

Minutes of the Corporation Meeting

held on 30 March 2017

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

In attendance Jacquie Carman (*Director of Finance and Corporate Services*)
Julia Stevens (*Organisational Development Director*)
Lee Fletcher (*Learning Resources Director*)
Dan Grant (*Dan Grant Associates*)
Jennifer Sunter (*Clerk to the Corporation*)

It was agreed that a number of agenda items would be deferred due to an unavoidably late start to the meeting. It was also agreed that the order of items be changed.

1 Apologies

Apologies were received on behalf of Geoffrey Elliott, Monika Zilionyte and Peter Mitchell.

2 Declarations of Interest

There were none.

3 Corporation Minutes

3.1 Minutes of the Corporation Meeting held 1 March 2017 and Matters Arising

The minutes of the meeting held 1 March 2017 were approved as a correct record.

The Clerk confirmed that under matters arising all actions scheduled for address had been placed on the agenda and that all matters deferred would be placed on the agenda for the April meeting of the Corporation.

4 Appointment of Principal

4.2 Recommendation from the Appointments Panel

Ian Jewkes and members of the selection panel reported on the outcome of the interview process and their recommendation to the Corporation for the appointment of Principal to Halesowen College.

Members asked a range of questions about the candidate recommended.

The Corporation resolved to appoint David Williams as Principal of Halesowen College, subject to his acceptance of the position and contractual agreements, with date of commencement to be agreed.

By resolution of governors, the members of staff present withdrew from the meeting.

4.1 Principal's Contract – Confidential

As per confidential minute.

5 Governance

5.1 External Review Report – Dan Grant

Deferred until April 2017

5.2 Development Proposals for 2017/2018

Deferred until April 2017

5.3 Audit and Assurance Committee Terms of Reference and Appointments

The Clerk outlined the recommendations being made to address membership and quorum arrangements.

Members discussed the need to revise quorum arrangements as part of a further review of committee terms of reference which should include review of the number of voting members.

The Corporation resolved

- That Geoffrey Elliott and Peter Coley be appointed as members of the Audit and Assurance Committee with effect from 1 April 2017 until 31 July 2017.
- That Peter Mitchell be co-opted to the Audit and Assurance Committee with effect from 1 April 2017 until 31 July 2017.
- That Mark Johnson be appointed as Chair of the Audit and Assurance Committee with effect from 1 April 2017 until 31 July 2017.
- That Geoffrey Elliott be appointed as Vice Chair of the Audit and Assurance Committee with effect from 1 April 2017 until 31 July 2017.
- That prior to the appointment of committee membership for 2017/2018 that the Search and Governance Committee consider skill requirements and committee terms of reference, with a view to both potential to co-opt to a Committee or to appoint non governor members and make recommendations to the Corporation.
- That further consideration be given to committee quorum.

6 Audit and Assurance Committee

6.1 Minutes of the Audit Committee 7 March 2017

Deferred until April 2017

6.2 Risk Management Mid-Year Update 2016/2017

Deferred until April 2017

9.1 Learning Resources Review

Lee Fletcher summarised for members key areas of focus following review. These covered making technology easier to use, continuing to train staff on use of digital technology in the classroom, utilising centrally placed laptop cabinets for better access and usage, extending Wi-Fi, including some outdoor provision and further improving student progression tracking.

Joanne Williams emphasised the focus on student tracking and that use of the in-house system STaRS was greater than the previous year. Use of Moodle was also growing across different subject areas.

Peter Coley asked about use of online learning and Lee Fletcher responded that there was scope for more creativity.

Missed opportunities for use of IT in lessons was raised and Jamie Fox noted that inspection focused on the quality of learning and not methodology.

The Learning Resources Review was noted, including the report recommendations for action.

7 Strategic Overview

7.1 Review of Health and Social Care

Joanne Williams reported on assurance levels regarding student progress, including unit completion, classes, placements and internal verification.

The timetable for the area had also been revised.

In response to questions from Karen Cocker on performance management, Joanne Williams noted the immediate responsive actions taken. A further report would be provided on completion of procedures.

7.2 Shared Services

Jacque Carman reported on the simple model in place with a breakeven position, that the cleaning arrangements were beneficial, however, the retail outlets required review.

In considering the impact on learning there had been additional work experience opportunities and more student centred projects were being considered.

Joanne Williams noted that other opportunities for efficiency savings were being sought.

7.3 Multi Academy Trust

Joanne Williams reported that due diligence was underway for joining the Stour Vale Academy Trust. School links remained very positive going forward.

Karen Cocker noted the need for clarity on the larger MAT process.

7.4 Student Recruitment 2016/17

Joanne Williams provided an overview of student recruitment numbers with overall 16-18 applicants being consistent with the previous year. Joanne Williams noted recruitment variation, in particular on A Level, Apprenticeships and Access courses. While recruitment to Apprenticeships had increased it was noted that some students could need to undertake a preparatory course. Vocational applications had reduced, however, this was aligned to increased Apprenticeship applications. Access recruitment was less than in previous years, with loans potentially discouraging students.

Karen Cocker asked about the relationship with schools and proximity to other providers. Joanne Williams responded that relationships with schools remained very important. Applications from Dudley Schools had dipped slightly which could be attributable to the development of local Multi Academy Trusts.

7.5 SFA Financial Statements 2015/16

Members noted that the Skills Funding Agency Letter confirmed the College's position and provided external verification.

7.6 Labour Market Trends and Initiatives

Jacquie Carman reported on information received at a Local Enterprise Partnership (LEP) Conference.

Nationally, unemployment had slightly reduced. However, with the exception of the North East, the Black Country still has the highest levels of unemployment. The area does not have a high proportion of adults with skills for the higher skills jobs market.

Jacquie Carman explained that the College is in position to review appropriate curriculum to support the skills market needs, in particular Health, Science and IT. Further focus on Health Care Science was discussed in relation to LEP information. Also noted was the collaborative approach to course provision by local colleges, under the Black Country Area Review.

Members further noted points in relation to levels of export and international trade and that Business courses, with language modules could be a viable offer.

Action 7.6a Ian Jewkes asked that the report recommendations from Labour Market Trends and Initiatives be drawn into an action plan.

The reports were received.

Jane Chan left the meeting

8 Monthly Performance Information

8.1 Finance

Monthly finance performance reporting was noted.

8.2 Student Applications, Teaching, Learning and Assessment

Monthly performance information was noted. An update on English and Maths was deferred.

8.3 Staffing and Accommodation

Reports on teaching staff deployment and accommodation were noted.

9 Students, Teaching, Learning and Assessment

9.2 Apprenticeship Reform Update

Jacque Carman noted that within the rapid pace of change surrounding apprenticeships, that the College had re-submitted an application to join the Register of Apprenticeship and Training Providers. While much of the College's work was with Small and Medium Enterprises (SMEs who were not levy paying), being on the register would enable the College to offer provision to companies paying the levy. The College also required a contract with funders for non-levy paying employers.

Action 9.2a Assistance from the Association of Colleges (AoC) was recognised regarding the re-submission of the application to join the Register of Apprenticeship Training Providers. Members agreed to consider AoC membership at the April meeting of the Corporation.

Karen Cocker noted the need to keep momentum on apprenticeship development. Jacque Carman agreed that there were a lot of employers waiting to learn through this process.

Apprenticeship development was noted as providing great opportunities for the College. However, infrastructure, audit and assurance needs required consideration.

Action The Corporation noted the current position, potential risks and opportunities and that a further report would be provided in April 2017, with the Chair kept apprised of any interim developments.

9.3 Policy Updating

9.3.1 Recognition of Prior Learning

Deferred until April 2017

9.3.2 Revision of Learning Support Policy

Deferred until April 2017

9.3.3 Revision of Freedom of Speech Policy

Deferred until April 2017

9.3.4 Domestic Abuse Policy

Deferred until April 2017

10 Finance Reports

10.1 Budgeting Planning Scenarios

Deferred until April 2017

10.2 Review of Revenue Budget 2016-2017

Deferred until April 2017

10.3 Insolvency Update

Deferred until April 2017

11 Any Other Business

11.1 West Midlands Pension Fund

Jacque Carman reported on a phased model and advance payment regarding future service rates. Members considered the proposed savings.

The Corporation resolved to support a phased approach to future service rates for the West Midlands Pension Fund and payment of three years past service deficit.

11.2 Safeguarding

Joanne Williams reported on two incidents regarding safeguarding. In each case the College had deployed its procedures correctly.

12 Date of Next Meeting

The Clerk confirmed that the next meeting of the Corporation would be on Wednesday 26 April 2017.

The meeting closed at 8.45pm

Actions from Meetings			
Ref	Agenda item and action	Date/item for review	Reported by
Corporation Meeting 28 September 2016			
8.1	Report from Faculty Director - A Level Director, Louise Craddock	Sept 2017	JWi
8.1a	Joanne Williams agreed that results to be provided by Faculty Area would provide a different view.	ongoing	
Corporation Meeting 30 November 2016			
6.1a	College Self-Assessment Report and Development Plan It was agreed that more detail about grades for pass and fail and value added would enhance governor understanding.	2018	JWi
Corporation Meeting 1 March 2017			
6.2.1	Annual Provider Review Preliminary Assessment	May 2017	JWi
6.2.1a	The final outcome of the HEFCE Annual Provider Review following moderation would be provided for governors.		
6.2.4a	Review of Health and Social Care A further report would be provided for the Corporation meeting on 30 March 2017. 30 March 2017 – Report on outcomes.	April 2017	JWi
6.3	Review of the Post Inspection Action Plan	May 2017	
6.3a	It was suggested that future updates RAG rate intended outcomes as achieved, in progress or not yet done.		
8.1	Department for Education League Tables	May 2017	JCa
8.1a	It was agreed that Jackie Carman would adapt the table to include internal performance data for comparison.		
9.3	West Midlands Superannuation Scheme	July 2017	JWi/JCa
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	April 2017	JCa
9.4a	It was agreed that a report on budget scenarios be provided for the meeting on 30 March 2017.		
Corporation Meeting 30 March 2017			
7.6	Labour Market Trends and Initiatives	May 2017	JWi/JCa
7.6a	Ian Jewkes asked that the report recommendations from Labour Market Trends and Initiatives be drawn into an action plan.		

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9.2	Apprenticeship Reform Update		
9.2a	Assistance from the Association of Colleges (AoC) was recognised regarding the resubmission of the application to join the Register of Apprenticeship Training Providers. Members agreed to consider AoC membership at the April meeting of the Corporation.	April 2017	JCa
9.2b	The Corporation noted the current position, potential risks and opportunities and that a further report would be provided in April 2017 with the Chair kept apprised of any interim developments.	April 2017	JCa