

**MINUTES OF THE MEETING OF THE CORPORATION MEETING
HELD: on Thursday 19 October 2023 at 16:00 hours in 4F07 DHB Boardroom**

Present:	In Attendance:
John Williams (Chair)	Sarah Applewhite (Vice Principal Quality Teaching & Learning)
Paul Birtles (Vice Chair)	Chris Malish (Vice Principal Finance & Corporate Services)
Richard Woods	Sarah Cooper (Director of People Services)
Chris Webb (CEO)	Asa Gordon (Vice Principal Curriculum)
Tiffany Lythgow	Marc Gillham (Chief Information Officer)
Fiona Thompson	Alina Khan (Vice Principal Equality, Diversity, Inclusion & Student Experience)
Taqi Ali	Sarah Towan (Vice Principal of Recruitment & Communications)
David Fearnley	Allison Booth (Clerk)
Bulbul Barrett (via MS Teams)	Rachel Henry (Assistant Clerk)
Sharon West	
Adam Faisal	
Apologies:	
Emmanuel Osei Boateng	
Lynette Leith	
Lendy Ho	
Billy Khokhar	
Cuthbert Pazvakavambwa	
Umar Rafique	

The quorum was 8 governors

L/J Denotes the time a Governor left/joined the meeting

Item		Action
Housekeeping		
1.	Chair's Welcome and Introductions	
1.1	The Chair welcomed everyone to the meeting.	
2.	Apologies for Absence, Disclosures of Interest and Written Resolution(s), Chairs action and use of the seal	
2.1	Apologies for absence were noted for Emmanuel Osei Boateng, Lendy Ho, Lynette Leith, Billy Khokhar, Cuthbert Pazvakavambwa and Umar Rafique.	
2.2	<u>Use of the seal</u> The seal was applied and authenticated by John Williams (Chair) and Chris Webb (CEO) on 14 September 2023 to sign the WYCA AEB	

	- Funding Agreement 23-24 and Free Courses for Jobs Funding Agreement 23/24.	
3.	Minutes of the meeting held on 13th July 2023	
3.1	The minutes of 13 July 2023 were approved as an accurate record to be signed by the Chair.	
4.	Matters arising	
4.1	The Matters Arising Report was reviewed and it was noted all matters were complete.	
Strategic Discussion		
5.	Strategic Discussion - In considering the Strategic Planning Event), to consider values. (This item was discussed under item 6)	
5.1	<p>The VPF&CS advised that the values were to be discussed at the Strategic Planning Event in January 2024 and encouraged members to consider how they would like to engage internal stakeholders for a more collaborative approach.</p> <p>Members had an in-depth discussion and made the following inputs:</p> <ul style="list-style-type: none"> • The College’s mission of Working Together to Transform Lives embodied all that the College is and does, however, the values needed to be aligned to the mission. • There should be a golden thread between the College’s strategic objectives, mission and values which should inform and guide behaviours. • The values should be owned by everyone – therefore consultation, engagement and collaboration with students and staff would be invaluable to ensure alignment. • Previously there had been a filtering down/imposing of values from the top. Although this had been required at the time, it was felt that a different approach was now appropriate. • Staff would be asked for their inputs on College Values at the Winter Conference, these findings would then be presented at the Strategic Away Day in January. • Other opportunities for staff to engage with Governors in the discussion and ‘testing out’ of values could also be facilitated. • Link visits could be used to garner staff and student views on the College’s values. • Engaging students in the College Values discussion at the SPE would be important; providing an opportunity to test them with the College’s internal stakeholders. 	

