

## Minutes of the Corporation Meeting

held on 27 March 2018

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*Present* Karen Cocker (*Chair for the meeting*), David Williams (*Principal*), Amanda Allen, Elaine Cammies, Paul Dyson, Jamie Fox, Tiffany Harvey-Pallent, Louise Jones

*In attendance* Joanne Williams (*Director of Learning and Teaching*)  
Jacquie Carman (*Director of Finance and Corporate Services*)  
Jennifer Sunter (*Clerk to the Corporation*)

*In the absence of the Chair and Vice Chair, Karen Cocker was appointed as Chair for the meeting.*

### 1 Apologies

Apologies were received from Peter Coley, Kiran Dior, Ian Jewkes, Helene Jones and Mark Johnson.

### 2 Declarations of Interest

Joanne Williams declared her interest in agenda item 5.1c, Multi-Academy Trust.

### 3 Corporation Minutes

#### 3.1 Minutes of the Corporation Meetings held 28 February 2018

The minutes of the meeting held 28 February 2018 were approved as a correct record.

#### 3.2 Matters Arising

Under matters arising the Clerk outlined the status of listed actions:

- The review of the confidential file would be provided for the April meeting of the Corporation.
- Management Accounts were addressed through the regular budget updates including February and March.
- An evidence-based report against the ESFA – Letter from Peter Lauener was considered by the Audit and Assurance Committee, March 2018.
- A Strategic Planning report and an update on the Quality Improvement Plan were both addressed under the current meeting agenda.

David Williams reported that the College had made progress and would become a Lee Stafford Centre for Hairdressing.

David Williams also reported that in relation to the development of blended learning, the College would be purchasing appropriate materials from Heart of Worcester College.

## **4 Audit and Assurance Committee**

### **4.1 Minutes of the Audit and Assurance Committee – 13 March 2018**

The minutes of the Audit and Assurance Committee held 13 March 2018 were approved as a correct record.

Jacque Carman reported on the range of work covered by the Committee including internal audits; the audit covering the General Data Protection Regulation Arrangements had been particularly useful.

### **4.2 Risk Management Mid-Year Update 2017/2018**

Jacque Carman updated members from the annual mid-year review of risk management, where overall good progress had been made. Key themes remained predominantly the same and the action plan had been updated with many actions addressed and removed.

In response to governor questioning around the language used and ease of identifying priorities, Jacque Carman outlined the process undertaken for the full risk report. This included, scoring, traffic light rating and listed for members the highest rated risks.

**The Corporation received the Risk Management Mid-Year Update 2017/2018 noting progress made against actions.**

## **5 Strategic Overview**

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

#### **5.1a Key Meetings /Events**

David Williams reported on a range of key meetings and events.

A meeting at Newman University addressed points surrounding partnership course delivery. Members noted that where actions arising would impact students, consultation would be undertaken.

Curriculum Area Review meetings had been undertaken and demonstrated that managers understood and were addressing areas for improvement in their respective course areas.

The College had proudly hosted the launch of the Connect Futures programme.

Students had attended and watched a powerful video of a mother's story illustrating the damaging effects of radicalisation.

Andy Street the Mayor of the West Midlands Combined Authority had visited the College and demonstrated a good understanding of the College's strategic aims and strengths. He had spoken with learners in the classroom who gave positive and frank responses to why they had chosen Halesowen College.

### **5.1b South Black Country Education**

David Williams confirmed that King Edward VI College Stourbridge, would be withdrawing from South Black Country Education. A strong relationship between the Colleges would however be maintained.

### **5.1c Multi Academy Trust**

Members noted that the transfer of the King Edward and Halesowen College Multi Academy Trust was pending, with a target date of 1 May 2018.

Members also noted that publication of the Ofsted inspection report for Ridgewood High School was expected during the Easter holiday period.

Members discussed this in relation to the Trust.

### **5.1d T Level Pilot**

David Williams reported that the College had expressed an interest to the Department for Education for the running of a T Level pilot in Childcare and Education.

Members noted that priority may be given to Grade 1 colleges and options to work with other colleges should the bid not be successful.

David Williams also updated members on indications that other vocational qualifications may remain alongside T Levels.

### **5.1e Capital Developments**

David Williams outlined potential capital developments being considered within a wider development approach. Subject to affordability the immediate focus was upon the refurbishment of Block 5 to provide a large learning centre to support students in directed study and learning support, to increase classrooms and to create a designated A Level Centre. A learning centre was similarly proposed for Shenstone House.

Governors asked a range of questions about the overarching accommodation strategy, to clarify the basis for the immediate focus and potential gains, costs and timeliness. This included questions about specific curriculum areas.

<b>Action 5.1e</b>	Members agreed with the strategic approach to potential Capital Developments and the underlying reasoning to move the College forward. A more detailed report with costs would be returned to the Corporation.
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## 5.2 Strategic Plan Report

David Williams outlined the approach to developing the Strategic Plan 2018-2021 including stakeholder consultation.

Members raised questions of clarification on consultation and timeframe.

**The Corporation approved the basis on which the Strategic Plan 2018-2021 would be drafted and consulted on, before being returned for approval in September 2018.**

## 5.3 Gender Pay Gap Review

Jacque Carman explained the basis upon which the College was required to publish an annual gender pay gap report in a prescribed format. It was felt that this did not provide a clear reflection of the workforce, therefore additional information had been provided for the Corporation to give proportionality and context.

Following analysis, it was the College conclusion that the gender pay gap stemmed not from paying men and women differently for the same role but that of men and women applying for and being appointed to different roles.

Members also noted the College good practice identified and asked about publication of the report and additional underlying information. Jacque Carman responded that the report would be provided through the required portal, with a link to the report and additional information provided through the College's website.

It was noted that comparable College data would not be available until after the required publication date.

**The Corporation approved the Gender Pay Gap Review.**

## 5.4 Student Recruitment/Applications

David Williams explained that student applications remained significantly lower than at the same time in 2017. However, in-depth consideration of the data revealed that there had been more course offers made and a higher conversion rate from application to interview.

Members asked a range of questions to garner reasons for the changes, if this was a national trend and actions being taken. While it was not possible to ascertain if this was a national trend, David Williams outlined a range of factors surrounding increased choice and competition for students, leading to later and fewer multiple College applications.

Members further noted the large percentage of applicants who waited until the beginning of the College year to apply and enrol.

David Williams also explained the changes to College systems and work being done to maximise opportunities to increase applications. Marketing actions,

particularly surrounding social media, were considered as crucial to increasing visibility. Other opportunities surrounding changes amongst local school sixth form providers were also discussed.

David Williams informed members that Adult Education provision remained low. Subsequently, different opportunities were being pursued.

In summary the College anticipated student numbers to be comparable to the 2016/2017 intake and actions to support recruitment were being pressed.

The updated position was noted.

## **5.5 Labour Market Trends and Initiatives**

Jacque Carman explained that the College monitored labour market information to best inform course offer and careers guidance.

Key points were drawn from analysis of available data from the Office for National Statistics, Job Centre Plus and the Local Enterprise Partnership for the Black Country and Birmingham. These included:

- Common trends for high volume of jobs in industry.
- That the Local Enterprise Partnership initiatives focused on advanced manufacturing to stimulate job growth.
- That unemployment rates were higher than those nationally, particularly for young people.
- Earnings were well below both the West Midland standard and national averages.
- Females were in lower paid jobs.
- That overall there were lower level qualifications.

David Williams highlighted that this analysis would be imperative when looking towards the devolved adult education budget and that the West Midlands Combined Authority could potentially be able to fund courses identified as of local priority.

The report was received, and members noted that this key information would be fed through to the curriculum to ensure that courses going forward were appropriate.

## **6 Monthly Performance Information**

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

Members discussed student attendance rates and factors leading to this. While 85.5% reflected the national average, this was below the College minimum target of 90%.

There was a wide-ranging discussion regarding factors affecting student attendance. This included the use of register technology, addressing students

with mental health issues, English and Maths GCSE and Functional Skills classes and the impact of snow days.

The monitoring update was received with members noting that research on actions to improve attendance was being undertaken.

## **6.2 Management Accounts**

Jacque Carman reported that the accounts were stable, that performance was in accordance with budget and there were no significant issues of concern.

Jacque Carman also informed members that the College had been notified of additional funding which would be addressed in the next forecast, that indicative information for 16-18 funding for 2018-2019 was very positive and that the College was to receive both Work Place Learning funding and be adequately funded for high needs learners in 2018/2019.

Jacque Carman highlighted that recruitment of appropriate student numbers remained pivotal.

The monitoring update was received.

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

### **7.1 Quality Improvement Plan Update**

Joanne Williams provided a detailed update of progress made against actions in the Quality Improvement Plan.

Key points included:

- A strong lesson observation profile with focus upon progress and with plans to move to an ungraded system in 2018/19 with further developmental focus.
- Increased use of STaRS, with continued work including attention to Individual Learning Plans.
- Progress made on development of work placements with new placement officers in place.
- The change of Maths GCSE exam board.
- Improved apprenticeship tracking and monitoring.
- Attendance improvement with actions, including contact with parents and incentives such as awards.

The update was noted.

### **7.2 Leaders in Safeguarding Final Report**

Joanne Williams reported that the focus on safeguarding continued and the College had undertaken a voluntary audit. The College maintained good

relationships with external agencies, there was sound record keeping and the safeguarding team had expanded to four members of staff.

The audit provided a list of actions to undertake.

The report was received.

## **8 Finance Reports**

### **8.1 South Black Country Education**

*See confidential minute.*

## **9 Any Other Business**

*See confidential minute.*

## **10 Date of Next Meeting**

The next meeting of the Corporation was noted as scheduled for Wednesday 25 April 2018.

The meeting closed at: 8.40pm

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>9.3a</b>	<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.	July 2017 Ongoing Review <del>February 2017</del> June 2018	JCa
<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.	April <del>March</del> 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>Corporation Meeting 28 February 2018</b>			
<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.	April 2018	DWi
<b>Corporation Meeting 27 March 2018</b>			
<b>5.1e</b>	<b>Capital Developments</b> Members agreed with the strategic approach to potential Capital Developments and the underlying reasoning to move the College forward. A more detailed report with costs would be returned to the Corporation.	May 2018	DWi