

# Minutes



<b>Meeting</b>	Corporation
<b>Date</b>	21 November 2022
<b>Time</b>	4:45pm meeting start
<b>Venue</b>	E201, Telford College

Members	Present	Apol	1	2	3	4	5	7	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
K.Barton	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Birch	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Bleasby	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
K.Daniels																							
G.Guest	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B.Janagal	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
M.Jhawar-Gill																							
R.Matthews	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
I.Robinson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Seymour	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
S.Watson		✓																					
<b>Attendees</b>																							
B.Deed	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
E.Caesar	✓																✓						
H.Dool	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
J.Stephens	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M.Glynn	✓															✓							
R.Wilson	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

No.	Item	Action
<b>PROCEDURAL MATTERS</b>		

**1. Welcome, apologies and introductions**

The Chair opened the meeting.

Apologies had been received from Stew Watson and Chris Pallett.

The local traffic congestion affecting Louise Biffin and other Corporation members was noted.

**2. Procedural matters**

The Chair suggested that the confirmation of the appointment of staff governors be treated as a procedural matter and brought forward on the agenda.

No.	Item	Action
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The Clerk explained the process involved and noted that one nomination had been received for each vacancy so no election had been required. He said that unless there was an issue with eligibility, the appointment of the candidates for staff governor was a formality.

**The Corporation resolved to confirm appointment as staff governors:**

- **Teaching - Bhopendra Janagal**
- **Support – Martin Seymour**

[Louise Biffin, Bhopendra Janagal and Martin Seymour joined the meeting.]

**3. Minutes of the last meeting**

**The Corporation resolved to approve the public minutes of the meeting held on 17 October 2022**

**4. Matters arising**

The Clerk said that he had discussed with the Chair a site tour for new governors. Such a tour was likely to be arranged for the spring. He noted that the induction of Ian Robinson was progressing with the completion of the induction checklist.

The Clerk said that the Governance development plan and Governors’ training and development plan would be updated, with RAG ratings, for the Corporation in January.

The CEO said that the induction Learner Voice results were being evaluated with an executive summary being brought to the Corporation in January 2023.

The Chair of the Audit Committee suggested that the Shropshire LGPS pension bond issue would best be dealt with at the Audit Committee.

*The Clerk to move the LGPS pension bond item to the Audit Committee Matters Arising.*

**The Corporation resolved that the LGPS pension bond item should be closed and moved to the Audit Committee Matters Arising.**

**5. Governance matters**

Strategic Risk Register

The Vice Chair noted the number of red-coloured finance risks and the action timelines for risk reduction. The Vice Principal Finance & Resources said that the income risks would be outlined in the finance report.

No.	Item	Action
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The Chair proposed that a path to green could be included in the comments column for financial and non-financial risks.

**The Corporation asked that the update of the risk register in January 2023 should include a “path to green” for red-rated risks.**

*Risk owners to outline a “path to green” for red risk in January’s risk register comments.*

The Deputy CEO noted that the analysis of predicted grades in the spring term would act as an indicator of risk levels. The CEO highlighted the role of the Quality Improvement Plan in addressing quality risks.

Governance Risk Register

The Governance Risk Register was noted.

**6. Governors’ updates**

The Finance Link Governor said that he had visited the College twice and had useful discussions with the Finance Team.

The Chair of the Audit Committee said that she had attended a meeting of the Association of Colleges’ Audit Committee Network. It said that the main issues were costs pressures on Colleges and the Office for National Statistics’ (ONS) reclassification decision.

The CEO said that the ONS decision was expected in November 2022 with the Department for Education and Treasury in discussions about the implications.

**The Corporation asked that the risks around the ONS reclassification decision be added to the risk register e.g. the position of college reserves in the public sector.**

*The VP F&R to add to the Strategic Risk Register risks around the ONS reclassification decision e.g. the position of college reserves in the public sector.*

**MANAGEMENT UPDATE**

**7. Management Presentation on the Local Skills Improvement Plan (LSIP)**

*Principal & CEO*

The CEO outlined the Department for Education and Shropshire Chamber’s objectives for the Local Skills Improvement Plan (LSIP). He noted the Marches’ LSIP’s scope and its focus on sectors:

- Engineering/Manufacturing in food and drink production
- Professional Services
- Construction including Environmental Technology
- Health and Social Care

