

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at M11
Monday 20 May 2024, 4.00pm

Govs present: Adrian Barrass (Vice-Chair); Chris Kneale; Darinder Shokar; Ed Wynn; Frankie Robinson; Heather Roebuck; Jeanette Palmer; John Holroyd; Lisa Wilkinson; Liz Bowen; Mark Howells (from 16.43); Richard Armstrong (Chair); Simon Lett (Principal); Stuart Irving; Viswa Edara

In attendance: Richard King (Associate Governor); Mo Bunter (until 18.00); Lauren Metcalfe (until 18.00); Magdaline Glynn; (until 18.00); Mark Mitchell (until 18.00); Sarah Walters (until 18.00); Tom Rowley (until 18.00); Usman Anwar (until 18.00); Sharon Roper (Clerk)

Apologies: Alison Jones; Anthony Hurley; Connie Laing; Elliot Gill; Samim Mitha; Mohammed Usman

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' Devt session (4pm):	Presentation on Ofsted/Skills by MBR, TRO, and MMI. Governors were asked to complete a governor template for meeting skills needs.	All govs
At outset:	Corporation approved the A&R Committee recommendation that Ed Wynn become Chair of A&R committee.	
1. Welcome, apologies	RAR welcomed members. Apologies received as above.	
2. Declarations	No declarations of pecuniary / prejudicial interest.	
3. Minutes 18/3/24	3.1 Corporation Meeting 18/3/24 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file. 3.2 Matters arising, outstanding actions, paper previously circulated: (18/3/24 Min 6.) SWA gave an update on the Cooksey building heating issues, she's had a meeting with the HODs who work in that building, 2 classrooms have had high	Clerk

	<p>grade window film installed as a trial, if successful it will be rolled out to other classrooms. Cooling towers are now available for rooms in Cooksey. SWA has a meeting scheduled next week with the company who manage the ventilation to review the current ventilation, check it's working and see if it can be upgraded.</p>	
<p>4. CLT's Report to Corporation</p>	<p>4. CLT's Report , previously circulated. CLT summarised key points, highlighting:</p> <p>1. Strategy report</p> <p>1.1 Key Events in College – (SLE)</p> <ul style="list-style-type: none"> • Early mobilisation stage has started with the new caterers, and TUPE meetings will start shortly. • The formal opening of Hirst went well. • Exams are going smoothly so far, DfE has stood GT down during the entirety of the exam period, except half-term. <p>1.2 Update on College strategy – (SLE)</p> <ul style="list-style-type: none"> • CDC committee (22/5/24) will receive a detailed update on the possibility of further provision onsite and discussions held with the LA about the cultural heart. • The academisation conversation is confidential. • The SFCA letter, previously circulated, states that DfE will look at empty MATs in exceptional circumstances, SLE will follow this up to find out more information. • RAR and SLE attended a meeting with Chairs and Principals of HNC and KC on 17/5/24, Jason McCartney, MP also attended. RAR said that the Principal of KC recently met with DfE, DfE are meeting with opposition parties; the Labour party will only have a short pause on the restructure of BTECs and there is no provision by any parties for more capital monies for colleges. The three colleges shared similar issues around transport infrastructure and links, access to capital, the future of A Levels (Advanced British Standard). Variances included growth and the need for expansion at GC. SIR asked about sixth form provision in North Kirklees - this was flagged in the meeting and all participants agreed that North Huddersfield is short of provision. KC suggested the three colleges join to offer sixth form provision based in Dewsbury – this is an option to consider for the future. <p>1.3 Update on Strategic Plans - (SLE) – update due in Corporation (1/7/24)</p> <p>2. Staffing Report – (SLE)</p> <ul style="list-style-type: none"> • Staff sickness absence has improved and so far, is in the best position this calendar year. 	<p>SLE</p>

- The college calendar for next year is almost finished, staff have given feedback regarding the timing of assessments, A2 monitoring and A1 parents evenings, which are being worked on.

3. Curriculum Report

3.1 Retention and attendance KPIs.

- Retention is 0.4% higher than the same period last year but has dropped 0.3% since the last report in March, the reasons students have left GC in this reporting period are linked to mental health.
- Attendance is 1.7% higher than the same period last year but has dropped 0.3% across both year groups since the last report in March. College leaders are working with parents/carers for the students who are causing concerns.
GC's attendance figures are the highest when compared with other Post 16 organisations in Kirklees.
- Aba asked about the KPI data in the CLT report - the figures relate to the data produced for Corporation meeting; monthly data isn't included in this report.

