

Minutes of Corporation Board – Part 1

15 February 2024

Board Members:	B Kaczmarczyk (Chair)	J Richards (Principal and CEO)
	T Campbell (Joint Vice-Chair)	L McKenzie
	H Freeman	J Croot
	J Evans	L Mycroft
	S Martin-Standley	J Hemper
	P Dewhurst	K Cashmore
	C Brown	B Turner (Student Governor)
	N Beldham (Staff Governor – Support)	K Hoggins (Apprentice Governor)
	L Needham (Staff Governor – Curriculum)	

Attendees:	C Godfrey (Deputy Principal)	S Cox (Head of Governance)
	T Kidsley (AP Finance IT and Estates)	G Varley (AP Advanced Manufacturing & Building Technologies)
	C Acaster (AP People & Culture)	M Greaves (AP Teaching, Learning & Quality Improvement)
	J Down (AP Student Experience & Wellbeing)	

Apologies: J Hemper, J Croot, T Campbell, M Greaves

CH = Challenge

Membership Update

31/2324 The Chair (BK) welcomed the new governors Pete Dewhurst, Chantal Brown and Keeley Hoggins to the meeting. He noted the resignation of Joe Battye from the Board, on behalf of the Board, he thanked Joe for her work for the Corporation and college over her years as a Governor, Joint Vice Chair and a member of the Finance and Corporate Services Committee.

32/2324 Declarations of Interest

Members were reminded of the need to disclose an interest in any item of business to be considered at the meeting. Nothing was declared for Part 1.

33/2324 Minutes of the Previous Meeting & Matters Arising

Part 1 minutes of the previous Corporation Board meetings held 14 December 2023 were reviewed and agreed as a true and accurate record. The review of confidential minutes is recorded under Part 2.

The action log was reviewed and there were no matters arising. Previous actions were updated and either marked as complete or carried forward as appropriate. (*Refer to Corporation Action Log – 14.12.23*)

Matters Arising:

In response to a request from the Board regarding high level risks, the Principal outlined the three key risks facing the Group at this current time:

1 – Failure to respond to government education policies and funding changes - She outlined the qualification reforms, changes to funding announced last week by the Department for Education (DfE) including the funding of maths and English and clawback for T Levels, however, there had been a funding increase for 16-18s. The ever-changing landscape remains a key risk.

2 – Failure to recruit and retain staff in all areas of curriculum and support – This is still a concern, with completion from schools, and the requirement to increase delivery hours in maths and English

3 – Failure to generate sufficient resources to operate - in particular maintaining the existing ageing estate continues to be a challenge and how to fund long term investment in the estate.

At the next meeting, a heat map will be available to the Board which will provide more detail. The Chair noted that it was very useful to highlight the key risks and their potential impact on the finances and purpose and mission of the organisation.

Resolution: The Board **approved** the non-confidential minutes (Part 1) of the previous meeting and noted matters arising.

Student Union Report

34/2324 The Student Union (SU) President presented the Student Governor Report. Details on recent SU activities including the very successful clothes swap were shared, together with future plans which included a dedicated space for the SU.
Resolution: The Board **noted** the Student Governor Report.

Student Union Constitution

35/2324 The AP Student Experience and Wellbeing presented the Student Union Constitution for Board approval. The new constitution has been a collaborative approach between the SU, the SU/staff link (R Harbor), the AP Student Experience and Wellbeing and the Head of Governance. It has clear aims and objectives and aligns the SU Executive with the student representatives on the Board and Board Committees - Health and Safety, Equality Diversity and Inclusion, Safeguarding and Standards and Performance. Student Representatives on the committees have been allocated a staff buddy and have received training. The Chair thanked the SU for the work done and welcomed the alignment with the committees. He encouraged all Link Governors to take the opportunity to meet with students and student events.

Resolution: The Board **approved** the Student Union Constitution.

Performance Report

36/2324 The Deputy Principal presented the Performance Report, which included details on KPIs, performance data, teaching learning and assessment, student and employer feedback, an update on safeguarding and prevent and key risks. She noted that the performance data had been scrutinised in detail at the Standards and Performance Committee on 13 February 2024. Key points from the report included:

Curriculum Development Update

Following a curriculum visioning day to launch curriculum planning for 24/25, the following curriculum developments are proposed for Board endorsement:

- a) English and Maths delivery model - It is proposed to devolve management and delivery of English and maths into curriculum areas, to support contextualisation and support vocational staff with a better understanding of each student's holistic progress. CG provided detail on the funding conditions which were announced on 14 February 2024.
- b) Kickstart delivery model - It is proposed to offer homeschooled students a new course within Pathways, tailored programmes for students only requiring maths and English, and each curriculum area has an offer of a course suited to all students' levels and abilities.
- c) Study Programme delivery hours - Using data supplied from the FE Commissioners, the college compared delivery hours on Entry, Level 1 and Level 2 to six similar FE colleges. To align with other colleges, it is proposed to reduced hours on some programmes and slightly increase delivery of English and maths. **CH:** The Board queried if the proposed reduction would deliver what was required. CG responded that this should meet the 65% pay target set by the DfE and that L3 had not been reduced. **CH:** PD queried if the proposed changes were expected to have an impact on achievement rates. CG noted that this was a phased introduction and that it would be reviewed next year. She updated the Board on A Levels and the challenges faced from schools in relation to delivery over 5 days.

KPIs - The DP outlined the areas of key focus, and actions being taken to mitigate any risks, including changes to delivery models, prompt reporting and a new curriculum monitoring review process.

