

Notes of: CORPORATION

Date: 2nd April 2020



Governors:

- Ms K Ainge
- Mr S Brand
- Ms M Cook
- Mr P Cook (Principal)
- Mr W Horne
- Mr R Jones
- Ms J Lewis-Bell
- Mr M Maffey
- Ms L Miervaldis
- Mr I Pursglove (Chair)
- Mr D Skinner
- Mr C Todd (Vice Chair)

SLT:

- Ms J Ferguson (Vice Principal, Safeguarding and Pastoral Care)
- Mrs R Herbert (Vice Principal, Quality and Curriculum)
- Mrs J Taylor-Farren (Interim Vice Principal, Finance and Resources)

Clerk: Mrs Y Doherty (Clerk to the Corporation)

As a result of COVID 19 and the lockdown, the agenda was reviewed and only items for information were provided for review and consideration.

There were no business items for decision.

Reports were provided and the opportunity for questions provided via the completion of a proforma.

Responses to collated questions/queries from Governors were, provided by the SLT and, issued electronically.

DECLARATIONS OF INTEREST

There were no declarations of interest.

MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting (document April 20/1) held 13th February 2020 were reviewed.

It was **RESOLVED THAT** the minutes of the meeting held on 13th February 2020 be approved.

MATTERS ARISING

Would the paper on potential 14-16 provision will be carried over to the next meeting?

Yes - there would be a paper for the next Board Meeting in May 2020.

Applications and ECHP consultations. Were these still being received and if so was the College able to review/accept none/some/all given the current coronavirus situation?

Noted some interviews were happening remotely but this couldn't be happening in such a straightforward way for more applicants with more complex needs.

Yes - Applications and ECHP consultations were still being received on a daily basis. The College was following its Admissions/Consultation processes. Where necessary further information was being requested. Where the College was unable to meet need the Local Authority was being notified accordingly.

Interviews were being carried out remotely which whilst not straightforward was effective. Where a complex presentation was received the approach was handled differently and in extreme cases these were being deferred until such time as a face to face interview could take place. These cases were rare and majority of the applications were being processed.

What was happening with the scheduled visit of an Ofsted inspector in Spring/Summer to review Teaching & Learning?

Ofsted visits had been postponed until the College was back to a proper day college provision.

Have governors completed compulsory training?

Not all Governors had completed their compulsory training. Two Governors had four courses outstanding. HR would send training schedules to the Clerk.

Governors with outstanding training had been contacted. Suitable arrangements would be made, once the College reopens, for any that need additional support.

Furlough? All staff who 'can't' or 'are not required to attend work' and can't work from home. Furlough was not available to staff funded by grants. The College was reviewing areas provided by external support i.e. Catering and Business Support.

STANDING AGENDA ITEMS

Principal's Report

The report (document April 20/2) provided an update on the impact of the Corona Virus on the College provision

Could any learners take part in virtual classrooms using: Zoom, Teams or Skype?

Yes – all three software packages are being used and their use is growing at a pace as teachers are getting used to the different formats. It should be noted that this type of teaching was not appropriate for all learners. It should also be noted that there was a preference for Teams due to security issues.

Are any of the Moodle resources interactive?

Yes

Is Moodle being used as a platform for video delivery?

The College is using video delivery but not necessarily through Moodle. Majority of delivery is through the Virtual College access and via Teams.

AEB income, I thought this was also guaranteed under

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874178/PPN_02_20_Supplier_Relief_due_to_Covid19.pdf .

WMCA have confirmed payments will be made as per schedule for the next three months.

Initial report produced indicated that the College would receive AEB income however subsequent updates have stated that if there was an under-delivery on mid-term performance under RO8 there could be a claw back.

It was **RESOLVED THAT** the Principal's update report be noted and received.

Student Numbers

The report (document April 20/3) provided data on the actual and potential future Student Numbers up to the end of February.

The numbers didn't appear to add up.

Agreed. This would be reviewed once the Admissions Manager returned from Annual Leave.

In addition a monthly update on both applications and those expressing an interest (inc the Warwickshire ones) would be welcomed for a few months as this is particularly sensitive and if there was a need to consider staffing levels this should be done sooner rather than later. Numbers themselves are not the whole story. The main issue once sufficient applications are received is the submission, acceptance and conversion of funding applications to confirmed places.

It should be noted that many learners will not be successful this year due to their programmes coming to an end half way through the academic year and it is not certain at this stage how learners will progress next year and what approach the LA will take. For example, will the year be retaken and if so what will that do to LA budgets. Early indications are that some learners will be wanting to repeat the year. Conversations with Local Authorities are taking place but they are not in a position to give answers yet and may not be for some time.

Governors would be updated at the May meeting.

Promising to see strong applicant numbers, especially given the current situation.

Why did the consultations table not add up to 74?

This would be reviewed once the Admissions Manager returned from Annual Leave.

It was **RESOLVED THAT** the Student Numbers update report be noted and received.

SAFEGUARDING AND PREVENT

Safeguarding Update Report

The report (document April 20/4) provided detail on a number of aspects:

- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- LA 157 Audit
- Designated Safeguarding Lead training
- Prevent Steering Group
- NATSPEC Safeguarding Forum
- Safeguarding Data
- External Referrals
- Internal Safeguarding concern categories
- Staff and Governor Training.

