

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



Present: Mr S Brand
 Mr P Cook (Principal)
 Mr M Lynch (Chair)
 Mrs L Miervaldis
 Mr I Pursglove (from 5.10pm)
 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)

18/13 APOLOGIES

Apologies for absence were received from Ms M Cook, Mrs H Fox-Williams, Mr A Hunt and Mr R Jones.

18/14 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/15 SEARCH & GOVERNANCE COMMITTEE – 20th NOVEMBER 2018

Further to the email issued by the Clerk on 21st November 2018 the Chair confirmed that, having received an application from Mr Pursglove, the Search & Governance Committee had met to interview him on 20th November 2018.

The Committee had concluded that Mr Pursglove had appropriate skills and expertise to meet the current needs of the Board, with the detail having been provided in the email from the Clerk.

The Search and Governance Committee recommended the appointment of Mr Pursglove for a four-year term of office with effect from 13th December 2018.

It was noted that Governors had responded to the email to indicate their support of the appointment of Mr Pursglove¹.

It was **RESOLVED THAT** Mr Pursglove be appointed as a Governor for a four year term of office with effect from 13th December 2018.

Mr Pursglove joined the meeting

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

18/16 MINUTES FROM THE PREVIOUS MEETING

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

It was noted that there was an error in the table presented on page 11.

It was **RESOLVED THAT**, subject to this correction, the minutes of the meeting held on 18th October 2018 be approved.

18/17 MATTERS ARISING**18/7.3 Prevent Duty Risk Assessment**

It was reported that the Clerk had provided detail to Ms Cook on the role of the Prevent Governor and requested that she consider fulfilling the role in addition to that of Safeguarding Governor. Ms Cook had agreed.

**18/9.1 Monthly Management Accounts
36 month forecast**

It was reported that this would be produced for the February 2019 meeting of the Corporation.

18/9.2 Revised Budget 2018/19

It was reported that the pay award had been positively received.

18/10.1 Governor Link Scheme

It was reported that only one Governor had yet to complete their visit for the autumn term. A link department would be discussed with Mr Pursglove.

18/18 STANDING AGENDA ITEMS**18.1 Principal's Report**

The Principal provided a report to members of the Corporation with a brief update on internal and external developments (circulated, document Dec 18/2).

All Party Parliamentary Committee on Assistive Technology (APPGAT)

- The College was a member of this influential committee that was made up of MPs and Peers who were interested in the opportunities presented by assistive technology (AT).
- Detail was provided.
- Continued membership of the Committee was considered of value as AT was part of the Strategic Plan

Coventry SEN and CQC inspection

- The joint Ofsted and CQC inspection for SEN for Coventry was expected in the New Year.
- The local authority was the body under scrutiny
- Inspectors would visit many of the specialist providers in the city.
- Following the inspection, a letter would be published on the Ofsted website detailing the strengths and weaknesses of the local authority.

The reason for the inspection was questioned.

It was reported that it was just as scheduled.

Warwickshire Preparing for Adulthood meeting

- The College was in regular attendance at this important networking forum.
- A review of paid employment outcomes was conducted at the November meeting.
- General further education college colleagues reported outcome rates for learners moving into paid employment of either 6% or 7%.
- Hereward College reported a figure of 23%, which was considered highly impressive.

Aspire Group and Learning For Life Group

- The formation and initial success of the Aspire group had resulted in the receipt of an increased number of Education Health and Care Plans for learners that LAs had not been able place.
- Some of these learners were too challenging for Hereward College at present.
- There had been some successful applicants, detail was provided
- The process of securing funding for the additional learners the College is able to accommodate had greatly improved.
- There are outstanding tribunals in process for learners seeking a place at College.

The question of who was dealing with the admissions of these complex learners was raised.

It was reported that the specialist staff who dealt with the groups in question were involved with oversight from the SLT and Admissions Manager.

It was queried if there were any Life applications for residential places.

It was confirmed that there was an application from an existing learner but that this remained an area for development (due to the required expertise)

There was discussion of potential risk as a result of the level of success of this provision, e.g. accommodation.