3.2 MMI updated on curriculum:

- A2's left on 17/5/24.
- MMI praised the teaching staff for getting the students exam ready and going the extra mile.
- A2's have been asked to complete an end of year survey.
- A1 progress assessments are complete, and monitoring is taking place 20/5 and 21/5 with discussions around any actions that need to be taken.
- SIR asked how successful recruiting maths teachers has been – this has not been too difficult especially compared to secondary school recruitment.
- SIR thanked the staff in recognition of their volume of work preparing students for exams.

4. Pastoral Report (MGN/UAN) –

4.1 UAN updated on safeguarding and prevent:

- Key staff are undertaking mental health first aid training this week.
- UAN attended a Prevent training update, there have been issues around staff in various organisations making prevent referrals when students have worn clothing in support of causes like Gaza. UAN will run a Prevent update with GC staff before the end of the AY.
- Sextortion is a big issue especially with young men, guidance from the National Crime Agency has been shared with parents/carers and this will also be incorporated into the tutorial programme.

	<p>movements in pay scales and teaching staff over full payroll costs has reduced slightly.</p> <ul style="list-style-type: none"> • LME is looking at investment alternatives for the cash surplus and will update further at the next Corporation meeting (1/7/24) <p>RAR asked about the general expenses line on non-pay, there is an adverse £264,000 adverse variance to the original budget and the recast shows the higher expenditure. LME will look into this and advise RAR of the reason for this.</p> <p>SIR asked about the reason for the bursary overspend, LME is working with the Bursary Manager to understand this and networking with other colleges to see how they deal with bursary. The budget is going down as it is lagged but student need is increasing. LME will report on this to the next F&E meeting (17/6/24).</p> <p>5.3 Update on estates-related matters – (SWA)</p> <ol style="list-style-type: none"> 1. During the exam period there is a cessation of building works. GY will remobilise and work on site during half term. This impacts the overall timeline, the current expected completion date is 25/7/25, but this has not yet been confirmed by DfE. Discussions are ongoing about the schemes of works and order of works to reduce the impact of hitting another exam period next year. 2. Hirst defect resolution has speeded up and the relationship with GT is more customer focussed following a change in their personnel. Some of the bigger defects will be resolved at half-term. 3. Following a partial lockdown at GC, SWA is reviewing the lockdown procedures, processes will be strengthened with a Disaster Management Policy and a separate operational plan. A new lockdown system is being explored, it gives the ability to communicate with every building on site in a bespoke way and will help CLT manage incidents quickly. 4. Mobilisation is underway by the new catering contractors, who spent a day onsite on 16/5/24. They met the catering team informally; TUPE meetings will start after half term. Aramark are happy to exit the contract early, however discussions are ongoing about who will pay the catering staff who are on term-time contracts if Aramark exit early. <p>5.4 Accidents and near misses since last report (SWA) – <i>Details in the CLT report.</i></p> <p>5.5 Update on risk Registers – (SWA) An update has been provided highlighting the changes on the risk registers, this has also gone to A&R and F&E committees. The internal audit on Risk Management is complete. Overall, the feedback was positive with added value</p>	<p>LME</p> <p>LME</p> <p>LME</p>
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	<p>suggestions. This has been turned round since the limited assurance score at the end of last year.</p> <p>The recommendations include how risks are reported into the committees and highlighting the 10 key strategic risks. SIR thanked SWA and EWY for their help turning this round. SWA said it was a CLT team effort.</p> <p>ABA asked for a filter option in column b (risk area).</p> <p>RAR said that the reporting system to governors was also a key theme in the External Governance Review. A meeting with chairs, CLT and clerk will be held to discuss the External Governance Review recommendations.</p> <p>5.6 The Risk Appetite has been updated.</p> <p>Under teaching and learning, SWA has removed the wording 'should a problem occur with the Hirst building' in the risk appetite rationale.</p> <p>Corporation approved the risk appetites.</p>	<p>SWA</p> <p>Clerk to arrange</p>
<p>5. Staff Governors Feedback</p>	<p>CKN said it's a busy time with monitoring and the exam period. He said there is staff anxiety and uncertainty until a replacement for SLE is recruited.</p> <p>ABA asked what can be done to manage the change, CKN said communication is key.</p> <p>RAR said that staff communication has been added to the recruitment process, after the interviews this week staff will be updated.</p> <p>EBO said that colleagues have appreciated the opportunity to participate in the staff panel. Support staff and teachers have volunteered for the staff panel. Colleagues on the panel have submitted interview questions into the process. EBO thanked SLE on behalf of GC colleagues for his input, servant/leader ethos, alchemy and moving GC forward. EBO personally valued his academic expertise and strategic work.</p> <p>RAR said that from feedback he has received, SLE will be greatly missed.</p>	<p>RAR</p>
<p>6. Student Governors Feedback</p>	<p>FRO and VED summarised the projects that the GCSA have recently been involved with.</p> <ol style="list-style-type: none"> 1. FRO said that students have recently been surveyed asking for their views and how they are reacting to current developments. 2. FRO echoed the thanks to SLE for all his work at GC. 3. Pride celebrations will move to October from June, so it doesn't clash with exams. The charity event will support the Brunswick Centre in Huddersfield who support the rights of queer, trans and LGBTQ+ people. The International Day against Homophobia, Biphobia and Transphobia (17/5/24) was a huge success with good community engagement. 	