	<ul style="list-style-type: none"> • There should not be too many values and they should not be unduly complicated. • Guided principles of what the values mean and the expected behaviour they should motivate was necessary. • Clarity needed to be provided around what should be seen when the values are followed. • The values should signpost expected behaviours; this would enable measurement of their impact. • There were other unwritten values embedded in the College already; consideration needed to be given to whether the College’s current values described what it actually does. • Students were asked to sign up to the Student Charter and staff would soon be asked to adhere to a Staff Code of Conduct. It was suggested that identifying the similarities in these agreements and how they differed to the College values would be helpful in informing discussion and future decisions over values. • The College was in a better position than when the values had last been considered four years ago. • The values needed to have the right tone to set it aside from its competitors. <p>It was agreed that the VPF&CS would garner staff opinion on values at the Staff Winter Conference. The findings would be presented at the Strategic Planning Event where they would be discussed with the students to gain their perspective. It was acknowledged that the values would then need refining and embedding.</p> <p>5.2 The following suggestions were made on how to embed the values:</p> <ul style="list-style-type: none"> • Link to the Strategic Objectives • Include on the Data dashboard • Include in the curriculum • Reflect in the Student Charter and Staff Code of Conduct • Values-driven policies and procedures • Personal Development Plans/Appraisals linked to Values <p>5.3 ACTION: The VPF&CS to carry out an exercise to garner staff opinion on the College’s values at the Staff Winter Conference. J/TL</p>	
Link Governor		
6.	Link Governor (this item was discussed under item 5)	
6.1	<u>Link Governor visit- Disability Services</u> Agreed focus:	

	<p>1. Disability Services offer and Strategic Plan 2. How Disability Services supports PLW provision</p> <p>Governors had engaged in a number of activities during a visit to the Disability Services. There had been very positive interaction with both students and staff in the area.</p> <p>Students had been very complimentary about their learning spaces and how much they valued the opportunity to develop skills which enabled increased independence. Governors commended the outstanding and dedicated nature of the staff and praised the range of personalised confidence-building activities.</p> <p>The visit had fostered an increased confidence to visit the area in future, due to the links made. Members were now seeking to visit the Disability Services provision on other campus sites.</p>	
Effective Governance (SR2, SR8, SR9)		
7.	Chief Executive officer's report	
7.1	<p>The CEO signposted the Governors to the following papers as part of the pack, highlighting their importance:</p> <p>Agenda 11(a) – Report from the F&GP EO Meeting – Capital Special Interest Group</p> <p>Agenda 11(b) – Staff Pay Award</p> <p>Agenda 11(d) – Student Recruitment Report</p> <p>Members were encouraged to read the Master Targets File which had been distributed at the start of the meeting.</p> <p>The CEO was mindful of the current conflict in Gaza and assured members that the College would be monitoring the effects and influence it could have on students, staff and the city itself.</p>	
8.	Data dashboard	
8.1	<p>The CIO presented the final 2022-23 data dashboard, advising that it now included data from Q4 and had been reviewed by all of the Committees. The 2023-24 data dashboard would be presented to the Corporation in December.</p>	
Committee Reports		
9.	Audit Committee- 21 September 2023	

<p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>a) Minutes of meeting – 21 September 2023</p> <p>These were included in the pack for information and background.</p> <p>b) Internal Audit Reports- for information</p> <p>The following internal audit reports were shared with the Corporation for information and assurance.</p> <ul style="list-style-type: none"> • Income Funding – Apprenticeships • Procurement Audit • Annual Internal Audit Report <p>Q. Is there any negative impact on the Capital Projects as a result of the limited assurance given on the Procurement audit?</p> <p>A. The data in the Procurement audit pre-dates the Capital Projects. We now use the Procurement Partnership which is a Government approved organisation that ensures any suppliers we use meet all the regulations.</p> <p>Q. Would the move to a new insurance company impact any outstanding claims covered by the previous insurance provider?</p> <p>A. No, outstanding claims would remain the responsibility of the previous provider until a settlement was reached.</p> <p>c) RSAQ -for approval and signature</p> <p>The Audit Committee recommend the completed questionnaire to the Corporation for approval.</p> <p>RESOLVED: The Regularity Self- Assessment Questionnaire was approved and can be signed by the Chair of Corporation and Accounting Officer.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Search & Governance Committee- 28 September 2023</p> <p>a) Minutes of meetings – 28 September 2023</p> <p>These were included in the pack for information and background.</p> <p>b) Annual Governance Report</p> <p>The Annual Governance Report was shared with the Corporation for information.</p> <p>c) Succession Planning</p>	

<p>10.4</p> <p>10.5</p> <p>10.6</p>	<p>The S&G Committee made the following recommendations to Corporation for approval:</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • Richard Wood’s term of office is renewed for a further 4-year term to end on 11 December 2027. • Umar Rafique is moved from the Audit Committee to the Q&S Committee. • Taqi Ali to join the Audit Committee. • That the Clerk initiates a recruitment exercise to procure an Independent Governor for both the Audit and Q&S Committee with a focus on local employer voice. <p>d) Governance Quality Improvement Plan 2023-24</p> <p>The Chair provided an overview on the proposed Quality Improvement Plan.</p> <p>RESOLVED: The Governance QIP 2023-24 is approved.</p> <p>e) Changes to Standing Orders</p> <p>There were three proposed changes identified as part of this review:</p> <ol style="list-style-type: none"> 1. Standing Order 7.2 and Standing Order 16.3 are updated; replacing ‘the Education and Skills Funding Agency’ with ‘relevant and appropriate bodies’ 2. Standing Order 16.2 is updated to reflect a change in title and removal of another title following a restructure in 2022. 3. Standing Order 18.1 is updated to include the Capital Special Interests Group under Committees and Working Groups. <p>RESOLVED: The three proposed changes to the Standing Orders are approved.</p> <p>f) Strategic planning day – draft agenda</p> <p>The Clerk presented the draft agenda for the Strategic Planning Event due to take place in January 2024. Members discussed the sequence of the events and suggested agenda items and the Clerk advised that the agenda would be circulated when finalised. It was stressed that this was a very important event and that Governors should do their best to attend.</p> <p>RESOLVED: The Strategic planning day agenda is approved.</p>	
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10.7	ACTION: The Clerk to finalise SPE draft agenda and present at the December Corporation.	Clerk
10.8	<p>g) Meeting dates 2024-25</p> <p>The Corporation reviewed the draft proposed schedule of the meeting dates for 2024-25 which had been circulated to Governors and the Executive prior to the meeting.</p> <p>RESOLVED: The proposed schedule of the meetings for 2024-25 is approved.</p>	
10.9	<p>h) External Board Review- AoC Proposal</p> <p>The Clerk had conducted meetings with External Board Review representatives and detailed the proposals that have been received. The External Board Review would follow a standard process. Consideration of scope of the review was significant as this would determine the cost and reach of the Review.</p> <p>S&G Members had discussed the various proposals in depth and felt that the AoC proposal would be the preferred option in terms of value for money, expertise and alignment to Further Education. It had been agreed that the AoC Proposal be recommended to Corporation for approval.</p> <p>RESOLVED: That the AoC Proposal be adopted.</p>	
11.	<p>Quality & Standards Committee- 5 October 2023</p> <p>In the absence of the Chair, Fiona Thompson (Vice Chair) provided an update on:</p>	
11.1	<p>a) Minutes of meetings – 5 October 2023</p> <p>These were included in the pack for information and background.</p>	
11.2	<p>b) Safeguarding Policy</p> <p>The Safeguarding Policy had been updated in line with the latest release of Keeping Children Safe in Education (KCSiE) 2023.</p> <p>RESOLVED: The updated Safeguarding Policy is approved.</p>	
11.3	<p>c) Student Complaints Policy</p>	

<p>11.4</p>	<p>There had been no significant changes made to the Student Complaints Policy as part of an annual review.</p> <p>RESOLVED: The Student Complaints Policy is approved.</p> <p>The Vice Chair highlighted 2 matters to the Corporation:</p> <p><u>A-levels</u></p> <p>The college had met its agreed Governor target on overall pass rates and due to improved retention on 2021/22, had seen a significant rise in achievement rates to 84.8% (from 46.9% in 2021/22).</p> <p>However, individual student performance against minimum expected grades showed that students were not meeting expected progress targets.</p> <p>As a result, the A-Level provision and offer for 2023-24 was withdrawn; the College would support the A level students on the second year of their programme.</p>	
<p>11.5</p>	<p><u>Silver TEF Award</u></p> <p>The College had been awarded a Silver in the Teaching Excellence Framework (TEF) and commended all involved. It was highlighted how well the College had done in comparison with other colleges. The Corporation acknowledged this very positive outcome and passed their thanks on to everyone involved.</p>	
<p>12.</p>	<p>Finance & General Purposes Committee- 12 October 2023</p>	
<p>12.1</p>	<p>a) Minutes of meetings – Extra meeting 29 September & 12 October 2023 & - Inc CSIG mins 5 June,10 July & 5 September 2023</p> <p>These were included in the pack for information and background.</p>	
<p>12.2</p>	<p>b) Uplift & proposal on pay</p> <p>The VPF&CS advised that in July, the Education Secretary had announced a £185m cash injection into 16-18 funding for the 2023/24 academic year to address ‘key priorities’ at the same time as a 6.5% pay rise for school teachers’ was announced.</p> <p>In mid-September, the College received its revised allocation, which resulted in an increase of £1.8m in 16-18 funding. Based on the full establishment of staff, this allowed for a 6.5% increase to all salary bands and pay levels of senior post holders with effect from 1</p>	

<p>12.3</p>	<p>August 2023. This also aligned with the current AoC guidance of providing a 6.5% pay rise and intelligence from local Colleges.</p> <p>It was proposed that the pay rise in 2023/24 was increased to 6.5% for all staff. Whilst a fixed flat amount was provided to all staff in 2022/23, a recent staff survey on pay showed that 63% of respondents would prefer a consolidated percentage pay rise.</p> <p>However, to address those staff on the lowest salary scales, this additional funding also provided the College the ability to remove grade band 3 (current max. salary £20,276) and move all those staff onto grade band 4 (current max. salary £22,029) and remove spine point 14. This would cost approximately £60k per year for the next four years, providing those on salary band 4 annual incremental salary increases of 3% to a revised maximum salary of £23,461. This was 16.7% higher than the current National Living wage and 11.6% higher than the current Living Wage Foundation.</p> <p>Therefore, the revised lowest salary in the College would become £21,594, which was 7.4% higher than the current National Living wage and 2.7% higher than the current Living Wage Foundation.</p> <p>It was proposed that the removal of salary grade 3 and removal of spine point 14 was implemented. This would require a small contingency of £64k to deal with issues around pay and responsibility levels due to the salary grade removal.</p> <p>Q: Does the additional funding cover the 6.5% pay rise for staff include or exclude the budgeted 2.0%?</p> <p>A: It has allowed us to improve the offer from 2.0% to 6.5%. The additional funding received would be passed on to staff in its entirety and the salary increase would be reflected in staff's October pay.</p> <p>RESOLVED: That the pay rise for 2022/23 increase from the budgeted 2.0% to 6.5% for all staff and the removal of salary grade band 3 and spine point 14 is approved.</p>	
<p>12.4</p>	<p>ACTION: The Clerk to add SPH uplift proposal on pay to the November Remuneration agenda</p>	<p>Clerk</p>
<p>12.5</p>	<p>c) Student Recruitment</p> <p>The VPR&C advised that positive growth had been seen at all levels. Around 5,000 16-19-year-old learners had been enrolled (progressing and new). Departments were actively managing transfers and withdrawals within the 42-day window, to ensure</p>	

	<p>learners were effectively managed onto the correct programmes. A more detailed report would be presented at the F&GP Committee in December when the data would be clearer.</p>	
12.6	<p>Q. Is the College coping with the increase of Maths and English students?</p> <p>A: Classes are noticeably fuller, but it is settling down. There is a shortage of Maths and English teachers. The November resits of GCSE Maths and English will present a real challenge with increased pressure on rooming and invigilation as well as increased access arrangements.</p>	
12.7	<p>Q. Can you explain the decrease in Advanced Learner Loan (ALL) recruitment?</p> <p>A: This follows the national trend, with more learners on an AEB contract and less on an ALL.</p>	
12.8	<p>d) 2022-23 Quarter 4 Forecast</p> <p>The VPF&CS advised that the Cash position had improved on forecast, which had been partly attributed to the advanced payment of Capital Grants.</p>	
12.9	<p>Q. Could you explain staff costs being favourable to budget?</p> <p>A: This excluded outsourcing. Including outsourced costs, the staff costs budget was £74,000 adverse.</p>	
12.10	<p>e) Estates' update</p> <p>The VPF&CS informed members of the following:</p> <ul style="list-style-type: none"> • T-levels Wave 4 Capital Building works – Main project completed. • T-Levels Wave 4 Special Equipment Budget – Majority of funds used, with a deadline date for spend of December 23. • FTC (Future Technology Centre) – At the end of September, the Stage 3 Cost Plan was produced, showing a significant increase in costs due to inflation. The revised budget was now £17.2m, as agreed at the Extra Finance & General Purposes committee on the 29 September 2023. The tendering process for the demolition and stage 1 design of the building had been completed. • Garden Mills – internal funding opportunities were being explored to assist with budget pressures. 	

