

# Minutes of the Corporation meeting held on Tuesday 31 March 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: 18:44

<b>Name</b>	<b>Attendance</b>	<b>Apologies</b>	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		x		
David Butcher		x		
Phillip Hunter		x		
Colin Forrest	√			
<b>Staff Members</b>				
Shoeb Desai	√			18:32
Wendy Rowan	√			18:32
<b>Student Members (1 Vacancy)</b>				
Amelia Kay	√			18:32
<b>Principal</b>				
Nav Chohan	√			18:32
<b>In Attendance</b>				
Jeremy Stott - Clerk	√			
Susanna Butler - Minutes Secretary	√			18:32
Julie Kitcheman - Vice Principal Curriculum	√			18:32
Lorraine Swift - Vice Principal Finance & Planning	√			18:32

**01/20 Disclosure of Financial and/or personal interest**

There was no disclosure of financial or personal interest.

**02/20 To agree the agenda and order of business as circulated**

It was agreed to quickly go through the standard items and approvals first, to then concentrate on items 8 and 11ii at the end.

**03/20 Search Committee:** To consider any recommendations and proposals arising from the meetings held on:

**a) 16 December 2019**

The Chair of Search asked members to note Minute 25/19 on further consideration of the Skills Audit

**b) 12 March 2020**

The Committee met with two candidates, Kerry Robinson and Catherine O'Connor.

**It was agreed to recommend the appointments of Kerry Robinson and Catherine O'Connor for an initial term of office of 1 year.**

One member added that, in future searches for new Governors, we should not forget business skills. It could be helpful to have one or two Governors who know very little about education but who can bring an entirely different perspective on matters which was noted.

**04/20 To agree the minutes of the meeting held on 10 December 2019**

The minutes were approved as a true record.

**05/20 Matters arising**

**i) Minute 32/19 Student Governor**

Due to cancellation of the last meeting of 24 March due to the coronavirus crisis and closure of the College, the Clerk confirmed that no other students have yet come forward so the appointment of a second Student Governor has yet to be confirmed.

**ii) Minute 25/19 Keeping Children Safe in Education Update**

The Clerk confirmed that all external members have read the KCSIE 2019 Update.

**06/20 To consider reports and proposals from committees**

**a) Curriculum & Quality:** To consider any recommendations and proposals arising from the meeting held on 3 March 2020 including approval of policies

The Chair of C&Q asked members to note:

- **Minute 05/20** on the HR Report and recommendation of the signing of the Gender Pay Gap Report by the Chair
- **Minute 08/20 i)** on recommendation of the Safeguarding Policy & Procedure
- **Minute 08/20 ii)** on recommendation of the Admissions Policy
- **Minute 08/20 iii)** on recommendation of the Quality Policy

Members were asked to approve:

**i) The Safeguarding Policy & Procedure**

**The Safeguarding Policy & Procedure was approved.**

**ii) The Quality Policy & Cycle**

**The Quality Policy & Cycle were approved.**

**iii) The Admissions Policy**

**The Admissions Policy was approved.**

The minutes were received.

- b) Finance & Resources:** To consider any recommendations & proposals arising from the meeting held on 17 March 2020, including approval of policies

The Chair of F&R asked members to note that this meeting was cancelled due to the Coronavirus outbreak, but that members made comments to the papers by email

Members were recommended to approve:

**i) The Fee Policy 20/21**

**The Fee Policy was approved.**

**ii) The Sustainability & Environmental Policy**

**The Sustainability & Environmental Policy was approved.**

- 07/20 Student Council:** To receive a copy of the minutes and consider any recommendations & proposals arising from the meetings held on:

**a) 11 February 2020**

Governor John Egan asked members to note the discussions.

**b) 24 March 2020**

Members were asked to note that this meeting was cancelled due to college closure over the Coronavirus.

**08/20 Coronavirus Planning Update**

The Principal confirmed that the College has been closed since Fri 20 March with just a skeleton staff left to keep the buildings ticking over and in good shape. Staff had many questions which were addressed through the Q&A sheet. Most students are now engaged in distance learning and, considering how fast the situation has progressed, the transition has gone well and we are in a fairly positive position. We estimate around 75% of learners are engaging in some way, and we expect that to increase over time. We are working with Bradford College on an on-line curriculum for courses such as 'The Basics of H&S', to be delivered on-line to start around 20 April.

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

**a) Data Protection & GDPR**

In reference to the FAQ document on GDPR, it was queried if there are increased data protection risks as colleagues access college systems remotely from non-college devices and are the responses and remedies strong enough. The Principal confirmed that a large number of staff are using College equipment. Staff have been given data access routes appropriate to their needs eg the Finance team have a dedicated server area accessed through secure connections and similar arrangements have been made for the MIS team. Staff have been reminded of GDPR requirements in the FAQs. <https://ico.org.uk/for-organisations/data-protection-and-coronavirus/> provides additional guidance in this time.

**b) Exams**

A member had received feedback from an AoC meeting with most of the awarding organisations about exam arrangements. The concern is that GCSE resit students will be adversely affected. Improving these grades has been a priority for the college and the rich strategies that have been devised have attracted national attention. He asked if this is an unnecessary worry and, if not, what can we do to mitigate it. The Principal reported that this is legitimate worry for our students, especially when considering the dependency on English and maths to enable positive destinations. We are considering possible strategies and are waiting for more information from the DfE and awarding organisations before making concrete plans. In addition we are awaiting guidance on a wide range of more niche qualifications.

