



Minutes of the Corporation meeting held on Tuesday 10 December 2019

Meeting commenced at 18:00

Meeting closed at 20:30

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (4 Vacancies)				
Joanne Beaumont (Chair)	√			
John Egan (Vice Chair)	√			
Phill Brown	√			
Nigel Hainsworth	√			
Albert Podesta	√			
James Parker	√			
David Butcher	√			
Phillip Hunter	√			
Colin Forrest	√			
Staff Members				
Shoeb Desai	√			20:11
Wendy Rowan	√			20:11
Student Members (1 Vacancy)				
Amelia Kay		x		
Principal				
Nav Chohan	√			20:11
In Attendance				
Jeremy Stott - Clerk	√			20:15
Susanna Butler - Minutes Secretary	√			20:11
Julie Kitcheman - Vice Principal Curriculum	√			20:11
Lorraine Swift - Vice Principal Finance & Planning	√			20:11

30/19
18:00

Disclosure of Financial and/or personal interest

There was no disclosure of financial or personal interest.

31/19
18:00

To agree the agenda and order of business as circulated

Apart from an additional item to be added under any other business, the agenda and order of business were agreed.

32/19
18:01

To endorse the appointment of the Student Governor

It was reported that two students who had expressed an interest in becoming the second Student Governor had withdrawn their interest within the last few days. As there were no volunteers at the Student Council Meeting last week, an email will be sent to targeted students.

33/19
18:01

To agree the minutes of the meeting held on 9 July 2019

With an amendment to the format on page 1, the minutes were approved as a true record.

34/19
18:02

Matters arising

Minute 26/19 - it was queried if the full Risk Register has now been made available via the Corporation portal and confirmed this will be actioned.

Minute 27/19 on whether we should extend our DBS checks to contractors and subcontractors and concerns on whether it would put us at a financial disadvantage. It was confirmed that most contractors are already DBS checked so this poses less of a problem than we had anticipated.

35/19
18:04

To receive an update briefing on Equality & Diversity and Safeguarding/Prevent

The Head of Student Services presented his update, based on Keeping Children Safe in Education, which is our main guide for what we need to do in college. The updates are important to raise, though there is nothing highlighted that we are not already covering. It was queried how we check governors have read the update. Staff have to send an email to confirm, so it was agreed governors should do the same.

ACTION: Each governor to email the Clerk by 31 Jan 2020 to confirm they have read the update.

Where it mentions PREVENT, this is in relation to the recent London Bridge attack where additional advice has been circulated. The advice can be accessed via a link within the report. Handouts were also circulated. There was a query about the safety advice which is a 'run, hide and tell' policy. However, it was queried what guidance there is on how to approach if you 'have a go', as there are situations where people will become involved. N Hainsworth confirmed he has access to a document which provides additional information which he will share. It was noted that the link to the Channel training on the Corporation portal is no longer active so this will be updated.

36/19
18:12

To consider reports and proposals from committees:

- i) **Search Committee:** To consider any recommendations & proposals arising from the meeting held on 15 October 2019

The Chair of the Search Committee asked members to note:

- **Minute 12/19** on the outcome of the Performance Review Questionnaire
- **Minute 13/19** on the outcome of the Skills Audit and Individual Record of Mandatory Training
- **Minute 15/19** on recommendation of the re-appointment of Members whose term of office expires during the academic year 2019/20.

Members agreed the recommendation to re-appointment Joanne Beaumont, John Egan and Nigel Hainsworth for a further term of office to be determined by the Clerk.

- **Minute 18/19** on a review of the composition and balance of the Corporation at September 2019 and the need to recruit a total of 4 external governors and 1 Student Member.
- **Minute 19/19** on the recommendation to introduce a post induction meeting between the Corporation Chair and new members. It was clarified that this would apply to all members not just new.

The Chair highlighted the recent resignation of Graham Curtis from the Corporation with immediate effect.

The minutes were received.

- ii) **Finance and Resources Committee:** To consider any recommendations & proposals arising from the meeting held on 3 December 2019

The Chair of F&R asked members to note:

- **Minute 35/19** on recommendation of the balance sheet and other reports within the Financial Statements (on the agenda)
- **Minute 37/19** on Shipley College Developments (on the agenda)
- **Minute 41/19** on recommendation of a 1% pay rise from Jan 2020 and to keep the living wage.

Members agreed a 1% pay rise from 2020 and to keep paying the living wage.

The minutes were received.

