

Minutes of the Corporation Meeting

held on 26 September 2018

Present Ian Jewkes (*Chair*), David Williams (*Principal*), David Allen, Peter Coley, Paul Dyson, Tiffany Harvey-Pallent, Mark Johnson, Louise Jones

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

Members agreed to take agenda item 9 as the last item.

1 Apologies

Apologies were received on behalf of Helene Jones and Amanda Allen.

2 Declarations of Interest

There were none.

3 Minutes of the Corporation Meeting held 27 June 2018 and Matters Arising

The minutes of the Corporation Meeting held 27 June 2018 were approved as a correct record.

Under matters arising the Clerk confirmed that deferred items from the meeting in June 2018 were addressed under the agenda.

David Williams reported that the College had been successful in gaining reaccreditation as a Leader in Diversity. The report received was very positive and provided some actions for further improvement.

4 Governance

4.1 Appointments of Chairs, Vice Chairs and Committee Membership

Ian Jewkes vacated the Chair and the Clerk called for nominations for the post of Chair of Corporation for 2018/2019.

Ian Jewkes was nominated by Paul Dyson and seconded by Peter Coley. There were no further nominations and Ian Jewkes was duly elected by the Corporation.

Ian Jewkes resumed the Chair and called for nominations for the post of Vice Chair of Corporation for 2018/2019.

Helene Jones was nominated by Ian Jewkes and seconded by Louise Jones.

There were no further nominations and Helene Jones was duly elected by the Corporation.

The Clerk referred to the current table of Committee membership and office roles and outlined proposals based on member responses.

The Corporation resolved that:

Ian Jewkes is appointed as Chair of Halesowen College Corporation for the period October 2018 - 31 July 2019.

Helene Jones is appointed as Vice Chair of Halesowen College Corporation for the period October 2018 – 31 July 2019.

Mark Johnson is appointed as Chair of Audit and Assurance Committee for the period October 2018 – 31 July 2019.

Amanda Allen is appointed as Vice Chair of Audit and Assurance Committee for the period October 2018 – 31 July 2019.

Ian Jewkes is appointed as Chair of Search and Governance Committee for the period October 2018 – 31 July 2019.

Helene Jones is appointed as Vice Chair of Search and Governance Committee for the period October 2018 – 31 July 2019.

The membership of Committees for the period October 2018 – 31 July 2019 subject to necessary acceptances and subject to review is:

Audit and Assurance Committee

- 1 Mark Johnson (Chair)**
- 2 Amanda Allen (Vice Chair)**
- 3 Peter Coley**
- 4 Paul Dyson**

Search and Governance Committee

- 1 Ian Jewkes (Chair)**
- 2 Helene Jones (Vice Chair)**
- 3 David Williams**
- 4 Louise Jones**
- 5 Tiffany Harvey-Pallent**

5 Strategic Overview

5.1 Principal's Update

5.1a - Key Meetings and Events

David Williams reported on key meetings he had attended, highlighting work with other colleges and sector organisations to secure better outcomes for learners;

through funding for high needs learners and estate development, progression and pathways to higher education and sharing of best practice for continuous improvement.

5.1b – In-year Growth

David Williams outlined the College position regarding correspondence with the Education and Skills Funding Agency regarding in-year growth funding, including the complexities of formulas being utilised, dates when applied and the assurance of accuracy of the College ILR (Individual Learner Record) data.

In response to questions raised by members regarding the potential for funding clawback, David Williams explained that the College was continuing to work towards retention of the additional funding.

Should the funding be taken back the College would necessarily need to recast the year end accounts. Members were fully supportive of the Principal in considering the College's legal position should the matter not be resolved satisfactorily.

(Tiffany Harvey-Pallent joined the meeting)

5.1c – Pension Costs

Members understood that a watching brief was being maintained on rising pension costs under both the Teachers' Pension and Local Government Pension Schemes.

David Williams reported that there was a triennial review of the LGPS, which could increase costs and that the TPS was also being revalued with potential increases in employer contribution.

5.1c(i) Strategic College's Improvement Fund (SCIF)

Members noted that the College continued to work with Telford College, which was hopeful of securing a bid for a programme in support of some A Level curriculum areas.

5.1d European Social Fund (ESF)

David Williams outlined joint college bids to support training for sections of the community who were harder to reach.

5.1d ESOL (English for Speakers of Other Languages)

Members noted the College bid to deliver ESOL in the local area.

5.1e Estates Developments

Shenstone House refurbishment had been completed providing a large open, multi-purpose space. This work responded to the learner voice and the new facilities were appreciated. Governors were encouraged to visit.

5.1f Safeguarding Update

David Williams reported on the College's investment in new tracking software for safeguarding. Regular reports would be provided to inform the Corporation on the volume and range of concerns raised.

The Principal's Update was received.

5.2 Strategic Plan

David Williams presented the draft Strategic Plan detailing context and background before focusing on purpose and values.

Consultation had provided a key set of factors which stakeholders are passionate about and which were summed up by one student response, that the College is where they can 'learn, succeed, flourish and feel supported'.

The College will adopt learn, succeed and flourish in the new stated purpose.

Consultation had also revealed common values and behaviours, brought together under 'Work Together, Respect Everyone, Stay Safe and Aim High'.

Governors suggested that the range of consultation should be reflected in the published plan.

David Williams further outlined the revised range of principles and four strategic aims which are student centred and outcome focused.

Members also considered the Strategic Aims table of objectives where measures had been included. Governors raised questions to better understand the measures proposed, to ensure that the focus was on a target that included improvement.

It was felt that the targets should be visible.

The Corporation resolved to adopt the content of the draft Strategic Plan and Strategic Aims 2018-2019 and 2020-2021, subject to minor amendments discussed and that following further consultation, that the final version be returned to the Corporation.

5.3 Annual Targets

Members considered the draft tables on proposed monitoring of student retention, pass and achievement data. This would be populated at appropriate intervals for regular reporting to the Corporation.

The Corporation approved the mechanism for Annual Target monitoring reporting.

5.4 Consultation on Residential Planning

Members agreed that the four strategic aims, employer engagement and work placements should be considered as part of the work at the 2019 residential.

5.5 Marketing Strategy and Website

Jacquie Carman presented the Halesowen College Marketing Strategy, which had focused on identifying the College's unique offer and how this is conveyed to a wide range of customers with different needs and approaches.

Focus was on creating a brand, which was based on a strong product. For the College, the strength of the curriculum offer is very important as are its facilities, location and student success.

Jacquie Carman outlined the crucial areas for successfully communicating with people including the College website, use of social media and traditional routes such as working with partners.

Members looked at the range of publications that the College had utilised in developing its approach and having a recognisable colour palette in relation to the new College logo was noted. Members noted the considerable work that had been put into addressing marketing going forward and noted potential further use of stakeholder feedback.

Jacquie Carman also reported on the new College website and the development of social media. Members discussed the role of social media, the College's approach in keeping a watching brief and positively addressing comments or complaints.

The Corporation resolved to approve the Halesowen College Marketing Strategy.

6 Monthly Performance Information

6.1 Annual Targets 2017/2018

Members received the monitoring report against targets for 2017-2018, noting that the student achievement rates were being finalised.

7 Students, Teaching and Learning

7.1 Student Recruitment 2018/19

Jacquie Carman provided a summary of recruitment trends for the current year, reporting that recruitment was positive overall.

Jacquie Carman highlighted the areas of difference from the previous year, including demography, recruitment of more 16-year olds, recruitment of more female students and variation of recruitment to curriculum areas.

The student cohort was settling. However, a “swap shop” operation had been in place to support retention.

Members further discussed students enrolling at more than one institution, reasons affecting demographic changes and the recruitment of more female students.

The update was received.

7.2 Learning and Teaching Assessment Report

Joanne Williams highlighted key points arising from the review of the previous year’s learning, teaching and assessment. 93% of lessons were graded good or outstanding. Strengths and areas for improvement would also be addressed in the College Self-Assessment Report which was due for consideration in December 2018.

In moving forward, the College would be focusing on stretch and challenge, increased use of digital technology, support for students with Education and Health Care Plans and further development of Work Experience in some curriculum areas.

The report was received.

7.3 Student Charter Report

Members considered the whole year analysis under the Student Charter Report addressing 2017/2018. The responses were mostly positive with students liking their programmes. Open Days and visits with school remained significant factors.

The action plan from student views illustrated actions taken against issues raised.

Members engaged with comments on work experience and the challenge of increasing opportunities and on actions taken to address queues for catering.

The report was received.

7.4 Teaching Learning and Assessment Strategy

The draft Learning, Teaching and Assessment Strategy 2018 was provided in conjunction with the tenets of the new Strategic Plan with focus on learning, succeeding and flourishing.

Governors were invited to contribute suggestions for student work experience, particularly in relation to T-Level requirements. Governors were also invited to take learning walks or walk throughs with senior members of staff.

The Corporation resolved to approve the Draft Learning, Teaching and Assessment Strategy 2018.

8 Finance and Resources Reports

8.1 Indicative Financial Performance 2017/18

Jacque Carman presented the financial position prior to pension adjustments. The position remained subject to in-year growth funding being retained.

David Williams thanked Joanne Williams and Jacque Carman for their hard work in achieving a good financial outcome in a challenging year, which was supported by governors.

The meeting recognised real cost pressures continuing as the College moved forward.

The update was received.

8.2 Risk Report

Jacque Carman drew out the strategic risks and their detailed analysis including risk appetite, scores and controls. Key themes included the impact of curriculum changes on the learner, competition, digital resilience, Maths and English, the adult skills budget and balancing financial resilience with investment needs.

Three amber rated risks remained outside the College's risk appetite which were around competition, digital reliance and adverse financial impact.

The Chair noted that governors were consequently mindful of the high-risk areas which were kept under review. Jacque Carman noted the formal mid-year review and monitoring action plans through the College Leadership Team and the Audit and Assurance Committee.

The Corporation resolved to approve the Risk Management Report, highlighting the executive summary, accepting the identified net risks outside the risk appetite, which includes three risks rated as amber, and approval of the Risk Action Plan 2018/2019.

10 Any Other Business

10.1 Changes to Local Providers

David Williams reported on changes to competitive providers in relation to Halesowen College offer. Members agreed that the Principal should engage with the Education and Skills Funding Agency where appropriate.

11 Date of Next Meeting

The next meeting of the Corporation was noted as 6 November 2018.

By resolution under Standing Order 8 Proceedings at meetings the staff governor was asked to withdraw from the discussion of agenda item 9.

David Allen left the meeting.

9 Confidential Staffing Report

David Williams reported on actions regarding staffing changes, which he was duly reporting under the College Redundancy Policy.

The meeting closed at 8.55pm