

## MINUTES OF THE CORPORATION MEETING

**HELD ON TUESDAY 13 OCTOBER 2020**

**Present:**

Pat	Brennan Barrett	Principal	✓
Sharon	Bunker	Staff Governor	✓
Ellen	Buttler	Governor	✓
Bill	Chalker	Governor	✓
Robert	Davey	Governor (Chair)	✓
Tracey	Griffiths	Governor	✓
Philip	Hilton	Governor	✓
Mark	Robbins	Governor	✓
Geraldine	Schofield	Governor	✓
Helen	Scott	Governor	✓
David	Smith	Governor	✓

The quorum for the meeting was six Members.

**In attendance:**

Steve Rankine	Deputy Principal - Finance and Corporate Affairs
Patrick Leavey	Deputy Principal
Phil O'Hara	Vice Principal – Curriculum and Student Progress
Jan Hutt	Vice Principal – HR and Student Services
Gary Brough	Vice Principal (Resources)
Julie Brasier	Clerk to the Corporation

The meeting was held via Microsoft Teams and started at 5.00pm.

1		<b>Welcome and Apologies</b>	<b>Action</b>
	1.1	<p>The Chair welcomed everyone to the meeting to be conducted via Teams. It was agreed that in the event that the Clerk was unable to be part of the meeting for technical reasons, the meeting would be recorded.</p> <p>It was also agreed that microphones would be muted unless a person wished to speak.</p>	
2		<b>Declarations of Interest</b>	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda. Forms for completion for 2020/21 would be circulated by the Clerk.	<b>JB</b>
3		<b>Minutes of the Corporation Meeting held on 16 June 2020 and any matters arising</b>	
	3.1	The minutes of the meeting held on 16 June 2020 were agreed as a correct record and would be signed by the Chair.	
4		<b>Determination of Any Other Business</b>	
	4.1	There would be two additional items.	

5		<b>Election of Vice Chair</b>	
	5.1	Philip Hilton had been nominated as Vice Chair by Bill Chalker and the nomination was seconded by Geraldine Schofield. <b>RESOLVED C[34/20] The Corporation resolved to elect Philip Hilton as Vice Chair until 31 July 2022.</b>	
6		<b>Covid Update</b>	
	6.1	The Vice Principal – HR and Student Services gave a verbal update. The academic year had started differently with the College balancing fulltime education and the need to protect students and staff by reducing the risk of the Covid virus being spread.	
	6.2	Measures taken included: <ul style="list-style-type: none"> <li>• 2 metre social distancing</li> <li>• Face coverings worn in all communal areas</li> <li>• Students to wear face coverings unless there is a health reason why these should not be worn and an exemption is granted – a clear process was in place for this</li> <li>• Constant iteration of required behaviour and sanctions for non-compliance</li> <li>• Robust code of conduct</li> <li>• Due to a rising number of cases, everyone had to follow the College rules on campus and the Government rules when outside the College.</li> </ul>	
	6.3	There had been a small number of positive cases in College and self-isolation took place as necessary for both staff and students. The College's approach was a precautionary one. Tests results were coming back quickly. Where it was necessary for students to self-isolate, they were following remote delivery programmes. Absence data due to Covid was reported to the DfE and the College continued to work closely with PHE.	
	6.4	In terms of safeguarding, there had been no change in the number or scope of cases. If students were having problems in working remotely, space was made for them in the Library. Bursary applications had increased compared to last year. Bespoke programmes of support were being put in place for all students with a vulnerability. All data was being monitored on a daily basis.	
	6.5	<i>How is the switch to remote delivery made?</i> If it is the whole class, it is delivered via IT to students at home. <i>What is the approach if someone is displaying symptoms?</i> A clear process was in place for this. The challenge is if someone is asymptomatic. <b>RESOLVED C[35/20] The Corporation resolved to note the Covid Update</b>	
7		<b>Principal's College Overview Report</b>	
	7.1	The Principal presented her report. <i>Where are we in terms of digital maturity?</i> Whilst there was more to do, considerable progress has been made, particularly in response to the pandemic. Staff have adapted very well to digital delivery. All was now on line. As procedures became embedded, evaluation would continue with CPD provided as necessary.	
	7.2	<i>Has enforced remote learning changed thinking on the curriculum offer?</i> In designing the curriculum, the College had taken into account gaps identified by SEMLEP. The skills learnt this year would fast track the developments for	

