

**AMENDED MINUTES OF CORPORATION MEETING 159
THURSDAY 1 OCTOBER 2020 AT 5.00PM
BY VIDEO-CONFERENCING**

Present: Corporation members: Paul Britton (Principal), Pat Cavanagh, Paul Davis, Tony Douglass, John Gilleard, Jackie Goodman, Jeremy Hartley, Dina Lewis, Mark Moore, Tracey Rich-Pitman, Jane Price, Phil Taylor (Vice-Chair), John Wilson (Chair)

In attendance: Clerk: Fiona Bagchi (Clerk to the Corporation)

Senior managers: Jenny Anderson (HR Manager), Jamie Davies (Vice-Principal, Resources, Quality and Systems), Chris Herring (Vice-Principal, Pastoral), Mark Lucid (Assistant Principal), Julie Peaks (Deputy Principal), Tony Wilmot (Director of Finance).

No.	Items to note
159.1	Apologies for absence & declaration of interests

Apologies were received from Corporation member Steve Sellers and from Corporation member designate, Katie Hindle.

Standing declarations of interest: Pat Cavanagh (employee Yorkshire & Humber Co-operative Learning Trust), Paul Britton (trustee Yorkshire & Humber Co-operative Learning Trust); Julie Peaks (related to Principal of Wilberforce Sixth Form College).

159.2	Membership matters: recommendations on appointments
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The Chair of the Search & Governance Committee, John Wilson, reported on Corporation and committee vacancies.

Report on Corporation member vacancies

(a) Vacancies in the Parent & Ordinary Corporation member categories

It was noted that: there was currently a vacancy for one Parent Corporation member and for two Corporation members in the ordinary category, with a further vacancy in the ordinary category due to arise from 1 Jan. 2020; in addition, the Corporation had agreed that up to two additional members in the ordinary category could be appointed e.g. to increase diversity; appointments to these categories were made on the recommendation of the Corporation's Search & Governance Committee; seven expressions of interest had been received from five parents/carers and two members of the public; three interviews had been held with further interviews planned; once these had been completed, a Special Search & Governance Committee meeting would be held with a view to making recommendations on appointment to the Corporation.

(b) Vacancy for Teaching Staff Corporation member

It was noted that: two nominations had been received for the above vacancy and an election would therefore be held with a view to an appointment being made to enable the person appointed to attend their first Corporation meeting on 5 November 2020.

Recommendations on appointments

(i) Appointment to the Support Staff Corporation member vacancy

It was noted that: as only one nomination was received for the Support Staff Corporation

member vacancy, Tracey Rich-Pitman was considered to have been elected unopposed and was eligible to be appointed.

(ii) Appointments to Student Corporation member vacancies

It was noted that: the Student Corporation members were elected members of the Student Association Executive who are nominated to the Corporation by the Student Association Executive; the Student Association Executive had nominated Anthonique Asamoah and Katie Hindle as Student Corporation members.

Current & forthcoming vacancies on Corporation committees

The Corporation received a table showing current and forthcoming committee vacancies and noted that Mark Moore, who had been a member of the Finance & General Purposes (F&GP) Committee until 31 Aug. 2020, had agreed to join the Audit Committee. It was noted that scheduled F&GP Committee meetings for 2020/21 had been cancelled to allow for shorter and more frequent Corporation meetings. Corporation members interested in joining a committee were asked to contact the Clerk to the Corporation.

The Corporation noted the report on Corporation and committee vacancies.

The Corporation approved the appointment of Tracey Rich-Pitman as a Support Staff member of the Corporation for a period of 4 years from 1 October 2020.

The Corporation approved the appointment of Anthonique Asamoah as a Student member of the Corporation for a period of 4 years from 1 October 2020 or until that date on which she left the College, whichever was the sooner, subject to meeting the eligibility criteria.

The Corporation approved the appointment of Katie Hindle as a Student member of the Corporation for a period of 4 years from 1 October 2020 or until or until that date on which she left the College, whichever was the sooner, subject to meeting the eligibility criteria.

Action: Clerk

159.3 Minutes of previous meetings, notes of Covid-19 Governance & Leadership Group, action tables & matters arising

(i) Minutes of the meeting held on 9 July 2020

The Corporation approved the minutes of the meeting held on 9 July 2020.

(ii) Action table & matters arising from the above minutes

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

1 It was noted that the Covid-19 Governance & Leadership Group was continuing to meet by video-conferencing, with Steve Sellers having joined the Group in Sept. 2020.

2 It was noted that review of the 25 Feb. 2020 minutes had been deferred.
Action: Clerk

3 The review of confidential minutes had been deferred.
Action: Clerk

4 Jeremy Hartley had been appointed as a Corporation member in the ordinary category from July 2020.

- 5 Jeremy Hartley had been appointed as a member of F&GP Committee.
- 6 Membership of the Finance & General Purposes (F&GP) Committee & Personnel Committee had been reduced to 5 members in each case, as agreed.
- 7 The completed versions of the Education & Skills Funding Agency (ESFA) financial health calculator and cashflow template, which had been approved by the Principal, as Accounting Officer, had been submitted to the ESFA by the deadline of 31 July 2020.
- 8 The Corporation noted the development of a College annual health & safety report and an annual environmental report, with reporting to include the development of a report against a checklist taken from the HSE Leading Health & Safety at Work (based on the HSE's Plan, Do, Check, Act approach).
Action: Clerk/JAD/AW
- 9 It was noted that the consultant engaged to undertake the policies review had recommended that student admissions policy should be a Corporation policy. The consultant's recommendations, including policy review and approval by the Personnel Committee and/or recommendation to the Corporation, were being taken forward by the relevant Corporation and College committees.
Action: Clerk
- 10 It was noted that future student annual student equality & diversity reports would show recruitment by ethnicity with reference to the profile of the local population.
Action: CH
- 11 It was noted that: dates for 2020/21 had been e-mailed to members but had been revised at the request of the Chair of the Corporation to allow for shorter more frequent Corporation meetings i.e. 3 Corporation meetings had been scheduled per term in 2020/21; this had been achieved by cancelling the scheduled F&GP Committee meetings; regular financial reporting (e.g. monthly management accounts and bank loan covenant report) would continue to be considered at each Corporation meeting but subject to detailed review rather than being received for information following detailed review by the F&GP Committee.

(ii) Notes of Covid-19 Governance & Leadership Group

The notes of the meetings of the Covid-19 Governance & Leadership Group meetings held on 3 and 17 Sept. 2020 were received for information.

Items for information & review

Senior Leadership Team (SLT) reports

159.4 SLT structure 2020/21

The Corporation received and noted the senior leadership team (SLT) (formerly the senior management team) structure for 2020/21.

159.5 Principal's report for Sept. 2020

The Principal, Paul Britton, presented his report for Sept. 2020 on the College's 6 strategic objectives i.e. a culture of the highest aspirations for all, a community of learning with a commitment to excellence and care; exceptional teaching, learning, assessment and support

that ensured outstanding outcomes and destinations for students; a curriculum offer that was attractive to students, provided exceptional development for work and further study and met the needs of the regional and national economy; a safe environment for learning, to include the College's response to the Coronavirus pandemic; sound management of resources to allow future investment, to include investing responsibly to meet the increased demand for 16 to 18 year old places in the Humber region over the next 5-10 years; an outward looking stance, keen to work in collaboration to transform life chances for young people.

It was noted that: 2020 had been the final year of the 2-year strategic plan approved by the Corporation, which had been extended for a further year due to the Covid-19 pandemic and the cancellation of the Corporation's strategic planning event in Mar. 2020; good progress against the plan was considered to have been made to date; a KPI dashboard had not been presented with the Sept. 2020 report against the plan.

The Principal reported with reference to remote learning that: the College was continuing to follow Scenario B i.e. with Year 1 on site while Year 2 was working remotely during one week, with the situation reversed the following week; the College had had the first reports during the current week of students testing positive for Covid-19, with students and staff having to self-isolate in response; there was currently no evidence of on-site transmission and the College's contact tracing procedures were working well.

It was noted in response to members' questions that:

- Staff had engaged positively with the procedures for keeping students and staff safe on site during the Covid-19 pandemic;
- Staff who were self-isolating were able to continue to teach remotely;
- Cover supervisors had been recruited to facilitate classroom learning where teachers were self-isolating and teaching remotely.

The Principal reported that: while a Centre Assessed Grades (CAG) process had replaced examinations in 2020, the College was confident that its assessment process was robust and that the grades submitted were sufficiently supported by evidence; students leaving the College in 2020 had progressed to positive destinations.

The Corporation considered and received the Principal's report for Sept. 2020.

159.6 2019/20 review of outcomes

Julie Peaks, Deputy Principal, gave a presentation on the College's review of outcomes of 2019/20, which was considered.

It was noted that:

- Due to the Covid-19 pandemic, none of the public examinations offered at the College (A Levels, Core Maths, EPQ, GCSE) had taken place in England during summer term 2020;
- Initially, students had been expected to receive a 'standardised' grade based on the college submitted Centre Assessed Grades (CAGs) and an Ofqual algorithm but, following nationwide petitioning, all students had been awarded the highest of their CAG or calculated grade;
- The College had used rigorous standardisation process with several rounds of checking to ensure that the CAGs submitted were sufficiently supported by evidence and therefore considered it as reasonable to view the outcomes as close to the results the students would have achieved if the exams had taken place as planned;
- On the basis of the grades awarded using the final nationally agreed methodology, the College's Level 3 valued-added (VA) scores suggested a progress score of +0.42 (meaning that students achieved almost half a grade better on average than would have been expected given their results from school), which would place the College in the top 10% of colleges nationally.

The following headline results were noted for 2019/20, compared to 2017-18, 2018/19 and the 2018/19 national benchmark:

17-18	18-19	19-20	National Benchmarks
<u>A levels:</u>	<u>A levels:</u>	<u>A levels:</u>	<u>A Levels:</u>
99% pass rate 76.1% retention (2year) ALPS 4 48.1% A*-B	99.7% pass rate 83.4% retention (2year) ALPS 3 53% A*- B	99.6 % pass rate 89.1% retention (2year) ALPS 2 63% A*-B	97.6% pass rate 91.3% retention 51.5% A*-B
<u>Vocational:</u>	<u>Vocational:</u>	<u>Vocational:</u>	<u>Vocational:</u>
100% pass rate on all L3 courses 92% retention ALPS 3 (QI), ED: 79% D*D*D*	100% pass rate on all L3 courses 93% retention ALPS 2 (QI), ED: 80% D*D*D*	100% pass rate on all L3 courses 98.6% retention ALPS 3 (QI), ED: 83% D*D*D*	98.0% pass rate 88.8% (applied general) retention

It was noted in response to members' questions as to why retention at A Level was lower than retention on vocational courses in 2019/20, that:

- The College had put in place measures to improve Level 3 retention, which had been successful as could be seen from the 3 year trend in the table above;
- Lower A Level retention compared to BTEC retention in 2019/20 could in part be due to the latter being measured over 1 year rather than over 2 years, as was the case with the former;
- Moving all BTEC specifications to RQF (Regulated Qualifications Framework) for 2020/21 could, therefore result in lower retention rates for 2020/21, as retention would be measured over 2 years in future, and might also result in fewer Distinctions, as there would be an examined as well as assessed elements;
- Retention at A Level could also be adversely affected where students remained at the College but changed the courses they were taking e.g. dropping one of 4 A Levels.

It was noted with reference to value-added outcomes that:

- ALPS value-added outcomes 2018-20 at A Level placed the College in the top 10% nationally (with no subjects graded lower than a 4);
- ALPS value-added outcomes 2018-20 at BTEC placed the College in the top 10% or better nationally (with no subjects graded lower than a 5);
- No courses at A Level or BTEC were shown as 'blue' i.e. 7-9 on the lower part of the ALPS thermometer;
- The whole College picture showed an increase in courses graded 'red' i.e. 1-3 on the higher part of the ALPS thermometer);
- All courses under review in 2019/20 had shown improved ALPS scores except one [confidential minute].

It was noted in response to members' questions:

- Concerning the likely method of student assessment in 2020/21, the College was preparing for the possibility of students being assessed using CAGs as well as the

- possibility that exams would go ahead;
- Appropriate mental well-being support was being provided for students who had been adversely affected by the disruption of their education due to the Covid-10 pandemic;
- With reference for the need for students to be given additional academic support due to the suspension of face-to-face teaching during the national lockdown, it was noted that many students had finished their syllabuses by lockdown or had received sufficient teaching through remote learning to ensure that they were where they needed to be academically;
- All subjects had teaching plans for face-to-face and remote learning in 2020/21, with subjects with a practical element studying theory during their remote learning week and doing the practical elements when on site.

It was noted that: the proportion of GCSE 9-4 (formerly A-C) passes had improved to 74% overall (i.e. an increase of 12% from 62% overall in 2018/19); the College was only offering English and Maths re-sits at Level 2 in 2019/20 due to accommodation constraints which meant that the College had had to impose a cap on the number of enrolled students; the outcomes for other qualifications were also positive e.g. the Extended Project Qualification (EPQ) and Level 2 BTEC Business and Health & Social Care had a 100% pass rate, the Criminology certificate and diploma had a 99% pass rate, and Core Maths a 97% pass rate.

Members noted that students had progressed to positive destinations in 2019/20: just under 70% had progressed to higher education (HE) (2018/19: just over 70%), 8 student to HE courses in medicine, dentistry and veterinary studies (2018/19: 8 students) and 146 to Russell Group universities (2018/19: 114); other students progressed to apprenticeships, employment, the Armed Forces, conservatoires Wyke's art foundation course, had taken a gap year or were studying abroad; the College was developing its Flyers programme to encourage more students to apply to the most selective universities.

It was noted, with reference to 2020/21, that: the College's self-assessment review of 2019/20 had begun; the College had plans in place to continue to deliver high quality remote provision in conjunction with face to face teaching; gaps in achievement in each course would be identified, with measures put in place to close gaps identified.

The Corporation considered and received the 2020 outcomes overview.

159.7 Enrolment report 2020/21

Jamie Davies (Vice-Principal, Resources, Quality and Systems) presented the College's enrolment report 2020/2, which was considered.

Members noted that:

- A series of webinars for staff, current and prospective students and parents had been held towards the end of Aug. 2020, attended by over 50% of both current students and applicants;
- Significant numbers of students had attended enrolment interviews and the enrolment process had closed with around 50 more students enrolled compared to Sept. 2019;
- Before the start of enrolment, the College was aware that local GCSE pass rates were up by 5% and the decision had therefore been taken that any students who did not meet the College's Level 3 entry criteria would be put into a 'holding' position;
- Due to a significant increase in Level 3 enrolment, the decision had been taken to remove the College's Level 2 provision (with the exception of English and Maths re-sits), with personal advice and guidance provided to Level 2 applicants and students in 'holding';
- Students who had applied after 31 Mar. 2020 were not given enrolment appointments and were informed during enrolment week that the College would not be able to offer them a place.

It was noted with reference to the enrolment process that this had been managed by the

College's Registrar, Alex Eslor, with changes made to ensure that the approach was Covid-safe including: extended enrolment (two additional days) to increase the capacity and give a 30% reduction in the number of students on site each day; totally 'contact free' enrolment; use of a one-way system throughout the entire process. Further improvements had been made to the paperless enrolment process introduced in the previous year, speeding up the enrolment process for students and allowing live reporting on enrolments.

The Chair of the Corporation, John Wilson, reported that he had attended the College during enrolment week and considered the process professional and effective, commending staff for their contribution to making enrolment a success.

Jamie Davies reported:

- With reference to curriculum planning that several changes had had to be made to address both demand and the decision to aim for a maximum class size of 22, with the average class size (excluding the Extended Project Qualification (EPQ) or tutorial) being 19.1;
- The increase in the number of students and the need to keep class sizes below 22 had required the appointment of a further progress tutor.

Members noted in discussion that the fact that such large numbers of students were still willing to travel to Wyke during the Covid-19 pandemic was testament to its positive academic reputation.

It was noted that, when reviewing the schools attended by students before they had enrolled at the College, the College considered five-year trends, which were used to inform future marketing activity.

The Corporation considered and received the College's enrolment report 2020/21.

Finance matters Part I

159.8

Management accounts to July 2020

The Director of Finance, Tony Wilmot, presented the management accounts to July 2020, noting that the Corporation monitored the College's financial position and performance against approved budgets through the regular review of the monthly management accounts, including a cash flow forecast and balance sheet.

Members noted that the key matters included in the July 2020 management accounts were as follows:

- A net surplus for the year to July 2020 of £261.2k, which was £144.9k ahead of budget despite significant premises' costs and the costs of making the site Covid-safe;
- Education & Health Care Plan (EHCP) funding agreed at £118k against a budget of £38k;
- All other variances reasonable, with significant variances detailed in the report;
- An operating margin of 2.72% of income for the year;
- A capital spend to date of £139.6k, with £81k being grant funded;
- The College's Financial Health grading remained 'Good';
- Cash flow forecast showed a strong position with funding receipts and costs updated to align with approved budget figures;
- An additional section in the detailed report to cover the financial impact on the results for the year of the closure of the building as a result of the national lockdown due to Covid-19.

It was noted in response to members' questions:

- The East Riding Pension Fund (ERPF) was the pension scheme applicable to the College's support staff;
- While the management accounts for July 2020 showed a net surplus for the year to

July 2020 of £261.2k, there has been a net increase in the College's share of the overall ERPf deficit from £605k as at 31 July 2019 to £1,237k at 31 July 2020, which would have an adverse effect on the balance sheet in the annual financial statements for the year ended 31 July 2020;

- The 2020/21 budget had prudently not assumed any overseas student fees income, the College currently had, however, 2 overseas students;
- The College would begin negotiating shortly with the 2 local authorities concerning Education and Health Care Plan (EHCP) funding for 2002/21;
- Using Scenario B (where 50% of students were onsite in any particular week) would result in extra expenditure in 2020/21 e.g. in relation to transport costs;
- The College had been notified of additional funding of £10k for T Levels development;
- The College had not receive notification of the outcome of its T Levels capital fund bid, although the Department for Education had asked follow up questions, which appeared to indicate that the bid was still being assessed.

The Corporation considered and received the management accounts for July 2020, for information and monitoring purposes.

159.9 Bank covenant testing as at 31 July 2020

The Director of Finance presented the bank covenant testing report for May 2020

The Corporation noted that, as at July 2020, the Director of Finance had confirmed that all banking covenants were being met and that, based on forecast ratios there was no immediate need to consider any waiver of covenant limits.

Items for approval/decision

Finance matters Part II

159.10 Barclays' bank loan: letter of variation

The Director of Finance reported that:

- When the College's loan facility was provided by Barclays, quarterly repayments were set [*confidential minute*], however, in order to avoid a large lump sum payment on maturity of the loan, agreement had been reached with Barclays whereby the College would make additional quarterly payments [*confidential minute*];
- Consolidating future repayments into a single quarterly amount had been discussed with the College's Barclays' Relationship Director and a letter of variation had been drawn up to include the new single quarterly repayment amount;
- [*Confidential minute*].
- The second letter being presented related to the re-pricing of the margin from December 2020 as per the loan agreement;
- [*Confidential minute*].

The Corporation noted that the letter of variation relating to the loan from Barclays bank should be considered for approval and signing. The interest review notice and the term loan repayment calculator were received and it was noted that the interest review notice should only be signed if the Corporation wished to reject the revised rate set out in the notice.

It was agreed with reference to the model minute relating to the letter of variation, which has been provided by Barclays, that this should be adapted to reflect the College's legal governance structure (i.e. the fact that it was a corporation rather than a company) and its agreed style (i.e. the Corporation's use of 'Chair' rather than 'Chairman').

There was produced to the meeting a letter of variation (the **Letter of Variation**) from Barclays Bank PLC (the **Bank**) to the Corporation setting out the amendments to a facility agreement dated 17 December 2015 pursuant to which the Bank has offered the Borrower (as defined in the Letter of Variation), the Facility (as defined in the Letter of Variation).

IT WAS RESOLVED

1. That the amendments set out in the Letter of Variation are in the interests of and for the benefit of the Corporation and are most likely to promote the success of the Corporation and the College for the benefit of the members as a whole and that such terms and conditions of the Letter of Variation be and are approved and accepted.
2. That the Chair of the Corporation and the Principal are authorised to sign the Letter of Variation on behalf of the Corporation to indicate acceptance of the terms and conditions.
3. That the Bank is authorised to act in all matters concerning the Facility as amended by the Letter of Variation upon instruction from the Corporation, in its capacity as Borrower of the Facility, signed in accordance with the Bank's mandate for any of the accounts of the Corporation held with the Bank current from time to time.

The Corporation completed its review of the letter of variation relating to the Barclays' loan facility and agreed that it should be signed and submitted to Barclays.

Action: Chair/Principal/TW

Items for Information

Venn Partnership Limited

159.11 Venn Partnership Limited update

The Corporation received a report on the Venn Partnership Limited, noting that the corporate Members of the company were Franklin, John Leggott, Scarborough, Wilberforce and Wyke Sixth Form Colleges, with the company established by the colleges with the aim of joint working to achieve quality improvement and to consider other opportunities for collaboration. It was noted that the Partnership was informally known as the Venn group.

(i) Financial statements for the period to 31 Dec. 2019

It was noted that the responsibilities of the company's Directors (who were the Principals of the 5 colleges) included approval of the company's annual financial statements, while the corporate Members' responsibilities included receipt of the annual financial statements.

The Director of Finance presented the financial statements for the period to 31 Dec. 2019, which having been approved by the Directors, had been filed, as required, with Companies House by 22 Sept. 2020.

The Corporation of Wyke Sixth Form College, as a corporate Member of the Venn Partnership Limited, received the Venn Partnership Limited financial statements to 31 Dec. 2019 for information.

(ii) Change of registered office

The Director of Finance reported that, until May 2020, the company's registered office had been Franklin College and was now Wyke Sixth Form College. Corporation members discussed the need to show the company's name, registered number and office, and country of incorporation at the registered office.

Action: TW

The Corporation received, for information, a report on the location of the Venn Partnership Limited's registered office.

(iii) Venn Project and Operations Director (Digital and Blended Learning)

It was noted that the company had recently advertised the above post, with the person to be appointed to be a member of staff at Wilberforce Sixth Form College.

The Corporation received, for information, a report on joint appointments to be made

by the college which were corporate Members of the Venn Partnership Limited.

Governance matters

159.12 Schedule of Corporation & committee meetings 2020/21

The Clerk reported that:

- As recently notified to members, the Corporation's historic schedule had been revised, at the request of the Chair, with the aim of holding more frequent but shorter Corporation meetings to allow for more regular updates during the Covid-19 pandemic i.e. the current schedule included 3 rather than 2 Corporation meetings per term;
- To facilitate the addition of additional Corporation meetings, scheduled meetings of the Corporation's Finance & General Purposes (F&GP) Committee had been cancelled in 2020/21;
- The Corporation and F&GP Committee would normally meet during alternate months in term-time to allow for monthly review of the management accounts;
- During 2020/21, the Corporation would review the monthly management accounts at each meeting;
- Under the Articles of Government, the Corporation was responsible for 'the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets' (Article 3(1)(c)) and for 'approving annual estimates of income and expenditure' (Article 3(1)(d)) and may not delegate these responsibilities to a person or committee;
- The Governance Working Group noted in 2019/20 that the fact that the above responsibilities were non-delegable had historically led to duplication of reporting to the Corporation and the F&GP Committee;
- It was, however, expected that a few brief Special F&GP Committee meetings would be arranged during the year e.g. a brief F&GP Committee would be held immediately after the Corporation meeting on 1 Oct. 2020 to allow the F&GP Committee to consider a tender for approval, as required under the College's tendering procedures.

The Corporation received and noted the revised schedule of Corporation & committee meetings 2020/21.

159.13 Chair's action report: additions to the College's Safeguarding & Child Protection Policy (Sept. 2020)

The Clerk reported that, under the Corporation's Standing Orders, where Chair's action was taken, a report was made to the next scheduled meeting of the Corporation and that John Wilson, as Chair of Corporation, had taken Chair's action since the last meeting of the Corporation as follows:

- 28 Sept. 2020: to enable new guidance to be added to the College's Safeguarding and Child Protection Policy as soon as possible, the amendment of the policy through the addition of a new section 11 (Mental Health Support), a new section 17 (Criminal and Sexual Exploitation), a new addendum (*Safeguarding Policy - COVID-19 addendum – 1st September 2020. Safeguarding during reintegration back into College*) and a new addendum (*Safeguarding Policy - COVID-19 addendum – 1st September 2020. Safeguarding during continued remote learning where necessary*);
- The above changes were made on the recommendation of Chris Herring (Vice-Principal Pastoral and the College's Designated Safeguarding Lead (DSL)) following the publication of the Department of Education *Keeping children safe in education. Statutory guidance for schools and colleges* (Sept. 2020) and taking in the need to update the College's Covid-19 guidance for the start of the autumn term;
- The new sections and addenda approved under Chair's action had been included in the Information Pack accompanying the agenda for the meeting.

The Corporation received the report on Chair's action taken since the July 2020 meeting of the Corporation.

Items for approval/decision

159.14 Clerk's recommendation on future approval of the College's Safeguarding & Child Protection Policy

The Corporation received, in the Information Pack, accompanying the agenda the following documents, for information and reference: the DfE's Keeping Children Safe in Education (updated Sept. 2020); The College's Safeguarding & Child Protection Policy (updated Sept. 2020).

The Clerk presented, with reference to the policy and taking into account the use of Chair's action in 2020, the following recommendation:

- The College's current *Safeguarding & Child Protection Policy* should be divided into 2 Parts, with the Corporation responsible for approving sections 1-3 (i.e. Part 1 (Policy)), which contained overarching principles, with the caveat that the detailed staff and corporation member list at section 2.1 (Wyke Safeguarding Team) could be updated by the College's senior leadership team (SLT) to reflect changes in personnel as required without requiring specific Corporation approval;
- Approval of the rest of the document (i.e. Part 2 (Detailed Definitions & Procedures) should be delegated to the College's SLT i.e. the sections of the policy which are likely to need to be revised more frequently.

The Corporation approved the Clerk's recommendation on the future approval of the College's Safeguarding & Child Protection Policy.

Final agenda items

159.15 Any other business

There was no other business.

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

The Corporation noted, in particular, with reference to the impact on learners of items considered at the meeting, the improvements in performance noted at agenda item 159.6.

159.17 Risk management – items identified at the meeting

There were no new items of risk identified at the meeting.

159.18 Date of next meeting

The Corporation was next scheduled to meet on Thurs. 5 November 2020 at 5.00pm by video-conferencing.

Reserved Business agenda: items for approval

159.19 (i) Reserved Business: confidential Reserved Business minutes & matters arising/action table (July 2020)

In line with Corporation's established practice, staff and student members, other than the Principal, left the meeting before consideration of the item below.

Fiona Bagchi
Clerk to the Corporation

**AMENDED MINUTES OF CORPORATION MEETING 160 THURSDAY 5 NOVEMBER 2020
HELD BY VIDEO-CONFERENCING**

Present: Corporation members: Anthonique Asamoah, Paul Britton (Principal), Paul Davis, John Gilleard, Jackie Goodman, Jeremy Hartley, Dina Lewis, Heather Lorch, Mark Moore, Tracey Rich-Pitman, Jane Price, Phil Taylor (Vice-Chair), John Wilson (Chair)

In attendance: Clerk: Fiona Bagchi (Clerk to the Corporation)

Senior managers: Jenny Anderson (HR Manager), Jamie Davies (Vice-Principal), Chris Herring (Vice-Principal), Mark Lucid (Assistant Principal), Julie Peaks (Deputy Principal), Tony Wilmot (Director of Finance).

Items to note

160.1 Apologies for absence & declaration of interests

Apologies were received from Corporation members Pat Cavanagh, Tony Douglass, , Steve Sellers and from Corporation member designate, Katie Hindle.

Standing declarations of interest: Paul Britton (trustee Yorkshire & Humber Co-operative Learning Trust); Julie Peaks (related to Principal of Wilberforce Sixth Form College). It was noted that Dina Lewis had an interest in agenda item 160.2 (ii). It was noted at agenda item 160.20, that John Gilleard knew Corporation member candidate Liz Rymer professionally and that Corporation member candidate Andi Dakin was known to Jackie Goodman.

Governance matters Part I

160.2 Membership matters

(i) Recommendation on Teaching Staff Corporation member appointment

The Clerk reported that: 2 nominations had been received for the above vacancy and an election had been held, with Heather Lorch, a teacher of German and Critical Thinking, the successful candidate, Heather Lorch was eligible to be appointed.

The Corporation approved the appointment of Heather Lorch as the elected Teaching Staff Corporation member for a period of 4 years from 5 Nov. 2020.

Action: Clerk

The Chair of the Corporation, John Wilson, welcomed Heather Lorch to the meeting.

(ii) Re-appointment of Corporation member in the ordinary Corporation member category

John Wilson, as Chair of the Corporation's Search & Governance Committee, reported that the Sept. 2020 meeting of the Committee had noted that Dina Lewis's term of office would end on 27 Sept. 2020, reviewing her appointment with reference to the Corporation's re-appointment criteria and agreeing that she possessed skills and experience, particularly in education, which continued to be valuable to the Corporation.

The Corporation approved, on the recommendation of its Search & Governance Committee the re-appointment of Dina Lewis as a Corporation member in the ordinary Corporation member category for a period of 4 years from 5 Nov. 2020.

Action: Clerk

Governance matters Part III

160.20 Membership matters: recommendations on Committee & Corporation appointment

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

It was noted that:

- Under the Instrument of Government, the Corporation was the appointing authority in relation to the appointment of its members, with ordinary Corporation members being those 'who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government', including its responsibility for determining the educational character and mission of the College, the oversight of its activities, ensuring the solvency of the College and safeguarding its assets, the appointment of designated senior post-holders and the determination of staff pay and conditions;
- Parent members of Corporation were appointed following self-nomination and interview, with reference to the Corporation's skills needs;
- The Corporation had a determined membership between 20 and 22 members, with 13-15 members in the ordinary category, 2 parent members, 2 elected and nominated student members, 2 elected staff members, and the Principal *ex officio*

(i) Report on Corporation member vacancies & recommendations on appointments

(a) Vacancies in the Parent & Ordinary Corporation member categories

It was noted that: there were currently vacancies for one Parent Corporation member and for two Corporation members in the ordinary category, with a further vacancy in the ordinary category due to arise from 1 Jan. 2021; the Corporation had agreed that up to two additional members in the ordinary category could be appointed e.g. to increase diversity; appointments to the Parent and ordinary Corporation member categories were made on the recommendation of the Corporation's Search & Governance Committee.

(b) Appointment to Corporation vacancies in the parent and ordinary categories

It was noted that interviews had been held with candidates for the above vacancies, with the Corporation's Search & Governance Committee having considered candidates with reference to the Corporation's skills audit and equality and diversity report, making recommendations to the Corporation on the appointment of the following candidates who it considered would enhance gender balance, diversity of opinion, and skills and expertise in the following areas: further and higher education, arts and culture, local government, project management, finance [*confidential minute*].

The Corporation approved, on the recommendation of its Search & Governance Committee, the appointment of Elizabeth Cagney as a Parent member of the Corporation for a period of 4 years from 5 Nov. 2020 or until the end of the academic year in which her child left the College if that was earlier, subject to her being eligible to be appointed.

Action: Clerk

The Corporation approved, on the recommendation of its Search & Governance Committee the appointment of its Search & Governance Committee, the appointment of John Compton as a Corporation member in the ordinary Corporation member category for a period of 4 years from 5 Nov. 2020, subject to his being eligible to be appointed.

Action: Clerk

The Corporation approved, on the recommendation of its Search & Governance Committee, the appointment of Andi Dakin as a Corporation member in the ordinary Corporation member category for a period of 4 years from 5 Nov. 2020, subject to his being eligible to be appointed.

Action: Clerk

The Corporation approved, on the recommendation of its Search & Governance

Committee, the appointment of Liz Rymer as a Corporation member in the ordinary category for a period of 4 years from 5 Nov. 2020, subject to her being eligible to be appointed.

Action: Clerk

[confidential minute].

(iii) Current & forthcoming vacancies on Corporation committees

The Corporation received a report on current and forthcoming vacancies on Corporation committees.

The Corporation agreed, on the recommendation of its Search & Governance Committee, that, if Liz Rymer, took up appointment as a Corporation member, she should also be appointed as a member of the Audit Committee.

Action: Clerk

Items for approval/decision

- 160.3** Minutes of previous meeting, notes of Covid-19 Governance & Leadership Group, incl. action tables & matters arising
- 160.4** 2019/20: Feb. 2020 minutes/confidential minutes review

It was agreed that agenda items 160.3 and 160.4 should be presented to the Dec. 2020 Corporation meeting for approval.

Action: Clerk

Items for information & review Part I

Senior Leadership Team (SLT) reports

160.5 **Principal's report for Oct. 2020**

The Principal summarised key issues arising from the 2 updates that he had provided to Corporation members by audio file, noting that these had been intended as supplements to his written reports.

The Principal reported in particular:

- On the success of College's Covid-safe arrangements, including the successful implementation by staff of Scenario B (the 50/50 model where half the College's students at any one time spent one week working remotely and the next week working onsite) in the period before the autumn half-term break;
- One advantage of Scenario B was that students who tested positive for Covid-19 during their remote working week had not had contact with those working onsite thus potentially reducing the number of staff and students who had to self-isolate;
- Student compliance with the College's onsite Covid-19 safety arrangements was high as was compliance with making reports through the College's Covid concerns system i.e. in relation to positive tests or the need to self-isolate;
- Students and staff were wearing masks and practising social distancing where required, with many College meetings taking place using Microsoft Teams;
- Given its advantages, the College wanted to continue to use Scenario B, avoiding Scenario C (where all student work was undertaken remotely) if at all possible;
- The staff survey had had a high response rate, with 96% of those responding agreeing that the College was a good place to work and also agreeing that staff had the opportunity to develop;
- Feedback from parents had been positive;
- The College's first virtual Open event had been a success, with an increase in applications compared to the same point in 2019 *[confidential minute]*;
- The College's priorities continued to be providing students with a good education and ensuring that students and staff were supported.

It was noted in response to members' questions that the increase in the Covid-19 rate in Hull generally had been reflected in an increase in positive cases reported by students, which was concerning.

The Corporation received the Principal's update report for Oct. 2020.

The Chair of the Corporation, John Wilson, thanked the College's staff, on behalf of the Corporation, for making the first half of the autumn term a success.

160.6 Annual safeguarding report

Chris Herring (Vice-Principal, Pastoral and Designated Safeguarding Lead) presented the College's annual safeguarding report (including Prevent duty report) for the year ending 31 Aug. 2020, noting that it has also been reviewed in detail at the Oct. 2020 meeting of the Corporation's Personnel Committee.

Members noted, in particular, the key points in the briefing note accompanying the report, including that:

- There had been an increase in the number of incidents reported compared to the previous year, with the number of students referred remaining similar despite an increase in the student population;
- Emotional issues were the most common reason for a safeguarding referral;
- Females students were referred at a higher rate than males and Year 1 students at a higher rate than Year 2;
- Two audits had been completed, with a good level of assurance identified;
- Staff training compliance was high, although staff confirming electronically that they had read relevant policies needed to be increased from the current level which was below 90%.

Members noted the new format of the annual report and that College safeguarding reports were now produced monthly and made available to SLT and the College Leadership Team (CLT), noting in this context the report for Sept. 2020 which had been attached to the annual safeguarding report.

It was noted in response to members' questions concerning how the College's safeguarding processes had been affected by the national lockdown from Mar. 2020, that: the College had continued to ensure that students stayed safe and well supported during this period; a safeguarding addendum to the College's Child Protection & Safeguarding Policy had been created to reflect changed circumstances; some work on online safety for parents had been provided by Kingston upon Hull City Council; staff were briefed and students were communicated with regularly; all students that were monitored as high risk were contacted at least twice weekly by the Safeguarding & Wellbeing Lead and other vulnerable students were contacted at least weekly e.g. by tutorial teams; vulnerable students were a priority when the College re-opened in June 2020; the College's normal processes included a register of high risk students, a Looked After Children (LAC) group, a vulnerable bursary-holder group and a staff member who dealt with students with Education & Health Care Plans (EHCP); there were no major incidents during lockdown to report.

It was noted in discussion that: the College had resumed risk assessing incidents now that the College had re-opened, with about 10% of incidents rated high risk; the College's well-being service had been revised to meet the demands and needs of students; the disadvantages of using Scenario B (the 50/50 model) which meant that students were onsite in alternate weeks, were noted in this context, although anecdotal evidence suggested that students were also willing to raise concerns with teaching staff through Microsoft Teams; the Student Association Executive President and Student Corporation member reported, in this context, on her experience as a student of working remotely and being onsite in alternate weeks.

The Corporation considered and received the College's safeguarding report for the year ending 31 Aug. 2020.

Audit matters

160.7 Report on review of the College's updated full risk register

John Gilleard, as Chair of the Audit Committee, reported that the Audit Committee had

reviewed the College's updated full risk register at its Oct. 2020 meeting and that the register had been further updated by the Director of Finance, following the meeting, taking into account the Committee's comments.