It was confirmed that there were no concerns for September 2019, but that it would need careful consideration if the potential to develop the provision beyond this (to three discrete groups) was achieved.

19 Plus Transport Issue

- As reported, this continued to be an issue with parents working together to try to address it with the LA.
- Some parents were now pursuing a legal remedy with others working with the Ombudsman service to pursue their cases.

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

18.2 Student Numbers

The Vice Principal Quality and Curriculum presented a report on the Student Numbers (circulated, document Dec 18/3).

- The data for returners and restarts was best estimates at this time.
- It was on par with the position this time last year (for entry in the new academic year).
- Residential applications were still being monitored, with additional targeted marketing being progressed.

It was suggested that, from the data, the number of leavers would be the minimum level of recruitment required for 2019/20.

It was confirmed that the target recruitment numbers provided were those included in the Strategic Plan.

Actions included the reintroduction of accredited programmes to the Foundation level programmes.

The issuing of the Marketing/Recruitment Strategy was requested and agreed.

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

18.3 Data Dashboard 2018/19

The Data Dashboard was considered (circulated, document Dec 18/4).

Discussion points included:

- **Apprenticeships**
The provision had concluded.
- **Appraisal rates**
A lot of work had been completed since the distribution of the report to deliver an improved completion rate.
- **Additional income – profile**
It was not usual to profile this income but to report the actual performance. A cautious approach was adopted, which would mean that the RAG rating would improve as the year progressed.
It was advocated that without a budget forecast it was difficult to ascertain if performance was 'on track'.
It was agreed that this would be included in the reporting of the monthly management accounts.
The level of confidence in achieving the target was queried.
It was acknowledged that in the last few years the target had been missed, but within what was considered to be a reasonable margin.
- **% of staff completing Safeguarding training (classroom based).**
This was now 100% (as per the Safeguarding report). This was subject to a rolling training programme and staff turnover. It was confirmed that the staff turnover data was reported on a 12-month cumulative basis.

There was discussion of the use and meaning of the RED RAG rating, and it was suggested that it should be a confidence indicator against the target and also to identify areas that required monitoring.

It was **RESOLVED THAT** Data Dashboard 2018/19 update report be noted and received.

18/19 Update on the Strategic Plan 2018-20

The Principal provided an update on the objectives in the delivery plan section of the Strategic Plan (circulated, document Dec 18/5).

Highlighted points included:

- The importance of good practice visits to other specialist colleges.
- The visits were to two grade one colleges and two grade two colleges.
- Detail was provided.
- Discussion on maintaining and improving the standard of teaching learning and assessment, in particular where larger class sizes could be a possible cause of a deterioration of standards.
- Evidence indicated a strong performance in observed sessions and of standards being maintained.
- Repairing reputational damage: evidence was provided.

There was discussion of a number of points:

- The need to update/refresh the documentation. It was recognised that a substantial amount of the potential developments identified at the original strategic planning day remained part of the plan and that there had been no consideration of when a 'refresh' would be considered. It was noted that it was intended that delivery of the strategic plan was the focus of the planned Strategy Event in February 2019.
- It was acknowledged that there had originally been some concern with regard to the capacity to deliver the plan, but that some aspects had developed faster than had been anticipated.

- It was suggested that the format for the future could be to have a strategic plan that covered more than a two-year period and which would allow for developments delivered over that period to be split into annual plans.
- It was suggested that the current document could be annotated with updates if not refreshed.
- Devolution of the AEB, the focus on higher-level qualifications and the impact.
It was noted that the distance learning provision was likely to include devolved and non-devolved areas and so consideration should be given to the strategic relationship of the college with all areas. It was advocated that this would maintain the profile of the College and provide an opportunity to highlight the College strengths. It was suggested that the offer of a niche specialist area could be of interest to other devolved areas.
It was agreed that a report on devolution of the AEB be presented to the next meeting of the Corporation in February 2019.

It was **RESOLVED THAT** the update on the Strategic Plan 2018-20 be noted and received.

18/20 FINANCE AND RESOURCES

20.1 Audit Committee Meeting – 22.11.18

A report was received to provide the Corporation with an update on the work completed by the Audit Committee at its meeting on 22nd November 2018 (circulated, document Dec 18/6).

