



**MINUTES OF THE CORPORATION MEETING 146  
HELD ON 27 SEPTEMBER 2018**

**Present:** Emma Albeck, Paul Britton (Principal), Ruth Dönmez, John Gilleard, Jackie Goodman, Dina Lewis, Mark Moore, Steve Sellers, John Shipley, Lacey Trebilcook, John Wilson (Chair), Philip Wright

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Chris Herring (Assistant Principal), Tony Wilmot (Director of Finance), Julie Peaks (Vice Principal), Jenny Anderson (HR Manager).

**146.1 Apologies for absence**

**Apologies were received from:** Corporation members Patrick Cavanagh, Phil Taylor (Vice-Chair) and Jane Price (Corporation member) and from senior management team member Jamie Davies (Assistant Principal).

**146.2 Declaration of interests**

***There were no declarations of interest.***

**Governance matters I**

**146.3 Corporation & committee appointments**

**(i) Appointment of new Student Corporation member**

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

- Lacey Trebilcook had been appointed as a Student member of the Corporation in Mar. 2018 and, as President of the Student Association Executive, would continue as a Corporation member in 2018/19;
- Following the ending of the term of office of Michelle Tihabologang on 31 Aug. 2018, there was a vacancy for a second Student Corporation member nominated from the Student Association Executive;
- Cole Green (Vice-President of the Student Association Executive) had been nominated by the Student Association Executive as a Student member of the Corporation.

***The Corporation approved the appointment of Cole Green as a Student member of the Corporation from 28 Sept. 2018 for 4 years or until he left the College, whichever was the sooner.***

**Action: Clerk**

**(ii) Update on Parent, Teaching Staff & ordinary member vacancies**

John Wilson reported that:

- The Corporation's determined membership included 2 Parent members ;
- Parent members of the Corporation were appointed following self-nomination, interview and on the recommendation of the Search & Governance Committee;
- There was currently a vacancy for one Parent Corporation member, which had been advertised at the new parents' evening and Flyers event held in Sept. 2018 and the Clerk had asked for details to be put on the parent portal;
- One application had been received to date and 2 expressions of interest had also been received;

- There was a vacancy for an elected Teaching Staff member of the Corporation following the retirement of Jim Darmody on 31 Aug. 2108;
- The Teaching Staff member vacancy would be advertised during the autumn term and, if more than one nomination was received, an election would be held.

**Action: Clerk**

John Wilson reported that:

- There were 2 vacancies for Corporation members in the ordinary category as result of the resignation of Amanda Wilcox on 2 Aug. 2018 and the resignation of Neil Cavill on 25 Sept. 2018;
- The Corporation advertised vacancies on the Schools and Colleges Governors One Stop Shop (now known as Governors for Schools) and an application had been received via this route during Aug. 2018;
- The Chair of the Corporation and the Principal, as members of the Search & Governance Committee, had interviewed the applicant, Amalia Booker, who was Director of Operations with the Humberside Group of Local Medical Committees;
- The Search & Governance Committee had considered Ms Booker's application at its meeting on 25 Sept. 2018 and, taking into account the composition of the Corporation and its skills mix, had agreed to recommend the appointment of Ms Booker, as a Corporation member in the ordinary category for a period of 4 years.

***The Corporation approved, on the recommendation of the Search & Governance Committee, the appointment of Amalia Booker as a Corporation member in the ordinary category for a period of 4 years from 27 Sept. 2018.***

**Action: Clerk**

### **(iii) Committee vacancies**

John Wilson reported that there were vacancies on each of the following committees:

- 1 vacancy on the Audit Committee and that, while the person appointed could either be a full Corporation member or an external co-opted member, under the Education & Skills Funding Agency (ESFA) Post-16 Audit Code of Practice and the Audit Committee's terms of reference, they could not also be a member of the Corporation's Finance & General Purposes (F&GP) Committee;
- 2 vacancies on the F&GP Committee, noting that any person appointed could not also be a member of the Audit Committee for the reason stated above;
- 2 vacancies on the Student Committee, including a vacancy for a Student Corporation member *ex officio* (which had been filled by the appointment of Cole Green as a Student member of Corporation earlier on the agenda) and a vacancy for a staff member which had been created by the retirement of Jim Darmody from 31 Aug. 2018.

The Clerk reported that an expression of interest has been received for the vacancy for an external co-opted member of the Audit Committee.

***The Corporation received the report on committee vacancies, noting that Corporation members should contact the Clerk if they were interested in becoming a member of one of the committees listed.***

## **Minutes & matters arising**

### **146.4 Minutes of meeting 145 (12.7.18), incl. confidential minutes**

***The minutes of meeting 145 (12.7.18), including the confidential minutes were approved.***

### **146.5 Matters arising from the above minutes & action table**

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes).

- 1 A Student Association Executive query concerning the correct procedure to

be followed where no student stood for a particular Student Association Executive role, would be considered at the Nov. 2018 Student Committee meeting (145.9).

**Action: Clerk**

- 2 Members noted the importance of student welfare, including mental health issues, and agreed that consideration should also be given to ensuring that they were included in the Strategic Plan e.g. among the strategic drivers and aims when the strategic plan was reviewed in 2018/19.

**Action: PAB**

- 3 The Clerk would send out reminders to Corporation members concerning the annual review/updating of the register of interests form and eligibility statement and the skills audit form (145.9).

**Action: Clerk**

- 4 The annual review of confidential minutes would be considered at the Dec. 2018 Corporation meeting. (145.9)

**Action: Clerk**

- 5 The Corporation had delegated approval of the 2018/19 Bursary Fund & FE Meals Policy Statement to the F&GP Committee, with future delegation to be reviewed by the Corporation in 2018/19 (145.9).

Action: Clerk

- 6 The minutes of meetings 142 and 143 had been amended as agreed (145.7).

- 7 The annual review of confidential minutes would take place as noted at action 4 above (145.10).

- 8 The revised Venn Partnership Articles of Association were on the agenda (145.13).

- 9 It was noted that Paul Britton had been appointed director of the Venn Partnership Company with effect from 1 Sept. 2018 and that Jay Trivedy had been terminated as a director of the Company on 1 Sept. 2018 (145.13).

- 10 The approved financial plan and commentary had been submitted to the ESFA by the deadline of 31 July 2018 (145.15).

- 11 The annual review/updating of the register of interests form and eligibility statement and the skills audit form process had been considered at action 3 above (145.18).

- 12 It was noted that the Clerk would send College e-mail addresses to all Corporation members who did not have them currently, with instructions for use (145.18).

**Action: Clerk**

*[Confidential minute].*

- 13 Corporation meeting dates for 2018/19 had been e-mailed to members, as agreed (145.23).

## 146.6 Annual review of confidential minutes

*It was noted that the annual review of confidential minutes would be considered in Dec. 2018.*

### Student agenda item

#### 146.11 Student agenda item (incl. report on proposed Leavers' Ball)

*It was agreed that the above item should be considered at this point on the agenda.*

Lacey Trebilcock (Student Association Executive President and Student Corporation member) presented the Student Executive report, which was considered.

Members noted that:

- The Student Executive had been discussing the possibility of a Leavers' Ball for Second Year students to be held at the end of June/early July 2019 and were currently considering possible external venues;
- Interviews had been held for the 2 elected positions of First Year representative on the Student Executive;
- It had been decided that 2 main charities would be supported in 2018/19, of which one would be a local charity (from a choice of 5 possible local charities) and one would be an international charity (from a choice of 2 possible international charities);
- Students were currently voting in tutorials on their preferred charities and the Student Executive would communicate the outcome to students by e-mail once voting had ended;
- The Student Executive hoped to be able to communicate more with their chosen charities and to make RAG week a significant money-raising event for them.

It was noted in response to members' questions that, as students came to Wyke from a wide geographical area, the Student Executive would seek a central venue with good transport links for the proposed Leavers' Ball. Licensing requirements were discussed with reference to the availability at such an event of alcohol for students aged 18 or over e.g. ID requirements.

It was noted in response to members' questions concerning the Antony Nolan charity, which supported people with blood cancer and blood disorders, that the charity came into the College annually to speak to students and 6 students had become donors.

*The Corporation received the Student Executive report for Sept. 2018.*

### Strategic planning & SMT reports

#### 146.7 Principal's report

The Principal, Paul Britton, presented his report for Sept. 2018 to the Corporation, which was considered. Member noted, with reference to the format of the report, that once the new Strategic Plan had been developed and approved, the report would follow the agreed strategic objectives.

Members noted that key areas of work included:

- The establishment of a Teaching, Learning and Assessment (TLA) Steering Group to deliver a complete programme designed to raise the quality of TLA across the College;
- A whole-College review of approaches to Retention, which would consider all aspects of the College's work (including course structure, the role of the pastoral team, coding on the ILR, the terminology used to describe our 2-year programmes), including the establishment of a retention working group;
- Reworking of the College-level self-assessment processes i.e. Jamie Davies (Assistant Principal) was undertaking some training with a former HMI and was leading on a completely new College-level self-assessment document, learning from best practice at other centres, which would then flow into a further redevelopment of self-assessment across the College;

- Developing the whole-College leadership team (CMG), with the College's HR Manager, Jenny Anderson leading on a development programme for the College's middle leadership team;
- Vice-Principal, Julie Peaks, was leading a rigorous approach to supporting the improvement of underperforming courses, emphasising the role of middle leaders in effecting change;
- Chris Herring (Assistant Principal) was leading on developing 'brands' for the College's curriculum pathways, starting with the medicine, dentistry and veterinary provision;
- Continuing to deliver an efficient curriculum model to allow investment in the areas that needed it;
- Developing new strategic objectives [*confidential minute*].

It was noted in response to members' questions that:

- ALPS data suggested that, while more able students made good progress, more could be done, for example, in some subjects to add value to students with a Minimum Expected Grade (MEG) of C;
- Subjects which had outstanding practice (e.g. Sport, Science) would share this as part of the College's TLA programme to bring about improvement in subjects where performance was less strong e.g. it had been agreed that the Science team would do a presentation during the week following the current meeting on how they monitored and tracked their students' progress;
- While press reports has suggested that universities making unconditional offers might be demotivating some students who accepted them and thereby affecting exam results, this was a national issue and the College considered that of more significance were the actions that the College could take to bring about improvements in its own students' performance;
- With reference to the development programme for the College's middle leadership team, the importance of the culture that the Colleges wanted to foster, together with leadership behaviours, were considered areas of key importance;
- A culture of the highest aspirations for all and a community of learning with a commitment to excellence and care were also considered key strategic objectives;
- The Venn Partnership had a role to play in bringing about academic quality improvement across its 5 member colleges e.g. through the sharing of best practice in curriculum and other groups.

Members discussed the use the College's was making of the apprenticeship levy, noting that some organisations were using it to develop management training. It was noted that Mark Moore would discuss his experience in this respect with the College's HR Manager, Jenny Anderson.

**Action: MM/JEA**

#### **146.8 Presentation: student recruitment/enrolment 2018**

Chris Herring (Assistant Principal) presented the student recruitment/enrolment 2018, which was considered.

Members noted that:

- Enrolment in 2018 was above the College's target recruitment level [*confidential minute*];
- There had been very few changes to the 2018 enrolment process when compared with the process used in 2017;
- The average class size (not including Extended Project Qualification or tutorials) in 2018 was 20 students;
- The pattern of school enrolments would be analysed [*confidential minute*];
- Plans for reviewing the 2018 enrolment process included the outcome of the annual student enrolment and induction' questionnaire and a reformed College enrolment group, including curriculum and pastoral leaders, which would review the 2018 enrolment and plan for 2019.

It was noted in response to members' questions that:

- The College still provided Year 11 Evenings and it was agreed that it would be helpful to discuss the Student Executive's own experience of such evenings;
- Wyke considered that its selling points included its students' exam success, together with

the whole experience of being at the College including opportunities for enrichment, educational visits and careers guidance.

### ***The Corporation received the student recruitment and enrolment report 2018.***

#### **146.9 Presentation: exam results overview 2018**

Julie Peaks (Vice-Principal) presented the exam results overview 2018.

Members considered the headline 2018 outcomes for students aged 16-18 i.e.

- At A Level there was a 99% pass rate, 76.1% retention (over 2 years), an ALPS 4 (Quality Indicator) and a 3 (T-score), 48.1% A\*-B, 114 A\* (134 including the Extended Project Qualification (EPQ));
- Vocational courses had a 100% pass rate on all Level 3 courses, a 92% retention (on 1 year courses), an ALPS 3 (QI) and a 2 (T-score), Extended Diploma 79% received D\*D\*D\*.

Members noted in discussion that the ALPS value-added 3-year T score thermometer compared the A level performance of students at one educational institution with institutions nationally, with an ALPS grade 3 score (excellent) being in the Red zone and scores of 6-9 (the Blue zone) being less than satisfactory or lower. The College had a 3-year average Quality Indicator score and grade of 3 (which indicated a strong performance) and a 2017/18 grade of 4. It was noted that subject T scores had been discussed with staff.

Members noted:

- A Level subjects with ALPS value-added T scores placing them in the top 25% or better of institutions nationally e.g. Art, Graphics, Photography, Biology, Chemistry, Economics, PE, Physics, noting the improvement of English Language and Sociology to grade 3;
- *[Confidential minute]*.

Members noted:

- BTEC subjects with ALPS value-added T scores placing them in the top 25% or better of institutions nationally e.g. Ext Dip Health & Social Care, Ext Dip IT, Ext Dip Sport, Diploma Health & Social Care, 90 credit Health & Social Car, 90 credit IT, 90 credit Sport, Sub Dip Creative Media, Sub Dip Health & Social Care, Sub Dip Music Tech, Sub Dip Sport, Cert Applied Law, Cert Business, Cert Health & Social Care, Cert IT, Cert Music Tech, and Cert Creative Media (which has improved to grade 2), with 3 subjects at grade 4 (very good) and 2 subjects at 5.

Members discussed subjects with ALPs T scores in the Blue zone, noting that reasons for this varied *[confidential minute]* and that actions for improvement were tailored to subjects and would be tracked and monitored throughout the year, with support being provided for relevant subjects by the College's senior management team (SMT). *[Confidential minute]*.

Members noted that, in addition to bringing about improvement where ALPs grades were in the Blue zone, helping subjects in the middle Black zone move into the Red zone was also a challenge. The Principal emphasised that ensuring that teaching and learning were outstanding was key to improved value-added.

Members considered the 2018 grades 9-4/A-C outcomes at GCSE, noting that the overall average of 59.8% in 2018 was positive (2017: 53.2%) although the College was, nevertheless, seeking to bring about further improvement. The improvement of the English Language GCSE average to 51.6% in 2018 (2017: 37.0%), following actions for improvement taken in 2017/18, was noted in particular. It was noted in discussion that the College had set up a dedicated study area for GCSE students in the B Mobile, with support available throughout the day.

Members noted 2018 outcomes for other qualifications, noting in particular: the Criminology certificate (152 entries), which was a new course, had a 97.4% pass rate (26% high grades); the Extended Project Qualification (EPQ) (115 entries) had a 100% pass rate (59% high grades); Level 2 BTEC

(in Business and in Health & Social Care) had a 100% pass rate.

Members noted with reference to the report on student destinations that in 2018: 73% of leavers had progressed to HE (557 of 765 students), with 8 going to Oxbridge (2017: 2), 9 to study medicine/veterinary sciences/ dentistry (2017: 7), 138 to Russell Group universities (i.e. 25% of all HE entrants); 39 students progressed to HE from Extended Diploma programmes (57%), with a further 15 (22%) going onto employment or an apprenticeship.

Members noted the College's report on actions being taken to bring about improvement where this was required [*confidential minute*].

Members discussed the confirmation of Ofsted's overall judgement of Good at inspection in Nov. 2017 with reference to the 2018 exam results, which appeared to indicate that BTEC performance was outstanding, GCSE performance good to outstanding and A Level performance good. The Principal re-iterated the overall importance of ensuring that teaching and learning were outstanding, that line management was effective and ensuring that the College's Self-Assessment Report (SAR) rigorously measured the College's performance against Ofsted's Common Inspection Framework.

It was noted in response to members' questions concerning peer review that the College had a lesson observation and walkthrough system and that every teaching staff member had a coaching peer.

### ***The Corporation received the 2018 exam results overview.***

## **Committee reports**

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

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

John Wilson, as Chair of the F&GP Committee, presented the Sept. 2018 student numbers and funding report, which had been considered at the Committee's Sept. 2018 meeting.

Members considered student enrolment numbers, noting that:

- The College had exceed its funded allocation of 1,924 students aged 16-19 [*confidential minute*].

Members discussed the College's 2017/18 retention results in detail noting that:

- Retention [*confidential minute*] in 2017/18 had fallen compared to 2016/17 [*confidential minute*] and the national benchmark [*confidential minute*];
- A fall in retention had been expected as 2017/18 was the first year in which linear A Level had been fully applicable to the relevant cohort;
- As the national benchmark related to 2016/17, it was expected that the national benchmark for 2017/18 would be lower, reflecting the introduction of linear A levels nationally, although noting also that while some institutions (such as Wyke) had adopted a fully linear model, other institutions still offered AS qualifications;
- [*Confidential minute*].

Members noted in discussion of the Level 3 retention rate that:

- The figures in the report related to the number of Level 3 students who completed their qualifications after the census date, regardless of whether they were on 1 or 2 year courses;
- As noted in discussion of the Principal's report earlier on the agenda, the College was working on a whole College review of approaches to retention.

[*Confidential minute*].

Members noted that:

- At level 2, the College's performance had improved in 2017/18, and was above national benchmarks for retention [*confidential minute*], pass rate [*confidential minute*] and achievement [*confidential minute*].

Members noted that:

- The information presented on retention in the report related to retention as defined in the Education & Skills Funding Agency (ESFA) Individualised Learner Record (ILR) and in the Qualification Achievement Rate (QAR) reports i.e. retention calculated with reference to enrolments to qualifications rather than to numbers of individual students enrolled;
- The number of individual students enrolled was, however, used by the ESFA when calculating the 'retention factor', which affected the level of funding received by the College from the ESFA;
- In future, where the 'retention factor' was under discussion this would be clearly stated, with 'retention' when used in College reports otherwise being retention as defined in the ESFA's ILR and QAR.

***The Corporation received the Sept. 2018 student numbers and funding report, which included a report on student retention, pass and achievement rates for 2017/18, and noted that the College appeared likely to exceed its 2018/19 student numbers funded allocation at the census date.***

(Lacey Trebilcock left the meeting).

(ii) Management accounts for 31 July 2018

John Wilson, as Chair of the F&GP Committee, presented the management accounts for the period to 31 July 2018, including key performance indicators (KPIs) and cash flow report, which had been considered at the Committee's Sept. 2018 meeting.

It was noted that the year-end accounts were subject to audit by the College's external auditors in Oct. 2018 but no issues had arisen during the preliminary audit in Aug. 2018.

Members noted that:

- The operating surplus in the management accounts for the year ended 31 July 2018 was £365.8k compared with the budgeted surplus of £519.6k, an adverse variance of £153.8k;
- The results took into account adjustment to the staff holiday pay provision following the alignment of the financial and holiday years;
- The original budget surplus, excluding holiday pay accrual reversal, had been £123k;
- The year-end surplus had been affected by un-budgeted costs totalling £156k, which related to health & safety-related site maintenance (removal of courtyard trees and remedial work to paving slabs), replacement fire curtain, Rose Garden security fencing, and redundancy/settlement costs;
- The management accounts did not reflect the Financial Reporting Standard (FRS) 102 accounting adjustments required in respect of the recognition of the local government pension scheme (i.e. the East Riding Pension Fund) deficit;
- The actuarial reports received relating to the East Riding Pension Fund, which would be reflected in the statutory accounts, showed a reduction in the level of the deficit which would result in a net release to comprehensive income of £487k;
- Trading income, non-pay and pay expenditure reflected the trends previously reported in the monthly management accounts discussed by the Corporation during the 2017/18 financial year;
- Catering showed a year-end deficit of £5k after taking into account direct material and staffing costs;
- The ESFA recurrent income, discretionary learner support funds and free meals funding had been in line with budget, with the exception of funding for adult earners where provision had been made for a potential clawback of £9.8k due to under-recruitment;
- The balance sheet showed no significant movements;

- The 3 key ratios that were used to calculate the College's Financial Health rating showed an indicative rating of Good for 2017/18;
- The 12-month rolling cash flow forecast had been updated to reflect approved budgets for 2018/19, with total cash balances at their lowest point in Mar. 2019, in line with the College's grant profile;
- While there was no immediate concern in terms of liquidity to meet commitments, in 2018/19 and beyond cash flow would continue to be a key factor for the College to consider when looking at any major investment requirements;
- The capital report showed £346k of current year additions, of which £32k had been funded from the 2016/17 Devolved Formula Capital (DFC) grant received from the ESFA;
- At the end of July 2018, the College had received DFC grant for 2017/18 of £55k, part of which had been allocated to the B Mobile roof improvement works, with the remainder carried forward to 2018/19.

Members discussed:

- The College's lettings contract with SLS, [*confidential minute*];
- The catering deficit, which was in part explained by additional staffing costs and the need to repair and replace some equipment during the year.

It was noted in response to members' questions that:

- With the exception of Emma's Cheesecakes, the College catering service was an in-house service [*confidential minute*];
- The point at which a variance would be considered significant was 5-10%;

***The Corporation considered and received the management accounts for the financial year ended 31 July 2018, was £365.8k compared with the budgeted surplus of £519.6k.***

(iii) Report on bank covenant testing as of 31 July 2018

John Wilson, as Chair of the F&GP Committee, presented the report on bank covenant testing at 31 July 2018, which had been considered at the Committee's Sept. 2018 meeting.

The Director of Finance presented the report on bank covenant testing as of 31 July 2018 in respect of the College's loans with Lloyds and Barclays, noting that the figures used were as included in the as yet unaudited draft statutory accounts and could therefore be subject to amendment when the audit work was carried out in Oct. 2018.

***The Committee considered and received the College's report on bank covenant testing as of 31 July 2018, noting that all covenants had been met.***

(Dina Lewis left the meeting).

(iv) E. Riding Pension Fund: report on actuarial valuation for FRS 102 purposes as at 31 July 2018

John Wilson, as Chair of the F&GP Committee, reported that the actuarial valuation for Financial Reporting Standard (FRS) 102 purposes as at 31 July 2018 of the East Riding Pension Fund (ERPF) had been considered at the Committee's Sept. 2018 meeting, and asked the Director of Finance to present the report.

Members noted that:

- The College's employees belonged to two principal post-employment benefit plans i.e. 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;
- Both were multi-employer defined-benefit plans;
- There has been a net decrease in the College's share of the overall ERPF scheme deficit from £768k as at 31 July 2017 to £281k at 31 July 2018, asset values had increased by 14% driven mainly by equities whilst the present value of funded liabilities had increased by

- 5% in the same period;
- Overall this had had a favourable effect on the College's balance sheet in 2018 but was not a guarantee of future performance as the value of fund invested assets could also decrease;
- The last full actuarial valuation had taken place in 2016 and the next full actuarial valuation was due in 2019.

***The Corporation received the East Riding Pension Fund report on the actuarial valuation for FRS 102 purposes as at 31 July 2018.***

(v) Overseas student tuition fees 2019-20

John Wilson, as Chair of the F&GP Committee, reported that the overseas student tuition fees approved by the Corporation for 2018/19 were £6,000 p.a. plus £1,000 for one to one tuition in English, where required, and that, having considered overseas student tuition fees at its Sept. 2018 meeting, the Committee was recommending that they should remain unchanged for 2019/20.

***The Corporation agreed, on the recommendation of the F&GP Committee, that overseas student fees for 2019/20 should be unchanged from 2018/19.***

### Student agenda item

#### 146.11 Student agenda item (incl. report on proposed Leavers' Ball)

***It was noted that the above item had been considered earlier on the agenda.***

### Venn Partnership matters

#### 146.12 (i) Venn Partnership: revised Articles of Association

The Clerk reported that the July 2018 meeting of the Corporation had noted that the draft revised Articles of Association had been due to be agreed by the Venn Principals later in the month, discussing whether Corporation approval should therefore be given at a subsequent Corporation meeting or by written resolution sent by e-mail, agreeing the latter. As it was understood, however, that at least one other corporation in the partnership had decided that the revised Articles should, be approved at their autumn term meeting and, as approval from all the Venn corporations could not therefore be achieved before the autumn term, the Articles have therefore been placed on the Sept. 2018 Corporation agenda for approval.

The Clerk reported that the revised Articles met the key reservations expressed by Rollits on the original Articles, which had been considered at the Corporation's Dec. 2017 meeting.

***The Corporation of Wyke Sixth Form College resolved to approve the revised Venn Partnership Articles of Association.***

#### (ii) Clerk: Venn Partnership company secretarial duties

The Corporation noted in discussion that:

- The Articles of Association for the Venn Partnership provided for a Company Secretary to be appointed but did not permit a Director to act as Company Secretary;
- While the Companies Act did not require companies to appoint a Company Secretary and the Venn Partnership did not intend to appoint one, returns were still required to be made to Companies House, which meant that this aspect of the role had still to be carried out;
- The most efficient way to ensure that returns were correctly filed would normally be to engage a legal firm to undertake this for the company for a small annual fee;
- Wyke's Clerk had volunteered to provide unpaid help to the Venn Partnership with other aspects of the role, if this could be done without compromising her independence as Wyke's Clerk.

***The Corporation agreed that it would be acceptable for the Clerk to provide unpaid help to the Venn Partnership with some tasks associated with the company secretarial role,***

*providing that this could be done without compromising her independence as Wyke's Clerk.*

## Governance matters II

### 146.13 (i) Corporation attendance in 2017/18

The Clerk reported that 5 scheduled Corporation meetings and 4 Special meetings had been held in 2017/18.

***The Corporation noted that overall Corporation attendance during 2017/18 at 73% (excluding the 4 Special meetings held) had been close to Corporation's an approved target of 75% but had been 69%% (including 4 Special Corporation meetings).***

### (ii) Report on updating of the skills audit, register of interests & financial year-end declaration forms

***The Clerk reported that she would contact Corporation members concerning updating of the skills audit, register of interests, eligibility statements & financial year-end declaration forms.***

**Action: Clerk**

### (iii) Annual review of Corporation documents:(a) Corporation & committee standing agenda items & committee terms of reference, (b) Corporation standing orders, and (c) Corporation Code of Conduct

The Clerk reported that Corporation's committees reviewed their terms of reference and standing agenda item lists annually and made recommendations on proposed changes to the Corporation at the Corporation's first autumn term meeting, with any changes required to the Corporation's standing agenda item list, Standing Orders or Code of Conduct also considered at the meeting.

Members noted that the following were being proposed

- Updating changes to the Audit Committee terms of reference to reflect the revised wording of the ESFA's Post-16 Audit Code of Practice;
- Updating changes to the F&GP, Search & Governance Committee Student Committee's standing agenda item lists and to the F&GP and Search & Governance Committee's terms of reference to better reflect current practice;
- No changes were being proposed to the Personnel Committee terms of reference and standing agenda item list or to the Appeals Committee terms of reference, which had been reviewed at the Personnel Committee's June 2018 meeting;
- The Clerk was recommending minor updating changes to the Corporation's standing agenda item list;
- No changes were being proposed to the Corporation's Standing Orders or Code of Conduct.

***The Corporation approved updating changes to the Corporation's standing agenda item list, on the recommendation of the Clerk, and to committee standing agenda item lists and terms of reference, on the recommendation of committees.***

**Action: Clerk**

### (iv) Corporation training schedule 2018/19

***The Clerk reported that the following in-house Corporation training/briefing sessions had been agreed for 2018/19: a briefing on College systems the parent portal and On-Track in Mar. 2019 and on finance/funding in May 2019.***

**Action: Clerk**

## Documents/links from outside bodies

### 146.14 Documents/links from outside bodies

(i) DfE Keeping Children Safe in Education (Sept. 2018)

**The Corporation noted revised guidance on safeguarding issued by the Dept. for Education i.e. Keeping Children Safe in Education (Sept. 2018), which was available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>**

Chris Herring (Assistant Principal and College Designated Safeguarding Lead) reported that minor updating revisions to the College's Safeguarding & *Child Protection Policy* were required i.e. changes consequent on the retirement of Jim Darmody Senior Tutor & Designated Safeguarding Lead on 31 Aug. 2018.

**The Corporation approved minor updating revisions to the College's Safeguarding & Child Protection Policy, noting that a further, more comprehensive revision of the College's Safeguarding & Child Protection Policy, would be presented for approval at the Dec. 2018 meeting of the Corporation, following review by the Personnel Committee.**

**Action: CH**

(ii) ESFA Early Intervention & Prevention Strategy (updated Aug. 2018)

**The Corporation noted the ESFA's updated Early Intervention & Prevention Strategy** (which sets out how the ESFA would engage with sixth-form colleges where their financial plans, performance indicators or other data sources suggested that there was a risk of failure (e.g. where a college had an Inadequate or a weak Satisfactory financial health rating) at:

<https://www.gov.uk/government/publications/college-funding-early-intervention-and-prevention/early-intervention-strategy>

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

##### **146.15 Committee meetings**

**The following minutes were received for information: minutes of the F&GP Committee (May-July 2018) and the SGC (June 2018).**

#### **Final agenda items**

##### **146.16 Any other business**

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

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

**The Corporation noted that the issues considered in the Principal's report above would have a significant impact on learners.**

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

***No new risks had been identified at the meeting.***

##### **146.19 Forthcoming College events**

**The following forthcoming College events were noted, noting also that were a date remained to be confirmed the Clerk would inform members nearer the date of the event:**

- Open Evenings, Thurs. 25 Oct. & Thurs. 8 Nov. 2018, 5.30-8.00pm;
- Open Morning, Sat. 1 Dec. 2018, 9.00am - 12.00 noon;
- BTEC pantomime, Wed. 28 Nov. 2018 (date/time to be confirmed)
- Christmas dance show (Thurs.6 Dec. 2018 (date/time to be confirmed)
- Christmas concert, Thurs 13 Dec. 2018 (date/time to be confirmed)

**Action: Clerk**

**146.20 Dates of 2018/19 Corporation & Committee meetings**

*The full schedule of Corporation and Committee meetings in 2018/19 was received for information.*

**146.21 Date of next Corporation meeting**

*It was noted that the Corporation was next scheduled to meet on Mon. 10 Dec. 2018 at 5.00pm.*

**Action: Clerk**

**Reserved Business agenda**

The following staff members left the meeting before consideration of the Reserved Business agenda: Emma Albeck (Support Staff Corporation member), Chris Herring (Assistant Principal), Julie Peaks (Vice Principal), Tony Wilmot (Director of Finance).

**MINUTES OF THE CORPORATION MEETING 147  
HELD ON 13 DECEMBER 2018**

- Present:** Emma Albeck, Amalia Booker, Patrick Cavanagh, Paul Davis, Ruth Dönmez, John Gilleard, Jackie Goodman, Cole Green, Kevin Hirons, Mark Lucid, Jane Price, Phil Taylor (Vice-Chair), John Wilson (Chair), Philip Wright
- In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Chris Herring (Assistant Principal), Tony Wilmot (Director of Finance), Julie Peaks (Vice Principal)

**147.1 Apologies for absence**

**Apologies were received from:** Corporation members Paul Britton (Principal), Dina Lewis, Mark Moore, John Shipley, Lacey Trebilcock, and Steve Sellers and from senior management team member Jenny Anderson (HR Manager).

**147.2 Declaration of interests**

**The following standing declaration was noted:** Pat Cavanagh (employee, Yorkshire & the Humber Co-operative Learning Trust).

**Governance matters: Part I**

**147.3 SGC reports & recommendations on Corporation appointments**

John Wilson, as Chair of the Search & Governance Committee (SGC) reported that during autumn term 2018, the SGC had met in Sept., Oct. and Nov. and had considered the Corporation vacancies detailed below.

(Paul Davis, who had been attending the meeting as an observer, left the meeting).

**(i) Vacancy for an elected Teaching Staff member of the Corporation**

The Corporation noted that outcome of the teaching staff election was that Mark Lucid, who was a Faculty Head, had been duly elected as a Teaching Staff Corporation member and was eligible to be appointed.

***The Corporation appointed Mark Lucid as a Teaching Staff member of the Corporation for a period of 4 years from 13 Dec. 2018.***

**Action: Clerk**

**(2) Vacancy for a Parent member of the Corporation**

John Wilson reported that: Parent Corporation members were appointed, on the recommendation of the SGC, following self-nomination and interview by Committee members; there was currently a vacancy for a Parent Corporation member; Kevin Hirons (who was a Programme Manager with Eminox Ltd, which was based in N. Lincolnshire) was interviewed on 11 Oct. 2018 and the Oct. 2018 meeting of the Committee agreed to recommend to the Corporation that Mr Hirons should be appointed as a Corporation member in the Parent member category.

***The Corporation appointed Kevin Hirons as a Parent member of the Corporation for a period of 4 years from 13 Dec. 2018 or until the end of the academic year in which his child left the College, whichever was the sooner.***

**Action: Clerk**

(3) Vacancy for a Corporation member in the ordinary category

John Wilson reported that: there has been a vacancy for a Corporation member in the ordinary Corporation member category since the resignation of Neil Cavill in Sept. 2018; Paul Davis (who was Managing Director at Weldtite Products Limited, which was based in N. Lincolnshire) was interviewed by Committee members on 9 Nov. 2018; the Nov. 2018 meeting of the SGC had agreed to recommend to the Corporation that Mr Davis should be appointed in the ordinary Corporation member category; Mr Davis was the parent of a student at the College but parents were eligible to be appointed in either the Parent member or the ordinary Corporation member category; in making its recommendation, the Committee had noted that the appointment of Mr Davis would replace business skills lost from Corporation's skills mix following the resignation of Neil Cavill.

***The Corporation appointed Paul Davis as a Corporation member in the ordinary category for a period of 4 years from 13 Dec. 2018.***

**Action: Clerk**

(Phil Taylor left the meeting).

(4) Re-appointment of Phil Taylor

John Wilson reported that: Phil Taylor was Vice-Chair of the Corporation, Chair of the Personnel Committee and the Remuneration Committee, Corporation's Safeguarding & Prevent Duty Lead, and a member of the Search & Governance and the Student Committee; his current 4-year term of office was due to end on 17 Feb. 2019; at its Sept. 2018 meeting, the SGC had completed a positive evaluation of Mr Taylor's performance as a Corporation member with reference to the Corporation's re-appointment criteria and had agreed to recommend that he should be re-appointed for a further 4-year term of office from 18 Feb. 2019.

***The Corporation re-appointed Phil Taylor in the ordinary Corporation member category for a period of 4-years from 18 Feb. 2019 i.e. immediately following the date on which his current term of office expires.***

**Action: Clerk**

It was noted that all Corporation appointments/re-appointments were made subject to the person so appointed being (and remaining) eligible to serve as a Corporation member (with reference to the eligibility requirements set out in clause 8 of the Corporation's Instrument of Government) and not being disqualified from acting as a charity trustee, the appointment of new Corporation members (other than staff and student members) was also subject to a satisfactory Disclosure & Barring Service (DBS) check.

(Paul Davis and Phil Taylor returned to the meeting).

***John Wilson, as Chair of the Corporation, welcomed Paul Davis, Mark Lucid and Cole Green to their first Corporation meeting, noting that Kevin Hirons, who would also be attending his first Corporation meeting, would join the meeting later.***

**Minutes & matters arising**

**147.4 Minutes of meeting 146 (27.9.18), incl. confidential minutes**

***The minutes of meeting 146 (27.9.18), including the confidential minutes, were approved.***

**147.5 Matters arising/action table**

(Actions below are numbered according to their position in the action points table appended to the end of the previous minutes).

- 1 Cole Green had been appointed as a Student member of the Corporation.
- 2 Mark Lucid's appointment to the Corporation as the elected Teaching Staff member has been considered earlier on the agenda.
- 3 Amalia Booker had been appointed as a Corporation member in the

ordinary category.

- 4 The Clerk would liaise with Student Governors and Victoria Richardson concerning including a query relating to the correct procedure to be followed where no student stood for a particular Student Association Executive role as an item on the Mar. 2019 Student Committee agenda.  
**Action: Clerk**
- 5 Members had noted the importance of student welfare, including mental health issues, and agreed that consideration should also be given to ensuring that they were included in the Strategic Plan e.g. among the strategic drivers and aims. It was noted that a Corporation Strategic Planning meeting was due to be held in Jan. 2019.
- 6 The Clerk would send out reminders concerning the 2018 updating of the register of interests and the skills audit form.  
**Action: Clerk**
- 7 The annual review of confidential minutes was on the agenda.
- 8 The Corporation had delegated approval of the 2018/19 Bursary Fund & FE Meals Policy Statement to F&GP Committee, with future delegation to be reviewed by Corporation in 2018/19.  
**Action: Clerk**
- 9 The Clerk would send College e-mail addresses to all Corporation members who did not have them currently, with instructions for use.  
**Action: Clerk**
- 10 Use of the apprenticeship levy had been discussed, as agreed.
- 11 Committee terms of reference and Corporation and committee standing agenda item lists, had been updated, as agreed.
- 12 In-house Corporation training/briefing sessions to be arrange for 2018/19: a briefing on College systems the parent portal and On-Track; a briefing on finance/funding.  
**Action: Clerk**
- 13 The Sept. 2018 Corporation meeting had approved minor revisions to the College's Safeguarding & *Child Protection Policy* i.e. changes consequent on the retirement of Jim Darmody Senior Tutor & Designated Safeguarding Lead on 31 Aug. 2018. The Sept. 2018 Corporation meeting had also noted revised guidance on safeguarding issued by the Dept. for Education (i.e. Keeping Children Safe in Education, Sept. 2018 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)  
A further revision of the College's Safeguarding & *Child Protection Policy* had subsequently been considered by the Personnel Committee.
- 14 A more comprehensive revision of the College's *Safeguarding & Child Protection Policy* was on the agenda.  
A recommendation from the Personnel Committee to the Corporation on the approval of the College's further revised *Safeguarding & Child Protection Policy* (noted above) was on the agenda.
- 15 The Clerk has informed the Corporation that the Christmas concert would be held on 10 Dec. 2018 and the Winter Dance Showcase on 12 Dec.

2018.

- 16 Due to the need to move the Christmas concert to 10 Dec. 2018, the Clerk had contacted members concerning moving the Corporation meeting to 13 Dec. 2018, which had been agreed.

#### 147.6 Annual review of confidential minutes

The Clerk reported that the Corporation considered at least annually whether confidential minutes produced during the previous year could be released from confidentiality, taking into account data protection requirements and the requirements of the Freedom of Information Act 2000.

The Corporation considered the Clerk's recommendation on the release of confidential minutes included in the minutes of the Corporation's scheduled Sept. and Dec. 2017 meetings, noting that the confidential minutes of the Special Corporation meetings held in Aug. and Nov. 2018, which considered staffing and financial matters and therefore had data protection implications, had not been presented for review. It was noted that confidential discussions concerning third parties or commercially sensitive information involving third parties or which was commercially sensitive to the College had not been suggested for release from confidentiality.

***The Corporation approved, on the recommendation of the Clerk, specified confidential minutes produced during Sept. and Dec. 2017 for release from confidentiality.***

**Action: Clerk**

***The Corporation agreed that, in future, the release of confidential minutes should be considered at each meeting rather than 12 months' of minutes being considered at the Corporation's Sept. meeting annually.***

**Action: Clerk**

It was agreed that the items below should be considered at this point on the agenda.

