

Minutes of the Corporation Meeting

held on Wednesday 31 August 2016

Present	Leslie Williams (<i>Chair</i>), Ian Jewkes (<i>Vice Chair</i>), Keith Bate (<i>Principal</i>), Karen Cocker, Helene Jones, Allison Matthews, Harvey Owen
In attendance	Joanne Williams (<i>Deputy Principal, Director of Learning and Teaching</i>) Jacquie Carman (<i>Director of Finance and Corporate Services</i>) Elizabeth Skipper (<i>Faculty Director – CTM – Health and Social Care</i>) Jennifer Sunter (<i>Clerk to the Corporation</i>)

It was agreed that agenda item 8.1 would be taken as the first substantive item.

1 Apologies

Apologies were received on behalf of Jane Chan, Geoffrey Elliott, Mark Johnson and Peter Mitchell.

2 Declarations of Interest

Senior Post Holders present declared their interest in agenda item 9; Senior Post Holder Positions 2016/2017.

Senior Post Holders and the Clerk declared their interest in agenda item 4.2 Corporation Delegation, Disciplinary and Grievance Policy and Procedures.

3 Minutes of the Corporation Meeting held 18 July 2016 and Matters Arising

The minutes of the meeting held 18 July were approved as a correct record.

There were no matters arising.

8.1 Faculty Director Report

Liz Skipper gave a presentation on the performance of the Health and Science Faculty. This included detail on retention, recruitment and progression across course areas including Animal Care, Early Years Education, Health and Social Care, Public Services and Science. New courses, staff performance, operational review and courses under notice were also reported. In particular success stories illustrated good progression with excellent student support to enable achievement.

It was noted that English was well embedded, that Maths required additional work and that Functional Skills was delivered in course very effectively.

Early data analysis indicated some exceptionally high grade performance.

Planning for the new academic year would focus on improvements to areas under notice and diversification of staff roles.

Leslie Williams asked about the balance of good to outstanding provision. Liz Skipper responded that there were three key areas to improve. Work experience across Science and Public Services needed to be more consistent and robust, group profiles across divisions, required greater consistency and a more consistent embedding of numeracy was needed. In a further response to Leslie Williams, Liz Skipper expressed confidence in making progression in the areas identified.

The report was received.

Liz Skipper left the meeting.

4 Governance

4.1 Review of Confidential File

Members considered the review of confidential reports and minutes retained for the current year. In response to questions from Karen Cocker it was acknowledged that some historical items remained confidential.

The Corporation accepted the Review of Confidential File and approved items for release.

4.2 Corporation Delegation – Disciplinary and Grievance Policy and Procedures

The Clerk outlined the basis of the delegation of powers to the Chair and Principal under the proposed revised Disciplinary and Grievance Policy and Procedures for Senior Post Holders. This required revision to Articles of Government, Committee Terms of Reference and Standing Orders.

Leslie Williams outlined that the revised procedures had been reviewed by the Chair and Vice Chair and that there was a need to revise the approach to summary dismissal under the Disciplinary Procedure for Senior Post Holders.

Action 4.2a Following discussion, it was agreed that paragraph 7.2 of the Senior Post Holder Disciplinary Procedure be removed and that Senior Post Holders and the Clerk be consulted on the revised procedures.

The Corporation resolved:

- 1. To adopt the revision to Articles of Government, and revisions to Standing Orders and Committee Terms of Reference as provided.**
- 2. Adjustments agreed at the meeting be made to the Senior Post Holder Disciplinary Procedure and Grievance Procedure.**
- 3. The revised Senior Post Holder Disciplinary Procedure and Grievance Procedure be put to Senior Post Holders and the Clerk for consultation.**
- 4. The revised Senior Post Holder Disciplinary Procedure and Grievance Procedure plus the Settlement Agreement Policy be considered at the next meeting of the Corporation.**

5 Audit and Assurance Committee

5.1 Audit and Assurance Committee Minutes of the Meeting held 23 August 2016

The minutes of the Audit and Assurance Committee meeting held 23 August 2016 were received.

5.2 Risk Management Report

Ian Jewkes reported that under his advanced scrutiny role he had considered the Risk Management Report. He highlighted the cross functional and very thorough review process that underpinned the report, before noting key risks including student courses, increasing personalised student support needs and digital reliance.

Members noted the net risk scores including those rated as Amber. Jacquie Carman reported that the number of risks scoring highly had reduced significantly as over the course of the year new digital systems had been addressed. However, reliance on digital systems remained a significant risk which was embedded in the risk register.

The Corporation resolved to approve the Risk Management Report, accepting the identified net risks outside the risk appetite, (one Amber rated) and to approve the Risk Action Plan 2016/2017.

6 Strategic Planning and Review

6.1 Area Based Review

Keith Bate provided the extract from the FE Commissioner's report which stated the position in relation to Halesowen College. The final report was awaited and would be provided for the Corporation.

The Corporation resolved that, provided that there was no change in the final report, to adopt the FE Commissioner's recommendation from the Area Based Review:

To remain as a stand-alone GFE college working collaboratively with other colleges on key aspects such as apprenticeships, adult skills and higher education. To also work collaboratively with King Edward VI College on developing a shared services arrangement.

- **In terms of meeting current and future needs, working collaboratively with the other Black Country colleges will enable opportunities to deliver savings for the College, support the expansion of apprenticeships taking into account apprenticeship reform and develop progression routes to higher education to meet local skill needs.**
- **Initial financial assessment and College accounts indicate this College is in a strong position, with the financial resilience needed to remain independent.**

- **In respect of quality of provision, the College is rated Good by Ofsted and success rates for students are above national averages in many areas.**

The College specialises in A Levels and in Level 3 vocational provision, the latter is extensive, covering visual and Performing Arts and Design, Animal Care, Hair and Beauty, Business, Catering, Health and Care, IT, Science, Sport, Travel and Tourism and Public Services. The College also delivers HNC, HND, Foundation Degree and Higher Apprenticeship programmes.

