

Minutes of: CORPORATION
 Date: 18th October 2018
 Time: 5:00pm
 Place: Board Room (L3.13)



Present: Mr S Brand
 Ms M Cook (from 5.15pm)
 Mr P Cook (Principal)
 Mrs H Fox-Williams
 Mr A Hunt
 Mr R Jones (from 5.50pm)
 Mr M Lynch (Chair)
 Mrs L Miervaldis
 Ms J Rexworthy
 Mr C Todd (Vice Chair)

In attendance: Ms J Ferguson (Vice Principal, Safeguarding and Pastoral Care)
 Ms R Herbert (Vice Principal, Quality and Curriculum)
 Ms D Reynolds (Vice Principal, Finance and Resources)
 Mrs Y Doherty (Clerk to the Corporation)

18/01 APOLOGIES

Apologies for absence were received from Mr J Bull

The Chair welcomed everyone to the first meeting of the 2018/19 academic year.

18/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/03 MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

The Chair referred to the previous position with regard to the appointment to the Board of an individual with specific safeguarding experience. This had arisen as a result of the October 2016 Ofsted inspection. It had taken a considerable amount of time to make the appointment of Mr Anil Sharma but, as reported, Mr Sharma had unfortunately tendered his resignation from the Board in June due to a change in his work commitments.

As a result, contact had been made with Ms Mona Cook who had knowledge of the College through her previous role as the Local Authority Designated Officer for Coventry Local Authority. Ms Cook had expressed an interest in being a Governor and had submitted an application. The Search and Governance Committee had interviewed Ms Cook on 9th October 2018.

The Chair provided details of Ms Cook's skills and experience, which included:

- liaison with Governors at part of the LADO role;
- experience of schools/FE/early years;
- experience of both front line social work and management;
- experience of Coventry and Warwickshire Local Authorities;
- experience of strategic roles with Local Authorities

The Search and Governance Committee recommended the appointment of Ms Cook for a four-year term of office with effect from 18th October 2018.

It was **RESOLVED THAT** Ms Cook be appointed as a Governor for a four year term of office with effect from 18th October 2018.

Ms Cook joined the meeting

It was also noted that this was the first Corporation meeting for Ms Rexworthy following her appointment with effect from 1st August 2018¹

Introductions were made.

The Chair commented on the much-improved position of the College at the beginning of the 2018/19 academic year when compared to the start of the 2017/18 academic year.

The last year had been very busy including the Ofsted re-inspection, removal from intervention by the FE Commissioner and structured oversight by the ESFA, the historical safeguarding issue, the need to develop a strategic plan for 2018/19 onwards and a difficult position with regard to learner numbers.

He confirmed his pleasure at the much improved position that had seen:

- the recruitment of more learners than had been anticipated;
- the conclusion of the historical safeguarding issue;
- the determination and approval of a Strategic Plan that was now in the process of being implemented; and
- a sufficiently improved financial position such that the College was proposing a pay award to staff for the first time in six years.

He stated that staff at all levels in the College deserved the congratulations of the Board in delivering this position.

However, it was emphasised that this position needed to be maintained or improved upon. There needed to be a focus on:

- implementing the College Strategy
- delivering the quality of provision
- residential provision
- the Aspire group
- furthering the reputation of the College to positively impact on recruitment
- to add value to the learners
- deliver the necessary outcomes to the learners

18/04 MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting (circulated, document Oct 18/1) held on 28th June 2018 were considered.

It was **RESOLVED THAT** the minutes of the meeting held on 28th June 2018 be approved.

18/05 MATTERS ARISING

[17/84](#) [Matters Arising: 17/76.2 West Midlands Pension Fund](#)
[An update on the position with regard to the refund of the additional contributions that had been paid was requested.](#)

It was confirmed that the additional payments had now been reimbursed.