Business considered included:

- Committee Terms of Reference
- Audit Committee Annual Report 2017/18
- Internal Audit Service Annual Report 2017/18
- Progress against the Annual Internal Audit Plan 2018/19
- Annual Risk Management Report 2017/18 (see minute 18/20.2)
- Risk Management Policy (see minute 18/20.3)
- Strategic Risk Register 2018/19 (see minute 18/20.4)
- Financial Statements for year ended 31st July 2018 (see minute 18/20.5)
- External Audit Findings Report and Letters of Representation (see minute 18/20.5)
- Students' Union Accounts 2018/19 (see minute 18/20.6)
- Business Continuity Plan (see minute 18/20.9)
- Annual Value for Money Report 2017/18

The Chair of the Committee commended the Vice Principal Finance and Resources and the Finance Team for the clean accounts.

The Corporation was asked to **APPROVE**:

- The Audit Committee Terms of Reference

The Corporation was asked to **ACCEPT**:

- The Audit Committee Annual Report 2017/18

Audit Committee Terms of Reference

It was reported that the Committee had agreed one minor amendment, as identified.

It was **RESOLVED THAT** the Audit Committee Terms of Reference 2018/19 be approved.

Audit Committee Annual Report 2017/18

It was noted that the Audit Committee had considered the contents of the Audit Committee Annual Report to the Corporation, including the reports provided by the internal and external audit service.

The main points of the report were:

- The Committee's opinion **was** that the College had adequate and effective audit arrangements and processes with regard to governance, risk management and control and for achieving economy, efficiency and effectiveness, the solvency of the institution and safeguarding of its assets.
- The Financial Statements Auditors had provided an unqualified opinion.
- Regularity Audit – the auditors concluded there were no issues of concern arising from the audit.
- The need for governor attendance to improve against the target of 80%.

Detail was provided on the findings of the internal audit reviews, other relevant reviews, Risk Management, the Internal Audit Service Opinion 2017/18, the financial statements and the regularity audit.

It was **RESOLVED THAT** the Audit Committee Annual Report 2017/18 be accepted.

20.2 Annual Risk Management Report 2017/18

The Vice Principal reported on the Annual Risk Management Report 2017/18 (circulated, document Dec 18/7).

- It was noted that the report was in the same format as previous years and had been considered by the Audit Committee.
- The Internal Audit Service had just completed an audit review on this area of College work.
- The report to the Corporation was recognised as good practice.

Highlights included:

- annual review of the Risk Management Policy, approved by the Corporation in December 2017.
- the SAR process included an analysis of risk, which identified the Operational Risk Register for each department.
- updates on progress had been provided to the Committee and Corporation throughout the year.
- analysis of categorisation of risks for 2017/18 and comparison with 2016/17 (details provided).
- 23 strategic risks identified for 2017/18, compared to 22 for 2016/17.
- after a comprehensive review and update the significant risks from 2016/17 remained valid for 2017/18, with the addition of a further risk in respect of the College's Prevent duties.

The report provided further information on actions taken within the year in relation to mitigating risk, referencing the risks to performance against the agreed KPIs from the data dashboard as appropriate, and detailing any additional actions taken.

[One minor amendment to the report with regard to governor recruitment was identified.](#)

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

20.3 Risk Management Policy

The Vice Principal Finance and Resources reported on the Risk Management Policy (circulated, document Dec 18/8).

There were no revisions to the policy.

It was confirmed that the policy had been considered by the Audit Committee and was recommended for the approval of the Corporation.

It was **RESOLVED THAT** the Risk Management Policy be approved.

20.4 Strategic Risk Register 2018/19

The Vice Principal Finance and Resources reported on the Strategic Risk Register 2018/19 (circulated, document Dec 18/9).

It was confirmed that the Strategic Risk Register had been updated for 2018/19, which included revised wording and RAG ratings where appropriate. Changes were highlighted in yellow and reflected the current position of the College.

- The review had maintained the number of strategic risks at 23.
- Reduced the number of significant risks to 6.
- The number of risks assessed as contingent increased to 13.
- 4 risks maintained as house-keeping.

The proposed Strategic Risk Register 2018/19 had been considered by the Audit Committee and was recommended for approval by the Corporation.

Discussion points included:

- The update of the identified Governor with regard to Prevent.
- Confirmation that a review of the Admissions *process* was in progress (rather than a strategy).

It was **RESOLVED THAT** the Strategic Risk Register 2018/19 be approved.

20.5 Financial Statements 2017/18

The Vice Principal Finance and Resources presented the Financial Statements 2017/18 and the External Audit Findings Report, which included Letters of Representation (circulated, document Dec 18/10).

It was reported that the Financial Statements had been reviewed by the Audit Committee, which had confirmed that they were a clean set of accounts with no recommendations.

Key features of the Annual Accounts that were highlighted included:

- The retained surplus.
- The impact of FRS 102 and the treatment of pension liabilities.
- The Total Comprehensive Income for the Year, taking into account the actuarial loss in respect of defined benefit pension schemes.
- Total net assets, which were impacted by the Local Government Pension Scheme being treated as a long-term creditor.
- The bank covenants were met.
- The College financial health assessment remained 'Good'.
- Cash reserves that supported the assessment of the College as a Going Concern.
- It was a clean, unqualified audit.

It was questioned if the ESFA final reconciliation had been received.

It was confirmed that it had.

Going Concern

- The Board was required to form a view in approving the accounts of whether the College remains a “going concern”.
- The key consideration for the Board was whether there were cash flow forecasts and monthly budgets covering at least 12 months from the date of approval of the financial statements.
- The financial plan indicated continued compliance with the bank covenants in 2018/19.
- Cash reserves remained high and sufficient to meet liabilities over the next 12 months.

Therefore, the recommendation was that the College continued to be a “going concern”.

Discussion highlighted the need to consider the appropriateness of the wording within the report in relation to Equality and Diversity.

The Vice Principal Finance and Resources acknowledged the high standard of work in the accounts and confirmed that credit should be given to the Finance Manager, Ms Taylor-Farren, and her team.

External Audit Findings Report 2017/18

The Corporation agreed that the appendices (Emerging Issues) were particularly helpful for Governors.

There was discussion of the detail provided in relation to ‘Career Hubs’.

It was noted that this applied to the most disadvantaged areas and, whilst this did not include Coventry, there was a need to consider if the College drew learners from these areas identified as disadvantaged.

It was **RESOLVED THAT**

- i. the assessment that the College remained a ‘Going Concern’ be agreed;
- ii. the Financial Statements and Letters of Representation for the year ended 31st July 2018 be approved and signed.

20.6 Students’ Union Accounts and Annual Report 2017/18

The Vice Principal Finance and Resources reported on the Students’ Union Accounts and Annual Report 2017/18 (circulated, document Dec 18/11).

It was reported that these were separate to the college accounts, and were produced with support from the Finance Team.

The deficit position was noted.

Detail was provided on the events that had taken place during the year.

It was also confirmed that at end of 2017/18 academic year, the post of Youth Worker had become redundant and some of the responsibilities of this role had been incorporated into the Safeguarding Coordinators role. The Learner Leader had also resigned with interviews for a replacement having been held in November 2018.

It was **RESOLVED THAT** the Students’ Union Accounts and Annual Report for year ended 31st July 2018 be noted.

20.7 ESFA Financial Health Assessments and Financial Dashboard

The Corporation considered the ESFA Financial Health Assessments and Financial Dashboard (circulated, document Dec 18/12).

It was noted that the report had previously been issued by email in October.

The report confirmed the financial assessment of the College for 2017/18 and 2018/19 as 'Good'.

It was **RESOLVED THAT** the ESFA Financial Health Assessments and Financial Dashboard be noted and received.

20.8 Monthly Management Accounts

The Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 3 (circulated, document Dec 18/13).

The report detailed the forecast outturn position based on the first three months of the year and assumptions about the remainder of the year.

A summary of the position at the end of October was provided.

