

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 30 January 2023, 4.00pm

Govs present: Adrian Barrass; Alison Jones (via Teams, technical difficulties left 16:36); Chris Kneale; Craig Shannon; Ed Wynn; Elliot Gill; Emmanuel Matuka; Heather Roebuck; John Holroyd; Jon Walker; Mark O'Connor; Michelle Lister; Mohammed Usman; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving (Vice Chair)

In attendance: Tom Rowley; Usman Anwar; Sharon Roper (Clerk)

Apologies: Haris Khan; James Reeve; Lisa Wilkinson; Mo Bunter; Mark Mitchell; Connie Laing

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' devt session (4pm):	A Greenhead College site tour took place for governors visiting areas such as music, drama and PE, which need future investment.	
1. Welcome, apologies	RAR welcomed members. Ed Wynn (Associate Governor) was welcomed and introduced. Apologies received as above.	
2. Declarations	SIR declared an interest as he represents supply teachers.	
3. Minutes 5/12/22	3.1 Corporation Meeting 5/12/22 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file. (Min 4.1.12) CSH said that the minutes accurately reflected the conversation about staff covering for striking staff. After the meeting he clarified with MBR who confirmed that other staff can be asked to cover lessons, although they are not obliged to agree to do this. Agency staff can also cover lessons. It's a management decision and it's been decided that it will not be good for staff relations to ask teaching staff to cover for each other. RAR said this is an operational issue that does not have to be agreed by governors.	Clerk

	<p>SLE said support staff or agency staff may be asked to help with mock exams which will be taking place during planned strike action in February.</p> <p>SIR said that supply teachers have not been balloted and are not part of the strike action.</p> <p>3.2 Matters arising:</p> <ol style="list-style-type: none"> 1. (Min 4.2.7) RAR reminded governors who have links with employers or professional organisations who can support students in the college Step Into programme to get in touch with Claire Barnes at GC. 2. (Min 5.2) SLE confirmed that the Members report and Financial Statements were submitted to the ESFA in December. RAR thanked JHO and RKI for their help with the wording on the document. 3. (Min 5.3) The management accounts were different to the annual accounts in regard to depreciation, JHO checked with the auditors who did not pick this up as the accounts were amended prior to the auditors starting their work. RAR asked about the implications of this. JHO said in future if any management numbers are changed this should be sent to F&E and Corporation. 	Governors
<p>4. Principal's Update</p>	<p>4.1 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"> • The A2 cohort is continuing to cause concern in terms of attendance. • UAN said A1 attendance as at 30/1/23 is 95.4% whereas A2 attendance is 91.9%. A2 attendance has improved by 0.1% compared to last week and it appears to have stabilised in the last few weeks. • Measures put in place are identifying students with attendance below 85% which flags to their tutors who discuss this with their tutees. A large group of students have mental health issues, they are helped via the Fitness to Study policy. The student re-engagement policy is also used with students. Parents/carers have received a letter in January confirming their child's attendance in term 1. A system is being developed that will inform parents/carers on a weekly basis of their child's attendance. UAN said attendance is currently a national issue. Train strikes and cancellations are also affecting attendance. Some students expect to have lessons streamed online when they are ill, GC does not offer this option. TRO and MMI are also looking at attendance with their HODs. SLE featured attendance in his recent A2 assemblies. • RAR asked if there was a trend of poor attendance in specific departments. UAN replied it is across the 	

board. CKN agrees that A2 punctuality is far worse than A1, and punctuality is an issue especially in the first lesson. SLE added that this has been a challenging year group from the beginning, he is encouraged by the A1 cohort whose attendance is increasing.

- TRO said attendance has been emphasised through curriculum and with the mock exams after half term, he hopes the message is getting through to the students.
- EMA said that students got used to home learning during Covid, and some of them have discovered that they can study from home with the learning tools and resources available from subjects such as Chemistry and still achieve good grades.
- RAR said that research shows that better attendance and face to face learning does improve students' grades. UAN said the statistics are that if your attendance falls to 90% you will drop a grade. EWY asked what cohort isn't attending, UAN said it wasn't a particular group of students with high or low grades, it's across the board.
- CSH said that an alternative delivery mechanism that includes streamed learning or access to other ways to learn from home may not affect student grades. UAN replied that all students do not have internet access, laptops, and the use of electricity for study. CSH said in the IT strategy he would like to see 'test and learn' on how we deliver learning and allow students to take responsibility for their study. HRO pointed out that the current system works for the college and multiple delivery channels will be very difficult to manage.
- RAR said this issue needs to be kept under review, and the IT Strategy with a draft action plan will come to the next Corporation meeting.
- SLE reiterated that transport links have deteriorated and are a considerable problem, MJO will be asked to look at this issue when he starts his new role.

2. Financial KPI's – SLE will discuss this under item 5. On page 2 of the Principal's Report the correct cost for payroll is 65.1% and the correct end of year surplus is £2.6 million.

3. Staff absence includes two staff members with long term sickness, one will be on a phased return next month. There's been a significant amount of cold, flu and covid illness since Christmas.

4. NEU strike action will go ahead on 1/2/23 and there are 3 more dates in February and March. Not all 57 NEU members at the college took strike action last time. More

Clerk for agenda

	<p>education establishments will be affected in the upcoming strikes, this is likely to be more disruptive for GC as staff may have childcare issues. The college intends to remain open, and some staff may be live streaming from home.</p> <p>5. ONS reclassification – SLE completed a borrowing request form in respect of the Capacity Fund application, this is now stalled with DfE, awaiting the outcome of the bid.</p> <p>RAR and SLE attended a meeting at Eversheds regarding ONS reclassification. Colleges will be allowed to retain their reserves, CSH asked if this will still be reviewed in 2025, SLE will investigate this further as it wasn't specified. EWY asked about the cost risk from the VAT reclaim issue. SLE said the cost to the college of being unable to reclaim VAT is £250,000-£300,000. The subsequent conversation was confidential.</p> <p>6. Funding rates have been increased by 2.2% and weightings have been changed for some courses. Funding for Computer Science which is popular at GC has been increased. This funding increase will potentially mean an increase of £33,000 next year.</p> <p>No further information is yet available regarding the prime minister's aspiration for young people to continue learning maths until they're 18.</p> <p>7. A large amount of Applied General Qualifications (BTEC) will be defunded, the government wants students to choose between A Levels and T Levels. This may indirectly impact GC because if this does go ahead more students may choose A levels rather than T Levels. MBR will be looking into this further.</p> <p>SIR is concerned about the direction this binary system of post 16 education is heading.</p> <p>8. UCAS will be making changes regarding references and personal statements, MBR will work on this with UAN and KAB.</p> <p>9. Capacity Fund bid – as the loan application is stalled awaiting the outcome of the bid, due to the tight timeline, the issue is whether the loan would be agreed quickly enough.</p> <p>Capital Development committee agreed that the pre-app should proceed, this may also help the free school bid as the pre-app will be agnostic in terms of it is an extension to the college or a free school.</p> <p>10. Free School bid - 64 applications have been submitted for a free school; 15 free schools will be approved.</p> <p>SLE has been working on stakeholder engagement with local MPs, who are all on board.</p>	SLE
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	<p>RAR and SLE had a meeting with HNC and KC who both expressed concerns about our Free School plans. HNC have lodged a formal objection of our plans and have shared a copy of this letter with SLE.</p> <p>DfE are undertaking due diligence with all the Local Authorities from the Free School bids to clarify the level of student demand.</p> <p>JHO asked if there was any action GC should take as a result of HNC's objection. SLE has alerted the Local Authority and clarified with them that there is significant demand for Level 3 provision in Kirklees and beyond. In response to SIR's suggestion that the governors send a letter supporting and explaining our application, ABA said that this is already included in the bid application.</p> <p>RAR suggested a good idea for the future was to collaborate with HNC and KC, not to share curriculum, but to bring the students together so they gain benefit from mixing with each other.</p> <p>RKI said that our percentage of students will shrink as the 16-19 population increases in the next few years as we have a fixed capacity. CSH said after the peak of student numbers there will start to be a decline towards the end of the decade and this needs to be looked at. RAR said Kerrie Norman looked at developments taking place for the bid submission as the ONS prediction was based on 2019 data.</p> <p>SLE said DfE will arrange an interview to discuss the bid if they are interested in it.</p> <p>There is an initial meeting on 8/2/23 between GC governors and members and trustees of the Conway Trust.</p> <p>11. Strategic Plan – the amendments have been highlighted in red. The plan now captures ONS reclassification, potential academisation, the Free School bid, and IT strategy.</p> <p>If governors have suggestions to make email SLE so these can be incorporated into the document.</p> <p>RKI said the government focus on employability skills is not emphasised in the plan, SLE said it's mentioned on page 6, but it can be given more emphasis and be added to other areas of the plan as well.</p> <p>CSH and MOC both observed that this document has been improved significantly and is now a useful, quality statement.</p> <p>4.2 Staff Governors Feedback – CKN wanted to discuss student punctuality and attendance, this has been covered earlier in the meeting (Min 4.1.1). He will speak to UAN offline about staff suggestions to further improve this.</p> <p>4.3 Student Governors Feedback – EMA said that M&P week was well received, student feedback included</p>	<p>Governors</p> <p>SLE</p>
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requests for more sports options and dog therapy remains a favourite activity.

GCSA's main agenda over the year has been to encourage diversity and inclusion.

GCSA has worked with the canteen to provide more inclusive dietary options which have included food celebrating Chinese New Year and Meat Free Tuesday which happens once a month.

LGBTQ+ Society Showcase may be rearranged as participation is low.

A Prayer room has been set up this year and has proved popular. Space is an issue; students regularly queue to use it especially at lunchtime and they don't feel there is enough room to separate male and female students. GCSA have encouraged male students to use a local Jummah where practical to do so.

HRO asked for the Culture Day date, EMA confirmed it is 27/4/23 and governors are welcome to attend.

RAR asked about the students' view around sustainability and food and used an example of vegetarian/vegan food being served three times a week with no meat alternatives. EMA felt this was too often. ABA asked if there is a daily non-meat option, CKN confirmed there is, and it is often baked potatoes or pasta.

MOC asked EMA about segregated recycling. EMA said this has proved unsuccessful and has been paused. RAR said this is addressed in the sustainability plan and also sustainability will be added into the curriculum.

EMA said a video of food waste from the canteen has been shared amongst the students and this has been addressed with the canteen.

EWY shared a workplace experience where the food in the canteen is labelled with how much carbon it generated and MOC explained that his workplace did something similar but put a monetary value against items.

CSH said recycling in Kirklees is only two bins, recycling and non-recycling and there is a behavioural issue if students don't follow this, MOC agreed that students' unwillingness to recycle should not be accepted.

MOC pointed out that in the room where this meeting is taking place there is only one bin and therefore no option to recycle waste, he said recycling bins should be provided throughout college.

HRO said the question of why students won't recycle should be asked.

EMA said a different approach is needed because it didn't work last time.

EWY asked if there was a requirement for the college to publish its carbon footprint.

	<p>RAR said a draft policy and draft action plan are under development and they will come to Corporation and investment decisions will be needed. RAR said the policy and action plans will have a comprehensive approach with short, medium and long-term targets.</p>	
<p>5. Finance & Estates</p>	<p>5. SLE summarised Finance and Estates as follows:</p> <ol style="list-style-type: none"> 1. JBL left Greenhead at Christmas and Karen Wood has been working 3 days per week as the temporary Finance Manager. Karen and SCE (Senior Finance Officer) have been working on the monthly management accounts together, these are now clearer to follow and will be issued in a timely manner from now on. Karen is very good in this role. 2. There is a change in the annual funding schedule, a further £533,000 will be received from ESFA, which constitutes £161,000 free school meals, £285,000 bursary, and £88,000 tuition fund, this will be reflected on different budget lines. 3. Increases in other income relates largely to catering accrued via bursary for free school meals, wise pay, and increased bank interest. 4. Expected outturn is projected to be £562,000 higher than forecast. Teachers pay is forecast to be less than anticipated largely as curriculum has been delivered by existing teaching staff, supply cover if needed is expensive. 5. More has been spent on ALS, this is because more of the student body has SEND or high needs, and admin staff which reflects the FE Commissioner saying investment is needed in the support staff infrastructure. 6. KPI's agreed for teaching costs and payroll are still on track but pay negotiations are ongoing. The budget for pay is 5% which includes a contingency of £150,000. 7. Non-Pay, there has been additional expenditure on the estate in recent months which includes fire and water expenses. 8. There is a red flag around catering, there is still uncertainty as to when we will receive benefits of the profit-sharing arrangement. The college has been charged for repairs to equipment, fitting of new equipment, additional hours worked by staff, and refreshments for meetings. JNO and Karen Wood are working on what Greenhead is liable for and what falls to Aramark. The students have been surveyed about the catering offer. JNO will report to the F&E committee 20/2/23 about the catering survey and to report on what we will continue to be liable for under the contract. SLT feel more work is needed to ascertain if we should continue with Aramark, retender, or bring catering back in house. 	<p>Clerk for agenda</p>

	<p>9. £5.2 million cash is held with the bank or on an investment platform.</p> <p>10. £115,000 has been received from Energy Efficiency Capital Funding, DfE, which must be spent on energy efficiency projects. SST (Sustainability Lead) is working with GT on an idea to install battery storage on the solar pv system on the new Hirst Building.</p> <p>11. Capital Funding of £62000 is expected from the DfE to help improve the condition of the estate.</p> <p>12. SIR asked what will happen if staff are awarded a pay increase of 7% when 5% has been budgeted. CSH said every additional 1% will cost £100,000. SLE said the message from the sector to SFCA who negotiate for us is that 5% is the upper limit of affordability. RAR said a higher pay agreement would impact on Greenhead's ability to invest in capital onsite and other sites. SIR pointed out that supply teachers receive less pay than other teachers.</p> <p>13. CSH feels the pay liability of £96,000 should be offset against the contingency rather than showing as a negative variance as this is double counting. RAR disagreed saying the £96,000 will come out of the pay budget unless it's above 3.5% and said there's a question about where you account for the liability. CSH asked for clarification around this.</p> <p>14. CSH asked about October cash days being miscalculated. The cash days exclude the cash held in investments, as a large amount of the investments mature in less than 140 days, he feels excluding these are incorrect. CSH asked why we work to 140 days and wants to pick up these points at F&E meeting 20/2/23. JHO said he has already queried this and knows the answers.</p> <p>15. RKI asked for more detailed explanations in the narrative for negative variances in expenditure</p>	<p>MJO</p> <p>MJO</p>
<p>6. Risk Registers</p>	<p>6.1 New Build Risk Register – this was updated in November 2022.</p> <p>RAR asked about the impact of building work on exams. SLE said the DfE have assured him that as part of the contract they have with GT they are duty bound to work with the college during exam season.</p> <p>DfE and GT have not formally committed to a handover date, they have mooted a summer date. SLE told them that student exams cannot be compromised, and we would prefer a delay rather than students suffer noise disruption. Therefore, the handover may be the beginning of the academic year or Autumn.</p> <p>MOC said the building work was stopped during last year's exams. SLE said DfE took action immediately during the last exam season and said this year the works will be inside the new build during exams.</p>	

	<p>RAR clarified that the early handover might be delayed rather than the end date.</p> <p>6.2 Main Risk Register – this has been reviewed by SLT and 2 new risks have been added, ONS reclassification and the inability to borrow commercially and recoup VAT, and difficulties with transport links.</p> <p>RKI asked what the risk is with regard to VAT as the college has never received this, SLE said the risk is being classified with academies but not getting the benefits and reserves are affected by not being able to reclaim VAT.</p> <p>CSH noticed an error (7d) ‘students unsupported in their studies due to inadequate transport links’, the scores are incorrect, and it should be coded red. RAR said the register says there are four main risks, but six main risks are on the list.</p> <p>RAR asked if the risks can be quantified.</p> <p>SLE said MJO will look into the transport risks.</p> <p>RAR said DfE statements are positive about the ability to loan money but the issue for Greenhead is the timing of the loans which may be needed for the capital expansion scheme.</p> <p>EWY asked what 1 – 5 scale on the register means, MOC felt that he has seen this scale explained on a template.</p> <p>RAR asked for this to be built into the register.</p>	<p>SLE</p> <p>MJO</p> <p>SLE</p>
<p>7. Health, Safety & Wellbeing</p>	<p>7.1 Safeguarding (UAN)</p> <ul style="list-style-type: none"> • County lines and knife crime continue to be an issue in the local area. Due to a funding increase an extra 6 police officers are patrolling the Greenhead area, 4 are plain clothes and 2 PCSOs, the extra funding finishes at the end of March but the police will apply for an extension. • West Yorkshire police are running a Feelers campaign which encourages young people to come forward if they have information around county lines and knife crime. The police will be visiting college to train tutors and the safeguarding team, and this will then roll out to all staff. This will also be developed into the tutorial system. • A successful practice Lockdown was held in college on 25/1/23, staff and students have been asked to provide feedback and changes will be implemented where necessary. • RAR asked if there were any concerns about students carrying knives in college. UAN replied he is not aware of this being an issue. • MLI asked how the county lines information is reported, UAN confirmed it is reported via the police partnership intelligence portal. 	

- EMA said there was a knife incident in September near the McDonalds in Huddersfield town centre which Greenhead students have been made aware of.

7.2 Covid risks & mitigation (SLE), nothing to update.

7.3 Accidents and near misses (SLE),

- There have been 6 recent slips and trips, 5 were outside college grounds and related to bad weather conditions. One student slipped and hit his head and was taken to A&E. There have been 4 near misses, 2 were related to electrical equipment concerning the cleaning team and the other 2 were safety hazards and these have been noted.
- CRO (premises team) and LLE (principal's PA) run the Health & Safety committee, a Teams health & safety communication channel has been introduced where staff can upload risk assessments and report slips, trips and near misses.
- PAT testing will take place during half term.
- Students were exemplary during the recent lockdown practice. Issues from the lockdown, like fitting blinds and locks, and changing the volume of the alarm are easily resolvable.
- Several fire evacuations have taken place due to a loose wire in a sensor. Protec will be sorting this issue. ABA asked if fire evacuation has been coordinated with the construction site, he said the new build is a fire risk as the external cladding is not in place yet and it's next to a busy fire exit route.

SLE

7.4 Staff wellbeing (TRO),

- Staff were asked to complete a wellbeing survey in December, and the results will be discussed on 1/2/23 with the mental health working party.
- Inset day in January included a talk about the Kirklees Employer Healthcare Scheme, a new employee assistance programme, Greenhead staff can now access a range of support including counselling, mental health, physio, 24-hour helpline, and menopause support.
- A2 mock exams start after half term, this is factored into teachers' workload with an inset day of moderation and marking on 6/3/23. There is a similar day for A1 progress assessments in April.
- RAR confirmed that SRO (Clerk) is now hybrid working, two days per week in college and two days at home, to reintegrate back into college after health issues.
- SRO attended a winter conference on 25/1/23 and fed back to RAR about the mandatory External

	<p>Governance Review. No colleges have yet had a review, 2 colleges have gone out to tender and received quotes of £10,000+, it's important that we know what we want the review to include, there is a limited number of suppliers to do the reviews and there will be a rush as all sixth form colleges still need to undergo the reviews, peer to peer reviews are not allowed. RAR and SLE will take forward via S&G committee the requirements and timetable for this review.</p> <p>7.5 Student wellbeing (UAN), no further updates made.</p>	Clerk for S&G agenda
8. Annual Strategic Conversation	<p>The formal letter from the Annual Strategic Conversation between RAR, SLE and DfE was previously circulated. JHO asked if was useful, RAR replied that's when it was discovered the college can apply for lending from DfE following the ONS reclassification.</p> <p>SLE said that Anne-Marie Edwardes (ESFA) is on the panel to assess free school bids, so they got on record the reasons for Greenhead's bid.</p> <p>RAR said their suggestion to link the clerk up with a mentor needs following up.</p>	RAR
9. Committee draft minutes to note	<ol style="list-style-type: none"> 1. Capital Development Committee 23/11/22 2. Capital Development Committee 11/1/23 3. Quality & Standards Committee 12/12/22 <p>There were no questions or comments regarding the minutes of these meetings.</p>	
10. Policies & procedures for adoption by Corporation	None to review.	
11. Policies reviewed via committees for noting	Policies reviewed via Committees (for noting): Whistleblowing Policy (S&G)	
12. Any other business	None on this occasion.	
13. Confidentiality	Potential action regarding colleges' unable to reclaim VAT. Principal's Report which details discussions with the Local Authority regarding potential redevelopment space that may become available.	

14. Dates	Next Corporation meeting Mon 20/3/23: Gobs' development session 4.00pm (Chemistry Dept work undertaken with external stakeholders), Corporation Meeting 4.30pm Reminder of governors meeting with Conway Trust members on 8/2/23 at Yorkshire Sculpture Park.	Gobs note
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Minutes prepared by Sharon Roper (Clerk) on 18/2/2023

Approved & signed by Richard Armstrong, Chair on 20/3/23