

# Minutes of the Corporation meeting held on Tuesday 15 December 2020 by Video Conference



Meeting commenced: 18:00

Meeting closed: 19:57

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
<b>Business Members (3 Vacancies)</b>				
John Egan (Chair)	✓			
Joanne Beaumont	✓			
Nigel Hainsworth	✓			
Albert Podesta	✓			
James Parker	✓			
David Butcher	✓			
Phillip Hunter	✓			
Colin Forrest	✓			
Kerry Robinson	✓			
Catherine O'Connor	✓			
<b>Staff Members</b>				
Shoeb Desai	✓			19:45
Wendy Rowan	✓			19:45
<b>Student Members (2 Vacancies)</b>				
<b>Principal</b>				
Nav Chohan	✓			19:45
<b>In Attendance</b>				
Grace Jeffrey	✓			19:45
Mohammed Hussain	✓			19:45
Jonathan Curtis	✓			19:45
Hibah Modak	✓			19:45
Jeremy Stott - Clerk	✓			19:47
Susanna Butler - Minutes Secretary	✓			19:45
Diana Bird - Vice Principal Curriculum	✓			19:45

The outgoing Chair welcomed everyone to the first meeting of the 20/21 academic year including new members to be endorsed later on in the agenda and then handed over to the Clerk.

**36/20 Disclosure of Financial and/or personal interest**

18:01

There was no disclosure of financial or personal interest.

**37/20 To agree the agenda and order of business as circulated**

18:02

The agenda and order of business were agreed.

**38/20 To**

18:03

**i) endorse the Chair of the Corporation**

J Beaumont is stepping down as Chair after 6 years and succession planning has led to the Vice Chair, J Egan now stepping up to the position of Chair.

John Egan was endorsed as the new Chair of the Corporation.

**ii) appoint a Vice Chair of the Corporation**

There was one nomination for this position and David Butcher was seconded and endorsed as Vice Chair of the Corporation. As he has no plans to later move on to the position of Chair, it was agreed this would be a temporary appointment until a longer term succession plan can be put in place.

**iii) agree the appointment of new members on the recommendation of the Search Committee (minutes 11 November and 16 November 2020)**

The Chair asked members to note the discussions.

**Members agreed the appointments of Grace Jeffrey and Mohammed Hussain for an initial term of 1 year.**

**iv) endorse the Staff Governor appointments**

**Members endorsed the appointment of Jonathan Curtis as Staff Governor for a term of office of 3 years.**

**v) endorse the Student Governor appointment(s)**

**Members endorsed the appointment of Hibah Modak as Student Governor for a term of office of 2 years.**

**39/20 To agree the minutes of the meeting held on 14 July 2020**

18:06

The minutes were approved as a true record.

**40/20 Matters arising**

18:06

**i) 26/20 (b) Audit Committee Minute 16/20**

This was a discussion on the use of personal email accounts and encouraging members to use their college accounts only for College business. The Chair confirmed that he is still looking into this and how members might be able to receive automatic notifications to alert them that information has been sent to their College account.

**41/20 To receive an update briefing on Safeguarding/Prevent**

18:09

The Head of Student Services presented his report picking out some key points. Staff have been working hard to help keep students safe and have seen increasing numbers of young people raising mental health concerns with Covid-19 definitely having an additional impact. There is a spectrum of issues from anxiety to self-harm with more students seeing GPs and receiving medication. Issues with isolation and family struggles due to Covid are also raising more concerns.

The types of support we are providing include: delivering a mental health programme; additional support in classes; extra funding available for 1:1 teaching; working with external agencies; and creating more information on the Student Portal to help students cope with a life that is not normal. There is also support for staff with help from the HR Manager, Line Managers and a Wellbeing page on the Staff Portal. Staff training later this week will include activities on mental health and we have a confidential health line for staff who need it. To note is that we did have one Channel referral on Prevent but it did not come to anything but it was important we followed the process.

The update briefing was received.

