

**Minutes of Corporation Meeting
Held on Tuesday 1 April 2025
at 4pm in B105/106, Bromsgrove Campus**

Main Agenda

Present: David Ash (Chair of Corporation) Jane Britton (Governor) Gaynor Cheshire (Governor) Phil Colledge (Governor) Helen Davies (Governor) Michelle Dowse (Principal) Adam Hall (Governor) Chris Hallam (Vice Chair of Corporation) Paul Hine (Staff Governor) Tony King (Governor) Allen McConaghie (Governor) Muj Rahman (Governor) Steve Stanier (Governor) Henry Nwelue-Kelechi (Student Governor) Sarah Warwick (Student Governor) Donna Gibson (Clerk to the Corporation)	In Attendance: Cherie Clements (Vice Principal Finance and Corporate Operations) – Up to item 70.21 Simon Kibble (Deputy Principal) – Up to item 70.16 Matt Gower (Vice Principal Quality) – Up to item 70.16 Peter Robinson (Vice Principal HE, Adults & Curriculum) – Up to item 70.16 Mo Horan (Vice Principal Apprenticeships, Partnerships & Skills) – Up to item 70.16 Julia Breakwell (Vice Principal Student Experience & Support) – Up to item 70.16
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Item No	Item	Action For
70.1	Welcome & Apologies The Chair of Corporation took the opportunity to welcome Henry Nwelue-Kelechi and Sarah Warwick who had joined the meeting as Student Governors for the remainder of the year. The Chair of Corporation also welcomed Allen McConaghie and Muj Rahman to their first Corporation Meeting after appointment as Governors. Apologies had been received from Steve Smith and Julie Hurlston. Papers were taken as having been read in advance of the meeting.	
70.2	Declarations of Interest There were no interests to be declared.	
70.23	Corporation Session - Estates Strategy See separate confidential minutes.	
70.3	Approved minutes of the December 2024 Corporation The minutes were received .	
70.4	Approved Notes from Strategic Planning Day – 30 January 2025 The notes were received .	
70.5	Matters Arising a) Corporation - December 2024 There were no outstanding matters to be dealt with. b) Strategic Planning Day – 30 January 2025 There were no outstanding matters to be dealt with.	
70.6	Determination of Any Other Business The Chair noted that they had two points of business for the confidential part of the meeting.	Chair

70.7	<p>Corporation Appointments Governors were reminded that the appointments of Allen McConaghie, Neil Herman and Muj Rahman had been unanimously approved via Written Resolution.</p> <p>Committee Membership Governors were reminded that changes made to Committee Memberships for 24/25 had also been unanimously approved via Written Resolution</p> <p>Student Governor Appointments Governors noted the appointment of Henry Nwelue-Kelechi and Sarah Warwick as Student Governors until 31 July 2025.</p>	
70.8	<p>Principal's Report including KPIs. The verbal update from the Principal included:</p> <ul style="list-style-type: none"> • The 23/24 achievement rates (QAR data), noting that detailed analysis needed to be done and would be presented at the next Teaching & Learning Committee. • Apprenticeships are just 1.5% behind the national average. • Automotive (Bromsgrove) and Construction (Redditch) are areas that continue to be a focus and issues in those areas are being addressed. • The College will receive £1.1m for capital expansion, this is funding provided by the DfE. • A Staff Pulse Survey had been undertaken and 75% had participated in responding to it. • Funding for the year ahead looks promising as numbers for applications and acceptances are looking positive. • Work with partnerships continues and relationships are strong. • More work is being undertaken with schools. • Baroness Jacqui Smith is visiting the Worcester Campus on Friday 4 November. • Following the recent announcements from the Government about construction the College will explore and enquire about the ten Technical Colleges that were announced. • Areas of challenge are identified within the KPIs, there are no specific trends to note. <p><i>A Governor stated that they were encouraged by the impact of learning walks, but questioned whether anything had been picked up around attendance? The Principal responded that we need to continue to make lessons interesting so that students want to engage and participate in learning.</i></p> <p>Governors were reminded that attendance is a concern across the sector.</p> <p>Following on from the question the Vice Principal (Quality) advised that maths attendance is the area with the lowest attendance and explained that functional skills maths is delivered by staff who are not maths curriculum staff. Management is exploring whether they could be paired with the qualified maths teachers, along with ideas as to how to make lessons more engaging.</p> <p>The Principal reported that it is widely known that some organisations are moving away from teaching GCSE maths and are seeing an improvement in attendance and engagement. It remains to be seen as to what the impact is. It is also an area that the Principal will raise with Baroness Smith at the upcoming visit.</p> <p><i>The Chair of Corporation asked about National Insurance contributions, noting that it had been discussed on the Chairs network and some colleges are setting budgets anticipating a 100% contribution. Were we close to knowing what our level would be? The Vice Principal (Corporate and Finance Operations) advised that we are not and are remaining prudent with our budgeting. We hope for around 80% but at the current time it is an unknown quantity, and it is best to be cautious.</i></p> <p>The Principal's Report was received.</p>	
70.9	Financial KPIs	