¹ Evidence to be filed with signed, hard copy of minutes

17/89 Audit Committee: 89.1.1 Internal Audit Service Audit Plan 2018/19
An update was requested

It was confirmed that the revised Annual Audit Plan had been issued and reviewed by the Audit Committee and recommended for Corporation approval. The plan had been issued to serving Governors on 13.07.18 seeking confirmation of approval by 31.07.18².

17/90 Finance and Resources: 90.3 Financial Plan 2018/19 – 2019/20
It was queried if there had been any response from the ESFA with regard to the submission of the Financial Plan.

It was confirmed there had been no response to date.

18/06 **STANDING AGENDA ITEMS**

6.1 **Principal's Report**

The Principal provided a report that focussed on the progress of developments from the Strategic Plan and the impact on the College budget (circulated, document Oct 18/2).

These included:

Building College profile and repairing reputational damage

- *Hereward College Employment Hub*
- *Supported Internship provision*
- *Industry and University partners*
- *Feeder schools*

Improvement and diversification of the residential offer

- *Rebranding of the residential provision*
- *Outstanding CQC rating*
- *Step down care*
- *Improvement of residential offer*
- *Increase in Respite provision*

Meeting the needs of complex and challenging learners

- *Creation of new provision to meet the needs of Coventry and Warwickshire Local Authorities*
- *Improvement of clinical, therapeutic and behavioural support*
- *Increase in technical teaching and learning skills and behaviour management*
- *Efficiency savings*

Points highlighted included:

- The complexities of improving the site when it is in use
- Only 4% of providers achieve an outstanding CQC rating
- The Aspire group had been established sooner than anticipated, and made a significant contribution to the needs of the local community
- **The need to consider further the accommodation needs of the Aspire Group should the numbers increase.** It was acknowledged that this would necessitate the achievement of balance between learning and social spaces
- **The use of the National Levy in supporting employment initiatives.** It was reported that establishing Supported Apprenticeships was already under consideration with one of the Supported Internship providers.

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

² Evidence to be filed with signed, hard copy of minutes

6.2 Quality Improvement Plan 2017/18

The Vice Principal Quality and Curriculum presented a report on the Quality Improvement Plan (QuIP) (circulated, document Oct 18/3).

It was confirmed that the updates were highlighted in yellow and that the aspects of the Areas for Improvement that would be carried forward in to the QuIP for 2018/19 were identified via pale blue highlighting.

The attention of the Corporation was drawn to a number of points:

- *Leadership and Management*

pg.1: Skills Gaps in the governing body

This was being progressed.

- *Teaching Learning and Assessment*

pg.12:

Supported Internship completion rate of 55% was to be celebrated.

pg.19: Review ILS

An explanation of ILS was provided for the new Governors.

A restructure had been completed, including the configuration of the management team and it was reported that it had had a significant impact.

It was commented that during the Governor Learning Walks which had been completed on 18th October it had been noted that the organisation of, and contribution by, ILS staff had been much improved. Learners were also seen to be actively participating and enjoying their learning.

It was reported that it was recognised that there was still work required and that this was been addressing via the provision of training.

pg.20:

A high proportion of targeted CPD had been completed, and a further training day was scheduled for 19th October 2018. Training had delivered a positive impact and had been welcomed by staff.

pg.27:

RARPA provision had been assessed as effective and robust, with increased external accreditation. An explanation of RARPA was provided for the new Governors.

It was confirmed that the document was now historical and that this provided the opportunity for the content and format to be reviewed for the 2018/19 QuIP, as the current format had been developed in response to the October 2016 inspection and expected re-inspection.

An explanation of the Self-Assessment Report and associated Quality Improvement Plan (QuIP) was provided for the new Governors.

It was **RESOLVED THAT** the update report against the Quality Improvement Plan 2017/18 be noted and received.

6.3 Student Numbers

The Vice Principal Quality and Curriculum presented a report on the Student Numbers (circulated, document Oct 18/4).

