



**Greenhead College Corporation
Minutes of the Corporation Board Meeting
Held on Monday 2nd December 2019**

Time: 16:30

Venue: G17, Cooksey Building, Greenhead College, Huddersfield

Present:

Richard Armstrong (Chair)	Ruth Baker	Gurveer Birdi
Sue Douthwaite	Sue Ellis	John Holroyd
Jo Horsfall	Richard King	Simon Lett (Principal)
Katie Mallinson	Mark O'Connor	Jane Rylah
Craig Shannon	Pete Woodcock	Zain Zainuddin

In attendance: Usman Anwar (Assistant Principal), John Blake (Director of Finance and Resources), Mo Bunter (Vice Principal), Judi Austin (Minute Clerk), Ian Leedham (Observer)

Meeting started: 16:40

Attendance: 69%

Meeting closed: 19:15

Quorum: 40%

The meeting was preceded by a presentation from The Engine Room.

1. Apologies for absence

Apologies for absence were received from Lucy Adeniji (illness), Chantal Forrest (personal), Michelle Wheatcroft (work commitment), Kate Abel, Steve Armitage (work commitment), Mark Mitchell (illness), Tom Rowley and Hilary Thomson (illness)

2. Declaration of interest

John Holroyd was ratified and accepted as a new governor.
Following Hilary Thomson's resignation, Ian Leedham has been appointed as Clerk to the Governors. An email address for Ian will be circulated as soon as this becomes available.

3. Minutes of previous meeting (07/10/19)

3.1 Approval of minutes

The chair thanked Julie Polzin and her team for stepping in to help cover the period of Hilary Thomson's illness. Since the previous minutes are not complete, they could not be approved at this stage but there were no inaccuracies to report so far (up to and including page 4).

3.2 Matters arising from minutes

The following matters arising were noted:

- The Engine Room undertook a session with the Governors preceding the December Corporation Meeting

Item 5.3 – The College’s Mental Health Lead, John Clyde Evans plans to give an update to the Governors at the February meeting

STRATEGY

4. **Strategy discussions including update on Greenhead Masterplan by Chris Sparrow of DartonB3** *(this update preceded the core meeting)*

There are short, medium and long term possibilities for site. Main focus has been on how to enhance Chemistry space. Propose to make building at back (STEM building) into a 3 storey building with level access. Work would take place during summer holiday period to keep dust and noise to a minimum. Student social areas would be incorporated into the new building including external space. Also possible access from Park Drive South to be open during working hours; this may need to be a gated access for safeguarding purposes.

In the medium term – The existing 1960s building may develop an issue with diseased concrete framework in the next few years. The best option would be to demolish and rebuild during summer holidays. Building would progress through the academic year with hoardings erected.

2 storey option	–	80% capacity
3 storey option	–	92% capacity

Over and above current numbers with room for growth. Propose to use acoustic treatments to deaden noise through certain areas and roofing lights for additional light. Also incorporate a more identifiable entrance. Fire escape routes would be maintained throughout works.

Long term – roof top extensions would be possible.

Currently there is no emphasis on a student area through the car park. This could be remedied very easily and cost effectively to put students first.

A quantity surveyor from [Aecom](#) has already looked at costs and estimates that for a 3 storey building with 18 labs, 3 classrooms, 2 prep rooms, chemistry staff room, toilets plus demolition of 1960s building with more social areas would be in the region of £15million.

Breakdown:

To build new science building £7.6million (vat free)

To demolish and rebuild 1960s building £3.5million (subject to £700K VAT)

Set up costs £300K

Fees £2.8million

Barclays would lend more money. College is currently borrowing £1.2million.

FE advise no more than 40% loan to income ratio (current loan £5million) but they might change their mind if a robust business plan was submitted.

Could apply for a Grant of £4 million. College would need to contribute to this. FE suggest a bid for phase 1 followed by a separate bid for phase 2. Possible option of more money from the Sixth Form Capital Fund. Need to see what Government will do post election.

150+ extra students = £628K and this would help repayment of loan. All of the above is timing and design critical.

Q: Even with the best option, this will only provide 90% capacity. Why is that?

A: Never design for 100% capacity because the students move around.

Q: The current social space only provides 40% of government guidelines. How important is it to target the government guidelines?

A: The government white paper gives sound guidelines for space planning. It's possible to look at a furniture solution to lower the requirement but it is always better to design to the government guidelines to deliver the best student experience.

Q: Will the development be in time to catch the additional 16-18 population increase in Kirklees in 2023? What happens once that population starts to reduce? Will College be able to then afford the expansion?

A: Need to look carefully at the business case to make sure it stands up.

Q: Is there a risk to the financial stability of College? Interest rates may change.

A: This will feed into business case and "What if" solutions will be included. There is also a risk of not doing anything. Barclays will also look into the financial implications.

Q: Are **Aecom** the only people who do this?

A: No. A proper tender process will be adopted but this work can't be done in-house.

Long term there has got to be less emphasis on STEM and there is a need to build flexibility into the project. STEM is not the only area of College struggling for space. It would be mad to put 150 additional students on site without additional student space.

Taking account of similar designs, the best advice is to look at what is wanted and what can be afforded and meet somewhere in the middle and also to engage a full design team early on. Design smart to get the best out of the budget.

The Dept of Education carried out an in-house internal space utilisation case just over a year ago. This should be available on-line soon.

It was proposed to appoint a consultant to develop a business case including phasing at a cost of £10K and to set up a sub-committee of governors; volunteers may come forward outside of the meeting.

RESOLVED: to appoint a consultant to develop a business case and to set up a sub-committee of governors to report on progress.

Chris Sparrow left the meeting

5. Update from Principal

5.1 Principal's Report

The Principal provided an overview which included references to Annex B:

- Key Performance Indicators 2019-20 (Curriculum, Financial, Human Resources (staff absence) and Formal Complaints)
 - Attendance: Still working on A2 attendance.

- 16-10 Study Programmes: There are smaller numbers on lower bands because there is less money for them.
- Notable Events in College (Oct-Dec 2019 update)
 - FE Commissioners' visit, 12 & 13/11/19. No report at this stage. Main summary and overview of response provided on pages 6 and 7 of the Principal's Report
 - Other key events were listed in the Principal's Report
- Funding
 - The big news is that funding for Sixth Form Colleges will increase by around £80 million in 2020-21. This will equate to an increase to College funding of almost £1.3million
- Link Governor Visits
 - The purpose of these visits is to get to know the departments and staff. Should be informal and supportive. Please avoid using Ofsted language. Still need to allocate governors to some of the curriculum departments. The following allocations were agreed and accepted:

Economics	Mark O'Connor
Law	Gurveer Birdi

 Still outstanding: Computer Science, Geography, Medical Science and Network.
ACTION: The Chair to follow up with Michelle, Stuart and John H
- Staffing Update
 - It is with great sadness that we received the news in early November about the death of Modern Foreign Languages colleague, Gema Iniguez Burrows. The Principal and a number of other representatives from College attended a Requiem Mass for Gema on Friday, 29th November. A permanent memorial will be discussed in due course

5.2 Termly update on Strategic Plan (Confidential)

The Principal provided an update which included references to Annex C:

Substantial progress has been made on the Strategic Plan since the summer:

- Goals 1 and 2 – Ongoing
- Goal 3
 - Staff still have concerns about health. There is more to come from the Mental Health working party
 - Goal 3a been done. More to do
- Goal 4 – Ongoing
- Goal 5 – investigate the Academy option
ACTION: Ian to schedule something in with New College for February meeting

Q: Why do people decline places at Greenhead College?

A: They may not get entry requirements. They often apply to multiple colleges and some from further afield - Wakefield, Bradford, Leeds decide to stay in their own locality rather than travel to Huddersfield. The feedback from schools is that in Kirklees, students who fit the College profile are still coming to Greenhead.

FE Inspectors' Visit: They strongly endorsed the staffing changes last year and advised that going forward the focus should be on building capital resources and looking at boosting support staff.

Q: Is there enough support for A2 students in terms of their university applications, careers advice, personal statements etc.

A: Students are encouraged to write their personal statements in June of their first year at College and to take them to their personal tutors themselves. They will not be spoon-fed. It is up to them to take responsibility for this. Some students are still undecided at this stage and even later on in their College lives but the UCAS deadline isn't until 15th January 2020. The support and mentoring available at Greenhead College is still Gold standard. A student experience survey is carried out each year and feedback is good.

6. Premises update and Site Development

Income from College catering has fallen and profits fell to £5K last year. This is not acceptable. There was a student survey carried out in the summer and feedback was current catering does not offer a big enough range, it's expensive and the shop isn't large enough. Discussions have been held with a catering consultant and investigations into outsourcing to external company. 4 companies are interested in tendering. Looking at comparisons, New College went to tender and secured a 5 year deal with guaranteed income £100K per annum and £150K capital to develop the site. Free school meal money of £175K is not currently spent in College. This money could be used to enhance existing facilities. If the service was outsourced, there would be an additional saving of staff salaries. The existing staff would be TUPE'd over so their salaries, pension, Terms and Conditions of Employment would all be protected. Discussions have already been held individually with the staff and the tendering process will be entered shortly. Out of the 4 companies interested, 2 will be chosen to come to interview. This sub-committee is open to any governor who may want to be involved. A report will be delivered at the February meeting.

Q: How long would the current staff's terms and conditions be guaranteed for?

A: For the life of the contract – 5 years. The current staff will be protected and access to training will be given.

Q: How much of the student bursary money relates to free school meals?

A: Half of it. The government directive is that a free school meal including a drink should be provided daily for a cost of around £4. Students are choosing to spend their money elsewhere.

The students are very focussed on Climate Change and any tender would have to be challenged on this i.e. reduced use of plastic, meat free days etc.

COMMITTEES / WORKING GROUPS

7. Audit and Risk Committee

7.1 To receive draft minutes of meeting held on 18/11/19

Governors received the draft minutes of the Audit and Risk Committee meeting held on 18th November 2019.

7.2 Chair's Report (PWO)

Looking at the internal auditors' timetable.

There are some interesting figures relating to attendance statistics. These need to be double checked.

ACTION: RAR to check with Hilary Thomson

7.3 Audit and Risk Committee Annual Report 2018/2019

ACTION: To be agreed at future meeting

8. Finance and Estates Committee

8.1 To receive draft minutes of meetings held on 23/09/19 and 18/11/19

Governors received the draft minutes of the Audit and Risk Committee meetings held on 23rd September and 18th November 2019.

8.2 Chair's Report (RAR)

On target and slightly better than expected on budget. Need to be consistent on explanation and presentation details. Spreadsheet could be improved.

West Yorkshire pension costs	£299K
Restructuring Costs	£269K
Budget deficit	£212K
Total	£782K

ESFA have been consulted and the financial health has improved and is moving in the right direction.

Chair: Is everyone happy to sign off the year end accounts?

RESOLVED: The year end accounts were signed off.

9. Quality and Standards Committee

9.1 To receive draft minutes of meeting held on 25/11/19

To follow

9.2 Chair's report

The Chair (RAR) stated the SAR meeting had already taken place. Good responses have been received. Governance improvements to be circulated.

10. Health and Safety Committee

10.1 To receive draft minutes of meeting held on 14/11/19

Governors received the draft minutes of the Health and Safety Committee meeting held on 14th November 2019 for information only.

The minutes are self explanatory. No major accidents in the last period.

There will be further full lockdown drills after Christmas. The first time this is done, warning will be given to staff and students but this will then be repeated without warning. Governors should also be trained on the lockdown drill. Kirklees has been identified as a high priority area by Prevent.

Action: RAR to liaise with UAN to arrange training for governors on lockdown procedure

Sue Ellis and Jo Horsfall left the meeting

11. Search and Governance Committee

11.1 To receive draft minutes of meeting held on 11/11/19

Governors received the draft minutes of the Search and Governance Committee meeting held on 11th November 2019 for information only.

11.2 Chair's update

There is a need to follow up on induction programme for new governors. Existing governors may wish to have a better update on finance and ALPS and Department for Education measures.

12. Safeguarding and Prevent Working Group

12.1 To receive draft minutes of meeting held on 16/10/19

Governors received the draft minutes of the Search and Governance Committee meeting held on 16th October 2019 for information only.

12.2 Safeguarding and Prevent Report (UAN)

A document was provided to all governors entitled Keeping Children Safe in Education. It highlighted areas marked in yellow where new guidelines have been inserted since 2018. Governors were also provided with a quiz sheet.

ACTION: New governors are asked to read the document in its entirety and existing governors are asked to acquaint themselves with the highlighted areas within the next 7 days. All governors are then asked to complete the quiz which should be handed in to Reception or brought to the next meeting.

13. Marketing update

There have been 6 events since September. One of the Open Evening events had to be cancelled due to the weather and this has been rescheduled for 30th January 2020.

Next working group will be on 23rd January 2020. A report will be produced for the February meeting.

FOR CONSIDERATION / INFORMATION

14. Student Governors' Report

ZZA gave a verbal report highlighting the following points:

- It was Charity Week w/c 18th November. Student officers worked very hard. Events included:
 - Grand National relay race won by Richard Pember and Matthew Kilner
 - Bake sale
 - Battle of the Bands
 - Fancy dress
 - Total raised by students £3148
- Parliament week has helped students to register to vote which is timely given the forthcoming election

Currently running new student officer elections. There have been 30 applications with 20 selected for interview.

Great to see PR on social media including Twitter and Podcast which helps to capture the student voice.

Jane Rylah left the meeting

15. Review of Policies/Procedures/Other Documentation

15.1 Health and Safety Policy

The health and safety document has been track changed and the revised policy is accepted.

15.2 Safeguarding Policy

Michelle Hodges from Kirklees has gone through the draft guidelines which have been adapted for College purposes by UAN. There are 2 appendices at the back of the document which have been seen by SLT but not by the Health and Safety committee. Any questions should be directed to UAN. If there are no objections after a period of 7 days, this will be regarded as consent by the governors.

16. Enrichment Report

The enrichment programme is very successful and there is a need to protect this scheme. It helps students develop new skills and make new friendships and it also helps broaden their cultural horizons. The volume of activities remains high. 110 offered last year and 107 still offered this year despite the restructure. Only 8% of students didn't participate in the first half term. These 8% were then sent to a member of the SLT and encouraged to register in the second half term.

17. Project and Work Placement Scheme (PaWS)

A report by Claire Barnes and Gill Fenney was distributed – Annex O. 743 placements were undertaken in 2019 and 194 were arranged by the students themselves.

Q: Why are more females placed than males?

A: Unsure

Q: What feedback is received from the placement?

A: The students compile personal reports about their experience. A day is organised to invite placement providers to come to College to give their feedback. Some of the governors who provide placements, have no knowledge of this.

Action: *UAN to check that this happens.*

The governors recorded their thanks to the PaWS Team for all their hard work.

[Separate minute, not as part of PaWS minutes]:

The Environmental Action Group are launching a big consultation seeking people's views in the Spring Term; to include stakeholders as well as students.

18. Greenhead Volunteering Scheme Report

Some of the main areas for volunteering include schools, charity shops, residential homes and the Tea Club which is run from College. Although the student numbers taking part have risen slightly this year, there has been a steady decline since 2011/12. A number of students still do volunteering but they don't inform College. Again the Male/Female split is noticeable.

Q: What is the incentive for students to take part?

A: It counts as enrichment

This should be advertised more widely and more incentives are needed to encourage students to take part. Social media could be used to improve registration.

19. Feedback from Parental Survey (July Leavers)

The governors have already had a copy of this report from Julie Polzin. There have been diminishing returns since 2016 with only 67 responses this year which is disappointing. There has been a general improvement in what people are saying but there is a need to look at the value of this with parents/stakeholder groups.

There is scope to look at doing a Moodle survey and to develop hand out surveys at captive audience evenings such as Open Evenings.

The College newsletter is going to be sent out electronically and Liz Bowen is currently formatting it.

20. Amendments/Additions to Risk Register

Nothing to add or update.

21. Confidentiality

21.1 Identification of any confidential discussions during meeting

The strategic outline document is no longer confidential since it has been decided to go ahead with the proposals therein but this document should not be publically shared at this stage.

SLE will share it with all staff at the next Staff Meeting on 6th January 2020.

21.2 Identification of any supporting papers deemed confidential to be removed from pack made available in staff room following this meeting.

None.

22. Dates

22.1 Date of next Corporation meeting – Monday 3rd February 2020 at 4.30pm in G17, Cooksey Building

22.2 Committee/Working Group meeting dates:

- Finance and Estates Committee on Monday 27th January 2020 at 4.30pm
- Quality and Standards Committee on Monday 10th February 2020 at 4.30pm
- Health and Safety Committee on Thursday 27th February 2020 at 4.30pm
- Audit and Risk Committee on Monday 2nd March 2020 at 4.30pm
- Search and Governance Committee – tbc
- Safeguarding and Prevent Working Group – tbc

22.3 Other Key Dates:

- Festival of Nine Lessons and Carols on Monday 16th December 2019 at 7.30pm (Holy Trinity Church)
- Awards Evening on Thursday 19th December 2019 at 6.30pm (John Smith's Stadium)

(e) electronic circulation only. Please contact the Clerk ASAP if you require a paper copy of these documents

Signed off by Richard Armstrong, Chair, at Corporation 3/2/20 with amendments marked in green