Non-movement of Governor safeguarding training was disappointing. How can the outstanding governor training obligations be met/supported/concluded? If it is an ICT issue could the governors attend face to face training alongside staff with outstanding training? Governor training – by when and how?

There are courses available under EduCare. Recommended courses would be provided.

Governor passwords had been reset

Safeguarding Manager would liaise with the Clerk

See response under Matters Arising.

Governor training – was refresher training to be completed / on what timeline?

Refresher training was available through EduCare.

The Safeguarding Manager would liaise with the Clerk re: relevant courses

How likely is the s157 audit to be completed on time given the current position?

This should not be a problem as either Safeguarding Manager or VP Safeguarding could complete.

Note good progress on developing the safeguarding forum which will be a valuable support network for colleagues.

On mental health figures, were the two instances of suicidal ideation from one student?

No

How much of a concern was this?

The risk is well managed and support processes are in place.

What challenges if any are foreseen with completing the s157 audit by 22/5?

None were foreseen at present.

NATSPEC safeguarding forum looked to be progressing positively – well done

Table for Internal safeguarding concerns by category – “Abuse – emotional” in table was 0 but in comments it was 1; similar clarity needed on physical abuse (0 vs 2?), which was correct, table or text?

VP Safeguarding will review this once back from sick leave and respond

How were these safeguarding concerns identified & monitored when many students were off campus during the pandemic? e.g. being visible on campus the team would identify behaviours of emotional distress and take action appropriately ... how is the risk around progress to suicidal ideation mitigated?

Information was being logged into CPOMS and was reviewed by the VP Safeguarding and Pastoral Care, the Safeguarding Manager and the Safeguarding and Pastoral Care Co-ordinator.

A spreadsheet had been compiled of learners with identified mental health issues or suicidal ideation. These learners were being contacted more frequently.

More information of support network links and information shared via Local Authorities had been issued and was available from the Virtual College access.

Were the 2 ideations passive or active?

Passive

Is it reasonable to expect an increase in safeguarding concerns? If so, what was the College doing to mitigate risk (over and above weekly MD meeting)

It was not expected for there to be an increase in safeguarding concerns but there was an acknowledgement that this was uncharted territory. The College was in contact and liaising with Social Care/Social Workers to mitigate risk.

One suggestion regarding communications with learners - ref RAG ratings.

Even without these fast changing and worrying times, contact every 2 weeks may increase safeguarding risk for learners even with no concerns. It was suggested that Hereward used the text service to send a daily text to learners/carers with a simple response requested e.g. 1 for I need help and 9 for I'm OK... then the College could contact learners as needed?

The RAG rating was just for the safeguarding team and was supplemented by the Academic team many of which were in contact with learners multiple times in one day to support assignment work. The academic and safeguarding teams were completing a reconciliation w/c 6th April to provide a comprehensive spreadsheet of contact and engagement so that an accurate picture could be drawn up of areas where there may be issues. This would also help the College to ascertain the correct balance and effective method of contact.

QUALITY AND STANDARDS

Quality and Standards Committee Meeting - 11th March 2020

The report (document April 20/5) provided detail of the business considered at the Quality and Standards Committee meeting held on the 11th March 2020

Could staff training on complex needs be completed virtually: Zoom, Teams, Skype?
Full CPD packages are being worked up and was part of the EduCare packages.

Distance learning above target – good performance

Mental Health First Aiders – if not known already, MHFA England provide courses to become a MHFA, most worthwhile. Perhaps contact MHFA?

College has a Mental Health Policy. College also has a team of Mental Health First Aiders for learners.

It was **RESOLVED THAT** the update report on the Quality and Standards Committee of 11th March 2020 be noted and received.

Learner Leadership:

The report (document April 20/6) provided an update on the Learner Leadership activities during the Autumn term of 2020.

Student Executive Committee

A generally positive report

The graffiti wall appeared to have gone down well – was this going to be repeated?

Yes the Graffiti Wall would be repeated

LOOP 2018/19 Action Plan Update

Positive report, good to see. How would this be built on?

Once the College was fully functional a review of the process would take place.

The whole report, and achieving 127 reviews – great engagement levels, well done

How had the actions being taken with regard to catering and work experience improved scores?

(p17 food – did this positive comment mean there was an expectation of improved scores?

p12 - especially this since it would be a key driver for motivation to go for work experience?)

With regard to Catering – there was an improved catering service as a result of a very competitive tendering process.

With regard to work experience - Employers were facing difficulties and some of the small businesses were fighting for survival at the present time so this would have to be reviewed.

p18 bathrooms need fixing – can an assurance be provided that priority was given to fixing such items (basic hygiene needs?)?

How were these issues assessed and prioritised such that learner experience was kept positive?

Issues were assessed as part of the Planned Maintenance Programme and environmental checks.

The PBS group – great positive initiative

Learner Leadership Activity Autumn Term 2020

Is the Peer Support summary to Feb half term 2020?