It was noted that the report provided data on the 2018/19 academic year and the 2019/20 academic year as known at the end of September 2018.

It was commented that it also provided comparative data for the three years from 2015/16 that confirmed the decline in the number of residential learners.

It was reported that one interview week had already taken place for 2019/20 admissions and that an Open Day had been held on 17th October 2018.

The recruitment cycle was questioned.

It was confirmed that recruitment for the 2019/20 academic year had begun and would continue throughout the year. The College preferred early applications but did accept them throughout the year. Last year had seen a decline in the number of applications until very late in the year when there had been a considerable increase in numbers received during May, June and July.

It was commented that the regular updates, including those outside of the meeting cycle, provided by the SLT were very helpful and the work completed over the summer to ensure the current level of learner numbers was recognised.

It was confirmed that due, to the agreed reduction in the number of meetings, reports on Student Numbers and the Monthly Management Accounts would be issued on a monthly basis between meetings.

It was reported that the next report on Student Numbers should include indicative numbers of returning and restarting learners for 2019/20.

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

6.4 Outcomes and KPIs

6.4.1 Position Statement for Outcomes 2017/18

The Vice Principal Quality and Curriculum presented a report on Learner Outcomes for 2017/18 (circulated, document Oct 18/5).

It was confirmed that the report provided a position statement on the key aspect of 'Outcomes for Learners' linked to the Ofsted Common Inspection Framework and which would form part of Section 6 of the Self-Assessment Report 2017/18.

It was highlighted that the report was based on provisional data with headline achievement rates having remained mostly static for three years. The percentage of leavers gaining employment had improved to 23% (from 13%) against a national statistic of 6%³. If voluntary employment was included, this increased further to 33%.

It was suggested that this was a key strength and that achievement rates against national statistics should not be underplayed.

It was queried when the destination data was measured.

It was confirmed that work to collate 'intended' destination data began in May with leavers being followed up in September; however, it was an ongoing process where possible, and was revisited as part of the Self-Assessment reporting process.

It was **RESOLVED THAT** the position statement on Outcomes for Learners 2017/18 be noted and received.

6.4.2 KPIs 2017/18

The Data Dashboard for 2017/18 was presented, showing the outturn performance at the end of the year (circulated, document Oct 18/6).

³ Health and Social Care Information Centre

It was confirmed that the 2017/18 performance was identified in the new proposed KPIs (see minute 6.4.3).

It was noted that the measures for 2018/19 would not include apprenticeships. It was agreed that the regular reporting of performance throughout the academic year meant that there were no points of issue for discussion.

It was **RESOLVED THAT** the outturn performance against the KPIs 2017/18 be noted and received.

6.4.3 Proposed KPIs for 2018/19

The Principal presented on a report on the proposed KPIs for 2018/19 (circulated, document Oct 18/7).

It was confirmed that the KPIs had been reviewed to ensure relevance, and it had been identified that some had been an incorrect measure or that the target had been inaccurate.

The report provided detail on the Data Dashboards for each area of VP responsibility, including proposed removal, amendment or additional KPIs and, where appropriate, the amendment of targets.

Points of discussion included:

Percentage of teachers with a specialist qualification, **amended** to percentage of teachers with a specialist SEN qualification at level 2 or above.

The reasoning for the proposed amendment was noted, however, it was questioned if the same measure would apply to all staff or if a higher level of qualification would be expected from the teaching staff.

It was advocated that the teaching staff already had a higher level of qualification (Level 5/PGCE), and that the level of qualification needed would also be dependent on learner need. It was suggested that mentors/ILS could have a more technical approach to dealing with learners, which whilst recognised as a high level of skill, there remained a need for equity to ensure the same level of understanding between staff and to achieve a common minimum standard.

Confirmation was sought that all teachers had a PGCE qualification, as this had not previously been the case.

It was confirmed that the qualifications of teaching staff were PGCE or equivalent.

