

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Corporation meeting held at College Room G17**  
**Monday 5 December 2022, 4.00pm**

**Govs present:** Adrian Barrass; Alison Jones (via Teams, technical difficulties left 16:39); Chris Kneale; Craig Shannon; Heather Roebuck; James Reeve; John Holroyd; Jon Walker; Lisa Wilkinson; Mark O'Connor (from 17:00); Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving (Vice Chair)

**In attendance:** Mark Mitchell; Mo Bunter; Usman Anwar; Sharon Roper (Clerk)

**Apologies:** Elliot Gill; Emmanuel Matuka; Haris Khan; Ian Lavan; Kasim Sheikh; Michelle Lister; Mohammed Usman; John Blake; Tom Rowley; Kate Abel

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Pre-meeting Govs' devt session (4pm):</b>	Presentation on Counselling Services by Marc Tomlinson, Lead Counsellor.	
<b>Ratification of Associate Governors</b>	Connie Laing and Edward Wynn were ratified as associate governors for a 1-year term.	
<b>1. Welcome, apologies</b>	RAR welcomed members. Apologies received as above.	
<b>2. Declarations</b>	No declarations of pecuniary / prejudicial interest.	
<b>3. Minutes 3/10/22</b>	<p><b>3.1</b> Corporation Meeting 3/10/22 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file.</p> <p><b>3.2</b> Matters arising:</p> <p>1. Min 4.1, 7% of students dissatisfied in survey, SLE has explained this on page 11 of his Principal's Report. Pace and variation of tasks is being addressed by HODs in their QUIPs.</p> <p>2. Min 12, RAR confirmed that JWA is the Marketing &amp; Communications Lead Governor. LWI is also interested in</p>	Clerk

	<p>helping out and both have recently attended a marketing meeting.</p>	
<p><b>4. Principal's Update</b></p>	<p><b>4.1</b> 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"> <li>• The A2 year group is causing SLT concern with retention and attendance. Retention is 96.1% which is lower than last year (these are students who completed day 42 in their first year and are still at Greenhead and in their A2 year).</li> <li>• Attendance is lower than last year at 94.7%, again with a significant minority of A2's causing concern.</li> <li>• UAN said re-engagement contracts or fitness to study contracts are used with students who have poor attendance, their parents/carers are also invited into college for a meeting. Many parents/carers and students have assumed that they will be offered online learning which is not the case.</li> <li>• In January a letter confirming the student's attendance will be sent to their address.</li> <li>• Tutors are discussing attendance as well as grades with their students. When a student's attendance drops to 85% CEDAR sends a message to their tutor who can be proactive about this with the student.</li> <li>• ABA asked how often attendance is measured, MBR confirmed SLT look at these figures weekly.</li> <li>• UAN said that train strikes and cancellations have affected attendance. Students have been asked to contact college if their train is cancelled so this can be recorded as authorised absence.</li> <li>• MMI and TRO look at attendance figures with Heads of Subjects and targets are set for attendance and this is discussed directly with students.</li> <li>• MMI said the training theme with staff this year is student motivation.</li> <li>• RAR asked if certain subjects had higher student absences. UAN said morning lessons tend to have the worst attendance, MMI agreed and said transport is a recurring issue for students.</li> <li>• MBR said that data is being compiled with in-depth analysis of retention and attendance.</li> <li>• SLE has been in touch with the local transport companies regarding the issues students face and has also contacted Tracy Brabin, Mayor of West Yorkshire.</li> </ul>	

- SIR asked if Greenhead could provide a bus service for their students, MBR said this would be in excess of £400,000 per year, and Greenhead students travel from a wide range of locations.

2. Financial KPI's - Karen Wood, temporary finance manager is helping with the accounts, JHO and SLE will check them and hopefully these will be distributed to governors by 7/12/22.

3. Staff absence includes Covid.

4. Visitors to the college include Promoting Excellence who are providing support staff training. Tim Thornton, Vice Chancellor of Huddersfield University signed a formal partnership agreement with Greenhead.

5. Mark Jones start date is not confirmed but hopefully it will be February half term.

6. Two meetings have taken place with HNC and KC principals, there will be another meeting with chair and principals in January 2023.

7. RAR and SLE have a meeting with ESFA and FE commissioner 6/12/22.

8. SIR volunteered to do a reading at the Festival of Nine Lessons and Carols on 12/12/22.

9. Finalised destination data confirms a slightly higher number going onto further education.

10. Funding allocation is for 2789 students based on day 42 of the previous academic year. Day 42 this year the student number was 2724 which means a smaller allocation next year.

11. There was an increase to 5-16 funding in the Autumn Statement, SFCA are discussing this with DfE as there was no increase in post 16 funding.

12. 26 NEU members took part in industrial action on 30/11/22, the college opened and operated a normal timetable. NASUWT are currently balloting members. SLE expects joint action by the unions next year.

There is no update on the pay award.

JWA asked why staff wouldn't tell students if they were striking, SLE said they are not obliged to confirm if they are striking although they have been encouraged to tell students. This is a concern as some students travel to attend college and the lesson may be cancelled due to strike action.

RKI asked if funding was affected if the lessons can't be delivered due to strikes, SLE said he's not aware of this affecting funding.

CSH asked about IT options to cover the affected lessons, MBR said nobody is allowed to cover for a striking staff member, and management cannot direct students to archived lessons. JRE said archived lessons are a resource available to students at all times.

JHO asked if pay is affected for striking staff, MBR confirmed they will lose pay if they strike.

13. The Capacity Fund bid was submitted on 11/11/22. The cost of the freehold of the HI site was valued at £200,000 by Savills, but the developer wants £1 million. A decision is needed in the new year about starting the pre-app. Following the ONS webinar there may be a way to borrow even though we're now in the public sector.

14. The Free School bid has been submitted, the result will be announced in Spring 2023. Momentum needs building, the SFCA has been informed, ESFA will be briefed, and local MPs have been contacted. The financial forecast needs work by SLT and the Capital Development committee.

Companies house have written to SLE who is now legally responsible for the trust that has been set up.

SIR asked which of the two is the favourite, SLE said they are both strong bids, the Capacity Fund bid has issues due to the cost of the freehold and the ONS reclassification, so the Free School is more likely.

RAR asked if a partnership arrangement can be pursued with the University of York even if the Free School is unsuccessful, SLE said regardless of the outcome of the bid a partnership can be explored.

15. CSH asked if the consequences of the ONS reclassification have been mapped against Greenhead and the impact on existing activities and strategic level.

SLE has been thinking about the estate, the surplus and the options that we want to develop. SLE said the ONS webinar confirmed finance can be sought on a case-by-case basis. When MJO starts his role, he will have to understand the new regulations and handbook

RAR said access to other capital schemes need to be explored.

RAR said SFCA will explore a legal route as sixth form colleges will still not receive VAT back even though we're now in the public sector.

CSH cautioned that although surpluses can currently be kept by colleges and rolled over, this will be reviewed in 2025 and we don't want to lose the surplus we have built up.

RKI asked what has changed operationally following the ONS reclassification, RAR said a new reporting and accounting process will be introduced.

CSH asked about the role of governors which was asked on the webinar.

**4.2 Staff Governors Feedback** – the staff governors asked the college staff if they had any updates for the governors and if they had anything they wanted to bring to the attention of the governors.

1. Operational issues raised will be discussed with SLE in a meeting that has already been arranged. MBR said she would like to attend this meeting as well.

2. In Maths 150 students participated in the UK Maths Challenge, 20 students qualified for the national competition and 4 students entered the Maths Olympiad for Girls.

3. A visiting speaker visited from the Oxford vaccine group and talked about her role in developing the Astra Zeneca vaccine.

4. Music held an Autumn concert, the Festival of Carols takes place on 12/12/22, external speakers talked about making a living from online record labels. The Young Musician Competition has received 25 entries from Greenhead and external students.

5. A Volunteering Fair will be run for the first time on 10/1/23 with 17 different organisations attending.

6. CKN said that the Chemistry Department have won a team prize for excellence, a prestigious national award from the Royal Society of Chemistry. The department will also run a seminar in the summer term.

7. Step Into Your Future will be run for a week in June. Claire Barnes who runs the Step Into programme asked if any governors have professional contacts who can support Greenhead students during Step Into week or employers who would like to attend the careers fair.

8. Staff flagged up overcrowding in and around college and the health and safety implications. RAR asked if this was in a specific area, JRE replied it was throughout college but especially around the main hall and the adjoining corridors. MOC asked about safety issues with the overcrowding. MBR said the number of student area supervisors has been increased and SLT undertake lunchtime and front door duties. RAR said the new build will hopefully help reduce the overcrowding.

9. Staff mentioned the cost and lack of flexibility of the catering. RAR said the governors have been made aware of this in the F&E meeting (14/11) and this will be taken forward.

10. Heating has been an issue although this has now been resolved.

11. Staff from subjects who are moving into the new build want to know that everything will be set up to their department's requirements.

12. SIR asked how the Chemistry department achieved their award, CKN said they reflected on what is done on a day-to-day basis, including their work with primary schools, real world chemistry and student support. RAR said he would like a governors development session around this and is particularly interested in the external work undertaken. CKN said he or the Chemistry HOD can do that.

Governors

	<p><b>4.3 Student Governors Feedback</b> – both student governors were absent from the meeting. Clerk to follow up with them after the meeting, and MBR will ask ETH who manages the GCSA to speak to them. JRE suggested that other members from GCSA could deputise if they're unavailable.</p>	Clerk/MBR
<p><b>5. Finance &amp; Estates</b></p>	<p><b>5.1</b> October's management accounts will be sent out via email to governors later in the week. CSH asked if there were any issues governors should be aware of, SLE said there was nothing he was aware of.</p> <p><b>5.2</b> 2021/22 Year-end Financial Statement – following the joint F&amp;E/A&amp;R meeting (14/11/22) the committee members are happy to recommend approval. JHO said the end of year surplus is £500,000 less than the surplus in July's management accounts due to a pension scheme adjustment that the college has no control over. The auditors picked up an inaccuracy with depreciation and accruals. RKI said if a significant event happens after year end but before signing the accounts, the event should be noted in the accounts. RKI said the ONS reclassification is such an event. JHO suggested a note be added to the accounts saying the college has been reclassified by the ONS and this may have a material financial impact on the college moving forward and we are trying to understand the implications over the next few months. JHO will prepare the note and inform Murray Smith the accounts are approved subject to the note being added. RAR asked for the financial statement to be ratified subject to the note being agreed by Murray Smith. The Corporation agreed. SIR asked why there are differences on the pension and the capital depreciation figures, JHO said the amount of depreciation charged in the management accounts did not agree with the fixed asset register. CSH asked if the pension adjustment relates to pension payments, JHO said it's not a cash issue, it's a figure provided after the year end by pension actuaries. RAR said the pension deficit has decreased this year. RAR and SLE will sign the document and JBL will submit it to the ESFA before the end of December.</p> <p><b>5.3</b> External Audit Report – RKI pointed out that there is no mention of the depreciation issue in this report. RKI asked JHO to ask Murray Smith why it's not in the report when he contacts them about the note that needs adding to the financial statements. This report is recommended for sign off by F&amp;E/A&amp;R committees (14/11/22).</p>	<p>JHO</p> <p>JBL</p> <p>JHO</p>



	<p><b>5.4</b> Murray Smith Engagement Letter  <b>5.5</b> Murray Smith Letter of Representation  The Corporation approved both these documents.  RAR as chair to sign them.</p>	RAR
<p><b>6. A&amp;R Committee &amp; Internal Audit Annual Reports</b></p>	<p>RKI confirmed that Audit One have been formally requested to attend A&amp;R meetings in person from now on.</p> <p><b>6.1</b> A&amp;R committee Annual Report has been checked by MOC and RKI and is ready to be submitted.</p> <p><b>6.2</b> MOC pointed out that although the report rates Greenhead as good, the commentary states the audit is close to reasonable.  RAR asked the A&amp;R committee to consider why we are close to reasonable in this report. MOC said the risk register had too many risks listed, this has now been streamlined.  RKI feels we are close to reasonable because Greenhead's response and follow up to auditors' recommendations is slow, he said this needs attention by MJO when he begins his new role.</p>	
<p><b>7. New Build Risk Register</b></p>	<p>SLE said the register was updated in November and went to CDC meeting (23/11/22), minor amendments were required, SLT will amend again in February and every 3 months thereafter.  Capital Development Committee have requested separate risk registers for the free school and capacity fund bids, these will come on stream in the new year.  CSH asked about the Greenhead risk register, although it is reviewed by A&amp;R committee in every meeting RAR said it should come to Corporation annually. CSH said the risk register needs reviewing following the ONS reclassification, SLE will ensure it gets reviewed.</p>	SLE
<p><b>8. Health, Safety &amp; Wellbeing</b></p>	<p><b>8.1</b> Safeguarding (UAN)</p> <ul style="list-style-type: none"> <li>• Designated Safeguarding Leads from Greenhead, HNC and KC will meet in the new year to discuss local risks, working together etc.</li> <li>• The complexity of the safeguarding issues continues to be challenging, SCO the safeguarding officer has developed strong links with external agencies who Greenhead can ask for guidance.</li> <li>• RAR asked if there is a trigger point where further help is needed from governors due to the increase and complexity of safeguarding issues. UAN said data can be checked against benchmarks, the safeguarding team has increased from 4 staff to 11 staff and a safeguarding officer has been appointed,</li> </ul>	

SLT operationally manage these resources. RAR confirmed with UAN that governors will be consulted if further resources required affect the college budgets.

- SLE suggested that a scenario-based disaster management activity can be planned where the team have to deal with key people like SLE, UAN or the counselling team being unavailable. RAR asked that escalation to governors be considered in disaster management activities.

**8.2 Covid risks & mitigation (SLE), covid continues to be a watching brief.**

**8.3 Accidents and near misses (SLE),**

- SLE is managing the premises team until MJO starts his new role.
- There have been 3 unplanned fire evacuations in the last few weeks. The first was at an open evening, a faulty sensor was knocked by a member of the public. The second was set off deliberately by a student who received disciplinary action. The third was the same faulty sensor.
- Logistically this has been challenging during the building work, the buildings can be evacuated quickly but moving everyone to the muster points is more difficult.
- This has also highlighted difficulties evacuating students with mobility issues, this is currently being reviewed.
- Fire drills will now be held every 3 months.
- RAR asked if Rostron building is evacuated if the fire alarm is in the main building, SLE confirmed Rostron evacuates as well. UAN said that all Greenhead buildings are asked to evacuate following fire advice received.
- RAR asked if the building site is evacuated when the Greenhead fire alarms are activated, SLE confirmed although they are aware of the fire alarms, they do not have to evacuate the site.
- RAR expressed concerns about the volume of staff and students on the nearby pavements and roads. RKI asked if the whereabouts of all students is known during the day, MOC said that the evacuation works on a sweeper system with every area of the college being checked and cleared. ABA said there will be instructions related to the fire certificate confirming if all buildings need evacuating.
- ABA said GT will have to design a fire evacuation policy because their new building is so close to the main building.
- The Health & Safety committee has started to meet again.



	<ul style="list-style-type: none"> <li>• CSH asked why the faulty sensor wasn't fixed after the first false alarm, MBR said the first time it happened they thought it had been set off maliciously, CSH said it should have been thoroughly investigated at the time, MBR confirmed the faulty sensor has been replaced.</li> <li>• A staff member fell and broke their arm, slipping on the wet floor in the main hall during a spell of bad weather. Subsequently premises have ordered thicker non-slip mats.</li> <li>• RAR suggested non-slip strips, MBR said these were installed on steps.</li> <li>• RAR expressed the governors regards to the staff member and a good recovery.</li> </ul> <p><b>8.4 Staff wellbeing (MBR),</b> mental health working party meeting this week which looks at staff and student wellbeing. M&amp;P week is all week w/c 12/12/22, lots of activities for staff to take time out to concentrate on their wellbeing. SLT are looking at a better service which offers a complete package including counselling services for staff which is only slightly more expensive than the current provider. Staff sickness levels have slightly increased, the symptoms have typically been sickness bugs, flu and covid type symptoms. This is mirroring current student illness. Staff are tired after the longest term of the academic year. JRE asked about the staff wellbeing survey, MBR said this will be run w/c 12/12/22. In the subsequent M&amp;P week the same survey will be run and hopefully an improvement will be seen.</p> <p><b>8.5 Student wellbeing (UAN),</b> activities are planned for students in pastoral and curriculum during M&amp;P week. MBR said there is a survey for students during the week, it will be benchmarked against the previous survey which was run at easter.</p>	
<p><b>9. Parent Feedback Keypoints</b></p>	<p>Online surveys were sent to A2 parents, only 310 parents responded.</p> <p>Themes for improvement in their feedback are overcrowding, the café and shop, sporting facilities and transport.</p> <p>JWA asked how often the survey is sent out to parents, SLE said it's sent out at the end of the year along with several prompts asking parents to complete it.</p>	
<p><b>10. Link Governor Visits 2023</b></p>	<p>SLE thanked the governors who have volunteered to undertake the Link Visits.</p> <p>The themes that are to be explored in curriculum visits and support visits are detailed in the paper (page 1&amp;2). The main area to explore is the skills agenda.</p>	

	<p>Governors were asked to contact the HOD they will be visiting after Christmas.  RAR said if any governor who hasn't done a link visit before wants a governor to buddy with, this can be arranged.</p>	Link Governors
<p><b>11. Governance Self-assessment Improvement Report 2022-23</b></p>	<p>The report identifies areas where we are good and areas where further work is required.  The areas where governors can improve is based on governors' feedback in the self-assessment survey.  This will be added to the SAR that Q&amp;S are looking at on 12/12/22.</p>	
<p><b>12. Committee draft minutes to note</b></p>	<ol style="list-style-type: none"> <li>1. Capital Development Committee 21/9/22</li> <li>2. Capital Development Committee 19/10/22</li> <li>3. Audit &amp; Risk Committee 26/9/22</li> <li>4. Finance &amp; Estates Committee 10/10/22</li> <li>5. Search &amp; Governance Committee 31/10/22</li> <li>6. Strategy Day 3/11/22</li> <li>7. Joint A&amp;R/F&amp;E committee meeting 14/11/22</li> <li>8. Joint F&amp;E/A&amp;R committee meeting 14/11/22</li> </ol> <p>There were no questions or comments regarding the minutes of these meetings.</p>	
<p><b>13. Policies &amp; procedures for adoption by Corporation</b></p>	<p><b>13.1</b> Safeguarding Policy (UAN), this reflects the annual update of the policy and all changes have been highlighted. Wording has changed throughout the document from peer-on-peer abuse to child-on-child abuse per government guidelines and contact details have also been updated. College procedures are included and how safeguarding incidents are reported.  JRE pointed out that 'peer' needs changing to child on page 19.  CSH questioned why governors are asked to complete their annual safeguarding quiz before the policy is updated, this year a correct answer was not in the old version of the policy.  UAN said next year he will attach a draft version of the updated policy with the annual quiz.  Corporation ratified the updated policy.</p> <p><b>13.2</b> Revised Terms of Reference for A&amp;R  <b>13.3</b> Revised Terms of Reference for CDC  <b>13.4</b> Revised Terms of Reference for F&amp;E  <b>13.5</b> Revised Terms of Reference for Q&amp;S  <b>13.6</b> Revised Terms of Reference for S&amp;G  Corporation approved the revised Terms of References for all committees.</p>	<p>UAN</p> <p>UAN</p>

	<p><b>13.7 Scheme of Delegation</b> Corporation approved the revised Scheme of Delegation.</p> <p><b>13.8 Standing Orders</b> Corporation approved the revised Standing Orders.</p>	
<b>14. Policies reviewed via committees for noting</b>	Policies reviewed via Committees (for noting): Online Safety Policy (Q&S)	
<b>15. Any other business</b>	<p>SLE said all governors are invited to the Awards Reunion Event for last year's A2 students. It is at 6.30pm at John Smiths Stadium on 5/1/23.</p> <p>SIR said some cleaners spoke to him after the last meeting he attended. They were concerned about the number of cleaners employed and also several cleaners had lost hours because the building is not open as long during the holidays so they can no longer fit in Greenhead with their other jobs.</p> <p>SLE said JNO has made some changes to cleaning schedules and some cleaners have not been replaced when they left. RAR said caretaking staff no longer move furniture for cleaners.</p> <p>These changes for cleaners were noted at F&amp;E on 14/11/22.</p>	
<b>16. Confidentiality</b>	No confidential discussions or papers identified.	
<b>17. Dates</b>	<p>Next Corporation meeting Mon 30/1/23: Govs' development session 4.00pm (IT Strategy), Corporation Meeting 4.30pm</p> <p>Other dates to note: CDC meeting Wed 11/1/23 via Teams (<b>rearranged date</b>) Q&amp;S meeting Mon 23/1/23 (<b>rearranged date</b>)</p>	Govs note

**Minutes prepared by Sharon Roper (Clerk) on 15/12/2022**

**Approved & signed by Richard Armstrong, Chair on 30/1/23**