

Minutes of: CORPORATION
 Date: 16th May 2019
 Time: 5:00pm
 Place: Board Room (L3.13)



Present: Ms K Ainge
 Mr S Brand (via Skype from 6.20pm)
 Ms M Cook
 Mr P Cook (Principal)
 Mr A Hunt
 Mr M Lynch (Chair)
 Mr M Maffey
 Mr I Pursglove
 Mr D Skinner

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)

18/47 APOLOGIES

Apologies for absence were received from Mr R Jones, Ms J Rexworthy and Mr C Todd.

18/48 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/49 MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting (circulated, document May 19/1) held on 28th March 2019 were considered.

It was **RESOLVED THAT**, the minutes of the meeting held on 28th March 2019 be approved.

18/50 MATTERS ARISING

[18/40.1 Principal's Report – Work with the University of Birmingham](#)

It was confirmed that there was no update but work continued to identify potential funding.

[18/41 Complex Learner Provision](#)

It was reported that one additional learner had joined the Aspire cohort after the Easter break with work continuing on a longer transition for a further learner.

The current cohort was five, with twelve projected for 2019/20.

[18/42 Safeguarding and Prevent](#)

It was noted that an appointment had been made to the Safeguarding Manager role, with the individual taking up post on 24th June 2019 as confirmed in the later report, see minute 18/52).

[The relationship with Coventry LADO was discussed.](#)

It was confirmed that an invite would be issued to the Coventry LADO with the aim of arranging a visit to the College to take place before the end of term.

18/51 STANDING AGENDA ITEMS**51.1 Principal's Report**

The Principal provided a report to members of the Corporation with a brief update on internal and external developments (circulated, document May 19/2).

Detail was provided on

- *Student Numbers*
- *The success of an individual learner at the Special Olympics in Abu Dhabi*
- *Industry Partners*

The following points were emphasised:

The success resulting from the new marketing strategy using targeted marketing techniques, including themed open days. The College had received positive feedback, and application numbers were strong (see later report, minute 18/50.3).

The success of the learner who competed in the Special Olympics had been recognised at a small event, but a larger celebration was planned as part of the end of year event (Leavers Ceremony).

It was confirmed that this was scheduled for 28th June 2019 and Governors would be invited to attend.

The progress of the initiative working with graduates from Severn Trent Water.

Discussion included:

- **Initiative with Severn Trent**

It was reported that it had been suggested that this could be based on a STEM (science, technology, engineering and mathematics) centre, based on the water cycle that would cover a number of curriculum areas. The graduates involved were enthusiastic and very good communicators. They had also been involved with the supported intern programme.

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

51.2 Quality Improvement Plan 2018/19

The Vice Principal Quality and Curriculum reported on the Quality Improvement Plan 2018/19 (circulated, document May 19/3).

The following points were highlighted:

- Changes to the environment to meet learner need (page 2/3).
- Retention: closing the gap between Explorer and Discovery, and recent withdrawals (page 5).

It was queried if withdrawals toward the end of the academic year was a risk.

It was reported that this was difficult to account for as the withdrawals had been for different reasons (detail was provided), so there was no identifiable trend that could be mitigated.

- Bridging Group: actions taken to address issues of behaviour (page 12).

This had delivered positive outcomes and plans to develop this further for 2019/20 were in progress.

- Review of Admissions and the Internal Audit Service review (page 13).

The IAS report would be considered at the Audit Committee. Developments had involved cross-college collaborative changes, including changes with regard to the interaction with applicants (e.g. visits to applicants at their current provider).

- Pilot project with Explorer (page 17).
Developing close collaboration between mentors/ILS/teachers with regard to particular learners to ensure a consistent approach to be rolled out to the Discovery Pathway.
- Travel Training (page 24).
This remained an issue, with research into developing a qualification with NCFE in progress.
- Learner withdrawals (page 28).
Detail provided.
- Employers and curriculum development (page 30/31).
Advice and guidance was being sought from employers to support the further development of the curriculum, especially with regard to what they would be looking for in those seeking employment.
- [The parent Facebook page was queried \(page 23\)](#).
It was confirmed that this was due to be followed up as part of the Parent Forum meeting scheduled for w/c 20th May.

