

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 3 July 2023, 4.00pm

Govs present: Adrian Barrass; Alison Jones (left 18.38); Chris Kneale; Connie Laing; Craig Shannon; Elliot Gill; Heather Roebuck; Jeanette Palmer; John Holroyd (from 17.24); Lisa Wilkinson (via Teams); Liz Bowen; Marjan Khatib (left 18.38); Mark Howells; Mohammed Usman (via Teams); Reuben Byfield; Richard Armstrong (Chair); Richard King; Simon Lett; Stuart Irving (Vice Chair)

In attendance: Mo Bunter; Mark Jones; Mark Mitchell; Usman Anwar (left 17.43); Kate Abel; Sharon Roper (Clerk)

Apologies: Anthony Hurley; Ed Wynn; Jon Walker

| AGENDA ITEM | DISCUSSION | ACTION |
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| Pre-meeting Govs' devt session (4pm): | Governor walk through of the Phase 3 site, led by Mark Jones and Simon Lett. | |
| 1. Welcome, apologies | RAR welcomed members. Apologies received as above. | |
| 2. Declarations | No declarations of pecuniary / prejudicial interest. | |
| 3. Ratification of External Governor & Staff Governor | AJO introduced and Corporation ratified appointments of external governor with Local Authority links Jeanette Palmer and external governor with high school links Mark Howells. Liz Bowen: noted appointment as Staff Governor ratified by Corporation. RAR thanked Kate Abel on behalf of the Corporation, she is stepping down from her Assistant Principal role. | |
| 4. Minutes 15/5/23 | 4.1 Corporation Meeting 15/5/23 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file. 4.2 Matters arising: 1. (Min 3.2.1) LWI has agreed to take on the role of Careers Lead Governor. RAR will have a further discussion with her | Clerk |

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| | <p>regarding an additional responsibility that she may want to consider with this role.</p> <p>2. (Min 4.1.2) EWY has offered assistance to MBR regarding appointing the right person to the new data MI role.</p> <p>3. (Min 6) MJO and EGI had a meeting and have reviewed the New Build Risk Register, the updated register is on today's agenda (item 8).</p> <p>4. (Min 9.7) Admissions Policy, MBR has adapted the wording to make it explicit that the change for Local Partner applicants to 3 x GCSE grade 5 are to get a conditional offer and the entry requirements are unchanged.</p> <p>5. (Min 5.3) GC are officially becoming the tenants of the Park Avenue car park; the lease will be for 10 years. RAR asked about the improvements we will make to the car park; the improvements will include perimeter fencing and restricting access to GC staff and visitors.</p> | |
| <p>5. Principal's Update</p> | <p>5. 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"> • Challenging year for A2 attendance, the A1 cohort attendance is much higher. • Surplus is less than forecast because of remedial work on site. • Staff absence has improved, several support staff have returned from long term sick. <p>2. A2's finished on the 19/5/23 and their exams ended on 26/6/23. PaWS week ran last week and it was very successful. MBR organised a NORVIC Learning Exchange Day which was held at GC today, Sustainability occupied a large part of the agenda. Year 10 open mornings and Year 11 bridging days are coming up. The college closes on 14/7/23, and A Level results day is 17/8/23.</p> <p>3. On two occasions during the exam period A1's had to be set work to do at home as every available room was used for exams for our biggest ever cohort. This year the profile of the A Level grades will be closer to pre-pandemic levels. High grades are expected to be around 62-64%. Building noise did cause periodic problems during exams, DfE and GT worked with GC to sort this out, and there were no complaints from students or parents. There were some issues in exam papers in Psychology, English Literature and Music. Social media has caused a big issue with the sale of fake exam papers.</p> | |

4. Industrial action by NEU is taking place on 5/7 and 7/7. The threshold for NASUWT members at GC has been met but the action is not co-ordinated for both unions as yet.

5. ABA, MBR, RAR and SLE recently attended the SFCA Conference. Discussions included that staff have made a pay claim for next year of 11.3%, there is no end in sight for industrial action. The teachers pay award review have recommended a 6.5% pay increase for next year, DfE is considering this and will publish its response.

6. There has been a debate at Westminster about VAT and sixth form colleges.

7. Ofsted will inspect us again by 2025 under the new framework which includes the skills element.

8. The Hirst building will be handed over at October half term (this is back to the original timeline). SLT and the affected curriculum HODs are meeting to discuss remote learning during the moving over period. There is work to do with the student body to reassure them that students in the departments that are moving won't lose out on lessons. SLE has spoken to RBY (GCSA president) about this.

9. Staff have been updated about Phase 3, this will be an extremely challenging 77 week period, the science block will be demolished and the main hall will be reconstituted. Concerns include access to various parts of the campus, disability access and noise disruption.

10. The free school announcement from DfE is imminent. The Conway Education Trust met on 28/6/23 and have set up workstreams for Education, Governance, Marketing and Outreach.

11. In respect of the Capacity Fund we're awaiting the Building Condition Survey and the Mechanical Engineering Survey on the infirmary site, the Local Authority decision around planning permission and the cost of the freehold, so a decision can be made about proceeding with this project.

12. CSH asked if there is a risk to the handover date of the Hirst building in October being delayed. SLE said the building will be ready in September but DfE will not allow handover in termtime.

GC has asked if we can start to move items across before the official handover and are awaiting a response to this request. CKN asked if this is likely to be agreed, MJO said beneficial arrangements could be agreed between the parties.

13. HRO has been invigilating during the exam period and thanked the Exams manager and his team, she said as an invigilator it ran like clockwork and was a very complex piece of work for the exams team to manage.

14. RAR asked about the attendance pilot and noted that although A1 attendance is better than A2's it's still below the KPI that was set.

UAN said a trial has been run that if a student has an unauthorised absence their parents receive an email at the

end of the week to inform them. This will be rolled out to the entire college next year.

A text message service has been trialled where parents can send a text notifying us of their child's absence, this will also be launched to everyone.

RAR said at the SFCA conference they were told to expect attendance issues to continue, and this will presumably have implications for next year's attendance KPI's.

Attendance has been scrutinised closely this year before making offers to students.

AJO said the University sector has seen engagement drop since Covid and with investment in online learning. The relationship between attendance, engagement and achievement is strong, and everything GC is doing regarding attendance is very welcome in preparing students for attendance at university.

HRO asked about the impact transport is having on attendance. UAN said it's affecting punctuality especially for period one. KAB shared a personal experience of trying to use the train service recently and it's given her an appreciation of the difficulty students face. UAN added that industrial action has also had an impact. MBR said the majority of our students do travel to attend GC.

15. CSH observed that the focus has been on the staff cost ratio KPI in recent years. The variation in this year's surplus is explained by a one-off severance payment in the staff cost KPI and premises costs and utilities, for which we do not have a KPI. CSH wants an additional KPI considering for non-staff costs for next year. RAR agreed that non-staff costs need focus.

16. In response to RAR's question, ABA said he found the SFCA Summer Conference enriching as it covered a broad span of topics and made him proud of GC. He also attended the NORVIC event and again was proud of how GC reaches out to many other organisations and how it collaborates.

RAR stressed that any governor can attend SFCA and NORVIC events.

5.2 Staff Governors Feedback –

CKN said it's been a busy period for staff, he feels exams have gone well and last week there was a week off timetable for PaWS week.

CKN said staff echo SLE's concern about the impact on teaching time during the move to Hirst building.

Chemistry department's formal presentation for the prestigious RSC prize took place two weeks ago at GC and also included a one day symposium at GC for teachers from across the country.

CKN said staff have been asked to vote on a change to the college calendar to start from 2024/25.

He also welcomed EBO as the new staff governor.

SLE/MJO

5.3 Student Governors Feedback – RBY and MKH summarised the projects that the GCSA have been involved with since the last Corporation meeting.

1. GCSA have been successful in getting a model United Nations and a dance class added to the Enrichment programme and thanked NHA for his help with this.
2. This years prom was cancelled but a prom committee will be formed again, it will plan early and make the event a success.
3. In the scheduled quarterly meeting with the student reps they will give feedback from PaWS week. RBY thoroughly enjoyed the week and went on a politics trip to London.
4. RBY has been working with SST regarding sustainability and the environment, a sustainability week has been scheduled into the college calendar and will coincide with COP28. They have also discussed expanding recycling into the new build and across college. The pen recycling scheme has started and the response has been very good. GCSA has also been asking for environmentalism to be incorporated into the curriculum.
5. GCSA members will increase awareness and engagement amongst the students with a stand in the hall where students can come and ask them questions face to face. They are also helping at transition day and year 10 open days to deliver presentations and a student social.
6. MKH said students are being asked to report accidents and near misses via email.
7. In M&P week, a cosy café was set up, the drinks and cakes were free, students could donate if they wanted, £237.18 was raised for Papyrus, a suicide prevention charity. Students left messages on a teacher appreciation board, and the messages were passed on to the staff they were addressed to.
8. MKH has been working with SHO, the mental health lead, regarding safeguarding during the summer. Community events, youth centres, and helplines have been advertised on Instagram that students can access.
9. Flags and posters were on display in June for Pride Month, events will be run in February which is LGBTQ History month. BSU has plans for Black History month in October. GCSA are planning to work with other committees including the Muslim Society, Christian Society and LGBTQ Society so that all GC voices are heard and their events can be held in college.
10. There have been a lot of complaints from students in recent weeks about the canteen, common complaints are portions are too small, prices too high, not enough variety, the food isn't tasty and when popular options are on the menu, food runs out before lunchtime even begins. RBY added that it's important to reduce food waste and wants GC to work with Aramark around this. MBR said GC supports a local foodbank but it's an Aramark policy that they don't give away leftover food.

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| | <p>MBR apologised to students and staff about the issues with the canteen. SLE added that the Aramark contract is coming to an end and a retender process will be undertaken, Aramark had promised to reinvigorate their offer in the Hirst building but this will now be delayed. SLE said the student voice and staff representatives will be involved in the retender process.</p> <p>11. MBR asked RBY to join the NORVIC sustainability group.</p> <p>12. SIR noted for the record that the student governor's report and engagement is amazing. RAR agreed and thanked them for the superb job they are doing.</p> <p>13. ABA asked if direct action needs to be taken with the catering and staff and students be updated with any short term action undertaken. MJO asked that he be given specific examples and he will feedback to Aramark.</p> <p>14. MJO is keen to introduce recycling and wants an end to end process implementing, he will work with RBY on this.</p> <p>15. EBO said she is finding students increasingly have to make decisions about whether they can afford travel costs and providing economical food options in our canteen will make a difference for them.</p> <p>RBY added that many students also have jobs because they need the money and this can hinder their studies.</p> | <p>MJO</p> <p>MJO</p> |
| <p>6. Annual Safeguarding Report</p> | <p>UAN summarised key points from the Annual safeguarding report, previously circulated, highlighting:</p> <p>1. Audit One (our internal auditors) audited our Safeguarding Procedures. We were assessed and compliant against 34 requirements, the 2 recommendations were to publish the named governor with responsibility for safeguarding on our website and any changes to the Recruitment and Selection Policy should be brought to full Corporation for oversight and approval.</p> <p>2. This year there have been 834 incidents recorded, last year was 868. Timescales vary, some are a day and others begin when a student starts college and continue until they leave.</p> <p>3. There are eleven members of the safeguarding team. KAB is stepping down as deputy DSL and she will be replaced by Magdaline Glynn-Roberts from August 2023.</p> <p>4. Introducing a triage system has been successful, all incidents are triaged by the safeguarding officer, she deals with it herself or passes it on. Students are placed into tier 1, 2 or 3 – tier 3 is where there is significant concern and other agencies are involved. The majority of students are on tier 1.</p> <p>5. UAN has completed NSPCC's Train the Trainer course and will undertake Safeguarding training with all GC staff.</p> | |

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| | <p>6. There are 5 student area supervisors who patrol the campus throughout the day, security is constantly reviewed. Security will be reviewed again when Phase 3 building work starts.</p> <p>7. PIP (Partnership Intelligence Portal) is used for information that may be relevant to the police. There is a good relationship with the local PCSOs.</p> <p>8. There have not been any Prevent referrals this year.</p> <p>9. GC has concerns about a Vape Shop that has recently opened at the bottom of Greenhead Road and our concerns have been reported to the council. Action can only be taken if the shop sells to underage students. Trading standards can ask underage children to test the shop and see if the shop sells to them.</p> <p>RBV asked if vaping will be added into tutorials – it will.</p> <p>10. JPA asked what the emerging themes are with the safeguarding incidents. UAN said the themes include mental health, two serious sexual misconduct incidents, online bullying, and incidents outside college that spill over into college. KAB added that eating disorders have increased and the complexity of incidents means that students often need regular ongoing support.</p> <p>JPA checked that GC are aware of the outside agencies that can help. UAN said there is a challenge because our cohort includes students from several local councils who all have differing procedures.</p> <p>JPA asked if GC receives Kirklees community impact report – UAN said this is received and forwarded to the safeguarding team and is very useful. MBR said the relationship with Kirklees is very good.</p> <p>11. RBV said that he is aware that students are scared to come forward to report sexual misconduct. UAN said students are encouraged to report any misconduct, when serious incidents are referred to the police they will ask for evidence of the crimes. MBR said tutorials are used to reach all students with key messages about behaviour and what won't be tolerated and asked for honesty from students in relation to these issues.</p> <p>12. HRO checked that the Recruitment & Selection Policy will come to governors to be approved. It will go to Q&S committee first.</p> <p>13. CSH asked if new governors being DBS checked at the outset but then no further checks taking place is good enough and asked about staff DBS checks. UAN said staff are DBS checked at appointment and MBR said there's no requirement to complete further DBS checks if they stay in the same role. CSH questioned if it would be best practice to do it more often, UAN said he will look into this and speak to HR.</p> <p>14. RAR said he'd like to speak to JPA about the Lead Governor Safeguarding and Prevent role.</p> <p>15. RAR asked if the CPOMS numbers can be broken down into the tiers that they have been categorised into.</p> | <p>Clerk for agenda</p> <p>UAN</p> <p>RAR</p> <p>UAN</p> |
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| <p>7. Finance & Estates & Budget</p> | <p>MJO introduced, and governors considered March and April 2023 management accounts and narrative, both previously circulated, highlighting:</p> <p>7.1 March accounts and narrative. ESFA income is in line with budget at £15.3 million. March accounts reflect that the 5% pay increase has been paid to teachers, and hopes any further pay increase will be centrally funded. Non pay is £524,000 above budget. Aramark refund of £54,000 has been received. Balance sheet shows a bank and investment balance at £4.294 million. KPI payroll at 67.6. Cash days at 76 days. Expected surplus at £1.665 million.</p> <p>7.2 April accounts and narrative. ESFA income in line at £15.3 million to year end. Pay was £10.6 million, up by £180,000 due to increased support staff pay and severance pay. YTD payroll was 69.4%, forecast for the year is 67.7%. Non-pay is £429,000 above budget. Site works are being changed because the Hirst Building move is not happening in the summer, the toilets will be the biggest project. Balance sheet balances at the bank is £5.196 million. Cash days improved to 103. Operating surplus is £1.671 million, up £6000 from the previous month.</p> <p>CSH asked if the financial figures have stabilised and all the inaccuracies have been identified, and if the full year expectation is fair. MJO replied that he feels it has stabilised, he has checked May's figures and they are also stable. SLE said that we need to go through a full calendar year to be sure that there are no other residual issues. CSH said he wants to understand when we're judging movements in finances and budgets against the current management team. SIR asked about the summer work that is being considered, MJO said fire alarm work is being staged due to the expense, there is a list of works that can be done in-house and by using small contractors.</p> <p>7.3 MJO introduced, and governors considered the Budget, previously circulated: Looking to recruit 1450 A1 students this year, due to lagged income the funding will arrive the following year. Student recruitment was less than expected last year. ESFA income will be over £15 million, with other income added, the total is £15,673,000.</p> | |
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Pay will cost £11.2 million, a 3.5% pay rise has been assumed with 1.5% contingency. These figures include increased costs for teaching in law, maths, music and Spanish, an IT restructure and a new marketing position. Non-pay, due to the difficulty of establishing the history around these figures, some figures have been increased by 5%. The 5% increase in teaching resources is held in contingency by the AP's. Other areas with a 5% increase are teaching support, admin, general expenses, utilities and premises. The budgeted figure is £3.64 million for non-pay. This results in a surplus of £815,000 which is significantly different to previous years.

1. JHO said the F&E committee have been thorough in regard to the budget, the top line is out of our hands as it's based on student numbers. Hopefully next year's student numbers will increase and we will benefit the following financial year. We need to make sure the college is operational, and unknowns include inflation, pay and utilities.

2. RKI asked why the cash between the expected out turn at the end of 2024 has only increased by £300,000 although there is £800,000 profit and £600,000 depreciation, he'd like to see source and application of funds to show where the cash goes. There is also mention of an advanced payment of a grant and RKI couldn't see this on the balance sheet. MJO will look into these queries, respond to RKI and copy in F&E members.

3. CSH commented that in a short period of time we have gone from a £2.2 million budget, down £500,000 then next year's budget is down another £800,000 which is a fast bleeding of the bottom line performance. He feels the budget is an adding machine of the formulaic income and everything else has 5% added to it. He challenged is that good enough, where is the management response and action. He suggested putting the budget in the context of 5 year projections.

RAR responded that previous budgets were optimistic and they had in-year drift, and the actual budget wasn't achieved. He feels the budget is safe, projecting a lower out-turn with parameters set which might mean a healthier position can be reported. Non-pay expenditure has increased by 11%, other budget lines have increased by 5%. Our traditional response has been to manage the budget through staffing costs rather than looking at non-pay costs and we need to start looking closely at non pay costs.

4. SLE said the maintenance plan needs more development. Now is the opportunity to marry the expectations of non-pay linked to ongoing non staffing costs for the next 5 years.

MJO

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| | <p>5. RAR said F&E committee have recommended this budget to the Corporation, there will be in-year scrutiny on the budget lines and expectation of management action.</p> <p>6. RKI said a management action plan should go with the budget to reduce the overhead in expenditure. RAR said the overall budget should be managed, with expenditure moved between lines.</p> <p>7. CSH said are we implying the bottom line of £815,000 is our target and asked what is the mechanism to stretch this and outperform this number in a challenging environment. RAR said MJO reports to SLT, if there is drift they must decide how to manage the budget before asking governors to sign off the monthly accounts.</p> <p>8. RAR said at the F&E meeting on 12/6/23 he suggested that there are a few lines where management action should be taken, the lines include other income and utility charges. SLE said there are budget lines that SLT can seek to reduce, there are challenges to increase the surplus with ongoing pressures on pay and inflation. Another way to increase the surplus is to recruit more students but the result of this is not seen until the following year. Paper and printing is a big cost that is being looked at. SLE said it's a work in progress, the narratives and context in this budget are more detailed than have previously been seen. MJO said he wants to deliver this budget figure or better it. MJO and CSH are happy to discuss in more detail offline.</p> <p>9. SIR said what will happen if we don't increase student numbers and costs increase more than 5%.</p> <p>10. RAR said at the SFCA conference some colleges cannot make provision for a 4 or 5% pay rise, if the pay settlement is around 6.5% most colleges will have to restructure.</p> <p>11. AJO said that having the right KPI's is the lever to check that the plan is meeting the strategy and the KPI's must be tensioned accordingly to ensure we're not settling for the number that has fallen out of the budget and asked have we the right KPI's to ensure governors have the information they need. SLE will bring the draft KPI's to October's Corporation meeting and ensure they reflect what the college needs to achieve.</p> <p>12. RKI asked how the budget impacts on the Capacity Fund forecast as those have been more optimistic. RAR said the 5 year forecast provided to CDC did take account of the current projected budget out-turn.</p> <p>13. The budget was approved with a number of caveats that have been raised above, these will be addressed in the Corporation Meeting on 2/10/23.</p> | SLE |
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| <p>8. New Build Risk Register</p> | <p>The register has been updated, and previously circulated. EGI has helped MJO with risks associated with Phase 3. The Risk ID's have been changed.</p> <p>E4 – Demolition work makes the college operation unsafe, this will be challenging, our contractor is competent, but challenges may arise from the construction, the weather and the perception of what's happening.</p> <p>E5 – Consequences of the construction programme slipping, the handover has now moved to November 3rd, the consequence of this is being managed.</p> <p>E6 – Insufficient car parking, the car park on Park Avenue will definitely help with this.</p> <p>E10 – Not enough time to move into Hirst Building, this will be reviewed again due to the new date for the move.</p> <p>E13-19 – these are risks associated with Phase 3.</p> <p>E13 – Loss of key utilities and services during demolition, MJO anticipates an issue with this at some point.</p> <p>E14 – Asbestos works, this is heavily regulated but campus users may have concerns.</p> <p>E15 – P3 accessibility for all students – solution required from DfE.</p> <p>E16 – P3 disruption during exams, further work is needed on where the exams are held.</p> <p>E17 – Damage to remaining asset from the joining demo zone, GC is operating on the other side of the joining wall.</p> <p>E18 – staff unknowns and concerns of the work, classrooms might need moving, there may be extra briefings and work happening out of hours.</p> <p>E19 – Reputation of the college affecting the next intake, the 77 weeks of works will be the entire cycle of a cohort of students with no benefit to them, if we can't recruit it will affect the college financially.</p> <p>RAR said the Risk Register will go to the relevant committees for further scrutiny and feedback.</p> <p>The scoring matrix has been added to a second tab.</p> <p>ABA asked for definitions of 'severe', 'major', 'moderate' etc. and offered to help MJO with this.</p> <p>RKI said in the scoring matrix if something is 'certain' it's not a risk and the column heading should be changed.</p> | <p>MJO</p> <p>Clerk for agendas</p> <p>MJO</p> <p>MJO</p> |
| <p>9. Health, Safety & Wellbeing</p> | <p>9.1 Safeguarding (KAB),</p> <ul style="list-style-type: none"> • The last person has been taken off the counselling waiting list in the last few weeks after a very busy year. • CBT has proved popular and the therapist's days have been increased to two per week. <p>9.2 Covid risks & mitigation</p> <ul style="list-style-type: none"> • This has not been discussed by SLT recently and it did not manifest during the exams. | |

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| | <ul style="list-style-type: none"> • This will be removed from future agendas. <p>9.3 Accidents and near misses (MJO),</p> <ul style="list-style-type: none"> • 2 near misses reported outside Greenhead House, the tarmac created a sink hole, following investigations there is nothing sinister, a temporary fix was made and it will be permanently repaired in the holidays. • 2 accidents – 1 was in chemistry with sulphuric acid and the other was a student tripping over the metal construction plate, this was reported to GT. Neither of these accidents needed more than first aid. • RAR said a fire alarm had gone off during a link visit, he observed that even though A2's were not on site, the evacuation route was congested and it was dangerous near the road. MJO said fire evacuations routes will be reviewed with Phase 3. • RAR said accidents and near misses are being relaunched by MJO at the start of the academic year. <p>9.4 Staff wellbeing (MBR),</p> <ul style="list-style-type: none"> • Staff have been frustrated with invigilation this year, they've been asked to do more than usual with such a big cohort. • Staff have been asked to vote on a change to the college calendar. The college spent £36000 covering staff absences, several Norvic colleges have introduced a two week October half term, and it's significantly reduced staff absences. GC are consulting their staff unlike other colleges who have implemented the change. Another bonus to changing the calendar is that staff will return earlier in August on GCSE results day, and we won't lose students to other colleges as we can change our enrolment day. Clerk to update governors on the result of the poll. • The staff party took place on 30/6/23, fewer staff attended than last year, but it was a good night. <p>9.5 Student wellbeing (KAB), no further update made.</p> | <p>Clerk</p> <p>MJO</p> <p>MJO</p> <p>Clerk</p> |
| <p>10. Chair & Vice-Chair election process 2023/24</p> | <p>The Chair and Vice-Chair election will take place at the beginning of the Corporation meeting on 2/10/23. Any governor who wishes to stand must put forward their name to the Clerk. If there is more than one candidate for either role a vote will take place at the meeting.</p> | |
| <p>11. External Governance Reviews</p> | <p>An External Board Review of how we operate is mandatory for Corporations. We must undertake this by summer 2024.</p> | |

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| | <p>Two types of review are available: an Ofsted type review or a tailored developmental review.</p> <p>RAR recommends the developmental type of review, perhaps looking at how to establish a MAT, how to achieve effective governance and growth and governance and innovation.</p> <p>Reviews can cost up to £10,000.</p> <p>RAR identified 3 organisations we can ask to tender, following feedback from SFCA he will have another look at suitable organisations.</p> <p>CSH said if there is a significant extra cost with an External Review with the wider brief this must be agreed by governors, RAR agreed that S&G will look at the cost when the decision is made.</p> | |
| 12. Committee draft minutes to note | <ol style="list-style-type: none"> 1. Search & Governance Committee 22/5/23 2. Capital Development Committee 17/5/23 3. Capital Development Committee 7/6/23 4. Finance & Estates Committee 27/4/23 5. Finance & Estates Committee 12/6/23 <p>There were no questions or comments regarding the minutes of these meetings.</p> | |
| 13. Link Governor Visits | <p>Two Link Visits have been carried forward to September. The Governor Link Visit Reports are on a link that has been previously circulated.</p> | |
| 14. Policies & procedures for adoption by Corporation | <p>Water Management Policy, previously circulated.</p> <p>This is a new policy, it will be allocated to F&E committee for review, governors approved the policy.</p> | |
| 15. Policies reviewed via committees for noting | <p>Policies reviewed via Committees (for noting):</p> <ol style="list-style-type: none"> 1. Bereavement Policy (Q&S Committee) 2. Performance Management (Q&S Committee) 3. Complaints Policy (Q&S Committee) 4. Staff Code of Conduct (Q&S Committee) | |
| 16. Governors personal Contact Details | <p>Governors confidential contact information – please do not share them elsewhere.</p> | |
| 17. Governor Skills Matrix & Governor Self-Assessment Surveys | <p>Annual self-audit survey for all governors.</p> <p>New governors do not have to complete it, if you wish to fill it in for any committees you have attended please do so.</p> <p>It will be sent out to governors by the end of July, the survey is online and the results will be shared with governors.</p> | |

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| 18. Meeting Schedule Academic Year 2023/24 | The updated meeting schedule, previously circulated. | Govs note |
| 19. Any other business | SLE said the Sustainability Strategy will be launched with staff and students at the beginning of the academic year. Momentum will be built behind it with some media coverage. RAR, MJO, SST and SLE will meet shortly to define the immediate action plan. SLE said the action that RBY has raised about recycling will be added. | |
| 20. Confidentiality | None on this occasion. | |
| 21. Dates | Next Corporation meeting Mon 2/10/23: Govs' development session 4.00pm Tour of Hirst Building, Corporation Meeting 4.30pm Followed by Remuneration Committee Meeting (Remuneration Committee members are F&E members; Corporation Chair; Corporation Vice-Chair; Committee Chairs) | Govs note |

Minutes prepared by Sharon Roper (Clerk) on 14/7/2023

Approved & signed by Richard Armstrong, Chair on 2/10/23