis Miles	Vice Chair
Debbie Morris	
Robert Pearce	
Gary Woodman	

In Attendance:

Nicki Williams	Vice Principal and Deputy Chief Executive Officer
Julia Breakwell	Vice Principal Information Systems and Student Experience
Claire Heywood	Vice Principal Inclusive, Commercial and Employer Learning
Charlotte Swain	Vice Principal Vocational and Technical Education
Cherie Clements	Director of Finance
Sue Frost	Clerk to the Corporation

Action

37.1 Apologies and Appointments

i) Apologies were received from Sue Nicholls. Fiona Hellowell was expected shortly.

37.2 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 declared that his wife was now employed by the College part time as an hourly paid lecturer in Social Work. Gary Woodman declared an interest in his role as Chief Executive of the Local Enterprise Partnership. The Senior Post Holders 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.

The Principal and Senior Managers left the meeting at this point.

37.3 Corporation Private Session

- i) Members were invited to raise any issues which they wish to discuss in the absence of College Management. After discussion, individual Members agreed to raise some of these issues in the course of the meeting and to raise two with the Principal under Any Other Urgent Business.

The Principal and Senior Managers returned to the meeting at this point.

Fiona Hellowell joined the meeting at this point.

37.4 Minutes of the Last Meeting

- i) A Member reported a correction to 36.19, where Denis Miles had been incorrectly recorded as appointed as Chair, not Vice Chair. This was changed on the face of the Minutes. The Corporation **APPROVED** the revised Minutes of the meeting held on 16 July 2019 as a true record for signature by the Chair.
- ii) Minor corrections were highlighted in the papers. The Corporation **APPROVED** the revised Notes of the workshop held on 10 September 2019 as a true record for signature by the Chair.

37.5 Matters Arising

- i) The Corporation reviewed the Action Points report and noted progress, acknowledging the additional information provided in the notes. Twelve actions had been completed or would be completed during the meeting, two had been superseded and five carried forward. Governors agreed to close 33.11 iv), the recommendation that all Governors should review the "Further Education Corporations and Sixth-Form College Corporations: Governance Guide" from the Department for Education, confirming that this review had been completed. With regard to the Notes:

- **4) ii) 5: Corporation Self Assessment.** The Principal was not aware of any areas where the "spread of policy and practice, for example in partner organisations", was an issue. This was not therefore recognised by management as an Area for Improvement, but would continue to be subject to management reviews and compliance audit where applicable. The Corporation **agreed** the closure of this point.
- **36.4 iv): Matters Arising.** Student Behaviour. Sue Nicholls had reported that there was no specific reporting process in the NHS for such matters with the exception of the clinical / health and safety reporting process which did not lend themselves to this issue. What might be needed was a proactive and timely escalation process to the Corporation based on matters which could cause potential media / reputational risk. This could include reporting any incidents leading to arrest or police call out and incidents leading to exclusion. This would support the principle of "no surprises" for Governors.
The Corporation discussed possible parameters and **agreed** that management should be proactive in reporting to the Corporation any matters that could lead to reputational damage, accepting that this would be a management judgement call.
- **35.20 iii): Standing Orders.** Governors **approved** the addition of date of birth to the list of records requested in the revised General Data Protection Regulations Privacy Notices for Governor Recruitment and Governors.

- ii) **English and Mathematics Task and Finish Group**

Action

The Clerk to the Corporation explained that the draft Terms of Reference had been drawn up in a standard format with the Vice Principal Vocational and Technical Education, who had added to the definition of the purpose of the group. Members discussed whether class sizes also had an impact on results. A Member observed that more groups had resource implications.

The Corporation:

APPROVED Terms of Reference for a Task and Finish Group to investigate the decline in English and Mathematics attendance **SUBJECT TO** the addition of consideration of class sizes.

CC/VP

APPOINTED Tony King as Chair and Steve Bolton, Sara Finch, Kevin Gaffney and Debbie Morris as Members of the English and Mathematics Task and Finish Group.

- iii) 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.

37.6 Determination of Any Other Urgent Business

- i) The Chair asked the Principal to comment on two matters raised in the private session at the relevant Agenda point.

