



**CALDERDALE COLLEGE
CORPORATION BOARD MEETING**

DRAFT Minutes of the Meeting held on 22 April 2021 at 16:45 via MS Teams

Present:

Peter Clark	Chair of the Corporation / External Governor
Rachel Court	External Governor
Diane Cothey	External Governor
Katherine Disley	External Governor
Richie Dunk	External Governor
Pat Drake	External Governor
Adrian Furness	External Governor
Ian Greenwood	Staff Governor
Hafsah Hashmi	Student Governor
Ross Haslam	Student Governor
Richard Laycock	External Governor
John Rees	Principal & Chief Executive
Malcolm Rogers	Vice Chair / External Governor

In Attendance:

Sharon Bowker	Executive Director (Finance and Funding)
Ebrahim Dockrat	Director of Commercial Services and Partnerships
Julia Gray	Vice Principal, Quality and People Services
Rob Rawlinson	Director of Operations
Sonia Stirling	Vice Principal, Curriculum
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: There were no changes to the agenda

Min. Ref.	Minutes	Actions
	21/107 - Apologies for absence	
1	Apologies were received from Jenny Grainger, External Governor, Robert Swindells, Staff Governor and Andrew Wright, External Governor.	
2	It was noted that it was Mrs S Stirling’s (Vice Principal – Curriculum) last full Corporation meeting, Governors thanked Mrs Stirling for all her support and commitment to the College.	

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3	It was noted that Mrs Stirling would be attending the future Governors Development Day and Committee meetings in June.	
4 5	<p>21/108 – 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 other declarations of interest in agenda items.</p>	
6 7 8 9 10	<p>21/109 – Minutes of previous meetings</p> <p>Subject to amendment at paragraph 75, the minutes of the meeting on 10 December 2020 were approved as a correct record.</p> <p>The minutes of the Part 2 meeting held on 10 December 2020 were approved as a correct record of the meeting.</p> <p>Subject to amendment at the attendance section, with the removal of Jenny Grainger from the attendance list, the minutes of the meeting on 5 February 2021 were approved as a correct record.</p> <p>The notes from the meeting held on 4 March 2021 were reviewed. It was noted that an email had been sent from Mr Clark following the meeting to confirm action taken.</p> <p>Resolved: subject to the amendments, the minutes of the meetings on 10 December 2020 (including Part 2) and 5 February 2021 be approved as a true and accurate record.</p>	
13	<p>21/110 – Matters arising</p> <p>All further actions were complete or on the agenda for consideration.</p>	
14 15	<p>21/111 – Chief Executive’s report</p> <p>Mr Rees presented a report providing an update on key policy issues. In addition to the content of the paper, updates were provided as follows.</p> <p>In relation to student COVID testing and uptake, there had been an increased return to normality, more staff and students had</p>	

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	been on site. There were arrangements in place for students to test at home.	
16	In relation to student uptake of home testing, Ms J Gray, Vice Principal, Quality and People Services confirmed that over 3000 student tests had been completed. The College had initially been receiving the results directly, however, this had now moved to government reporting. As student reported results directly though into the system, the College no longer had access to the numbers however, the College was able to monitor the number of tests provided to students. Following commencement of home testing, there had been a very small number of positive cases reported. It appeared that there remained a high level of support for home testing.	
17	Mr Rees referenced several updates within the paper in relation to opportunities.	
18	In relation to the Engineering project, there had been a significant amount of work ongoing to develop the curriculum offer. The branding had been developed to identify the project as a new provision and to disassociate with the old provider. There continued to be positive engagement with employer partners. Mr Rees referenced information within the report in relation to the Let's Talks Real Skills project and how this would benefit the Engineering project.	
19	Mr Rees referred to some of the potential challenges within the project and it was noted that there was significant work underway in relation to the financial commitment and the risks associated with the project. It was noted that there was currently a number of variables including the cost to access the building and the number and distribution of students who may enrol and participate in courses within the project. This was being further considered and an update would be provided to Governors.	
20	<i>SECTION EXEMPT FROM PUBLICATION DUE TO COMMERCIAL SENSITIVITY.</i>	
21	Mr Rees referred to the application data at page 43 of the report noting that this was an area which was being closely monitored. Mr Rees commented that since the paper had been drafted, the 16-18-year-old position had improved and the gap had improved in relation to 19+. There had also been a significant increase in apprenticeship applications, this may impact on other applications. There had been little movement in relation to HE.	

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22	In relation to the review of curriculum strategy development, it was noted that a full presentation would be provided to the Curriculum, Quality and Standards Committee meeting on 17 June.	
23	Mr Rees confirmed that the two capital project bids had been submitted.	
24	Governors noted the updates on staffing.	
25	Mr Rees commented on the success of the Student Star awards which had taken place remotely in 2020 and confirmed that this would be the approach taken in 2021. Governors would be invited to the event and a 'save the date' invitation would be sent.	Action: Mrs Stirling June 2021
26	Mr Rees referred to page 48 of this report and it was noted that an update on the impact and consequences of AEB reconciliation would be discussed further in Part 2.	
27	In relation to section 8.2 of the report. Mr Rees explained that the annual strategic conversation with the ESFA was a new development to establish a more regular dialogue, to support colleges and discuss priorities. The College had been asked to propose dates and it was hoped both Governors and SLT members would attend the meeting.	Action: Mr Rees June 2021
28	Mr P Clark, Chair of the Corporation / External Governor commented that it would be positive to have Governor representation from the Curriculum and Finance Committees. Attendance of Mr R Dunk and Mr M Rogers would be explored.	
29	Mr Rees confirmed that a briefing would be provided for Governors who were attending the meeting.	
30	Mr Rees provided an update on Ofsted inspections and explained that as part of the everybody's invited campaign and the widely reported incidents of sexual harassment in schools, the Government had asked Ofsted to undertake a review.	
31	In response to a question raised by Mr I Greenwood, Staff Governor, Mr Rees commented that he was unable to confirm what, if anything, had been reported on the College through the everybody's invited campaign as this was done anonymously. The College had not received any direct reports of sexual harassment which would be investigated through usual channels if received.	

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32	Mr Rees confirmed that Ofsted had revisited their timetable for inspections due to the impact of COVID and the backlog and due to the fact that there were still a large number of new apprenticeships providers who had not yet been inspected. The new provider programme of visits had been lengthened. The consequence for the College was that, as a good college, the College could have previously expected an inspection within 5 years of the last inspection, this had increased to 7 years. At the outside the inspection date had increased from March 2023 to March 2025. It was noted that should Ofsted increase resource and capacity, this may be reviewed again.	
33	It was agreed that the trajectory of the College was good and the delay in reinspection was a little disappointing. The College would continue to focus on improvement and the self-assessment processes.	
34	A further question had been raised in relation to peer-on-peer abuse. Ms Gray confirmed that there was a robust policy in place and that this would be further reviewed when the Safeguarding Policy was reviewed in August. Ms Gray referred to some of the initiatives which had been undertaken by the College, independently of the everybody's invited campaign. Students had been undertaking tutorial activity on sexual violence. The tutorial sessions had been inviting debate and discussion and progress coaches who had delivered the sessions had received two sessions of training in advance of delivering to students. The feedback from students had been positive.	
35	Resolved: that the report be noted.	
21/112 – Medium Term Action Plan (MTAP)		
36	Mr Rees commented that many of the key performance indicators had been assessed in the relevant Committee meetings.	
37	Mr Rees referred to one error on page 51 and confirmed that recruitment related to 2021/22.	
38	Mr Rees referred to page 57 and the work underway within the College to develop bids to support skills delivery. It was noted that there were changes in the way funds would be delivered. There was a transition fund from European fund and what would follow in terms of the UK Shared Prosperity fund. Engagement through the interim fund would be useful in terms of any future application to the new scheme. The application would be Calderdale focused and it was hoped that there would be support	

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39	<p>from the Local Authority, the bid would be submitted directly to the Yorkshire region.</p> <p>The College would work with other local partners to develop the bid. If successful, it was hoped that a similar provision to that in Sheffield would be developed.</p>	
40	<p>Mrs P Drake, External Governor asked about extra tuition for students. Mrs Stirling confirmed that attendance data from Easter was not yet available, however, from week commencing 26 April, all students would be able to attend Maths and English sessions face to face twice a week.</p>	
41	<p>In relation to the learner tuition fund, this was not fully in place and the College would apply the fund to all students who were eligible. There would be close monitoring of the data and engagement with those who were beneficiaries of the fund.</p>	
42	<p>Mr Clark commented that the governance medium term action plan was now incorporated within the report.</p>	
43	<p>Resolved: that the report be noted.</p>	
	<p>21/113 – Curriculum, Quality and Standards Committee</p> <p>Governors received the draft minutes of the Curriculum, Quality and Standards Committee meeting held on 11 March 2021.</p> <p>Mr R Dunk, External Governor and Chair of the Committee provided verbal feedback on the meeting.</p> <p>Mr Dunk confirmed that the Committee had:</p> <ul style="list-style-type: none"> ➤ Received the outcomes of the learner survey, there was positive improvements and planned focus groups to get more qualitative information, to which Governors would be invited. ➤ Reviewed the complaints report, the positive trend continued, there continued to be around 40 or so complaints per year. The Report had been better structured and the Committee had gained greater assurance of how complaints were being dealt with. ➤ Reviewed the whole college performance report. There had been some issues in relation to online attendance. Further information would be provided to the Committee towards the end of the year when assessment information was available. 	

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47	<ul style="list-style-type: none"> ➤ Received an update on Teaching, Learning and Assessment, this continued to be monitored including monitoring of online teaching. ➤ Reviewed risks specifically allocated to the Committee and the current scoring and had made no changes to the current risk scoring. ➤ Received the Safeguarding Annual Review Report for presentation to the Board. ➤ Received the EDI update. <p>Resolved: the Board received the report from the Curriculum, Quality and Standards Committee.</p>	
48	<p>21/114 – Audit Committee</p> <p>Governors received the draft minutes of the Audit Committee meeting held on 18 March 2021.</p> <p>49 Mrs R Court, External Governor and Chair of the Audit Committee, provided verbal feedback on the meeting.</p> <p>50 The Committee had:</p> <ul style="list-style-type: none"> ➤ Received an update from the Director of Operations in relation to the College COVID response from a Health and Safety perspective. ➤ Received internal audit reports on reviews undertaken on Learning and High Needs Funding, 16-19 Bursary and Advanced Learning Loans, Subcontracting and Risk Management. Some issues had been identified and there had been a productive conversation with recommendations included within the follow up reporting. ➤ Reviewed progress against audit recommendations and received an updated report which was a good step forward in terms of governance. ➤ Reviewed its risks on the Risk Register and also reviewed the overall Risk Register. The Committee Recommended that the risk in relation to the COVID and ability to manage from safety perspective should be reduced. Instead of 80-100% likelihood to reduce the likelihood to 60-80%. <p>51 Resolved: The Board approved the recommendation to reduce the likelihood in relation to the COVID safety risk.</p>	

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52	<p>Mrs Court explained that at the meeting held on 19 November 2020, the Committee had intended to use the framework to consider the appointment of the College External Auditor. There had been some challenges following the submission the framework which meant that the current incumbent indicated that they themselves would not want to re-tender and there were a number of other firms who did not want to continue to provide services to the sector. The Committee were very uncomfortable about this position.</p>	
53	<p>The Grant Thornton partner who had worked with the College was retiring and before he retired, Grant Thornton offered to complete one more year by extending the existing contract whilst the College considered the approach to tendering. The Committee had agreed to engage Grant Thornton for one more year and would go to the market for year-end 31st July 2022. It was noted that the Committee would agree the approach at their first Autumn meeting in 2021.</p>	
54	<p>Mrs Bowker explained that the internal auditors (ICCA) were present at the meeting and they confirmed the position in relation to the market. External audit firms were withdrawing from the market. ICCA offered support in terms of providing information on those external auditors who were currently working in the sector. Mrs Bowker confirmed that four out of seven Colleges in the local area were reviewing their external audit service and all were in a similar position.</p>	
55	<p>Resolved: the Board received the report from the Audit Committee.</p>	
	<p>21/114 – Finance and Resources Committee</p>	
56	<p>Mr M Rogers, External Governor and Chair of the Finance and Resources Committee, provided verbal feedback on the meeting held on 25 March 2021. The Committee had:</p>	
57	<ul style="list-style-type: none"> ➤ Reviewed and approved the Fees Policy ➤ Considered progress against the existing capital project and were pleased to note that work was being completed within the timescale and budget overall. 	

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	<ul style="list-style-type: none"> ➤ Looked at the self-assessment undertaken by the business unit areas, the process developed to review how the business support areas work and the level of support by the teaching staff. The Committee had found this a very useful exercise. There were some areas where work was needed and action plans were in place. ➤ Reviewed concern around the impact of COVID on externally delivered work and received assurance that work was ongoing to reduce expenditure against the income. 	
58	Mrs Court asked whether the forecast included the skills bank potential clawback. Mrs Bowker confirmed that this would not impact on the forecast.	
59	Mrs D Cothey, External Governor asked for further information on Hummingbird helicopters. Mr E Dockrat, Director of Commercial Services and Partnerships confirmed that most of subcontractors work on funded contracts. In South Yorkshire drone training is provided, the company provides workforce development activity to train other employers.	
	Management accounts to Period 7 (Dashboard)	
60	Governors reviewed the Period 7 management accounts.	
61	Mrs S Bowker reminded Governors that the College was forecasting a deficit in 2020/21, the College was performing better than planned against the forecast, in some case this was due to profiling, but some was ongoing.	
62	The accounts presented in the Board pack were in relation to period 7 and Mrs Bowker provided a brief update on period 8 accounts. It was noted that this would be further discussed in Part 2, at the time of preparing the period 7 accounts, the AEB reconciliation was not known.	
63	In relation to the question around recovery of costs relating to COVID. Mrs Bowker confirmed that this year alone there had been additional expenditure of around £100,000, last year £60,000. Due to the College cash balances, the College had been unable to apply for various funding to support the College. This had been frustrating. The College had claimed some money from	

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64	<p>the job retention scheme for those staff furloughed. The College continued to control expenditure and the forecast was being completed monthly to allow for prompt action to be taken if needed.</p> <p>Resolved: the Board noted the position at Period 7.</p>	
65	<p>Resolved: the Board received the report from the Finance and Resources Committee.</p>	
	<p>Sub-contracting report</p>	
66	<p>Resolved: the Board approved the updated list of Sub-contractors for non-core provision.</p>	
	<p>21/116 – Safeguarding Update</p> <p>67 Governors received the Safeguarding review meeting report.</p> <p>68 Mrs P Drake, External Governor and Safeguarding Lead confirmed that the annual review meeting had been completed remotely. This had taken the form of a self-assessment with the outcome being discussed over an MS Teams meeting.</p> <p>69 Priority work around the checking of criminal convictions for staff had been completed.</p> <p>70 The Safeguarding Co-ordinator had spoken to students individually this year which was positive.</p> <p>71 Mrs Drake explained that she would follow up with staff once CPOMs was implemented. The new system should support the interaction between other services.</p> <p>72 Resolved: the Board noted the Safeguarding review meeting report.</p>	
	<p>21/117 – Equality & Diversity Update</p> <p>73 Ms S Kauser, External Governor and Equality, Diversity & Inclusion (EDI) Link Governor commented that she had attended a meeting before Easter in relation to activity.</p>	

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74	Mrs Kauser confirmed that mental health awareness week would take place this year and it was pleasing to see a focus on this. There were plans in place for next year to reinstate event activity in EDI.	
75	Ms Gray confirmed that the Festival of Cultures had been cancelled this year and would be moved forward into 2021/22.	
76	Resolved: the Board noted the Equality and Diversity update.	
21/118 – Risk Management		
77	The Board considered the relevant risks allocated to the Board and confirmed that the scores remained accurate.	
78	The Board noted the changes referred to above as part of the discussions from Audit Committee.	
79	Resolved: the Board noted the Risk Register.	
21/119 – Chair’s report		
80	Governors received the Chair’s Report detailing activity undertaken since December 2020.	
81	Mr Clark referred to the two capital bids which had been submitted and commended the work of the Staff and Consultants who had played a role in the completion of the bids within the tight timeframe.	
82	The Board noted Chair’s action taken in relation to the capital bids.	
83	Resolved: the Board noted the report.	
21/120 – Dates of future meetings		
84	The Board noted the change of date of the Governor Development Day.	

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85	<ul style="list-style-type: none"> • Governor Development Day – 11 June 2021, 10.00 to 13.00 • Audit Committee – 10 June 2021 – 17.00 • Curriculum, Quality and Standards Committee – 17 June 2021 – 17.00 • Finance and Resources Committee – 24 June 2021 – 17.00 • Search & Governance Committee – 1 July 2021 – 15.30 • Senior Staff Employment Committee – 8 July 2021 – 16.00 • Corporation Board meeting – 8 July 2021 at 16.45 	

Signed as a true and accurate record: Peter Clark (Chair)

Date: 8 July 2021