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**Minutes from the meeting of The Corporation**

**on the 11th of July 2023**

| **Present:**  Diana Bird (DBi)-Principal  John Egan (JE) - Chair  Peter Whittle (PW) - Vice Chair  David Butcher (DBu)  Kerry Robinson (KR)  Nigel Hainsworth (NH)  Wendy Rowan (WR)  Phil Hunter (PH)  Steph Tinsley (ST)  Catherine O’Conner (CO)  Joanne Beaumont (JB)  Grace Jefferys (GJ)  Rachel Hoyland (RH)  **In Attendance:**  Danielle Carter (DC)- Clerk  Lorraine Swift (LS) - Vice Principal Finance and Planning  Greg O’Shea (GOS) - Vice Principal Curriculum  **Apologies**:  Ranjit Arora (RA)  Mohammed Hussain (MH)  **No Apologies:**  Edie Pilkington (EP)  Ami Firth (AF) |
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|  |  | Action |
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| 1i | **Welcome, Apologies of absence, Disclosure of financial and/or personal interest**  JE welcomed everyone to the meeting. Apologies were received from MH and RA. There were no disclosures of interest. |  |
| 1ii | **To Endorse the Staff Governor Appointment**  Governors endorse RH as the Staff Governor appointment. |  |
| 2 | **To agree agenda and order of business as circulated**  The agenda and order of business was agreed. |  |
| 3 | **To approve the minutes of the meeting held on:** [**28th March 2023**](https://docs.google.com/document/d/1OivzibBHRYrsy9502ukFgB4bsy4xNc2WAmlZORnhflU/edit?usp=drive_link)  ***The minutes were approved as a true and accurate record of minutes.***  ***The confidential minutes were approved via email by those in attendance.*** |  |
| 4 | **Matters arising**  None |  |
| 5 | **To consider reports and proposals from committees**: |  |
| 5i | **Search Committee**: To consider any recommendations arising from the meeting held on 6 June 2023  The Chair of Search asked members to note item 8: The committee recommended Association of Colleges as the external reviewer for 2023/24.  The Corporation approved the recommendation.  *Action*: The Clerk to formally accept the quote. | Completed |
| 5ii | **Audit**: To consider any recommendations arising from the meeting held on 11 July 2023  The Chair of audit gave a verbal update asking members to note items:   * 6. The engagement letters recommended to be signed. * 13. Recommend policies which will be shared via email to all governors.   a)Supply Chain fees and subcontracting policy.  b)Data protection policy and retention schedule.  c)Whistleblowing policy  These will be circulated along with the minutes via email to all members.  The Corporation approves the recommendations.  LS advised there will be a funding audit taking place over the Summer. Teams are preparing for the audit. |  |
| 5iii | **Curriculum & Quality**: To consider any recommendations arising from the meeting held on 20 June 2023  JB on behalf of the chair of C&Q asked members to note items;   * 7. Members recommend the theme of the year, to inform and build on relationships with employers for 2023/24 to the Corporation for approval. * 10. All policies were unanimously recommended to the Corporation for approval.   a) Equality, Diversity and Inclusion Policy  b) Disciplinary Policy (not applicable to Senior Post-holders)  c) Staff Appraisal Policy & Procedure  d) Staff Development Policy & Procedure  e) Probationary Policy and Procedure  The Corporation approves the recommendations |  |
| 5iv | **Finance & Resources**: To consider any recommendations arising from the meeting held on 4 July 2023  The Chair of Finance asked members to note items;   * 5. Members approved the approach of a two year position statement as an Infrastructure Strategy for 2024 and 2025. * 8a. Members agreed that the College Financial Forecasting Return (CFFR) and commentary will be circulated to the committee for approval by email later in July, therefore it is requested the Corporation will allow delegated approval to F&R . * 8b. Members agreed the £200k deficit budget for 2023/34 and recommended to Corporation following discussions. * 8c. Members approved the use of the Going Concern Principle in the year end accounts. * 9a. Members accepted the proposed changes to the Treasury Management Policy and received the report. * 9e. Members recommended to the Corporation Shipley College Services Ltd be dissolved and closed. * 10. Members agreed the changes to the Subcontracting policy, which will go through Audit, and be recommended to the Corporation. * 12. Members approved the proposed lettings charges for 2023/24. * 13. Members approved the below policies and recommended them to the Corporation   a)Learner Financial Support Policy  b) Policy & Procedure for Hire of Shipley College Premises  The Corporation approves the recommendations. |  |
| 6 | **Student Council**: To receive a copy of the notes of the meeting held on 25 May 2023  KR updated the board in the absence of the Student Governors.  DBi confirmed that following requests from students the college day will have a shorter lunch break and finish at 4.15pm in 2023/24.  There were some excellent discussions on WEX and PSHE sessions and subjects students would like to be covered in more detail including managing emails, therefore DBi will now build this into the program going forward.  It has been a proactive year for the council. |  |
| 7 | **Chair's Report**  The Chair expressed recognition of Rachel Hoyland winning Educator of the year at the CTE awards, and for the college on the other awards they achieved.  JE explained a meeting took place with a local businessman who would like to work with the college and the civic roles he holds within the community. It was suggested it would be beneficial for students to meet him and learn about his roles. |  |
| 8 | **Principal’s Report**  DBi updated the board on some key things that have been happening in the sector.   * In June AoC launched their manifesto Opportunity England in London and its contents are in line with things SMT have been presenting to Corporation over the last year. * Staff pay (recruitment and retention) continues to be high profile. The AoC are campaigning for increased funding for the sector. There have been numerous strikes across the country with a number of colleges experiencing strikes on GCSE exam days.   A Governor fed back Rebecca George Chair of the DfE board, is supporting and recognising the needs within FE.  A discussion took place around the need to influence political parties' manifestos to make sure funding for FE is high on all agendas  *Action*: The clerk to share the executive summary of the manifesto to Governors.   * LSIPs fed into the accountability statement, LSIF is the fund that sits alongside to support achievement of the LSIP goals. There is £186mil available overall. WYCC put in an expression of interest which has approval from the Chamber of Commerce and this has been accepted. The bid is around AI digitisation and preparing our students, staff and employers for the future workplace. The lead partner will be Calderdale College. The college may lead on a section,, each college has a subject area and this may mean a contract with the DfE for this funding and then may be contracting with other colleagues who want to collaborate on Health, which will be the subject we lead on. The Subcontracting policy has been updated to cover this. * Minor changes in Ofsted, the process has been reduced to one phone call in advance of the visit, either on the Monday or Thursday, the day has not yet been published so waiting on this. * ONS are engaging with colleges in discussions on the financial year ends. * Shipley College was incredibly successful at the CTE awards; we received Health and Social Care student of the year, Digital student of year and Educator of the year as well as several other nominations. We also received recognition for another teacher in the FE lecturer of the year category from Pearson. * We have achieved Matrix re-accreditation which is a huge undertaking for the college, three days of back to back interviews with staff, students and apprentices. The feedback we received from the assessor was fantastic, resulting in no recommendations. They stated we work incredibly well as a team and the progression of the students is excellent as the conversations start before the students even begin. Shoeb Desai - Head of Student Services, led this and all staff and students did us proud. | DC |
| 8i | **Principal’s Update on College News**  DBi explained a recent highlight has been performances by the foundation learners, these were fantastic. The college held our first culture day, which resulted from a request by students. This was an incredibly successful event with high levels of student participation in running and attending the event which celebrated over 15 different cultures and enabled students to learn more about each other in a high energy environment. |  |
| 8ii | **To note the approval of the Accountability Statement**  The Accountability Statement was reviewed by governors at the Training Session in May and the final version approved by email. Governors note the approval. This was submitted to the DfE by the deadline of 31st of May and according to the regulations will be on the website in December.  Staff used this during the Matrix review. It is a helpful document.  JE stated the logo on the front doesn’t state ‘great people, great place’.  *Action*: DBi to update this. | Principal |
| 8iii | **To monitor the Corporation’s Key Performance Indicators**  DBi reported the red items.   * Below target number for T Level starts in 22/23 - result of Health which we elected not to run a year 1 group in 22/23, this will start again in September.   The DfE pulled two T level courses college was planning to start, which will have an impact on numbers going forward.   * Level 3 and 4 provide opportunities for growth. * Discussed apprenticeship attendance at Functional Skills maths   College has introduced a number of new ways to support attendance in Maths including intensive weeks, the length of maths lessons, and changed the timing of the day.   * Discussed data relating to staff sickness patterns post covid and impact of anxiety and cost of living crisis on staff and student wellbeing. |  |
| 8iv | **To monitor:**   1. **the Quality Improvement Plan**   GOS pulled out key data including where the college is excelling and areas for improvement.   1. **the Development Plan**   GOS reported on the Development Plan:   * Recruitment of staff. Currently have a range of vacancies to fill over summer. For some applications are very strong but some we are needing to head hunt and go to them directly. Utilising the Taking Teaching Further grants to support with recruitment. Offering both fully qualified teaching posts and training opportunities with financial incentives where available. * High levels of staff take up of time allocated for staff to return to industry for vocational updating. 8/10 staff secured an industrial update placement, this sets a great example to the students. Feedback from staff has been very positive. The relationships we have built with new employers will support the theme and the collaborative design of the curriculum. * The CTE awards were a great event for the college. We also had our own staff awards   A discussion took place around ways to raise the profile of the college and celebrate the things staff and students are already doing by marketing in a different way.  Other awards and ideas noted were:  AoC award for excellence in Governance.  AoC beacon awards celebrated at the AoC conference.  Employer of the year  Honours list  Celebrating our employers by nominating in business awards to show our appreciation  Governors felt there were expertise in the staff body and in contacts the college has that can support with writing the applications and highlighting good news stories.  DBi states there will be some training for staff in supporting key messages through social media by sharing good work, events and such.   * Take up of support from the advanced practitioner team by academic staff is very positive with one third of staff now electing to engage in professional development with the teaching and learning team. This represents a significant increase on last year and shows that staff are actively engaging in opportunities to develop their professional practice and value the contributions made by the advanced practitioners, most of whom are involved in delivering the teacher training programmes at College. * The College's sustainability leadership score card currently is silver on 8 out of 12 criteria, and 2 are gold. GOS would like to highlight the amazing work of Ian Durham (ID) - Director of Physical Resources and Natasha Wilkinson (NW) - Sustainability and Facilities Coordinator, as to get that far especially with our estate is a great feat. The board thanked ID and NW for the work they have done.   A governor asked about point 3.2 the Turing scheme, GOS explained the scheme has closed applications for colleges, continuing to look for alternative opportunities. A discussion took place around the opportunities to travel, the way it inspires young people to further their education and also helps broaden their horizons. |  |
| 8v | **To Consider the Termly Finance Report**  DBi explained the three year forecast and explained how SMT are positive about achieving the income saving target for 23/24. The picture is positive for 2024/25 due to lagged funding and planned increase in student numbers.  Governors were asked to note that in the current climate it is difficult to forecast pay awards, Governors have discussed in F&R, AoC has not yet announced their proposal. These documents need to be read with this in mind, there is a balance in affordability and where the sector is going. |  |
| 9 | **To consider for approval:** |  |
| 9i | **The 2023/24 budget**  The CFFR is set at 1%. 2023/24 started off with a higher income savings target but this was unrealistic, therefore now shows a deficit of £200K, the rationale is the modest increase in students would generate if paid in year, however it is lagged so will show next year.  2023/24 becomes the budgeted year. Didn't do the cash flow prior to F&R and LS is asking the Corporation to delegate the approval of this to F&R by email so it can be signed by the end of month.  There is a bit more information here as to what has been discussed, including pay. Not currently approving a pay approval, but need a realistic budget that shows this so the forecast is correct. Had a discussion on delaying the pay to April so it is more affordable in year but it also ties in to minimum wage etc.  **Governors approve the budget.** |  |
| 9ii | **The Draft Commentary to the ESFA Return July 2023**  LS asked that if any member has any comments to please send them to her.  **Governors approve the commentary and delegate final approval to F&R via email.** |  |
| 9iii | **The 3 year Financial Forecast Return data**  **The Corporation approved the three year financial forecast return and delegated final approval to the F&R committee via email.** |  |
| 10 | **To consider the Annual Report on Risk Management & Corporate Governance arrangements**  Governors considered the report. |  |
| 11 | **To receive the Annual Report on Safeguarding**  GOS reported the college’s mandatory training offer is robust and colleagues are aware what may merit a referral to the safeguarding team.  This is a positive as means college can offer support earlier and both staff and students are aware of the support on offer.  DBi directed Governors attention to page 7 regarding Training to be completed by governors over the summer.  *Action:* Governors to complete required training as soon as possible (by September at the latest.)  Any issues please email GOS if you have any issues in accessing any of the documentation.  *CO left the meeting at 8.04pm*  It was noted the updated 2023/24 KCSIE was sent out yesterday to all staff and Governors.  *RH left the meeting 8.09pm*  A member asked of the 19 students that are reported as having withdrawn from College in the Safeguarding Report whether there is any indication of a pattern of additional support the college feels is needed going forward? DBi stated a significant number were due to emotional mental health issues and college has changed the curriculum to accommodate this.  *RH rejoined the meeting at 8.12pm* | Governors |
| 12 | **Governance Matters:** |  |
| 12i | **To consider the 2022/23 review of the Code of Governance for compliance for reporting in the end of year accounts**  The Code of Good Governance will be updated this term ready for 2023/34. This is the last year we are reporting against this code. The document includes several updates and actions for moving forward.  Governors consider the report. |  |
| 12ii | **To consider the external review for 2024**  Agreed under item 5i. |  |
| 12iii | **To discuss the internal review for 22/23**  Each committee focused on a theme and have put together a review of the year plus action points for going forward. These will be pulled together along with the usual annual review of skills, and board and committee feedback ready for the Autumn Search and Corporation.  Nothing further to add as a corporation. |  |
| 12iv | **To consider for approval the amended Standing Orders**  As discussed at the May Training session the total number of members has been increased to 20 maximum therefore there is flexibility to recruit to fill any skills gaps.  **Governors approve the updated Standing Orders.** |  |
| 12v | **To consider a timetable of meetings & main agenda items to December 2025**  The day of week was discussed and 87% agreed Tuesday is the best day still.  *Action:* Spring term C&Q is March not February. Clerk to update.  **Governors approve the timetable of meetings.** | Complete |
| 12v i | **To endorse the provisions of the Corporations Code of Conduct**  **Governors endorsed the Code of Conduct.** |  |
| 12vii | **Mandatory Training Reminder**  Discussed under item 11. |  |
| 12viii | **To receive Link Governor Reports**   1. EDI Link Report 2. Curriculum Link Report   Governors received the reports. |  |
| 13 | **To consider for approval the Health and Safety Policy**  **Governors approved the policy.** |  |
| 14 | **Any Other Business**  **VPFP Recruitment**  A discussion took place around recruitment strategies. The previous recruitment process was discussed.  **The Corporation delegate the recruitment process to the Remuneration Committee** |  |
| 15 | **Proposed Dates of Corporation Meetings scheduled to December 2023:**   * 10 October 2023   (Strategic Planning & Training)   * 12 December 2023   *Agreed* |  |

Meeting closed 8.25pm

**Action / Decision Tracker**

| Date /Item | **Decision**/*Action* | Person responsible |
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| 110723 item 1ii | **Governors endorsed the Staff Governor appointment.** |  |
| 110723 item 3 | **The minutes were approved as a true and accurate record of the meeting.**  **The confidential minutes were approved via email by those in attendance.** |  |
| 110723 item 5i | **The Corporation approved the recommendations by the Search committee.**  *The Clerk to formally accept the extern review quote.* | Complete |
| 110723 item 5ii | **The Corporation approved the recommendations by the Audit committee.** |  |
| 110723 item 5iii | **The Corporation approved the recommendations by the C&Q committee.** |  |
| 110723 item 5iv | **The Corporation approved the recommendations by the F&R committee.** |  |
| 110723 item 8 | *The clerk to share the executive summary of the manifesto to Governors.* | DBi / DC |
| 110723 item 8ii | *DBi to update the logo on the accountability statement to show ‘great people, great place’* | DBi |
| 110723 item 9i | **Governors approved the budget and delegate final approval to F&R via email.** |  |
| 110723 item 9ii | **Governors approved the commentary and delegate final approval to F&R via email.** |  |
| 110723 item 9iii | **The Corporation approved the three year financial forecast return and delegated final approval to the F&R committee via email.** |  |
| 110723 item 11 | *All mandatory training to be completed as soon as possible.*  *Please email GOS if you have any issues in accessing any of the documentation.* | Governors |
| 110723 item 12iv | **Governors approved the updated Standing Orders.** |  |
| 110723 item 12v | *Spring term C&Q is March not February. Clerk to update.*  **Governors approved the timetable of meetings.** | Complete |
| 110723 item 13 | **Governors approved the Health and Safety policy.** |  |
| 110723 item 14 | **The Corporation delegated the recruitment process to the Remuneration Committee** |  |