

Minutes of the Corporation Meeting

held on 28 June 2017

Present Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), Joanne Williams (*Interim Principal*), Karen Cocker, Peter Coley, Jamie Fox, Mark Johnson, Allison Matthews

In attendance Jacquie Carman (*Director of Finance and Corporate Services*)
Kiran Dior (*Student Governor Designate*)
Jennifer Sunter (*Clerk to the Corporation*)
Elizabeth Skipper (*Faculty Director Health and Science*)

1 Apologies

Apologies were received from Geoffrey Elliott and Jane Chan.

2 Declarations of Interest

Joanne Williams declared an interest in agenda item 4.1a Corporation Appointments.

All staff members present declared an interest in agenda item 6.7, Mutual Dividend Payment Scheme.

3 Minutes and Matters Arising

3.1 Minutes of the Corporation meeting held 24 May 2017 and Matters Arising

The minutes of the Corporation meeting held 24 May 2017 were approved as a correct record.

There were no actions to be addressed under the current meeting.

8.1 Faculty Review Health and Science

Taken as first substantive agenda item.

Elizabeth Skipper gave a presentation addressing 2015-16 curriculum area performance including results against national rates, progress made in lessons, English and Maths provision and how Employability and work experience were addressed within the Faculty. Also addressed were target setting and assessment including giving feedback, promotion of equality and diversity and use of ICT.

Members received a summary of key strengths and areas for improvement and were pleased to hear examples of academic success and progression across the faculty.

The high proportion of students with Education and Health Care Plans was noted and Joanne Williams commended the work of staff in their care and support of students.

Jamie Fox asked about progression for students with high needs and Joanne Williams responded that the College looked to provide opportunities and gave examples of student progression from Level 1 to Level 3 courses.

There was wider discussion of the growth of students with Education and Health Care Plans, concerns about capacity and meeting changing student needs each year.

Jamie Fox asked if enough students were achieving merits or distinctions. Elizabeth Skipper explained that while some areas were achieving a high proportion there were targets in place to increase higher pass rates.

Jamie Fox and Ian Jewkes asked about the consistency of target setting and if students knew what their targets were. Elisabeth Skipper and Joanne Williams explained the process and the measurable targets for both curriculum subjects and English and Maths which were course relevant. Students considered their targets weekly under tutor review and guidance.

Members discussed the market for Science teachers and the difficulty in finding Engineering lecturers.

Peter Coley asked about funding for high needs students and Jacquie Carman explained complexities associated with the College applications for funding with key authorities.

Peter Coley asked about embedding Prevent, and Joanne Williams explained that students knew about British Values but did not always connect this to Prevent which the College recognised and was addressing.

The report was received.

4 Governance

4.1 Minutes of the Search and Governance Committee meeting held 20 June 2017

The Minutes of the Search and Governance Committee meeting held 20 June 2017 were received.

4.1a Corporation Appointments

The Clerk reported on the work that the Search and Governance Committee had undertaken to recruit governors with appropriate skills and experience.

Amanda Allen's skills as a senior corporate finance lawyer and as a governor of Aston University placed her as an ideal candidate to support the Corporation.

The Clerk also reported on the outcomes of the election of Staff and Student Governors.

Members noted that there remained a vacancy to be addressed as soon as possible. The Clerk reported additional action being taken to address this.

The Corporation resolved to appoint to Halesowen College Corporation, subject to meeting set eligibility criteria and where relevant, to the agreement to take up office:

- **Kiran Dior as the Student Governor for the academic year 2017/2018.**
- **Elaine Cammies as Staff Governor for the period 1 August 2017 to 31 July 2019.**
- **Amanda Allen for the period of 1 August 2017 to 31 July 2018 in the first instance.**

4.1b Election and Appointments of Chairs, Vice Chairs and Committee Membership

Ian Jewkes vacated the Chair and Helene Jones called for nominations for the post of Chair of Corporation for 2017/2018.

