

# Minutes of the Corporation meeting held on Tuesday 5 April 2022

Meeting commenced: 18:00

Meeting closed: 19.26

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
<b>Business Members (1 Vacancy)</b>				
John Egan (Chair)	√			
Joanne Beaumont		x		
Nigel Hainsworth	√			
David Butcher	√			
Phillip Hunter		x		
Kerry Robinson	√			
Catherine O'Connor		x		
Grace Jeffrey	√			
Mohammed Hussain		x		
Steph Tinsley	√			
Peter Whittle		x		
Ranjit Arora	√			
<b>Staff Members</b>				
Jonathan Curtis	√			19:22
Wendy Rowan	√			19:22
<b>Student Members (1 Vacancy)</b>				
Fiza Modak		x		
<b>Principal</b>				
Nav Chohan	√			19:22
<b>In Attendance</b>				
Jeremy Stott - Clerk	√			
Susanna Butler - Minutes Secretary	√			19:22

Diana Bird - Vice Principal Curriculum	√			19:22
Lorraine Swift	√			19:22

**01/22 Disclosure of Financial and/or personal interest**

18:00

There was no disclosure of financial or personal interest.

**02/22 To agree the agenda and order of business as circulated**

18:01

The agenda and order of business were agreed.

**03/22 To approve the minutes of the meeting held on 14 December 2021**

18:02

The minutes were approved as a true record.

**04/22 Matters Arising from the meeting held on 14 December 2021**

18:02

**i) Minute 34/21ii) 2nd Student Governor**

To be discussed later on in the agenda.

**05/22 To consider reports and proposals from committees:**

18:03

**i) Finance & Resources:** To consider any recommendations arising from the meeting held on 22 March 2022, including approval of Policies.

The Chair of F&R asked members to note the discussions including capital project updates. On the Capital Transformation Fund, the Principal added that, although we had requested around £2.8m, it has since been confirmed that we will actually receive £5.4m. Members were then asked to give approval of the Fee Policy 2022/23.

[Members approved the Fee Policy 22/23](#)

The minutes were received.

**ii) Audit:** To consider any recommendations arising from the meeting held on 15 February 2022

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

**Minute 06/22b** - The reappointment of Mazars as External Financial Auditors for the financial years 21/22 and 22/23

[Members approved the reappointment of Mazars as External Financial Auditors for the financial years 21/22 and 22/23](#)

**Minute 08/22** - The appointment of TIAA as Internal Auditors and the 21/22 Audit Assurance Programme

Members approved the appointment of TIAA as Internal Auditors and approved the 21/22 Audit Assurance Programme

The minutes were received.

- iii) **Curriculum & Quality:** To consider any recommendations arising from the meeting held on 1 March 2022, including approval of Policies

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

- a) Minute 10/22 1a): The Safeguarding Policy & Procedure
- b) Minute 10/22 1b): The Admissions Policy & Procedure
- c) Minute 10/22 1c): The Quality Policy & Cycle
- d) Minute 10/22 1d): The Maternity, Paternity, Adoption, Parental & Shared Leave Policy
- e) Minute 10/22 1e): The Online Learning Policy & Procedure

Members approved a) - e) above.

The minutes were received.

- 06/22**  
18:12 **Student Council:** To receive a copy of the minutes and consider any recommendations from the meetings held on:

Student Council Governor, K Robinson, asked members to note the discussions from:

- i) **14 February 2022**

This meeting was attended by 4 students and included discussions on setting up a peer support system for new students from September. No volunteers came forward for the role of Vice Chair/Student Governor.

- ii) **29 March 2022**

This meeting was attended by 6 students. Discussion included the request for wash facilities for the multi faith prayer room with an agreement to install a Wudumate in the room separated by a partition/curtain for privacy. Leaver hoodies were very popular last year and were requested again, though this year they will not be subsidised as the money will be going towards Sector trips. An issue was raised on potential waste whereby greenhouse plants could not be sold. The Vice Principal Finance & Planning confirmed that we are not able to sell anything from the Jonathan Silver Building as we have a VAT zero rating and we could lose up to £40k a year in VAT if we started to sell any produce. However, most plants are recycled around the college or donated.

As no Year 1 student had put themselves forward for the role of Vice Chair of Student Council and as the second Student Governor, Liam Whitaker, a year 2 Business student was appointed as Student Council Vice Chair whilst we seek a

new appointment from Year 1 for the next academic year.

The minutes were received.

