



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Corporation Meeting held on Thursday 30th April 2020
Via Zoom.

Confirmed Minutes

Present: Ms L Summers (Chair), Mr J Dawson, Mr K Webb, Mr A Nelson, Ms K Fleming, Ms M Boryslawskyj, Ms A Williams, Ms L Needham, Ms H Richards, Ms R Drury, Ms H Haigh, Mr A Leach, Ms M Dean. (Attendance: 87%)

In attendance: Mr M Smith-Connor, Ms J Thomas, Ms K Rogerson, Mr L Goddard

Clerk: Mrs C Coupland

1. Apologies for Absence/ Declaration of Interests

Apologies for absence were recorded for Ms T Wright and Ms J Rowlands due to both experiencing personal IT technical difficulties. Ms Summers noted that it was to have been Ms Rowlands last meeting as student governor. The Corporation asked to record their thanks to Ms Rowlands for her valuable contributions made during her time spent as Student Governor.

Declarations of interest were noted for Ms A Needham, Ms R Drury and Ms H Richards for agenda item 11.

Ms Summers took this opportunity to welcome all Governors to their first virtual board meeting. Time was taken to ensure everyone's online connections were clear and audible. Ms Summers reminded everyone of the guidance note issued in advance of the meeting by the Clerk which gave a brief overview of the practical issues for conducting virtual board and committee meetings to ensure a positive and constructive experience for all.

2. Minutes from meeting held on 28th February 2020

Resolved:

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

3. Matters arising:

4-year Integrated Financial Model for Colleges (IFMC) return

Ms Summers confirmed that the approved IFMC return had been submitted to the ESFA on 28-02-20

4. COVID 19 : College Response

Ms Williams reminded Governors that on Friday 20th March the government announced that all schools and Colleges would close as part of the strategy to delay and contain the spread of Coronavirus in England. They also announced that the Summer 2020 series of A Level and GCSE examinations were cancelled. The College had anticipated the closure announcement (following the closure of schools, Colleges and Universities in Italy) and had therefore started the planning for closure on Friday 13th March.

Across the three days from Monday 16th March to Wednesday 18th March the rate of growth in coronavirus related absence by both staff and students was making maintaining business as normal more and more difficult (5 staff reported a Corona virus related absence on Monday 16th March: 37 on Wednesday 18th. 54 students on Monday 16th March: 221 on Wednesday 18th). Plans to close the College were therefore accelerated and HNC was closed to students at 4.15pm on Wednesday 18th March. The Chair of the Corporation was made aware of the Senior Leaderships Team decision to close; so too were staff, parents, students, key suppliers of the college, the ESFA and the DFE.

The decision was taken for the college to remain open on Thursday 19th and Friday 20th March to enable staff to continue to put on line learning resources on Moodle (the College's primary VLE platform), to arrange hard copies of these resources for identified students to be posted home, and to collect where necessary College IT equipment to be able to work remotely from home. Students who also needed to loan College IT equipment to learn remotely at home also came in across these two days to collect this equipment. Full closure was therefore enacted from Monday 23rd March.

Although the government had announced the cancellation of A Level and GCSE examinations, they had not revealed how A level and GCSE final grades would be determined, so in the first full week of closure there was generally good engagement with on line learning by most students. Teachers and students were expected to follow their normal College time-table and all teaching staff and almost all students did.

In the second week, beginning March 30th, teachers started to report that year 13 and GCSE students were beginning to disengage with on line learning. This was aggravated for Year 13 by an increasing number of universities contacting Year 13 students directly and changing their university offers to unconditional offers. On Friday 3rd April the government announced that final grades for A Level and GCSE would be determined through teacher assessment, and that no work submitted after 20th March would be considered in this assessment. With Year 13 and GCSE students already disengaging with on line learning, the decision was taken by SLT, and communicated to students and their parents, that when we returned after the Easter break on Monday 20th April, Year 13 and GCSE students would be released from their College time-table and on line learning supported remotely by their teachers until their official leaving date, Friday 22nd May, but that they could engage in self-guided learning during this 4 week period instead, with support from their teachers, as and if requested. All students were also sent an E-Enrichment guide detailing a range of activities they could do at home, independently, prior to the Easter break. This was promoted again to Year 13 and GCSE students on their return to College after the Easter break, on Monday 20th April.

