HEART OF WORCESTERSHIRE COLLEGE

CORPORATION

APPROVED DRAFT Minutes of the Meeting held on Tuesday 5 May 2020 at 5.30pm

through Microsoft Teams

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	
	Sue Nicholls	
	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
	Charlotte Swain	Vice Principal Vocational and Technical Education
	Cherie Clements	Director of Finance
	Peter Robinson	Assistant Principal Higher Education, Standards and Development
	Sue Frost	Clerk to the Corporation
	Donna Gibson	Personal Assistant – Principal's Office

Action

40.1 Welcome and Apologies

i) The Chair welcomed Governors to the meeting and outlined meeting protocol for this first Corporation meeting conducted using Microsoft Teams. There were no apologies, Kevin Gaffney was expected to join the meeting shortly.

40.2 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. Lucy Hodgson declared an interest in the Cinderella Ground in the Partnership paper in her Worcester City Councillor role. Other Members confirmed that they had no interests to declare.

40.3   Minutes of the Last Meeting

i)   Minor corrections were highlighted in the papers. The Corporation **APPROVED** the revised Minutes of the meeting held on 11 February 2020 as a true record for signature by the Chair.

40.4   Matters Arising

i)   The Corporation reviewed the Action Points report and noted progress, acknowledging the additional information provided in the notes. Nine actions had been completed or would be completed during the meeting, seven carried forward, two had been superseded and the Governance Development Programme pilot training sessions had been cancelled and it was hoped that they would be offered by webinar in the future.

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 Workshops.

40.5   Written Resolution 2

i)   The Corporation **NOTED** that Written Resolution 2 – Temporary Changes to Governance Arrangements – was adopted on 30 March 2020 and finalised on 2 April 2020 as follows:

Having given due regard to the background information circulated with this resolution the Corporation **RESOLVES**:

- To **approve** temporary governance arrangements to apply until 31 July 2020 to protect volunteer Governors and vulnerable people from possible transmission and to allow the Senior Leadership Team to concentrate on ensuring that the College has resources and facilities available to staff and students should closure be required
- To **approve** the restriction of Agendas to items which are essential and/or easily available in order to facilitate short meetings and limited paper writing
- To **approve** the temporary extension of all powers provided to or roles given to the Chair in Standing Orders to the Vice Chair in the event of the Chair being unavailable and to any appointed Committee Chair in the event of the Chair and Vice Chair being unavailable – this to specifically include Chair's Action
- To **approve** the temporary extension of all powers provided to or roles given to the Principal to the Vice Principal and Deputy Chief Executive in Standing Orders to the Vice Chair in the event of the Chair being unavailable and to any appointed Committee Chair in the event of the Chair and Vice Chair being unavailable – this to specifically include Chair's Action
- To **approve** temporary changes to quorum in the Instrument of Government and Standing Orders as highlighted below:
  Instrument of Government - Quorum
  12. —(1) Meetings of the Corporation shall be quorate if the number of members present is at least 40% of the total number of members formally appointed by the Corporation, ~~determined according to clause 3.~~
  Standing Orders - Quorum
  11.1 Meetings of the Corporation shall be quorate if the number of Members present is at least 40% of the total ~~determined~~ membership formally appointed by the Corporation….
- To **note** that Governors are invited to attend future meetings remotely rather than in person
- To **note** that a chat facility has been added to the Governor portal to allow Governors to raise questions and management to answer them in between the issue of papers and meetings - chat to be summarised in Minutes

40.6   Determination of Any Other Urgent Business

i)   Members agreed to consider a paper circulated by the Clerk to the Corporation on 4 May 2020 and on the Governor portal with respect to the Bromsgrove Art Centre Development Trust under this item.

40.7   PRINCIPAL'S REPORT

i)   Principal's Update for Governors

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

- Video Message from Mark Sedwill, Cabinet Secretary
- Digital futures
- College Workforce
- FE Commissioner letter 27 April 2020
- Institute of Technology (IoT): Expression of Interest Progress

The Principal added that the College was supporting the army to conduct Coronavirus testing in the car parks at Bromsgrove and Osprey House. In terms of staff wellbeing, around thirty staff were understood to have had Covid-19, with one member of staff seriously ill, but fortunately now returned home. Marketing, Human Resources and IT teams were praised and thanked for their ongoing staff support during remote working.