It was further stated that consideration would be given to amending the measure to a Level 3 qualification but that would be dependent on what was available and appropriate.

In-year long retention

It was highlighted that this should just be 'retention'

Percentage of classroom observations that highlight the embedding of Equality and Diversity as good, **amended** to percentage of observed lessons where effective consideration is given to Equality and Diversity.

The reasoning for the proposed amendment was noted, but it was queried whether this would be measured just through observations.

It was reported that observation was only part of the processes adopted to measure performance.

Paid employment as a destination – increase the target to 23% (from 14%).

This was considered very ambitious. Confirmation that it was for the whole cohort of leavers was sought.

This was confirmed, as was the belief that having achieved 23% in 2017/18 the focus should be to maintain or improve this level of performance.

Target sickness level increase to 5% (from 4%). The reasoning for the proposed amendment was noted but it was queried that the data indicated that the issue had only been in 2017/18.

Reference was made to the HR Report (see minute 9.3).

It was stated that there were some issues with the accuracy of sickness reporting in previous years.

It was questioned if the target was achievable and did it offer 'stretch'?

It was advocated that it did offer 'stretch' as the reporting of sickness absence was on a 12-month rolling programme. It was considered that the previous target had been overly ambitious, and that future consideration would be given to reducing the 5% target as appropriate.

There was discussion of the methods of sickness management.

It was confirmed that the processes were subject to constant review.

There was discussion of the use of 'days lost' as a measure.

It was acknowledged that this was similar to reporting a percentage and that there was no national benchmark data for 'days lost' as a comparator.

It was agreed that total 'days lost' data would be included in future HR reports.

Learner pass rates. It was noted that previous performance was:

2015/16	96%
2016/17	95%
2017/18	93%

The proposed target for 2018/19 was 98%; it was questioned if this was achievable.

It was confirmed that this was considered challenging.

It was **RESOLVED THAT**, subject to the discussions, the proposed KPI Data Dashboard 2018/19 be approved.

18/07 SAFEGUARDING AND PREVENT

7.1 Annual Safeguarding Report 2017/18

The Vice Principal Safeguarding and Pastoral Care presented the Annual Safeguarding Report 2017/18 (circulated, document Oct 18/8).

The purpose of the report was to provide the Corporation with an overview of the safeguarding key achievements and data for 2017/18 and future actions. The annual report provided data on safeguarding incidents, referrals, ethnicity, LLD data, staff and learner training, learner feedback, serious case review and a learning brief.

There was detailed discussion of the report including the College approach to determining the level of support/intervention required dependent on circumstances.

A summary of the 2017/18 position was requested.

It was reported that a substantial amount of work had been completed very quickly, including improved reporting and learner management. It was now important to ensure that the improvements were sustained.

It was queried if safeguarding was embedded consistently.

It was confirmed that where there were any issues they were addressed.

It was noted that the report presented was very comprehensive.

It was **RESOLVED THAT** the Annual Safeguarding Report 2017/18 be noted and received.

7.2 Safeguarding Update October 2018

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding Update Report 2018/19 (circulated, document Oct 18/9).

The report provided a position statement with regard to Safeguarding at the start of the 2018/19 academic year.

Detail included:

- learner numbers
- safeguarding induction
- completion of risk assessments
- MDT meetings
- Referrals
- The Aspire Group
- Newly appointed clinical team

It was **RESOLVED THAT** the Safeguarding Update Report 2018/19 be noted and received.

7.3 Prevent Duty Risk Assessment October 2018 and Prevent Strategy

The Vice Principal Safeguarding and Pastoral Care presented a report on the Prevent Duty Risk Assessment/Action Plan and Prevent Strategy (circulated, document Oct 18/10).

The action plan provided evidence of compliance with the Prevent Duty, with the updates highlighted in yellow.

Points of discussion on the action plan and strategy included:

The need to appoint a governor for Prevent.

Two identified Single Point of Contact, where the Prevent Strategy only identified one. Action Plan to be amended.