Ian Jewkes was nominated by Helene Jones seconded by Peter Coley.

There were no further nominations. Therefore Ian Jewkes was duly elected.

Ian Jewkes resumed the Chair and called for nominations for the post of Vice Chair of Corporation for 2017/2018.

Helene Jones was nominated by Ian Jewkes and seconded by Peter Coley.

There were no further nominations and Helen Jones was duly elected.

The Clerk referred to a draft table of Committee membership and office roles for 2017/2018, as recommended by the Search and Governance Committee.

Members discussed committee membership with particular regard to vacancies.

Members also approved that Helene Jones replace Jane Chan as the designated governor for safeguarding.

The Corporation resolved that:

Ian Jewkes is appointed as Chair of Halesowen College Corporation for the period 1 August 2017 – 31 July 2018.

Helene Jones is appointed as Vice Chair of Halesowen College Corporation for the period 1 August 2017 – 31 July 2018.

Mark Johnson is appointed as Chair of Audit and Assurance Committee for the period 1 August 2017 – 31 July 2018.

Peter Coley is appointed as Vice Chair of Audit and Assurance Committee for the period 1 August 2017 – 31 July 2018.

Ian Jewkes is appointed as Chair of Search and Governance Committee for the period 1 August 2017 – 31 July 2018.

Helene Jones is appointed as Vice Chair of Search and Governance Committee for the period 1 August 2017 – 31 July 2018.

The membership of Committees for the period 1 August 2017 – 31 July 2018 subject to necessary acceptances and subject to review is

Audit and Assurance Committee

**Mark Johnson (Chair)
Peter Coley (Vice Chair)
Louise Jones/Amanda Allen subject to acceptance**

Search and Governance Committee

**Ian Jewkes (Chair)
Helene Jones (Vice Chair)
David Williams
Karen Cocker
Mark Johnson/Louise Jones subject to acceptance**

It was further agreed that Helene Jones become designated governor for safeguarding from 1 August 2017.

4.2 Review of Framework Documents

Members considered revisions to the Audit and Assurance Committee as recommended by both the Search and Governance and Audit and Assurance Committees.

Optimum membership and quorum for the Audit and Assurance Committee were debated.

The Corporation resolved to adopt the revised Audit and Assurance Committee Terms of Reference, subject to a revision of membership to read 'at least three members'.

4.3 Good to Outstanding Action Plan

Members noted the updated Good to Outstanding Action Plan for the governing body noting actions already achieved and those scheduled.

5 Audit and Assurance Committee

5.1 Audit and Assurance Committee Minutes of the meeting held 13 June

Mark Johnson reported on the levels of assurance received by the Committee across both internal and external audit reporting. Three recommendations were brought to the Corporation for approval.

The minutes of the Audit and Assurance Committee held 13 June 2017 were received.

5.2 Regularity Audit Annual Self-Assessment

Jacque Carman emphasised that there were no areas of concern regarding the College's Regularity Audit Annual Self-Assessment.

The Corporation considered the self-assessment of compliance with regularity and proprietary requirements and approved that this be signed by the Chair and the Accounting Officer of the College prior to submission to external audit providers as part of the regularity audit process for 2016/17.

5.3 Audit and Assurance Plan 2017/2018

Jacque Carman reported that while the College was currently conducting the review of the risk register with staff, key risks for the College had been identified. These had informed the Audit and Assurance Plan for the forthcoming year. The plan was subject to review in the autumn term to ensure that areas of high risk were being addressed as identified.

The Corporation resolved to adopt the Audit and Assurance Plan 2017/2018 subject to review in the autumn term 2017.

5.4 Internal Audit Appointment 2017/2018

Members discussed the independence of the internal audit team. Jacque Carman commended the work of the specialist digital auditor and noted that the Audit and Assurance Committee was attended by different auditors which afforded a range of contribution.

The Corporation resolved to reappoint TIAA as Internal Audit Service providers for 2017/2018.

6 Strategic Overview

6.1 External Review Planning 2017/2018

Joanne Williams emphasised the need to maintain external review as part of the quality assurance and improvement of the College. Key areas of focus would include apprenticeships, moderation of the SAR, lesson observations, a mock inspection of the College Nursery and moving towards becoming Leaders in Safeguarding.

6.2 Annual Plan 2017/18

Progress made against the 2016/2017 Annual Plan was provided.

The priorities for the plan for 2017/2018 were provided with the addition of measurable targets for the year, based on Ofsted headings which address key areas.

Ian Jewkes asked if the right level of challenge was incorporated and members discussed performance measures, particularly for value added. Jamie Fox felt that the target for value added should reflect the increase as a positive measure.

The Corporation noted the performance in 2016/2017 and resolved to approve the 2017/2018 Annual Plan and Targets.

6.3 Student Applications 2017/2018

Joanne Williams highlighted the growth in student applications from Sandwell and that it remained crucial to afford students a memorable experience during their taster days in College.

6.4 Apprenticeships

Joanne Williams updated members reporting that an Apprenticeship Fair had been held following the College's successful inclusion on to the Register of Approved Training providers. Approximately fifty people had attended.

6.5 Shared Services

Members noted the current position and the forecast for 2017/2018 for Shared Services.

6.6 Multi Academy Trust

A confidential minute was taken of this item.

6.7 Mutual Dividend Payment Scheme

Members considered the budget review operating surplus before agreeing the budget for the Mutual Dividend Payment Scheme.

Joanne Williams reported that as Acting Principal she had chosen not to be included in the scheme in the current year.

The Corporation resolved that the Principal be authorised to distribute £130,000 as a one-off non superannuation payment to staff in accordance with the Mutual Dividend Scheme conditions that operated in 2015/2016.

6.8 College Lockdown Plan

Jacque Carman explained that the College should have a Lockdown procedure in place. Therefore, Halesowen College Lockdown Guidance had been drafted as provided.

Student and staff awareness raising would be put in place and a drill was scheduled for the autumn term.

6.9 ETF English and Maths Plan

Joanne Williams reported that the College would be working with external experts engaged to support training in a range of areas including on Maths and English in the workplace.

6.10 Prevent Risk Assessment Update

Jacque Carman provided the timely review and update of the Prevent Risk Assessment including action points to continue to remove or mitigate vulnerability. The College was not complacent giving a persistent message to students to report concerns.

It was noted that recent terror related events had impacted on students.

The Strategic Update was received.

7 Monthly Performance Information

7.1 Finance

Jacque Carman reported that there was no substantial change to the College's Financial Position and that while reduced, Halesowen College Enterprises had realised a good profit.

7.2 Students Learning and Teaching

Key points in monitoring students, teaching and learning included positive predictions for A Level achievement and learning points from FE inspection outcome reports.

Some linear A Level exams were recognised as more difficult and some AS standalone qualifications were harder.

Key points arising from Ofsted reports chimed with the key strengths and areas on which the College was focused.

7.3 Staff and Accommodation

With regards to staff, absence rates remained low and there were no concerning trends.

7.4 Safeguarding Trends Analysis

In considering the review of one month reporting activity members noted the volume of activity addressing safeguarding issues; the staff team had been expanded with three designated leads for safeguarding.

Jamie Fox asked about the development of Mental Health First Aiders and Joanne Williams reported that a group of staff had been trained and the training of students was being considered.

Emerging issues being addressed included gender reassignment.

The Monthly Performance Information reports were received.

8 Students, Teaching and Learning

8.2 Student Charter

Joanne Williams reported on the large proportion of student participation in surveys across the year and the Framework for Excellence measures had improved significantly in 2016/2017.

Ian Jewkes emphasised how important it was to hear what students said and to see how they responded to staff, which was demonstrated very positively during the Media Art and Design Fashion Show.

Kiran Dior commented on the welcoming approach of staff who treated students in a more adult like manner.

Jamie Fox suggested that a further breakdown of A Level student response data under teaching and learning was needed. Joanne Williams agreed, acknowledging that more students had been surveyed and that some specific comments were provided.

The report was received.

9 Finance Reports

9.1 Review of Revenue Budget 2016/17

Jacquie Carman presented the final review of budget which was in line with planned outcomes achieving or exceeding targets set for the year.

Members noted that additional spend in relation to external review and the cost for realising the Mutual Dividend Scheme had been incorporated into the revised budget. Additional areas of note were the employer Apprenticeship Levy and increased exam costs. While awaiting figures from the actuary FRS102 costs had not been included in the current review.

The Corporation resolved to approve the budget review noting the key risk factors to the 2016/2017 budget profile.

9.2 Financial Plan 2017-2019

Jacquie Carman provided a presentation on the Financial Plan going forward for 2017-2019. The College continued to forecast strong financial performance and Outstanding Financial Health continued to be forecast across the life of the plan.

The commentary on the plan provided included a checklist which illustrated that all areas had been considered in preparing the plan and the budget for 2017/2018.

Though reduced from previous years the College continued to project an operating surplus.

The Corporation resolved to approve the Financial Plan 2017/2019.

9.3 Revenue Budget 2017/18

In response to questions from Karen Cocker, Jacquie Carman outlined the worst case scenario prior to pension costs and emphasised that the autumn review budget remained pivotal. Realisation of student numbers and student retention remained crucial and could result in some reconsiderations.

Karen Cocker and Ian Jewkes recognised the strength of reserves but noted erosion from movement in pension liabilities. Jacquie Carman responded that pension liabilities were being monitored as an increasing risk.

Mark Johnson asked about the impact of minimum wage increases. Jacquie Carman reported that this impacted the differential in the lower staff salary tiers.

The Corporation resolved to approve the Revenue and Capital Budgets for 2017/18 including the associated financial targets.

9.4 Halesowen College Enterprises Business Plan

Jacquie Carman reported on the stable position of Halesowen College Enterprises.

The Corporation resolved to approve the Halesowen College Enterprises Business Plan August 2017 to July 2020.

9.5 Gift Aid

Members noted that the Directors of Halesowen College Enterprises Limited had determined that the value of the covenant to be made to The Halesowen Foundation from the 2016/2017 should be 100% (following any adjustment for taxation).

The Corporation approved the accounting treatment of the covenant from Halesowen College Enterprises Limited to The Halesowen Foundation, that being, to account for Gift Aid in the 2016/17 accounts.

10 Any Other Business

Joanne Williams formally thanked governors and colleagues for the support she had received as Interim Principal.

11 Date of Next Meeting

The Clerk confirmed that the date of the next meeting was 28 August 2017.

The meeting closed at 8.50pm

Actions from Meetings			
Ref	Agenda item and action	Date/item for review	Reported by
Corporation Meeting 28 September 2016			
8.1	Report from Faculty Director - A Level Director, Louise Craddock	Sept 2017	JWi
8.1a	Joanne Williams agreed that results to be provided by Faculty Area would provide a different view.	ongoing	
Corporation Meeting 30 November 2016			
6.1a	College Self-Assessment Report and Development Plan	2018	JWi
	It was agreed that more detail about grades for pass and fail and value added would enhance governor understanding.		
Corporation Meeting 1 March 2017			
9.3	West Midlands Superannuation Scheme	July 2017	JWi/JCa
9.3a	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.	Revised: September 2017	
Corporation Meeting 26 April 2017			
6.2	Student Applications Update	August 2017	JWi
6.2a	The College approach to marketing was discussed with members agreeing that a more proactive marketing strategy should be developed.	Revised.	