



## CORPORATION MEETING

To be held on Tuesday 5 May 2020 at 5.30pm  
through Microsoft Teams

### AGENDA

Item:	Start:		Page:	Lead:
40.1	5.30	<b>Apologies</b>	–	Clerk
40.2		<b>Declarations of Interest</b>	–	Chair
i)		Members are asked to <b>declare</b> any Interests, financial or otherwise, which they may have in any Agenda Item		
40.3		<b>Minutes of the Last Meeting</b>	6	Chair
i)		To <b>approve</b> the Minutes of the meeting held on 11 February 2020		
40.4		<b>Matters Arising</b>	15	Chair
i)		To <b>monitor</b> action taken and remaining to be taken in respect of Matters Arising from the Minutes of previous meetings		
40.5		<b>Written Resolution 2</b>	SP	Chair
i)		To <b>note</b> that Written Resolution 2 – Temporary Changes to Governance Arrangements – was adopted on 30 March 2020		
40.6		<b>Determination of Any Other Urgent Business</b>	–	Chair
40.7	5.40	<b>PRINCIPAL'S REPORT</b>		
i)		<b>Principal's Update for Governors</b>	20	P
ii)		<b>Health and Safety Update</b>	24	VPDCEO
		To <b>receive</b> a verbal update on staff wellness		
iii)		<b>Safeguarding</b>	27	VPI SSE
		<ul style="list-style-type: none"> <li>To <b>approve</b> an Appendix to the Safeguarding Policy reflecting additional safeguarding guidance on on-line and homeworking / interactions with students who are also at home</li> <li>To <b>receive</b> an update on recent Safeguarding work</li> </ul>		
40.8	6.05	<b>STRATEGIC FOCUS</b>		
i)		<b>College Improvement Plan</b>	36	VPVTE
		<ul style="list-style-type: none"> <li>To <b>monitor</b> progress against the January and April Milestones in the College Improvement Plan</li> </ul>	SP	

Item:	Start:		Page:	Lead:
		<ul style="list-style-type: none"> <li>To <b>note</b> the implications of Coronavirus</li> </ul>		
<b>TEACHING LEARNING AND ASSESSMENT</b>				
40.9	6.15	<b>Qualification Achievement Report 2018/19</b>	39	APHESD
i)		To <b>monitor</b> College Qualification Achievement Rates against sector national average data		
40.10	6.20	<b>Learner Destinations and Progression Report 2018/19</b>	41	APHESD
i)		To <b>monitor</b> learner destinations and progression		
40.11	6.25	<b>Value Added</b>	47	APHESD
i)		To <b>consider</b> the Value Added Report		
40.12	6.35	<b>English and Mathematics</b>	49	EMTFG
i)		To <b>receive</b> the Notes from the English and Mathematics Task and Finish Group meeting held on 5 March 2020	SP	Chair
ii)		To <b>receive</b> a verbal report on estimating GCSE and Functional Skills grades and the impact of the Coronavirus on student engagement.	50	VPVTE
40.13	6.40	<b>Partnerships</b>	52	VPDCEO
i)		To <b>note</b> the background, status and governance implications of the College's collaborative projects		
<b>HIGHER EDUCATION</b>				
40.14	6.45	<b>Access Agreement</b>	55	APHESD
i)		To <b>receive</b> the Access Agreement and the Access and Participation Plan Update	SP	
40.15	6.50	<b>Academic Board</b>	56	FH Gov Member
i)		To <b>receive</b> the Minutes of the Academic Board meeting held on 26 March 2020		
40.16	6.55	<b>Higher Education Strategic Plan</b>	67	APHESD
i)		<ul style="list-style-type: none"> <li>To <b>monitor</b> progress against the Higher Education Strategic Plan</li> <li>To <b>note</b> the implications of Coronavirus</li> </ul>	70	
<b>FINANCE AND MANAGEMENT INFORMATION</b>				
40.17	7.00	<b>Budget – 2020/21</b>	72	DF
i)		To <b>note</b> the funding allocations and progress in the revenue budget for 2020/21		
40.18		<b>Tender Committee</b>	76	DF
i)		To <b>receive</b> the recommendation of the Tender Committee and <b>note</b> the appointment for the College waste contract	77	
ii)		To <b>receive</b> the recommendation of the Tender Committee and <b>note</b> the appointment for the College Multi Function Device contract	85	
<b>AUDIT</b>				
40.19	7.10	<b>Audit Committee Minutes</b>	91	AC

Item:	Start:		Page:	Lead:
i)		To <b>receive</b> the Minutes of the Audit Committee meeting on 4 March 2020, noting the Audit Committee's advice	SP	Vice Chair
<b>40.20</b>		<b>Written Resolution 3</b>	<b>SP</b>	<b>Chair</b>
i)		To <b>note</b> that Written Resolution 3 – Subcontracting Control Audit Appointment – was adopted on 30 March 2020		
<b>40.21</b>	<b>7.15</b>	<b>ESTATES</b> <b>Estates Group</b>	<b>93</b>	<b>VPDCEO</b>
i)		To <b>receive</b> the Notes of the Estates Group meeting held on 10 February 2020		
ii)	<b>7.20</b>	<b>Estates Update</b>		<b>VPDCEO</b>
		To <b>receive</b> a verbal progress report on the Cathedral Building refurbishment		
iii)		<b>Heart of Worcestershire College Estates Strategy 2018 - 22</b>	<b>SP</b>	
		To <b>receive</b> the report to the Estates Group on progress in 2019/20 towards achieving the College Estates Strategy		
<b>40.22</b>	<b>7.25</b>	<b>GOVERNANCE</b> <b>Cycle of Business Task and Finish Group</b>	<b>95</b>	<b>CBTFG</b>
i)		To <b>receive</b> the Notes from the Cycle of Business Task and Finish Group meeting held on 4 March 2020	<b>SP</b>	<b>Chair</b>
<b>40.23</b>	<b>7.30</b>	<b>Governance and Search Committee</b>	<b>97</b>	<b>GSC</b>
i)		To <b>receive</b> the Minutes of the meeting held on 11 March 2020 and <b>note</b> the Committee's advice	<b>SP</b>	<b>Chair</b>
<b>40.24</b>		<b>Governor Insight Scheme – Spring Term 2020</b>	<b>99</b>	<b>GIS</b>
i)		<ul style="list-style-type: none"> <li>To <b>receive</b> a summary of activity from the Governor Champion</li> <li>To <b>note</b> that opportunities for Summer term activities will be limited but there is the possibility of Governors engaging in remote learning walks, particularly for HE</li> </ul>		<b>Governor Champion</b>
<b>40.25</b>	<b>7.35</b>	<b>Chair Position</b>	<b>101</b>	<b>Clerk</b>
i)		<ul style="list-style-type: none"> <li>To <b>note</b> the pending vacancy for the Corporation Chair</li> <li>To <b>note</b> that nominations for the role of Chair, excluding the Principal, Staff and Student Governors should be sent to the Clerk to the Corporation</li> </ul>		
<b>40.26</b>	<b>7.40</b>	<b>Corporation Workshop</b>	<b>–</b>	<b>Chair</b>
i)		To <b>note</b> that the proposed June Workshop will be replaced by a short Corporation meeting focusing on the budget and recovery from the Coronavirus impact		
<b>40.27</b>	<b>7.45</b>	<b>Corporation Calendar</b>	<b>104</b>	<b>Clerk</b>
i)		To <b>approve</b> the Corporation meeting schedules for 2020/21		

Item:	Start:		Page:	Lead:
40.28	7.50	<b>Any Other Urgent Business</b>	–	<b>Chair</b>
40.29		<b>Identification of Confidential Items</b>	–	<b>Chair</b>
i)		To <b>identify</b> items to be recorded in Confidential Minutes		
40.30		<b>Date and Time of Next Meeting</b>	–	<b>Chair</b>
i)		<ul style="list-style-type: none"> <li>• Tuesday 16 June 2020, 5pm for 5.30pm, The Source, All Saints' Building, Worcester</li> <li>• Tuesday 14 July 2020, 5pm for 5.30pm, 02.03 Osprey House, Redditch</li> </ul> <p><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></p>		
40.31	7.55	<b>RESTRICTED CONFIDENTIAL ITEMS</b>		
- 34				

**8.05**

Sue Frost  
Clerk to the Corporation  
30 March 2020  
Last update: 23 April 2020