	<p>Governors noted that the KPIs had been scrutinised by the Finance & Resources Committee.</p> <p>Governors were informed that the revised deficit position is £582k.</p> <p><i>A Governor asked to what extent is the pressure being felt regarding staff vacancies? The Vice Principal (Corporate and Finance Operations) advised that an obvious knock-on effect is the increase in Non-Staff Pay Costs which are increasing as a result.</i></p> <p><i>A Governor asked what, if anything, can be done about the use, and cost, of agency staff? They were advised that HR will be present at the upcoming Taster Day and were trying out different recruitment strategies to promote vacancies. In the longer term the use of agency staff needs to be reduced.</i></p> <p>The Principal confirmed that the position highlights the need for the issue of pay for college staff to be addressed so that they can be paid more, which helps with retention etc.</p> <p><i>A Governor observed that younger teachers in schools may be attracted to move into FE based upon the salaries on offer.</i></p> <p><i>A Governor asked about the FEC Benchmarks and whether a significant swing is required as the Financial Health Grade – Current Actual is recorded at Inadequate. They were advised that this was because our projections have been prudent and are not within the actuals.</i></p> <p>The Financial KPI's were received.</p>	
70.10	<p>Learner Numbers Update</p> <p>Governors noted that the learner numbers had been scrutinised by the Finance and Resources Committee and that the cover paper, as presented to the Committee, had not changed since that meeting.</p> <p>Governors were advised of the rule change for Tailored Learning (Community Learning). The rules for this funding allocation have changed for 2024/25 and now state that the fund will be reconciled, and clawback will be likely. ELT will look at ways to maximise this fund.</p> <p>Governors noted the rule change was likely to mean there would be a clawback situation.</p> <p>The Learner Numbers Update was noted.</p>	
70.11	<p>Ofsted Consultation</p> <p>Governors received a verbal update and noted:</p> <ul style="list-style-type: none"> • The future process is going to be significantly different with a scorecard evaluation of areas likely to be introduced. Internal sessions have taken place with staff to start to think about what a future inspection could look like. • Inspections are not predicted to start until November as Ofsted staff will have to complete training. • The Vice Principal (Quality) will attend the Ofsted training. • Consideration has been given to responding to the consultation and the decision has been made to participate. The Association of Colleges (AoC) are keen for FE providers to take part, and they see the consultation as an opportunity to influence the future processes. • We have addressed many of the areas highlighted at the previous inspection and recognise there is still work to be done. • AoC have been asked if any of the (anonymous) colleges participating in the pilot would be willing to share any elements of their experience. • Of note for the Corporation is what the visit will feel like – reduced communications, less work pre-inspection and more planning being done / areas of interest identified on day 1 (some of this work was previously done in the days before the visit officially started). 	

	<p>Colleges will be expected to be upfront in identifying areas of strength and weakness and will have to provide evidence to support those.</p> <p>The Chair of Corporation had received feedback on a pilot inspection on the Chairs' network and advised that one of the pilot colleges had received the usual telephone call as is tradition and the college management had been asked to prepare a slide pack covering each inspection theme.</p> <p>The AoC are urging college Chairs to promote the consultation.</p> <p>Governors were reminded that even with the "Requires Improvement" grade an increase in numbers of students choosing to come here has been seen.</p> <p>Governors acknowledged that the College could be one of the first to be inspected under the new framework.</p> <p><i>A Governor commended the decision to participate in the consultation.</i></p> <p><i>A Governor felt that it is likely that Ofsted will want to see evidence of data and value added. It is important that the necessary information is ready and available, noting that it should also be presented to the Corporation.</i></p>	SK
70.12	<p>Teaching and Learning Committee – Chair's Update</p> <p>The Chair reported that the Committee had:</p> <ul style="list-style-type: none"> Received an insight into what the future Ofsted Framework may look like, noting that sessions have already taken place amongst ELT and SLT to consider what the format of a future inspection could be. Been updated on progress against the Post Inspection Action Plan (PIAP) milestones. Received an update on the new approach to target setting that is currently being piloted with targets set under three pillars – Qualification Outcomes; Career Roadmap; Work Ready (5C's). Reviewed the KPIs, noting 24/25 retention is on track to meet targets, attendance across the College is mixed and GCSE maths is below target. The Committee were reminded that there is no national data for attendance. Received a detailed paper about the curriculum planning process for 25/26 and the scope for possible new provision. Noted that apprenticeships were significantly improved and the current trajectory for the area is positive. Received a detailed quality assurance update that had covered several areas. Sight of the draft Teaching & Learning Strategy which had been welcomed by the Committee and was very comprehensive. Noted the progress of the EDI objectives and the new process that was being trialled for this year that has wider staff engagement and participation. Received an update from the Principal on the Accountability Statement timeline. <p>The Committee had noted by way of the learning walks undertaken by Governors at the Strategic Planning Day, and their participation in some of the scrutiny reviews, that there is evidence to show that the quality of teaching and learning is improving.</p> <p>Corporation received the Chair's update.</p>	
70.13	<p>Audit Committee – Chair's Update</p> <p>The Chair reported that the Committee had:</p> <ul style="list-style-type: none"> Received an update GDPR audit and noted that significant progress had been made with eight of the eleven recommendations being completed. RSM would be carrying out follow up activity at the end of April. Rigorous discussion had taken place with Management 	

	<p>about the proposals made regarding the DPO role and agreement had been given to proceed with a consultant on a ten days basis to begin with and for the Committee to receive a further update at the June meeting.</p> <ul style="list-style-type: none"> • Agreed to maintain a watching brief over GDPR. • Discussed the risk appetite and Risk Management Plan following the discussion at the Strategic Planning Day and had agreed to recommend the plan for approval by Corporation, with a further session to be held as part of the September Workshop. • Reviewed the Strategic Risk Register and had noted areas that had worsened or become better. <p>RSM had been present at the meeting and had contributed to some of the discussions including the GDPR item, which had provided a useful external perspective.</p> <p>Corporation received the Chair's update.</p>	
70.14	<p>a) Risk Management Plan Based on the recommendation of the Audit Committee, Corporation approved the Risk Management Plan, noting that it had been scrutinised and reviewed by the Audit Committee.</p> <p>b) Strategic Risk Register Based on the recommendation of the Audit Committee, Corporation approved the Strategic Risk Register, noting that it had been scrutinised and reviewed by the Audit Committee.</p>	
70.15	<p>Finance & Resources Committee – Chair's Update The Chair reported that the Committee had:</p> <ul style="list-style-type: none"> • Reviewed the Health and Safety reporting and had noted the improvement in the completion of Health & Safety Training, and that there had been one reportable RIDDOR incident. • Received a useful update on the lockdown exercise that had taken place in December and the lessons learnt from that. • Reviewed and scrutinised the same KPIs and Learner Number reports that had been provided to Corporation. The Committee were satisfied that the College finances and its decision making processes are undertaken prudently. • Agreed that CEFSS could be removed from the agenda, subject to a final update at the June meeting. • Approved the Policy for the Payment of Expenses for Staff and Governors. • Reviewed the KPIs for Place, Planet & People. • Reviewed the HE Fees Policy, the Emergency Business Continuity Plan and the Data Protection UK GDPR Policy and agreed to recommend to Corporation for approval. • Agreed to recommend the addition of one new Subcontractor to the list of Subcontractors. <p>Members of the Committee had attended Managing Public Money webinars, noting that the sector appears to still be in the early days of fully understanding the requirements.</p> <p>Corporation received the Chair's update.</p> <p>a) HE Fees Policy Based on the recommendation of the Finance & resources Committee, Corporation approved the policy, noting that it had been scrutinised and reviewed by the Committee.</p> <p>b) Emergency Business Continuity Plan Based on the recommendation of the Finance & Resources Committee, Corporation approved the plan, noting that it had been scrutinised and reviewed by the Committee.</p> <p>c) Data Protection UK GDPR Policy</p>	