**42/20 To consider reports and proposals from committees**

18:13

**i) Search Committee: To consider any recommendations & proposals from the meetings held on 20 Oct, 11 Nov & 16 November 2020**

The Chair of Search asked members to note:

**20 Oct 20 meeting**

- **Minute 12/20** on the Corporation and Committee Performance Reviews
- **Minute 14/20** on the receipt of new applications with interviews scheduled for November but with still additional vacancies to fill.
- **Minute 16/20** to thank members on their excellent attendance record
- **Minute 17/20** on the update to the Risk Register
- **Minute 18/20** on the re-appointment of members

**Members agreed to the reappointments of Phil Hunter Kerry Robinson and Catherine O'Connor for a further term of office.**

Also to note the recommendation from the meetings on 11 and 16 Nov to approve new members.

The minutes were received.

**ii) Finance & Resources: To consider any recommendations & proposals arising from the meetings held on 8 December 2020, including a recommendation for the pay of staff (excluding Senior Post Holders)**

The Chair of F&R asked members to note:

- **Minute 23/20** on the draft financial statements and recommendation to the Corporation agreement of the Balance sheet following Audit Committee's review and recommendation of the other reports within these statements
- **Minute 25/20** on recommendation to the Corporation Shipley College Developments end of year accounts
- **Minute 29/20** on recommendation of a pay award for Staff other than Senior Post Holders and the Living Wage Foundation increase

**Members approved a pay award for staff.**

The minutes were received.

**iii) Audit: To consider any recommendations & proposals arising from the meeting held on 24 November 2020 including the Audit Committee's Annual Report 2019/20 to the Corporation and the Principal (under agenda item 10)**

The Chair of Audit asked members to note:

- **Minute 23/20** on recommendation to the Corporation approval of the Regularity Self-Assessment Questionnaire and Annexe
- **Minute 24/20** on recommendation to the Corporation the signing of the letters of representation
- **Minute 25/20** on recommendation to the Corporation agreement of:
  - i) Strategic Report
  - ii) the Statement of Corporate Governance and Internal Control
  - iii) Governing Body's statement on the College's regularity, propriety and compliance with funding body terms and conditions of funding
  - iv) the Statement of the Responsibilities of the Members of the Corporation

for the Financial Statements

**Members approved the above reports to be signed electronically.**

**Minute 26/20** on the audit renewal quote and the decision to go to tender for some competitive quotes

- **Minute 30/20** on recommendation to the Corporation Shipley College Developments end of year accounts
- **Minute 33/20** to highlight the valued work of John Egan, Colin Forrest and Shoeb Desai who are stepping down from this committee and to formally thank them for all their valued contributions.
- **Minute 33/20 i)** on recommendation to the Corporation the Acceptable Use Policy

The minutes were received.

**iv) Curriculum & Quality: To consider any recommendations & proposals arising from the meeting held on 01 December 2020**

The Chair of C&Q asked members to note:

- **Minute 29/20** on the HR Report
- **Minute 30/20** on the review of the theme for the year on blended learning
- **Minute 37/20** on the agreed Terms of Reference and the 3 vacancies on the committee
- **Minute 38/20 i)** on recommendation to the Corporation the:
  - a) Additional Learning Support Policy
  - b) Assessment & Verification Policy
  - c) On-Line Learning Policy/Procedure
  - d) Grievance Procedure
  - e) Compliments and Complaints

**43/20**  
18:26

**Student Council:** To receive a copy of the minutes of 8 December 2020 and consider any recommendations & proposals from the meeting

The Student Governor asked members to note the discussions. Students have expressed how pleased they are with the way College has handled Covid making the buildings safe with one way systems in place. Many are learning on-line and would prefer to be in college for practical learning and it might be possible to bring more students in by the end of January. A few canteen issues were raised - one on the cost of cans which is being looked into and another rep mentioned a new bird flu virus to be aware of so the animal care students in the Mill Building will be made aware.

The minutes were received.

**44/20**  
18:30

**To consider for approval:**

- a) **The draft College Self-Assessment Report 2019/20**
- b) **College QIP 2020/21**
- c) **College Development Plan 2020/21**
- d) **College Staff Development Plan 2020/21**

The Vice Principal Curriculum confirmed that these plans have already been through C&Q. There were no suggested changes to the plans, but a few comments on the SAR. Members felt there should be more emphasis on the College's ability to shift and adapt so extra points have been added to the intents section on pages 7 and 8. Further comments on leadership and management were made and the Principal's role and influence in the district, so additional points have been added on p28 with the language being strengthened on the quality of leadership and management.

**Members approved the College Plans and Self-Assessment Report**

**45/20**  
18:32

**To consider recommendations from the Audit Committee:**

The Chair of Audit presented the recommendations and highlighted some of the discussions from the Audit Committee for background.

- i) **to approve the Regularity Audit Framework Questionnaire**

**Members approved the Regularity Audit Framework Questionnaire**

- ii) **on the Audit Assurance Plan**

**Members approved the Audit Assurance Plan**

- iii) **to approve the management letter of Representation to Mazars**

**Members approved the management letter of Representation to Mazars**

- iv) **to approve the regularity management letter of Representation to Mazars**

**Members approved the Regularity management letter of Representation to Mazars**

- v) **Audit Committee's Annual Report 2019/20 to the Corporation and the Principal**

**Members approved the Audit Committee's Annual Report 2019/20**

**46/20 i)**  
18:35

**To consider for acceptance the College end of year accounts to 31 July 2020 and annual report by the Corporation**

The Principal confirmed the accounts have been through F&R and he is now asking members to endorse them. He highlighted that as Grace and Mo have only just been endorsed as members, they will not be expected to approve anything in their first meeting and will remain as observers.

The Vice Principal Finance & Planning alerted members that that there had been a few small amendments to the accounts as the auditors had looked at them again and she wanted to highlight the following changes:

- 3rd paragraph from the bottom of Page 10 corrected - Finance and Resources Committee to remove the stray "purposes".
- Page 24 - Mazars asked for a change to the 2nd and 3rd paragraph to update the references. Similarly on page 32 in the basis of accounting the dates of the SORP and accounts direction had not been updated. The 2015 SORP also needed updating to 2019 on page 23 and 34.
- Page 31 Reference to Trade Debtors amended to "increase in Trade Debtors".
- Note 21 on page 49 in the first paragraph removed "at arms length" from the last sentence of the first paragraph.

**Members approved the accounts for signing by the Chair and Principal.**

The VPFP explained the completion of the finance record, which consolidates the year end accounts for the ESFA and this return also requires forecast figures from the 20/21 year, needs to be submitted by the end of January 2021.

The Finance Record will be completed using the data shared with F&R in November and summarised in the Termly Finance Report to the Corporation tonight. Members were asked if they agreed for the College to use this data and for the Principal to be delegated to sign the return and accompanying commentary on behalf of the Corporation.

Members approved the action to complete the Finance Record as explained.

**46/20 ii) To consider the Termly Finance Report**

The Principal highlighted the table showing the income savings target to try and achieve a surplus. This year we need to make or save £70k to give us £175k surplus for the year. We are quite confident of hitting that target or even doing better and, since the last meeting, are more confident. The key point to note is that our income savings target for next year is much higher at £590k to be able to break even. We do have possible lines of income coming in, but they are not confirmed just yet. The following year will be even more difficult. However, we have been in a similar position before where we have had to look at minimising

our spend and find new sources of income.

**47/20**  
18:44

**To consider for acceptance the Shipley College Developments end of year accounts to 31 July 2020**

The Principal stated that we have to keep these accounts open for VAT purposes and members accepted the accounts.

**Members approved the accounts.**

**48/20**  
19:44

**To consider the College's Annual Health & Safety Report**

The Principal said the picture is one of a healthy year overall with no reporting of accidents to RIDDOR. The numbers are also not too extreme regarding Covid. We have had 13 staff and students report in with Covid, a number of suspected cases, and a few bubbles had to stay at home, but we have not seen high levels of infections. A member commented that this is a credit to the procedures in place and the work of staff and students, especially knowing the high level of cases in Bradford.

**49/20**  
18:47

**Chair's Report**

The outgoing Chair took the opportunity to thank everyone in the Corporation for the support advice and guidance she has received and to the Clerk for all his support. It has been an interesting 6 years, the last being particularly memorable, and ending in a position of good financial health with congratulations to the Vice Principal Finance and Planning for all her hard work. Thanks also offered to leaving members Colin Forrest, Albert Podesta and staff governor Shoeb Desai who have been fantastic members of the corporation and will be missed.

**50/20**  
18:49

**Principal's Report**

**i) Principal's Update on College News**

The Principal first wanted to formally thank the outgoing Chair for everything she has done over the last 6 years.

This has not been a normal term and huge efforts have been made by all to adjust to a blended way of working. He highlighted the success of the Talk English for Everyone one year project. Adult recruitment has been slow since the start of the year as adults have been reticent to come into the buildings. Referrals from job centres are also down, but they are gearing up to do a lot of unemployed work after Christmas.

Bootcamp for network rail is about short courses to support the unemployed into areas such as train guards, drivers and ticket offices. We are the only College in West Yorkshire involved in the Technical Skills Bootcamp and we will be delivering some higher level rail skills and fibre optic courses.



**ii) To consider the Draft College Annual Report 2019/20**

This is a yearly publication to give a flavour and some facts on College life which will be published on the College website. Comments were invited and a member noted that, visually, the photos don't show diversity in representing our student population with its different ethnicity mix. It was highlighted how it has been difficult to obtain some up to date photos this year with the pandemic, but this will be fed back to Marketing.

**iii) To monitor the Corporation's Key Performance Indicators,**

There is a fairly positive financial outlook for this year. Staff from BME backgrounds have increased and attendance figures are acceptable given the current situation. We are hoping to make up the drop in adult learning income with new enrolments in the new year. Average class sizes have decreased as we are unable to put groups together due to operating in bubbles. Full time offers for next year are a little low, but upcoming interview numbers are looking positive. We have had to operate on-line open days which has been more difficult and we have a reduction in 16-18 apprenticeships which is a real shame for young people.

**iv) Interim Full Time Enrolment Report**

We are 50 students down for 16-18 with the biggest drop for Level 2. This is, in part, due to many students receiving Grade 4 and above this year, more than would be expected in a normal year. We also feel that some students could feel trepidation about coming into a College during a pandemic year. Level 1 has seen just a small drop in numbers and for some courses we have waiting lists. We hope to create an extra Level 3 H&SC course for next year. There could be a number of 17 year olds taken off A Levels next year, so we may be able to pick up some of those students and we will need to concentrate on doing some more advertising.

**v) Capital Building bid for Towns Fund**

This has taken up a lot of time this term as there is a £25 million fund to be spent. Page 3 sets out the ideas we have come up with which include: a flagship building in the middle of saltaire, a new build in Exhibition car park; and a site in Shipley.

Members were asked to approve the future estate priorities and the approach to the towns fund.

Members approved the proposals.

**vi) Update on FE College Sector, District Employment and Future Plans**

The Principal presented his paper on ideas for the future highlighting that most changes happening are with adult provision. Of note is that the money we would normally get paid for delivery by the ESFA to support adults is being devolved to Leeds City Region. We will receive a grant, but any extra pots of money will be through a competitive process. The paper sets out the forecasts for

unemployment across the nation with Bradford faring the worse. The assumption is we return to normal by 2024 which might be overly positive and remains to be seen. However, there will be opportunities for us to support people back to work. A member added that the Council is producing figures each month on unemployment which might be useful for the Corporation to see.

**ACTION:** The Clerk to circulate the reports each month as they are released.

New monies are available for training - Re-boot has £6 mil to support the unemployed or those at risk to start in April 2021, running for 2 years. There is some concern that the private sector will take the money, so we need to make a good case for the resources. The area of most demand for training is in health professional work. For new sources of income, we don't know how much we will get, but it will be to support Level 3 - free to those who do not hold a Level 3 qualification. 16-18 is more than half our income so it is important we maintain it.

Looking at staffing and the wages we pay our teachers, we are below school and university salaries. This has an impact when trying to recruit to particularly difficult areas such as accountancy as we can't match salaries they would get elsewhere. If we can improve the financial position, this is an area we need to address.

Going forward, Leeds City Region will be very important for us and we will need to make the most of any new funding routes and look to deliver more L4 and L5 courses.

A discussion followed on risk and how we need to find funding for special needs, ESOL and new citizens. If any projects arise which we can meld into what we are already doing, that will be very positive for us.

Members agreed it was an excellent paper providing a more global context for the work of the College and requested if reports such this could be addressed in training meetings in the future and confirmed yes.

**51/20**  
19:23

## **Governance Matters**

### **i) To consider an update on membership and filling vacancies on Committees and Liaison Members**

The Clerk reported we have 2 resignations so still have vacancies for external members. We have received some interest and so may be in a position to interview 3 people next year. Most of the committees have vacancies so the Clerk asked for volunteers.