#### 147.14 Student Committee (SC)

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

Cole Green, Student Association Executive Vice-President and Student Corporation member, presented the Student Association Executive report, which had been presented to the Nov. 2018 Student Committee meeting, together with an update.

Members noted that:

- Improvements had been successfully made to the Student Association Executive (the Exec.) election process which had resulted in the election of the 2018/19 Exec. e.g. voting in tutorials and video clips of hustings had improved voter turnout;
- Following consultation with students, a Leavers' Ball was not being organised but Leavers' merchandise was being considered;
- The previous Exec. had raised just over £2k at RAG week in 2018, with the current Exec. using feedback from students to improve the event in 2019, with the aim of raising more money;
- Students had voted in tutorials in Sept. 2018 to support UNICEF and the Anthony Nolan as their 2 main charities in 2018/19;
- Other charities supported included homeless charities e.g. Love in a Box;
- Just over £262 had been raised for Children in Need day;
- In 2017/18, feminine hygiene products had been made available from the Exec office, with feminine hygiene products being placed, on a trial basis, in toilets during 2018/19 but the trial had not been successful and would not be continued;
- A questionnaire from the Exec. had been sent to students on possible enrichment courses, with 100 responses received and coding, languages, and teacher training chosen;
- A Remembrance Day stand had been set up;

- A stall was being arranged for World Mental Health Day;
- First Aid training had been offered to students;
- The Exec. Had been keen to do more branding and considered that this had been successful and the Exec. made more visible to students as a result.

***The Corporation received the Student Association Executive report, commending the format of the report and the range of events initiated by the Executive.***

(ii) Student Activities report

***The Corporation received, for information, the Student Activities report, which had been presented to the Nov. 2018 Student Committee meeting.***

(iii) Student Association accounts for 2017/18

It was noted that, under the Education Act 1994 (the Act), Corporation was responsible for ensuring that any students' union is 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.

Members considered the Student Association accounts for the financial year ended 31 July 2018, noting that they had been reviewed by the Director of Finance, Tony Wilmot.

Members noted that:

- The Student Association accounts showed a deficit for the year of £3.6k, reflecting increased spending on events (e.g. RAG week) and student welfare (e.g. subsidised bike locks/security cameras);
- The Student Association had, however, a healthy bank balance of £17k;
- £2k was due to be paid to charities.

***The Corporation approved the Student Association accounts for the year ended 31 July 2018.***

(Kevin Hirons joined the meeting).

## **Principal's report, incl. strategic planning & Venn Partnership matters**

147.7

### Principal's report

In the absence of the Principal, Paul Britton, the Vice-Principal, Julie Peaks, presented the Principal's report which reported on activity in the second half of the autumn term against the key objectives identified in the College's draft strategic plan.

(i) A culture of the highest aspirations for all, a community of learning with a commitment to excellence and care

Members noted that: work was continuing on developing the College culture; the Principal had met every staff team to understand their concerns and share some of the vision for the future development of the College; Development Days had been held on 26 Oct. and 7 Nov. 2018, with many outcomes feeding into the College's Teaching, Learning and Assessment (TLA) strategy; the College leadership development programme had started on 21 Nov. 2018; 'Cake Friday' had been introduced to develop the staff room as a resource for staff to use and as an opportunity for staff to meet, with cake provided by volunteer staff teams.

(ii) Deliver exceptional teaching, learning, assessment and support

Members noted that: the TLA plan that was formed before summer 2018 was being delivered; the lesson observation process had been reformed to ensure that teachers were receiving 3 observations throughout the year, focused on improving performance; the observation team (SMT, Heads of Faculty and Heads of Subject) had Observation of Teaching, Learning and Assessment (OTLA) training just before the half term break; there would be follow up training with an input from a former HMI planned for the start of the spring term; in addition to the formal observations the majority of staff have had their practise seen through part of a learning walk; to add to understanding of the learning

experience we implemented a new system for capturing learner voice feedback, and nationally benchmarked programme called QDP; underpinning all of this activity was a new, detailed and rigorous self-assessment report process.

(iii) A curriculum offer that is attractive to students, provides exceptional development for work and further study and meets the needs of the regional and national economy. Members noted that the College had held a number of successful Open events, with feedback on the events positive; [confidential minute].

Members noted, with reference to educational trips and visits that 39 trips had taken place academic year to date, with a further 22 planned.

With reference to new courses for 2019/20, it was noted that the College had received positive feedback on a proposed CTEC Engineering course, a Foundation Art Diploma, and a BTEC Dance course (proposed in addition to the College's existing A Level Dance course).

(iv) Sound management of resources to allow future investment

Members noted that: having achieved a significant increase in student numbers for 2018/19, the College could expect to receive a £400k increase in ESFA funding in 2019/20 under the ESFA's lagged funding system, although most of this additional income was expected to be needed to cover potential increases in pay and employer's pension contributions in relation to the Teachers' Pension Scheme (TPS); the College was supporting the Sixth Form Colleges Association (SFCA) 'Raise the Rate' campaign for sixth form funding in schools/academies/colleges i.e. to raise the base rate at which all students aged 16-19 were funded.

(iv) Provide a safe environment for learning

Members noted that the College continued to be challenged by the increasing levels of demand for support with students' mental health and anxiety issues, despite investment in a specialist pastoral team and a counselling service, with a whole curriculum response being considered rather than increasing existing levels of provision.

(v) An outward looking stance, keen to work in collaboration to transform life chances for young people

Members noted that: the Principal was continuing to meet with the Head teachers of local schools; bespoke events had been arranged for partner schools [confidential minute].  
School.

Members noted an update on meetings held by the 5 Venn Group sixth form colleges (i.e. Franklin, John Leggott, Scarborough, Wilberforce, Wyke) e.g. at a recent Principals' meeting, the process of defining the mission and vision for the organisation along with some key, realistic objectives for joint working had been started.

The importance of external work for the Principal role in the next 18-24 months, as stated in the report, was noted, with 2 major foci emphasised: ensuring the college was delivering an outstanding educational experience for its students (strategic objectives 1-5); ensuring future sustainability.

***The Corporation received the Principal's report for Dec. 2018. The Vice-Principal, Julie Peaks, wished members a happy Christmas break on behalf of the Principal.***

#### **147.8 Strategic Plan 2018-20 summary**

***The Corporation received the College's draft strategic plan 2018-20 summary, for information, noting that it would be considered at a Special strategic planning meeting of the Corporation to be held on 29 Jan. 2019.***

**Action: Clerk**

## Committee reports

147.9

### Audit Committee

#### (i) Proposed additions to the College's Fraud & Bribery Policy

John Gilleard, as Chair of the Audit Committee, presented the Committee's recommendation on proposed additions to the College's Fraud & Bribery Policy.

Members noted that the Criminal Finances Act 2017 had:

- Introduced the corporate offence of failure to prevent the facilitation of tax evasion and applied to bodies corporate, including sixth form college corporations; and
- Was applicable in situations where a college failed to prevent 'associated persons' (e.g. college staff, workers, agents, sub-contractors or other people or organisations that provided services for or on the college's behalf) from assisting in the evasion of tax by another party;
- In such cases, a college would automatically be charged with the offence of failing to prevent its representatives from committing the criminal act of facilitation unless it could demonstrate that it had reasonable procedures in place to prevent that facilitation;
- The College's Fraud & Bribery Policy has been revised to include a reference to the Criminal Finances Act 2017 and the College's commitment to preventing the facilitation of tax evasion i.e. through the proposed addition of a new paragraph on tax evasion in the policy itself and through the addition of a new appendix (Appendix E) which provided examples of actions which might constitute aiding and abetting criminal tax evasion.

***The Corporation approved, on the recommendation of the Audit Committee, the additions to the College's revised Fraud & Bribery Policy which, referred to the Criminal Finances Act 2017 and the College's commitment to preventing the facilitation of tax evasion.***

**Action: Clerk**

#### (ii) Internal auditor re-appointment & audit plan 2018/19

John Gilleard reported that the Audit Committee had completed a positive performance review of the internal auditors, AuditOne, at its Oct. 2018 meeting, noting that fees were competitive and the 2017/18 audit had been on budget.

It was noted that the Audit Committee had also considered the draft internal audit plan 2018/19, including fees, at its Oct. 2018 meeting and (subject to the Corporation's re-appointment of AuditOne as internal auditors for 2018/19) were recommending the plan to the Corporation

John Gilleard drew Corporation members attention to:

- Appendix A to the plan which showed audit coverage 2013/14 to 2017/18;
- The proposed internal audit plan for 2018/19 at Appendix B;
- The fact that, unlike its predecessor the East Coast Audit Consortium, AuditOne, while providing opinions on individual audit reviews, would not provide an overall audit opinion on an annual audit of 15 days, which was the number proposed in the 2018/19 plan.

It was noted in response to members' questions that:

- AuditOne, which provided audit services to the NHS and colleges, used experienced auditors;
- The annual internal audit plan was formulated with reference to the College's risk register e.g. the proposed 2018/19 plan included a General Data Protection Regulation (GDPR) follow up review.

***The Corporation approved, on the recommendation of the Audit Committee, the re-appointment of AuditOne as internal auditors for 2018/19 and the approval of the internal audit plan 2018/19, including fees.***

(iii) Audit Committee Report 2017/18 (incl. internal audit report, financial statements report, risk register, regularity engagement report)

John Gilleard presented the Audit Committee's Annual Report to Corporation and the Principal, which had been considered at the Committee's Dec. 2018 meeting, drawing attention, in particular, to the following sections of the report: the reports on the internal and financial statements audits and the regularity assurance work; the College's self-assessed Financial Management Control Evaluation (FMCE) grade of Good; the report on the College's risk management processes; the annual report on any fraud, irregularities, bribery and whistleblowing events; the report on data protection and freedom of information.

Members' attention was drawn to the Audit Committee's positive opinion on the final page of the report i.e. that 'Based on the reports of and discussions with both the internal auditors and the financial statements and regularity auditors, together with our own enquiries, the Audit Committee's opinion is: that reliance can be placed upon the adequacy and effectiveness of Wyke Sixth Form College Corporation's assurance arrangements, its framework of governance, risk management and control processes for the effective and efficient use of resources, solvency of the institution and the safeguarding of its assets; that the Corporation's responsibilities, included in the annual financial statements, have been satisfactorily discharged'.

John Gilleard presented the following documents which were attached as appendices to the Audit Committee's Annual Report:

- Internal Audit: Annual Report 2017/18
- Financial Statements: Final Audit Findings, year ended 31.7.18
- Independent Reporting Accountant's Report on Regularity for the year ended 31.7.18
- College's Risk Register (Oct. & Nov. 2018).

Members noted in discussion that:

- The East Coast Audit Consortium (which had been the College's auditors in 2016/17) had issued an annual internal audit report for 2016/17 which had included an overall opinion of Substantial assurance but that AuditOne (internal auditors for the 2017/18 audit) while providing opinions on individual audit reviews, had not provided an overall audit opinion in its 2017/18 annual internal audit report due to the audit only totalling 15 days;
- The external auditors, RSM UK Audit LLP, anticipated issuing an unqualified audit opinion on the College's financial statements for the year ended 31 July 2018;
- RSM's audit findings report set out the risks which had informed its audit plan and a report against them (e.g. that appropriate disclosures relating to going concern had been made in the College's financial statements), statements that there were no audit/ accounting /regularity/impropriety issues to bring to the Corporation's attention, a statement of unadjusted/adjusted errors [*confidential minute*], a report on significant deficiencies in internal control [*confidential minute*];
- A useful summary of emerging issues relevant to the sixth form college sector, which had been included at Appendix B of RSM's audit findings report;
- There were no significant changes to the College's risk register which the Audit Committee wished to bring to Corporation members' attention.

With reference to the risk register, it was noted that there was an error at Risk E5 (i.e. an impact score of 3 x a likelihood score of 3 but a current risk score of 9), which would be addressed.

**Action: TW**

***The Corporation received the Audit Committee's Annual Report 2017/18, noting the positive opinion on the final page of the report, and approved its submission to the Education & Skills Funding Agency by the required deadline of 31 Dec. 2018.***

**Action: Clerk/TW**

(iv) Letters of representation

John Gilleard reported that the Audit Committee had considered the attached letters of representation at its Nov. 2018 meeting and were recommending them to the Corporation for approval and signing.

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

**Action: Chair/PAB/TW**

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

(i) Revised Data Protection, Freedom of Information, Publication Scheme & Environmental Regulations charging policy

John Wilson presented the revised Data Protection, Freedom of Information, and Publication Scheme & Environmental Regulations charging policy, which had been reviewed at the F&GP Committee meeting held on 6 Nov. 2018.

Members noted that the proposed revision:

- Took account of the requirements of the Data Protection Act 2018 (which implemented the General Data Protection Regulation (GDPR) and replaced the UK Data Protection Act 1998), including the revoking of the Data Protection (Subject Access) (Fees and Miscellaneous Provisions) Regulations 2000 and the amendment of the Data Protection (Appropriate Limit and Fees) Regulations 2004;
- Updated references to Information Commissioner's Office (ICO) guidance;
- Included a new section on fees for the re-use of datasets.

***The Corporation approved updating changes to the College's Data Protection, Freedom of Information, Publication Scheme & Environmental Regulations charging policy, on the recommendation of the F&GP Committee.***

**Action: Clerk**

(ii) Student numbers & funding report

John Wilson presented the Dec. 2018 student numbers and funding report, which had been considered at the F&GP Committee's Dec. 2018 meeting and was being presented to the Corporation for information.

Members noted that:

- There had been a significant increase in student numbers at the 2018 census date compared to 2017 [*confidential minute*].

Members considered the retention analysis of enrolled students on-programme in Nov. 2018, noting that percentages for 2018/19 (i.e. for students overall, First Year, Second Year and Single Year students) were slightly above the figures for Nov. 2017. It was also noted, however, that it was too early in the academic year to discern a trend. Members noted in discussion actions taken to improve retention in 2018/19.

***The Corporation received the Dec. 2018 student numbers and funding report.***

(iii) Management accounts for Oct. 2018

John Wilson presented the management accounts for Oct. 2018, which had been considered at the F&GP Committee's Dec. 2018 meeting.

Members noted that:

- The operating surplus for the 3 months ended Oct. 2018 was £4.1k compared to the budgeted surplus of £19.1k, which was an adverse variance of £15.0k;
- Trading income was £9.3k below budget (e.g. mainly due to lower than expected overseas student numbers), with income of £10k having been recognised in the Oct. 2018 management accounts in respect of tuition fees for pupils from Trinity School who were being taught by the College and Education & Health Care Plan (EHCP) funding received from the local authority for the year confirmed as £39k

(budget: £30K), which would be shown in the Nov. 2018 management accounts; monitored;

- With reference to non-pay expenditure, there had been an overall underspend of £18k compared to budget;
- Total pay costs were over budget by £17k (i.e. a negative variance of 1.2%), mainly due to new staff starting at the end of Aug. 2018 rather than at the beginning of Sept. 2018, as assumed in the budget;
- The College's senior management team (SMT) would ensure that, where opportunities arose during the year, action would be taken to bring total pay costs back into line with the original budget;
- Provision had been made for a 2% staff pay award from Sept 2018;
- ESFA recurrent income, discretionary learner support funds and free meals funding were all in line with the budget with the exception of the amount for capital grants Developed Capital Funding (DFC) grant.

The balance sheet and the report on financial key performance indicators (KPIs) were considered.

The Director of Finance reported with reference to the College's health rating that:

- When completing the College's annual Financial Record Return for the ESFA, he had identified an error in the formula for the calculation of the EBITDA (Earnings before the deduction of interest, taxes, depreciation and amortisation) ratio in the management accounts which considered the net surplus as adjusted for depreciation, interest and grants as a percentage of income as adjusted for grants i.e. in the management accounts the ratio had been calculated in terms of 'funding' income rather than 'total' income'; the formula had now been amended in the management accounts;
- Amendment of the above formula had not changed the College's self-assessed health rating of Satisfactory for 2018/19 but had resulted in the College's self-assessed health rating of Good for 2017/18, as stated in the College's 3-year financial plan, being downgraded to Satisfactory;
- The change in the College's financial health rating for 2017/18 was mainly due to the high level of site works undertaken at the end of 2017/18, with the 3-year plan approved by Corporation having been based on decisions made up to the end of May 2018 and the site works approved after that date.

Members considered the cashflow forecast for the 13 month's period from Oct. 2018 to Nov. 2019, noting that:

- As usual due to funding profiles, total cash balances reached their lowest point in Mar.;
- While there was no immediate concern in terms of liquidity to meet commitments, this would be a key factor in 2018/19 and beyond when considering any major investment requirements.

Members noted that: the capital report showed £91k of current year additions, both invoiced and committed, mainly in the area of IT spend; of the current year additions £15k has been funded from the 2017/18 DCF grant which had been received in late July 2018; the approved revenue funded capital spend budget for 2018/19 was £100k, with £24k not yet committed; an invoice for the Cascade HR system had recently been received.

***The Corporation received the management accounts for Oct. 2018, noting that the operating surplus for the 3 months ended Oct. 2018 was £4.1k compared to a budgeted surplus of £19.1k.***

(iv) ESFA confirmation of financial health category

John Wilson reported that: the Education & Skills Funding Agency (ESFA) issued a letter annually confirming the College's health assessment category with reference to the College's financial plan; a letter from the ESFA dated 15 Oct. 2018 had been considered at by the F&GP Committee's Oct. 2018 meeting, confirming (with reference to the 3-year financial plan approved at the Corporation's July 2018 meeting) that the College's financial

health category was Good for 2017/18 and Satisfactory for 2018/19,; the ESFA's letter was being presented to the Corporation for information.

Members noted that:

- As noted above in discussion of the management accounts, differences in the way in which the health category had been calculated in the management accounts and in the ESFA's financial health record meant that the College's financial health category for 2017/18 should have been shown as Satisfactory in the financial plan approved by the Corporation and submitted to the ESFA in July 2018 rather than Good;
- The Director of Finance confirmed that the ESFA had been informed.

***The Corporation received a letter from the ESFA dated 15 Oct. 2018 confirming the College's automated financial health category as Good for 2017/18 and Satisfactory for 2018/19, noting also a report from the Director of Finance that he had subsequently informed the ESFA that the former should have been shown as Satisfactory.***

(v) ESFA financial dashboard

John Wilson reported that:

- The Education & Skills Funding Agency (ESFA) issued a financial dashboard annually which provided a report on the College's financial results, forecasting, health and resilience over several years and allowed comparison with other sixth form colleges;
- The ESFA took information in the report from colleges' financial plans;
- The Dec. 2018 F&GP Committee meeting had considered the dashboard issued by the ESFA in Oct. 2018, which recorded the College's results for 2014/15 to 2016/17 and forecast results for 2017/18 to 2019/20, and compared results with other sixth form colleges.

Members noted in discussion that:

- Just over 80% of sixth form colleges in 2017/18 had a financial health category of Outstanding or Good;
- Taking into account the report on the College's financial health category for 2017/18 above, the College's financial health category rating was Satisfactory for 5 of the 6 years shown in the report, with the exception being the forecast financial health category rating of Good for 2019/20;
- The College's financial health category had been affected by borrowings (to fund the redevelopment of the College site) which were higher than average for the sector;
- The College's staff costs at 68% of income were lower than average for the sector, demonstrating the College's efficiency in this area.

***The Corporation considered and received the ESFA financial dashboard issued in Oct. 2018.***

(vi) Annual Report & Financial Statements for financial year ended 31.7.18, incl. review of accounting policies

John Wilson presented the College's annual report & financial statements for the financial year ended 31.7.18, inviting the Director Finance to speak to the financial statements.

Members noted that:

- The annual report and financial statements had been considered by the Audit Committee on 3 Dec. 2018 to inform the Audit 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 financial statements had been considered at the F&GP Committee's Dec. 2018

meeting;

- The College had declared an operating surplus of £140,000 (2016/17 surplus £334,000) after charging depreciation of £777,000 (2016/17: £741,000);
- Changing the College holiday year to align with the financial year for term-time staff had resulted in a one-off release of £367k being credited to the Statement of Comprehensive Income;
- Following the completion of the audit of the statutory accounts for the year ended 31<sup>st</sup> July 2018 there had been no adjustments to the results as presented to Corporation in Sept. 2018, other than adjustments in respect of movement in the Local Government Pension Scheme (LGPS) pension deficit (with a reconciliation of the movement in the net surplus as disclosed in the two documents having been included in the papers sent out with the Corporation agenda, at the F&GP Committee's request);
- The College's financial health category rating for 2017/18, as shown on page 2 of the annual report was Satisfactory;
- The accounting policies included at Note 1 to the financial statements were unchanged from previous years and were considered appropriate by the College's external auditors, RSM UK Audit LLP.

***The Corporation approved the College's annual report and financial statements for the financial year ended 31 July 2018 for signing by the Chair of the Corporation and the Principal as Accounting Officer and, following signing by the external auditors, for submission to the ESFA by the required deadline of 31 Dec. 2018.***

**Action: Chair/PAB/TW**

***It was noted that, as required by the ESFA, the College's approved annual report and financial statements for the financial year ended 31 July 2018 would be placed on the College website.***

**Action: Clerk**

**147.11**

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

##### ***(i) College's Self-Assessment Report (SAR) 2017/18 & QIP***

Jackie Goodman, as Chair of the Curriculum & Quality (C&Q) Committee, reported that, in line with the College & the Curriculum & Quality (C&Q) Committee practice, members of the Committee had been invited to attend the College's 2017/18 SAR subject grade moderation meeting on 14 Nov. 2018, with the College's approved SAR 2017/18 and Quality Improvement Plan (QIP) considered at the C&Q Committee's meeting on 27 Nov. 2018.

***The Corporation agreed that consideration and ratification of the College's 2017/18 SAR and QIP should be deferred to allow Corporation members further time for review of the documents.***

**Action: Clerk**

##### ***(ii) Revised Policy for the Improvement of Performance in Learning***

Jackie Goodman, as Chair of the Curriculum & Quality (C&Q) Committee, reported that the Committee had reviewed the College's updated and revised *Policy for the Improvement of Performance in Learning* at its Nov. 2018 meeting and were recommending it to the Corporation for approval.

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

**Action: Clerk**

**147.12**

#### ***Personnel (Persl) Committee***

##### ***(i) Updated/rewritten Safeguarding & Child Protection Policy***

Phil Taylor, as Chair of the Personnel Committee & Corporation Safeguarding/Prevent Duty Lead, reported that the Personnel Committee had considered the College's revised *Safeguarding & Child Protection Policy* at its Dec. 2018 meeting, noting that the policy had

been comprehensively updated and rewritten, including with reference to the DfE revised guidance on safeguarding issued in Sept. 2018 and the College's adoption of CPOMS safeguarding software and with a more detailed section on the Prevent duty. The Committee had agreed to recommend the policy to the Corporation for approval, following minor amendments, which had been incorporated into the version being presented to the Corporation.

Phil Taylor invited Chris Herring (Assistant Principal & Designated Safeguarding Lead) to answer questions on the revised policy.

It was noted in response to members' questions that:

- The College's *Safeguarding & Child Protection Policy* applied to students aged under 18 and that the College also had a *Safeguarding Vulnerable Adults Policy & Procedure* ;
- While the Designated Safeguarding Officer was Rebecca Bolder, who had a social work background, Meg Williams was the looked after children (LAC) co-ordinator, as DfE guidance required this role to be undertaken by a qualified teacher;
- The College's tutorial and pastoral team had tested the CPOMS system and training would be provided for all staff in Jan. 2019.

***The Corporation approved, on the recommendation of the Personnel Committee, the updated/rewritten Safeguarding & Child Protection Policy.***

**Action: Clerk**

(ii) 2018/19 staff pay award

***The Corporation noted that negotiations were continuing at a national level on the 2018/19 teaching staff & support staff pays awards.***

#### 147.13 **Personnel & Student Committees**

(i) Personnel Committee: equality & diversity report (2018 staff profile)

(ii) Student Committee: equality & diversity report (2017/18 student profile)

***The Corporation received, for information, the above equality & diversity reports, which had been considered a, respectively, the Nov. 2018 Personnel Committee and the Nov. 2018 Student Committee.***

#### 147.14 **Student Committee (SC)**

(i) Student Association Executive report

(ii) Student Activities report

(iii) Student Association accounts for 2017/18

***It was noted that the above items had been considered earlier on the agenda.***

#### **Governance matters : Parts II & III**

#### 147.15 **Part II**

(i) Corporation attendance year to date

***The Clerk reported that Corporation attendance year to date was 80% against a target of 75%.***

(ii) Report on use of the Corporation seal since the last meeting

***The Clerk report that there had been no use of the College seal since the last meeting of the Corporation.***

(iii) Report on Chair of Corporation's action taken since the last meeting

The Clerk reported that, under the Corporation's Standing Orders: 'The Chair (or Vice Chair if the Chair is unavailable) shall be empowered to act between meetings on behalf of Corporation or the appropriate committee' in specified circumstances e.g. where the action

was urgently required, the matter was relatively minor or, if the matter was more important, there was insufficient time to call a special meeting of Corporation. Any action taken by the Chair was required to be reported to the next scheduled meeting of the Corporation.

***The Corporation noted that, to ensure quoracy, the Chair of the Corporation, John Wilson, had appointed Jackie Goodman (Corporation member in the ordinary category) as a temporary member of the Finance & General Purposes (F&GP) Committee for the Special F&GP Committee meeting held on 14 Nov. 2018 and had appointed Emma Albeck (Support Staff Corporation member) as a temporary member of the Student Committee for the meeting held on 30 Nov. 2018.***

(iv) Search & Governance Committee recommendations on committee vacancies  
John Wilson, as Chair of the Search & Governance Committee, reported that the Committee's Nov. 2018 meeting had considered a table showing vacancies on Corporation committees, noting that Emma Albeck was willing to be appointed to the Student Committee vacancy and agreeing with reference to other committee vacancies, that Corporation members should be asked to review the table showing committee vacancies and to contact the Clerk if they were interested in becoming a member of a committee which had a vacancy. It was noted that, under the Education & Skills Agency (ESFA) Post-16 Audit Code of Practice, a member of the Audit Committee may not also be a member of the F&GP Committee and vice versa.

***The Corporation approved, on the recommendation of the Search & Governance Committee, the appointment of Emma Albeck (Support Staff Corporation member) as a member of the Student Committee.***

(v) Search & Governance Committee recommendation on Corporation composition

John Wilson reported that:

- The Corporation had a long term target of gender balance and a shorter term target of a gender balance no worse than the sector average i.e. 40%;
- The Nov. 2018 meeting of the Search & Governance Committee had considered Corporation diversity, noting that female representation on the Corporation, which had been 41% in Sept. 2018, would fall to 35% by Dec. 2018;
- The Committee had noted that a range of actions had been used previously to increase female representation on the Corporation e.g. using external co-option to committees and increasing Corporation membership from 20 to 22 members as part of succession planning;
- Such actions had previously enabled the Corporations to increase female membership from an average of 25% during 2015/16 to 45% from 20 Mar. 2017;
- The Corporation currently had a determined membership of 20 members and that, were membership to be increased to 22 members, as permitted under the Corporation's Instrument of Government, and were an additional 2 female members to be recruited, female representation would return to 41%;
- The Committee had also noted that Black and Minority Ethnic (BME) representation on the Corporation had been around 10.5% until Aug. 2018 but had, following retirements, fallen to 0% by Sept. 2018 (the 2011 census for Hull recorded just under 11% of the population as being from a BME group).

***The Corporation approved, on the recommendation of the Search & Governance Committee, an increase in Corporation's determined membership from 20 to 22 members, noting that such an increase had previously been successfully used to aid succession planning and Corporation diversity. It was noted that Corporation's current membership for the purpose of determining a quorum remained 20 members, with the agreed increase in Corporation membership effective from the date that additional members were appointed, up to a maximum of 22 members.***

***Action: Clerk***

(vi) Committee matters - revised F&GP standing agenda item list

The Clerk reported that: the F&GP Committee standing agenda item list had last been updated by the Corporation at its annual review of committee standing agenda item lists in

Sept. 2018; the F&GP Committee having considered its 2018/19 standing agenda item list at its meeting on 6 Nov. 2018, had agreed to recommend to the Corporation further updating revisions to the list.

***The Corporation approved, on the recommendation of the F&GP Committee, further revisions to the Committee's 2018/19 standing agenda item list.***

**Action: Clerk**

(vii) Annual updating of Corporation member register of interests form & eligibility statement

***The Corporation noted that the Clerk would distribute register of interest's forms and eligibility statements to allow Corporation members, who have not already done so, to complete the annual review.***

### **Part III**

(i) Corporation self-assessment questionnaire 2017/18

***The Corporation agreed that consideration of the above item for approval should be deferred to allow further time for review of the document.***

**Action: Clerk**

### **Documents &/or links from outside bodies**

**147.16** ***The following documents/links were received:***

(i) Ofsted annual report 2017/18, which recorded 81% of Sixth Form Colleges as good or outstanding. <https://www.gov.uk/government/publications/ofsted-annual-report-201718-education-childrens-services-and-skills>

(ii) FE Commissioner's annual report 2017/18, which recorded 8 further education (FE) colleges placed into intervention in 2017/18 (2016/17: 20 colleges), none as a result of an inadequate Ofsted grade. <https://www.gov.uk/government/publications/further-education-commissioner-annual-report-2017-to-2018>

(iii) The outcome of the Association of Colleges (AoC) senior post-holder Remuneration Code consultation (Nov. 2018) was awaited. <https://www.aoc.co.uk/the-colleges-senior-staff-remuneration-code-consultation>

(iv) Draft Further Education Bodies (Insolvency) Regulations 2018 (No further progress noted on the draft FE college insolvency regime regulations, which had been expected to come into force by the end of 2018).

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

**147.17** ***Committee meeting minutes & summary notes***

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

### **Final agenda items**

**147.18** ***Any other business***

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

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

***It was noted that budgetary constraints would have an impact on learners.***

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

***No new items of risk were identified.***

## 147.21 Date of next meetings

### ***The following meeting dates were noted:***

- Special Corporation strategic planning meeting on Tues. 29 Jan. 2019 at 5.00pm
- Scheduled Corporation meeting on Thurs. 7 Mar. 2019 at 5.00pm
- Scheduled Corporation meeting on Tues. 21 May 2019 at 5.00pm (to include strategic review)
- Scheduled Corporation meeting on Thurs. 11 July 2019 at 5.00pm.

### **Reserved Business agenda**

In line with the Corporation's established practice, the following staff members left the meeting before consideration of the Reserved Business agenda: Emma Albeck (Support Staff Corporation member), Cole Green (Student Corporation member), Mark Lucid (Teaching Staff Corporation member), Jamie Davies (Assistant Principal), Chris Herring (Assistant Principal), Tony Wilmot (Director of Finance), Julie Peaks (Vice Principal).

**MINUTES OF THE CORPORATION MEETING 148  
HELD ON 29 JANUARY 2019**

**Present:** Emma Albeck, Patrick Cavanagh, Paul Davis, Ruth Dönmez, John Gilleard, Jackie Goodman, Kevin Hirons, Mark Lucid, Jane Price, Phil Taylor (Vice-Chair), John Wilson (Chair), Philip Wright, Paul Britton (Principal), Dina Lewis, Mark Moore, Lacey Trebilcock, Steve Sellers

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Chris Herring (Assistant Principal), Tony Wilmot (Director of Finance), Julie Peaks (Vice Principal), Jenny Anderson (HR Manager).

**148.1 Apologies for absence**

*Apologies were received from Corporation members Amalia Booker, Cole Green, John Shipley.*

**148.2 Declaration of interests**

*The following standing declaration was received: Pat Cavanagh (employee, Yorkshire and the Humber Co-operative Learning Trust).*

**Minutes of the previous meeting**

**148.3** *It was noted that, as the meeting was a Special meeting, the minutes of the previous meeting were not due to be considered.*

**Committee reports: Curriculum & Quality (C&Q) Committee**

**148.4** **College's Self-Assessment Report (SAR) 2017/18 & Quality Improvement Plan (QIP)**  
It was noted that consideration of the above item had been deferred from the Corporation's Dec. 2018 meeting.

It was noted that, in line with the College's and the Curriculum & Quality (C&Q) Committee's practice, members of the Committee had been invited to attend the College's 2017/18 Self-Assessment Report (SAR) subject grade moderation meeting on 14 Nov. 2018 and had considered the College's approved SAR and QIP at its meeting on 27 Nov. 2018, recommending them to the Corporation for ratification.

Jamie Davies (Assistant Principal) presented the SAR and QIP, which was discussed.

Members noted that:

- The format of the report had been revised from previous years and was based on the areas considered and grades used by Ofsted at inspection under its Common Inspection Framework;
- The SAR 2017/18 recorded an overall effectiveness grade of Good (Grade 2);
- The report recorded the evidence base for the overall effectiveness grade and the individual contributing grades i.e. Grade 2 for the effectiveness of leadership and management, Grade 2 for the quality of teaching, learning and assessment, Grade 2 for outcomes for learners and Grade 1 (Outstanding) for personal development, behaviour and welfare;
- The report explained why the College had been self-assessed as Good, why it had not yet been self-assessed as Outstanding and the 10 key areas for development in the QIP to secure improvements which would make the College Outstanding.

It was noted in response to members' questions that departments used Ofsted grades 1-4 when carrying out self-assessment.

Members noted that:

- While the College was still predominantly an A Level college, more students were taking vocational courses instead of exclusively A Levels e.g. in response to the introduction of 'elective' courses during the transition from a 4 AS modular system to a core 3 A Level programme that the majority of students now followed;
- There had also been some changes to the curriculum offering at the College over the last two years due to changes in application trends, changes to the curriculum offerings of the exam boards, and the College's response to ensuring that its offering was fit for purpose for the local need, including the addition of BTEC Applied Science, BTEC Performing Arts and BTEC Media Studies;
- In 2014, two-thirds of students were taking just A Levels, while in 2018 only a third of students were taking just A Levels.

The 10 areas identified for development in the QIP to make the College outstanding were noted and the RAG-rated system for showing progress made was clarified.

Members commended the usefulness for readers the SAR executive summary. It was suggested that it would be useful to add a bullet-point stating that Wyke produced an educated workforce for the local community.

***The Corporation ratified, on the recommendation of the C&Q Committee, the College's approved Self-Assessment Report (SAR) 2017/18 and Quality Improvement Plan (QIP).***

***The Corporation noted that the C&Q Committee would receive an update against the SAR QIP at each meeting and agreed that it would also be useful for the Corporation to receive an update during the academic year.***

**Action: Clerk**

## **Finance matters**

### **148.5 Management accounts for Dec. 2018**

The Director of Finance presented the management accounts for Dec. 2018 to the Corporation for review.

Members considered the income and expenditure account, noting that:

- The operating surplus for the 5 months ended Dec. 2018 was £12.5k compared with a budgeted surplus of £30.3k i.e. an adverse variance of £18.2k (Nov. adverse £14.2k);
- Trading income was below budget by £8k, mainly due to receipt of lower than budgeted overseas student fees, but the College had also received unbudgeted income from Trinity School for pupils being part taught by the College and local authority Education & Health Care Plan (EHCP) funding was £38.6k (budget: £30k);
- Catering performance continued to be an area of concern although the department had showed a net contribution of £4k in Dec. 2018, with it being hoped that reorganisation and new menus would lead to a future improvement;
- Music tuition and Campus Fees both show positive variances with a high level of recovery;
- Non-pay expenditure showed an underspend of £22k for the 5 months to Dec. 2018 (Nov. £16k) but was expected to be in line with budget by the year end;
- Premises costs were in line with budget in Dec. 2018 but the high level of reactive repairs incurred in the previous months had resulted in a negative year to date variance of £10k;
- Energy costs were high, noting that the College was tied into an East Riding consortium contract for gas and electricity costs until 2020, with the College considering ways to cut consumption;
- Total pay costs for the 5 months to Dec. 2018 were over budget by £22k (Nov. £13k) which was a negative variance of 0.9% (Nov. 0.7%), mainly due to the timing of new staff members coming on roll at the start of 2018/19 and settlement costs;
- Provision had been made in the budget for a 2% all staff pay award from 1 Sept. 2018, with pay negotiations currently continuing at a national level;
- Education & Skills Funding Agency (ESFA) recurrent income, discretionary learner support funds and free meals funding were all in line with the budget, with the exception being capital grants released which was £4k higher than budgeted due to allocation of the 2017/18 Devolved Capital Funding (DCF) grant;

Members considered:

- The balance sheet and key financial performance indicators, noting that the 3 key ratios used in the calculation of the College Financial Health rating continued to show a Satisfactory rating in line with expectations;
- The 12-month rolling cash flow, noting that, as in previous years, total cash balances would reach their lowest point in Mar. due to the funding profile, and, while there was no immediate concern in terms of liquidity to meet commitments, this would be a key factor for the Corporation to consider when looking at any major investment requirements from 2019/20 onwards.

Members considered capital expenditure, noting that: the approved revenue funded capital spend budget for 2018/19 was £100k and, taking into account the unused 2017/18 grant and additions to date, there remained £17k not yet committed; areas where further capital expenditure might be required include expenditure on higher specification PCs for the engineering course proposed for 2019/20; the College could receive in excess of £120k in additional 'little extras' grant funding, with confirmation of the amount and payment date expected to be received in late Jan. 2019.

It was noted in response to members' questions that the College still had money on deposit although some of this might need to be released in Mar. 2019 in response to the cash flow issue noted above, with funds returned to deposit subsequently.

The Director of Finance reported that, due to the low surplus for the year, it might be necessary to ask Barclays' Bank for a 1-year waiver to ensure that the relevant loan covenant was not breached at the year-end.

***The Corporation noted that the operating surplus for the 5 months ended Dec. 2018 was £12.5k compared with a budgeted surplus of £30.3k, which meant that it was likely to be a challenge to meet the target year-end surplus of £116K.***

#### **Governance matters**

##### **148.6 Briefing note on the Corporation's responsibility for the educational character & mission & the financial solvency of the College**

The Corporation received a briefing note and relevant extracts relating to:

- The Corporation's non-delegable responsibilities under the Articles of Government for determining and periodically reviewing the educational character and mission of the College, ensuring the solvency of the College and safeguarding its assets, (Articles 3 & 9);
- The Corporation's responsibility under the Articles of Government for publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the College (Article 3);
- The Corporation's responsibility for ensuring that it acted within the powers of a sixth form college corporation as laid out in the Further & Higher Education Act 1992 (as amended) i.e. to provide further education, higher education and secondary education to those aged over 14, and goods and services in connection with such education;
- The Corporation's responsibility, as an exempt charity, for ensuring that it carried out, for the public benefit, the charitable purpose for which it was set up.

***The Corporation received a briefing note and relevant extracts from the documents noted above as general background to the Corporation strategic planning event to be held on 29 January 2019 immediately after the Corporation meeting 148.***

#### **Final agenda items**

##### **148.7 Any other business**

***The Clerk reported that the DfE had published earlier on 29 Jan. 2019 insolvency guidance for further education and sixth form college corporations, with the Education Bodies (Insolvency) Regulations 2019 coming into force on 31 Jan. 2019.***

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

***Items discussed at minutes 148.4-6 would have an impact on learners.***

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

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

**148.10 Date of next meeting**

*It was noted that the Corporation was next scheduled to meet on Thurs. 7 Mar. 2019 at 5.00pm.*

**MINUTES OF THE CORPORATION MEETING 149  
HELD ON 7 MARCH 2019**

**Present:** Patrick Cavanagh, Ruth Dönmez, Kevin Hiron, Jane Price, Phil Taylor (Vice-Chair), John Wilson (Chair), Paul Britton (Principal), Dina Lewis, Mark Moore, John Shipley

**In attendance:** Fiona Bagchi (Clerk to the Corporation), Jamie Davies (Assistant Principal), Chris Herring (Assistant Principal), Tony Wilmot (Director of Finance), Julie Peaks (Vice Principal).

149.1	<p>Apologies for absence</p> <p><i>Apologies were received from the following Corporation members: Emma Albeck, Amalia Booker, Cole Green, Paul Davis, Mark Lucid, John Gilleard, Jackie Goodman, Steve Sellers, Lacey Trebilcock, Philip Wright.</i></p> <p><i>Apologies were received from the following senior managers: Jenny Anderson (HR Manager).</i></p>
149.2	<p><b>Declaration of interests</b></p> <p><b><i>The following standing declarations were received: Paul Britton (trustee, Yorkshire and the Humber Co-operative Learning Trust), Pat Cavanagh (employee, Yorkshire and the Humber Co-operative Learning Trust).</i></b></p>
	<p><b>Minutes &amp; matters arising</b></p>
149.3	<p><b>Minutes of meeting 147 (13.12.18), incl. confidential minutes</b></p> <p><b><i>The minutes of meeting 147 (13.12.18), including the confidential minutes, were approved with the following clarificatory amendment: at minute 147.15 (v) the following should be added as a final sentence: 'It was noted that Corporation's current membership for the purpose of determining a quorum remained 20 members, with the agreed increase in Corporation membership effective from the date that additional members were recommended by the Search &amp; Governance Committee and appointed by the Corporation, up to a maximum of 22 members'; the corresponding action point should also be amended.</i></b></p> <p style="text-align: right;"><b>Action: Clerk</b></p>
149.4	<p><b>Matters arising/action table</b> (Actions below are numbered according to their position in the action points table appended to the end of the previous minutes).</p> <p>1 Mark Lucid had been appointed as a Teaching Staff member of Corporation, Kevin Hiron in the Parent category, and Paul Davis had been appointed in the ordinary Corporation category, as agreed. Paul Taylor had been re-appointed in the ordinary Corporation category, as agreed (147.5).</p> <p>2 The Clerk would liaise with the Student Corporation members and Victoria Richardson concerning adding item on the Student Association constitution to the spring term Student Committee agenda (147.5).</p> <p style="text-align: right;"><b>Action: Clerk</b></p>

- 3 Newer members, who had yet to complete the skills audit table, would be asked to do so. The next annual updating of the Corporation member register of interests form/eligibility statement was due in July 2019 (147.5).  
**Action: Clerk**
- 4 The Bursary Fund & FE Meals policy statement for 2019/20 would be considered by the F&GP Committee, with the Corporation considering delegation for future years at its May 2019 meeting (147.5).  
**Action: Clerk**
- 5 College e-mail addresses would be sent to Corporation members who had not yet received them (147.5).  
**Action: Clerk**
- 6 The following Corporation training/briefings were planned for 2019 at a date to be agreed: parent portal & On-Track; finance/funding (147.5).  
**Action: Clerk/Ch/TW**
- 7 The confidential Corporation minutes of Sept. – Dec. 2017 had been reviewed and released from confidentiality, where agreed (147.6).
- 8 Further confidential minutes would be presented to May 2019 Corporation meeting for review on release (147.6).  
**Action: Clerk**
- 9 The updated Fraud & Bribery policy had been approved and was in force (147.9).
- 10 Risk E5 in the College's risk register had been amended, as agreed. (147.9)
- 11 The Audit Committee Annual Report had been submitted to the Education & Skills Funding Agency (ESFA) by the deadline of 31 Dec. 2018 (147.9).
- 13 The Chair and Principal had signed the letters of representation to the financial statements/regularity engagement auditors, which the Director of Finance had submitted to the auditors (147.10).
- 14 The updated Data Protection, Freedom of Information, and Publication Scheme & Environmental Regulations charging policy had been approved and was in force (147.10).
- 15-16 Following signing of the annual report & financial statements for the year ended 31.7.18 by the Chair, the Principal and the external auditors, the Director of Finance had submitted the signed document to the ESFA electronically by the required deadline (147.10).
- 17 The College's Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) had been ratified at the Corporation meeting on 29 Jan. 2019 (147.11).
- 18 The updated Policy for the Improvement of Performance in Learning had been approved and was in force (147.11).

	<p>19 The College's updated Child Protection &amp; Safeguarding Policy had been approved and was in force (147.12).</p> <p>20 Emma Albeck had been appointed as a member of the Student Committee, as agreed (147.15).</p> <p>21 With reference to the increase in the Corporation's determined membership from 20 to 22 members to aid succession planning, which had been agreed at the Corporation's Dec. 2018 meeting, it was noted that it had been intended that the date from which the increase would be effective was the date from which the appointment of any new Corporation member(s) had been approved by the Corporation. It was noted that an amendment to clarify this had been made to the Dec. 2018 minutes and action table earlier on the agenda (147.15).</p> <p>22 The updated F&amp;GP Committee standing agenda item list had been approved (147.15).</p> <p>23 Consideration of the grading of the Corporation self-assessment questionnaire, which had been deferred from the Dec. 2018 meeting, was on the agenda (147.15).</p>
149.5	<p><b>Minutes of meeting 148 (29.1.19), incl. confidential minutes</b></p> <p><i>The minutes of meeting 148 (29.1.19), including the confidential minutes, were approved.</i></p>
149.6	<p><b>Matters arising/action table</b> (Actions below are numbered according to their position in the action points table appended to the end of the previous minutes).</p> <p>1 The Corporation noted that the Feb. 2019 Curriculum &amp; Quality (C&amp;Q) Committee meeting had received an update against the Self-Assessment Report (SAR) Quality Improvement Plan (QIP) and that an update would also be presented to the May 2019 Corporation meeting (148.4). <b>Action: Clerk/JAD</b></p>
149.7	<p><b>Review of confidential minutes from 2017/18</b></p> <p><i>The Clerk reported that, as noted above, a further review of confidential minutes arising from 2017/18 would be presented to the May 2019 Corporation meeting.</i></p>
149.8	<p><b>Principal's report, incl. strategic planning &amp; Venn Group matters</b></p> <p><u>Principal's report &amp; KPI dashboard</u> The Principal, Paul Britton, presented his report for Mar. 2019 on the College's strategic plan aims, together with the key performance indicator dashboard, which were considered.</p> <p>1. <u>A culture of the highest aspirations for all, a community of learning with a commitment to excellence and care</u> The Corporation strategic planning event in Jan. 2019, which had included an update on the current education and funding environment and had considered possible responses to the environment was noted, with members also noting that the Chair and Vice-Chair of the</p>

Corporation had recently met with the Principal to consider the feedback received at the Jan. 2019 meeting and to formulate a draft action plan, which would be presented later at the current meeting.

2. Deliver exceptional teaching, learning, assessment (TLA) and support

The Principal reported that the College's programme of teaching and learning development continued to have significant impact, with plans to be put in place for a more systemic TLA programme for 2019/20.

3. A curriculum offer that is attractive to students, provides exceptional development for work and further study and meets the needs of the regional and national economy.

The Principal reported that:

- Overall, numbers of applications to study at the College in 2019/20 were in line with previous years;
- The opportunity for the College to undertake T levels has been discussed at the Corporation's Jan. 2019 strategic planning meeting;
- The College had submitted an expression of interest to deliver T levels in 2021 and had responded to the recent consultation regarding the proposed funding of the provision;
- The College had also been successful at meeting the requirement of the Capacity Development Fund to support the provision for student work placements of a minimum of 45 days, which were required as a part of T levels, and funding would therefore be increased to continue the work in 2019/20.

4. Sound management of resources to allow future investment

The Principal reported that:

- The Education & Skills Funding Agency's (ESFA's) lagged funding system, which based the College's grant allocation for students aged 16-18 for the current year on the previous year's student numbers i.e. increased student numbers in the current year would only be reflected in funding for the following year;
- With reference to headline financial performance, the College was teaching around 80 unfunded students while remaining within the budget approved by the Corporation in July 2018;
- Increased student numbers in 2018/19 would be reflected in an increased ESFA funding allocation for students aged 16-18 for 2019/20 but much of the increase might need to be allocated to meeting increased pension contributions from 2020/21;
- The College had therefore written to local MPs concerning the Raise the Rate campaign for 16-19 education.

5. Provide a safe environment for learning

The Principal reported that:

- All staff had received training on the use of the CPOMS safeguarding concerns recording system;
- *[Confidential minute].*

6. An outward looking stance, keen to work in collaboration to transform life chances for young people

The Principal reported that:

- The Venn Group appeared to be working positively, with the principals and chairs having agreed at a recent meeting 4 key areas of focus i.e. raising aspirations including significantly increasing the number of students who were successful in applications to Oxbridge, the creation and establishment of a Venn Group identity, quality improvement across the group (a target of ALPS 3 provision both collectively and individually), a joint CPD offer across the group, coordinated and

- published;
- The need for a paid administrator for the Group had been considered;
- Julie Peaks (Deputy Principal) was chairing the deputy chairs group and Chris Herring (Assistant Principal) the Oxbridge group;
- A Venn Leadership conference would take place on 2 May 2019.

#### 7. Key performance indicator (KPI) dashboard

The Principal presented the indicator dashboard which provided quantitative reporting against the College's strategic targets, noting that:

- Student recruitment was strong, parent feedback was strong, BTEC retention had improved significantly on the previous year, staffing costs indicated efficiency;
- The learner voice surveys had been followed up with focus groups to explore the issues that arose out of the quantitative feedback;
- 87% of learners had responded positively on TLA, with the target being 90% for 2018/19 and 92% for 2019/20;
- Areas for development included improving the headline A level progress measure, which was currently 0.1 and placed the College in the second quartile nationally.

It was noted in response to members' questions that:

- Attendance had improved but not significantly;
- The academic progress measure was a value-added measure;
- Attainment, progress, retention, English & Maths, destinations were the headline accountability measures used by Ofsted and the Department for Education (DfE);
- ALPS value added system, which the College used, was a useful and timely proxy for the DfE progress measure, as DfE reports were issued significantly after the end of the relevant academic year;
- With reference to retention, care was being taken to record correctly student progress to positive destinations (e.g. apprenticeships) rather than recording this as a withdrawal.

***The Corporation received the Principal's report for Mar. 2019 and the KPI dashboard, noting the usefulness of the latter in providing quantitative data which supported the narrative report.***

149.9

#### Strategic Planning SWOT analysis & follow-up report

***The Corporation received, for information, the notes of the strategic planning event held on 29 Jan. 2019 and the SWOT (strengths, weaknesses, opportunities, threats) analysis table, arising from the meeting, which was attached as Annex A to the notes.***

The Principal reported that he had met with the Chair and the Vice-Chair of the Corporation to consider the SWOT analysis table and from this the draft strategic opportunities action plan had been developed, which was being presented to the Corporation.

*[Confidential minute].*

***The Corporation received and discussed the draft strategic opportunities action plan, agreeing that the discussion should be kept in a confidential minute and that the updated plan should be returned to the May 2019 Corporation meeting.***

**Action: Clerk/PAB**

	<b>Committee reports</b>
149.10	<p data-bbox="261 148 903 183"><i>Finance &amp; General Purposes (F&amp;GP) Committee</i></p> <p data-bbox="261 188 743 223">(i) <u>Student numbers &amp; funding report</u></p> <p data-bbox="261 223 1437 288">John Wilson, as Chair of the F&amp;GP Committee, presented the Feb. 2019 student numbers &amp; funding report, which had been considered at the Feb. 2019 F&amp;GP Committee meeting.</p> <p data-bbox="261 323 940 357">The Corporation noted that the report recorded that:</p> <ul data-bbox="317 357 1449 532" style="list-style-type: none"> <li data-bbox="317 357 644 392">• <i>[Confidential minute];</i></li> <li data-bbox="317 397 1139 432">• Retention was showing a slight improvement on Feb. 2018;</li> <li data-bbox="317 436 1449 532">• 'Retention' in the above context referred to the retention of individual students rather than retention as used in Ofsted's Inspection Data Summary Reports (IDSR) which related to programmes.</li> </ul> <p data-bbox="261 567 1353 632">Action being taken to improve retention was discussed, with the importance of good guidance to students at enrolment being noted.</p> <p data-bbox="261 666 1310 701"><b><i>The Corporation received the Feb. 2019 student numbers &amp; funding report.</i></b></p>
	<p data-bbox="261 739 783 773">(ii) <u>Management accounts for Jan. 2019</u></p> <p data-bbox="261 773 1453 871">John Wilson reported that the management accounts for Jan. 2019 had been considered at the Committee's Feb. 2019 meeting, inviting the Director of Finance, Tony Wilmot, to present the accounts.</p> <p data-bbox="261 906 541 941">Members noted that:</p> <ul data-bbox="317 941 1449 1742" style="list-style-type: none"> <li data-bbox="317 941 1401 1006">• The surplus for the 6 months ended Jan. 2019 was £22.2k compared with a budgeted surplus of £36.5k i.e. an adverse variance of £14.3k;</li> <li data-bbox="317 1010 1422 1076">• At the end of Jan. 2019, trading income was below budget by £9k, with catering income and income from overseas student fees below budget;</li> <li data-bbox="317 1080 1358 1145">• Income from the College's participation in the Basic Maths pilot project to be received in Mar. 2019, would be £59k (budget £40k);</li> <li data-bbox="317 1150 1442 1254">• Non-pay expenditure for the 6 months to Jan. 2019 showed an underspend of £19k compared to budget, with spending budgets prudently and the most significant in-month variance relating to high utility costs;</li> <li data-bbox="317 1259 644 1294">• <i>[Confidential minute];</i></li> <li data-bbox="317 1299 1342 1364">• Total pay costs to Jan. 2019 were over budget by £14k but with the overall adverse variance showing a reduction on the previous month;</li> <li data-bbox="317 1368 1362 1403">• There was the potential for some further holiday pay accrual at the year end;</li> <li data-bbox="317 1408 1070 1443">• Grant funding was in line with the College's allocation;</li> <li data-bbox="317 1447 1126 1482">• The College's financial health grade remained Satisfactory;</li> <li data-bbox="317 1487 1449 1575">• With reference to the 12-month cash flow, as usual due to the ESFA grant payment profile, total cash balances would reach their lowest annual point in Mar., <i>[confidential minute];</i></li> <li data-bbox="317 1580 1406 1645">• The balance sheet had benefited from the £146k received on 1 Feb. 2019 under the Government's 'little extras' capital funding scheme;</li> <li data-bbox="317 1650 1374 1742">• A paper outlining possible small capital projects on which the above additional capital funding might be spent had been considered by the College's senior management team, <i>[confidential minute].</i></li> </ul> <p data-bbox="261 1777 1417 1945">It was noted in response to members' questions concerning grant and other income that: the College had not achieved its modest 2017/18 adult education budget allocation but should be close to achieving its allocation for 2018/19; the College had not achieved its budgeted overseas student numbers in 2018/19 and was reviewing how it recruited overseas students.</p>

	<p><i>[Confidential minute].</i></p> <p><b>The Corporation agreed, with reference to the £146 'little extras' capital projects budget, that approval of expenditure on the projects should be delegated to the F&amp;GP Committee, noting that in deciding when the above funds should be spent during the current year, consideration needed to be given to the effect on bank covenants, particularly the Barclays debt servicing ratio.</b></p> <p style="text-align: right;"><b>Action: Clerk/TW</b></p> <p><b>The Corporation received the management accounts for Jan. 2019, noting that the surplus for the 6 months ended Jan. 2019 was £22.2k compared with a budgeted surplus of £36.5k and that the year-end outturn was expected to be below budget.</b></p>
	<p>(iii) <u>Mid-year budget re-forecast</u> John Wilson presented the mid-year budget re-forecast, which had been considered at the Feb. 2019 F&amp;GP Committee meeting.</p> <p>The Corporation noted where outcomes in terms of income and expenditure were expected to vary significantly from the original budget figure, noting also variances at the half year which were expected to reverse over the final half of the year. With reference to significant adverse variances it was noted that premises costs for the year were expected to be over budget by £27k due to high utilities costs and reactive repairs.</p> <p><b>The Committee received the mid-year budget re-forecast.</b></p>
	<p>(iv) <u>Recommendation on revised Financial Regulations</u> John Wilson reported that the F&amp;GP Committee had reviewed the College's Financial Regulations at its Feb. 2019 meeting, noting that they had last been revised and approved by the Corporation in 22 May 2018 and that the Committee were recommending minor updating amendments which had been proposed by the Director of Finance.</p> <p><b>The Corporation agreed the revised Financial Regulations, on the recommendation of the F&amp;GP Committee.</b></p>
	<p>(v) <u>Covenant report &amp; waiver letter</u> John Wilson reported that a bank loan covenant report was presented to each meeting of the F&amp;GP Committee, inviting the Director of Finance to present the report which had been considered at the Feb. 2019 F&amp;GP Committee meeting.</p> <p>Members received tables showing calculations in relation to the testing of the covenants in respect of the College's loans with Lloyds and Barclays, which were considered, with the Committee discussing in detail the Barclays debt servicing ratio.</p> <p><i>[Confidential minute].</i></p> <p><b>The Corporation received the Director of Finance report on bank covenants, agreeing, on the recommendation of the F&amp;GP Committee, that the College should apply to Barclays for a 1-year waiver to ensure that the debt serving ratio covenant on the College's loan was not breached at the 2018/19 financial year end.</b></p> <p style="text-align: right;"><b>Action: TW</b></p>
149.11	<p><i>Curriculum &amp; Quality (C&amp;Q) Committee</i></p> <p>(i) <u>Performance league tables &amp; ISDR report</u> In the absence of Jackie Goodman, Chair of the C&amp;Q Committee, John Wilson invited Jamie Davies (Assistant Principal) to present the performance league tables and the</p>

Ofsted Inspection Data Summary Reports (IDSR), which had been considered at the Feb. 2019 C&Q Committee meeting.

Members noted that:

- The ISDR included the key headline accountability measures used by Ofsted and DfE i.e. Attainment (average point score per entry, expressed as a grade and average points), Progress (a value added progress measure for academic and applied general qualifications, which is the main focus of the new accountability system), Retention (the proportion of students who are retained to the end of their main programme of study), English and Maths (the average change in grade separately for English and Maths), Destinations (the percentage of students staying in education or employment for at least two terms in the year after completing 16 to 18 study, with the information lagged by 2 years);
- The ISDR being presented was the initial unvalidated report, with the validated version available normally issued during May/June.

Members considered the 2017/18 performance league tables for all schools/academies and colleges locally sorted by A level progress, noted that the 'Academic' column included the Extended Project Qualification (EPQ) but, with reference to the Applied General column, that vocational BTECs were no longer reported.

Members noted a current value-added score of 0.08 at A level and 0.1 for Academic (i.e. 10% of students were getting a better grade at A level than would be predicted given prior attainment at GCSE), *[confidential minute]*.

It was noted in response to members' questions that Wyke was the largest A level provider locally with 792 entries at A level in 2017/18.

Members considered the tables showing points per entry (PPE) with reference to all schools/academies and colleges locally and for all sixth form colleges nationally.

Members noted that: the College's English and Maths measure results were strong, although the College was aiming to improve them further; the 3 year trend results for A level showed a grade of C+ (2015/16 & 2016/17: C), with value added around 0.1; with reference to areas for improvement, the College would review the achievement of boys with modest prior attainment; destinations data was only available for 2014-2016.

*[Confidential minute]*.

***The Corporation received the 2017/18 performance league tables and the Ofsted Inspection Data Summary Reports (IDSR), noting the usefulness of the benchmarking data provided in the reports.***

(ii) Ofsted consultation

In the absence of Jackie Goodman, Chair of the C&Q Committee, John Wilson invited Jamie Davies (Assistant Principal) to present a report summarising proposed changes to Ofsted's inspection regime, which had been presented to the Feb. 2019 C&Q Committee meeting.

Members noted that the consultation documents relating to the proposed changes to Ofsted's inspection regime were available at: <https://www.gov.uk/government/news/ofsted-launches-a-consultation-on-proposals-for-changes-to-the-education-inspection-framework-for-information/reference>

	<p><b><i>The Corporation received a report summarising proposed changes to Ofsted's inspection regime, noting that Corporation members were invited to submit any comments to be included in the College's response to the consultation to Jamie Davies (Assistant Principal).</i></b></p>
149.12	<p><i>Personnel Committee</i></p>
	<p>(i) <u>Staff equality and diversity reports</u>  Phil Taylor, as Chair of the Personnel Committee, presented the annual equal opportunities monitoring report on staff recruitment, which covered the 2018 calendar year and had been considered at the Feb. 2019 Personnel Committee meeting.</p> <p>Members noted that the report highlighted the monitoring of protected characteristics of job applicants, with the following being noted in particular:</p> <ul style="list-style-type: none"> <li>• A good spread of ages amongst applicants;</li> <li>• Overall the ethnic diversity of applicants had been higher than had previously been the case, with 22 White and 2 'Other' applicants being appointed;</li> <li>• More females (66% of applicants) than males (34% of applicants) applied overall, with some posts tending to attract one particular gender, in line with stereotypes;</li> <li>• 62% female members of staff had been appointed and 38% male had been appointed, which was roughly in line with the proportion of applicants of each gender;</li> <li>• No applicants with a disability were appointed, which would be expected statistically given the very small number of disabled applicants.</li> </ul> <p><b><i>The Corporation received the staff equality and diversity reports.</i></b></p>
	<p>(ii) <u>Single Equality Scheme &amp; action plan</u>  Phil Taylor, as Chair of the Personnel Committee, presented the Single Equality Scheme and action plan, which had been considered at the Feb. 2019 Personnel Committee meeting.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• The College's Single Equality Scheme (SES) set out the College's commitment to ensuring equality and embracing diversity for staff and students;</li> <li>• The SES had last been approved by the Corporation in Mar. 2015;</li> <li>• The Personnel Committee had reviewed the SES at its Feb. 2019 meeting and was recommending no amendments.</li> </ul> <p>Members noted, with reference to the College's updated SES action plan, that:</p> <ul style="list-style-type: none"> <li>• The first section of the action plan listed the College's overarching equality aims e.g. 'Ensure the mental health education and support for students is high quality, timely, and proportionate' and 'Promote openness amongst staff about mental health problems and ensure there is support available where needed';</li> <li>• The second section provided details of past actions and achievements requiring ongoing monitoring, which was Red-Amber-Green (RAG) rated;</li> <li>• With reference to governance, the RAG-rating of the short-term action that female representation on the Corporation should be no lower than the sector average of 40% has been changed from Green to Amber to reflect the fact that this had fallen</li> </ul>

	<p>to 35% in Dec. 2018.</p> <p><b><i>The Corporation received the College's Single Equality Scheme (SES) and the updated SES action plan.</i></b></p>
	<p>(iii) <u>Update on annual staff pay award</u></p> <p><b><i>The Corporation received an update from the Sixth Form Colleges' Association (SFCA) issued on 1 March 2019, noting that 2018/18 pay award negotiations for support and teaching staff were continuing at a national level.</i></b></p>
	<p><b>Governance matters</b></p>
149.13	<p>(i) <u>Corporation attendance year to date</u></p> <p><b><i>The Clerk reported that Corporation attendance was 80% against an approved target of 75%, excluding the current meeting.</i></b></p>
	<p>(ii) <u>Use of Corporation seal &amp; Chair's action since Dec. 2018 meeting</u></p> <p><b><i>The Clerk reported that the Corporation seal had not been used and no Chair's action had been taken since the Dec. 2018 Corporation meeting.</i></b></p>
	<p>(iii) <u>Corporation self-assessment questionnaire 2017/18 (deferred item)</u></p> <p><b><i>The Corporation approved its self-assessment questionnaire 2017/18, including grading on the recommendation of the C&amp;Q Committee.</i></b></p>
	<p><b>Documents &amp;/or links from outside bodies: for information/reference</b></p>
149.14	<p><b><i>The Corporation received the following documents/links, noting the useful summary on ensuring solvency included with the DfE insolvency regime guidance:</i></b></p> <ul style="list-style-type: none"> <li>• DfE insolvency regime guidance for FE and sixth form college corporations at: <a href="https://www.gov.uk/government/publications/further-education-bodies-insolvency-guidance">https://www.gov.uk/government/publications/further-education-bodies-insolvency-guidance</a></li> <li>• Consultation on revised Ofsted inspection regime available at: <a href="https://www.gov.uk/government/news/ofsted-launches-a-consultation-on-proposals-for-changes-to-the-education-inspection-framework">https://www.gov.uk/government/news/ofsted-launches-a-consultation-on-proposals-for-changes-to-the-education-inspection-framework</a>: for information/reference</li> <li>• DfE careers guidance for sixth form colleges available at: <a href="https://www.gov.uk/government/publications/careers-guidance-for-colleges--2">https://www.gov.uk/government/publications/careers-guidance-for-colleges--2</a></li> </ul>
	<p><b>Committee meetings: minutes &amp; summary notes</b></p>
149.15	<p><b>Committee meetings</b></p> <p><b><i>The following committee minutes were received for information: C&amp;Q, F&amp;GP and Personnel Committee confirmed minutes, Oct.-Dec. 2019.</i></b></p>
	<p><b>Final agenda items</b></p>
149.16	<p><b>Any other business</b></p> <p><b>There was no other business not already on the agenda.</b></p>
149.17	<p><b>How will items considered at the meeting have an impact on learners?</b></p> <p><b><i>The Corporation noted that the actions to improve TLA as reported in the Principal's report should bring about improvements in student outcomes.</i></b></p>

149.18	<p><b>Risk management – items identified at the meeting</b></p> <p><i>No new items of risk had been identified at the meeting.</i></p>
149.19	<p><b>Dates of College events</b></p> <p><i>The following dates for the College production (Barnum) were noted: Thurs. 7 Mar. 2019 at 7.00pm, Fri. 8 Mar. 2019 at 7.00pm, &amp; Sat. 9 Mar. 2019 at 2.00pm.</i></p>
149.20	<p><b>Date of next Corporation meetings</b></p> <p><i>It was noted that the Corporation was next due to meet on: (i) Tues. 21 May 2019 at 5.00pm &amp; (ii) Thurs. 11 July 2019 at 5.00pm.</i></p>
149.21	<p><b>Reserved Business agenda</b></p> <p>In line with the Corporation's established practice, the following staff members left the meeting before consideration of the Reserved Business agenda: Jamie Davies (Assistant Principal), Chris Herring (Assistant Principal), Tony Wilmot (Director of Finance), Julie Peaks (Vice Principal).</p>