Detail of key issues included

- The Financial health assessment.
- Performance against target for other income.
- Underspend, with detail provided.
- Student numbers.
- The cash balance at the end of the period.
- Work completed against the capital budget.

Detail of key risks was provided which at this stage included earning AEB income and DSA assessment income.

There was discussion of changes to the AEB as a result of the intended devolved responsibility to the West Midlands Combined Authority.

Clarification was provided to a query raised in relation to the salaries budget.

It was commented that it was pleasing to see a forecast surplus and that this represented a much improved position from that which had been anticipated when the original budget for 2018/19 was presented.

It was confirmed that the management team were confident with regard to the forecasts and what was being presented. However, there were still a number of significant risks to be monitored including the impact of increased pension contributions, 19+ learner transport and the number of residential students. It was advocated that this improved performance provided a solid position from which to face these challenges.

It was **RESOLVED THAT** the Month 3 Management Accounts be noted and received.

20.9 Business Continuity Plan

The Vice Principal Finance and Resources reported on the Business Continuity Plan (circulated, document Dec 18/4).

Following the review and presentation of the BCP to the Board in February, it was requested that the policy and procedure were separated into two different documents. This had now been completed and the revised policy was presented for approval.

It was confirmed that this had been considered by the Audit Committee when it had been suggested that the 'facilities required within the control centre' (page 10) be amended to include mobile phones and radios and that 4G internet access be available in the instance of a major outage.

It was further suggested that the detail provided on page 9 be amended to indicate the point at which Governors would be informed.

It was **RESOLVED THAT**, subject to the suggested amendments, the Business Continuity Plan be approved.

18/21 Safeguarding and Prevent

21.1 Safeguarding and Prevent Update

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding Update Report 2018/19 (circulated, document Dec 18/15).

The report provided detail on a number of aspects:

- Operational MDT (Multi-Disciplinary Team).
- Clinical MDT (Multi-Disciplinary Team).
- Prevent.
- Safeguarding Committee.
- Safeguarding Policy.
- Interim Safeguarding Manager.
- Serious Adults Review – Learning brief.
- Safeguarding Data.
- External Referrals.
- Referral categories.
- Staff and Governor Training.
- DSL Training.
- Clinical professionals working with the College.

Discussion points included:

E-Safety

Self-Referral

It was confirmed that self-referral was instigated by learners and not by staff.

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

21.2 Safeguarding Policy

The Vice Principal Safeguarding and Pastoral Care presented the Safeguarding Policy (circulated, document Dec 18/16).

The Safeguarding Policy had been updated in accordance with the updated 'Keeping Children Safe in Education' guidance issued in September 2018, with the changes highlighted, with particular attention to the changes to staff responsibilities and the 'Early help process'.

It was noted that the 'Early help process' would place an additional burden on the College.

There was discussion of the Governor responsibilities and the need to ensure that these were complied with and the methods by which this would be achieved.

It was suggested that this was addressed in part by the regular reports presented to the Corporation.

It was suggested and agreed that this would be raised with the nominated Safeguarding and Prevent Governor to ensure that the relevant processes and reports were in place.

The 'scope' of the policy was queried and a number of amendments were identified.

It was **RESOLVED THAT**, subject to consideration of the 'scope' of the policy and the suggested amendments, the Safeguarding Policy be approved.

18/22 QUALITY AND STANDARDS

22.1 Quality and Standards Committee Meeting – 21st November 2018

A report was presented on the Quality and Standards Committee Meeting – 21st November 2018 (circulated, document Dec 18/17).

It was noted that, after consideration by the Committee, a number of the items of business were now presented to the Corporation for consideration and approval.

It was confirmed that a verbal update had been provided to the Committee with regard to Hereward Training, which included the conclusion of the apprenticeship offer and the position with regard to attainment levels for the Distance Learning provision.

It was **RESOLVED THAT** the update report from the meeting of the Quality and Standards Committee held on 21st November 2018 be noted and received.

22.2 Retention, Achievement and Pass 2017/18

The Vice Principal Quality and Curriculum reported on the Retention, Achievement and Pass rates 2017/18 (circulated, document Dec 18/18).

The purpose of the report was to provide the Corporation with assurance that the predicted retention, pass and achievement rates, as presented to the Board in March, were broadly accurate.

In the Self-Assessment Report (SAR) for 2017/18 the Outcomes section detailed retention, pass and achievement rates and the report was presented within this context.

Points highlighted included:

- Achievement rates for a small number of vocational programmes were adversely affected by retention.
- Instances of learners enrolled on two-year programmes were sometimes unable to continue on programme due to various issues including ill health.
- One curriculum pathway continued to be the subject to additional scrutiny through the Health Check process.
- Some achievement rates were low for a small number of maths functional skills qualifications.
- Spring term calculations of the percentage of learners meeting or exceeding their individual targets were converted into predicted Pass and Achievement rates.
- When compared to the actual outturn some predictions were under estimated.
- In one area, results were not as good as anticipated.

- The Internship programme continued to be very successful with all learners achieving.
- Statistical data was provided.
- In conclusion, the retention of learners with complex health needs continued to be the single most significant issue affecting achievement rates for the College.
- Work had already begun to ensure that pass rates improved where possible and included some intensive, focussed CPD and close monitoring of learner progress on programme.

It was confirmed that the Quality and Standards Committee had considered that the report provided assurance with regard to predictions and achievement, and that this reporting would continue.

It was **RESOLVED THAT** the report on Retention, Achievement and Pass 2017/18 be noted and received.

22.3 Self-Assessment Report 2017/18

The Vice Principal Quality and Curriculum reported on the Self-Assessment Report 2017/18 (circulated, document Dec 18/19).

The purpose of the Self-Assessment Report (SAR) was to identify the key strengths and key areas for improvement as assessed by the College. The Self-Assessment Report 2017/18 aligned to the Ofsted Common Inspection Framework and provided the basis for the draft Quality Improvement Plan. The SAR had been revised following feedback from the Quality and Standards Committee in November.

Points highlighted included:

- Improved performance in relation to teaching, learning and assessment.
- Increased emphasis on learner outcomes and employability, particularly paid employment.
- Identified achievement gaps between curriculum pathways.
- Development of a specialist curriculum and links with schools.
- Work to improve ILS provision.
- Actions that linked with the review of the admissions process.
- Learners understanding of their rights and responsibilities.
- Outcomes, as previously reported (October 2018).

Discussion points included:

- Measuring learner progress, as more recent Ofsted experience indicated the need to evidence more progress 'in-year'. It was acknowledged that this was something the Quality and Standards Committee had raised as part of the agreed Terms of Reference for the Committee (page 24).

It was suggested that further evidence of this could be provided as part of the next curriculum link visit (Governor Link Scheme).

- How the learners' understanding of their rights and responsibilities would be captured under the new Common Inspection Framework (page 35).
- The provision of staff training with regard to mental health issues (page 33).

It was confirmed that this was being developed and that the SAR was a reflection of the position in 2017/18. The Clinical Multi-Disciplinary Team included staff trained as mental health first-aiders, which would assist in further upskilling staff. A mental health strategy was also under development.

- The sustained high achievement rates were to be commended. It was confirmed that the Quality and Standards Committee had also commended this and recommended the SAR to the Corporation for approval.
- The format of the report was queried as some Colleges had reduced the SAR to a very brief, evidence based document.

It was reported that Ofsted had commended the format in 2017. The format also allowed for the document to be used within the College throughout the year.

It was **RESOLVED THAT** the Self-Assessment Report 2017/18 be approved.

22.4 Quality Improvement Plan (QuIP) 2018/19

The Vice Principal Quality and Curriculum reported on the Quality Improvement Plan (circulated, document Dec 18/20).

It was confirmed that the Quality Improvement Plan was based on the findings of the SAR.

It was noted that the report format was the same as that used previously, with the additional inclusion of cross-referencing to the Strategic Risk Register and Strategic Plan.

The following points were highlighted:

- *Further expertise and knowledge of the school curriculum is required at senior level to maximise opportunities for growth (page 2)*

Visits to other providers had already taken place, as reported, with more planned and to be extended to include other college staff.