**07/22**

18:18

**To monitor:**

**a) the Quality Improvement Plan**

The Vice Principal Curriculum (VPC) highlighted some of the areas as follows:

1.1 on increasing PT student achievement on Functional Skills L1 and L2: Newly released sector performance data shows results are not quite as poor as first thought when compared with national averages from 18/19. All but one of the Functional Skills classes now run face to face, with more robust initial assessments in place. We have added additional classes for English and Maths, most of which are streamed. There are also additional opportunities for students to take exams and a greater focus on exam study skills for English and Maths.

1.2 on increasing student achievement for PT students and apprentices in the Business and ICT sector: There are concerns around accountancy achievement and, with no end of year results available as yet, we have provided a best case. For apprenticeships, there is a 50% achievement to date; best case is that will rise to 84%. A lot of work is taking place and we are in partnership with Mindful Education. There is a big focus on exam skills for staff and students and further training sessions are being held. With close monitoring of the accountancy provision we are starting to see improvements in the quality of tutor reflection and analysis of performance in CAR reports (Course Assessment Reports).

1.3 is to increase student achievement in Horticulture: L3 full time has very small numbers with just two students completing their L3 this year (100% retention) who are both on track to achieve.

1.4 - Increase achievement on a minority of underperforming courses: As a result of increased focus this year, we are starting to see better completed CARs across College. We have just been through a second round of performance reviews and, as a result, have identified a small number of courses with some small concerns which will receive our attention.

2.1 We will not hit our aspirational target for attendance across College. It is still a real focus, but Covid has had, and continues to have, an impact.

3.1 For induction and onboarding, we are making adaptations to the Student Portal from Easter where students will be able to see more clearly the areas that relate to them.

A member queried how the Course Assessment Reports are put together and the VPC confirmed that staff undertake the reports themselves which are then monitored by the Head of Sector and then by the Director of Quality who in turn reports to SMT at the performance review meetings. Additional data is produced by Registry relevant to each CAR. It is a self-evaluation report with an Action Plan.

Another member queried if all learning is now carried out face to face and it was confirmed that the majority of full time learning is taking place on site, but we still have some on-line where appropriate to the subject. Apprentices are mostly remote, but where they do not perform as well in maths we are trying new approaches with some face to face learning. The Access programme remains on-line which students prefer. Next year, as much as possible will be back in College, unless we have evidence the course works just as well on-line and the mode of delivery continues to be popular with students.

**b) the Development Plan**

This is a very long and detailed Plan showing where we have achieved, partially achieved, or not at all, and the reasons for that. There are no huge concerns in any area.

1.3 re employer involvement in the curriculum is an important piece of work and we have plans in place for the July staff training day.

1.6.3 re cyber security which says not achieved - we believed we had to go for Cyber Essentials Plus contractually, but the ESFA have removed the need for us to get this so it remains not achieved and we no longer intend to go ahead with this.

2.3 re the capacity development fund (CDF) and numbers of placements: we are now allowed to achieve those placements over 2 years but will be given an additional set of targets for 22/24. We have not yet achieved as many as we would have liked with Covid continuing to prove an additional challenge. All T Level students are out on placements, and some L3s are in a CDF placement. Level 2s are not on CDF placements as planned. We have 2 years to meet these targets but need to push.

It was queried on work placements generally, if students will achieve what is required for their study programmes. It was confirmed yes, and that 54% have achieved an external placement already with all receiving some kind of experience in the world of work. All those students who have to go out as part of their qualification, such as Care students, have been out on placement.

A member asked for further information on preparing for local skills improvement plan and the Principal added that the West Yorkshire Consortium of Colleges is working to come up with a joint approach with the Combined Authority with a plan for skills for the next 3 or 4 years and that we hope to have more detail available for the next Corporation meeting in July.

**08/22**  
18:42

**Chair's Report**

The Chair reported the successful appointment of a new Principal from September which leaves 2 additional senior appointments to fill of Vice Principal Curriculum and Clerk. The proposal is to recruit these appointments via our own internal procedures. A member urged the need for a proper handover period with the current Clerk who has a lot of experience with the College. Another member added that, as we had used a specialist for the last VPC appointment, that we should consider this again. A discussion followed on the pros and cons of

recruiting in house as opposed to using an external agency and it was agreed the College is well placed to manage the recruitment process itself, but that we can use targeted advertising through the Association of Colleges.

**09/22**  
19:53

## **Principal's Report**

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

Lots of activities were highlighted across college including an ESOL photo competition to be judged by a local professional photographer. The Get into Rail courses started on 28 February, working in partnership with Northern Rail and Network Rail to promote careers in the Rail Industry. These bring guaranteed jobs for drivers and ticket collectors, but surprisingly we have not seen much interest so far. Also to note is that all sports students have taken part in the resilience roadshow produced by the British Army. We had a First Give event today in Victoria Hall which was very successful where 9 groups of students from 3 colleges created a presentation and pitch for £1,000 prize money, of which the winning group will give to their chosen charity. The winners came from Craven College.

