



**MINUTES OF THE CORPORATION MEETING HELD ON 17 MAY 2021
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 17 MAY 2021 AT 5.00 PM
REMOTELY VIA MICROSOFT TEAMS**

Present: Phil Dover (Chair), Alan Brady, Sue Bradley, John Clay, Andrew Cochrane, Stuart Ellis, Mike Kapur, Martyn Marples, Jane McNeil, Graham Schuhmacher, Kevin Slack, Mandie Stravino

In attendance: Robert Bamford, Richard Eaton, Kate Martin, Heather Simcox
Rose Matthews (Clerk)

PART ONE - GENERAL MINUTES

60/20-21 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Hazel Clint

61/20-21 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM

All members were eligible, the meeting was quorate and there were no new declarations of interest.

62/20-21 MINUTES OF THE PREVIOUS MEETING HELD ON 22 MARCH 2021

APPROVED: The minutes of the meeting held on 22 March 2021 were formally approved and signed as a true and accurate record.

63/20-21 MATTERS ARISING

There were no matters arising.

64/20-21 HEALTH AND SAFETY STATUS REPORT

The Head of Health and Safety provided an overview of his report to the Board.

This summarised compliance against policies and procedures and health and safety training.

Self-inspection checklists had been successfully introduced for all departments, with many already completed. The Health and Safety team had commenced management inspections, which were to be followed up with management audits. The key focus for the audits being first-aid provision, stress management and accident/incident reporting.

Covid cases continued to decline from the report presented at the previous meeting.

The breakdown of recorded accidents and incidents was discussed. There were no RIDDOR reportable incidents or HSE enforcement since the last report was presented.

Action

Date

The Chair acknowledged the positive report, but noted this could change as more staff returned to site.

65/20-21 UPDATE ON TEACHER ASSESSED GRADES (TAG) PROCESS

The Vice Principal outlined the process for the Teacher Assessed Grades (TAGs), which was currently underway.

The team were working towards an internal deadline of 11 June, with final submission to the awarding bodies by 18 June. The methodology and processes were being reviewed with each qualification.

The Mini Exam Boards had commenced today for each individual subject at GCSE and A Level, with six assessments counting towards each. The vocational qualifications were more complicated and multi-faceted- dependent upon the awarding body.

Although the student can't be given the grade during the process, the student is continually kept updated on where they are in the process and can be offered an upgrade to work up to the next level.

A huge amount of time and work had gone into putting in place a robust system to store and record evidence to prepare for the tight turnaround to upload to examining bodies

Following submission on the 18 June, the Group will be informed by 21 June if any examining bodies wish to assess the College.

Some of the panels that commenced today, would have to be revisited in light of revisions received by awarding bodies on Friday.

Alan Brady noted the brief three-day period between submission to the examining bodies and indication of assessment visits and questioned how this could be reviewed so quickly. The general opinion was that they would already have good idea on which colleges they wanted to visit.

Alan questioned how in line the grading was in terms of previous performance and discussion took place around this. The Vice Principal explained where there was a cohort of students with lower entry or higher entry points the difference could be clearly justified. The College's own Level 2 student were doing well against their target grade based on their Year 11 results.

Members questioned how the teaching staff were dealing with the situation. It was confirmed they were handling the situation incredibly well, but there were complexities.

Members questioned the speculation around exam board refunds and a discussion ensued relating to the College's position, the impact on the teaching staff and their workload in carrying out the assessment, quality assurance and the subsequent appeals process.

66/20-21 CURRICULUM BUSINESS PLANNING PANELS

The Corporation Chair appraised other members on the Curriculum Business Planning Panels, which members of the Standards Committee had taken part in.

He explained the panels had involved a very thorough presentation by the manager of each area, which covered a number of aspects including; employer engagement, quality and performance, marketing, recruitment and admissions, funding and financial performance.

Some of the observations made were how fierce the competition was, engagement with employers to meet their needs through the Employment and Skills Board.

Alan Brady added he had attended the first set of meetings today and commented on the horizon gazing and future planning. He observed some of the management team were keen to speedily cover the financial aspects in their presentations however, he witnessed the Deputy Chief Executive pickup on this and challenge the budgets and contributions.

He commented the purpose of curriculum business planning was to identify the needs of the local labour market and then respond with an effective, and efficient, curriculum in order to meet the needs of the local economic area whilst maintaining the financial viability of our institution.

67/20-21 STRATEGIC RISK REPORT

Members received the Strategic Risk Monitoring Report which provided an update on high level risks identified on the Risk Register and a summary of current litigation being taken against the Group.

The Audit Committee Chair had been appraised of the key risks, as the next Audit Committee was not scheduled until June.

Members' attention was drawn to Risks 65, 43 and 68, all of which were high risk as a result of Covid-19.

The Committee Chair highlighted a new risk, 73, which related to the direct impact of the ongoing restructuring programme and resulted from the earlier risks raised.

Risk 72 had been escalated in relation to cyber security attacks in the FE sector.

Andrew Cochrane noted the risks remained red despite mitigations and questioned what internal processes were in place to identify, assess and monitor and continue to assess.

Members held a lengthy discussion about the risk management process and the key drivers. It was noted each area had its own risk register which fed up into the overarching corporate and HE registers. The Deputy Chief Executive explained mitigation was tested, but in some cases it may have no impact and a different approach is tried. The impact of Covid-19 would remain for some time.

Stuart Ellis commented on the extensive discussion at the previous meeting in March and that even with mitigation plans the risks remained red. He acknowledged that some would remain red but said if an issue arose from one of the risks and governors were seen to accept inadequate mitigation, what were the consequences of that.

The Chief Executive reiterated her comments made at the previous meeting. If the risk is high and it has been mitigated down and it did materialise then that would be a cause for concern.

Mike Kapur said that with any organisation, once the doors are open an element of risk has to be accepted. Risks are identified and managed and what is left must be accepted in light of the business the Group is in.

The Deputy Chief Executive explained an audit had taken place in September 2020, which had provided substantial assurance on the Group's Risk Assurance Framework.

The Chair of Audit Committee added that strategic risk is discussed at each Audit Committee meeting, with the Internal and External Auditors present.

68/20-21 KEY PERFORMANCE INDICATORS

The Deputy Chief Executive presented the Key Performance Indicators.

Attendance remains static. Some areas are performing very well and particularly those more able students.

The focus remains on the lower level students with directed strategies to address. Sadly, this is a result of several years without formal constant learning.

Part 1 of the meeting finished at 6.15 pm - Staff and Student Governors left the meeting.

Signed: _____ Date: _____