

Corporation Meeting (Joint A&R committee)

Minutes of the meeting held on Tuesday 26th November 2024
4.00pm – 7.30pm Woodlands Campus.

Present	Barbara Hughes – Chair of Corporation Paul Assinder – Chair Designate Tony Lucas – Vice Chair of Corporation Christine Abbott Susie Ankrett Megan Bacalla – Student Governor FE Tasleem Chaudary Rebecca Gater – Principal & CEO Helen Kinghorn Ravi Kumar Mehreen Mirza Graham McKean Dave Nanda Amirun Nehar Cheryl Pidler Donna Poole – Staff Governor Sharmin Rima Harrison Thompson
In Attendance	Heather Hunt – Deputy Principal and CFO, Pete Haynes – Vice Principal HR & Student Services, Sam Bromwich – Director of Corporate Governance, Risk & Compliance, Linda McLaughlin – Assistant Principal Quality and Innovation, Tina Taylor – Senior Governance Officer (minute taker), Michelle Doughty – Director of Estates (one item only)
Apologies	Sarah Horton-Walsh, Lee Jamieson - Vice Principal Quality & Curriculum, Nancy Buckley - Vice Principal Business Growth, Skills & Partnerships.

1. Welcome and Announcements

Michelle Doughty – Director of Estates was welcomed to the meeting and was going to provide an update under item 11.

2. Apologies for Absence

Apologies were received and accepted for Nancy Buckley, Lee Jamieson and Sarah Horton-Walsh.

3. Declarations of Interest

None declared.

4. Membership Update

The report provided information on the composition and membership and any vacancies of the Corporation and its committee's and advise on any appointments necessary.

The following recommendations from the S&G committee were **APPROVED** by Corporation.

- Sharmin Rima appointed as the HE Student Governor effective 1st December 2024 for 1 year.
- Susie Ankrett appointed as Full Member (change to previous membership) effective 24th November 2024.
- Dave Nanda is confirmed a member of the Audit & Risk Committee and Financial Oversight Group effective 1st November 2024

5. Chair's Action & Use of College Seal and Chair's E-Signature

A copy of the Use of the College Seal and Chair's E-signature report was circulated for information and **NOTED**.

6. Minutes and Actions Log of the Previous Corporation Meeting including Confidential Minutes on 8th October 2024.

The previous minutes of the Corporation meeting held on 8th October 2024 were received and **APPROVED** as a true record. The confidential minutes were **APPROVED** and were not shared to Staff and Student Governors due to the sensitive nature of the meeting.

The Chair's signature will be added to both sets of minutes.

6.1 Matters Arising (verbal)

An update was given on matters arising.

6.2 Actions

The actions from the meeting on 8th October 2024, were reviewed and updated. The Chair provided an update on outstanding KCSiE training and reminded governors, excluding new members, to complete it.

Items 11.1 and 11.3 were confirmed as closed. The actions report was **noted**.

6.3 Top Key Risks

The Top Key Risks report was received, a detailed update was provided and discussed in detail.

Regarding the recent 'switch off day' simulation of a cyber-attack, the Principal and CEO noted that feedback was being collated, with most indicating the event went well. There was a general sense of surprise at the smooth execution and increased camaraderie. Some students appreciated the return to basics and direct interaction with tutors. It was confirmed that the exercise has lowered the colleges risk, and the cyber plan has been updated.

Discussions were held to determine whether the switch-off day effectively conveyed all intended points, including any negative aspects. It was noted that while some minor issues with internal processes were highlighted, they were not significant.

A governor recommended prioritising the risk of a cyber-attack as the top key risk. **ACTION**

The top key risks were **NOTED**.

7. Committee Minutes

The committee minutes were shared for information:

- Search & Governance Committee 01/10/2024
- Audit & Risk Committee 15/10/2024
- Additional Search & Governance committee 22/10/2024

The minutes of the Financial Oversight Group (FoG) meeting held on 14/11/2024 were deferred to the next meeting. **ACTION**

8. Principal's Introduction & Update Report

The Principal and CEO's report provided Governors with a start of year update on key areas of the College, and to update on progress against the strategic plan. A copy of the College Strategic Plan update 3 was shared for information.

Strategic Ambition 1

Graduation 2024 was noted as a successful event. Live attendance figures were presented on the dashboard, showing an overall attendance rate of 86%. Attendance details were also explained by course.

An overview of performance in Business, Built Environment, Maths, and English was provided. A new Head of School, who started in the summer, is addressing issues, and staffing has now stabilised. The team is working closely to establish processes and systems, resulting in much stronger tracking of learner progress. The curriculum delivery has been aligned across campuses, and courses have been restricted. Overall, positive progress is being made. Maths and English "MTs" and deep dives are ongoing, and the December Corporation meeting will provide more clarity on learner progress checks. A detailed update on Maths and English was also provided.

The college has been awarded 'Commended' status at this year's Association of Colleges (AoC) Beacon Awards

Strategic Ambition 2

An update on the Education Village with RMF was provided. **A governor inquired** about the necessity of establishing another Special Interest Group (SiG) to discuss the business case. It was agreed to form a SiG and arrange a visit with RMF. **ACTION**

An update regarding recent open events was provided.

Strategic Ambition 3

An update was given about the Cultural Intelligence Development Day.

Strategic Ambition 4

Impact of budget 2024 was discussed and in-depth discussions took place at the joint A&R committee meeting on 26th November 2024.

Strategic Ambition 5 (Reputation)

The Conservative MP for Meriden and Solihull East is planning to visit the Woodlands campus. Additionally, the Stratford upon Avon MP recently visited Stratford.

Two staff members, a Quality Coach & English Lecturer and Sector Skills Lead have been shortlisted as finalists for 'Future Faces' at the GBCC awards. The Quality Coach and Competitions Lead was successful in becoming a WorldSkills trainer. The Lecturer for Adult English & Family Learning / FE Research Lead is now the new Chair of the Research Colleges Group.

Additionally, the Principal and CEO attended a study visit to Vienna organised by the Gatsby Foundation and has been awarded a Fellowship by the Chartered Institute of Further Education

With there being no further comments or questions, the report was **NOTED for information, understanding and decision making by governors.**

9. No items for this agenda item

10. No items for this agenda item

11. Estates Strategy and Investment Plan

The draft Estates Strategy 2024-2034 and investment plan was shared for discussion. The following items were shared for information:

- Turner & Townsend report presented to Corporation in May 2024
- Project Designs – Associated Architects Report
- Project Assessment Guide
- Project Evaluation Grid

Governors provided feedback on the draft Estates Strategy and collaborated with the EMT to prioritise projects.

The Chair noted that the estates strategy priorities were not in the specified order. Questions were raised about the inclusion of employees as stakeholders, which the Deputy Principal and CFO confirmed are part of the growth and digital estate.

A governor inquired about the coverage of adaptability, which needed highlighting. Discussions ensued regarding the ordering of priorities. Another governor questioned the assurance over the £30m, to which the Deputy Principal and CFO responded that it is a work in progress and requires detailed costing. Comments were made about the weighting, suggesting a possible revision post-review.

A detailed group activity was conducted to complete an evaluation grid.

Governors were asked to submit additional comments or feedback outside the meeting. The final Strategy and Investment Plan will be presented to the Corporation on 29 January for approval.

ACTION

12. No items for this agenda item

13. No items for this agenda item

14. Confidential

14.1 Pay Award

CONFIDENTIAL MINUTES NOT FOR PUBLICATION

15. POLICIES

The following policies were **APPROVED**

- Conflicts of Interest Policy
- Risk Management and Board Assurance Strategy and Policy

16. ITEMS FOR INFORMATION

The following items were shared for information:

- Health and Safety Annual Report
- Summary Report Cheshire College South & West Governing Board and Meeting Schedule 2024-2025

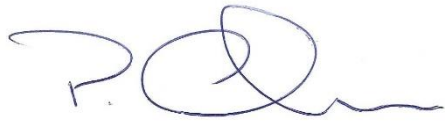
17. ANY OTHER BUSINESS

There were no items discussed

18. FUTURE DATES

Dates were confirmed as per the agenda.

The meeting concluded at 7.50pm

A handwritten signature in blue ink, consisting of a large, stylized 'P' followed by a circular loop and a wavy line.

Signed:

Dated: 29.01.2025