



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		
		<i>The Principal and College Senior Leadership Team members will join the meeting at this point</i>		
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 VPVTE
		To approve Terms of Reference for a Task and Finish Group to investigate the decline in English and Mathematics attendance		
		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

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iii)		Financial Key Performance Indicators and Management Accounts Summary		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)		<ul style="list-style-type: none"> 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/ VPDCEO
i)		To receive the annual report from the Data Protection Officer		
37.14	6.55	Keeping Children Safe in Education September 2019	90	VPISSE/ CC
i)		To read and follow the revised Department for Education Guidance Keeping Children Safe in Education: Statutory guidance for schools and colleges		

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37.15	7.00	Policy Updates		
i)		Safeguarding/Prevent Policy 2019/20 To approve changes to the Safeguarding Policy (incorporating Child Protection and Prevent)	92 SP	VPISSSE
ii)		Managing Allegations Policy To approve changes to the Managing Allegations Policy	94 SP	VPISSSE
iii)		Equality Policy To approve the revised Equality Policy	95	VPISSSE
iv)		Health and Safety Policy To approve changes to the Health and Safety Policy	109 SP	VPISSSE
37.16 – 37.22	7.10	CONFIDENTIAL ITEMS See separate Agenda and papers		
		GOVERNANCE		
37.23	7.40	Governor Resignation To note the resignation of Tony Ciriello with effect from 31 August 2019	-	Chair
37.24		Corporation Self-Assessment		
i)		Governor Attendance To monitor Governor attendance in 2018/19 and approve a target for 2019/20	111 113	CC
ii)	7.45	Governance Improvement Plan <ul style="list-style-type: none"> To monitor progress against the Governance Improvement Plan for 2018/19, as discussed at the Corporation Workshop on 10 September 2019 To consider and approve the Governance Improvement Plan for 2019/20 	114 116	CC
iii)	7.50	Corporation Self Assessment <ul style="list-style-type: none"> 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 	120 123	CC
37.25	7.55	Governor Insight Scheme	126	GIS Gov Champ
i)		To approve changes to the Governor Insight Scheme		
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		

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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		
		<i>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</i>		
37.29	8.10	RESTRICTED CONFIDENTIAL ITEMS		
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37.30		See separate Agenda and Papers		
		<i>The Principal and Senior Leadership Team members will leave the meeting at this point</i>		
37.31	8.15	X RESTRICTED CONFIDENTIAL ITEMS		
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37.32		See separate Agenda and Papers		

Sue Frost
Clerk to the Corporation
14 August 2019
Last update: 1 October 2019