

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room M11
Monday 16 May 2022, 4.00pm

Govs present: Chris Kneale; Craig Shannon; Emmanuel Matuka; Haris Khan; Ian Lavan; John Holroyd; Lisa Wilkinson; Mark O'Connor (from 5pm); Michelle Lister; Richard King; Simon Lett (Principal); Stuart Irving (Vice Chair)

In attendance: Mo Bunter; John Blake; Tom Rowley; Kate Abel; Adrian Barrass; Heather Roebuck; Jon Walker; Sharon Roper (Clerk)

Apologies: Alison Jones; Daniel Bellanfante; Elliot Gill; James Reeve; Kasim Sheikh; Richard Armstrong; Vic Wright

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' devt session (4pm):	Presentation of SEND by Claire Berry, ALS Manager.	
1. Welcome, apologies	SIR chaired the meeting. Apologies received as above. The governors and SLT introduced themselves for the benefit of the new external governors and student governors.	
2. Declarations	2.1 MLI declared she works for the Local Authority in the Early Support Department (<i>item 5.6 below</i>).	
3. Minutes 21/3/22	<p>3.1 Corporation Meeting 21/3/22 minutes, previously circulated, approved by Corporation, signed off by SIR, Clerk to file.</p> <p>3.2 Matters arising</p> <p>1. (Q&S minutes 4/4/22 section 5) MBR confirmed the college is providing disposable ear defenders for all students if requested to reduce noise during exams. The builders have assured JBL that the equipment used during the exams shouldn't cause noise disruption. HKH asked how many were available and MBR confirmed enough for every student during the exams.</p> <p>2. EMA stated that Psychology students are complaining because their classroom windows have to be open as it is warm, and they are being disturbed by the construction</p>	Clerk

	<p>noise. MBR asked JBL to look into this and provide fans so the windows can be kept closed.</p> <p>3. (Item 8.2) SIR asked if there were enough invigilators for the exams, MBR replied they had used an agency to recruit them, but due to the national shortage of invigilators staff were being asked to invigilate more than usual. Both SIR and HRO who have invigilation experience volunteered to help.</p>	JBL
<p>4. Ratification of External Governors & Clerk</p>	<p>Adrian Barrass, Heather Roebuck, and Jon Walker were ratified as external governors. Sharon Roper was ratified as Clerk to the Corporation.</p>	
<p>5. Principal's Update</p>	<p>5.1 SLE summarised key points from his Principal's Report, previously circulated, highlighting:</p> <ol style="list-style-type: none"> 1. Range of KPI's, with commentary on some (below) <ul style="list-style-type: none"> • Retention is 95.5%. • Financials: payroll costs are forecast to be 70.3%, forecast to end the year with cash surplus of £1.3 million. • Staff absences: Covid reporting will probably stop at the end of this academic year. Staff absence 2.6%, with 2 cleaners long term sick and 3 curriculum staff on long term sick including a HOD. <p>CSH noticed that retention and attendance KPI's are trending lower than last year. SLE said that students were doing online learning and didn't leave college to go elsewhere during the last two Covid years. MBR said one reason retention has dropped is because students are now travelling into college and those travelling far are often the ones who leave. Larger numbers of students are experiencing mental health issues which affects attendance.</p> <p>CSH asked about concerns over student behaviour, SLE said an improvement has been seen since the Autumn Term.</p> <ol style="list-style-type: none"> 2. Visitors to college – Fire evacuation routes have been updated due to the building work. Exercise undertaken today with the Disaster Management Plan and some changes have been made to access and exit routes. Changes will be communicated to all staff and the A&R Committee. 3. Notable Events – A1 progress assessment results will be issued this week and A-Level exams have started today. 	

4. Recent Staffing Appointments – these are mainly like for like replacements. The student area supervisors have been increased to five staff due to the building site which has resulted in blind areas which need staff permanently in attendance for safety reasons.

5. Summer Exams – JCQ have authorised the use of disposable ear defenders, several thousand have been purchased and will be available for use next year as well (*item 3.2.1 above*).

Students who have to miss one exam in a subject due to Covid will likely be eligible for special consideration, so should still be able to obtain a mark for the missed exam, which will contribute to an overall grade. The college has the right to refuse a student entry to an exam if they display Covid symptoms.

6. 16-19 Free Schools/'Elite' Sixth Forms - SLE provided an update on the paper, previously circulated. The paper and discussion about 16-19 Free Schools are confidential.

5.2 Staff Governors Feedback – CKN thanked the governors on behalf of all the college staff for the gift they received following the Ofsted visit.

CKN said staff are concerned about exam invigilation due to the national shortage of invigilators.

There are ongoing sporadic issues with onsite parking, JBL says the new car park that is being built will have more parking spaces than the old one but will not be ready until July.

CKN asked if events like parents evening and student monitoring can be looked at. They are currently organised into student surname order which can make them unbalanced and unevenly distributed. MBR will ask IT (PDI) to look into this.

5.3 Student Governors Feedback – EMA said that students were concerned about noise during exams, he thanked SLE and MBR for the measures that have been put in place to minimise the issue.

EMA said that Culture Day had been very successful, with more than 90% of ethnic students taking part. There was a great atmosphere with students wearing their cultural dress and taking part in song and dance performances. KAB congratulated EMA on his brilliant role as MC.

HKH reported on the successful health & safety measures put in place for Culture Day. MBR said it was a brilliant event and the GCSA should be very proud of themselves.

<p>6. Finance & Estates</p>	<p>6 JBL introduced and governors considered March 2022 management accounts and narrative, both previously circulated.</p> <ol style="list-style-type: none"> 1. Teachers pay expected to end the year £107000 above budget, largely due to top up tuition costs. £83000 additional income received from the government for tuition costs. 2. Supply teaching costs £30,000 under budget because absences have been covered internally so additional costs on teaching staff pay. 3. Non pay budgets are largely to plan, although cost of £8000 paid for enrichment for the AOC Sports Event. 4. Site maintenance costs are £30,000 over budget, work undertaken at Highfield Sports facility and the old caretaker's house is being adapted so it can be utilised, and the counsellors' offices have been soundproofed. 5. £26000 has been spent with Mace who did work for the college on the potential new build and a similar sum will be spent with GT who are working on new ideas for the potential new build. 6. Cash and investments total almost £2.7 million. 7. Payroll costs to income 75.4%, expected to be just over 70% by year end. 8. RKI asked about the management charge for the investment platform, JBL said it will be approximately £3000 per year. He said Barclays have increased their treasury deposit rates recently and in future funds might be invested with them at a slightly lower rate but with no management charge. RKI calculated the interest earned on the funds invested with the investment platform is £8000 and after the management charge the return is £5000, a 	

	<p>minimal return for the work involved. MOC said this was raised at A&R meeting (9/5/22) as a risk. CSH replied that the F&E Committee agreed that the money should generate some return without any significant risk on the investment platform.</p> <p>9. SIR asked for an explanation of the depreciation figures, JBL responded that the cost of IT equipment is spread over 5 years in the account's figures, the equipment is sold after the college finishes using them. Buildings are depreciated over 10-20 years, although Rostron building is depreciated over 50 years.</p> <p>10. SIR requested a comment on VAT on sales in the catering figures, JBL explained that the college cannot claim VAT back, the college has to cover the VAT in the first year of the Aramark contract, they run catering on site. After this year, Aramark cover VAT for 3 years.</p> <p>11. JBL will send a briefing to the new governors to explain how the funding works, and he will have a meeting with them if they feel this will help them.</p>	JBL
<p>7. Risk Registers</p>	<p>7.1 New Build Risk Register – JBL said that GT and DfE have their own risk registers for the build, and he has asked both of them to share theirs with the college. In their meeting on 18/5/22 JBL will again request sight of the documents.</p> <p>RKI asked what was plan b if they won't share their risk registers, JBL said it would have to be taken higher and ABA suggested potentially to the health & safety executive. ABA asked what the commercial relationship is as they are building on college land. JBL replied that DfE is the client because they are funding the build and they are responsible for health & safety risks. ABA asked if this was legally documented. SLE and JBL said documentation has been signed.</p> <p>MOC said that at the A&R Meeting (9/5/22) it was discussed that the college needs jurisdiction to stop the building work if there are any safety issues to anyone on the Greenhead site and if there is noise disruption during exams.</p> <p>RKI pointed out that the college risk register does not currently reflect the above issues.</p> <p>CSH said that the Risk Register is showing everything as low risk, MBR said there were high risks numbered as 16 and higher, HRO said the colour coding was too subtle and JBL agreed to change this.</p> <p>RKI asked if there was any personal responsibility on the governors if there was an incident, SLE replied that reputationally he would be held to account by the local community.</p>	<p>JBL</p> <p>JBL</p>

	<p>SIR summarised that JBL will say to GT & DfE in their meeting on 18/5/22 that the governors are not clear on the risks involved in the new build and if these concerns aren't addressed the governing body will take further action. JBL will report back to the Capital Development Committee (23/5/22).</p>	<p>JBL</p>
<p>8. Health & Safety, Wellbeing</p>	<p>8.1 Safeguarding & Student Wellbeing update (KAB):</p> <ol style="list-style-type: none"> 1. New 3 tier system for Safeguarding has been introduced following feedback from teachers, this is marked on Cedar but still maintains student confidentiality. Tier 3 is a significant safeguarding concern, a risk assessment is in place, and external agencies are usually involved. Tier 2 is managed by risk management and a safety plan and CAMHS might be involved. Tier 1 would be managed by the tutor. All staff are aware of the tier system. 2. In response to a big increase in student's wanting counselling, a life coach and a CBT practitioner have started work at the college. The student application form has been adapted and gives them options of who to see if they're not sure they would see the lead counsellor for a short assessment and triage. This is a unique and innovative system and the waiting lists have reduced significantly. 3. SIR said this should be shared as best practice with other colleges, KAB agreed and said herself and UAN are running a safeguarding session at an upcoming NORVIC day. 4. SIR said the triage system is working and offers alternative services to students. <p>8.2 Covid risks & mitigation, SLE said JCQ has introduced a special consideration if a student misses an exam due to Covid they are likely to get a mark for the missed exam. The college has the right to refuse a student entry to an exam if they display Covid symptoms.</p> <p>8.3 Accidents and near misses (JBL), since the last Corporation Meeting (21/3/22) there have been 3 accidents. an offsite football injury, a slip on a wet floor and a student banged their head. No serious injuries were sustained.</p> <p>8.4 Staff wellbeing (MBR),</p> <ol style="list-style-type: none"> 1. Feels that the Ofsted visit brought the staff community together, all staff appreciated the governors' gift and valued the Ofsted feedback. 2. Face to face weekly staff briefings have been reintroduced following staff feedback that they are missing the college community. 3. College celebration following the Ofsted result is on 20/5/22. 	

	<p>4. SLE ran staff forums during M&P week, these were only attended by 12 staff, but they raised workload balance and activities in the college calendar issues. MBR is chairing a college calendar working party represented by staff from all parts of college life this week to try and alleviate any problems in the next academic year.</p> <p>5. Parking has been an issue and staff should continue to flag any issues to JBL who will liaise with the builders.</p> <p>6. Staff socials have been introduced, every half term groups of different departments meet and mingle on a specified Friday lunchtime, they have been popular and well attended.</p> <p>7. HKH said that students had issues with the last M&P week being the week before mock exams were held. TRO said it was designed for that reason to support the students prior to sitting these exams. MBR made a note of HKH's comments, and it will be looked at by the college calendar working party.</p> <p>8. TRO said that there is training for HOD's and HOS (18/5/22), this will be the first time they've mixed together since Covid, and workload and calendars will be discussed.</p>	MBR
<p>9. SFCA Conference</p>	<p>SLE, RAR and MBR will be attending this event on 22nd and 23rd June. It's an annual event that has been virtual during Covid, this year's event is in person.</p> <p>Awards are presented and the college has entered in several categories.</p>	
<p>10. Link Governors</p>	<p>SLE to speak to the new governors about Link Governor Visits following the Corporation Meeting.</p>	
<p>11. Revised Corporation Committee Composition</p>	<p>ABA to join CDC & F&E Committees. HRO to join Q&S and S&G Committees. JWA to join Q&S and S&G Committees. This was approved by the Corporation.</p>	
<p>12. Committee draft minutes</p>	<p>Three sets of Committee minutes, both previously circulated, were noted by Corporation:</p> <ol style="list-style-type: none"> 1. Quality & Standards Committee 4/4/22 2. Capital Development Committee 6/4/22 3. Finance & Estates Committee 28/4/22 <p>There were no questions regarding the minutes of these meetings.</p>	
<p>13. Revised Terms of Reference for F&E Committee</p>	<p>The corporation was happy to adopt the Terms of Reference.</p>	

<p>14. Policies reviewed via Committees</p>	<p>1.Fees & Charges Policy (F&E Committee): (6) CSH asked if the voluntary charge of £40 for A1 students was still necessary. JBL said the charge and the £10 lanyard fee raises £53000 per year. CKN pointed out that it's an optional fee. JWA said the wording makes it seem that it's a requirement that must be paid. LWI said if you reduce or remove the fee it's much harder to reintroduce it or increase it in the future. It was agreed to keep the charge but look at the wording in the enrolment pack. (3a) RKI asked why the baseline fee of £4542 would be charged to a student over 19 rather than £5403 (<i>F&E minutes 28/4/22 item 12.1</i>). SLE replied that the college is so oversubscribed a person of that age has never been a student. The policy to go back to F&E Committee regarding the Exceptions charge for over 19-year-olds. MBR replied that there has not been any Ukrainian students applying for Greenhead for year 2022/23 in response to SIR question.</p> <p>2. Reserves Policy (F&E Committee) 3. Bursary Policy (F&E Committee)</p>	<p>MBR</p> <p>Clerk for agenda</p>
<p>15. FE Commissioner Letter</p>	<p>Noted.</p>	
<p>16. Any other business</p>	<p>None</p>	
<p>17. Confidentiality</p>	<p>Matters of confidentiality have been considered when drafting these minutes. Confidential discussion and paper not to be shared regarding Free Schools 16-19.</p>	
<p>18. Proposed Corporation & Committee Schedule 2022/23</p>	<p>No comments or questions.</p>	
<p>19. Dates</p>	<p>Next Corporation meeting Mon 4/7/22: Govs' development session 4.00pm (TBA), Corporation Meeting 4.30pm.</p>	<p>Govs note</p>

Minutes prepared by Sharon Roper (Clerk) on 23/5/2022

Approved & signed by Richard Armstrong, Chair on 4/7/22