

Minutes of the Corporation Meeting

held on 25 April 2018

Present Ian Jewkes (*Chair*), David Williams (*Principal*), Amanda Allen, Karen Cocker, Peter Coley, Kiran Dior, Paul Dyson, Jamie Fox, Tiffany Harvey-Pallent, Mark Johnson

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

Briefing Sessions: A Levels, Apprenticeships and Value Added was deferred.

Changes to the order of business was agreed and was as recorded here.

1 Apologies

Apologies were received from Elaine Cammies, Helene Jones and Louise Jones.

2 Declarations of Interest

Staff present declared their interest in agenda item 4.2 Senior Post Holders Appraisals Report.

3 Corporation Minutes

3.1 Minutes of the Corporation Meeting held 27 March 2018, including Confidential Minute and Matters Arising

The minutes of the Corporation Meeting held 27 March 2018, including the Confidential Minute were approved as a true record.

There were no matters arising and actions scheduled for April 2018 were provided for under the agenda.

4.3 Review of Confidential File

The Clerk reported that the current file had been reviewed and more detailed actions regarding retention and release provided.

The Clerk also proposed a revised reporting approach.

The Corporation approved the revised approach to the administration of and reporting of the confidential file review and that items would be released as agreed under the current review.

7 Students, Teaching, Learning and Assessment

7.1 Student Charter Report

Joanne Williams outlined key findings from student focus groups and the online survey that had been sent to all students. These included that:

- In response to student feedback a change in timetable had been actioned.
- The majority of students knew their targets and feedback on their work was good.
- Fewer students listed use of the College counsellors, reflecting the employment of a Healthy Minds Coach.
- There was an increased take up of nursery places
- Wi-Fi needed to be improved.
- Assistant Principals responded early to complaints made.
- There were good ratings for student progression, however more apprenticeships were wanted.
- Students liked the College environment.

Members asked how the focus groups were chosen and Joanne Williams explained the process.

Members also asked about complaints analysis and it was noted that a report would be provided in the Autumn term 2018.

There were further suggestions about the use of questioning, scoring and statistical analysis which could yield more nuanced returns.

The Student Charter Report including The Action Plan from Student Views was received.

7.2 DFE Data Update

David Williams referred members to key data across both 16-18 and 19+ student cohorts by qualification level for retention, pass and achievement rates. The rated data illustrated College performance against national rates and across the previous two years.

In response to questions on English and Maths, David Williams distinguished between students returning to education and those undertaking retakes following school noting that the College was looking into how it could best support students.

Members raised a range of questions to better understand the data and underpinning factors. David Williams clarified the process for deciding the courses on which students started and the difficulty in retention for adult Access students. Jacquie Carman highlighted the impact of self-funding on learners and College increased risk of bad debt.

In response to governor questioning comparing DFE data and Value-Added data David Williams acknowledged some disconnect, referring to the small number of

students included within the Ofsted data. However, further analysis would be provided.

David Williams proposed that future targets be broken down and reported by level and age. Members noted that this would increase their ability to monitor incremental progress.

Members also considered the table of local comparison by age group and qualification level, which included a national ranking and percentile for General Further Education Colleges.

Members discussed how the College reported on success. David Williams responded that the College had highlighted the achievement of 92% positive, sustained student destination (being the second highest rate in the country), which would be highlighted again during summer marketing campaigns.

6 Monthly Performance Information

6.1 Annual Targets 2017/2018

Jacque Carman indicated that performance against targets remained similar to that of the previous month.

Actions taken on student attendance, particularly around use of new technology were reported.

The update on monthly targets was noted.

6.2 Management Accounts

Jacque Carman explained that accounts in March reflected the schedule of funding which was not received in equal instalments.

Members asked questions about expenditure increases and the level of surplus in comparison with the previous year. Jacque Carman confirmed that a number of areas had seen costs rise and that increased student numbers had also correlated to an increase in staff. However, financial ratios remained strong and while there had been some cost pressures, the position remained stable with some in year growth. The College would be able to maintain outstanding financial health.

Jacque Carman highlighted improved performance for Halesowen College Enterprises and members further discussed the basis for this.

The Management Accounts were received.

5 Strategic Overview

5.1 Principal's Report

5.1a Key Meetings / Events

David Williams reported on a range of meetings and events attended since the previous Corporation meeting. These ranged from the Black Country Colleges'

Consortium to a visit to Portsmouth College. Members noted many positives supporting the work and development of College activities.

Members asked a range of questions about the development of information technology in relation to teaching and learning and employment skills.

Members further noted that the Principal would be joining the Local Enterprise Partnership Skills Advisory Board.

5.1b Flexible Learning Fund

Members were pleased to note the successful outcome of the joint bid for funding to develop more innovative ways of delivering to adults.

5.1c Capital Works

David Williams reported on prospective capital works with more detailed proposals on options to be provided for the Corporation.

Members discussed the merits of short term cosmetic versus longer term structural changes to accommodation in relation to both cost, value for money and meeting student needs.

The update was received.

5.1d Changes to the Ofsted Framework

David Williams informed members that Ofsted had amended their approach to the inspection of colleges. Where colleges were determined good, inspection would be subsequently scheduled for within five not three years. However, members noted that the same risk areas of underperformance or change could still trigger an Ofsted inspection at any time.

4 Governance

4.1 Governance Review incorporating Calendar of Meetings and Cycle of Business

The Clerk outlined that the calendar and cycle of business were provided for approval based on previously reported work and Corporation discussion.

The Clerk further reported on current governor attendance, addressing that while previous actions had improved attendance, a number of factors, not least very bad weather, had impacted on the overall percentage.

Members discussed attendance, including the current governance model. Governors understood the need to undertake mitigating action. A range of points were discussed culminating in practical actions being proposed.

The Corporation approved the Calendar and Cycle of Business for the Corporation for 2018/2019.

- Action 4.1a
- That members be required to inform the Clerk for each meeting if they are able to attend, thus affording the Clerk better opportunity to rearrange meetings where appropriate.
 - That the Clerk research conference call facilities with the aim of providing details for video or conference links for each meeting of the Corporation.

4.2 Senior Post Holder Appraisals Report

The report was agreed as a confidential item.

The report was received.

8 Any Other Business

There was none.

9 Date of Next Meeting

The next meeting of the Corporation was noted as scheduled for Wednesday 22 May 2018.

The meeting closed at 8.25pm

Actions from Meetings			
Ref	Agenda item and action	Date/item for review	Reported by
Corporation Meeting 1 March 2017			
9.3a	West Midlands Superannuation Scheme 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 February 2017 June 2018	JCa
Corporation Meeting 28 November 2017			
3a	Minutes of Meeting held 8 November 2017 and Matters Arising Governor Awards; It was agreed that proposed dates would be provided shortly to enable governor engagement.	January 2018 June 2018 Student Ambassador Awards	DWi
Corporation Meeting 27 March 2018			
5.1e	Capital Developments 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	JCa
Corporation Meeting 25 April 2018			
4.1a	Governance Review incorporating Calendar of Meetings and Cycle of Business That members be required to inform the Clerk for each meeting if they are able to attend, thus affording the Clerk better opportunity to rearrange meetings where appropriate. That the Clerk research conference call facilities with the aim of providing details for video or conference links for each meeting of the Corporation.	May 2018	JSu