

Minutes of the Corporation meeting held on Tuesday 14 July 2020 by Video Conference



Meeting commenced: 18:00

Meeting closed: 19:42

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (4 Vacancies)				
Joanne Beaumont (Chair)	√			
John Egan (Vice Chair)	√			
Phill Brown	√			
Nigel Hainsworth	√			
Albert Podesta	√			
James Parker	√			
David Butcher	√			
Phillip Hunter		x		
Colin Forrest	√			
Kerry Robinson	√			
Catherine O'Connor	√			
Staff Members				
Shoeb Desai	√			
Wendy Rowan		x		
Student Members (1 Vacancy)				
Amelia Kay		x		
Principal				
Nav Chohan	√			
In Attendance				
Jeremy Stott - Clerk	√			
Susanna Butler - Minutes Secretary	√			
Julie Kitcheman - Vice Principal Curriculum	√			

[In advance of the meeting, members put forward a number of comments and questions which were responded to and are set out at the end of these minutes on **Page 10.**]

20/20 Disclosure of Financial and/or personal interest

18:03

There was no disclosure of financial or personal interest.

21/20 To agree the agenda and order of business as circulated

18:03

The agenda and order of business were agreed.

22/20 To agree the minutes of the Special Meeting held on 19 May 2020

18:03

The minutes were approved as a true record.

23/20 Matters arising

18:04

There were no matters arising.

24/20 COVID-19 Return to Work Risk Assessment

18:05

The Principal presented the risk assessment plans based on an early version shared by Liverpool College. A lot of work has been carried out, particularly by our Director of Physical Resources. Government advice is changing eg, those who are now shielding can come out post August 1st, so we need to continually update our guidance. We are allowed as many 16-18 learners in the building as we want, as long as they stay together in a bubble. However, we can't add any 19+ learners to these groups which makes timetabling very difficult. Advice could change again between now and September.

A member commented on the language used within the document and whether we should consider the term 'physical distancing' throughout as opposed to 'social distancing' as there is an important distinction. It was agreed to reflect on this with the key point being consistency of wording throughout.

The Chair acknowledged the very detailed plans and referred members to the Q&A sheet (page 10) for responses to questions put forward before the meeting.

Members gave their approval for the Return to Work Risk Assessment.

25/20 Potential Estates Developments

18:09

The Principal presented his report and the planned approaches detailed in sections 1-4 seeking governors formal approval.

No. 1) has already been approved by governors by email which is an application to support introduction of the Health and Science T Level (Wave 2). The approval is confirmed under minute 34/20c.

At No. 2) the Government has announced £200m of college capital funding but we still need to see more detail. It will need 21% match funding which should be affordable - we could receive around £200/250k which would need to be spent by the end of March. We don't know yet if we can spend the money on IT and any

work we do plan outside the summer break could be more challenging given term time activities. We would be looking at a refurb of Exhibition Building and some smaller works in the other buildings. A member commented that the emphasis appears to be on speed, so if we can demonstrate we have plans to move on this, there could be a good deal of flexibility available to us.

We are short of space to be able to deliver 1 and 2 day courses. There are two ideas on the table through the Towns Fund which could help address this problem. This fund is about developing the town: there are lots of empty spaces in Shipley. We will informally ask those in charge to look at some possible spaces we could utilise to create 2-3 classrooms, e.g. the Thomas Cook premises on Market Square provides a good space. There are also some larger buildings which could support our railway courses. The draft plans have to be ready by Jan 2021 with firm proposals by March and building scheduled for March 2022.

Members agreed with the direction of the submissions which look to be good opportunities and therefore gave their agreement to the proposals.

26/20
18:20

To consider reports and proposals from Committees

a) **Finance and Resources Committee: To consider any recommendations & proposals arising from the meeting held on 07 July 2020, including approving the Learner Financial Support Policy**

The Chair of F&R asked members to note:

- **Minute 07/20 a)** on recommendation to the Corporation the 3 year Financial Forecasts to be approved later on in the meeting.
- **Minute 07/20 b)** on recommendation to the Corporation the Income and expenditure and Capital expenditure to be approved later on in the meeting.
- **Minute 10/20** on recommendation to the Corporation the Learner Financial Support Policy

The Learner Financial Support Policy was approved.

The Chair thanked the committee for all its work during the year and the minutes were received.

b) **Audit: To consider any recommendations & proposals arising from the meeting held on 16 June 2020, including the approval of policies**

The Chair of Audit asked members to note:

Increase in Audit Fee for 2019/20 proposed by Mazars

- **Minute 07/20** on the increase in Audit fee proposed by Mazars.
- **Minute 08/20 ii)** on recommendation of the Risk Assessment for College reopening

The Risk Assessment for College reopening was approved.

- **Minute 09/20** on recommendation to the Corporation changes to the Financial Regulations & Annexes

The update to the Financial Regulations & Annexes was approved.

- **Minute 12/20 i)** on recommendation for sign-off the Supply Chain Fee and Subcontracting Policy

The Supply Chain Fee and Subcontracting Policy was approved.

- **Minute 14/20 i)** on recommendation to the Corporation the Data Protection Policy and Retention and Disposal Schedule

The Data Protection Policy and Retention and Disposal Schedule were approved.

- **Minute 14/20 ii)** on recommendation to the Corporation the Dynamic Lockdown Procedure

The Lockdown Procedure was approved.

- **Minute 14/20 iii)** on recommendation to the Corporation the Whistleblowing Policy & Procedure

The Whistleblowing Policy & Procedure was approved.

- **Minute 16/20** on the discussion on the use of personal email accounts and encouraging members to use their college accounts only for College business.

ACTION: J Egan/College IT staff to look into ways for receiving automatic prompts to alert members that information has been sent to their College account.

The Chair thanked the committee for all its work during the year and the minutes were received.

c) Curriculum & Quality: To consider any recommendations & proposals arising from the meeting held on 23 June 2020, including the approval of policies & procedures

The Chair of C&Q asked members to note:

- **Minute 17/20ii)** on the new theme for 20/21 on blended learning
- **Minute 23/20i)** on recommendation to the Corporation the Equality &

The Equality & Diversity Policy was approved.

- **Minute 23/20ii)** on recommendation to the Corporation the Positive Behaviour Policy and Student Disciplinary Procedure

The Positive Behaviour Policy and Student Disciplinary Procedure were approved.

- **Minute 23/20iii)** on recommendation to the Corporation the Staff Development Policy

The Staff Development Policy was approved.

- **Minute 23/20 iv)** on recommendation to the Corporation the Staff Development Procedure

The Staff Development Procedure was approved.

- **Minute 23/20 v)** on recommendation to the Corporation the Staff Appraisal Policy

The Staff Appraisal Policy was approved.

- **Minute 23/20 vi)** on recommendation to the Corporation the Staff Appraisal Procedure

The Staff Appraisal Procedure was approved.

The Chair of C&Q took the opportunity to thank the Vice Principal Curriculum on behalf of the committee in light of her upcoming retirement and acknowledged all her contributions to a very effective and useful committee.

The Chair thanked the Committee for all its work over the last year and the minutes were received.

27/20
18:33

To monitor:

The Vice Principal Curriculum reported on the plans.

a) The Quality Improvement Plan

Highlighted was all the actions that have been achieved. To note is that we are monitoring on-line as well as physical attendance. Further results will be in at the end of August at which point the plans will be updated.

b) The Development Plan

Overall there are lots of achievements to note. The main challenge is with Apprenticeship recruitment. For cross college training we will continue with development and investment in new technologies. Our last Quality Improvement training day was carried out fully on-line over a week and was well received by staff with plans to repeat this approach at the next training day on 2 September. A number of actions will be carried over to the new Development Plan. It was queried if this will have any budget impact to develop staff to use blended learning skills. The VPC confirmed that we have already been checking that everyone has the facilities required in their homes and for training, there is a wealth of training available, much of which is free and put out by various companies which we are taking advantage of.

28/20
18:38

Regional Developments

The Principal presented the report to provide background on issues that are emerging in response to Covid-19. The government has announced extra support for Traineeships. We have run Traineeships quite successfully in the past, but found it a challenge to source appropriate candidates. Next year, there may be more opportunities with many more young people unemployed, though these opportunities may clash with Kickstart development: money is coming in a rush and some offers may not be compatible with each other.

Apprenticeships are likely to be our biggest financial hit next year and we cannot be sure if the money from the government will be enough of an incentive for companies to take on apprentices. The Principal highlighted that he sits on the Economic Recovery board which meets every 2 weeks and is currently putting some large plans together with employment and skills as a central theme.

Key to note is that Bradford is forecast to have the second most painful recovery after Hull. It has been reported that, of staff employed in private organisations, around 50% in the Bradford district have been furloughed which is a high figure compared to the national average.

The Council has allocated a significant investment in developing employment opportunities over 3 years. It could mean that the College is allocated two posts paid for by the Council, to help match learners to employment.

Of concern is the Adult Education Budget as we don't know if we will be able to spend it without knowing if people will be willing to come into our buildings to learn. We are expected to be fully open from September. We are planning a 50/50 split with blending learning so that we have fewer people in the buildings. Full engagement is still our focus with attainment becoming our key measure as opposed to attendance.

A member commented that the last Covid update on the College website was 22 April and suggested we update, adding some words of comfort - there is a confidence issue for adults on whether they feel safe to start in September. It might help to talk about our safety precautions. **ACTION:** To agree an updated message for the website.

A discussion then took place on safeguarding and vulnerable learners and how we

expect a spike in safeguarding issues, so we may need to consider what activities we do to ensure students are safe.

It was queried what tools we have for new people to the college and the Principal confirmed that we have online inductions and tutorials, though key is that learners and tutors have good relationships. Advice and Guidance is still being provided online or by phone which has worked well.

It was asked if we are looking for opportunities in any new directions and confirmed that the Reboot IT courses have been our biggest push. The main focus has been in the shift of delivery to online as opposed to new courses.

29/20
19:01

Chair's Report

Linking to local development, the Chair reported that Bradford Council is doing a lot of work where Shipley College is well presented. Phil Hunter who is a good friend of the College is leading and chairing this work which helps maintain our profile.

Acknowledgements

The Chair formally thanked some people:

- Amelia Kay, Student Rep. Amelia ends her L3 studies this summer and her position on the Corporation and thanks were offered for bringing her student voice to the Corporation. Amelia is going on to study at Lincoln University and we wish her all the best.
- Julie Kitcheman, Vice Principal Curriculum. Julie is retiring this summer and the Chair wished her a well deserved retirement. She was thanked for all her excellent contributions including the writing of the detailed reports and for her part in a fabulous SMT team. Julie is leaving the College in a strong position with its teaching and learning and we look forward to seeing her again in October for a belated face to face farewell.
- Phill Brown. Phill is stepping down from the Corporation and the Chair thanked him for all his sterling work for the College over the last 15.5 years. He has provided fantastic support and service to the College both as a Governor, Vice Chair, involvement in various committees and as Safeguarding lead.

30/20
19:07

Principal's Report

- i) **To monitor the Corporation's key performance indicators, including a key to the Red, Amber, Green ratings**

The principal highlighted all the positive areas. We would have achieved a very good surplus if not for COVID-19. However, that we have not posted a loss is also a positive place to be. 16-18 numbers look positive with the main issue being how many L3 learners we recruit.

- ii) **To receive the Termly Finance Report**

We are just £6k short of the income savings target (IST) for this year. Next

year's IST is around £227k and we know where some of that could come from. We have also reduced the surplus to reflect the challenging times. The budget for next year and surplus is based on conservative assumptions. Cash flow is building up which is important to note for the Corporation. The year after that will be more worrying because of income that we cannot predict as yet. In July 2015 we did have an IST of £954k which reminds us that things are possible. We are predicting to be Good for the next 2 years.

The Termly Finance Report was received.

iii) **Principal's update on College News**

The report highlights that many learners are using Google Meet, with some learners preferring to use Zoom and ESOL learners preferring WhatsApp. We have another year of Talk English funding with money from Bradford Council and ESOL for pregnancy is doing well. H&SC have been busy developing distance learning courses and Business Development are working hard, particularly with Reboot where we have taken on 50-60 learners in the last few months with up to 10 courses on offer. AAT learners are in the building doing exams and the number of Horticulture learners is growing rapidly. We have started a new online course on starting your own business which helps build our portfolio. In the Sports sector, it has been a revelation for some tutors to see how well some students have interacted better than before to online learning without some of the diversions of College life enabling them to focus better.

iv) **Update on the Marketing Strategy**

This paper describes what people have been doing since lockdown. It was asked if Marketing could create a visual presentation of the College with, for example, a virtual tour of the campuses. This could be an opportunity for students to develop and front the campaign with the addition of the student voice. The Principal agreed these are some good ideas to consider and develop. A member agreed that the strategy provides a good summary of where we are at but that it is also important to think longer term about our message and how we want to say it. It was also noted that the website's Covid update was dated as April - we need to ensure that we have a more timely message so that prospective students will feel safe in the College.

v) **To consider for approval the Health and Safety Policy for signing by the Chair**

The Principal presented the policy for comment.

Members approved the Health & Safety Policy for signing by the Chair

31/20
18:26

To consider for approval the 2020/21 Income and Expenditure budgets and approve the 3 year financial forecasts.

These forecasts have already been through F&R.

Members approved the 20/21 Income and Expenditure budgets and 3

32/20
19:26

To consider the Annual Report on the Risk Management and Corporate Governance arrangements, including the full Risk Register

The report sets out how we structure risk assessment in College and how H&S has jumped to the top of the list due to COVID-19 and overtaken IT. We had been considering restructuring risk assessment but that is on hold for now with other things holding our focus.

33/20
19:27

To receive the Annual Report on Safeguarding

The Head of Student Services provided his report to provide governors with confidence in our procedures. We had a visit from Ofsted at the start of the year and they were pleased with our Safeguarding measures so we know we are getting it right. The student survey results also tell us they feel safe and able to talk with staff when they need to. There is good engagement from the Safeguarding Liaison governor which really helps us and offers the challenge that we need. There are no Prevent concerns at this time. We have maintained safety for students and staff working from home and have had no major issues we could not deal with which demonstrates our flexibility, willingness and whole College effort. Our approach is to always put the learner first.

It was queried what our view is on mental health for next term and beyond and confirmed that we took on the paid services of the Council's Youth Service to work with students around positive mental health and they have carried out more work than we expected. We have also built up our student portal adding more information, resources and contacts and time is also invested with parents and carers behind the scenes which is also very important.

The Chair thanked the Head of Student Services for leading on this area for the College and the Annual Safeguarding Report was received.

34/20
19:37

Governance Matters:

To consider:

a) **a timetable of meetings and main agenda items to December 2021**

The Clerk presented the schedule and agenda items to be considered for the next academic year. To note on the training received on insolvency is that an annual refresher on finance had been suggested so it is proposed that the Corporation Training & Strategic Development on 29 September 2020 is cancelled and moved to 13 October 2020 which was a provisional date for the F&R Committee.

Members noted and agreed the timetable.

b) **Corporation and Committee Meetings from September**

We have no further meetings until 13 October at which point we will review whether to continue with video conferencing or meet again around the table.

Members will be kept informed.

c) **Confirmation of the Governor approval request for a T Level Capital Bid**

To confirm for the minutes the email request for approval of a T Level bid which was passed by all respondents giving a majority approval to the bid.

35/20
19:40

Any Other Business

The Chair just wanted to add that we have never had a year like this and to thank everyone for all their work and contributions this year, adjusting to the new way of working. She also wanted to thank the Clerk and Minutes Secretary for their help in the transition to online meetings and to SMT for steering the College through this year.

Responses to questions submitted in advance of the meeting

Item	Questions/ Comments	Response
5) COVID-19 Return to Work Risk Assessment Principal	Reopening risk assessment – very comprehensive. Does it need to signpost aspects where teaching and learning will, potentially in time, be happening off the college premises e.g. with employers? (C Forrest)	This assessment is about what happens in College. External activities from employer visits to community teaching will have their own assessment.
5) COVID-19 Return to Work Risk Assessment Principal	Point 4 If I’m understanding correctly this requires staff and students to remove face masks whilst on site. Would like to understand the rationale for this requirement. Do SMT anticipate any students completing work placements during 2020/21 – if so what C-19 related work placement assessment procedures will be in place for all students/placements and what assessment for particular high risk sectors or students with certain characteristics e.g. BAME (J Beaumont)	As social distancing is in place, masks are not currently required and staff and students also need to be able to be identified. If anyone had a specific reason for wishing to wear a face mask this would be discussed. Guidance is being produced
6) Potential Estates Development Principal	Which specialisms under health and science t levels? I think that these suggestions are very well thought out with the different scenarios addressing many of the same aspirations. The alignment with regional skills plans and local priorities is strong. It is clear also how these proposals will support students’ progression as well as underpinning employers’ needs. What are the proposed timescales and who are the potential partners in mind for 5 and 6 (Towns Fund?). Chimes very closely with Gavin Williamson’s (9/7) expectations ‘Further Education, Further Education, Further Education’!!!! (C Forrest)	Health & Healthcare Science. Speculative suggestion of pure Science 23/24. The Towns Fund was to be over 4 years - and developments to be prioritised by a local Board - the appointment of which was interrupted by lockdown. May be brought forward under current circumstances. Unknown As yet.
6) Potential Estates Development Principal	In addition to agreeing 1-4, comments regarding the proposed new building. The expansion is a good idea and both are the right targets. Hard to say which proposal would draw the most interest, occupancy and potential income? Might it be flexible enough to serve as a Business Service Centre and support HealthCare professionals?	Agreed. The idea was that if the Health Science route is most appealing, the space vacated would be used for the Business Service Centre and vice versa.

