

## CORPORATION

### Minutes of the Meeting held on Tuesday 12 October 2021 at 17:30 Function Room, Peakman, Redditch

#### Present

<b>Governors:</b>	Neill Bucktin (NB)	Chair
	Stuart Laverick (SL)	Principal
	Zalina Bingham (ZB)	
	Steve Bolton (SB)	
	Leon Evans-Lochlin (LEL)	
	Kevin Gaffney (KG)	
	Steph Simcox (SS)	
	Evan Whakahau (EW)	
	Gary Woodman (GW)	

<b>In Attendance:</b>	Nicki Williams (NW)	Vice Principal and Deputy Chief Executive Officer
	Cherie Clements (CC)	Assistant Principal Finance & Corporate Operations
	Claire Heywood (CH)	Deputy Principal
	Claire Beaman (CB)	Curriculum, Resources and Quality Executive Director
	Julia Breakwell (JB)	Vice Principal Information Systems and Student Experience
	Peter Robinson (PR)	Assistant Principal HE, Standards & Development
	Tony Green	Assistant Principal Funding Data & External Contracts
	Kay Kavanagh (KK)	Clerk to the Corporation
	Donna Gibson (DG)	Deputy Clerk

#### Action

#### 50.1 Apologies

The Chair welcomed governors to the meeting. Apologies were received and accepted from Denis Miles, David Ash, Sarah Owen, Helen Butler, Angela Edwards, Tony King and Angela Borwell-Fox.

The Chair introduced Claire Beaman explain that Claire would be attending Corporation meetings moving forward as part of her role development, and as the College lead for the SAR and Ofsted.

#### 50.2 Declarations of Interest

Governors were asked to declare any Interests, financial or otherwise, which they may have in any agenda Item. No declarations were made.

#### 50.3 Minutes of the Last Meeting

Governors **approved** the minutes of the meeting held on 6 July 2021 as a true record for signature by the Chair.

#### 50.4 Matters Arising

Governors reviewed the Matters Arising report and **noted** progress, with actions complete.

## 50.5 Determination of any other urgent business

Governors **determined** that there was no other urgent business.

## 50.6 Principal's Report

### a. Principal's Update for Governors

#### Worcestershire LEP: Plan for Growth

SL directed governors to the link included in the report, encouraging governors to view the video for a useful and motivation insight into the plan. The Plan for Growth showcases the challenges facing the 5 key areas of the Government's Industrial Strategy which are, People, Place, Infrastructure, Business Environment, and Innovation.

GW explained that it is a continuation of work already carried out and thanked the college for their support.

#### DfE Changes:

SL provided an overview of the of the changes within the ministerial team at the DfE, highlighting that Robin Walker is now minister for school standards. SL added that Robin Walker is knowledgeable and passionate about education and training and is likely to advocate for a collaborative systems approach.

#### Summer exams:

Following publication of the grades in vocational and technical qualifications, there is no suggestion of grade inflation, or no substantial changes in the distribution of grades.

At HoW College, the GCSE Maths and English results were higher, as expected with the Teacher Assessed Grading (TAG) approach drawing from a wider source of assessment evidence. The national results picture and pandemic has resulted in more students being able and willing staying on at school to do A levels. The government has decided to take two years to take the grade inflation out of the system. The Association of School and College Leaders (ASCL) advocated for the immediate return to the 2019 exam-based grade profile rather than a staggered approach.

A governor **questioned** how the College was closing the gap between boys and girls attainment for GCSE's. SL explained that the offer enables us to close the gap – by offering the desired vocational subjects. PR explained that the grading profiles have altered the dynamics of the outcomes. CB added that learning mentors are being utilised via tuition funding, in small groups, which is showing benefits.

#### BTECs

The government has confirmed its preference for all 16-year-olds capable of benefitting from Level 3 courses, either to follow an 'academic route' and take A-Levels, or a 'vocational route' whereby they would take T levels or a Level 3 apprenticeship.

SL confirmed that the FE College sector has been fighting these proposals for some time now, with our main approach being through the #ProtectStudentChoice ('Save the BTEC' campaign). The T levels the College planned to deliver this academic year did not get enough interest with students and their parents/carers instead choosing the well-established VTQs in computing and childcare. This pattern of low take up was seen across the region and the rest of England.

### FE Funding:

SL explained that the Skills for Jobs White Paper is still progressing through parliament.