It was **RESOLVED THAT** the Quality Improvement Plan 2018/19 update be noted and received.

51.3 Student Numbers

The Vice Principal Quality and Curriculum presented a report on the Student Numbers (circulated, document May 19/4).

Detail provided included:

- Confirmed numbers funded.
- Meeting with Coventry LA relating to an aspect of funding.

Discussion points included:

- [Overall there was the potential for student numbers for 2019/20 to equal those achieved in 2018/19.](#)
- [Residential numbers could also be similar to 2018/19 subject to funding.](#)
- [The risk of the transport issue that had occurred in 2018/19 was questioned.](#)

It was anticipated that this issue could have an impact for 2019/20 and was being reviewed on a learner by learner basis.

- [The breakdown of placements by Local Authorities was interesting.](#)

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

51.4 Data Dashboard 2018/19

The Data Dashboard was considered (circulated, document May 19/5).

It was confirmed that there was little change to report.

[The reduction in the percentage of staff having completed current classroom based safeguarding training was questioned.](#)

The number of staff involved was confirmed and that it was hoped that this would be addressed at the next college training day on 24th May 2019. Any instances where it remained outstanding would be raised via line managers.

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

18/52 STRATEGIC PLAN

The Principal presented an update on the Strategic Plan, Delivery Plan (circulated, document May 19/6).

Points highlighted included:

- The stronger than anticipated financial position of the College which was now more in line with what had been the projected position for 2020/21.
- The establishment of the provision for complex learners (Aspire) in advance of when expected and as previously reported on. Continuing partnership work with local authorities had identified a potential new initiative for higher functioning complex learners (L2/L3) who were recovering from mental health issues.
- Targeted marketing of the residential provision and the refurbished accommodation had resulted in an increased number of applications.
- It had previously been reported that the standard of teaching and learning had been maintained post restructure. There were now further indicators that suggested the standard of teaching and learning was at least the same standard as last year and may have increased.

Discussion points included:

- **The staff resource required to progress provision for complex learners**

It was acknowledged that this remained a challenge, but some progress had been made with the appointment of a teacher (via agency) and the use of existing staff with the Aspire group. It was confirmed that there would be a need to recruit additional ILS for September 2019.

- **The revision/amendment of the timescales included in the delivery plan**

It was confirmed that this would be considered as part of the revised and updated plan that would be presented for approval at the next meeting.

- **Progress of partnership working with the RSC was questioned.**

It was confirmed that work in relation to this continued.

It was **RESOLVED THAT** the update the Strategic Plan, Delivery Plan be noted and received.

18/53 SAFEGUARDING AND PREVENT

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding Update Report (circulated, document May 19/7).

The report provided detail on a number of aspects:

- Operational MDT (Multi-Disciplinary Team).
- Clinical MDT (Multi-Disciplinary Team).
- Staff training.
- Safeguarding Manager vacancy.
- Prevent.
- Review of electronic recording systems.
- Safeguarding Data.

Discussion points included:

- **Prevent Strategy – this needed to have a broader application, the Vice Principal Safeguarding and Pastoral Care to liaise with the nominated Safeguarding Governor (M Cook).**
- **College action in relation to activities etc. for Mental Health week (13.05.19 – 17.05.19).**

It was acknowledged that although this had been covered as part of briefings to the learners and other activities it was recognised that more could have been done. The College was in the process of finalising a Mental Health Policy/Strategy which would identify work to be completed from September 2019.

- [Data on E-safety.](#)
It was confirmed that the College had a firewall in place that filtered for inappropriate use. It was reported that the majority of instances raised were as a result of unintentional searches. The Students Union and Student Executive team had also completed a survey that had highlighted useful points for inclusion in induction week.
- [Referral for self-harm.](#)
It was confirmed that the self-harm was not generally taking place on the College campus.
- [Prevent Strategy Group meeting 10.05.19.](#)
The meeting had been succinct. The interim Safeguarding Manager had attended a Warwickshire event, which had provided useful information and the College action plan had been updated.

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

18/54 **QUALITY AND CURRICULUM**

54.1 Complaints Spring Term Report 2018/19

The Vice Principal Quality and Curriculum reported on the Complaints Spring Term Report 2018-19 (circulated, document May 19/8).

The number of complaints received by the College during the Spring term totalled 0. An academic year summary to date had been attached as an appendix to the report.

This showed there had been a year on year decline in the number of complaints received in the Spring Term and a marked decrease when compared to 2014.

Comparative termly data was provided.

No complaint related appeals were received in the Spring Term 2019.

It was **RESOLVED THAT** the Complaints Spring Term Report 2018/19 be noted and received.

54.2 Distance Learning Update Report

The Vice Principal Finance and Resources reported on the Distance Learning Update Report (circulated, document May 19/9).

The report was presented in response to queries raised at the last meeting of the Corporation on 28th March 2019 (minute 18/40.3).

Points included:

- The position prior to 2017/18.
- The change in the approach adopted by the College.
- The use of a third party to identify enrolments.
- Issues encountered from this approach.
- Data on withdrawals and the associated reduction in income.
- The impact on retention and achievement rates (Data Dashboard).
- Detail of the work completed in an attempt to identify reasons for the issues and so actions to mitigate.
- The review of Distance Learning for 2019/20 and beyond.

It was **RESOLVED THAT** the Distance Learning Update Report be noted and received.

18/55 FINANCE AND RESOURCES**55.1 Monthly Management Accounts Month 8**

The Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 8 (circulated, document May 19/10).

The report detailed the forecast outturn position at month 8 and assumptions about the remainder of the year.

A summary of the position at the end of March was provided:

Detail of key issues included:

- The anticipated operating surplus.
- The Financial Health Assessment.
- Performance against target for other income.
- Underspends with detail provided.
- Student numbers.
- The cash balance at the end of the period.
- The capital programme.
- Adult Education Budget.

Discussion points included:

- **Inclusion of income for the additional Aspire learner.**
It was confirmed that this income was not included in the report.
- **AEB allocation for 2019/20.**
It was confirmed that this had increased from 2018/19 with detail provided. It was emphasised that the issues with regard to the AEB remained, and that it would be included in the budget report due for presentation to the Corporation at the next meeting in July.
- **Underspends – would this continue?**
It was reported that the anticipated underspend would not be spent in full during the rest of the academic year.
- **Depreciation – the impact of the forecast capital underspend.**
It was confirmed that as the forecast indicated that not all the capital budget would be spent that the depreciation would reduce as a result.
- **Third party income**
It was reported that the figures were associated with Element 3 funding and the timing of invoices and receipt of income. The indicative amount was confirmed.
- **Net cash outflow – was this as planned?**
This was confirmed.

It was commented that the current financial position indicated a significant turnaround from what had been envisaged in the initial budgets for 2018/19.

It was **RESOLVED THAT** the Monthly Management Accounts for Month 8 be noted and received.

55.2 Appointment of the Audit Service

The Vice Principal Finance and Resources reported on the Appointment of Audit Service (circulated, document May 19/11).

Detail was provided on the previous process in 2013. The Audit Committee agreed to retender the provision in November 2018, and the tendering process began at the beginning of March, with a view to a commencement date for both services of 1st August 2019.

Specifications for both services were drawn up and published. The closing date for the submission of a proposal was Friday 29th March. Contracts are again to be awarded for 3 years with a two-year extension, subject to satisfactory performance.

Internal Audit

4 proposals were received.

Following a desktop evaluation, all 4 had been invited to attend for interview on 6th June. An update will be provided electronically to the Board on the result of the interviews for final approval at the July meeting in order to enable mobilisation to take place for 1st August.

External Audit

3 proposals were received from:

- RSM
- Buzzcott
- Mazars

A desktop evaluation was completed, with detail provided. An anonymised evaluation was shared with the members of the Audit Committee who were participating in the selection process with a recommendation that the highest scoring firm was chosen.

Detail of the criteria and performance against it was provided, with RSM achieving the highest score.

The recommendation was that the Corporation should approve the appointment of RSM as the external audit provider to the College with effect from 1st August 2019.

Discussion points included:

- Partner rotation and best practice.
- Inflationary increases over the period of the contract.
This was confirmed to be related to CPI but subject to negotiation.