37.7 PRINCIPAL'S REPORT

i) Principal's Update for Governors

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

- Higher Education (HE) – confusion over the Augar report recommendation to cut tuition fees to £7.5k. The College would continue to provide a good quality, if reduced, College based HE offer in the knowledge that as Further Education numbers increased with demography HE numbers should improve. Work on the refurbishment of the Foundation degree with the Chartered Institute of Payroll Professionals was progressing well.
- 5G - The College has been selected to be one of the first nine organisations to be a Huawei 5G Academy. The College would be able to access 5G leading technical and teaching resources - Huawei's new training centre is in Birmingham and relationships are strong.
- Further Education Skills and Productivity Group (FESPG) - FESPG aimed to combine collective resources to ensure the best outcomes and effective distribution of public funding (revenue and capital) in the West Midlands and worked well with the West Midlands Combined Authority (WMCA). The College was proactive and would benefit from additional Adult Education Budget funding of c£270k in the next two years as well as potential capital support for the College's proposed Redditch Construction extension and staff training for the Commonwealth Games, both anticipated in 2019/20.
- The Forgotten Third – a report commissioned by the Association of School and College Leaders recommends that GCSE English Language should be replaced with a new qualification, a "Passport in English" based on English competency judged by on line assessment, a written portfolio and spoken English. The College recognised the demoralising impact the current system had on students' confidence and willingness to engage in further English and maths study post 16.

The following points were made in answer to Members' questions:

- The FESPG comment about "institutional change and ... a new architecture" referred to consideration of other College models such as those in Scotland and Northern Ireland.

Action

- The FESPG reference to £5m spend on construction had been spent in the West Midlands and did not relate to the College
- The forgotten third idea of a certificate to show progress would still rely on establishing a baseline through diagnostics, then regular testing. In the Special Educational Needs and Disabilities area that process caused anxiety.
- The College had not been successful in its bid to support the WMCA by administering sub contracting arrangements for them. WMCA had instead employed staff to carry this out.

ii) Curriculum and Quality Key Performance Indicators and Targets for 2019/20

The Key Performance Indicators (KPI) report included 2018/19 RAG (Red, Amber, Green) rated indicators for Further Education attendance (red), classroom based retention (green) and achievement (green/amber, based on ILR at 24/09/19 and not final), key survey questions for learners (green/amber/red) and HE surveys (green). Apprenticeship achievement was not final and Higher Education retention/continuation and Further Education classroom based progression ratings were not yet available. No data was provided for 2018/19 for target setting or academic progress of learners or for "Staff participation in scholarly activity" which would be reported in December. External destinations would be reported in April.

VPVTE

The Vice Principal Vocational and Technical Education presented the proposed 2019/20 targets. The attendance targets were set at 90% for main Qualifications and 85% for English and maths. Although attendance for both in 2018/19 was red rated, Governors agreed that it was important to have high expectations of learners and staff. The 2018/19 achievement rates were shown in terms of Pass (those learners sitting the exam and passing) and Achieve (those learners who originally enrolled sitting the exam and passing) for GCSE English and maths and in 2019/20 "Positive progress within grade boundary" would also be reported. Apprenticeship targets had been extended to include Standards pass rate at first attempt. Academic progress of learners had been reported in 2018/19 as students who were not "at risk" of leaving, but this was not a true measure of academic progress as other factors would then be at play. In 2019/20 this would be the "percentage of learners at or exceeding expected progress (pro monitor)" New targets were proposed to monitor responses to "Understanding your organisation's training needs" from employers and to "I feel that I contribute to the mission and values of the organisation" from the staff survey and staff absence

The following points were made in answer to Members' questions:

- Student numbers in groups would vary from year to year.
- High needs progress information this year would be recorded in a system called "Earwig" rather than Pro-Monitor as it was better suited to recording progress in personal development.
- The target for to "I feel that I contribute to the mission and values of the organisation" at 66.6% seemed low to Governors. The Vice Principal and Deputy Chief Executive Officer stated that the staff survey was new and that this was an estimate taking into account that support staff or staff at lower levels might not readily relate their jobs to the strategic level. Although this was not felt to be aspirational, Governors agreed to review it after the first survey.
- Where appropriate, the 2018/19 results would be compared with national statistics (for example for retention and achievement).

P/VPVTE

- The Staff survey results would be reported to the Corporation in full and this would include percentage completion information.
- The Principal confirmed that there would be no in year adjustments to targets.
- “Staff participation in scholarly activity” was not included in the 2019/20 targets as this was an expectation of all staff in Higher Education and its promotion had been successful.

iii) Financial Key Performance Indicators

The Director of Finance presented the RAG rated data including financial outturn (1 amber, 1 red), financial health (2 green, 1 amber) and bank covenants (1 amber) and charts displaying operating surplus analysis, pay analysis and cash forecast for 2018/19 with the Summary Financial Position, Balance Sheet, Capital Expenditure and Cashflow Forecast for 2018/19 and 2019/20. The current operating projection for the year end was a £197k deficit against a budgeted £177k deficit with “Good” financial health. (Compared with a £440k projected deficit reported at the last meeting and prior year: £642k deficit against a budgeted £36k surplus with “Good” financial health.)

The Director of Finance confirmed that the Santander bank covenant measurements were met at the year end. However, the pension deficit had significantly increased "Net Assets (Incl Pension Liabilities) not less than loans" so this was rated amber and was one to watch in 2019/20. Cash days were significantly higher than budgeted levels due to the timing of payments for the Fortis refurbishment with some costs now falling into 2019/20.

The Balance Sheet reflected a Provision for Defined benefit obligation of £28.8m. The Finance Director would attend a meeting at the County Council on 14 October 2019 where the triennial actuarial valuation would be revealed. The Balance Sheet reflected the accounting valuation, which was different and was not a share of the actuarial deficit. (Changes to the discount figure used were not under the College’s control.) Governors requested further discussion of this topic at the Audit Committee meeting.

CC/DF

A Member asked what risk was associated with the £2m capital income expected in November. The Vice Principal Vocational and Technical Education understood that this would be approved for payment at the Worcestershire Local Enterprise Board meeting in November.

iv) Learner Number Update

The Director of Finance presented student numbers against targets as at 30 September 2019. (Not yet validated by the Education and Skills Funding Agency due to the six week rule.) The 16-18 Full time funding allocation from the Education and Skills Funding Agency was 2,349, so lower than the budget target of 2,411. 16 – 18 year old full time and high needs students were at 106% of target. The College expected to have over 100 extra learners and an additional £200k in resources would be required to provide more groups, support, English and maths etc. Lagged funding meant that the College would have to find this funding for a year, extending the budgeted deficit. Areas affected included Engineering, media and games, Health and Social Care and Motor Vehicle.

Adult classroom learning was at 78% based on headcount (with some enrolments to be added and some courses enrolling through the year); Apprenticeship figures were at 80% for 16 – 18 year olds and 58% for adults, based largely on carry in figures, and consortium partners at 40%. Higher

Education was at 80% of target excluding the Chartered Institute of Payroll Professionals (CIPP) (revised to 88% with 92% headcount projected for the year and 95% of fees).

Governors asked whether this was what the College expected this time of the year. Numbers were positive in comparison with the previous year, with a significant improvement in 16 – 18 year olds and ESOL numbers also high. The College had noted an influx of learners from Syria, Iraq and Iran, particularly in Worcester.

The Chair asked the Principal to comment on a letter from the Chief Executive of the Education and Skills Funding Agency, Eileen Milner about subcontracting assurance. The letter required a response by 1 November 2019. The Principal confirmed that he would be responding on behalf of the College and that it would be considered by the Audit Committee. The College did not engage in the poor practice reported.

P/
CC

v) Health and Safety Update – Term 3 2017/18 year

The papers had been revised and reissued and a more detailed report was available on the Governor Portal. The report showed that there had been 26 reported incidents, including 10 accidents and a near miss. (Term 3 prior year: 58 reported incidents, including 24 accidents). There had been no RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) reportable incidents during this period. The Vice Principal and Deputy Chief Executive stated that no significant matters had arisen from Health and Safety activity in the year. Some Audit activity had taken place and actions would be followed up.

The Corporation **RECEIVED** the Principal's Report, **MONITORED** progress against targets and **APPROVED** the Curriculum and Quality Key Performance Indicator Targets for 2019/20.

TEACHING LEARNING AND ASSESSMENT

37.8 Prince's Trust Programme Delivery

- i) The Vice Principal Inclusive, Commercial and Employer Learning explained that the College had a long involvement in The Prince's Trust, but that the market had been under attack for some time. The course was not recognised under "raising participation" as it was only twelve weeks long. It was not promoted by Job Centres as Universal credit required availability for work. The residential element was compulsory, expensive and not suitable for learners of some cultural backgrounds. The Trust was resistant to change and income was reducing and costs rising.
- ii) The College had been developing strong alternative provision for Foundation learners which supported progression to entry level jobs, built resilience and countered anxiety. Nearly 400 learners had been recruited to these programmes in 2018/19. The Principal stated that this provision was more relevant and more inclusive for learners. Debbie Morris, Staff Governor agreed with this viewpoint from her role in Special Educational Needs and Disabilities.
- iii) The College was working well with another (named) College, which had a large number of teams in a wide geographical area and which, where appropriate, referred learners back to the College for progression. Two members of staff had resigned from The Prince's Trust team, with one remaining and it would take three months to recruit. One member of staff

Action

remained, one team had to present then there were no more teams in place. This was therefore a logical point to review the situation.