- New Governor Mo Hussain volunteered for the Audit Committee
- New Governor Grace Jeffrey volunteered for the F&R Committee
- David Butcher joined the Search Committee
- Staff Governor Jonathan Curtis volunteered for the Audit Committee and C&Q
- Staff Governor Wendy Rowan volunteered for the C&Q Committee
- Student Governor Hibah Modak expressed an interest to observe on both the C&Q and F&R Committees

**ii) To consider the outcome from the 2019/20 Corporation Performance Review Questionnaire**

The Clerk explained the review process for the benefit of new members on the scoring of performance against different criteria. He confirmed that, overall, most scores improved on the previous year, with just a few areas lower such as on the makeup and diversity of the Corporation which we are continually trying to improve on.

**iii) To consider a proposal from the Search Committee for Individual Member Meetings with the Chair**

The Chair explained the idea for members to be able to contact the Chair or Vice to open up a dialogue about what governors want to achieve on a personal development level or about how we are conducting business, and to tie this back into the performance review. It will be an informal process and Colin Forrest has put together some notes on the flavour of the questions. It's about creating a more accessible way of communication for governors rather than just through formal meetings.

**iv) To**

**a) receive an update on the FE White Paper**

The Clerk said there is currently nothing to report as the publication has been delayed until the new year. Once available, there will be some consideration we need to do about the governance of the College and how it operates in the future. The Search Committee will undertake some work on behalf of the Corporation and report back.

**b) agree a temporary increase to the Search Committee Membership**

The Clerk explained that the temporary increase in membership is to help the committee advise on the future with the impact of the White Paper and the additional work this will entail. There are likely to be a number of changes and challenges and members agreed it would be good to have the additional support.

Colin Forrest who is stepping down from the Corporation was therefore invited back as a temporary member on the Search Committee to help advise on the national picture with his particular expertise in the area.

**Members approved the appointment of Colin Forrest to the Search Committee on a temporary basis.**

**v) To consider a recommendation from the Remuneration Committee to endorse the SPH Remuneration Code Annual Report to the Corporation 2019/20**

The Clerk confirmed there have been minimal changes to the text with the figures updated. A member said it is a valuable report and that we do a benchmarking exercise on an annual basis.

**Members endorsed the SPH Remuneration Code Annual Report.**

**vi) Outcome of the email request for Governor Approval**

The Clerk stated this item is for the minutes to confirm governors had previously approved by email a change of name for the Saltaire Collection to 'The Saltaire Collection at Shipley College'. This is to help them to achieve a bid to the Arts Council to obtain museum status.

**52/20 Any Other Business**

19:40

**i) To consider recommendations from Committees to approve the:**

a) the Acceptable Use Policy (Audit)

**Members approved the Acceptable Use Policy**

b) the Senior Post Holder Remuneration Policy (Remuneration)

**Members approved the Senior Post Holder Remuneration Policy**

c) the Additional Learning Support Policy (C&Q)

**Members approved the Learning Support Policy**

d) the Assessment & Verification Policy (C&Q)

**Members approved the Assessment and Verification Policy**

e) On-Line Learning Policy/Procedure (C&Q)

**Members approved On-line Learning Policy/Procedure**

f) Grievance Procedure (C&Q)

**Members approved the Grievance Procedure**

g) Compliments and Complaints (C&Q)

**Members approved the Compliments and Complaints Procedure**

**ii) Dates of Corporation Meetings scheduled to December 2021:**

- ❖ 30 March 2021
- ❖ 18 May 2021 (Strategic Planning & Training)
- ❖ 13 July 2021
- ❖ 12 October 2021 (Strategic Planning & Training)
- ❖ 14 December 2021

**iii) CONFIDENTIAL ITEM**

- a) To undertake the annual review of all confidential papers etc of the Corporation during 2019/20 and any carried forward from previous years. Part 1 - All members present. Part 2 and b) - Principal, Staff and students to withdraw.**

**PART 1**

The Clerk presented the confidential papers carried forward from previous years due to the sensitivity of the discussions. After a short discussion it was agreed these papers should remain confidential for a further 12 months which was agreed.

Staff, students and observers withdrew at 19:45

**PART 2**

Recorded in separate minute.

- iii b) Remuneration Committee: To consider any recommendations & proposals arising from the meeting held on 26 November 2020, including the pay of Senior Post Holders.**

Recorded in separate minute.