Local Skills Improvement Plan (LSIP) and Skills Accelerator (SA) pilots are also due to commence.

Governors thanked SL for the comprehensive report and **agreed** to formally **receive** the Principal's Report.

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

#### 20/21:

PR provided the following highlights for 2020/21:

- Attendance was 88%, against a target of 90%
- Overall Retention was 92%
- Achievement Rate FE was 83% against a target of 85%
- Functional Skills English pass rate was 67% (above target of 65%)
- Functional Skills Mathematics pass rate was 46%, against a target of 65%
- The HE Survey (a new survey for 2020/21), was 80%, against a sector target of 83%
- Employer Satisfaction is at 82%, against a target of 80%
- Staff Absence continues to be below target (Green)

A governor **questioned** if attendance includes virtual attendance. PR explained that it did. PR acknowledged that as now increase had been realised with virtual attendance, the target set was very challenging.

#### 21/22:

PR provided the following highlights for KPIs for 21/22, acknowledging that targets are aspirational:

- Attendance target is set at 90%, with 85% for English and Maths
- Overall Retention rates remain high at 93%
- 25% is the target set for English 9-4 grades, and 20% for Maths 9-4 grades
- Two new KPIs have been introduced: % Study Programme Learners on Track to Achieve; and % Study Programme Learners achieving Merit and Distinction
- External destinations has a target of 97%

SL explained that the targets are stretched. Colleagues are working with students who met the criteria, but in normal times may not have reached the required level.

A governor **questioned** if benchmarking is in place for 21/22. CB explained that initial assessments are taking place at the beginning of topics. This will be ongoing throughout the year. This will enable catch-up sessions to be planned where needed.

### **c. Financial Key Performance Indicators and Management Accounts Summary**

CC explained that the report is based on draft financial accounts. A £689,000 surplus was projected at May 2021, with a projected full year operating surplus as at P13 2021 of £601,000. The reduction was due to a reduction in Apprenticeships, a reduction in spend for pay costs and a reduction in non-pay costs.

Based on draft final accounts Financial Health is "Good". The remaining two Santander bank covenant measurements are met as at year end 31st July 2021.

12-month cashflow to July 2022 is at £6,403,000.

There were no questions. Governors thanked CC and noted the good set of results.

**d. Learner Number Update & Funding Update**

16-18 Full time and High Needs actual numbers are exceeding the full year budget target of 2,642 by 47. Students do not become "funded enrols" until they have attended the first 6 weeks, through this period the College will experience student withdrawals. In 2020/21 the withdrawals, at a similar point last year vs the "funded" stage was 58.

CH explained that the College is experiencing some difficulty with student behaviour, following the pandemic, as students are 2-years behind developmentally. This could have an impact on the number of withdrawals. CH added that students are being supported and will be supported to other provision if needed. JB confirmed that a higher number of disclosures are being received, as students haven't had the opportunity over the last 2 years. Tuition funds are being used to support, to include welfare teams and behaviour management.

The two T-Level courses planned for 2021/22 did not recruit viable numbers to run.

Adults are currently at 80% (53% 20/21 78% 19/20) of the target based on head count. This excludes adult education and community targets where courses enrol through the year.

Higher Education students overall are currently at 81% of target. This excludes any CIPP enrols. Within this, full-time courses are at 99% (129 vs 134) to target and part-time courses 59% (55 vs 93) to target.

There were no questions.

**e. Health and Safety Update**

There was a total of 30 reported incidents during this period; of these 16 were accidents. There have been no RIDDOR reportable incidents during this period. There have been no 'near misses' reported during this period.

A total of 94 members of staff undertook Health and Safety training during the term. Because of ongoing restrictions most H&S training was delivered remotely. As of 31 August 2021, there are a total of 143 first aiders.

NW explained that certain Covid-19 restrictions remain in place including:

- Hand Sanitiser stations college wide
- Perspex screens at all customer interface areas (e.g., Receptions)
- Fogging machines available to sanitise complex areas quickly and effectively

A governor questioned if there had been any reported incidents/accidents from staff working from home. NW confirmed that there hadn't been any reported. NW added that risk assessments are in place for remote, along with the Agile Working Policy.

Governors **received** the Principals update.

## 50.7 **Learner Involvement Strategy**

The Learner Involvement Strategy is reviewed and updated on a 3-yearly cycle.

The Learner Involvement Strategy has been reviewed and amended to reflect the Ofsted EIF requirements and Curriculum Directors feedback and to maximise opportunities for learners to feed into College development at all levels. In addition, a commitment to developing and promoting social action has been embedded within the strategy.

