



GREENHEAD COLLEGE CORPORATION
Minutes of the Corporation meeting held virtually using Zoom
Monday 5 October 2020, 4.30pm

Govs present: Abby Barraclough; Alison Jones (to 6.10pm); Chantal Forrest; Craig Shannon; Jane Rylah; John Holroyd; Jo Horsfall; Jo Nowacki (Associate Gov); Katie Mallinson (to 6.32pm); Lucy Giles; Mark O'Connor (to 6.00pm); Michelle Wheatcroft (from 5.09pm); Richard Armstrong (Chair); Richard King; Ruth Baker (from 4.34 to 6.40pm); Simon Lett (Principal); Stuart Hillary (to 5.02pm); Stuart Irving; Sue Ellis (to 6.39pm)

In attendance: Mo Bunter; Tom Rowley (from 4.54pm); Usman Anwar; Ian Leedham (Clerk)

Apologies: Gurveer Birdi; John Blake

AGENDA ITEM	DISCUSSION	ACTION
<p>Pre-meeting: election of Chair & Vice-Chair; ratification of new Gov</p> <p><i>(RBA arrived 4.34)</i></p>	<p>0.1 Clerk chaired. Election of Chair, as previously advised:</p> <ol style="list-style-type: none"> 1. Clerk reminded Govs of procedure and advised on nominations received (one, KMA's nomination of RAR) 2. Clerk invited further nominations (self/other): none; CSH/others seconded KMA's nomination of RAR 3. Govs voted unanimously to re-appoint RAR as Chair 4. Clerk handed over to RAR to chair rest of meeting. <p>0.2 Election of Vice-Chair:</p> <ol style="list-style-type: none"> 1. no nominations initially 2. SIR offered his services: RAR proposed; RBA seconded 3. Govs voted unanimously to appoint SIR as Vice-Chair 4. RAR to contact SIR to discuss role. <p>0.3 SEL introduced Jo Nowacki and summarised her attributes & experience. Corporation ratified Jo's appointment as Associate Governor initially, then permanent Governor in/by Dec 2020, filling vacancy at that time, as recommended by S&G Cttee 21/9/20. Noted Associate Governors do not have voting rights.</p>	<p>Clerk note</p> <p>Clerk note RAR>SIR</p> <p>Clerk note</p>
<p>1. Welcome & apologies</p>	<p>RAR welcomed Governors including Jo Nowacki. Apologies and late arrival notifications received, as above.</p>	
<p>2. Declarations</p>	<p>No declarations of pecuniary/prejudicial interest. (JNO mentioned her involvement in FE Commissioners' visit).</p>	
<p>3. Minutes 6/7/20</p>	<p>Minutes of previous meeting 6/7/20, previously circulated:</p> <ol style="list-style-type: none"> 1. one amendment made by JNO: 6/7/20 min 4.2.2 (FECs' visit) – JNO should be referred to as FE Advisor & 	<p>Clerk</p>

	<p>former Senior HMI (Her Majesty's Inspector)</p> <ol style="list-style-type: none"> 2. as amended, approved by Corporation, virtually signed off by SEL via Clerk, Clerk to file 3. no matters arising not covered on agenda. 	<p>amend Clerk</p>
<p>4. Principal's Report</p> <p><i>(TRO arrived 4.54)</i></p> <p><i>(SHI departed 5.02)</i></p> <p><i>(MWH arrived 5.09)</i></p>	<p>4.1 Principal summarised key points from Report, previously circulated, and Governors questioned and discussed as per minutes 4.2 to 4.8 below.</p> <p>4.2 Retention rates good compared with previous years. Attendance good, although staff & student COVID absence increasing. SLE explained how COVID absence data recorded for students working remotely. Staff still cover lessons when self-isolating but not ill.</p> <p>4.3 SLE highlighted progress against key FECs' development points, including ongoing work on costed curriculum model. Governors endorsed the progress being made. RKI questioned absence of executive summary (FECs' point 10) in Principal's Report – SLE argued that format/length of his report is being treated as special case – dashboard development will help Governors see data directly and report could then focus on supporting narrative.</p> <p>4.4 Discussion of predicted grades and Centre Assessed Grades. Autumn exams started today, 94 students. Likely exams will run next Summer, but need contingencies in event of replacement with CAGs, in form of range of quantifiable evidence. Significant increase in proportion of students progressing to higher education, including Oxbridge. SLE summarised changes to KPI's 2020/21, as per Q&S 14/9/20 minutes, greater tolerance built in.</p> <p>4.5 Applications, acceptances, enrolments: numbers more than planned but not overwhelmed; new timetable model (surname split, blended learning approach, extra lesson block) effective 28 Sep to help accommodate more students, safely, and reduce student movement around College. Anecdotal feedback from students & parents, including largely positive GCSA feedback and range of parent reactions. Governors asked how students being monitored in their remote learning week, especially given March-July gap – SLE & JRY pointed to monitoring of student participation and engagement taking place within livestreaming, and importance of extra support sessions.</p> <p>4.6 Governors:</p> <ol style="list-style-type: none"> 1. discussed extent to which above model is working for all students, including specifically c.25% who lack skills to manage remote learning, and the greater number of students for whom 2-hour lessons are very long 2. received feedback from Student Gobs ABA & LGI, who pointed to both positive and challenging aspects 	

	<p>3. noted RBA's point about pressures on teachers, having to develop/use face-to-face and remote (Zoom, voiced Powerpoints, livestreaming) models at same time, involving steep learning curve, and commended staff for their sterling efforts & achievements</p> <p>4. were mindful of student & staff safety being paramount</p> <p>5. emphasised importance of collecting systematic, quantifiable feedback on this from students & parents, on regular basis, with a view to understanding what works best and making improvements as a result (including building in greater flexibility and personalisation) – SLE to progress.</p> <p>4.7 Governors' Link Visits 2020/21:</p> <p>1. provisional allocations as per SLE Report p.27 – Governors to feed back to SLE if changes needed – (pointed out that Careers Leader is Zoe Smith, not Paul Jervis as stated, SLE to amend)</p> <p>2. blended/remote learning added as a topic of enquiry, alongside monitoring in-year progress and H&S&welfare</p> <p>3. visits to be conducted virtually.</p> <p>4.8 RAR with SLE to consider how best to thank staff for their considerable efforts & achievements, in a way that is meaningful but not patronising.</p>	<p>SLE</p> <p>Govs note</p> <p>SLE</p> <p>RAR>SLE</p>
<p>5. 2020 results/ performance analysis</p>	<p>5.1 Results/performance analysis & discussion, based on two papers from MBU & four supplements from TRO, previously circulated. CSH reiterated the purpose: to better understand how generous or conservative Greenhead was compared with other Colleges in awarding CAGs, to learn lessons to ensure best outcome for Greenhead students should CAGs be used again. MBU argued this is difficult to quantify because standard response from other Colleges is that they followed Ofqual directive; SFCA and/or Ofqual could shed more light on this on sector-wide level.</p> <p>5.2 Learning points from CAGs process include:</p> <p>1. communication could be improved, including in respect of HoDs' role in process and distinction between clerical checks & Fol request</p> <p>2. collect a broader and deeper range of quantifiable evidence of student achievement (for use in any future CAGs process).</p> <p>5.3 Predicted Grades Policy is new policy written 2019/20, now operational for first time 2020/21, due to be reviewed Feb 2021. Related discussion of:</p> <p>1. UCAS Predicted Grade Report (2018) in context of accuracy of predicted grades</p> <p>2. how predicted grades informed by students' work during lockdown [related point deleted]</p> <p>3. lessons/assessment balance, following ABA question;</p>	

	<p>MBU pointed to assessments helping to both measure & consolidate learning and feeding into additional support sessions where needed.</p> <p>5.4 Agreed:</p> <ol style="list-style-type: none"> 1. College needs to educate students/parents in respect of how monitoring grades, UCAS predicted grades, and CAGs are calculated 2. more measurable data/grades to be put on CEDAR more regularly, where such data exist. 	
6. Self-Assessment Report (SAR) process	<p>Q&S SAR validation meeting scheduled for 16/11/20. Julie Peaks, Wyke College, Hull, engaged as critical friend in SAR process. Most quality improvement points from 2019/20 to be carried forward with some modifications. COVID statement added at start of SAR. RAR/SEL drafting Governance SAR & will circulate.</p>	<p>Govs note</p> <p>RAR/SEL</p>
7. Capital development update <i>(MOC departed 6.00)</i>	<p>DfE/Mace ongoing work, including structural surveys. School Specific Brief (S.S.B.) being drawn up, focusing on whole estate – SLE to clarify timeline for draft S.S.B. to Govs, hopefully in time for consideration / options appraisal at Govs’ Strategy Development Day 9 Nov.</p>	<p>SLE; Clerk re agenda</p>
8. Planning for Govs’ Strategy Devt Day 9/11/20 <i>(AJO departed 6.10)</i>	<p>RAR summarised his paper, previously circulated, and Govs discussed, endorsing RAR’s recommendations (virtual half-day 9 Nov, plus reinstatement of 4pm Gov Development sessions immediately prior to Corporation meetings, from 7 Dec, sessions to be recorded).</p>	<p>Govs/Clerk note</p>
9. COVID risks & mitigation	<p>Risk Assessment continues to be updated weekly. Further consideration to be given to one-way system. Discussion of risk assessing staff workrooms, where social distancing is challenging, responding to JRY question. Confirmed that seating plans are in place, and these are valuable when contacting and isolating specific students, in response to JNO question.</p>	
10. Corporation composition, Gov documentation, Gov business	<p>10.1 SEL updated on Corporation/Committee membership. Agreed Clerk to email Govs in respect of filling gaps on Committees and ensuring each Committee has Vice-Chair.</p> <p>10.2 Mandatory documentation:</p> <ol style="list-style-type: none"> 1. Clerk reminded Govs of need to complete & return Eligibility, Business Interests, & Govs’ Code of Conduct forms, all previously circulated (along with Code of Conduct); he will follow up with non-responders 2. Clerk reminded Govs of other safeguarding-related 	<p>Clerk</p> <p>Govs note</p> <p>Clerk</p>

<p>(KMA departed 6.32)</p> <p>(SEL departed 6.39)</p>	<p>requirements including completing & returning Safeguarding Quiz & outstanding mandatory training; he will follow up with non-responders.</p> <p>10.3 Governor Self-Assessment: Clerk to produce analysis for next S&G Committee 2/11/20.</p> <p>10.4 Governance e-platform:</p> <ol style="list-style-type: none"> 1. Microsoft Teams offers easy access to both file sharing and video meetings 2. use of Greenhead email addresses preferred, as it offers full Teams experience; Clerk to pursue Greenhead addresses for those who don't yet have them and seek further guidance from IT regarding participants who don't/can't have Greenhead addresses 3. Clerk to aim for transfer from Zoom to Teams following today's meeting and to advise Govs accordingly. <p>10.5 Consideration of corporate governance structure, based on RAR discussion paper, previously circulated:</p> <ol style="list-style-type: none"> 1. agreed to deal with H&S/wellbeing business as core element of Corporation agenda rather than via dedicated H&S/Wellbeing Committee; RAR, CFO, Clerk to discuss standing agenda items for Corporation, and implications for Student Govs 2. discussion of audit & risk management functions and how best to organise these in a governance sense – agreed that audit function should remain independent of Principal/S.L.T. and be chaired by Gov other than Corporation Chair – risk function could potentially be transferred somewhere else e.g. S&G – agreed to retain separate A&R (rather than merge with F&E) – RAR to discuss further with RKI. 	<p>Govs note</p> <p>Clerk</p> <p>Clerk; Clerk re agenda</p> <p>Clerk</p> <p>Clerk</p> <p>Govs/Clerk note</p> <p>RAR/CFO> Clerk</p> <p>RAR</p>
<p>11. Financial update</p> <p>(RBA departed 6.40)</p>	<p>11.1 Latest management accounts (July, updated with LGPS figures) and narrative, previously circulated, received by Corporation. JHOL summarised current picture, noting additional LGPS pension liabilities have had significant negative impact on finances – RAR/SLE to ask John B to review this and feed back (importance of this emphasised by JHOL & CSH, who are keen to see whether additional liabilities amount to ongoing structural change or short term transitional change).</p> <p>11.2 RAR questioned bursary funding line (changed from £300k to nil): SLE to ask John B to review & feed back.</p>	<p>RAR/SLE> John B</p> <p>SLE > John B</p>
<p>12-14. Draft Committee minutes x 3</p>	<p>Draft Committee minutes x 3, as previously circulated, noted by Corporation: Finance & Estates 7/9/20; Quality & Standards 14/9/20; Search & Governance 21/9/20.</p>	

15. Policies for adoption	<p>SLE introduced and Governors discussed Teaching Staff Cover Policy, previously circulated:</p> <ol style="list-style-type: none"> 1. extant policy approved May 2017, new version updated in COVID context 2. discussion of SIR point regarding pros & cons of using internal staff in first instance (SLE noting that College pays staff for this, which is unusual in sector), potential associated burnout issues, and potential alternative approaches (which SIR will discuss with SLE) 3. Policy adopted by Corporation pending any potential changes resulting from SIR/SLE discussion (min 15.2). 	<p>SIR>SLE Clerk notify Jen Rothery</p>
16. Counselling Service Annual Report 2020	<p>Counselling Service Annual Report 2020, previously circulated, received with thanks and noted by Corporation. SLE revisited waiting times issue (average 15 days), noting much longer CAMHS waiting times. He also noted spike in demand Autumn 2019 but lower demand this Autumn due in part, he believes, to reduced academic testing. RAR emphasised need for Corporation to be kept updated with demand and waiting time information, in context of the importance of emotional wellbeing & mental health issues.</p>	<p>SLE note</p>
17. Policies via Committees	<p>None on this occasion.</p>	
18. AoB	<p>18.1 Corporation noted that this is JRY's & RBA's last meeting as Staff Govs, before upcoming Staff Gov elections: Corporation expressed gratitude for their sterling service and input.</p> <p>18.2 SIR flagged National Interfaith Week 8-15 Nov. He will discuss ways of marking it with SLE and GCSA (ABA/LGI).</p>	<p>SIR</p>
19. Confidentiality	<p>Copy email from parent, part of TRO's circulated papers (min 5.1) is confidential.</p>	<p>Clerk note</p>
20. Dates	<p>20.1 Corporation meeting Mon 7 Dec: Govs' development session 4.00pm (SFCA sector update) then Corporation meeting 4.30pm, location / video conference to be advised.</p> <p>20.2 Meeting schedule for remainder of academic year 2020/21, previously circulated, noted by Corporation.</p>	<p>Govs note Govs note</p>

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 14/10/20

Signed off by Richard Armstrong, Chair, at Corporation 7/12/20 with amendment (min 5.3.2) marked in green