

**CORPORATION MEETING 130**  
**MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2016**

**Present:** Neil Cavill, Jim Darmody, Caroline Dawes, Emma Albeck, Jackie Goodman, Andrew King, Dina Lewis, Mike Noddings, Jane Price, Harriet Rotherforth-Snowden, Steve Sellers, John Shipley, Phil Taylor, Jay Trivedy (Principal), John Wilson (Chair)

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Anna Lamplough (Director of Finance), Julie Peaks (Vice-Principal), Mark Rothery (Vice-Principal), Ian Taylor (Assistant Principal)

The meeting began with a presentation on Ofsted's Common Inspection Framework (CIF), including the inspection of safeguarding, led by Julie Peaks (Vice-Principal).

Members noted that:

- As the College had last been inspected in Oct. 2013 and had been graded Good, under Ofsted's current CIF the College should receive an initial 1-2 day short inspection during 2016/17 led by 2 inspectors, following 2 days' notice, although a no notice inspection could be called at anytime where Ofsted had safeguarding concerns;
- The main purpose of a short inspection was to evaluate whether a college remained good, whether safeguarding was effective, the capacity of all leaders/managers/Corporation members to drive continued improvement, and how well the provider has dealt with any areas for improvement identified at the previous full inspection;
- Judgements against all aspects of the new CIF would only be made during a full inspection
- A short letter recording the two main judgements and summarising findings would be made within 19 days unless a full inspection was called within 15 days i.e. if there was evidence arising from the short inspection that the College could be Outstanding, that it was no longer Good, or that safeguarding was ineffective;
- If a full inspection was called, the lead inspector would remain the lead, more inspectors would take part in the inspection but individual departments/subjects would not be judged;
- Overall effectiveness would be the main judgement, graded by the outcomes of an additional 4 key judgement areas i.e. the effectiveness of leadership & management, the quality of teaching, learning & assessment, and personal development, behaviour & welfare, and outcomes for learners;
- Each area would be graded 1- 4 i.e. Outstanding, Good, Requires Improvement, Inadequate;
- If, for example, 2 of the 4 key judgements received a Grade 1 and 2 a grade 2, in order to decide whether to award a Grade 1 for overall effectiveness, inspectors would consider the number of learners in the College, the impact of the weaker areas on overall outcomes and experience, the College's capacity to improve and its track record and recent improvement capacity;
- While a College did not have to be Outstanding in everything to be judged Outstanding for overall effectiveness, safeguarding had to be effective if a College were to be awarded an Outstanding judgement.

It was noted in response to members' questions as to whether there were areas where the College's performance was considered to be weaker, that:

- Actions arising from the 2013 inspection had been monitored through the College systems and by the Corporation's Curriculum & Quality (C&Q) Committee and were considered to have been implemented;
- Outcomes for the majority of subjects were now good or better, the College had moved to 4 Faculties to tighten leadership and management, there was corporate consistency and the College was confident that safeguarding was effective, the College now had a better tracking system and management of data including through the appointment of Jamie Davies to the MIS

team and, more recently, to the senior management team.

It was noted in response to members' questions that:

- The College was aware of the distinction between Outstanding and Good under the CIF;
- C&Q Committee members attended the College's Self-assessment Report (SAR) grading process annually and considered it to be robust;
- The SAR had an accompanying action plan which was monitored effectively;
- Senior managers considered that the College had moved from Good to Outstanding since the 2013 inspection but would have to be able to prove this during a full inspection e.g. through demonstration of the College's day-to-day practice, illustrated by data;
- Inspectors could review some data in advance of an inspection visit e.g. the College SAR was available to Ofsted inspectors online;
- The College considered safeguarding to be effective and the photograph and contact details of the College's Designated Safeguarding Person, Jim Darmody, was now placed in classrooms, social spaces and offices;
- Inspection did not entail a cost to colleges, other than staff time, unless a college decided to pay for Ofsted to conduct an inspection (e.g. where it wished Ofsted to consider whether the college was Outstanding) but the College did not intend to initiate an inspection in this way as it was due to be inspected shortly under Ofsted 3-year cycle;
- Benefits to a college of being graded Outstanding included reputational benefits and the possibility of becoming a college which could offer teacher training.

It was noted that the documents at agenda item 11 were also relevant to this item i.e. (i) an Ofsted presentation given at the Sixth Form College's Association (SFCA) Clerk's Conference on *The role of the Clerk in College inspections* which was also relevant to Corporation members, (ii) Ofsted's *Inspecting safeguarding in early years, education and skills settings. Guidance for inspectors undertaking inspection under the common inspection framework* (Aug. 2016) and *How well are further education and skills providers implementing the 'Prevent' duty?* (July 2016).

***The Corporation received a presentation on Ofsted's Common Inspection Framework (CIF), including the inspection of safeguarding, noting that the College could expect a short inspection during 206/17 under Ofsted's 3-year cycle of inspections.***

#### 130.1 Apologies for absence

***Apologies were received from Corporation members George Bell, John Gilleard, Mark Moore, and Philip Wright.***

The Chair of Corporation, John Wilson, noted that Martin Longbottom's term of office had ended on 27 Sept. 2016 and welcomed Dina Lewis to her first meeting as a Corporation member.

#### 130.2 Declaration of interests

***Standing declarations: Caroline Dawes (Kelvin Hall School), Jackie Goodman (employee, Hull College), Andrew King (employee, University of Hull), Dina Lewis (employee, University of Hull), Jane Price (employee, Kingston upon Hull City Council).***

#### Minutes & matters arising

#### 130.3 Minutes of meeting 129, incl. confidential minutes

***The Corporation approved the minutes of meeting 129, including the confidential minutes, with the following amendments: Jane Price should be added to the attendance list; Mike Noddings name should be corrected in the attendance list; at minute 129.11 the reference should be to a "a 1% inflationary increase".***

**Action: Clerk**

#### 130.4 Matters arising/action table

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the

previous minutes is given in brackets at the end of each item).

- 1 Action on Corporation and Committee appointments had been implemented (129.4).
- 2 A vacancy on Audit Committee would be considered by the Search & Governance Committee (SGC) during autumn 2016, following parent Corporation member interviews (129.4).  
**Action: Clerk**
- 4 Corporation's approved project report format had yet to be used (129.6).
- 5 A progress report on the annual updating of Corporation members' register of interests forms was on the agenda (129.6).
- 6 Revisions to the Student Association Constitution would be presented to the Dec. 2016 Corporation meeting by the Student Corporation members, following presentation to the Student Committee meeting on 18 Nov. 2016 (129.6).  
**Action: Clerk/RI/GB/HRS**
- 7 The College's approved financial plan had been submitted to the education Funding Agency (EFA) by the deadline of 31 July 2016 (129.10).
- 8 The Financial Planning Handbook checklist had been signed by the Chair, as agreed (129.10).
- 9 The final version of the updated Strategic plan was on the agenda (129.12).
- 10 An Area Based review (ABR) options report was on the agenda (129.12).
- 11 A briefing session on Ofsted's new CIF, including safeguarding, had been given before the start of the formal agenda for the current meeting (129.16).
- 12 The Clerk had sent Corporation members a link to the Home Office Prevent Duty WRAP (Workshop to Raise Awareness of Prevent) on-line training and a progress report on completion of the training by Corporation members would be given later on the agenda (129.16).
- 13 A Student agenda item had been added to the agenda, as agreed (129.18).
- 14 Corporation meeting dates for 2016/17 had been e-mailed to members, as agreed (129.21).
- 15 The Clerk had e-mailed Corporation members concerning the Governors and Principals ABR briefing session at York College on 6 Oct. 2016 at 2.00pm, as agreed, with the Chair and Principal currently scheduled to attend (129.21).

*[Confidential minute].*

### **Strategic planning & ABR options**

#### **130.5 Principal's report, incl. exam overview**

The Principal gave a presentation on the College's 2016 exam performance and future aims and challenges. It was noted that, while the Principal's report would normally be aligned to the College's strategic plan, as the Sept. 2016 Corporation meeting was the first meeting of the academic year, it had been decided to present the report that had been given to staff at the start of term, which reviewed 2016 exam results, future aims and challenges for 2016/17.

### (i) Overview 2015-2016

Members considered the College's 2016 academic performance overview, noting in discussion that:

- A2 and AS Pass rates were respectively, 99.6% (2015: 99.8%) and 93.2% (91.5%);
- At A2, 79 students received at least AAB grades, which was an increase on 2015 (2015: 69) and 35 subjects achieved a 100% pass rate (2015: 34);
- At AS, 55.6% (894 students) achieved one or more grades at A or B (2015: 55.6%, 810 students), with 30.2% of students achieving an A-B grade or better, and 16 subjects achieving a 100% pass rate (2015: 16);
- There had been an increase in AS students achieving an A\* grade in 2016 (2016: 107, 2015: 102) but a marginal fall in A\*-B grades rates (2016: 46.5%, 2015: 48%) and A\*-C grades (2016: 76.6%, 2015: 77.2%);
- There had been very good performance on most BTECs courses.

Members noted in discussion that:

- The average points score per candidate was 868+ in 2016 compared to 900+ in 2015, due to General Studies no longer being a requirement;
- There had been an increase from 3 to 7 U grades at A2, which was not acceptable but reflected, in part, a significant increase in exam entries;
- Nationally A\* grades had fallen but the College had seen an increase, partly due to increased numbers and also the inclusion of Extended Project Qualification grades.

It was noted with reference to student progression that:

- Around 65% of the College's students progressing to higher education (HE) were the first in their family to do so;
- Recent student successes included 2 students who had received University of Hull JVenn Foundation bursaries to support their studies after leaving the College;
- In 2016, 2 Oxbridge applicants and 9 applicants for medical, veterinary or dentistry degrees had been successful.

Members noted that in addition to exam success, the College continued to promote a full range of enrichment activities for students e.g. competitions, sports, Crest Awards, citizenship and student leadership opportunities, conferences, drama, educational visits.

It was noted in response to questions on student enrolment for 2016/17 that, despite increasing student numbers, the College continued to attract applicants with good GCSE entry grades e.g. there were around 150 students in the College's Flyers group, which included students with high GCSE grades.

### (ii) ALPS grades

Members noted that:

- A report on the College's value-added (VA) scores with reference to the Alps system would also be considered at agenda item 130.6, noting, however, at this point on the agenda, subjects achieving Alps VA success (i.e. grades 1-3) at A2, AS and BTEC.

It was noted in response to members' questions that:

- In addition to seeking improvement in all subjects with VA scores below 3, the College would particularly focus in 2016/17 on bringing improvement in VA in subjects achieving Alps grade 4;
- Following the introduction of linear A levels, an AS Alps grade would not be available from 2016/17 but students beginning linear A Level programmes in 2016/17 would take a year end exam in summer 2017, with the College using this to report in future on the Alps grade which would have been generated had the AS programme continued.

### (iii) GCSE

Members noted that, while the College was primarily a Level 3 provider, it had some provision at Level 2 i.e. GCSEs in English Language, English Literature, Maths, Science (single & additional), Sociology, Film Studies, Health & Social Care. It was noted that, to enable the College to receive funding, students who had not achieved a grade C in English and/or Maths before joining the College were required to include them as part of their programme.

Members received a report on GCSE A-C grades in 2016, noting that:

- Health & Social Care GCSE had not been offered in 2015;
- With the exception of Film Studies, the percentage of GCSE A-C grades had improved in 2016, compared with 2015, for all subjects offered, with English Language in particular having achieved a 61.1% A-C grade pass rate as a result of action taken in 2015/16 following senior management and Corporation concerns as a result of a fall in the A-C rate in 2015;
- A Film Studies review would take place shortly, with the College reviewing whether the fall in A-C grades in 2016 could have been predicted and action being taken to bring about improvement for 2017.

(iv) Aims in 2016/17

Members noted that there would be a particular emphasis in 2016/17 on:

- The College's mission to inspire and support all students to achieve exceptional success through an emphasis on high Minimum Expected Grades (MEGs);
- Greater consistency in performance on all courses;
- Support functions being student focused
- Successful student recruitment for 2017/18;
- Operation within financial constraints;
- Preparation and readiness for an Ofsted inspection, with the aim of demonstrating that the College had the characteristics of an Outstanding college;
- A focus on the learner achievement tracker (LAT) value-added measure.

(v) Changes implemented for 2016/17

Members noted that changes implemented for 2016/17 included:

- Some SMT changes, including role;
- New accommodation arrangements (e.g. offices, classrooms and staff work rooms), with many staff having changed their College accommodation during the summer;
- 4 (instead of 6) Faculties and new line management for teaching and support staff;
- New internal pattern of assessment including end of year exams;
- College Management Group (CMG) meeting weekly to discuss operational and strategic options, plus two planning days;
- New focus for the LAT steering group;
- 4 Consultation Evenings from Feb. to June;
- A fully-embedded Progress Tutorial System;
- Fewer late evening block interviews, with more substantial interview days in schools;
- Implementing the change to linear A Levels e.g. including course assessments on 5 occasions annually to monitor student progress and identify students needing support.

(vi) National and local challenges and opportunities

Members noted national and local challenges and opportunities not already considered above included:

- The Area Based Review (ABR) process which would begin in Oct. 2016, included FE and sixth form colleges but excluded school, academy and free school sixth forms;
- The possibility of a *de facto* reduction in funding i.e. while there was a government guarantee that sixth form funding would not be reduced during the life of the current parliament, other policies could effectively result in reduced funding e.g. increased employer national insurance contributions;
- Ensuring successful student recruitment despite continued falling demographics in the Hull area;
- Exploring opportunities for collaboration and cost savings with sixth form colleges north and south of the Humber.

***The Corporation received the Principal's report for Sept. 2016.***

130.6 **Initial performance data: initial ALPS & ALIS VA data**

Ian Taylor, Deputy Principal, gave a presentation on 2015 examination results and initial performance data.

(i) Exam results 2015/16

Members received tables showing the College's raw exam data, noting that exam results had also

been considered as part of the Principal's report at agenda item 130.5 above and that the tables would also be presented to the Oct. 2016 Curriculum & Quality (C&Q) Committee meeting.

(ii) Composition & curriculum

Members noted that the majority of the College's students were seeking progression to HE but the College also offered some vocational routes and a second chance for a small number of students at level 3 i.e.

- Most of the College's Level 3 were students were studying an A Level programme [*confidential minute*];
- A smaller number of students undertook a mixed A Level / Vocational studies programme and a smaller number a Level 3 vocational programme (e.g. Vocational Extended Diploma in ICT, Health and Social Care, Sport) [*confidential minute*];
- A small number of students undertook a Level 2 mixed Vocational Award / Certificate and GCSE programme [*confidential minute*].

(iii) Value-added (VA)

Members reviewed VA added reports, noting that:

- The College's aggregated 2015/16 Alps VA AS score remained in the top 10% (Outstanding) range, with the College's A2 score in the top 20% (Excellent) range, and BTEC VA score in the top 12-15% (Excellent) for sixth form colleges nationally;
- With reference to subject grades, the College's 90 credit Diploma in Sport had achieved an Alps grade 1 score, and the Extended Diploma in Sport and the Certificate in Sport had achieved each an Alps grade 2 score;
- The Corporation's Curriculum & Quality (C&Q) Committee would review all Alps VA scores by subject at the Committee's Oct. 2016 meeting;
- The Six Dimensions of Performance report for 2015/16 showed that the College's VA performance was in the top 25% of sixth form colleges nationally, with the College having fewer students with higher GCSE grades on entry than the national sixth form college average;
- The 2015 16-19 study programmes inspection dashboard used by Ofsted showed that no weaknesses had been identified in the 2015 dataset and the following strengths had been identified:
  - VA was significantly above the national average for academic, vocational and GCE A Level qualification types;
  - For Free School Meals (FSM) learners, VA was significantly above the national average for the vocational qualification type;
  - Academic VA was significantly above the national average for learners with prior attainment grades B, C, D or below;
  - Vocational VA was significantly above the national average for learners with prior attainment grades B, C, D or below;
  - Vocational VA was significantly above the national average in a quarter or more subjects and not significantly different from average in all others.

***The Corporation received the College's value-added report for 2015/16, noting a continuing positive VA performance overall.***

**130.7 Report on student enrolment**

Jamie Davies (Assistant Principal) presented a report on student enrolment for 2016/17, which was discussed.

Members noted that:

- [*confidential minute*]
- The 2016/17 enrolment had presented several challenges [*confidential minute*];
- Enrolment figures had, however, been in line with predictions based on past trends and local changes to school demography [*confidential minute*];
- The Year 1 enrolment process in 2016 was the first time that staff had counselled students onto the new linear A Levels with elective options e.g. with the majority of students taking a core of three A Levels (or equivalent) with one elective;
- Staff had received training in the above but the move to the new system had resulted in longer discussions with course counsellors;

- 2016 was the second year the College had used the online APPLY system to manage internal progression;
- With reference to new enrolments, several local schools had poor GCSE English language results in 2016 which had meant that more applicants than normal had not achieved the minimum requirement of a C at English Language in order to study Level 3 courses, with some students being enrolled on Level 3 study programmes that included GCSE English Language;
- 2016 was the third year that the College had used an 'Academic Board' for Year 2 students who had not achieved automatic progression e.g. due to results, attendance, and/or attitude;
- With reference to progression for 2017/18 that, as a result of the introduction of linear A Levels which would result in Year 1 students sitting internal end of year examinations, most decisions regarding internal progression should be made before the end of the summer term;
- Timetabling and set balancing were completed before the start of term, with enhancements to the process ensuring that around 95% of Year 1 students progressing to Year 2 remained with their Year 1 progress tutor, which it was hoped would have a positive impact on retention and achievement.

Members discussed enrolment patterns, *[confidential minute]*.

It was noted in response to members' questions concerning recruitment and enrolment for 2017/18 that:

- The SMT and CMG considered at the end of each enrolment period what improvements could be made to the process in future;
- Marketing and school liaison work for 2017/18 had already begun *[confidential minute]* ;
- The College's general marketing policy was to highlight what the College had to offer applicants rather than discuss other schools/colleges;
- Current students remained the College's best ambassadors.

John Wilson, as Chair of the Corporation, reported that he had visited the College during enrolment week and that the process had been well-organised and professional.

***The Corporation received a report on student recruitment for 2016/17 and thanked staff for the work undertaken to ensure a successful enrolment.***

### **130.8 Updated strategic plan**

John Wilson reported that the Corporation had approved the College's revised strategic plan as a working document at its July 2016, agreeing that any additional revisions should be brought to the Sept. 2016 meeting for further review. Members noted that only minor changes had been made to the plan since the July 2016 Corporation meeting. It was noted in discussion that, in the longer-term, strategic planning could be affected by the Area Based Review (ABR) options appraisal to be considered at agenda item 130.9 below.

***The Corporation approved the final version of the College's updated Strategic Plan.***

### **130.9 Area Based Review (ABR) report & options appraisal**

Ian Taylor, Assistant Principal, reported that, together with other further education and sixth form colleges in York, North Yorkshire, the East Riding of Yorkshire and Hull, the College would take part in the Area Based Review (ABR) process which was scheduled to start in Oct. 2016.

The Corporation considered the context for the ABR process, including the ABR flowchart, from HM Government: *Reviewing Post-16 education & training institutions. Updated guidance for Area Reviews* (Mar.2016). The schedule of Governors and Steering Group meetings to be held between Oct. 2016 and Feb. 2017 was received, together with the completed template and list of documents for the ABR College site visit which has been scheduled to take place on 13 Oct. 2016.

Members noted, with reference to the site visit, that:

- Curriculum, quality, estates and financial sustainability would be reviewed during the visit;
- The review would be undertaken by John Boyle (adviser to the Sixth Form College's Commissioner, Chair of Blackpool Sixth Form College, Sixth Form Colleges' Association (SFCA) Funding and Finance Hub lead) and Neil Hopkins (adviser to the Sixth Form College's

Commissioner, former Principal of Peter Symonds College, and former executive director of the Maple Group of sixth form colleges).

The Corporation noted, in discussion of the site visit outcome, the importance of demonstrating:

- The College's educational quality e.g. the College's 2013 Ofsted grade of Good;
- Successful student recruitment as a means of ensuring financial sustainability under the Education Funding Agency's lagged funding system.

*[Confidential minute].*

Members noted that a number of possible strategic options arising from the ABR process had been considered at the Corporation meetings held in June and July 2016. Corporation reviewed the following options, which have been previously considered by the Corporation *[confidential minute]*.

Members noted that as an independent statutory sixth form college corporation, any decision on a change of governance structure, arising as a result of ABR discussions, rested with the Corporation, although certain options would also require external approval *[confidential minute]*.

***The Corporation received a report on the York, North Yorkshire, the East Riding of Yorkshire and Hull Area based Review (ABR) process which would begin in Oct. 2016 and reviewed options previously considered by the College with reference to the review.***

## **Committee reports**

### **130.10 Finance & General Purposes (F&GP) Committee**

#### **(i) Student numbers & funding report**

John Wilson, as Chair of the F&GP Committee, reported that a student numbers & funding report was considered at each F&GP Committee meeting and presented the student numbers & funding report for Sept. 2016, which had been considered at the Committee's Sept. 2016 meeting.

Members noted that:

- The College appeared likely to achieve its Education Funding Agency (EFA) 2016/17 student numbers funding target by the autumn term census date *[confidential minute]*;
- The College's end of year R13 ILR for 2015/16 had been submitted to the funding agencies, with the table being presented to the Corporation showing results processed to date, with any further results to be reflected in the final R14 ILR, due in Oct. 2016;
- At Level 3 for students aged 16-18 (the College's core business), success rates were very close to levels achieved in 2014/15 i.e. retention was 94.3% (2015: 94.5%, 2014: 95.7%), the pass rate was 94.7% (2015: 93.4%, 2014: 93.4%), and achievement was 89.3% (2015: 88.2%, 2014: 89.4%), with 2014/15 national benchmarks being 94.8%, 92.6% and 87.8% respectively;
- Both retention and achievement had improved in 2015/16 for students aged 16-18 at Level 2 although with a smaller cohort doing almost entirely GCSEs i.e. retention was 92.7% (2015: 89.5%), the pass rate was 99.2% (99.1%), and achievement was 91.9% (88.8%), with 2014/15 national benchmarks being 91.2%, 91.6%, and 83.5% respectively.

***The Corporation received the College's Sept. 2016 student numbers and funding report.***

#### **(ii) Management accounts**

John Wilson, as Chair of the F&GP Committee, presented the management accounts for July 2016, which had been considered at the Committee's Sept. 2016 meeting.

Members considered the management accounts for July 2016, noting in discussion that:

- The operating surplus at the end of July 2016 had been £205.9k (before Financial Reporting Standard (FRS) 102 adjustments) compared with a budgeted surplus of £13.2k;
- The Director of Finance had consistently reported throughout the year that the final outturn would be better than budgeted;
- The College's 2015/16 accounts would be audited in Oct. 2016, with the College's annual report and financial statements for the year ended 31 July 2016 presented to the Dec. 2016 Corporation meeting for approval.

**The Committee received the July 2016 management accounts, noting the final outturn was a significant improvement on the 2015/16 budget.**

*Other finance matters*

(iii) Bank mandate: additional signatory

[Confidential minute]

**The Corporation approved the updated authorised bank mandate signatory list.**

### **Safeguarding & inspection matters**

**130.11** (i) Update on recent changes to safeguarding guidance & Ofsted's inspection regime & to consider the need for relevant changes to College safeguarding policies and procedures

Jim Darmody, as College Designated Safeguarding Person, reported that:

- The Department for Education (DfE) had updated its statutory guidance on safeguarding, *Keeping children safe in education*, which came into force on 5 Sept. 2016;
- The revised guidance set out what colleges must do to safeguard the welfare of children and young people under the age of 18.

It was noted that changes to the above document included revised guidance on: safer recruitment (i.e. amendments to reflect European Economic Area (EEA) checks and updated guidance from the Disclosure and Barring Service (DBS); staff training and updates (i.e. stating that all staff should undergo safeguarding training at induction and receive at least annual training updates via email, meetings or e-bulletins); on policies and procedures (i.e. emphasising the importance of policies and procedures in ensuring timely action is taken in response to concerns); the designated safeguarding lead (i.e. clarifying the role and responsibilities of the lead); inter-agency working (i.e. emphasising the importance of colleges working with other agencies in a coordinated way); online safety (i.e. highlighting the requirement for appropriate filters to address online safety for learners); peer on peer abuse (i.e. providing more details about allegations of this type of abuse); Special Educational Needs (i.e. emphasising the need for awareness around additional vulnerabilities of learners with SEN).

**Members received the following summary documents and links to full documents, for information and reference:**

- Ofsted's *Inspecting safeguarding in early years, education and skills settings: summary of changes* (Aug. 2016).
- The executive summary of Ofsted: *How well are further education and skills providers implementing the 'Prevent' duty?* (July 2016).  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>
- <https://www.gov.uk/government/publications/the-prevent-duty-in-further-education-and-skills-providers> (i.e. the link to the published report on the Ofsted survey in which the College had taken part in Jan. 2016).

Jim Darmody recommended the DfE's 21-page *Keeping children safe in education Part 1: Information for all school and college staff* (Sept. 2016) as particularly relevant to Corporation members, which was available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> and was also be made available under the safeguarding heading on the Corporation section of Moodle.

**Action: Clerk**

**The Corporation received an update on revisions to safeguarding guidance issued by the DfE and in force from Sept. 2016 and on changes to Ofsted's inspection of safeguarding.**

Members noted that:

- The Corporation had retained the responsibility for the approval, including the approval of revisions, to the College's safeguarding policies and procedures.
- The College's safeguarding policies and procedures (i.e. the College's *Safeguarding Children Policy*, the *Safeguarding Children; best practice guidelines*, *Safeguarding Children: allegations against staff*, and *Safeguarding Vulnerable Adults Policy & Procedure*) were reviewed annually by Corporation's Personnel Committee and had last been reviewed in June 2016, with no

recommendations on revisions having been made to the Corporation.

The Corporation consider the need for relevant changes to College safeguarding policies and procedures taking into account the DfE's updated its statutory guidance on safeguarding in *Keeping children safe in education (Sept. 2016)*. It was noted that the College's Designated Safeguarding Person did not anticipate that the College's safeguarding policies and procedures would require significant revision as a result of the updated guidance.

***The Corporation agreed that the College's Designated Safeguarding Person should update the College's safeguarding policies and procedures to take account of guidance on safeguarding in Keeping children safe in education (Sept. 2016), with any revisions being reported to the Nov. 2016 Personnel Committee meeting for information, and any significant changes being presented to the Dec. 2016 meeting of the Corporation for approval.***

Action: JD

(ii) Report on Home Office Prevent Duty training

***It was noted that Corporation members had been sent a link to the Home's Office's online Prevent Duty WRAP (Workshop to Raise Awareness of Prevent) training and that members should send a copy of their course completion certificate to the Clerk.***

**Student agenda item**

**130.12** Student Corporation members item

***Student Corporation member, Harriet Rotherforth-Snowden, confirmed that she had discussed the above item with Student Corporation member, George Bell, and there was no issue that they wished to raise at the meeting.***

**Governance matters I**

**130.13** **Governance reports**

(i) Attendance

The Clerk reported on overall Corporation attendance during 2015/16.

***The Corporation noted that overall Corporation attendance during 2015/16 had been 71% (including the 2 Special Corporation meetings in Nov. 2015 and June 2016) and 76% (excluding the 2 Special Corporation meetings) against a Corporation approved target of 75%.***

(ii) Updating of skills audit, register of interests, year-end declarations

The Clerk reported that:

- 6 Corporation members had completed the on-line audit of skills forms on the Corporation section of Moodle to date and other members would be sent a reminder and new members details of how to access the Corporation section of Moodle and the form;
- Corporation members had approved a revised register of interests form in Dec. 2015, with new Corporation members appointed since that date having been given the new form to complete;
- All members would be given copies of the new register of interest form to complete during autumn 2016 as part of the annual review/updating of the register of interests and would also be given a year end declaration form to complete.

***The Corporation received a progress report from the Clerk on the updating of Corporation's skills audit, register of interests, and year-end declaration forms.***

(iii) Governance effectiveness review

Members noted that:

- During 2015/16, the Curriculum & Quality (C&Q) Committee had approved the format of the updated Corporation collective self-assessment questionnaire for completion at the 2015/16 year end;
- The questionnaire had been designed to reflect Ofsted's Common Inspection Framework (CIF) in force during 2015/16;

- Grade descriptors for Outstanding and Good had been included against each CIF leadership and management section for information;
- The evidence and grade columns would be reviewed and completed at the Oct. 2016 C&Q Committee meeting before presentation to Corporation in Dec. 2016.

***The Corporation received the draft 2015/16 Corporation collective self-assessment questionnaire, noting that the final version would be presented to the Dec. 2016 meeting of Corporation for approval.***

**Action: Clerk**

(iv) Annual review of Corporation & committee standing agenda items, standing orders & committee terms of reference, Corporation code of conduct

Members noted that:

- No changes were being proposed to the Corporation's Standing Orders and Code of Conduct;
- Updating changes to the Corporation's standing agenda item list were being recommended by the Clerk;
- Updating changes to committee standing agenda item lists were being recommended by the Audit, C&Q, F&GP, Personnel, Remuneration and Student Committees;
- Updating changes to committee terms of reference were being recommended by the C&Q, Remuneration and Student Committees.

***The Corporation approved recommended updating changes to the Corporation's standing agenda item list and to committee standing agenda item lists and terms of reference.***

**Action: Clerk**

(v) Fire & security alarm evacuation procedures

John Wilson, as Chair of the F&GP Committee, reported that the College's fire evacuation procedures and the updated security alarm evacuation procedures had been considered at the Audit Committee's June 2016, as part of the Committee's review of the College's Business Continuity Plan and Critical Response Plan, and at the F&GP Committee's July 2016 meeting, as part of the Committee's review of health & safety matters and were being presented to the Corporation, for information, on the recommendation of the F&GP Committee.

It was noted in response to members' questions concerning fire and security alarm evacuation procedures that normal working hours were 8.30am to 5.30pm, although the College could be open later e.g. for Open Evenings and other College events and for Corporation and Committee meetings.

***The Corporation received the College's fire and security alarm evacuation procedures, for information, agreeing that they should be brought to the attention of Corporation members at the start of meetings.***

**Action: Chair**

#### **Committee meetings: summary notes**

##### **130.14 Committee meetings: summary notes & minutes**

***The Corporation received the following minutes, noting that reports and recommendations arising from the meeting had been presented to the July 2016 Corporation meeting or at agenda item 130.12 (iv) above:***

- Audit Committee minutes of 13 June 2016;
- F&GP Committee minutes of 4 July and the 20 July 2016.

Members noted that the unconfirmed minutes of Committee meetings were also available on the Corporation section of Moodle with the following exception: the minutes of the F&GP Committee meeting held on 22 Sept. 2016. It was noted that reports arising from the Sept. 2016 meeting had been presented at agenda item 130.10 (i)-(ii) above.

#### **Final agenda items**

##### **130.15 Any other business**

(i) Oxbridge mock interviews

***Assistant Principal, Jamie Davies, reported that the College was holding mock Oxbridge***

***interviews with students on 2 Nov. 2016, 3.00-6.00pm, and invited Corporation members who were interested in joining an interview panel to contact the Clerk.***

(ii) Hull City of Culture 2017

***The Corporation agreed that future agendas should include an item on Hull City of Culture events in which the College was involved e.g. through student involvement in events.***

**Action: Clerk**

(iii) Charitable lottery

The Principal raised the possibility of starting a charitable College lottery or 100 Club restricted to staff, with a set proportion of monies raised being used for student welfare purposes, noting that it was proposed that the charitable fund should be administered by 2 trustees.

In response to members' questions as to whether the proposed lottery would be subject to the Gambling Act, it was noted that an initial review of the issue by the Director of Finance and the Clerk had established that the College would, in the first instance, need to approach the local authority to establish whether a licence would be required.

***The Corporation agreed that the legal requirements relating to the establishment of a charitable College lottery or 100 Club restricted to staff should be investigated further.***

**Action: SS/AL/Clerk**

**130.16 How will items considered at the meeting have an impact on learners?**

***It was noted that issues related to student numbers and funding, which had been discussed at the meeting, would have an impact on the student experience.***

**130.17 Risk management – items identified at the meeting**

***It was noted that no new items of risk had been identified at the meeting.***

**130.18 Date of next meeting**

***It was noted that the Corporation was next scheduled to meet on Tues. 13 Dec. 2016 at 5.00pm.***

#### **Reserved Business**

**130.19 Reserved Business agenda**

***In line with Corporation's practice, it was agreed that, with the exception of the Principal and the Clerk, students and staff should leave the meeting. The following staff and students were therefore not in attendance for item 130.19: Emma Albeck (Support Staff Corporation member), Jim Darmody (Teaching Staff Corporation member), Jamie Davies (Assistant Principal), Harriet Rotherforth-Snowden (Student Corporation member), Julie Peaks (Vice-Principal), Mark Rothery (Vice-Principal), Ian Taylor (Assistant Principal).***

Fiona Bagchi  
Clerk to the Corporation



**CORPORATION MEETING 131**  
**CONFIDENTIAL MINUTES OF THE SPECIAL CORPORATION MEETING HELD ON**  
**28 NOVEMBER 2016**

**Present:** John Gilleard, Jackie Goodman, Dina Lewis, Mark Moore, Mike Noddings, Jane Price, John Shipley, Phil Taylor, Jay Trivedy (Principal), John Wilson (Chair), Philip Wright.

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Anna Lamplough (Director of Finance), Mark Rothery (Vice Principal)

**131.1 Apologies for absence**

*Apologies were received from Corporation members Emma Albeck, George Bell, Neil Cavill, Jim Darmody, Caroline Dawes, Andrew King, Harriet Rotherforth-Snowden, and Steve Sellers. Apologies were also received from SMT members Julie Peaks (Vice-Principal) and Ian Taylor (Assistant Principal).*

**131.2 Declaration of interests**

*The following standing declarations were noted: Jackie Goodman (employee, Hull College), Dina Lewis (employee, University of Hull), Jane Price (employee, Kingston upon Hull City Council).*

**Minutes of the previous meeting**

**131.3** *The Chair reported that, as the meeting was a special meeting, the minutes of the previous meeting did not fall to be considered as an agenda item.*

**Area Based Review (ABR) options**

**131.4 Proposal for a sixth form college federation**

[Confidential minute].

*The Corporation agreed that a proposal for a sixth form college federation including Franklin, John Leggott, Wyke, and Wilberforce Sixth Form Colleges should be presented to the York, N. Yorkshire, E. Riding & the Hull Area Based Review Steering Group 3 meeting to be held on 1 Dec. 2016*

Action: Chair/JKT

*The Corporation agreed that a report on the Corporation's position on the proposed federation of Humber sixth form colleges should be presented to the Staff meeting to take place on 6 Dec. 2016.*

Action: Chair/JKT

## Final agenda items

**131.5 Any other business**

*It was noted that there were no items of business not already on the agenda.*

**131.6 How will items considered at the meeting have an impact on learners?**

*It was noted that any options considered as part of the Area Based Review (ABR) process should be for the benefit of learners.*

**131.7 Risk management – items identified at the meeting**

*It was noted that no new items of risk had been identified.*

**131.8 Date of next meeting**

*It was noted that the Corporation was next scheduled to meet on Tues. 13 Dec. 2016 at 5.00pm.*

Fiona Bagchi  
Clerk to the Corporation

**CORPORATION MEETING 132  
MINUTES OF THE CORPORATION MEETING HELD ON  
13 DECEMBER 2016**

**Present:** Emma Albeck, Jim Darmody, Caroline Dawes, John Gilleard, Jackie Goodman, Dina Lewis, Mark Moore, Mike Noddings, Jane Price, Steve Sellers, John Shipley, Phil Taylor, Jay Trivedy (Principal), John Wilson (Chair), Philip Wright.

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Anna Lamplough (Director of Finance), Mark Rothery (Vice Principal), Julie Peaks (Vice-Principal) and Ian Taylor (Assistant Principal).

**132.1 Apologies for absence**

*Apologies were received from Corporation members George Bell, Neil Cavill, Andrew King, Harriet Rotherforth-Snowden.*

**132.2 Declaration of interests**

*The following standing declarations were noted: Jackie Goodman (employee, Hull College), Dina Lewis (employee, University of Hull), Jane Price (employee, Kingston upon Hull City Council).*

**Minutes & matters arising**

**132.3 Minutes of meeting 130 (28.9.16), incl. the confidential minutes**

*The minutes of meeting 130, held on 28.9.16, including the confidential minutes, were approved.*

**132.4 Matters arising/action table**

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

*The Corporation received the following update on actions arising from the minutes of Corporation meeting 130, which had been held on 28.9.16.*

- 1 The July 2016 Corporation minutes, had been amended as agreed (130.3).
- 2 A report from the Search & Governance (SGC) on Corporation and Committee vacancies was on the agenda (130.4).
- 3 A recommendation on the revised Student Association Constitution was on the agenda, including a report on the drafting of a new section on the elected Transport & Resources Officer (130.4).
- 4 The Department for Education's (DfE's) 21-page *Keeping children safe in education Part 1: Information for all school and college staff* (Sept. 2016) had been added under the safeguarding heading on the Corporation section of Moodle (130.11).
- 5 It had been agreed at the Corporation's Sept. 2016 meeting that the College's Designated Safeguarding Person should update, under

delegated authority, the College's safeguarding policies and procedures to take account of guidance on safeguarding in *Keeping children safe in education* (Sept. 2016). A progress report was on the agenda (130.11).

6 The draft 2015/16 Corporation collective self-assessment questionnaire was on the agenda (130.13).

7 Updating changes to the Corporation's standing agenda item list and to committee standing agenda item lists and terms of reference had been implemented, as agreed (130.13).

8 The Chair of Corporation would draw Corporation members' attention to fire and security evacuation procedures at each Corporation meeting (130.13).

9 Future agendas would include a standing agenda item on Hull City of Culture events in which the College was involved in 2017 e.g. through student involvement in events (130.15).

**Action: Clerk.**

10 A report on legal requirements relating to the establishment of a charitable College lottery or 100 Club restricted to staff was on the agenda (130.15).

*[Confidential minute]*

#### **132.5 Minutes of Special meeting 131 (28.11.16), incl. the confidential minutes**

***The confidential minutes of Special Corporation meeting 131, which had been held on 28.11.16, were approved.***

#### **132.6 Matters arising/action table**

***The Corporation received an update on actions arising from the confidential minutes of Special Corporation meeting 131, which had been held on 28.11.16, noting that all actions had been completed.***

*[Confidential minute].*

### **Governance matters I**

#### **132.7 Search & Governance Committee recommendations on Corporation appointments**

John Wilson, as Chair of the Search & Governance Committee (SGC) reported that:

- The Corporation currently has a determined membership of 20 members (i.e. 13 members in the ordinary Corporation member category, 2 parent members, 2 staff members, 2 student members and the Principal) but was permitted under the Instrument of Government to appoint up to a maximum of 22 members (with up to 15 members in the ordinary Corporation member category) e.g. to aid succession planning and to meet skills gaps on the Corporation;
- The July and Dec. 2016 meetings of the SGC had noted that female membership on the Corporation had been significantly below the average stated in a 2015 Association of Colleges/Education & Training Foundation survey of 40%, having averaged 25% during 2015/16, which had increased to 32% by Sept. 2016;
- A vacancy for a Parent member of Corporation had arisen, following the transfer of Neil Cavill to the ordinary Corporation member category in advance of his term of office as Parent member ending on 31 Aug. 2016;
- The vacancy had been advertised following enrolment, to allow both 1<sup>st</sup> & 2<sup>nd</sup> year parents to apply, with 2 parents applying and being interviewed on 7 Dec. 2016 by the Chair and Vice-Chair of the Corporation and the Principal as members of the SGC;
- The SGC had considered a report from interviewing panel's report at its meeting earlier on 13 Dec. 2016 and was recommending that Corporation's determined

membership should be increased to 21 members to allow both candidates to be appointed i.e. one candidate in the Parent member category and one candidate in the ordinary Corporation member category;

- The Committee had noted, when making its recommendation that the candidates interviewed had particular skills in safeguarding (Ruth Dönmez) and in education administration (FE & HE) and academy governance (Amanda Wilcox), with skills in these areas having been lost with the ending of the terms of office of Martin Longbottom and Richard Heseltine in summer/early autumn 2016.

***The Corporation approved, on the recommendation of the Search & Governance Committee (SGC):***

- ***An increase in Corporation's determined membership to 21 members, with 14 members in the ordinary Corporation member category;***
- ***The appointment of Ruth Dönmez as a Parent member of Corporation from 13 Dec. 2016 for a period of 4 years or until the end of the academic year in which her child left the College, whichever was the sooner;***
- ***The appointment of Amanda Wilcox in the ordinary Corporation member category from 13 Dec. 2016 for a period of 4 years, subject to her being willing to accept appointment in this category.***

**Action: Clerk**

### **132.8 Search & Governance Committee report and recommendations on Committee vacancies**

John Wilson, as Chair of the Search & Governance Committee (SGC) reported that the Dec. 2016 meeting of the Committee had noted that a vacancy for an Audit Committee member had arisen from 28 Sept. 2016 (i.e. following the ending of Martin Longbottom's final term of office as a Corporation member on 27 Sept. 2016) and that options for filling the vacancy included:

- The appointment of a Corporation member to the vacancy, noting that certain members were ineligible to be appointed under the Committee's terms of reference e.g. the Chair of Corporation, the Principal, members of the F&GP Committee, staff members of Corporation where they had executive responsibilities at senior level;
- The appointment of an external co-opted Committee member e.g. with audit/accountancy expertise

***The Corporation noted that the Search & Governance Committee (SGC) were not making a recommendation on appointment to the vacancy to the Audit Committee at the current meeting, pending investigation of the feasibility of appointing an external co-opted member to the Committee.***

### **Principal's report, incl. strategic planning & ABR update**

#### **132.9 Principal's report against strategic plan aims**

The Principal presented his report against Corporation's approved strategic plan aims.

##### **(i) Outcomes**

Members noted that:

- The College had analysed academic results from the following sources: ALPs; ALIS; Six Dimensions data and RAISEonline;
- Subject reviews have been conducted for all courses, with a particular focus on action plans put in place to generate further improvements in subjects where required;
- Participants in the College's Self-Assessment Report (SAR) moderation session were made aware of the underlying issues as well as successes;
- Following the introduction of linear A Levels, 5 College-wide standard assessments had been introduced for all students and would be further reviewed during spring term 2017.

It was noted in response to members' questions concerning the above assessments that:

- The in-year standard assessments were designed to ensure that students were well-prepared for summer term examinations at the end of the first year and the final external A Level examinations at course end;
- Where a pattern of student under-performance was shown through standard assessments, subject leaders would attend regular meetings to ensure that improvements were brought about;
- After the first 2 assessments had been carried out, the College Management Group (CMG) had reviewed the process and made a number of clarifying changes to improve the process.

(ii) Maintain Student Recruitment

Members received a progress report on student recruitment for 2017/18, noting marketing and school liaison work and successful Open Evening, Morning and Saturday events held to date. It was noted that student recruitment continued to be a challenge due to changes in demography. The importance of the College's reputation for academic quality in relation to student recruitment was also noted. The Chair of Corporation, John Wilson, thanked the College's student ambassadors for their work at College Open events.

*[Confidential minute].*

(iii) Recruit, Retain and Develop Outstanding Staff

Members noted:

- Staff joining and leaving the College;
- All new teaching staff have been observed and lesson observations for all other staff had been completed
- As a result of the difficulty in recruitment for a maternity cover in Law and absences in English and History, the College had secured agency cover of a high standard in each of these subjects.

*[Confidential minute].*

(iv) Develop Partnerships

Members noted that:

- The College continued to work with schools to help to raise standards in the core subjects and to enable them to 'stretch' their most able students;
- The College's Work Experience Co-ordinator had been working on employer engagement;
- *[confidential minute].*

(v) Sound Financial Management

Members noted that:

- The College continued to take a prudent approach to financial planning and was continuing to explore the possibility of further cost reduction and income generation.

***The Principal's report for Dec. 2016 against Corporation's approved strategic plan aims was received.***

**132.10 Letter from Secretary of State**

***The Corporation received, for information, a letter dated 19 Oct. 2016 from the Secretary of State for Education, Justine Greening, in response to a letter from the Principal which had included an invitation to visit the College.***

**132.11 Arrangements for Principal cover by Vice-Principals**

***The Corporation received, for information, a schedule showing arrangements for rotational cover by the Vice-Principals in the event of the long-term absence of the Principal.***

### 132.12 Area Based Review (ABR) update

John Wilson, as Chair of Corporation, reported that he and the Principal had attended the following York, North Yorkshire, East Riding and Hull ABR Steering Group meetings during autumn term, 2016:

- Steering Group 1, 6 October 2016 at York College
- Steering Group 2, 3 November 2016 at Selby College
- Steering Group 3, 1 December 2016 at County Hall, Northallerton

*[Confidential minute].*

Members received:

- The schedule of future ABR Steering Group and Governors' meetings i.e. the Steering Group 4 meeting and the Governors' briefing session to be held on 30 Jan. 2017 and the Steering Group 5 meeting scheduled for 23 Feb. 2017, which was the final meeting in the formal process;
- *[confidential minute].*

***The Corporation received a progress report on the York, North Yorkshire, East Riding and Hull ABR process.***

## Committee reports

### 132.13 Audit Committee

(i) Audit Committee Report (incl. internal audit report, financial statements report, strategic risk register, regularity engagement report

Philip Wright, as Chair of the Audit Committee, presented the Audit Committee's Annual Report to Corporation and the Principal, which had been approved at the Committee's Nov. 2016 meeting. It was noted that the report was presented for consideration by the Corporation before consideration before the Annual Report and Financial Statements.

Members noted that the Committee's Annual Report met the requirements of section 28 of the EFA/SFA Joint Audit Code of Practice (JACOP) (June 2016) and included the following appendices:

- Internal Audit: Annual Report 2015/16
- Financial Statements: Final Audit Findings, year ended 31.7.16
- Independent Reporting Accountant's Report on Regularity for the year ended 31.7.16
- College's Strategic Risk Register (Oct. 2016)

Members noted in particular:

- With reference to the Financial Statements Final Audit Findings report for the year ended 31.7.16 from RSM UK Audit LLP (RSM), that RSM as financial statements/external auditors anticipated issuing an unqualified audit opinion on the financial statements;
- There were no recommendations arising from the financial statements/external audit;
- The Audit Committee's opinion, as stated in its Annual Report, was that, based on the reports of and discussions with both the internal auditors and the financial statements and regularity auditors, together with their own enquiries, that reliance could be placed upon the adequacy and effectiveness of the Corporation's audit arrangements, its framework of governance, risk management and control and its processes for securing economy, efficiency and effectiveness and that the Corporation's responsibilities, included in the annual financial statements, had been satisfactorily discharged.

The sector update attached to RSM's Final Audit Findings report was noted.

Members noted, with reference to the College's annual financial statements the significant additional work arising from the introduction of the new FE/HE Statement of Recommended Practice (SORP) and Financial Reporting Standard (FRS) 102, including the re-statement of the 2014/15 accounts. The Corporation thanked the Director of Finance for the work undertaken in relation to the 2015/16 financial

statements and congratulated her on a clean audit report.

***The Corporation received the Audit Committee's Annual Report 2015/16, noting the positive opinion on the final page of the report, and approved the report for submission to the Education Funding Agency by the required deadline of 31.12.16.***

**Action: Clerk/Director of Finance**

(ii) Letters of representation

Philip Wright, as Chair of the Audit Committee, reported that:

- The draft letters of representation from the Corporation to the College's financial statements/external auditor and regularity engagement accountant, RSM, had been considered at the Audit Committee's Nov. 2016 meeting;
- The Audit Committee was recommending to Corporation that the letters should be approved and signed by the Chair of Corporation and by the Principal as Accounting Officer.

The Clerk reported that references in the letters to the 'corporation' and the 'governing body' had been standardised to read 'corporation' in line with the corporation house-style.

[Confidential minute].

***The Corporation approved, on the recommendation of the Audit Committee, the letters of representation to the College's external auditors, RSM, for approval and signing by the Chair of Corporation and by the Principal as Accounting Officer.***

**Action: Chair/Principal**

(iii) Internal auditor re-appointment & audit plan 2016/17

Philip Wright, as Chair of the Audit Committee, reported that:

- Having completed a positive performance review of the internal audit service at its Oct. 2016 meeting and noted that the East Coast Audit Consortium's (ECAC's) fees were competitive and that the 2015/16 audit was on budget, the Audit Committee had agreed to recommend to Corporation the re-appointment of the ECAC as internal auditors for 2016/17, subject to agreement of the 2016/17 internal audit plan, including fees;
- The Audit Committee had considered the draft internal audit plan 2016/17 at its Oct. and Nov. 2016 meetings, at which it also received the College's assurance map for information in relation to areas where there were assurance gaps;
- The Audit Committee were recommending to the Corporation the re-appointment of the East Coast Audit Consortium (ECAC) as internal auditors for 2016/17 and the approval of the draft internal audit plan 2016/17, including fees of £5,640 plus VAT (15 days at £376 plus VAT per day).

***The Corporation approved, on the recommendation of the Audit Committee, the re-appointment of the East Coast Audit Consortium (ECAC) as internal auditors for 2016/17 and the approval of the internal audit plan 2016/17, including fees.***

(iv) Recommendation on revised Fraud & Bribery Policy

Philip Wright, as Chair of the Audit Committee, presented a recommendation from the Committee which had reviewed the College's Fraud & Bribery Policy at its Nov. 2016 meeting and were recommending that it should be revised e.g. to update the policy and to standardise reference to fraud, bribery, corruption & irregularity throughout the document, to add a cross-reference to the College's Financial Regulations and to include appendices setting out anti-bribery principles and further defining bribery.

Members noted with reference to the College's annual report on fraud, irregularity, bribery and whistleblowing events, which had been considered at the Committee's Nov. 2016 meeting, that there had been no incidences of fraud, bribery, irregularities or whistleblowing events during the period under review (i.e. during 2015/16 or to the date

of the report) and that the risk to the College arising from the implementation of the Bribery Act 2010 appeared to have remained low.

It was noted in response to members' questions that the College's Financial Regulations included a section on gifts and hospitality.

***The Corporation approved on the recommendation of the Audit Committee, standardising and updating revisions to the College's Fraud & Bribery Policy, including the addition of appendices A-D.***

**Action: Clerk**

#### **132.14 Finance & General Purposes (F&GP) Committee**

##### **(i) Student numbers & funding report**

John Wilson, as Chair of the F&GP Committee, reported that the Committee considered regular reports on student numbers and funding and was presenting the College report for Dec. 2016, which had been considered at the Committee's Dec. 2016 meeting:

Members noted that:

- The College would be close to its Education Funding Agency (EFA) 2016/17 lagged number target for students aged 16-18 at the census date [*confidential minute*];
- Students enrolled in 2016 had similar GCSE scores to 2015;
- The College was approaching capacity [*confidential minute*];
- Reporting on student retention would be made to the Committee from spring term 2017 but the structure of the report might change to accommodate the adoption of 2 year linear subjects across most of the curriculum.

***The Committee received the College's Dec. 2016 student numbers and funding report, congratulating College staff on a successful enrolment outcome.***

##### **(ii) Management accounts for Oct. 2016**

John Wilson, as Chair of the F&GP Committee, reported that the Committee considered the College's management accounts at each meeting, presenting the management accounts to 31 Oct. 2016, including the financial key performance indicators (KPIs) and cashflow, which had been considered at the Committee's Dec. 2016 meeting.

Members noted that:

- The operating surplus at the end of Oct. 2016 was £135.4k compared with a budgeted surplus of £99.5k;
- The improved position was primarily due to income in excess of that budgeted e.g. trading income was £30.7k in excess of budget, with the College having 2 additional overseas students, catering income being higher than forecast, examination re-sit income having been received but not budgeted for until Feb. 2017;
- Non-pay expenditure was £20k more than budgeted, with the largest area of overspend being the marketing budget, which was overspent by £16.8k, mainly due to the budget profile;
- The College had spent £22k less than budgeted on overall pay costs, with teachers' pay underspent by £26k, mainly due to the staffing contingency budget not yet having been drawn upon and also because a 1% inflationary rise for teachers, which had been included in the budget, was not due to be paid before Jan. 2017.

***The Corporation received the management accounts for Oct. 2016, noting that the operating surplus was in excess of budget at £135.4k.***

##### **(iii) 2015/16 KPIs & financial objectives report**

John Wilson, as Chair of the F&GP Committee, reported that the F&GP Committee received an annual report on KPIs and financial objectives, with a report for 2015/16

having been considered at the Committee's Dec. 2016 meeting, which was being presented to Corporation for information.

Members noted that the report detailed achievement of key performance indicators (KPIs) for 2015/16 included in the financial plan compared with actual results achieved (as shown in the finance record) and a report on financial objectives from the financial plan.

Members noted that actual results indicated that agreed KPIs had generally been achieved. Members noted that all financial objectives had been achieved (i.e. had been given a Green rating) with the following exception, which was shown as Amber in the RAG-rated table:

- The Income & Expenditure reserve had an adverse £75k at the end of 2015/16 due to the impact of Financial Reporting Standard (FRS) 102;
- The Director of Finance was recommending that the reserve should be built back up to a reasonable level given forecast surpluses for 2016/17 and 2017/18.

It was noted in response to members' questions that:

- Cash days in hand were 35.64 days against an agreed KPI of 23.80 days;
- Trade creditor days at 21.09 was considered to be acceptable against an agreed KPI of 27.75;
- Gearing was 27.6% against a KPI of 27.67%.

***The Committee received, for information, the 2015/16 report on financial KPIs and objectives***

(iv) Report on covenants relating to bank loans

John Wilson, as Chair of the F&GP Committee, reported that the College's annual report on bank covenants had been considered at the Committee's Dec. 2016 meeting and was being presented to the Corporation for information. The Director of Finance spoke to the report.

Members noted that:

- While covenants on the loan with Barclays Bank were unaffected by the implementation of Financial Reporting Standard (FRS) 102, the covenants on the Lloyds loan were;
- A Lloyds Bank representative has confirmed that the bank intended to work with clients to avoid any situation where clients were adversely impacted as a consequence of the accounting methodology changes;
- Lloyds had therefore advised that when the College's signed 2015/16 audited financial statements were received, Lloyds approach would be to waive the breach and reword/restate the covenant to an appropriate level, thus ensuring the covenant continued to act as an appropriate performance monitoring tool in the future.

Members noted that the suggested revisions to the Lloyds' financial covenants considered at the F&GP Committee's Dec. 2016 meeting had been amended since the meeting, following discussion with Lloyds, and were now as follows:

- The College shall not permit total external debt at any time to exceed 35 % of net assets (excluding deferred capital grants)
- Revenue Reserves (excluding the LGPS pension liability and the holiday pay accrual) to be maintained at a figure above 10% for the years ended 31 July 2016 and beyond;
- The College shall not in any three consecutive financial years incur a deficit in total comprehensive income excluding re-measurement of the net income on the defined benefit pension liability.

The Director of Finance confirmed that:

- Testing of the financial covenants on the draft financial statements, after post-audit adjustments, indicated that all Barclays' financial covenants had been met

and that the Lloyds' financial covenants would be met, following the approach taken by the bank as detailed above;

- The Principal would sign a letter to Barclays after the current meeting, confirming that the covenants on the loan had been met;

**Action: Principal**

- At this stage in the 2016/17 financial year there was nothing to indicate that the covenants would be breached during 2016/17.

***The Corporation considered the report on bank covenants, receiving assurance from the Director of Finance that the College would not be in breach of the covenants attached to the Lloyds' and Barclays' Bank loans for the financial year ended 31 July 2016 and the 2016/17 financial year.***

(v) 2015/16 EYPF pension's report

John Wilson, as Chair of the F&GP Committee, reported that:

- The College's employees belonged to two principal post-employment benefit plans, both of which were multi-employer defined-benefit plans: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the East Riding Pension Fund (ERPF) for non-teaching staff, which was managed by East Riding of Yorkshire Council;
- The report on the actuarial valuation for Financial Reporting Standard (FRS) 102 purposes as at 31 July 2016 relating to the East Riding Pension Fund (ERPF) had been considered at the Committee's Nov. 2016 meeting, noting that FRS 102 first came into effect for accounting years starting on or after 1 Jan. 2015 and replaced FRS 17;
- The Committee had noted an increase in the College's share of the overall scheme deficit from £638k as at 31 July 2015 to £918K at 31 July 2016.

Members discussed the effect of Financial Reporting Standard (FRS) 102 on the pension deficit as presented in the College's financial statements for the year ended 31.17.16.

***The Corporation received the 2015/16 report on the East Yorkshire Pension Fund (EYPF), for information.***

(vi) EFA confirmation of financial health category

John Wilson, as Chair of the F&GP Committee, reported that the Education Funding Agency (EFA) and the Skills Funding Agency (SFA) reviewed colleges' financial health annually on receipt of financial plans. The Dec. 2016 meeting of the Committee had received a letter from the funding agencies dated 11 Nov. 2016, which confirmed that, having reviewed the College's financial plan 2016 to 2018, the appropriate financial health grade for the College was Satisfactory for 2015/16 and Good for 2016/17, noting that "The concept of an underlying financial health grade is based on the immediate past and current years. We have concluded that the underlying grade for your college is Satisfactory".

Members noted that the EFA had requested that the College's latest monthly management accounts and cash flow forecast should be submitted quarterly.

***The Corporation received, for information, a letter from the EFA confirming the College's financial health grade for 2015/16 as Satisfactory.***

(vii) Annual Report & Financial Statement for financial year ended 31.7.16, incl. review of accounting policies

John Wilson, as Chair of the F&GP Committee, reported that:

- The Corporation's Audit Committee and F&GP Committee each considered the College's draft Annual Report & Financial Statements annually at their final autumn term meeting;

- The annual report and financial statements had been received by the Audit Committee at its Nov. 2016 meeting to inform the Committee's review of the financial statements auditors' audit findings report and to consider the final regularity audit opinion, the statements on corporate governance, responsibilities of members of the Corporation and the system of internal control;
- The F&GP Committee considered the Annual Report & Financial Statement for financial year ended 31.7.16 at its Dec. 2016 meeting, agreeing to recommend them to Corporation for approval, subject to 3 minor typographical corrections, which had been made to the final draft version.

With reference to financial results, the following key statements were noted:

- The College had declared an operating surplus of £58,000 (2014/2015 deficit £74,000) after charging depreciation of £723,000 (2014/15 £717,000);
- The College had accumulated income and expenditure reserves of £75,000 - adverse as at 31 July 2016 (2015 £62,000);
- Capital expenditure during the year had been £257,000 (2014/2015 £290,000), with the main elements of capital expenditure being on alterations to buildings, computer and education equipment;
- The College had significant reliance on the EFA for its principal funding source, largely from recurrent grants i.e. 87 % of the College's total income.

Members noted the following key differences between the July 2016 management accounts, which had shown an operating surplus of £205.9k, and the financial statements for the year ended 31 July 2016, with reference to the accounting policies adopted by the Corporation in July 2016 in response to the new Further & Higher Education Statement of Recommended Practice (SORP) and Financial Reporting Standard (FRS) 102:

- The FRS 102 pension adjustment had reduced the surplus by £85k;
- Holiday accruals had reduced the surplus by £46k;
- The Balance Sheet had been weakened as a result of the revised treatment of government grants;
- The Income and Expenditure reserve was adverse by £75k.

Members noted the positive the statement of going concern in the annual report & financial statements for the year ended is 31 July 2016.

***The Corporation approved, on the recommendation of the F&GP Committee, the College's annual report & financial statements for the year ended 31 July 2016 and agreed their submission to the EFA by the deadline of 31.12.16.***

**Action: Chair/Principal/RSM/Director of Finance**

***It was noted that the EFA/Skills Funding Agency Accounts Direction 2015/16 required colleges to publish their approved annual report and financial statements on their website by 31 Jan. 2017.***

**Action: Director of Finance/Clerk**

(viii) Student Association accounts for financial year ended 31.7.16

It was noted that, under the Education Act 1994 (the Act), the Corporation was responsible for ensuring that any students' union was accountable for its finances and that, under the Act and the Articles of Government, the students' union was responsible for presenting financial reports to Corporation annually. For the purposes of the Act, the College's Student Association was a students' union.

John Wilson, as Chair of the F&GP Committee, reported that the Student Association accounts for the financial year ended 31.7.16 had been considered at the F&GP Committee's Dec. 2016 meeting and were being presented for approval. Members noted that The Student Association accounts for the year ended 31.7.16, had been reviewed by the College's Director of Finance.

It was noted in response to members' questions that:

- There was a debtor included for the National Union of Students (NUS) of £1,840 in respect of NUS cards returned in 2015;
- Although the Director of Finance believed the above figure should be higher, it had been considered prudent to leave the debtor in the accounts as £1,840, given that a higher refund had not been agreed with the NUS;
- With reference to the difference shown in the accounts between charity monies received and paid out, it was noted that this related to cheques sent to charities by the Student Association after the financial year end;
- The Student Association had its own bank account and its accounts were not consolidated into the College accounts;
- The College's Finance Department counted charity monies collected by the Student Association, which were paid into the College bank account and then transferred to the Student Association bank account;
- Support available for the Student Association, on financial and other matters, included support from the Vice-Principal with responsibility for pastoral provision, the Student Association Advisor, and support in relation to financial matters from the College's Finance Department;
- The Director of Finance and the Student Association Treasurer had arranged to meet in Jan. 2017.

**Action: Director of Finance**

Members suggested that there should be a charity reserve in the Student Association accounts showing that monies raised for charities were ring-fenced.

***The Corporation approved the Student Association accounts for the year ended 31.7.16 on the recommendation of the F&GP Committee.***

(ix) Small lottery registration report

John Wilson reported, with reference to the proposed charitable staff lottery, that the Dec. 2016 F&GP Committee meeting had received Kingston upon Hull City Council's small society lottery guidance and application form and agreed that further guidance should be sought on the name of the society to be licenced, for presentation to Corporation. The Principal and the Director of Finance spoke to the report. It was noted that, with the exception of prize money, proceeds from the lottery would be use for student support.

Members noted that

- The licencing section at Hull City Council had provided guidance on the name of the body to be put on the lottery registration form i.e. it should registered in the name of the lottery society rather than in the name of the College or the Corporation;
- The registration fee for the society would be £40;
- The society would have to make regular returns to the Council;
- It was proposed that the lottery should be set up from Jan. 2017.

***Members noted in discussion that it was proposed that there should be 2 staff members to run the society and it was agreed that, in addition, the Director of Finance should also be involved as an officer of the society, submitting the licencing application and returns.***

**Action: Director of Finance**

***The Corporation received a report on the proposed staff lottery and agreed that the name of the society to be licenced should be the Wyke Staff 100 Club.***

**Action: Director of Finance**

**132.15 Curriculum & Quality (C&Q) Committee**

(i) College Plan scorecard outcomes 2015/16 & targets for 2016/17

Mike Noddings, as Chair of the Curriculum & Quality (C&Q) Committee reported that:

- The College Plan scorecard outcomes 2015/16 had been considered at the Committee's Oct. 2016 meeting, with it being noting that targets had been achieved for Level 3 and Level 2 success rates, the percentage of Level 2

students obtaining grades A-C, the value added scores for AS ALPS and the A2 percentage of courses with value-added scores <5, student attendance, the number of students at census date (based on current numbers), and the Level 3 AB rate;

- The Committee also considered at its Oct. 2016 meeting, draft targets for 2016/17, noting that some targets remained to be calculated, there was some uncertainty concerning some future outcomes as a result of the introduction of linear A Levels, and that some measures in the plan could change in future as a result of the introduction of changed accountability measures nationally;
- The Committee had considered whether 2017 targets proposed to date were both realistic and challenging, taking into account 2016 outcomes in the College Plan scorecard;
- Committee members had considered, in this context in particular, the A2 success rate column in the table, noting a 2016 success rate of 96.5% (against a target of 98%) and a proposed 2017 target of 96% and agreed to recommend the 2016/17 College Plan targets to the Corporation subject to the 2017 A2 success rate target being amended so that it was no lower than the actual outcome figure for 2016 i.e. 96.5%;
- The final version of the 2016/17 College Plan targets being recommended to the Corporation by the Committee reflected the above amendment.

***The Corporation considered the College's 2015/16 College Plan scorecard outcomes and approved, on the recommendation of the C&Q Committee, College Plan targets for 2016/17.***

(ii) College's Self-Assessment Report (SAR) 2015/16

Mike Noddings, as Chair of the Curriculum & Quality (C&Q) Committee reported that:

- In line with the College & C&Q Committee practice, members of the Committee had been invited to attend the College's 2015/16 SAR grade moderation meeting on 25 Nov. 2016, with Committee members Mike Noddings (Chair of the C&Q Committee), John Wilson (Vice-Chair of the C&Q Committee) and Jackie Goodman (C&Q Committee member) attending in addition to the Principal (who was also a C&Q Committee member);
- The grades, which were included in the College SAR, were formally approved for recommendation to the Corporation at the C&Q Committee's Nov. 2016 meeting;
- The College's approved SAR 2015/16 was being presented directly to the Corporation for ratification;
- Ofsted had stated that colleges should submit their SARs by the end of Jan. 2017 (Ofsted. Further education and skills inspection update. August 2016. Issue 3).

Members discussed the SAR summary which showed Outstanding grades for Overall effectiveness, Effectiveness of Leadership and Management, Quality of Teaching, Learning and Assessment, Personal Development, Behaviour and Welfare, and Outcomes for students, noting that these judgements would be tested by Ofsted at inspection.

In response to members' questions, it was noted that external Corporation members who had attended the College's SAR grade moderation process considered it to be robust. Members considered whether actions shown in the QIP had been appropriately identified to bring about improvement in relevant areas identified through the College's self-assessment processes. It was noted in discussion that the College's SAR process was thorough and well-established e.g. course outcomes were reviewed during the autumn term subject review process, each subject area completed detailed reports and action plans for presentation to curriculum management and the College's senior management team (SMT), College wide actions from the SAR and from the strategic plan fed into the QIP, with the College's online staff performance system part of the process from 2015/16.

***The Corporation ratified the College's approved 2015/16 Self-Assessment Report.***

**132.16** *Personnel Committee*

(i) Staff survey report

The Chair of the Personnel Committee, Phil Taylor, presented the College's staff survey report, which had been considered at the Oct. 2016 meeting of the Committee, and which documented a change in the staff survey process.

Members noted that:

- Following the full staff survey undertaken in 2015, it had been decided to sample staff opinion using short 'pulse surveys', in order to improve response rates and allowing staff views to be measured throughout the year;
- The 2015 pulse survey had included the following 3 questions - Communication is effective within the college, I would recommend the College as a good place to work, and I feel able to make suggestions and raise complaints;
- The College was currently undertaking a pulse survey on employee benefits.

It was noted in response to members' questions that 84 employees had completed the pulse survey out of a total workforce of around 180 staff members.

***The Corporation received the College's staff survey report, for information.***

(ii) Update on 2016/17 staff pay award, incl. teaching staff pay award

Members noted that:

- Under the Articles of Government, the Corporation was responsible for "the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk" and "setting a framework for the pay and conditions of service of all other staff";
- The Corporation, when approving the 2016/17 budget at its July 2016 meeting, had included provision for a 1% inflationary increase in staff pay;
- With reference to the pay award for staff other than designated senior post-holders, Corporation's established practice was to implement the pay award negotiated nationally by the Sixth Form Colleges' Association (SFCA);
- Where the nationally agreed pay award was within the amount provided in the budget approved by the Corporation, Corporation's agreed policy and procedure was for the Chair of Corporation to authorise payment of the award.

Mark Rothery (Vice-Principal) reported that:

- As notification of the annual teaching staff pay award had been received shortly before the Dec. 2016 Corporation meeting, it was being presented, with notification of the new teaching staff pay structure and minor changes to the Teachers' Conditions of Service Handbook, to the Corporation for approval;
- The SFCA had notified sixth form colleges that, following national negotiations, the recognised teaching unions had agreed to accept the employers' offer of a 1% increase to take effect from the 1 Jan. 2017;
- The SFCA had notified colleges that negotiations on support staff pay were ongoing.

***The Corporation received a report on the 2016/17 staff pay award and approved the 2016/17 teaching staff pay award of 1% payable from 1 Jan. 2017, the new teaching staff pay structure in force from 1 Jan. 2017 and minor changes to the Teachers' Conditions of Service Handbook (Nov. 2016).***

**Action: Chair/Director of Finance**

***The Corporation agreed that, in line with Corporation agreed policy and procedure, should a pay award for support staff, within the 1% allowed in the 2016/17 budget, be agreed nationally before the next scheduled meeting of the Corporation, payment should be authorised by the Chair of the Corporation.***

**Action: Chair**

(iii) Report on revisions to safeguarding policies & procedures

Members noted that the Corporation approved the College's safeguarding policies and procedures i.e.

- The Safeguarding Children Policy
- Safeguarding Children: allegations against staff policy
- Safeguarding Children: best practice guidelines
- Safeguarding Vulnerable Adults Policy & Procedure

Members noted that:

- The Sept. 2016 meeting of the Corporation had considered the need for updating changes to the College's safeguarding policies and procedures to reflect changed guidance in place from Sept. 2016 i.e. in the Department for Education's (DfE's) *Keeping children safe in education* (Sept. 2016);
- The Corporation had agreed that the College's Designated Safeguarding Person, Jim Darmody, should make, under delegated authority, any updating changes required to College safeguarding policies and procedures to reflect the changed guidance in force from Sept. 2016, with a report being made to the Dec. 2016 meeting of the Corporation.

Jim Darmody reported that, having reviewed the updated guidance, only minor revisions were required to the College's safeguarding policies and procedures, which would be presented to the Jan. 2017 Personnel Committee meeting and subsequently to the Feb. 2017 Corporation meeting, for information and ratification.

***The Corporation received a report from the College's Designated Safeguarding Person on any updating changes required to College safeguarding policies and procedures to reflect changed DfE guidance on safeguarding in force from Sept. 2016, noting that the College's revised Safeguarding policy would be presented to the Feb. 2017 meeting of the Corporation for ratification.***

Action: JD

#### 132.17 Student Committee

##### (i) Student Association Executive report

***It was noted that the Student Association Executive report, which had been considered at the Nov. 2016 meeting of the Student Committee, was available on the Corporation section of Moodle.***

##### (ii) Student Activities report

Julie Peaks (Vice-Principal), presented the College report on student activities, noting departmental reports and extra-curricular events and highlighting sporting and individual student successes and the inaugural year for the College's participation in the Gold Duke of Edinburgh Award.

***The Corporation received a report on student activities, noting that the Nov, 2016 Student Activities report which had been considered at the Nov. 2016 meeting of the Student Committee, was available on the Corporation section of Moodle.***

##### (iii) Revised Student Association Code of Practice & Constitution

The Clerk reported that, under the Education Act 1994, the Corporation, as the College's governing body, was required to "take such steps as are reasonably practicable to secure that the following requirements are observed by or in relation to any students' union for students at the establishment— (a) the union should have a written constitution; (b) the provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years". It was noted that the Wyke Student Association was a student union for the purposes of the Education Act 1994.

Members noted that:

- The Nov. 2016 meeting of the Student Committee had agreed to recommend to the Corporation for approval updating changes to the *Student Association*

*Code of Practice* e.g. updating changes concerning the role of the Vice-Principal for pastoral provision;

- The Nov. 2016 meeting of the Student Committee had also agreed to recommend to the Corporation for approval revisions to the *Student Association Constitution* i.e. updating revisions reflecting current practice, including inclusion of an elected male and female Equal Opportunities Officer and a Transport and Resources Officer;
- It had been agreed at the meeting that the Student Corporation members, who were also officers of the Student Association Executive, should provide details of the Transport and Resources Officer role for inclusion in the text of the *Constitution*.

***The Corporation approved:***

- ***The revised Student Association Code of Practice;***
- ***The revised Student Association Constitution, agreeing that details of the Transport and Resources Officer role should be presented to the Corporation for approval during spring term 2017.***

**Action: Clerk/RI/Student members**

(iv) Student Corporation member agenda item

***It was noted that the Student members of Corporation had not notified any matter to be considered under this agenda item.***

## **Governance matters II**

**132.18** (i) Corporation attendance year to date

***It was noted that Corporation attendance year to date was 79%, against an agreed target of 75%.***

(ii) Verbal report on annual updating of Corporation member documents & on-line training

The Clerk reported that:

- All Corporation members had completed the annual review/updating of their register of interests with the exception of the student members, who would be reminded of the need to do so;
- Around a quarter of members had completed the on-line audit of skills form, which had been designed to replace the paper-based version;
- 70% of Corporation members had completed certificated on-line Workshop for Raising Awareness of Prevent (WRAP) training, 12% had completed the training but had yet to send their certificate to the Clerk as evidence of course completion, 18% had yet to complete on-line WRAP training and would be reminded of the need to do so.

**Action: Clerk**

It was suggested in discussion that personal tutors could be asked to remind and support student members when Corporation forms needed completion.

***The Corporation received a report from the Clerk on the annual updating of Corporation member documents and on-line training.***

(iii) Report on Chair's action & use of the College seal since the Sept. 2016 meeting

The Clerk reported that:

- Corporation's Standing Orders required that instances of action taken by the Corporation of the Corporation between meetings on behalf of the Corporation (e.g. where action was urgently required) should be reported to the next scheduled Corporation meeting; and that
- Where there was insufficient time to call a special meeting of Corporation, the Chair should try to consult other members before taking action.

Members noted that:

- As a result of Kelvin Hall School's conversion to academy status, the school had had to enter into a deed of covenant with the College under the Deed of Transfer dated 19<sup>th</sup> August 2010 between the College and Kingston upon Hull City Council, which dealt with access rights relating to the school and college sites i.e. the College had rights, including Vehicle Pedestrian and Cycle access, over the Kelvin Hall School site and the School had rights over the College site, including rights over the Pedestrian and Cycle Access and through designated gates;
- A report on Chair's action and use of the seal since the Sept. 2016 meeting of the Corporation (in relation to the deed of covenant and release in relation to the above issue) had been e-mailed to Corporation members on 29 Oct. 2016 and had been included with the papers of the current meeting, for information;
- The deed of covenant had been sealed by the Clerk and signed by the Chair of Corporation and the Principal on 1 Nov. 2016, in line with the requirements of the Instrument of Government and the Corporation's Standing Orders.

It was noted that the College address used in the above document was given as Grammar School Road, which had been correct at the time of the Deed of Transfer dated 19<sup>th</sup> August 2010, but that Bricknell Avenue was now used as the College's official address, noting that the College had been informed that a deed of rectification, relating to another matter, was expected to be issued by Kingston upon Hull City Council. It was agreed that the matter of the College's current address should be brought to the attention of the parties' solicitors at that time.

**Action: Clerk**

***The Corporation received, for information, a briefing and report on Chair's action and use of the seal since the Sept. 2016 meeting of the Corporation.***

(iv) Corporation effectiveness questionnaire: 2015/16

The Clerk reported that:

- The Corporation 2015/16 collective self-assessment questionnaire reflected Ofsted's Common Inspection Framework (CIF) which was in force during 2015/16;
- Grade descriptors for Outstanding and Good had been included against each CIF leadership and management section for information;
- The C&Q Committee had discussed the grading of the first draft of the Corporation collective self-assessment questionnaire 2015/16 at its Oct. 2016 meeting and had agreed that "there should be a presumption that the separate sections of the Corporation collective self-assessment questionnaire 2015/16 should be graded as 1, and where this was not the case, the actions column should indicate how this would be achieved. It was agreed that the graded draft should be recommended to the Dec. 2016 meeting of the Corporation for approval";
- Where no actions were shown in the attached table the Clerk had shown the relevant section of the questionnaire as Grade 1 (Outstanding) as agreed at the Oct. 2016 C&Q Committee meeting;
- Where actions were shown, the Grade 1 (Outstanding) and Grade 2 (Good) grade descriptors had been shown against the relevant section, for the Corporation to make a final decision on grades at its Dec. 2016 meeting;
- Corporation's collective self-assessment contributed towards the grade for leadership and management in the College's Self-Assessment Report, which was shown as Grade 1 (Outstanding) at agenda item 132.15 (ii) which had been considered earlier on the agenda.

***The Corporation consider and approved the 2015/16 Corporation collective self-assessment questionnaire 2015/16, agreeing that the table should be updated to show Grade 1 (Outstanding) throughout.***

**Action: Clerk**

(v) Corporation & Committee PIs 2015/16

The Corporation noted that it had met or exceeded its 2015/16 performance indicators

(PIs) with the following exceptions:

- Overall Corporation attendance during 2015/16 had been 71% (including the 2 Special Corporation meetings held in Nov. 2015 and June 2016) and 76% (excluding the 2 Special Corporation meeting), against a Corporation approved target of 75%;
- As Special meetings of the Corporation were held at short notice, dates were chosen when the largest number of members could attend;
- The timely completion/updating of the register of interests form had been 88% against a target of 100% and a historic completion/updating rate of 100%, following changes in student membership during the year.

***It was agreed that personal tutors should be approached to help with the timely completion of Corporation forms by student members.***

**Action: Clerk**

***The Corporation received a report on Corporation performance indicators (PIs) for 2015/16.***

#### **Committee meetings: minutes & summary notes**

##### **132.19 Committee meeting minutes & summary notes**

***The Sept. and Nov. 2016 F&GP Committee minutes and the Oct. 2016 Audit Committee and C&Q Committee minutes were received. It was noted that other Committee minutes would be made available on the Corporation section of Moodle, Committee reports and recommendations having been received at agenda items 132.13 - 132.17 above.***

#### **Final agenda items**

##### **132.20 Any other business**

***It was noted that the College Concert, would be held at St Mary's Church, Beverley, at 7.00pm on Thurs. 15 Dec. 2016.***

##### **132.21 How will items considered at the meeting have an impact on learners?**

***The Corporation noted that the College's Self-Assessment Report, which had been ratified earlier on the agenda, had a significant impact on learners as it was designed to ensure the quality of the College's academic offer and therefore outcomes for learners.***

##### **132.22 Risk management – items identified at the meeting**

***No new items of risk were identified at the meeting.***

##### **132.23 Date of next meeting**

***It was noted that the Corporation was next scheduled to meet on Tues. 7 Feb. 2017 at 5.00pm.***

John Gilleard sent apologies for the above meeting.

##### **132.24 Reserved Business agenda**

It was noted that the confidential Reserved Business minutes of 28.9.16 had not been sent to staff and student members, in line with Corporation's policy and practice. It was, however, agreed that such members need not leave the meeting before formal approval of these minutes, as those Corporation members who had received them had indicated that there were no matters arising for discussion. It was noted that the only action arising from the confidential minutes related to deputisation arrangements in the long-term absence of the Principal, which had been discussed earlier on the agenda.

(i) Confidential Reserved Business minutes of 28.9.16

***The confidential Reserved Business minutes of 28.9.16 were approved.***

(ii) Senior post-holder terms & conditions

***It was noted that there was nothing to discuss under this item, which would be considered at a subsequent meeting of the Corporation's Remuneration Committee.***

Fiona Bagchi  
Clerk to the Corporation

**MINUTES OF THE CORPORATION MEETING 133 HELD ON  
7 FEBRUARY 2017**

**Present:** Neil Cavill, Jim Darmody, Caroline Dawes, Dina Lewis, Mark Moore, Mike Noddings, Jane Price, John Shipley, Phil Taylor, Jay Trivedy (Principal), Amanda Wilcox, John Wilson (Chair), Philip Wright.

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Julie Peaks (Vice-Principal)

**133.1 Apologies for absence**

Apologies were received from Corporation members Emma Albeck, George Bell, Ruth Dönmez, John Gilleard, Jackie Goodman, Andrew King, Harriet Rotherforth-Snowden, and Steve Sellers.

Apologies were received from the following members of the senior management team (SMT): Anna Lamplough (Director of Finance), Mark Rothery (Vice Principal) and Ian Taylor (Assistant Principal).

**133.2 Declaration of interests**

*The following standing declarations were noted: Caroline Dawes (employee, Kelvin Hall School); Dina Lewis (employee, University of Hull), Jane Price (employee, Kingston upon Hull City Council).*

**Minutes & matters arising**

**133.3 Minutes of meeting 132 (13.12.16), incl. confidential minutes**

*The minutes of meeting 132 (13.12.16), including the confidential minutes, were approved.*

**4 Matters arising/action table**

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 A report on the College's Hull City of Culture events webpage was on the agenda (132.4).
- 2 Ruth Dönmez had been appointed as a Parent member of Corporation and Amanda Wilcox as an ordinary member of Corporation (132.7)
- 3 The Audit Committee's Annual Report 2015/16 had been submitted to the Education Funding Agency (EFA) by the required deadline of 31.12.16 (132.13).
- 4 The letters of representation from the Corporation to the College's external auditors, RSM, had been signed by the Chair of Corporation & by the Principal, as Accounting Officer, and submitted to RSM (132.13).
- 5 The Principal had signed a letter to Barclays confirming that the covenants on the loan had been met (132.13).

- 6 The Chair, the Principal and the College's external auditors, RSM, had signed the approved annual report & financial statements for the year ended 31 July 2016, which had been submitted by the Director of Finance to the EFA by the deadline of 31.12.16 (132.13).
- 7 The College's approved annual report and financial statements had been placed on the Corporation section of the College website by the 31.1.17 deadline (132.13).
- 8 Director of Finance and the Student Association Treasurer had met, as agreed (132.14).
- 9 The Wyke Staff 100 Club had been registered as a small lottery by Hull City Council in Dec. 2016 (132.14).
- 10 The 2016/17 teaching staff pay award of 1% payable from 1 Jan. 2017 had been authorised and changes to the teaching staff pay structure in force from 1 Jan. 2017 and minor changes to the Teachers' Conditions of Service Handbook implemented (132.16).
- 11 An update on the support staff pay award was on the agenda (132.16).
- 12 The revised safeguarding policy had been presented to the Jan. 2017 Personnel Committee meeting and was on the agenda (132.16).
- 13 Corporation had approved in Dec. 2016:
- The revised Student Association Code of Practice;
  - The revised Student Association Constitution, agreeing that details of the Transport and Resources Officer role should be presented to the Corporation for approval during spring term 2017.

It was noted that the new section on the elected Transport & Resources Officer remained to be drafted. The Clerk had reminded the Student Corporation members/Chair and Vice-Chair of the Student Association Executive and the Student Association Advisor (132.17).

- 14 The Clerk would remind Corporation members who had yet to complete on-line WRAP training or provide certificates of completed training of the need to do so (132.17).
- 15 It was noted that, a result of Kelvin Hall School's conversion to academy status, the school had had to enter into a deed of covenant with the College under the Deed of Transfer dated 19<sup>th</sup> August 2010 between the College and Kingston upon Hull City Council. Corporation had agreed in Dec. 2016 that the Clerk should ensure that the parties' solicitors were aware that Bricknell Avenue was the College's official address when the proposed deed of rectification (relating to a separate issue) was issued by Kingston upon Hull City Council. It was noted that the proposed deed of rectification had not been issued by Kingston upon Hull City Council to date (132.17).
- Action: Clerk**
- 16 The updated Corporation collective self-assessment questionnaire 2015/16 would be presented to the Mar. 2017 meeting of the Corporation for information (132.18).
- 17 It was agreed that, in future, personal tutors should be approached to help with the timely completion of Corporation forms by student members.
- Action: Clerk**

*[Confidential minute].*

5 The Principal, Jay Trivedy, presented his Feb. 2017 report against strategic plan aims.

(i) Students

Members noted that:

- The student retention rate in Dec. 2016 had been 94.5% for all students, (92.1% for Year 1, 98.2% for Year 2 and 84.4% Single Year), which represented a decrease of 01.90% in comparison to Dec. 2015;
- It was noted that the student numbers and funding report for Jan. 2017, which recorded retention by courses and which would be considered later on the agenda, had also shown a similar fall in retention;
- It appeared that the introduction of linear A levels had contributed to the fall (i.e. the fact that the A levels exams took place after 2 years and students did not have the opportunity to take an AS Level at the end of Year 1 appeared to be demotivating for some students), together with the availability of apprenticeships e.g. over a third of Year 1 leavers had progressed to apprenticeships, which was similar to the previous year.

Members discussed actions being taken by the College to address the fall in retention, noting that these included: review of the date by senior and middle managers; seeking comparative data from other SFCs to determine whether the above fall at Level 3 was a trend arising from the introduction of linear A Levels; tutors reviewing individual learning packages for students at risk of not continuing; reviewing the impact of the new assessment system on student retention.

It was noted that the College was also reviewing flexibility as to the date at which A level students were permitted to change courses within the College and the latest date at which external applicants could join the College and start A Levels e.g. 5 students had transferred to the College from schools in Jan. 2017. It was noted that, before linear A Levels, there had been a relatively short period when this could be permitted but, in some cases this might in future be permitted up to the spring term, given that A Levels were now studied over 2 years. It was noted in response to members' questions that students changing courses and/or joining the College later were provided with support through tutors but that additional scheduled support sessions might be provided in addition, if this should become a trend.

*[Confidential minute].*

(ii) Staffing

Members noted a report on staff joining and leaving the College.

(iii) Outcomes

Members noted:

- The introduction of 5 Standardised Assessments a year for all students, as result of the introduction of linear A Levels which had examinations at the end of 2 years, had meant that there was robust data on the performance of each student, teacher, department and faculty at each stage in the academic year;
- Heads of Faculty quality assured the data.

The Principal presented the Performance League tables 2015/16 for local education providers and sixth form colleges nationally, with members noting that:

- The College (which had previously been ranked second in the 2014/15 local table after Hymers College) appeared to have been disadvantaged by the revised criteria used to compile the tables e.g. ranking by points per entry rather than points per candidate;
- The revised criteria appeared to favour small school sixth forms which offered a relatively narrow A Level curriculum in facilitating subjects and entered students for less than 4 A Levels;
- Performance, including VA, for English GCSE and Maths GCSE re-sits needed improvement to ensure parity with the SFC competitor average.

Members discussed the value of points score per candidate in ensuring the continuing success of the College's students in gaining access to HE, whilst also noting the importance of

performing well in the performance league tables under the new criteria. It was noted that actions being taken in response to the revised performance league table criteria included the implementation of a direct intervention strategy for the Level 2 Maths programme and within the Maths faculty.

(iv) Maintain Student Recruitment

Members noted that:

- Following the success of the College's 3 Open Evenings, the Saturday Open Morning and an open invitation to parents to attend on a 'normal' working day, applications to the College were at levels comparable to 2015/16;
- The recruitment pattern, at this stage, was, however, slightly different, with trends reviewed by the SMT and the marketing team in order to respond to marketing challenges and opportunities [*confidential minute*] and to ensure relevant and accessible transport routes for 2016/17 e.g. new transport routes and transport costs per day reduced from £1.50 to £1.00;
- [*confidential minute*].

(v) Finance

Members noted that the College was continuing to seek new ways of generating additional income and was currently investigating a number of options [*confidential minute*].

(vi) Partnerships

Members noted that the College was continuing partnership working with:

- The sixth form colleges (SFCs) in the proposed Humber Federation;
- The University of Hull;
- 11-16 schools in Hull, East Riding and North Lincolnshire;
- Local businesses.

Members noted that work with employers had increased since the last Ofsted inspection and that student work experience had seen a significant increase.

It was agreed that Julie Peaks (Vice Principal) should liaise with Neil Cavill, of Arco, concerning the progress of the Arco link and to discuss apprenticeships.

**Action: JP**

Finally, our focus will continue to be on recruiting students, achieving excellent outcomes and ensuring that all of our structures are supportive of achieving our vision.

6 Area Based Review (ABR) recommendation

John Wilson, as Chair of the Corporation, presented a briefing on the recommendation arising from ABR Steering Group 4 meeting which had been held on 30 Jan. 2017. It was noted that member had also received an Information Pack of background & reference information [*confidential minute*].

The Chair drew members' attention to the Corporation's responsibilities as set out in the briefing note i.e. that:

- The Corporation's non-delegable functions under section 3 of the Articles of Government included the determination and periodic review of the educational character and mission of the institution and the oversight of its activities, the effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding of its assets;
- As an independent statutory sixth form college corporation, any decision(s) on whether to ratify and/or implement any recommendation arising from the ABR process which affected the educational character, mission, solvency or assets of the College rested solely with the Corporation;
- The College's status as an exempt charity meant that Corporation members as trustees had to act in good faith and only in the interests of the charity and its beneficiaries (i.e. the College's students), including not accepting mandates when making decisions from outside bodies or persons (Instrument of Government, section 12).

The briefing noted that the Government had announced in July 2015 a series of Area Based Reviews (ABRs) of further education (FE) and sixth form colleges (SFCs), with the stated aim of ensuring '*institutions which are financially stable and able to deliver high quality provision*' (BIS, *Reviewing post-16 & training institutions; guidance on area reviews*. Sept 2015).

During 2015-16, the Corporation had established an ABR options appraisal working group and had considered a range of possible options.

The Chair and Principal had attended 4 York, N. Yorkshire, E. Riding & the Hull (YNYERH) ABR Steering Group meetings during 2016/17 to date, with a Special Corporation meeting held in Nov. 2016 agreeing that a proposal for a sixth form college (SFC) federation including Franklin, John Leggott, Wyke, and Wilberforce SFCs should be presented to the YNYERH ABR Steering Group 3 to be held on 1 Dec. 2016. The Corporation had noted at its Nov. 2016 meeting that the proposal appeared to meet the ABR criteria (i.e. creating a viable and sustainable structure, delivering cost savings and efficiencies, meeting and driving up quality, & providing high quality and relevant learning opportunities for students) whilst maintaining college autonomy i.e. the 4 colleges would each remain independent statutory sixth form college corporations whilst benefiting from collaboration where this was beneficial. The proposal included a Federation Board to oversee federal arrangements and to ensure that each college was equally represented.

It was noted that the proposal had been presented to the Steering Group 3 meeting and that recommendations arising from Steering Group 4 which affected Wyke and Wilberforce SFCs were as follows:

- Wilberforce and Wyke SFCs to establish a formal federated structure with Franklin and John Leggott SFCs to drive up quality, sustain and improve the curriculum offer, and introduce a range of shared services by July 2017, and, as independent institutions, to continue to review, through the Federation, further options for closer collaboration and structural change;
- Wilberforce and Wyke SFCs to collaborate with the General Further Education colleges and schools in the Hull area to ensure that a wide and sustainable offer was available to students and employers locally i.e. through discussions at the Hull theme group.

The ABR team had asked colleges to take recommendations arising from Steering Group 4 to their Corporation meetings for ratification prior to the Steering Group 5 meeting (the final Steering Group meeting in the ABR process) which would be held on 23 February 2017.

It was noted in response to members' questions that:

- The legal structure of the proposed Humber SFC Federation board would be a company limited by guarantee and a bid would be entered through the ABR process to help the 4 individual colleges fund legal advice required in connection with the formation of the Federation;
- It was proposed that the individual SFCs could opt into Federation activities and that the terms and conditions of the Federation would allow a college to withdraw from the Federation, following an agreed notice period;
- Proposed savings of £0.5million by 2019/20, arising from the creation of the Federation, was the overall total for all 4 colleges, with Wyke proposing individual prudent and modest savings of £5-10k the first year;
- Possible future tensions arising from any proposed federation of competing educational providers, noting that this had already been discussed in general at meetings of the 4 SFCs e.g. in relation to college autonomy, student recruitment and travel to learn areas;
- The Hull theme group established under the ABR process had been designed to discuss a city-wide curriculum strategy that linked curriculum planning, student progression routes and delivery to the local economy aligned to the Local Enterprise Partnership (LEP) skills strategy, with meetings to date attended by representatives of Wyke and Wilberforce SFCs, Hull College, Hull City Council, and the LEP.

Members discussed possible benefits of the recommendation and the collaborative model, noting:

- The recommendation preserved the College's independence as a statutory corporation which had been a Corporation aim, noting that independence had enabled the College to make decisions in the past which had led to improved academic quality and increased student numbers;
- The current importance of collaborative ventures in education and the value of collaborating with local SFCs to improve quality;
- The 4 SFCs in the proposed Federation had originally been established by Humberside County Council and the proposed federation appeared to be in line with the original intention for the colleges as a group, which had been affected by the establishment of the unitary authorities;
- There would be value in continuing dialogue on student progression locally through the Hull theme group, noting that the new Hull University Technical College (UTC) had not been included in the ABR process but would have implications for student recruitment locally.

***The Corporation ratified the recommendation arising from the York, North Yorkshire, East Riding and Hull ABR Steering Group 4 meeting i.e. that:***

- ***Wilberforce Sixth Form College and Wyke Sixth Form College should establish a formal federated structure with Franklin Sixth Form College and John Leggott Sixth Form College to drive up quality, sustain and improve the curriculum offer, and introduce a range of shared services by July 2017, and, as independent institutions, to continue to review, through the Federation, further options for closer collaboration and structural change;***
- ***Both institutions to collaborate with the General Further Education colleges and schools in the Hull area to ensure that a wide and sustainable offer was available to students and employers locally (i.e. through discussions at the Hull theme group).***

**Action: Chair/JKT**

***The Corporation agreed that the above ratification was subject to updating by the ABR team of the final version of the table containing the College's financial data which accompanied the recommendation. It was noted that the Principal had already notified the ABR team of the sections which needed amendment and this had been accepted.***

The Corporation thanked Corporation and College members who had taken part in the ABR process and contributed to the current outcome.

## **Committee reports**

7

### **Finance & General Purposes (F&GP) Committee**

#### **(i) Student numbers & funding report**

John Wilson, as Chair of the F&GP Committee, presented the Jan. 2017 student numbers and funding report, which had been considered at the Committee's Jan. 2017 meeting.

Members noted that:

- Student numbers as reported in the February R06 Individualised Learner Record (ILR) return should be close to the College's funding allocation target;
- Retention by programme had fallen by 1.2% at Level 3, which was the College's core business, compared to Jan. 2016 (i.e. Jan. 2017: 96.9%. Jan. 2016: 98.1%), noting, however, that as 2016/17 was the first year in which the College had enrolled students to linear A Levels, students had been enrolled to fewer learning aims which made historic comparison of retention more difficult;
- Retention had also fallen at Level 2 compared to Jan. 2016 (i.e. Jan. 2017: 91.4%. Jan. 2016: 97.1%), although there were fewer enrolments at this level.

Members also noted, in this context, the statistics on retention in the Principal's report considered earlier on the agenda.

It was noted in response to members' questions, that while the introduction of linear A Levels appeared to have had implications for retention at Level 3, this could not account for the fall in retention at Level 2, where it appeared that students leaving the College to take up apprenticeships was an issue. Members discussed, in this context, the appropriateness of

guidance provided to students at enrolment and noted that students leaving the College to take up apprenticeships were not always leaving to take up an apprenticeship at an equivalent level, noting that the student's leaving form now had to be signed by the Work Experience & Careers Co-ordinator as confirmation that students had understood the level of apprenticeship which they were taking up when they left the College.

Members discussed actions being taken by the College to address the fall in retention, including providing additional support for Level 2 students. It was noted in response to members' questions as to whether there would be any additional cost in providing support for Level 2 students that it was intended that the College's support structure should be reviewed and restructured, as necessary, to facilitate any additional support required.

***The Corporation received the student and numbers report for Jan. 2017.***

(ii) Management accounts for Dec. 2016

John Wilson, as Chair of the F&GP Committee, presented the Dec. 2016 management accounts, including the financial key performance indicators (KPIs) and cashflow which had been considered at the Committee's Jan. 2017 meeting.

Members noted that:

- The operating surplus at the end of Dec. 2016 was £193k compared with the budgeted surplus of £165.7k;
- The improved position was primarily due to income in excess of that budgeted e.g. additional trading income in respect of overseas students, catering, exam re-sit fees, and minibus passes;
- Non-pay expenditure up to the end of Dec. 2016 was higher than budget but the College had spent less than budgeted on overall pay costs, with some of the underspend relating to the teachers' annual pay award of 1% being payable from 1 Jan. 2017 (rather than 1 Sept. 2016) and the balance relating to unutilised staffing contingency budget.

With reference to the commentary to the accounts, members queried whether the capital budget for 2016/17 had been spent by the end of Dec. 2016 or whether the reference was to the sum having been committed.

***The Committee received the Dec. 2016 management accounts, noting that the operating surplus was better than the budgeted surplus.***

(Neil Cavill left the meeting).

(iii) EFA confirmation of financial health category & early intervention

John Wilson, as Chair of the F&GP Committee, reported that the EFA Nov. 2016 financial health category letter had been considered at the Dec. 2016 meeting of the Committee and had been presented to the Dec. 2016 Corporation meeting, for information. The letter stated that, having reviewed the College's Financial Plan 2016 to 2018, the EFA was confirming that they had agreed that the appropriate financial health grade for the College was Satisfactory for 2015/16 and Good for 2016/17, noting that: 'The concept of an underlying financial health grade is based on the immediate past and current years. We have concluded that the underlying grade for your college is Satisfactory'. The EFA had requested that the College's latest monthly management accounts and cash flow forecast should be submitted quarterly.

(Neil Cavill returned to the meeting).

The Chair reported, with reference to the College's financial health category and the visit from the ABR team during autumn 2016 that the College's relatively high borrowing had been discussed, noting that the College's position that this had been necessary to accommodate increased student numbers and ensure financial sustainability had been accepted.

The Principal reported that, since the F&GP Committee's Jan. 2017 meeting, the EFA/SFA early intervention strategy team had written to the College stating that they would contact the College to discuss their assessment of the College's financial health category with reference to their early intervention strategy, noting that a positive meeting with Margaret Cobb of the EFA

had recently been held.

***The Corporation received letters from the EFA/SFA with reference to the College's financial health category and early intervention strategy.***

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### **Personnel Committee**

#### **(i) Personnel Committee: revised Safeguarding Policy**

Phil Taylor, as Chair of the Personnel Committee, reported that:

- The Sept. 2016 meeting of the Corporation had considered the need for updating changes to the College's safeguarding policies and procedures to reflect changed guidance in place from Sept. 2016 i.e. in the Department. for Education's (DfE's) *Keeping children safe in education* (Sept. 2016);
- The Corporation had agreed at its Sept. 2016 meeting that the College's Designated Safeguarding Person, Jim Darmody, should make, under delegated authority, any updating changes required to College safeguarding policies and procedures to reflect the changed guidance in force from Sept. 2016, with a report being made to the Dec. 2016 meeting of the Corporation.

Jim Darmody had reported the Dec. 2016 meeting of the Corporation that, having reviewed the updated guidance, only minor revisions had been required to the College's safeguarding policy. The revised policy had been presented to the Jan. 2017 Personnel Committee meeting,. It was noted that the Personnel Committee was recommending the revised policy to the Corporation for ratification.

It was noted in response to members' questions that the Children's Act defined anyone under the age of 18 as a child but that, in addition to the College's Safeguarding and Child Protection Policy, the College had a Safeguarding Vulnerable Adults Policy & Procedure.

***The Corporation ratified, on the recommendation of the Personnel Committee, the College's revised College's Safeguarding and Child Protection Policy.***

#### **(ii) Update on 2016/17 support staff pay award**

Members' received the briefing note on this item which stated that:

- Under the Articles of Government, the Corporation was responsible for "the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk" and "setting a framework for the pay and conditions of service of all other staff";
- he Corporation, when approving the 2016/17 budget at its July 2016 meeting, had included provision for a 1% inflationary increase in staff pay;
- With reference to pay awards for staff other than designated senior post-holders, Corporation's established practice was to implement the pay award negotiated nationally by the Sixth Form Colleges' Association (SFCA) e.g. Corporation had approved, at its meeting on 13 December 2016, a pay award for teaching staff of 1.0% from 1 Jan. 2017.

The Corporation received a Sixth Form Colleges' Association (SFCA) update report dated 13 Dec. 2016 on a final pay award offer for support staff of 1% payable from 1 Sept. 2016 and the deletion of spine points 10, 11 and 12 of Support Staff Salary Spine (effective from 1 Jan. 2017) had been made to Unison by the Employers Side (the SFCA) in Dec. 2016, with the outcome of Unison's consultation with members expected in Jan. 2017.

Phil Taylor, as Chair of the Personnel Committee, invited the Principal to provide an update on the SFCA report, with members noting that the nationally negotiated support staff pay award outlined in the SFCA report had been accepted by Unison. It was noted in response to members' questions that the financial implications of the deletion of spine points 10, 11 and 12 of Support Staff Salary Spine had been budgeted for by the College.

***The Corporation approved a pay award for support staff of 1.0% from 1 Sept. 2016 and the deletion of spine points 10, 11 and 12 of the Support Staff Salary Spine (effective from 1 Jan. 2017).***

**Action: Chair**

## Governance matters

### 9 Corporation attendance year to date

**Corporation noted that attendance year to date was 81% against an agreed target of 75%.**

## Final agenda items

### 10 (i) Preview of key items: Mar. 2017 Corporation meeting

The following preview of key items was received: review of confidential minutes, management accounts, triennial pensions review, small lottery registration update, Financial Regulations review, SAR action plan report, revised senior post-holder appraisal/PDR procedure, Corporation effectiveness action plan, school and college league tables, committee minutes and reports.

***The Corporation received a preview of key items to be considered at its Mar. 2017 meeting***

### (ii) Hull City of Culture events involving students &/or staff

Members discussed the involvement of schools and colleges generally in Hull City of Culture events. Neil Cavill spoke of Arco's involvement with Hull City of Culture and the further involvement of the College and of Kelvin Hall School was discussed in this context.

***Jamie Davies (Assistant Principal) demonstrated the College's Hull City of Culture webpage, which included a list of cultural events in which the College's students and staff were involved in 2016/17, as well as official Hull City of Culture events in which students and staff were involved e.g. music, art, dance.***

### 11 Any other business

***It was noted that there was no other business not already on the agenda.***

### 12 How will items considered at the meeting have an impact on learners?

***The Corporation noted that the ratification of the ABR recommendation concerning the participation of the College in the Humber Federation of SFCs should have a positive impact on learners i.e. the model preserved College autonomy while aiming to improve quality.***

It was noted in response to members' questions that the Chair of the Corporation and the Principal had kept staff informed throughout the ABR process and staff were aware of the proposed Humber Federation of SFCs.

### 13 Risk management – items identified at the meeting

***No new items of risk had been identified at the meeting.***

### 14 Date of next meeting

***It was noted that the date of the next meeting of the Corporation was: Thurs. 2 Mar. 2017 at 5.00pm.***

## 15 Reserved Business agenda

***In line with Corporation's practice, it was agreed that, with the exception of the Principal and the Clerk, staff should leave the meeting. The following staff were therefore not in attendance for item 13.15: Jim Darmody (Corporation member), Jamie Davies (Assistant Principal), Julie Peaks (Vice-Principal).***

**MINUTES OF THE CORPORATION MEETING 134 HELD ON  
2 MARCH 2017**

**Present:** Emma Albeck, Neil Cavill, Ruth Dönmez, John Gilleard, Josaphine Goodwin, Andrew King, Dina Lewis, Mark Moore, Mike Noddings, Jane Price, Harriet Rotherforth-Snowden, John Shipley, Phil Taylor, Jay Trivedy (Principal), Amanda Wilcox, John Wilson (Chair), Philip Wright

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Anna Lamplough (Director of Finance), Mark Rothery (Vice Principal) and Ian Taylor (Assistant Principal).

John Wilson, as Chair of the Corporation, welcomed Ruth Dönmez to her first meeting as a Parent member of the Corporation and noted that this would be Andrew King's last meeting as a Corporation member, thanking him for his contribution to the work of the Corporation.

**134.1 Apologies for absence**

Apologies were received from Corporation members George Bell, Jim Darmody, Caroline Dawes, Jackie Goodman, and Steve Sellers.

Apologies were received from the following member of the senior management team (SMT): Julie Peaks (Vice-Principal).

**134.2 Declaration of interests**

***The following standing declarations were noted: Caroline Dawes (employee Kelvin Hall School), Andrew King (employee, University of Hull), Dina Lewis (employee, University of Hull), Jane Price (employee, Kingston upon Hull City Council).***

**134.3 Verbal report/recommendations from the Search & Governance Committee**

John Wilson, as Chair of the Search & Governance Committee reported that the Committee had met earlier on 2 Mar. 2017 and had noted that:

- Corporation had an agreed membership of 20 to 22 members and a current membership of 21 members;
- Andrew King's current term of office as an ordinary Corporation member would end on 19 Mar. 2017 and he was not seeking re-appointment;
- Mike Noddings' current term of office as an ordinary Corporation member would end on 13 May 2017 and he was not seeking re-appointment for an additional subsequent full term of 4 years;
- Jane Price's current term of office as a Parent member of the Corporation would end on 31 Aug. 2017 i.e. at the end of the academic year after her child left the College;
- Student Corporation member George Bell had resigned as Chair of the Student Association Executive, with Harriet Rotherforth-Snowden becoming Chair and Josaphine Goodwin appointed as Vice-Chair.

Having considered the Corporation's skills and gender balance, the Committee was recommending that:

- As the Corporation had a number of members with educational expertise, the vacancy created by Andrew King's retirement should not be filled i.e. Corporation's current membership should be reduced by one member from 20 Mar. 2017;
- Mike Noddings' current term of office should be extended to 31 Aug. 2017 and Jane Price, who had particular expertise in local government matters, should be appointed as an ordinary Corporation member from 1 Aug. 2017;

- Josaphine Goodwin should be appointed as a Student member of Corporation, with Corporation membership temporarily increased to 22 members, pending receipt of George Bell's formal resignation as a Corporation member.

**The Corporation agreed, on the recommendation of the Search & Governance Committee that:**

- **Mike Noddings' current term of office as a ordinary Corporation member should be extended to 31 Aug. 2017;**
- **Jane Price should be appointed as an ordinary Corporation member from 1 Aug. 2017 for a period of 4 years;**
- **Josaphine Goodwin should be appointed as a Student member of Corporation with immediate effect, with Corporation membership temporarily increased to 22 members to facilitate this, noting that Student member were appointed for 4 years or until they left the College, whichever was the sooner.**

**Action: Clerk**

Josaphine Goodwin was welcomed to the meeting.

**Minutes & matters arising**

**134.4 (i) Minutes of meeting 134 (7.2.17), incl. confidential minutes**

**The minutes of meeting 134 (7.2.17), including the confidential minutes, were received and it was agreed that they should be returned to the May 2017 meeting of the Corporation for formal approval, with an amendment to action 6 in the action table.**

**Action: Clerk**

**(ii) Matters arising/action table**

Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 With reference to the Student Association Constitution, a new section on the elected Transport & Resources Officer would be presented to the Student Committee in Apr. 2017 (133.4).  
**Action: Clerk/RI/Student Corporation members**
- 2 All external Corporation members (excluding one of the recently Corporation members), had completed online WRAP (Workshop to Raise Awareness of Prevent) training, although Steve Sellers had yet to provide a copy of his certificate and Caroline Dawes had yet to provide proof of the equivalent training she had undertaken at Kelvin Hall School. New Corporation member, Amanda Wilcox had completed a safeguarding/ Prevent induction session with Jim Darmody, the College's designated Safeguarding/Prevent Duty person, and had been sent a link to online WRAP training (133.4).  
**Action: Clerk**
- 3 As a result of Kelvin Hall School's conversion to academy status, the school had had to enter into a deed of covenant with the College under the Deed of Transfer dated 19 August 2010 between the College and Kingston upon Hull City Council. Corporation had agreed that the Clerk should ensure that the parties' solicitors were aware that Bricknell Avenue was the College's official address when the proposed deed of rectification (relating to a separate issue) was issued by Kingston upon Hull City Council. It was noted that the proposed deed of rectification had not been issued by Kingston upon Hull City Council to date (133.4).  
**Action: Clerk**
- 4 The updated Corporation c collective self-assessment questionnaire 2015/16 and action table was on the agenda (133.4).

5 It was agreed, for future reference, that personal tutors should be approached to help with the timely completion of Corporation forms by student members (133.4).

**Action: Clerk**

6 It was noted that Neil Cavill had liaised with Julie Peaks (Vice Principal) concerning Arco's involvement with schools and the City of Culture and with Janie Davies (Assistant Principal) concerning the progress of the Arco student employment link (133.4).

7 It was noted that a report on the outcome of the York, North Yorkshire, East Riding and Hull ABR Steering Group 5 meeting was on the agenda (133.6).

8 The support staff pay award and the revised the Support Staff Salary Spine had been implemented, as agreed (133.8).

9 Corporation had agreed that any statements on behalf of the Corporation concerning the ABR process and/or options for the College arising from it should be made by the Chair of the Corporation and the Principal (133.4).

**Action: Chair/JKT**

#### **ABR update**

#### **134.5 Area Based Review (ABR): report on the outcome of Steering Group 5 meeting held on 23 Feb. 2017**

Members received the following confidential documents:

- The draft minutes of the York, N. Yorkshire, E. Riding & the Hull (YNYERH) Area Based Review Steering Group 4 meeting held on 30 Jan. 2017;
- The draft YNYERH Area Review Final Report, Mar. 2017 (23 Feb. 2017 version);
- The draft YNYERH Area Review College Annex, Mar. 2017 (Feb. 2017 version).

It was noted that the draft YNYERH Area Review Final Report and College Annex, including the proposal for a Humber Federation of Sixth Form Colleges (comprising Wyke, Wilberforce, Franklin and John Leggott sixth form colleges (SFCs)) had been considered at the Area Based Review (ABR) Steering Group 5 meeting held on Thurs. 23 Feb. 2017, which had been attended by the Chair of the Corporation, John Wilson, and the Principal, Jay Trivedy.

The Chair and Principal gave a verbal update on the outcome of the Steering Group 5, which was the final meeting in the schedule of formal ABR meetings.

Members noted that:

- The Corporation meeting held on 7 Feb. 2017 had ratified the recommendation arising from the Steering Group 4 meeting i.e. that Wilberforce SFC and Wyke SFC should establish a formal federated structure with Franklin SFC and John Leggott SFC to drive up quality, sustain and improve the curriculum offer, and introduce a range of shared services by July 2017, and, as independent institutions, to continue to review, through the Federation, further options for closer collaboration and structural change;
- The Corporation had also ratified the recommendation that Wyke and Wilberforce should collaborate with the General Further Education colleges and schools in the Hull area to ensure that a wide and sustainable offer was available to students and employers locally (i.e. through discussions at the Hull theme group);
- The above recommendations had been approved at the YNYERH Steering Group 5 meeting held on 23 Feb. 2017.

It was noted that the 4 SFCs entering into the federation would remain independent corporations and, as one of the College's key aims on entering the process had been to maintain the College's autonomy, the outcome was to be welcomed.

Next steps in the formation of the federation were considered, with it being noted that the 4 Principals would draft a joint press release at their Mar. 2017 meeting to be issued shortly.

Future plans included a federation staff training day. It was noted that John Boyle (Chair of Blackpool Sixth Form College and of the Fylde Coast Teaching School and the Fylde Coast Academy Trust) might be asked to offer advice in relation to the formation of the federation. Member noted that Franklin SFC would apply, on behalf of the 4 SFCs, to the ABR restructuring fund for £100k, to be shared equally between the 4 colleges, to cover costs (e.g. legal cost) associated with the establishment of the federation.

The Chair proposed that it would be appropriate, now that the outcome of the ABR process was known, that the Corporation should review the strategic plan agreed in Sept. 2016, to ensure that the direction agreed for the College was still appropriate. The continuing importance of improving student outcomes was noted and it was agreed that a review of competition in relation to student recruitment, including with reference to the establishment of the Hull University Technical College which would be offering A Levels, would also be relevant to the review.

***The Corporation noted and welcomed the outcome of the ABR process. It was agreed that the Corporation should review the College's strategic plan in either summer or autumn 2017.***

**Action: Clerk/Chair**

## **Committee reports**

### **134.6 Finance & General Purposes (F&GP) Committee**

#### **(i) Student numbers & funding report**

John Wilson, as Chair of the F&GP Committee, reported that the Committee regularly reviewed the College's student numbers and funding report and was presenting the report for Feb. 2017, which had been considered at the Committee's Feb. 2017 meeting.

Members considered student retention figures to the end of Jan. 2017 which had been presented in 2 different formats, with data from 2012/13 to 2016/17 included for comparison: retention with reference to courses at Levels 2 and 3 for students aged 16-18 and 19+ (i.e. in the format which was normally presented to the F&GP Committee) and retention by numbers of students at the College (i.e. in the format which was presented annually to the Curriculum and Quality Committee). It was noted that the system of measuring retention in the first format was no longer linked to the funding system but had been retained to allow historical comparison. The second format had been presented in 2 versions: all students from enrolment and all students from the census date (which was linked to funding in the following year under the current lagged funding system).

Members noted in discussion, with reference to numbers and trends in previous years, that there had been a fall in the retention of First Year and Single Year students (who took a combination of Level 2 and Level 3 courses) in 2016/17 e.g. Year 1 retention was 95.6% (2016: 96.6%) and Single Year retention was 90.2% (2016: 93.3%).

Reasons for the above trend were considered, including the following possibilities:

- The introduction of linear A e.g. it was easier to encourage a student to remain for a further 6 months to complete an AS programme at the end of Year 1 than to convince them to continue for a further 18 months to complete a 2-year linear A Level;
- Students leaving the College to take up apprenticeships could be a factor affecting Single Year retention.

It was noted in discussion that 2016/17 was the first year in which linear A levels had been introduced at the College and it was not known whether colleges which had already introduced linear A Levels had experienced a similar decline in retention, as relevant national benchmark data was not yet available. Members discussed the possibility of colleges in the proposed Humber federation of sixth form colleges sharing benchmarking data.

It was noted in response to members' questions concerning the table showing retention with reference to courses at Levels 2 and 3 and the usefulness of retaining this method of measuring retention, even though it was no longer linked to the funding methodology, that the College continued to review retention at course level down to individual teacher level. It was noted that the table measuring retention with reference to courses, which was presented

to the F&GP Committee, had been retained as it enabled data to be benchmarked.

It was noted in response to members' questions that actions being considered to address retention issues included reviewing the College's student assessment schedule i.e. delaying the start of the programme of assessment until students felt more established in their studies and reducing the total number of assessments from 7 to 5.

***The Corporation received the student numbers and funding report for Feb. 2017.***

***(ii) Management accounts for Jan. 2017***

John Wilson, as Chair of the F&GP Committee, reported that the Committee reviewed the College's monthly management accounts at each meeting and was presenting the management accounts for Jan. 2017, which had been considered at the Committee's Feb. 2017 meeting.

Members noted that:

- The operating surplus at the end of January 2017 of £223k compared with a budgeted surplus of £199k;
- The improved position was primarily due to income in excess of that budgeted, as detailed in the accounts e.g. in respect of the recruitment of 2 additional international students, additional catering income, higher than expected and examination re-sit income and funding received from Hull City Council in respect of an Educational Healthcare Plan;
- Non-pay expenditure was £28k more than budgeted, mainly due to profiling issues although IT was likely to be £12k overspent at the year-end;
- The Quality and Inspection budget was overspent by £5.2k as the commissioning of ALIS reports had not been included in the 2016/17 budget;
- The College had spent less than budgeted on overall pay costs, although administration, finance and MIS pay were overspent due to overtime and temporary staff utilised during enrolment and the handover of roles;
- With reference to the projected rolling cash flow forecast for the period from Jan. 2017 to Jan. 2018, the bank balance was forecast to remain at an acceptable level for the next 12 months;  
The 2016/17 capital budget has been spent by the end of Jan. 2017, with the funding for the plan comprising Devolved Formula Capital of £50k received in 2015/16, £20k from the University of Hull and the balance being internally generated cash.

It was noted in response to members' questions concerning the IT budget that the overspend related to the cost of the email archiving system, increased licencing costs and consumables and that a more robust budgeting system was being developed for 2017/18.

It was noted, in response to members' questions concerning the additional income from an Educational Healthcare Plan funded by Hull City Council, that this related to a student with specific health needs and would be spent on their support.

***The Corporation received the management accounts for January 2017, noting an improved operating surplus compared to the budgeted surplus.***

***(iii) Triennial review of ERPF & SFCA/AoC pensions paper***

John Wilson, as Chair of the F&GP Committee, reported that the Committee had received at its Jan. 2017 meeting a report on the 2016 triennial valuation of the East Riding Pension Fund (ERPF) by the fund's actuary, Hymans Robertson, and had also received a report from the Sixth Form Colleges Association (SFCA) and the Association of Colleges (AoC) on key pension issues facing sixth form and further education colleges, which were being presented to the Corporation for information. It was noted that the College's support staff were members of the ERPF, which was part of the Local Government Pension Scheme (LGPS);

The Members noted that:

- The ERPF appeared to perform well compared to similar schemes e.g. employer valuation results report showed a surplus of £305,000 on 31 Mar. 2016;
- the employer contribution rate was, however, high e.g. Wyke's employer contribution

rate for the 3 years from Apr. 2017, based on the interim results of the triennial valuation, had been notified as 22.2% (compared to a current employer contribution of 17.3%), which was based on a 75% likelihood of payment of benefits accruing and return of the employer to a fully funded position over 15 years.

***The Corporation received a report on the triennial review of the ERPF and a SFCA/AoC pensions paper.***

(iv) Financial Regulations report

John Wilson reported that the Director of Finance reported at the F&GP Committee's Feb. 2017 meeting on a proposal that the College should obtain a 'top up' debit card, to supplement the following payment options for small, urgent purchases: use of petty cash, staff paying for items themselves and reclaiming the cost.

***The Corporation noted that, the F&GP Committee, having considered at its Feb. 2017 meeting the College's Financial Regulations (with reference to purchasing cards, credit and debit cards), had agreed that they were already sufficiently comprehensive to require no further revision to permit the College to obtain a 'top up' debit card.***

(v) Staff lottery registration update

The Feb. 2017 meeting of the F&GP Committee had noted that, following the registration of the scheme with the local authority, 80 staff had joined the Wyke 100 Staff Lottery. The Principal reported that there were now 100 units of entry, with the deadline for signing up to the scheme being 3 Mar. 2017. It was noted that at the end of each month a draw would be held with 50% of the sum raised forming a staff prize and the rest going to a fund for student support e.g. the purchase of books.

***The Corporation received a progress report on the Wyke 100 Staff Lottery scheme.***

134.7

***Curriculum & Quality Committee***

(i) Performance league tables

It was noted that the Principal had reported on the 2016 performance league table results for sixth form colleges and local educational institutions at the Feb. 2017 Corporation meeting.

Mike Noddings, as Chair of the C&Q Committee, reported that the tables had been considered in further detail by the C&Q Committee at its Feb. 2017 meeting, which was presenting them to the Corporation for review.

Members noted in discussion that:

- The College (which had previously been ranked second in the 2014/15 local table after Hymers College) appeared to have been disadvantaged by the revised criteria used to compile the tables e.g. ranking by points per entry rather than points per candidate;
- The revised criteria appeared to favour small school sixth forms which offered a relatively narrow A Level curriculum in facilitating subjects and entered students for fewer than 4 A Levels rather than institutions, such as the College, which had traditionally had a broad curriculum and a practice of entering students for 4+ A Levels and had also, until recently, entered all students for General Studies AS;
- The College's A Level value added (VA), as shown in the tables, appeared to contradict the College's ALIS and ALPS VA data, which showed higher VA scores;
- The College was taking action to improve VA in English and Maths GCSE;
- The introduction of programmes including 3 linear A Levels at the College from 2016/17 and actions being taken in response to the changed performance table criteria, should mean that the College's position in the tables should improve within the next 2 years.

Members discussed the value of points score per candidate in ensuring the continuing success of the College's students in gaining access to higher education (HE), whilst also noting the importance of ensuring good performance in league tables under the new criteria, noting that the tables were used by Ofsted.

It was noted with reference to VA, that the C&Q Committee reviewed VA at course level.

It was noted in response to members' questions that league table performance was a factor in student recruitment but noting also that, while the criteria affecting league table ranking had changed, student success at Level 3 and their progression to higher education remained good, which should continue to make the College attractive to applicants, and mitigate any risk arising while the College responded to the changed league table ranking criteria. It was noted that the College surveyed the reasons why applicants chose to accept places at the College, with attendance at Open Evenings a significant contributory factor.

***The Corporation received and discussed the 2016 performance league table results for sixth form colleges and local educational institutions.***

(ii) SAR quality improvement plan report

It was noted that the Self-assessment report (SAR) quality improvement plan (QIP) had been approved as part of the 2015/16 SAR ratified by the Corporation at its Dec. 2016 meeting.

Mike Noddings, as Chair of the C&Q Committee, reported that the updated QIP had been reviewed by the C&Q Committee at its Feb. 2017 meeting and was being presented to the Corporation for information. Members noted that the QIP provided an overview of actions being taken in response to the SAR and noted progress made as represented by the status and monitoring information provided in the QIP table. It was noted the QIP would form part of the evidence presented to Ofsted at inspection on planned and completed quality improvement actions.

***The Corporation received the SAR QIP update, for information.***

(iii) Policy for the Improvement of Performance in Learning

It was noted that, under Article of Government 3(b) the Corporation was responsible for approving the College's quality strategy i.e. the Policy for the Improvement of Performance in Learning. The policy was reviewed annually by the College and the C&Q Committee.

Mike Noddings, as Chair of the C&Q Committee, reported that the Committee had reviewed a revised version of policy at its Feb. 2017 meeting and was recommending it to Corporation for approval. Members noted that the revised policy now referred to the College's system of in year tracking and reviews

***The Corporation approved, on the recommendation of the C&Q Committee, the College's revised Policy for the Improvement of Performance in Learning.***

Action: IDT

(iv) Ofsted preparations

***The Principal reported that the College's Ofsted nominee, Julie Peaks (Vice-Principal) had devised a series of actions in preparation for an expected inspection during 2017.***

134.8

***Personnel Committee***

(i) Revised senior post-holder appraisal/PDR procedure

Phil Taylor, as Chair of the Personnel Committee, presented the revised senior post-holder appraisal/ performance development review (PDR) procedure, which had been considered at the Committee's January 2017 meeting. It was noted that, under the policy review schedule, the senior post-holder appraisal procedure was subject to approval by the Corporation.

It was noted that the Personnel Committee was recommending that the current senior post-holder appraisal/PDR document should be replaced by the attached *Senior Post-holder Performance and Development Processes* document based on the *Performance and Development Processes* document for other staff which was used in conjunction with the College's on-line PDR scheme. Members noted that senior post-holders had been consulted on the revised procedure, with no comments being made.

***The Corporation approved, on the recommendation of the Personnel Committee, the***

### Governance matters

134.9 (i) Corporation attendance year to date

***It was noted that Corporation attendance year to date 69% (against an agreed target of 75%).***

(ii) 2015/16 Corporation effectiveness review update

The Clerk reported that Corporation's collective self-assessment of its own effectiveness contributed towards the grade for leadership and management in the College's Self-Assessment Report, which had been shown as Grade 1 (Outstanding) in the College's 2015/16 Self-assessment Report (SAR) which had been ratified by the Corporation at its Dec. 2016 meeting. The final version of Corporation 2015/16 collective effectiveness questionnaire had also been approved at the Dec. 2016 Corporation meeting, with an overall grade of Grade 1 (Outstanding), reflecting the College SAR.

***The Corporation received, for information, the final approved version Corporation's collective self-assessment and the updated action table, which had been considered at the Feb. 2017 meeting of the C&Q Committee.***

(iii) Corporation online training update & skills audit review

It was noted that a progress report on WRAP training had been given earlier on the agenda. The Clerk would send a reminder to Corporation members who had yet to complete the online audit of skills form.

Action: Clerk

***The Corporation received a progress report on completion of online WRAP training and the online skills audit form by Corporation members.***

### Committee minutes & summary notes

134.10 Committee meeting minutes & summary notes for information

***It was noted that Committee meeting minutes a summary notes would be placed on the Corporation section of Moodle.***

### Final agenda items

134.11 Any other business

***The more effective use of the student agenda item was considered.***

134.12 How will items considered at the meeting have an impact on learners?

***Members noted the tracking of student performance in the context of the performance league tables, which had been considered earlier on the agenda***

134.13 Risk management – items identified at the meeting

***No new items of risk were identified at the meeting.***

134.14 Date of next meeting

***It was noted that the Corporation was next due to meet on Thurs. 25 May 2017 at 5.00pm.***

### 134.15 Reserved Business agenda

In line with Corporation's practice, it was agreed that, with the exception of the Principal and the Clerk, student and staff members should leave the meeting before consideration of the Reserved Business agenda. The following student and staff were therefore not in attendance for item 134.15: Josaphine Goodwin (Student Corporation member), Harriet Rotherforth-

Snowden(Student Corporation member), Emma Albeck (Support Staff Corporation member), Jamie Davies (Assistant Principal), Anna Lamplough (Director of Finance), Mark Rothery (Vice Principal) and Ian Taylor (Assistant Principal).

Fiona Bagchi  
Clerk to the Corporation

**MINUTES OF THE CORPORATION MEETING 135 HELD ON  
25 MAY 2017**

**Present:** Emma Albeck, Neil Cavill, Jim Darmody, Ruth Dönmez, John Gilleard, Jackie Goodman, Josaphine Goodwin, Mark Moore, Mike Noddings, Jane Price, Steve Sellers, Harriet Rotherforth-Snowden, John Shipley, Phil Taylor, Jay Trivedy (Principal), John Wilson (Chair), Philip Wright

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Mark Rothery (Vice Principal)

**135.1 Apologies for absence**

***Apologies were received from Corporation members Caroline Dawes, Dina Lewis, and Amanda Wilcox.***

Apologies were also received from the following senior management team (SMT) members: Anna Lamplough (Director of Finance), Julie Peaks (Vice Principal) and Ian Taylor (Assistant Principal).

**135.2 Declaration of interests**

It was noted that Jane Price was no longer an employee of Kingston upon Hull City Council.

***The following standing declarations were noted: Caroline Dawes (employee Kelvin Hall School), Jackie Goodman (employee, Hull College).***

**Minutes & matters arising**

**135.3 (i) Minutes of meeting 133 (7.2.17), incl. the confidential minutes**

It was noted that the above minutes had been received at the Corporation meeting held on 2.3.17, with it being agreed that they would be considered for formal approval at the May 2017 Corporation meeting.

***The minutes of meeting 133 held on 7.2.17, including the confidential minutes, were approved.***

(ii) Matters arising/action table

***It was noted that the actions arising from the above minutes had been reviewed at the Corporation meeting held on 2.3.17.***

**135.4 (i) Minutes of meeting 134 (2.3.17), incl. confidential minutes**

***The minutes of meeting 134 held on 2.3.17, including the confidential minutes, were approved.***

(ii) Matters arising/action table

Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 The Feb. 2017 minutes (with amended action table) were on the agenda, as agreed (134.4).

- 2 The Student Association Constitution had been revised to include a new section on the elected Transport & Resources Officer role, which was on the agenda for approval on the recommendation of the Student Committee (134.4).
- 3 All external Corporation members had completed online WRAP (Workshop to Raise Awareness of Prevent) training and provided copies of their course completion certificates with the following exceptions: Steve Sellers had yet to provide a copy of his certificate, the Clerk would forward to Jim Darmody (the College's Designated Safeguarding person) proof of equivalent training undertaken by Caroline Dawes at Kelvin Hall School, for review (134.4).

**Action: Clerk**

- 4 It was noted that, as a result of Kelvin Hall School's conversion to academy status, the school had had to enter into a deed of covenant with the College under the Deed of Transfer dated 19<sup>th</sup> August 2010 between the College and Kingston upon Hull City Council. The College's solicitor had confirmed that a proposed deed of rectification (relating to a separate issue but which had been mentioned in the above context) had not been issued by Kingston upon Hull City Council to date. The Clerk had intended to use the opportunity of the issuing of the deed to draw attention to the College's changed postal address (134.4).
- 5 The Clerk had approached personal tutors for help with student completion of forms. This action would be ongoing into the future (134.4).
- 6 Any statements on behalf of the Corporation concerning the Area Based Review (ABR) process and/or options for the College arising from had been made by the Chair of the Corporation and/or the Principal, as agreed (134.4).
- 6 It had been agreed that the Corporation should review the College's strategic plan in either summer or autumn 2017. Copies of the Strategic Plan agreed by Corporation in Sept. 2017 and the College Plan targets agreed in Dec. 2016 had been included on the May 2017 agenda for information, with a date for the formal review of the Strategic Plan to be agreed (134.5).
- 7 The College's revised Policy for the Improvement of Performance in Learning, approved at the Corporation's Mar. 2017 meeting, was in place (134.7).
- 8 The revised Senior Post-holder Performance and Development Processes document, approved at the Corporation's Mar. 2017 meeting, was in place (134.8).
- 9 The Clerk had reminded Corporation members who had yet to complete the online audit of skills form and would provide an update at the July 2017 Corporation meeting (134.9).

**Action: Clerk**

### **Principal report, incl. strategic plan & federation update**

#### 135.5 Principal's report

The Principal, Jay Trivedy, presented his Feb. 2017 report against strategic plan aims i.e. improving student outcomes; maintaining student recruitment; recruiting, supporting and retaining outstanding staff; developing partnerships; ensuring sound financial management.

#### (i) Improve Student Outcomes

Members noted that changes introduced as a result of linear A-levels included the

introduction of:

- 5 common standardised assessments;
- An extra 'mock' examination for Second Year students in March;
- An extra parents' evening for Single and Second Year students;
- Formal 'end of year' examinations for all First Year students which would be used to provide further guidance about progression into the Second Year and to predict grades for students applying to Higher Education (HE).

The Student Corporation members contributed to the discussion of the new standardised assessment process (e.g. with reference to the numbering and timing of assessments) and the quality and usefulness of feedback received as preparation for exams. It was noted with reference to students' views on the assessment process that the summer term 2017 student focus group meetings had asked students whether reviews and assessments of their progress had helped them to become more effective learners. It was noted that the report on focus group outcomes and actions arising was reviewed by the C&Q Committee annually in the autumn term.

Members noted that the College would review and refine the new processes outlined above for 2017/18 e.g. reviewing the number of standardised assessments (e.g. reducing from 5 to 4 assessments), ensuring that completion of topics was scheduled to fit in with the assessment schedules, reviewing the extra parents' evening, with a view to improving attendance by parents.

A range of extracurricular student activities were noted e.g. trips to New York, Washington, Iceland; the College had been the only non-specialist dance college in the national finals in Liverpool; had seen success in the Biology, Chemistry and Physics Olympiads; reached the national final in the Poetry by Heart competition; and had become the under 19 winners in the Association of Colleges' boys' football competition.

(ii) Maintain Recruitment

Members noted that:

- As prospective students were taking their GCSEs, marketing was currently low key e.g. through banners and social media;
- The Wyke Start programme had been refreshed;
- *[confidential minute]*.

(iii) Recruit, Support and Retain Outstanding Staff

Members noted the list staff retiring or moving to posts elsewhere and new staff appointed or due to be appointed for 2017/18. It was noted, in particular, that Ian Taylor would be retiring as an Assistant Principal at the end of the current academic year, with Chris Herring having been appointed as an Assistant Principal from Sept. 2017.

(iv) Develop Partnerships

Members noted that a key partnership was with the other 3 colleges in the planned Humber federation of sixth form colleges, noting a meeting for Corporation members held on 29 Mar. 2017, a Principals' meeting held on 5 May 2017, and a Corporation members and Principals' meeting held 16 May 2017. It was noted that a Federation launch and training day was also scheduled for 12 July 2017, 10.00am to 2.45pm at the University of Hull, with places reserved for 4 Corporation members. Those wishing to attend were asked to contact the Clerk.

**Action: Clerk**

*[Confidential minute]*.

The Principal reported that Franklin Sixth Form College, on behalf of the 4 colleges, had received a grant from the Area Review restructuring fund to help fund the establishment of the federation e.g. for legal advice on constitutional matters.

Members noted a table showing work experience placements undertaken by students in 2016/17 and an employer action table, showing where contacts had been established. A very successful careers event, at which students and staff were able to engage with a large

number of employers, universities and training providers had recently taken place and the value of such events and employer contacts were noted as being one of the ways in which students were able to establish whether they wished to progress to HE, higher apprenticeships or employment on completing their studies at the College.

(v) Sound Financial Management

Members noted that sound financial management continued to be a priority for the senior management team (SMT), with a report on the monthly management accounts for Apr. 2017 and the expected year end outcome to be considered later on the agenda.

***The Corporation received the Principal's report for May 2017.***

**135.6** Strategic Plan (approved Sept. 2016)

The Corporation had noted at its Mar. 2017 meeting that the York, N. Yorkshire, E. Riding & the Hull Area Based Review (ABR) outcome had supported the proposal to form a federation of 4 Humber sixth form colleges i.e. Wyke, Wilberforce, Franklin and John Leggott sixth form colleges. In this context, the Corporation's support for its existing strategic plan approved in Sept 2016 had been confirmed at its Mar. 2017 meeting, with it also being agreed that it should be further reviewed by the Corporation in due course.

Members noted the format of the strategic plan i.e. mission and vision, mission; the local, regional and national context; strategic drivers and aims.

***The Corporation received the strategic plan and agreed it should be reviewed at its July 2017 meeting.***

**Action: Clerk**

College Plan scorecard targets (approved Dec. 2016)

Corporation reviewed in detail the 2016-17 targets contained in the College plan scorecard, which had been approved at its Dec. 2016 meeting, with particular reference to the introduction of linear A Levels.

Members noted in discussion that:

- It was recognised that achievement of the agreed retention target at Level 3 would be more challenging, following the introduction of linear A Levels;
- Retention was regularly monitored by the Corporation's F&GP Committee and also by its C&Q Committee;
- Targets for retention and value-added at AS Level had not been included in the scorecard, as they were no longer applicable following the introduction of linear A Levels;
- The A2 ALPS target was grade 2 for 2016/17, against a score of 3 in 2015/16;
- The progression to HE/Russell Group targets should be achievable;
- The points score outcome for 2016/17 had been 863 (against a target of 900) as a result of the College's decision that General Studies A Level should no longer be mandatory, noting that General Studies would be removed as a qualification nationally from 2017 as part of A Level reform;
- Performance league tables were now based on points score per entry rather than points per candidate, which appeared to favour smaller, narrower programmes;
- Most students now took 3 A Levels, with more able students still able to take 4 A Levels.

***The Corporation completed its review of the 2016-17 targets contained in the College plan scorecard.***

**Committee reports**

**135.7** Audit Committee

(i) Re-appointment of external auditors

Philip Wright, as Chair of the Audit Committee, reported that, following a positive review, at the Committee's Mar. 2017 meeting of the performance of RSM UK Audit LLP as external/financial statements auditor and regularity reporting accountant, the Committee were recommending their re-appointment for the audit for the financial year ending 31.7.17,

subject to agreement of the annual audit strategy and fees. It was noted that fees would normally be agreed as part of the annual audit strategy, which would be considered at the Committee's June 2017 meeting for recommendation to Corporation at its July 2017 meeting.

[Confidential minute].

**The Corporation approved, on the recommendation of the Audit Committee, the re-appointment of RSM UK Audit LLP (formerly Baker Tilly) as external/financial statements auditor & regularity reporting accountant for the audit for the financial year ended 31.7.17, subject to the annual audit strategy and agreement of fees.**

(ii) Merger of internal auditors

Philip Wright reported that, having completed a positive performance review of the College's internal auditor, the East Coast Audit Consortium (ECAC) at its Oct. 2016 meeting, the Audit Committee had recommended the re-appointment of the ECAC as internal auditor for 2016/17 to the Corporation, with ECAC being re-appointed at the Dec. 2016 Corporation meeting. The College had recently been informed of the merger of the ECAC with AuditOne from 1 June 2017, with the aim of 'retaining a successful local internal audit and counter fraud service within a larger entity thereby offering expanded services and specialisms and operational resilience to its clients' (Audit One Client Briefing, May 2017).

**The Corporation noted the merger of the East Coast Audit Consortium (ECAC) with AuditOne, which would be discussed at the Audit Committee's June 2017 meeting.**

### 135.8 Finance & General Purposes (F&GP) Committee

(i) Student numbers & funding report

John Wilson, as Chair of the F&GP Committee, reported that the Apr. 2017 student numbers and funding report had been considered at the F&GP Committee meeting held on 2 May 2017 and was being presented to the Corporation for information.

Members noted that:

- The report noted the continuation of the trend in relation to lower retention for First and Single Year students noted at the Mar. 2017 Corporation meeting, which had also considered the possible impact on retention of the introduction of linear A Levels and students leaving to take apprenticeships;
- Relevant sector benchmarking data was not currently available;
- Appendix 1 to the report measured retention by long qualifications (i.e. Level 3 and Level 2 qualifications) and Appendix 2 measured retention with reference to student numbers (i.e. with reference to all students and with reference to First, Second and Single year students);
- Overall retention by student numbers for Mar. 2017 from the census date was 95.1%, which was similar to Mar. 2015 but lower than Mar. 2016 and Mar. 2014.

It was noted in response to members' questions that: funding for 2017/18 was determined with reference to student numbers at the autumn 2016 census date under the lagged funding system, modified by a retention element.

**The Corporation received the student numbers and funding report for Apr. 2017.**

(ii) Management accounts for Apr. 2017

John Wilson reported that the F&GP Committee had reviewed the College's monthly management accounts for Mar. 2017 at the Committee's May 2017 meeting, with the management accounts for Apr. 2017 being presented to the Corporation for review.

Members noted that:

- The operating surplus at the end of Apr. 2017 was £318k compared with a budgeted surplus of £298k;
- Both income and expenditure were above budget, with the forecast year end surplus remaining at £397.8k.

Members discussed variances in income, pay and non-pay expenditure. Key financial performance indicators were considered, including creditor and debtor days. The projected

rolling cash flow forecast covering the period from April 2017 to April 2018 was also considered, with it being noted that the Director of Finance had confirmed in the commentary to the management accounts that the bank balance was forecast to remain at an acceptable level for the next 12 months and the College would manage its cash flow without resorting to a working capital facility from the bank during 2016/17.

It was noted in response to members' questions that, due to the profile of funding agency grant payments, annual cash flow was especially carefully monitored in Mar. and Apr.

***The Corporation reviewed and received the management accounts for Apr. 2017, noting that the Director of Finance considered that the forecast year end surplus should be achieved.***

(iii) EFA & SFA allocations for 2017/18

John Wilson reported that notification of the Education Funding Agency (EFA) and Skills Funding Agency (SFA) allocations for 2017/18 had been considered at the Apr. 2017 F&GP Committee meeting and were being presented for information.

Members noted that:

- Under the lagged funding system used by the EFA, funding was based on the number of students at the College in the previous year i.e. funding for 2017/18 was based on 1,951 students;
- It had been noted at the Committee's Apr. 2017 meeting that the information in the 2017/18 EFA funding allocation table was similar to that on which the College's 2017/18 financial plan, approved by the Corporation in July 2016, had been based, with the one i.e. Block 2 Disadvantage funding was £78k lower, which meant that in order to achieve the approved 2017/18 financial plan, savings of £78k would need to be made;
- The Apr. 2017 meeting of the Committee had noted that the College's 2017/18 Skills Funding Agency (SFA) funding allocation was similar to the College's allocation for 2016/17 i.e. sufficient for 5/6 adult students.

It was noted in response to members' questions that Block 2 Disadvantage funding was separate from student bursary funding.

***The Corporation received the EFA and SFA funding notifications for 2017/18.***

(iv) Letters from ESFA: on merger of EFA & SFA & on effective governance

John Wilson reported that the College had received a letter from the EFA and SFA dated 4 Apr. 2017 which noted that the 2 agencies had merged from 1 Apr. 2017 to become the Education and Skills Funding Agency (ESFA).

***The Corporation received notification of the creation of the Education and Skills Funding Agency (ESFA), together with a letter on the importance of effective governance from the Chief Executive of the ESFA, which had been sent to college principals, as chief accounting officers, on 13 Apr. 2017, with a request that it should be shared with college corporations.***

(v) ESFA letter on early intervention

John Wilson reported that the College had received a letter from the EFA/SFA early intervention strategy team dated 25 Jan. 2017, which had been presented to the Corporation and F&GP Committee in Feb. 2017, which stated that: 'Our assessment of the data we hold on your college has concluded that . . . your organisation . . . meets the triggers for early intervention'. The May 2017 meeting of the F&GP Committee had noted that the Principal had subsequently received a letter dated 13 Apr. 2017 from the ESFA confirming that, based on their latest assessment, the College did not meet the criteria for early intervention.

***The Corporation noted that the ESFA had confirmed that, based on their latest assessment, the College did not meet the criteria for early intervention.***

(Student Corporation members, Josaphine Goodwin and Harriet Rotherthforth-Snowden, left

the meeting, with Corporation members wishing them a positive outcome to their forthcoming examinations).

*Other finance matters*

(vi) Student bursary policy statement 2017/18

Mark Rothery (Vice-Principal) presented the College's draft Bursary Policy Statement 2017/18 relating to Vulnerable Bursaries, College Discretionary Awards and the Further Education Free Meals scheme for students.

Members noted that changes from the 2016/17 policy included:

- The Guaranteed Bursary being re-named the Vulnerable Bursary;
- The income threshold for the Discretionary Award being increased from £25k to £30k.

(Neil Cavill left the meeting).

It was noted in response to members' questions that:

- The College expected that the number of students benefiting from the Discretionary Award would increase as a result of the income threshold change;
- Julie Peaks (Vice-Principal) had used postcodes to model the effect of the change and the College was confident that any increase in the number of Discretionary Awards made was affordable within the overall bursary grant received by the College;
- The EFSA bursary grant was ring-fenced for student bursaries;
- Failure to spend bursary grant would result in the College receiving a reduced amount in the following year.

***The Corporation approved the Bursary Policy Statement 2017/18 with the following amendment: it should be made clear that the income threshold for the Discretionary Award was before tax.***

**Action: JP**

(vii) Approval of fees for 2017/18

***The Corporation agreed to delegate approval of tuition fees for 2017/18 to the F&GP Committee.***

**Action: Clerk**

**135.9** *Student Committee*

(i) Revised Student Association Constitution

The Clerk reported that, under section 22(2) of the Education Act 1994, the Corporation was responsible for approving the Student Association Constitution

Members noted that:

- The Dec. 2016 meeting of Corporation had approved updating changes to the Student Association Constitution, on the recommendation of the Nov. 2016 Student Committee meeting;
- A further amendment at paragraph 5(j), relating to the Transport and Resources Officer role, was being proposed on the recommendation of the Apr. 2017 Student Committee meeting.

***The Corporation approved, on the recommendation of the Student Committee, the addition of details of the Transport and Resources Officer role to the Student Association Constitution.***

**Action: Clerk**

(ii) Student Executive report & agenda item

John Wilson, as a member of the Student Committee, stated that a report from the Student Association Executive had been presented to the Apr. 2017 Student Committee meeting by Josaphine Goodwin, Chair of the Student Committee, and was being presented to the Corporation for information.

Members noted that the report included sections on charity fund-raising during Rag Week

and through the Wyke Sesh music sessions, the appointment of First Year representatives to the elected Student Association Executive during 2016/17, the hustings for the Student Association Executive elections for 2017/18, and a report on the following student societies: Feminist, LGBTQ+, Politics, and the Inkwel writing society.

The Chair reported that the Apr. 2017 Student Committee meeting had included presentations from female Physics students who had taken part in a visit to CERN and University of Hull Centre for Astrophysics placements, with those making the presentations reporting that taking part in these activities had encouraged them to consider continuing with physics at university.

The Principal reported, with reference to the Student Association Executive election, that the College's SMT and the new Student Association Advisor for 2017/18 would work with the new Student Association Executive to consider what actions could be taken to ensure that the Student Association was, in future, more representative of the study body, including encouraging more students to stand and to vote in the Student Association Executive elections.

The Clerk reported that the Student Executive had recently queried the correct procedure to be followed where no student stood for a particular Student Association Executive role. Jane Price reported that she would be willing to liaise with the Clerk and the Student Association Executive on Student Association governance matters.

**Action: JPrice/Clerk**

***The Corporation received the Student Association Executive report for Apr. 2017, commending, in particular, the Executive's fund-raising activities.***

(iii) Student Activities report

John Wilson presented the Apr. 2017 Student Activities report, which had been considered at the Apr. 2017 Student Committee meeting, drawing members' attention to the range of activities undertaken.

***The Corporation received, for information, the Apr. 2017 Student Activities report.***

## **Governance matters**

### **135.10** (i) Corporation attendance

***The Clerk reported that Corporation attendance year to date was 69%, against an agreed target of 75%, but 75% excluding the 2 extra meetings held as a result of the Area Based Review process in Nov. 2016 and Feb. 2017.***

(ii) Briefing from Rollits: development of college insolvency regime

***The Corporation received, for information, articles from Rollits' Education Focus, Apr. 2017 on the proposed colleges' insolvency regime and on pensions and insolvency.***

(iii) Election of Chair and Vice-Chair

The Clerk reported that under the Instrument of Government and the Corporation's Standing Orders, an annual election for Chair and Vice-Chair of the Corporation was held at the last meeting of the academic year i.e. in July. It was noted that, as Mike Noddings' final term of office as a Corporation member would end on 31.8.17, he would not be standing for Vice-Chair for 2017/18.

***It was noted that nominations forms for Chair and Vice-Chair of Corporation should be for returned to the Clerk by Fri. 30 June 2017.***

(iv) Federation minutes & documents

John Wilson presented the following documents:

- Humber Federation of Sixth Form Colleges, 'hopes & fears' list from Corporation members and Principals' meeting, 29 Mar. 2017
- Humber Federation of Sixth Form Colleges, notes from Principals' meeting, 5 May

2017

- Agenda, Humber Federation of Sixth Form Colleges, Corporation members and Principals meeting, 16 May 2017

Members discussed the importance of not underplaying any genuine concerns that existed about the development of the federation e.g. the Wyke considered learner choice was paramount and therefore did not consider it appropriate for the colleges to engage in joint marketing activities, as each college had a distinct offer. It was noted the agreed primary purpose of the federation was academic quality improvement and staff development and that any other proposed developments should be approached cautiously.

(John Gilleard left the meeting).

Members considered the grant received from the Area Review restructuring fund to help fund the establishment of the federation e.g. for legal advice on constitutional matters. The importance of each college also taking its own legal advice on any joint constitutional documents before accepting them was noted in discussion, with the Principal reporting that funds should be available to each college from the overall grant for this purpose.

**Action: Clerk**

***The Corporation received the above Federation minutes and documents.***

#### **Committee minutes & summary notes**

##### **135.11 Committee meeting minutes & summary notes for information**

***It was noted that minutes and summary notes were placed on the Corporation section of Moodle.***

#### **Final agenda items**

##### **135.12 Any other business**

***There were no items of business not already on the agenda.***

##### **135.13 How will items considered at the meeting have an impact on learners?**

***It was agreed that key items of business which would have an impact on learners included the review of the College's approach to linear A Levels and assessment and the revised bursary scheme.***

##### **135.14 Risk management – items identified at the meeting**

***It was agreed that the following item of risk had been identified at the meeting: the need for the College to take legal advice on the federation constitution.***

##### **135.15 Date of next meeting**

***It was noted that the Corporation was next due to meet on Tues. 11 July 2017 at 5.00pm.***

##### **135.16 Reserved Business agenda**

In line with Corporation's practice, it was agreed that, with the exception of the Principal and the Clerk, staff members should leave the meeting before consideration of the Reserved Business agenda. The following staff were therefore not in attendance for item 135.16: Emma Albeck (Support Staff Corporation member), Jim Darmody (Teaching Staff Corporation member), Jamie Davies (Assistant Principal), Mark Rothery (Vice Principal).

(i) Reserved Business minutes of 2.3.17

***The confidential Reserved Business minutes of 2.3.17 were approved and it was noted***

***that all actions arising from the minutes had been completed.***

(ii) Remuneration Committee minutes of 2.3.17

***The confidential Remuneration Committee minutes of 2.3.17 were received for information.***

Fiona Bagchi  
Clerk to the Corporation

**MINUTES OF THE CORPORATION MEETING 136  
HELD ON 11 JULY 2017**

**Present:** Emma Albeck, Jim Darmody, Caroline Dawes, Ruth Dönmez, John Gilleard, Dina Lewis, Mike Noddings, Jane Price, Steve Sellers, John Shipley, Phil Taylor, Jay Trivedy (Principal), Amanda Wilcox, John Wilson (Chair)

**In attendance:** Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Julie Peaks (Vice Principal), Mark Rothery (Vice Principal), Ian Taylor (Assistant Principal).

John Wilson, as Chair of the Corporation, noted that the current meeting was the final scheduled Corporation meeting for Mike Noddings (Vice-Chair of the Corporation), who was due to retire as a Corporation member on 31 August 2017, and Ian Taylor (Assistant Principal and former Vice-Principal), who was also retiring. John Wilson thanked Mike Noddings and Ian Taylor for their contribution to the work of the College.

**136.1 Apologies for absence**

*Apologies were received from Corporation members Neil Cavill, Jackie Goodman, Josaphine Goodwin, Mark Moore, Harriet Rotherforth-Snowden, Philip Wright.*

*Apologies were also received from the following senior management team (SMT) member: Anna Lamplough (Director of Finance).*

**136.2 Declaration of interests**

*Caroline Dawes declared that she was an employee of Kelvin Hall School.*

**Governance matters I**

**136.3 Election of Chair & Vice-Chair for 2017/18**

It was noted that, under the Instrument of Government, elections for Chair and Vice Chair of Corporation took place at the last Corporation meeting of the academic year and that the following nominations had been received by the closing date of 30 June 2017:

- A nomination for John Wilson as Chair of the Corporation;
- A nomination for Phil Taylor as Vice-Chair of the Corporation.

*The Corporation agreed that John Wilson had been elected unopposed as Chair of the Corporation for 2017/18.*

*The Corporation agreed that Phil Taylor had been elected unopposed as Vice-Chair of the Corporation for 2017/18.*

**136.4 Search & Governance Committee: appointment of new Student Governors**

*The Clerk reported that the Student Corporation members were nominated from the Student Association Executive and that nominations for 2017/18 would be received at the Corporation's first autumn term meeting.*

**Action: Clerk**

## Minutes & matters arising

### 136.5 Minutes of meeting 136 (25.5.17), including confidential minutes

*The minutes, including the confidential minutes, of meeting 136 held on 25.5.17 were approved.*

### 136.6 Matters arising & action table

Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

1 All external Corporation members had completed online WRAP (Workshop to Raise Awareness of Prevent) training and provided copies of their course completion certificates and the Clerk had forwarded to Jim Darmody (the College's Designated Safeguarding person) and Jenny Anderson (Personnel Manager) confirmation of equivalent training undertaken by Caroline Dawes at Kelvin Hall School (135.4).

2 The Clerk would remind members who had yet to complete the online audit of skills form (135.4).

**Action: Clerk**

3 4 Corporation members would attend the federation training day on 12 July 2017 i.e. John Wilson, Phil Taylor, Jane Price, and Emma Albeck (135.5).

4 The Strategic Plan was on the agenda for review (135.6).

5 The Corporation had approved the Bursary Policy Statement 2017/18 with the following amendment: it should be made clear that the income threshold for the Discretionary Award was before tax (135.8).

6 The June 2017 F&GP Committee meeting had approved the 2017/18 tuition fees, under delegated authority from the Corporation (135.8).

7 Details of the Transport & Resources Officer role had been added to the Student Association constitution, as agreed (135.9).

8 The Clerk reported that the Student Executive had recently queried the correct procedure to be followed where no student stood for a particular Student Association Executive role. Jane Price reported that she would be willing to liaise with the Clerk and the new Student Association Executive on Student Association governance matters. It was noted that Katy Thomas had been appointed as Student Association Advisor (135.9).

**Action: Clerk/JP/KThomas**

9 It was noted that the Principal had reported that Eversheds had been appointed by Franklin College (on behalf of the 4 colleges) and after a tendering exercise to provide legal advice on the establishment of the federation. It was noted that, as a draft constitutional document had not yet been produced, the College has not yet sought its own legal advice or applied for funds to pay for this (135.10).

**Action: Clerk**

### 136.7 Review & re-confirmation of strategic plan

John Wilson, as Chair of the Corporation, reported that, the Corporation had approved a Strategic Plan in Sept. 2016 (i.e. shortly before the start of the Area Based Review process), which placed the College's strategic priorities in the local, regional and national context. It was noted that the Corporation support for its existing strategic plan was confirmed at its Mar. 2017 meeting, with it also being agreed that it should be further reviewed by the Corporation in due course. It was agreed at Corporation's May 2017 meeting that this should take place in July 2017.

Members considered the Strategic Plan approved by the Corporation at its Sept. 2016 meeting. It was noted that the Corporation's commitment to the plan's 5 strategic drivers remained unchanged, i.e. that it remained committed to:

1. A College where the outcomes are outstanding;
2. A College which consistently attracts students (from the established patterns of travel);
3. A College which attracts, retains and develops highly and appropriately qualified and talented staff;
4. A College which forges partnerships in order to support our students;
5. A College which is financially secure through the optimisation of income and costs.

Members noted in discussion that, while approximately 80% of the College's students went onto higher education, the College had done more in recent years to forge partnerships with local employers and provide support and guidance for students who wished to progress to employment or apprenticeships, including higher apprenticeships. It was noted that all BTEC students undertook work experience.

It was noted in response to members' questions that:

- The College's Quality Improvement Plan (QIP) was the operational plan underlying the Strategic Plan, noting that the QIP was presented to the Corporation annually for approval with the College's Self-Assessment Report (SAR), with the relevant QIP aims being referenced under the strategic drivers and aims heading of the Strategic Plan;
- While the aims under strategic driver 5 (A College which is financially secure through the optimisation of income and costs) detailed monitoring through the senior management team (SMT), the Finance & General Purposes (F&GP) Committee, and the Corporation, there were no similar references for the other 4 strategic drivers e.g. no reference to how aims were monitored through the QIP review process.

#### ***The Corporation reviewed and re-confirmed the College Strategic Plan agreeing the following amendments:***

- The work undertaken with employers and to provide support and guidance for students who wished to progress to employment or apprenticeships should be referenced in the plan;
- Each section under the Strategic Drivers and Aims section of the plan should include information on how these were monitored e.g. with reference to the processes for reviewing Quality Improvement Plan (QIP) actions.

**Action: JKT**

#### ***It was agreed that the updated QIP should be presented to the Corporation during autumn term 2017.***

**Action: JKT**

### 136.8 Principal's report, including report against strategic plan aims & federation launch report

#### (a) Principal's report against strategic plan aims

The Principal, Jay Trivedy, drew attention to the following strategic aims:

- Improving Student Outcomes, with particular reference to the quality reports to be

considered under the Curriculum & Quality (C&Q) Committee section of the agenda;

- Maintaining Student Recruitment, with particular reference to the report on student recruitment and retention to be given later on the agenda;
- Recruit, Support and Retain Outstanding Staff, noting that regular reports on staffing were presented to the Personnel Committee, staff retiring at the end of the current term, and Personnel Committee reports on staff pay and equality and diversity to be considered later on the agenda;
- Develop Partnerships, highlighting the launch of the Humber sixth form colleges federation (Venn Four) on 12 July 2017;
- Sound Financial Management, noting the financial reports and recommendations to be presented by the Finance and General Purposes Committee (F&GP) Committee later on the agenda.

(Jenny Anderson joined the meeting).

#### (b) Securing the Future of the College

The Principal drew attention to the section in his report on securing the future of the College, with particular reference to the student experience and ethos that attracted students to the College i.e. the quality of teaching, the extra support and guidance that students received, and the extra-curricular activities organised by staff, including residential overseas visits and visits to UK universities, and sporting and other events, such as competitions, related to the curriculum. The Principal also drew attention to the extent that many of these activities which enhanced the student experience depended on the goodwill of teaching staff, appropriately supported by support staff.

Members noted the passionate commitment to enhancing the student experience which was evident from the Principal's report. The Principal reported in response to members' questions that the final paragraph of the above section of his report had not been intended as a criticism of any staff members and had simply been intended to highlight the importance of teaching and support staff working together to enhance the student experience. John Wilson, as Chair of the Corporation, reported that he always thanked both teaching and support staff for their contribution to the work of the College during the previous year at the staff meeting held on the first day of enrolment and met with new teaching and support staff members at the start of the academic year to explain the work of the Corporation and the ethos and strategic aims of the College.

Members discussed how the College gathered information from staff members, noting that the College undertook staff surveys, the outcome of which was reported to the Personnel Committee and the Corporation. It was noted that review meetings were also held with staff undertaking overseas visits, for example, to consider how the experience could be improved in the future, including how support for those leading the trips could be enhanced. Members suggested in discussion, with reference to how staff views were obtained generally, that speaking to staff often elicited a better response than surveys, where this could be done in a proportionate way.

#### (c) Federation launch report

The Corporation noted at its Mar. 2017 meeting that the York, N. Yorkshire, E. Riding & the Hull Area Based Review (ABR) outcome had supported the proposal to form a federation of 4 Humber sixth form colleges (Wyke, Wilberforce, Franklin and John Leggott sixth form colleges). The 4 colleges in the federation would collaborate for the colleges' mutual benefit, while each remaining independent corporations, in order to improve academic quality and make cost savings and efficiencies, where possible and desirable.

John Wilson, as Chair of the Corporation, reported that a Venn Four federation training day would be held at the University of Hull on 12 July 2017, with 100 participants from each college, including SMT members and Corporation members. It was noted that the following Wyke Corporation members would be attending: John Wilson (Chair of the Corporation), Phil

Taylor (Chair of the Personnel Committee, Vice-Chair of the Corporation designate for 2017/18), Jane Price (Parent Corporation member), and Emma Albeck (Support Staff Corporation member).

John Wilson reported that the Principals of the 4 colleges would make presentations during the day, with Peter Mucklow (Education & Skills Funding Agency (ESFA) Director of Intervention & Young People, former Sixth Form Colleges' Commissioner, and former Chair of the York, North Yorkshire, East Riding and Hull Area Review process) as the keynote speaker. Key debates would include what do you see as the vision and benefits of the federation (e.g. students and their outcomes/progression. staff (teaching & support), local community/parents/stakeholders), with break-out groups to consider the challenges for the federation model and how they could be overcome.

***The Corporation received a report on strategic plan aims, the student experience and the future of the College, and the federation training day planned for 12 July 2017.***

#### **136.9** Student recruitment report

Julie Peaks (Assistant Principal) reported that Wyke Start has been successful, with approximately 50 more students attending in comparison to 2016, and that planning for Wyke Start 2018 would start early using feedback from applicants attending this year's Wyke Start. Student numbers for 2017/18 were expected to be in line with the assumptions in the 2017/18 budget (see agenda item 136.12 (ii) below).

Members noted that:

- As a result of the introduction of linear A Levels, enrolment from the First to the Second Year had been able to be completed following First Year end of year examinations, with progression from Year 1 to Year 2 expected to be 92%;
- New First and Single Year students would be enrolled before the start of the autumn term, as usual;
- BBC radio and television were expected to be at the College to interview students on A Level results day in Aug. 2017.

***The Corporation received a verbal report on student recruitment and enrolment.***

#### **136.10** **Report on publication of the final Area Based Review (ABR) reports**

The Clerk reported that copies of the final versions of the York, North Yorkshire, East Riding and Hull Area Review reports, previously considered in draft form by the Corporation during spring term 2017, had been produced by the Department for Education (DfE) in May/June 2017 and were available on the Corporation section of Moodle. Their publication on <https://www.gov.uk/government/collections/post-16-education-and-training-area-reviews> had, however, been delayed as a result of the General Election.

***The Corporation received an update on the publication of the final versions of the York, North Yorkshire, East Riding and Hull Area Review reports.***

### **Committee reports**

#### **136.11** *Audit Committee*

##### (i) Strategic risk register

John Gilleard, as Vice-Chair of the Audit Committee, presented the College's strategic risk register, which had been considered at the Committee's June 2017 meeting. It was noted that the Committee had considered, in particular, the College's approach to strategic risk, including risk relating to external policy changes where mitigation could be limited. It was noted that financial management and control was good, which meant that financial risk was stable. The Principal confirmed that the senior management team (SMT) regularly reviewed the risk register.

***The Corporation approved the College's strategic register.***

(ii) Audit matters

(a) Internal audit

John Gilleard reported that the College's internal auditors, the East Coast Audit Consortium (ECAC) had merged with AuditOne which, like the ECAC, was an NHS hosted organisation providing 'not for profit' services to the public sector. At a recent information day for clients, the apparent lack of individuals with college-based experience on AuditOne's current management board had been noted but assurances had been given that the level of educational expertise available to AuditOne's college clients would not change and that the merger should result in more specialist expertise being available generally.

(b) External audit plan, including fees

John Gilleard reported that the proposed plan for the financial audit for the year ending 31 July 2017, the regularity assurance work, and the Teachers' Pension Scheme (TPS) report to be undertaken by the College's external auditors. RSM UK Audit LLP (RSM), had been considered at the Audit Committee's June 2017 meeting. It was noted that proposed fees for the 2017 audit were lower than for the 2016 audit, which had included one-off fees in respect of the College's transition to Financial Reporting Standard (FRS) 102. RSM had reported at the meeting that, given recent changes to auditing standards and sector changes, they would be issuing an updated engagement letter in due course.

**Action: RSM**

***The Corporation approved, on the recommendation of the Audit Committee, RSM UK Audit LLP's audit plan for the year ending 31 July 2017, including fees.***

**136.12** *Finance & General Purposes (F&GP) Committee*

(i) Student numbers & funding report

John Wilson, as Chair of the F&GP Committee, reported that the student numbers and funding report for June 2017 had been considered at the F&GP Committee's July 2017 meeting, with it being noted that:

- The College would report 1,955 Education Funding Agency (EFA) funded learners (aged 16-19) and two Skills Funding Agency (SFA) Funded Learners (aged 19+) in its June 2017 R11 ILR return, noting the EFA and SFA had been replaced by the Education & Skills Funding Agency (ESFA) from Apr. 2017;
- As previously discussed and noted with reference to programmes, retention was down at Levels 2 and 3 when compared to the previous year and, with reference to retention by numbers, the trend for lower First and Single Year retention, which had been noted earlier in the year, had also continued.

Members noted that overall retention from the census date in May 2017 was, at 95.1%, lower than the previous year (May 2016: 95.8%), Second Year retention [*confidential minute*] was higher [*confidential minute*] but First Year retention was lower [*confidential minute*] and Single Year retention was also lower [*confidential minute*].

It was noted in response to members' questions that the fall in First Year retention appeared to be connected to the introduction in Linear A Levels, with it being understood that other colleges had also experienced a similar fall, although benchmarking data was not yet available. The Principal reported that a higher proportion of First Year students were, however, expected to progress to the Second Year than in the previous year. It was noted in response to members' questions that only a small percentage of the College's students enrolled as Single Year students, a number of whom had left to take up employment, apprenticeships etc, after having originally enrolled for the College's GCSE re-sit programme. Members noted with reference to actions being taken to improve retention that a staff member with a cross-curriculum role had been appointed to review the situation.

Members discussed the potential impact of an increase in students with mental health needs, at the College and nationally, on student retention.

***The Corporation received the student numbers and funding report for June 2017, noting that overall retention for May 2017 had fallen by 0.7% when compared to May 2016 and discussed reasons for the fall and action being taken.***

(ii) Management accounts

John Wilson noted that the Director of Finance, Anna Lamplough, had sent apologies for the current meeting due to illness, but that the remaining financial items on the current agenda, including the management accounts and financial plan, had also been discussed at the July 2017 F&GP Committee, which she had been able to attend.

The Director of Finance, Anna Lamplough, presented the management accounts to 31 May 2017, including the financial key performance indicators (KPIs) and cashflow, which were discussed.

Members noted that:

- The operating surplus at the end of May 2017 was £364k compared with a budgeted surplus of £331k;
- Both income and expenditure were above budget, with the forecast year end surplus remaining at £397.8k;
- With reference to non-pay expenditure, student transport expenditure was expected to be overspent at the year-end.

It was noted in response to members' questions that:

- The level of detail provided in the management accounts was necessary to enable Corporation members to undertake their non-delegable responsibility for ensuring the solvency of the College;
- The transport overspend was due to income from student bus passes (which could be termly or half-termly) not covering costs, with it being noted that student use of College buses always reduced towards the end of the academic year as students obtained driving licences and/or came into College only for examinations;
- While the budget had allowed for the above profile, 2 new buses had been added after the budget was set, which accounted in part for the overspend.

***The Committee received the management accounts for May 2017, noting that the College appeared to be on target to achieve the forecast year end surplus.***

(iii) Budget & 3-year financial plan, incl. financial objectives and PIs & review of financial health assessment grade

John Wilson noted that the draft budget and 3-year financial plan had been discussed and approved by the College's SMT and had also been discussed at the July 2017 F&GP Committee meeting, with the Director of Finance in attendance on both occasions. The F&GP Committee was recommending the draft budget and 3-year financial plan to the Corporation for approval.

The following documents were received for consideration: the draft income and expenditure budget 2017/18; a table showing movements in pay in the financial plan; the 3 year financial plan 2016/17-2018/19 including commentary. It was noted that the commentary set out the assumptions on which the plan was based and included financial key performance indicators (KPIs) and objectives.

Members noted that:

- The financial plan assumed that ESFA funded student numbers would remain at approximately 1,950 at the census date in Oct. 2017;
- The College's financial health grade was reported as 'Good' for all 3 years in the

- financial plan;
- Key assumptions in the plan included Baseline ESFA funding in 2017/18 in accordance with allocations;
- Due to changes in the curriculum, the budgeted teaching establishment would reduce from 91.2 FTEs in 2016/17 to 88.4 FTEs in 2017/18, with a further 3.5 FTE reduction planned for 2018/19.

It was noted in response to members' questions that:

- Incremental pay rises for teaching staff were shown at 2%, with inflationary rises for all staff (i.e. teaching and support staff) at 1%;
- The SMT was comfortable that the proposed reduction in teaching FTEs was achievable, with the reduction for 2017/18 based on natural staff loss, rather than redundancies, student choices and matching staff skills to the new curriculum, ensuring that the proposal was accurate;
- Proposed staffing levels in 2018/19 were based on reasonable assumptions, which would be reviewed in 2017/18 when the 3-year plan 2017/18 - 2019/20 was being considered.

Members noted that:

- Due to the release of the holiday pay accrual in 2017/18, which was originally made to comply with Financial Reporting Standard (FRS) 102, pay costs had reduced by £396k as a one-off benefit to the Statement of Comprehensive Income;
- The holiday year for staff would therefore be altered, with staff consent and following legal advice obtained by the Personnel Manager, from 31 August to 31 July to facilitate this change;
- Other colleges were known to have already made the above change;
- Non-pay inflation was assumed to be 2.3% for the period of the plan, in line with the forecast Consumer Prices Index (CPI);
- The situation concerning loan financing was unchanged;
- Capital expenditure would be lower due to the decision not to add a mezzanine floor in the library;
- Other Creditors (Schedule 4: Balance Sheet of the financial plan) was shown as reduced in 2017/18 by £396k due to the reversal of the holiday pay accrual which was made to comply with FRS 102, which would result in a corresponding reduction in staff costs in 2017/18.

The Chair drew attention to the sections of the commentary which related to key performance indicators (KPIs) and financial objectives.

***The Corporation approved, on the recommendation of the F&GP Committee, the 2017/18 budget, 3-year financial plan 2016/17 - 2018/19, including the financial health grade assessment, commentary and financial performance indicators and objectives. The Corporation agreed that the approved financial plan should be submitted to the ESFA by the deadline of 31 July 2017.***

**Action: AL**

(iv) Financial planning checklist

John Wilson reported that the certificate signed by the Principal (as Accounting Officer) on the front of the financial plan to be submitted to the ESFA included an explicit statement that the supporting commentary had been prepared with due regard to the financial planning checklist included as an appendix to the ESFA's College Financial Planning Handbook 2017.

It was noted in response to members' questions that the sensitivity analysis included with the financial plan had been considered at the July 2017 F&GP Committee meeting, including with reference to actions which might be taken should student numbers be lower than forecast [*confidential minute*].

***The Corporation received the financial planning checklist, noting that the supporting commentary to the financial plan had been prepared with due regard to the checklist and that the Principal would sign the certificate fronting the financial plan to confirm this.***

***Action: JKT***

(v) Revised Health and Safety terms of reference

John Wilson confirmed that the F&GP Committee completed its annual review of the College's Health & Safety (H&S) Committee terms of reference, H&S Policy, and Environmental Policy at its July 2017 meeting and was recommending a minor updating change to the H&S Committee terms of reference.

***The Corporation approved, on the recommendation of the F&GP Committee, a minor updating change to the H&S Committee terms of reference.***

*Other finance matters*

(vi) Addition of C Herring to bank mandate

***The Corporation noted that Chris Herring would join the SMT as an Assistant Principal from Sept. 2017 and approved his addition to the bank mandate as a signatory.***

**136.13 Curriculum & Quality (C&Q) Committee**

(i) Learning, Teaching & Assessment (LTA) Update

Mike Noddings, a Chair of the C&Q Committee, presented the 2016/17 LTA report from Jamie Davies (Assistant Principal), which had been presented at the June 2017 C&Q Committee meeting by David Green (Head of Teaching, Learning & Assessment (TLA)).

Members noted that:

- In 2016/17 there have been an increased number of LTA events, including a successful mid-year trial of 3 weeks of workshops led by staff, noting that the programme in 2017/18 would build upon this and move away from the learning circles used in the last 2 years;
- 2016/17 was the second year of the ungraded lesson observation scheme, reflecting Ofsted's approach to lesson observations, which aimed to support an open and honest discussion between observer and observee, as well as allowing the college to monitor staff's performance in class against the teaching standards;
- Lesson observation feedback was qualitative and developmental
- During 2016/17, the 'Wyke Wander' has seen all staff 'wander' into each other's classrooms on two occasions;
- A formal way of recording walkthroughs had been developed to support the monitoring of the impact of LTA and to provide a measure of the 'temperature' of learning around the college.

It was noted in response to members' questions that walkthrough observations were seen as a normal part of College practice, staff had contributed to the development of the 'Wyke Wander', with example of good practice observed recorded on postcards in the College's main staff room.

***The Corporation received the 2016/17 Learning, Teaching & Assessment update.***

(i) Student Focus Group report

Mike Noddings reported that it had been agreed at the June 2017 C&Q Committee meeting that the draft report on the summer term 2017 student focus group meetings should be presented to the July 2017 Corporation meeting.

Jim Darmody, who had compiled the report, reported that during the summer term the College had conducted a series of focus group meetings with students from each year-group, which were arranged to coincide with college tutorial sessions, with over 150 students taking part in the activity. It was noted that an additional “themed” set of 3 questions were asked to gather views on equality and diversity.

Members noted that some actions arising from the meetings were already in place e.g. in response to students saying that there had been too many assessments in 2016/17 and not enough time to reflect on feedback, the number of assessments had been reduced and the assessment pattern staggered. The final version of the report would be reviewed by the College's senior management team (SMT)/College Management Group (CMG) during autumn term 2017, with final actions agreed, and would also be reviewed by the C&Q Committee.

Members noted that the response to the question 'Have you had fair opportunities and equal treatment?' was overwhelming positive, with no areas suggested for improvement, but it was agreed that it would be also helpful if the final version of the report included the numbers of students involved.

**Action: JD**

Members noted with reference to the question 'How useful have the tutorial sessions been and how can we improve them?' that there was 'too much delivery on British (values)', noting that the detail behind the comment would be reviewed and any actions required would be reviewed when the final version of the report was compiled and that the College would also review feedback from tutor groups. The importance of the teaching of British values as part of the Prevent Duty was noted.

It was noted in response to members' questions concerning how the College responded to comments arising from the Focus Group and the Learner Voice (LV) reports that the trends arising from reports were reviewed and the College produced 'You Said, We Did' posters which were displayed prominently in the College e.g. the 'You Said, We Did' curriculum learner voice poster relating to dance which was displayed in ELM 03, where the current meeting was being held.

(ii) Learner Voice report

Mike Noddings reported that it had been agreed at the June 2017 C&Q Committee meeting that a report on the Learner Voice should be presented to the July 2017 Corporation meeting, for information, with the report to be reviewed in detail during autumn term 2017 by the C&Q Committee during the autumn term.

Jamie Davies (Assistant Principal) reported that the Learner Voice report included feedback from a variety of sources during 2016/17 including:

- 2 formal learner voice windows, one with 'you said, we did' responses and the second with feedback on the impact of interventions in-year;
- The second year of collecting ongoing in-year parent voice through a questionnaire on the parent portal;
- The student/parent voice questionnaire at the consultation event (2016/17 being the second year of this);
- The enrolment/induction questionnaire and general comments from the first LV window that that were picked up through the tutor representatives meetings in Dec. 2016;
- Feedback from the Flyers (high achieving students) regarding trips and their experiences to support changes to the programme;
- A showcase of best practice and embedded learner voice within departments.

Members noted, with reference to the Curriculum Learner voice, that:

- All students were encouraged to respond to an online questionnaire for each of their subjects, which resulted in just under 20,000 comments which was shared among

staff and line managers;

- All Heads of Faculty were asked to complete a review looking for emerging themes and to formulate actions based on these at a faculty and department level, which informed department interventions and 'You Said, We Did' posters.
- Responses were overwhelming positive, with many students referring to staff using a selection of appropriate delivery strategies and inspiring learners, but where this was not the case, on a subject or individual teacher level, actions were formulated to provide appropriate support, where required;
- Staff were expected to reflect on their learner voice as part of the review process and comment on individual actions arising, with departments using the learner voice feedback from this process to inform their 2016/17 self-assessment reports;
- Staff reflection on their learner voice would form part of their reflective practice within the review process for performance management.

It was noted, with reference to the Parent Voice survey that the College had received 97 responses to the questionnaire on the parent portal and the survey was also handed out at Parent Consultation Evenings but that the experience of both Parent Corporation members indicated that the existence of the survey was not well known amongst parents. It was noted that the College would consider actions to ensure that the survey was better sign-posted in 2017/18 e.g. perhaps drawing attention to it at other events at which parents were present.

***The Corporation received the 2016/17 Learner Voice report, noting it was used to improve quality and the student experience.***

#### **136.14 Personnel Committee, including safeguarding & E&D matters**

##### (i) 2017 staff pay award report, if any

The Principal reported that: the pay recommendation for school teachers was expected to be around 1%; the Sixth Form Colleges' Association (SFCA) negotiated nationally with the teaching and support staff trade unions on the annual staff pay award but currently there was nothing to report.

It was noted in response to members' questions that an inflationary rise of up to 1% for all staff had been included in the 2017/18 budget, which had been approved earlier on the agenda, and that the budget also took into account the financial implications of the Living Wage increase which would remove 2 points from the bottom of the support staff scale from Apr. 2018.

***The Corporation received a verbal report on the 2017 pay award.***

##### (ii) Annual safeguarding report

Phil Taylor, as Chair of the Personnel Committee and Corporation lead for Safeguarding and the Prevent Duty, presented the annual safeguarding report 2016-17, which had been prepared by Jim Darmody, the College's designated Safeguarding person, and considered at the Committee's June 2017 meeting.

Members noted that:

- There had been 82 new cases of potential safeguarding reported up to the end of May 2017, with the majority via College procedures though there had also been an increase in referrals from outside agencies and parents;
- The number of males on the incident log had seen a significant increase while the the gender split across the College was similar to previous years, and there had also been a significant increase in the number of First Year students on the incident log compared to the previous year, with new incidents also recorded in relation to Second Years;
- The incident log has been broadly divided into six groups (i.e. neglect, physical, emotional, sexual, cyber, and other), with Groups 1 to 4 as defined in the Children's

Act 1989 and Group 5 an emerging area which responded to revised guidance from the DfE 'Keeping children safe in education' (Mar. 2014).

Members discussed the increased visibility of Jim Darmody, as the College's designated Safeguarding person, as a possible factor in the increased reporting of safeguarding issues. The increase in males reporting was welcomed as a positive trend, given males historical reluctance to report such issues, with members also discussing the impact of Prince Harry's recent interview on mental health as a possible factor in male students being more willing to discuss mental health matters generally. The impact of a reduction in children's mental health support teams and family teams locally on the number of students seeking help from the College was discussed.

It was noted, with reference to staff training in safeguarding issues, that 5 members of staff had undertaken Level 3 safeguarding training.

### ***The Corporation received the College's safeguarding report 2016-17.***

#### **(iii) Updated Single Equality Scheme action plan**

Phil Taylor, as Chair of the Personnel Committee, presented the College's updated Single Equality Scheme action plan.

Members noted that:

- The Equality Act 2010 imposed a public sector equality duty on publicly funded educational institutions which required them, in exercising their functions to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between persons who shared a relevant protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation) and persons who did not share it;
- The College's Single Equality Scheme (SES), which had last been approved by the Corporation in Mar. 2015, set out the College's commitment to ensuring equality and embracing diversity for staff and students.
- The SES was reviewed by the Personnel Committee at its June 2017 meeting, which agreed that no revisions were required;
- The Committee also reviewed the updated SES action plan at its June 2017 meeting and was presenting it to the Corporation, for information.

Members noted that in the SES action plan updates were highlighted in yellow and actions rated green had been achieved and were being maintained, with overarching aims included at the top of the table.

Members discussed the SES action plan noting that some actions rated as being maintained had dates in the past, with the Personnel Manager explaining that this indicated the date an action had been initiated or changed. It was noted that the format of the table was next scheduled to be reviewed in Jan. 2018.

***The Corporation reviewed the Single Equality Scheme (SES) action plan and agreed that the current version of the plan should be updated to include a reference to the plan being regularly reviewed by the College, the Personnel Committee and the Corporation and to indicate that, where a green action showed a past date, it should be made clear that the action had been reviewed subsequently, with it being decided that no further action was required.***

**Action: JEA**

## 136.15 *Student agenda item & Student E&D report*

### (i) Student equality and diversity profile report

The 2016/17 student equality and diversity profile report was received, noting that this would also be considered at the Nov. 2017 Student Committee meeting.

Members noted:

- The report presented statistics relating to gender, ethnicity, disability, religion and age;
- 58% of students were female and 42% male (2015/16: 38% male students);
- Female enrolments from across much of the catchment were, with few exceptions, at least two thirds higher than males, with increasing numbers from Beverley High and Newland High girl school being noted;
- Value-added data relating to achievement rates and equality and diversity characteristics.

Members discussed, in this context, the impact of the Ron Dearing University Technical College, which was opening in Hull from 2017/18 for students aged 14-19, which was recruiting students from local schools who had an interest in science, maths and technical subjects.

***The 2016/17 student equality and diversity profile report was received.***

### (ii) Student Association constitutional issues

***It was noted that action to be taken in relation to Student Association constitutional issues had been considered at agenda item 136.6 earlier on the agenda.***

## **Governance matters II**

### 136.16 (i) Corporation attendance in 2016/17 year to date

***The Clerk reported that overall Corporation attendance was 72.5% year to date including the 2 Special Corporation meetings to consider Area Based Review (ABR) matters which were held in Nov. 2016 and Feb. 2017 and 80% excluding the 2 Special Corporation meetings, against a target of 75%.***

### (ii) Colleges insolvency regime briefing note

The Clerk reported that the Technical and Further Education Act 2017, passed in Apr. 2017, enacted an insolvency regime for colleges which was expected to be in force from the start of 2018/19 academic year.

Members noted 2 articles from Rollits' Education Focus (Apr. 2017) which summarised the colleges' insolvency regime and reviewed the implications for pensions of the insolvency regime and that further details were also available in a 50-slide presentation on the 'College Insolvency Regime: Implications for Governors' given by Rollits and RSM in June 2017, which was available on the Corporation section of Moodle and would also be considered at the first autumn term meetings of the Audit and F&GP Committees.

**Action: Clerk**

John Wilson, as Chair of the Corporation, highlighted the Corporation's non-delegable responsibility for ensuring the solvency of the College.

***The Corporation received a briefing on the colleges' insolvency regime.***

### (iii) E-mail addresses briefing note

The Corporation noted that the F&GP Committee had considered a briefing from the Sixth Form Colleges' Association (SFCA), including advice from Eversheds concerning the use of

personal e-mail addresses by Corporation members with reference to the possibility of data breaches (for example relating to sensitive personal data) and the possibility that Corporation members' personal e-mail accounts might need to be searched should the College receive a relevant Data Protection (DP) or Freedom of Information (FOI) request. Eversheds' advice was therefore that personal e-mail addresses should be avoided, although the briefing noted also stated that there was no legal requirement that College e-mail addresses should be used.

The F&GP Committee, having considered the above briefing note and advice, had agreed that risks relating to the transmission of sensitive data by e-mail should be considered with reference to the use of appropriate encryption and Corporation members reminded of the need to ensure that all e-mail correspondence with the College was normally either copied to the Clerk or to another relevant staff member (e.g. the Principal).

It was noted at the meeting that the General Data Protection Regulations, due to come into force in May 2018, would require sensitive financial or personal data to be accessed through a secure portal, which would be considered further by the Audit Committee in 2017/18.

**Action: Clerk**

***The Corporation received a briefing note on the use of personal e-mail addresses and the requirements of the Data Protection and Freedom of Information Acts and of the General Data Protection Regulations due to come into force in May 2018.***

(iv) Training/briefing schedule

***The Chair reported that a briefing on Ofsted preparations would be given at the Corporation's first autumn term 2017 meeting, at which the Corporation's training/briefing schedule would also be considered.***

**Action: JP/Clerk**

#### **Committee meetings: summary notes**

##### **136.17 Committee meetings**

***It was noted that minutes of committee meetings were available on Moodle.***

#### **Final agenda items**

##### **136.18 Any other business**

***There was no other business not already on the agenda.***

##### **136.19 How will items considered at the meeting have an impact on learners?**

***The Chair highlighted the importance of the Learner Voice report, considered earlier on the agenda, in improving quality and the student experience.***

##### **136.20 Risk management – items identified at the meeting**

***No new items of risk had been identified at the meeting.***

##### **136.21 Date of next year's meetings**

***It was noted that meeting dates for 2017/18 remained to be agreed and that the Clerk would forward these to members by e-mail.***

**Action: Clerk**