



## CORPORATION

**FINAL SIGNED Minutes of the Meeting held on Tuesday 17 December 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	
Susannah Twigg	
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
Tony Green	Director, Funding, Data and External Contracts
Sue Frost	Clerk to the Corporation

### **Action**

#### **38.1 Corporation Private Session**

- i) Members were invited to raise any issues which they wish to discuss in the absence of College Management. Three matters were discussed, and Members agreed to raise those concerns under relevant Agenda Items during the meeting. One further matter was the general concern that the Prime Minister and his new Government had little understanding of Further Education, which could increase the risk of further cuts.

*The Principal and College Senior Leadership Team members joined the meeting at this point*

### 38.2 Apologies

- i) Apologies were received from Sue Nicholls. Lucy Hodgson had been delayed but was expected.

### 38.3 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 was a College employee and the Principal confirmed that his wife was no longer employed by the College. The Senior Post Holders had an interest in the Remuneration Committee items. Gary Woodman declared an interest in the cathedral building appointment in his role as Chief Executive of the Local Enterprise Partnership. Withdrawals for other Interests were shown on the Agenda. Other Members confirmed that they had no interests to declare.

### 38.4 Minutes of the Last Meeting

- i) Minor corrections were highlighted in the papers. The Corporation **APPROVED** the revised Minutes of the meeting held on 8 October 2019 as a true record for signature by the Chair.
- ii) Minor corrections were highlighted in the papers and two more had been identified. The Corporation **APPROVED** the revised Notes of the Corporation Development Day held on 29 November 2019 as a true record for signature by the Chair.

### 38.5 Matters Arising

- i) The Corporation reviewed the Action Points report and noted progress, acknowledging the additional information provided in the notes. Seventeen 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 meetings and the Notes of the Corporation Development Day.

### 38.6 Determination of Any Other Urgent Business

- i) There was no other urgent business.

### 38.7 PRINCIPAL'S REPORT

#### i) Principal's Update for Governors

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

- **Performance against National Averages.** The papers included rag rated analysis of the College performance against national averages in 2017/18 and 2018/19. The Principal was pleased that retention rates for 2018/19 were all within +/- 1.5% of the unweighted national average, given the College value of Inclusivity and felt that, given the adult course mix offered, the adult achievement levels and performance in absolute terms and against national average was impressive. Credit was due to staff for this.
- **Subcontracting and Ofsted.** Ofsted had increased their focus on the management and quality of subcontracted provision and an Ofsted research project would explore the relationship between the main provider's contracting arrangements and the quality of provision offered by subcontractors. The Principal reported the College did not have any partners within the research project but would consider any recommendations.
- **Matrix.** The College had been successfully reaccredited and a fuller report would be provided at the next meeting.

- **Senior Leadership Team.** This had been discussed in the private session. The Principal reported that in response to Corporation concerns about Senior Leadership Team workload, Peter Robinson would return to the College as “Assistant Principal: Higher Education, Standards & Development” in the new year.

### **Curriculum and Quality Key Performance Indicators**

ii)

#### **Final 2018/19 performance against targets and national statistics**

The Key Performance Indicators (KPI) report included final 2018/19 RAGG (Red, Amber, Green, Gold) rated indicators against targets for Further Education attendance (3 red); classroom based retention (1 amber, 2 green); overall achievement (1 gold, 1 green, 2 red); GCSE achievement (2 red); apprenticeship achievement (2 amber but not yet for validated data which would be reported to the next meeting); Higher Education retention/continuation (1 red, 1 green); staff participation in scholarly activity (1 gold); % of learners with SMART targets set (1 amber,); % of learners at or exceeding expected progress (pro-monitor) (1 gold); internal progression (FE Classroom – based )(3 red, 1 green); external destinations (1 gold); key survey questions for learners (3 green; 1 red) and HE surveys (2 green).

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#### **2019/20 year to date performance against targets**

The Key Performance Indicators (KPI) report for the year to date included RAG (Red, Amber, Green) rated indicators against targets for Further Education attendance (2 amber); classroom based retention (3 green) and Higher Education retention/continuation (4 green); % of learners with SMART targets set (1 green, including Earwig targets for inclusive learning); Internal Progression (FE Classroom – based )(3 red, 1 green) and staff absence (1 above, 1 below “target”).

*Lucy Hodgson joined the meeting at this point.*

The Vice Principal Vocational and Technical Education answered questions as follows:

- Internal progression scores were far short of target partly because they reflected upward progression, not progression from, for example, a Level 1 programme in Inclusive Learning to a Level 1 programme in a vocational area. Governors questioned whether the targets had been set at the right level but felt that they should be retained. The Vice Principal Vocational and Technical Education agreed to add information on progression within a level which might help support the figures.
- With regard to survey feedback, for example the Arrivals Student Satisfaction Survey, considerable analysis was carried out and reported to the Senior Leadership Team. Although the survey did not, for example, seek reasons that students might not recommend the college, staff did investigate such things at curriculum and course level. Further details could be found in the Learner Voice Report and Action Plan, presented to Governors on 16 July 2019.
- The target set for English and Maths GCSE performance in 2018/19 was a long way ahead of the results and Governors questioned whether it was appropriate. The Vice Principal Vocational and Technical Education said this was because an aspirational target was still necessary.
- Attendance targets had all been missed in 2018/19 and Governors again questioned the target set for 2019/20. The College did not want to approve low targets overall. Governors asked how this would be rectified and were told that individual students had targets, that low attendance led to one to one meetings with curriculum staff, support from the Personal Tutors, Personal

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Learning Coaches (and the welfare team if appropriate) and the operation of the Student Standards procedures. The Student Governors helped to identify common causes, including carer responsibilities, substantial part time work and parental bereavement.

- A Governor reported that the English and Mathematics Task and Finish Group had suggested the use of volunteers to provide support, particularly in maths lessons under the direction of competent staff. The Vice Principal Information Systems and Student Experience explained that a campaign was about to be launched for volunteers in inclusive learning and the Vice Principal Vocational and Technical Education said that “One million mentors” was also being relaunched. These would not have a specific focus on English and maths. A Student Governor said that her maths class of 40 would have benefitted from volunteer help.

**iii) Financial Key Performance Indicators**

The Director of Finance presented data for the period to 31 October 2019, including RAG rated indicators for financial outturn (1 red, 1 green), financial health (2 green, 1 amber) and bank covenants (1 green) and an actual against budget operating surplus analysis and cash forecast for 2019/20. The current projection for the year end was a £1,083k deficit against a budgeted £881k deficit with good financial health. The increased deficit was due to additional staffing costs due to the increase in 16-18 full time learners, which required additional groups (subject to lagged funding so benefit to be realised in 2020/21) and for agency staff costs where key lecturing roles could not be filled. Lagged income would exceed the additional costs in this year.

**iv) Learner Number Update**

The Director of Finance presented the Student Number figures against target as at 9 December 2019, past the first census point. 16-18 Full Time & High Needs recruitment was projected at 100% and Adult Classroom Learning recruitment at 95% of target. Apprenticeship numbers were higher than the equivalent prior year position. Some increases were expected where programmes recruited during the year but Higher Education recruitment (excluding the Chartered Institute of Payroll Professionals - CIPP) was at 89% of target and was now unlikely to increase.

The Corporation **RECEIVED** the Principal’s Report and **MONITORED** progress against targets.

**EXTERNAL PARTNERSHIPS**

**38.8 Subcontracting**

**i) Partner Performance - 2018/19**

The papers included a report on the financial performance of each subcontracted partner against their Maximum Contract Value (MCV), set at the beginning of each contract year. Partners paid management fees against their contracted MCV where actual performance was below this level. Inactive partners were those with no new starts, just students who had not yet completed.

The performance of each subcontracted partner in respect of apprenticeship achievement rates for 2018/19 was provided for “overall achievement” (the percentage of learners achieving, measured against those due to achieve in that year) and “timely achievement” (the percentage of learners achieving before or within 90 days of their planned achievement date). For Apprenticeships, including inactive partners, overall achievement was 63.3% and timely achievement was 58.4% and for the Adult Education Budget, overall achievement for active partners was 97.1% and timely achievement was 96.6%.

## ii) **Partner Performance - 2019/20**

The papers included a report on the financial performance of each subcontracted partner against their MCV as at 31 October 2019. There were thirteen active partners and a total MCV of £ 2,415k. For Apprenticeships, including inactive partners, overall achievement was 47.5% and timely achievement was 22.4% and for the Adult Education Budget, overall achievement for active partners was 97.1% and timely achievement was 96.6%. The Adult Education Budget was funded by the Education and Skills Funding Agency, West Midlands Combined Authority and the Greater London Authority. The active partner numbers had been reduced, only one was outside the West Midlands area and location and sector complementarity was considered in assessing new partners.

The Corporation **MONITORED** partner performance/ quality outcomes for 2018/19 and to date in 2019/20.

## 38.9 **Employer Satisfaction Survey**

- i) The Director, Funding, Data and External Contracts reported Employer satisfaction rates from the Education and Skills Funding Agency conducted employer survey for 2018/19. Overall the College scored a 7.58 mean out of 10 (prior year 7.63) with an increase in those selecting the highest and lowest scores. Those employers likely to recommend the College rose from 67% (Extremely likely and Likely) in 2017/18 to 72% in 2018/19, although those extremely unlikely to recommend the College also rose by 2 percentage points. How well employers thought the College understood their training needs increased from 7.56 to 7.74, meeting the Key Performance Indicator of 7.50-8.00).

Governors asked whether underlying issues could be identified from the data, but the Director, Funding, Data and External Contracts stated that the data was provided anonymously as scores with some comments and the Digital Apprenticeship Survey's trip adviser rating was also anonymous. The College's own survey was more helpful as responses to the ESFA would also include frustration over the systems and complexity of Apprenticeships.

The Corporation **MONITORED** Employer Satisfaction.

*The Director, Funding, Data and External Contracts left the meeting at this point.*

## **KEY STRATEGIC ITEM**

### **Audit and Accounts**

## 38.10 **Audit Committee Minutes**

- i) The Audit Committee Chair reported on the Audit Committee meeting, which had received a presentation on T-level risks and considered the documents which followed, advising the Corporation to receive or approve them as appropriate.

The Corporation **RECEIVED** the Minutes of the Audit Committee meeting on 19 November 2019 and **NOTED** the Audit Committee's advice.

## 38.11 **Audit Committee Annual Report**

- i) The Audit Committee Chair had signed the report before the Corporation meeting. It was a comprehensive record of the work done by the Audit Committee and the auditors over the year to provide assurance that the Corporation could approve the Financial Statements. The External Audit Report was very clean, with an unqualified opinion proposed for the accounts and the Internal Audit Annual Report had an "amber green" opinion overall from the audit visits. The Audit Committee concluded that, for the year ended 31 July 2019, the College had adequate and effective assurance arrangements, framework of governance, risk

management and control processes, for the effective and efficient use of resources, solvency of the College and the safeguarding of its assets.

The Corporation **RECEIVED** the Audit Committee's Report to the Corporation for the year ended 31 July 2019.

### 38.12 Audit Committee Recommendations

The Corporation **RECEIVED** the following items on the recommendation of the Audit Committee:

- i) The Internal Audit Annual Report 2018/19 from RSM
- ii) The revised External Audit Report from KPMG
- iii) The Teachers' Pension Statement from KPMG
- iv) The Regularity Self Assessment Questionnaire

The Corporation **APPROVED** the following items on the recommendation of the Audit Committee:

- v) The Audit Representation Letter
- vi) The revised Audit Committee Terms of Reference, which would be placed on the website and Governor portal **CC**
- vii) The Risk Management Annual Report 2018/19
- viii) The Risk Management Plan 2019/20
- ix) The Strategic Risk Register – Autumn Term 2019
- x) The revised Whistleblowing Procedure, which would be placed on the website and Governor portal **CC**

The Corporation took the following action on the recommendation of the Audit Committee:

- xi) **MONITORED** the Procurement Report as recommended by the Audit Committee
- xii) **NOTED** the Engagement Letter for the Teachers' Pension Statement Audit

The Audit Committee Chair thanked the Director of Finance and the Finance Team for their good work on the accounts that had resulted in such a clean audit report and the Corporation Chair echoed that. **CC/Chair**

### 38.13 Remuneration Committee

- i) The Remuneration Committee Vice Chair explained that these Items had been considered by the Remuneration Committee at the meeting on 30 September 2019. Since then consultation with Senior Post Holders and with Unions had taken place and no issues had been raised with the two Senior Post Holder Policies. The draft Remuneration Committee Annual Report to the Corporation had been revised as highlighted to include the addition of final accounts information and had been signed by the Remuneration Committee Chair before the meeting. Members noted that the College had not used benchmarking to set Senior Postholder salaries as the Principal felt this did not sit with the College values. The pay multiple could also be manipulated by outsourcing lower paid staff.

- ii) The Corporation **APPROVED** the following items, on the recommendation of the Remuneration Committee:
  - The Senior Post Holder Remuneration Policy
  - The Senior Post Holder Policy for Income Derived from External Activities
  - The revised Remuneration Committee Terms of Reference

These items would be placed on the website and/or portal as appropriate. **CC**

- iii) The Corporation **RECEIVED** the Remuneration Committee's Report to the Corporation for the year ended 31 July 2019 and noted that it would be published on the College website. **CC**

### **38.14 Report and Financial Statements**

- i) Governors noted that the Cashflow Forecast had been extended to 31 December 2019 and circulated to members by email to support the "Going Concern" statement. The Director of Finance said that the financial position had not changed from that presented in October apart from an additional £80k reserve, added in respect of three specific items. The College had an operating deficit of £642k with the Statement of Comprehensive Income showing a deficit before tax in the year of £1,511k after pension adjustments (prior year – £2,146k deficit). Total comprehensive income for the year was a deficit of £13,338k (prior year – a gain of £6,695k) after adjustment for the actuarial fluctuations in respect of pension schemes. Total net assets were at £5,751k (prior year - £19,089k).
- ii) The Corporation **APPROVED** the College Financial Statements for the year ended 31 July 2019 as recommended by the Audit Committee.

### **38.15 Subsidiary Company Financial Statements**

- i) The Corporation **NOTED** that Molinna Limited and NEWCEL had not traded during the year. Molinna Limited and NEWCEL had held their Annual General Meetings earlier in the day and the Financial Statements for the year ended 31 July 2019 (noted by the Audit Committee) had been approved by the Directors and were available in the Supporting Papers pack.

- ii) The Corporation **APPOINTED** David Ash as Director of Molinna Ltd with effect from 1 August 2020. The Clerk to the Corporation/ Company Secretary would register the change with Companies House. **CC**

### **38.16 Students' Union Annual Report**

- i) The Vice Principal Information Systems and Student Experience outlined the Student Union report which was available in the Supporting Papers pack. The Student Union Presidents had been particularly proactive and had enjoyed attending a Parliamentary Reception.

The Corporation **APPROVED** the Student Union Annual Report for the year ended 31 July 2019.

- ii) The Corporation **APPROVED** the Student Union Financial Statements for the year ended 31 July 2019 as recommended by the Audit Committee.

## **TEACHING LEARNING AND ASSESSMENT**

### **38.17 College Self Assessment Report**

- i) The Vice Principal Vocational and Technical Education presented the final College Self Assessment Report (SAR) for 2018/19. The Corporation had considered the Leadership and Governance section and proposed grades at the meeting on 8 October 2019. Three Governors had attended the self assessment validation event in November 2019 under the Governor Insight Scheme, where the individual aspects of the SAR and grading were presented and looked at in depth. The Grade profile for the key aspects remained Grade 2, Good.

- ii) Governors challenged management, asking how the SAR was used with staff as there was much that required celebration. The Vice Principal Vocational and Technical Education explained that the SAR was a combination of Curriculum Area SARs and that a short format report would be produced to be circulated to staff and Governors. This would include things to celebrate and things to note.

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CC**

iii) The Corporation **APPROVED** the final Self Assessment Report 2018/19.

### 38.18 College Strategic Plan

i) The Vice Principal Inclusive, Commercial and Employer Learning presented the RAG (Red, Amber, Green) rated progress report against Milestones for Autumn 2019. Of the 42 targeted actions, four were green and completed and achieved, 30 more were green, five were amber and three were red. This was a similar performance to that reported to the June meeting, although maths and English progress had changed from amber to red and main qualification progress had turned from amber to green. Other red issues were the Special Educational Needs Residential provision (unlikely to be achieved under this plan) and work on Higher Education. In terms of the Top Ten Strategic Priorities, good progress was reported, although a number were still at development stages. Seven were RAG rated green, two amber and one red.

ii) A Governor felt that the maths and English expectations from Government were fundamentally inappropriate and staff agreed. The Vice Principal Vocational and Technical Education said that the new tracking and progress monitoring system was very positive and celebratory and should help. It was hard to persuade students with Grade 3s to engage with attaining Grade 4s.

Another Governor asked when the review process would begin for the new Strategic Plan as new political priorities might emerge with the new Government. The Principal noted the possibility that the plan might need revision before 2021/2. This was noted.

iii) The Corporation **MONITORED** progress against detailed Strategic Plan Objectives for Autumn 2019.

### 38.19 English and Mathematics Task and Finish Group

i) The English and Mathematics Task and Finish Group Chair stated that several of the themes considered in the first meeting had already been referred to in this meeting, including assistance for large classes and reluctance to engage. A spring meeting was being planned.

The Corporation **RECEIVED** the Notes from the English and Mathematics Task and Finish Group meeting held on 19 November 2019

ii) The Corporation **APPROVED** a change to the English and Mathematics Task and Finish Group Terms of Reference, which would be placed on the Governor portal. **CC**

*The Vice Principal Inclusive, Commercial and Employer Learning and Vice Principal Vocational and Technical Education left the meeting at this point.*

### 38.20 HIGHER EDUCATION

#### i) Academic Board

The Corporation **RECEIVED** the Minutes of the Academic Board meeting on 21 November 2019.

#### ii) Higher Education Strategic Plan

The papers included the RAG rated review of progress against the 2018/19 plan. Of the eighteen strategic actions, eleven were rated green, three amber and four red. Issues remained with unconditional offers from Universities and the College hoped to develop new opportunities, new products and possibly higher level Apprenticeships. There were some structural issues preventing progression from Further Education into Higher Education (HE).



The Principal explained that the new Strategic Plan 2019 – 21 was for two years to provide an end date matching that of the College Strategic Plan. “RISE” was still being used as an acronym, with a change in focus from “Excel” to “Employable”. He thanked Fiona Hellowell (the Corporation representative on the Academic Board) for her input into the draft document.

The following points were made in response to Governor challenge:

- How did the College plan structurally for HE? This would be part of the new Assistant Principal role. Currently, in a College of ten thousand students, 260 did prescribed HE and 190 did professional courses. The CIPP course was larger. Growth would depend largely on the Government’s reaction to the Augar Report.
- The Principal agreed to add the missing “Partnership” to the College values in the document. **P**
- How hard was the College looking to replicate the CIPP model? The Principal stated that the course was being refreshed and could then be used as a model for other professional bodies. The new ILT Director had good experience with large companies. The Principal agreed to discuss this further with Fiona Hellowell. **P/FH**
- Would the proposed combination of the FE and HE strategic Plans increase the focus on HE or decrease it? The Principal stated that better alignment would help the links between FE and HE.
- What was required to address the library resources question which had lower scores than the regional and sector benchmarks? Library resources were increasingly being requested as E-books. Stephanie Lock was trawling through resources by area and refreshing them. It was not a resource issue, more one of configuration.

The Corporation **MONITORED** progress against the Higher Education Strategic Plan for 2018-19 and **APPROVED** the Higher Education Strategic Plan 2019 – 21.

### iii) **Higher Education Self Evaluation Document (HE SED)**

In the Higher Education Action Plan for 2018-19, of the ten improvement actions three were rated green, one amber/green five amber and one amber/red. The Higher Education SED 18-19: had been written by Adrian Price and Claire Beaman and drew on extensive analysis. The quality metrics across the prescribed and non-prescribed higher level courses was strong, although student numbers had continued to reduce.

The Higher Education Action Plan 2019 -20 used a new framework. The RISE themes (Resourceful, Innovative, Stimulating, Employable) that shape the HE strategy categorised the various improvement aims with the new Ofsted Education Inspection Framework Intent, Implementation, Impact being used to provide focus, direction and measurement.

### iv) The Corporation:

- **MONITORED** progress against the 2018/19 Higher Education Improvement Plan
- **APPROVED** the Higher Education Self Evaluation Document
- **APPROVED** the 2019/20 Higher Education Improvement Plan

## **FINANCE AND MANAGEMENT INFORMATION**

### **38.21 Education and Skills Funding Agency (ESFA) Financial Health Review**

- i) The papers included the ESFA’s feedback on the Financial Plan and the ESFA’s College Dashboard. The letter stated that the appropriate assessment grade,

based on the College financial plan, was Good for 2018/19 and 2019/20. The Director of Finance told Members that the ESFA would in future require the submission of a new Integrated Financial Model for Colleges (IFMC), which would replace the Financial Plan, Financial Record and Cashflow Forecast previously submitted with an additional year projected and full commentary. This would be required 28 February 2020 but in future years this would be 31 January. Corporations must approve the IFMC and it would be included in the Agenda for the Corporation meeting on 11 February 2020.

DF/ CC

- ii) A Governor asked if it would be possible to model the cashflow impact on financial health. The Director of Finance stated that the three elements making up Financial Health scores were reported in the Key Performance Indicators. The College would need to have less than £2m in cash for financial health to fall.
- iii) The Corporation **CONSIDERED** the Education and Skills Funding Agency's Financial Health Review and College Dashboard.

### 38.22 Tender Committee

- i) This matter is recorded as part of Confidential Minutes 1 of 3.

## PEOPLE

### 38.23 Human Resource Report 2018/19

- i) The Human Resource Report was comprehensive, covering Workforce profile; Workforce by age and gender; Flexible working requests; Apprentices; Staff recruitment; Performance management cases; Employee Reward, Staff turnover; Staff sickness absence; Levels of sickness; Long term sickness absence; BHSF (24 hour counselling service); Categories of sick absence; Gender pay gap; College gender pay reporting; Gender pay gap benchmarking, Steps to close the Gender Pay gap and Looking forward/next steps.
- ii) The Vice Principal and Deputy Chief Executive Officer stated that the report remained consistent with previous years and was not out of kilter with the benchmarks from the Association of Colleges Workforce Survey. There had been a slight decrease in declared disability and a slight increase in ethnic diversity. The gender pay gap was consistent. Some data from local Colleges and other employers was provided for comparison.
- iii) The Chair thanked the Vice Principal and Deputy Chief Executive Officer for the report which they found really helpful. CC/Chair
- iv) The Corporation **MONITORED** staff turnover, sick absence data, gender pay gap reporting and performance management in the context of the Human Resource Report.

### 38.24 Safeguarding Policies and Prevent Strategy

- i) The Vice Principal Information Systems & Student Experience summarised the Safeguarding Report which was included in the Supporting Papers. There had been a substantial increase in the number of referrals to 471 with 183 learners arriving at College already known to Children's Services and 13 referrals made to them. There were more students accessing support and increasing needs, particularly in mental health, risk taking and stalking. Details were also provided of the Retention and Achievement of at risk groups such as Looked After Children and young carers which reflected the College's Inclusivity value. The lives of students in these groups were often chaotic and demanding, affecting retention and achievement and some Colleges avoided this work.

- ii) The Safeguarding Governor asked whether the College had noticed improvements in working with the Worcestershire Children First service and the Vice Principal Information Systems and Student Experience said that it was too early to comment. The Vice Principal Information Systems and Student Experience agreed to include reference to the role of Governors in the report. The roles of Personal Tutor and Personal Learning Coach were important in ensuring that referral reasons were appropriate. 83 students had self referred, which was positive.
- iii) One of the Student Governors stated that College welfare and tutor support had been fundamental in ensuring she could carry on at the College. One of the Staff Governors stated that there was a marked increase in safeguarding issues with Special Educational Needs students because of their vulnerability and access to social media.
- iv) The Corporation **MONITORED** the application of the Safeguarding and Prevent Policies in 2018/19 and **RECEIVED** the Safeguarding Annual Report for 2018/19.

### 38.25 Prevent

- i) The Vice Principal Information Systems & Student Experience reported on the use of Prevent. The Action Plan for 2018/19 had either been delivered or carried forwards. The threat level nationally had been reduced to high and there were additional risks in the West Midlands and in Worcestershire around identity.
- ii) The Corporation **MONITORED** progress against the Prevent Action Plan for 2018/19 and **APPROVED** the Prevent Strategy, Risk Assessment and Action Plan for 2019/20.

*Debbie Morris left the meeting at this point.*

### 38.26 Equality and Diversity

- i) The full Equality and Diversity Report was included in the supporting papers. The that the Equality and Diversity Action Plan was monitored termly by the Equality and Diversity Group, attended by Kevin Gaffney the Equality and Diversity Governor Champion. The papers included the Objectives and the Equality and Diversity Impact Measures (EDIMs) for 2018/19 and 2019/20. The prior year objectives had largely been achieved, with some ethnicity targets carrying forwards. The 2019/20 action plan combined the Objectives and EDIMs into one report as requested by the Corporation and this also included Objectives under the HE Access and Participation Plan.
- ii) The Corporation:
- **MONITORED** progress against the Equality and Diversity Objectives and the Equality and Diversity Impact Measures (EDIMs) and Action Plan for 2018/19
  - **APPROVED** the Equality and Diversity Objectives and the Equality and Diversity Impact Measures (EDIMs) and Action Plan for 2019/20
  - **RECEIVED** the Equality and Diversity Annual Report for 2018/19

### 38.27 CONFIDENTIAL ITEMS

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These matters are recorded as part of Confidential Minutes 1 of 3.

### GOVERNANCE

#### 38.32 Governance and Search Committee

- i) The Corporation **RECEIVED** the Minutes of the meeting held on 22 October 2019 and **ACTIONED** Governance and Search Committee recommendations:

- ii) The Corporation **APPROVED**:
- The revised Governance and Search Committee Terms of Reference
  - The revised Role Description and Person Specification for the Chair
  - The revised Role Description for the Vice Chair Corporation
  - The Cycle of Business
  - The revised Terms of Reference for a Cycle of Business Task and Finish Group

These items would be placed on the website and/or portal as appropriate.

**CC**

- iii) The Corporation **NOTED** the resignation of Debbie Morris from the English and Mathematics Task and Finish Group

- iii) The Corporation **APPOINTED**:
- Susannah Twigg as the nominated and elected Student Governor for Bromsgrove and Redditch campuses to 31 July 2020, and as a Member of the Governance and Search Committee, noting that a satisfactory DBS check had been received
  - Fiona Hellowell as a Member of the Remuneration Committee
  - Neill Bucktin as a Member of the English and Mathematics Task and Finish Group
  - Fiona Hellowell as Chair; David Ash, Kevin Gaffney, Denis Miles and Robert Pearce as Members and Selina Stewart from the Education and Training Foundation as the external Co-opted Member of the Cycle of Business Task and Finish Group

### 38.33 Corporation Training Update

- i) The papers included a summary of Governor training, RAG rated with an academic year key. The Clerk to the Corporation reported that core training was up to date, with one red rated element due in February for one Governor.

- ii) Members had attended the following training events:  
AoC West Midlands CEOs, Principals and Chairs' Network – Corporation Vice Chair  
The National Student Governor Training Programme – Sara Finch  
Regional Student Governor Induction – Sara Finch and Susannah Twigg  
Members were reminded to let the Clerk to the Corporation have feedback if they engaged with any of the AoC/ETF Governance Development Programme modules. Members noted the possibility of the College hosting one or two face to face Governor Development Programme Training Modules with Governors from Halesowen College and possibly Gloucestershire College on 18 March 2019.

**Members**

**CC**

- iii) The Corporation:
- **MONITORED** progress in updating core training
  - **RECEIVED** feedback from recent conferences and training events

### 38.34 Any Other Urgent Business

The Chair reported that Fiona Hellowell had been nominated for the vacancy of West Midlands Region representative on AoC's Governors' Council. In the event of more than one nominee being put forward an election would be held.

There was no other Urgent Business.

**38.35 Identification of Confidential Items**

- i) Members requested that the Tender Committee Item be recorded in Confidential Minutes due to its commercial sensitivity.

**38.36 Date and Time of Next Meeting**

- i) Tuesday 11 February, 5.00pm for 5.30pm, 02.03 Osprey House, Redditch

*In accordance with the Corporation resolution under Instrument 13 of the Instrument and Articles of Government, the Staff and Student Governors left the meeting at this point*

**RESTRICTED CONFIDENTIAL ITEMS**

- 38.37** These matters are recorded as Confidential Minutes 2 of 3.

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**38.38**

*The Senior Post Holders and staff members left the meeting at this point*

**X RESTRICTED CONFIDENTIAL ITEMS**

**38.39 Minutes of the Previous Meeting**

- i) This matter is recorded as Confidential Minutes 3 of 3.

The meeting closed at 8.00pm.

**Signed:**

**Date:**

Sue Frost  
Clerk to the Corporation  
19 December 2019