No.	Item	Action
	<p>The CEO set out the drivers and the structures involved in the delivery of the LSIP by April-May 2023.</p>	<p><i>The CEO to add risks around the LSIP process to the strategic risk register.</i></p>
	<p><b>The Corporation agreed that:</b></p> <ul style="list-style-type: none"> <li>• <b>The strategic risk register include risks around the Local Skills Improvement Plan process.</b></li> <li>• <b>The Corporation should receive regular updates on developments with the Local Skills Improvement Plan.</b></li> </ul>	<p><i>The CEO to update the Corporation on LSIP developments.</i></p>
8.	<p><b>ESFA correspondence</b></p> <p>[Corin Crane joined the meeting]</p> <p>The Deputy CEO explained that following colleges’ submission of financial plans in the summer, the ESFA reviewed the plans and financial health categorisation. She highlighted that the letter included the ESFA’s confirmation that the College was in Outstanding financial health.</p> <p>It was noted that Corporation members could be given access to the ESFA finance dashboard although it was noted that there had been some issues with availability of the data on the Department for Education website.</p>	
9.	<p><b>KPIs 2022/23</b></p> <p>The Deputy CEO said that the College was 42 apprentices down in Quarter 1. She explained that this was due to:</p> <ul style="list-style-type: none"> <li>• Over-complicated College processes with communication and other issues.</li> <li>• Under-recruitment by sales teams related to changes in employers and other factors.</li> </ul> <p>A Corporation member asked about the financial implications and the scope to recover. The Deputy CEO said that the College would seek to catch-up but noted that it was challenging to make up for the income missed in earlier months.</p> <p>The Deputy CEO said that the process would be streamlined as soon as possible and the staff involved trained.</p> <p>The Chair stressed the importance of staff understanding the implications of missing targets.</p> <p>The Deputy CEO said that the out-of-funding apprentices were being addressed but improvement in legacy issues would not be seen until the spring.</p> <p>The Deputy CEO said that 16-18 withdrawal were being processed but the College was set to achieve growth with 1906 on roll against 1816 last year.</p>	

No.	Item	Action
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The Deputy CEO said that Maths and English attendance was being addressed by delivery in vocation areas. She also explained that a psychologist had been commissioned to review issues impacting attendance.

The Vice Chair queried the two values on apprenticeships and HE. The Vice Principal said that he would clarify this.

*The VP F&R to check and clarify two values shown on apprenticeships and HE.*

The Deputy CEO said that a new Head of MIS was being recruited and suggested that they be tasked with reviewing and refreshing the format of the KPI report. The CEO said that this could be linked to monitoring against the FE Commissioner's benchmarks.

A Corporation member stressed the need for integration of strategy and reporting with monitoring of targets for critical success factors.

## ANNUAL REPORTS

### 10. Health & Safety

The Director of Estates presented the annual Health & Safety report and outlined key arrangements for Health & Safety. He noted that there had been 84 accidents in 2021/22 with no accidents which required reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). He said that the total was up on 45 in 2020/21 but down on 94 in 2018/19 (the last full-occupancy year before the pandemic).

A Corporation meeting asked about the adequacy of the preventative maintenance. The Director of Estates said that the estates budgets were sufficient but noted the current cost pressures on estates.

### 11. Data Protection and Freedom of Information

The AP Data & Performance presented the annual Data Protection and Freedom of Information report. She said that the College had a new Data Protection Officer. She explained that almost all staff had been trained on Data Protection.

The AP Data & Performance outlined the numbers of Freedom of Information requests and Subject Access Requests. She noted that digitisations of records was being considered as a means of making it easier to handle requests.

## STUDENTS

### 12. Safeguarding report

The Director of Student Services presented the monthly Safeguarding report. She highlighted the full staff compliance with familiarising themselves for Keeping Children Staff in Education Part 1. She also drew the Corporation's attention to the extra counselling resource which had been put in place.

No.	Item	Action
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The Director of Student Services said that the College was implementing the recommendations of the Telford & Wrekin Child Sexual Exploitation (CSE) inquiry. These included the appointment of a CSE lead at the College, a biennial training cycle for CSE, the inclusion of CSE within the tutorial programme and arranging sessions for parents on the issues.

The Director of Student Services discussed some of the issues facing students. She noted the work on mental health and wellbeing.

## FINANCE

### 13. Management accounts

Head of Finance introduced the September 2022 management accounts and noted key issues:

- The Adult Education Budget (AEB) and Apprenticeships shortfalls which were being addressed.
- The pay and non-pay savings for the year-to-date.

The Vice Principal Finance & Resources said that a full reforecast was to be undertaken and indicated that he anticipated that the surplus would be lower than expected.

The Vice Principal Finance & Resources said that other colleges were experiencing similar shortfalls on AEB. Corporation members asked about the likely uptake of the planned additional courses from November onwards. The Vice Principal Curriculum said that successful curriculum areas were expanding into new geographic areas. She said that new courses were also being launched in areas of reported skills shortages.

The Deputy CEO observed that growth was a challenge for the College.

The Head of Finance highlighted the healthy cash balance, the forecast Outstanding financial health and the strong financial ratios.

The Vice Chair asked about the high cash balances. The Vice Principal Finance & Resources said that some amounts were earmarked for projects later in the year. He also noted the complication of the ESFA's year-end cash sweep which was a legacy of the College's past restructuring support.

The Vice Chair noted the actuarial gain on the LGPS pension fund.

## LEADERSHIP AND GOVERNANCE

### 14. Reports from Corporation committee/groups

The Chair presented the non-confidential minutes of the Capital Focus Group meeting on 8 November 2022. She said that the meeting had been updated on the Strategic Development Fund projects and the Station Quarter.

No.	Item	Action
	The Vice Chair presented the non-confidential minutes of the Remuneration Committee meeting on 1 November 2022. She said that the College was in line with sector benchmarks for senior postholder remuneration.	

#### FINAL BUSINESS

**15. Questions, comments, self-assessment and reflection**

The Deputy Chair asked for headers to be added to Corporation papers.

*The Clerk to add item number headers to Corporation papers when possible.*

**16. Any other business**

The Chair reminded the Corporation members of the social get-together after the 12 December meeting of the Corporation.