- iii) **Audit:** To consider any recommendations & proposals arising from the meeting held on 27 November 2019 including the Audit Committee's Annual Report 18/19 to the Corporation and the Principal and approval of the Acceptable Use Policy

The Chair of Audit asked members to note:

- **Minute 21/19** on consideration of the Regularity Self Assessment Questionnaire for approval by the Corporation (on the agenda)
- **Minute 22/19** on recommendation to the Corporation the signing of the letters of representation (on the agenda)
- **Minute 23/19** on recommendation to the Corporation approval of reports (on the agenda)
- **Minute 25/19** on the re-appointment of external auditors for 2019/20
- **Minute 26/19** on the Audit Committee's Annual Report 2018/19 to the Corporation and the Principal, including a review of the Terms of Reference.

Members approved the Audit Committee's Annual Report 2018/19 to the Corporation and the Principal, including a review of the Terms of Reference.

- **Minute 28/19iii** on considering the proposed Audit Assurance Plan for 2019/20 and recommending to the Corporation
- **Minute 31/19** on revisiting the membership of the Committee following a change to the Post-16 Audit Code of Practice which meant the staff member had to leave the committee, but is now eligible to re-join.
- **Minute 33/19** on recommendation to the Corporation the Acceptable Use Policy

Members approved the Acceptable Use Policy

There was a comment at minute 24/19 ii on the response to the 15 questions and it was suggested that the word 'proportionally' be added within the sentence to convey the meaning better which was agreed. To now read ' *the larger an organisation, **proportionally** the fewer people you have knowing the details*

The minutes were received.

- iv) **Curriculum & Quality:** To consider any recommendations & proposals arising from the meeting held on 26 November 2019

The Chair of C&Q asked members to note:

- **Minute 30/19** on the appointment of Chair and Vice Chair
- **Minute 33/19** on the HR Report, including recommending the Sickness

Absence Policy & Procedure. Highlighted was that sickness levels had gone down, but Governors were asked to note that they have increased again in the last term.

The Sickness Absence Policy & Procedure was approved.

- **Minute 40/19** on recommendation to the Corporation of the ALS Policy and Assessment & Verification Policy

The ALS Policy was approved.

The Assessment & Verification Policy was approved.

- **Minute 43/19** on changes to the Terms of Reference.

As a transfer of responsibility of some reports from C&Q to Search had been recommended, it was suggested we may want to consider the composition of the Search Committee and add additional members.

The minutes were received.

37/19
18:33

Student Council: To receive a copy of the minutes and consider any recommendations & proposals from the meetings held on 22 October and 3 December 2019

Governor John Egan asked members to note the discussions. These included looking to appoint a Vice Chair which has been unsuccessful so far. There have also been ongoing discussions on developing a student app with a decision made to trial the use of a dedicated Google Classroom. Another common thread has been a request for a common room.

The minutes were received.

38/19
18:36

To consider for approval

a) The draft College Self-Assessment Report (SAR) 18/19

The Vice Principal Curriculum (VPC) presented the College plans and SAR reporting that they have already been through the C&Q Committee where an amendment was made to strengthen one of the overall strengths to demonstrate how active we are with a range of stakeholders. The template is new to incorporate phases of the new Ofsted template. Sectors are graded Good overall, though there are areas of Outstanding. Comments were invited.

The Chair thanked the VPC for all the hard work that had gone into this report and asked what happens next. It was confirmed that the SAR will be uploaded to a portal for Ofsted purposes, and that our plans continue to be formally monitored. We have planned for a consultant to come in January to do a 'Mocksted' which will be a two day deep dive to see how well we are doing with the new framework. We anticipate Ofsted could arrive at any time. The Chair

asked if members need to consider if they need any kind of rehearsal or update perhaps at the next training session as the focus for governors has changed from the last inspection.

b) The Staff Development Plan 19/20

This rolls out of the other plans and also links up with the SAR. To see a richer reflection of external facing development it was agreed to add further entries in the plan to reflect the work we are doing with the regional Centre of Excellence for Maths and for T Level preparation.

c) The Quality Improvement Plan 19/20

All the supporting plans have been approved. Of significance are those courses that are keeping us off being Outstanding in our judgements. It was queried how difficult it is to find external speakers for students. We find generally people are fairly willing to come in, particularly in the Centre of Excellence, and that most courses will meet external visitors. We also have a lot of placement activity.

d) The College Development Plan 19/20

A number of aspects from this plan fit with our strategic drivers. It was queried what developments are happening with T Levels - we have regular attendance by curriculum staff and managers at training events with lots of activity taking place. A recent review confirmed that we are well placed to deliver the new qualifications. A member highlighted for the minutes that at a meeting he recently attended it was reported that 'Shipleigh College is light years ahead of other colleges with our careers programme'. Of note is that the Matrix Standard is due again next April so we are working towards a full review.

39/19
18:58

To consider recommendations from the Audit Committee

i) to approve the Regularity Audit Framework Questionnaire

The Chair of Audit highlighted the changes made in bold.

The Regularity Audit Framework Questionnaire was approved

ii) to approve the Audit Assurance Plan

There has been a lot of debate about what to cover and Audit are happy with the proposals and content to recommend.

The Audit Assurance Plan was approved

iii) to approve the management letter of representation to Mazars

Audit have confirmed they are content for this to be signed off by the Principal.

The management letter of representation to Mazars was approved

iv) to approve the regularity management letter of representation to Mazars

Audit have confirmed they are content for this to be signed off by the Principal.

The regularity management letter of representation to Mazars was approved

40/19
19:02

To consider for acceptance the College end of year accounts to 31 July 2019 and annual report by the Corporation

The Vice Principal Finance & Planning (VPFP) confirmed the accounts have been through the Audit and F&R Committees. A few errors have been picked up on the list of governors and, since then, two more governors have resigned so it has been updated again. A query had been raised at page 32 on Going Concern and why it was included here as it is elsewhere in the document. The VPFP had looked into this and confirmed it came from Caisterbridge which is very prescriptive which means this section needs to remain, which was agreed.

The end of year accounts were approved.

41/19
19:04

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

The VPFP reported that this account is almost dormant and will be fully dormant in the next 12 months, so it had been agreed not to have them audited. The accounts have been through F&R who confirmed they are happy for the Principal to sign.

The end of year accounts were accepted.

42/19
19:08

To consider the College's Annual Health & Safety Report

The Principal highlighted the table on page 2 which shows a solid trend downwards which is a positive place to be and paints a good picture of H&S across College. New in the last year was that we have had a few trials of a lockdown procedure. It was queried if we have mental health first aiders and confirmed yes, two for youth mental health and the HR Manager will be looking at staff mental health. We have also offered external training courses.

43/19
19:11

Marketing Overview

The VPFP presented the summary paper setting out our thoughts on the College assurance work which took place last year. There was no firm action plan, but it highlighted some strengths and weaknesses which the VPFP will be focussing on with the marketing team to look at the recommendations. They have described how marketing is linked to our main income streams. We have lots of data and campaign analysis so will look at that alongside spend which is broadly in line with income, plus checking to see if staff time is being utilised effectively. A recommendation is that we should spend more on on-line marketing as there seems to be a trend towards moving things this way. A member highlighted that

we should also not forget about a review of our key messages when describing why people should come to Shipley College.

44/19

Chair's Report

19:19

The Chair reported that her recent focus has been on succession planning of senior staff and governors, plus further conversations around insolvency.

45/19

Principal's Report

19:20

i) Principal's update on College news

The Principal highlighted several stories within the report to recognise all the good work taking place across college and it was commented that this is one of the most enjoyable Corporation papers to read.

ii) To consider the draft College Annual Report 18/19

The Principal presented the Annual Report which is similar to last year and invited any comments. It was queried where this report is shared and confirmed with new job applicants and with any visitors to the college as well as being available to view via the College website. It was commented that, due to the format showing 2 pages per sheet, the font size appears too small making it difficult to read. Formatting it differently would have more impact and it was suggested we make it more prominent on the website. However, it was agreed the content of the report sits very well with forward looking principles and is a very powerful report.

iii) To monitor the Corporation's Key Performance Indicators

Highlighted were all the green indicators confirming that enrolments are very positive. Key for this year is that we are going to hit our financial targets and do not have an income savings target before Xmas for the first time. Of some concern is that class sizes have dropped and BME staff numbers are down. Teams have concentrated on customer service but we now need a renewed focus on apprenticeships.

iv) Interim Full Time Enrolment Report

Of note is that full time enrolments across the College are stable after consecutive 10% increases in the previous 2 years. The Full Time Enrolments graph shows that we have had almost identical enrolment at each level bar a planned reduction for Entry Level (by 12). P Hunter provided a short update about New College Bradford. The proposal is for the College to invest in a Google/Facebook Ads campaign from January to July targeted at increasing Level 3, 16-18 enrolments.

