

# Minutes of the Special Corporation meeting held on Tuesday 19 May 2020 by Video Conference

*(To note: Incorporated into the minutes are the responses to the questions/comments received in advance of the meeting from members)*



Meeting commenced: 18:00

Meeting closed: 19:20

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

Julie Kitcheman - Vice Principal Curriculum	√			
Lorraine Swift - Vice Principal Finance & Planning	√			

The Chair welcomed the 2 new governors to the meeting and introductions took place.

**14/20 Disclosure of Financial and/or personal interest**

18:07

There was no disclosure of financial or personal interest.

**15/20 To agree the agenda and order of business as circulated**

18:07

The agenda and order of business were agreed.

**16/20 To agree the minutes of the meeting held on 31 March 2020**

18:08

The minutes were approved as a true record.

**17/20 Matters arising from the 31st March meeting and the preliminary questions and answers from Managers in advance of the meeting**

18:08

In advance of the meeting, members had asked the Principal to also report on a number of queries, which were responded to as follows:

- a) **20/21 Recruitment: What thoughts does College have on redirecting students on courses which are unlikely to yield good employment prospects in the next year or two eg Travel and Tourism**

The key lesson from the current LMI is that all sectors have a strong need for workers over the next 10 years because of the number of retiring baby boomers. None of the options are deadend, though the one difficult area is hospitality which would seem to have a rough future in the medium term at least. The issue will be to ensure that all of our students have transferable skills so that they can move sector if required.

- b) **Risk Register - Recruitment for additional governors: A member asked if there are any specific materials that can be used to help advertise?**

**ACTION:** The Clerk to provide publicity information to the member.

- c) **Next Steps: A request was made to receive countdown updates as the college works towards the re opening model.**

**ACTION:** The Principal's Coronavirus updates for staff to be shared with Governors. Backdated messages can be [viewed here](#).

**18/20 Principal's Update**

18:10

- i) **A general overview on how the College is operating during lockdown**

The Principal reported that the College has quickly become used to the new way of working and that the Premises Manager has been on site keeping the buildings running. Issues have been resolved with post and telephones, and work is

continuing on-line and by successfully incorporating GoogleMeet. Tutors are maintaining contact with students and managers with staff. Overall, everything is working as well as you could expect in the circumstances and it is remarkable how much has been achieved in such a short time.

In response to a query about staff mental health, the Principal confirmed that we do have a few members of staff with Covid-19 symptoms. Work is ongoing setting up on-line clubs and encouraging staff to get involved eg we have a buddy club and a Horticulture club running. We are also asking staff to keep in touch, though it is difficult to tell how everyone is coping. We feel on top of things generally and are managing to pick up some higher risk issues here and there through managers' meetings with staff.

## **ii) Update on previous forecast**

A surplus of £176k should be achievable for 19/20 which is a very positive situation. Some things have now been confirmed from the government in terms of funding and we have made savings with vacancies put on hold. The most worrying area however is apprenticeships in a) enrolling new apprentices and b) around those finishing their apprenticeship course. We receive 20% of the funding on their achievement, but the end point assessments have stopped which leaves a hole in the budget.

For next year, our biggest risk is apprenticeship income which is wholly based on what we actually deliver. If we have a low number of starts in September, we will not be able to generate money for future years. We hope to see government produce some additional money for adult training due to the very high unemployment figures: 25,000 estimated in Bradford and numbers will only increase by the summer. We need to work out exactly what we can offer those unemployed who want to retrain but also bear in mind if they will want to come into the building or if they have suitable on-line resources available to them. It was queried if the start dates for apprentices can be changed and confirmed that our starts are mainly in September, with some in January and Easter. We would normally expect 60-80 starts early next term but may just reach 20.

In response to a question about the data and the probable v possible columns, the Vice Principal Finance & Planning explained that the 'probable' column shows how we can go from deficit to surplus. The Council income is the 'possible' income, though they have continued to make payments so far. The 'possible' column sets out the worst case scenario.

The income target next year was £222k, but we believe we can reduce that due to various projects and other pieces of work. In all, we expect to have a good year, but the unknown is apprenticeships.

## **iii) The Risk Register including new risks**

The full risk register was presented to members and the Principal highlighted that ESFA audits have been suspended for now. For 19+, the full AEB contract will get paid. We are preparing for devolution in 20/21. The challenge for the 20/21 adult budget - demand will be there, but we don't know how willing people will be to come into college, so we are moving elements of our online delivery.

We have planned less capital work than we expected but instead putting money into technologies which will be needed next year to support distance learning.

It was queried, should students come onto campus, then what are staff feelings about coming back in and how does the college plan to manage that. The Principal replied that the worries are similar to those of students and no-one really knows what the risk is. If we planned to open on 1 June, then we expect most staff would be hesitant. From discussions with staff so far, many have said they would be happy to continue to work from home, though others are finding it stressful due to domestic situations, so we have mixed responses. Some staff on FT courses appear keen to get back into work but with social distancing so there will probably be a mix and match of solutions, depending on the 'R' infection number.

To note at 2f is that there have been some big teachers' pension rises. This increase has been paid for by the government, but it has not been confirmed if that payment will continue which is a risk.

On the Breach & Bribery Act, staff have been reminded of scams going on and to be aware. Our IT systems have held up really well with the biggest threat being power cuts in the Shipley area.

There was a query about section 6, the impact due to the long term absence of a key Manager, and whether we could strengthen the mitigation about the Estates Manager filling in as it feels a higher risk. The Principal agreed it should move to an amber risk though noted that H&S has become a collective effort addressed by a range of managers. Our Premises Manager's main priority, along with the Director of Physical Resources, is looking at classroom layout, how to social distance, and how the flow of people will work etc

At 8c on T Levels, a member agreed on the amber risk, but queried if we don't own some of those issues. In mitigation, are we speaking to the careers guidance and getting students on the right courses? For estimated grades, we will not get the usual granular data, but careers support is a big part of the mitigation. It was felt the narrative is a little modest and there are other activities that will be happening to address some of those risks. It was therefore agreed to strengthen the commentary here.

At no. 11, another query was raised about the strength of communications within college - externally and within the workforce, as there is no reference here about the importance and quality of regular communications. It was agreed to add a few words to the commentary to acknowledge staff wellbeing.

#### **iv) The approach being taken and numbers to date for 20/21 recruitment**

For adult provision we are recruiting okay, but it is difficult to know how many may want to do leisure courses, so we are continuing with online provision. Next Monday we are piloting cake decorating with old students to see how it will work on GoogleMeet. Our key risk is with FT applications though there may be more FT students with fewer jobs and apprenticeships available.

All high needs places are filled (130), which is remarkable, and we have a few T

Levels which is good. For the Rail provision, we have had an increase to the loans budget for this year which has meant one extra cohort of 12 students. We had 300 applications, which indicates the level of demand coming in. So far we have no firm indication of additional funding streams for learning and training provision. The AoC are pushing for a national plan of action, particularly for 19-24 and there has been a formal request to Europe for the removal of the need for match funding. The WYCC contracts are starting to work and we are hoping for big increases in a range of IT courses at L2 & L3.

The College has developed emergency training delivery for Skills House which will be online for now to support new entrants to Health and Social Care. A paper went to the council for Skills House to get some more investment in expectation of supporting the unemployed. P Hunter added that this request is for a significant increase in funding, 5 or 6 times the current investment to support and bring together partnership working.

**v) An indication of the next steps and different scenarios moving forward. e.g. Plans for late recruitment, learning models, investment needed**

As an example of the challenges of modelling, one particular classroom, which normally holds 16, can only fit in 4 learners to apply social distancing. How we can offer cost effective delivery for such small numbers needs more thought. The flow of people is easier to sort and Estates are planning for new signage to help. New cleaning cycles will need to be put in place. Hot desking is another thing to consider. We are waiting for advice from the AoC and DofE. Timetabling is an enormous job which we need to get right. Some groups will never meet other groups which will change the feel for students. Another consideration is on how catering will work, with lots of other issues to address before we think about the return of staff to the buildings.

There will be additional costs in the purchasing of additional mobile technology and we have a £50k of next year's capital budget allocated to buying chrome books, laptops and associated technology. There are many challenges, but we have the support of the AoC who will be coming out with a collective form of advice about what we can sensibly achieve which members were reassured by.

In the main there will be few opportunities for work experience. We need to get the timetabling right and look at work experience further down the line. In terms of the effect on T Levels, we can spread this over 2 years so there is space for a delay. Care delivery is now all on-line because of the high risk level with these workers. The ESFA has made a flexibility in that you don't have to physically sign enrolment forms which we hope to apply for 16-18 enrolments which could make our systems much better.

The Vice Principal Curriculum is conducting meetings with Teams and discussing various scenarios. A lot can continue to be done online, but this changes the face of the future for delivery. Staff contracts and working hours are also something to consider - how we will record delivery and what the workload will look like. It may be that some could permanently work from home but we need to consider the expectations and quality assurance.

**vi) Latest news from the Government**

We receive daily updates and there is a big push to get people back on 1 June. We may have some face to face with students who are coming back next year, but in the main, the thinking process is all about September.

**vii) Outcome of the Vice Principal Curriculum Interviews**

The Principal thanked all those involved with the interviews last week. Six candidates were shortlisted out of 30 applicants and two went forward to day 2. They were both very good, and it was a difficult choice. Diana Bird was the successful candidate; she used to work at the college a few years ago and has the right kind of experience so we wish her well. She officially starts on 24 August.

To note is that contracts for the senior management team have been amended to show a 4 month notice period.

**19/20 Any Other Business**

19:14

**i) T Level Capital Bid**

The Principal reported that a T Level capital bid is being prepared which needs proof of approval by governors. **ACTION:** Governors to email their formal consent or objection by email to the Clerk.

**ii) Matrix Assessment**

The Chair offered congratulations to Shoeb Desai and the team for a really successful Matrix re-accreditation which she acknowledged was not easy during lockdown.

**iii) Dates of Corporation meetings scheduled to December 2020**

- Provisional dates for a Special meeting if needed:  
9 June and 30 June

After a discussion, it was proposed to hold no further special meetings unless something exceptional arises which was agreed.

- 14 July 2020
- 29 September 2020 (Strategic Planning & Training)
- 15 December 2020