



Minutes of the Corporation Meeting

held on Wednesday 25 May 2016

Present Ian Jewkes (*Vice Chair*), Keith Bate (*Principal*), Karen Cocker, Geoffrey Elliott, Andrew Hanson, 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*)
Sarah Dobson (*Creative Arts Faculty Director*)

It was agreed that agenda item 7.1 Creative Arts Faculty Report, be taken as the first substantive item.

1 Apologies

Apologies had been received from Leslie Williams, Jane Chan, Mark Johnson, Peter Mitchell, Helene Jones and Harvey Owen.

2 Declarations of Interest

There were none.

3 Minutes and Matters Arising

3.1 Minutes of the Corporation Meeting held 27 April 2016

The minutes of the Corporation Meeting held 27 April 2016, including the confidential minute, were approved as a correct record.

3.2 Matters Arising

Under actions from previous meetings, items dated for review in May 2016:

From the meeting of 27 April 2016, the Chair had circulated a summary of his observations on the first two Steering Group Meetings under the Black Country Area Based Review.

From the meeting of 27 April 2016, Jacquie Carman had provided a report comparing the 2014/2015 accounts with a restatement under the new SORP, International Accounting Standards.

7 Students, Teaching and Learning

7.1 Creative Arts Faculty Report

Joanne Williams provided the context for the Faculty Review related to the curriculum area review process and planning for 2016/2017.

Sarah Dobson provided a comprehensive presentation addressing retention, courses under notice, improvements, changed course specifications and new course provision, progression and the embedding of literacy and numeracy. The presentation highlighted the work so far undertaken and in development, to increase employability. Also notable were increased community links and enrichment activities, including competitions and performances. The potential to offer increased advice and guidance to prospective students throughout the year was also noted.

Ian Jewkes asked about retention and student mental health issues in relation to courses and the use of 'drop down' qualifications. Sarah Dobson and Joanne Williams explained the focus on planning needs for students. In relation to equipping staff, it was noted that training to meet student need was not generic and specialisms for each year's intake did not remain the same.

Ian Jewkes asked how recruitment was being approached differently and Sarah Dobson provided detail on a range of activities being considered, including that course titles needed to be broader and relate to employability.

Geoffrey Elliott commended the value of the learning walk he had undertaken, where he noted the range of work and the inter-discipline collaboration. Geoffrey Elliott also asked about potential growth in creative arts based apprenticeships, with regard to a student shift from traditional courses towards apprenticeships. Joanne Williams advised that students did not seem to be attracted towards creative arts based apprenticeships.

4 Governance

4.1 Minutes of the Search and Governance Committee 10 May 2016

Alison Perks reported on the work undertaken by the Search and Governance Committee, focusing on the ensuing actions, such as the update of the External Review activities and other Corporation Self-Assessment plans including revised Success Measures.

The minutes were received.

4.2 Corporation Appointments

Alison Perks reported that following consideration of the skills audit and terms of office, the Search and Governance Committee recommended appointments to meet identified need.

The Corporation resolved that

- **Harvey Owen be appointed as a member of Halesowen College Corporation commencing 1 August 2016 to 31 July 2019.**

- **Claire Simmonds be re-appointed as a co-opted member of the Audit and Assurance Committee commencing 1 August 2016 to 31 July 2018.**

with all appointments remaining subject to satisfactory completion of required eligibility criteria.

4.3 Revised Success Measures

Revised measures had been provided by the Chair and considered by the Search and Governance Committee.

The Corporation resolved to approve the revised Success Measures for 2015/2016.

4.4 Corporation Self-Assessment and External Review Action Plan

The External Review Action Plan was noted.

The Corporation resolved to approve the Self-Assessment process for 2016.

4.5 Corporation Meeting Planning

The Clerk outlined a number of meeting and training dates on which members were being consulted.

Action 4.5a Proposed meeting dates would be circulated to members.

5 Strategic Overview

5.1 External Review

Keith Bate reported on the planned activity following the recent meeting with Dr Daniel Grant.

Action 5.1a A schedule of proposed activities to take the College forward would be provided.

5.2 Safeguarding Update

Keith Bate highlighted two strands of work being undertaken, addressed by the Nursery Action Plan and the Human Resources Single Central Record Statement.

The Single Central Record would be monitored and the Principal would report each term to provide assurance.

5.3 Area Based Review

Keith Bate had provided members with the report from the Area Based Review consultants and the report prepared for the FE Commissioner prior to the Steering Group Meeting held on 20 May 2016.

Leslie Williams had reported to members on the first two steering groups.

Members received the updates.

5.4 Shared Services

Keith Bate explained the basis of advice received from the College's legal advisers Shakespeare Martineau with regard to a proposed shared services company.

Ian Jewkes noted that greater assurance was provided and asked if the company would be restricted. Keith Bate responded that 80% of provision must be for the two Colleges in the joint agreement.

The Corporation noted the update.

5.5 Initial Budget 2016/17

The outline budget was noted with the full budget for 2016/2017 being provided for approval at the June meeting of the Corporation.

6 Monthly Performance Information

6.1 Finance

Under monitoring of the finance and management accounts Karen Cocker asked about the over spend under the 19+ hardship and childcare fund. Actual overspend was clarified at a smaller level due to some costs being recouped. Jacquie Carman explained that childcare support in relation to January starters would be addressed in revised policies for 2016/2017.

6.2 Students Learning and Teaching

Key points noted were a dip in student attendance for April 2016, where further action was being taken and an increase in student applications for 2016/2017, which was particularly noticeable for A Level courses.

6.3 Staff and Accommodation

Keith Bate confirmed that the building of Block 13 remained on schedule and outlined plans for its launch and the College's 50th celebrations.

7 Students, Teaching and Learning

7.2 Learning and Teaching Assessment Report – Quality Review and Development

Joanne Williams reported on learning, teaching and assessment for the current year, noting that while some minor collating adjustments remained, the overall assessment illustrated an increase in lessons graded good and outstanding.

Every curriculum area had some good or outstanding provision. However, overall there remained scope for increasing stretch and challenge. Where there were staff with lower grades, action had been taken.

Literacy had been more effectively embedded, however, maths was proving harder to embed across all subjects. Equality and Diversity had been better evidenced in lessons and the use of IT had progressed and would continue under the Digital Learning Strategy.

Support for learners across a three week induction period was further highlighted, together with the growth in students with high needs.

Employability was also being progressed with projects and increased community links.

The report was received.

8 Finance Reports

8.1 Review of Activities (Charities Act and Associated Legislation)

Members considered the review of activities with regard to acting within their powers. Under the traffic light system no activities were graded as red and all areas rated as amber were being kept under review.

With reference to Charity Law and delivering outcomes for public benefit, an updated statement for 2016/2017 was provided, incorporating references to Anti-Modern Day Slavery.

Emerging developments for the College in both a Multi Academy Trust and Shared Services would require a further review of activities.

The Corporation confirmed that all green and amber activities are within the powers of Halesowen College and noted the updated Public Benefit Statement for 2016/17.

8.2 Student Financial Support Policies 2016/17

Jacque Carman provided the annual review of policies for student financial support which addressed changes and sought to allocate resources to those most in need. These included a change in banding from four to three categories, which were linked to household income. Childcare provision would be specified, in the most part through Halesowen College Nursery and any external nursery costs would be capped at the College's Nursery rates. Keith Bate emphasised the need to ensure that students were provided with information directly and that they were consulted.

It was noted that following information on increased Adult Apprenticeships and on the Adult Skills Budget the policies may require further consideration.

Ian Jewkes asked about potential adverse impact. Jacquie Carman reported that changes were most likely to affect a few students in the highest band, who were not assessed as the most in need.

The Corporation resolved to approve the revisions to the Student Financial Support Policies for 2016/17 incorporating:

- **16-18 Bursary Fund**
- **Discretionary Learner Support 19+**
- **19+ Advanced Learning Loans Bursary Fund**
- **Further Education Free Meals**

8.3 Estates and Environmental Services Report

Jacquie Carman emphasised the need to continue to invest to maintain an excellent estate. Targets were monitored monthly and there was an increased focus on optimal management of the estate as an asset.

The report was received.

8.4 Memorandum of Understanding

The annual update of the memorandum between the College Corporation and Halesowen College Enterprises was considered. Members noted that there remained no cross subsidy and that Halesowen College Enterprises adopted the College's ethical procedures.

The Corporation resolved to approve the revised Memorandum of Understanding with Halesowen College Enterprises 2016/17.

8.5 Companies Act 2006

Jacquie Carman explained the need to address the new requirement under the Companies Act 2006, to collect and keep information about people with significant control over a company. It was noted that Halesowen College Enterprises must comply.

The Corporation resolved that

- **The HCE register as provided, should specify that; the company knows or has reasonable cause to believe that there is no registrable person or registrable relevant legal entity in relation to the company.**

The HCE Company Secretary should complete the new annual return in accordance with Companies House timescales.

8.6 FRS 102 and Revised Financial Health

Jacque Carman provided restated accounts under FRS 102, explained revised ratios and the choices in adopting new accounting policy.

It was demonstrated that under FRS 102 there would be a reduction in surplus and that the College could still maintain financial ratios to meet outstanding financial health.

- **With regard to the restated annual accounts, the Corporation noted the impact under FRS 102 and the reconciliation of surplus and reserves.**
- **With reference to the revised ratios and assessment of financial health, the Corporation noted the current and projected outstanding grades.**
- **With regard to the accounting policies, the Corporation resolve that:**
 - i. **Assets will be carried at existing values and only revalued should there be belief that the carrying value is materially different from the fair value at the end of the reporting period.**
 - ii. **Wherever possible grants are treated using the accruals method.**
 - iii. **Short term employee benefits are non-material and not included as a liability.**
 - iv. **Draft accounting policies are approved.**
 - v. **Reserves policy is approved.**

9 Any other business

There was none.

10 Date of next meeting

The next meeting is scheduled for 29 June 2016 at 6pm.

The meeting closed at 8pm

Actions from meetings			
Ref	Agenda item and action	Date/item for review	Reported by
Corporation Meeting 25 November 2015			
6.1	College Self-Assessment Report and Development Plan 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.	July 2016	KDB
Corporation Meeting 9 January 2016			
4	Implementing the Strategic Plan and Priorities for the Corporation 2016–2017 Strategic Priorities for the Year Ahead		
4b	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
4d	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
Corporation Meeting 23 March 2016			
10.3a	Budgeting Policy It was agreed that a key review report would be provided for the Corporation in August or September 2016.	Aug/Sept 2016	JCa
Corporation Meeting 27 April 2016			
5.4a	Shared Services Keith Bate agreed to further report to the Corporation on Shared Services in June 2016.	June 2016	KDB
Corporation Meeting 25 May 2016			
4.5a	Governance Proposed meeting dates would be circulated to members.	June 2016	JSu
5.1a	Strategic Overview – External Review A schedule of proposed activities to take the College forward would be provided.	July 2016	KDB