Reference to Learner Leadership should be amended to Learner Involvement.

It was agreed that an email be sent to Governors explaining the role of the Prevent Governor, the commitment required and available training in order to seek volunteers.

It was **RESOLVED THAT**

- i. subject to the discussions, the Prevent Duty Risk Assessment/Action Plan be amended, noted and received;
- ii. the Prevent Strategy be approved.

18/08 QUALITY AND STANDARDS**8.1 Quality and Standards Committee Meeting – 26th September 2018**

The Chair presented on the Quality and Standards Committee Meeting – 26th September 2018 (circulated, document Oct 18/11).

The business considered and detail brought to the attention of the Corporation included:

Hereward Training

Employability and Enterprise

Learner Leadership 2017/18

parts of which were covered on the main agenda

Quality Improvement Plan (QuIP)

see minute 18/6.2

Self-Assessment Report 2017/18

Data Dashboard/KPIs

see minute 18/6.4.3

Annual Complaints Report 2017/18)

see minute 18/8.3

Committee Terms of Reference

Appendix 1 to the report

Attention was drawn to the offer of Hereward Training and that this was now predominately Distance Learning.

Committee Terms of Reference - Appendix 1 attached to the report

The Committee had considered the Terms of Reference for 2017/18

The Committee considered that the following areas required amendment:

- References to Learner Leadership should be amended to Learner Involvement.
- Target Setting: the wording should be revised to:

Raise standards by ~~setting targets~~, agreeing performance indicators **and targets**, and monitoring progress (including benchmarking) for student retention, achievement and progression, including to continuing education and into employment, and teaching, learning and assessment profiles

It was agreed that the Terms of Reference for 2018/19 be **recommended** for Corporation **approval**.

It was RESOLVED THAT

- i. the update report on the Quality and Standards Committee meeting held on 26th September 2018 be noted and received.
- ii. subject to the amended wording, the Quality and Standards Committee Terms of Reference 2018/19 be approved.

8.2 Learner Leadership

8.2.1 LOOP Report 2017/18

The Vice Principal Safeguarding and Pastoral Care presented LOOP 2017/18 report (circulated, document Oct 18/12).

The LOOP report for 2017/18 reflected the views of approximately 200 students who had together published 157 reviews. The three broad themes reviewed were:

- Teaching and Learning
- Aspirations and the World of Work
- Safety and Well-being

The highest rated areas during the year were:

- Teaching quality
- How safe I feel
- Learning Facilities
- Work Experience

The lowest rated areas were:

- Links with community and business
- Careers advice
- Catering facilities

Learners gave star ratings for the College against 14 different areas, 10 of which saw an increase in rating from 2016/17.

The report contained comparative data with the survey from 2016/17.

Points of discussion included how evidence in support of the report findings was achieved. In particular it was questioned how well the learners were supported in completing the survey whilst ensuring that their independence was maintained. Concern with regard to influence was expressed.

It was reported that support was provided for those learners that required it in completing the online questionnaire, and that the findings were discussed with learners at a meeting to consider the initial report.

It was advocated that the focus was the actions taken to address the identified issues.

It was suggested that strong internal communication should be provided, e.g. 'you said...we did...' displays in social areas.

It was acknowledged that this was something that required further development.

It was confirmed that the survey would be completed earlier in the 2018/19 academic year so that the report could be published and work to address issues completed with the learners who had contributed to the survey.

It was **RESOLVED THAT** the LOOP 2017/18 report be noted and received.

8.2.2 Learner Involvement Strategy and Activities Cycle 2018/19

The Vice Principal Safeguarding and Pastoral Care presented a report on the Learner Involvement Strategy and Activities Cycle 2018/19 (circulated, document Oct 18/13).

The purpose of the Strategy and Activities Cycle was to provide detail on the mechanisms used for capturing the learner voice and the associated schedule.