It was noted that, under the Audit Committee's standing agenda item list, review of the College's strategic risk register (which included those risks with a points score of 12 or above) was a termly standing agenda item for the Committee, with the full risk register reviewed during the autumn term; the 8 main strategic risk areas which formed the framework for the risk register were quality of student learning outcomes, student experience, staff engagement & performance & recruitment, recruitment of students, finance infrastructure (IT and premises), external factors governance and leadership.

The Chair of the Audit Committee reported in response to Corporation members' questions that the Audit Committee were satisfied that the College's risk register was appropriately considered by the College's SLT and that the process for undertaking the review was robust.

The Corporation noted that: the Audit Committee would agree, at its meeting on 30 Nov. 2020, its annual report to the Corporation, which would include its opinion on the adequacy and effectiveness of the College Corporation's assurance arrangements, its framework of governance, risk management and control processes for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets; the report, with the latest version of the College's strategic risk register attached as an annex, would be presented to the Corporation at its Dec. 2020 meeting.

Members noted that a separate operational Covid-19 risk assessment register had been reviewed by the Governance & Leadership Covid-19 Group.

The Corporation received a report on the review of the College's full risk register by the Audit Committee at its Oct. 2020 meeting, noting that the latest version of the full risk register had been included, for information, in the Information Pack accompanying the agenda.

Finance matters Part I

160.8 Management accounts to Sept. 2020

The Director of Finance, Tony Wilmot, presented the management accounts to Sept.2020, noting that the Corporation monitored the College's financial position and performance against approved budgets through the regular review of the monthly management accounts, including a cash flow forecast and balance sheet.

Members noted that the key matters included in the Sept. 2020 management accounts were as follows:

- A net surplus for the two months to September 2020 of £97.1k which was £9.9k ahead of budget;
- Additional funding income allocated of £108k in respect of T-Level Development and Tuition Funding;
- Overseas student income of £12k against a zero budget figure;
- All other variances reasonable with significant variances referred to in the report;
- Operating margin 5.69% of income for the year;
- Capital spend to date of £96.4k, with the majority of the remaining spend of £278.6k related to core switch and the security project and with around £210k of future spend being grant funded;
- The College's Financial Health grading remained 'Good', with a healthy level of forecast surplus at this stage;
- The cash flow forecast showed a strong position with funding receipts and costs updated to align with approved budget figures and latest forecast results;
- A section had been added in the commentary to cover the financial impact on forecasts of Covid-19.

The impact of Covid-19 on income and expenditure was noted in discussion, noting in

particular a reduced catering contribution and increased transport costs.

It was noted in response to members' questions that: with reference to increased transport costs due to the Covid-19 pandemic, the Director of Finance was currently assuming that transport arrangements would be back to normal in spring 2021 but this would be kept under review; a contingency had been provided in the 2020/21 budget in relation to pay expenditure for the use of agency staff due to Covid-19; there were few areas in which non-pay expenditure could be reduced should extra Covid-19 costs continue longer than currently assumed, with the savings resulting from lockdown during summer term 2020 (e.g. the reduced cost of utilities) not applicable in 2020/21; the projected rolling cash flow forecast covered the 13 month's period from Sept. 2020 to Oct. 2021, with the lowest point as usual in Mar. due to the ESFA grant payment profile, with the Director of Finance's opinion being that there was no immediate concern relating to liquidity; the ESFA had amended its intervention regime applicable to colleges in response to the Covid-19 pandemic but not significantly; the external audit had been carried out remotely, with the College's annual report and financial statements due to be presented to the Corporation at its Dec. 2020 meeting. With reference to the balance sheet, the reduction in reserves compared to July 2020 was noted and discussed.

The Corporation reviewed and received the management accounts for Sept. 2020, receiving the Director of Finance's report for information and monitoring purposes.

160.9 Bank covenant testing as at Sept. 2020

The Director of Finance presented the bank covenant testing report for Sept. 2020

The Corporation noted that, as at 30 Sept. 2020, the Director of Finance had confirmed that all banking covenants were being met and that, based on forecast ratios there was no immediate need to consider any waiver of covenant limits.

160.10 Annual pension (ERPF) report

The Director of Finance present his annual report to the Corporation on the East Riding Pension Fund (ERPF), reporting 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 ERPF for non-teaching staff; both were multi-employer defined-benefit plans.

Members noted that the Director of Finance's report stated that 'there has been a net increase in the College's share of the overall scheme deficit from £605k as at 31 July 2019 to £1,237k at 31 July 2020', which would have an adverse effect on the balance sheet in the annual financial statements for the year ended 31 July 2020; asset values had decreased by 4% driven mainly by falls in equity values whilst the present value of funded liabilities had increased by 4% in the same period; the other assumption which had had a significant impact on the scheme deficit was the discount rate which had decreased from 2.2% at July 2019 to 1.5% at July 2020.

The Corporation received, for information, the East Riding Pension Fund report on the actuarial valuation for Financial Reporting Standard (FRS) 102 purposes as at 31 July 2020.

160.11 Submission to ESFA of Nov. 2020 Covid-19 return

The Director of Finance, Tony Wilmot, gave a report on the submission to the ESFA of a Nov. 2020 Covid-19 return.

It was noted that:

- As a result of the Covid-19 pandemic, the Education & Skills Funding Agency (ESFA) had issued templates for a simplified 2020-21 financial return which had been submitted by colleges by 31 July 2020 following sign off by the College's Accounting Officer (the Principal) i.e. the ESFA did not require Corporation approval of the return;
- The completed return had been presented to the July 2020 meeting of the

- Corporation for information and submitted to the ESFA by the required deadline;
- The ESFA had notified colleges on 5 Oct. 2020 that 'Given the ongoing uncertainties regarding the impact of COVID-19 on college finances, it has been agreed after consultation with AoC and the College Finance Directors Group to request an updated cashflow forecast from all colleges in November 2020. Reflecting the high response rate to the July 2020 return and the benefits of consistency, the general format of the cashflow forecast is the same as in July';
 - The deadline for submission of the return was 27 Nov. 2020 following sign off by the College's Accounting Officer (the Principal) i.e. the ESFA would not require Corporation approval of the return;
 - The College would also be required to complete a finance record return in Dec. 2020, noting that before the Covid-19 pandemic it had been proposed that this would no longer be required, with the Integrated Financial Model for Colleges (IFMC) to be submitted instead by colleges annually in Jan.

It was noted in response to members' questions that the updated cashflow forecast would include assumptions concerning additional costs to be incurred in 2020/21 by the College as a result of the Covid-19 pandemic.

The Corporation received a report on the Nov. 2020 financial return required by the ESFA, noting that the return signed by the Principal as Accounting Officer would be placed on the Dec. 2020 Corporation agenda for information.

Action: TW/Clerk

160.12 Update (if any) on outcome of T Levels capital bid & bank loan as matched funding

It was noted that the Corporation has approved an application to the Department for Education (DfE) T Levels capital fund, noting in this context that should the College's application be successful, match funding from the College would be required, with the College having received an offer from Barclays Bank of a term loan facility to meet the match funding requirement.

The Director of Finance reported that it had been hoped that the DfE would make a decision on college applications in Oct. 2020 but the College had yet to receive notification of the outcome of its application.

The Corporation received an update on its T Levels capital fund application.

Items for approval/decision

Finance matters Part II

160.13 Overseas student tuition fees for 2021/22

It was noted that, under section 19 of the Articles of Government, the Corporation was responsible for setting the College's policy on tuition fees, which was a delegable responsibility; the Corporation had agreed in 2019/20 to delegate future approvals to its Finance & General Purposes (F&GP) Committee but, as the scheduled meetings of the F&GP Committee had, however, been cancelled in 2020/21 to permit shorter and more frequent Corporation meetings, this responsibility currently remained with the Corporation; the Corporation had to have regard to Education & Skills Funding Agency (ESFA) guidance when setting tuition fees applicable to Home students but there was no comparable guidance applicable to Overseas student tuition fee rates; recommendation on Overseas student tuition fees applicable to the following academic year were made during the autumn term to allow for early marketing of the College to overseas applicants.

The Director of Finance reported that Overseas student tuition fees approved by the Corporation for 2020/21 were £6,000 p.a. plus £1,000 for one to one tuition in English, where required, and that the College was recommending that these fees remain unchanged for 2021/22.

The Corporation considered for approval a recommendation on Overseas student tuition fees for 2021/22, agreeing that they should remain unchanged from 2020/21.

160.14 Proposed increase in 2020/21 capital budget

The Director of Finance reported that:

- The College had launched a tendering process to acquire laptops for all teaching staff and some support staff at an expected cost of around £50k;
- The College was using the Crescent Purchasing Consortium (CPC) framework to go out to tender, with the date for return of tenders being the end of the week commencing Mon. 2 Nov. 2020 and the tender opening ceremony proposed for the week commencing 9 Nov. 2020.

Jamie Davies (Vice-Principal, Resources, Systems and Quality) reported that:

- The proposed purchase was intended to support teaching staff who were teaching remotely, either when onsite or when they were self-isolating, in the short-term and to support the development of the College's future EdTech strategy in the medium term.

It was noted in response to members' questions that: equipment was depreciated over 4 years; no additional software licences would be required; with reference to staff and students who had Wifi or connectivity issues, the College was considering entering into an agreement with a local provider in relation to provision for students; staff Wifi or other connectivity problems would be reviewed at an individual level.

The Corporation approved, on the recommendation of the Director of Finance, an increase in the approved capital budget for 2020/21 to permit the proposed purchase of laptops for staff.

It was agreed that the Director of Finance and the Vice-Principal, Resources, Systems and Quality would review whether there was any relevant local grant funding that could contribute to the cost of the purchase.

Action: TW/JAD

Audit matters

160.15 Audit Committee: recommendation on re-appointment of internal auditors & annual internal audit plan including fees

John Gilleard, as Chair of the Audit Committee, reported that:

- At its Oct. 2020 meeting, the Audit Committee had agreed a positive performance review of the work of the internal auditors, AuditOne, during 2019/20, receiving from the Director of Finance a report that the overall cost of the 2019/20 plan had been reasonable and within budget;
- The Audit Committee had also considered, at its Oct. 2020 meeting, a draft plan from AuditOne comprising at Appendix B an annual internal audit plan for 2020/21, together with a 3 year strategic plan covering the period 2021/22 - 2023/24 (Appendix A), noting that the latter had been included at the request of the Committee;
- The Committee had considered the strategic plan with reference to the need to ensure appropriate cyclical coverage, having previously considered at the meeting the College's assurance map, which had been designed to highlight any current assurance gaps, and the College's risk register;
- The proposed internal audit plan of 15 days for 2020/21 included reviews of Corporate Governance, Budgetary Control, Health and Safety and a Follow up review of previous audit recommendations;
- The draft internal plan 2020/21 did not include an estimate of fees.

It was noted in response to members' questions concerning the proposed timing of the Health and Safety review that the review had been scheduled later in the audit cycle to allow development work being undertaken by the College to be audited and in the hope that a later date for the review could possibly permit some onsite review to be undertaken.

The Corporation received the 3 year internal audit strategic plan covering the period 2021/22 - 2023/24 and approved, on the recommendation of its Audit Committee the re-appointment of AuditOne as internal auditors for the 2020/21 internal audit and the

Safeguarding matters

160.16 Personnel Committee: recommendation on revised safeguarding vulnerable adults policy & procedure

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

- The Oct. 2020 meeting of the Corporation had approved the College's *Safeguarding & Child Protection Policy*, agreeing that it should be divided into 2 Parts, with the Corporation responsible in future for approving sections 1-3 (i.e. Part 1 (Policy)), which contained overarching principles, with approval of the rest of the document (i.e. Part 2 (Detailed Definitions & Procedures, which were the sections of the policy which were likely to need to be revised more frequently) delegated to the College's SLT;
- The Corporation had not delegated approval of the College's *Safeguarding Vulnerable Adults Policy & Procedure*, which had last been approved by the Corporation in Feb. 2014;
- The College had updated the *Safeguarding Vulnerable Adults Policy & Procedure*, with the updated document reviewed at the Oct. 2020 meeting of the Corporation's Personnel Committee.

Chris Herring (Vice-Principal, Pastoral and Designated Safeguarding Lead) reported that the policy, which applied to those over 18, had not been used to date.

To Corporation approved, on the recommendation of its Personnel Committee, the College's updated Safeguarding Vulnerable Adults Policy & Procedure.

Items for Information & review Part II

Student matters

160.17 Student Association: verbal report (Student Association Executive plans)

Anthonique Asamoah, the Student Association Executive President and Student Corporation member, gave a report on the Student Association Executive (the Student Executive) plans, reporting that: the Student Executive's overall purpose was to help make the student experience the best possible, the Student Executive was focussing on student wellbeing during the Covid-19 pandemic; events which the Executive had organised or taken part in to date included Kindness Day, Remembrance Day, Men's Day, and Black History Month.

In response to members' questions it was noted that: Student Executive officers liaised with staff in various ways e.g. the Treasurer liaised with the College's finance department, the Student Executive worked with the College's Marketing department on polls and surveys to gauge student opinion; Mark Lucid (Assistant Principal) or the Principal, Paul Britton, could be approached if the Student Executive had concerns about anything; the level and extent of communication between the Student Executive and the College's SLT was considered appropriate.

The Corporation received a report from the Student Association Executive President and Student Corporation member on the Student Association Executive's plans and events undertaken to date.

Governance matters Part II

160.18 Governance reports: attendance, Chair's action & use of the seal

(i) Corporation attendance year to date

The Clerk reported that Corporation attendance year to date was 87% against a target of 75%.

(ii) Report on Chair's action

The Clerk reported that there had been no Chair's action taken by John Wilson as Chair of the Corporation since the last meeting of the Corporation.

(iii) Report on use of the seal

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

The Corporation received reports from the Clerk on governance matters for information.

160.19 Documents/links from outside bodies

The following documents and/or links relevant to the work of the Corporation were received:

(i) Covid-19

- The Department for Education updated *Further education (FE) autumn term guidance* on 16 Oct. 2020, which had been noted at the Covid-19 Governance & Leadership Group meeting held on 22 Oct. 2020. The full guidance was available at: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>
- A letter dated 16 Oct. 2020 from the Chief Executive of the Education & Skills Funding Agency (ESFA), outlining government policy that educational institutions should remain open during all Covid-19 alert levels, which had been noted at the Covid-19 Governance & Leadership Group meeting held on 22 Oct. 2020;

(ii) Finance matters

- Links and extracts relating to the ESFA's proposed schedule of returns for 2020/21, with particular reference to the Nov. 2020 Covid-19 financial return.
- The ESFA's updated College accounts direction (30 Sept. 2020) i.e. its guidance to sixth form and FE colleges on preparing and submitting their annual report and financial statements for the financial year ended 31 July 2020. Available at: <https://www.gov.uk/government/publications/college-accounts-direction>

It was noted that, as a result of the Covid-19 pandemic, the ESFA had extended the deadline for colleges to submit their annual reports and financial statements from 31 Dec. 2020 to 31 January 2021 but that the College's Director of Finance currently intended to present the College's draft annual report and financial statements to the Corporation meeting on 10 Dec. 2020, with the intention of submitting the approved and signed annual report and financial statements to the ESFA by 31 Dec. 2020.

Items for approval/decision

Governance matters Part III

160.20 Membership matters: recommendations on Committee & Corporation appointments

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

Final agenda items

160.21 Any other business

There was no other business .

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

The successful use of Scenario B was noted in particular as having an impact on learners.

160.23 Risk management – items identified at the meeting

No new items of risk were identified at the meeting.

160.24 Date of next meeting

It was noted that the next meeting of the Corporation would be held on Thurs. 10 Dec. 2020 at 5.00pm by video-conferencing.

Reserved Business agenda: items for approval

160.25 (i) Reserved Business: confidential Reserved Business minutes incl. matters arising/action table (Oct. 2020)

It was agreed that agenda item 160.25 should be presented to the Dec. 2020 Corporation meeting for approval.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation



**AMENDED MINUTES OF CORPORATION MEETING 161 THURSDAY 10
DECEMBER 2020
HELD BY VIDEO-CONFERENCING**

Present: Corporation members: Paul Britton (Principal), Elizabeth Cagney, Pat Cavanagh, John Compton, Paul Davis (Vice-Chair), Tony Douglass, John Gilleard, Jackie Goodman, Heather Lorch, Tracey Rich-Pitman, Liz Rymer, Jane Price, Phil Taylor, John Wilson (Chair)

In attendance: Clerk: Fiona Bagchi (Clerk to the Corporation)

Senior managers: Jenny Anderson (HR Manager), Jamie Davies (Vice-Principal), Chris Herring (Vice-Principal), Mark Lucid (Assistant Principal), Julie Peaks (Deputy Principal), Tony Wilmot (Director of Finance).

PROCEDURAL

Items to note

161.1 Apologies for absence

Apologies for absence were received from the following Corporation members: Anthonique Asamoah, Jeremy Hartley, Dina Lewis, Mark Moore and Steve Sellers and from Corporation member designate, Katie Hindle.

161.2 Declarations of interests

Standing declarations of interest: Paul Britton (trustee Yorkshire & Humber Co-operative Learning Trust); Pat Cavanagh (employee Yorkshire & Humber Co-operative Learning Trust); Julie Peaks (related to Principal of Wilberforce Sixth Form College).

Items for approval/decision

161.3 Minutes of previous meetings, notes of Covid-19 Governance & Leadership Group, incl. action tables & matters arising

(i) Minutes of the meeting held on 1 Oct. 2020

The Corporation approved the minutes of the meeting held on 1 Oct. 2020.

(ii) Action table & matters arising from the above minutes

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

- 1 Tracey Rich-Pitman had accepted appointment as a Support Staff member of the Corporation for a period of 4 years from 1 Oct. 2020 and had completed a register of interests and eligibility form (159.2).
- 2 Anthonique Asamoah had accepted appointment as a Student member of the

Corporation for a period of 4 years from 1 Oct. 2020 or until that date on which she left the College, whichever was the sooner. Ms Asamoah had accepted appointment and had completed a register of interests and an eligibility form (159.2).

- 3 The Corporation considered a report from the Clerk on the appointment of a second Student Corporation member . . . (159.2).
- 4 The Covid-19 Governance & Leadership Group was continuing to meet online. Notes of the meetings held between 8 Oct. and 2 Dec. 2020 were on the agenda (159.3).
- 5 The Clerk reported that the confidential Reserved Business minutes of the meeting held on 25 Feb. 2020 had been approved at the July 2020 Corporation meeting but the non-confidential minutes had not and would be presented to the next meeting of the Corporation (159.3).
- 6 A report on the confidential minutes review would be considered later on the agenda (159.3).
- 7 Jamie Davies (Vice-Principal, Resources, and Quality & Systems) reported that: an annual health & safety report and an annual environmental report to the Corporation would be developed; the College now had a health & safety action plan (159.3).

Action: Vice-Principal (JAD)

- 8 Relevant recommendations arising from the policy review were being taken forward by the Personnel Committee for approval and/or recommendation to the Corporation, where they fall within its remit. With reference to the recommendation that the student admissions policy should be a Corporation policy in future, the Principal reported that the College was developing a new student admissions policy which would be presented for consideration in due course (159.3).

Action: Principal

- 9 It had been agreed that it would be helpful for future student annual student equality & diversity reports to show recruitment by ethnicity with reference to the profile of the local population from 2020/21 (159.3).

Action: Vice-Principal (CH)

- 10 The letter of variation relating to the Barclays' loan facility had been signed and submitted to Barclays, as agreed (159.10).
- 11 The Director of Finance reported that, until May 2020, the Venn Partnership Limited's registered office had been Franklin College and was now Wyke Sixth Form College. Corporation members discussed the need to show the company's name, registered number and office, and country of incorporation at the registered office i.e. the College (159.11).

(159.23)

(ii) Minutes of the meeting held on 5 Nov. 2020

The Corporation approved the minutes of the meeting held on 5 Nov. 2020 with the following amendment: the final sentence of minute 160.16 should begin 'The Corporation'.

Action: Clerk

(ii) Action table & matters arising from the above minutes

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

- 1 Heather Lorch had accepted appointment as a Teaching Staff member of the Corporation for a period of 4 years from 5 Nov. 2020 and had completed a register of interests and eligibility form (160.2).
- 2 The Corporation had approved the re-appointment of Dina Lewis as member of the Corporation in the ordinary member category for a period of 4 years from 5 Nov. 2020 (160.2).
- 3 Elizabeth Cagney had accepted appointment as a Parent member of the Corporation for a period of 4 years or until the end of the academic year in which her child left the College, if that was earlier, and had completed a register of interests and eligibility form (160.2).
- 4 John Compton had accepted appointment as a member of the Corporation in the ordinary member category for a period of 4 years from 5 Nov. 2020 and had completed a register of interests and eligibility form (160.2).
- 5 Andi Dakin had accepted appointment as a member of the Corporation in the ordinary member category for a period of 4 years from 5 Nov. 2020 and had completed a register of interests and eligibility form (160.2).
- 6 Liz Rymer had accepted appointment as a member of the Corporation in the ordinary member category for a period of 4 years from 5 Nov. 2020 and had completed a register of interests and eligibility form (160.2).
- 7 The Corporation considered a report from the Clerk on the appointment of an additional Corporation member in the ordinary category from 1 Jan. 2021 . . . (160.2).
- 8 Liz Rymer had accepted appointment as a member of the Audit Committee (160.2).
- 9 Minutes of meetings were on the agenda at agenda item 161.3 (160.4).
- 10 The Nov. 2020 Covid-19 return to the College's funding body, the Education & Skills Agency (ESFA), was on the agenda (160.11).
- 11 Jamie Davies had investigated whether there was any local grant funding for the proposed staff laptop purchase (e.g. from the Local Enterprise Partnership (LEP)) but no funding had been available for the type of purchase proposed (160.14).
- 12 Internal audit fees for 2020/21 were on the agenda for consideration on approval (160.15).

13 The confidential Reserved Business minutes were on the agenda (160.25).

(iii) Covid-19 Governance & Leadership Group Notes

The Corporation received, for information, the Notes of Covid-19 Governance & Leadership Group meetings held between 8 Oct. and 2 Dec. 2020.

161.4 Confidential minutes review

It was agreed that confidential minutes should be reviewed annually rather than at each meeting.

Action: Clerk

STRATEGY & OVERSIGHT

Items for information & review

Senior Leadership Team (SLT) reports

161.5 **Principal's report for Dec. 2020 including Humber FE colleges brochure**

The Principal presented his report for Dec. 2020, drawing members' attention to the new format of the report, including a change to the way in which reports were provided against the strategic objectives included in the Strategic Plan approved by the Corporation i.e.

- Once a term, a full written Principal's report would be presented which combined the key metrics captured during the reporting period with detailed commentary against the objective;
- For each metric, there would be a three year trend report (to the extent the data was available) and some form of external benchmark or performance against target;
- The above discussion would be summarised in overarching Red-Amber-Green (RAG) rating for each strategic objective i.e. Green (we are delivering on this objective), Amber (we are delivering aspects of this objective but we are in danger of missing some of our targets), and Red (we are not delivering on this objective, critical targets are not being met).

Members commented favourably on the new format of the report, especially the tables showing 3-year trends, where available, noting that it would also be useful to know the origin of the benchmarks used.

1. A culture of the highest aspirations for all, a community of learning with a commitment to excellence and care

Members noted: with reference to key metrics relating to the staff survey for autumn 2020, that there had been an increase in satisfaction scores relating to recommending the College as a good place to work (96%) and being supported to develop (93%); with reference to staff recommending the College as a good place to work, the resulting score was in excess of the national benchmark, with there being no benchmark for staff being supported to develop; with reference to the Learner Voice survey, there had also been an increase in satisfaction scores in autumn 2020 relating to 'my teachers have high expectations' (97%), which was in excess of benchmark.

2. Deliver exceptional teaching, learning, assessment and support that ensure outstanding outcomes and destinations for our students

Members noted that: the Learner Voice response had confirmed that students were very satisfied with the quality of the teaching they received (95%), with the overall response to Teaching, Learning and Assessment questions being in excess of the national benchmark and the response to the Pastoral survey question concerning recommending the College to a friend being considerably in excess of the national benchmark; the responses to 'My remote lessons are well organised and help me to learn' was 91% agree, which was high but allowed for further improvement; issues relating to the prediction of student outcomes at this stage, given the lack of assessment points through the year to date, meant it was, however, still too early to be confident about outcomes for 2020/21 and

this area had therefore been graded as Amber, despite the very strong metric; the provision of a consistent teaching experience through the year meant that the College was, nevertheless, confident that its students would be at least as well prepared for examination as other students across the country.

Members considered the table summarising the College's position around the five key accountability measures (pass rate, retention, progress, progress in English/Maths, destinations) against which that Department for Education (DfE) would usually report, noting that the 2019-20 data was based on the College's internal reporting as there would be no nationally published data this year; the table included data for the 3 years 2017-18 to 2019-20 and used the 2018-19 benchmarks to give a sense of where the College's outcomes were positioned, showing that the College had significantly achieved its aim to be in the top 10% of all sixth form providers across all measures.

It was noted in response to the members' questions concerning the ranking of the College at 41st place in the Sunday Times Parent Power national league table for 11-18 schools and colleges, as featured on the College website, that: the league table ranked the 2,000 most academically successful schools in the state and independent sectors; the College's ranking placed it in the top 2% nationally, which made it the highest ranked provider in the region.

(John Gilleard joined the meeting).

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

Members noted that: the College's offer was very attractive to students and parents, with very high scores arising from the parent survey concerning recommending the College, and student enrolments increasing over the last 3 years; there were, however, areas for improvement and/or development e.g. focussing on providing 'exceptional development for work and further study', better capture and sharing of destinations information, reforming the curriculum to ensure that all delivery did not just support students to pass qualifications but developed the wider skills they needed to be able to progress to the best possible destinations, moving vocational provision to the new RQF (Regulated Qualifications Framework) BTEC qualifications, more exams to be delivered, preparation for T levels; as a result of these areas for development, it had been considered appropriate for this area to be graded Amber.

4. Provide a safe environment for learning to include our response to the Coronavirus pandemic.

Members noted that the pastoral and parent surveys percentages in the mid 90s indicated that the majority of students and parents considered the College site to be safe and this section had accordingly been rated as Green. The Principal reported that he considered that the College's response to the pandemic had been robust and effective and contingency planning had ensured that students had experienced a minimum level of disruption to their education, despite the very high levels of infection in the local area, with the College having prioritised creating time for mental health issues throughout the autumn term, although there was still more to do.

5. Sound management of resources to allow future investment, to include investing responsibly to meet the increased demand for 16 to 18 year old places in the Humber region over the next 5-1 years.

The Principal reported that: the College's financial position remained strong, as shown in the Oct. 2020 management accounts; the College's T Levels capital fund bid to the Department for Education (DfE) to support the development of the College estate had been successful and would be considered later on the agenda.

It was noted in response to members' questions concerning the potential usefulness of a report on space utilisation in percentage terms that the College had undertaken space utilisation surveys in the autumn term during each of the previous 2 years but, taking into account the effect of the pandemic including remote working, had not undertaken one during autumn term 2020.

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

The Principal reported on the College's collaborative work across the region and locally e.g. with the Humber Further Education colleges (with the proposal for a skills based education provision at a planned Energy Park near Hedon leading to the creation of a cross Humber brochure), the Hull Learning Partnership, with the University of Hull and with the Venn Partnership Limited group of colleges . . .

The Corporation considered and received the Principal's report for Dec 2020, including the Humber FE colleges' brochure which had been attached to the report for information.

Curriculum & quality matters

161.6 Self-Assessment Report process & Quality Improvement Plan (QIP)

Jackie Goodman, as Chair of the Corporation's Curriculum & Quality (C&Q) Committee, reported that the Dec. 2020 C&Q Committee meeting had considered in detail the following documents, which had been included in the Information Pack accompanying the agenda: the curriculum self-assessment 2019-20; quality improvement plans 2019/20 and 2020/21.

The Chair of the C&Q Committee, Jackie Goodman, invited Mark Lucid (Assistant Principal) and Jamie Davies (Vice-Principal Resources, Quality & Systems) to speak to the reports.

It was noted that:

- The curriculum self-assessment report (SAR) was completed annually in Sept. by curriculum leads and was internally moderated by the senior leadership team (SLT) and middle leaders in Oct. annually, with members of the C&Q Committee invited to attend the meeting as observers;
- The College has been through a similar process of self-assessment in 2020 i.e. with all curriculum, pastoral and support areas having completed self-assessment reports and having had meetings with SLT members;
- Due to the pandemic, it had been decided, however, that, instead of being invited to attend the College's SAR moderation meeting, a short presentation and report should be presented to the C&Q Committee's Dec. 2020 meeting, with it being noted in this context that students had received Centre Assessed Grades (CAGs) in 2020 rather than examination results;
- The report given at the Dec. 2020 C&Q Committee meeting had included a short presentation to explain the 2020 self-assessment report (SAR) process, an overview of the overall effectiveness of curriculum areas and an introduction to the new SAR process 2021 and beyond;
- Self-assessment timelines had changed as a result of the pandemic, with the SAR expected to be completed in early 2021.

Members noted that:

- The Dec. 2020 C&Q Committee had also received the College's quality improvement plans (QIPs) for 2019/20 and 2020/21, which had been formulated taking into account self-assessments from across the college, information available on last year's outcomes, and progress on last year's QIP;
- The College's QIP included both areas for improvement and areas for development (i.e. areas where there was good provision but more could be done to make it outstanding);
- The overarching aim in the 2020/21 QIP, which was the core focus of all teams, was to ensure the consistency of the quality of education students were experiencing as a result of Covid-19 restrictions and to put into place controls to reduce the impact of lost learning.

It was noted in discussion that it had been confirmed that A Level examinations would take place in 2021.

The Corporation received a report on the College's self-assessment process, including its

quality improvement plans, noting that the College's Self-Assessment Report (SAR) was expected to be completed and approved in early 2021.

Action: JAD/ML

SOLVENCY PART I

Finance matters Part I

161.7 Management accounts to Oct. 2020

It was noted that monthly management accounts were presented to each meeting of the Corporation. John Wilson, as Chair of the Corporation, invited the Director of Finance to present the management accounts to 31 Oct. 2020.

Members noted that the key matters included in the Oct. 2020 management accounts were:

- A net surplus for the three months to Oct. 2020 of £122.7k (£7.8k below budget);
- Additional funding income allocated of £108k in respect of T-Level Development and Tuition Funding;
- The College had overseas student income of £12k against a zero budget figure;
- All other variances were reasonable, with significant variances referred to in the report;
- An operating margin of 4.66% of income for the year to date was detailed in the report;
- Capital spend was £107k to date, with the majority of the remaining spend relating to core switches, staff laptops and the College's security project and with around two-thirds of future expenditure being grant funded;
- The College's Financial Health grading remained 'Good' even with a reduction in the forecast surplus;
- The cash flow forecast showed a strong position with funding receipts and costs updated to align with approved budget figures and the latest forecast results;
- A section in the detailed report had been added to cover the financial impact on forecasts of Covid-19, noting in this context the particular impact on catering and transport income;
- Forecast results assumed that the Scenario B curriculum delivery model would continue to Mar. 2021.

It was noted, in response to members' questions that:

- Recent scientific reports had indicated that there might be an increase in Covid-19 infections in early 2021 as a result of households mixing at Christmas;
- Continued use of Scenario B during spring term 2021 would be considered by the College's SLT after the Christmas holiday taking into account the infection rate and any relevant DfE and ESFA guidance;
- Remote learning offered by the College, consisted of interactive live presentations;
- With reference to the purchase of laptops for use by staff undertaking remote teaching, laptops received to date were being configured and would be distributed before the Christmas holiday to staff with the greatest need, with more laptops ordered which would be distributed after the holiday.

The adverse effect of Scenario B on catering and transport income was discussed, noting that, should it be considered appropriate for the College to change to Scenario A during spring term 2021, catering and transport income should increase.

It was noted, in response to members' questions that: as usual cash flow was at its lowest at the end of Mar., due to the ESFA payment profile . . .

The Corporation considered and received the management accounts to 31 Oct. 2020.

161.8 **Bank covenant testing as at 31 Oct. 2020**

John Wilson, as Chair of the Corporation, reported that:

- The College had loans with Lloyds and Barclays banks, which had been primarily taken out to finance the construction of the College's buildings;
- A monthly report was prepared by the Director of Finance to assure the Corporation that all banking covenants were being met and no breach of any individual covenant was forecast.

The Corporation noted and received, for information, the Director of Finance's report, noting that: as at Oct. 2020, all banking covenants were being met and at this stage no further action was required; based on forecast ratios there was no immediate need to consider any waiver of covenant limits.

161.9 **Covid-19 Nov. 2020 financial return to the ESFA**

It was noted that:

- As a result of the Covid-19 pandemic, the Education & Skills Funding Agency (ESFA) had issued templates for a simplified 2020-21 financial return to be submitted by colleges by 31 July 2020 following sign off by the College's Accounting Officer (the Principal) i.e. the ESFA did not require Corporation approval of the return;
- The completed return was presented to the July 2020 meeting of the Corporation for information and submitted to the ESFA by the required deadline;
- As noted at the Corporation's Nov. 2020 meeting, the ESFA had notified colleges on 5 Oct. 2020 that an updated cashflow forecast from all colleges (based on the July 2020 model) would be required from colleges for submission by 27 Nov. 2020, with the return signed off by the Principal as Accounting Officer rather than requiring Corporation approval;
- The College's completed return, including commentary, had been submitted to the ESFA by the required deadline and was being presented to the Corporation for information.

John Wilson, as Chair of the Corporation, requested the Director of Finance, Tony Wilmot, to present the return.

Members noted in discussion that:

- The cash flow report in the return reflected the cash flow report in the monthly management accounts considered earlier on the agenda;
- The commentary accompanying the return provided a useful summary of the College's in-year financial position.

The Director of Finance reported that a similar return might be required by the ESFA in Feb. 2021 but it was understood that this would be on a selective basis i.e. the College might not be required to submit a return.

The Corporation considered and received, for information, the College's Covid-19 Nov. 2020 financial return to the ESFA.

Personnel matters

161.10 **Staff pay award 2020/21**

Phil Taylor, as Chair of the Personnel Committee, presented a report on the staff pay award 2020/21, noting that:

- The Personnel Committee had noted at its Oct. 2020 meeting that national agreement had yet to be reached on the teaching staff pay award for 2020/21;
- An update from the Sixth Form Colleges' Association (SFCA) had been received on 2 Dec. 2020 and reported that negotiations concerning the teaching staff pay award were ongoing and that further discussions with the support staff unions had been agreed, with it being recommended that the agreed support staff pay award of 2.5% should, however, still be paid from 1 Jan. 2021.

It was noted, with reference to the report presented to the meeting, that the budget approved by the Corporation at its July 2020 meeting included provision for:

- The second year of the 2-year support staff pay agreement agreed at national level i.e. an increase in pay rates of 2.5% from 1 Jan. 2021;
- A pay increase for teaching staff of up to 3.0% for 2020/21 (subject to the outcome of national negotiations and Corporation approval if above 3%);
- Under the Articles of Government, the Corporation was responsible for setting the framework for the pay and conditions of staff;
- The Corporation's agreed practice was that where the nationally agreed teaching and/or support staff pay award negotiated by the National Joint Council (NJC) for sixth form colleges was within the provision made in the annual budget approved by the Corporation, the Chair of the Corporation could authorise payment of the award without seeking further approval from the Corporation.

The Corporation received an update on the staff pay award for 2020/21, noting the Sixth Form Colleges' Association (SFCA) recommendation that, while discussions with the support staff unions have been re-opened, the support staff pay award of 2.5% should be implemented from 1 Jan. 2021 as previously agreed.

The Corporation noted that, as the support staff pay award was within the provision of 2.5% made in the 2020/21 budget approved by the Corporation in July 2020, the Chair of the Corporation would authorise payment.

Action: Chair

OVERSIGHT

Student matters

161.11 Student Association accounts 2019/20

It was noted that the Student Association accounts 2019/20 would be presented to the Jan. 2021 Corporation meeting for approval.

Action: Clerk

Items for approval/decision

Audit matters

161.12 Internal audit fees for 2020/21

It was noted that, the Nov. 2020 Corporation meeting had approved, on the recommendation of the Audit Committee, the re-appointment of AuditOne as internal auditors for the 2020/21 internal audit, subject to agreement of fees.

John Gilleard as Chair of the Audit Committee, reported on the fees for the 2020/21 internal audit to be undertaken by AuditOne, which had been received after the Nov. 2020 Audit Committee meeting. It was noted that the fees were considered to offer value for money . . .

The Corporation approved AuditOne's fees applicable for the 2020/21 internal audit.

161.13 Audit Committee Annual Report 2019/20

John Gilleard, as Chair of the Audit Committee, presented the Audit Committee's Annual Report 2019/20, which had been approved at the Committee's Nov. 2020 meeting. The report and opinion conformed to section 29 of the ESFA *Post-16 Audit Code of Practice* (ACOP) (June 2020), which required the report to be considered before the Corporation reviewed the College's annual report & financial statements.

It was noted that the Audit Committee's Annual Report:

- Summarised the work of the Committee during the financial year ended 31 July 2020 and to

- the date of the report's approval by the Audit Committee in Nov. 2020;
- The annual internal audit report and the annual financial statements audit findings report which had been considered in detail at, respectively, the Audit Committee' Oct. and Nov. 2020 meetings, were summarised in the Committee's annual report, with the full reports having been included in the Information Pack accompanying the agenda for information;
- Following review by the Audit Committee, the full version of the College's risk register had been reviewed at the Corporation's Nov. 2020 meeting, with the College's strategic risk register (which reported on those risks with a rating of 12 or above i.e. amber and red rated items) having been included in the Information Pack accompanying the Corporation agenda for information and reference;
- The report also referred to the external auditors' regularity engagement report, which was included on the final pages of the College's annual report & financial statements.

The Corporation considered the Audit Committee's Annual Report 2019/20, noting that the Audit Committee's opinion as stated in the report was 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 and the safeguarding of assets; that the Corporation's responsibilities, included in the annual financial statements, have been satisfactorily discharged'.

The Corporation received the Audit Committee Annual Report 2019/20 and approved its submission to the College's funding/regulatory body the Education & Skills Funding Agency (ESFA).

Action: Clerk/Dir. of Finance

John Wilson, as Chair of the Corporation, thanked the Audit Committee members for their work during 2019/20 and to date.

161.14 Letters of representation to the external auditors

It was noted that the Audit Committee would normally consider annually, at their second autumn term meeting, draft letters of representation from the Corporation to the College's external auditors, RSM UK Audit LLP (RSM) for recommendation to the Corporation. During autumn term 2020, the draft letters had been e-mailed to the College's Director of Finance and to Audit Committee members for comments after the Nov. 2020 Audit Committee meeting and before presentation to the Corporation by the Chair of the Audit Committee.

While draft letters of representation from the Corporation to RSM were not considered at the Audit Committee's Nov. 2020 meeting, Karen Musgrave (Partner, RSM) drew Audit Committee members' attention to the following statement on page 10 of RSM's report 'In addition to those representation which we request on all audit assignments . . . we will be seeking specific representations from the Board on the following matters: Confirmation that forecasts have been reviewed in detail by the board and in their opinion are a fair representation of the expected performance of the College in the forecast period'. John Gilleard, as Chair of the Audit Committee, reported that this addition to the standard financial statements letter of representation reflected the external auditors' increased attention to going concern in 2020 as a result of the pandemic.

John Gilleard reported that the letter of representation concerning the regularity assurance engagement work, undertaken by RSM for the College and the ESFA, related to the annual review undertaken by RSM to establish whether the expenditure disbursed and income received by the College had been applied to the purposes identified by Parliament and that financial transactions conformed to the authorities which governed them.

It was noted that the financial statements and letters of representation being presented to the Corporation for approval were based on the models for FE colleges provided at <https://www.rsmuk.com/standard-representations> with the amendment to the financial statements letter of representation noted above and with references to 'governing body' and/or 'board' having

been replaced with 'Corporation' and with 'governors' having been replaced with 'Corporation members', in line with the Corporation's standard terminology, and with references to 'group' having been deleted as not relevant to the College.

The Corporation approved the letters of representation from the Corporation to the College's external auditors, RSM UK Audit LLP, relating to the financial statements and regularity review, and agreed that they should be signed by the Chair of the Corporation and the Principal.

Action: Chair/Principal

SOLVENCY PART II

Finance matters Part II

161.15 Annual report & financial statements for y.e. 31 July 2020

It was noted that:

- The College's annual report and financial statements were considered annually by the Audit Committee at its second autumn term meeting to inform the Committee's review of the financial statements auditors' audit findings report and to consider the final regularity audit opinion, the statements on corporate governance, responsibilities of members of the Corporation and the system of internal control;
- The annual report and financial statements for the year ended 31 July 2020 had been considered at the Audit Committee's Nov. 2020 meeting, together with the audit findings report from the financial statements auditors and regularity reporting accountant, RSM UK Audit LLP, noting that the auditors anticipated issuing an unmodified audit opinion.

The Audit Committee's advice to the Corporation and the Principal as Accounting Officer was that the College has adequate and effective assurance arrangements and framework for governance, risk management and control processes for the effective and efficient use of resources, solvency of the institution and the safeguarding of its assets.

It was noted that:

- The F&GP Committee would normally consider annually, at its Dec. meeting, the College's draft annual report & financial statements and recommend their approval to the Corporation;
- In 2020/21, scheduled F&GP Committee meetings had been cancelled to allow for more frequent Corporation meetings;
- The detailed review of the College's draft annual report & financial statements was therefore taking place at the Dec. 2020 Corporation meeting.

John Wilson, as Chair of the Corporation, invited the College's Director of Finance, Tony Wilmot, to present the College's draft annual report & financial statements for the year ended 31 July 2020.

The Corporation noted, with particular reference to the statement of Going Concern that 'The College has incurred a deficit of £371,000 (including pension re-measurement charge of £405,000) in 2019/20 against a forecast surplus of £116,000'.

Members noted in discussion that the figures in the financial statements for the year ended 31 July 2020 were as presented to the Corporation at its Oct. 2020 meeting in the management accounts to 31 July 2020, with no adjustments having been made by the auditors, and that the net increase in the College's share of the overall East Riding Pension Fund (ERPF) scheme deficit as at 31 July 2020, which had had an adverse effect on the balance sheet in the annual financial statements for the year ended 31 July 2020, had been discussed at the Corporation's Oct. and Nov. 2020 meetings.

The Corporation considered and approved the College's annual report & financial statements for the year ended 31 July 2020 with the following amendments: references to 'governors', 'governing body' and 'board' should be replaced with 'Corporation' and 'Corporation members', as appropriate, in line with the Corporation's standard terminology.

The Corporation agreed that the College's annual report & financial statements for the year ended 31 July 2020, amended as noted above, should be signed by the Chair of the Corporation and by the Principal as Accounting Officer.

Action: Chair/Principal

The Corporation agreed that approved financial statements for the year ended 31 July 2020 should be submitted to the College's funding body, the Education & Skills Funding Agency (ESFA), following signing by the Chair of the Corporation, the Principal and the College's financial statements auditors and regularity engagement accountants, RSM UK Audit LLP.

Action: Dir. of Finance

The Director of Finance reported that the College had until 31 Jan. 2021 to submit the signed annual report & financial statements to the ESFA.

The Chair of the Corporation noted that, as a result of the pandemic, the financial statements audit and regularity engagement work had been undertaken remotely and thanked the Director of Finance and the finance department for their contribution to the outcome of the audit.

161.16 Report on outcome of T Levels capital bid & bank loan as matched funding

John Wilson, as Chair of the Corporation, reported that:

- As noted in the Principal's report earlier on the agenda, the College had received notification on 19 Nov.2020 that its application to the DfE's T Level Capital Fund (TLCF) 2020-21 had been successful;
- The formal agreement, setting out the terms of the grant from the DfE, was currently awaited;
- If the Corporation decided to accept the DfE's offer of capital funding, a loan would need to be taken out by the College to provide matched funding.

The Corporation received a report on notification from the DfE that the College's application to the T Level Capital Fund (TLCF) 2020-21 had been successful, with a report on the formal agreement with the DfE and loan funding to be considered at the Corporation's Jan. 2021 meeting.

Action: Clerk

GOVERNANCE

Governance matters Part I

161.17 Governance documents

The Clerk reported that:

- The Corporation's governing documents, the Instrument & Articles of Government were reviewed periodically and/or as required by legislative or other change;
- Under its standing agenda item list, the Corporation reviewed other attached governance documents annually i.e. Code of Conduct; Standing Orders (including committee terms of reference); standing agenda item list.
- The Clerk had reviewed the above documents and had proposed the changes shown below.

(i) The Instrument & Articles of Government

The report noted that:

- The form and content of the Instrument and Articles of Government, the governing documents for further education & sixth form colleges, was prescribed until 31 March 2012;
- The Education Act 2011 gave colleges the power to vary their Instruments and Articles of Government from 1 April 2012 provided that they complied with the requirements set out in the Revised Schedule 4 Further and Higher Education Act 1992 as substituted by the Education Act 2011;

- The Corporation had last approved revisions to the Instrument & Articles of Government in May 2018;
- Article 25 stated that: '(1) Subject to paragraph (2), the Corporation may by resolution of the members modify or replace its instrument and articles of government. (2) The Corporation shall not make changes to the instrument or articles of government that would result in the body ceasing to be a charity'.

The Corporation resolved to approve a minor amendment to Article 11 of the Instrument & Articles of Government to reflect the fact that, from the start of 2020/21, the College's senior management team had been known as the senior leadership team.

Action: Clerk

(ii) Corporation Code of Conduct

It was noted that the Corporation Code of Conduct had last been revised and updated in Dec. 2015, with revisions recommended by the Clerk being considered.

The Corporation resolved to approve revisions to the Corporation Code of Conduct, on the recommendation of the Clerk i.e. amendments to the Corporation Code of Conduct to better reflect the terminology used in the College's Strategic Plan (Preamble (iv), to include a reference to the Freedom of Information Act 2000 and to distinguish between Corporation documents/information routinely published on the website and those available on request (s. 5.1-5.3), to ensure wording on public access reflected the wording of the Instrument of Government (s. 5.2), to clarify that both informal and formal complaints could be submitted by e-mail (Appendix C). The Corporation approved the following additional amendment: at s. 4.15, the reference to Governors should be amended to read 'Corporation members'.

Action: Clerk

The Corporation agreed that the revised the Corporation Code of Conduct should be published on the Corporation page on the College website.

Action: Clerk

(iii) Standing Orders of the Corporation, including committee terms of reference

It was noted that the Standing Orders of the Corporation had last been revised and updated in Dec. 2015, with revisions recommended by the Clerk being considered.

The Corporation resolved to approve revisions to the Standing Orders of the Corporation on the recommendation of the Clerk i.e. to include a cross reference to Appendix C (s. 2), clarify when auditors/ SLT members/ other staff could attend Corporation/committee meetings (s. 11), ensure wording on public access reflected the wording of the Instrument of Government (s. 12), distinguish between external co-opted committee members & committee members who were Corporation members and the attendance of other Corporation members at committee meetings (14), to make minor updating amendments at Appendices A & B.

Action: Clerk

(iv) Corporation standing agenda item list

It was noted that:

- The Corporation had last approved a standing agenda item list at its meeting on 26 Sept. 2019;
- Following the Chair of Corporation's decision that 3 Corporation meetings per term should be held in 2020/21, the Corporation's existing list had been re-ordered; the revised list reflected the Corporation's current practice and included reports considered to date and due to be considered during 2021;
- The list also noted proposals arising from the Governance Working Group concerning the proposed presentation to the Corporation of annual HR, equality & diversity, health & safety & environmental reports.

The Corporation resolved to approve revisions to the Corporation standing agenda item list for 2020/21.

Action: Clerk

161.18 Corporation attendance, Chair's action, use of the seal, register of interests/declarations update & training report

The report from the Clerk on Corporation attendance, Chair's action, use of the seal, register of interests/declarations update and training was considered.

(i) Corporation attendance year to date

It was noted that Corporation attendance year to date is 81% (13/17) against a target of 75%.

(ii) Report on Chair's action

It was noted that there had been no Chair's action taken by John Wilson as Chair of the Corporation since the last meeting of the Corporation.

(iii) Report on use of the seal

It was noted that there had been no use of the Corporation seal since the last meeting of the Corporation.

(iv) Report on annual review of Corporation member register of interests, eligibility statement, & year-end declarations

It was noted that:

- All continuing Corporation members had reviewed their register of interests forms and eligibility statements after the 2019/20 year end, notifying the Clerk of any changes required to their register of interests;
- Corporation members who had accepted appointment in 2020/21 to date had completed register of interests forms (as noted at minute 161.3 above);
- All Corporation members in the ordinary, parent, *ex officio* and staff Corporation member categories had completed year end declaration forms for the financial year ended 31 July 2020, including Corporation members in the ordinary and staff categories who left the Corporation at or shortly after the financial year end.

(v) Corporation member induction & Corporation member online training

It was noted that induction was in process for Corporation members appointed during autumn 2020. The Clerk would notify Corporation members of online training to be completed, including refresher training.

Action: Clerk

The Corporation received the report on Corporation attendance, Chair's action, use of the seal, register of interests/declarations of eligibility and training updates for information.

161.19 Corporation & committee membership report

John Wilson, as Chair of the Search & Governance Committee, presented the Corporation and committee membership report.

The report noted that:

- The Corporation had a determined membership of 20 members (including 13 members in the ordinary category), with the option to increase membership, if the Corporation so determined, to a maximum of 22 members (including 15 members in the ordinary category) e.g. to increase diversity.
- The Corporation currently had 21 members i.e. 14 in the ordinary Corporation member category, 2 parent members, 2 elected and nominated student members, 2 elected staff members and the Principal who was a member of the Corporation *ex officio*; . . .
- Mr Taylor, whose current 4-year term of office as a Corporation member in the ordinary category was due to end on 17 Feb. 2023, had announced his intention to retire from the Corporation on

31 Dec. 2020, but had decided to continue as a Corporation member for 2020/21.

(ii) Corporation membership equality & diversity report

The report noted that:

- The 2011 Census recorded around 51% of the national and local population as female and 10.86% of the Hull population as from a BAME (Black, Asian & minority ethnic) group;
- With reference to Corporation membership, the Corporation has 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%;
- 43% of Corporation members were currently recorded as female and 57% as male, with the 2018 *WomenCount: Leaders in Higher Education* survey (Nov. 2018) defining a 'gender balanced' governing body as having between 40-60% female representation: <https://women-count.org/portfolio/womencount-leaders-in-higher-education-2018/>
- BAME representation on the Corporation was currently 10% using Census categories.

(iii) Committee membership

John Wilson reported that:

- All Corporation committees currently had a full complement of 5 members with the exception of the Personnel Committee which had 2 vacancies;
- Corporation members interested in joining the Personnel Committee were asked to contact the Clerk to the Corporation.

The Corporation received the report on Corporation and Committee membership for information.

161.20 Committee minutes

Committee minutes would be added to Teams.

Action: Clerk

161.21 Documents/links from outside bodies

There was nothing to consider under this item.

Final agenda items

161.22 Any other business

There was no other business.

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

It was noted that use of Scenario B would affect students' learning but not adversely.

161.24 Risk management – items identified at the meeting

No new items of risk were identified at the meeting.

161.25 Date of next meeting

It was noted that the Corporation was next scheduled to meet on Tues. 26 Jan. 2021 at 5.00pm.

Reserved Business agenda

- 161.26** In line with Corporation's established practice, staff and students leave the meeting before consideration of the Reserved Business agenda. The following staff left the meeting: Jenny Anderson (HR Manager), Jamie Davies (Vice- Principal), Chris Herring (Vice- Principal), Heather Lorch (Teaching Staff Corporation member), Mark Lucid (Assistant Principal), Julie Peaks (Deputy

Principal), Tracey Rich-Pitman (Support Staff Corporation member), Tony Wilmot (Director of Finance). There were no students present at the meeting.

Fiona Bagchi
Clerk to the Corporation

**MINUTES OF CORPORATION MEETING 162 HELD ON TUESDAY 9 FEBRUARY 2021
BY VIDEO-CONFERENCING**

Present: Corporation members: Anthonique Asamoah, Paul Britton (Principal), Pat Cavanagh, John Compton, Paul Davis (Vice-Chair), Tony Douglass, John Gilleard, Jeremy Hartley, Dina Lewis, Heather Lorch, Mark Moore, Tracey Rich-Pitman, Liz Rymer, Jane Price, Phil Taylor, John Wilson (Chair)

In attendance: Clerk: Fiona Bagchi (Clerk to the Corporation)

Senior leadership team (SLT) members: Jenny Anderson (HR Manager), Jamie Davies (Vice- Principal, Resources, and Quality & Systems), Chris Herring (Vice- Principal, Pastoral), Mark Lucid (Assistant Principal, Teaching, Learning and Assessment), Julie Peaks (Deputy Principal), Tony Wilmot (Director of Finance).

PROCEDURAL

Items to note

162.1 Apologies for absence

Apologies for absence were received from the following Corporation members: Elizabeth Cagney; Jackie Goodman.

162.2 Declarations of interests

Standing declarations of interest: Paul Britton (trustee Yorkshire & Humber Co-operative Learning Trust); Pat Cavanagh (employee Yorkshire & Humber Co-operative Learning Trust); Jeremy Hartley (employee, University of Hull); Julie Peaks (related to Principal of Wilberforce Sixth Form College).

Items for approval/decision

162.3 Minutes of previous meetings, notes of Covid-19 Governance & Leadership Group, incl. action tables & matters arising

(i) Minutes of the meeting held on 10 Dec. 2020

The minutes of the Corporation meeting held on 10 Dec. 2020 were approved.

(ii) Action table & matters arising from the above minutes

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

- 1 It was noted that the development of an annual health & safety (H&S) report and an annual environmental report to the Corporation was in progress. Jamie Davies (Vice-Principal, Resources, and Quality & Systems) reported that the College had commissioned H&S consultants to review the College's practice, and had developed an operational plan, including the planned establishment of a College H&S and safeguarding committee (161.3).

Action: Vice-Principal (JAD)

- 2 The revised student admissions policy would be presented to the Personnel Committee in Mar. 2021 for review and consideration on adoption as a

Corporation policy (161.3).

Action: Principal

- 3 It had been agreed that it would be helpful for future student annual equality & diversity reports to show recruitment by ethnicity with reference to the profile of the local population from 2021. Chris Herring (Vice-Principal, Pastoral) reported that the College was setting up a new equality & diversity group which would report to the Corporation, with the College intended to work towards the equality, diversity and inclusion kitemark (161.3).
Action: Vice-Principal (CH)
- 4 It had been agreed that confidential Corporation minutes should be reviewed annually rather than at each meeting, with the first annual review in Mar. 2021 (161.4).
Action: Clerk
- 5 The College's Self-Assessment Report (SAR) would be presented to the Corporation for ratification at its Mar. 2021 meeting (161.6).
Action: Vice-Principal (JAD)
- 6 Noted that, as the support staff pay award had been within the provision of 2.5% made in the 2020/21 budget approved by the Corporation in July 2020, the Chair of the Corporation had authorised payment of the support staff pay award of 2.5% from 1 Jan. 2021(161.10) - *see also minute 162.10.*
- 7 The Student Association accounts 2019/20 were on the agenda (161.11).
- 8 The Audit Committee Annual Report 2019/20 had been submitted to the College's funding body, the Education & Skills Funding Agency (ESFA), as agreed (161.13).
- 9 The letters of representation approved by the Corporation (with one minor typographical amendment) had been signed by the Chair of the Corporation and the Principal, as agreed, and had been submitted to the external auditors, RSM (161.14) - *see also minute 162.13.*
- 10 The College's annual report & financial statements for the year ended 31 July 2020 had been amended, as agreed (161.15).
- 11 The College's annual report & financial statements for the year ended 31 July 2020 had been signed by the Chair of the Corporation and the Principal (as Accounting Officer), as agreed (161.15).
- 12 The College's approved & signed annual report & financial statements for the year ended 31 July 2020 had been submitted to the ESFA, as agreed, and had also been published on the College website at:
<https://wyke.ac.uk/about-wyke/college-corporation/> (161.15).
- 13 Notification from the Department for Education (DfE) that the College's application to the T Level Capital Fund (TLCF) 2020-21 had been successful had been received at the Corporation's Dec. 2020 meeting. A report on the T Level Capital Fund (TLCF) 2020-21 and loan funding would be considered as part of the Principal's report later on the agenda (161.16).
- 14 The Instrument & Articles of Government had been amended, as agreed, and placed on the College website at: <https://wyke.ac.uk/about-wyke/college-corporation/> (161.17).

- 15 The Corporation Code of Conduct had been revised, as agreed, and placed on the College website at:
<https://wyke.ac.uk/about-wyke/college-corporation/> (161.17).
- 16 The Standing Orders of the Corporation had been revised, as agreed (161.17).
- 17 The Corporation's standing agenda item list 2020/21 had been revised as agreed (161.17).
- 18 An update on Corporation member training and induction would be considered later on the agenda (161.18).
- 19 Committee minutes and notes arising from the Covid-19 Governance & Leadership Group would be added under Files in the Corporation team on Microsoft Teams (161.20) - see also section (iv) below.

[Confidential minute].

(iii) Formal approval of the non-confidential minutes of meeting held on 25 Feb. 2020

The Clerk reported that while the confidential minutes of the Corporation meeting held on 25 Feb. 2020 had been formally approved, the non-confidential minutes had not. The Clerk presented a list of members of the Corporation who were in attendance on 25 Feb. 2020.

The non-confidential minutes of the Corporation meeting held on 25 Feb. 2020 were approved by those present who were members of the Corporation and in attendance on that date.

(iv) Actions & matters arising from the above minutes

The Clerk reported that all actions arising from the Corporation meeting held on 25 Feb. 2020 had been completed, although the strategic planning event planned for Mar. 2020 had been cancelled due to the first national lockdown, with an online strategic planning meeting being held instead during summer term 2020, and with the attendance at Corporation meetings of staff members on the Aspiring Leaders programme not taking place during summer term 2020.

(v) Notes of the Covid-19 Governance & Leadership Group

The Clerk reported that notes of the Covid-19 Governance & Leadership Group were available, for information, under Files in the Corporation team on Microsoft Teams e.g. the notes of the meeting held on 29 Jan. 2021 were on Teams and had also been e-mailed to members.

162.4 Confidential minutes review

The Clerk reported that, as noted above, it had been agreed at the Corporation's Dec. 2020 meeting that the confidential minutes review should return to being an annual item, with the next review scheduled for Mar. 2021.

STRATEGY & OVERSIGHT

Items for information & review

Senior Leadership Team (SLT) reports

162.5 Principal's report for Feb. 2021

The Corporation considered the Principal's report, noting that there were 3 key areas for discussion:

- Responding to demands related to the pandemic, including the impact on students and staff, examinations and summer assessments, asymptomatic Covid-19 testing, finances;
- T Levels capital grant funding;

- Venn Partnership Limited matters, noting that this was also a separate agenda item later on the agenda.

The Corporation agreed that matters relating to the Venn Partnership Limited should be discussed later on the agenda.

(i) Responding to the demands related to the pandemic

The Principal reported that, as a result of the current national lockdown:

- Scenario C was in operation i.e. all teaching was being carried out remotely;
- The decision to purchase laptops for all student facing staff at the end of the autumn term turned out to be extremely well timed as all classes were being delivered as per the timetable and the full curriculum was being delivered despite almost all staff working from home;
- Lessons and tutorials all had a minimum live element that registered students, checks on prior learning, set the tasks for the session and provided some form of wellbeing activity;
- Student retention was good and attendance at remote sessions was high i.e. around 95% attendance;
- Staff briefings, team meetings, meetings with parents, employer talks were taking place over the Microsoft Teams platform;
- Marketing and liaison activity was fully virtual which has allowed for significant innovation around showcasing particular subject areas, with a highly successful, event for applicants having recently been held;
- The College was continuing to use the behaviour management system to challenge underperformance, with the exception of use of the highest level of sanction;
- The College had remained open with a skeleton staff for a very small number of the most vulnerable students and to allow for a number of site works to take place;
- The first parent consultation event held completely online had taken place the previous week with parents positive about remote learning;
- The Government had made the decision to cancel summer examinations and assessments and was consulting on a replacement system, with the consultation having closed on Fri.29 Jan. 2021;
- The College had received materials to carry out mass asymptomatic testing of students and staff for Covid-19 on 4 Jan. 2021 and had set up testing procedures for staff on site;
- The current national lockdown had had a positive impact on the College's financial position when compared to Scenario B (the 50:50 model), with a report on the management accounts, including transport costs and the furloughing of certain staff, to be considered later on the agenda.

It was noted in response to members' questions that:

- While there had been some suggestion that educational institutions would re-open in 8 Mar. 2021, it was not known whether this would be on a phased basis e.g. with primary schools opening first, then secondary school, then colleges;
- Educational institutions should receive 2 weeks' notice before being required to re-open.

The Chair thanked the College's teaching staff, on behalf of the Corporation, for the work undertaken to ensure that a full timetable could be delivered remotely.

(ii) T Level Capital Fund Project

The Principal reported that:

- Applications for 2021/22 were already in excess of places available;
- Changes in demographics meant that demand from students in the 16-19 age group was expected to increase over the next 5-10 years;
- While the College had received confirmation of Department for Education (DfE) support for the College's T level capital bid in Dec.2020 and had now received the formal agreement, the grant was on basis of a 50% match from the College which it

- had been intended should be funded through a new loan from Barclays;
- The insolvency regime for colleges, however, appeared to have had a significant impact on the financial sector's appetite to lend to colleges, with banks now requiring loans to be secured;
- As a result, the loan from Barclays bank was contingent on a valuation of the College land value covering the total loan book of the College;
- The valuation report received by the College on 1 Feb. 2021 was, however, below the level required by Barclays to allow further borrowing by the College [*confidential minute*].

It was noted in response to members' questions that the College had spent £60k on the management company consultants' fees to date and would need to spend an additional £30k to get the project to planning permission.

Members noted that the original intention had been for the proposed building extension to be place for delivery of T levels in Sept. 2021 and discussed whether, if the College were not to proceed with the project at which point development work should stop, taking into account the possibility of obtaining future funding to take the scheme forward e.g. whether development work should stop before or after planning permission was obtained, noting in this context that planning permission could be time-limited.

The possibility of accessing funding from the £83m Sixth Form Expansion Fund, announced in the Autumn 2020 Spending Review, was discussed, noting that it was being developed by the DfE to explicitly meet the increasing population of 16-19 year olds. The Principal reported that the SLT's recommendation was that the Corporation should reject the T Levels capital grant funding, with a view to considering whether a building extension was feasible once the terms of the Sixth Form Expansion Fund were known.

It was noted in response to members' questions that:

- Funding from private sponsors or the Local Enterprise Partnership (LEP) had not been considered, noting also in this context that it was not considered likely that the LEP would lend to a public body;
- Public funding could not normally be match funded using public money i.e. it was unlikely that funding received under the T Levels capital grant fund could, for example, be match using public funds received from the Sixth Form Expansion Fund;
- The terms of the Sixth Form Expansion Fund were currently unknown but were expected to be available by late spring/early summer term 2021;
- The Sixth Form Expansion Fund scheme also applied to schools and academies, which could not borrow without Secretary of State permission;
- The deadline for the College accepting or rejecting the T Levels capital grant funding was 11 Feb. 2021;
- Given the colleges' insolvency regime and the fact that the College already had loans with Lloyds and Barclays, it was not considered likely that the College would be able to find another lender willing to lend to match the T Levels capital grant funding offered without security being offered by the College;
- The Principal had already informed the DfE that the College currently had significant student demand for places [*confidential minute*].

Members discussed the valuation of the College site. The Director of Finance, Tony Wilmot, reported that, while the valuation appeared low, the site valuation report had quoted sales of similar sites in the area and, even where a higher value per square foot had been quoted, a similar valuation would not have been sufficient for the College to obtain the loan it required to provide match funding. The issue of a north-south divide in land values was discussed with reference to the Government's levelling up agenda for the north of England. It was noted that the Principal had already mentioned the north-south divide in land values, in the context of access to borrowing, to both the DfE and the Sixth Form Colleges Association (SFCA) [*confidential minute*].

Members considered options available should the Corporation decide to reject the DfE's offer of T Levels capital grant funding [*confidential minute*].

The Corporation received and discussed a report from the Principal on the T Level capital fund project and agreed that the Principal should ask the DfE whether the deadline for College accepting or rejecting the T Levels capital grant funding could be extended to give the Corporation time to consider this at its meeting on 23 Feb. 2021.

Action: Principal

Given that student applications were high but the College did not currently have funding to increase its accommodation, it was also agreed that the meeting of the Corporation on 23 Feb. 2021 should discuss who it was that the College should be serving.

Action: Principal

OVERSIGHT

Items for approval/decision

Student matters

162.6 Student Association accounts 2019/20

The Clerk reported that, under the Education Act 1994 (the Act), the Corporation was responsible for ensuring that any students' union was accountable for its finances and that under the Act and the Articles of Government applying to the Corporation, the students' union was responsible for presenting financial reports to Corporation annually.

Members noted that: the draft Student Association accounts for the financial year ended 31 July 2020 had been reviewed by the College's Director of Finance before being presented to the Corporation; the accounts showed a deficit for the year, due to the cancellation of fund-raising activities (e.g. RAG week) due to lockdown in 2020; the Student Association, however, still had healthy cash balances and had made charitable donations during the year.

Anthonique Asamoah, as Student Association Executive President/Student Corporation member, reported that the Student Association Executive was still hoping to be able to undertake some form of activity for RAG week in 2021 and, possibly, an end of summer term 2021 activity, providing that this could be done in a Covid-secure way.

The Corporation considered and approved the Student Association accounts for the financial year ended 31 July 2020.

SOLVENCY

Items for information & review

Finance matters

162.7 Management accounts for Dec. 2020

It was noted that monthly management accounts were presented to each meeting of the Corporation. John Wilson, as Chair of the Corporation, invited the Director of Finance to present the management accounts to 31 Dec. 2020.

Members noted that the key matters included in the Dec. 2020 management accounts were as follows:

- A net surplus for the five months to December 2020 of £174.3k, which is £47.7k below budget due to additional transport costs and loss of catering contribution;
- Additional funding income allocated of £108k in respect of T-Level Development and Tuition Funding;
- Overseas student income of £12k against a zero budget figure;
- All other variances reasonable with significant variances referred to in the report;
- Operating margin 3.9% of income for the year to date.
- Capital spend to date of £201k, with the majority of remaining spend of £224k relating to the completion of the security project and some £185k of future spend grant funded;

- The College's Financial Health grading remained 'Good';
- The Cash flow forecast showed a strong position with funding receipts and costs updated to align with approved budget figures and latest forecast results;
- A section in the detailed report had been included to cover the financial impact on forecasts of Covid-19;
- Forecast results assumed that the Scenario B delivery model would continue, following the current lockdown (Scenario C delivery model), through to the end of April 2021.

It was noted in response to members' questions that:

- Covid-19 expenditure were not currently significant but included costs for lateral flow testing booths and provision for future additional booths;
- With reference to transport costs, the College was losing ticket sales due to lockdown;
- *[Confidential minute]*;
- The College had made its first grant claim for staff who had been furloughed from the last week in Jan. 2021 and would claim for Feb. 2021 (*see also minute 162.13*);
- The College had drawn down funds from its investment account to top up its current account but cash balances were still strong.

The Corporation considered and received the management accounts to 31 Dec. 2020.

162.8 Bank covenant testing as at 31 Dec. 2020

John Wilson, as Chair of the Corporation, reported that:

- The College had loans with Lloyds and Barclays banks, which had been primarily taken out to finance the construction of the College's buildings;
- A monthly report was prepared by the Director of Finance to assure the Corporation that all banking covenants were being met and no breach of any individual covenant was forecast.

The Corporation noted and received, for information, the Director of Finance's report, noting that: as at 31 Dec. 2020, all banking covenants were being met and at this stage no further action was required; based on forecast ratios there was no immediate need to consider any waiver of covenant limits.

162.9 Student numbers & funding report

John Wilson, as Chair of the Corporation, invited Jamie Davies (Vice- Principal) to present the student numbers and funding report for Jan. 2021, which had been prepared by the Director of Network & Information Services, Bill Jackson.

Members noted that:

- The February Individualised Learner Record (ILR) (R06) had been submitted to the College's funding body, the Education & Skills Funding Agency (ESFA);
- *[Confidential minute]*.

Members considered the table showing individual enrolled students still on-programme, noting that the Director of Network & Information Services' opinion was that it was still too early to discern trends compared to previous years. Members noted that the number of Year 1 students still on-programme (after the 2020 census date) was higher than at the same point in the previous year (Dec. 2020: 98.4%. Dec. 2019: 96.0%) and the number of Year 2 students was very slightly lower (Dec. 2020: 98.3%. Dec. 2019: 98.4%).

The Corporation received the student numbers and funding report for Jan. 2021.

Personnel matters

162.10 Staff pay award 2020/21

The Corporation received a report on the staff pay award 2020/21 noting that:

- Under Article 3(1)(a) of the College's Articles of Government, the Corporation is

responsible for the oversight of the College's activities, under Article 3(1)(d) for 'approving annual estimates of income and expenditure' and under Article 3(1)(f) for 'setting a framework for the pay and conditions of service of [confidential minute] staff'.

- The budget approved by the Corporation at its July 2020 meeting included provision for all agreed movements in pay scales that had been agreed for 2019/20 for both teaching and support staff, the second year of the 2-year support staff pay agreement agreed at national level (i.e. an increase in pay rates of 2.5% from 1 Jan. 2021), a pay increase for teaching staff of up to 3.0% for 2020/21 (subject to the outcome of national negotiations and Corporation approval if above 3%), and any uplift in the National Living Wage.

(i) Teaching staff pay award 2020/21

The Corporation received a briefing from the National Joint Council (NJC) which noted that national agreement had been reached on the teachers' pay award pay for 2020/21 as follows:

- From 1 September 2020: a 2% increase on all pay points and relevant allowances;
- From 1 May 2021: a 1.25% increase on all pay points and relevant allowances.

It was noted that:

- The above briefing stated that the national agreement on the teachers' pay award for 2020/21 had an in-year cost of 2.42% i.e. it was within the overall 3% provision in the 2020/21 budget approved by the Corporation in July 2020;
- The Corporation's policy and practice was that where a nationally agreed pay award was within the provision made in the College's annual budget, the Chair of the Corporation could authorise payment of the award without further approval by the Corporation.

(i) Support staff pay award 2020/21

It was noted that:

- The Dec. 2020 Corporation meeting had noted, the NJC had agreed to have further discussions with UNISON on the support staff pay award for 2020/21, advising that, in the meantime, colleges should continue with implementing the agreed 2.5% increase from 1 Jan. 2021 for support staff;
- The College had implemented this increase following receipt of a letter of authorisation from the Chair of the Corporation.

The Corporation noted that the national agreement on the teachers' pay award for 2020/21 had an in-year cost of 2.42% i.e. that it was within the overall 3% provision in the 2020/21 budget approved by the Corporation in July 2020 and, in line with the Corporation's established practice, would therefore be authorised for payment by the Chair of the Corporation.

Action: Chair

GOVERNANCE

Items for information & discussion

162.11 Venn Partnership Limited report

(i) Venn Partnership Limited

The Corporation received discussion and background papers relating to the Venn Partnership Limited including:

- [Confidential minute];
- Background information on the establishment of the Venn4 Partnership Limited (later renamed the Venn Partnership Limited) in 2017 as a result of Area Based Reviews (ABRs) of Further Education (FE) and sixth form provision undertaken by the Department of Education (DfE) in York, North Yorkshire, East Riding & Hull and in North Lincolnshire in 2016/17;
- A summary of the roles and responsibilities of the Members and Directors of the Venn Partnership Limited

It was noted that Wyke Sixth Form College was a corporate Member of the Venn Partnership Limited and that the other corporate Members were the corporations of Franklin, John Leggott, Scarborough, and Wilberforce sixth form colleges.

The Chair of the Corporation, John Wilson, drew members attention to the section on recent discussions on the future of the Venn Partnership Limited contained in the Principal's report which on considered earlier on the agenda. [*Confidential minute*].

(ii) Venn Partnership Limited Articles of Association & Members' Agreement

The Clerk presented a brief report on the Venn Partnership Limited Members' Agreement and its relationship to the Articles of Association [*confidential minute*].

The Corporation received and discussed a report on the future of the Venn Partnership Limited.

Items for approval/decision

162.2 Corporation & committee membership report

The Corporation noted that: Steve Sellers had resigned from the Corporation in Dec. 2020, due to pressure of other commitments; Mr Sellers, who had a background in employment law, had, however, indicated that he would be willing to join the Corporation's Personnel Committee as an external co-opted committee member; following the Dec. 2020 meeting of the Corporation, John Compton had volunteered to join the Personnel Committee

The Clerk reported that: external co-opted committee members could vote and contribute towards the committee's quorum but did not attend Corporation meetings; as external co-opted committee members did not attend Corporation meetings, they would not be appointed as committee Chairs or Vice-Chairs, as a Committee Chair would routinely report to the Corporation and a committee Vice-Chair would report to the Committee in the Chair's absence; should Mr Sellers and Mr Compton be appointed to the Personnel Committee, there would remain one vacancy for a Corporation member on the Committee.

The Corporation approved:

- ***The appointment of John Compton as a member of the Personnel Committee;***
- ***The appointment of Steve Sellers as an external co-opted member of the Personnel Committee.***

Action: Clerk

Items for information & review

Governance matters

162.13 Corporation attendance, Chair's action, use of the seal, written resolutions & training report

(i) Corporation attendance year to date

The Clerk reported that Corporation attendance year to date was 81% (13/17) against a target of 75%.

(ii) Report on Chair's action

The Corporation received the Clerks report on Chair's action taken by John Wilson as Chair of the Corporation since the last meeting of the Corporation i.e. approval by the Chair of the Corporation of a minor typographical amendment to the Corporation's letter of representation to the external auditors before submission of the signed letter to the external auditors i.e. the phrase 'We confirmation that forecasts have been reviewed' in the version approved by the Corporation was amended to read 'We confirm that forecasts have been reviewed'.

(iii) Report on use of the seal

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

(iv) Written resolutions

The Clerk reported that, in accordance with sections 12(7) and 12(8) of the Instrument of Government (i.e. "Subject to procedures agreed by Corporation, decisions may be taken by written resolution or by e-mail" and "Agendas and other communications to members may be sent by electronic means") and in accordance with the eligibility and voting procedures for written resolutions sent by e-mail included at Appendix C of the Standing Orders of Corporation, Corporation members may make decisions by written resolution.

The Corporation noted that:

- Eligible Corporation members had been sent a written resolution by e-mail on 25 Jan. 2021 concerning a proposal to furlough certain staff [*confidential minute*] with effect from 25 January 2021, with a deadline for response of midnight on 31 Jan. 2021;
- 18 Corporation members had been eligible to vote on the resolution, with student Corporation members not eligible to vote on matters relating to current staff members under Instrument of Government 14(9);
- 89% of Corporation members (16/18) had indicated their support for the resolution by the deadline for response [*confidential minute*];
- The resolution had therefore been passed.

(v) Corporation member induction & Corporation member online training

The Clerk reported that induction was continuing for Corporation members appointed during autumn 2020; newer members had or would be sent details of how to access EduCare online certificated training in equality & diversity and safeguarding; other members who were due to undertake refresher training with EduCare in equality & diversity and safeguarding had been sent a link to access the training modules.

Action: Clerk

The Corporation received the above reports on governance matters for information.

162.14 Committee minutes

Committee minutes would be presented to the next scheduled meeting.

162.15 Documents/links from outside bodies

The Corporation received the following documents/links from outside bodies:

- FE Commissioner's letter (7 Jan. 2021);
- Link to the SFCA response to the Ofqual consultation on A Level & GCSE awarding arrangements 2021 (Jan. 2021) (*full document included in the Information Pack accompanying the agenda - see also minute 162.16 below*).

162.16 Receipt of Information Pack

The Corporation received the Information Pack which contained the following documents:

- A new addendum added in Jan. 2021 to the College's Safeguarding & Child Protection Policy, noting that the new addendum was similar to the addendum added during the spring 2020 lockdown;
- The SFCA response to the Ofqual consultation on A Level & GCSE awarding arrangements 2021 (Jan. 2021);
- The DfE T Levels capital fund 2020-21 application outcome letter (27 Jan. 2021);
- Venn Partnership Limited Members' Agreement (July 2018) [*confidential minute*].

Final agenda items

162.17 Any other business

There was no other business not already on the agenda.

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

It was noted that Covid-19 continued to have an impact on learners.

162.19 Risk management – items identified at the meeting

No new items of risk had been identified at the meeting [confidential minute].

162.20 Date of next meeting

It was noted that the Corporation was next scheduled to meet on Tues. 23 Feb. 2021 at 5.00pm by video-conferencing.

Action: Clerk

Reserved Business agenda: items for approval

In line with Corporation's established practice, staff and students leave the meeting before consideration of the Reserved Business agenda. The following student and staff members left the meeting: Anthonique Asamoah (Student Association Executive President/Student Corporation member), Jenny Anderson (HR Manager), Jamie Davies (Vice- Principal), Chris Herring (Vice- Principal), Heather Lorch (Teaching Staff Corporation member), Mark Lucid (Assistant Principal), Julie Peaks (Deputy Principal), Tracey Rich-Pitman (Support Staff Corporation member), Tony Wilmot (Director of Finance).

Fiona Bagchi
Clerk to the Corporation

**MINUTES OF CORPORATION MEETING 163 HELD ON TUESDAY 23 FEBRUARY 2021
BY VIDEO-CONFERENCING**

Present: Corporation members: Anthonique Asamoah, Paul Britton (Principal), Elizabeth Cagney, Pat Cavanagh, John Compton, Paul Davis (Vice-Chair), Tony Douglass, John Gilleard, Jackie Goodman, Dina Lewis, Heather Lorch, Mark Moore, Tracey Rich-Pitman, Liz Rymer, Jane Price, Phil Taylor, John Wilson (Chair)

In attendance: Clerk: Fiona Bagchi (Clerk to the Corporation)

Senior leadership team (SLT) members: Jenny Anderson (HR Manager), Jamie Davies (Vice- Principal, Resources, and Quality & Systems), Chris Herring (Vice- Principal, Pastoral), Mark Lucid (Assistant Principal, Teaching, Learning and Assessment), Julie Peaks (Deputy Principal), Tony Wilmot (Director of Finance).

PROCEDURAL

Items to note

163.1 Apologies for absence

Apologies for absence were received from the following Corporation members: Andi Dakin; Jeremy Hartley.

163.2 Declarations of interests

Standing declarations of interest: Paul Britton (trustee Yorkshire & Humber Co-operative Learning Trust); Pat Cavanagh (employee Yorkshire & Humber Co-operative Learning Trust); Julie Peaks (related to Principal of Wilberforce Sixth Form College).

Items for information

163.3 Receipt of Information Pack

The following documents were received for information and as background to the strategic discussion at agenda items 163.7 and 163.8:

- Management accounts for Jan. 2021;
- Bank covenant testing as at 31 Jan. 2021;
- Unconfirmed minutes of the Corporation meeting held on 9 Feb. 2021.

STRATEGY & OVERSIGHT

Items for information & review

Senior Leadership Team (SLT) reports

163.4

The Principal, Paul Britton, presented his report for Feb. 2021, which included the latest RAG (Red-Amber-Green)-rated key performance indicator (KPI) data against the College's strategic objectives.

Members noted that the following strategic objectives were rated as Green (i.e. the College was delivering on these objectives):

1. A culture of the highest aspirations for all, a community of learning with a commitment to excellence and care;
2. Deliver exceptional teaching, learning, assessment and support that ensure outstanding

- outcomes and destinations for our students;
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;
 4. Provide a safe environment for learning to include our response to the Coronavirus pandemic.

Members noted with reference to the report against strategic objective 2 that:

- This had been rated as Amber in the Dec. 2020 report to the Corporation, as it had been unclear how students would be assessed at the end of the year, with the College more confident that students would receive the outcomes they deserved now that it was known that Teacher Assessed Grades would be used, although the actual process remained to be defined;
- In addition, with reference to student performance, there had been significant improvements in both the attendance and the retention of students through the year to date;
- Due to the pandemic, parent consultation events had been held using Microsoft Teams calls, with feedback received to date positive;
- Applications for higher education remained high, with an increase in Oxbridge offers.

With reference to the report against strategic objective 3, members noted the positive report and that curriculum and quality matters would be considered in further detail at the Mar. 2021 Corporation meeting, which would include a review of the College's Self-Assessment Report (SAR) 2019-20 and Quality Improvement Plan (QIP) 2020-21.

Action Vice-Principal (JAD)

With reference to the report against strategic objective 4, members noted in particular the wellbeing and mental health support provided for students during the pandemic.

With reference to the report against strategic objectives 5 and 6, it was noted that, since the Dec. 2020 report, the RAG-rating for these areas had changed from Green to Amber (i.e. the College was delivering aspects of these objectives but was in danger of missing some of its targets).

With reference to the report against strategic objective 5 (Sound management of resources to allow future investment, to include investing responsibly to meet the increased demand for 16 to 18 year old places in the Humber region over the next 5-10 years), members noted that, while finances remained strong, the College' capacity to invest was currently limited by its inability to source loan funding from the banks.

With reference to the report against strategic objective 6 (An outward looking stance, keen to work in collaboration to transform life chances for young people), members noted that a positive initial meeting of the Hull Post 16 Education Partnership had been held in Jan. 2021, with future key areas of focus including arrangements for transition from school to post-16 education. The Principal and the Chair of the Corporation, John Wilson, provided an update on the Venn Partnership Limited Chairs and Principals' meeting held on 3 Feb. 2021.

[Confidential minute].

The Corporation considered and received the Principal's report for Feb. 2021.

Items for discussion & decision

STRATEGY

163.5 Strategic Planning Briefing and

163.6 Strategic Planning Overview (Who are we? Who are we for?)

It was noted that the Corporation's responsibilities under the Articles of Government included responsibility for 'the determination and periodic review of the educational character and mission of the institution and the oversight of its activities' (Article 3(1)(a)). Article 3(2)(a)&(b) stated that 'Subject to the responsibilities of the Corporation, the Principal shall be the Chief Executive of the institution, and shall be responsible for the following functions- (a) making

proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation; (b) the determination of the institution's academic and other activities'.

The Corporation noted the following documents, which had been sent out with the agenda:

- A Strategic Planning Briefing, including a copy of the College's Strategic Plan 2018-20 (2020-21 extension), a statement of the College's Values, the Strategic Opportunities Action Plan;
- The Strategic Planning Overview (Who are we? Who are we for?), including the Principal's recorded commentary.

The Principal highlighted the key points in the above documents i.e.

- The College had been working on a two year strategic plan which was all about moving to exceptional provision, which had been substantially achieved;
- The Corporation now needed to decide the strategy for the next 3-5 years;
- While it would not be appropriate to make significant changes for autumn term 2021, as the College needed to support students affected by the pandemic, the issue that faced the College most urgently was how to respond to increasing demand for places without having the increased space to meet this demand in the short term;
- *[Confidential minute]*;
- There would be a significant demographic increase in the 16-19 population over the next 10 years across the region, which would lead to increasing numbers of enrolments at Wyke if it were to simply maintain its market share;
- The College was therefore moving from being a recruiting organisation to a more selective organisation which required an answer to the questions 'Who are we?' and 'Who are we for?' taking into account the College's mission, vision and values;
- The Strategic Planning Overview presentation suggested a number of possibilities which might be considered *[confidential minute]*.

The Chair of the Corporation, John Wilson, provided an overview of the development of the College since its establishment in the 1988 by Humberside County Council as a college to provide sixth form education to pupils whose schools did not have a sixth form, with Wyke serving feeder schools in West Hull and Wilberforce serving feeder schools in East Hull i.e.

- Following the College's incorporation as an independent organisation in 1992, the College continued to offer a wide range of courses, with the Corporation eventually making the strategic decision that the College should concentrate on what it did best i.e. Level 3, predominantly A Level provision;
- The Corporation decision to re-develop the College site was another key strategic decision, which together with the emphasis on increasing the quality of academic provision, led to an increase in student numbers from around 600-700 students originally to over 2,000, which was the accepted number of enrolments which allowed a sixth form college to make economies of scale;
- College students were now drawn from a wider region.

Jamie Davies (Vice-Principal, Resources, and Quality & Systems) gave a presentation on the geographical areas from which the College's students were drawn *[confidential minute]*.

In response to members' questions, it was noted that: in response to increased Level 3 applications for autumn 2020, the College had implemented a strict cut-off date for applications and the College had withdrawn Level 2 provision; there were no additional admissions criteria requirements in relation to applicants with an Education & Health Care Plan and/or children who were looked after other than the requirement which applied to all admissions criteria i.e. that admissions criteria should be clear.

The Chair concluded the discussion by drawing attention to the College's significant role in raising the educational aspirations of students and parents since its establishment.

163.7 Discussion in Groups

Corporation members met in 4 separate breakout groups to discuss the questions 'Who are we?' and 'Who are we for?', with the Clerk and one or more SLT members assigned to each group.

163.8 Feedback from Groups

Feedback was received from each of the 4 breakout groups.

[Confidential minute].

Members commented positively on the usefulness of discussion in small groups.

163.9 Any decision(s) arising from the strategic planning discussion

The Principal reported that the feedback from the Groups would be taken into account in the SLT's strategic planning discussion which was due to take place the following week, with the Groups' views on 'Who are we?' clear and with initial suggestions in relation to selection criteria useful as background when the SLT began to look at this area in more detail. The Principal reported that the reports arising from the Corporation group discussions would be taken into account during senior leadership team (SLT) strategic discussion, including discussion of future admissions criteria.

The Corporation agreed that the outcome of any SLT discussions should be reported at a further strategic planning item to be included on the agenda of the Corporation meeting to be held on 25 Mar. 2021, including any proposed revisions to the College's strategic plan.

Action: Principal

Items for decision

163.10 T Levels capital grant decision

It was noted that the Corporation meeting held on 9 Feb. 2021 had:

- Received the formal agreement confirming Department for Education (DfE) support for the College's T level capital bid;
- Noted that the grant was made on the basis of a 50% match from the College, which it had been intended should be funded through a new loan from Barclays bank secured against the College site;
- Noted that the valuation report received by the College in Feb. 2021 had, however, been below the level required by Barclays to permit further borrowing;
- Agreed that the Principal should approach the DfE to find out whether they would be willing to extend the deadline of 11 Feb. 2021 for accepting T levels capital grant funding to allow the College to consider possible options.

It was noted that the Principal had received confirmation on 9 Feb. 2021 from the DfE that an extension had been granted to allow the Corporation time to consider the T levels capital grant offer further.

Members noted in discussion the issue of a north-south divide in land values with reference to the Government's levelling up agenda for the north of England. It was noted that the Principal had already mentioned this issue, in the context of access to borrowing, to both the Department for Education (DfE) and the Sixth Form Colleges Association (SFCA) and it was agreed that he should also draw the matter to the attention of local MPs.

The expected announcement during 2021 of the terms of an expansion fund for sixth form providers was discussed in this context and it was agreed that, once available, the terms of the scheme should be considered with reference to the College's situation.

The Corporation agreed that the DfE's offer of T levels capital grant funding should not be accepted.

Final agenda items

163.11 Any other business

There was no other business.

The Chair of the Corporation thanked staff for work being undertaken to enable the College to re-open from 8 Mar. 2021.

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

It was noted that DfE and/or Education & Skills Funding Agency (ESFA) criteria for accessing future capital grant schemes would have an impact on the accommodation which could be provided in future for learners.

163.13 Risk management – items identified at the meeting

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

163.14 Date of next meeting

It was noted that the Corporation was next scheduled to meet on Thurs. 25 Mar. 2021 at 5.00pm by video-conferencing.

Fiona Bagchi
Clerk to the Corporation



**MINUTES OF CORPORATION MEETING 164
HELD ON TUESDAY 25 MARCH 2021 BY VIDEO-CONFERENCING**

Present: Corporation members: Anthonique Asamoah, Paul Britton (Principal), Liz Cagney, Pat Cavanagh, John Compton, Andi Dakin, Paul Davis (Vice-Chair) Tony Douglass, John Gilleard, Jackie Goodman, Dina Lewis, Mark Moore, Tracey Rich-Pitman, Jane Price, Phil Taylor (Chair), Liz Rymer, John Wilson (Chair).

In attendance: Clerk: Fiona Bagchi (Clerk to the Corporation)

Senior leadership team (SLT) members: Jenny Anderson (HR Manager), Jamie Davies (Vice- Principal, Resources, and Quality & Systems), Chris Herring (Vice- Principal, Pastoral), Mark Lucid (Assistant Principal, Teaching, Learning and Assessment), Julie Peaks (Deputy Principal), Tony Wilmot (Director of Finance).

PROCEDURAL

Items to note

164.1 Apologies for absence

Apologies for absence were received from the following Corporation members: Jeremy Hartley, Heather Lorch.

164.2 Declarations of interests

Standing declarations of interest: Paul Britton (trustee Yorkshire & Humber Co-operative Learning Trust); Pat Cavanagh (employee Yorkshire & Humber Co-operative Learning Trust); Julie Peaks (related to the Principal of Wilberforce Sixth Form College).

Items for approval

164.3 Minutes of the meeting held on 23 Feb. 2021 including action table/matters arising

(i) Minutes of the meeting held on 23 Feb. 2021

The minutes of the Corporation meeting held on 23 Feb. 2021 were approved.

(ii) Action table & matters arising from the above minutes

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

- 1 It was noted that the College's Self-Assessment Report (SAR) 2019-20 and Quality Improvement Plan (QIP) 2020-21 were on the agenda as agreed.
- 2 It was noted that a strategic planning item was on the agenda as agreed.

164.4 Minutes of the meeting held on 9 Feb. 2021 including action table/matters arising

(i) Minutes of the meeting held on 9 Feb. 2021

The minutes of the Corporation meeting held on 9 Feb. 2021 were approved with the following amendment: the addition of Andi Dakin to the attendance list.

Action: Clerk

(ii) Action table & matters arising from the above minutes

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

- 1 Jamie Davies (Vice-Principal, Resources, and Quality & Systems) reported that the College had commissioned Health & Safety (H&S) consultants to review the College's practice, and had developed an operational plan, including the planned establishment of a College H&S and safeguarding committee.

Action: V-P (JAD)

- 2 The revised student admissions policy would be presented to the Personnel Committee for review and consideration on adoption as a Corporation policy when developed, with a report on work undertaken to date to be presented later on the agenda.

Action: Principal

- 3 It had been agreed that it would be helpful for future student annual student equality & diversity reports to show recruitment by ethnicity with reference to the profile of the local population from 2021. Chris Herring (Vice-Principal, Pastoral) had reported that the College was setting up a new equality & diversity group which would report to the Corporation, with the College intending to work towards the equality, diversity and inclusion kitemark.

Action: V-P (CH)

- 4 It had been agreed that confidential minutes should be reviewed annually rather than at each meeting. The annual review would take place at the Corporation's May 2021 meeting.

Action: Clerk

- 5 The College's Self-Assessment Report (SAR) was on the agenda, as agreed.

- 6 The DfE had agreed to an extension of the deadline for College accepting or rejecting the T Levels capital grant funding. The Corporation had decided at its meeting on 23 Feb. 2021 to reject the offer of DfE grant funding as it had not been possible to obtain a bank loan to provide matched funding.

- 7 Given that student applications were high but the College did not currently have funding to increase its accommodation, the meeting of the Corporation on 23 Feb. 2021 had, as agreed, discussed who it was that the College should be serving.

- 8 It had been noted that the national agreement on the teachers' pay award for 2020/21 had an in-year cost of 2.42% i.e. that it was within the overall 3% provision in the 2020/21 budget approved by the Corporation in July 2020 and, in line with the Corporation's established practice, would therefore be authorised for payment by the Chair of the Corporation. The teachers' pay award for 2020/21 had been authorised by John Wilson as Chair of the

Corporation.

- 9 John Compton had been appointed as a member of the Personnel Committee and Steve Sellers, who had resigned from the Corporation in Dec. 2020, had been appointed as an external co-opted member of the Personnel Committee by the Corporation. Steve Sellers had been informed of the decision and had accepted appointment.
- 10 An update on Corporation member induction and Corporation member online training would be given at the Apr. 2021 Corporation meeting.
Action: Clerk
- 11 It had been agreed that the Corporation meetings on 23 Feb. 2021 and 25 March 2021 should include significant sections of the agenda devoted to strategic discussion.

Actions arising from the confidential minutes

- 1 *[Confidential minute].*

The Corporation discussed student membership of the Corporation, noting that under the Instrument of Government, the Corporation could have up to 3 Student Corporation members.

The Corporation agreed to increase Student Corporation member numbers to a maximum of 3 members during 2020/21 only.

Action: Assistant Principal (ML)/Clerk

STRATEGY & OVERSIGHT

Items for information & review

Senior Leadership Team (SLT) reports

164.5 Principal's report for Mar. 2021 including Venn update

The Corporation considered the Principal's report, noting that as a full update against the College's strategic objectives had been presented to the Corporation meeting on 23 Feb. 2021, the report for Mar. 2021 concentrated on significant developments since that date.

(i) College re-opening.

It was noted that:

- The College had taken a phased approach to re-opening the site from Mon. 8 Mar. 2021, which had permitted mass asymptomatic testing for Covid-19 using lateral flow tests with the 2 separate year groups onsite, with students returning to face to face learning in a managed way and 50:50 provision (Scenario B) implemented until the Easter break;
- Staff had also undertaken lateral flow tests onsite during the week commencing 1 Mar. 2021, with staff and students now undertaking lateral flow tests at home;
- The College was currently planning to have all students back onsite for summer term 2021, starting on Mon. 12 April 2021, with further control measures put in place to achieve this e.g. changing the timetable to ensure that there would be no point at which all students were out of lessons at the same time and converting the sports hall into additional social space;
- As part of the re-opening process, the College had reiterated the health and safety messages from the start of the year (e.g. staying home if you have symptoms, hands, face, space), face coverings were mandatory in all enclosed spaces (including during lessons and in office spaces) and windows kept open at all times to provide ventilation;
- Full details of the College's health and safety processes, including the latest version of the College's risk assessment, were available at: <https://wyke.ac.uk/wyke-campus/>

(iii) Teacher assessed grades process

The work being undertaken to respond to the requirement to provide teacher assessed grades (TAGs) for those courses due to complete in 2021 was noted e.g. curriculum teams had presented their summaries of evidence to the College's senior leadership team (SLT), which would review these with the aim of having a final plan to share with students and parents by the end of Apr. 2021.

The Principal, Paul Britton, reported that he had recorded a voice over presentation to explain the current position and that he had recently met with Anthonique Asamoah (Student Association Executive President and Student Corporation member) concerning student concerns, agreeing on the need for a rigorous process.

(iii) New student recruitment

It was noted that the College had now completed its application and interview process for applicants wishing to enrol from autumn term 2021 [confidential minute]. It was noted that the College's admissions policy would be considered later on the agenda as part of strategic planning discussions.

(iv) Venn

The Principal gave an update on matters relating to the Venn Partnership Limited group of 5 sixth form colleges, reporting that the group of 5 Principals intended to issue a letter to external stakeholders before the start of summer term 2021 [confidential minute].

The Corporation received a report on matters relating to the Venn Partnership Limited group of 5 sixth form colleges, noting that a further report would be made to the Corporation meeting to be held in Apr. 2021.

Action: Clerk

Curriculum & quality matters: for ratification

164.6

SAR 2019-20 & QIP 2020-21

Under the Articles of Government, the Corporation's responsibilities include 'the determination and periodic review of the educational character and mission of the institution and the oversight of its activities' (Article 3(1)(a)).

Jamie Davies (Vice- Principal, Resources, and Quality & Systems), presented the College's approved Self-Assessment Report (SAR) 2019-20 and Quality Improvement Plan (QIP) 2020-21 for formal ratification, which was considered. It was noted that: due to the Covid-19 pandemic, the SAR was being presented for ratification later in the Corporation schedule than would normally be the case.

Members noted that:

- Following the College's response to the national pandemic, the College had closed to on-site teaching on 23 March 2020 and moved to a remote teaching process and the use of Microsoft Teams;
- The Department for Education (DfE) had proposed a process of Centre Assessed Grades (CAGs) and the College had put a robust process into place for these;
- The DfE had also stated that no national performance measures would be published for the 2019/20 year;
- Following the results release in August 2020, and significant public and sector pressure, students had been awarded their CAGs without any calculated 'weight' factor applied.

Members considered the grades awarded in the SAR with reference to Ofsted Education Inspection Framework (EIF) i.e.

- Overall effectiveness: Outstanding
- Quality of education: Outstanding

- Behaviour and attitudes: Outstanding
- Personal development: Good
- Leadership and management: Outstanding

Members noted the DfE normally reported on five key accountability measures: i.e. attainment, progress, progress in English and mathematics GCSE, retention and destinations; the SAR recorded that due to the issues surrounding the disruption and exceptional nature of the 2019/20 academic year, no performance league tables, Qualification Achievement Rates (QAR) measures or other externally validated measures of performance had been released by the DfE and that all measures discussed within the College's SAR were therefore either estimates, comparison of raw outcomes, information available to 23 Mar. 2020, or available from systems that the College subscribed to (e.g. ALPS, Six Dimensions); any reference to Level 3 value added (VA) or DfE Progress in the SAR related to the 2019/20 student outcomes against the 2018/19 benchmarks.

It was noted in response to members' questions that:

- Notwithstanding the assessment issues noted above with reference to 2019/20, the College was confident that it had taken into account appropriate evidence in reaching the overall effectiveness grade of Outstanding, with the evidence base listed on page 12 of the report, and had been honest about the College's performance;
- The evidence for student retention showed a positive 3 year trend;
- Personal Development had been rated as Good because more needed to be done to embed this in the curriculum, engage with employers and make sure that students were ready for their next steps;
- The College had confidence in its plans to bring about improvement in the area of Personal Development, which had been interrupted by the Covid-19 pandemic, but expected that implementation of its plans would ensure that this area would be graded Outstanding in the near future;
- Between 15-20% of sixth form colleges nationally had an overall effectiveness grade of Outstanding;
- The College was confident that the evidence in the SAR showed that the College was on an upward trajectory i.e. that results were consistent and not just applicable to one year only;
- The College considered that the work undertaken during the Covid-19 pandemic to embed remote learning and ensure that students engaged with it, had been outstanding;
- The SAR was shared with Ofsted [*confidential minute*].

Jamie Davies reported with reference to the QIP that the College's Overarching Aim was to ensure the consistency of the quality of education students experienced due to Covid-19 restrictions and put into place controls to reduce the impact of the lost learning; there were 4 key areas for improvement and 10 areas for development had been included in the QIP; [*confidential minute*].

The Corporation ratified the College's Self-Assessment Report (SAR) 2019-20 and Quality Improvement Plan (QIP) 2020-2, subject to be minor typographical amendments to be notified to Jamie Davies (Vice-Principal, Resources, and Quality & Systems).

The Corporation agreed that it would be useful for a list of acronyms to be included with the SAR.

Action: V-P (JAD)

John Wilson, as Chair of the Corporation, thanked Jamie Davies (Vice-Principal, Resources, and Quality & Systems) for a SAR which was positive, presented in a format which was attractive and useful to readers and provided appropriate context.

SOLVENCY

Finance matters for information & review

164.7 *Finance report*

(i) Management accounts

It was noted that monthly management accounts were presented to each meeting of the Corporation; under the Articles of Government, the Corporation is responsible for 'the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets' (Article 3(1)(c)).

John Wilson, as Chair of the Corporation, invited the Director of Finance, Tony Wilmot, to present the management accounts to 28 Feb. 2021.

Members noted that the key matters included in the Feb. 2021 management accounts were as follows:

- Net surplus for the seven months to February 2021 of £272.7k, which was £38.8k below budget due to additional transport costs and loss of catering contribution;
- Additional funding income allocated of £125k in respect of T-Level Development, Tuition Funding and Bursary/Free Meal;
- Overseas student income of £12k against a zero budget figure;
- All other variances reasonable with significant variances referred to in the report;
- Operating margin 4.4% of income for the year to date;
- Capital spend to date of £235k, with the majority of the remaining capital spend of £190k relating to the completion of the security project and around £160k of future spend grant funded;
- Financial Health grading remained 'Good';
- Cash flow forecast shows strong position with funding receipts and costs updated to align with latest forecast results, notified funding allocation and draft budget figures, which would be further updated as the budgets develop;
- The forecasts show healthy cash positions, with the exception of the usual low point in March as a result of the ESFA payment profile;
- A section in the detailed report covered the financial impact on forecasts of COVID-19;
- Forecast results assumed that the 50:50 delivery model would continue following the current lockdown through to the end of the spring term.

It was noted with reference to Corporation members' questions that: the reference in the narrative commentary to the Feb. 2021 accounts should state that the Feb. net surplus was £38.8k below budget and the Jan. net surplus was £54.7k below budget; while debtor days appeared high in Feb. 2021, at 44 days, the College had a very small number of debtors, which meant that the monthly figure could be volatile e.g. where invoices were issued late in the month.

The Corporation considered and received the management accounts to 28 Feb. 2021.

(ii) Bank covenant testing

John Wilson, as Chair of the Corporation, reported that:

- The College had loans with Lloyds and Barclays banks, which had been primarily taken out to finance the construction of the College's buildings;
- A monthly report was prepared by the Director of Finance to assure the Corporation that all banking covenants were being met and no breach of any individual covenant was forecast.

The Corporation noted and received, for information, the Director of Finance's report, noting that: as at 28 Feb. 2021, all banking covenants were being met and at this stage no further action was required; based on forecast ratios there was no immediate need to consider any waiver of covenant limits.

(iii) FE Commissioner benchmarking comparison

John Wilson, as Chair of the Corporation, invited the Director of Finance to present the FE Commissioner benchmarking comparison, noting that the FE Commissioner had sent a letter dated 22 Feb. 2021 to the Chairs and Principals of FE and sixth form colleges which stated that revised benchmark ratios included with the letter would be used from Feb. 2021 to monitor the financial stability and performance of colleges would be monitored.

The Corporation considered a table produced by the Director of Finance comparing the College's latest ratios against the FE Commissioner benchmarks [*confidential minute*].

FE Commissioner Benchmarks				
Benchmark	Definition	Measure	Latest College Ratios	Comments
Adjusted Operating Surplus/deficit (as a % of income)	Surplus/(deficit) on continuing operations after depreciation and before exceptional items, tax, pension finance income and FRS 102 adjustments, divided by adjusted income	>1	3.7 - January management accounts forecast	Strategic objective of 3-5%
Debt Service Cover Ratio	Net cashflow from operating activities divided by the total of interest paid, interest element of finance leases, repayment of amount borrowed and capital element of finance leases	>2 or 200%	237%	The ESFA calculation as per the Finance Record and IFMC does not include capital spend as is the case for the Barclays calculation. This will be included in the bank covenant testing report.
Cash Days in Hand	Cash and investments divided by annual operating costs and interest charges, then multiplied by 365 days. Effectively a measure of how many days it would take to exhaust cash reserves if all income were to stop.	>25 (all months)	44 days at January 2021	This ratio will be included in the cash flow page of the management accounts. College falls below the measure in February and March which are the low points. Highlights need to increase cash reserves.
Adjusted current ratio	Current assets (excluding restricted cash from disposal of fixed assets held for future reinvestment and assets held for resale) divided by current liabilities (excluding deferred capital grants and holiday pay accruals)	>1.4	1.32 - January management accounts	Again highlights the need to increase cash reserves.
Pay costs (as a % of income)	Total staff costs (teaching and support, including contract tuition services but excluding restructuring and FRS102 pensions adjustments) as a percentage of adjusted income (excluding sub contracted provision income)	SFC <70%	65.77% - January management accounts forecast position.	
Financial health grade	Financial grade as defined by ESFA (to note this is currently subject to review)	Good or Outstanding	Good - January management accounts	

It was noted in response to Corporation members' questions that: the Feb. and Mar. 2021 cashflow forecasts were below the 25 cash days in hand required by the FE Commissioner's benchmark; the Director of Finance reported that the new benchmark ratio would be included in the cash flow page of the management accounts in future. The Corporation noted that the Director Finance was recommending that, when setting future budgets, regard should be had to increasing the level of cash reserves to improve those ratios that were currently not being met.

Members noted, with reference to the Debt Service Cover benchmark, that the calculation used in the ESFA's Finance Record and the Integrated Financial Model for Colleges (IFMC) did not include capital expenditure, as was the case with the Barclays calculation, and that the Director would therefore include this in future bank covenant testing reports

The Corporation received, for information and monitoring purposes, the FE Commissioner's letter and benchmark definitions of 22 Feb. 2021, together with the Director of Finance's report against the new benchmarks, agreeing that, when setting future budgets, regard should be had to increasing the level of cash reserves to improve those ratios that were currently not being met.

Action: Dir. of Finance

Finance matters for approval

164.8

LIBOR transition proposal

John Wilson, as Chair of the Corporation, invited the Director of Finance to present a report on Lloyds bank's London Inter-Bank Offer Rate (LIBOR) transition proposal. It was noted that, in

accordance with the College's Financial Regulations any matters in respect of borrowings required approval by Corporation on the recommendation of the Finance & General Purposes Committee but, as the Corporation had cancelled scheduled F&GP Committee meetings in 2020/21 and replaced them with Corporation meetings, this item was being presented directly to the Corporation.

The Director of Finance, Tony Wilmot, reported that:

- With effect from 1st Jan. 2022, LIBOR would cease to be a reference rate for banking purposes and therefore, where any financial obligation was linked to LIBOR, a new reference rate needed to be defined;
- In terms of the College's loans with Lloyds, any change in reference rate would have a very limited impact, given that the three loans in place were either at a fixed rate for the entire loan period, or already directly linked to Bank Base Rate;
- The only instance where reference was made to LIBOR in the loan agreement was in the event of default by the College and, in such circumstance the bank had the right to base any penalty interest charges on the prevailing LIBOR rate if it so wished as opposed to other rates specified in the loan agreement.

It was noted that:

- The full Lloyds proposal document had been sent to Corporation members with the papers for this agenda item;
- The Lloyds document referred to a response being required by Mon. 22 Mar. 2021 but the College's contact at Lloyds was fully aware that the Corporation would not be meeting to approve the document before 25 Mar. 2021 and had assured the Director of Finance that there was no issue in terms of the date in the proposal;
- The Director of Finance was recommending that the Corporation agree to the proposal by Lloyds Bank to replace any reference to LIBOR with Bank Base in the relevant loan documentation.

The Corporation received the Director of Finance's report and the Lloyds Bank proposal document and resolved to approve the proposal to accept Bank Base Rate as the replacement for LIBOR in all loan documentation. The Corporation agreed to authorise the Chair of the Corporation and the Principal to sign the necessary 'Transitional Agreement' to effect this change.

Action: Dir. of Finance/Chair/Principal

164.9 Revised support staff pay award 2020-21

Phil Taylor, as Chair of the Personnel Committee, presented a recommendation on the support staff pay award 2020-21, which has been agreed at the Mar. 2021 Personnel Committee meeting. The Corporation noted the briefing from the National Joint Council (NJC) Committee for Support Staff dated 1 Mar. 2021 which stated that it has been agreed to revise the 2020/21 pay settlement for all support staff to take effect from 1 Oct. 2020 as follows:

- A 2% increase on all pay points from 1 Oct. 2020;
- A 2.5% increase on all pay points from 1 Jan. 2021 (already in place);
- A 3.25% increase on all pay points from 1 May 2021.

Members noted that the Director of Finance considered the proposed revised support staff pay award affordable within the approved 2020/21 budget approved by the Corporation in July 2020.

The Corporation agreed, on the recommendation of the Personnel Committee, the implementation of the revised support staff pay award for 2020/21 detailed in the National Joint Council support staff revised pay award 2020/21 notification dated 1 Mar. 2021 and attached pay spines.

Action: Chair

Items for discussion & decision

STRATEGY

164.10 Strategic planning presentations/papers: draft revised Strategic Plan

The Corporation's responsibilities under section 3(1) of the Articles of Government include responsibility for 'the determination and periodic review of the educational character and mission of the institution.

The Principal gave a presentation on the development of draft Strategic Plan 2021-2025, which had been reviewed by the College's senior leadership team and the College Leadership Team (CLT) before the Corporation meeting.

(i) Where are we now?

Members considered what had been achieved by 2020 from the 2018-20 Strategic Plan [*confidential minute*].

(Mark Moore left the meeting).

It was noted that there had been significant discussions through spring term 2021 about: growth; investment in the estate; timetable models; demand for places; relationships with other colleges; and around the topics of 'Who are we? And who are we for?'

The Principal presented the draft Strategic Plan 2021-25, highlighting the following areas:

- The Mission and Values sections were unchanged;
- Subtle changes had been made to the Vision section e.g. which now read to be the best sixth form 'provider', reflecting the fact that not all relevant providers were colleges;
- A new section 'We are' had been added after the Corporation discussions on 23 Feb. 2021;
- Sections on strategic priorities, strategic opportunities and key enablers [*confidential minute*].

The Corporation received the Principal's presentation on the draft Strategic Plan 2021-25.

164.11 Discussion in Groups

Corporation members met in 4 separate breakout groups to discuss the following matters arising from the Corporation's review of the draft Strategic Plan 2021-25:

- Sections on the first page i.e. Mission, Vision, Values, and the 'We are' section;
- Strategic priorities/opportunities/enablers;
- Areas of focus detail.

The Clerk and one or more SLT members was assigned to each group.

164.12 Feedback from Groups

Corporation members returned to the meeting from the 4 separate breakout groups.

The Chairs of each of the 4 Groups summarised the discussions in each of the groups.

[*Confidential minute*].

164.13 Any decision(s) arising from the strategic planning discussion

(i) Decision(s) arising from the strategic planning discussion

It was noted that the draft Strategic Plan 2021-25 would be revised, taking into account the outcomes of the Groups' discussions, for presentation to the May 2021 Corporation meeting for

approval, with an operation plan to be produced by July 2021.

Action: Principal

(ii) Admissions policy development

The Principal gave a presentation on development of the College admissions policy with reference to the process for offering places where the College was oversubscribed. Members noted that the current policy would remain in place for autumn term 2021 entry but that a new policy would be developed for autumn term 2022 entry. It was noted that the development of a policy had been discussed at the recent SLT planning day, with the timetable for development of the policy to include discussion at the Corporation's May and July 2021 meetings.

Action: Principal

[Confidential minute].

The Corporation received a report on development of the College's admissions policy for autumn term 2022 entry.

Final agenda items

164.14 Any other business

There was no other business not already on the agenda.

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

It was noted that implementation of the Self-Assessment Report (SAR) Quality Improvement Plan (QIP) would have a positive impact on learners.

164.16 Risk management – items identified at the meeting

No new items of risk had been identified at the meeting

164.17 Date of next meeting

It was noted that the Corporation was next scheduled to meet on Tues. 27 Apr. 2021 at 5.00pm by video-conferencing.

Action: Clerk

Reserved Business agenda

SENIOR POST-HOLDER MATTERS

- 164.18** In line with Corporation's established practice, staff and students leave the meeting before consideration of the Reserved Business agenda. The following student and staff members left the meeting: Anthonique Asamoah (Student Association Executive President/Student Corporation member), Jenny Anderson (HR Manager), Jamie Davies (Vice-Principal), Chris Herring (Vice-Principal), Mark Lucid (Assistant Principal), Julie Peaks (Deputy Principal), Tracey Rich-Pitman (Support Staff Corporation member), Tony Wilmot (Director of Finance).

Fiona Bagchi
Clerk to the Corporation