



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Corporation Meeting held on Wednesday 15th November 2017 from 5.00pm.

Confirmed Minutes

<u>Present:</u>	Ms L Summers (Chair), Ms M Boryslawskyj, Mr S Buckley, Mr J Dawson, Ms R Dury, Ms K Fleming, Ms L Swinden, Mr K Webb, Ms A Williams and Ms T Wright (attendance: 67%)
<u>In attendance:</u>	Mr P Kennedy, Ms J Pryce, Ms S Ross and Ms Z Shackleton.
<u>Observing:</u>	Ms. H Richards
<u>Clerk:</u>	Mrs M Baxter

Prior to the start of the formal meeting, Governors received a SEND presentation by Ms Andrea Lindley and Mr George Rossiter, covering the underlying principles of the Code of Practice, the graduated approach, the different areas of need, and the sources of funding. Governors' responsibilities under the SEND legislation were reiterated. In discussion, the number of students in each of the 3 graduated stages was provided, along with an explanation of the increasing work done with schools prior to a student's transfer to the College. Governors were shown sample Care Plan documentation used by the 3 Local Authorities with whom we work. A hard copy of the presentation was circulated.

The Corporation thanked Ms Lindley and Mr Rossiter for their presentation and for their successful work in this important area.

1. Apologies for Absence/ Declaration of Interests

Apologies of absence were submitted by Ms H Haigh, Mr J Hood, Ms P McGuire and Mr A Nelson. Ms A Thompson did not attend.

Ms Summers reported that Ms Haigh has now started her maternity leave and the Corporation passed on their best wishes to her.

Ms Summers introduced Ms Richards, who is interested in applying to be a parent governor, and is observing the meeting.

The Corporation congratulated Mr Kennedy on his recent appointment as Principal of Franklin College, and noted that he will be taking up his new post in February 2018.

There were no declarations of interest.

2. Minutes from Meeting held on 12th October 2017

It was noted that there was a clerical error at item 15 which needed to be corrected.

Resolved:

- **That, subject to the correction of the minor clerical error noted above, the minutes of the meeting held on 12th October 2017 be accepted as a true record of the meeting**

3. Matters arising

Board Assurance Review: Poor Student Recruitment, both numbers and nature of cohort.

A breakdown of recruitment data for 2017/18 depending on cohort was circulated in the meeting. Governors were very pleased to see that the aim to recruit 40% of L3 students on a substantially academic programme had been achieved.

The Chair noted that, arising from the discussion of student outcomes at the October meeting, it was timely now to identify performance targets for the current year and the 2 future years, to supplement the Strategic Plan. It was agreed that the most appropriate point to do this is when the College Self-Assessment Report and Quality Improvement Plan are considered, at the Corporation's next meeting.

Resolved:

- **Proposed Outcome Targets for the current year and the period covered by the Strategic Plan be submitted to the Corporation meeting on 14th December.**

4. Equality and Diversity Annual Report.

The Equality and Diversity Annual Report had been circulated prior to the meeting. Ms Z Shackleton spoke to her report picking out the following headline data:

- The College has had its best year in terms of Equality and Diversity. Retaining the Leaders in Diversity Standard and being awarded Yorkshire and Humber FE provider of the year, UK most improved FE provider of the year, UK FE Provider of the year, UK FE Sector Employee of the year to Ms Z Shackleton, UK Principal of the Year to Ms A Williams, UK EDI Lead of the year Ms E Montgomery, UK Organisation of the Year to Huddersfield New College.
- The College is trialling its first diversity week in December.
- The College will be working in partnership with the National Centre for Diversity to provide EDI training and has today agreed to work with Huddersfield Town Football Club in their work to attain the EDI accreditation they now need as a Premiership Club.
- Differences in gender gap pay. The gap is a consequence of the College having more female employees and more females in lower grade roles. This is not an indication of unequal pay for equal work.

In discussion, governors endorsed the intention to publish the gender pay gap data even though, as an organisation with fewer than 250 employees, it is not mandatory for the College to do so.

The Corporation paid particular attention to the diversity data analysis of applicants for jobs, people appointed to jobs, current staff, and students. There was particular discussion in relation to the ethnicity data, with governors noting that White British people made up 68% of applicants for jobs but 88% of appointments. This was agreed to be a priority in the annual EDI Action Plan which Ms Shackleton will now be producing.

Governors were pleased to note the early analysis of student outcome data shows that potentially vulnerable students (Looked-After Children, Young Carers, students in receipt of Free School Meals) achieved at least as well as, if not better than, their peers.

The Corporation congratulated Ms Z Shackleton and her team on such a successful year.

Resolved:

- **That the Report be received.**

5. Safeguarding

i) Safeguarding Annual Report

The Safeguarding annual report and the Safeguarding Policy was circulated prior to the meeting. Ms S Ross spoke to her report highlighting the following:

- Changes to Safeguarding personnel – all new personnel are well trained and their training logged.
- The number and type of student reports received in 2016-17, and 2 anonymised case studies to illustrate the types of issues dealt with.
- There has been no feedback as yet from the last Kirklees Council Safeguarding audit..
- The move from the use of CPOMs to CEDAR to record Safeguarding
- Challenges going forward.

In discussion, the Corporation particularly noted the further update on activities in relation to PREVENT, and the extensive staff training undertaken.

The Corporation thanked Ms S Ross for her impressive report.

ACTION: Page 6 line 4 remove substitute the words 'that at the' with the word 'them'

Resolved:

- **That the Report be received.**

ii) Safeguarding Policy

The relatively minor proposed changes to the Policy had been highlighted in the document and were explained by Ms Ross.

Resolved:

- **The Corporation approved the Safeguarding Policy (incorporating child protection procedure) as amended.**

6. Annual Staffing Report 2016/17.

The annual staffing report 2016/17 was circulated prior to the meeting. Ms Z Shackleton spoke to her report highlighting the following:

- The CIP absence report was not yet available so figures were compared with last years.
- Sickness absence has decreased

- In terms of benchmarking data, where available, our data was comparable to those who responded to our queries, but the comparisons may not be like for like.
- Governor to note with reference to item 5 Trade Union Facilities time; the College will meet the publication deadline.

In discussion, the Corporation particularly reviewed the sickness absence data, which had seen an increase (to 3.11%) in the previous year. Governors were pleased to note that sickness absence had significantly reduced in 2016-17 (to 2.24%) and is now lower than most available benchmark data.

The Corporation noted the significant investment (over 5,000 hours) in staff training and Ms Shackleton indicated that work was in hand to analyse and report on the impact of that training.

Resolved:

- **That the Report be received.**

7. Board Assurance Framework - Initial Assurance Reviews for the following tasks:

(The BAF Initial Assurance Reviews were circulated prior to the meeting)

(i) Poor staff performance management and development of staff.

The actions being taken to manage the risk were reviewed, and the evidence of assurance was considered and endorsed.

Resolved:

- **That the risk rating for poor staff performance management and development of staff remains at green**
- **For the Clerk to update the Master BAF**

(ii) Poor staff recruitment, selection and deployment

The actions being taken to manage the risk were reviewed, and the evidence of assurance was considered. Governors agreed that there was clear evidence that staff deployment is being managed very effectively, that staff retention is strong and that exit interview data is very positive.

After detailed discussion, it was agreed that the report did not sufficiently reflect the national shortage of teachers (particularly in subjects such as maths and physics) and the consequent difficulties in recruitment. The report also did not fully reflect the excellent work being done with the University' and in developing and training non-teaching staff, in order to mitigate against this risk. In light of the national teacher shortage, it was agreed that the residual risk score was too optimistic. The Corporation asked Ms Shackleton and Ms Pryce to review the listed mitigations and the residual risk score in order to reflect the matters discussed.

From the full discussion had, the Corporation was satisfied that it had sufficient assurance that the risk is being effectively managed and mitigated.

Resolved:

- **That the risk rating for poor staff recruitment, selection and deployment remains at green.**
- **For the Clerk to update the Master BAF.**
- **For Ms Shackleton and Ms Pryce to review and expand the listed mitigations for the risk and to review the residual risk score.**

(iii) Failure to fulfil responsibilities – E&D & Safeguarding

The actions being taken to manage the risk were reviewed, and the evidence of assurance was considered. Governors agreed that there was clear evidence that the risk was being effectively managed.

The Corporation's review led to a full discussion in relation to another aspect of statutory compliance, the forthcoming GDPR requirement (now identified separately on the BAF). Ms Williams advised the Corporation that, at the last meeting between the 3 Colleges in Kirklees, it had been agreed to consider a collective approach to governor training on the GDPR requirements and responsibilities – this was currently with Greenhead College to explore, and Ms Summers agreed to follow that up. It was agreed that, if there has been no progress, Ms Williams and Ms Summers will identify other ways of briefing governors, either by internal staff or external lawyers, Ms Boryslawski agreed to share the University's GDPR Action Plan.

ACTION: Ms Summers to contact the Clerk at Greenhead to ascertain whether GDPR briefing had been planned or, if it has not, to arrange with Ms Williams for the Corporation to receive its own briefing..

Resolved:

- **That the risk rating for failure to fulfil compliance responsibilities regarding E&D, Safeguarding remains at green.**
- **For the Clerk to update the Master BAF**

8. Corporate Report

The Corporate Report had been circulated prior to the meeting. Governors have already had a very detailed performance report on 2017 outcomes. Governors are encouraged to visit the College website regularly as this would keep Governors up to date with what the College's day-to-day activities. The following points were highlighted from the report:

- As the outcomes report had shown, the first tranche of linear 'A' Levels did well. Maintaining 'A' level performance at this level is a concern until there is more data to make comparisons, this remains a critical priority. BTEC changes have been deferred for another year.
- There was a good number of applicants for 2017 with a projected final figure of 2424 students representing a 1% increase of our market share.
- Some subjects have grown and some have suffered a decline which may mean some significant relocation of some curriculum areas. There were fewer areas of overstaffing than expected, but they will need some redeployment or redundancies.

- 1,300 Parents and students visited the college Open Day in October and we are expecting the same next Saturday 2nd December. There need to be consideration as to how these numbers are accommodated.
- We are exploring becoming a teaching school and joining the South Pennine Teaching Alliance with the support of Castlehill and Robertstown. There will be a further report after Ms Williams' next meeting with the schools.
- The College has been award a Dyslexia Friendly College Award by the British Dyslexia Association
- The College has entered for the tes Sixth Form College of the Year Award 2018
- The College is fully supporting the SFCAs SOS Funding Campaign.
- The Corporation agreed with the intention to pause any expansion of Foundation Degrees until the College has fully delivered, and evaluated, the initial programme in Sport.

9. Student Voice 'What's on top'

Mr Buckley informed the Corporation that the Student Union were happy to see recycle bins being placed in the canteens – a response to a request made at a previous meeting. There are lots of plans for charity work during Christmas.

ACTION: Mr Buckley to take back to the Student Union the suggestion of supporting Christmas jumper day on Friday 15th December.

10. Updates from Link Governors (Kate Fleming, Angela Thompson and Til Wright)

Ms Fleming reported that she had met with Mr Nelson and Ms Lindley to formally assume responsibility for the SEND Link Governor role and to receive a full handover.

Ms Wright reported that Ms McGuire will be taking over as Safeguarding Link Governor from January and that she would be continuing to support her for a short period thereafter.

It was agreed that it would be useful for all 3 Link Governors, in their next update meetings with staff, to review and discuss their area's SAR and QuIP, now that the SAR validation meetings have just concluded.

ACTION: All Link Governors, in their next update meetings with staff, to review the SAR and QuIP.

11. Finance & Resources Committee Meeting held 16th October 2017

Mr Dawson drew particular attention to the unexpected expenditure to remove asbestos disturbed during building works over the summer. The Colleges procedures worked well and the issue was dealt with although at a cost.

Notwithstanding this issue, and whilst noting the continuing financial pressures, the College's financial health for 2016-17 will continue to meet the threshold for Outstanding.

Resolved:

- **That the Minutes of the meeting be received.**

12. Any other Business

Ms Summers reported that she had received a hand delivered letter from proud parents thanking the pastoral support team and named teaching staff for the excellent teaching and support delivered to their son, who has now taken up a place at University. The Chair has written back thanking them for their letter.

ACTION: Ms Summers will pass on the message, and add the Corporation's thanks, to all named staff.

13. Learner Impact Reflection

The impact of discussions and scrutiny of the College's work in improving the outcomes and experience for all learners was considered and the following agreed:

Resolved:

- **Through receiving annual reports, Governors ensured compliance with legislation and assurance was also gained that the College continues to be a safe and secure place for students to attend and learn.**
- **Scrutiny of the College's staffing report ensures Governors' focus, challenge and support in improving teaching and learning experiences for Students.**
- **To ensure that HNC continues to succeed and is able to continue to deliver a high quality of student outcome and experience.**
- **By remaining an inclusive sixth form college, we can continue to offer post 16 education and opportunities to a diverse range of students and personal needs.**
- **The variety of events and initiatives held by the college reinforced HNCs proactive approach to promoting equality, diversity and inclusion and raising awareness of wider issues.**
- **Assurance received that the College continues to provide a welcoming, safe and supportive environment for all students to develop personally and emotionally.**
- **Ability to financially support all elements of the Strategic Plan for the College, potentially impacting on all areas of student learning, experience and outcome**
- **An informed Board of Governors is effective in its scrutiny, challenge and support of the senior leadership team thus ensuring positive outcomes and progress for all students.**
- **The Annual Summaries demonstrate the positive impact of the colleges extensive support arrangements on different groups of students (e.g. students in receipt of free school meals)**

14. Determination of confidentiality

Resolved:

- **The supporting papers for agenda item 7 are deemed to be confidential.**

15. Date of next meeting: 14th December 2017