



Calderdale College Corporation Board Meeting

Minutes of the Meeting held on 12 December 2019, Boardroom, C Floor, Calderdale College

The meeting started at 16.50.

Present

Peter Clark	External Governor (Chair)
Fiona Armer	External Governor
Diane Cothey	External Governor
Rachel Court	External Governor (by phone)
Richie Dunk	External Governor
Jenny Grainger	External Governor (by phone)
Ian Greenwood	Staff Governor
Safia Kauser	External Governor
John Rees	Principal & Chief Executive
Malcolm Rogers	External Governor (Vice Chair)
Katie Walker	Staff Governor
Nimra Sattar	Student Governor

In attendance

Denise Cheng-Carter	Deputy Principal (Finance and Resources)
Rachael Hennigan	Deputy Principal (Curriculum and Quality)
Ron Hill	Acting Clerk to the Corporation

In the absence of Jane Taylor-Holmes, Ron Hill was appointed Acting Clerk to the Corporation for the meeting.

1	<p>19/163 Apologies for absence</p> <p>Apologies were received from :- Pat Drake (External Governor) Adrian Furness (emailed during meeting) (External Governor) Oskar Watson (Student Governor)</p> <p>RESOLVED</p> <p><i>The Board resolved to appoint Nimra Sattar as Student Governor with immediate effect until 31 July 2020</i></p>	
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2 3 4	<p>19/164 Confirmation of eligibility, quorum and declarations of interest</p> <p>No notice had been received of any member becoming ineligible</p> <p>The meeting was quorate</p> <p>There were no declarations of interest in agenda items</p>	
5	<p>19/165 Minutes of the Board meeting held on 17 October 2019</p> <p>The following amendments to the minutes were requested</p> <ul style="list-style-type: none"> - Page 4, Min 24 to read doesn't address adult, higher education or apprenticeship funding; - Page 10, Min 87 to read due to the limited availability of external assessors from awarding bodies <p>RESOLVED</p> <p><i>The Board resolved to approve the draft minutes of the meeting of the Board held on 17 October 2019.</i></p>	
6	<p>19/166 Matters arising from the Minutes of the Board meeting held on 17 October 2019</p> <p>There were no matters arising not otherwise on the agenda.</p>	
7 8 9 10	<p>19/175 Equality, Diversity and Inclusion Annual Report</p> <p>Katie Walker presented the report and highlighted the work of the College Equality, Diversity and Inclusion Steering Group (which includes staff and student membership) as a co-ordinating group which oversees the promotion of EDI activities within College.</p> <p>Governors asked if the College benchmarked against local population statistical profiles as well as benchmarking in relation to other colleges. The Chief Executive explained that local population profiling was used within the College Self-Assessment Report process and currently showed that the College was making broadly consistent progress in relation to all groups.</p> <p>The Chief Executive connected the work of the College EDI Steering Group with the College Strategic Priority No.8 'Committed to Calderdale'</p> <p>RESOLVED</p> <p><i>The Board resolved to note the Equality, Diversity and Inclusion Annual Report 2019.</i></p>	
11	<p>19/167 Chief Executive's Report on Strategic Issues</p> <p>The Chief Executive presented the written report in which he highlighted:</p>	

<p>12</p> <p>13</p>	<ul style="list-style-type: none"> ○ Proposal for future partnership working to be presented in Spring 2020; ○ Following the recent Open University Institutional Review of Calderdale College, the Chief Executive informed that, following the successful review, the College would be a partner institution with the Open University for the next 5 years. He thanked the H.E. Management Team for their thorough preparation for the review; ○ Key Operational Performance summary – the Chief Executive informed the Board that detailed consideration had been given to learner data at the Curriculum and Quality Committee. The Chief Executive alerted Governors to the inaccuracy of the H.E. Learner Retention ‘% of total’ figure. With respect to the ‘completion of appraisals’ the Chief Executive updated the figure to 68% and the ‘Mandatory Training for Prevent’ to 81%. ○ Estates and Facilities - the Chief Executive clarified that both amber rated items – LEV (ventilation) & Legionella Testing have been addressed. <p>Governors queried the significance of learner attendance figures being lower than the same time in 2018 but rated ‘green’. The Deputy Principal believed continued management interventions of learner attendance would prove to be successful. She explained that a significant contribution to lower learner attendance is the second and third year repeaters for GC.S.E. English and Maths.</p> <p>Governors noted the lower than planned high education enrolment numbers and informed that the data had prompted a wider discussion at the Finance and Resources Committee about higher education at the College.</p> <p>RESOLVED</p> <p><i>The Board resolved to note the Chief Executive’s Report.</i></p>													
<p>14</p> <p>15</p> <p>16</p>	<p>19/168 College Self-Assessment Report 2018/19</p> <p>This report had been circulated by electronic format only.</p> <p>The Deputy Principal (Curriculum and Quality) presented the report and informed that the overall judgement was ‘Outstanding’.</p> <p>The detailed profile of key judgements was given as follows :-</p> <table border="1" data-bbox="320 1693 1241 2038"> <thead> <tr> <th><i>Theme</i></th> <th><i>Grade Awarded</i></th> </tr> </thead> <tbody> <tr> <td>Overall Effectiveness</td> <td>Outstanding</td> </tr> <tr> <td>Effectiveness of Leadership and Management</td> <td>Outstanding</td> </tr> <tr> <td>Quality of Teaching, Learning and Assessment</td> <td>Outstanding</td> </tr> <tr> <td>Personal Development, Behaviour and Wellbeing</td> <td>Outstanding</td> </tr> <tr> <td>Outcomes for Learners</td> <td>Outstanding</td> </tr> </tbody> </table>	<i>Theme</i>	<i>Grade Awarded</i>	Overall Effectiveness	Outstanding	Effectiveness of Leadership and Management	Outstanding	Quality of Teaching, Learning and Assessment	Outstanding	Personal Development, Behaviour and Wellbeing	Outstanding	Outcomes for Learners	Outstanding	
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17	<p>The Deputy Principal explained that the Self-Assessment had been carried out against the Common Inspection Framework, which had been in place during the 2018/19 academic year. A full review of judgements and evidence against the new Education Inspection Framework would now be undertaken by the end of January 2020, using the best available benchmarking data.</p>	
18	<p>Reference was made to Governor attendance at review meetings and thanks recorded to Malcolm Rogers, Richie Dunk and Peter Clark.</p>	
19	<p>There was discussion about the future of College self-assessment and the potential to link performance in relation to the College's eight strategic objectives with a self-assessment methodology to achieve a comprehensive coverage of corporate review. This topic would be included in a forthcoming Governor Development event.</p> <p>RESOLVED</p> <p><i>The Board resolved to approve the 2018/19 College Self-Assessment Report.</i></p>	
	<p>19/169 Office for Students : Compliance</p>	
20	<p>Governors were reminded that the Chair of the Corporation had received communication from the Office for Students informing that the College had missed a payment of fees deadline in relation to the Quality Assurance Agency.</p>	
21	<p>Governors noted that 250 providers had missed the annual fee payment deadline.</p>	
22	<p>The Chief Executive informed that payment arrangements to the Office for Students had been adjusted to achieve compliance with the aim of avoiding such correspondence in future.</p> <p>RESOLVED</p> <p><i>The Board resolved to note the action taken by the Chief Executive to address concerns from the Office for Students.</i></p>	
	<p>19/170 Finance and Resources Committee : 21 November 2019</p>	
23	<p>The Chair of the Finance and Resources Committee presented the minutes from the meeting.</p>	
24	<p>The Chair of the Committee highlighted</p> <ul style="list-style-type: none"> ○ The report received on sub-contracting arrangements, which was supported by the Finance and Resources Committee; ○ Good financial health for Period 3 ○ The feedback on the perceived performance of business support areas of the College, which will link with further thinking about the College Self-Assessment Report 2020 	