	<p>Would a new build be preferable to other property located in Shipley? Is it going to be easier to COVID proof a new build? if it was closer to the college would this make management easier particularly if access was required in the evenings or on the weekend? Parking is always an issue in the area, but it is possible to find it providing clear directions are available.</p> <p>(K Robinson)</p>	<p>New buildings are always problematic - just the cost of caretaking/security is an issue.</p> <p>Major plans possible to address parking/transport in Shipley (in part using the Towns Fund)</p>
7b) Lockdown procedure - Signals	<p>First bullet point talks about emails to staff/students and text to students. Does this imply staff are not alerted by text? (J Beaumont)</p>	<p>Staff are alerted by email. If a manager or HR is aware of anyone who cannot access email, they will be contacted by agreed methods</p>
8b) the Development Plan VP Curriculum	<p>Which sectors are challenging for employer engagement?</p> <p>Very encouraging to see support from employers provided remotely</p> <p>3.3. Are there tentative links with the ICEs described and the capital plans highlighted earlier? In section 5 will industrial updating be necessary for staff in the medium term to enhance TLA?</p> <p>Regional update – very helpful and greatly assisted me in putting national announcements in regional and local contexts. Do the apprenticeship incentives described put pressure on employer support for the college’s T level offer?</p> <p>Unfortunate that the college can’t have access to the commissioning pot. I understand why but is this likely to change? (C Forrest)</p>	<p>All employers are in tumult and find it difficult to make firm predictions about their immediate future. Retail/hospitality obviously difficult areas but so is Childcare/H&SC because of Covid issues.</p> <p>The connections have not been made as yet.</p> <p>Think they are separate as yet...however the issue may be employers taking on a young person for free for 6 months rather than £2k towards an apprentice who needs 20% off the job training.</p> <p>We certainly are asking for some form of growth bid opportunities.</p>
8b) Shipley College Development Plan 19/20 & (VP Curriculum) 11(iii) Principals Report	<p>I can't get over the really great achievements highlighted throughout both documents. The college is really demonstrating how it is thriving through adversity.Thank you for the work and sharing the updates. (K Robinson)</p>	<p>Thank you!</p>
11iv) Marketing Strategy	<p>Vision 4 - Would be completely in favour of action that would take Shipley College to the number 1 search in Google. Over the past 10 years, I have contacted</p>	<p>Many thanks for the positive feedback!</p>

Principal	ShIPLEY College on many occasions and in many capacities about a wide range of products and services. Always received prompt professional service, always been pleased either as a private or professional customer. I can only think that more people would have the same experience if they (K Robinson)	
14) Safe-guarding training	93% KCSIE achieved for staff – when mandatory training. Are there plans in place to achieve 100%. (J Beaumont)	There are always some staff new to the College who complete during their Induction period, therefore rarely records 100%. Any staff who should have completed are reminded by the Dev & Performance Officer and then their line manager informed if not completed
15a) Governance Matters	Were we going to explore the 'self-assessment' template and potential red flags for the board in May? Do we still need to do this? (C Forrest)	This does need to be picked up as the item was postponed from the May Strategic Planning/Training session. If the Corporation agrees this could be considered at the October event. (J Stott)
AOB	I can't really see a paper which gives governors an updated sense of the learning & teaching offer from Sept onwards. Do you know if Nav is planning to verbally include this in one of his items? (J Beaumont)	Teaching delivery will depend on the course - on average we are planning for 50% in College, 50% online. However entry level students will have more time in and Level 3 more online. There are some complications: 16-18 year olds can attend in 'bubbles'....adults cannot.