

Corporation



Wednesday 8th July 2026, 6:30-8:15pm

Block 10 seminar room (10.107)

Corporation members in attendance:

Jacque Carman (Items 1-8.1)
Shabir Chagan
Jo Chilton, Chair of the Corporation
Stuart Fisher (virtual)
Andrew Hanson
Ian Hughes, Vice Chair
Balraj Singh Jagdev
Grant Johnson (All items except 6.1)
Raj Joshi, Vice Chair
Gail Rothnie
Mark Sterling
Anna Sutton (virtual)
Dawn Woods

Officers in attendance:

Jon Priest, Asst Principal/Chief Information Officer (Items 1-7)
Mike Craigie, Curriculum Director - Maths (Item 1)
Steph Morley, Director of Governance
Caroline Walker, Curriculum Director - Animal Care (Item 1)
Jo Williams, Deputy Principal/Deputy CEO (Items 1-8.1)
Andrew Woodford, Vice Principal/CFO (Items 1-7)

APPROVED MINUTES

Item	Discussion	Action
1	Training/briefing items	
1.1	<u>Curriculum Directors - one-year impact assessment</u> M. Craigie and C. Walker delivered their presentation, which provided an overview of the impact of their appointments as Curriculum Directors, developments within their areas of Maths and Animal Care (respectively), including progress against the College strategic objectives and working with the Engagement & Support Officer (ESO) team - also a new introduction for 2025/26. Governors were advised a copy of the presentation would be circulated following the meeting. The Corporation noted the improved attendance for Maths this year and asked about the aspiration for next year. M. Craigie explained the aspiration was to continue to make the improvement, particularly as the ESO team was now embedded after its first year. The Corporation then asked how the impact of the ESO role could be evidenced and what improvement was expected in the following year. M. Craigie explained that examination attendance was the principal in-year measure and had improved considerably, albeit from a low baseline. He stated a further improvement of 3-4% would represent strong progress, which would be supported through the extension of the Maths pilot to further curriculum areas. The Corporation asked how consistency was being achieved across the College. C. Walker explained that barriers varied between curriculum areas and therefore ESOs needed to adapt their approach, while sharing learning and effective practice.	SM

Governors also sought assurance about retaining staff following investment in development. M. Craigie reported that only one member of the team had left during the year, indicating a positive working environment and team culture.

The Corporation thanked M. Craigie and C. Walker for their presentation and noted the impact being made by both the new Curriculum Director and ESO teams. Governors were keen to see similar curriculum-focused sessions at future meetings.

1.2 WMCA Compact

J. Carman presented the draft West Midlands Combined Authority (WMCA) Compact, which had been developed by the authority with 17 colleges across the region. The Compact document set out shared commitments and targets relating to curriculum, innovation and aspiration, with joint priorities including digital and AI, construction and young people not in education, employment or training. Links to higher-level skills and data sharing were also highlighted.

The Corporation acknowledged the potential benefits of the Compact but discussed its implications, challenges and risks, including the proposed monthly sharing of ILR data. In particular concerns around purpose, relevance, security and legal basis for wider data sharing were raised.

J. Carman advised the impact of devolution required greater prominence within the risk register and that engagement with the WMCA was very different from that with the DfE. Concerns included inconsistent engagement, governance, data requirements, short timescales and the potential for political change.

The Corporation was advised a copy of the presentation would be shared following the meeting and feedback on the draft Compact was invited before the new term.

SM & Govs

2 Welcome and procedural matters

The Chair formally opened the meeting. The meeting was confirmed as quorate and the virtual attendees confirmed they were able to see, hear and contribute to proceedings.

2.1 Apologies

Apologies were received and accepted from S. Dawson and A. Jarrett.

2.2 Declarations of interest

There were no declarations of interest for this meeting.

2.3 Confidential item(s)

The Corporation agreed that Item 8, comprising the safeguarding update, minutes of the previous confidential session and senior postholder update, would be treated as confidential.

2.4 Approvals since last meeting

There had been no approvals to report since the last meeting.

3 Consent Agenda (for approval)

Corporation members confirmed they had no requests for items to be withdrawn from the consent agenda and brought into the main agenda.

The Corporation **approved** the Consent Agenda, thereby approving the following:

- The *minutes* of the meetings held on 17 March 2026 and 17 June 2026 as a true record, together with the Corporation action tracker
- The annual *Memorandum of Understanding* update between HCE and the College
- That HCE would account for *Gift Aid in 2025/26* (to be paid to the College in 2026/27, within 9 months of year-end)
- The governance framework documents updated during the Summer 2026 term, comprising the *Conflict of Interests Policy; Corporation & Committee Terms of Reference; Corporation Appointment, Reappointment & Succession Planning Procedure; Corporation Induction & Training Policy; Governance & Management Policy Statement; Instrument & Articles of Government; and Scheme of Delegation and Schedule of Business*
- The updated *Students' Union Constitution*
- The *proposal* for an external review of governance to be undertaken in 2027

The Corporation noted this was the first time the Consent Agenda had been used and acknowledged its benefits, particularly in terms of creating more discussion space on the agenda; however, governors were mindful of ensuring that it once embedded it continued to be used in accordance with the principles previously agreed.

4 Resources management

4.1 Revised budget forecast 3/forecast outturn 2025/26

A. Woodford presented the revised forecast for the current year's budget, which he advised had been reviewed and discussed by the Finance & Resources Committee at its recent meeting. Governors were informed that in-year growth funding amounts had been confirmed in June and that the study programme and T Level contract had been rebased, resulting in income being higher than previously expected.

The Corporation noted that receipt of the anticipated funding from DMBC for the LRF programme could move the College into outstanding financial health if received before year-end and it was confirmed an explanatory note for temporary considerable cash levels could be provided within the CFFR submitted to the DfE.

The Corporation **approved** Revised Budget Forecast 3 for 2025/26.

4.2 Regularity self-assessment questionnaire (RSAQ)

A. Woodford presented the RSAQ, a statutory annual self-assessment document which required formal approval and would be reviewed by the external auditors as part of the annual audit. He noted changes from the previous year's document were shown through tracked amendments, and that the RSAQ had been reviewed and discussed by the Audit Committee at its last meeting.

The Corporation **approved** the Regularity Self-Assessment Questionnaire for 2025/26.

4.3 College budget 2026/27, three-year plan and CFFR commentary

A. Woodford presented the 2026/27 budget, three-year financial plan and College Financial Forecasting Return (CFFR) commentary for submission to the DfE by 31 July 2026. He confirmed the documents had been reviewed and discussed in detail by the Finance & Resources Committee at its recent meeting, where they had been recommended for approval. He referred to the commentary report, which provided the context for the budget, explained any assumptions made and outlined associated risks.

The Corporation noted the majority of income continued to relate to 16-19 provision, although the budget also reflected anticipated changes to T Level funding, expected apprenticeship growth, possible implications of SEND reform for high-needs funding, and additional staffing and non-pay costs associated with establishing the construction centre.

A. Woodford advised further funding information concerning the pay grant had been received on the day of the meeting and had therefore not been incorporated into the papers, although as the information was favourable the updated position would be positive. The budget had assumed a pay award; however, this was subject to consideration in September 2026 at a special Finance & Resources Committee meeting before presentation to the Corporation in October.

The Corporation asked about the reasons for the projected cash reduction in September 2026. A. Woodford explained that this related to the timing of capital expenditure and the receipt of invoices during a busy period of capital works.

The Corporation **approved** the 2026/27 budget, the 3-year financial plan and commentary for the CFFR, and **agreed** to their submission to the DfE by 31/07/26.

AW

4.4 HCE outturn forecast 2025/26 and budget 2026/27

A. Woodford referred to the documents provided, which had been reviewed by the Finance & Resources Committee at its recent meeting, and reported that Halesowen College Enterprises continued to perform strongly.

The Corporation **noted** the HCE forecast outturn for 2025/26 and budget for 2026/27.

5 **Committee/group updates**

The Chairs provided updates from their respective committee and group meetings, with all associated papers available to Corporation members via GovernorHub.

5.1 Capital Oversight Group (06 and 20 May 2026)

A. Hanson reported that the Group's first meetings had provided oversight of the College's capital programmes. Meetings would resume in the new academic year.

The Corporation **noted** the update.

5.2 Personnel Committee (13 May 2026)

R. Joshi reported that the Committee had considered a number of reports, including the statutory annual Gender Pay Gap report.

The Corporation **noted** the update.

5.3 Audit Committee (21 May 2026)

I. Hughes reported that the meeting had not been quorate and formal decisions could not therefore be made. The Committee had nevertheless considered the updated Prevent Risk Assessment, the External Audit Plan for the 2025/26 financial statements, the internal audit report for budgetary control and the proposed risk-based Internal Audit Strategy for 2026/27.

The Corporation **noted** the Prevent Risk Assessment and **approved** the External Audit Plan 2026 and Internal Audit Strategy 2026/27.

5.4 Students, Curriculum & Quality Committee (24 June 2026)

G. Rothnie reported the Committee discussed in detail predicted achievement, attendance data, both across the different levels and student groups, and the action plans for SEND and careers. She advised the first meeting of 2026/27 would focus on the previous year's performance, which allowed a more forward-looking agenda for the meeting later that term.

The Corporation **noted** the update.

5.5 Finance & Resources Committee (25 June 2026)

A. Hanson reported the Committee had considered and discussed in detail the financial and estates matters presented under Item 4.

A. Woodford updated governors on the LRF capital programme. The College was working with the relevant parties to finalise approval and resolve procurement requirements, and continued to work towards receipt of the anticipated funding by the end of July and project completion by the end of the following year.

The Corporation sought assurance about the consequences of delay. A. Woodford confirmed that cash remained manageable and the main impact would be project timescales. J. Carman advised that the Department for Education and Deputy FE Commissioner remained informed, and it was noted that legal advice might be required if difficulties continued.

The Corporation **noted** the update.

J. Carman presented the scope for the refreshed Estates Strategy, which was being developed with AEC Estates consultants to provide a more forward-looking strategy with clear key performance indicators.

The Corporation **approved** the Estates Strategy scope and requested an update on the position regarding the LRF programme, particularly with regards to the awaited funding from DMBC, be provided at the end of the month.

JCa

6 **Governance and compliance**

G. Johnson left the meeting for consideration of Item 6.1.

6.1 Chair of the Corporation

S. Morley confirmed that G. Johnson had been the only internal candidate to express an interest in being appointed to the role. The Corporation was therefore asked to formally consider his appointment with effect from 01/09/26.

The Corporation discussed the candidate's suitability and also the transition and support arrangements for a newly appointed chair. J. Chilton confirmed that she would remain available from September until Easter 2027 to support the handover and all acknowledged the importance of supporting an incoming appointee.

The Corporation **approved** the appointment of G. Johnson as Chair of the Corporation with effect from 01/09/26.

G. Johnson returned to the meeting at this point and was congratulated on his appointment.

6.2 Governance report

S. Morley presented the report and the following was highlighted/discussed:

- Progress made since the last meeting with the delivery of the governance development plan
- Self-assessment activity undertaken so far and further planned over summer
- The reviewed Corporation Privacy Notice, approved by the F&R Committee
- The proposed committee membership for 2026/27, which had been updated to reflect new appointments
- The draft performance accountability framework, presented for governors' feedback

Govs

The Corporation **noted** the governance report and **approved** the Committee membership for 2026/27 set out in Section 9.

S. Morley advised that discussions had taken place with J. Rigsby, a recent former student and university graduate who had expressed interest in becoming a governor. She highlighted the candidate's working experience of student engagement, as well as recent experience of Halesowen College, and proposed his appointment as a governor.

The Corporation:

- **agreed** to waive the usual interview process to enable an appointment for the beginning of the new academic year; and
- **approved** the appointment of J. Rigsby as a governor for a 12-month term with effect from 01/09/26 and as a member of the Students, Curriculum & Quality Committee

SM

7 **Any other business**

7.1 DfE Letter to Accounting Officers

The Corporation noted receipt of the Accounting Officer letter and governors were advised the letter would be circulated via GovernorHub following the meeting.

SM

J. Priest and A. Woodford left the meeting at this point.

8 Confidential session

A separate minute of this item was taken.

There was no further business for discussion and the Chair closed the meeting at 8:15pm.

Actions from this meeting

Ref	Item	Action	Owner	Date
1	1	Circulate presentations from the training/briefing item	SM	Jul-26
2	1.2	Provide feedback on the draft Compact to JCa	Govs	Aug-26
3	4.3	Submit the budget, 3yr plan and CFFR to the DfE	AW	31/07/26
4	5.5	Update governors on the LRF project position at the end of July	JCa	Jul-26
5	6.2	Provide feedback on the draft performance accountability framework to SM	Govs	Sept-26
6	6.2	Progress the appointment of J. Rigsby as governor	SM	Aug-26
7	7.1	Circulate the Accounting Officer letter	SM	Jul-26
8	8.3	Provide feedback to the Chair for SPH performance reviews to JCh	Govs	Jul-26

Corporation schedule 2026/27 (6:00pm start unless otherwise stated):

- 14 October 2026
- 09 December 2026
- 24 February 2027 (Corporation-SLT meal)
- 22 January 2027 (development day, 9:00am start)
- 24 March 2026
- 16 June 2026 (strategic review)
- 07 July 2026