



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Corporation meeting held virtually using Zoom**  
**Monday 6 July 2020, 4.30pm**

**Govs present:** Abby Barraclough; Alison Jones; Chantal Forrest; Craig Shannon; Jane Rylah; John Holroyd; Jo Horsfall; Katie Mallinson; Mark O'Connor; Michelle Wheatcroft; Richard King; Ruth Baker; Simon Lett (Principal); Sue Douthwaite; Sue Ellis (Acting Chair)

**In attendance:** John Blake; Mark Mitchell; Mo Bunter; Ian Leedham (Clerk)

**Apologies:** Gurveer Birdi; Richard Armstrong; Stuart Hillary; Kate Abel

AGENDA ITEM	DISCUSSION	ACTION
<b>Acting Chair</b>	Owing to RAR apologies and short-term absence of a Vice-Chair (Pete Woodcock term of office expired 30/6/20), SEL was approved as Acting Chair for this meeting.	
<b>Ratification</b>	Corporation ratified appointment of Alison Jones as External Governor with University of Huddersfield link, replacing Pete Woodcock (S&G Committee 9/6/20 had previously recommended her appointment).	Clerk note
<b>1. Welcome &amp; apologies</b>	SEL welcomed Governors including Alison Jones. Apologies received, as above.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 18/5/20</b>	<p><b>3.1</b> Minutes of previous meeting 18/5/20, previously circulated, approved by Corporation, virtually signed off by Chair via Clerk, Clerk to file.</p> <p><b>3.2</b> One matter arising. 18/5/20 min 13 (catering outsourcing): consulted upon with staff (so no longer confidential); Aramark contract start 1/1/21 following preparations in Autumn term, with building works scheduled for Summer 2021.</p>	Clerk
<b>4. Update from Principal</b>	<p><b>4.1</b> Principal summarised key points from his Report, Termly Review of Strategic Plan, Update on actions against FE Commissioners' recommendations, and latest Risk Assessment for re-opening College, all previously circulated. Main points &amp; discussion in minutes 4.2 to 4.7.</p> <p><b>4.2</b> FE Commissioners' virtual follow-up visit will be 13/7/20: 1. review progress against recommendations</p>	

2. two FEC's plus **FE Advisor & former Senior H.M.I.**; College team RAR, SLE, Mo B, John B, Mark M, Tom R
3. suggests College could be in scope for OFSTED inspection shortly, Autumn or Spring term.

**4.3 Current A1's update:**

1. every A1 student has had opportunity to attend College since phased return began 15 Jun
2. ABA feedback: felt safe when attending College; IT developments helpful; students she knows feel more able to tackle their work – CSH endorsed from parent perspective & JRY from staff perspective – RBA similar, but also emphasised that staff are / will be in transition too, as well as students – Mo B pointed to importance of staff/student re-induction processes and, linked to this, introduction of Mental & Physical Health Weeks, Autumn
3. online learning developments include trialling of livestream lessons & use of Microsoft Teams (Sep)
4. JRY & RBA argued that whilst online learning has generally been successful, a sizeable minority of students, perhaps 25%, have fallen behind, not least because of more advanced skillset required for independent learning – so need to bear this in mind and to build in appropriate face-to-face contact where possible (SLE related concern about some competitor 6<sup>th</sup> forms, generally smaller, being able to offer more face-to-face provision and so perhaps having a competitive advantage)
5. Governors including AJO & JHOR keen that benefits of existing online/blended learning methods be sustained in future; also keen on appropriate balance with face-to-face teacher/tutor contact.

**4.4 A2's update:**

1. A-Level Results Day is 13/8/20: wide ranging support in place
2. nationally moderated A-Level results and, following from this, KPI's 2020/21 to be considered at Q&S 14/9/20
3. Governors to familiarise themselves with College's Complaints Policy in preparation for potential input to dealing with complaints/appeals against Centre Assessed Grades in Sep/Oct.

Clerk re agenda  
Govs note

**4.5 Current Y11's / upcoming A1's:**

1. 1,915 confirmed acceptances – applying last year's 72% conversion rate would give 1,379 students, which is +57 compared with last year – unpredictability noted – total student numbers on above basis could be 2,665 (+106)
2. Y11 GCSE Autumn exams will be in Nov, results Feb 2021, so College can't keep applicant's place on hold pending these results
3. Q&S 14/9/20 to review actual new student numbers.

