



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Corporation Meeting held on Tuesday 30th June 2020 at 5pm
Virtual Meeting via Zoom

Confirmed Minutes

Present: Ms L Summers (Chair), Mr K Webb, Ms H Haigh, Ms M Boryslawskyj, Ms R Drury, Mr A Nelson, Mr A Leach, Ms A Williams, Ms M Dean, Ms H Richards, Ms A Needham, Miss C Bostock, Ms T Wright (attendance: 88 %)

In attendance: Mr M Smith-Connor

Clerk : Mrs C Coupland

1. Apologies for Absence/ Declaration of Interests

Apologies were received from Mr J Dawson and Ms K Fleming.

Miss Bostock was welcomed to her first Corporation Meeting as Student Governor.

The Corporation noted that agenda item 8 addressed the reappointment of a number of Governors present at the meeting. It was decided to record such declarations of interest, but it was deemed unnecessary to ask the individual governors to leave the meeting for the discussions for ease of proceedings with the meeting being held remotely.

Ms Summers took this opportunity to advise the corporation that Ms Fleming was to resign from the corporation at the end of the academic year due to personal reasons. Given that Ms Fleming was unable to make tonight's meeting, all present wished to record their sincere thanks and appreciation to Ms Fleming for her contributions, challenge, guidance and support over the years.

2. Minutes from Meetings held on 30th April 2020

Resolved:

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

3. Record of Written Resolution via Email on 2nd June 2020.

Resolved:

- That these be accepted as a true record of the procedure adopted and the decision taken by the corporation.

4. Matters arising

Meeting 30th April 2020.

COVID 19 : College Response – safeguarding & wellbeing

Ms Summers confirmed that Ms Needham had provided details, as promised, to Ms Rogerson and Mr Goddard on possible NHS services and/or other community organisations which could provide additional and/or complementary support to that currently being offered to staff and students.

Strategic Planning – a suggested timetable

This matter was to be addressed under agenda item 12.

Agenda Tracker - to July 2020

The Clerk confirmed that the Careers Education, Information, Advice and Guidance (CEIAG) Summary report was emailed to all Governors.

Written resolution 2nd June 2020.

Staff pay award:

Ms Summers confirmed that the approved pay awards had been implemented, as resolved, for June 2020.

5. Corporate Report

Ms Williams provided a comprehensive update to the board on the action taken by the Senior Leadership Team since governors last met. Key areas discussed included the following:

Ms Williams, confirmed that the College partially reopened on Monday 15th June; accommodating up to 30 year 12 students each day on site. These students were carefully selected, the criteria for selection was shared with Governors by the Chair, post sub-committee meeting.

The board was advised that HNC had produced a Covid 19 Personal Safety on Campus guide for these students to ensure that they knew in advance of their first visit how to behave differently on campus. Governors were pleased to hear that their behaviour on campus has been exemplary and demonstrates that they clearly understand the expected behaviours. The college is currently drip feeding these expectations to the wider student body via twitter and all students will receive a hard copy of the guide over the summer with their enrolment letter.

The college has also produced a similar guide for staff. Staff have also been invited to visit the campus during this partial reopening, so that they can see the Covid 19 safety measures being put in place. Ms Williams confirmed that these guides and the Covid 19 safety measures are being updated as government guidance changes.

Ms Williams confirmed that as of 29th June, the college was also now open to year 12 A Level students identified, by their subject teacher after their 1-1 subject review (taking place since 15th June), as at serious risk of dropping out of the A Level (and possibly College). These cohort of students will meet with the Course Leader for a timely intervention that will motivate them to stay on the A Level course and in College. Current numbers stand at 62. Furthermore, across the three weeks of the partial reopening, between 1.30 and 3pm the college will have also hosted up to 50 year 11 bespoke visits for those with an EHCP.

The board was interested to hear how the college, going forward, were planning the enrolment period. This will be in line with the updated government guidance which will come into effect 4th July and will respect the 1 metre plus social distance. All present understood that this arrangement will need to extend the enrolment period from two to three weeks and move the start of teaching from Tuesday 1st September to Monday 7th September.

Ms Williams, advised Governors that the Senior Leadership Team were also planning forward for September and, in line with both the PM's and the Secretary of State for Education's announcement that all young people are expected to return to full time education in September, it is the colleges preferred plan to return on September 7th to the normal timetable. Further, guidance however is expected next week as to how the government believes the education sector is to achieve this safely. The senior leadership team will endeavour to rigorously comply with and

implement all expectations. However senior leaders are also considering an alternative plan in the event that social distance measures remain in classrooms, which will involve a rota for half the student cohort in week 1, the other half in week 2 and a flipped learning approach, face to face on site and remote on line at home.

Governors were advised, via the report, that throughout the period of remote learning, the Safeguarding team have met weekly to ensure all safeguarding concerns that have been referred by staff are being followed up. The emotional well being of students has generated the most referrals to the team during the remote learning period and it is anticipated that the college will face a number of new safeguarding challenges on return to College. With this in mind, the safeguarding team have used lockdown to up-skill and develop their safeguarding expertise even more extensively, using meetings to share expertise, whilst dealing with the most serious safeguarding referrals.

Governors noted that the report referenced that during lockdown, there have been issues with the college accessing safeguarding support from external agencies with a growing expectation that the safeguarding work of the College will fill the gaps left by the overstretched external agencies. Ms Wright, as Safeguarding Link Governor, briefed the board on examples that she was aware of through safeguarding team meetings. Ms Williams agreed however to ask Mr Goddard, the colleges Designated Safeguarding Lead, to provide the Board with additional information to clarify the report contents.

In recognition of the sterling work being undertaken to address vulnerable students, time was taken for governors to explore how senior leaders were also supporting staff health and wellbeing needs. Governors were satisfied with the management response received in how it is assessing and supporting individual staff members whose risk profile in particular identifies additional mitigating actions needed to safely support / facilitate return to work arrangements for September. It was noted during discussions that pregnancies for staff as well as for students would need to inform ongoing covid 19 risk assessments.

All present acknowledged the wider and long term impact of COVID 19 on students' future choices of further and higher education as well as employment and apprentice opportunities. Time was taken to consider the possible knock on effect of COVID 19 for student recruitment next year. Ms Williams confirmed that the admissions cycle has been completed and the current student acceptance number is 2761, this is expected to rise by approximately 10 more, as the result of the finalised outstanding queries. This is an increase of 420 against this point last year. Ms Williams advised the board that the college expected the conversion factor to be reduced this year, as more students may progress to their school 6th forms to avoid the extended travel to HNC. With this in mind, Senior Leaders are projecting that the college will comfortably meet HNC's 2550 student number target.

Governors explored how the college was intending to manage the possibility of over recruitment given current recruitment figures. Ms Williams advised the board that the college's enrolment criteria will be adhered to rigidly to effectively manage enrolment this year as per previous years, with a waiting list. Students whose grades do not meet entry requirements will, as before, be advised and supported to consider alternative and suitable pathways at HNC or elsewhere.

Time was also taken to explore how the college intended to best manage student appeals direct to the college against their awarded grades, if they believe they have evidence of discrimination, or appeals direct to the awarding body should calculated grades differ significantly from the centre assessment grades. It was recognised by all present that freedom of information requests may however become resource intensive but again it is uncertain at this time as to what number of enquiries to anticipate. Ms Williams acknowledged however that an appeals process for the college will need to be determined in advance of results day. Furthermore, it was recognised that senior leaders will also need to consider how best to effectively house students opting to retake exams in the autumn for GCSE or A levels, once numbers are confirmed.

Mr Smith-Connor reminded the Corporation that the Centre Assessment Grades (CAG) submitted are provisional and will go through a moderation process so is subject to change. Governors were advised that in awarding CAGS teaching staff had to navigate the competing pressures of what they thought, based on the evidence, each student deserved whilst seeking to ensure that this year's outcomes are broadly in line with the 3-year raw and value added trend for their course; this

was a hugely challenging and weighty task which they dispensed with professionalism and absolute integrity.

Mr Smith-Connor explained that the submitted outcomes were broadly in line with last year's and the 3-year trend for the qualification type and that every course at every level was faced with a similar challenge to produce CAGs in line with the published guidance. Mr Smith Connor confirmed that the Alps Reports for different ethnic groups, gender, and disadvantaged, although not included in the report submitted to governors tonight for brevity, suggested that there was no evidence of unconscious bias as measured by the value added score for these cohorts. Governors were also informed that if the submitted CAGs were verified without any significant adjustments by the exam boards then these outcomes will again be securely outstanding.

Mr Smith Connor also presented the Alps Monitoring Point 3 – (Year 12 A level) to Governors, which, as he explained, are to be used by the college to provide an accurate monitoring point for A level teachers to target support and intervention as students progress into Year 13. This data also serves to provide internal monitoring data for key stakeholders, including governors, to offer assurance about the progress of students on 2-year linear courses. Governors were advised that the overall value added for the cohort is Alps 3 (in the top 25% nationally) however, the overall proportion of red Teaching & Learning is low and is therefore an area requiring improvement going forward.

Resolved:

- **That the report be received**
- **For additional safeguarding information to be shared with Governors, via the Clerk, on the impact of COVID 19 on internal and external resources.**

6. Admissions Policy and Procedure; Entry Criteria 2021

Ms Williams presented, for approval, the proposed General Entry Criteria and Curriculum offer for 2021/22. Governors felt assured that the very small number of revised entry requirements had not shown to be excluding students thus remaining true to the college's mission to remain inclusive.

Resolved:

- **That the General Entry Requirements for 2021/22 be approved**

7. BAF review: Poor whole college experience for students and parents/carers

After a full discussion the Corporation was of the opinion that the proposed residual score for this risk was unduly low, especially at a time when student experience was so disrupted given COVID 19. Governors were of the view that it would be beneficial for the risk owners to revisit the commentary and be satisfied that it fully reflects the impact of covid and all mitigating actions being taken by staff to manage students' and parents' current experience as well as manage future expectations of college life due to remote learning.

It was also noted that governors stakeholder feedback garnered at parents evenings should feature as an external source of assurance for this risk.

Resolved:

- **For the revised assurance report to be presented for review at the corporation's next meeting.**

Minutes of the Committee Meetings:

8. Search & Governance Committee (Meeting held on 14th May 2020)

Ms Boryslawskyj briefed Governors on the business of the Committee. Particular attention was given to the outcomes of the annual reviews of Governance policies and procedures. The Corporation duly approved the amendments proposed for Governors Code of Conduct, the standing orders and the scheme of delegation.

Ms Boryslawskyj reminded the Corporation that effective engagement enables stakeholders to be confident that their views are to be heard and actively listened to and that there is an opportunity for those views to effect change for the good of the college. The Clerk is to circulate the planned stakeholder engagement calendar for 2020/21; however it was noted that college events may have to change should social distancing rules continue into the new academic year.

The Corporation approved the Committee's recommendations for membership appointments.

Resolved:

- **That the minutes be received**
- **That the changes to the Standing Orders be approved**
- **That the changes to the Scheme of Delegation be approved**
- **That the changes to the Code of Conduct be approved and for all governors to confirm by email to the Clerk that they shall agree to observe this code of conduct to the best of their abilities.**
- **For the Clerk to circulate the proposed stakeholder engagement calendar for 2020-21**
- **For Ms Drury to be appointed as the Chair of Remuneration and Personnel Committee as of September 2020.**
- **For Mr Leach to be appointed as a member of Audit committee and the SEND Link Governor as of September 2020.**
- **For Ms Haigh's term of office to be extended to July 2023**
- **For Ms Richards to serve for a second and final term of office as parent governor for 2 years as of September 2020.**

9. Remuneration & Personnel Committee (Meeting held on 20th May 2020)

Chair : Linda Summers

Ms Summers briefed Governors on the business of the Committee. Particular attention was given to the outcomes of the reviews of a number of HR policies and procedures. The Corporation duly approved the Equal Opportunities Policy and Anti Bullying & Harassment Policy.

Ms Summers explained that an assurance review was undertaken on the risk; Poor continuous professional and leadership development of staff – green assurance was assigned. It was noted however, from the Audit Committee Minutes that an internal audit had since been undertaken identifying one important and one routine recommendation. It was subsequently agreed beneficial by the corporation, for all audit reports to be shared wider with respective committees in the future, to inform discussions and decision making.

Ms Summers advised the corporation that the committee had reviewed and proposed changes to the policy and arrangements for determining the pay of senior post holders; regrettably the policy had been omitted from tonight's papers. Ms Summers confirmed that it will therefore be presented to the corporation at its next meeting for approval. Ms Summers explained that that no substantive changes were being proposed to the existing framework post review but rather that it is updated to reflect that the corporation has adopted the AoC's Senior Staff Remuneration Code as of 1st September 2019. The delay in seeking approval for this specific document therefore does not affect the working of the committee or that of the corporation.

Resolved:

- **That the minutes be received**
- **That the internal audit report on staff development be circulated to members of the Remuneration & Personnel Committee.**
- **That the policy and arrangements for determining the pay of senior post holders be submitted to the corporation at its next meeting for approval.**
- **That the following policies are approved for immediate implementation:**
 - *Equal Opportunities Policy*
 - *Anti-Bullying and Harassment Policy*

10. Audit Committee (Meeting held on Tuesday 9th June 2020)

Chair: Antony Nelson

Mr Nelson advised the Corporation that the committee had received a further Data Protection & Security Report 2019/20 for term 2. Members of the committee remain of the view that the report provides comprehensive assurance to senior leadership team and Governors that the college is doing as much as it can to mitigate against cyber security risks.

Mr Nelson briefed the corporation on the outcome of the internal audits undertaken to date. The corporation was advised that no relevant benchmarking data was available for comparative purposes in relation to the TLA audit given the niche audit scope requested by the college.

Mr Nelson also advised the Corporation that all key risks identified throughout 2019/20 had been subject to assurance reviews. He also advised the corporation that the audit committee was of the view that it would be beneficial going forward for the time to be dedicated to reviewing the COVID 19 risk assessment at each Audit Committee meeting. The corporation endorsed this approach.

Mr Nelson explained to the Corporation that the Colleges Whistleblowing policy had been subject to its annual review. The Clerk however was now making enquiries into sector practice into how other colleges encourage internal disclosure of concerns. The committee will again revisit the policy at its next meeting.

Resolved:

- **That the minutes be received**
- **That the Overview of the BAF 2019/20 be received**

11. Finance & Resources Committee (Meeting held on 26th June 2020)

Chair: Jonathan Dawson

In the absence of Mr Dawson, Ms Needham briefed Governors on the business of the Finance and Resources Committee.

Ms Needham advised the corporation that the committee had reviewed and approved the college's Health and Safety Policy, subject to agreed amendments. The policy will now remain subject to annual reviews going forward.

Ms Needham explained to the Corporation that due to COVID 19 the contractor, undertaking essential maintenance work, had been unable to carry out the remainder of the inspection as planned for electrical testing and fire exit emergency lighting due to furlough of their staff etc. The survey will however be completed as a priority when possible. Luminescent stickers had however been attached to lights which are not working as a temporary measure.

Ms Williams explained to the corporation that the college had been informed on 29th June 2020 that it had not been successful with its condition improvement fund (CIF) bid; the essential works to repair the fire exit emergency lights will now be completed by the current contractor from the college's additional finances as approved by the corporation to address the senior leadership teams estates extraordinary request. The corporation endorsed this.

Ms Needham advised the corporation that the committee had been appraised of the proposed campus improvements to be undertaken, ready for August 2020, to accommodate the planned growth in student numbers to 2556 capacity.

The corporation was advised that April 2020 management accounts were shared with the committee which confirmed that all current targets are expected to be met by July 2020. The Income and Expenditure account shows that the operating outturn is currently forecast to be on target at £7,519 and that the forecast reduction in income continues to be cancelled out by the forecast reduction in expenditure. The May management accounts have since been shared with committee members by email.

Ms Needham informed the corporation of a COVID 19 Financial return which was required by the ESFA by 31st July 2020. Components of the new return were released on Monday 15th June in the form of a simplified high level template that is intended to provide the ESFA with a realistic view of the Colleges actual and expected financial performance during these unprecedented times. Draft submission were shared with the committee, it was stressed at that time by the senior leadership members present that submissions will continue to be based on the same sensitivities and assumptions as agreed by the corporation in February 2020 given that the forecast cannot be re-evaluated until budget announcements have been made. The corporation was asked to note however that the only change to be made will be the inclusion of a COVID 19 budget for 2020/21 given that Covid 19 expenditure will continue into the new academic year, especially if a second wave of coronavirus materialises. All governors present reported to be satisfied with this.

Ms Needham also advised the corporation that the return is to be approved and signed off by the Principal as Accounting Officer, approval of the corporation is therefore not required on this occasion. However, in line with the need for Governors to keep financial forecasts under review, the return will be made available to committee members, via the clerk, prior to submission for consideration, time permitting.

Ms Needham briefed the corporation on the outcomes of the annual reviews of other college policies and procedures, subsequently approved by the committee. The Corporation however duly approved the amendment proposed for the Financial Regulations, on recommendation by the committee.

Resolved:

- **That the minutes be received.**
- **That the proposed change to the Financial Regulations be approved**

12. Schedule of meetings and events/Agenda planner

The Clerk reminded the corporation that in light of the coronavirus pandemic, governors had been made aware that changes to meeting agendas may have been required to ensure that agendas remain purposeful to satisfy governors' needs but also not being onerous on report authors given the unprecedented times that continue. The Clerk re-presented the agenda tracker for 2019/20 meetings to confirm that only a few items had been removed from agendas, all of which would

feature at future meetings, when time allowed. The Governors welcomed the update from the Clerk.

The Meeting Schedule and Outline Agenda Plans for 2020/21 were also presented for approval, taking into account the earlier external audit which is to be undertaken as well as the required IFMC submission by 31st January 2021.

Governors also agreed with the proposal for there to be two strategic planning days for the next academic year (part 1 and part 2). The Corporation agreed for the first strategy planning day to specifically to be used by Governors to again revisit academy conversion discussions. As well as to agree an Appendix to the existing strategic Plan, to cover any specific objectives for the additional year 2020/21, as resolved at Corporation meeting in April 2020. It was also resolved for the second strategy planning day in the spring term to be used to discuss wider strategic considerations and to begin the formation of the 21-24 Strategic Plan for it is hoped that future funding will have been confirmed by this stage and financial forecasting and modelling completed.

Ms Summers asked for governors to identify any additional information which may be required in advance of the first of the staged strategic meetings to effectively facilitate and inform discussions. It was proposed useful for up to date academy convertor data to be made available to governors. The clerk was tasked with providing this information.

Resolved:

- **That the update of the agenda tracker 2019/20 be received**
- **That the proposed agenda plans and meeting schedule for 2020/21 be approved**
- **For the Clerk to provide governors with up to date sector data on academy conversions**

13. Any other Business

Ms Summers took this opportunity to thank the Senior Leadership Team for their sterling efforts in steering the college through these difficult times due to COVID 19.

Ms Summers extended her thanks to the wider Governing body and the Clerk for their engagement and resilience in ensuring that remote governance has retained its professionalism and also delivered effectively on all corporate duties.

Mr Nelson, on behalf of the Corporation and the Senior Leadership Team also thanked Ms Summers for her efficient chairing during the health pandemic; all present were grateful for her lead, challenge and guidance throughout this strange time.

14. Learner Impact Reflection

The impact of discussion and scrutiny of the Corporation's work in improving the outcomes and experience for all learners was considered and the following agreed.

- **Assurance received that the college continues to provide a welcoming, safe and supportive environment, albeit remotely, for all students to develop personally and academically.**
- **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**
- **To continue to ensure that the college and the corporation publishes accurate and honest information about its activities and processes – this is particularly important in relation to information for parents, students and employers**

- The annual review of all Governance policies ensures the effective running of the Corporation and that of its committees and Governors ability to confidently provide oversight and scrutiny of the college and of its governing activities
- The corporation is committed to ensuring the effective control and due diligence takes place and that systems of delegation and accountability are in place.
- The Board continues to conduct its affairs as openly and as transparently as possible
- Assurance that the college strives to create a transparent, fair organisation that is attractive to work and learn at.
- Assurance received that the governing framework is compliant with statutory responsibilities and regulations.
- Assurance that the corporation continues to seek out best practice initiatives as well as to inform/lead best practice within the sector in order to remain outstanding in its performance.
- A high performing corporation is able to support the college to achieve its aims and objectives and secure positive outcomes for students.
- The Corporation is committed to ensuring the effective control and due diligence takes place and that systems of delegation and accountability are in place

15. Determination of confidentiality

Supporting papers for agenda item 7 were deemed confidential.

16. Date of next meeting: 1st October 2020 – time to be confirmed.