Governors asked the following questions:

- Would exams have to be taken after Covid-19? The Vice Principal Vocational and Technical Education explained that were three possibilities with regard to exams and the College would be told which to use for each subject by the exam bodies. Colleges could use evidence available to make a claim; could amend assessments to enable an evidence based claim to be made or could delay an award until after assessment had taken place. So far the College had been required to use the first two approaches, no awards were being held back pending later assessment, but this was a possibility for some practical subjects such as electrical engineering.
- Should the College work with the University of Worcester and with Worcestershire companies to strengthen the Institute of Technology bid? The Principal replied that the University of Worcester did not provide the relevant types of course. The College had partnered with the University of Wolverhampton which was experienced in relevant areas.
- Did the College not have to partner with organisations within the Local Enterprise Partnership geographical area? The Principal stated that the University of Wolverhampton had some capacity within Worcestershire and was using Educational Technology.
- What was the likelihood of the bid being successful? The bid would need a fair wind. The Principal stated that huge numbers were being asked for and further alignment with the Coventry and Warwickshire Local Enterprise Board was possible to provide critical mass. Success would depend on Higher level qualification modules being accepted rather than full degrees.

Kevin Gaffney joined the meeting at this point.

ii)   Health and Safety Update

The full Health and Safety Report was available on the Governor Portal. There had been 55 reported incidents, including 22 accidents in the period January to 27 April 2020 (Term 2 2018/19: 87 reported incidents, including 35 accidents). Other Health and Safety work reported included risk assessments, a Health and Safety Committee meeting, Coronavirus (Covid-19) response, First Aid training, and Health and Safety reviews.

The Vice Principal and Deputy Chief Executive Officer reminded Members that the figures were not comparable as the Coronavirus lockdown applied from 24 March 2020 and stated that there were no accidents to be reported under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013).

Members agreed with the Chair that the College needed to ensure the safe return of staff and students to the College after lockdown.

iii)   Safeguarding

The Vice Principal Information Systems and Student Experience reported on the changes necessary to safeguard students working at home under the Department for Education's interim safeguarding guidance for schools and colleges to cover the period of uncertainty during the Coronavirus pandemic. Staff and students had been reminded that safeguarding was ongoing, with systems remaining in place under lockdown, and the additional guidance had already been issued to staff, pending Corporation approval.

Governors asked:
- How many vulnerable students are there? The Vice Principal Information Systems and Student Experience said that this varied from day to day and according to the classification used but was about 240 students. Specific action had been taken with regard to learners in housing provision, those with Educational Health and Care Plans and those with Social Workers to ensure agencies were sharing information appropriately.
- What was happening about on line safeguarding incidents? The Vice Principal Information Systems and Student Experience stated that the E-safe software remained in place and in use.

The Corporation **RECEIVED** the Principal's Report and **APPROVED** the Safeguarding Guidance COVID-19 April 2020 appendix to the Safeguarding Policy, reflecting additional safeguarding guidance on on-line and homeworking / interactions with students who are also at home.

STRATEGIC FOCUS

40.8   College Improvement Plan

i)   The full College Improvement Plan was included in the Supporting Papers pack. The Vice Principal Vocational and Technical Education reported that at Milestone 2 (31 January 2020), of the 26 measurement points under the five themes, 17 were achieved, 8 were partially achieved and 1 was not achieved. The target not achieved related to Labour Market Intelligence and was due to a delay in launching the website which also impacted on Milestone 3.

ii)   Milestone 3 (30 April 2020) had been impacted by the Coronavirus lockdown with the cessation of face to face teaching and the closure of College. Of the 17 measurement points under the five themes:
- Theme 1. All targets relating to English and mathematics were completed to the plan and achieved, however the planning of GCSE revision sessions was no longer applicable with no formal examinations taking place.
- Theme 2. Both measurement points relating to target setting were partially achieved. Since 20 March 2020 student targets were being set through Teams, Pro Monitor and Earwig with staff members rather than by subject area.
- Theme 3. Three measurement points were either partially achieved or not achieved. The College had not achieved the transfer of all shared areas to

the Cloud because the Coronavirus lockdown had necessarily changed the IT team's priorities to supporting the entire workforce to work remotely in a highly effective manner within a very short time span.

- Theme 4. The Labour Market Intelligence was not achieved as for Milestone 2, but staff members were reviewing emerging data and considering how the College offer could be adapted and remodelled to meet new demand and adapt to changes in the labour market.
- Theme 5. The staff workload and well-being response had again changed with the Coronavirus pandemic. A variety of initiatives were in place to monitor and support staff whilst remote working. Human Resources were in contact with staff needing support and Marketing was sending out a weekly newsletter to keep staff connected.

iii) The Chair stated that the partially achieved milestones would need to be addressed as part of the Coronavirus recovery planning. **VPVTE**

iv) Governors asked how many staff were self isolating? The Vice Principal and Deputy Chief Executive Officer stated that this was 65 staff at lockdown, but this had reduced. There were only three or four staff known to have a formal self isolation letter, but all were being tracked and the College was mindful of their needs should lockdown ease.

v) The Corporation **MONITORED** progress against the January and April Milestones in the College Improvement Plan and **NOTED** the implications of the Coronavirus pandemic.

TEACHING LEARNING AND ASSESSMENT
40.9 Qualification Achievement Report 2018/19
i) The Assistant Principal Higher Education, Standards and Development summarised the National Achievement Rate data published by the Department for Education in February 2020. The Corporation could take comfort in the confirmation of results reported to them in the Key Performance Indicator paper in December 2019 and in the inclusion of relevant information in the Self Assessment Report and Areas for Improvement in the College Improvement Plan.

- Institutionally inclusive improvement. Overall (All Aims) achievement rates had improved by 4 percentage points to 86%, (87% nationally). This included an increase from 73% to 78% for 16-18 year old students with adult rates exceeding national rates.
- Retention and pass rate trends. Retention rates were generally stable at 92% for all ages (93% nationally). Pass rates increased to 93% for all ages, with an improvement of 8 percentage points at Level 2 for 16 - 18 year olds.
- GCSE English and Mathematics Achievement Rates. Governors were aware that College rates for grades 9 – 4 and 9 – 1 were weak against national averages for both subjects and cohorts.
- Apprenticeships. The College's final published rates for overall and timely completion were largely in line with those predicted in December 2019, with a lower performance compared to national data, although timely completion showed a small increase compared with the previous year.

ii) The Corporation **MONITORED** College Qualification Achievement Rates against sector national average data.

40.10 Learner Destinations and Progression Report 2018/19
i) The Assistant Principal Higher Education, Standards and Development reported that considerable effort had been expended in capturing destinations of 1,986

students who left the College in 2018/19, 41% of the student population. Key facts were:

- 16 – 18 year olds. 97% were in a positive destination. 82% in education, (79% studying at the College) and 2% in employment. 66% of the Level 3 completing learners were in Higher Education (nationally 28% of FE College students).
- Adults. 94% were in a positive destination. 85% in education (78% studying at the College) and 12% in an employment outcome. 92% of the Level 3 completing learners were in Higher Education.
- Educational Health and Care Plan Learners. 97% of the 220 learners were in positive destinations. 86% in education, (59% studying at the College) and 3% in employment.

ii) Governors challenged management, asking:
- Was there an obligation to produce destinations data as the response achieved was not statistically robust and would be skewed towards students staying on at College as that data was easily accessible? The Assistant Principal Higher Education, Standards and Development stated that there was a requirement to add this data to the Individual Learner Record where it was known. Under the new Ofsted Education Inspection Framework, it was important that the College tracked learner progress to the intended outcome. The Principal stated that 41% was a high response for this sort of information.
- Why were Apprentices recorded as being in education, not employment? There was no clear guidance on where to put them, but the education element was key to Apprentices. A cross College group was considering future recording - for instance was voluntary work a positive destination or not?

iii) The Corporation **MONITORED** learner destinations and progression.

40.11 Value Added
i) The Assistant Principal Higher Education, Standards and Development explained that the Value Added information was created by an external body and that there were issues with accuracy and judgements. For example, the College art courses were not included in the data under the Government Value Added parameters. Key points were:
- English and Maths. In line with earlier discussions about the 2018/19 GCSE 9-4 rates, performance was in the lower quartile of GFE colleges for both English and maths. The Assistant Principal Higher Education, Standards and Development confirmed that these figures included resits.
- Vocational Programmes. The College was in the top 50% of General Further Education Colleges nationally for Level 3 "Applied General Studies" programmes, equating to an "Average" rating for value added and just below the median line for Technical qualifications that were included in the survey.
- Ofsted and Progress Measures. Under the new Education Inspection Framework, Ofsted would use some data for progress and development, but was expected to focus on conversations with students and observations in class. Some data used by Ofsted excluded 94% of the College students and Study Programme skills that assisted students in living independently, boosting employability, gaining confidence and increasing resilience were not easily captured as data.

ii) The Corporation **CONSIDERED** the Value Added Report.

40.12 English and Mathematics Task and Finish Group
i) The English and Mathematics Task and Finish Group reported that the meeting had been positive and had begun with Learning Walks. It was clear that there

was no silver bullet solution to raising attainments but that the College was employing a range of strategies. The Group planned to meet again to discuss results in the autumn.   **CC**

ii)   The Vice Principal Vocational and Technical Education reported on the impact of the Coronavirus pandemic on GCSEs. The College would have had 787 English and 854 maths exam entries. Staff had been asked to use a range of evidence to estimate student grades and to rank them in order. Attendance would be a factor in justifying improved grades.   Further information had been requested about dealing with the English creative writing mock exam which had not taken place.

Governors noted that there would be some impact on students, despite significant on line working and asked:
- What would happen with practical subjects requiring assessment? Some consultation was ongoing, but for early years, evidence based assessment applied and for hair and beauty, students would have amended assessments to ensure they understood the science behind the practice. Some subjects might require physical assessment and this could be the focus of a phased return.
- How would people progress to the second year of a course? There was a possibility that some teaching could take place before the start of the autumn term. This would depend on Government funding being made available.

iii)   The Corporation:
- **RECEIVED** the Notes from the English and Mathematics Task and Finish Group meeting held on 5 March 2020
- **RECEIVED** a report on estimating GCSE and Functional Skills grades

40.13   Partnerships
i)   The Vice Principal and Deputy Chief Executive Officer presented the annual summary of partnerships, which were:
- The Cinderella Sports Ground in Worcester. The Coronavirus pandemic had halted the College's planned student fit out and use of the facilities.
- Perdiswell Sports Centre. The College had a ten year user agreement allowing the College day time use of the Sports Hall and Classroom space during term time.
- The National Exhibition Centre. The College leased a unit where various courses were provided in conjunction with College partner Event Cover.
- The Blended Learning Consortium had 84 members who paid an annual fee of £5,000 for access to educational learning resources and services. The Vice Principal and Deputy Chief Executive Officer clarified that member numbers had reduced from just over 100 due to mergers.

ii)   The Corporation **NOTED** the background, status and governance implications of the College's collaborative projects.

Lucy Hodgson left the meeting at this point.

HIGHER EDUCATION
40.14   Access and Participation Plan Update.
i)   The Assistant Principal Higher Education, Standards and Development stated that the former annual Access Agreement had been replaced with a five year plan by the Office for Students, setting action to improve specific equality gaps around Access, Support and Progression. Actions were:

- Access. To increase participation from Polar Quintile 1/2 neighbourhoods (Polar neighbourhoods were postcode based participation areas – these were areas where participation in Higher Education was generally strong.)
- Support. To increase continuation rates for part time adult learners.
- Support. To increase continuation rates for part time learners with a declared disability.

ii) Governors challenged management, asking:
- What were the main risks that could send the plan off course, given that there was limited sensitivity data? The Assistant Principal Higher Education, Standards and Development stated that the Office for Students would monitor the Plan annually, so targets could be changed and there could possibly have been a penalty for non delivery at the end of the five year plan. The impact of the Coronavirus pandemic on statistics made this unlikely, as students should suffer no detriment, so achievement rates could rise.
- What was the impact of the Coronavirus pandemic on Higher Education students? This was unknown at present, but some would defer and some might want to stay closer to home.
- Would there be a new adult training budget? The College hoped that the Department for Education would announce increased flexibilities for training. Social Work needs could increase and such opportunities could be promoted.

iii) The Corporation **RECEIVED** the Access and Participation Plan Update.

40.15 Academic Board
i) The Corporation **RECEIVED** the Minutes of the Academic Board meeting held on 26 March 2020

40.16 Higher Education Strategic Plan
i) The papers included a RAG rated assessment of progress to March 2020 in the first year of the plan. The Assistant Principal Higher Education, Standards and Development reminded Members of the four themes of the "RISE" acronym and set out progress and the implications of the Coronavirus pandemic for each.
- Resourceful**.** Good progress made with most actions rated green. Higher Education and Professional staff were trained in the use of Teams in February 2020. Work remained to be done at this early stage of the Plan on the integration of business input into curriculum development and delivery. Under the Coronavirus pandemic the College had quickly moved provision online through live webcasts which could be considered for future delivery. Partnership work might be limited, with business contacts focusing on returning to profitable operation.
- Innovative. Progress was mainly amber or red. The Higher Education curriculum was still being refined, through revalidation and adaptation of some courses and decisions about course closure and maintenance of others due to the impact of market forces. The Coronavirus pandemic provided opportunities to improve staff ability to teach online and the potential for future digital delivery, which had wider market implications.
- Stimulating. Increased student voice activities and a renewed Co-ordinator group were embedded and having a positive impact so rated green. Work with the Chartered Institute of Payroll Professionals to refurbish online content, support student study skills and provide careers advice continued and was amber.
- Employable. Most of these measures were rated red, including closer collaboration with potential future student employers, and some areas to improve from Learner Voice. The Coronavirus pandemic had disrupted progress under this theme.

ii) The Chair reiterated that the partially achieved milestones would need to be addressed as part of the Coronavirus recovery planning. **APHESD**

iii) The Corporation **MONITORED** progress against the Higher Education Strategic Plan and **NOTED** the implications of the Coronavirus pandemic.

40.17 Budget – 2020/21

i) The Director of Finance presented the budget, confirming the following key points with regard to finding allocations:
- 16-19 Funding. Total funding had increased to £15,355,118 and full time numbers of 2,463 from £13,629,218 and full time numbers of 2,349. This was because of lagged funding for an increase in full time learners in 2019/20, an increase in the national funding rate to £4,188, a new £138,728 for Level 3 Programme maths and English and additional funding for high value courses for Level 3 courses in subjects that lead to higher wage returns and support the Industrial Strategy. Capacity and Delivery Funding (and costs) would continue for 2020/21 enabling the College to build capacity and capability to deliver substantive work placements for the T Level roll out from 2020. The Teachers' Pension Scheme Grant allocation was up to March 2021, with the remaining funding to be confirmed through the Comprehensive Spending Review due later in 2020.
- Adult Funding. The Devolved Adult Education Budget contracts with the Education and Skills Funding Agency and Greater London Authority had been confirmed and the West Midlands Combined Authority contract was outstanding but was expected to be similar to 2019/20. The Advanced Learner Loan allocation was reduced to £524,293 for 2019/20, but an in year increase had been received and the allocation for 2020/21 was £637,368 with an increase in the associated Bursary allocation.
- Non- Levy Apprenticeship Funding. The College had received an allocation of £1.5m for non-levy new apprenticeship starts for the period 1 April 2020 to 31 October 2020 and those learners already in learning would carry on into 2020/21.
- Office for Students Funding. The College allocation for 2019/20 was £737,225. Funding was expected to reduce by 6% in 2020/21, with a further decrease likely because of the historic reduction in Higher Education students. The 2020/21 allocation was expected during May 2020.

ii) With regard to the 2020/21 revenue budget, the Director of Finance reminded Members that the draft budget prepared in February for the submission of the Integrated Financial Model for Colleges to the Education and Skills Funding Agency indicated a deficit position of £649k. Curriculum planning (which showed cost and activity on a course by course basis, building up to a departmental summary and ultimately a whole College delivery plan) had been ongoing since the Autumn 2019. The budget would be updated to take account of further curriculum review and the possible impact of the Coronavirus pandemic, with additional modelling and sensitivity analysis on income streams that were demand led and not guaranteed. The budget projections would be updated for the Corporation meeting on 16 June 2020 with a final budget for approval at the Corporation meeting on 14 July 2020.

iii) Governors asked:
- Had there been any feedback from the Education and Skills Funding Agency with regard to the Integrated Financial Model for Colleges submission? No, no feedback received and none likely soon, given the impact of the Coronavirus pandemic.

- Had the College furloughed any staff? Yes, primarily staff connected with the cafes and nurseries and also some business support staff.

iv) The Corporation **NOTED** the funding allocations and progress in the revenue budget for 2020/21.

The Vice Principal Information Systems and Student Experience left the meeting at this point.

40.18 Tender Committee
These matters are recorded in Confidential Minutes 1 of 3.

The Vice Principal Vocational and Technical Education left the meeting at this point.

AUDIT
40.19 Audit Committee Minutes
i) The Corporation Vice Chair reported on the Audit Committee meeting. Governors had been warned that External Audit costs were likely to rise in the light of additional compliance requirements, particularly in connection with the Office for Students regime. Internal and External Audit appointments would be tendered in 2020/21. The Risk Register had been reviewed and a new risk added with respect to the change of Clerk to the Corporation.

ii) The Corporation **RECEIVED** the Minutes of the Audit Committee meeting on 4 March 2020, noting the Audit Committee's advice.

