



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Corporation meeting held virtually using Zoom**  
**Monday 23 March 2020, 4.30pm**

**Govs present:** Chantal Forrest; Gurveer Birdi; Jane Rylah; John Holroyd; Lucy Adeniji; Mark O'Connor; Pete Woodcock; Richard Armstrong (Chair); Richard King; Ruth Baker; Simon Lett (Principal); Sue Douthwaite; Sue Ellis; Stuart Hillary; Zain Zainuddin

**In attendance:** Mo Bunter; Ian Leedham (Clerk)

**Apologies:** Craig Shannon; Jo Horsfall; Katie Mallinson; Stuart Irving

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Virtual meeting note</b>	Meeting took place virtually, using Zoom platform, owing to restrictions in place as part of Coronavirus pandemic response. As agreed by e-mail in advance of meeting: 1. <u>Zoom meeting</u> focused on items of urgent business only, as specified in agenda and recorded in these minutes 2. other items progressed via <u>e-mail</u> , as minuted.	
<b>Student Governors</b>	<u>Zoom meeting</u> . Corporation: 1. thanked LAD & ZZA for their contribution over past year; as token of appreciation, Clerk to send cards & gift cards 2. ratified new Student Governor appointments for year ahead, Abby Barraclough & Lucy Giles; Clerk will continue to communicate with them, building on initial induction meeting already held.	Clerk Clerk
<b>1. Apologies</b>	<u>Zoom meeting</u> . Apologies received, as above.	
<b>2. Determine AoB</b>	<u>E-mail</u> . RKL asked for update on financial risks to College in light of Coronavirus pandemic – see minute 21.	
<b>3. Declarations</b>	<u>Zoom meeting &amp; e-mail</u> . No declarations of pecuniary/prejudicial interest.	
<b>4. Minutes 3/2/20</b>	<u>E-mail</u> . Minutes 3/2/20, previously circulated, approved by Corporation, virtually signed off by Chair via Clerk, Clerk to file. No matters arising not covered on agenda.	Clerk
<b>5. Govs' DBS &amp; mandatory training</b>	<u>Zoom meeting &amp; e-mail</u> . RAR to pursue outstanding returns by e-mailing Governors individually.	RAR

<p><b>6. Update from Principal</b></p>	<p><u>E-mail</u>. RAR invited questions regarding three documents, previously circulated: Principal's Report; Termly review of Strategic Plan; latest update on actions to address FE Commissioners' recommendations. Corporation noted these documents; no questions posed.</p>	
<p><b>7. Catering outsourcing</b></p>	<p><u>Zoom meeting</u>. F&amp;E Committee had previously recommended that College should seek to contract with Aramark to deliver its catering services. Corporation considered and scrutinised paper written by RAR and Unite letter/petition, both previously circulated. Governors unanimously agreed that College should pursue contract with Aramark, subject to clarification on four points made by Governors (which Martin Wilkinson, College's management consultant, will take forward):</p> <ol style="list-style-type: none"> <li>1. introduction of profit share element in respect of turnover beyond Aramark's forecast to benefit College and the transferred catering staff (in response to questions from JRY &amp; others)</li> <li>2. confirmation of employment T&amp;C's for new (additional to those transferred) catering staff to be employed in future</li> <li>3. confirmation of how any capital cost recovery would be calculated should contract not be renewed beyond initial three years on performance grounds or should Aramark choose to withdraw from contract early</li> <li>4. confirmation of earliest transfer/commencement date and, linked to this, meeting with existing staff and design/installation timeline for new facilities, prior to start of term in September.</li> </ol> <p><i>This minute to be kept <b>confidential</b> for now, in part for reasons of commercial sensitivity.</i></p>	<p>SLE &gt; consultant</p>
<p><b>8. Coronavirus response</b></p>	<p><u>Zoom meeting</u>. SLE updated on College's Coronavirus response and its implications. Main points included:</p> <ol style="list-style-type: none"> <li>1. awaiting further DfE guidance on calculated grades</li> <li>2. concerns about being able to plan accurately for student numbers in September, raising potential for further overcrowding</li> <li>3. no students want to come on site, so decision made to close site; students have ability to change their minds and can e-mail tutors or Senior Team to this effect</li> <li>4. SEL raised question of whether Greenhead staff who can't work from home might be able to work on a mutual aid basis for the NHS locally – SLE to look in to this.</li> </ol>	<p>SLE</p>
<p><b>9. Proposed staffing changes 2020/21</b></p>	<p><b>9.1</b> <u>Zoom meeting (9.1-9.4)</u>. SLE introduced and Corporation discussed SLE's <b>confidential</b> paper, previously circulated, with colour coded proposals to increase staff capacity, in context of budget scenario.</p>	

	<p><b>9.2</b> All red proposals (deemed most important by SLE) agreed by Corporation, with exception of proposals 10-13 (see minute 9.3). All amber proposals supported. Green proposal (sustainability role) supported, but agreed to delay until financial position clear.</p> <p><b>9.3</b> Red proposal to remove one teaching group for each of Assistant Principals x 4 on one-year fixed term basis (proposals 10-13) was discussed in detail. Arguments in favour included additional leadership &amp; management capacity to drive consistent curriculum &amp; pastoral delivery across College and prepare for Ofsted inspection. However, various Governors expressed concerns about this being controversial in light of recent staff restructure journey and ongoing staff workload pressures. Governors acknowledged there are risks on both sides of this debate. Various ways forward proposed and discussed, but no sufficient majority materialised – so proposal not agreed.</p> <p><b>9.4</b> SEL &amp; MOC suggested need for Finance Officer post – SLE to discuss ways forward with John Blake, including in terms of potential apprentice-type appointment with person being trained up (as Deputy Finance Manager) over the next 5 years or so, as discussed at F&amp;E Committee.</p>	<p>SLE note</p> <p>SLE</p>
<p><b>10. Review Scheme of Delegation</b></p>	<p><u>E-mail</u>. RAR updated Governors via his Chair's Update document, circulated immediately after meeting, and invited questions – no questions posed by Governors.</p>	
<p><b>11. F&amp;E Committee</b></p>	<p><u>E-mail</u>. RAR updated Governors via his Chair's Update document, circulated immediately after meeting, and invited questions on each of these minutes/documents (all previously circulated):</p> <ol style="list-style-type: none"> <li>1. F&amp;E 27/1/20 draft minutes – noted by Corporation</li> <li>2. Capital Development sub-committee 9/3/20 draft minutes – noted by Corporation</li> <li>3. Capital Development sub-committee 9/3/20 minute 4, Terms of Reference – approved by Corporation</li> <li>4. F&amp;E 9/3/20 draft minutes – noted by Corporation</li> <li>5. F&amp;E 9/3/20 minute 2, premises developments update – noted by Corporation.</li> </ol> <p>No questions posed by Governors.</p>	<p>Clerk note</p>
<p><b>12. Q&amp;S Committee</b></p>	<p><u>E-mail</u>. RAR updated Governors via his Chair's Update document, circulated immediately after meeting, and invited questions on Q&amp;S 10/2/20 draft minutes, as previously circulated – no questions posed by Governors.</p>	

<b>13. GCSA Annual Report &amp; Accounts</b>	<u>E-mail</u> . GCSA Annual Report 2019/20 & Accounts 2019/20, as previously circulated, noted with thanks by Corporation. RAR invited questions – no questions posed.	
<b>14. Policies for adoption</b>	<u>E-mail</u> . Staff Health & Wellbeing Policy, previously circulated, adopted by Corporation. Going forward, will become responsibility of Health, Safety & Wellbeing Committee to review and refresh as necessary.	Clerk note
<b>15. Letter from FE Commissioner</b>	<u>E-mail</u> . Letter from FE Commissioner 6/2/20, as previously circulated, noted by Corporation.	
<b>16. 2020/21 applications &amp; acceptances</b>	<u>E-mail</u> . Risk of whether new arrangements for awarding GCSE's will lead to capacity issues for College. Prior to meeting, RAR asked Mo Bunter to bring paper on how this risk will be managed to Q&S Committee meeting 27/4/20; this will subsequently be revisited at next Corporation meeting 18/5/20.	Clerk re agendas
<b>17. Measures to tackle counselling waiting times</b>	<u>E-mail</u> . Prior to meeting, RAR asked Usman Anwar to bring paper on this, including how students can access counselling services during current enforced break, to Corporation meeting 18/5/20.	Clerk re agenda
<b>18. Academisation update</b>	<u>E-mail</u> . RAR updated Governors via his Chair's Update document, circulated immediately after meeting, and invited questions – no questions posed by Governors.	
<b>19. Policies</b>	<u>E-mail</u> . Policies reviewed via Committees: none on this occasion. Prior to meeting, RAR asked Clerk to identify any policies that need to be reviewed and refreshed as necessary by end of current academic year, and to allocate each to relevant Committee for this purpose.	Clerk
<b>20. Risk Register</b>	<u>E-mail</u> . Amendments/additions to be considered at next A&R Committee meeting 11/5/20; to include consideration of new risks highlighted by Coronavirus situation and College ability to teach/work remotely for significant period.	Clerk re agenda
<b>21. AoB</b>	<u>E-mail</u> . As per minute 2, Rkl asked for update on financial risks to College in light of Coronavirus pandemic – RAR has asked John Blake to identify these for next F&E Committee meeting 8/6/20.	Clerk re agenda

<b>22. Confidentiality</b>	Confidential matters identified as: 1. <i>minute 7 for now, in part due to commercial sensitivity</i> 2. <i>proposed staffing changes paper (at minute 9).</i>	Clerk note & action
<b>23. Dates</b>	<b>23.1</b> Corporation: next meeting Mon 18 May 2020, 4.30pm. <b>23.2</b> Committee / sub-committee / Working Group dates, previously circulated, noted.	Govs note  Govs note

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 31/3/20**

**Signed off by Richard Armstrong, Chair, at Corporation 18/5/20**