		next year. Staff were developing different ideas and approaches. Good practice and ideas were being shared.	
	7.3	<i>What are the changes to qualifications?</i> The implementation of T levels had slowed because of the need for work placements. The DfE were now reviewing this. The College was looking to implement T levels in 2022.	
	7.4	<i>How are students coping?</i> Well – some need support with technology. ‘How to’ guides had been produced; work was being uploaded and sent in. <b>RESOLVED C[36/20] The Corporation resolved to note the Principal’s College Overview report.</b>	
<b>8</b>		<b>Learner Data Monitoring – Update on Current Outcomes including English and Maths</b>	
	8.1	The Deputy Principal presented his report. It was noted that during the summer holidays, staff continued working in order to get students through their exams and assessments. The report gave a preliminary overview. There were some appeals to be processed. The ILR would close soon. The vast majority of results were centre assessed grades. Some results such as the November 2019 resits were exam grades.	
	8.2	Centre assessed grades had been rigorously moderated against past trends to avoid grade inflation. Overall there was a 5-year trend of improvement in outcomes. Retention was strong. For 16 -18, achievement was likely to exceed its target. For 19+ it was likely to be at least equivalent to last year. There would be a detailed review of the data by subject and curriculum area following the submission of the final ILR.	
	8.3	Particular highlights were: <ul style="list-style-type: none"> <li>Public Services had performed well at all levels</li> <li>Sports subjects had done well</li> <li>Motor vehicle courses would have a success rate of at least 90% because of the work done by staff to ensure that assessments continued over the summer.</li> <li>Apprenticeships were indicating an improvement</li> </ul> More details would appear in the Self-Assessment Report which would be reported to the next meeting.	
	8.4	For Maths and English overall achievement was good with an increase in high grades. Functional skills results were above the national average. This year the College would move to solely GCSEs for Maths and English.	
	8.5	There would be no NART tables this year but on the data available the College was expected to sustain its position in the top ten colleges nationally.	
	8.6	<i>Is there a risk of the moderation process downplaying achievement?</i> A careful analysis was made of two terms’ work, which was all that could be considered. Staff know their students well. The centre assessed grades are a fair judgement of students’ ability. By moderating against the ongoing trend in the College’s results, there was less chance of grade inflation. Unexpected grade increases could be reviewed via an audit or Ofsted process. <i>The assessment process has been done with integrity.</i>	
	8.7	<i>Retentions figures for English and Maths show a 3 year trend of improvement - how has this been achieved? Staff need to take credit for this.</i> A range of measures have been employed including close tracking and targeted interventions.	
	8.8	The Vice Principal – Curriculum and Student Progress gave a verbal update on the start to the academic year. The College was using a blended learning	

		model. Student numbers are carefully managed within Covid guidelines. This involved a staggered start to the term. Some students were still getting used to the new routines. There was also a staggered start and end to the College day to manage numbers. The start of term had been safe and steady.	
	8.9	There was more remote working on level 3 courses, with 1 day via Teams or Google classroom. For level 2 courses there was only a small proportion of remote learning. Level 1 and foundation courses were fully delivered in College. To support student engagement with remote learning, space was made available for them to safely work in the Library. If this was not successful, students would be brought back into College for face to face learning	
	8.10	Google classroom is used daily. Maths and English use a software product that combines well with face to face delivery tracking progress and increasing the level of challenge as necessary. The College had designed a digital skills programme taught for 1 hour a week for foundation and level 1 students.	
	8.11	Staff were consistent in their messaging to students in terms of expectations of behaviour. Behaviour was good and compliant. If there were difficulties, these were tackled.  <b><i>RESOLVED C[37/20] The Corporation resolved to note the Learning Data Monitoring Report.</i></b>	
<b>9</b>		<b>KCSIE Update</b>	
	9.1	The Vice Principal – HR and Student Services went through the changes to the statutory guidance. Part 1 of the Guidance had been circulated with the agenda. Changes to the guidance reflected the potential impacts of lockdown. There was a large emphasis on mental health and its links to Safeguarding.	
	9.2	New areas in the guidance included: <ul style="list-style-type: none"> <li>• The risk of criminal exploitation – this had a wide definition</li> <li>• Looking at circumstances inside and outside the family, the risk to the young person e.g. lockdown and financial matters</li> <li>• Young people witnessing domestic violence</li> <li>• Management of agency staff on safeguarding including allegations against agency staff – this was led by the college</li> </ul>	
	9.3	<i>Is there anything that the College will need to do differently?</i> Staff are already very aware of the importance of good mental health and are constantly keep alert to any concerns. The Head of Student Services had very good links with the police and other agencies. He would be presenting his annual Safeguarding Report to the next meeting.	
	9.4	As yet no increase in domestic violence concerns had been seen. The College continued to work closely with families and social services departments. Any issues with supply staff were already handled by the College. <b><i>RESOLVED C[38/20] The Corporation resolved to note the new KCSIE Statutory Guidance</i></b>	
<b>10</b>		<b>Student Recruitment and Enrolment (latest) 2020/21</b>	
	10.1	The Deputy Principal, Finance and Corporate Affairs presented his report. All enrolment this year had been done on line. Recruitment for 16 -18 year olds was not counted until students had attended for 42 days. The College had additional EFSA income due to the increase in student numbers in 2019/20.	
	10.2	Apprenticeship recruitment was lower, but this was predicted due to Covid. HE recruitment was up and 2 new HNC courses had been launched. Adult	

