

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 2 October 2023, 4.00pm

Govs present: Adrian Barrass (Vice-Chair); Anthony Hurley; Chris Kneale; Craig Shannon; Ed Wynn; Heather Roebuck; Jeanette Palmer; John Holroyd; Lisa Wilkinson; Liz Bowen; Marjan Khatib; Mark Howells; Reuben Byfield; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving

In attendance: Mo Bunter; Mark Jones; Magdaline Glynn; Usman Anwar; Jess Norcliffe (from 18.30); Sharon Roper (Clerk)

Apologies: Alison Jones; Connie Laing; Elliot Gill; Jon Walker; Mohammed Usman; Mark Mitchell; Tom Rowley

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' devt session (4pm):	Governor tour of the Hirst Building, followed by Governor photos taken by Ian Kennedy.	
At outset: Election of Chair & Vice-Chair 2023/24	Clerk facilitated Chair and Vice Chair 2022/23 elections based on open and transparent nomination, previously conducted by email: One nomination received for Chair, Richard Armstrong. One nomination received for Vice-Chair, Adrian Barrass. Result: RAR unanimously re-elected as Chair, ABA unanimously elected as Vice-Chair.	Clerk/Gov note
1. Welcome, apologies	RAR welcomed members. Apologies received as above.	
2. Declarations	No declarations of pecuniary / prejudicial interest.	
3. Minutes 3/7/23	3.1 Corporation Meeting 3/7/23 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file. 3.2 Matters arising: 1. (Min 4.2.1) MBR and RAR will speak to LWI regarding adding skills to her Lead Governor Careers role. 2. (Min 5.1.15) KPI for non-staff costs, SLE said this will be built into the KPI's.	Clerk MBR/RAR (SLE)

	<p>3. (Min 6.14) Safeguarding and Prevent Lead Governor, RAR will ask JPA to take on this role in her induction meeting on 12/10/23.</p> <p>4. (Min 7.3.2) RKI had a query about the out-turn figure at the end of 2024, MJO will respond directly by email to RKI.</p>	<p>RAR</p> <p>MJO</p>
<p>4. 2023 Results Analysis and Destinations Analysis</p>	<p>4. MBR summarised the 2023 Results and Destinations Analysis and setting of Curriculum KPI's 2023-24 paper, previously circulated.</p> <p>2023 results:</p> <ol style="list-style-type: none"> 1. GC's A*-B pass rate has increased to 60% due to re-marks of exam papers. 2. Benchmarks: Pass rates - 1% above the national average and 1.4% higher than 2019. A*-C - above national average by 4.2%, in 2019 it was 8.8% higher than the national rate. A*-B rate is above the national rate by 6.3%, in 2019 it was 9.9% higher than the national rate. <p>This was the TAG cohort who didn't sit GCSE exams, and it was a larger number of students than 2019.</p> <ol style="list-style-type: none"> 3. 75 U grades – currently analysing these results to see how many students make up this figure and if there is any commonality. 4. One group who underperformed across college are 283 Pakistani ethnicity students, analysis is underway to understand this data. 5. The largest three subjects remain the same, Biology represents 12% of the total cohort, Chemistry, and Maths 11%, and Psychology 10%. 6. The overall average GCSE score for students who took exams in 2023 was 7.14, which was down by 0.04 on 2022 (CAG year). In 2019 it was 6.63, which is 0.51 lower than in 2023. 7. Nick Allen, who produces the Six Dimension Report, has been asked to produce regional analysis on this set of results. 8. Subject analysis includes: <ul style="list-style-type: none"> -25 subjects pass rate was higher than the national figure. -6 subjects pass rate was lower than the national figure. -23 subjects A* - C rate was higher than the national figure. -8 subjects A* - C rate was lower than the national figure. -20 subjects A* - B rate was higher than the national figure. -11 subjects A* - B rate was lower than the national figure. 9. Four subjects have been identified who have performed lower than national figures across all the grade boundaries. 10. SLT meet with every HOD and discuss their results, analysis is available for every subject so Hods can review how they supported their students and their strategies, they can access help from CPA, from SEND and Inclusion. 	<p>SLE/MBR</p>

	<p>HODs present their results, analysis, and their proposed strategies and SLT make additional suggestions where necessary.</p> <p>11. Exam entries increased by 22%, more staff were needed to invigilate, and more rooms were used for exams. Online learning took place twice in June for A1's as there wasn't enough space to facilitate the exams otherwise. The volume of exams had a massive impact throughout college.</p> <p>12. Exam entries in four subjects have reduced since 2019 (Drama and Theatre Studies by 36%, English Literature by 10.9%, German by 45.5% and Spanish by 4.2%). Computer Science grew by over 100%. ABA asked if these figures follow national trends – they do.</p> <p><i>*some figures above have changed due to re-marks.</i></p> <p>Destinations Analysis:</p> <p>13. Higher education destinations have dropped by 6%, financial reasons probably play a part in this.</p> <p>14. Oxbridge offers made were 20, and 16 offers were met.</p> <p>15. Apprenticeship destinations have increased to 6.3%.</p> <p>16. HRO asked why the figures don't add up to 100% - we're chasing destination information from 5.3% of students and full destination data will be available by October half term.</p> <p>17. CSH asked if a destinations comparison has been made against 2019 to see the trend since then, RAR said apprenticeships have become more popular over the last few years.</p> <p>18. LWI asked if SLT are happy with the results, MBR said they are very proud of the teaching and pastoral teams with a very challenging cohort who had never sat external exams. The re-marks of exams have increased A*-B to where they were expected to be, there has been rogue marking, and some papers went up by 26 marks. A lot of the U grades have a young person's story behind them who have had a challenging time during covid and at college.</p> <p>19. CSH asked if the grading has returned to pre-covid levels, MBR said there will be another year to fully achieve this. Q&S (18/9/23) pointed out that GC monitoring data doesn't reflect final outcomes, HODs have been asked about their grade boundaries in assessments and mocks and they have often been higher than 2019 levels. HODs have been asked to reflect on their grade boundaries in relation to this set of results.</p> <p>20. RAR said national data will be republished following the re-marks that have taken place. The North of England's results was considerably lower and this needs to be understood and is being investigated.</p> <p>21. SIR asked if exam board feedback is available, MBR said this is expected later this year, some HODs have written to their exam boards to express their concerns.</p>	<p>UAN</p> <p>MBR</p>
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	<p>22. JPA asked if the students who had exams re-marked had it affected their first choice of university, UAN said a lot of universities lowered their requirements and seem to have taken into consideration the higher grade boundaries.</p> <p>SLE summarised KPI's:</p> <p>23. The pass rate and high grades were above the national figure but below the KPIs. Retention rate was slightly below the national rate and at the bottom end of the KPI. Attendance has a measurable impact on students' final grades, A2 attendance was 91.1%. The A1 attendance of 94.7% is a cause for optimism. Student satisfaction exceeded the KPI which is a good achievement in the context of the challenging cohort. Overall staff absence was just below 3%.</p> <p>24. 2023-24 KPI's were agreed by Q&S (18/9/23). Pass rate KPI 98.5-99.5%, slightly lower than last year's KPI in the context of what was achieved in 2023 and the national figure. High grades KPI 62.5-63.5%, it might take a few years to achieve 63.5-64.5%, so the proposal is to get there incrementally. Attendance KPI 95-95.5%. Student Satisfaction is increased to 93.5-94.5% Staff absence, no change, the impact of covid will be monitored.</p> <p>Corporation agreed to adopt the Curriculum KPIs.</p>	
<p>5. Enrolment Analysis</p>	<p>5. MBR summarised the Enrolment Analysis, previously circulated.</p> <ol style="list-style-type: none"> 1. Typical conversion rates from a conditional offer to a student enrolling is 73%, this year it dropped significantly to 61%. Late enrolments secured an additional 197 students. 2. Local partner schools enrolling at GC in September has dipped by 1% which reflects the schools' GCSE outcomes. 3. Students who were one subject away from our entry requirements but were having re-marks were allowed to enrol. Only one student has not been able to stay when their re-mark didn't bring them up to entry criteria, the others whose re-mark did not meet criteria are coping with their studies. 4. EWY and HRO noticed errors in the figures presented in the paper, MBR will look into this, and a correction will be added to the minutes. 5. The marketing team have been asked to liaise more closely with any local partner schools where we have seen a dip in numbers. 6. Local partner school students receive conditional offers if they are predicted to pass maths and English and 3 x grade 5 in their GCSEs. When they enrol, they must meet cross 	<p>MBR</p>

college and subject specific entry requirements. This is to make GC aspirational for them. Initial feedback to this change from schools and C&K careers is positive.

6. We have seen a drop in numbers from several Partner Schools. Schools with sixth form colleges work very hard to retain their students.

7. Everybody who didn't attend enrolment was telephoned, the main feedback for non-enrolment was committing to other colleges on GCSE results day, not meeting our entry requirements and travelling/transport links. SIR was surprised how far some students travel to attend GC. SLE added this is a key strategic consideration for Strategy day.

8. There is a downward trend in Drama, English, Film Studies, MFL, and the Music subjects. SLT have spoken to HODs about strategies to grow numbers and the support available. SLE said that how we maintain a broad curriculum offer is also a topic for discussion at the Strategy Day.

9. Enrolment for September 2024 will be refined. The requirement to upload mock results or school reports will be removed when students apply to us. Local Partner School applicants won't be interviewed.

10. LWI said what happened as we had more applicants than we could accommodate – MBR said we make more conditional offers that we can facilitate but this year the drop off to enrolment was bigger. This year 2459 conditional offers will be made, ABA said this is logical but what happens if we have too many students enrolling, a plan will be required. HRO asked how many conditional offers were made this year, MBR will confirm the figure.

11. RAR said 2800 has been the maximum physical capacity for the college, we don't know yet if the Hirst building can accommodate more. There's a financial risk if less students are enrolled. JHO added that the planning permission from the Local Authority only allows us to have 2800 students. RAR said potential expansion will also be considered at Strategy Day.

12. CSH suggested adopting an approach akin to university offers as the challenge is flexibility to manage the conversion rate, MBR has researched this, and it will be looked into further.

13. MBR feels our enrolment date is impacting the numbers, our competitors enrol students on GCSE results day, we do it the week after. A hybrid model is being considered for online or face to face enrolment. NORVIC colleagues have started offering online enrolment as well. EWY said fundamentally we need to believe the student is capable or quality is compromised, the marginal students could be interviewed instead of every student.

MBR

	<p>14. LWI said we need to be mindful that we are Greenhead and not blur our boundaries.</p> <p>15. HRO suggested asking young people about the enrolment process because they're the ones who will use it.</p> <p>16. Additional strategies include an annual review of curriculum, HODs strategies, review marketing activities, expanding the Honours Programme (this resulted in an extra Spanish class this year), and enhancing relationships with school leads.</p> <p>17. RKI asked about analysis for the 800 offers who didn't convert to enrolment. MBR said we managed to contact 80% of these. Mail drops are planned in certain areas where the schools don't assist their pupils applying away from their sixth form colleges. Mailshots will target areas of under recruitment, it will support students applying to GC and include QR codes to the application process.</p> <p>RBY shared that his school did not help him because he wanted to apply to GC and not their sixth form college.</p> <p>18. AHU asked at what point does a subject become redundant and used German as an example. SLE held a meeting with the creative subjects to drive ideas around recruitment. Music and Drama are popular as enrichments. AHU said the numbers are still low even if they are doubled and are the subjects outdated, replacing them with new subjects could be a solution. SLE said the USP of the college is a broad curriculum, not a STEM college but some subjects may become unviable. Cost of curriculum is another topic for Strategy Day.</p> <p><i>MBR has corrected the Enrolment Analysis paper, this will be forwarded to all governors with the draft minutes.</i></p>	Clerk
<p>6. SLT's Report to Corporation</p>	<p>6. SLT's Report , previously circulated, has been redesigned to include reports from all members of SLT.</p> <p>1.1 Key Events in College – (SLE) The first open morning (30/9/23) was busy, there are two more events, the last one is in November and will be in the new building.</p> <p>1.2 Update on College strategy – (SLE)</p> <ul style="list-style-type: none"> • An additional funding allocation has been received of £477,000, some of this will fund the staff pay rises which will probably be 6.5% and are still being negotiated. An additional £300,000 will be available to add into the budget. • GC has formally withdrawn from the Capacity Fund, and we were unsuccessful with the Free School Application. • The LA were also very disappointed about the free school, they are keen for us to have a piece of land identified in the cultural heart of Huddersfield. The 	

	<p>ESFA Territorial Lead has confirmed there is currently no route to a loan for a future development.</p> <ul style="list-style-type: none"> • SLE is proud of our A Level results but wants to see the high grades increasing to early mid-60%. • Enrolment strategy needs to determine how many students we intend to enrol on the main site. Other things to consider are transport issues, curriculum offer, viability of some subjects and the long term financial forecast. • Academisation also needs to be revisited. Clearer guidance is expected shortly, this may allow sixth form colleges to develop an empty MAT. SIR asked if academisation will allow us to borrow – SLE was unsure. • EWY asked that the horizontals be considered that will underpin the five main GC strategy areas. <p>2. Staffing Report – (SLE) Staff and students currently self-isolate if they test positive for covid. GC is an outlier in terms of how covid is managed. SLT have discussed this and at present want to continue with the current arrangements, but they will hold a wider discussion with the college community. Governors held differing views on this issue. AHU said if you ask people to test then the testing kits should be supplied which has a financial implication. SLE said that they are not directing staff to test. LWI asked how many staff are absent with covid, SLE said it's a growing number but didn't have the exact figure. SLE will keep governors updated.</p> <p>Staff performance management day took place on 29/9/23, there is a specific focus in the performance management policy on staff wellbeing. Staff wellbeing is a key feature of the M&P week. The Kirklees Employee Healthcare Scheme has been used by half of the workforce and our membership to it has been renewed.</p> <p>3. Variations to retention and attendance KPIs – (MBR) The current retention figure is 97%, this figure also includes students who enrolled in September 2022. Attendance rate as at 25/9/23 was 98.1% for A1's and 95.4% for A2's, overall attendance is 96.7%. The pastoral team have a systematic approach to managing attendance. The outstanding attendance figure for Ofsted is anything over 95%. AHU asked how attendance is recorded when students access streamed lessons, MBR said if the student is ill that's how it's recorded. HRO asked if the absence figure is sickness or any absence – the attendance figures include any absences.</p>	<p>SLE</p>
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3.1 Update on curriculum – (MBR)

All teaching staff and tutors received VESPA training. Staff have been asked to reflect as a team on how they can embed teaching and learning strategies. Pedagogy leaders trained Heads of Curriculum to use simple templates to ensure consistency within teams. SLT visit subjects based on exam results and feedback from learner voice, SLT report back to the HOD, and share good practice. We continue to collaborate with a variety of colleges. HODs are currently working on Quips and SARs.

4. Pastoral Report (UAN/MGN) –

SLE introduced MGN, new Assistant Principal, who has replaced KAB.

CPOMS safeguarding records have arrived from the previous schools of A1 students. Students who need extra support have been identified and a meeting will be held on 3/10/23 to discuss these students.

UAN delivered Safeguarding training to all staff in September. Part two of this training together with Prevent training will be delivered in December.

The Safeguarding Policy has been updated and will come to Corporation for approval on 4/12/23.

UAN asked that governors complete the annual Safeguarding quiz after he delivers the training in the development session on 4/12/23.

MGN said that during the induction period all A1 students were issued with a welcome booklet which signposted wellbeing. The Student Code of Conduct, counselling service, Moodmaster courses, safeguarding team and bursary were all covered in their first tutorials. This year GC has received the highest ever amount of Bursary applications and requests for Learning Support. A2's have also been reminded of these services.

Enrichment has started for all students; 110 activities are on offer this year.

Parent's Information meeting on 26/9/23 highlighted the wrap around care offered to our students.

5.1 Latest monthly management accounts – (MJO)

Financial KPI's and July management accounts and narrative, previously circulated.

KPI's set for 2023-24 have caveats that were discussed at F&E on 25/9/23, due to additional funding and the outstanding staff pay rises. The KPI's will then be recast. The end of year surplus will move after the pay claim is settled.

SLE said the budget may be recast before the pay claims are agreed because last year this didn't happen until the end of the year.

	<p>Our funding allocation has increased by £471,000, after the expected pay award we should have an extra £300,000 to add into our budget. The additional funding is mainly in the core area, student financial support only increased by £3000.</p> <p>Bursary funding this year is £450,000, offers of assistance are made before the number of bursary applications are known.</p> <p>MJO felt that last year's budget was unrealistic; the operating surplus at the year-end was £1.654 million. The overspend to budget was £777,000.</p> <p>There is a healthy bank balance of £5.428 million, MJO is speaking to Barclays about moving some of the money to take advantage of higher interest rates.</p> <p>RAR asked if the (CFFR) financial return to ESFA has been submitted, MJO confirmed it was, on 29/9/23, he's had no feedback as yet on the contents. MJO will forward the CFFR return to the clerk for onward distribution to F&E members.</p> <p>5.2 Update on estates-related matters – (MJO)</p> <p>Hirst building will handover on 3/11/23. DfE have provided a snagging list to GT and GC will have the opportunity to add to this list.</p> <p>Questions from staff have been raised including issues with the kitchen and the size of the staff work room.</p> <p>During Phase 3 a DDA compliant route is needed through Cooksey into G1. A lift needs installing which won't be in place for the handover date on 3/11/23. Today MJO has received notification that the DDA route will not be available until December.</p> <p>SLE said that Phase 3 cannot start until this issue is resolved, the handover of Hirst and the start of Phase 3 were going to work in parallel. SLE hopes that DfE won't delay the handover until Christmas (they won't handover in termtime) because the GC site must be DDA compliant. The confirmation of the red line and hoarding of Phase 3 has not yet been confirmed.</p> <p>MJO is waiting for DfE to confirm the decant programme into Hirst. The laboratories are already almost completely fitted out. Psychology, Politics, and social area furniture will be moved in the decant phase.</p> <p>Decant of furniture is split into three groups and DfE have now agreed to move all of the groups. RAR asked for clarification on the third decant stage, DfE are responsible for moving the furniture for us.</p> <p>EWY asked for DfE's definition of 'occupied' – it's completion of the handover process and having the keys to Hirst.</p> <p>RKI asked about the legal vesting process of GC owning the building. MJO said this will happen at handover.</p> <p>EWY asked how much time GC needs for the handover, MJO said there are no lessons on site on 26 and 27</p>	<p>MJO</p> <p>MJO</p> <p>MJO</p>
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	<p>October and 6 and 7 November, and there is half term week.</p> <p>RAR reiterated that there can be no handover until we are DDA compliant in Phase 3. JNO added that it's a breach of contract because it's a statutory right that the building must be DDA compliant. MJO will feedback to DfE.</p> <p>5.3 Accidents and Near Misses – (MJO) The sink hole outside Greenhead House was fixed in the summer. A student was taken to hospital on 13/9/23 with a known medical condition. 20/9/23 a staff member reported scalding hot water in Cooksey, this has been rectified.</p> <p>5.4 Update on risk Registers – (MJO) Both registers have been updated. (E5) The largest risk on the GC main risk register is a Cyber Attack. (SS4) Transport links to college affecting student outcomes, this will be discussed further at Strategy Day. RKI asked about mitigation plans for most of the risks as this isn't updated on the main risk register, MJO will update the register with this information. Hirst Risk Register has been updated with the new handover date of 3/11/23. (E19) Reputation of the college, MJO identified this as a high risk for GC, due to Phase 3. (M9) End design does not meet College needs, MJO said the new building needs to be lived with, it should be like-for-like although the work rooms have been identified as a potential issue. RAR asked that governors be reminded of Phase 3 and Phase 4 plans at the next Corporation meeting.</p>	<p>MJO</p> <p>MJO</p>
<p>7. Staff Governors Feedback</p>	<p>CKN confirmed that he and EBO have had a recent meeting with SLE to discuss staff operational issues. CKN has visited the Hirst building, and thinks it looks great. Staff are anxious about the move. The departments who will be in the new building spotted snagging issues in their visits.</p> <p>Parking continues to be a problem especially for teaching staff who are part time and who have to be in college for their lesson start time.</p> <p>There are ongoing problems with temperature control in Cooksey.</p> <p>Photocopiers have been replaced but the new ones don't have all the facilities that are needed. ABA asked if there was mitigation for this, MJO said four new photocopiers will be in place shortly.</p> <p>CKN and EBO have both noticed that the A1 cohort's punctuality and attitude to learning is good.</p>	

<p>8. Student Governors Feedback</p>	<p>RBV and MKH summarised the projects that the GCSA have recently been involved with.</p> <ol style="list-style-type: none"> 1. It's Black History month in October and they have been working with the Black Student Union to organise events such as a Showcase, multiple speakers talking about mental health and racism in the black community, and presentations will take place. 2. A bake sale raised £520 for Islamic Relief who are delivering aid to Morocco and Libya following recent earthquakes. 3. Loneliness has been an issue for A1's; a Fresher's Event will be arranged. 4. Adverts have gone out for students to become members of the Prom Committee; this will be separate to the GCSA. 5. RBV is working with SST around Sustainability, events include a theatre performance, bake sale, clothes swap and book swap, posters, and information to build engagement from students. 6. A video has been filmed for tutor reps to promote engagement in student politics. 7. Planning has started for Mental Health week, there will be an open mic event at lunchtime, a 60-metre sprint race (based on the statistic that 60 men commit suicide every 60 minutes), and male speakers. 8. An executive officer brunch has been launched; this will be an opportunity for feedback to the GCSA from a randomly selected group of students. 9. There are concerns about the bursary, free school meals have been reduced from £5 to £3.50 per day. This is only enough for a cookie and a drink, or a panini but these sell out quickly. MJO confirmed the amount has been reduced but said that Aramark should also be offering a £3.50 meal deal, he received immediate feedback that the meal deal is £4. MJO will speak to Aramark. SLE said that Aramark have recently increased prices. <p>SLE said that SLT intend to retender for catering facilities and want staff and students to be involved in the process. RAR said that Aramark receive all the free school meal money but only 50% of the students use their facilities. HRO asked why the students aren't using Aramark – this isn't known.</p> <p>MKH suggested sending a survey out to students to ask why they aren't using the free school meal allocation – MJO said the students are anonymised and the money is loaded onto their card so this would be difficult.</p> <p>ABA asked why the amount has been reduced and said he feels this is inappropriate in such difficult times, MJO said there are more students claiming it and there has been a reduction in free school meal funding. RAR said the bursary money should be used correctly and must be used to support the students who need it, and suggested students are topped up with the discretionary amount available to us</p>	<p>MJO</p>
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	<p>to disburse. MJO said when he knows the figures of what GC is committed to pay, other payments can be considered for students. RAR asked that MJO look into this further. MKH said that students probably don't use their free school meal entitlement because food runs out quickly and there's nothing left to buy. She said there are now more options but it's expensive and the quality is terrible.</p> <p>The Aramark contract expires August 2024.</p> <p>JPA asked what can be done in the meantime for our students.</p> <p>AHU asked if Aramark know that we don't want to renew their contract – they haven't been told that we won't renew. SLE said that short term solutions will be looked at, but the bigger Aramark issue won't be resolved until Aramark finish. Re-engagement has been tried on numerous occasions with Aramark and this will continue with their new regional manager.</p> <p>MJO asked for specific student and staff feedback that he can take to Aramark.</p> <p>SIR suggested that a street food van be invited on site, HRO said that there is no space in our car park for this. JNO said an external caterer was engaged for the end of term staff celebration.</p>	<p>MJO</p> <p>MJO</p>
<p>9. Enrichment report</p>	<p>Enrichment Report, previously circulated, for information.</p> <p>RAR said this is a successful programme helping to attract students to GC and helps them become well rounded when they leave us.</p> <p>There were no questions from governors regarding this report.</p>	
<p>10. Step Into Your Future Report</p>	<p>Step Into Your Future Report, previously circulated, for information.</p> <p>RAR said this programme has been very successful, the revisions made to it were driven by covid, and thanked the team who arrange and run it.</p> <p>SIR said that the report is excellent, UAN will pass this feedback on.</p> <p>There were no questions from governors regarding this report.</p>	<p>UAN</p>
<p>11. Counselling Report 2023</p>	<p>Counselling Report, previously circulated, for information. This report was discussed at Q&S (18/9/23).</p> <p>There were no questions from governors regarding this report.</p>	

<p>12. Governors Attendance</p>	<p>Governors Attendance Report, previously circulated.</p> <p>Standards and targets for attendance were set last year. RAR said that it's appreciated that governors are volunteers and full attendance is not expected. Governor Attendance will be reported at future Corporation meetings.</p> <p>The targets are not expected to be met on a quarterly basis, rather that they are worked towards over the academic year.</p> <p>If attendance standards aren't met, please can governors make us aware of the reasons for this, or it may be that the governor wants to discuss membership of the committees they sit on or in some cases may not want to continue in their governor role.</p>	
<p>13. Committee draft minutes to note</p>	<ol style="list-style-type: none"> 1. Quality & Standards Committee 19/6/23 2. Capital Development Committee 5/7/23 3. Capital Development Committee 16/8/23 4. Audit & Risk Committee 11/9/23 5. Remuneration Committee 3/7/23 (CONFIDENTIAL – External Governors only) <p>There were no questions or comments regarding the minutes of these meetings.</p>	
<p>14. Policies & procedures for adoption by Corporation</p>	<ol style="list-style-type: none"> 1. Secondment Policy (Remuneration Committee 3/7/23) Corporation approved the policy. 2. Senior staff Performance Appraisal & Development Policy (Rem 3/7) CSH commented that the statement 'senior post holders are arguably the most important asset for the college' could cause resentment and is not necessary. He suggested changing it to 'senior post holders play an important role ...'. This wording will be amended. 3. Remuneration Committee ToR Corporation approved the Terms of Reference. 	<p>SLE/RAR</p>
<p>15. Policies reviewed via Committees</p>	<p>Policies reviewed via Committees (for noting):</p> <ol style="list-style-type: none"> 1. Gifts and Hospitality (A&R committee) 2. Freedom of Information (A&R committee) 3. Data Protection (A&R committee) 4. Risk Policy (A&R committee) 5. Anti-Fraud, Bribery & Anti-Corruption (A&R committee) 6. Student Re-engagement Policy and Procedure (Q&S committee) 	

	<p>7. Greenhead College Purpose & Principles (Q&S committee)</p> <p>There were no questions or comments regarding the policies.</p>	
<p>16. Any other business</p>	<p>1. CSH is stepping down as GC governor after 6 years, RAR thanked him and presented him with a piece of artwork by a GC student as a thank you for his valuable contribution to the governing body. RAR invited CSH to the upcoming Strategy Day. CSH responded that he has seen a lot of change during his time as governor, including a restructure, pandemic, and a new build. He said RAR has done a tremendous job of rebuilding the board and SLE has developed a great management team. CSH has always been engaged as a board member and said it's been a terrific team to work with.</p> <p>2. RAR asked governors to complete the annual Skills Matrix and Self-Assessment online surveys. Several governors challenged this, saying the surveys are too long and they were asked the same questions every year.</p>	
<p>17. Confidentiality</p>	<p>None on this occasion.</p>	
<p>18. Dates</p>	<p>Next Corporation meeting Mon 4/12/23: Govs' development session 4.00pm, Safeguarding Session</p>	<p>Govs note</p>

Minutes prepared by Sharon Roper (Clerk) on 17/10/2023

Approved & signed by Richard Armstrong, Chair on 4/12/23