

## Minutes of the Corporation Meeting

held on 1 March 2017

---

*Present* Helene Jones (*Vice Chair*), Joanne Williams (*Interim Principal*), Karen Cocker, Peter Coley, Jamie Fox, Mark Johnson, Allison Matthews, Monika Zilionyte

*In attendance* Jacque Carman (*Director of Finance and Corporate Services*)  
Julia Stevens (*Organisational Development Director*)  
Julie Edwards (*Faculty Director Business and Professional Services*)  
Daniel Grant (*Dan Grant Associates*)  
Lynn Pass (*Safeguarding and Inclusion Manager*)  
Jennifer Sunter (*Clerk to the Corporation*)

*Helene Jones welcomed Dan Grant, Lynn Pass and Julie Edwards to the meeting.*

*Changes to the order in which agenda items would be taken was agreed.*

### **1 Apologies**

Apologies were received on behalf of Ian Jewkes, Jane Chan, and Peter Mitchell.

### **2 Declarations of Interest**

Interests in respect of Jamie Fox and Peter Coley under agenda item 5.1 Corporation Appointments were noted.

### **3 Corporation Minutes**

#### **3.1 Minutes of the Corporation Meeting – 30 November 2016**

The minutes of the Corporation meeting held 30 November 2016 were approved as a true record.

#### **3.2 Minutes of the Corporation Meeting – 14 January 2017**

The minutes of the Corporation Meeting held 14 January 2017 were approved as a true record.

#### **3.3 Confidential Minutes of the Corporation Meeting – 28 January 2017**

The confidential minutes of the Corporation Meeting held 28 January 2017 were approved as a true record.

#### **4 Safeguarding and Prevent Update Presentation**

Lynn Pass gave a presentation to governors on keeping children safe in education, as part of the information and training provided to maintain awareness and assurance.

The presentation addressed what the College was delivering regarding staff training and student awareness raising.

Karen Cocker asked how governors could be assured that the measures put in place had the desired impact, and Jamie Fox asked how the College knew all staff had met training requirements. Following debate, Dan Grant noted that governors were seeking clarity on what outcomes were being sought and measured.

Joanne Williams responded that students when asked, know who to talk to regarding safeguarding issues, and that the Safeguarding Annual Report provided further key information. With regards to staff, Joanne Williams explained that staff training records evidenced that training had been delivered and that these were signed regarding receipt and understanding. It was also noted that staff who needed greater clarification had been able to talk to Lynn Pass. Allison Matthews further explained that staff had also completed evaluation forms.

The update was received.

*Lynn Pass left the meeting.*

#### **8.4 Faculty Director: Business and Professional Services**

Julie Edwards provided a detailed presentation on performance across the faculty of Business and Professional Services. This incorporated 2015/2016 achievement, retention and pass rates, an outline of the Faculty Review process and a summary of outcomes, including key strengths and areas of development.

The presentation also responded to governor requests by providing a range of examples of student success and achievement. Julie Edwards particularly noted the students who were shortlisted for the Dudley Youth Awards and where students were being assisted through a blended learning programme to meet health and wellbeing needs. Members also noted the highlighted risks regarding the behaviour of some students.

In response to questions by Karen Cocker on Learning Walks, Julie Edwards explained the expectation of staff to provide key information in a pack.

Peter Coley and Jamie Fox asked how Learning Walks were organised with staff and how feedback was provided. Julie Edwards and Joanne Williams explained that these were conducted as part of Faculty Review, were expected by staff and followed a relatively standard model. A detailed document was created and individual staff were given feedback, including suggestions for improvements.

*Julie Edwards left the meeting.*

### 3.4 Matters Arising

Jennifer Sunter reported on the status of actions from meetings.

Under 6.3a, Staff and Accommodation, of the meeting held 9 November 2016, a Room Audit report was provided for members. Jacquie Carman highlighted the target of 90% good or outstanding teaching room condition. Rooms were assessed on configuration, displays, storage, digital equipment, maintenance and tidiness. 75% of rooms had been assessed as good or outstanding and an action plan would be drawn up based on the key areas identified. A second audit was planned following Easter.

## 5 Minutes of the Search and Governance Committee held 9 February 2017

Helene Jones outlined work undertaken by the Committee with focus on recruitment.

The Clerk explained the project work on benchmarking of governors self-assessment.

The minutes of the Search and Governance Committee held 9 February 2017 were received.

### 5.1 Corporation Appointments

*(Jamie Fox and Peter Coley left the meeting)*

The Clerk outlined the current membership vacancies to be addressed and reported on the recommendations of the Search and Governance Committee, based on the application of Peter Coley and the co-opted member Jamie Fox.