The Chair noted that performance data was scrutinised at the Standards and Performance Committee and outcomes actions by senior managers. He reminded all Governors of the importance of studying and understanding the performance data. **CH:** PD asked for an update on T Levels and any challenges experienced with employers and releasing students. CG will report on this next year when there is increased delivery. Discussion took place on the detail of scrutiny required from the Board. It was suggested that the Chairs of Sub-Committees, work with their AP to present the areas requiring Board focus, to avoid going into the detail already scrutinised by the sub-committees. **CH:** The Chair asked if the Deputy Principal would present evidence to the Board of the impact of learning support on retention.

Action: DP to include impact of learning support on retention in future Performance Reports.

The AP Student Experience and Wellbeing provided an update on safeguarding and equality and diversity. She noted the key focus over the coming months will be the Mental Health Wellbeing Charter and working towards Rainbow Accreditation. Governor KC spoke about successfully achieving Rainbow Accreditations for her organisation and offered to discuss the process with the Wellbeing Manager.

Resolution: The Board **noted** the Performance Report and **endorsed** the changes to curriculum delivery.

Corporate Report

The Principal/CEO provided an overview of the Corporate Report which had been circulated in advance of the meeting, the report covered the national picture including Government Policy and Legislation, Strategic Relationships/events, Strategic Planning, People and Culture, KPIs, Health and Safety and Key Risks.

Strategic Plan Update

The Principal updated the Board on progress to date on the new Strategic Plan which included Board feedback from the December meeting. The draft plan has been through consultation with members of the Aspiring Leaders programme as part of their module on strategic planning. They identified some additional areas for inclusion in the plan which have now been included in the Pillars. The next stage is consultation with stakeholders. The Board reviewed the inclusions and approved the plan for further consultation. It was noted that the current Mission would be retained but that the Vision needed reviewing. Three options for the Vision were provided for review by the Board, all of which provided a people centric vision. Robust discussion followed on the options and wording. The Board favoured the community aspect, the inclusion of an ever-changing world and life-long learning. It was felt that 'student' should be included to provide clarity on 'community'. Overall, the Board favoured Options 1 and 3, or a mix of the two. The Board agreed that the Principal should continue on the journey. The Principal noted her thanks for the feedback and will provide a further update at the next meeting. Staff are being surveyed on possible core values, based on options provided by the Aspiring Leaders group. The results to date were shared and the Board asked for their feedback on an overarching core value. Governors felt that three guiding values were required, which align to the strategic purpose. The Principal will share the final survey results with the Board for their input at the next meeting.

Action: The Principal to update the Mission and provide an update on core values for discussion at the next meeting.

KPIs - Currently all KPIs are green and on-track. The key focus is on commercial, adult and ALS income.

Resolution: The Board **noted** the contents of the Corporate Report

Governance Report

The Head of Governance (SC) presented the Governance Report which, in addition to the key items highlighted below, included an update on membership, progress on the Quality Improvement Plan, policies approved at Committee-level and ratified Committee minutes.

Vice-Chair/Joint Vice-Chair(s) – Following discussion the Board agreed that they wanted to continue with the Joint Vice-Chair roles. It was noted that TC was happy to continue in the role as Joint Vice-Chair. Two Governors volunteered for the role of Joint Vice Chair, LMy (available from Easter 2024) and SMS (available from September 2024). Following discussion, the Board approved LMy for the role of joint Vice-Chair from Easter 2 April 2024 to 30 September 2024. This will be reviewed September 2024 and a vote take place if there are two or more interested candidates.

Skills Audit - The Board were informed that they will shortly be receiving a link to complete a new skills audit.

Attendance - A report with individual attendance was shared, it was noted that attendance at Corporation to date was 83% (3% above KPI).

External Board Review – The Board received a report outlining details and a timeline for the forthcoming External Board Review, further details will be shared after the scoping meeting on 20 March 2024.

Equality Diversity and Inclusion Training – It was confirmed this will be a face-to-face training on the morning of the 13 June 2024 and all governors should attend.

Governor Training and Development – The new policy will be shared with the Board at the March 2024 meeting. The main page of the portal now has links to governor training opportunities and resources.

Link Governor Scheme – Governors were asked to actively engage with the scheme and make every opportunity to visit the college and meet with students and staff. The HoG is working on a Governor Engagement Plan which will keep governors informed for events taking place in the college which they can attend.

Action: HoG to circulate Link Governor Plan and exemplar of good feedback.

Written Resolutions: The Board approved the appointments of Peter Dewhurst, Chantal Brown and Keeley Hoggins by written resolution on 8 February 2024. There were no Chair's actions.

Resolution: The Board **noted** the Governance Report and **approved** the appointment of LMy to the role of Joint Vice-Chair until September 2024.

Statutory Reporting & Link Governor Updates

The Board received a verbal update on the recent Climate Change (Sustainability) from GV, including plans for the upcoming sustainability fair on 28 March 2024, and how green skills are being incorporated into curriculum design. To support the climate change/green skills agenda, the Governance and Search Committee approved that LMy support as an additional Link Governor. The Link Governor for Health and Safety noted that students reported feeling safe with the increased monitoring of lanyards. There were no updates to report on EDI, Safeguarding, or additional link governor activity.

Resolution: The Board **noted** the Statutory Reporting and Link Governor updates.

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Confidential Items

Confidential items are minuted separately under Part 2.

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Date of Next Meeting

7 March 2024 – Strategic Conversations. It was agreed to cancel this date due to a significant number of governors not being available. The HoG will reschedule for a later date.

28 March 2024 – Corporation Board

Part 1 of The meeting concluded. Staff and Student Governors left the meeting