It was reported that the College was currently recruiting to a part time position to provide support in the delivery of the strategy and activities.

A number of typographical errors in the document were identified.

It was **RESOLVED THAT**

- i. the update on the Learner Involvement Strategy and Activities Cycle 2018/19 be noted;
- ii. the Learner Involvement Strategy and Activities Cycle 2018/19 be approved.

8.3 Annual Complaints Report 2017/18

The Vice Principal Quality and Curriculum reported on the Complaints 2017/18 report (circulated, document Oct 18/14).

There had been a significant reduction in the number of complaints received in the academic year 2017-18.

The annual total was 7, compared to 15 in the previous year.

No complaints were received in the Spring term and only one in the Summer term.

The report summarised the key headline data from complaints received during the 2017/18 academic year.

Detail of the complaints, comparative data and Diversity monitoring information was also provided.

It was agreed that the significant decrease in complaints was positive, and attributable to the general progress made by the College.

It was **RESOLVED THAT** the Annual Complaints Report 2017/18 be noted and received.

18/09

FINANCE AND RESOURCES

9.1 Monthly Management Accounts (Month 12)

The Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 12 (circulated, document Oct 18/15).

The report detailed the final outturn financial position against the budget for 2017/18.

A summary of the position was provided:

	Month 12		
	Budget	Actual	Variance
	£000	£000	£000
Income	8,406	8,304	(101)
Expenditure	8,398	8,358	41
Operating Surplus (Deficit)	8	(54)	(62)
Revaluation adjustment	58	58	(62)
Surplus/(Deficit)	66	4	190

The revised budget agreed in October 2017 showed an operating surplus of £8,000. The outturn position was a deficit of £54,000, subject to the auditing of the annual accounts.

Detail of key issues was provided and included:

- Financial health with the current set of results is “Good”.
- Performance against target for ‘other income’
- Underspend, with detail provided
- The cash balance at the end of the period
- Work completed on the capital programme
- Banking covenants were met

Detail of key risks was provided and, as previously reported, they were DSA Assessments, expenditure on agency staff and earning SFA income.

Summary detail of the position with regard to the SFA allocation was provided. It was reported that the position had been closely monitored, and that the outturn indicated an underperformance of 6.66%. Clawback was anticipated as this exceeded 5%. This was reflected in the accounts. There would be no amendment to the AEB allocation for 2018/19 as the outturn was less than 20% below the allocation.

Discussion points included

- It was a strong financial performance
- The strong financial position had helped when there had been other issues within the College
- The strong financial position and management had provided a foundation for the College’s survival
- All involved should be congratulated on the performance achieved in difficult circumstances

There was discussion of the AoC recommendation with regard to a 36-month forecast of the cash position.

It was reported that the cash position was reported monthly in year but to produce a 36-month forecast regularly would be impractical given the variables encountered as a result of the funding methodology for the learners.

It was suggested that this needed to be considered in light of the recommendation and the insolvency regime.

It was acknowledged that it was an indicator of good practice but to complete the exercise regularly would be disproportionate in the current funding environment.

It was agreed that a 36-month forecast would be produced, as a one off, with an explanation of the assumptions that had been utilised.

There was discussion of the costs of agency staff during 2017/18 and the position for 2018/19.

It was confirmed that it was not anticipated that this would be a recurring issue.

The capital budget was discussed and confirmation that the underspend would not impact on maintenance costs was sought.

It was reported that the capital programme had delivered all the work that had been required.

It was **RESOLVED THAT** the Month 12 Management Accounts be noted and received.

9.2 Revised Budget 2018/19

The Vice Principal Finance and Resources reported on the Revised Budget 2018/19 (circulated, document Oct 18/16).

