



**MINUTES OF THE CORPORATION MEETING HELD ON 25 JANUARY 2021
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 25 JANUARY 2021 AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS

Present: Phil Dover (Chair), Alan Brady, Sue Bradley, John Clay, Hazel Clint, Andrew Cochrane, Angela Cruz, Stuart Ellis, Mike Kapur, Jane McNeil, Graham Schuhmacher, Kevin Slack

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

Having read the papers, Members submitted questions in advance of the meeting to the Executive, which are available separately.

PART ONE - GENERAL MINUTES

	Action	Date
30/20-21 WELCOME AND APOLOGIES FOR ABSENCE		
Apologies for absence were received from Mandie Stravino.		
31/20-21 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM		
All members were eligible, the meeting was quorate and there were no new declarations of interest.		
32/20-21 MINUTES OF THE PREVIOUS MEETING		
APPROVED: The minutes of the meeting held on 14 December 2020 were formally approved and signed as a true and accurate record.		
33/20-21 MATTERS ARISING		
16/20-21 Hazel Clint, as Link Governor for Health and Safety, advised she had met with the Head of Health and Safety and discussed the reporting criteria for RIDDOR and near miss reporting. The Head of Health and Safety had introduced a checklist with guidelines and was reviewing how near misses were reporting and carrying out an awareness raising exercise – with a view to identifying areas of concern and reducing actual incidents. Another meeting was planned in six weeks’ time.		
20/20-21 Andrew Cochrane had questioned the staffing costs against income and the CFO confirmed he had responded direct to Andrew. This in the main related to the drop in income pending any tolerance from the Government in light of lockdown. Additional costs had also been incurred due to Covid-19 delivery.		
34/20-21 HEALTH AND SAFETY STATUS REPORT		
The Head of Health and Safety provided a verbal report. There had been around 60 students and 100 employees attending site regularly. Ilkeston was the only campus that had been closed.		

College guidelines were continually revised to reflect the latest government guidance in relation to Covid-19.

Asymptomatic testing had been offered voluntarily to all employees and students attending sites. The testing was taking place twice weekly and a number of staff had kindly volunteered to provide that service. On average around 200 tests had been carried out per week. The time and effort involved was also acknowledged.

One individual had tested positive through the process, who had not been displaying any symptoms. That person had since self-isolated and received a positive PCR Covid-19 result.

The College continued to be notified of positive cases and that reflected the increase in cases nationally. During this lockdown evidence proves the College's precautions in place are effective, with positive cases due to external household interaction and not onsite.

The College is supporting the extremely vulnerable members of staff, who have been identified and are working from home. Wellbeing has been taken seriously and anyone struggling with working from home continues to be provided with support. Consideration is also given to those individuals who may benefit from working on site.

The Chair noted that Stuart Ellis had raised a question in advance of the meeting (see separate Corporation Questions) and Stuart confirmed he was satisfied with the response provided.

The Deputy Chief Executive provided assurance on student welfare and explained there was a lot of work taking place. There was good attendance in areas through remote learning. Students are taking all the opportunities to engage. Some students from a welfare perspective were benefitting from being on site a few hours a week.

35/20-21 REPORT FROM THE 'SPECIAL' STANDARDS COMMITTEE HELD ON 19 JANUARY 2021

The Chair of the Standards Committee provided a verbal report from the meeting held on 19 January 2021, summarising committee business.

The Committee had received a report on the Group's Self-Assessment Report which was summarised again by the Deputy Principal for all Corporation members.

The headlines for each of the key judgements were shared, along with key areas of strength, and areas for developments. The headline grades are summarised below:

Overall Effectiveness – 2
Quality of Education – 2
Behaviour and Attitudes – 2
Personal Development – 2
Leadership and Management – 2
Education Programmes for Young People – 2
Adult Learning Programmes – 2
Apprenticeships – 2

Provision for Students with High Needs - 1

The key areas of focus for the Quality Improvement Plan were highlighted, along with the key priorities for the 2020-21 academic year.

The Committee Chair praised the team for the huge amount of work undertaken to continue to deliver education at a high standard. He shared discussions at the Standards Committee stretching the students to work towards higher grades.

John Clay thanked the Committee Chair for acknowledging the efforts in relation to the quality of education and explained the delivery teams were more prepared than in March, which was attributed to the CPD they had received.

He said 2020-21 was improving. However, it was difficult to monitor progress and how much the teacher led assessments would impact.

The Deputy Principal said that in terms of performance management against targets, the team would have to adapt to whatever was agreed. There is no data that can be used for this year.

The Vice Principal explained the Group would be responding to the Ofqual consultation and a detailed response was being compiled. She said she was aware of the workload faced by the staff in relation to marking students' work, but was conscious of ensuring the staff were able to take a summer break. The results will come out earlier this year to allow for an appeals process and was mindful about the impact this would have on the delivery staff.

Martyn Marples questioned online attendance. The Vice Principal advised that attendance was at 91% prior to Christmas. There had been a minor dip post-Christmas, but that was improving. Alan noted that the Head of Behaviour for Learning had discussed the strategies to continue to engage students at the Standards Committee.

APPROVED: The Group Self-Assessment Report was approved by the Corporation.

The Little Explorers Self-Assessment Report had also been presented at the Standards Committee. The Deputy Principal provided an overview for all Corporation members.

Overall effectiveness remained at Grade 1(outstanding), which was the grade awarded at the last Ofsted Inspection.

The Committee Chair added that the Nursery had remained open throughout the pandemic and acknowledged the staff involved.

APPROVED: The Little Explorers Self-Assessment Report was approved by the Corporation.

Finally, the Equality, Diversity and Inclusion Annual Report had been shared with Standards Committee members, who approved the report for publication.

36/20-21 COMPLAINTS AND COMPLIMENTS ANNUAL REPORT

The Deputy Chief Executive provided an overview of the Annual Complaints and Compliments Report.

There were no areas of significant concern.

She talked through the appeals with regard to the Centre Assessed Grades following the cancellation of the exams and explained the Group were confident in their responses to those.

Developments arising from complaints feed into the area SARs and quality improvement plans in terms of stakeholder feedback.

Graham Schuhmacher noted Construction had received a number of complaints, he asked if there was a common theme or reason for this.

It was explained it related in the main due to students not submitting work on time and then asking for a refund because they had not completed the course within the timeframe. It was noted feedback had been given to the Construction team to improve their communication.

With regard to compliments – where individual members are recognised they are acknowledged by the Executive Team and their line managers.

Those included in the report are just a snapshot with more compliments received than complaints. Responses have been received from parents supporting teaching and student support teams and we have internal colleague praise, for example, the IT team in supporting online delivery.

Part 1 of the meeting finished at 6.00 pm - Staff and Student Governors left the meeting.

Signed: _____ Date: _____