	<ul style="list-style-type: none"> • The T-level Wave 5 allocation of £3,252k had been accepted and work started on the review of the designs by the relevant curriculum areas. • The sale of the Appleton Building was still ongoing with no response received to date from the Council. The VPF&CS advised that he was pursuing the matter. • Terms were agreed with the Council to lease three floors of the Little Germany, with the initial lease to the 31 August 2024; with the option to extend on a quarterly basis beyond that. It also included an option to buy. <p>At the July F&GP committee meeting, delegated authority had been provided to the VPF&CS of up to £720k for the demolition works of the Junction Mills building and the stage 1 design fees for the Future Technology Centre. Following the extra F&GP meeting on the 29.09.23, a revised budget for the Future Technology Centre programme was approved at £17.2m. Thereby, it had been requested that the delegated authority for the demolition works of the Junction Mills building and the PCSA (pre-construction services agreement) was revised upwards to £1,198k. This amount covered all current bid contractor submissions (scoring and selection to be finalised). This would enable the project to move forward swiftly. Members were asked to note that the maximum amount was £332k higher than within the revised £17.2m approved cost plan.</p> <p>The delegated authority for the demolition works of the Junction Mills building and the PCSA being revised upwards to £1,198k had been approved by the F&GP Committee.</p>	
12.11	<p>f) Changes to the Capital Special Interests Group Terms of Reference</p> <p>The Clerk advised that there were 3 suggested changes to the TOR:</p> <ul style="list-style-type: none"> • Add an attendee in that had joined the committee since the TOR had been written and approved. • Change the name of the Chair. • T Level Wave 5: Business & Administration; Catering & Hospitality; Creative & Design; Hairdressing, Barbering and Beauty Therapy. <p>RESOLVED: That the three proposed changes to the CSIG TOR are approved.</p>	
12.12	<p>g) HE Fees Policy 2024-25</p>	

<p>12.13</p> <p>12.14</p> <p>12.14</p>	<p>The HE Fees policy 2024/25 had been updated to reflect the removal of FdSc Ophthalmic Dispensing fees, removal of Qualified Teacher Status (QTS) programmes from fee list, a line added for franchised QTS programmes to be charged maximum of £9250 and Employer Sponsor Courses – update multiple students to minimum of two students.</p> <p>The F&GP and Q&S Committee recommend the HE Fees Policy to the Corporation for approval.</p> <p>RESOLVED: That the HE Fees Policy is approved.</p> <p>h) FE Fees Policy 2024-25 The FE Fees Policy had been updated to reflect updated Funding Rules link, Changes to Adult FE Fees and Updated Apprenticeship Fee guidance.</p> <p>The F&GP and Q&S Committee recommend the FE Fees Policy to the Corporation for approval.</p> <p>RESOLVED: That the FE Fees Policy is approved.</p> <p>i) Health & Safety Policy The Health & Safety Policy had been updated to include stress management and is recommended for approval by the F&GP Committee.</p> <p>RESOLVED: That the Health & Safety Policy is approved.</p>	
Risk		
<p>13.</p> <p>13.1</p>	<p>Strategic risk monitoring</p> <p>The Corporation received an updated strategic risk register. Each committee had reviewed the risks for which they have oversight:</p> <p>SR4 & SR5- Q&S Members had requested that SR4 and SR5 be updated to reflect the decision to withdraw A-Level provision from the curriculum. The Committee would review the risk ratings on English & Maths and Attendance at the next Q&S Committee meeting when the data was clearer.</p> <p>SR1- The F&GP Chair had requested that some commentary to acknowledge the current rate of inflation levels and its impact on the capital project costs be added to the notes section of SR1.</p>	

3	12.4	The Clerk to add SPH uplift proposal on pay to the November Remuneration agenda	Clerk
4	13.2	The VPF&CS to add reviewer and review dates to the commentary on SR4.	VPF&CS
10	16.1	Link to the meeting evaluation form to be circulated via email.	Assistant Clerk