



## Minutes of the Corporation Meeting

held on Wednesday 27 April 2016

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*Present* Leslie Williams (*Chair*), Ian Jewkes (*Vice Chair*), Keith Bate (*Principal*), Jane Chan, Karen Cocker, Geoffrey Elliot, Andrew Hanson, Mark Johnson, Helene Jones, Allison Matthews, Alison Perks

*In attendance* Joanne Williams (*Deputy Principal, Director of Learning and Teaching*)  
Jacquie Carman (*Director of Finance and Corporate Services*)  
Jennifer Sunter (*Clerk to the Corporation*)

### 1 Apologies

Apologies were received on behalf of Harvey Owen and Peter Mitchell.

### 2 Declarations of Interest

There were none

### 3 Corporation Minutes

#### 3.1 Minutes of the Corporation Meeting held 23 March 2016 and Matters Arising

The minutes of the meeting held 23 March 2016 were approved as a correct record.

Under matters arising. In addressing actions from previous meetings that had been scheduled for April 2016:

From the meeting held 9 January 2016 - With reference to Strategic Priorities and reflection on development, contraction and working differently, Keith Bate reported that, pending completion of curriculum area/area based review, there were no issues to report at this stage. It was noted that the College was performing strongly and that a fuller position would be reported in July 2016.

From the meeting held 23 March 2016 – Both training in relation to provision by the College Solicitors and a more detailed report on Statements of Recommended Practice were addressed under the agenda.

### 4 Governance

#### 4.1 Calendar of Meetings and Cycle of Business

**The Corporation resolved to approve the Calendar and Cycle of Business August 2016 to August 2017.**

## 4.2 Shakespeare Martineau Programme

Members agreed that current work being conducted with Shakespeare Martineau remain focused on both that of Shared Services and revision of the Corporation's role in the Disciplinary and Grievance framework. Any remaining training allocation would be reviewed.

## 5 Strategic Overview

### 5.1 External Review

Keith Bate explained the preparation made to support the External Review process being conducted by Professor Daniel Grant. The focus remained on clarity regarding strengths and areas for improvement. Initial action would be addressed by the Search and Governance Committee who would report to the Corporation.

With regard to Ofsted planning and monitoring, members noted progress since the last inspection addressed in the Post Inspection Action Plan.

### 5.2 Area Based Review

Leslie Williams reported on the College participation in the Black Country Area Based Review, outlining the timetable, which included the College being visited on Tuesday 3<sup>rd</sup> March 2016.

Keith Bate expanded on the information provided before the review from Colleges, the Local Enterprise Partnership and local authorities.

Members noted the work to date on emerging partnership and shared services.

Members further received an update on the outcomes of the Birmingham Area Review with particular regard to South Birmingham provision.

<b>Action 5.2a</b>	It was agreed that a bullet point summary be provided of the Initial Area Review meeting, as scheduled for 2pm on Friday 29 April 2016.
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### 5.3 Multi Academy Trust

Keith Bate reported that the Chair had been appointed as a member and the Principal as a Trustee of the Multi Academy Trust for Ridgewood High School.

The College would be providing a financial management service to the Trust from September 2016.

*(Geoffrey Elliott joined the meeting)*

### 5.4 Shared Services

Keith Bate reported on work undertaken to progress the potential development of shared services in line with previous Corporation discussion.

Members considered actions to further progress shared services through a formal scheme with King Edwards VI College, Stourbridge with legal, financial and Human Resources advice on an appropriate vehicle. Members also debated the

basis of the provision of a loan through Halesowen College Enterprises to support a new legal partnership for the provision of shared services.

Mark Johnson asked a number of questions, to test the basis of such a loan, which was outside what he perceived as normal activity for Halesowen College Enterprises. Mark Johnson asked about the viability of alternative options.

Through further debate Jacquie Carman clarified the legal basis, purposes and historical position of Halesowen College Enterprises and the legal position constraining the College regarding commercial activity.

The purpose of shared services being advantageous to Colleges embarking on them was underlined.

Andy Hanson emphasised that the Directors of Halesowen College Enterprises needed to agree this approach, and Karen Cocker asked that more detail regarding the trajectory for outcomes and the risk be provided.

**Action 5.4a** Keith Bate agreed to further report to the Corporation on Shared Services in June 2016

#### **The Corporation resolved by majority**

- **An agreement in principle that Halesowen College wishes to explore a formal shared services scheme with King Edwards VI College, Stourbridge on a 50:50 partnership model.**
- **That legal, financial and HR advice be sought on the most appropriate vehicle to be established either through a company limited by guarantee or a limited liability partnership.**
- **That Halesowen College Enterprises Limited be requested to identify up to 50% of its surplus in the current year to act as a loan to a new separate legal partnership to provide initial starting capital.**

#### **5.5 Accommodation and Capital Programme**

Leslie Williams asked about refurbishment of Amethyst. Joanne Williams responded that in line with the Post Inspection Action taken to develop Hair and Beauty provision, the salons were being refurbished to meet industry standards.

#### **5.6 Anti-Modern Day Slavery Act, Statement and Policy**

In responding to the Anti-Modern Day Slavery Act, Jacquie Carman highlighted the two strands of safeguarding students and transparency regarding supply chain company responsibilities. The risk register had been updated and the College would continue to monitor activities in order to combat modern day slavery.

**The Corporation resolved to approve the Anti-Modern Day Slavery Act, Statement and Policy**

#### **5.7 Development Plan Progress Report**

Progress on the College Development Plan was noted.

## **5.8 Strategic Plan Update**

### **5.8a Digital Learning Strategy**

Keith Bate explained the additional time and the context of putting the Digital Learning Strategy into place.

The focus on staff development echoed governor strategic planning discussions on the importance of taking staff forward with the organisation's development.

Leslie Williams asked if milestones were achievable and Joanne Williams responded that these were, as set by the Learning Resources Director.

**The Corporation resolved to support the Digital Learning Strategy.**

## **6 Monthly Performance Information**

### **6.1 Finance**

Members noted that financial performance remained strong.

### **6.2 Student Applications, Teaching, Learning and Assessment**

Keith Bate noted that student applications were very strong, notwithstanding applicants holding offers from multiple institutions. Conversion of applications into enrolments could reverse the previous year's reduction in student numbers.

Leslie Williams asked why recruitment was deemed to have increased. Keith Bate responded that recruitment had increased across the sector and referred to earlier responses from schools and a low withdrawal rate.

The impact on the volume of GCSE resits with an increased student intake was also noted.

### **6.3 Staffing and Accommodation**

The update was received.

## **7 Students, Teaching, Learning and Assessment**

### **7.1 Student Charter Report**

Leslie Williams noted the decrease in the number of students using the counselling Service.

In response to waiting times at Parents' Evenings Joanne Williams explained the approach to encourage parents to attend where there was greater need.

The report was received.

### **7.2 Quality Strategy and Policy**

Joanne Williams reported that the refreshed policy and strategy reflected both the approach and the level of activity undertaken to assure quality.

Geoffrey Elliott suggested that the governor role in setting the quality strategy and overarching monitoring could be made more implicit in the strategy.

Jane Chan asked for clarification on terminology and staff understanding of Learning Walks. Allison Matthews explained that there had not been a problem with this over the year.

Keith Bate emphasised that setting the strategy remained a core function of the Corporation's Articles of Government.

**The Corporation resolved to adopt the Quality Strategy and Policy subject to minor amendments.**

## **8 Finance Reports**

### **8.1 Procurement Policy**

Jacque Carman highlighted changes made in updating the Procurement Policy which included references to ethical procurement.

**The Corporation resolved to approve the revised Procurement Policy.**

### **8.2 Finance Record Information**

Leslie Williams noted that the comparative data of the College finance record against that of the sector demonstrated very good performance.

The report was received.

### **8.3 SORP – International Accounting Standards**

Jacque Carman provided an account of the changes to the Higher and Further Education Statements of Recommended Practice and how these related to the College accounting.

**Action 8.3a** Leslie Williams asked about materiality and it was agreed that Jacque Carman would return a report comparing the 2014/2015 accounts with a restatement under the new standards for comparison.

## **9 Safeguarding Update – Confidential**

As per Confidential Minute

## **10 Any Other Business**

There was none.

## **11 Date of Next Meeting**

The next meeting is scheduled for 25 May 2016 at 6pm.

The meeting closed at 19.40pm.

<b>Actions from meetings</b>			
<b>Ref</b>	<b>Agenda item and action</b>	<b>Date/item for review</b>	<b>Reported by</b>
<b>Corporation Meeting 25 November 2015</b>			
<b>6.1</b>	<p><b>College Self-Assessment Report and Development Plan</b></p> <p>It was agreed that revised reporting should more clearly illustrate movement in performance, to be addressed within the Faculty Director reports provided within the annual cycle of business.</p>	July 2016	KDB
<b>Corporation Meeting 9 January 2016</b>			
<b>4</b>	<p><b>Implementing the Strategic Plan and Priorities for the Corporation 2016–2017</b></p> <p><b>Strategic Priorities for the Year Ahead</b></p>		
<b>4b</b>	It was agreed that the senior management team would address the strategic review outcomes in light of the Area Based Review and return a report to the Corporation.	Summer 2016	KDB
<b>4d</b>	Reflection on development, contraction and working differently: Joanne Williams to prepare a report for Corporation on analysis of areas regarding opportunities, problems and viability.	April 2016 Revised to July 2016	JWi/KDB
<b>Corporation Meeting 23 March 2016</b>			
<b>10.3a</b>	<p><b>Budgeting Policy</b></p> <p>It was agreed that a key review report would be provided for the Corporation in August or September 2016.</p>	August/ September 2016	JCa
<b>Corporation Meeting 27 April 2016</b>			
<b>5.2a</b>	<p><b>Area Based Review</b></p> <p>It was agreed that a bullet point summary be provided of the Initial Area Review meeting, as scheduled for 2pm on Friday 29 April 2016.</p>	May 2016	KDB, LWi
<b>5.4a</b>	<p><b>Shared Services</b></p> <p>Keith Bate agreed to further report to the Corporation on Shared Services in June 2016.</p>	June 2016	KDB
<b>8.3</b>	<p><b>SORP – International Accounting Standards</b></p> <p>Leslie Williams asked about materiality and it was agreed that Jacquie Carman would return a report comparing the 2014/2015 accounts with a restatement under the new standards for comparison.</p>	May 2016	JCa