		recruitment this year was at least as good as last year and when numbers were finalised was likely to be an increase on last year.	
	10.3	<i>Any theories on what there have been changes on the pattern of recruitment?</i> The Marketing team will do research on this. Recruitment had been better than expected.	
	10.4	The digital curriculum was embedded in the subject areas rather than shown as a separate recruitment line. Foundation and level 1 students have a digital course within their programme. The digital curriculum featured in specialist areas such as IT and media.	
	10.5	Recruitment to courses in the ACE centre had increased compared to last year. Recruitment was continuing to grow; recruitment targets for 2020/21 were aspirational. <b>RESOLVED C[39/20] The Corporation resolved to note the Student Recruitment and Enrolment report</b>	
<b>11</b>		<b>Management Accounts Up to 31 July 2020</b>	
	11.1	The Deputy Principal, Finance and Corporate Affairs, presented the Management Accounts up to 31 July 2020. These figures were subject to confirmation following the annual audit. Income had increased. Pay costs were below budget, non pay costs had exceeded the budget due to an increase in franchise arrangements and additional equipment costs due to the pandemic. The College would be judged as outstanding overall because of its cash reserves and low gearing. Its current EDITDA measure was 7.1% which was deemed good for this measure. To be outstanding for EBITDA, a college needs to reach 8%.	
	11.2	Lockdown had affected the financial outcome against budget with less income in some areas, but there had also been lower expenditure in other areas. Income had been above budget in part due to DfE funding for the Teachers Pension Fund contribution. Extra high needs funding had also been received which covered the increased costs for supported and additional learning.	
	11.3	There had been additional expenditure on IT to support remote delivery of courses, the purchase of PPE and cleaning. <i>These is a good financial position.</i> <b>RESOLVED C[40/20] The Corporation resolved to note the Management Accounts up to 31 July 2020.</b>	
<b>12</b>		<b>Health and Safety Annual Report and Statement</b>	
	12.1	The Vice Principal Resources presented his report. Covid 19 had had a major impact for health and safety practice, but usual tasks continued with audits, inspections and follow ups. Staff were actively engaging in health and safety matters and the Estates team were visiting classrooms to ensure proper procedures were being followed. Fire drills had been suspended because of Covid, but staff and students are briefed every 6 weeks on the procedures to be followed.	
	12.2	The report gave a breakdown of incidents where students had been taken to hospital. There was nothing in these incidents to give cause for concern. There had been 2 RIDDOR incidents which were fully investigated and changes made where necessary.	
	12.3	To reduce the risk of Covid in College there was a one way system in operation, thermal cameras and the air conditioning system had been isolated. The number of people in each room was limited. Marquees had been erected to allow social distancing for the delivery of dance, music and bricklaying courses. Every room was replenished with PPE supplies on a daily basis.	