	<p>Based on the recommendation of the Finance & Resources Committee, Corporation approved the policy, noting that it had been scrutinised and reviewed by the Committee.</p> <p>d) Subcontracting Partners 2024-25 Based on the recommendation of the Finance & Resources Committee, Corporation approved the additional Subcontractor, noting that it had been scrutinised and reviewed by the Committee and further noting that the College has a long-term relationship with the provider and is moving to a full subcontracting arrangement.</p> <p><i>A Governor asked for clarification about the RIDDOR incident and the severity of it. They were provided with an account of the incident and the Corporation were reassured that steps had been taken to ensure there are no further incidents, and that nothing further had been requested by the HSE upon receipt of the report.</i></p>	
	Members of ELT left the meeting.	
70.16	<p>Governance & Search Committee – Chair’s Update The Chair reported that the Committee had:</p> <ul style="list-style-type: none"> Discussed training and development and that a review in readiness for 25/26 would be undertaken to see if the amount of training could be reduced, and that a process for the acceptance of confirmation that training had been undertaken at a place of employment could be introduced. The Committee had noted that some training would remain mandatory. Reviewed the board composition, and as a result had recommended that it had be increased to nineteen. Agreed to explore the appointment of Co-opted Committee Members, especially for Teaching & Learning Committee. Discussed the process for the Chair and Vice Chair appointments. Reviewed and revised Committee membership to reflect the skills of Members of Corporation so that these could be utilised at committee level. Discussed a revised approach to Governor Self-Assessment. Reviewed the 25/26 Governance Calendar. <p>Governors were reminded that completion of training is under review by Governance and Search Committee and could in future be in scope for review by the NLG (National Leader of Governance) Support, and external agencies such as Ofsted.</p> <p>Corporation received the Chair's update.</p>	
70.17	<p>Chair of Corporation Nominations Governors were reminded that expressions of interest should be referred to the Clerk who can provide the nomination form. Any interested parties were encouraged to speak to any member of the Triumvirate about the process. If the position does not attract any potential successor, the existing Chair of Corporation will seek re-election and an extension of his term of service as a Governor.</p>	
70.18	<p>Governance Calendar 25/26 Governance & Search Committee had reviewed the Calendar.</p> <p>Corporation approved the Calendar for 2025/2026.</p> <p>The Clerk advised that invitations would be sent out for the meetings specified in the Governance Calendar so that attendees could enter them into diaries as soon as possible.</p> <p>The Clerk reported they have already started to draft the 2026/27 calendar and the first draft would be submitted for discussion to Governance & Search Committee in June.</p>	<p>Clerk</p> <p>Clerk</p>

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