

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 29 January 2024, 4.00pm

Govs present: Adrian Barrass (Vice-Chair); Anthony Hurley; Chris Kneale; Connie Laing; Darinder Shokar; Ed Wynn; Elliot Gill; Heather Roebuck; Jeanette Palmer; John Holroyd; Lisa Wilkinson; Liz Bowen; Mark Howells (via Teams until 17.27); Reuben Byfield; Richard Armstrong (Chair); Samim Mitha; Simon Lett (Principal);

In attendance: Richard King (Associate Governor); Mo Bunter; Magdaline Glynn; Mark Mitchell; Sharon Roper (Clerk)

Apologies: Alison Jones; Marjan Khatib; Mohammed Usman; Stuart Irving; Tom Rowley; Usman Anwar; Karen Wood

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' Devt session (4pm):	Presentation on General Education Policy – the 16-19 Landscape by Simon Lett.	
At outset:	1. Corporation approved S&G Committee recommendation that Stuart Irving be appointed as a full governor for a further 4-year term. 2. Corporation approved S&G Committee recommendation that Connie Laing be appointed as an External Governor (currently an Associate Governor) for a 4-year term.	
1. Welcome, apologies	RAR welcomed members. Apologies received as above.	
2. Declarations	No declarations of pecuniary / prejudicial interest.	
3. Minutes 4/12/23	3.1 Corporation Meeting 4/12/23 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file. 3.2 Matters arising: 1. (4/12/23 Min 4.5.1) Staffing budget, swing towards admin staff – to be covered in the Finance report. All other matters will be picked up on the agenda items and will be covered off.	Clerk