Student Ambassadors (replacing Student Reps) will be elected by their peers at course level. Each course will have 1-3 Student Ambassadors.

Senior Ambassadors will be elected from the Student Ambassador cohort.

Students will participate in 4 surveys in year, which will be accessible via the student portal and the results will be published on the management tile. Curriculum surveys will replace the Student Rep questions, increasing the range of feedback received.

The Student Conference will replace SSLTs. The conference will run in February and will be hosted in Redditch and Worcester.

A governor questioned why HE students were excluded. JB explained that there is a specific HE survey.

Governors **approved** the Learner Involvement Strategy.

## 50.8 **College Improvement Plan**

CB confirmed that The CIP for 2020/21 format reflects the EIF:

- Intent - what is the key issue, what needs improvement and why is this a priority?
- Implementation - how are we going to address the issue?
- Impact - what will happen as a result of completing each action?

For 2021/22 the CIP focuses on the following key themes:

- 1) Implement refinements to processes and systems to ensure more accurate and consistent monitoring of learners' progress across curriculum areas throughout the 2021-22 academic year
- 2) Ensure successful planning and implementation of changes to curriculum that reflect local skills priorities, Government strategies and adjustments needed to ensure learners are prepared well for and can progress successfully within college.
- 3) Address underperformance in key curriculum areas and provision.
- 4) Improve the attendance and achievements across areas where these were significantly below college KPI in 2020-21.
- 5) Ensure any gaps in the delivery and embedding of wider curriculum themes and aspects are addressed as learning returns to its pre-Covid state.
- 6) Continued development of culture where staff feel valued, motivated, well informed and equipped to manage their health and well-being and are supported by leaders and managers to perform their roles effectively. This will encompass CPD, responding to feedback and addressing points raised through the college survey.

Milestones are detailed within the plan.

A governor asked how soon after the milestone date will the outcome be reported to Corporation. CB confirmed that it would be either December or January.

A governor questioned if there had been any challenges with employer engagement. CB explained that progress is slow. Guest speakers have presented in College. TG added that there are several initiatives for employers, including the impact of Kickstart, which is impacting the College.

Governors **considered and approved** the College Improvement Plan and milestones for 2021/22 monitoring.

#### 50.9 Student Standards & Student Expectations

JB explained that the policy now includes:

- Our zero-tolerance approach to sexual violence and harassment (including sexualised language)
- A section specifically explaining Peer on Peer Abuse
- A link to the new Whisper system of reporting concerns anonymously.

A student governor state that the changes were welcomed.

Governors **approved** the changes to the Student Standards & Student Expectations Policy.

#### 50.10 Accolades and Complaints

In total 32 accolades were received by the Quality team for both Corporate Services and academic areas, a decrease of 30% from the 46 received in 2019/20. Accolades were received as follows:

- 11 accolades received for Corporate Service areas
- 21 accolades received for Academic areas

The total number of formal complaints received during the 2020/21 academic year was 18, a decrease of 38% from the 29 received in 2019/20. Complaints fell into the following categories:

- 3 complaints related to HE provision
- 3 complaints related to Apprenticeship provision
- 4 complaints related to Professional course provision
- 8 complaints related to academic departments
- 2 complaints reached stage 3 of the complaint's procedure

PR confirmed that there had been no complaints in relation to Covid restrictions and pre-cautions.

A governor asked if the further data could be provided. For example. If complaints were upheld, the impact of any complaint and any lessons learnt from complaints. **Action:** PR to add further in-depth analysis of complaints to the next report, to include: Outcome of complaints (upheld or not), impact of complaint and any lessons learnt from a complaint.

PR

Governors **received** the Accolades and Complaints Report 2020/21.

#### 50.11 College Self-Assessment Report

CB explained that the College Self-Assessment Report (SAR) is produced annually as an overarching summary of performance against the Ofsted Framework. It is drawn

together following completion of SARs by CRQ Leaders and Business Support Managers who review the performance of their areas and make graded judgements against the Education Inspection Framework (EIF).

The format for all SAR's for 2020/21 has been aligned to the EIF with grades reported for overall effectiveness and the following four areas:

- The quality of education
- Behaviour and attitudes
- Personal development
- Leadership and management

The college SAR for 2020/21 also contains sections on specific provision as follows:

- Education programmes for young people (EYP)
- Adult learning programmes
- Apprenticeships
- Provision for learners with high needs

For 2020/21, CB confirmed that it is proposed that a grade 2 'Good' is awarded for overall effectiveness derived from the following judgements across all aspects of the College SAR.