It was highlighted that the budget included the following detail:

- Income based on an increased level of student numbers
- Expenditure
- The projected surplus
- The establishment of the Aspire Group
- The impact of transport issues
- The financial health of the College continued to be assessed as 'Good' on the basis of the revised budget
- The capital budget remained unchanged
- The banking covenants would be met
- A 1.5% staff pay award was recommended for approval

[There was discussion of the transport issues being experienced by some learners funded by Coventry Local Authority.](#)

It was reported that this issue was considered regularly by the SLT and it had been factored in to the approach to Admissions for 2019/20. It was suggested that it presented a significant risk to deterring applications and the College was working with SENDIASS to review what assistance could be offered to families. It was suggested that early intervention could be of the most value.

In relation to the learners for 2018/19, submissions to the Ombudsman were being considered.

It was confirmed that if the learners were not able to take up their college places the funding would be returned to the LA.

[The possibility of the College providing transport was raised.](#)

It was stated that whilst the College would do everything it could to support learners in this situation it was not financially viable to offer such a service. It was advocated that the best recourse available to these learners was the legal process.

[Confirmation was sought that the costs of the proposed pay award included the pension contributions impact.](#)

This was confirmed.

[It was noted that the revised budget presented would be that used for monitoring/reporting throughout the year. It was recognised that a substantial amount of work had been completed and it was queried if more detail could be provided.](#)

It was reported that there had been a number of unexpected changes as detailed, however, this remained subject to further change, such as the loss of learners.

The focus was about managing the budget and reporting the variables as necessary. This would form part of the forecasting that would be reported from Month 3.

[The provision of three-year trends was raised.](#)

It was advocated that this had formed part of the two-year financial plan produced at the end of 2017/18. This had also fed into the Strategic Plan.

It was agreed that consideration would be given to what could be provided as part of the monthly reporting.

[Confirmation of when the pay award would be applicable from was requested.](#)

It was confirmed that the pay award would apply from 1st August 2018.

It was **RESOLVED THAT**

- i. the revised budget for 2018/19 be approved;
- ii. the proposed pay award of 1.5%, from 1st August 2018, be approved.

9.3 HR Report

The Vice Principal Finance and Resources presented the HR Report (circulated, document Oct 18/11).

Detail was provided on:

- Staff Turnover, which was below target;
- Number of Employee Relations Issues, data was provided;
- Vacancy Rate, above target;
- Core Training Completed Rate, above target;
- Sickness, above target;
- Appraisal completion rate;
- Workforce profile;
- Restructure;
- Policies and Procedures reviewed, updated and presented for approval;

There was discussion of the target rate for staff turnover.

It was confirmed that this was based on sector benchmarking.

It was noted that the College was not obliged to report on any gender pay gap, but that it was being considered as a matter of good practice.

It was **RESOLVED THAT** the HR report be noted and received.

9.4 General Data Protection Regulation Update

The Vice Principal Finance and Resources presented a GDPR Update report (circulated, document Oct 18/18).

An update on progress included:

- The establishment and membership of the Data Protection Group
- No reported breaches
- Data Subject Access Requests, with detail
- Issues dealt with by the DPO
- The completion of an IT audit
- Data audits
- Encryption
- Staff training.

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

9.5 Annual Health and Safety Report 2017/18

The Vice Principal Finance and Resources presented the Annual Health and Safety Report 2017/18 (circulated, document Oct 18/19).

The report provided an overview of the work completed by the Health and Safety Committee during 2017/18, a summary of the reported safety incidents during 2017/18 including trends and comparative data for the previous four years.

Activities to promote and improve safety in 2017/18 had included:

- Risk assessment review and evaluation, with detail provided
- Safeguarding, with detail provided
- Compliance testing.
- Site security.
- Asbestos management.
- Water management.
- Audits.
- Environmental/green issues, with detail provided.
- Training, 91% of staff training on mandatory health and safety courses had been achieved compared to 92% in 2016/17

There were no RIDDOR reportable incidents during 2017/18.

There were 129 reported incidents in 2017/18, compared to 213 in 2016/17, 161 in 2015/16, 157 in 2014/15 and 134 in 2013/14.

Detail was provided on suggested reasons for the fluctuating numbers of reported incidents.

There had also been a decrease in incidents involving Looked After Children and care leavers.

The data relating to the completion of Health and Safety training was highlighted and it was confirmed that there was a focus on areas wherever completion was below 80%.

It was commented that the College had tried and tested policies and procedures for Health and Safety and that it was good to see a reduction in the level of reported incidents.

It was queried if the actions/progress in relation to safeguarding had delivered a positive impact on Health and Safety.

This was not thought to be the case, with Health and Safety having already been well established within the College.

It was commented that the report presented was very comprehensive.

It was **RESOLVED THAT** the Annual Health and Safety Report 2017/18 be noted and received.

9.6 Policies

The Vice Principal Finance and Resources presented the reviewed Health and Safety and Redundancy policies (circulated, document Oct 18/20).

9.6.1 Health and Safety Policy

It was confirmed no changes had been made.

9.6.2 Redundancy Policy

Changes had been highlighted in yellow.

- To set out the legal requirements on consultation periods
- To change the number of days that an appeal has to be made in from 7 to 5 working days, which will bring it in line with other appeal processes

It was **RESOLVED THAT**

- i. the Health and Safety Policy 2018/19 be approved;
- ii. the Redundancy Policy be approved.

18/10 GOVERNANCE

10.1 Governor Link Scheme

The Clerk presented a report on the Governor Link Scheme (circulated, document Oct 18/21).

- Only two Governors were able to complete the minimum three visits under the link scheme for 2017/18;
- Two other Governors completed one visit to their link department;
- Feedback was provided from Governors and College Managers;
- Feedback was positive, with Governors confirming better understanding of the work of the departments/areas they linked to;
- Due to changes in the Board membership and the limited application of the scheme in 2017/18 a full feedback report had not been produced;
- A number of recommendations to improve the scheme for the 2018/19 academic year had been identified:
 - The link visits for 2018/19 continue to be scheduled by the Clerk in liaison with Governors and the relevant college managers;
 - Where possible the dates for the visits in 2018/19 to be agreed before the end of October 2018;
 - The feedback reports from Governors and Managers to be produced following every meeting, within a two-week timeframe.

The list of link departments for 2018/19 was provided.

It was emphasised that for the scheme to be effective and add value to those involved there needed to be a greater level of engagement. It was confirmed that the Clerk would issue the protocol for the scheme and seek confirmation of Governor availability to fulfil visits in each of the three terms.

It was **RESOLVED THAT** the Governor Link Scheme Report be noted and received.

10.2 Governance Self-Assessment Report 2017/18

Members considered a report on the outcomes from the Governance self-assessment process completed over the summer 2018 (circulated, document Oct 18/22)

Members of the Corporation had engaged in a self-assessment process for 2017/18 that was completed by a number of colleges (12) within the West Midlands region. It was based on the Ofsted Common Inspection Framework.

Those colleges taking part had been provided with an analysis of the responses from all colleges who had completed the survey, and a separate report for each individual college that provided the feedback from their governors.

Data was provided on the responses to each question as a total and, separately, those from Hereward governors.

Points for improvement and development were identified.

It was **RESOLVED THAT** the Governance Self-Assessment Report 2017/18 be noted and received.

18/11 ANY OTHER BUSINESS

The Chair reported that further to recent changes to the membership of the Corporation and associated communications that:

- i. Members had appointed Mr Chris Todd to the role of Vice Chairman;
- ii. Mr Stephen Brand had agreed to fulfil the role of Chairman of the Audit Committee, in the short-term;
- iii. Mr Chris Todd had agreed to serve on the Audit Committee, in the short-term

It was **RESOLVED THAT** these membership actions be noted and approved.

18/12 DATE OF THE NEXT MEETING

The date of next meeting was confirmed as Thursday 13th December 2018.

Signed:

Chairman

Date: