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**Minutes from the meeting of The Corporation**

**on the 10th December 2024**

| **Present:** Diana Bird (DBi)-Principal Peter Whittle (PW) - ChairPaul Goodridge (PG) - Vice ChairKerry Robinson (KR)Nigel Hainsworth (NH)  Rachel Hoyland (RH) Sanjoy Kundu (SK) David Butcher (DBu) Joanne Beaumont (JB) Grace Jeffrey (GJ) Paul Riley (PR)**In Attendance:**  Danielle Carter (DC)- Director of Governance John Flaherty (JF) - Vice Principal Finance and Planning Greg O’Shea (GOS) - Vice Principal Curriculum**Apologies**:  Phil Hunter (PH) Ranjit Arora (RA) Steph Tinsley (ST) Catherine O’Conner (CO)  Stephanie Cowling (SC) **Presenters:**  Jess Roberts (JR) - Advanced Practitioner |
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|  |  | **Action** |
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| 1 | **Welcome, Apologies of absence, Disclosure of financial and/or personal interest**PW welcomed everyone to the meeting. Apologies were received from ST, RA, SC, CO, and PH. Both student governors were not in attendance. There was a financial interest for staff governors against item 9 in which the staff governor will leave the meeting during discussions.  |  |
| 1a | **Presentation - Prevent in the Immersive Room** Governors were shown the immersive prevent training by JR that students have all received and participated in the interactive experience.  |  |
| 2 | **To agree agenda and order of business as circulated** Agreed |  |
| 3 | **To endorse the two Student Governor appointments**To be deferred due to non attendance. | Agenda |
| 4 | **To approve the minutes of the meetings held on 9 July 2024**The minutes were approved as a true and accurate record of the meeting by those in attendance.  |  |
| 5 | **Matters arising** None |  |
| 6 | **Chair's Report**PW explained himself and PG will be splitting the governors for one to one annual conversations. Ofsted will be due in the next 6 months so need to ensure compliance is correct. The Chair complemented SLT and staff on their work at the recent inspection. A question was asked around the annual conversation and the structure and if it was mandatory. The scope and purpose was discussed. **Action**: DC to add the scope at the start of the pro forma. | DC |
| 7 | **Principal’s Report including:****a. Principal’s Update on College News** **b. To consider the Draft College Annual Report 2023/24** DBi reminded governors the college news report is written by Heads of Departments and this links into the annual report. The annual report has been in place for over ten years, however other documents have since become requirements such as the accountability statement and the skills review. This suite of documents go to Ofsted, they are also available on the college website and help aid potential stakeholders develop their understanding of what life at Shipley College is like.It was reiterated this is a draft and will go to marketing to add photos and reduce the amount of text. A discussion took place around the wording in the opening section and the use of ‘under-resourced’. The definition was explained and reasoning for using this phrase. **Action:** It was agreed these paragraphs would be reordered to change the focus on other key areas. **Action:** Governors were invited to give feedback via email in more detail ahead of the document going to Marketing. **c. To monitor the Corporation’s Key Performance Indicators**DBi explained these were set at the time of the strategic plan 4-5 years ago and some priorities have changed. Examples were shared. Therefore some of the red against targets is not a concern due to the sector moving forward. Next year a new strategic plan will be in place with new KPI’s. **Action:** Governors requested the colour to be removed in the meantime as it is not a true reflection of the progress. A discussion took place around the number of KPIs and which of these are a priority. A question was asked around the attendance and actions from this as well as if this support follows on from the 6 week plan leading to day 42. GO explain the expectations set. Governors discussed the KPIs being set during the last strategic plan and how they can input into the planning of the new strategic plan. The Chair emphasised this is a crucial exercise and the support of the Governors is needed.  **d. Interim Full Time Enrolment Report**DBi explained the college has average class sizes of 14 so there are courses where a few students can be taken on but not new groups as there are no available classrooms. It is fair to say we are effectively at physical capacity estate wise. A discussion around the comparable years in the table took place and DBi explained that due to the dip during the pandemic years it shows a truer picture. Governors discussed the class size and capacity per rooms, it was noted some classes take smaller numbers and some rooms can hold up to 25. Governors asked if there was a maximum number per class, it was confirmed space would have to be available for larger numbers, DBi explained some classes have been split due to size but there are lots of factors to consider such as if students use wheelchairs, or have learning support, each room has a capacity number which has to be abided by. A discussion took place around general timetabling and how this could be looked at for if the number of students reach capacity. It was agreed there are a variety of things college could do although there are things to consider such as social and eating space, and that student safety is paramount.Adult learning was then focused on and the capacity here to grow numbers. A Governor asked if SLT have access to granular data around the subject profile of options for year 11. GO explained the nature of the data made available by individual schools and that curated and published by the LEA, colleges only receive detailed data on those at risk of becoming NEET (not in education, employment or training).**e. To Consider the Termly Finance Report**JF reported the headlines from the forecast. A discussion took place around the national insurance change following the government budget.  | GO/DBiGovsDBi |
| 8 | **Student Council**: To receive a copy of the minutes & and consider any recommendations from the meetings held on:**a) 22 October 2024****b) 9 December 2024**DC gave an update of the last two meetings. A Governor discussed utilising the student council to feedback key items from Corporation. A discussion took place around very high student attendance at Student Council meetings and if changing the timing of Corporation meetings would be a benefit. **Action**: Google form to be sent to vote on timing of Corporation meetings.  | DC |
| 9 | **Finance & Resources**: To consider any recommendations arising from the meeting held on 4 December 2024*RH stepped out of the meeting 7.34pm*DBu Reported the recommendations to the board:* Members agree to the adoption of the going concern principle.
* Governors recommend the signing of the financial statements and balance sheet to the Corporation.
* Governors recommend the agreement of the Shipley College Developments accounts to Corporation.
* Members recommend the proposal of 2.5% increase with a minimum of £750 which is based on the AoC recommendation to the Corporation.
* The Terms of Reference were approved.

