

GREENHEAD COLLEGE CORPORATION
Minutes of the Corporation meeting held at College Room G17
Monday 6 December 2021, 4.30pm

Govs present: Chris Kneale; Craig Shannon; Daniel Bellanfante; Elliot Gill; Ian Lavan; James Reevell; John Holroyd; Kasim Sheikh; Lisa Wilkinson (from 4.39pm); Richard Armstrong (Chair) (from 4.39pm); Richard King; Simon Lett (Principal); Sue Ellis

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

Apologies: Alison Jones; Danyaal Malik; Ella Briggs; Mark O'Connor; Michelle Wheatcroft; Stuart Irving; Vic Wright; Usman Anwar

AGENDA ITEM	DISCUSSION	ACTION
At outset	<i>JHO chaired in RAR's temporary absence. Corporation noted Elliot Gill's ratification as new External Governor, effective 1/12/21.</i>	
1. Welcome, apologies	JHO welcomed Govs & S.L.T. participants. Apologies for absence noted, as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 4/10/21 & 10/11/21	<p>3.1 Minutes of previous Corporation meeting 4/10/21, previously circulated, approved by Corporation, signed off by JHO as acting chair, Clerk to file. No matters arising beyond items on today's agenda.</p> <p>3.2 Minutes of Governors' Academisation Briefing 10/11/21, previously circulated, approved by Governors collectively, signed off by Corporation, Clerk to file.</p>	<p>Clerk</p> <p>Clerk</p>
4. Govs' Strategy Devt Day 1/12/21	<p>SLE verbal update following Governors' Strategy Development Day held at Yorkshire Sculpture Park 1/12/21:</p> <ol style="list-style-type: none"> S.L.T. follow-up workstreams being progressed hoping for Govt C.S.R. outcome prior to Christmas, to enable firm financial figures/forecasts in time for Corporation 31/1/22; Mace further detail also expected S.L.T. to present clear strategic recommendations on expansion capital works, along with direction of travel in respect of curriculum etc, to Corporation 31/1/22 and to build on this for Corporation 21/3/22. 	<p>JBL; Clerk re agenda</p> <p>SLE; Clerk re agendas</p>
5. Principal's	5.1 SLE summarised key points from his Principal's Report	

<p>update & discussion (RAR & LWI arrived 4.39pm; RAR took the chair)</p>	<p>(including updated action plan against FE Commissioners' recommendations), previously circulated, highlighting:</p> <ol style="list-style-type: none"> 1. the usual KPI's, noting desire to include Covid absence in overall sickness absence going forward, but probably keeping Covid separate in short-term 2. ESFA/FEC Annual Strategic Conversation is this Thu 9/12/21 (SLE, JBL, RAR) 3. at Day 42 checkpoint, 2,790 students on roll 4. specific issue related to A1 student behaviour incident and a related exclusion discussed & subject to Governors' questions – SLE will keep Govs updated – confidential item 5. FECs' action plan – SLE asked about frequency of reporting desired by Govs – given that most FEC items covered by existing agendas, agreed that SLE report on an exceptions basis going forward. <p>5.2 Staff/Student Governors' feedback on Principal's report:</p> <ol style="list-style-type: none"> 1. Staff Govs – no specific feedback on this occasion 2. Student Govs – both DMA & EBR had sent apologies to this meeting 3. Staff/Student Govs can liaise with Clerk in respect of specific feedback/issues to bring to future meetings. 	<p>SLE</p> <p>SLE note</p> <p>Staff/Stud. Govs note</p>
<p>6. Financials, audited accounts</p>	<p>6.1 JBL introduced 2020/21 Year-end Financial Statements and External Audit Report 2020/21, both previously circulated, and summarised highlights. Supported by JHO and RKI as F&E and A&R chairs, respectively. Sign-off of both recommended by F&E and A&R Committees 15/11/21 (note SIR present at both, standing in for RAR). Both signed-off by Corporation & will now be sent to ESFA.</p> <p>6.2 One point highlighted by JBL is that Risk Registers have now been re-modelled along lines suggested by A&R Cttee – will go to next A&R 28/2/22 for further consideration.</p> <p>6.3 September 2021 management accounts & narrative, both previously circulated, introduced by JBL:</p> <ol style="list-style-type: none"> 1. pay deals for teaching & support staff now agreed; will be saving against budgeted 2% pay rise 2. £1.3m operating surplus, 128 cash days 3. RKI questions, including whether revised budget fixed or revised monthly – to be discussed at next F&E Committee 14/2/22 (JBL) 4. SEL asked about staff capacity to offer student top-up sessions – JBL reported encouraging picture, including 25 staff having come forward – not clear if this will meet student demand (RAR question related) but various measures in place to deal with this including potentially bringing in external staff on sessional basis 5. RAR asked if updated budget and revised annual forecast will be presented at next F&E 14/2/22 – JBL confirmed they will 	<p>Clerk re agenda</p> <p>JBL; Clerk re agenda</p> <p>JBL; Clerk re agenda</p>

	<p>6. RKI asked why it takes so long to create management accounts – JBL explained on basis of sickness in Finance Dept and said he was working towards a 3-4 week turnaround going forward.</p>	
<p>7. Risk registers: updated format</p>	<p>Registers' updated format as per min 6.2 above. Auditor (AuditOne) inputting to New Build Risk Register development has requested virtual meeting with S.L.T. and a group of Govs – JBL to arrange for January.</p>	<p>JBL</p>
<p>8. H&S & wellbeing-related strategic matters</p>	<p>8.1 Safeguarding update (Mo):</p> <ol style="list-style-type: none"> 1. on basis of increased safeguarding-related demand, 3 additional appointments made to Safeguarding Team, appointment of new Safeguarding Officer to undertake triage function (will start in post soon), and additional part-time appointment to Site Security Team 2. significant demands on Safeguarding Team, Counselling Team and tutors, as reflected in increased staff uptake of Safeguarding supervision & support. <p>8.2 COVID risks & mitigation update (SLE):</p> <ol style="list-style-type: none"> 1. changes to Covid guidance summarised (face masks, test & trace) 2. Covid Risk Assessment updated and on website 3. vaccinations pop-up could potentially return early-2022 4. exams still scheduled for summer 2022; Plan B is TAGs with somewhat firmer requirements than last year (including all assessments in controlled environments) – guidance for students being worked up at present, for communication to students in advance of February mocks (Governor questions and discussion related) 5. if lockdown occurs prior to spring assessments, College would base its approach on resultant Ofqual/DfE guidance (responding to RAR question) 6. with TAGs, grade inflation & inability to compare across establishments are significant concerns once again 7. discussion of Covid testing arrangements in place upon students' return in January, responding to SEL question 8. RAR question about basis of Covid case data in Principal's Report – SLE confirmed this is cumulative data – need to keep an eye on trend data (SLE reported steady increase in case numbers over past few weeks). <p>8.3 Accidents & near misses update (JBL). Since start of term, 20 accidents and 4 near misses reported – JBL summarised nature of these – evaluated and response measures put in place.</p> <p>8.4 Staff wellbeing update (Mo):</p> <ol style="list-style-type: none"> 1. staff under significant pressure owing to workload, overcrowding, Covid pressures, student behavioural issues, etc 	<p>SLE</p>

	<p>2. staff survey results to be reported to next Corporation 31/1/22</p> <p>3. JHO asked whether there should be a further 'thank you from the Govs' gift to staff (gift card and associated thank you letter as previously) – Corporation agreed – RAR requested this be organised prior to Christmas.</p> <p>8.5 Student wellbeing update (Mo). Safeguarding, mental health and Covid related issues, as above.</p>	<p>Clerk re agenda</p> <p>SLE</p>
<p>9. Ofsted planning</p>	<p>Mo updated on Ofsted planning:</p> <ol style="list-style-type: none"> 1. all departmental S.A.R.'s and QUIPs now updated 2. Mo watching brief on Ofsted website and other colleges 3. active folder now in place ready for Ofsted visit 4. continued focus on cascading good practice across college 5. departmental & subject-based quality assurance process continues, including mirroring Ofsted deep-dives 6. Gov Link Visits (min 12 below) remain important in Ofsted context. 	
<p>10. Corporation composition: succession planning</p>	<p>Corporation currently at full capacity, i.e. 20 Govs in place. Discussion of succession planning in respect of SEL finishing as External Governor Easter 2022:</p> <ol style="list-style-type: none"> 1. skill sets sought are audit, FE commissioning; RKI asked whether IT skills also sought 2. SEL suggested external advert route, including with relevant professional networks locally; JHO suggested LinkedIn advertising as promising route 3. JHO asked about FECs' recommending recruitment of FE-expert Gov – RAR to seek any specific FECs' prospects 4. agreed ILA & CKN to float with IT contacts 5. SEL mentioned option of Associate Gov route in first instance 6. RAR flagged up need for S&G chair and Safeguarding & Prevent Lead Gov when SEL departs 7. above to be further considered at next S&G Cttee 7/2/22. 	<p>RAR ILA, CKN</p> <p>SEL; Clerk re agenda</p>
<p>11. Annual Governor Self-Assessment & Governance S.A.R.</p>	<p>Corporation considered two previously circulated reports:</p> <ol style="list-style-type: none"> 1. Governor Self-Assessment Skills Matrix 2021 report & actions (Clerk) – Chairs to consider in their respective committees 2. Governance Self-Assessment Report (RAR) – noted this will feed into overall college S.A.R. and as such is important aspect of college's evidence base for Ofsted – also noted that Clerk now highlights Governor questions/challenge in minutes. 	<p>Cttee Chairs note</p>

12. Link Governors	Referencing his previous email to Govs (25/11/21), SLE updated on: 1. Link Governor 2020/21 reports – SLE asked Govs to send reports to Clerk 2. Link Gov 2021/22 arrangements – SLE to bring paper, including proposed allocations, to Q&S 10/1/22.	Link Govs note Clerk re agenda
13. Committee draft minutes	13.1 Six sets of Committee minutes, all previously circulated, were noted by Corporation: 1. Finance & Estates Committee 11/10/21 (signed-off F&E 15/11/21) 2. Search & Governance Committee 1/11/21 – SEL noted to consider if Govs want to change Committees (RAR action in New Year) & to finalise Cttee vice-chair arrangements 3. Quality & Standards Committee (S.A.R. & Strategic) 8/11/21 – RAR/Mo noted that Mo will send S.A.R./summary to Clerk to make available to volunteer Govs to check 4. Finance & Estates Committee & Joint Meeting with A&R 15/11/21 5. Audit & Risk Committee including Joint Meeting with F&E 15/11/21 6. Capital Development Committee 17/11/21 – RAR reported further details due from Mace, so CDC meeting scheduled for early-Jan to be pushed back unless Planning Application not approved, in which case urgent CDC meeting T.B.A. 13.2 RAR thanked Govs for productive Govs’ Strategy Day 1/12/21 – draft minutes to follow – S.L.T. follow-up workstreams to be reported to Corporation 31/1/22 et seq.	RAR Mo... Clerk Clerk note Clerk re agenda
14. External auditors tender	14.1 Context: Murray Smith now in fifth year as external auditor; guidance is to re-tender after 5 years. College went out to tender via Crescent Purchasing Consortium, which has 8 providers on its external audit framework, tender bids to be received by 31/12/21. Murray Smith will bid; 4 other providers have replied saying not interested. 14.2 RAR asked if internal audit is similarly re-tendered – to be considered at A&R Committee 28/2/22. (JBL to establish if 5-year guidance applies to internal audit; noted AuditOne haven’t done 5 years yet).	Clerk re agenda JBL
15. Appeals update	RAR & SLE updated Corporation on a recent appeal.	

<p>16. Policies for adoption</p>	<p>16.1 Four policies for adoption by Corporation, all previously circulated, considered by Governors. See mins 16.2-16.5 below.</p> <p>16.2 Safeguarding Policy 2021/22. Noted that highlighted text is either amended or new material, updated on basis of Kirklees Council policy. KSH suggested a variety of amendments (including avoiding catch-all approaches, re-phrasing text on kinds of behaviour not supported by college as a clear statement of purpose). Agreed:</p> <ol style="list-style-type: none"> 1. KSH & Mo to meet to make amendments 2. KSH & SEL to review amended version and make further amends as needed 3. updated version to Q&S Committee 10/1/22 for review & recommendation of approval 4. formal sign-off at Corporation 31/1/22. <p>16.3 Shared Parental Leave Policy – new policy prepared by HR Manager – approved.</p> <p>16.4 Visitor Procedure. Updated by HR Manager. Amendments are in red, including new Reception sign-in process, further safeguarding points, DBS checking of external contractors. SEL question about visitors abiding by college mask wearing requirements – SLE to ensure this is added. Corporation approved subject to the one addition above.</p> <p>16.5 Prevention of Sexual Harassment Policy (Staff & Students). New policy, drawn up by HR Manager with S.L.T. input. KSH recommended re-modelling it in key respects along lines of ACAS & Unison sexual harassment policies. KSH also felt process for dealing with vexatious claims should be included, alongside the current rightful focus on creating a supportive environment for victims to come forward. Agreed:</p> <ol style="list-style-type: none"> 1. KSH to provide details of proposed amendments to SLE, for forwarding to HR Manager 2. amended draft to be reviewed by KSH & SEL (potentially involving Q&S Committee 10/1/22), who will suggest any further amendments 3. amended policy to be signed off by RAR on Chair’s Action basis. 	<p>KSH, Mo</p> <p>KSH, SEL Clerk re agenda Clerk re agenda</p> <p>SLE note</p> <p>SLE; SLE note</p> <p>KSH ... SLE</p> <p>KSH, SEL</p> <p>... RAR</p>
<p>17. Policies reviewed via Committees</p>	<p>17.1 None to bring forward on this occasion.</p> <p>17.2 Four policies overdue for review and re-approval via Committees, as per Clerk’s note previously circulated. Policies in question are Scheme of Delegation & Financial</p>	

	<p>Authorities, Standing Orders, Code of Conduct for Governors (which has been reviewed relatively recently), Independent Advice Procurement. RAR/Clerk have not got round to progressing this. Two actions, as proposed in Clerk's note, agreed by Corporation, i.e.:</p> <ol style="list-style-type: none"> 1. to temporarily extend review dates of above policies to Easter 2022 2. to progress review work through relevant Committees (F&E, A&R and S&G) in New Year with suggested amendments to be proposed to Corporation 21/3/22 (or in summer term) for subsequent discussion, amendment, approval. <p>17.3 Following LWI & CSH questions on extent of College & Corporation policies, against what is needed, Governors agreed that a 'Committee allocation' column should be added to Jen Rothery's existing list of policies and that the full list should be reviewed against a list of policies that are required or helpful.</p>	<p>Clerk re agendas</p> <p>SLE</p>
<p>18. FEC letter</p>	<p>Corporation received FE Commissioner letter dated 3/11/21, previously circulated, noting points about provision relevant to local economy & labour market needs, the accountability framework, and guidance on good practice in management accounts. RKI questions related. JBL confirmed that college follows the management accounts guidance.</p>	
<p>19. AoB</p>	<p>19.1 RAR raised previously-floated point about potentially taking legal counsel / barrister's opinion in respect of potentially developing a legal challenge to DfE in regard to how it has managed academisation market in respect of differential treatment of academies and Corporations (e.g. based on officers' interpretations rather than Parliament's decision). CSH asked about counsel lead-in time: KSH said this would be around two weeks following receipt of request. JHO asked why SFCA didn't want to pursue it – SLE said SFCA feels it isn't winnable – JHO asked whether other colleges' views could be ascertained – SLE to pursue. Agreed that approaching counsel has value but to hold off for now and revisit next year. RAR/KSH background discussions to continue.</p> <p>19.2 Clerk informed Govs that he will be finishing as Clerk on 3/1/22, having handed in his notice on 3/12/21, primarily due to the volume of work relative to the part-time contract; he will expand his existing research & writing freelance work to full-time. RAR thanked Clerk for his work. Cover arrangements being considered, including input from SLE's PA (Leah Linden) in first instance. Then will go out to advert. Clerk to produce written handover document and to return to progress a face-to-face handover with replacement</p>	<p>SLE</p> <p>RAR/KSH</p>

	Clerk in due course.	Clerk
20. Confidentiality	<p>20.1 Confidential items taken into account in drafting these minutes (e.g. student behaviour incident, min 5.1.4).</p> <p>20.2 Note that the updated action plan against FE Commissioners' recommendations, in the Principal's Report (min 5.1), is confidential, as marked.</p>	Govs note
21. Dates	<p>Meeting schedule:</p> <ol style="list-style-type: none"> 1. next Corporation meeting Mon 31/1/22: Govs' development session 4.00pm (student/staff mental health), Corporation meeting 4.30pm 2. meeting schedule for remainder of AY2021/22, previously circulated (noting this is unchanged from previously circulated version). 	Govs note Govs note

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 11/12/21

Approved & signed by, Richard Armstrong, Chair on 31/1/22