- The quality of education - Grade 2 (good)
- Behaviour and attitudes - Grade 2 (good)
- Personal development - Grade 2 (good)
- Leadership and management - Grade 2 (good)
- Education programmes for young people (EYP)-Grade 2 (good)
- Adult learning programmes - Grade 2 (good)
- Apprenticeships – Grade 3 (requires improvement)
- Provision for learners with high needs - Grade 2 (good)

Grades proposed by curriculum leaders were provided to governors.

A governor **questioned** if the 4 areas graded as 'requires improvement', were large areas for the College. CB explained that they are amongst the largest areas, but 'quality of education' is the largest judgement, rated 2 overall.

Governors **considered** the College Self-Assessment Report.

#### **50.12 GDPR Annual Report, including FOI**

JB explained that GDPR training is mandatory for all staff and is therefore included in staff induction.

In 2020/21 the Data Protection Officer received 2 Subject Access Requests compared to 7 in the previous year. There were no breaches in data protection reported to the Information Commissioner's Office (ICO) during 2020/21.

In 2020/21 the Data Protection Officer dealt with 8 FOI requests compared to 15 requests received in the 2019/20 academic year.

Governors **received** the annual report from the Data Protection Officer.

### 50.13 Policy Updates

#### a) Safeguarding Policy 2021/22

JB confirmed that the Safeguarding Policy had been reviewed and revised in line with Keeping Children Safe in Education 2021.

Changes include:

- Any changes to staff roles or job titles
- Safeguarding team members have been updated to reflect new team members.
- Safeguarding Governor details have been updated.

Inclusion of additional information relating to:

- Child Criminal Exploitation
- County Lines
- Domestic Abuse
- Peer on Peer Abuse including Sexual Violence and Sexual Harassment
- Whisper reporting mechanism
- Online Safety
- Peer on Peer Abuse including Sexual violence and sexual harassment

JB added that following the publication of the 'Everyone's invited' website, a guidance document is now available, along with an action plan and additional safeguards.

Governors **approved** changes to the Safeguarding Policy (incorporating Child Protection and Prevent)

#### b) KCSiE 2021

Governors **noted** that Governors have received and **read** Keeping Children Safe in Education 2021

#### c) Redundancy Policy (SPH)

Governors **approved** the Redundancy Policy (SPH), noting that there were no changes required.

### 50.14 Governance

#### a) Governor Attendance

Governors **monitored** Governor attendance in 2020/21 and **approved** a target for 2021/22 of 85%

#### b) Governance Self-Assessment

Governors **received** an update following the workshop held on 21 September 2021 and agreed that the approval of the Governance Improvement Plan 2021-22 be delegated to the Governance & Search Committee.

#### c) Register of Interests

Governors **noted** the Register of Interests, ahead of publication on the College website.

#### d) Code of Good Governance for English Colleges

Governors **received** the updated 'Code of Good Governance for English Colleges – September 2021', **noting** that this will be discussed further by the Governance & Search Committee.



**50.15 Governor Insight Scheme**

DG provided an overview of the Governor Insight Scheme Policy, explaining that the policy has a new look and has been updated to reflect the type of onsite and remote activities that Governors can expect to be invited to as part of the scheme.

An outline of some of the typical activities that are included in the scheme have been included, along with a brief explanation as to what they are, for the benefit of the newer members of the Corporation.

Governors **approved** the Governor Insight Scheme Policy.

**50.16 Committee Membership and Governor roles 2021/22**

Governors **approved** the committee membership and governor roles for 2021/22.

**50.17 Any Other Urgent Business**

It was determined that there was no other urgent business.

*SLT members, DG and Staff & Student governors left the meeting at this point*

**50.18 CONFIDENTIAL ITEMS**

- These matters are recorded as Confidential Minutes

**50.21**

*SLT members and DG left the meeting at this point*

**50.22 Date and Time of Next Meeting**

The next meeting will be held on Tuesday 14 December 2020, 17:30 via Microsoft Teams

**50.23 RESTRICTED CONFIDENTIAL ITEMS**

These matters are recorded as Restricted Confidential Minutes.

There being no further business, the meeting closed at 19:30

Signed:

Date: