

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 3 October 2022, 4.00pm

Govs present: Adrian Barrass; Alison Jones (until 17.30); Craig Shannon; Heather Roebuck; Ian Lavan; James Reeve; John Holroyd; Jon Walker; Lisa Wilkinson; Mark O'Connor (from 16:42); Mohammed Usman; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving (Vice Chair)

In attendance: John Blake (until 17.55); Kate Abel (until 17:55); Mark Mitchell (until 16:30); Tom Rowley (until 16.30); Sharon Roper (Clerk)

Apologies: Chris Kneale; Elliot Gill; Emmanuel Matuka; Haris Khan; Kasim Sheikh; Michelle Lister; Mo Bunter; Usman Anwar

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' devt session (4pm):	Mark Mitchell and Tom Rowley, Assistant Principals, led a presentation & discussion on Ofsted.	
At outset: Election of Chair & Vice-Chair 2022/23	Clerk facilitated Chair and Vice Chair 2021/22 elections based on open and transparent nomination, previously conducted by email: One nomination received for Chair, Richard Armstrong. One nomination received for Vice-Chair, Stuart Irving. Result: RAR unanimously re-elected as Chair, SIR unanimously re-elected as Vice-Chair.	Clerk/Govs note
1. Welcome, apologies	RAR welcomed members. Apologies received as above.	
2. Declarations	No declarations of pecuniary / prejudicial interest.	
3. Minutes 4/7/22	5.1 Corporation Meeting 4/7/22 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file. 5.2 Matters arising: 1. (item 5.2) JBL confirmed that a Financial Induction briefing has been circulated to the new governors.	Clerk

<p>4. Principal's Update</p>	<p>4.1 SLE summarised key points from his Principal's Report, previously circulated, highlighting:</p> <p>1. Range of KPI's, with commentary on some (below)</p> <ul style="list-style-type: none"> • KPI's 2021/22, high grades were 71.9%, these were above the national average and above CAGs and TAGs. • Value Added is an issue as students came to Greenhead with inflated internally assessed GCSE grades, Value Added will be monitored 22/23. • Exam results will potentially be a challenge for this academic year, there will be no concessions from the exam boards. Therefore, the KPIs have been set to the same level as 2019. <p>CSH asked if results were expected to return to pre-covid levels because no concessions will be made to these students, SLE replied that JCQ believe results will return to 2019 figures, SLE feels this year group have suffered significant disruption to their education.</p> <ul style="list-style-type: none"> • Retention is 96.7% (cohort now in their second year), 96.1% attendance. <p>RAR said these figures are lower than in previous years so are nearer to the KPI benchmarks, SLE said he feels this has been a challenging year group, some of these students have found A Levels difficult, the GCSE results were inflated and in non-covid years these students may not have met the entry requirements.</p> <p>MOC shared a positive outcome from his workplace where a student left Greenhead after a year and joined an apprenticeship and is doing really well with his company.</p> <p>HRO suggested recording positive and negative attrition, SLE said information is held of students' destinations when they leave.</p> <ul style="list-style-type: none"> • Financial KPI's have been added to F&E meeting agenda (10/10/22) and SLE proposes a detailed discussion in that meeting. • Long term sickness: teaching staff, one HOD and support staff, one cleaner. Other sickness absences include Covid illness. SLE said Covid figures have begun to increase, 6 staff are currently absent and approximately 25 students. <p>RAR asked, if it became necessary, could covid and non-covid absence data be made available, SLE confirmed it could.</p> <p>2. Provisional Destinations Data – this is not the final report as destinations of 9.8% of the cohort are unknown, SLE will</p>	
-------------------------------------	---	--

	<p>update again at Corporation meeting (5/12/22) when the known destinations figure will be much closer to 100%.</p> <p>3. Enrolment – the college was hoping to enrol 1350 A1 students, 1281 are currently enrolled. All the students who did not enrol were contacted; their feedback did not result in one clear reason for this. SLE said anecdotal evidence is that some of our competitors are seen as the easier option. SLE said there is work needed around this perception, including addressing this in school liaison work. SLE was pleased that the Open Event on Saturday (1/10/22) was full and successful. SLE felt the Outstanding Ofsted result may have intimidated some students; there weren't any negative comments about the building work. It will take a couple of years to rebuild the A1 student population to the desired figure of 1350, as it will make the year group unbalanced if this is done in one year. There were spaces on humanity courses, but the excess students wanted STEM subjects and could not be accommodated.</p> <p>RAR asked if the government's drive of STEM subjects over humanities is beginning to be felt in the college. RKI observed that STEM subjects ultimately tend to pay a higher salary, ABA gave an alternative view that younger people don't worry about money as they are often overwhelmed with debt. RAR said some areas of the country do not offer courses like history in any of their colleges. AJO said in the University sector there has been a downturn in applications to humanities-based subjects, the popular subjects are business or STEM based. The data for graduate outcomes says the biggest determining factor for graduate salaries is where you live, not what you studied. MOC asked if there was a feedstock issue in our target number, RAR said there is no capacity to add to our STEM numbers and Greenhead wants to continue teaching humanities. ABA clarified there is spare capacity in non-STEM subjects, but the college couldn't fill these places. SLE said the college wants to offer a broad curriculum and liaison work is required to show these subjects as viable courses that lead to positive outcomes. He said there is a myth around Greenhead that it's stern and strict and covid has added to this. Anecdotally, this lack of confidence in academia has been seen in a number of White British students but less in some Pakistani heritage students, whose families see Greenhead as a place of aspiration. SLE feels there are challenges with some of the local partner schools who seem to favour New College who are seen to offer wider options. ABA asked if prior to the exam results were non-STEM applications already down, SLE replied because of over-</p>	SLE
--	---	-----

	<p>recruitment in 2020 and 2021, it had been a cautious process to try and reduce numbers. RKI asked if quality has been improved because capacity is limited, SLE agreed with this.</p> <p>4. The Park Building rebuild is looking unaffordable, although a standalone sports hall is currently affordable. The Maths School option has been paused by the DfE, it's unknown if this is permanently stopped. Jason McCartney (local MP) has been asked to find out more information. 16-19 Free School and Capacity Fund have been taken forward; Kerrie Norman from Flinders Chase is managing both applications for the college. The college is interested in securing the old Huddersfield Infirmary site. The 16-19 Free school would have a Business/STEM focus, a trust must be set up, and this application needs submitting by 30/11/22. This will all be discussed in greater detail at the Strategy Day. JRE observed that Arts recruitment is difficult especially when the facilities need improving. RAR replied that improving facilities for Arts is still an option.</p> <p>JHO questioned 93% student satisfaction and are there any themes with the 7% that are dissatisfied and does that tie in with any of the issues that have been discussed. SLE said he can provide this information.</p> <p>4.2 Staff Governors Feedback – JRE said the Saturday morning Open Day was busy and there was a good atmosphere, and SLE added that feedback had been good from students and parents who attended. RKI asked if the staff governors canvas opinion with staff for items to raise on their behalf at the Corporation meeting. JRE said they do not, RKI asked how governors can get staff feedback, RAR suggested one option is to look at the mental health survey results when they are available. SLE shared that in the college where he previously worked, staff governors approached staff for items to bring to governors' meetings, these were never grievances and included updates of what was happening in their departments. JRE agreed that this was a good idea. RAR observed that both staff governors are teachers, so support staff views are not regularly heard by governors, although SLT do hold regular meetings with support staff.</p> <p>6.3 Student Governors Feedback – both student governors gave their apologies for this meeting.</p>	<p>SLE</p> <p>JRE/CKN</p>
--	---	---------------------------

5. Finance & Estates

5.1 JBL introduced, and governors considered July 2022 management accounts and narrative, both previously circulated, highlighting:

1. Auditors were in college last week, audit not yet finalised as still awaiting pension figures. Headline figures are that budget was set to achieve surplus of £988,000 and year end surplus was £1.3 million. JBL reminded governors that additional in-year funding of £387,000 was received due to enrolling 8% additional students.
2. The additional expenditure on pay was to cover extra teaching staff for the additional students and to cover staff long term sickness. Slimming down the cleaning team has resulted in savings of £31,000. There was no local government pension scheme bulk payment.
3. Non-pay was largely on budget, reprographic costs increased due to the rise in costs for paper. Savings on exams due to Covid credits received last year.
4. Finance and Estates committee agreement was to spend up to the equivalent on depreciation each year on refurbishment, the actual spend was less. Electricity was £26000 over budget due to the increase in costs. Gas remained on target. New boilers have been fitted over the summer and were commissioned 3/10/22.
5. SIR asked for more information on the cleaning review, JBL said cleaning services have been rationalised and some tasks are not done every day, there have been no redundancies. JBL said it's been agreed that cleaners will be paid a living wage but we are also awaiting information on the Unison pay award agreement. MOC gave feedback that the cleaners in the college do a fabulous job. JRE said the cleaners find it difficult to manage the workload when they have to cover for each other due to illness.
6. Balance sheet, cash reserves and investments increased by £1.3 million, loans reduced to £900,000. Solvency levels are above target.
7. Staff costs to income 70.26%, 97.2% of income is from ESFA.
8. Murray Smith (auditors) said at A&R meeting (26/9/22) that they have seen some pension deficits change to surplus this year.
9. Reversal of National Insurance increase will help 2023 budget. Pay increases are still unknown, 5% has been budgeted and the unions have asked for 11%, there may be strikes this year. 11% pay rise equates to £1.1 million. The college will receive 6 months cost reduction on energy, the full detail of this hasn't been released yet.
10. JHO asked if there was any danger the in-year bonus for additional students would be reversed because this year we haven't enrolled as many, JBL confirmed the funds will not be reversed.

	<p>11. CSH asked about the gift vouchers that have been given to staff over the last few years, if the vouchers stop the staff may view this negatively and he questioned the lack of interest in the Christmas party. KAB said the venue that could accommodate the college Christmas party was very remote and this probably accounted for the lack of interest. JRE said he appreciated the gift vouchers and understood it was a thank you for the exceptional circumstances during Covid. SLE said he is aware that staff are beginning to ask questions about how funding is being spent.</p> <p>12. RAR said the unions have rejected the 5% pay offer but have not balloted their members, SIR said union indicative ballots from staff in sixth form colleges show an appetite for potential strikes.</p> <p>5.2 Funding Statement, previously circulated, the college benefits as there is additional funding for STEM subjects and sciences as we have a lot of students studying these subjects. No confirmation that funding will continue at the same level into 2023/24. RAR said the government spending review due for 2023/24 has been stopped.</p>	
<p>6. Risk Registers</p>	<p>New Build Risk Register: RAR asked if there are any new risks the governors need to be aware of, JBL confirmed there are not. JBL said there has only been one issue, a staff member reported a dumper truck exiting the site entrance without showing due care to pedestrians. The site manager investigated this, it was a sub-contractor, and he has now put GT banksmen in place so this issue will not reoccur. JBL said the build is currently 3 weeks ahead of schedule, the external envelope should be in place by Christmas and then the internal work will begin.</p>	
<p>7. Health & Safety, Wellbeing</p>	<p>7.1 Safeguarding & Student Wellbeing update (KAB):</p> <ol style="list-style-type: none"> 1. Safeguarding files have been received from schools for the new A1 cohort. 2. Safeguarding tier system, breakdown: Tier 3 (significant concern/most at risk) = 6 Tier 2 (concern known & student supported) = 3 Tier 1 (lower level, managed by tutors) = 1 3. Reminder that governors need to complete the safeguarding quiz. 4. Approaching early UCAS deadline which is 15/10/22 for students applying to medicine, dentistry and Oxbridge, and an increase in student anxiety has been apparent. 	

	<p>5. Student mental health working party which also has a staff presence.</p> <p>6. Fully expanded offer of counselling, CBT and life coach running.</p> <p>SIR asked how the full offer was going, KAB said CBT was popular and work was underway to advertise the life coach service as students are unsure what it entails. SIR said the service and support offered by Greenhead is better than services elsewhere.</p> <p>7. ABA praised the Counselling Annual Report and asked if there was a process in place if clinical intervention is required. KAB said the team are experienced, know when to refer and request safeguarding when needed.</p> <p>7.2 Covid risks & mitigation, SLE said this remains a watching brief due to the increase in cases.</p> <p>7.3 Accidents and near misses (JBL), in the period from 1st July to date there have been 2 reported accidents, neither required a hospital visit and there were 2 near misses. SIR said the health and safety on the new build appears to be good.</p> <p>7.4 Staff wellbeing (SLE),</p> <ol style="list-style-type: none"> 1. Staff working very hard in a busy term which includes open morning, parent's information evening, UCAS process etc 2. Planning is underway for Mental & Physical health week which is for staff as well as students. 3. Support staff meetings have restarted. 4. CSH asked about noise disruption due to the building work, SLE said staff are aware of noise, but it hasn't disrupted teaching. <p>JRE asked if there had been any resident complaints about the build, SLE said there hasn't, but the local community have reported concerns about the volume of students on pavements and crossing the road, and litter on Park Avenue and in Greenhead Park.</p>	
<p>8. Counselling Annual Report 2022</p>	<p>Report discussed in min 7.1.</p>	
<p>9. Governor Self-Assessment Skills Matrix</p>	<p>RAR will do further analysis on this report and it will go to S&G committee on 7/11/22 and it will also feed into the Governance SAR.</p> <p>RAR suggested that chairs of each committee should look at the feedback for their committees.</p> <p>CSH said that looking at the responses on every committee nobody including himself understands the question 'attendance at meetings is evaluated as a criterion for</p>	<p>Committee Chairs</p>

	continued membership of the Committee'. RAR said this question will be looked at before the next survey. RAR asked governors to email him if they have any further observations they want to make about these results.	RAR Governors
10. Committee draft minutes to note	<ol style="list-style-type: none"> 1. Capital Development Committee 6/7/22 2. Capital Development Committee 24/8/22 3. Quality & Standards Committee 12/9/22 <p>There were no questions or comments regarding the minutes of these meetings.</p>	
11. Policies & procedures for adoption by Corporation	<ol style="list-style-type: none"> 1. Revised Terms of Reference for CDC 2. Revised Terms of reference for Q&S 3. Revised Terms of Reference for A&R <p>These are accepted by the Corporation.</p>	
12. Updated Corporation Composition	<p>RAR updated the governors that Vic Wright has stepped down as an Associate Governor and Marketing & Communications Lead Governor.</p> <p>There is now a vacancy for the Lead Governor Marketing and Communications role, if any governor is interested, please contact RAR.</p>	Governors
13. Policies reviewed via Committees	<p>Policies reviewed via Committees (for noting):</p> <ol style="list-style-type: none"> 1. Freedom of Information Policy (A&R Committee) 2. Code of Conduct covering Ethical Standards (A&R Committee) 3. Data Protection Policy (A&R Committee) 4. Risk Policy (A&R Committee) 5. Access Arrangements Policy (Q&S Committee) 6. Whistleblowing Policy (S&G Committee) 7. Social, Emotional & Mental Health Policy (Q&S Committee) <p>13.6 MOC feels the Whistleblowing Policy is not explicit enough, it needs further details explaining the strong no retaliation policy protecting the whistle-blower. This will go back to S&G Committee</p>	Clerk
14. Any other business	None.	
15. Confidentiality	No confidential discussions or papers identified.	
16. Dates	Next Corporation meeting Mon 3/12/22: Govs' development session 4.00pm (TBA), Corporation Meeting 4.30pm.	

	<p>Other dates to note:</p> <p>Wed 19 Oct: Capital Development Committee, 4pm, via Teams</p> <p>Mon 31 Oct: Search & Governance Committee, 4.30pm via Teams</p> <p>Thurs 3 Nov: Strategy Day, 9am coffee & pastries, 9.30 am start, 6pm evening meal</p> <p>Mon 7 Nov: Quality & Standards Committee. This is currently being rescheduled.</p> <p>Mon 14 Nov: Audit & Risk Committee 5pm, initially jointly with Finance & Estates Committee at 4.00pm</p> <p>Wed 23 Nov: Capital Development Committee, 4pm via Teams</p>	<p>Govs note</p>
--	---	------------------

Minutes prepared by Sharon Roper (Clerk) on 12/10/2022

Approved & signed by Richard Armstrong, Chair on 5/12/22