The Clerk also reported that action was required to address membership of the Audit and Assurance Committee from 1 April 2017. Jacquie Carman noted the importance of the Corporation having a plan to ensure that this was addressed. A number of members were asked to consider the role.

Karen Cocker asked how key skills were being targeted and recruitment made more effective. Members discussed actions being taken regarding advertising through both the local press and the College newsletter and targeting specific skills through employers and College links.

**The Corporation resolved that subject to meeting eligibility criteria that:**

- **Jamie Fox be appointed as a member of the Corporation commencing 1 March 2017 until 31 July 2018.**
- **Peter Coley be appointed as a member of the Corporation commencing 1 March 2017 until 31 July 2018.**

**The membership of the Audit and Assurance Committee be approved at the meeting of the Corporation on 30 March 2017**

## 5.2 Corporation Development Plan

The Clerk referred to the individual points raised by members as part of the self-assessment process, as summarised and discussed by the Search and Governance Committee.

Members noted that the Development Plan had been updated following the self-assessment activities.

**The Corporation resolved to approve the updated Corporation Development Plan 2017.**

## 6 Strategic Overview – Joanne Williams

### 6.1 College Development Plan

Joanne Williams reported that the key issues from the Self-Assessment Report were provided in the College Development Plan and that this would be monitored throughout the year.

**The Corporation resolved to approve the Halesowen College Development Plan.**

### 6.2 External Review

#### 6.2.1 Annual Provider Review Preliminary Assessment

Members noted that there were no concerns regarding the Higher Education funded provision, as reflected in the Higher Education Funding Council for England Annual Provider Review preliminary assessment letter.

**Action 6.2.1a** The final outcome of the HEFCE Annual Provider Review following moderation would be provided for governors.

#### 6.2.2 Faculty Review

Subject to the final group of lesson observations the Faculty Review process had been completed. Some lesson observations had been unsatisfactory and subsequent support had been put in place. A Level high grades and stretch and challenge also remained areas needing further work.

#### 6.2.3 Review of A Level

Members were provided with the outcomes from an external review of A Level provision. Joanne Williams highlighted that BKS testing for A Level students needed to be replaced by more specific evaluation and that staff needed to plan for the deployment of the remaining linear A Levels. Directed studies would be reinstated in the 2017/2018 timetable.

In discussing preferred teaching styles Monika Zilionyte shared that she received a range of different teaching styles but preferred a more directed approach.

## 6.2.4 Review of Health and Social Care

Joanne Williams explained that due to conflicting evidence across a review of Health and Social Care an action plan was being put in place. The outcomes report from the external review of the area was shared with members who raised a number of questions.

Karen Cocker asked if the anomaly arose from information or staff. Jamie Fox asked about the availability of strong staff for the area, and Joanne Williams answered that students were achieving, however, there were areas to address and a range of options were being utilised and considered, including use of staff with appropriate skills from other areas and further recruitment.

**Action 6.2.4a** A further report would be provided for the Corporation meeting on 30 March 2017.

## 6.3 Review of the Post Inspection Action Plan

Joanne Williams provided an update of the Post Inspection Action Plan following College Inspection in 2013 which illustrated progression.

**Action 6.3a** It was suggested that future updates RAG rate intended outcomes as achieved, in progress or not yet done.

## 6.4 Action Plan from Corporation Strategic Planning Meeting

Members considered the action plan to address outcomes from the Corporation Strategic Planning Meeting held in January 2017.

Joanne Williams highlighted examples of actions, including that a review of curriculum development in relation to strategic plans would be provided at the meeting on 30 March 2017, and that Prevent Posters had been placed in conveniences to continue to raise awareness across the College.

Members discussed mechanisms for increasing governor visibility including celebrating good news stories.

Joanne Williams also reported that the College had purchased membership of PIXL and that a member of staff would be attending their conference.

**The Corporation resolved to approve the Action Plan from the Corporation Strategic Planning Meeting held January 2017.**

## 6.5 English and Maths Update

The sector awaited an announcement from the OFSTED Regional Director regarding the delivery of English and Maths, therefore the College continued to prepare for the new GCSE grading system.

Following mock exams the Maths focus was on students who were borderline grades C/D. English controlled assessments had been undertaken and students who had missed their assessment were being contacted to reschedule. The

College was pursuing many motivating and encouraging approaches to help students.

Jamie Fox noted that schools understood that if pupils did not achieve a Grade 4 under new grading, they would be required to re-sit the Maths or English GCSE.