40.20 Written Resolution 3
This matter is recorded in Confidential Minutes 1 of 3.

ESTATES
40.21 Estates Group
i) The Corporation **RECEIVED** the Notes of the Estates Group meeting held on 10 February 2020.

ii) Estates Update
The Vice Principal and Deputy Chief Executive Officer reported that the main contractor had resumed work on the Cathedral Building refurbishment at their request and with appropriate social distancing in place. They hoped to complete the work in three to four weeks, subject to the availability of subcontractors, many of whom had furloughed staff. The Cathedral Building should be operational as planned at the start of the new academic year.

The Corporation **RECEIVED** a verbal progress report on the Cathedral Building refurbishment.

iii) Heart of Worcestershire College Estates Strategy 2018 - 22
The Corporation **RECEIVED** the report to the Estates Group on progress in 2019/20 towards achieving the College Estates Strategy.

GOVERNANCE
40.22 Cycle of Business Task and Finish Group
i) The Cycle of Business Task and Finish Group Chair reported that various issues had been discussed but that a further meeting should take place in the autumn term with the new Clerk to the Corporation. Members felt that it was unlikely that significant change to the governance model could be considered until the new

CC

recruit had settled into the role. The Clerk to the Corporation stated that two changes had already been implemented:

- A formal Corporation meeting had been added to the 2020/21 Corporation calendar as part of the Away Event, to spread the volume of the December meeting. An additional meeting in the summer term had been suggested but not added due to difficulties in identifying a suitable date and because the Executive were not convinced that this would be helpful.
- The papers for this meeting had reverted to the more concise format as requested, with the main pack consisting mainly of the summary cover papers and items for approval with references to underlying information being in the supporting papers pack.

ii) The Corporation **RECEIVED** the Notes from the Cycle of Business Task and Finish Group meeting held on 4 March 2020.

40.23 Governance and Search Committee
i) The Corporation **RECEIVED** the Minutes of the meeting held on 11 March 2020.

40.24 Governor Insight Scheme – Spring Term 2020
i) The papers reported that, despite activity being curtailed due to the Coronavirus lockdown, seven different Governors (including the Principal) had been involved across ten events with fourteen Governor attendances in total in the Spring term.

ii) The Corporation:
- **RECEIVED** a summary of activity from the Governor Champion
- **NOTED** that opportunities for Summer term activities would be limited
- **NOTED** the possibility of Governors engaging in remote learning walks, particularly for Higher Education and would contact Donna Gibson to arrange these.   **Members**

40.25 Chair Position
i) The Corporation **NOTED** the pending biennial vacancy for the Corporation Chair and **NOTED** that nominations for the role of Chair, excluding the Principal, Staff   **Members**
and Student Governors should be sent to the Clerk to the Corporation and copied
to Donna Gibson, Personal Assistant – Principal's Office by 7 July 2020, with a   **CC**
ballot being held on 14 July 2020 if appropriate.

40.26 Corporation Workshop
i) The Corporation **AGREED** that the proposed June Workshop should be replaced   **Exec/ CC**
by a short Corporation meeting focusing on the budget and recovery from the impact of the Coronavirus pandemic.

40.27 Corporation Calendar
i) The papers included the Corporation Calendar with dates for meetings in 2020/21. Remuneration Committee Members were asked to note the changes from the draft dates. Dates were firm but venues were yet to be added. The Vice Chair requested that the College continued to divide the meetings between the two main sites.

ii) The Corporation **APPROVED** the Corporation meeting schedules for 2020/21.

40.28 Any Other Urgent Business
This matter is recorded in Confidential Minutes 2 of 3.

40.29 Identification of Confidential Items

i) The Corporation **IDENTIFIED** that the Tender Committee appointments, Written Resolution 3 and the Other Urgent Business should be recorded in Confidential Minutes.

40.30 **Date and Time of Next Meeting**
i)
- Tuesday 16 June 2020, 5pm for 5.30pm, The Source, All Saints' Building, Worcester
- Tuesday 14 July 2020, 5pm for 5.30pm, 02.03 Osprey House, Redditch

According to the Corporation resolution, in accordance with Instrument 13 of the Instrument and Articles of Government, the Staff and Student Governors left the meeting at this point, as did the Assistant Principal Higher Education, Standards and Development and the Personal Assistant – Principal's Office.

40.31 **RESTRICTED CONFIDENTIAL ITEMS**
– These matters are recorded as Restricted Confidential Minutes 3 of 3.
40.35

The meeting closed at 8.05pm.

Signed:

Date:

Sue Frost
Clerk to the Corporation
7 May 2020