	<p>4. VED said that Bystander Training for Public Sexual Harassment (PSH) has been delivered, he feels there is an issue with general awareness, there have been reports of PSH, but students haven't seen any visible action. VED would like to see posters in Hirst to highlight this issue and to make use of the display screens to run these messages. MGN said that reports of PSH are dealt with immediately by the pastoral APs. UAN added that some of these incidents happen on public transport and not in college. GCSA will help develop strategy to increase communication around this.</p> <p>5. Culture Day was a success; this year it was trialed as a charity event, and it raised over £500. VED gave feedback that all the performance requests could not be accommodated, there wasn't enough seating and asked that an extended lunch break be reintroduced for this event.</p> <p>6. The Black Student Union have elected a president and research director and are working on recruitment of more students. BSU executives will be invited to attend GCSA meetings.</p> <p>7. In respect of the Peace & Humanity initiative a meeting was held with Kim Leadbeater, MP, it was a productive meeting and local councillors also attended.</p> <p>8. One of the GCSA executive officers is leading an Eid fundraiser to benefit victims of genocide across the world.</p> <p>9. Students are happy with OCS after checking into their social responsibility, environmental and social justice policies. They compare favourably to the previous supplier who students have considered boycotting in the past.</p> <p>10. There is currently a poll in college for students and staff to choose the coffee that will be used in GC's coffee shop. Students are not happy with the branded coffee companies on offer as they have questionable ethics in their business dealings. Students are concerned about these products in the café.</p> <p>SWA said because of this contentious issue three options are being polled, the big brands will not operate the facility if successful, one of the options is an own brand coffee ground locally – this is GCSA's preferred provider. The survey closes on 24/5/24 and SLE asked that students are mobilised to vote.</p> <p>11. SIR asked if there is any feedback from Jewish students – FRO has not heard from any students at GC with a Jewish background.</p>	<p>CLT</p> <p>FRO/VED</p>
<p>7. External Governance Review</p>	<p>RAR summarised the key findings and recommendations of the External Governance Review, previously circulated, highlighting:</p> <p>Overall governance at GC is good but it can be further improved.</p>	

	<p>They made several recommendations including strategic responsibilities and holding CLT to account. A meeting will be held with committee chairs and CLT to discuss implementation and prioritising the recommendations. Some actions are quick hits and others will be worked through thoroughly. An action plan will come to Corporation 1/7/24 for approval. ABA asked if good practice exemplars were provided by the reviewers – SLE did ask for exemplars, the reviewer offered to put him in touch with a college in Glasgow who may share their best practice with GC. SLE will follow this up. ABA said a draft model that can be built upon would be ideal. RAR said one of the suggestions is that reports presented to governors should not be longer than two pages, discussion will be needed around improving and streamlining the processes. The reviewer also offered another contact who has good examples of how KPIs are dealt with. One of the recommendations is that the title of the person is reflected in the minutes, RAR prefers initials being recorded as it helps him remember the discussion. RAR asked for governor views about anonymising the minutes to titles instead of initials. SLE is keen to see the exemplars, as he is concerned about a reductionist approach, and this will need further discussion. ABA feels governors are often presented with too much information. ABA asked that SLE delivers this before he leaves, with the new principal carrying it forward. RAR said the review is a governor responsibility with actions for certain governors, CLT and the clerk. SLE agreed that changes need to be in place for meetings in the new AY, although he doesn't want to introduce something that the new principal doesn't want to continue.</p>	<p>Clerk RAR</p> <p>SLE</p> <p>SLE</p> <p>Govs</p>
<p>8. Annual Accountability Statement</p>	<p>Annual Accountability Statement, previously circulated.</p> <p>The amendments requested have been made, a copy is on the GC website. MBR will submit the document after today's meeting. Governors noted the Annual Accountability Statement.</p>	<p>MBR</p>
<p>9. College Financial Statements 2023-24</p>	<p>College Financial Statements 2023-24, previously circulated.</p> <p>This letter confirms the college financial position is Outstanding. RKI asked about access to the dashboards – RAR said the information can be printed and circulated but the dashboard is last year's data without analysis.</p>	

	<p>ABA asked how much the outstanding result is affected if GC's large balance is spent on capital and estates plan. LME clarified that governors want to know how much can be spent before this impacts our score.</p> <p>Governors noted the College Financial Statements 2023-24.</p>	LME
<p>10. Policies & Procedures for adoption by Corporation</p>	<p>Both policies and the term of reference were previously circulated:</p> <ol style="list-style-type: none"> 1. Support to Study Policy (Q&S committee) 2. LGPS Employee Discretions Policy (F&E Committee) 3. Revised Terms of Reference for A&R Committee (A&R Committee) <p>1. Support To Study Policy – HRO said that CLT and SLT are both mentioned in the document and asked for consistency. SLT refers to the senior leadership team regarding curriculum and pastoral matters and CLT is the college leadership team including operational managers. RAR suggested changing SLT to CLT as SLT members are also in CLT. MBR will make the appropriate amendments. Governors approved the policy subject to the above amendments.</p> <p>2. LGPS policy – Recommended for approval from F&E committee. Governors approved the policy.</p> <p>3. Audit & Risk Terms of Reference - The amendment following the External Governance Review is that the Principal and Chair of the Corporation must not be committee members. RAR pointed out that the Principal is allowed to attend the meetings as an observer. The quoracy sentence needs adding back into the ToR. Terms of Reference approved subject to the above amendment. RKI asked about the recommendation in the External Governance Review to allow Associate Governors to vote in committee meetings. This will be discussed at the EGR action plan meeting and RKI will be updated.</p>	<p>MBR</p> <p>Clerk</p> <p>Chairs of committees /Clerk</p>
<p>11. Committee draft minutes to note</p>	<ol style="list-style-type: none"> 1. Finance & Estates Committee 4/3/24 2. Quality & Standards Committee 8/4/24 3. Remuneration Committee 2/5/24 – Confidential, circulated to External Governors only. 4. Strategy Day 17/4/24 	

	<p>The above minutes were previously circulated. The governors noted the draft committee minutes and approved the Strategy Day minutes.</p> <p>EWY asked about the rolling action log following the Strategy Day. Clerk to provide the matters arising document for governors. RAR said that the relevant committee will have oversight of the action until it's completed, it will then come back to corporation or the next Strategy Day.</p>	Clerk
12. Policies reviewed via Committees	<p>Policies reviewed via Committees, all previously circulated (for noting):</p> <ol style="list-style-type: none"> 1. Visitor Policy & Procedure (Q&S Committee) 2. Data Protection Policy (A&R Committee) <p>Corporation noted the policies.</p>	
13. Any other business	<p>RAR asked all governors to remain and CLT staff left the meeting.</p> <p>RAR gave governors an update on the process around recruiting a replacement principal following SLE's resignation. This discussion is confidential.</p>	
14. Confidentiality	<p>Academisation discussion. Principal interview discussion.</p>	
15. Dates	<p>Next Corporation meeting Mon 1/7/24: Govs' development session 4.00pm, Alumni Session.</p>	Govs note

Minutes prepared by Sharon Roper (Clerk) on 20/6/2024

Approved & signed by Richard Armstrong, Chair on 1/7/24