v) To consider the Termly Finance Report

The movement in income/savings target set out in the table is nil for 19/20, which is a great place to be; £291k for 20/21; and £601k for 21/22. Turnover for the College for a long time has been £7.5 m but it is now up to £10 m and has expanded very quickly. We have assumed a 1% pay rise each year, though don't

know for how long it is sustainable as we have staff behind some of their peers in the education sector. There was a comment on the high pension increases and the VPPF updated members to say that originally, we were looking at a one off 5% increase. Now we have been informed that the cost will be staggered with an increase of 0.8% over 3 years; another valuation; and probably the same for another 3 years.

vi) To consider an update to the Saltaire World Heritage Education Association (SEHEA) College Agreement

This is asking for approval of a Partnership Agreement from Sep 2019 onwards to allow bids to be made. It was queried why there is no termination clause within the agreement and a short discussion took place. It was then recommended to add a sentence about termination so that if either partner ever feels the partnership is no longer appropriate, they can give x months' notice to terminate, which was agreed.

vii) To consider Bradford District's Workforce Development Plan

This report sets out how the College is seeking to support the Council's plan We have taken the 6 aspects of the partnership to see what activities the College is doing to support those areas. We are looking for pathways into work and will be taking a lead in the Rail sector as well as supporting developments in Digital, Finance Technology, Creative Industries, Health and Social Care, Low Carbon and Energy.

46/19
19:53

Governance Matters

i) To consider an update on membership

The Clerk highlighted recent resignations and those who will be stepping down at the end of their term of office next year. The Search Committee are meeting next Monday to look at the Skills Audit Matrix and to discuss how we can recruit new members with the aim to get a strategy in place for the new year to take this forward and try and fill the vacancies by the March Corporation meeting. As Graham Curtis has resigned and was a member of Search, the committee is down to 3 members. Colin Forrest is attending as a volunteer and has agreed on a temporary basis to join the committee. John Egan as Vice Chair asked if it would be appropriate for him to also join the committee and it was agreed to add him as a new member making the total membership 5.

In light of earlier discussions on the Audit membership, staff governor Shoeb Desai was invited to re-join the committee as a member, which he accepted.

ii) To endorse the latest Corporation Code of Conduct

The Clerk stated that we subscribe to Evershed's Governance service advice and have always adopted the Code of Conduct. Members were asked to accept the latest version from today's date.

Members endorsed the Corporation Code of Conduct.

iii) To consider a recommendation from the Remuneration Committee to

a) Adopt the Senior Post Holder (SPH) Remuneration Policy

The clerk confirmed that time had been spent on the SPH Remuneration Code and that the Policy was a recommendation coming out of that.

Members agreed to adopt the SPH Remuneration Policy.

b) Endorse the SPH Remuneration Code Annual Report to the Corporation 18/19

The clerk explained this is about openness and transparency with the pay of senior post holders and the Annual Report has been approved and signed by Remuneration. Members were then asked if they feel it should be placed on the College website and how this is becoming an emerging practice for public funded bodies. A discussion followed and it was agreed not to publish, but to make available via a freedom of information request.

Members endorsed the SPH Remuneration Code Annual Report 18/19.

47/19

20:05

Any Other Business

- i)** The VPFP reported that the ESFA are bringing in a new financial model and that the guidance came out just before the F&R meeting. Errors had been found in the template so we were awaiting a new version. As it was not released until the end of November, we have been given until the end of February (instead of end January) to submit the accounts which need to be approved by the Corporation. As there is no Corporation meeting between now and then, it was suggested the VPFP send the accounts to F&R to check and confirm before submitting to the ESFA. She confirmed that there will be no substantial or material changes to the figures that have already been seen by F&R and the Corporation.

Members agreed for the VPFP to send the accounts to F&R before submitting to the ESFA by the deadline.

ii) Dates of Corporation meetings scheduled to December 2020

- 31 March 2020
- 19 May 2020 (Strategic Planning & Training)
- 14 July 2020
- 29 September 2020 (Strategic Planning & Training)
- 15 December 2020

48/19i) Confidential Item Part 1

20:09

- a) **To undertake the annual review of all confidential papers of the Corporation during 2018/19 and any carried forward from previous years.**

The Clerk presented the papers A-G brought forward from previous years to see if they should remain confidential or can go into the public domain. After a short discussion it was agreed to release papers A, B (b), C & D only ie and not B(a), E, F and G which will be reviewed in 12 months' time to see whether they should remain confidential or can be put in the public domain.

Staff members and observers withdrew from the meeting.

49/19ii) Confidential Item Part 2

20:11

- b) **Remuneration Committee: To consider any recommendations & proposals arising from the meetings held on 13 October 2018 and 3 December 2019, including the pay of Senior Post Holders**

Recorded in separate minute.