	12.4	<p><i>Are there work station assessments for staff working from home?</i></p> <p>The College have liaised with the HSE over this. Their advice was that work place assessments were not needed. However, the College had sent reminders to staff to do these assessments at home and tables and equipment had been offered for home use. If a member of staff had difficulties in working from home, provision would be made for them to safely work in College.</p>	
	12.5	<p><i>This is a good report because of the level of activity and the follow up of external audit actions. How accurate is the near miss reporting?</i></p> <p>There are not many incidents of this type in the College. Practice and procedures are observed and staff are reminded to report near miss incidents.</p>	
	12.6	<p><i>Are departments proactive in response to task sheets (e.g. Manual handling)?</i></p> <p>Yes, and this is also followed up with internal inspections. There was improved use of task sheets.</p>	
	12.7	<p><i>Does First Aid training include mental health?</i></p> <p>Yes, this is covered in learning support and an additional member of staff has been appointed to support this.</p> <p><i>And for staff?</i></p> <p>Mental health is a unit in First Aid training. If there is something in a report related to this, the matter is forwarded to the Head of Student Services.</p>	
	12.8	<p><i>When the next internal inspections are done, will that include Covid?</i></p> <p>All of the Executive Team are doing this all the time. In addition, there are daily checks on the practice in other colleges and what is being reported on HSE visits. The risk assessment is kept under review.</p> <p><b>RESOLVED C[41/20] The Corporation resolved to note the Health and Safety Annual Report and authorised the Chair to sign the Health and Safety Statement</b></p>	
<b>13</b>		<b>Estates Annual Report</b>	
	13.1	<p>The Vice Principal, Resources presented the Estates Annual Report. The College had received a SEMLEP grant for an AM2 Centre and the refurbishment of Cherry building. The report gave details of the key projects undertaken in 2019/20, works done to ensure compliance with Covid requirements across all 4 sites, the cost of utilities and sustainability measures. Lettings and security details were also included in the report. Security incidents had decreased. Lettings have been cancelled for the time being.</p> <p>Considerable investment had been made to support remote learning which included webcams. Enhanced wifi, laptops and chrome books.</p> <p><b>RESOLVED C[42/20] The Corporation resolved to note the Estates Annual Report</b></p>	
<b>14</b>		<b>Quality of Learning Teaching and Assessment Committee Report</b>	
	14.1	<p>The minutes of the meeting held on 15 June 2020 had been circulated with the agenda. There had been a verbal report to the meeting on 16 June 2020. The committee had thanked staff for their hard work in completing the centre assessed grade process.</p> <p><i>Will exams be delayed in 2021?</i></p> <p>This is anticipated. The academic year will be extended and the College was looking at how that would be managed The College has candidates entered for English and Maths GCSEs in November 2020.</p>	

		<b><i>RESOLVED C[43/20] The Corporation resolved to note the report of the Quality of Learning Teaching and Assessment Committee</i></b>	
<b>15</b>		<b>Self Assessment Questionnaire</b>	
	15.1	The updated Self Assessment Questionnaire, part of the Post 16 Audit Code of Practice was circulated. The information provided by a college in this questionnaire informs the regularity assessment which is part of the annual external audit. This year additional questions had been added due to the pandemic; these had arisen following the Audit Committee's consideration Self Assessment Questionnaire at its meeting in June. The Accounting Officer and the Chair needed to sign off the Self Assessment Questionnaire on behalf of the Corporation.	
	15.2	One of the additional questions related to the Public Procurement Notice issued by the DfE. Colleges were expected to continue to pay suppliers during the pandemic as colleges continued to receive their normal funding. Only one contract in the College was affected by this – the cleaning and security contract. This contract has continued to run on the same terms as applied prior to lockdown. The College had remained open during lockdown to some students and cleaned was thus still required. No staff had been furloughed. Maintaining the contract had enabled business continuity.	
	15.3	Other questions included internal controls and governance. The College's established internal control procedures continued as normal with no interruption. Staff had continued to work in line with procedures which kept the controls in place. Governance had continued via Teams instead of face to face meetings and the Corporation had been kept informed of all key impacts and measures in relation to the pandemic. Emergency governance procedures had been put in place, but so far it had not been necessary to implement these. <b><i>RESOLVED C[44/20] The Corporation resolved to approved the updated completed Self assessment questionnaire</i></b>	
<b>16</b>		<b>Committee Membership</b>	
	16.1	Committee Membership for 2019/20 was proposed as follows:  Audit Committee Mark Hall, Philip Hilton, Bill Chalker. Mark Robbins, Geraldine Schofield, David Smith  Quality of Teaching Learning and Assessment Committee Helen Scott, Ellen Buttler, Bill Chalker, David Smith  Governance Committee Tracey Griffiths, Pat Brennan – Barrett, Geraldine Schofield  Remuneration Committee Rob Davey, Philip Hilton, Tracey Griffiths  Task and Finish Group – Digital Academy Philip Hilton, Bill Chalker, Rob Davey. Pat Brennan – Barrett, Mark Robbins  <b><i>RESOLVED C[45/20] The Corporation resolved to approve the membership of Committees for 2020/21.</i></b>	

<b>17</b>		<b>Date and Time of Next meeting</b>	
	17.1	The next meeting would be held on Tuesday 8 December 2020 at 5.00pm  The meeting finished at 7.03pm.	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	