No – Autumn Term

Reads well; great content, especially the New College Worcs – well done to all involved; forward planning for 20/21 is hugely beneficial

It was **RESOLVED THAT** the update report on Learner Leadership be noted and received.

Quality Improvement Plan (QuIP) 2019/20

The report (document April 20/7) provided a progress update against actions identified in the Quality Improvement Plan 2019/20.

PA/Cognassist, there was experience of this and would be happy to discuss with the BDM.

Could the Clerk identify the Governor please?

This was confirmed.

Discuss the impact of the current situation on this at the next meeting?

Yes.

Mindful that the plan and these dates may change due to COVID-19 pandemic impact – to update when possible please.

The plan would be updated.

Good news on the Warwick Uni internships.

What was the outcome from FSB visit to College on 5 March? (p3)

This meeting was postponed.

Clarification please –

What was the outcome from meeting on 27 Feb – plans to deliver sessions for students (as written) – when will these briefings happen? (p7)

This was to be reviewed.

How would the formal employer board operate, terms, etc? (p8)

This was to be reviewed subject to employer availability.

What was the outcome from Priory group visit? (p12)

The visit was postponed. It would be rescheduled.

It was **RESOLVED THAT** the update report on the Quality Improvement Plan 2019/20 be noted and received.

Projected Achievement and Pass Rates

The report (document April 20/8) detailed current predictions regarding learner achievement.

Did the current coronavirus situation give rise to concern for a downturn in achievement rates (inc. Timely) for AEB.

It was understood that much of this provision was aimed at the healthcare sector. Surely training is currently taking a back seat. Should we relax the focus on any remaining recruitment in order to best support remaining staff on programme?

There was a decline in staff employed with other organisations starting training. Reductions in employees starting a new qualification was likely to continue this year. The College was continuing to support existing learners and was being as flexible as possible when due dates for course work were coming up.

At present, how much certainty was there of this and the possible impact of non-achievement?

Contact with awarding bodies was continuing. Functional skills were still going ahead.

It was a watching brief at this stage – the Board would be updated in May.

A really useful report that, with other papers e.g. QUIP demonstrates the effort, sometimes complex support across the College that was provided seamlessly to learners. Sometimes there would be no more that could be done, factors beyond our control and influence.

When would 'current retention' be different from 'maximum possible achievement'?
This would be raised at the time of achievement outcome.

What was the cause of death for the two students?
Both had complications caused by pneumonia on complex heart and lung conditions

It was **RESOLVED THAT** the report on Projected Achievement and Pass Rates be noted and received.

Interim Internal Quality Review

The report (document April 20/9) provided an overview of the findings of the IQR process to date for 2019/20.

Fantastic report giving governors real insight into T&L and good assurance.
Would this approach be extended to other parts of the learner journey as per Ofsted's approach to inspection?
Yes – it was part of the IQR.

First sentence needs amending as reads 100% above target
This would be amended.

Positive that 100% observations met required standard at first pass. Well done to all involved in the recruitment, training, development and management of these teachers – and of course the teachers
Areas for improvement appear attainable relatively quickly

It was **RESOLVED THAT** the interim report on the Internal Quality Review be noted and received.

FINANCE and RESOURCES

Monthly Management Accounts

The report (document April 20/10) detailed the forecast outturn position based on the first seven months of the year and assumptions about the remainder of the year.
A summary of the position at the end of February was provided.

Detail of key issues was provided.

Detail of key risks was provided.

Accepting that it is largely unknown, but was there any idea of the impact of the current position, including income and possible reclaims from LAs?
It was a bit early to come up with a figure – work was in progress on modelling worse and best scenarios at the moment.

Overall still on track for £¼ million surplus and healthy cash balance: good!
Full financial impact of COVID 19 was uncertain – however it was still possible that the College could remain in a surplus position.

Front sheet – exec summary “first three months and assumptions...” – should be seven months
This would be amended.

Please could a summary list of provisions reviewed be provided – do these total £77k?
Review of the current situation was in progress– changes in reserves and other budget variances would all contribute to a revised forecast

Could a COVID-19 adjusted forecast financial statements be provided as soon as possible (even a high level range & likelihood), including available government support, covenant risks, together with a risk register update.

It was a bit early to come up with a figure - work on modelling worse and best scenarios continued and an update would be provided to Governors in May.

A revised Risk Register would be submitted.

Could the usage of "month 6" & "month 7" references in the reports be clarified?

This would be amended to month 7.

Income and Expenditure forecast current year at £311k; Balance Sheet shows £312k in reserves?

This was a rounding difference.

Capital report – could clarity on the £3k be provided - was it boilers?

Stores

It was **RESOLVED THAT** the Month 7 Management Accounts be noted and received.

Audit Committee Meeting – 16th March 2020

The report (document April 20/11) provided detail of the business considered at the Audit Committee meeting held on the 16th March 2020

No questions/discussion points were raised.

It was **RESOLVED THAT** the update report on the Audit Committee of 16th March 2020 be noted and received.

DATE OF THE NEXT MEETING

The date of next meeting was confirmed as Thursday 14th May 2020.

Signed:

Chairman

Date: