



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Corporation meeting**  
**Monday 3 February 2020, 4.30pm**

**Govs present:** Chantal Forrest (from 4.52pm to 7.00pm); Craig Shannon; Jane Rylah; John Holroyd; Lucy Adeniji; Richard Armstrong (Chair); Ruth Baker; Simon Lett (Principal); Stuart Irving; Sue Ellis; Zain Zainuddin

**In attendance:** Kate Abel; Mark Mitchell; Mo Bunter; Ian Leedham (Clerk)

**Apologies:** Gurveer Birdi; Jo Horsfall; Katie Mallinson; Mark O'Connor; Michelle Wheatcroft; Pete Woodcock; Richard King; Sue Douthwaite; John Blake

AGENDA ITEM	DISCUSSION	ACTION
(Govs Information /Development session)	Meeting preceded by Governors' info/devt session – John Clyde Evans presented on Staff Wellbeing Survey results, recommendations, actions – Govs considered & discussed.	
<b>Ratifications</b>  (CFO arrived 4.52)	Corporation ratified: 1. Clerk's appointment 2. appointment of Stuart Irving as External Governor with inter-faith links (Search & Governance Committee 20/1/20 had previously recommended approval).	
<b>1. Apologies</b>	Govs introduced themselves. Apologies received, as above.	
<b>2. Determine AoB</b>	No items to discuss under any other urgent business.	
<b>3. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>4. Minutes 7/10/19 &amp; 2/12/19</b>	<p><b>4.1</b> Minutes 7/10/19 &amp; 2/12/19, previously circulated, approved by Corporation, signed by Chair, returned to Clerk for filing. Two amendments 2/12/19 noted:</p> <p>1. CSH point: spelling should be Aecom</p> <p>2. ZZA point: Environmental Action Group consultation (should be separate minute, not as part of PaWS).</p> <p><b>4.2</b> Matters arising not covered on agenda:</p> <p>1. (2/12/19 min 5.1, Link Gov visits): RAR to follow up gaps</p> <p>2. (2/12/19 min 5.2, academisation options): Clerk to discuss with New College Clerk 5/2/20</p> <p>3. (2/12/19 min 7.2, attendance statistics): RAR to check with Hilary Thomson; will be calculated on annual basis going forward</p>	<p>Clerk</p> <p>RAR Clerk</p> <p>RAR</p>

	<ol style="list-style-type: none"> <li>4. (2/12/19 min 7.3, Audit &amp; Risk Committee Annual Report 2018/19): will come back to Corporation to be ratified</li> <li>5. (2/12/19 min 10.1, lockdown training): Usman Anwar to lead Govs' info/devt session on Safeguarding &amp; Prevent, including lockdown, 18/5/20 prior to Corporation meeting</li> <li>6. (2/12/19 min 12.2, Gov safeguarding requirements): Clerk to follow up with Govs</li> <li>7. (2/12/19 min 17, Project and Work Placement Scheme): feedback provided to Govs.</li> </ol>	<p>A&amp;R</p> <p>Clerk</p>
<p><b>5. Update from Principal</b></p>	<p><b>5.1</b> Principal's Report, previously circulated, summarised by SLE and discussed by Governors:</p> <ol style="list-style-type: none"> <li>1. attendance management actions in place including stricter re-engagement procedure, especially in A2</li> <li>2. end-year surplus predicted to be £248k</li> <li>3. to be extra investment in support functions' capacity</li> <li>4. 300 people came to rescheduled open evening</li> <li>5. SLE to e-mail Engine Room presentation to Govs &amp; bring Staff Health/Wellbeing Policy to Corp 23/3/20</li> <li>6. Ofsted Outstanding exemption removed – inspection likely for Autumn term – plans in place – will be discussed by Quality &amp; Standards Cttee 10/2/20</li> <li>7. Weston College SEND visit 16/1/20 very helpful</li> <li>8. Oxbridge offers x 40, which is excellent</li> <li>9. Roshni Parmar-Hill awarded Student of Year in British Education Awards, North of England category.</li> </ol> <p><b>5.2</b> SLE presented action plan in respect of FE Commissioners' recommendations, previously circulated (also FECs' final report published last week &amp; tabled at meeting; already sent to staff). Key points:</p> <ol style="list-style-type: none"> <li>1. this is FE 16+ focus</li> <li>2. recommendations in line with what College was expecting</li> <li>3. discussion of staff costs ratio (definition, implications) following CSH question; greater investment in support staff; also looking at how teaching can be supported by more efficient support processes e.g. making data analysis easier (in response to CFO question)</li> <li>4. College (and students) keen to retain emphasis on enrichment; noted that enrichment and support sessions are additional to the 4.5 blocks</li> <li>5. SEL asked about process by which College will be held to account in implementing recommendations: not shared with Ofsted; will be follow-up visit approx May, where Commissioners will seek demonstrable progress</li> <li>6. Recommendation 1: work underway (capital development, staff survey etc)</li> <li>7. Rec 3: most challenge here (balanced sustainable budget &amp; implications): relates to 4.5 block model, restructure, support staff review, etc; F&amp;E Cttee 9/3/20 to determine plan going forward</li> <li>8. Rec 4: work in hand; review of estates function to come</li> </ol>	<p>SLE</p> <p>Clerk re agenda</p> <p>F&amp;E</p>

	<p>9. Rec 5: already resolved</p> <p>10. Rec 6: Mo Bunter &amp; Jess Norcliffe curriculum cost-benefit work, to get better handle on costs and contributions to College overheads by each curriculum/support area, to aid better decision making</p> <p>11. Rec 8: Paddy Diamond &amp; colleagues working on MIS improvements, development of data dashboard</p> <p>12. Rec 10: reports to/by Govs to include executive summary / action template to sharpen focus &amp; action</p> <p>13. Rec 11: Governance Self-Assessment Report &amp; Improvement Plan to be developed, along lines of exemplar referenced by SLE.</p>	
<p><b>6. Finance &amp; Estates strategic matters</b></p>	<p><b>6.1</b> Finance Report (Nov 2019 management accounts) circulated – still looking healthy – no questions.</p> <p><b>6.2</b> SLE reported ESFA meeting 27/1/20 went well:</p> <ol style="list-style-type: none"> <li>1. ESFA supportive and keen to continue dialogue</li> <li>2. Strategic Outline Case (proposed expansion &amp; building capital development) welcomed</li> <li>3. will be new FE capital fund; decisions could be via ESFA rather than Local Enterprise Partnership.</li> </ol> <p><b>6.3</b> RAR feedback from Finance &amp; Estates Cttee 27/1/20:</p> <ol style="list-style-type: none"> <li>1. AA Projects engaged (have been used by other colleges, mentioned positively by FE Commissioners, impressed John Blake), work started on business case</li> <li>2. Capital Development sub-committee ToR being worked up; final draft will come to Corporation for sign off</li> <li>3. potential outsourcing of College's catering 2020/21 – strong case (opportunity to do things better, significant capital investment &amp; income generation potential) including student support for improved catering &amp; nutritional offer and environmental benefits – formal tender process underway – tenders to be assessed 11/2/20, then two catering companies to pitch early-March – full TUPE protection of existing kitchen staff's terms &amp; conditions in place, now and in future.</li> </ol>	<p>RAR</p>
<p><b>7. Review Scheme of Delegation</b></p>	<p>RAR has drafted a set of principles for each Committee to consider, to clarify where specified responsibilities best lie – process led &amp; overseen by SEL as Chair of Search &amp; Governance Committee – Chair and SLT lead for each Committee to discuss and provide feedback via Clerk, for subsequent report back to May/July Corporation meetings.</p>	<p>SEL / Cttee chairs</p>
<p><b>8. Search &amp; Governance Cttee 20/1/20</b></p>	<p>S&amp;G 20/1/20 minutes, previously circulated, summarised by SEL, noted by Corporation. CSH noted it would be helpful to share information on Govs' expertise/skills – Clerk to initiate process of updating Govs' profiles.</p>	<p>Clerk</p>

<b>9. F&amp;E 27/1/20</b>	Covered in minute 6.3 above.	
<b>10. Marketing report</b>	<p><b>10.1</b> 2020/21 applications projected to be similar to last year (to date 2,744 applications, 700 interviews, 394 conditional offers, 47 acceptances at this early stage). School Liaison Team very busy, including 34 careers/16+ events and 22 Y10/11 assemblies. Mo Bunter report to come to Corporation meeting 23/3/20.</p> <p><b>10.2</b> RAR emphasised ongoing push to ensure College reaches out to students from more disadvantaged areas, including in North Kirklees, linking to Government's stated 'widening opportunities' agenda – JRY paper to come to a future Corporation meeting.</p> <p><b>10.3</b> Discussion of online application process and how this could be further improved e.g. making process crystal clear.</p>	<p>SLE&gt;Mo; Clerk re agenda</p> <p>JRY; Clerk re agenda</p>
<b>11. Student Govs' report</b>	<p>LAD &amp; ZZA presented. Key points included:</p> <ol style="list-style-type: none"> <li>1. counselling waiting times are high, needs to be addressed – discussion of various measures in place and being developed (including staff x 4 trained to deliver MoodMaster course, promotion of Kooth online support platform) – feeling that quick initial assessment-triage arrangements need more work – agreed Kate Abel to bring analysis of this to Corp meeting 23/3/20</li> <li>2. recycling initiatives ongoing, learning from experience</li> <li>3. electronic/cashless payment capability being phased in (IT is in place to support this).</li> </ol>	SLE>Kate; Clerk re agenda
<b>12. Executive summary/action template</b>	From March/April, each report for/by Govs to include short cover sheet/box clearly showing what the report/paper is, its status, and what happens next. Aim is to sharpen focus and action, as per one of FE Commissioners' recommendations. Previously recommended by S&G Committee 20/1/20.	Clerk
<b>13. Policies for adoption</b>	<p><b>13.1</b> Predicted Grades Policy, previously circulated, based on UCAS guidelines, discussed in respect of how well predicted grades given to students correlate with actual grades received. Now a more live issue given discontinuation of AS Levels. Key points included:</p> <ol style="list-style-type: none"> <li>1. College receives UCAS report on actual vs predicted grades: shows some subjects prove more accurate than others; rare for teachers to systematically under-predict; Quality &amp; Standards Committee keeps watching brief</li> <li>2. based on teacher judgements; art rather than exact</li> </ol>	

	<p>science</p> <p>3. concerns raised about discrepancies between teachers (perhaps involving new teachers in particular)</p> <p>4. also concerns about ‘pester power’ perhaps leading to higher predicted grades – publicising the Policy, especially with A1 in Summer Term, could help with this</p> <p>5. discussion of positive link between attendance and achievement.</p> <p>SLE to consider above points in finalising the Policy.</p> <p><b>13.2</b> Managing the Menopause Policy, previously circulated, based on NASUWT policy, approved. Comment that a support group would be a helpful additional provision.</p>	SLE
<b>14. Link visits 2019/20</b>	Mo Bunter & PWO, with LAD & RBA, to review purpose of link visits and suggest improvements and report on this in time for Corporation meeting 6/7/20. Existing arrangements to continue until then; Govs to keep Clerk updated (CFO has done her link visit).	Clerk re agenda; all Govs
<b>15. Policies</b>	Policies reviewed via Committees: none on this occasion.	
<b>16. Lockdown procedures</b> (CFO departed 7.00)	Kate Abel updated on lockdown practice last week – went well and improvements (including clarifying procedures in respect of hall/social areas and lunch/changeover times) to be discussed by Senior Team.	
<b>17. Risk Register</b>	No amendments/additions. CSH question about how mental health is covered in Risk Register (no time to discuss).	
<b>18. AoB</b>	No urgent AoB (min 2 relates).	
<b>19. Confidentiality</b>	No confidential discussions or papers identified.	
<b>20. Dates</b>	<p><b>20.1</b> Corporation: next meeting Mon 23 Mar 2020 (<i>note new date</i>) (info/devt session 4.00pm led by Mo Bunter focusing on data; Corporation meeting 4.30pm). Govs to update Mo on what they would like covered.</p> <p><b>20.2</b> Committee / Working Group dates, previously circulated, noted.</p>	Govs note Govs

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 12/3/20**

**Signed off by Richard Armstrong, Chair, at Corporation 23/3/20**