Members accepted the update.

## **6.6 Multi-Academy Trust – Stour Vale**

As agreed governors were provided with a monthly update on developments regarding the Multi Academy Trust. Joanne Williams explained that in transferring to the Stour Vale Trust the College would still have a role. Whilst this would be less than in the current Trust, there were still perceived benefits to the College in working with local schools, particularly relationships with providers over pupil and student progression.

Karen Cocker asked about due diligence, the impact on senior post holders and cost. Joanne Williams responded that the Trust did not detract from her role, and Jacquie Carman noted that while there was a significant claim on her time in the short term, that this should be alleviated in the medium term. Jacquie Carman further noted that there was no direct financial cost to Halesowen College.

The update was accepted.

## **6.7 Student Achievements and Events**

Governors were pleased to receive examples of student achievements and events. In addition to those reported, Joanne Williams shared the success of a student supported with high needs who had recently applied to university.

## **7 Monthly Performance Information**

### **7.1 Finance**

Under financial monitoring Jacquie Carman reported that profit from Halesowen College Enterprises, resulting from the College's retail outlets, was lower than that of previous years. Some rationalisation of provision was required. Whittingham Road, Block 8 Munch had been reconfigured to address congestion prior to the area being expanded. Further student feedback was being sought.

Monika Zilionyte commended the changes to Munch which had improved circulation and noted that from her point of view the availability of simple salads would be appreciated.

### **7.2 Students, Teaching and Learning**

It was noted that Student Applications from the Dudley group of schools was currently less than in previous years. However, overall applications were close to the previous year. The College understood the need to remain proactive in recruitment.

Jacque Carman further reported that Apprenticeships had grown and that it was timely to review the infrastructure to deliver growth.

It was further noted that a drop in applications to vocational courses correlated with Apprenticeship growth.

### **7.3 Staffing and Accommodation**

With regards to property development, members were updated with regards to current planning applications and challenging timescales for a new frontage at Whittingham Road, a new reception and an extension to Block 8.

Governors were also informed that staff absence rates had increased in comparison with January 2016, however, this reflected a high number of viruses and the rate should therefore return to the target level.

### **7.4 Annual Plan Monthly Monitoring**

The Annual Plan Monthly Monitoring was received.

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

### **8.1 Department for Education League Tables**

Jacque Carman emphasised that the headline measure for student outcomes focused on equipping young people to progress to education or employment. Progress measures included Maths, English and student destination.

Jacque Carman explained the College 2015/2016 value added scores. Under A Level performance the College remained below national average. The College continued to focus on relentless performance management to increase student high grade achievement. It was also important to continue to build and encourage student aspiration to achieve high grades. Under Vocational progress the average student achievement was Distinction –, which still placed the College below the national average for value added. However, it was important to note that some of the College's current qualifications were not included in the general vocational qualifications data, as provided by the Department for Education (DfE)

Jamie Fox asked why the College achievement and retention data did not correspond with the value added report, and Jacque Carman responded that this was due to the non-inclusion of some of the best performing courses within the value added data.

Karen Cocker asked about the continuation of courses that were no longer counted by the DfE. Jacque Carman responded that the courses had remained relevant and accepted by Higher Education institutions. However, the College would be changing to qualifications recognised in the performance tables.

Jacque Carman summarised that it was important to note that most courses were performing at or above the national average and that destination data was strong, however, variability was recognised and the College was acting on this as reported.

**Action 8.1a** It was agreed that Jacquie Carman would adapt the table to include internal performance data for comparison.

## **8.2 Safeguarding Annual Report**

Julia Stevens reported on the focus to raise and maintain student awareness of safeguarding issues. The annual review revealed that there was an increase in students declaring health and wellbeing issues and additional students who had met with the Safeguarding Inclusion Manager. There was also an increase in looked after children.

In considering progression data and applications to date further increases were projected.

Julia Stevens affirmed that the College was a place where students were achieving.

The report was accepted.

*Monika Zilionyte left the meeting.*

## **8.3 Health and Safety Annual Report Incorporating the Review of Prevent Duty Action Plan**

Jacquie Carman outlined the management of health and safety with a strong overall position, the action plan update for the current year and key aims for 2017/2018.

One amber rated area of cyber safety reflected the challenges that online safety posed. Training and constant reinforcement of safety were required.

The Prevent risk assessment and action plan were also considered, recognising changes on the international as well as the national stage. An amber rating had been given to engagement with the Students' Union, with mitigating action being the provision of training.

The report was accepted.

## **8.5 Apprenticeship Reform**

Jacquie Carman had provided key points and risk assessment with regard to the College and Apprenticeships, with information awaited from the funding agency. It was recognised that the impact could be far reaching for the College, with an increase in students aspiring to take an Apprenticeship.

**Action 8.5** A number of amber risks were identified and the College was considering its approach and actions to enable delivery, therefore a further report would be provided for governors on 30 March 2017.

## 9 Finance Reports

### 9.1 Value for Money Report

Jacque Carman explained that the College aimed to deliver the best possible product within its resource envelope. Overall there was strong performance with some actions to address.

The report was accepted.

### 9.2 Tuition Fees Policy 2017/2018

Tuition Fees remained governed by funding agency tariffs and the College aimed to supply good value for money. The policy for 2017/2018 had been updated to reflect the changes to Apprenticeships funding.

**The Corporation resolved to approve the Tuition Fees Policy 2017/2018.**

### 9.3 West Midlands Superannuation Scheme

Jacque Carman summarised that the College was subject to significant increases in the employer contribution and past service costs contribution under the West Midlands Superannuation Scheme. For a full year, this pushed the pay as a percentage of income above the 60% threshold if no action was taken.

Mark Johnson asked if the 60% target should be revised in the short term to afford opportunity for review. Jacque Carman agreed that it was timely to consider the current financial targets and strategy for moving forward.

**Action 9.3a** The Corporation noted the position and the risks with the West Midlands Superannuation Scheme and approved that the Principal and Director of Finance and Corporate Services explore alternatives for future Corporation consideration.

### 9.4 Budgeting Policy

The policy for budget setting in line with previous years, outlined the process and timetable.

All aspects of income and expenditure had been RAG rated and through this underfunding for high needs learners, changes to apprenticeships, bad debts through student loans, licencing and the Local Government Pension Scheme were highlighted.

Jacque Carman concluded that while there was merit in maintaining outstanding financial health this had to be balanced with investment to move the College forward, therefore scenario planning was appropriate.

Karen Cocker asked that any mapping work include consideration of the next two years.

**Action 9.4a** It was agreed that a report on budget scenarios be provided for the meeting on 30 March 2017.

**The Corporation resolved to approve the Budgeting Policy 2017/2018.**

**10 Any Other Business**

There was none.

**11 Date of Next Meeting**

The next meeting of the Corporation would be on the revised date of 30 March 2017

The meeting closed at 9.10pm

Actions from Meetings			
Ref	Agenda item and action	Date/item for review	Reported by
<b>Corporation Meeting 28 September 2016</b>			
8.1 8.1a	<b>Report from Faculty Director - A Level Director, Louise Craddock</b> Joanne Williams agreed that results to be provided by Faculty Area would provide a different view.	Sept 2017 ongoing	JWi
<b>Corporation Meeting 30 November 2016</b>			
6.1a	<b>College Self-Assessment Report and Development Plan</b> It was agreed that more detail about grades for pass and fail and value added would enhance governor understanding.		JWi
<b>Corporation Meeting 14 January 2017</b>			
3b	Joanne Williams agreed to provide an update for members at the 1 March 2017 meeting, addressing MAT and Shared Services.	1 March 2017 30 March 2017	JWi
<b>Corporation Meeting 1 March 2017</b>			
6.2.1 6.2.1a	<b>Annual Provider Review Preliminary Assessment</b> The final outcome of the HEFCE Annual Provider Review following moderation would be provided for governors.	April 2017	JWi
6.2.4a	<b>Review of Health and Social Care</b> A further report would be provided for the Corporation meeting on 30 March 2017.	30 March 2017	JWi
6.3 6.3a	<b>Review of the Post Inspection Action Plan</b> It was suggested that future updates RAG rate intended outcomes as achieved, in progress or not yet done.		
8.1 8.1a	<b>Department for Education League Tables</b> It was agreed that Jacquie Carman would adapt the table to include internal performance data for comparison.		JCa
8.5 8.5a	<b>Apprenticeship Reform</b> A number of amber risks were identified and the College was considering its approach and actions to enable delivery, therefore a further report would be provided for governors on 30 March 2017.	30 March 2017	JCa
9.3 9.3a	<b>West Midlands Superannuation Scheme</b> The Corporation noted the position and the risks with the West Midlands Superannuation Scheme and approved that the Principal and Director of Finance and Corporate Services explore alternatives for future Corporation consideration.		JWi/JCa
9.4 9.4a	<b>Budgeting Policy</b> It was agreed that a report on budget scenarios be provided for the meeting on 30 March 2017.	30 March 2017	JCa