Ms Williams further advised the Corporation that business as usual has also been maintained by the cross college teams, for example, HR are continuing to help to recruit new staff for next year, Student Services are processing acceptances for new Year 12 cohort, Finance are ensuring everyone including suppliers and contingent workers are being paid appropriately, IT are ensuring IT infrastructure and network is robust and can support secure home learning and safe home working, Marketing are communicating everything to staff and to students, and are leading on the staying safe, stay home, stay positive messages.

The corporation echoed Ms Williams views that all staff (teaching, support and cross college) have done an amazing job in moving learning and working on line and remotely - quickly and effectively, and in doing so have provided students with an element of normality in their daily lives in these unprecedented and exceptional times. The Corporation also unanimously agreed that the quality and frequency of communications to Governors and stakeholders had been very impressive enabling the college to provide timely and accurate information as well as ensuring staff and student wellbeing remained a priority.

Centre Assessment Grades (CAG)

Mr Smith-Connor, advised the Corporation how the college was to calculate, rank and quality assure centre assessment grades. Mr Smith-Connor explained that CAGs must reflect a fair, reasonable and carefully considered judgement of the most likely grade a student would have achieved if they had sat their exams this summer and completed any non-exam assessment / coursework. Mr Smith-Connor also explained that every student on the course is to be allocated a unique mark in order to establish the rank order for that course.

It was further noted that the college's CAGs will be submitted to the relevant exam board for moderation. The deadline for submission to the awarding bodies is Friday 29th May 2020. Ofqual and the exam boards will then

moderate CAGs on a course-by-course basis by deploying a statistical standardisation model to ensure that the 2019/20 outcomes are closely matched to those from previous years

Mr Smith Connor took the time to explain to Governors the evidence base to be used to calculate the CAGs. He advised the Corporation that CAGs need to be calculated for the following qualifications which would have been awarded a grade in August 2020:

- A levels
- BTECs (level 2 and 3)
- The Extended Project Qualification
- Functional Skills (level 2)
- GCSE English and maths

The corporation acknowledged the unprecedented responsibility for teachers to use their professional judgements and expertise to calculate every student a grade that is a fair reflection of his or her progress, effort and ability to date. Open discussions were therefore had on how the different layers of quality assurance strategies would test the integrity of the grades assigned and ranking order determined to ensure that duties have been dispensed fairly, professionally and as objectively as possible to ensure that the CAGs are indeed a true representation of authentic student performance.

From the deliberations had, governors reported to be assured that the CAGs submitted would honestly and fairly represent the grades that the learners would have been most likely to achieve if they had sat their exams as planned.

Time was also taken to explore the possible longer term disadvantages to current year 12 students. Ms Williams explained that this was difficult to anticipate and or plan for at this moment in time given that it is yet unclear as to when social isolation and social distancing restrictions are to be lifted enabling colleges to fully open. Only then can an informed view be taken on the range of teaching and support strategies needed, on a national as well as local level, to re-engage students in their learning programme and to 'catch up' on missed work and learning opportunities in preparation for final exams in 2021.

Safeguarding:

Mr Goddard advised Governors that the pastoral care team have led on weekly contact with the most vulnerable learners who are also learning off site at home and are ensuring that the college continues to fulfil its safeguarding obligations in law for these young people. Mr Goddard confirmed that all vulnerable students have also been provided with contact details of the key staff who would be available throughout the College closure period, should they have any concerns during this period.

Mr Goddard explained that vulnerable students include;

- those working with a social worker,
- those with a child protection plan / child in need plan or who are looked after,
- those with an EHCP and
- those who have been assessed as otherwise vulnerable (for HNC this is students living independently or who are in a domestic residence where police have confirmed domestic violence).

Mr Goddard explained that as the College's DSL, he remains in daily contact (via text / phone call) with the vulnerable students who have a social worker (7 in total). This contact continued throughout the two week Easter break.

All Looked after Children (LAC) students are either included in the above monitoring processes or are aware that the College's Director of SEND and LAC lead can be contacted at any time with concerns. On a weekly basis the LAC lead - checks in with students individually to ensure that they are safe and happy working from home. LAC reviews also continue remotely with the LAC lead having input via video conference.

Education, Health and Care Plan (EHCP) students have also all been contacted at the beginning of College closure, again at the beginning of the Easter break and again on return from the Easter break to check on their wellbeing. The High Needs Provision Manager has also monitored this cohort throughout the Easter break.

Mr Goddard explained that progress tutors continue to conduct one to one meetings (remotely) with their tutees, upper and lower sixth and level 2 students. For students where there are academic concerns these meetings are conducted over the telephone, for students where there are no academic concerns they are completed by email exchange. All meetings are however recorded on Cedar.

The College's Student Welfare Officer (SWO) continues to be in contact with all of the students she was working with prior to closure during their usual booked sessions. Other students are however able to book sessions with the Student Welfare Officer via the Moodle portal, and some students are being targeted by the SWO following safeguarding concerns logged by staff.

There is a dedicated safeguarding@huddnewcoll.ac.uk email address which is checked at least twice daily. This email address has been widely shared with students, parents / carers and staff. Any safeguarding concerns are being logged as per usual and these are monitored daily by the safeguarding team. Mr Goddard also confirmed that weekly safeguarding meetings continue to ensure that all concerns that have been logged by staff have been appropriately followed up by the safeguarding team. This continued throughout the Easter break. Child protection / in need meetings have also continued remotely, with the Director of Safeguarding having input through skype.

Mr Goddard advised Governors that given that students are spending more time on line as a result of the Covid 19 situation and lockdown, students are being regularly reminded about online safety and what to do if they feel they are a victim of cyber bullying or peer on peer abuse through electronic communication. Governors were also advised that tips on maintaining good mental health and well-being are being distributed to students at least weekly via twitter and the Moodle News Bites. An e-enrichment guide was also issued for the Easter break.

Governors were keen to also ascertain if students ECHP and/or additional learning support needs were being identified and recorded for 2020/21 given lockdown. Ms Thomas confirmed that details of support needs disclosed at the applications stage by the student and/or the school had already been inputted electronically into Cedar thus enabling preparatory work to be continued remotely. Interviews with applicants and ongoing conversations with schools are also being used to check and ascertain level of support required, with cedar being updated as necessary.

Time was also taken to consider the short term and long term psychological impact of the coronavirus on student (and staff) wellbeing. Governors recognised the richness of support continuing to be made available to students (and staff) internally at the college. The desirability of promoting access to external support services was raised and Ms Needham agreed to signpost college staff to 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.

Staff Working Safely Remotely and a Safe Estate:

Ms Thomas advised the Corporation that following government advice, working on site is absolutely minimal. The only staff members currently accessing the site are the Estates Caretaking team. This access is being tightly controlled to ensure these members of staff are safe on site. The college is operating a rota to ensure an even workload spread and to ensure that no member of the team feels under any undue pressure. The Caretaking team are only accessing the site to;

- Carry out essential maintenance testing e.g. weekly boiler safety checks
- Undertake security visits, including investigating any alarm responses
- Allow essential contractor access e.g. to update the electrical safety certificate for the main building
- Allow essential equipment servicing or compliance visits

Ms Thomas also confirmed that a remote working booklet has been circulated to all staff. This booklet includes advice and guidance on the safe use of IT, safe methods of communication with students, creating a safe place

to work at home and tips on how to safeguard their mental well-being as well as systems help guides for remote working with comprehensive 'how-to' guidance including guidance on safe use of Video conferencing.

As advised by the DFE the College's IT Acceptable and Safe Use Policy has been updated to incorporate the current Covid 19 situation.

Staff wellbeing:

Ms Rogerson briefed the governors on how the college continues to safeguard staff working remotely at home. Governors were advised that HNC has initiated a referral process for any staff who have concerns about their safety and/or wellbeing whilst working from home.

Furthermore, in line with DFE advice the college have put in place a clear plan of response to the death of a member of staff as well as student.

Ms Williams confirmed that no staff are to be furloughed during lockdown. Ms Williams explained that as the college receives lagged funding, which includes forecast for staffing costs, it would not be appropriate to furlough staff given the college's context. Governors agreed with this view.

The board agreed that maintaining staff well-being during the closure is a priority for the College. Ms Rogerson confirmed that valuable advice and tips on maintaining good mental well-being during the College closure and general lockdown are being shared daily via the 'Staff News'. Ms Dean (staff governor) and members of the senior leadership team also shared with Governors present their experiences to date as well as anecdotes from other staff members on the support received to date. Governors valued the reflections offered by staff.

Finance:

Ms Summers advised the Corporation that the management accounts for March 2020 had been shared with members of the Finance and Resources Committee as well as herself. It had been noted that all current targets are still expected to be at least met by July 2020. Ms Summers explained that the Income & Expenditure account shows that the operating outturn is currently forecast to be on target however, given the current uncertainties, this will continue to be reviewed and updated and reported to the Finance and Resources Committee regularly..

The Clerk also took this opportunity to remind the corporation that management accounts are accessible to all Governors, not just F&R Committee members, via Moodle.

The Corporation thanked the senior leadership team for a comprehensive overview of the college's response to the coronavirus pandemic. It was agreed that there was a real sense of team effort within the college community and that the minutes should record Governors' thanks to all staff.

Resolved:

- **That the report be received**
- **For Ms Needham to provide details 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.**
- **For a message of thanks to all staff to be recorded in the daily staff news from Ms Summers on behalf of the Corporation.**

Ms Thomas, Ms Rogerson and Mr Goddard left the meeting at this point.

5. Strategic Planning – a suggested timetable

Ms Summers reminded Governors that the current Strategic Plan 'one step beyond' covers the period 2017 - 2020. It therefore expires at the end of the current academic year.

It was noted that previously the process of preparing a new Strategic Plan had normally taken place in or around February at a Strategy Planning Day, and then Corporation meetings in the remainder of the Spring term and the Summer Term had been used to review, amend and finalise the Plan ready for the start of the next academic year.

This year, in accordance with the usual timetable, Ms Summers confirmed that the Senior Leadership Team had prepared a draft Strategic Plan in January as the basis for Corporation discussions. However, the corporation had agreed to not proceed with the usual Strategy Planning Day at the end of February because of the unusual level of uncertainty about matters critical to strategic discussions. Ms Summers reminded Governors that it was hoped that the spring budget, in March 2020, may contain such announcements and it was therefore agreed necessary to defer the Strategy Planning Day until relevant funding announcements have been made as part of the spending review initially planned for July 2020.

The Corporation noted however that the spending review has now been further delayed in response to the coronavirus pandemic. To date, no alternative time frames has been given by the Government. Therefore, there will be no greater clarity about student funding beyond 2020-21 until after the end of the current academic year. Governors also acknowledged that the coronavirus pandemic has, actually or potentially, impacted other matters which are relevant to properly-informed strategic planning such as student recruitment and retention. For all these reasons, the Corporation endorsed the Chairs recommendation to reconvene the Strategy Planning Day in the Autumn term (date to be confirmed).

Time was taken to consider how best to cover the one-year period between the expiry of the current Plan and the start of the new one. The Corporation, agreed it sensible to extend the life of the current Strategic Plan by one year to 2020-2021 and that part of the Autumn Term Strategy Day is to be used to prepare an Appendix for the current Plan which sets out any priorities for the 'extra' year as deemed necessary.

Resolved:

- **That the report be received**
- **That the current Strategic Plan is extended to also cover the academic year 2020-21.**
- **That The process for agreeing the Strategic Plan 2021-24 begins with a Strategy Planning Day in the Autumn term.**
- **That an Appendix to the existing Plan, to cover any specific objectives for the additional year, is agreed at that Strategy Planning Day.**

6. Agenda Tracker - to July 2020

The Clerk advised the corporation that the DfE has stipulated that despite a national lockdown, governors continue to have statutory duties and that online meetings should now take place as and when necessary. It is therefore planned for the remaining Committee and Corporation meetings to continue to take place as scheduled.

The Clerk reminded the corporation that the draft agenda plans had been approved by the Corporation in July 2019. In light of the coronavirus pandemic, changes to meeting agendas may be 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 presented tracker outlined the immediate changes to future agendas, however the clerk confirmed that the agendas for all committee / corporation meetings will remain subject to review with relevant members of SLT and chairs.

Governors asked whether changes to future agendas, given the coronavirus pandemic, would have an impact on essential corporate business in terms of external regulatory and compliance frameworks. The clerk confirmed that all required items will still be addressed within meetings as planned to ensure all statutory responsibilities and regulations are met. The clerk reminded Governors however that essential financial submissions to the ESFA had been made earlier this year in February 2020, rather than during the summer term as per previous years. Furthermore, Tiaa, The College's internal auditors, had also confirmed to the Audit Committee that the annual programme of work will be undertaken online and via video conferences as per the agreed schedule, despite lockdown. Thus enabling the Internal Auditors, to still provide an opinion on the reasonable and effective risk management, control and governance processes in place and on the College's achievement of value for money with regard to economy, efficiency or effectiveness of the systems reviewed. This information will therefore be available for the Audit Committee's annual report and the Corporation's financial statements and members report for year end 31 August 2020.

The Clerk further advised that all items which are temporarily being dropped from agendas are being tracked so that they can be returned to a later agenda, when time allows. The Governors welcomed the update from the Clerk.

The Clerk also advised Governors that the planned staff presentation for this evenings meeting on the Gatsby (Good Career Guidance) benchmarks is to be rescheduled for next academic year. Mr Webb, the Link Governor for CEIAG, however took this opportunity to advise Governors that the College had been notified that it had fully met all Gatsby benchmarks during its recent assessment for the Quality in Careers standard as awarded by C&K Careers. Ms Summers asked for the Summary report to be shared with Governors, once available. The Corporation also wished to record their congratulations to the Careers Education, Information, Advice and Guidance team.

Resolved:

- **That the report be received**
- **For the Clerk to continue to liaise with the Senior Leadership Team and Chair of the Corporation and its committees to determine further changes to the agenda tracker.**
- **For the Clerk to email the CEIAG Summary report to all Governors.**

7. BAF Assurance Review : Failure to anticipate and/or respond quickly and appropriately to local, regional or national development which could impact on the College

The Governors thanked Ms Williams for the comprehensive assurance report and helpful commentary. The very detailed discussion at item 4 had covered many matters relevant to this risk. After further discussion the Corporation was satisfied that the actions being taken by the college to mitigate against the risk continue to be robust and effective. The Corporation was also confident in the different levels of assurances identified within the BAF. Governors therefore agreed that an overall green assurance level shall be re-assigned to the risk.

Resolved:

- **To assign Green overall assurance**
- **For the Clerk to update the Master BAF**

8. Department for Education KS 5 Data Tables 2018/19 and Destinations Report

- KS5 League Table Analysis

Mr Smith-Connor explained that the figures were published in January 2020 and relate to students who completed their 16 to 18 studies in the summer of 2019.

The headline figures show:

- Fourth year in a row of above average A level progress; also the highest A level progress score of those four above average years.
- Fourth year in a row that the A level average points score for all students has increased; for the first time the College's A level points score is above the England average score despite the lower prior attainment of the A level cohort.
- The GCSE English progress score remains significantly above national and Kirklees averages. Although the GCSE maths progress score is on a four-year declining trend it is still significantly above national and Kirklees averages.
- The percentage of students staying in education or employment decreased in 2019 but the figure remains significantly above national and Kirklees averages.
- There are no significant differences between the progress of disadvantaged students and the whole cohort on any measure at any level of study.

The Corporation considered how the college's performance ranked regionally, nationally and within the NORVIC group. Governors were satisfied that the performance measures indicated that excellent progress was being made for all student groups at the college. The college continues to feature in the top 10% of the national comparator group for five of the seven key measures - A level progress, GCSE English progress, GCSE Maths progress and Student destinations (staying in education or employment) and in the top 25% or better in six of the seven key measures. The Corporation concluded that this consistently high level of performance is further confirmation of the College's overall effectiveness SAR grade of outstanding.

Mr Smith – Connor also advised that the College's Applied General progress score fell in 2018/19 due to the disproportionate impact of the performance of students on the Level 3 Criminology course. Governors understood from the data provided that the raw outcomes for this course were extremely strong which suggests that nationally the incoming attainment of students in other providers is lower which gives them more scope to add value. The Board agreed with the senior leadership team's view that improving the high grade rate for 2nd year students is to be a key focus for improving the overall progress score for this course.

- Destination of College Leavers

Mr Smith-Connor explained to Governors that the Destination data again shows positive destinations namely:

- The rate at which HNC's leavers secure a place at university or enter employment is well above national averages; progression to continued education remains a clear strength of the College.
- The DfE have rated the overall progression of 2017 leavers as above average and above average for L3 academic and L3 technical leavers.
- There is no significant differential progression performance between all students and disadvantaged students.
- NEETS and destinations unknown is below national and regional averages.
- Despite a 3-year improving trend, progression to the Russell Group and traditional, selective universities remains an area for development.

The national trend for large numbers of students applying to local universities is replicated within HNC. In this application cycle, 68% of HNC students progressed to universities in Huddersfield, Leeds, Bradford, Manchester or Sheffield; 33% choosing to study at the University of Huddersfield alone.

The success rate of HNC students gaining a place on their chosen course at their preferred university is excellent (91%), exactly matching last year's figure which was the College's highest to date. It is also worth noting that 89% of HNC students take up a place at their first choice institution with only 4% having to fall back on their insurance choice. Mr Smith –Connor explained that the slight change in students taking up a place at

their insurance choice may be explained due to the fact that UCAS piloted student self-release this year. This meant that students could use track to release themselves from their main choice and either negotiate a place at their insurance offer or take up a place in clearing if they had changed their mind regarding main preference.

Governors noted that students progress to a very wide range of subject areas, from Architecture to Anthropology. The most popular degree programmes for leavers in 2019 were sport and exercise science (51 students), law (51), design studies (44), sociology (42) and psychology (30). Governors noted that formal UCAS deferred entry has risen from 5% in 2016 to 7% in 2019 which, when added to the 50 former students applying after taking a year out demonstrates that the popularity of the year out option is growing.

Mr Smith-Connor advised the Board that the college still has a distance to travel to match nationwide and regional figures for progression to selective traditional universities but the substantial progress made last year and this year (Russell Group progression 2017: 4%, 2018: 7%, 2019: 11%) demonstrates that the strategies which have been implemented are having a positive impact. Mr Smith-Connor advised Governors that HNC not only has to increase numbers applying to such universities but also need to encourage students to follow this up by making offers from these universities their firm choice. Governors agreed that improvements to the conversion rate from conditional offer to firm acceptance continues to be a key priority. Mr Smith-Connor confirmed that more work has been done by tutors and advisers to discuss this at the point of choice with students in the 2020 entry cycle. Governors noted that this isn't a teaching and learning issue as the conversion rate of offers to acceptances is high. For example, in the 2017/18 UCAS application cycle an 8% firm acceptance rate converted into a 7% acceptance rate

Another issue explored was that of the willingness of some universities to exploit the insecurities of applicants by the use of unconditional offers. In 2019, 38% of HNC's UCAS applicants received at least one unconditional offer. Governors acknowledged that as well as potentially encouraging students to 'take their foot off the gas' and consequently underachieve at level 3, this practice can also result in applicants turning down appropriate university choices for a safe unconditional. Mr Smith-Connor explained that reassuringly the HE regulator, the Office for Students, has publicly expressed their concerns regarding this and is investigating whether universities are in contravention of consumer law in terms of pressure selling. Mr Smith-Connor also advised the board that within College staff are seeking to reduce the impact of unconditional offers on student results by writing to the parents / carers of any student who receives such an offer outlining the potential dangers of accepting it; these students are also flagged on CEDAR so that all relevant staff are aware that they have accepted an unconditional offer.

Mr Smith-Connor confirmed to the Board that internal progression remains a key strength of the College. The level 2 to level 3 progression rate is particularly noteworthy as most of these students applied to HNC to study a level 3 programme but didn't achieve the necessary GCSE grade profile. As such, they tend to be reluctant learners with low levels of confidence. To transform these students into learners ready for level 3 in one academic year is an outstanding achievement.

Governors also agreed that it is encouraging to see that Year 12 to Year 13 progression has recovered from last year's dip and is at a 4-year high. This is a consequence of the College-wide focus on the promotion of 2-year study programmes throughout the application, enrolment, induction and progression phases of a students' time with the College.

Resolved:

- **That the report be received**

Minutes of the Committee Meetings:

9. Remuneration & Personnel Committee (Meeting held on 6th February 2020)

Chair : Linda Summers

Ms Summers, as Chair of the Remuneration Committee, advised the Corporation of the business of the Remuneration and Personnel Committee. Particular attention was paid to the policies recommended for approval by the committee. Ms Summers advised the corporation that Ms Secker (HR Director) is undertaking a review of all HR Policies to ensure content reflects current practices, is practical to use and is legally compliant.

Ms Summers explained that amendments to the policies and reasons for each change were made clear on the summary page. All present endorsed the proposed changes to each of the policies for immediate implementation.

Resolved:

- **To receive the minutes.**
- **That the following policies be approved for immediate implementation:**
 - **Staff Grievance Policy and Procedure**
 - **Management of Change Policy & Procedure**

Ms Boryslawskij left the meeting at this point

10. Finance & Resources Committee (Meeting held on 26th February 2020)

Chair: Jonathan Dawson

Mr Dawson briefed Governors on the additional business of the Finance and Resources committee.

Mr Dawson took this opportunity to also advise the corporation that the college had been successful in its bid for condition capital funding of £68,630. .

Resolved:

- **That the minutes be received.**

11. Search & Governance Committee (Meeting held on 10th March 2020)

Chair: Michaela Boryslawskij

Ms Summers, in the absence of Ms Boryslawskij, briefed Governors on the business of the Search and Governance committee. Attention was in particular drawn to the Committee's recommendations for the appointments. The Corporation duly endorsed all recommended appointments.

Resolved:

- **That the minutes be received**
- **For Mr Watson to be appointed as a co-opted member of the Finance & Resources Committee for 4 years as of 20th April 2020 .**
- **For Mr Cropper to be re-appointed as a co-opted member of the Finance & Resources Committee as of 20th April 2020 for a period of 4 years.**
- **For Ms Needham to be appointed as the Chair of the Finance & Resources Committee as of September 2020**
- **For Ms Drury to be reappointed as an external Governor and as a member of the Remuneration and Personnel committee as of 31st December 2020 for a period of 4 years.**
- **For Ms Richards term of office as parent governor to be extended to August 2020, due to the current unprecedented times.**

12. Audit Committee (Meeting held on 24th March 2020)

Chair : Antony Nelson

Mr Nelson informed Governors on the business of the Audit Committee.

Mr Nelson confirmed that the committee had undertaken a comprehensive mid-year review of each of the risks identified within the Board Assurance Framework and that the Committee was satisfied that the BAF continues to identify the key risks, the likelihood of those risks occurring, their potential impact on the College and the actions being taken to reduce and mitigate the risks. The committee also agreed that risks continue to be prioritised using a consistent scoring system and that the Board Assurance Framework continues to provide an adequate and effective framework for risk management.

Mr Nelson advised the board that the internal auditors had undertaken an assurance review of payroll 2019/20. The overall assurance assessment assigned was substantial assurance. No routine action points or operational effectiveness matters were identified. Furthermore, Mr Nelson informed governors that the internal audit follow up review also confirmed that all recommendations for the Ordering, Receipt and Payments Audit (undertaken 2018/19) had been confirmed to be implemented. Testing also confirmed that processes are being followed and provide appropriate controls. Mr Nelson advised Governors that additional testing will also be undertaken during next term to ensure that safe practice continues. The board welcomed this.

Resolved:

- **That the minutes be received**

13. Any Other Business:

There was no other business.

14. Learner implications:

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

- **To ensure that HNC continues to succeed and is able to continue to deliver a high quality of student outcome and experience.**
- **Assurance that the college strives to create a transparent, fair organisation that is attractive to work in and learn at.**
- **Ability to financially support all elements of the strategic plan for the college, potentially impacting on all areas for student learning, experience and outcome.**
- **Assurance received that the college continues to have an adequate and effective framework for risk management**
- **By reviewing Membership and agreeing succession planning strategies; the Committee ensures that the Corporation continues to have the required mix of skill sets to effectively undertake its business in improving the quality of Teaching, Learning and Assessment.**
- **Assurance received that the governing framework is compliant with statutory responsibilities and regulations.**

15. Determination of confidentiality

It was agreed that the supporting papers for agenda item 7 is determined as confidential.

16. Date of next meetings: 29th June 2020 at 5pm