



GREENHEAD COLLEGE CORPORATION
Minutes of the Corporation meeting held virtually using Teams
Monday 7 December 2020, 4.30pm

preceded by Governors' development session 4pm

Govs present: Abby Barraclough (to 5.46pm); Alison Jones (4.30 to 6.30pm); Chantal Forrest; Craig Shannon; Ian Lavan; James Reeve; John Holroyd; Jo Horsfall (to 6.30pm); Kasim Sheikh; Katie Mallinson (4.30 to 6.44pm); Lucy Giles (from 4.50pm); Mark O'Connor; Michelle Wheatcroft (from 4.30pm); Paddy Diamond; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving; Sue Ellis (to 6.40pm)

In attendance: John Blake; Kate Abel; Mark Mitchell (from 4.30pm); Mo Bunter (from 4.15pm); Neil Harper (from 4.30pm for item 4); Bill Watkin (for pre-mtg session); Ian Leedham (Clerk)

Apologies: Jo Nowacki; Tom Rowley (rotates attendance with MMI)

AGENDA ITEM	DISCUSSION	ACTION
<p>Pre-meeting: Governors' development session (4pm) – Sector update – Bill Watkin, SFCA</p> <p><i>(Bill Watkin departed)</i></p>	<p>Bill Watkin, Chief Executive, Sixth Form Colleges Association, was welcomed by RAR and led a session entitled 'Sector update'. Main points included:</p> <ol style="list-style-type: none"> 1. upcoming remote learning guidance (expectation of greater proportion of face-to-face delivery, and associated challenges in areas such as here with above average COVID levels) 2. Summer 2021 exams (level playing field concerns) 3. pay negotiations 4. FE White Paper including academic A-Level and technical-vocational T-Level balance 5. Independent Commission on the College of the Future report, potentially pointing to new Multi Academy Trusts. 	
<p>(4.35pm) 1. Welcome & apologies</p>	<p>RAR welcomed Governors including four new Governors (min 3 relates). Apologies received, as above.</p>	
<p>2. Declarations</p>	<p>No declarations of pecuniary/prejudicial interest.</p>	
<p>3. Ratify new Gov appointments</p>	<p>RAR introduced and Corporation ratified appointment of two newly elected Parent Govs (<u>Kasim Sheikh</u> & <u>Ian Lavan</u>) and two newly appointed Staff Govs (<u>Paddy Diamond</u> & <u>James Reeve</u>) following open parent/staff recruitment processes. All four introduced themselves. Welcomed by Corporation.</p>	<p>Clerk note</p>
<p>4. Greenhead College Student</p>	<p>4.1 Proposed amendments to GCSA constitution, as per previously circulated papers. <i>Neil Harper attended for this</i></p>	

<p>Association (GCSA) constitution</p> <p><i>(Neil Harper departed)</i></p>	<p><i>item.</i> ABA summarised desired changes, including achieving balanced group of GCSA Executive Officers by means of broader range of students coming forward for election. Neil Harper pointed out that sec 5.7 on p.13 should say welfare officer rather than finance officer.</p> <p>4.2 Main points from Govs' discussion:</p> <ol style="list-style-type: none"> 1. confirmed that renewal (now & at 5 year intervals et seq) requires GCSA approval and Corporation ratification 2. approved in principle, subject to process in 4.2.3 below 3. detailed discussion of (re-)wording guiding principles to achieve balanced group of GCSA Exec Officers viz gender & other diversity characteristics – AJO & KSH offered to feed in wording from their fields of work (to Neil Harper via Clerk) – GCSA to then re-draft and re-submit for consideration/ratification at next Corporation meeting 1/2/21. 	<p>AJO/KSH (via Clerk) / Clerk re agenda</p>
<p>5. Minutes 5/10/20</p>	<p>5.1 Minutes of previous meeting 5/10/20, previously circulated. Amendment agreed to min 5.3.2: Clerk to delete reference to CSH question in respect of CEDAR data, where CSH had used his own experience <i>as an example</i> of difficulty of accessing real time data. With this amendment, minutes approved by Corporation, virtually signed off by RAR via Clerk, Clerk to file.</p> <p>5.2 Matters arising not covered on agenda:</p> <ol style="list-style-type: none"> 1. 5/10/20 min 4.8 (thanking staff): RAR wrote to all staff to thank them for their considerable efforts & achievements 2. 5/10/20 min 6 (SAR validation): Mark Lucid replaced his colleague Julie Peaks as external critical friend. 	<p>Clerk</p> <p>Clerk</p>
<p>6. Principal's update</p>	<p>6.1 Principal summarised key points from previously circulated papers; Govs discussed as per mins 6.2 to 6.5.</p> <p>6.2 Principal's Report. SLE updated on COVID and student destinations data and, in response to CSH question, pointed out that Chancellor's Autumn Statement confirmed continuation of last year's funding levels, for a further year.</p> <p>6.3 A1 & A2 student survey and parent survey results & associated action plan:</p> <ol style="list-style-type: none"> 1. KSH welcomed analysis & actions and pointed out that timeline is missing – SLE to develop timeline, taking account of FE Guidance changes, and email to Govs 2. discussion of flexible/agile approach, in response to CSH question: immediate priority to develop alphabet split exit strategy (following FE Guidance); teaching & learning models longer-term remain to be debated 3. SLE to relay both sets of results in amended format. <p>6.4 Assistant Principals' pay & remission:</p>	<p>SLE</p>

	<p>1. Governors supportive of case set out in paper</p> <p>2. noted that some Govs see this as operational matter</p> <p>3. Govs highlighted need for clear & sensitive communication to wider staff team especially given teaching staff increased teaching footprint following restructure – clear rationale needs to be set out and, subsequently, impact demonstrated.</p> <p>6.5 Update on key findings from The Engine Room work:</p> <p>1. work in progress, e.g. staff feedback being collated</p> <p>2. RAR wondered if there would be supporting material on how the principles can be translated into reality – SLE explained that S.L.T. had decided against this approach</p> <p>3. SLE to report back to Corporation in due course.</p>	<p>SLE</p> <p>SLE</p>
<p>7. Corporation Annual Report & External Audit Report 2019/20</p>	<p>7.1 Corporation Members' Report & Financial Statements 2019/20, previously circulated:</p> <p>1. amendments from F&E, A&R, and Mike Benson had previously been incorporated by Clerk</p> <p>2. Corporation happy to sign-off; will subsequently be submitted to ESFA before 31/1/21 deadline.</p> <p>7.2 External Audit Report 2019/20, previously circulated, noted by Corporation.</p>	<p>Clerk</p>
<p>8. Finance update</p>	<p>8.1 October management accounts & narrative, previously circulated, summarised by JBL and considered by Govs. No concerns flagged. JBL noted teaching staff 2% pay rise included; awaiting outcome of national pay negotiations.</p> <p>8.2 Budget 2020/21 formally ratified by Corporation, as recommended by F&E 23/11/20 (and discussed at previous F&E meetings). Two points to note:</p> <p>1. SEL asked about carry-forward arrangements for unspent monies – JBL clarified</p> <p>2. SIR to subsequently discuss specific question with JBL.</p>	<p>SIR</p>
<p>9. Capital development (DfE scheme) update & next steps</p>	<p>JBL fed back on helpful DfE/Mace meeting 26/11/20:</p> <p>1. DfE announcement of sites expected 9/12/20</p> <p>2. consideration of replacement vs expansion angles: current DfE scheme budget largely for replacement; College could bid, with Mace help, for potential further DfE capital expansion monies perhaps supplemented by College investment; potential to dovetail replacement and expansion programmes, including weaving both into upcoming Mace tender</p> <p>3. liaison with Kirklees Council Planners continues</p> <p>4. College-Mace to discuss wider improvements desired by College, which could feed into DfE programme(s) and/or be subject to supplementary College investment</p>	

	<ol style="list-style-type: none"> 5. DfE aiming to appoint contractor by end-January; works scheduled to start Autumn Term 2021, for 2-3 years 6. DfE scheme covers costs of temporary accommodation 7. SLE reiterated importance of positive, proactive communications, e.g. in relation to 2021 new cohort 8. JBL/SLE will report back at next Corporation 1/2/21. 	SLE / Clerk re agenda
<p>10. H&S & wellbeing-related strategic matters</p>	<p>10.1 College COVID Risk Assessment reviewed weekly.</p> <p>10.2 JBL updated on reported accidents/incidents, near misses, hazards: accidents x 7 and near miss x 1 reported over previous year, well down on a year ago at least largely due to lockdown & related restrictions. Measures in place to encourage reporting.</p> <p>10.3 Staff wellbeing. MBU reiterated staff have taken on considerable challenges and are exhausted and range of measures in place to support staff, flexibly. Staff Mental Health Survey ongoing; update at next Corporation 1/2/21.</p> <p>10.4 Student wellbeing. KAB highlighted challenges faced by students including new teaching/learning model, isolation, future uncertainties, and motivational issues, and student resilience in this context. She flagged up range of support available e.g. through tutors, sessions on promoting positive mood & mental health (including Mood Masters 5 week course with 40 places, initially targeting vulnerable students), referral to learning support services, and counselling services (where demand has risen considerably and has been responded to well by the team). Govs welcomed these initiatives. LGI updated on student responses via GCSA in respect of knowing safeguarding contacts and quality/impact of pastoral support (both variable, KAB to review), and positive feedback on Mood Masters course.</p> <p>10.5 SIR updated on inter-faith week activities including the petals/flowers initiative, which went well.</p>	Clerk re agenda
<p>11. College Self-Assessment Report (SAR)</p>	<p>MBU introduced and Govs discussed College SAR, previously circulated:</p> <ol style="list-style-type: none"> 1. 2019 results dataset being used, as per Ofsted focus 2. internally, SAR feeds into College/departmental QUIPs, including specifically for departments identified as requiring improvement (QUIP validation August 2021) 3. externally, SAR will be submitted to Ofsted linked to inspection request (noted Ofsted could request remote visit to review remote teaching & learning, or could request full inspection) 4. SAR approved by Corporation 5. RAR thanked MBU & colleagues for hard work that has gone into SAR/QUIP process to date. 	

<p>12. Corporation composition: membership & Committee updates</p>	<p>SEL updated on Corporation/Committee membership:</p> <ol style="list-style-type: none"> 1. thanked KMA for her contribution to Corporation over past 4 years – External Gov term ends 31/12, to become Associate Gov 1/1/21 in order to continue her communications-related role (JNO was to take KMA’s place as External Gov but this is not currently possible owing to JNO work commitments) 2. thanked JHOR for her work as Parent Gov (term of office ended 30/11) and reminded Govs that she became External Gov for 4 years as of 1/12 3. noted recent resignations – GBI, SDO, SHI, all due to pressures of work 4. S&G 19/1/21 to review Committee membership, including in respect of new Govs specifically. 	<p>Clerk re agenda</p>
<p>13. Essential Governor business</p>	<p>13.1 RAR reminded SIR, RKI, & CFO of need to complete & return outstanding mandatory documentation; Clerk to further follow up.</p> <p>13.2 Corporation & Committee meetings to continue on virtual basis until further notice.</p>	<p>SIR, RKI, CFO</p> <p>Govs note</p>
<p>14. Governance SAR & Improvement Plan</p>	<p>RAR introduced and Govs discussed Governance Self-Assessment Report (SAR) and Improvement Plan, previously circulated, especially in terms of increasing ethnic diversity of Corporation.</p>	
<p>15. Committee, sub-committee, Strategy Development draft minutes</p>	<p>Draft minutes, previously circulated, signed off and noted by Corporation, as follows (with Govs being invited to raise any questions/issues with Committee chairs):</p> <ol style="list-style-type: none"> 1. Health, Safety & Wellbeing Committee 24/6/20 – signed off (following decision on 5/10/20 for Corporation to deal directly with H&S & wellbeing-related business) 2. Search & Governance Committee 2/11/20 – noted 3. Capital Development sub-committee 4/11/20 – noted 4. Governors’ Strategy Development half-day 9/11/20 – noted 5. Quality & Standards Committee (SAR validation) 16/11/20 – noted 6. Finance & Estates Committee 23/11/20 including Joint Meeting with A&R/Auditors – noted 7. Audit & Risk Committee (including Joint Meeting as above) 23/11/20 – noted. 	<p>Govs note</p> <p>Clerk note</p>
<p>16. Policies for adoption</p>	<p>None on this occasion.</p>	

17. ESFA letter	ESFA letter 3/11/20 re (financial) Early Intervention ending, as previously circulated, noted by Corporation.	
18. Teaching & Learning Strategy	<p>MMI summarised Teaching & Learning Strategy 2020/21, as referred from Q&S and previously circulated, and Govs discussed:</p> <ol style="list-style-type: none"> 1. principal focus is nurturing & sharing best practice, internally & externally, supporting staff to be the best they can be (collegiate approach praised by SIR amongst others) 2. CSH asked how this would likely be received by staff; agreed MMI to take forward staff survey to ascertain how Strategy works in practice and how this can be further improved 3. noted that this links with min 6.4 in respect of demonstrating impact of investment in S.L.T. and in Assistant Principal roles in particular 4. RAR praised Art & Design department's approach to how students receive and use information 5. RKI cautioned against pastoral care militating against preparing students for the reality of the business world. 	SLE>MMI
19. Policies via Committees	None on this occasion.	
20. AoB	RAR mentioned that himself & SIR to conduct Senior Staff Appraisals, Thu 17 Dec.	
21. Confidentiality	Confidentiality requirements taken into account in drafting these minutes (specifically in respect of min 6.4 Assistant Principal roles & min 6.3 student/parent survey results, which SLE will subsequently relay in a different format).	
22. Dates	<p>22.1 Clerk to send upcoming meeting dates to new Govs.</p> <p>22.2 Corporation meeting Mon 1 Feb: Govs' development session 4.00pm (performance data, MBU) then Corporation meeting 4.30pm, location / video conference to be advised.</p> <p>22.3 RAR thanked Govs' for their contributions and passed on Christmas Greetings.</p>	<p>Clerk</p> <p>Govs note</p>

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 15/12/20

Signed off by Richard Armstrong, Chair, at Corporation 1/2/21