A discussion took place around the general offer and the AoC recommendation. JF explained he reached out to the unions but they did not respond.**Governors accept and agree the recommendations from the F&R committee.** *RH rejoined the meeting 7.40pm* |  |
| 10 | **Audit**: To consider any recommendations arising from the meeting held on 3 December 2024NH reported the recommendations from the committee: * Members recommend to the Corporation that the letter of representation can be signed.
* The committee agreed the various financial statements could be signed by the Principal and Chair of the Corporation.
* Members agreed the College is a going concern in line with accounting requirements.
* Members approve the Acceptable Use Policy and recommend it to the Corporation.
* Members recommended approval of the Shipley College Development accounts by the Corporation.
* Governors recommend the Health and Safety report to the Corporation.
* It was agreed a formal process would need to take place for 2025/26 for the external auditors, but an extension of the auditors contract would be the preference for 2024/25 if the costing is inflationary increase only for the base costing.

A discussion took place around the new build and the Shipley College Development Accounts no longer being dormant which will increase the work of the external auditors.**Governors accept and approve the recommendations from the Audit committee**. *PG stepped out of the meeting 7.45pm and returned 7.47pm**KR stepped out of the meeting 7.45pm and returned 7.48pm* |  |
| 11 | **Recommendation from the Audit & F&R Committees**:**i) As part of Shipley College draft Financial Statements:**1. **Strategic Report**
2. **the Statement of Corporate Governance and Internal Control**
3. **Governing Body’s statement on the College’s regularity, propriety and compliance with funding body terms and conditions of funding**
4. **the Statement of the Responsibilities of the Members of the Corporation for the Financial Statements**
5. **Signing of the Balance Sheet**
6. **Letter of Representation Year end audit**
7. **Letter of Representation Regularity audit**

**ii) Shipley College Developments end of year accounts**Governors congratulated JF on the clean audit, JF stated Stacey Fletcher - Head of Finance worked hard to ensure the auditors had all the information they needed. **Governors approve the signing of the financial statements.**  |  |
| 12 | **Curriculum & Quality: To consider any recommendations arising from the meeting held on 26 November 2024**GO went through the recommendations in the Chair of the committees absence:* Governors recommend the SAR and associated plans to the Corporation
* Members approve the Terms of Reference
* Members recommend the Additional Learning Support Policy and Assessment and Verification Policy to the corporation for approval.

**Governors approve the recommendations from the C&Q Committee.**  |  |
| 13 | **To consider for approval the Whole College SAR and Associated plans:*** **QIP**
* **Development Plan**

A discussion took place around the SAR and the timing of when it has to be uploaded to the Ofsted website. A governor asked a question around the QIP and if the wording could be changed from ‘not yet achieved’ as this is not a true reflection, a discussion took place and it was agreed ‘in progress’ and ‘on track’ would be better phrases to use. The Chair explained he attended the SAR validation and found it to be a very valuable experience. Other governors agreed as they had attended departmental validations and felt it was a great meeting to be a part of. A question was asked around the imminent Ofsted inspection and how inspectors would be selected. DBi explained the process and the fact that college is able to highlight concerns or conflict of interest. A Governor noted the SAR opening narrative is really well written and these could feature in the annual report. **Governors approve the above documents.**  |  |
| 14 | **Governance, Search and Remuneration Committee: To consider any recommendations arising from the meeting held on 15th October 2024**JB explained the recommendations to the board:* Members approved JB as Chair and GJ as Vice Chair of the committee.
* Members agree to the terms of reference and recommend to the Corporation.
* Members agreed to recommend to Corporation to re-appoint PW, SK, PG, and ST.

**Governors approve the recommendations from the GSR Committee.**  |  |
| 15 | **Governance Matters:**1. **To consider the outcome from the 2023/24 Corporation Performance Review Questionnaire**

DC explained the data is from the annual report governors complete over the Summer. There are no patterns and the lowest score was around attendance of governors. 1. **Ofsted link Governor Report**

Governors receive the report.  |  |
| 16 | **Any Other Business**None |  |
| 17 | **Dates of Corporation Meetings scheduled to December 2025:*** 1 April 2025
* 13 May 2025

(Strategic Planning & Training)* 8 July 2024
* 8 October 2025

(Strategic Planning & Training)* 9 December 2025
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| 18 | **CONFIDENTIAL ITEM***This item was confidential in nature so a separate minute wa recorded.*  |  |

Meeting closed 8.13pm

**Decision and Action Tracker**

| Date /Item | **Decision**/*Action* | Person responsible  |
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| 101224 item 4 | **The minutes of the meeting on 9th July 2024 were approved as a true and accurate record of the meeting by those in attendance.**  |  |
| 101224 item 6 | *DC to add the scope on to the one to one pro-forma* | DC |
| 101224 item 7 | *7b. It was agreed these paragraphs would be reordered to change the focus on other key areas.* *7b. Governors were invited to give feedback via email in more detail ahead of the document going to Marketing.* *7c. Governors requested the colour to be removed in the meantime as it is not a true reflection of the progress.*  | DBi/GOGovernorsDBi |
| 101224 item 8 | *Google form to be sent to vote on timing of Corporation meetings.*  | DC |
| 101224 item 9 | **Governors accept and agree the recommendations from the F&R committee.**  |  |
| 101224 item 10 | **Governors accept and approve the recommendations from the Audit committee**.  |  |
| 101224 item 11 | **Governors approve the signing of the financial statements.**  |  |
| 101224 item 12 | **Governors approve the recommendations from the C&Q Committee.**  |  |
| 101224 item 13 | **Governors approve the QIP and associate documents.**  |  |
| 101224 item 14 | **Governors approve the recommendations from the GSR Committee.**  |  |
| 101224 item 18 | **Governors approve the annual report and the SPH pay increase.** |  |