



**Minutes from the meeting of The Corporation
on the 28th March 2023**

Present:

Diana Bird (DBi)-Principal
 David Butcher (DBu) - Chairing this meeting
 Kerry Robinson (KR)
 Nigel Hainsworth (NH)
 Ranjit Arora (RA)
 Wendy Rowan (WR)
 Phil Hunter (PH)
 Steph Tinsley (ST)
 Catherine O’Conner (CO)
 Joanne Beaumont (JBe)
 Ami Firth (AF)

In Attendance:

Danielle Carter (DC)- Clerk
 Lorraine Swift (LS) - Vice Principal Finance and Planning
 Greg O’Shea (GOS) - Vice Principal Curriculum

Apologies:

Grace Jefferys (GJ)
 John Egan (JE)
 Edie Pilkington (EP)
 Peter Whittle (PW)
 Mohammed Hussain (MH)
 Jonathan Curtis (JC)

		Action
	Meeting started at 6.00pm	
1	Welcome, Apologies of absence, Disclosure of financial and/or personal interest DBu chaired the meeting in the absence of the Chair and Vice Chair. Everyone was welcomed to the meeting. Apologies were received from JE, PW, GJ, MH, JC and EP.	
2	To agree agenda and order of business as circulated Agreed	
3	To approve the minutes of the meeting held on: 13 December 2022 The minutes were approved as a true and accurate record of the meeting.	
4	Matters arising None	
5	To consider reports and proposals from committees:	
5i	Search Committee Workshop: feedback from the workshop held on the 21st February 2023	

	<p>The Chair of the committee explained a workshop meeting took place in which:</p> <ul style="list-style-type: none"> ● Members reviewed roles and responsibilities and discussed expectations to be made clear in pre-application, application and interview stage. ● Discussed and decided upon an internal governance review process which will be recommended in item 11i. ● Work will be carried out on an annual calendar to include training, QI days and other opportunities available to Governors outside of meetings. ● The skills audit will be amended to include college specific things as well as updated professional development. ● Attendance levels were explained and target attendance levels have been set for governors. Where attendance falls below these levels this will trigger a conversation with the individual. ● External review is due in 2023/24, will be discussed in item 11ii. ● An additional member for Audit is needed, an email went to all eligible governors however no response as yet. <p>Governors receive the notes.</p>	
5ii	<p>Audit: To consider any recommendations arising from the meeting held on 28 February 2023</p> <p>The Chair of Audit asked members to note items;</p> <ul style="list-style-type: none"> ● 4. Concerns about membership and attendance. Twice nearly not quorate so it is an issue and another member is needed quite urgently. ● 5. Members agree and recommend to the Corporation the 2022/23 audit quote. <p>Also to report that they are content for Mazars to continue their appointment for a further two years following this as they can see Mazars are being reasonable about the fees and we are happy with the relationship. This will be recommended to the Corporation once the final figures for these years are confirmed.</p> <ul style="list-style-type: none"> ● 6. Members report to the Corporation they have considered the GDPR report. <p>The minutes were received and Governors approved the recommendations.</p>	
5iii	<p>Curriculum & Quality: To consider any recommendations arising from the meeting held on 7 March 2023</p> <p>The Chair of C&Q asked members to note items;</p> <ul style="list-style-type: none"> ● RA approved as Vice Chair of the committee. ● 6. Members recommend the Human Resources Report including Gender Pay Gap report for 2022 to the Corporation. ● 10. All policies were unanimously recommended to the Corporation for approval: <ul style="list-style-type: none"> a) Maternity, Paternity, Adoption, Parental & Shared Parental Leave Policy b) Quality Policy & Strategy and Quality Cycle c) Safeguarding Policy and Procedure d) Online Learning Policy and Procedure e) Admissions Policy & Admissions Procedure f) Compliments & Complaints Procedure <p>A line was added to the compliments and complaints policy post meeting to explain the process if a complaint was against the Principal. The Chair approved this and the line is highlighted for ease.</p> <p>The minutes were received and Governors approved the</p>	

	recommendations.	
5iv	<p>Finance & Resources: To consider any recommendations arising from the meeting held on 21 March 2023</p> <p>The Chair of F&R asked members to note items;</p> <ul style="list-style-type: none"> • 14. Members agreed the resolutions and recommend them to the Corporation. • 15. Policies to approve: <ul style="list-style-type: none"> a) Phased and Flexible Retirement Policy b) Charity Fundraising Policy c) Fee Policy d) Sustainability and Environmental Policy <p>LS stated the bank has now confirmed the resolutions were completed correctly.</p> <p>The minutes were received and Governors approved the recommendations.</p>	
6	<p>Student Council: To receive a copy of the notes of the meeting held on 21 March 2023</p> <p>Introductions were made as this was the Student Governors first meeting.</p> <p>KR reported the meeting was well attended. Updates were received on:</p> <ul style="list-style-type: none"> • Extra prayer space has been made available in SG08 during Ramadan. • Concerns relating to the animal smell at Mill Building were dealt with by additional deep cleans. • Extra signage regarding vaping has been actioned and students reported a positive result from this. • There was a lengthy discussion around the lunch hour and whether it could be reduced to allow the college day to finish earlier. • Discussion around sustainability and how it relates to them. • Students explained eloquently how the work to raise awareness of sexual violence and harassment against girls and women is impacting on male students, and the request for further training targeted at males. • Strategies to address lunch queues were discussed. <p>DBi will be looking at several of these to see if there are ways to improve current practices.</p> <p>A Governor asked about the previous issue discussed around a series of assaults around Saltaire - DBi confirmed police have formally charged an individual and a further charge is pending.</p> <p>Governors asked if students fully understood the term sustainability, DBi confirmed that although students have covered this in induction and in PSHE, they, like many in wider society do not have a clear understanding of the word. Staff will look at how to build confidence in students to use the SDGs language.</p> <p>A discussion around mental health practices and student ambassadors took place, Shipley College currently has staff ambassadors and certain courses go into this at length but may be something to look at going forward to support this.</p>	
7	<p>Chair's Report</p> <p>DBi gave a verbal update on behalf of the Chair of the Corporation.</p> <ul style="list-style-type: none"> • 100 people attended the Mind The Gap campaign at Westminster on the 1st of March. WYCC was represented by the majority of the 	

	<p>Principals. College leaders met with their MPs on the day and over the weeks that followed on ongoing issues that face the sector.</p> <ul style="list-style-type: none"> • Pay negotiations were discussed and the first suggestions coming from Unions are unrealistic. • T Level national news was shared, there are two courses with delayed roll out which Shipley College were planning to deliver. Catering T Level is also delayed by two years. • Ofsted news will be monitored following the tragic death of Ruth Perry and the news Amanda Spielman is stepping down. • Shipley College is in receipt of the extra 12.5% funding the DfE will be providing as a top up to the original 16 to 19 tuition fund allocation for this year. • The AoC National Chairs' Council is seeking input on proposals to update its governance principles. The draft new code, which outlines six governance principles instead of the current 10, could be applied across all FE institutions. Training is being rolled out for governors on how to assess how well the College is meeting the skills needs of the district. <p>A question of when Ofsted are due was asked, it was explained the college had an inspection in 2020 but have been told all FE colleges will have a full inspection prior to June 2025.</p> <p>Governors asked if there was an update on the free school applications. DBi stated there are a number of applications for free schools; New College Keighley, Feversham, and the Brits school, these are still at application stage and we won't know more until Autumn. A discussion around this took place and what stage the schools are at although not formally announced.</p>	
8	<p>Principal's Report:</p>	
8i	<p>Principal's Update on College News</p> <p>DBi reported on:</p> <ul style="list-style-type: none"> • Essential Skills, website links in the paper show teaching and learning and creative things in the community. • Get into Sports students have progressed to the AOC national finals for foundation learning. Students are preparing to deliver a performance of Great Expectations. • Creative industries students have created CRAMM magazine - the link is in the report for Governors to take a look. • Bradford University and Leeds Trinity are working closely with us. Both universities are interested in E-Sports and developing degrees for students to progress on to. • Travel and Tourism have been visiting places in Manchester and posting about this on College's social media. They have also completed work placements at different places. • International Women's Day, College welcomed a panel of inspirational female speakers. One of the speakers was 18 who was doing an internship with IBM. Had a group of 30 girls from Feversham School who spent the morning Coding and meeting inspirational women. <p>A question regarding the parents' / carers' evenings for Level 1 students was asked, and if this is sector based. DBi explained that the Care sector has been trialling some different models. There have been two different types of parents' evenings this year - the first was a support group for parents to talk about the issues facing them as parents and carers, and the second was to discuss student progress with the young person and their wider support network and was very well attended.</p>	

	<p>College has previously had traditional parents evenings that were not considered hugely impactful but there is something specific about L1 in particular when looking at progression. There is a piece in the STAR from attendees that is a great read.</p> <p>It may be that the staff look at more of these but in both cases the learning coach and tutor team were strong drivers. Hopefully with sharing the message others will be inspired to trial these with their cohort.</p>	
8ii	<p>To receive an update on the progress of the Accountability Statement</p> <p>DBi reported these are new for 23/24 and are linked to the Skills for Jobs White Paper. This needs to be completed by 31 May 23 and will include how we will spend public money, why we are doing the specific activities we chose, and how they support the skills needs of the local area.</p> <p>The first part of the framework is the revised contract. The second part, which the College must produce, will set out how we are addressing the national skills priorities. This is an annual statement due at the end of May for the following academic year. It will include 5 to 10 outcomes such as planned changes to the curriculum or estate and will demonstrate how the College is addressing LSIP priorities. Release of funding is dependent on us sharing and publishing our statement.</p> <p>A question was asked around the publication of LSIP priorities on the 31 March, DBi explained they are obliged to issue top line information to colleges on this date and then a more detailed version will be published for 31st May.</p> <p>A governor asked the length of the statement, DBi explained it is around 3000 words. It will include parts of the strategic plan, vision, mission and context of the area. It also looks at students, where they come from, and where they progress to.</p> <p>A discussion took place around the outcome of this and how it could be linked to strategic discussion.</p> <p>DBi explained this will be sent to Governors in advance of the May training session where there will be time to go through this ready for Governors to sign off at the training event prior to the deadline.</p> <p>It was asked if this could be a good marketing tool. The statement is broken down into sections so it will be a marketing piece and would like to see it written as such, similar to the annual report to include the photos etc.</p> <p>LS explained there have been some issues raised by the finance group as the new finance handbook will not be available until June/July 2023 and may result in changes to our financial schedules, practices and reporting.</p>	
8iii	<p>To monitor the Corporation's Key Performance Indicators</p> <p>It was reported that tables 1 to 4 come from the strategic plan. 5 is extra information around HR issues which we have traditionally reported on. <i>GOS left the meeting 7.06pm</i></p> <p>There have been some slight changes to table 4 in the headings to enable consistency in reporting data.</p> <p>Goal 1 : Retention - this is a key indicator of achievement, retention of 16 to 18 is above this time last year and above target.</p>	

	<p>We have reprofiled our T level targets with DfE, as discussed two T Levels have been delayed by DfE which will make it more difficult to achieve T Level targets on the strategic plan.</p> <p><i>GOS joined at 7.08pm</i></p> <p>Our contract for Free Courses for Jobs funding has increased this year. Numbers of apprentices in learning is on target according to the volumes stated in the strategic plan but income is below target. This is affected by a number of factors, including the types of apprenticeships we are recruiting to, the timeliness of completion and starting points during the year.</p> <p>Goal 3: attendance has dropped as it commonly does during the year, it is below Shipley Colleges preferred target. It is not where staff want it to be but is positive when compared across the sector. The number of students participating in T Level or CDF placements was discussed.</p> <p>Goal 4: The WYCA AEB contract has been increased slightly following the increase in funding rate across the majority of the provision. We are confident about meeting this contract. Delivery against each of the other contracts were discussed.</p> <p>Table 5:</p> <ul style="list-style-type: none"> ● Seeing a positive impact of our work to recruit and support a more diverse workforce and this work is continuing. ● Sickness days are similar to this time last year, seen reduction of Covid but slight increase in stress related illness. ● Very positive picture in terms of teaching, learning and assessment. Good increase in % of observations where learners are making Positive Progress with the majority of classes being taught face to face and a minority online, such as Access. ● Average class sizes have increased but are still just below target. It is still possible to increase on this average. ● 16-18 recruitment for 23/24 is looking promising, up significantly on this time last year. This remains a very high priority for curriculum staff. 'Keeping warm' and summer school activities are planned to maximise conversion and reduce attrition in the first term. <p>A governor asked if the average class size was from the start of the year. DBi confirmed the data provided reflects the current picture.</p>	
8iv	<p>To monitor:</p> <p>a) the Quality Improvement Plan (QIP)</p> <p>GOS reported on the QIP.</p> <ul style="list-style-type: none"> ● 1.1 - Action plan audit by HoS shows that the quality of action plans is good, and identified some areas for improvement. ● Impact of strides session for maths and english, best way to track is attendance, impact will be felt in mocks. Attendance remains steady. ● 1.2a - Attendance on adult courses was discussed. ● 1.2b - Not yet achieved - courses are running out into March ● 1.3 - Improvements in progress check points (PCPs) and monitoring of summative assessment progress. ● 2.2 - Awaiting mock results from the March/April series, though GCSE revision classes have been taking place from the new year to boost confidence and skills. <p>DBi added there is cover in the areas which impacts, but having the issue of staff consistency. Whilst they are below target the Head of Business and</p>	

	<p>Computing has worked hard to keep attendance at this level despite the staffing issues.</p> <ul style="list-style-type: none"> • 3.2 - Increasing relevance of English and maths. Trying to engage more employers to endorse this within vocational context. • 4.1 - Each area has identified Free Courses For Jobs (FCFJ) offer and has worked collaboratively with marketing to promote • 5.2 - Resit exams results were discussed. <p>A Governor asked if college is putting too many forward who are not ready, as this can be damaging. DBi explained the entries were student driven and optional.</p> <p>A discussion took place around current projects and training in Maths and English and how this links to stride sessions.</p> <p><i>KR left the meeting at 7.36pm</i></p> <p>b) the Development Plan</p> <ul style="list-style-type: none"> • 1.1 - Specialist lecturers; AAT, Digital and Care are hard to recruit sectors, have had two new starters in Care and one in Digital. Will continue to work to recruit new entrants into sector. • There are new Curriculum Manager posts that will offer support to Heads of sector, this will be teachers with remission, and has been enabled from a naturally occurring opportunity, to look at Head of sector level structure and to add a new layer of management. <p><i>KR joined the meeting at 7.40pm</i></p> <p>A discussion took place around the Levels and how these compare to Degree Level.</p> <ul style="list-style-type: none"> • 4.3 - Project delivery, exceeding targets for year 1 in Bridging the gap (BtG). ESOL students on course or completed and new volunteers trained. ESOL for pregnancy on track. • 4.4 - Deliver against SDG targets. Continuing as legacy and not funded but time commitments are relatively small and links to student council comments on this. <p>Governors receive the progress report.</p>	
8v	<p>To Consider the Termly Finance Report</p> <p>LS reported the management accounts are showing a better position than forecast - significant savings in staff although hoping to fill those. College has a good 16 to 18 allocation for 23/24, as well as additional programme weighting, so income is more than expected. Pay award recommendations are a concern.</p> <p>Governors receive the report.</p>	
8vi	<p>To receive the Letter from the Annual Strategic Conversation</p> <p>The college has a visit every year from the DfE and ESFA contract manager to discuss key challenges, activities and what is going well. This is the outcome letter from the discussion for Governor information.</p> <p>Governors receive the outcome letter.</p>	
9	<p>Governance Matters:</p>	
9i	<p>To consider the internal review process for this academic year</p>	

	This was looked at in the Search workshop, the idea is to have 3 key themes to focus on and review. F&R and Audit agreed the theme would be the Accountability Statement. Governors agreed the process and would arrange additional meetings as needed.	
9ii	To consider the external review for 2024 DC explained the external review will be due again in 2023/24. There are a number of providers but dates are being booked for this time already. Action: Governors requested the action plan from the last review to see how far things had moved on. DC to send out along with the link to FE Governance with the list of providers. Governors agree to look at both of these and then decide upon 3 companies to receive quotes from.	DC
9iii	Mandatory Training Reminder The link to the training log is included - governors to check their own record.	
10	Any Other Business None raised	
10i	Dates of Corporation Meetings scheduled to December 2022: <ul style="list-style-type: none"> • 16 May 2023 (Strategic Planning & Training) • 11 July 2023 • 10 October 2023 (Strategic Planning & Training) • 12 December 2023 	
11	CONFIDENTIAL ITEM <i>DBi, GOS, LS,WR and AF left the meeting at 8.01pm</i> <i>This item was confidential in nature therefore recorded on a separate minute.</i>	

Meeting closed at 8.09pm

Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
280323 item 3	The minutes were approved as a true and accurate record of the meeting.	
280323 item 5ii	Governors approved the recommendations from Audit Committee.	
280323 item 5iii	Governors approve the recommendations from C&Q Committee	
280323 item 5iv	Governors approve the recommendations from F&R Committee	
280323 item 9i	Governors agreed the process and would arrange additional meetings as needed.	
280323 item 9ii	<i>Governors requested the action plan from the last review to see how far things had moved on. DC to send out along with the link to FE Governance with the list of providers.</i>	DC

	Governors agree to look at the Action Plan from the last review and the list of available suppliers, then decide upon 3 companies to receive quotes from.	Govs
280323 item 11	<i>Governors request to see the policy on contingency budget.</i> Governors approve the temporary uplift of Clerk hours.	DC/SMT