



## HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Corporation Meeting held on 14<sup>th</sup> November 2018 from 5.00pm.

### Confirmed Minutes

**Present:** Ms L Summers (Chair), Mr J Dawson, Ms T Wright, Mr A Nelson, Mr K Webb, Mr B Tilford-Whitehouse, Ms A Williams, Ms K Fleming, Ms M Dean, Ms R Drury, Ms H Richards (79% attendance)

**Clerk:** Mrs C Coupland

*The business meeting was preceded by a demonstration on e-governance. Staff explained how to access and annotate electronic copies of executive reports to best support personal preparation for meetings. Tablets were also issued to all governors at this point and 'loan of college equipment' forms were signed. Governors were advised that as of now all agendas and supporting papers for Committee and corporation meetings are to only be electronically distributed by the Clerk; unless governors asked specifically for paper copies to be issued. The Corporation was advised that additional support is available for all governors; should further IT tuition be necessary Governors were asked to contact the Clerk in the first instance.*

#### **1. Apologies for Absence/ Declaration of Interest**

Apologies of absence were submitted by Ms P McGuire, Ms M Boryslawskij and Ms H Haigh.

Ms Summers advised the Corporation that Ms L Swinden contacted her on 9<sup>th</sup> November 2018 to submit her resignation as a Governor with immediate effect. Ms Swinden's decision to resign was due to personal circumstances only following her relocation to the North East; the Corporation asked to record their thanks and appreciation to Ms Swinden for her support, guidance and contributions during her time spent as a Governor.

Declarations of interest were made by Ms Williams, Ms Dean, Mr Tilford-Whitehouse, Ms Richards and Mrs Coupland for the reserved agenda item 16. Ms Summers reminded those present that this item had to be carried forward from the last Corporation meeting because of poor governor attendance. Ms Summers repeated the importance of regular attendance for Governors at all Corporation and Committee meetings. Governors were also asked to avoid late arrivals and early leaving of meetings where possible to ensure efficient running of meetings.

#### **2. Minutes from Meeting held on 11<sup>th</sup> October 2018**

##### **Resolved:**

- **That these be accepted as a true record of the meeting.**

#### **3. Matters arising**

There were no matters arising.

#### **4. Equality, Diversity and Inclusivity Annual Report**

Ms Williams advised the Corporation that the Equality and Diversity Annual Summary 2017/18 is intended to provide an update to Governors on the College's approach to promoting equality, diversity and inclusivity and tackling discrimination, for the period September 2017 to August 2018 inclusive.

Ms Williams explained to Governors that the report addresses the legal context of the Equality Act 2010 (and amendments thereto); provides headline staff recruitment and selection monitoring data and analysis and signposts future plans for 2018/19. Ms Williams reminded the Corporation that as the college had unexpectedly been without a HR Function from May 2018 to September 2018; the data provided was not as comprehensive as usual. Ms Williams confirmed that the newly appointed HR Director is to take up post as of January 2019.

Governors agreed that the summary report provided a satisfactory analysis of relevant staff and student data and how the College's equality and diversity vision continues to evolve. Governors were of the opinion that the report provided an overview of the ways in which the College complies with the general and specific equality duties. The Corporation recognised that the college's compliance with both the general and specific equality duties is not only a legal obligation, but is also intrinsic to the College's mission and values. Time was taken to again consider the factors contributing to the gender pay information however Governors have asked for the HR Director, once in post, to again review the gender pay gap reporting data and re-present the actions plans, once determined, to address the identified support staff pay differentials.

The Corporation is satisfied that the college continues to monitor the performance of different groups of learners, according to: incoming attainment; gender; ethnicity; learning difficulty, and disability. Any performance differences are further analysed at course level to identify any areas for concern and remedial action. These are reported in curriculum Self Assessment Reports and actions to address any issues noted in the Quality Improvement Plans.

Governors took this opportunity to discuss further the Employee data by protected characteristics. It was noted that the college's current staff profile shows that employees from black and Minority Ethnic groups remain slightly below the percentage for Kirklees as a Borough (16.5%). Governors were satisfied however that the college continues to recruit the best candidate(s) for the vacant position(s) but welcomed the news that the college's staff profile continues to be more representative of the local community as well as that of the college community. The Corporation also supported the college's decision to again review recruitment and application processes to ensure vacancies are better advertised at target audiences and skill sets.

Ms Williams advised the Corporation that the College is mid-way through their re-assessment for the Leaders in Diversity award, which is due to complete in December 2018.

**Resolved:**

- **That the report be received**
- **For an update to be provided to Governors on the the gender pay gap reporting data and associated action plans in March 2019.**

## **5. Annual Staffing Report**

Ms Williams presented the retrospective report to the Corporation on the College's staffing and the management of staff from 1 September 2017 to 31 August 2018, in relation to new appointments, staff turnover, sickness absence and performance management.

Ms Williams drew Governors attention to the limited staffing information available at this point given the recent HR staffing difficulties and required system updates; in particular the lack of absence data and the small number of exit interviews completed. It was agreed that an update, completing the missing information, would be provided to governors in March 2019.

Ms Williams advised the Corporation that there is one staff member currently being managed through a Development Action Plan; the informal stage before Stage 1 (informal) of the College's Capability Procedure. Governors were advised that the reported Grievance was associated with the same member of staff. This matter had been fully investigated by members of the Corporation and the grievance was not upheld.

It was agreed that the staffing report had provided Governors with some assurance as to how different aspects of performance management including staff training and development have been addressed by the College. Ms Williams acknowledged however that at a previous meeting it had been resolved for future submissions to report on the college's analysis of access to and take-up of training amongst all staff groups to ensure fairness of access to Continuous Professional Development. Ms Williams explained that this section of the report is still being compiled and that a further update will be provided to Governors in March 2019. The Corporation was satisfied with this holding position especially given that governors had been engaged with the validation and approval of the staff training and CPD self-assessment in October 2018. This opportunity had provided those governors present with the necessary quality assurance to be satisfied that equal standards of provision and opportunity are currently being offered to all groups of staff.

**Resolved:**

- **That the report be received.**

- **For an updated report to be provided to Governors in relation to the matters noted above, in March 2019.**

## **6.Safeguarding**

### **i. Annual Safeguarding Report**

Ms Ross presented her report to the Committee providing a detailed summary of the College's approach to safeguarding in the period September 2017 to August 2018 inclusive.

The Corporation thanked Ms Ross for including case studies within the report which clearly demonstrated the impact of the work undertaken by the Safeguarding Support Team – which enables vulnerable young adults to stay safe at college and to also continue with and succeed in their studies.

The Corporation was advised by Ms Ross that the College await feedback from the Kirklees Safeguarding Children Board Audit which was submitted recently. The Audit was jointly undertaken by Ms Ross and Ms Wright (Safeguarding Link Governor).

Ms Ross advised Governors that the safeguarding team continue to keep up to date on current developments on Safeguarding and Prevent and also ensures that all stakeholders are also kept abreast of developments. Staff and Governors will continue to receive regular training and updates related to safeguarding including WRAP training for all.

Ms Ross drew Governors attention to the pending staffing changes to the Safeguarding Team; notably that Mr Goddard – newly appointed Assistant Principal Student Support and Guidance – will be the Designated Safeguarding Lead and the Single Point of Contact for Prevent as of January 2019. Safeguarding posters with photographs of the senior safeguarding personnel; which are displayed around the college, will be updated.

Ms Wright (Safeguarding Link Governor) confirmed her agreement with the report and her satisfaction with the work done in this area.

#### **Resolved:**

- **That the Safeguarding Report be received.**

### **ii. Safeguarding Policy**

Ms Ross reminded the Committee that the Safeguarding Policy applies to all staff, governors and others who work in direct contact with learners in the College. Everyone who is part of the College Community is responsible for safeguarding, promoting and protecting the welfare of young people and vulnerable adults.

This Safeguarding Policy sets out a framework that informs procedures related to the College's legal obligation to protect young people and vulnerable adults. The policy includes procedures for dealing with allegations of abuse against staff and volunteers.

Governors were made aware that the updated policy makes clear the legal obligations placed on staff regarding safeguarding procedure given that a substantial amount of the new guidance changed areas of practice from 'should' to 'must'. Governors reported to be satisfied that the College's policy remains compliant with the updated legislation.

The development and implementation of the Policy is overseen by the Safeguarding Working Group, comprising of staff and students as well as Ms Til Wright – the Governor with responsibility for safeguarding. The Policy is supported by a Safeguarding Action Plan, a training and development plan and the Prevent Strategy and the Prevent Duty risk assessment. All staff and Governors have been asked to confirm that they have read 'Keeping children safe in education Part 1: Information for all school and college staff'.

#### **Resolved:**

- **The Corporation approved the Safeguarding Policy and Procedure for immediate implementation.**

### **iii. Prevent Strategy and Risk Assessment**

Ms Ross reminded the Corporation that the Counter Terrorism and Security Act 2015 places a statutory duty on the college to have 'due regard' for the need to prevent young people in their care from being radicalised and drawn into terrorism. This duty is essentially about keeping young people safe from radicalisation and so sits within the college's safeguarding responsibilities.

Ms Ross explained that Governors are expected to set the Colleges Prevent Strategy and be satisfied that the college is compliant with the Prevent duty as set out in the Counter Terrorism and Security Act 2015. Ms Ross explained that the Prevent Strategy was subject to review; the proposed changes were necessary to ensure that all external partners' details were updated and accurate.

Ms Ross also presented the College's Prevent Self-Assessment and Action plan. The Corporation reported to be confident that the college continues to be committed to complying with the Prevent Duty and is demonstrating compliance. Governors were advised that the Prevent Action Plan is regularly reviewed by the college's Prevent Sub-Group which meets independently to the Safeguarding Group. It was noted that Ms Wright, as the Safeguarding link Governor does not attend the Prevent Sub-Group meetings. The Corporation asked for the college to review the membership of the Prevent Sub-Committee to see if it is deemed necessary or appropriate for Ms Wright to attend future meetings. If not, members asked for Ms Wright to be kept informed of prevent developments by the DSL.

**Resolved:**

- **The Corporation approved the College's Prevent Strategy**
- **The Corporation received the College's Prevent Self-assessment and action plans.**

## **7. Policy Reviews**

### **i) Freedom of Speech Policy.**

Ms Williams explained that the Freedom of Speech Policy applies to all staff, students, governors and visitors invited to speak at or take part in meetings, events or other activities. The College therefore expects students, staff, governors and visitors invited to speak at or take part in meetings, events or other activities to ensure that freedom of speech within the law is assured.

After due consideration, Governors approved the policy, but agreed it necessary for the College's Social Media Policy to be specifically referenced given that it is an essential related document.

**Resolved:**

- **That the policy be approved subject to amendment agreed.**

### **ii) Redundancy Policy.**

Ms Williams explained that it is the College's policy to avoid making compulsory redundancies amongst its employees wherever possible; this will be achieved by a variety of measures, which are set out in this document.

Governors were advised by Ms Williams, that in the unfortunate event of having to make employees redundant, the College will act as sensitively as possible and in accordance with all relevant legislation.

Ms Williams confirmed that the Redundancy Policy and procedure therefore applies to all staff and has been the subject of consultation with representatives of the College's recognised trade unions.

From the discussions had; it was agreed necessary for the policy to be more explicit in its definitions used for the terminology and criteria adopted throughout the document. It was therefore resolved that the policy is to be resubmitted for approval at the Corporation's next meeting; allowing the senior leadership team to have the time to make the required changes.

**Resolved:**

- **That the policy be revised considering the feedback received**
- **For the updated policy to be presented at the next Corporation meeting in December 2018.**

## **8.Strategy Reviews 2018 – 2021.**

In accordance with the Corporation's Scheme of delegation; Ms Williams presented the following sub-strategies for corporation review and comment only.

- The Student Engagement Strategy.  
This strategy aims to support the College Vision by engaging students actively in shaping, developing and influencing their student experience, including evaluating the quality of this experience.
- Teaching Learning and Assessment Strategy  
The purpose of the TLA strategy is to continue to provide a clear statement of the College's vision, values and expectations with regard to learning, teaching and assessment for the period 2018 -2021. The Strategy encompasses all areas of work with our learners.
- The People Strategy  
This strategy has been developed to support the Vision and Values of the College. The Strategy makes a clear statement about how the College values and treats its people and the culture it wishes to foster to sustain excellence in all areas of teaching and support. The Strategy supports the College's key values.

