

## Minutes of the Corporation Meeting

held on 6 November 2018

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*Present* Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), David Williams (*Principal*), Amanda Allen, David Allen, Peter Coley, Paul Dyson, Tiffany Harvey-Pallent

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

*Members agreed to take agenda item 7.2 as the first substantive item.*

### 1 Apologies

Apologies were received on behalf of Mark Johnson, Louise Jones and Joanne Williams.

### 2 Declarations of Interest

There were none.

### 3 Minutes of Meeting held 26 September 2018 and Matters Arising

The minutes of the meeting held 26 September 2018 were approved as a correct record.

There were no matters arising.

### 7.2 Student Achievement Report

Jonathan Priest gave a detailed presentation on student achievement data including value added. This included National Achievement Rate Tables (NART), Department for Education L3VA and ALPS and covered performance across levels, age groups, gender, ethnicity, equal opportunities, divisional and subject, including GSCE Maths and English resits.

Key messages included that the bulk of College courses had high success rates for the sector, with a few areas performing below national and College targets. Areas where performance had dipped were noted. The data analysis was provided to underpin understanding of both causes and any skews of data.

Members asked questions about 19+ student performance and students with Education Health and Care Plans. The meeting also discussed student Maths and English resit performance, particularly being able to evidence student progress within grade boundaries.

In considering value added sources of benchmarked data members further discussed AS and A Level performance and the impact of linear A Levels.

**Action 7.2a** In considering next steps it was agreed that governors would be best served by termly reports on courses under notice.

#### **4 Search and Governance**

##### **4.1 Minutes of the Search and Governance Committee, 3 October 2018**

The minutes of the Search and Governance Committee, 3 October 2018 were received.

The Clerk reported that many items were dealt with under the agenda. Other points to note were potential consideration of raising the Corporation determination, the status and progress of the Corporation Development Plan and access to the suite of Governance Role Descriptors.

##### **4.1a Corporation Appointments**

The Clerk updated members on current recruitment actions including use of national advertising and the election of a student governor.

The Principal and Chair had previously met with a candidate with a strong background in education and made recommendation to the Search and Governance Committee. The candidate's experience as an educationalist was discussed.

**On recommendation of the Search and Governance Committee the Corporation resolved that subject to set eligibility criteria, Lance Hanson be appointed as a member of Halesowen College Corporation from 1 December 2018 to 31 July 2019, in the first instance.**

##### **4.1b Search and Governance Committee Annual Report**

The Clerk presented the Search and Governance Committee Annual Report which outlined activity against the Committee's remit. Key points highlighted were recruitment activity, training and development opportunities and redefining Corporation self-assessment.

The Corporation received the Search and Governance Committee's Annual Report.

##### **4.1c Code of Good Governance for English Colleges**

Members noted the responses provided against the elements of the Code of Good Governance for English Colleges. The Corporation had adopted the code on a comply or explain basis and all areas of variance were identified.

The Clerk reported that a review of the Code points in relation to addressing remuneration of senior postholders was under consultation.

The report was received for assurance.

#### 4.1d Corporation Self-Assessment Report

Members noted that the report provided addressed the scope of activities that were part of the annual Corporation Self-Assessment process.

In addition to a review of effectiveness and impact, the results of a survey and self-assessment interviews added to overall awareness of performance and areas for development. The Clerk indicated that the rolling development plan would be updated with areas identified.

Members agreed that a revised process would take place at the residential 2019, to support a group activity that could be more immediately responsive.

**On recommendation from the Search and Governance Committee the Corporation considered the Self-Assessment Report and agreed key strengths and areas for development arising, which would be addressed in development plan points.**

#### 4.1e Governance – Additional Roles

From the additional roles list members discussed four specific roles.

**The Corporation agreed the membership to additional roles with immediate effect:**

- Equality and Diversity Forum Governor attendee, Tiffany Harvey-Pallent
- Health and Safety Forum Governor attendee Helene Jones
- Safeguarding Forum attendee and Named Governor, Helene Jones
- Careers. Nominated Governor, Paul Dyson

#### 4.2 Senior Staff Remuneration Code

Members noted the proposed amendment to the English Colleges Code of Good Governance with the introduction of the Colleges Senior Staff Remuneration Code.

**The Corporation agreed in principle to adopt the Colleges Senior Staff Remuneration Code following the consultation process and formal publication. The Corporation would instate a Remuneration Committee following this process.**

### 5 Strategic Overview

#### 5.1 Principal's Update

##### 5.1a Key Meetings and Events

David Williams reported on a range of meetings he had attended, highlighting positive work through the Further Education Skills and Productivity Group and the Black Country Colleges' Consortium High Needs Group.

### 5.1b In-year growth

Members noted that the College R14 ILR data had been returned to the Education and Skills Funding Agency and their response on in-year growth was awaited.

### 5.1c Estates Development

David Williams confirmed that the planning work for Block 2 was progressing and members recognised both costs incurred at this stage and the level of risk associated with funding bids.

**Action 5.1c (a) Members asked that Block 2 Architects drawings be provided for the meeting on 28 November 2018.**

### 5.1d Changes to the Ofsted CIF (Common Inspection Framework)

Potential changes to the Common Inspection Framework, were noted.

The College would consider contacting Ofsted regarding the opportunity to take part in a pilot ungraded inspection.

### 5.1e Safeguarding Update

The total number of safeguarding concerns or incidents registered since the start of term were reported. Members asked questions to greater understand the information breakdown, noting the volume of concerns being classified as 'Other'. David Williams explained the range of low-level concerns thus classified. Jacquie Carman also acknowledged associated cost pressures.

**Action 5.1e (a) It was agreed that David Williams would review the way data was presented and that Lynn Pass would be invited to attend meetings once a term.**

## 5.2 Office for Students: Annual Assurance Statement 2018

Members reviewed the statement.

**The Corporation approved the signing of the Annual Assurance Statement 2018 for Further Education and Sixth Form Colleges.**

### 5.3a Target Setting 2018/2019

David Williams explained the new target setting and monitoring tables in some detail by main aims and levels, which provided a firm basis for future reporting.

Members discussed Functional Skills with high pass rates for 16-18 year olds and lower success rates for those in the smaller 19+ cohort. Members asked questions about Functional Skills and ESOL. Jacquie Carman explained that ESOL funding had been reinstated. Further discussion on 16-18 study programmes addressed examination boards, lack of national averages data from

the Department for Education and the impact of raising the GCSE maths grade 4 pass rate boundary by fourteen points.

Under Apprenticeships it was further noted that Ofsted were increasingly focused on timely success rates. The rolling data would be reported.

**The Corporation approved targets as provided for 16-18 and 19+ Main Aims, Functional Skills, English and Maths 16-18 Study Programme Resits, English and Maths for 19+ and Apprenticeships**

## **6 Monthly Performance Information**

### **6.1 Finance Management Report**

Jacque Carman reported that there were no areas for concern and there had been a good start to the year in accordance with the budget. The only variance was that of increased pay for care staff which was being closely monitored. Liquidity ratios were very strong for the sector, however, the College was incurring increased expenditure.

Pressures on the financial model going forward would be considered at the first budget review.

Jacque Carman also addressed the separate report on Halesowen College Enterprises which was performing very well.

The report was received.

## **7 Students, Teaching and Learning**

### **7.1 Complaints Analysis Report**

Jacque Carman addressed a new approach to reporting complaints, summarised by area and topic. A tally of complaints was being kept and would be monitored for trends.

Members discussed the nature of complaints and noted that value lay in their resolution. Members suggested that compliments should also be recorded.

**Action 7.1a It was agreed that the report would be reviewed to record complaints resolution and compliments received.**

### **7.3 Student Destinations/Progression Report**

Under the first review of destinations data, members considered UCAS applications, university enrolments and other intended destination data. Indicative figures gave a very strong position with 96.7% of students progressing into further study, apprenticeships or employment.

Members also reviewed Department for Education data which while addressing destinations for students leaving in 2016, provided evidence that 91% of Halesowen students had sustained a positive destination for more than six months.

Members further discussed measures of 16-18 and 19+ students whose destination was employment.

The update was received.

## **8 Annual Reviews**

### **8.1 Human Resources Annual Review**

Jacque Carman highlighted key facts from the annual review of staff. Recruitment had been successful except in some areas which remained challenging.

Gender pay gap data compared well for the sector and the College had retained Leader in Diversity status.

Pay had increased as a percentage of income. Other staff benefits and assistance continued to be offered. Occupational Health was also used very well.

Members asked about the use of exit interviews and main reasons for leaving. Jacque Carman reported that turnover was in line with the Association of Colleges' average and there were no discernible patterns to staff leaving, with a wide variety of reasons including career progression. There were no concerns.

The Human Resources Annual Review was accepted.

### **8.2 Staff Development Annual Review**

Members noted that development of teaching staff was predominant. CPD (Continual Professional Development) spend by category clearly indicated the range of delivery, including governance.

Training for Safeguarding and Health and Safety was highlighted and the College Away-Day was under review to bring bigger groups of staff together.

The Staff Development Annual Review was accepted.

### **8.3 Safeguarding Forum Minutes**

Members noted close working of the Black Country Colleges' safeguarding leads.

The Safeguarding Forum Minutes were noted.

### **8.4 Prevent Duty Update and Risk Assessment**

Jacque Carman presented an update of the Prevent Strategy, Prevent Action Plan and risk assessment. The risks were rated under the traffic light system and there were no sources of concern at this time.

The Prevent Duty Update and Risk Assessment were noted.

## **9 Finance Reports**

### **9.1 Value for Money Annual Report**

Jacquie Carman reported that value for money remained a key aspect to College resilience and development. Value for money ran across a range of activities which were mapped against the new strategic plan and rated under the traffic light system.

There were currently two amber rated criteria relating to class size and efficient use of accommodation. One red rated criteria was 19+ progression.

Members asked questions about criteria value rating and how these were assessed. Jacquie Carman responded that these were equal and interdependent and though generated internally they were part of a framework which included checks and balances including internal audit.

David Williams asked about the assessment of class sizes and it was agreed that this be addressed as a rolling average.

The Value for Money Annual Report was received.

### **9.2 Funding Agency Confirmation of Financial Health**

Members considered the letter from the Education and Skills Funding Agency confirming the College financial health. This illustrated a strong performance base and strong performance against that of the sector.

The Corporation noted the correspondence.

*Consideration of resolution under Standing Order 8 Proceedings at meetings:  
That staff and student governors be asked to withdraw from the discussion of agenda item 9.3*

*David Allen left the meeting.*

### **9.3 Review of College Nursery**

Members considered a confidential paper as an initial review and agreed that an options appraisal be returned to the Corporation.

## **10 Any Other Business**

It was agreed that the meeting scheduled for 11 December 2018 would be cancelled.

## **11 Date of Next Meeting**

The date of the next meeting was noted as Wednesday 28 November 2018.

<b>Actions from Meetings</b>			
<b>Ref</b>	<b>Agenda item and action</b>	<b>Date/item for review</b>	<b>Reported by</b>
<b>Corporation Meeting 6 November 2018</b>			
<b>7.2a</b>	<b>Student Achievement Report</b> In considering next steps it was agreed that governors would be best served by termly reports on courses under notice.	Feb/March 2019	JWi
<b>5.1c (a)</b>	<b>Estates Development</b> Members asked that Block 2 Architects drawings be provided for the meeting on 28 November 2018.	28 Nov 2018	JCa
<b>5.1e (a)</b>	<b>Safeguarding Update</b> It was agreed that David Williams would review the way data was presented and that Lynn Pass would be invited to attend meetings once a term.	27 Feb 2019	DWi
<b>7.1a</b>	<b>Complaints Analysis Report</b> It was agreed that the report would be reviewed to record complaints resolution and compliments received.	Feb 2019	DWi