- iv) Governors challenged management, asking:
- For a summary on a single side of A4 of relevant facts such as budgets, learner numbers and progression for the Prince's Trust and for the alternative position to be circulated to provide evidence of continued inclusivity, one of the College values.
 - Whether the National Citizenship Service programme was a possibility. This would involve a different learner cohort and was not delivered at the College.
 - Had the College assessed the reputational risk to the College? The Principal agreed to prepare a statement for possible press release.
- v) The Corporation:
- **APPROVED** the withdrawal of the Prince's Trust Team programme from delivery
 - **APPROVED** the development of reciprocal arrangements with a (named) partner College to refer future Prince's Trust candidates to them and to provide foundation progression opportunities where appropriate for leavers from the (named) College Prince's Trust programme

VPICEL/
CC

P

37.9 College Self Assessment Report

i) The Vice Principal Vocational and Technical Education explained that the College Self Assessment Report format had been changed to reflect the Intent, Implementation and Impact elements of the new Education Inspection Framework. The overall Grades were all at 2, except for Learners with High Needs which was proposed as a Grade 1. Curriculum grades were proposed based on subsidiary Self Assessment Reports, with three Grade 1, nine Grade 2 and three Grade 3 areas. These grades were subject to discussion at the validation day, which Governors had been invited to attend.

ii) The draft Self Assessment Report included the Leadership and Management and Governance sections which had been produced by the Principal, with input from the Clerk to the Corporation.

iii) The Corporation

- **CONSIDERED** the Draft College Self Assessment Report for 2018/19
- **NOTED** that Governors had been invited to participate in the Self Assessment Report Validation day on Tuesday 5 November 2019 in The Source, Worcester
- **NOTED** that a final version would return to the Corporation for approval on 17 December 2019

Members

P/VPVTE

37.10 College Improvement Plans

i) The Vice Principal Vocational and Technical Education reported on progress against the April milestones in the 2018/19 plan. Of the 21 RAG rated targets set thirteen were green, six amber and two red. Targets that were not achieved and where there was limited progress were carried into the College Improvement Plan for 2019/20.

ii) The Vice Principal Vocational and Technical Education presented the new College Improvement Plan 2019/20 which again was in a new format to reflect the Education Inspection Framework in terms of Intent (What is the key issue and why it is a key area for improvement for the College?) Implementation (How is the College going to address the issue?) and Impact (What will

happen as a result of completing each aspect of the milestones?) Milestones were once again proposed for monitoring on a termly basis. There were five key themes in the College Improvement Plan:

- Progress monitoring and reporting for English and Mathematics
- Monitoring and reporting of progress on education programmes for young people
- Digital Skills of staff and students
- Use of Labour Market Intelligence to support strong curriculum intent
- Further development of a student focussed culture whilst considering the workload and well-being of staff

iii) A Governor asked whether the targets should all be met at the year end. The Vice Principal Vocational and Technical Education stated that the milestones did have owners and teams attached so it was hoped that most would be green. Another Governor asked about "LMI". This "Labour Market Information" where the College used a company with mapping software to show the relevance of the curriculum to local and more distant needs. This information was used in recruitment work with schools.

iv) The Corporation

- **MONITORED** progress against the College Improvement Plan for 2018/19
- **APPROVED** the new College Improvement Plan and milestones for 2019/20 monitoring
- **THANKED** the Vice Principal Vocational and Technical Education and Vice Principal Inclusive, Commercial and Employer Learning for the work involved in moving the Self Assessment Report and College Improvement Plan to the new format.

37.11 **Accolades and Complaints**

i) The Vice Principal Information Systems and Student Experience reported that accolades for both corporate services and academic areas had decreased to 13 (prior year 21), and formal and informal complaints had increased to 39 (corrected from the paper's 36) from the prior year's 29. Two complaints reached stage 4 of the College's complaints procedure and all complaints were responded to in a timely manner. There had been an increase in the proportion of formal complaints, with ten relating to one Department in connection with specific staffing issues and certification issues. The Principal confirmed that the Department concerned had experienced staffing issues which were now largely resolved, but agreed that there were some significant matters.

ii) The Corporation **RECEIVED** the Accolades and Complaints Report 2018/19.

37.12 **Quality Leadership and Management**

i) **FE Quality and Standards**

The Principal recognised Governor support in agreeing a deficit budget and staff reductions. Key staff were in place, several having progressed internally due to good staff development. The Principal would review the Senior Leadership Team structure going forwards. A Governor noted that poor results sometimes resulted from recruitment problems and asked if there were lots of temporary staff members. The Vice Principal and Deputy Chief Executive Officer reminded Members that the Annual Staffing Report would be presented in December. There were some temporary staff, but some preferred that flexibility and the College was not out of kilter with others in its staffing.

The Corporation **RECEIVED** 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**

The Corporation **RECEIVED** 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 **GDPR/Data Protection 2018/19**

i) The papers included a report from the Data Protection Officer which was presented by the Vice Principal Information Systems and Student Experience. 693 staff had been trained in GDPR, RSM had carried out their audit follow up visit all of the actions were complete with no further recommendations. In 2018/19 the Data Protection Officer received ten Subject Access Requests and eight Freedom of Information Act requests, which were dealt with in a timely manner.

ii) The Corporation **RECEIVED** the annual report from the Data Protection Officer.

37.14 **Keeping Children Safe in Education September 2019**

i) The Clerk to the Corporation stated that Members should "read and follow" Keeping Children Safe in Education (KCSIE), which had been provided as a separate paper with the references to the Governing Bodies of Colleges highlighted in yellow. A Governor stated that Worcestershire County Council had established a company called "Children First" as part of their Children's Services improvement strategy.

The Corporation **AGREED** to **read** and **follow** Keeping Children Safe in Education: Statutory guidance for schools and colleges.

37.15 **Policy Updates**

iv) **Safeguarding/Prevent Policy 2019/20**

A Governor stated that he had identified some typographical errors which the Vice Principal Information Systems and Student Experience agreed to correct.

**DA/
VPISSE**

The Corporation **APPROVED** changes to the Safeguarding Policy (incorporating Child Protection and Prevent) **SUBJECT TO** correction of typographical errors and **REQUESTED** that the final version be circulated.

**VPISSE/
CC**

ii) **Managing Allegations Policy**

The Corporation **APPROVED** changes to the Managing Allegations Policy.

iii) **Equality, Diversity and Inclusion Policy**

The Corporation **APPROVED** the revised Equality, Diversity and Inclusion Policy.

iv) **Health and Safety Policy**

The Corporation **APPROVED** changes to the Health and Safety Policy.

The Vice Principal Information Systems and Student Experience, Vice Principal Inclusive, Commercial and Employer Learning and Vice Principal Vocational and Technical Education left the meeting at this point.

37.16 CONFIDENTIAL ITEMS

– *These items are recorded as Confidential Minutes 1 of 4.*

37.22

The Director of Finance left the meeting at this point.

GOVERNANCE

37.23 Governor Resignation

i) The Corporation **NOTED** the resignation of Tony Ciriello with effect from 31 August 2019.

37.24 Corporation Self-Assessment

i) **Governor Attendance**

The papers included attendance by individual and by meeting type. Corporation attendance was below the Corporation target of 85% for the Corporation and all committees combined and below prior year attendance, as was Governance and Search Committee attendance (which had been misstated on the cover paper). Audit Committee and Remuneration Committee attendance had increased and exceeded the Corporation target. Combined attendance had declined from 80% to 76.5% and was also below the target.

The Corporation attendance target had been set by reference to Clerks' Network data for the Corporation and all committees combined. This had been updated and as at 30 September 2019, based on 115 Colleges, the mean average attendance rate in 2018/19 was 81.4%. 85% therefore remained aspirational.

The Clerk to the Corporation thanked Members who had high attendance in 2018/19. Governor absences had been for a range of reasons, including an approved leave for six months and work commitments. Good decision making was assisted by high attendance and Members were encouraged to attend all meetings.

The Corporation **MONITORED** Governor attendance in 2018/19 and **APPROVED** the retention of the target of 85% for 2019/20 for combined attendance for the Corporation and all committees.

ii) **Governance Improvement Plans**

The papers included the updated RAG rated Governance Improvement Plan for final monitoring. Of the six areas for improvement, two had been addressed, one not addressed, one not addressed due to timing issues and two partially addressed so four would be taken forward.

The Corporation **MONITORED** progress against the Governance Improvement Plan for 2018/19, as discussed at the Corporation Workshop on 10 September 2019.

The Clerk to the Corporation had drafted the Governance Improvement Plan for 2019/20 after the Corporation Workshop discussion. There were six Areas for Improvement with termly target milestones for monitoring.

The Corporation **CONSIDERED** and **APPROVED** the Governance Improvement Plan for 2019/20.

iii) Corporation Self Assessment – Financial Statements

The Clerk to the Corporation reminded members that for the last two years, the Financial Statements had included a Corporation Self Assessment and Grade. The 2018/19 Casterbridge model accounts, which provided wording for Colleges to adapt as appropriate, suggested a simple statement that “The Corporation carried out a self-assessment of its own performance for the year ended 31st July 2019 and graded itself as “xxx” on the Ofsted scale.” Members discussed whether to adopt this approach or to include some self assessment wording.

iv) Corporation Self Assessment

The papers included a draft stand-alone Corporation Self Assessment, assessing Corporation performance as “Good”. It was based on the format used in the 2017/18 Financial Statements and included a summary of the self assessment carried out at the Workshop. This was for the Corporation’s information but could be used as a basis for a statement in the Financial Statements, as could the Governance section of the Self Assessment Report.

The Corporation

- **APPROVED** the “Good” grade for governance and the use of the Casterbridge wording for inclusion in the College Financial Statements
- **NOTED** the summary of the Corporation Self Assessment for 2018/19

31.13 Governor Insight Scheme

i) The Governor Insight Scheme had been updated by Donna Gibson, Personal Assistant - Principal's Office, to reflect to reflect personnel changes and changes made to the Quality Process. The Governor Insight Scheme Champion encouraged Members to visit different sites on Learning Walks and to attend more of the wide variety of events on offer to triangulate management information about the College.

The Corporation **APPROVED** changes to the Governor Insight Scheme for issue to the Governor Portal. **DG**

ii) Six different Governors had been involved across six events in the summer term, with twelve Governor attendances in total, including the Principal. There was no Governor attendance at the two student performances due to a lack of availability.

The annuals statistics excluded the Principal’s attendance. In 2018/19, other Governors participated in 29 opportunities offered out of 34 and 14 of the 17 Governors in place at any point in the year attended at least one GIS event. This was a similar profile to the previous year.

The Corporation **RECEIVED** a summary of Summer Term and 2018/19 activity from the Governor Insight Scheme Champion.

37.26 Corporation Away Event

i) The Clerk to the Corporation outlined plans for the Away Event Friday which included tours of new facilities and a presentation from Russell Jordan, HMI. Some Governors from Weston College would be in attendance. The Saturday had been intended for one of the Face to Face sessions from the Governor Development Programme, but unfortunately ETF had confirmed that there

were no accredited trainers available on the day. Members requested clarification of the plans for parking and were asked to car share where possible.

**Action
Members/
CC/
VPDCEO**

The Corporation **CONSIDERED** the draft programme for 29 - 30 November 2019 and **AGREED** that the Away Event would be confined to the Friday for 2019.

37.27 Any Other Urgent Business

This item is recorded as Confidential Minutes 2 of 4.

37.28 Date and Time of Next Meeting

- i) Corporation Away Event: Friday 29 November 2019, 9.00am, Worcester, starting venue to be confirmed
- ii) Tuesday 17 December 2019, 5.00pm for 5.30pm, The Source, All Saints Building, Worcester

CC

*In accordance with Instrument 13 of the Instrument and Articles of Government, as the Corporation so resolved, the Staff and Student Governors left the meeting at this point.
Fiona Hellowell also left the meeting at this point.*

37.29– RESTRICTED CONFIDENTIAL ITEMS

37.30

These items are recorded as Confidential Minutes 3 of 4

The Principal and Vice Principal and Deputy Chief Executive left the meeting at this point.

37.31 X RESTRICTED CONFIDENTIAL ITEMS

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37.32 *These items are recorded as Confidential Minutes 4 of 4*

The meeting closed at 8.40pm.

Signed:

Date:

Sue Frost
Clerk to the Corporation
9 October 2019