### **ii) To monitor the Corporation's Key Performance Indicators**

The Principal highlighted that the overall theme shows we are in quite a positive position cash wise but that income for 16-18 is poor for next year. Members should be aware that, even if numbers are poor in September, we can survive another year. However, if numbers remain low the year after, things will become more difficult. A member asked if, as 16-19 numbers are so crucial, there is opportunity to increase numbers between now and the end of the year. It was confirmed that there would be limited value for this year, but that we plan to keep pushing ahead with our marketing routes eg via news and social media and we are planning taster activities and a summer school to help build a sense of connection/belonging for new students.

### **iii) To Consider the Termly Finance Report**

Forecasts show that we are still targeting a 2% surplus. It was originally a 0% surplus, which shows our financial position has improved. We have a cash in hand of 75 days which is remarkable and staff costs are still under 70%. Next year's deficit of £218k represents zero EBITDA.

A member asked if the College is able to manage the development from the £5.4m Capital Transformation Fund. This is more than we had originally asked for, but the Principal confirmed that we will be able to find ways to use the money to improve our existing buildings.

### **iv) Towns Fund Update**

The Towns Fund will invest £3.6 billion into over 100 towns as part of the government's plan to level up the regions. The town of Shipley has been earmarked up to £25m to be spent over the next two years and the various projects are detailed in the report.

£5.39m has been made available for the new Community, Arts & Future Technology Centre on Caroline Street and members were shown the design that won the competition a few weeks ago. Several meetings have taken place already with the architects and project leads and the key stumbling block is whether the Caroline Street club members will agree to the development. The club management are committed, but the members may feel differently. Therefore, we have a backup plan which is for a new build at the back of the Exhibition car park to provide that extra classroom space we require.

**10/22**  
19:11

## **Governance Matters**

**i) To endorse the decision by email to appoint a new Principal from 1 September 2022**

The Chair asked members to endorse the appointment.

Members endorsed the decision by email to appoint the new Principal, Diana Bird, from 1 September 2022

**ii) To consider a proposed re-wording to the Shipley College and Saltaire World Heritage Education Association (SWHEA) Management Agreement**

The Principal explained that SWHEA look after Saltaire Stories. The collection is owned by the College, but we transfer responsibility to SWHEA. The changes are to formalise some of the agreement wording which is shown in green. Also to note is that they are applying for museum status which, if successful, will be the first museum based within a College.

Members endorsed the re-wording to the SWHEA Management Agreement

**iii) To consider the latest DfE Guidance on:**

**a) Interim Guidance on Strengthening Governance, and**

The Clerk provided the latest update on the new requirements about what has to happen and on areas of good practise set out in Section 9 of the Funding Agreement. It requires us to undertake an annual self-assessment and a 3 yearly externally led governance review. It also states that new Clerks must have either a qualification relevant to the role or relevant experience and Corporations must report on activity undertaken to develop governors and the clerk. There is also guidance on the recruitment process for senior postholders.

**b) External Governance Reviews**

The College is required to carry out an external governance review every 3 years. As we commissioned a review in 20/21, the next one is due to be held by 2024. In the years where there is no external review, governors should carry out their own annual assessment which will be for the new Clerk to lead on.

**iv) To fill the vacancy on the Audit Committee**

The Clerk reported that there remains 1 vacancy on Audit if anyone eligible is interested in joining (excluding F&R members and the Principal).

We have one external vacancy on the Corporation to fill and have received one expression of interest. If this is progressed, it will come to the next Search Committee on 10 May.

**11/22 Any Other Business**

19 20:

**ii) Acknowledgement**

The Chair wanted to take the opportunity to acknowledge and thank James Parker who has recently stepped down as a governor and to thank him for all his valued contributions over the years. He also asked that a formal thank you letter be sent out to him.

**ii) Dates of Corporation Meetings scheduled to December 2022:**

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

The Principal asked members to note that the May and July meetings are due to be held on site. However, Covid infection rates are still very high, so an in College meeting will depend on infection rates having fallen.

**ii) CONFIDENTIAL ITEM**

Principal, staff and students withdrew at 19:22.

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- a) Remuneration Committee:** To consider any recommendations arising from the meeting held on 16 December 2021, including endorsing the decision by email for a Senior Post Holder Pay Award from 1 January 2022

**Recorded in separate minute.**