<p>4. CLT's Report to Corporation</p>	<p>4. CLT's Report , previously circulated. CLT summarised key points, highlighting:</p> <p>1.1 Key Events in College – (SLE)</p> <ul style="list-style-type: none"> • Over 3000 applications for AY 2024/25 received, partner school interviews have started, more than 90% attendance from prospective applicants so far. • A1 student monitoring and A2 assemblies (timed in the run up to mocks) have taken place in January. • Annual strategic conversation with DfE and ESFA on 30/1/24. <p>1.2 Update on College strategy – (SLE)</p> <ul style="list-style-type: none"> • Next update will be at Corporation (18/3/24). <p>1.3 Update on Strategic Plans - (SLE)</p> <ul style="list-style-type: none"> • SLE will be meeting with the LA regarding the potential site in the cultural heart (the scheduled meeting was cancelled due to illness). • Kerrie Norman is analysing the GC campus to see if any further building developments can be made. • The new Directors of Finance & Funding and Estates & Operation will work on the long term financial forecast and the estates plan. • Strategy Day has been rescheduled to 17/4/23, so tangible points (see above) can be brought to the meeting. • Aramark has been served notice that the current catering contract will expire in the Summer. Red Box Consulting have undertaken an internal review of catering, a catering tender will be posted on the government 'find a tender' site next week. • CKN asked if in-house catering is still an option – yes, it is. Aramark are expected to apply to tender. • Huddersfield Rail Station will be fully closed for 32 days during March-April 2024 and April-May 2025. This is a significant concern especially due to the proximity of the dates to summer exams. A survey will be sent to students asking how many of them catch the train and from which postcode areas so that plans can be made. HRO said buses will run from the station to the temporary platform near Bradford Road. Four buses will run per hour in peak time and two buses per hour off-peak. AHU asked if security will be in place at the temporary location. SMI asked if this will be a longer walk for students from the temporary platform to GC – yes it will. LWI asked if GC will offer a bus service for students during this period. DSH asked when will we have clarity about this, SLE said there isn't exact information confirming the closure dates as yet. 	
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	<p>DSH asked if digital provision will be offered to students – this is an option that will be looked at. RAR said teaching can be managed but the potential impact on exams needs to be understood. CLT will keep governors informed.</p> <p>2. Staffing Report – (SLE)</p> <p>2.1 Higher than average staff absence, particularly with support staff, four support staff are on long term sick. Other illness is mainly due to cold, flu and covid symptoms.</p> <p>2.2 Staff wellbeing – Staff wellbeing survey, this will be shared with governors as soon as possible.</p> <p>3.1 Variations to retention and attendance KPIs – (MBR)</p> <ul style="list-style-type: none"> - Retention figure remains the same, although 2 students have left, this hasn't moved the KPI percentage yet. - Attendance has dropped by 0.2% across both A1 and A2 cohorts. - Students with attendance below 85% have a letter sent home every week to keep parents/carers informed. - Praise letters have been sent home for those with above 95% attendance. - Work is underway with students who have poor attendance, it does take time for the KPI to increase following attendance improvement. - HRO asked about February 2022 figures in the data provided – this will be corrected for the next meeting (18/3). - RAR said the current KPI was set to get attendance back to pre-covid years, so doesn't want to monitor against data from the last few years. - ABA said the A2 attendance is currently much lower than A1's. MBR said there are many challenging students in the A2 cohort. 'Focus 50' – a group of students that GC is working with around attendance and attitude to learning are largely A2 students. <p>3.2 Update on curriculum – (MMI)</p> <ul style="list-style-type: none"> - A1 parents evening start this week following the recent A1 monitoring days. Attitude to learning is monitored as this is a key factor effecting outcomes. - AP's have been concentrating on the lowest 50 students in college. - HODs are focussing on A2 students working at E and U grade level, they have been offered support sessions and coaching. - 400 students attended the first higher education extension session run by Selwyn college which gives students a taste of HE. - Liaison continues with other sixth form colleges and sharing best practice between GC departments. - Guidance has been issued for teaching contentious themes. History and English departments were involved in putting the guidance together. 	<p>CLT</p> <p>SLE</p> <p>MBR</p>
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	<p>4. Pastoral Report (MGN) –</p> <ul style="list-style-type: none"> - All staff had Safeguarding and Prevent training on 8/12/24. - Gender Questioning Children non-statutory guidance has been issued and is in a consultation stage until 12/3/24. When the guidance is finalised, this will come back to CLT and governors. <p>Single sex spaces like toilets, changing rooms and bedrooms on trips have to be protected.</p> <p>The guideline says that ‘watchful waiting’ must take place for students who wish to change their name or pronoun, although timescales for this are not detailed. Parents have to be informed; this is a big change.</p> <ul style="list-style-type: none"> - A meeting was held in December with CAHMS about eating disorders, CAHMS have agreed to do some training with GC tutors. Eating disorders have increased rapidly since Covid. - Eight CCTV cameras have been installed inside Hirst, and the CCTV policy has been updated. - M&P week feedback will be discussed in the next Mental Health working party meeting. - 172 counselling referrals in the first term, 16 students are currently on the waiting list, and the average waiting time is 10 days. - Wide consultation has been undertaken around student re-engagement and support to study and predicted grades policy. - 1328 UCAS applications so far, the deadline is 30/1/24 (tomorrow). Last year’s applications have been surpassed. Final figure will be available 1/2/24. <p><i>* Correction: The UCAS number should be recorded as: 1192.</i></p> <p><i>The difference in numbers is because the UCAS dashboard was incorrect at the time of the meeting. This has now been rectified and the correct number is 1192.</i></p> <ul style="list-style-type: none"> - 1899 positive attendance letters have been sent out which is 70% of the student cohort. <p>100 letters have been sent home for students with 85% or less attendance.</p> <p>RAR asked about Oxbridge offers, there have been 27 offers, 10 are Oxford and 17 are Cambridge. RAR noted that this is higher than last year.</p> <p>5.1 & 5.2 KPI’s and monthly management accounts –(SLE)</p> <p>Financial indicators, October and November management accounts and narrative, previously circulated.</p> <ul style="list-style-type: none"> - Non-ESFA income has increased due to catering income from Aramark and additional learner support income. - Expected end of year surplus is forecast to be £252,000 higher. 	CLT
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	<ul style="list-style-type: none"> - F&E (15/1/24) agreed that the budget will be recast, this won't result in a material difference to the surplus, the pay contingency will be used in several non-pay lines. - Additional costs are expected for Hirst; F&E committee have asked for a breakdown of these. - F&E also asked CLT to look at the campus fee and potentially a new accounting system. <p>5.3 Update on estates-related matters – (SLE)</p> <ul style="list-style-type: none"> - There are ongoing issues with the heating in Hirst. MBR and UAN have escalated this to DfE. Contractors have been on site, but CLT are not sure this is fully resolved yet. The heating issues have affected the quality of education for students in Hirst. RKI asked if it is a design issue or faulty equipment – it's air pockets in the system. Staff have been bleeding the radiators hourly, but the temperature was only 11 degrees. MBR praised the staff in Hirst for how they dealt with the heating. - RAR asked about issues with the lift in Hirst – this is also an ongoing problem. This will be raised in the next keeping in Touch meeting. - The congestion issue will last another 15 months until Phase 3 is concluded. - The all-weather pitch will now be ready on the original handover date. - GC is hosting a Youth Conference in Hirst on 19/2/24, which Tracy Brabin, West Yorkshire Mayor will be attending. - Formal opening of Hirst is on 23/4/24, governors were asked to make a note of the date. - Phase 3 is still at the asbestos removal stage. Demolition will probably start in mid-February. <p>5.4 Accidents and near misses since last report (SLE) – Since the last report, one near miss and one accident.</p> <p>5.5 Update on risk Registers – (SLE) New Build risk register –previously circulated.</p> <ul style="list-style-type: none"> - The risk register has been discussed at F&E, CDC, and Q&S meetings in January. Following a limited assurance score in the recent internal audit and the auditor's recommendations, SLE has updated the Risk Policy and the risk register for Hirst, this will be used as a template for a possible recast of the main risk register after further scrutiny by A&R committee on 26/2/24. - Scrutton Bland, GC's new internal auditors, have finalised their audit schedule which is going to A&R on 26/2/24 for approval. Risk Management will be an early audit because of the limited assurance score, and they will also look at Financial Controls, Data Management, Course Viability and Business Continuity. 	<p>CLT</p> <p>Govs</p>
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	<p>- The next governor development session (18/3) will be a presentation about the Phase 3 building work and potentially a site walk-round.</p>	Govs
<p>5. Staff Governors Feedback</p>	<p>CKN strongly echoed the frustrations in Hirst building regarding the temperature. Staff and students have sat in lessons in their coats and hats. There have been issues with the automatic doors not shutting which has made everywhere even colder. This is now fixed.</p> <p>CKN asked that staff who work a full timetable, staff who work in large subjects and new staff, are considered during the monitoring days. It's very difficult for them to see all the students in the allocated two days.</p> <p>CKN shared that he had 33 students on day one and 20 on day two (due to surname splits), teachers in maths with four first year classes have found monitoring in two days impossible.</p> <p>HRO asked why the monitoring is done in two day sessions. It used to be across a week of lessons, work was set for students when they weren't in their monitoring one to ones. After consultation this was changed to two full days with students off timetable.</p> <p>RAR asked CLT to look at flexibility for the staff who are negatively affected.</p> <p>EBO said the switch from the former monitoring model is progressive and innovative and helps motivational dialogue with the learners. It also provides an opportunity for effective and timely intervention, when needed. From a HOD viewpoint it pinpoints a parity of learner experience. EBO suggested a pilot to do a QA next year on monitoring across college.</p> <p>EBO shared as a parent of an A1 student at GC, she has been impressed with the conversations undertaken with her child.</p> <p>CKN said colleagues have asked if the Cover policy can be reviewed and simplified. SLE agreed that this can be reviewed. He said that GC are an outlier, most organisations don't pay their staff to cover. Due to the advancements in technology and online learning, other options may be available.</p> <p>CKN said the present system is complex, sometimes staff covering are paid and sometimes they are not.</p>	CLT

<p>6. Student Governors Feedback</p>	<p>RBY summarised the projects that the GCSA have recently been involved with.</p> <ol style="list-style-type: none"> 1. GCSA are encouraging students to register to vote and asked if students can have a husting session or Q&A session with the prospective parliamentary candidates who are visiting college for meetings with SLE and RAR. 2. Elections are current taking place for the new 10 GCSA members. 3. Students experienced noise issues in G block during the construction of the all-weather pitch. 4. Students requested a sign language enrichment, and this will be available from September. 5. Prom committee is in place and has started planning work. 6. Diversity and Inclusion team have been working on LGBTQ month, events include highlighting changemakers, music by LGBTQ artists, wearing a rainbow day and support for the Brunswick Trust. 7. Charity Day raised £2230 for Project Youth Cancer. RBY praised the Charity Officers for all their work, especially as plans needing changed due to the move into Hirst building. SLE added that it was a great day with a good atmosphere. 8. RBY anticipates that student mental health will be a growing concern as anxiety will rise with mock exams taking place soon. Counselling facilities are great and the messaging promoting the services offered has improved. 9. RAR asked for the percentage of Oxbridge offers from the number of students interviewed. This will be available at the next Corporation meeting 18/3/24, with a comparison to last year's data. <p>RBY said the interview day was beneficial to the students involved. Student feedback is that they would appreciate more support on the admissions process.</p> <ol style="list-style-type: none"> 10. In regard to Monitoring, the conversations can be very insightful but communication between some staff and students could be improved. 11. RBY asked what the process is for students with concerns about individual teachers – they should go to their tutor initially or any member of CLT. 12. GC banks with Barclays and RBY is concerned about their environmental record and their investments in companies supplying weapons. He said most students are unaware of GC's bankers but feels that like him, they will be frustrated by this and asked that a more sustainable way to bank is looked into. <p>RAR said banking with Barclays is on the radar, but this hasn't been progressed while the Director of Finance has not been in position.</p>	<p>SLE</p> <p>MBR</p> <p>CLT</p>
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<p>7. Self-Assessment review (SAR)</p>	<p>MBR summarised the Self-Assessment Review, previously circulated, highlighting:</p> <ol style="list-style-type: none"> 1. For the benefit of the newer governors, MBR explained that this is a retrospective document looking at what GC achieved last year, and the areas for development that are being worked on this year. It maps out all aspects of the learner's journey. GC assesses itself in each area. It follows the Ofsted framework because they look at the SAR during their desk based inspection before their in-person inspection starts. This document will be uploaded onto Ofsted's portal on 31/1/24. Any areas of development go into the Quality Improvement Plan (QUIP), which addresses the areas of development. 2. The SAR was discussed at Q&S (11/12/23) and governors requested amendments, these are highlighted. 3. RKI asked how GC assessment of itself compares to the previous year's SAR. It varies – in terms of skills development, further improvements have been made but this continues to be a big focus. With student outcomes, different groups of students underperformed (last year was Pakistani heritage students), this group is a main focus this year. Comparisons to previous years are not undertaken. The structure remains the same each year. RAR said it works like an audit; if things are good there must still be ideas on how to improve further, Ofsted also look for action plans to be in place for development areas. 	
<p>8. External Board Review</p>	<p>RAR gave a verbal update on the External Board Review.</p> <ol style="list-style-type: none"> 1. The external board review is a statutory requirement and must be completed by July 2024. 2. A tender took place last year; Stone king was appointed, and the review has started. 3. Audit & Risk committee will be observed by them on 26/2/24 and the Corporation meeting on 18/3/24. 4. They will interview two governors, two CLT staff and the clerk. 5. Documents requested have been sent to them by the clerk. 6. The purpose of the review is not to receive a pass or fail grade, the review will be developmental and recommend areas that can be improved. 7. A draft report will be issued; they will attend the meeting when the report is discussed, and issues can be raised with them. A summary of their conclusions will be published on our website, the summary is agreed with Stone King before publishing. 8. Professor Ron Hill is the lead reviewer who lives locally, and he is aware of GC. 	

<p>9. Policies & Procedures for adoption by Corporation</p>	<ol style="list-style-type: none"> 1. Revised Terms of Reference for F&E Committee 2. Revised Terms of Reference for CDC Committee 3. Revised Terms of Reference for Q&S Committee <p>The amended Terms of Reference have been recommended for adoption by their relevant committees, most of the amendments reflect the reclassification of sixth form colleges into the public sector. Amendments are highlighted.</p> <p>The Board approved adoption of the Terms of Reference.</p>	
<p>10. Committee draft minutes to note</p>	<ol style="list-style-type: none"> 1. Capital Development Committee 22/11/23 2. Quality & Standards Committee 11/12/23 3. Finance & Estates Committee 15/1/24 <p>There were no questions or comments regarding the minutes of these meetings.</p>	
<p>11. Policies reviewed via Committees</p>	<p>Policies reviewed via Committees (for noting):</p> <ol style="list-style-type: none"> 1. Lettings Policy (F&E Committee) 2. 2023 SEND Policy (Q&S Committee) 3. Mental Health & Wellbeing Policy (Q&S Committee) 4. Mental Health & Wellbeing Intent Statement (Q&S) 5. Student Re-engagement Policy (Q&S Committee) <p>There is a Mental Health & Wellbeing Policy and Intent Statement. As discussed at Q&S (22/2/24) the reason that there is an Intent Statement is that it's a requirement for the gold award in mental health that GC has applied for.</p> <p>There were no questions or comments regarding the updated policies.</p>	
<p>12. Any other business</p>	<p>SLE asked governors who have volunteered for link visits to contact their departments to arrange the visits.</p>	<p>Link govs</p>
<p>13. Confidentiality</p>	<p>None on this occasion</p>	
<p>14. Dates</p>	<p>Next Corporation meeting Mon 18/3/24: Govs' development session 4.00pm, Phase 3 Presentation, (the next stages of the campus redevelopment).</p>	<p>Govs note</p>

Minutes prepared by Sharon Roper (Clerk) on 20/2/2024

Approved & signed by Richard Armstrong, Chair on 18/3/24