- *Make sure that all staff have detailed knowledge of all aspects of Prevent.....(page 5)*

Work was continuing on developing cross-college strategies. It was also noted that the document would be updated to include the identification of a Governor with oversight of Safeguarding and Prevent.

- *Strategic review of ILS (page 10)*

The appointment of the ILS Pathway Manager had delivered a positive impact, facilitating more cross-college working and improved deployment of resources.

- *Appropriate high quality training in autism.....(page 13)*

The clinical team appointed would be leading on the delivery of further training.

- *Promote strategies to support positive mental health across College (page 18)*

Strategies were in the process of being developed.

It was reported that the Quality and Standards Committee had considered the QuIP in detail, which had resulted in some suggested amendments. On this basis the Committee had agreed that the QuIP should be recommended to the Corporation for approval.

It was further confirmed that as part of the link to the curriculum, via the Governor Link Scheme, there had been discussion with regard to the focus on where the provision was not yet assessed as 'good' and the possibility of creating an additional focus where provision was assessed as 'good' to develop this to 'outstanding'. This would now be reviewed.

It was **RESOLVED THAT** the Quality Improvement Plan 2018/19 be approved.

22.5 Destinations

The Vice Principal Quality and Curriculum presented the Destinations Report (circulated, document Dec 18/21).

The report provided headline data pertaining to destinations of those learners who left the College during or at the end of the academic year 2017/18, and included:

- The actual destinations for 62 of the 72 leavers (7 aged 16-18 and 65 aged 19+) had been tracked to date.
- The majority of those who had unconfirmed destinations (6) were early leavers and failed to complete their programme of study.
- A breakdown of leavers by curriculum pathway was provided.
- There was a systematic approach to the collection and analysis of destinations.
- An internal audit of destination data provided 'substantial assurance'.
- There was a gender imbalance in the cohort of leavers; 55 leavers were male and 17 female, however, this was considered reflective of the general learner cohort.
- There were few statistically significant differences in terms of destinations.
- The exception being the difference in those gaining paid employment:
 - 21% of males and 3% of females securing work.
- 45% of leavers in total and 63% of those gaining employment, identified their primary disability as Autism.
- The overall rise in those gaining paid employment is directly attributable to the growth of the Supported Internship programme.
- The overall number of learners progressing into paid employment was 23% and exceeded the College target of 20%.
- Internal progression; the majority of learners completing a programme of study progress onto a higher level or into an Internship:
 - 21 continued at the same level
 - 34 progressed to a higher level
 - 28 became Supported Interns.
 - Foundation learners that progressed to the same level enrolled on a new study programme.
- Comparative data was provided.

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

22.6 Equalities Data 2017/18 for Publication

The Vice Principal Quality and Curriculum reported on the Equalities Data (circulated, document Dec 18/22).

It was noted that the format was the same as in previous years and presented the diversity profile of learners and staff.

Discussion points included the reporting of 'gender pay' and if staff and learners 'self-identified' from the possible categories.

It was confirmed that:

- the obligation to report on 'gender pay' did not apply to the College, due to not meeting the criteria; however, it was under consideration as an example of good practice.
- Categories were determined via a variety of methods, including self-identification.

It was **RESOLVED THAT**, the Equalities Data Report 2017/18 be approved for publication.

22.7 Complaints Policy

The Vice Principal Quality and Curriculum reported on the Complaints Policy and Procedure (circulated, document Dec 18/23).

The policy remained largely unchanged from last year. Revisions were highlighted and included the addition and removal of references.

[A further amendment was suggested.](#)

It was **RESOLVED THAT**, subject the suggested amendment, the Complaints Policy be approved

18/23 ANY OTHER BUSINESS

The Chairman stated that as it was the last Corporation meeting of the calendar year, he wanted to extend his thanks to all at the College for their continued hard work and effort, and to the Governors for their contribution. He offered his best wishes for the festive season and New Year.

18/23 DATE OF THE NEXT MEETING

The date of next meeting was confirmed as Thursday 14th February 2019.

Signed:

Chairman

Date: