

# Minutes of the Corporation Annual General Meeting

held on Wednesday 28 February 2018

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*Present* Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), David Williams (*Principal*),  
Amanda Allen, Peter Coley, Mark Johnson

*In attendance* Jacque Carman (*Director of Finance and Corporate Services*)  
Jennifer Sunter (*Clerk to the Corporation*)

## 1 Apologies

Apologies were received on behalf of Jamie Fox, Tiffany Harvey-Pallent, Elaine Cammies, Karen Cocker, Kiran Dior, and Louise Jones.

## 2 Declarations of Interest

There was none.

## 3 Minutes of the Annual General Meeting held 28 January 2017

The minutes of the Annual General Meeting held 28 January 2017 were approved as a correct record.

## 4 Principal's Report

David Williams reported on a very successful year for the College, outlining exceptionally good overall achievement rates, with much improvement in success across key areas of provision.

David Williams explained where performance differed across Level 2 and Level 3 achievement and where focus was required to continue to drive success.

The College was able to demonstrate good added value and excellent learner progression with 92% of learners moving into 'sustained positive destinations'.

Teaching was good, finance was outstanding and the infrastructure continued to be developed to meet changing need.

David Williams thanked staff wholeheartedly for their hard work across a busy year. David Williams also thanked the College Executive for their stewardship of the College.

## **5 Chair's Report**

Ian Jewkes praised the College for remaining student centric across challenging times in the sector. Focus continued to be on supporting students from the local and wider community.

Ian Jewkes noted that the College's outstanding financial performance supported the College to continue to move forwards in reviewing the strategic direction, to best meet the needs of the local area.

The Annual Report was commended noting that it illustrated student success, progression, employability, partnership working and in particular 'What Our Students Think' about the College.

Ian Jewkes thanked all staff for their hard work, praised students for their positive attitudes and polite behaviour, and governors for their continued drive and support.

## **6 Date of next Annual General Meeting 2019**

26 February 2019, subject to confirmation.

The meeting closed at 6.25pm.

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*In attendance* Jacque Carman (*Director of Finance and Corporate Services*)  
Jennifer Sunter (*Clerk to the Corporation*)

✚ **STaRS Demonstration** – The demonstration was postponed until March.

### 1 Apologies

Apologies were received on behalf of Jamie Fox, Tiffany Harvey-Pallent, Elaine Cammies, Karen Cocker, Kiran Dior, and Louise Jones.

### 2 Declarations of Interest

There were none.

### 3 Corporation Minutes

#### 3.1 Minutes of the Corporation Meeting – 28 November 2017

The minutes of the Corporation meeting held 28 November 2017 were approved as a correct record.

#### 3.2 Minutes of the Corporation Meeting – 13 January 2018

The minutes of the Corporation meeting held 13 January 2018 were approved as a correct record.

#### 3.3 Minutes of the Corporation Special Meeting – 7 February 2018

The minutes of the Corporation meeting held 7 February 2018 were approved as a correct record.

#### 3.4 Matters Arising

The Clerk outlined progress against actions from November and January minutes.

With regard to the West Midlands Superannuation Scheme, it was noted that a timely update would best be provided in June 2018.

With regard to student awards, governors were invited to attend the Student Ambassadors Showcase on 26 June 2018, where certificates would be presented.

## **4 Governance**

### **4.1 Minutes of the Search and Governance Committee held 13 February 2018**

The minutes of the Search and Governance Committee held 13 February 2018 were received.

### **4.2 Corporation Appointment**

The Clerk referred members to the work of the Search and Governance Committee in considering both the renewed skills audit and governor terms of office.

Paul Dyson had applied to the College directly, had attended the College Open Day in January and had met with members of the Search and Governance Committee. Based on local knowledge, skills and experience and commitment to the development of education the Committee were recommending appointment.