**c) Update on latest news on FE finances**

The Job Retention Scheme - HMRC confirms that colleges are able to use this scheme but need to be clear that it is not used for posts funded by our ESFA income. We are awaiting further advice. With AEB, there is a presumption that 97% tolerance and reconciliation will be removed.

**d) Update on latest news re award and assessment of quals**

Announcements will be made in April on all of these issues.

**e) How well is remote student attendance being monitored in practice?**

A range of monitoring strategies and central documents are in place that are proving successful at present. Weekly review and any revisions will be made.

**f) Staff leave (FAQs) - is the college aware of recent announcement from Govt that staff can carry leave forward over a 2 year period?**

We are looking to include leave in this year wherever possible and do not intend to use the 2 year period.

**g) What briefing channels is the College accessing to keep informed and updated on developments eg AoC, DfE?**

There are daily briefings from DfE but this tends to be a repeat. AoC has the most useful updates sent by email.

**h) How can the Corporation support Nav, SMT and college more broadly?**

All advice greatly accepted. What we need most is a qualified accountant governor to join us in the summer.

**i) When do we start to scenario plan for C19 disruptions still being in place come Sept**

Not yet, though there are considerable European funds underspent. These may go towards unemployed retraining once restrictions are lifted. College is also working on options for re-training during the restrictions (e.g. online training for IT skills).

**j) Remote learning difficulties**

No problems at a macro level, but IT support are being kept very busy supporting a host of domestic issues for individuals.

**k) Exams, placements and apprenticeships all on hold - is there anything we can offer by way of reassurance to students?**

Tutors and other relevant staff are in touch with most learners.

**l) Cert Ed/PGCE programme**

It was queried what arrangements Huddersfield Uni has made to allow these students to complete, as they have to stop conventional delivery prematurely.

The PGCE Team reported that Huddersfield has been very proactive in providing information for both Year 1 and 2 students. The university hosted a very useful network meeting via Zoom on 20 March. Year 1 and Year 2 had additional Zoom teaching sessions last week to ensure that they are all supported. As matters

stand, as long as the learners complete their assignment work to the required standard, Year 2 will be able to graduate as planned and Year 1 will be able to progress to Year 2 of the course.

**09/20 To monitor**

**a) The Quality Improvement Plan**

The Plan was noted.

**b) The Development Plan**

It was queried when the right time might be to revisit this plan in light of issues raised due to impact from the Coronavirus. The Vice Principal Curriculum confirmed it will be reviewed in May and, on 4 May, Governors will be sent a 'special' update.

**10/20 Chairs Report**

The Chair confirmed that she and the Vice Chair are receiving daily AoC updates from the Clerk and suggested that these updates be sent to all members until such point as they decide to opt out, which was agreed.

**11/19 Principal's Report**

**i) Principal's Update**

The Principal asked members to note the good news stories taking place across College within each sector. He then updated on the Vice Principal Curriculum vacancy which has gone live. So far, 17 people have shown an interest with telephone calls taken place with two possible candidates. Interviews are scheduled for 12 & 13 May and will most likely need to take place via video conference with involvement from some governors.

Less positive news is that the funding for Talk English has been removed so delivery will end in April.

**ii) To receive the Termly Finance Report**

The Principal reported that if all assumptions happen, then we expect to break even this year instead of a 2% surplus. Any surplus will depend on any new government funds, but we are in a positive place overall considering the situation. It was asked if the figures set out are the worst case scenario and confirmed yes.

It was queried if the College will qualify for the Job Retention Scheme and it was explained it would only be for those areas not in receipt of any funding, eg Bradford Works, catering, full cost courses.

It was queried how much of the capital spend showing in the cash flow for summer 2020 is presently uncommitted and so could potentially be put on hold to preserve cash flow. The VPF confirmed £130k - Capital element of 2nd phase of T level grant work not committed to suppliers, but committed as part of project

funding which also includes £75k revenue cost for maintenance items. £10k is retention from phase 1 so is committed. £75k is spent on the T level equipment grant received in March. We assume if not spent would have to be returned. £115k is for "normal" capital equipment and not yet committed.

Another member asked about DfE/ESFA guarantees and if the delay to the devolution deal announced in January is a risk too. The Principal responded by saying devolution may still start from next summer - up to 40% of the country already.

If anyone has any further questions, they can email the Principal at any time.

The Termly Finance Report was received.

**iii) Ofsted Short Inspection Outcome**

The Principal confirmed a successful inspection visit resulting in us maintaining our grade of Good.

**12/20 Governance Matters**

**i) To consider a review of the Corporation's Standing Orders**

Members agreed to endorse the Corporation's Standing Orders.

**ii) To receive an update on membership and consider filling vacancies on Committees and any Liaison Member vacancies**

The Clerk reported that the two newly appointed members had expressed a wish to join the C&Q Committee where we do have vacancies.

**Members approved the appointments of Kerry Robinson and Catherine O'Connor onto the C&Q Committee.**

**iii) To approve the Disciplinary Policy & Procedure for Senior Postholders 20/22**

**The Disciplinary Policy & Procedure for Senior Postholders 20/22 was approved.**

**13/20 Any Other Business**

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

- 19 May 2020 (Strategic Planning & Training)  
It was agreed to keep this date in the diary and use it as a video conference if felt necessary.
- 14 July 2020
- 29 September 2020 (Strategic Planning & Training)
- 15 December 2020

To note is that upcoming Committee meetings which take place from June are most likely to take place via video conference/Hangouts Meet.

**13/20**

ii)

**CONFIDENTIAL ITEM**

18:32

Staff and student members withdrew.

**a) To agree the confidential minute 49/19iia of the Corporation meeting held on 10 December 2019**

Recorded in separate minute.