The Corporation were satisfied that the sub-strategies supported the College's overall strategy, vision and mission, as approved by the Corporation in July 2018. For they ensure that the college continues to provide a welcoming, accessible, safe and supportive environment for all students and staff to develop personally, academically and professionally.

### **Resolved:**

- **That the Student Engagement Strategy, TLA Strategy and The People Strategy be received.**

## **9.Board Assurance Framework : Risk Assurance Reviews.**

The Governors considered the assurance reviews presented for the following individual risks:

- Poor staff performance management and professional development of staff
- Poor staff recruitment, selection, deployment, retention and succession planning
- Poor staff 'well being and staff being well' management
- Failure to fulfil statutory responsibilities – E&D, Safeguarding, SEND, Prevent, Health and Safety, Employment

From discussions had, the Corporation agreed that an overall green assurance level shall be assigned to each of the risks. Governors were mindful however that a range of staff are contributing to the monitoring and reporting of each risk. Future assurance reviews are therefore to make clear that all contributing staff members have been consulted, and have contributed to, the Assurance Review.

### **Resolved:**

- **To assign Green overall assurance to each risk**
- **For the Clerk to update the Master BAF**
- **For the reporting template to be amended to include a specific question/confirmation about consultation with / contributions from all relevant contributing staff members.**

## **10. Senior Leadership team Corporate Report**

Ms Williams presented the Senior Leadership Team report to the Corporation. Comprehensive updates were provided on key areas of the college and its performance to date against key performance indicators namely:

- Performance updates
- Staffing updates
- Student and other stakeholder views
- College activities and events
- Local and national developments.

**Resolved:**

- **That the report be received**

*Mr B Tilford-Whitehouse left the meeting at this point.*

**11. Finance & Resources Committee Meeting held on 15<sup>th</sup> October 2018**

Mr Dawson briefed governors on the business of the Finance Meeting. The Clerk confirmed that the ESFA Conditions of Funding was available to all governors on Moodle.

**Resolved:**

- **That the minutes be received.**

**12. Any other Business**

There was no other business.

**13. Learner Impact Reflection**

The impact of discussions and scrutiny of the College's work in improving the outcome and experience of all learners was considered and the following agreed:

- **Through receiving annual reports, Governors ensured compliance with legislation and assurance was also gained that the College continues to be a safe and secure place for students to attend and learn.**
- **Scrutiny of the College's staffing report ensures Governors' focus, challenge and support in improving teaching and learning experiences for Students.**
- **To ensure that HNC continues to succeed and is able to continue to deliver a high quality of student outcome and experience.**
- **By remaining an inclusive sixth form college, we can continue to offer post 16 education and opportunities to a diverse range of students and personal needs.**
- **The variety of events and initiatives held by the college reinforced HNCs proactive approach to promoting equality, diversity and inclusion and raising awareness of wider issues.**
- **Assurance received that the College continues to provide a welcoming, safe and supportive environment for all students to develop personally and emotionally.**
- **Ability to financially support all elements of the Strategic Plan for the College, potentially impacting on all areas of student learning, experience and outcome**
- **An informed Board of Governors is effective in its scrutiny, challenge and support of the senior leadership team thus ensuring positive outcomes and progress for all students.**
- **The Annual Summaries demonstrate the positive impact of the colleges extensive support arrangements on different groups of students (e.g. students in receipt of free school meals).**
- **Assurance received that the college remains fair and objective in its principles and procedures and continues to act in accordance with all relevant legislation.**
- **Assurance that the college is fulfilling the requirements of the prevent duty, and that the college continues to be a safe place of learning for students.**

**14. Determination of confidentiality**

It was determined that supporting papers for agenda item 9 and 16 be determined as confidential.

**15. Date of next meeting: 11<sup>th</sup> December 2018 form 5.30pm**

*Ms Williams, Ms Dean, Ms Coupland and Ms Richards left the meeting at this point.*

**16. Remuneration Committee Meeting held on 4<sup>th</sup> October 2018. (Reserved item)**

The Corporation considered the Remuneration Committee's recommendations.

Ms Summers assumed the role as minute taker in the Clerks absence.

**Resolved:**

- **The Corporation approved the senior post holders pay reviews as recommended by the Remuneration Committee.**
- **That the further review of the Clerk's position on the Support Staff Pay Spine be expedited.**