	<ul style="list-style-type: none"> ○ Higher education review, in the light of lower than planned enrolment numbers <p>RESOLVED</p> <p><i>The Board resolved to note the minutes of the Finance and Resources Committee of 21 November 2019.</i></p>	
25	<p>19/171 Minutes of the Joint Finance and Resources Committee & Audit Committee 21 November 2019</p> <p>The Chair informed that these minutes would be considered in Part 2 of the meeting.</p>	
26	<p>19/172 Notes of the Audit Committee held on 21 November 2019</p> <p>The meeting was inquorate.</p> <p><i>[Katie Walker left the meeting at 17.30]</i></p>	
27	<p>19/173 Curriculum, Quality and Standards Committee held on 28 November 2019</p> <p>The minutes of this meeting were not available. However, the Deputy Principal (Curriculum and Quality) and the Chair of the Curriculum, Quality and Standards Committee highlighted the following items:-</p> <ul style="list-style-type: none"> ○ The video observation for professional development, including the potential for sharing this innovative practice outside Calderdale College; ○ Higher education and improvements to College provision ○ Safeguarding update 	
	<p>19/174 Prevent Policy</p> <p>RESOLVED</p> <p><i>The Board resolved to approve the Prevent Policy 2019/2020</i></p>	
28	<p>19/176 New Financial Planning Model for Colleges</p> <p>The Chief Executive presented the written report which explained that, with effect from January 2020, there would be a new Integrated Planning Model for Colleges operating. The Education and Skills Funding Agency informed that this new model aims to bring together the existing financial returns from colleges and seeks to provide sufficient financial information to understand the current and forecast financial position of colleges.</p>	
29	<p>A financial return to the ESFA will be necessary by 28 February 2020 and this requires Board approval (which could be delegated to an appropriate committee).</p>	
30	<p>It is suggested that the Board Development Day on 7 February 2020 could be revised to include a Special Meeting of the Finance and Resources Committee.</p>	

	<p>RESOLVED</p> <p><i>The Board resolved</i></p> <p><i>(a) To note the new financial planning model for colleges</i></p> <p><i>(b) To delegate approval of the financial return required under the IFMC to the Board's Finance and Resources Committee</i></p> <p><i>(c) To request the Finance and Resources Committee to meet before 28 February 2020.</i></p>	
31	<p>19/177 Risk Management</p> <p>Governors considered the Risk Register item 'Impact of reduction in public expenditure' and queried whether 'amber' was appropriate as a mitigated assessment. In the light of announcement of increased funding to date and pending the outcome of the General Election, Governors were satisfied to keep the mitigation assessment at 'amber'.</p> <p>RESOLVED</p> <p>The Board resolved to note the latest version of the Risk Register</p>	
	<p>19/178 Chair's Report</p> <p>RESOLVED</p> <p><i>The Board resolved to note the Chair's Report.</i></p>	
32	<p>19/179 Dates of Future Meetings</p> <p>Governors noted the future meetings and events for the period to 23 April 2020.</p> <p><i>[Nimra Sattar left the meeting at 17.44]</i></p>	
	<p>The meeting closed at 17:44 and was followed by Part 2 Confidential Board Meeting.</p>	

Signed as a true and accurate record

Peter Clark (Chair)

Date: 23 April 2020