**On the recommendation of the Search and Governance Committee the Corporation resolved that subject to set eligibility criteria, Paul Dyson be appointed as a co-optee to Halesowen College Corporation for one year in the first instance, commencing 1 March 2018.**

### **4.3 Corporation Development Plan**

The Clerk outlined the scope of the Corporation Development Plan incorporating outstanding actions from 2017, actions arising from the strategic planning residential and points raised through the Corporation self-assessment process.

**The Corporation resolved to approve the Corporation Development Plan 2018.**

### **4.4 Corporation Revised Annual Cycle of Business 2018/2019**

The scope of the revised schedule was outlined and provided for members for approval. Members noted that the revisions sensibly grouped items across the year, to be addressed in a timely fashion.

Dates remained subject to confirmation and members were advised to let the Clerk know if there were substantial clashes.

**The Corporation resolved to approve the Corporation Revised Annual Cycle of Business 2018/2019 subject to confirmation of dates.**

## **4.5 Audit and Assurance Committee Terms of Reference**

Members agreed that the revisions to the Audit and Assurance Committee Terms of reference and associated revision to Standing Orders to address quoracy were practical.

**The Corporation resolved to approve the revisions to the Audit and Assurance Committee Terms of Reference and to Corporation Standing Orders.**

## **5 Strategic Overview**

### **5.1 Principal's Report**

#### **5.1a Key Meetings and Events**

David Williams outlined key points arising from recent external meetings and events.

Members asked questions about proposals for the Hairdressing Centre, following opportunity to work with Lee Stafford; these included, impact on learner numbers and support in delivery such as staff development.

The College had been successful in receiving funding through FESPG to support innovation in delivery to adult learners not in education.

Members noted that discussions were being undertaken on potential action regarding alleviating the impact of College coaches.

Governors also discussed the potential to work in partnership with Heart of Worcestershire College regarding the development of blended learning at Halesowen College; questioning how blended learning could be provided, either as a complementary or new provision, cost, building resources and the expansion of options for learner provision and provider delivery.

#### **5.1b Applications and Interviews – 2018**

David Williams reported that applications were lower than at the same point in the previous year and action being taken to understand and mitigate this. Conversely, the number of applications converting to interviews had substantially increased.

Members noted potential impact on budget for 2019/2020 under the lagged funding model. Further reporting would be provided for the Corporation.

#### **5.1c Learner Services**

Members noted the appointment of both a Director of Learner Services and a Learner Experience Manager.

#### **5.1d Marketing**

The College had not been successful in appointing a Head of Marketing, therefore further consideration would be given before re-advertising to fill this role.

### **5.1e Senior Team Restructure**

David Williams outlined the restructure of the Senior Team which now included two, with a vacancy for the third, Assistant Principals and a Director of Academic Studies.

### **5.1f Work Experience Development Fund**

Members were pleased to note that the College had succeeded in securing funding from the Work Experience Development Fund to develop work experience in relation to Technical Level qualifications.

### **5.1g Strategic College Improvement Fund**

With reference to potential work with Telford College, David Williams reported that their bid to the Strategic College Improvement Fund had not been successful.

The Principal's update was received.

## **5.2 Halesowen College Quality Improvement Plan**

The Quality Improvement Plan was provided following the College Self-Assessment Report. The plan would be regularly monitored by the College Executive and updates provided for the Corporation.

<b>Action 5.2a</b>	<b>The Halesowen College Quality Improvement Plan would be returned with updates to the March meeting of the Corporation.</b>
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**The Corporation approved the Halesowen College Quality Improvement Plan 2018 and noted that this would be provided for approval alongside the Self-Assessment Report for 2018/2019 reporting.**

## **5.3 Estates Strategy 2018-2020**

Following on from discussions held by members at the Corporation's strategic planning meeting, Jacquie Carman outlined the basis of the College's approach to estate development and maintenance, in order to support curriculum offer. The College had established enough capacity. However, further re-designation and refurbishment was required to better meet curriculum and student need.

The proposed projects for action subject to affordability were provided.

Members felt that the report was in large part directed towards Estates Policy and strategic priorities.

**The Corporation resolved to approve the report provided to be retitled 'Strategic Priorities for the Estate 2018-2020'.**

## **5.4 Update on Strategic Opportunity**

David Williams updated members with further analysis regarding the current strategic opportunity. It was agreed that the College would withdraw from this process.

It was noted that the College remained willing to consider future options.

*Mark Johnson left the meeting.*

## **6 Monthly Performance Information**

### **6.1 Annual Targets 2017/2018**

Jacque Carman noted that optimal room utilisation remained challenging, primarily in relation to Coombs Wood and Shenstone House. Members asked questions regarding actions and noted that movement of course provision, establishment of Technical Levels, further commercial activity and potential to increase development of directed study time were all being considered.

Student attendance was also noted as below the aspirational target of 90%.

The report was received.

### **6.2 Management Accounts**

Members accepted the report demonstrating performance in accordance with plan.

Clarification was asked regarding reduced cash days in hand and Jacque Carman explained that this correlated with funding being provided in unequal instalments.

The report was received.

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

### **7.1 Department for Education Performance Information**

David Williams gave a comprehensive explanation on use of the data tables as provided for the Department for Education. Members noted the difference in achievement rates between 16-18 and 19+ cohorts. Full sets of information would be provided when national data rates were available.

Members further noted the below average performance on Apprenticeships due to the address of historical course data. As this had resulted in data falling below the expected minimum level of performance, an explanation had been provided to the Education Funding Agency. In response to questioning, actions to improve communication and data management were outlined.

David Williams reported that pass rates and retention rates were broadly balanced, and that performance was equal for both Learners with Learning Difficulties and or Disabilities (LLDD) and non LLDD learners. Trends by course

level illustrated that performance on full Level 2 programmes was in decline which required action to address.

The report was received.

**Action 7.1a** Full sets of information would be shared interactively when national data rates were available.

## 7.2 Safeguarding Annual Report

A positive approach to Safeguarding continued and the College had been recognised as a Leader in Safeguarding.

The report was received.

## 7.3 Leaders in Safeguarding

Members accepted the letter, certificate and press release celebrating the achievement of the Leaders in Safeguarding Standard for which the College was commended.

**Action 7.3a** A final report including any action points for further improvement would also be provided for the College.

## 8 Finance Reports

### 8.1 Review of Revenue Budget

Jacque Carman reported that the College continued to maintain outstanding financial health while recognising increased levels of risk.

The College had achieved a higher number of learners and incurred additional teaching and learner support costs. However, the College infrastructure had not increased.

Work was being undertaken to address current shortfall in the Adult Education contract. Members discussed this further noting the difficulty in addressing the Adult Education budget.

The College remained in a balanced position to realise an end of year profit prior to pension deficit charges.

It was noted that the executive team were diligent in their monitoring and prompt in taking remedial action.

**The Corporation approved the revision to Revenue Budget 2017/2018 as provided.**



## 8.2 Value for Money Report

Members considered the range of value for money criteria across the annual review. There was strong performance reported, however, actions for improvement remained.

The report was received.

## 8.3 Budgeting Policy – Initial Projections for New Financial Year

Jacque Carman highlighted the key aspects of the College's budget setting policy which included a clear timetable of activity. Jacquie Carman emphasised that it was an important process and that budgets were not automatically rolled-over; analysis of risk and cost pressures was undertaken, and appropriate financial targets would be set.

Members noted the importance of maintaining financial resilience, particularly while investing in the organisation to address identified development needs.

### **The Corporation approved the Budgeting Policy**

## 8.4 Tuition Fees Policy 2018/2019

Jacque Carman explained that clear policy on tuition fees was necessary to be transparent, ensure lawful and fair treatment of students and to meet funding requirements.

It was agreed that both the policy and procedures provided be contained under the heading of Tuition Fee Policy.

### **The Corporation approved the Tuition Fees Policy 2018/2019 subject to amendment as agreed.**

## 8.5 Data Protection Policy

The College had undertaken preparation including an internal audit and work with Shakespeare Martineau, to ensure that operations were in accordance with good data practice under data protection rules and in response to new guidance relating to the new General Data Protection Regulation.

The College had subsequently conducted a data audit and was undertaking some adjustments, including a revised privacy notice.

### **The Corporation approved the Data Protection Policy, subject to any necessary minor adjustments.**

## 8.6 Health and Safety Annual Report

The report provided assurance for members regarding good management of health and safety across the College. There were good systems and an

effective cross-college group in place in addition to senior management team focus. The College also undertook a proactive approach to staff training.

It was noted that cyber security was challenging, however, good audit feedback had been received following review of this.

The report was received.

## **8.7 Review of Prevent Duty Action Plan**

Members reviewed actions to mitigate against any areas of vulnerability.

More training regarding search and restraint was identified as was additional work to increase physical security of the campus. Students were also being prepared for a lockdown exercise.

It was noted that the plan was re-evaluated at least termly.

The report was received.

## **9 Policy**

### **9.1 Transgender Policy**

David Williams outlined the new Transgender Policy. As a protected characteristic there were specific requirements to support students and staff who may be transitioning gender or may identify as transgender.

The thoroughness of the policy and the provision of training were commended.

**The Corporation approved the Transgender Policy.**

## **10 Any Other Business**

- The Clerk reminded members that there would be a College Open day on Saturday 17 March 2018.
- The Clerk reported that governors were invited to attend the Current Ambassadors 2017-18 – Final Showcase on Tuesday 26 June at 5pm until 6pm.
- David Williams updated members on actions impacting on the South Black Country Education Consortium.
- David Williams informed governors that an inspection was underway at Ridgewood High School and the result would be reported to a future meeting.

## **11 Date of Next Meeting**

The next meeting is as scheduled for 6pm on Tuesday 27 March 2018.

The meeting closed at 9pm

Actions from Meetings			
Ref	Agenda item and action	Date/item for review	Reported by
<b>Corporation Meeting 1 March 2017</b>			
<b>9.3</b>	<b>West Midlands Superannuation Scheme</b>	July 2017	JCa
<b>9.3a</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.	Ongoing Review <del>February</del> 2017 June 2018	
<b>Corporation Meeting 26 September 2017</b>			
<b>4.2a</b>	<b>Review of Confidential File</b> The Clerk agreed that following research, changes to ensure compliance with General Data Protection Regulations as they will come into force in 2018, would be addressed and reported as appropriate.	March 2018	JSu
<b>Corporation Meeting 28 November 2017</b>			
<b>3a</b>	<b>Minutes of Meeting held 8 November 2017 and Matters Arising</b> Governor Awards; It was agreed that proposed dates would be provided shortly to enable governor engagement.	January 2018 June 2018 Student Ambassador Awards	DWi
<b>6.2a</b>	<b>Finance – Management Accounts</b> Members asked for further financial indications regarding 2018/2019 which would be addressed in the scheduled budget update reports.	March 2018	JCa
<b>5.4a</b>	<b>ESFA – Letter from Peter Lauener</b> It was agreed that an evidence report based on the key points raised in the letter from Peter Lauener, dated 17 November, would be taken to Audit and Assurance Committee in March 2018.	March 2018	JCa
<b>Corporation Meeting 13 January 2018</b>			
<b>4b</b>	<b>Strategic Planning</b> It was agreed that the College Executive would consolidate the work achieved and redraft a mission statement and strategy for consultation. A report on planned action would be returned to the Corporation, with the aim of launching a new Strategic Plan in September 2018.	March 2018	DWi
<b>Corporation Meeting 28 February 2018</b>			
<b>5.2a</b>	<b>Halesowen College Quality Improvement Plan</b> The Halesowen College Quality Improvement Plan would be returned with updates to the March meeting of the Corporation.	March 2018	DWi

**Corporation Meeting 28 February 2018**

<b>7.1a</b>	<b>Department for Education Performance Information</b> Full sets of information would be shared interactively when national data rates were available.		DWi
<b>7.3a</b>	<b>Leaders in Safeguarding</b> A final report including any action points for further improvement would also be provided for the College.		