It was **RESOLVED THAT**

- i. RSM be appointed as the external audit provider with effect from 1st August 2019;
- ii. the contract be awarded for a three for 3 years with a potential two-year extension subject to satisfactory performance, as assessed by the Audit Committee.

55.3 Fees Policy

The Vice Principal Finance and Resources reported on the Fees Policy (circulated, document May 19/12).

It was reported that the Fee Policy had been reviewed for 2019/20 and updated in line with the funding rules issued by the ESFA. Minor amendments had been made as highlighted in the document.

Fee income had always represented a very small element of the College's total income.

The Fee Policy also referred to overseas and privately funded students who were costed on an individual basis based on an assessment of their needs.

It was **RESOLVED THAT** the Fee Policy 2019/20 be approved.

55.4 ESFA assessment of the College Financial Statements and Minimum Standards 2017/18

The Vice Principal Finance and Resources presented the ESFA Assessment of the College Financial Statements 2017/18 (circulated, document May 2019/13).

It was reported that this was for information, and confirmed ESFA agreement with the College's financial health grade of Good for 2017/18.

It was **RESOLVED THAT** the ESFA Assessment of the College Financial Statements 2017/18 be received and noted.

55.5 GDPR Spring Term Update

The Vice Principal Finance and Resources reported on the GDPR Spring Term Update (circulated, document May 19/14).

An update on progress included:

- No reported breaches.
- Data Subject Access Requests, with detail.
- Delivery of staff training at departmental level.
- Issues dealt with by the DPO.
- Development of the Data Register.
- Development of the internal audit processes.
- Cyber Essentials – submitted application for accreditation.
- Continued review of Privacy Notices.
- Data on GDPR online training completion.

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

18/56 GOVERNANCE

56.1 Governor Link Scheme Term 2018/19

The Clerk reported on the Governor Link Scheme Spring Term 2018/19 (circulated, document May 2019/15).

It was reported that three Governors (from a possible seven) had completed Spring Term link visits at the time of the report. Two Governors and Three Managers provided feedback on the link visits completed for the Spring Term. Feedback was positive, with Governors confirming better understanding of the work of the departments/areas they were linked with.

[The Chair emphasised the need for participation in the scheme for it to be effective, and the benefit he believed it provided to Governors, staff and learners.](#)

It was **RESOLVED THAT** that the report on the Governor Link Scheme Spring Term 2018/19 be noted and received.

56.2 Proposed Schedule of Corporation Meetings 2019/20

The proposed schedule of the Corporation meetings 2019/20 was discussed (circulated, document May 19/16).

Points included:

- In 2018/19 the number of Corporation and Committee meetings was reduced from nine to six.
- The Audit Committee meetings remained static and were scheduled for 3 times a year in line with reporting requirements.
- The meetings of the Quality and Standards Committee had been reduced to four and had been held in line with termly reporting and the Quality Improvement Cycle.
- For the 2019/20 academic year it was proposed that the agreed schedule of Corporation meetings from 2018/19 be maintained.
- The provisionally proposed dates for the Corporation meetings in 2019/20 were provided, with finalised dates to be presented for approval at the Corporation meeting in July 2019.
- The schedule of meetings from 2018/19 for the Audit Committee and Quality and Standards Committee should also be maintained, with specific dates to be identified separately.

There was discussion of the cycle of 2018/19 where it was agreed that, whilst the reduced number of meetings still required the same level of reporting, it was considered that the schedule adopted for 2018/19 had proved effective.

It was **RESOLVED THAT**

- i. the proposed schedule of Corporation and Committee meetings for 2019/20 be noted and received;
- ii. finalised dates for the 2019/20 meetings be presented for approval at the meeting of the Corporation on 4th July 2019.

18/57 ANY OTHER BUSINESS**18/57.1 Student Governor**

The Chair noted that this was the last meeting for Mr Hunt as a student governor. He formally recorded the thanks of the Corporation for the contribution Mr Hunt had made to work of the Corporation during 2018/19 and wished Mr Hunt well with his future plans.

18/57.2 Coventry City Council

Mr Skinner provided an update of Coventry City Council appointments following the recent local elections.

There was no other business for consideration.

18/58 DATE OF THE NEXT MEETING

The date of next meeting was confirmed as Thursday 4th July 2019.

Signed:

Chairman

Date: