

Minutes of the Corporation meeting held on Tuesday 14 December 2021



Meeting commenced: 18:00

Meeting closed: 20:00

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (1 Vacancy)				
John Egan (Chair)	√			
Joanne Beaumont	√			
Nigel Hainsworth	√			
James Parker		x		
David Butcher	√			
Phillip Hunter	√			
Kerry Robinson	√			
Catherine O'Connor	√			
Grace Jeffrey		x		
Mohammed Hussain		x		
Steph Tinsley	√			
Peter Whittle	√			
Staff Members				
Jonathan Curtis	√			19:44
Wendy Rowan	√			19:44
Student Members (1 Vacancy)				
Fiza Modak		x		
Principal				
Nav Chohan	√			19:44
In Attendance				
Jeremy Stott - Clerk	√			
Susanna Butler - Minutes Secretary	√			19:44
Diana Bird - Vice Principal Curriculum	√			19:44

Audit Partner Richard Bott from Mazars gave his apologies.

Amarjit Basi and Janak Patel were welcomed to the meeting to give their presentation at minute 33/21.

31/21 Disclosure of Financial and/or personal interest

18:01

There was no disclosure of financial or personal interest.

32/21 To agree the agenda and order of business as circulated

18:01

The agenda and order of business were agreed.

33/21 Presentation: Feedback from Bradford Local Skills Improvement Plan (LSIP) Research Pilot: Making the most of Bradford's Ethnicities

18:02

The Presenters, Amarjit Basi and Janak Patel, (former principals of FE Colleges) explained that they had been commissioned to carry out this piece of research which involved 99 participants, 2 colleges, 44 students and 55 staff and are here to share their findings.

The headlines show how there is a good story to tell about Bradford's ethnic minority dividend. The ethnicity map identifies that those areas already diverse are becoming more diverse and those areas not diverse are going to encounter ethnic diversity.

On school children's performance in Bradford, they have identified that ethnic minority students in Bradford fare relatively well through the primary school phase then lines of decline are seen to underperformance by the time they reach Levels 2 and 3. Note that Bradford has a skills deficit in most qualification levels across the general population.

They interviewed around 100 participants as part of the research and identified a 3-year trend where the Asian profile is going up and White British is going down in Shipley College. There are high levels of belonging amongst most students and high levels of aspiration. In terms of goals, the overriding objective was to get a good job and career. Across the two colleges, ethnic minorities are underrepresented at higher levels. Pass rates for ethnic minority students are typically lower at levels 1. Apprenticeships in Bradford and Shipley account for more than 50% of all apprenticeships and participation amongst ethnic minorities is significantly above the national average.

For staff, it was found that they too possess a sense of belonging. However, the current staff profile does not reflect the student body or local population. Governance and management also show a similar profile. At management level, there is very little ethnic minority representation. Aspiration levels for black staff are high for their career, whereas White British are seen to be more content to continue at a particular level.

Students said that the College excelled during Covid on health and wellbeing and would like to see that level of support in careers. There is a special role for Shipley and Bradford College to play in opening up opportunities, for example, in equality of access into the labour market.

Their recommendations are:

1. Harness the strong sense of 'student belonging' prevalent in both colleges, so that it levers up into a local and regional competitive asset.
2. Address low educational attainment sooner, to positively affect individual and community aspiration.
3. Ensure all learning and training has a clear line of sight to 'A good job/career.'
4. Recognise and remove institutional barriers that hinder the progress of Black people.
5. Both colleges, and all key players in Bradford, need to accelerate their progress towards reflecting their communities, through 'Place-based leadership and governance'.

The College is invited to consider the findings, conclusions and recommendations in detail, and develop action plans to address the opportunities and challenges raised through them. The Black Leadership Group would like to continue to work with and support Shipley College and share best practice.

Questions were invited:

A member queried if there is opportunity for this research to be shared with larger employers in West Yorkshire as they would be very interested in the findings. It was confirmed that a presentation had already taken place to the Inclusive Voice Forum which was well received. There are opportunities to look at the curriculum offer as there are huge gaps into which young people can develop into great careers eg the digital sector and manufacturing.

Another query asked what students say a good job looks like and confirmed there had been a recurring theme that students wanted something that was not transient or part time, and something that would give them a sense of investment in their careers alongside job security. A high proportion of ethnic minority students did not feel confident in being able to access sustainable jobs and were on zero hours contracts and felt they faced barriers in recruitment processes having to depend more on advocacy or progressive employers.

Amarjit Basi and Janak Patel were thanked for their presentation and they left the meeting at 18:33.

34/21
18:33

To:

- i) appoint a Vice Chair of the Corporation**

Steph Tinsley was nominated, seconded and agreed as Vice Chair of the Corporation

- ii) endorse the Student Governor appointment**

A 2nd Student Governor has yet to be elected so this was deferred.

35/21
18:35

To agree the minutes of the meetings held on

- i) 13 July 2021**

The minutes were agreed as a true record.

ii) **12 October 2021 (Special Meeting)**

The minutes were agreed as a true record.

36/21 Matters Arising

18:36

i) **from 13 July 2021 meeting**

There were no matters arising.

ii) **from 12 October 2021 meeting**

There were no matters arising.

37/21 To consider reports and proposals from committees:

18:37

i) **Search Committee:** To consider any recommendations arising from the meetings held on:

ia) **28 September 2021**

The Chair of the Search Committee asked members to note the discussions and recommendations from the Governance Review.

ib) **5 October 2021**

Members were asked to note the discussions and the recommendation on the re-appointment of members.

Members approved the reappointments of David Butcher, James Parker, Grace Jeffrey, Mohammed Hussain and Paul Webley (External Cooption) for a further term of office to be determined by the Clerk

ic) **24 November 2021**

Members were asked to note the discussions and the recommendation on the appointment of a new governor, Dr Ranjit Arora.

Members approved the appointment of Dr Ranjit Arora on a term of office to be determined by the Clerk

The minutes were received.

ii) **Finance & Resources:** To consider any recommendations arising from the meeting held on 7 December 2021

The Chair of F&R asked members to note the discussions with approval of recommendations to be dealt with later in the agenda.

The minutes were received.

iii) Audit: To consider any recommendations & proposals arising from the meeting held on 23 November 2021

The Chair of Audit asked members to note the discussions and give approval of:

- a) 19/21 the Regularity Audit Framework Questionnaire
- b) 21/21 the Audit Committee's Annual Report 2019/20 to the Corporation and the Principal
- c) 24/21ii the management letter of Representation to Mazars - The Principal added that since the meeting Mazars have confirmed a £3k increase in their fees for extra work required.
- d) 24/21ii the regularity management letter of Representation to Mazars
- e) 29/21 the Annual Health and Safety Report
- f) 31/21ia the Acceptable Use Policy

Members approved a) - f) above.

The minutes were received.

iv) Curriculum & Quality: To consider any recommendations arising from the meeting held on 30 November 2021

The Chair of C&Q asked members to note the discussions and give approval of:

- a) Minute 34/21 the draft College Self-Assessment Report 2020/21
- b) Minute 35/21 the College QIP 2021/22
- c) Minute 35/21 the College Development Plan 2021/22
- d) Minute 41/21 a) the Additional Learning Support Policy
- e) Minute 41/21 b) the Assessment & Verification Policy
- f) Minute 41/21 c) the Sickness Absence P&P

Members approved a) - f) above.

The minutes were received.

v) Recommendation from the Audit & F&R Committees:

The Principal informed members that the accounts had recently been changed to reflect the £243k reduced clawback and members were asked to approve, as part of the draft Financial Statements:

- 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
- v) Signing of the Balance Sheet

Members approved the draft Financial Statements i) - iv) above and the signing of the Balance Sheet by the Chair and Principal

- vi) Shipley College Developments End of Year Accounts

Members approved Shipley College Developments End of Year Accounts

38/21
18:49

Student Council: To receive a copy of the minutes & and consider any from the meetings held on:

K Robinson asked members to note the discussions from:

i) 19 October 2021

This meeting was attended by 8 students and included discussions on car parking, use of microwaves and lunch time queues. Three students expressed an interest in the position of Vice Chair and the Terms of Reference were updated to include the Vice Principal Curriculum on the membership list. The theme for the year is Equality, Diversity and Inclusion and a group has been set up with the first meeting already having taken place.

ii) 7 December 2021

This meeting addressed the actions from the previous meeting. As those who had expressed an interest in the role of Vice Chair were not present, it was also agreed to hold an interim meeting before next March in order to elect the Vice Chair who would also become the second student governor.

The minutes were received.

39/21
18:53

To consider for approval the Corporation Strategic Plan 2021/24

The Principal presented the updated Strategic Plan which members confirmed they were happy with and felt it was comprehensive covering everything that had been requested. The Chair thanked the Principal for all his work on this.

Members approved the Strategic Plan for 2021/24

40/21
18:55

Chair's Report

The Chair reported that he had taken part in the Annual Strategic Conversation with the ESFA which took place on 22 November, the outcome letter which has been shared with members.

He also attended the AoC Chairs' Forum. The AoC are about to announce a recommendation of a 1% pay rise with a strong recommendation to adopt the Real Living Wage. The unions are not happy with the 1% due to the current situation and issues with recruitment. With the new Covid variant creeping through, the message is they are keen on letting colleges make their own decisions in line with local public health situations. There also seems to be a push from the government to class teachers as key workers.

Members received the outcome of the Annual Strategic Conversation

41/21
19:01

Principal's Report

i) Principal's Update on College News

The Principal highlighted all the good work taking place across college and how impressed he has been at the volume and variety of work being carried out, despite all the challenges. He also reported that Ofsted had visited last week to carry out a 3 day survey on T Level courses. We are not aware any problems were identified and it looks positive, but we will not receive any formal feedback.

A member added that it made fantastic reading to see the range of activities taking place and that she also enjoyed seeing the Facebook promotions which is also a good vehicle for promoting the College.

ii) To consider the Draft College Annual Report 2020/21

Members were asked for any comments. An observation on page 4 - under where it says 'equality and respect', the image presented is not diverse. Also under testimonies, it would be good if we could include more diversity.

The Principal said they were good points and these will be looked at for the final publication.

iii) To monitor the Corporation's Key Performance Indicators

The Principal highlighted the change in format to the tables which are structured under the Strategic Plan objectives and that he will look to structure the comments in the same way in future. The issues caused are due to Covid, poor enrolments in September and difficulties getting work placements for students which we are working hard to address, but there are also some positives. Apprenticeships are looking fairly positive and income is on course and confirmed for this year putting us in a healthy position.

iv) Interim Full Time Enrolment Report

The tables show we have had a year on year reduction for the last 2 years which is mirrored across the country for FE enrolments.

It was queried on FT L3 why progression from year 1 to year 2 drops off quite a bit and if it is due to students being on 1 year programmes. The Principal confirmed yes, and it is also about student ambitions as some want to leave to move on to other things. P Hunter confirmed that the Council's activity survey is now complete and ready to circulate to governors for information. He highlighted

that nationally, it appears students have tended not to stay on at 6th form but move on to colleges instead.

The Principal stated we have lost more students than normal in the first 42 days. We always lose around 30-50, as students do change their minds, but this year we have lost an additional 30-40 which may be due to struggles settling in post pandemic lockdown. Another option is that these students acquired jobs as the market has been more buoyant than it was. The student satisfaction survey suggests that those who have stayed on are happy with what we are providing for them.

Crucial are enrolments for the next few years. We have increased the budget for Marketing and we will be targeting schools to help address this.

v) To Consider the Termly Finance Report

Forecasts show a 2% surplus and we are currently in a positive place. However, we are predicting a deficit for the next year. Though we might have some extra income from projects, funding for FT students will decrease. The key message is that our cash position is very positive, our finances will still stay good, but that we will be generating no cash next year. We therefore need FT enrolments to increase to at least last year's numbers.

The Chair of F&R added that this year has seen a very good outturn and better than expected and that we should look at the 3 years as a whole which means we are able to ride out a few bad years. F&R discussed wages at their last meeting and the impact of the Real Living Wage increase to £9.90 p.h. They had a long discussion on the various options put forward and accepted previous rises had concertained lower bands and agreed to support either a 1.5% or 2% pay rise. They also recognised that we are having issues with recruitment so it is important to put ourselves in a parallel position to other organisations.

We are in a good cash position, and next year will be challenging for staff with inflation surging and the burden of the 1.5% NI increase which is due next year. The AoC has recommended a 1% pay increase, but our scales are behind the AoC so to help us catch up, the Principal proposed a 2% pay increase across all scales. This would bring the minimum wage up to £9.69, which is close to the Living Wage and increases our staff bill by £6k p.a.

Members agreed to a 2% pay rise for staff (other than Senior Post Holders) on all scales.

42/21
19:30

Governance Matters

i) To receive an update on Recruiting a New Principal

The Chair reported that a micro-site has been put together by the AoC containing all the information relevant to this post which will be live by tomorrow. **ACTION:** The Clerk to circulate the link to the microsite for information.

An assessment panel will convene in College on 2 and 3 March to make their final selection. The selection panel is the Remuneration Committee who will report

back to the board with their recommendation.

The Principal asked if governors could keep the dates in their diary as there will be a series of events and it would be good to have as many involved as would like to be for their input as well.

The update was received.

ii) To endorse Chair's Action:

a) to Fill Vacancies on Committees

The Chair confirmed that the vacancies on the Search and Remuneration Committees had been filled.

b) to delegate the appointment process for the new Principal to the Remuneration Committee

Members endorsed the Chair's Action in a) & b)

The Chair recommended rather than wait until the April Corporation meeting, members were asked to deal with the appointment of the new Principal by email soon after 3 March when the Selection Panel will make their recommendations.

The recommendation was agreed by the meeting

iii) To consider the outcome from the 2020/21 Corporation Performance Review Questionnaire

The Chair confirmed that the Search Committee had been through the results in detail and had summarised their thoughts. The cover sheet focuses on the different areas and actions and shows there are no areas of particular concern.

iv) To consider recommendations from the Remuneration Committee to:

a) endorse the SPH Remuneration Code

Members endorsed the Senior Post Holder Remuneration Code

b) the Senior Post Holder Remuneration Policy

Members endorsed the Senior Post Holder Remuneration Policy

v) To fill a vacancy:

i) on the C&Q Committee

The Clerk reported that J Parker is taking a sabbatical due to personal circumstances, which leaves a position open. As the newly appointed governor is

very experienced on curriculum matters and has already expressed an interest, he therefore proposed to invite Dr Ranjit Arora to join the C&Q Committee which was agreed.

ii) the Careers Liaison Governor Role

Due to J Parker's temporary absence, a volunteer was sought to fill this role.

K Robinson was nominated, seconded and agreed to the position of Careers Liaison Governor.

42/21 Any Other Business

19 41:

i) The Chair took the opportunity to thank the outgoing Vice Chair, David Butcher, for all his work and support.

ii) Dates of Corporation Meetings scheduled to December 2022:

- 5 April 2022
- 17 May 2022 (Strategic Planning & Training)
- 12 July 2022
- 11 October 2022 (Strategic Planning & Training)
- 13 December 2022

iii) CONFIDENTIAL ITEM

Part 1 - All members present

a) **To undertake the annual review of all confidential papers etc of the Corporation during 2020/21 and any carried forward from previous years.**

Members agreed the confidential minutes could now be put in the public domain.

Principal, Staff, students and observers withdrew at 19:44.

Part 2 and b) Remuneration Committee: To consider any recommendations arising from the meetings held on:

i) **13 October 2021**

ii) **24 November 2021**

Recorded in separate minute.