



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Corporation meeting held virtually using Zoom**  
**Monday 18 May 2020, 2.00pm**

**Govs present:** Abby Barraclough; Chantal Forrest; Craig Shannon; Gurveer Birdi; Jane Rylah; John Holroyd; Jo Horsfall; Lucy Giles; Mark O'Connor; Michelle Wheatcroft; Pete Woodcock; Richard Armstrong (Chair); Richard King; Ruth Baker; Simon Lett (Principal); Stuart Hillary; Sue Douthwaite; Sue Ellis

**In attendance:** John Blake; Mo Bunter; Tom Rowley; Usman Anwar; Julie Polzin (covering for Clerk)

**Apologies:** Ian Leedham (Clerk); Katie Mallinson

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Welcome &amp; apologies</b>	RAR welcomed Governors including Abby Barraclough & Lucy Giles, new Student Governors 2020/21. Apologies received, as above.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 23/3/20</b>	<p><b>3.1</b> Minutes of previous meeting 23/3/20, previously circulated, approved by Corporation, virtually signed off by Chair via Clerk, Clerk to file. Confidential aspects noted (23/3/20 minute 22).</p> <p><b>3.2</b> Matters arising not covered on agenda:</p> <p><b>3.2.1</b> SLE updated on minute 9.3, stating that whilst still in favour of removing one teaching group from each of Assistant Principals, to retain current arrangement for time being and conduct proper benchmarking against sector norms. To present further in new academic year.</p> <p><b>3.2.2</b> Minute 19 - Clerk to allocate Tier 1 policies to relevant committees.</p>	<p>Clerk</p> <p>SLE</p> <p>Clerk</p>
<b>4. Govs' DBS &amp; mandatory training</b>	Further responses received; only three now outstanding - RAR to follow up. SCR will then be up-to-date.	RAR
<b>5. Principal's report</b>	<p>RAR invited questions on Principal's report, previously circulated.</p> <p><i>MOC left the meeting</i></p>	

**5.1.1 KPIs:** queried why no staff had been formally furloughed. SLE advised that whilst funding received in full did not feel the need, but as the decision had been made not to re-open the catering facilities before September, they may consider furloughing the catering staff, ensuring their salaries are topped up in full. (*Confidential point*).

**5.1.2** SEL advised that the NHS were not recording absences linked to covid-19 in sickness records.

**5.1.3** SLE requested that as academic performance was to be internally assessed it should not be acted upon, just noted.

**5.2.1 Remote learning A1s:** Noted anecdotal concerns re consistency of provision and falling student attendance. SLE agreed there had been variability in consistency. Going forward, SLT had discussed more face-to-face provision from June including HODs offering masterclasses. TRO confirmed that all HODs were following schemes of work but had focused on lighter topics and were now at stage where more complex points needed to be delivered. SLT in process of putting in place strategies for intervention where students were failing to engage.

**5.2.2** Noted that access to IT had proved a stumbling block for some students. College had taken advantage of small window to apply for £100k bid but advised that this was only available to students in receipt of bursary.

**5.2.3** It was noted that the advances College had made in remote learning were exceptional, fundamental in no small part to the College's Moodle team, who were continuing to develop online teaching methods taking account of flexibility. SLT also considering different options and planning for various scenarios next year, including enrolment and induction.

**5.2.4** Governors wished to thank staff for their engagement in e-learning and deliverance at such short notice.

**5.3 Resumption of College:** RBA voiced concerns over balancing childcare, transport issues and delivering lessons face to face. SLE advised that whilst face to face contact was preferable he agreed it may have to be limited to vulnerable/non engaging students. Currently focusing on rapidly evolving picture and ensuring coordination across departments.

**5.4 Grades awarded to A2s:** no questions posed.

**5.5 Admissions:** to create a new policy to handle possible oversubscription. This item to go forward to July meeting.

SLE→JNO

Clerk

<p><b>6. Opportunity: reaching out</b></p>	<p>MBR delivered JRY's paper, previously circulated. Confirmed that 1,915 students had accepted a place for 2020.</p> <p>Mindful of effects of pandemic, may have to deliver more social interaction and marketing actions for next academic year.</p> <p>It was noted that JRY was to relinquish her marketing and liaison role next academic year and RAR thanked her and the rest of marketing team for their input into this area.</p> <p>RAR asked all Governors to consider how the data in this paper could be used in future marketing efforts.</p> <p><i>SHI and CSH left the meeting</i></p>	<p>Govs</p>
<p><b>7. Corporation composition &amp; development</b></p>	<p>SEL advised that the S&amp;G committee had been considering a University rep to replace PWO and hoped to ratify this appointment at the July meeting.</p> <p>RAR thanked PWO for his contribution to the Corporation which he intended to formally recognise at a future date.</p> <p>RBA and JRY were both asked if they would extend their term of office as Staff Governors beyond July, with the intention of running an election in September. Both agreed.</p>	<p>SEL</p> <p>RAR</p>
<p><b>8. Financial update</b></p>	<p>Latest management accounts for March and April, and narrative, had been previously circulated.</p> <p>Whilst College was in a healthier position than last year and surplus was just above budget, JBL advised caution for 2021/22 ahead of government's autumn statement and funding budget due in March.</p>	
<p><b>9. Q&amp;S Committee</b></p>	<p>Quality &amp; Standards 27/4/20 draft minutes had been previously circulated - no questions posed by Governors.</p>	
<p><b>10. Capital Devt sub-committee</b></p>	<p>Capital Development sub-committee 28/4/20 draft minutes had been previously circulated. JBL updated Governors and advised that he intends to have set of documents available at July meeting for decisions on next stage. No questions posed by Governors.</p>	<p>JBL</p>
<p><b>11. A&amp;R Committee</b></p>	<p>PWO gave a verbal update; to circulate the draft minutes of the Audit &amp; Risk Committee 11/5/20 at a later date. He</p>	<p>PWO</p>

	<p>recommended that the Risk Register be updated to cover developing processes re opening of College, associated risks linked to covid-19 and safety and security in general. Intend to hold another A&amp;R meeting prior to end of academic year to review ever changing nature of situation.</p> <p>RAR invited all committees to consider specific risks relating to their Committee's responsibilities at their next meeting and forward to A&amp;R committee.</p>	Govs
<b>12. Policies for adoption</b>	Drug & Alcohol Policy (Staff) had been previously circulated. This was adopted by the Corporation subject to a minor recommendation proposed by RAR.	RAR→JNO
<b>13. Catering outsourcing update</b>	<p>JBL gave a verbal update. The decision to offer the contract to Aramark to start in September had been affected by the current situation. It had been agreed to postpone until January 2021 using existing footprint, with work to be completed in summer of 2021.</p> <p>JBL to follow up T&amp;Cs for new staff.</p> <p>Based on JBL's feedback, SLE queried when it was appropriate to go back to current staff and union – agreed for when face to face meetings conducted.</p> <p><i>MOC rejoined the meeting</i></p> <p>Reiterated that JNO had been exploring furloughing of catering staff and also looking at recovering back costs.</p> <p><i>Reminded that this minute be kept <b>confidential</b>.</i></p>	JBL→consultant
<b>14. Tackling counselling waiting times</b>	<p>Document outlining measures to tackle counselling waiting times had been previously circulated.</p> <p>It was noted that waiting times had been reduced and greater flexibility offered for appointments so reducing time waiting for convenient appointment.</p> <p>RAR had been made aware of Kirklees Council's intention to extend counselling sessions to SFCs. To investigate further and report back.</p> <p>RAR to liaise with UAN/KAB on strategies for longer term.</p>	RAR RAR→UAN
<b>15. Letter from FE Commissioner</b>	Letter from FE Commissioner 27/4/20, as previously circulated, noted by Corporation.	
<b>16. Policies via Committees</b>	Policies reviewed/refreshed via Committees (for noting by Corporation) – none on this occasion.	
<b>17. AoB</b>		RAR→KMA

	<p><b>17.1</b> As per minute 6, RKI suggested KMA may be able to produce material using statistics. ABA advised Student Officers willing to put together a virtual tour in place of Year 11 Bridging Days - idea welcomed. Also willing to offer open Zoom call for any Year 11s needing reassurance. RAR also suggested Student Officers could produce a students' perspective. MBR outlined other measures being put in place and advised that induction process is currently being reviewed to support curriculum and ensure smooth transition.</p> <p><b>17.2</b> RAR reminded Govs to respond to request asap for permission to share contact numbers - formal requirement for GDPR purposes.</p>	<p>JRY→ABA</p> <p>Govs</p>
<p><b>18. Confidentiality</b></p>	<p><i>Confidential matters identified as:</i></p> <ol style="list-style-type: none"> <li>1. <i>Catering discussions (minutes 5.1.1 and 13)</i></li> <li>2. <i>Centre Assessed Grades (minute 5.4)</i></li> <li>3. <i>Potential oversubscription of Year 11s (minute 5.5)</i></li> </ol>	<p>Clerk note</p>
<p><b>19. Dates</b></p>	<p><b>19.1</b> Corporation: next meeting Mon 6 Jul 2020, 4.30pm.</p> <p><b>19.2</b> Committee / sub-committee / Working Group dates, as noted below:</p> <ol style="list-style-type: none"> <li>1. Finance &amp; Estates Committee Mon 8 Jun 4.30pm</li> <li>2. Quality &amp; Standards Committee Mon 15 Jun 4.30pm</li> <li>3. Health, Safety &amp; Wellbeing Committee Thu 25 Jun 4.00pm</li> <li>4. Capital Development sub-cttee TBA at some point after F&amp;E 8/6</li> <li>5. Audit &amp; Risk Committee TBA before end of term</li> <li>6. Search &amp; Governance Cttee TBA dependent on potential new Governor (PWO replacement) interview date.</li> </ol> <p><b>19.3</b> Anticipate that all these meetings to be held on Zoom.</p> <p><b>19.4</b> Govs reminded that there will be a need to replace PWO as Vice Chair.</p>	<p>Govs note</p> <p>Govs note</p>

**Minutes prepared by Julie Polzin (covering for Clerk) on 19/5/20**

**Signed off by Sue Ellis, Acting Chair, at Corporation 6/7/20**