Clerk re agenda

**4.6 September arrangements:**

	<p>1. balancing DfE guidance and College realities, proposed blended/flipped approach based on current curriculum and pastoral provision and involving face-to-face for half of students (across A1 &amp; A2) one week, with other half online learning, and then flipping the following week, and so on, to Christmas initially</p> <p>2. online learning to include independent research, tasks/quizzes, live online tutorial sessions, trialling of livestream lessons, subject-based masterclasses (livestream, recorded)</p> <p>3. SLE to update students/parents this week</p> <p>4. MOC pointed out that above developments could both help students prepare more effectively for University &amp; working life and effectively increase capacity of College.</p> <p><b>4.7</b> Governors' Development Day (9/11/20 TBC) to include consideration of Purpose &amp; Principles (Engine Room work) and Strategic Plan.</p>	Clerk re agenda
<b>5. COVID risks &amp; mitigation</b>	Risk Assessment for re-opening College, previously circulated (and previously endorsed by H&S Committee 24/6/20 and considered by all Committees), endorsed by Corporation. SLE emphasised this is a live document. 'Chair's Action' role played (and continuing to be played) by RAR, not least to provide cover for SLE/S.L.T. positive and pragmatic approach noted by Corporation.	
<b>6. Capital development: strategic decision</b>  <i>(RBA departed 6.02pm, half way through this item)</i>	<p><b>6.1</b> SLE summarised key elements of RAR's paper, previously circulated, using screen-shared Powerpoint presentation entitled 'Proposed phased development of Greenhead College campus'. He:</p> <ol style="list-style-type: none"> <li>referenced Strategic Plan 2019/20-21/22, Strategic Outline Case, AA Projects' work on estates strategy &amp; business case (final versions of both due 29/7/20), DfE capital-related visit in May and return visit later in July, DfE funding streams including new FE Capital Fund</li> <li>contextualised and reiterated the two questions posed by RAR at the end of his paper.</li> </ol> <p><b>6.2</b> Initial discussion in response to MOC's question on whether community partnering has been considered in respect of widening access to and use of any new sports hall – not considered to date. MOC/JohnB discussion about related VAT liabilities in respect of the build, with John quoting guidance he has received on this.</p> <p><b>6.3</b> Governors questioned whether decision is simply between the two options (AA Projects route, DfE route) and two related questions posed by RAR at end of his paper, and posed third option – to 'back both horses' (both options) in short term, pending further information to support robust decision making. They noted College funding contribution</p>	

	<p>(c.21%) in AA Projects route and potential full funding by DfE in DfE route.</p> <p><b>6.4</b> Governors keen to maintain momentum on both options and at same time to base decision-making on two principal upcoming sets of essential considerations:</p> <ol style="list-style-type: none"> <li>proper consideration of related factors, i.e. opportunities, risks, strategy, plans related to changes in College's underlying educational model (blended learning, IT developments, future growth scope &amp; decisions) and implications of this for physical capacity requirements – to be addressed Autumn 2020, as part of wider Strategic Plan discussions (MOC &amp; others emphasised that a perpetual 5 year plan is essential if College is to be agile in taking up funding opportunities as they emerge)</li> <li>receipt of further information from DfE in respect of outcomes of its feasibility study (being conducted over Summer holidays) and subsequently its funding intentions (potentially being made clear Autumn 2020, appears potentially promising at this stage); also the extent of influence that College could exert on a DfE-led scheme, e.g. as part of a local delivery model.</li> </ol> <p><b>6.5</b> Following on from above, Governors agreed that College can progress design &amp; planning approval work and associated costs (AA Projects route, potentially around £375k costs at College's risk) <u>subject to two provisos</u>:</p> <ol style="list-style-type: none"> <li>how the Capital Development sub-committee assesses the AA Projects estates strategy &amp; business case (potential meeting Mon 27/7/20 TBC to discuss draft, final version then due 29/7/20) and how Corporation (or F&amp;E Committee) subsequently views the Capital Development sub-committee's recommendations (min 6.7 relates)</li> <li>the inclusion of termination clauses in any subsequent design/planning contracts should DfE signal its intention to fund the project.</li> </ol> <p><b>6.6</b> Governors recognised that the above will create additional risks to planning; for example this means the (AA Projects route) Sep 2022 completion date will slip.</p> <p><b>6.7</b> An extraordinary meeting of Governors, whether by means of Corporation per se or F&amp;E Committee, is proposed in August to consider further (as opposed to empowering the Capital Development sub-committee to make such fundamental decisions).</p>	SLE/S.L.T. > CORP
<b>7. Financial update</b>	<p><b>7.1</b> Latest management accounts (May) and narrative, previously circulated, received by Corporation.</p> <p><b>7.2</b> Draft budget 2020/21 and narrative, previously circulated, summarised by John B (emphasising cautious</p>	Clerk re dates & agendas
		Clerk re date & agenda

	approach given that ESFA funding settlement increase may or may not be sustained in future years), endorsed by JHOL, received by Corporation.	
<b>8-12. Draft Committee minutes x 5</b>	Five sets of draft Committee minutes, as previously circulated, noted by Corporation: 1. Finance & Estates 8/6/20 2. Search & Governance 9/6/20 3. Quality & Standards 15/6/20 4. Capital Development sub-committee 18/6/20 5. Health, Safety & Wellbeing Committee 24/6/20.	
<b>13. Policies for adoption</b>	Four policies, previously circulated, adopted by Corporation: 1. Admissions Policy 2020/21, as revised in COVID context 2. Admissions Policy 2021/22 updated in COVID context 3. Student Re-engagement Policy & Procedure 4. Student Code of Conduct for Zoom Classroom Sessions.	Clerk notify Jen Rothery
<b>14. Cover sheet for Govs' papers</b>	Draft cover sheet for Governors' papers, to sharpen focus, action, impact, as previously circulated, noted by Corporation – Govs feed back to Clerk by Wed 8 Jul 5pm.	
<b>15. Chair/Vice-Chair 2020/21 election process</b>	Clerk reminded Govs that he will email them first week Sep to formally invite nominations, to deadline Mon 14 Sep 12.00 noon, with elections taking place at Corporation AGM Mon 5 Oct.	Clerk
<b>16. Governors 2020/21</b>	<p><b>16.1</b> Clerk reminded Govs of need to complete &amp; return eligibility form, business interests form, &amp; Govs' Code of Conduct form, all previously circulated (along with the Code of Conduct itself), and will follow up with a separate email.</p> <p><b>16.2</b> Governor Self Assessment – Clerk to progress with Governors by email over Summer holiday.</p> <p><b>16.3</b> Governors' Development Day noted as Mon 9 Nov – to be confirmed in due course.</p>	Govs note Clerk Clerk Clerk
<b>17. Meeting schedule Autumn Term 2020</b>	Corporation & Committee draft meeting schedule Autumn Term 2020, as previously circulated, noted by Governors.	
<b>18. Letter from Sec of State DfE</b>	Letter from Secretary of State for Education 3/6/20, as previously circulated, noted by Corporation.	

<b>19. Policies via Committees</b>	Code of Conduct for Governors, previously reviewed by S&G Committee 9/6/20, as previously circulated, noted by Corporation.	Clerk notify Jen Rothery
<b>20. AoB</b>	Governors keen to thank staff for their work over the academic year, which had been particularly impressive in the challenging context – Governor ‘hand-clap’ photo taken by Clerk – RAR & SLE to convey to staff – to be reiterated on/following Results Day 13/8/20.	Clerk > RAR & SLE
<b>21. Confidentiality</b>	Two aspects of confidentiality noted: 1. min 6 (capital development) detail confidential at this stage 2. references in SLE’s papers to redundancies in estates team restructuring process are <i>not</i> confidential as restructuring complete and details in public realm.	Clerk & Govs note
<b>22. Dates</b>	See minute 17. Clerk to re-send Autumn term meeting schedule.	Clerk

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 9/7/20**

**Signed off by Sue Ellis, Acting Chair at this meeting, at Corporation 5/10/20 with amendment (min 4.2.2) marked in green**