6.2 Ofsted Nursery Inspection

Keith Bate reported that the College Nursery had been inspected and achieved a rating of 'Good' and that he had written to all parents with a copy of the report.

Leslie Williams asked what an outstanding grade for the Nursery would require. Joanne Williams responded that an action plan was in place for the new manager and staff to address all developmental needs.

The report was received.

6.3 Shared Services

Keith Bate reported that a shared services company was now established as South Black Country Education Limited and outlined the arrangements in place and being developed.

Ian Jewkes asked about consultation with staff affected and Keith Bate responded that a consultation meeting had been held and attended by Unison. A subsequent question and answer sheet had been provided with no further queries raised.

Members asked questions about the parameters of operation and it was noted that the final agreement would be put in place for 1 October 2016.

Karen Cocker asked about the Halesowen College Enterprises loan and provision of a business plan. Jacquie Carman reported that this would be incorporated into the October meeting of Halesowen College Enterprises.

The Corporation noted the update and that a further report providing full details on parameters for the arrangements be put to the Corporation to inform the private agreement to be established between the two College Corporations as previously outlined.

6.4 Annual Plan 2016/17

The published Annual Plan for 2016-17 was received.

6.5 Investment and Property Strategy

Members noted the arrangements for the opening of Block 13 celebrating 50 years of the College Campus.

Keith Bate reported that the Black Country LEP had agreed to provide a grant of £700,000 for the refurbishment of Block 3, to provide a new Access Centre. This had been agreed at the meeting of the Corporation on 18 July 2016 with the aim of a completion date of November 2016.

Plans for 2016/2017 included the extension of Block 8 and the demolition of the former caretaker's bungalow and the small shop.

The Corporation resolved to approve the plans for capital building developments, subject to any necessary approval.

7 Finance Reports

7.1 Indicative Financial Performance 2015/2016

Jacque Carman reported that the final accounts were being addressed and were subject to external audit prior to the presentation of the Annual Members' Report and Financial Statements. The indicative financial performance provided a good indication of the outturn position, with the College in line to achieve its financial targets.

Jacque Carman explained that the statements had been provided to illustrate the position under both new and old accounting systems. Income reflected the expected profile and adjustment had been made for any claw back from the Apprenticeship contract. Under expenditure pay remained the same. Work undertaken to achieve significant savings was highlighted.

Karen Cocker asked about management perspective on the impact of 'Brexit' on European funding. In the immediate term Jacque Carman noted that the College received little European funding. Keith Bate noted the wider issues of fluidity in Government policy and unknown impact on direct and matched funding.

The report was received.

8 Students, Teaching and Learning

8.2 Summary of Key Headline Performance/Student Examination Results – Initial Report

Joanne Williams reported that there were no major issues of concern with the A Level results. Linear A Levels had provided no great difference in performance, other than a dip in high grade passes, which corresponded with national changes. The AS pass rate had increased. Some subjects were however under final notice.

Finalisation of Vocational results was awaited.

Members discussed the GCSE results and the outcomes of Foundation and Higher Paper English and Maths achievement affecting students. Some remarks had been requested.

The report was received.

8.3 Full Time Student Application Trends 2015/2016

Keith Bate outlined the enrolment position at the date of the meeting, noting that the College should meet its EFA contractual targets. A Level enrolments stood the same as the previous year, however, a substantial amount of students were converting to vocational courses due to missing the baseline entry requirement.

Members noted that not all applications converted to enrolments and that monitoring and tracking of students not enrolling was being undertaken.

Under consideration of Resolution under Standing Order 8 Proceedings at meetings, staff and staff governors were asked to withdraw from the discussion of agenda item 9.

9 Senior Post Holder Positions 2016/2017 – Confidential

Leslie Williams announced the retirement of Keith Bate as Principal of Halesowen College with effect from 1 October 2016. Leslie Williams explained that while the Principal had given the requisite notice of six months, it had been decided that this would not be announced until the completion of the Black Country Area Based Review.

Leslie Williams thanked Keith for his exemplary service over the last eighteen years. He noted the transformative impact of Keith Bate on Halesowen College and particularly on the life chances and opportunities for local people. He also highlighted how highly Keith Bate is regarded within the FE sector, locally and nationally by his peers.

Members discussed outline arrangements for the recruitment process for a new Principal. Ian Jewkes agreed to lead on this process working with Human Resources, with the aim of making an appointment by the end of November.

It was confirmed that Joanne Williams the Deputy Principal would be Interim Principal from 1 October 2016.

10 Any Other Business

There was none.

11 Date of Next Meeting

The next meeting is scheduled for 28 September 2016 at 6pm.

Closed: 8pm

Actions from meetings			
Ref	Agenda item and action	Date/item for review	Reported by
Corporation Meeting 9 January 2016			
4	Implementing the Strategic Plan and Priorities for the Corporation 2016–2017 Strategic Priorities for the Year Ahead		
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 Sept 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 18 July 2016			
4.2	Annual Plan 2016/2017		
4.2a	Leslie Williams requested that progress updates against each point of the Annual Plan 2016/2017 be regularly provided. It was agreed that monthly monitoring would be provided for the Corporation.	Sept 2016	KDB
Corporation Meeting 31 August 2016			
4.2a	Corporation Delegation – Disciplinary and Grievance Policy and Procedures Following discussion, it was agreed that paragraph 7.2 of the Senior Post Holder Disciplinary Procedure be removed and that Senior Post Holders and the Clerk be consulted on the revised procedures.	Sept 2016	KDB/RCh