

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 31 January 2022, 4.00pm

Govs present: Mark O'Connor; Stuart Irving (left at 5.30 then returned); Chris Kneale; Craig Shannon; James Reeve; John Holroyd; Elliot Gill; Ian Lavan; Richard Armstrong (Chair); Simon Lett (Principal); Richard King; Sue Ellis; Ella Briggs; Danyaal Malik; Daniel Bellanfante

In attendance: Tom Rowley; Kate Abel; John Blake; Sharon Roper (Clerk)

Apologies: Lisa Wilkinson; Vic Wright; Kasim Sheikh; Alison Jones

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' devt session (4pm):	Presentation by JCL of Staff Wellbeing Survey and survey findings discussed.	
1. Welcome, apologies	<p>1.1 RAR welcomed members. Apologies received as above.</p> <p>1.2 RAR introduced SRO as new Clerk from 31/1, to be reviewed at Easter.</p>	
2. Declarations	2.1 No declarations of pecuniary / prejudicial interest.	
3. Minutes 6/12/21	<p>3.1 Corporation Meeting 6/12/21 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file.</p> <p>3.2 Matters arising</p> <ol style="list-style-type: none"> 1. min 7, New Build Risk Register updated (JBL), add to Agenda for next Corporation Meeting. 2. min 10, Succession Planning, action for RAR, taken forward to S&G Committee on 7/2/22. 3. min 16.2, UAN & KSH discussed policy Safeguarding Policy and resolved. 4. min 16.5 Prevention of Sexual Harassment policy, also resolved. 5. min 19, update on Academisation, to be discussed later in meeting. 	<p>Clerk</p> <p>Clerk</p>

<p>4. Principal's Update</p>	<p>4.1 SLE summarised key points from his Principal's Report, previously circulated, highlighting:</p> <p>4.1.1 Range of KPI's, with commentary on some (below)</p> <ul style="list-style-type: none"> • Attendance, causing concern 93.7%, attempting to identify those with worst attendance – significant number with safeguarding or mental health problems, MBR & PDI developed report that flags attendance of less than 85%, • Financials are healthy, SLE clarified that monthly reports need to show end of year out turn figures and year to date. Mid year budget will be scrutinised at F&E on 14.2.2022. • Staff absences, Covid & non-Covid continue to be reported separately, non-Covid high absence for support staff (6), 1 long term absentee returned and 2 teacher long term sickness returned to work. • Covid absences significantly increased, still able to run college, current mask situation may cause figures to rise further, situation will be monitored. • Summer Exams, awaiting announcement from Secretary of State if they will go ahead. SLE feels almost certain they will. Plan A is exams in summer, Plan B is TAGs. Announcement expected 7th February. Mock exams are week after half term. DMA asked how TAGs are calculated for students if Plan B came into force. SLE explained it would be mocks in February, then 2 further in April and May, A1 progress assessments and monitoring grade. <p>4.1.2 Annual Strategic Conversation, SLE, JBL and RAR attended, meeting went well. ESFA took items forward which will be covered in Academisation (below).</p> <p>4.1.3 DfE Capital Development and funding option,</p> <ul style="list-style-type: none"> • DfE capital development work should start mid February and complete mid September 2023. • Student feedback, they want more information on the build and how it will affect them, SLE will communicate to students and parents when he receives definite start date. RAR suggested Galliford Try have noticeboard in student area with milestones and regular updates. • Phase 2 Proposed Capital Development, discussed at capital development committee on 20.1.22. • Potential funding of Option 1 is proposed by SLT and recommended by the Capital Committee. Propose student numbers to be capped at 2750 until 2027/28. • Funding increases and forecast means that Option 1 is affordable. Key risk to this is salary increases, 	
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unlikely to be 2%, other colleges budgeting between 3 and 5%.

- Worse case scenario is salary increase at 5% p.a. from next year and build fully funded by college, therefore loan should be sought for half of the build cost.
- RAR asked for explanation of 2800 student numbers cap, SLE responded that it was a condition of the planning approval for the science block, due to the site being compact, residential and in a heritage area. Any further planning application will potentially be more difficult. RAR commented that historically student numbers had been grown to relieve the financial position, this is not possible now due to the student numbers cap.
- Responding to RKI question if salaries were to increase to 3.5%, JBL has prepared worse case scenario of salary increase to 5% with £4million loan which would cause potential financial problems 2029/30 (details on page 7 of paper). DfE grant may be available.
- RAR next step is to get a design proposal and have discussions at the pre planning stage with the local authority before going into the full planning stage. Also need a clearer idea of the capital cost of the proposed build.
- RAR, the recommendation is that SLT move to appoint a design team and undertake preliminary discussions with the planning department. SLE, good relationship forged with Anne Hargreaves (Avison Young), has good relationship with local authority and engage with her for proposed new build. When GT provides ideas for build engage with planners and Sport England.
- RAR proposal to delegate to Capital Committee the decision to make a direct appointment or a tender exercise and to understand the costs involved. Corporation accepted the proposal to appoint a design team and a planning team.

4.1.4 Academisation update, SLE discussed his paper and stressed the information therein must be treated as confidential as colleges are named.

- Corporation agreed to wait for statistics and evidence released at Easter and to hold a dedicated meeting to discuss next steps.

4.1.6 Governor Link Visits, revisions made to the programme at Q&S meeting with a smaller streamlined team. Pages 3&4 show vacancies, some governors who

haven't done a visit can become a buddy with an experienced governor. Vacancies in business, geography, maths and politics. MOC volunteered for business and JHO volunteered for maths. RAR agreed to follow up with missing governors to see if others would also undertake Link visits this year.

4.1.7 Policy portfolio review, list of policies that have governor/committee oversight and approval, page 5 onwards is the list of policies per committee.

4.1.8 IT strategy, questions for feedback to MBR and PDI,

- CSH - content is about delivery of curriculum, need clarity around student experience, face to face or remote.
- **RAR** – under vision need aims of things to be achieved and overall IT strategy.
- **SEL** – paper needs to address working differently, like the hybrid model and how this impacts on the building requirements.
- SLE – responded and referred to DfE attachment 6, action plan no 7, how we use IT to deliver 40 additional hours, overall vision to support & enhance the quality of teaching and learning and improve productivity.
- **SEL** – expectations of home IT kit, some students have no access to equipment at home, recognise remote learning requirements.
- **RAR** – how do we allocate equipment that is given, are we investing.
- **RKI** – need measurements in the paper, previously spoke about increasing capacity by students working from home.
- **RAR** – need to include, visions, measurements, enhance student/staff productivity and satisfaction.
- SLE – will feedback to MBR and PDI to get a more worked paper

RAR

4.1.9 Sustainability strategy – RAR any questions or comments about Sustainability paper:

- **JBL** has government produced a sustainability paper, RAR responded nothing said by Secretary of State during conference about a paper or capital to be released.
- Working group has been set up and RAR will represent governors and feedback to the relevant committees.

RAR

	<ul style="list-style-type: none"> • SLE commented that Stuart Strathdee’s role needs formalising. • CSH – sustainability impact needs to be considered on every proposal from now on. RAR this will be added to all agendas. • EBR – students consistently asking for recycling bins, SLE responded that the new student committee will be asked to spearhead campaign and engage students. DMA – recycling bins needed. • MOC – his workplace produces zero landfill, they use numerous bins, cleaning company has contract to dispose of contents, he will get a contact from work to speak to Greenhead about their system. • SEL – suggested councillor Will Simpson, ex Greenhead pupil, lead on sustainability, is invited to speak to committee. <p>4.1.10 Staff Governors’ feedback – CKN, staff are feeling under pressure, JRE feels staff need to see positive outcome from staff wellbeing survey, SLE confirmed action plan will be produced. CKN, Christmas gift card from governors was well received by staff.</p> <p>Student Governors feedback – EBR, students concerned about price and availability of food in the shop. DMA, food needs clear allergy labelling. JBL responded new law in place, all food now has to have allergy labelling, wider choice of food is being introduced, coffee cart will be opened shortly to try reduce queues. JBL will speak to Regional Manager to get update and ask them to justify price increases. RAR mentioned they have a 2 year contract and they need to be aware of staff and student feedback.</p> <p>DMA – students upset that Battle of Bands was cancelled, SLE decision was taken when Covid rates were high, wants to commemorate A2 students and they will look at scheduling an event for this.</p> <p>DMA – student elections are completed, student committee roles will be filled on 1st Feb.</p>	<p>Relevant Committees to review and update policies</p> <p>MBR</p>
<p>5. Financials</p>	<p>5. JBL summary of November report, 4 months into financial year;</p> <ul style="list-style-type: none"> • increase in funding has resulted in higher bank balance of £3.7 million. • ESFA Financial Health, end of 2021, was rated as outstanding, • operating surplus year to date is £1.5 million, compared to £1.4 million last year. • Pay and expenditure, additional staff hours included, new IT staff show on figures later in the year. 	

	<ul style="list-style-type: none"> • Exam credits received £118000, taken off bill. • Monthly grants received reduce December to April, increase again in May. • F&E committee agreed to invest surplus cash into cash platform called Flagstone to achieve more interest. To ensure covered by government compensation scheme, limit investment in each company to £85000. Will report how fund is doing in April. • Performance, measure of liquidity is above target, payroll costs above at 70%, year end expected surplus is £840000, cash strong at 128 days. • Future funding waiting to hear what the budget will be for next year. • Extra funding for increased number of students this year, estimate will get extra £2 million next year. • Been offered 33 laptops. • December accounts will be sent out shortly. • Might receive in year funding from DfE due to extra student numbers. 	
<p>6. Health & Safety, Wellbeing</p>	<p>6.1 Safeguarding update (KAB):</p> <ul style="list-style-type: none"> • a safeguarding officer Siobhan Corby has been appointed and started on 4th January and has already made a positive impact. • Safeguarding incidents, still high, 106 incidents logged 4/1/22 – 31/1/22, common categories mental health and general. • 3 new safeguarders and new safeguarding officer is making a difference. • Update on counselling, waiting list is over 80 students and is the highest ever, wait time is now at least 2 months. Impact on students mental health and wellbeing now being seen due to covid over the last 2 years. • An additional part time counsellor and a life coach has been appointed. Tried to appoint a CBT practitioner, despite the role being advertised twice nobody has applied. • Life coach meets students face to face for 2/3 sessions, discussing goal setting and action points and holds workshops. Unique service offered by the college and hopefully will help reduce the waiting list. • M&P week (Mental & Physical Health Week) – will be running w/b 14 February, this includes activities in lessons, stalls run by agencies like couth online counselling services, the base drug and alcohol issues charity, Kirklees Active Leisure etc. 	

- **DMA** stated that during the last M&P week students found the activities in lessons disappointing and only lasted a few minutes at the end. KAB responded that the content is currently being worked on by TRO and HOD's.
- **SEL** suggested that life coach trainees need a cohort to work with so the life coach capacity could be expanded by buddying with businesses and the nhs and their trainees work with the students.
- **DMA** asked who needs a life coach, KAB responded that the life coach option will be added to the counselling referral form with examples of how it can help.
- ILA has a CBT diploma and is a life coach, his details to be passed on to Mark Tomlinson, Lead counsellor.
- **RAR** asked what was being done to find a CBT practitioner. KAB responded MTO looking at this again, change advert and location of where it's advertised. SIR potentially can help with finding someone.
- SIR asked if the more you offer in counselling and support, the more workload you create. KAB replied there is a genuine and greater need than ever. MTO triages the students.
- **RAR** stated a need to ensure there is a governors discussion before budget setting about proposals and funding requirements.
- **RAR** asked how will A2 student needs be met before they leave.
- **RAR** what is the plan when JCL steps down from the role of mental health lead. SLE responded that the role will be advertised and ideally be someone from the staff body.

6.2 Covid (SLE) nothing further to add.

6.3 Accidents and near misses (JBL), since 6/12/21 2 accidents reported and 1 near miss. Students and staff need to be encouraged to report near misses. Working party to discuss this will be meeting shortly.

EBR mentioned the leaking roof outside chemistry. JBL responded that a builder has been to look at it and he will chase up with property.

JBL

6.4 Staff wellbeing (SLE),

- Long, busy 7 week half term, teaching face to face and live streaming due to high omicron numbers and additional events like parents evening, EPQ, interviews for partner schools.
- **RAR** could timetable be looked at to space out these events better, SLE already looking at next years calendar, JRE can staff have input into the calendars,

	<p>CKN can training be added into inset days rather than Wednesday afternoons, SLE a forum will take this further.</p> <p>6.6 Ofsted (SLE), now last college left to be inspected, visit is imminent. SLT ensuring that college records are up to date, TRO and MMI are following up with HODs and reporting back to SLT.</p> <p>There are gaps for some governors on the Single Central Record. RAR will follow up with the individuals. SLE will check with JNO if documentation from the organisations that the governors work for would be acceptable.</p> <p>RAR will speak to MBR regarding a refresher for the governors who will be meeting the inspectors and check their availability over the next few weeks.</p> <p>TRO noted that in the last few months staff had undertaken equality and diversity, sexual violence and sexual harassment training.</p> <p>DMA asked what students could expect during Ofsted inspection. SLE explained that they would speak to the executive student body and a cross section of students about teaching and learning, pastoral support and sexual harassment, they do spend majority of time speaking to students formally and informally. SLE will prepare a communication for the student body. DMA asked how long the inspection lasts, SLE responded, notified the week before and inspection lasts 4 days.</p> <p>CSH noted that after the inspection need to ensure that standards don't slide.</p>	<p>RAR</p> <p>RAR</p> <p>MBR</p>
6. Governance Matters	<ol style="list-style-type: none"> 1. Quality & Standards Committee 10/1/22 2. Capital Development Committee 20/1/22 <p>No questions regarding the notes of these meetings.</p>	
7. Policies & Procedures	<p>Policies need to be reviewed in committees in the coming months, clerk to add the policies on the committee agendas.</p>	Clerk
7. AoB	<p>None.</p>	Clerk
8. Confidentiality	<p>8.1 Matters of confidentiality have been taken into account when drafting these minutes. Confidential discussion and papers not to be shared regarding academisation.</p>	
9. Future meetings	<p>9.1 Next Corporation meeting Monday 21/3/22.</p>	

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Minutes prepared by Sharon Roper (Clerk) on 7/2/2022

Approved & signed by Richard Armstrong, Chair on 21/3/22