

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Corporation meeting held at College Room G17**  
**Monday 21 March 2022, 4.30pm**

**Govs present:** Chris Kneale (via Teams); Craig Shannon; Danyaal Malik; Ella Briggs; Elliot Gill; Ian Lavan (from 16.45); James Reeve; John Holroyd; Lisa Wilkinson; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving (Vice Chair); Sue Ellis; Vic Wright (via Teams until 18.20)

**In attendance:** Usman Anwar; John Blake; Emmanuel Matuka; Haris Khan; Sharon Roper (Clerk)

**Apologies:** Alison Jones; Daniel Bellanfante; Kasim Sheikh; Mark O'Connor; Michelle Wheatcroft; Mark Mitchell; Mo Bunter

| <b>AGENDA ITEM</b>                           | <b>DISCUSSION</b>  | <b>ACTION</b> |
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| <b>Pre-meeting Govs' devt session (4pm):</b> | No development session.  |               |
| <b>1. Welcome, apologies</b>                 | <p><b>1.1</b> RAR welcomed members. Apologies received as above.</p> <p><b>1.2</b> RAR introduced Emmanuel Matuka and Haris Khan, the two new student governors who are observing the meeting.</p>   |               |
| <b>2. Declarations</b>                       | <b>2.1</b> No declarations of pecuniary / prejudicial interest.  |               |
| <b>3. Minutes 6/12/21</b>                    | <p><b>3.1</b> Corporation Meeting 31/1/22 minutes, previously circulated, clerk to change 'Six Form Colleges' to 'Sixth Form Colleges' at the bottom of page 3, and then approved by Corporation, signed off by RAR, Clerk to file.</p> <p><b>3.2</b> Matters arising</p> <ol style="list-style-type: none"> <li>1. min 4.1.6, RAR asked for governors to volunteer for link visits.</li> <li>2. min 6.6, RAR thanked the governors as the Single Central Register is now complete.</li> </ol> | Clerk         |

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| <p><b>4. Student Governors</b></p>  | <p>RAR thanked Danyaal Malik and Ella Briggs for their contributions over the last year and wished them all the best for the future.</p> <p>Emmanuel Matuka and Haris Khan were ratified as the new GCSA governors.</p> <p>Invite EMA to attend Capital Development Committee 6/4/22.<br/>Invite HKH to attend A&amp;R Committee 9/5/22.</p> <p>Sue Ellis is stepping down as a governor after 7 years and was thanked by all the governors for her contribution over the years.</p>   | <p>Clerk</p> |
| <p><b>5. Principal's Update</b></p> | <p><b>5.1</b> SLE summarised key points from his Principal's Report, previously circulated, highlighting:</p> <p><b>5.1.1</b> Range of KPI's, with commentary on some (below)</p> <ul style="list-style-type: none"> <li>• Attendance: A2 attendance has dipped, this is being monitored and action taken with specific students. KPI retention and attendance are above target, and they continue to be monitored by SLT.</li> <li>• Financials: payroll costs have reduced due to an increase in in-year grants and catering income has increased.</li> <li>• Staff absences: 4 support staff absences but 2 have returned on a phased return and 2 teaching staff with a referral to occupational health. Covid absences has increased substantially in the last week, now almost 20 staff have had positive tests. RAR asked if there are enough staff to cover for those who have covid. SLE replied some outside support may be required.</li> <li>• Summer exams: SLE feels certain they will go ahead.</li> </ul> <p><b>5.1.2</b> Staff forums - SLE summarised the report, previously circulated. RAR suggested that governors should express their appreciation and thanks to SLT when they see good work being done.</p> <p><b>5.1.3</b> Strategic Plan - SLE mentioned the Lead Ofsted Inspector read it and found it useful. CSH asked for an appendix to the plan to include financial projections.</p> <p><b>5.1.4</b> Ofsted Inspection - a discussion was held about last week's inspection, this is confidential until the final report is published in 30 working days' time.</p> |              |

**5.1.5** 16-19 Free Schools/'Elite' Sixth Forms - the paper, previously circulated, has been discussed at the Capital Development Committee (2/3/22).

SLE went through the points that have emerged since the paper was written.

- The Local Authority now agrees that the existing local colleges are best placed to help disadvantaged students get to top universities.
- The two local conservative MPs wrote to Michael Gove (who is dealing with the levelling up agenda). They said that the investment was needed in key stage 2&3 rather than key stage 5.
- Baroness Barran (permanent under-secretary of state for education) replied that this would be targeted where it was needed most. SLE has written to her to say that Greenhead has a proven track record of getting disadvantaged students into good universities and should be given capacity to address this further.
- James Kewin, Deputy CEO, SFCA said that a likely option is to set up, for example, a maths school although you would have to be partnered with a university. SLE though this would be advantageous because it would help Greenhead academise and it would address the capacity issues.
- SLE will do further work on this opportunity and look into universities we can potentially partner with. Further detailed information about 16-19 Free Schools will be available later this year and will be overseen by the Capital Development Committee.
- **LWI asked** if we had a choice of elite sixth forms or academisation. SLE replied they were essentially complementary.
- **RKI asked** how the capacity issue would be addressed otherwise the college will become static. SLE replied that opening a satellite nearby would help Greenhead academise and addresses the capacity issues.
- RKI asked if this should be included in the Strategic Plan, RAR responded that it should in the future when more details are available.

SLE/RAR

**5.2** Staff Governors Feedback – CKN mentioned the fantastic effort that staff made prior to and throughout the Ofsted Inspection and was happy that staff would be rewarded.

Staff were pleased with the enhanced SLT presence in departments during the inspection and want this to continue, SLE said this will be taken forward.

JRE said it had been a great team effort during Ofsted week.

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|  | <p><b>CKN stated</b> that staff find it difficult on subject monitoring day to assess all students in one day and no lessons on Mondays can make lessons go out of synch. SLE replied this will be taken forward during the calendar review where staff will take part in the discussion.</p> <p><b>5.3 Student Governors Feedback – DMA summarised the GCSA report &amp; accounts, previously circulated.</b></p> <ul style="list-style-type: none"> <li>• DMA thanked the governors and SLT for their support and their responses to issues raised. DMA &amp; EBR found the Corporation Meetings and the Governors Strategy Day very useful.</li> <li>• The first environment officer has been elected this year.</li> <li>• Charity day wasn't held last year due to covid, this year it raised £2000.</li> <li>• DMA attended Cop 20 conference in November, the secretary of state has contacted DMA to say he'd like to visit Greenhead soon, DMA has passed on SLE's contact details to him.</li> <li>• EBR thanked UAN for his help and support in her welfare role and thanked the governors for a great experience. She feels she has learnt valuable life skills.</li> </ul>  |  |
| <p><b>6. Finance &amp; Estates</b></p> | <p><b>6.1 JBL introduced and governors considered January 2022 management accounts and narrative, both previously circulated.</b></p> <ul style="list-style-type: none"> <li>• <b>RKI asked</b> for a reminder of what the examination credit is, JBL replied that exam costs had been paid although exams didn't happen due to covid, 25% exam credit has been given back and can be put towards this year's costs.</li> <li>• <b>CSH asked</b> where the credit is shown in the figures, JBL responded it's in the exam figures in non-pay.</li> <li>• <b>SIR asked</b> what the difference is between disadvantage block 1 and block 2. JBL replied that students' postcodes are checked for areas of deprivation and then the college receives funding, and the other block looks at attainments in maths and English.</li> <li>• <b>SEL asked</b> about financial risk and procurement and if the current situation in Russia will affect this and the energy position. JBL stated we have a 2 year fixed energy contract, when the prices rise in April, he expects electricity to rise by £30,000 and gas to rise by £10,000.</li> <li>• <b>CSH wants</b> revised annual budget to be discussed at next F&amp;E meeting.</li> <li>• <b>CSH has noticed</b> that different numbers are quoted in reports for staff cost ratio KPI's. JBL and SLE will</li> </ul> |  |

address this issue in their scheduled meeting on 25/3/22.

- **RAR wanted clarification** on why projected general expenses increase massively in February, JBL confirmed it was exam fees.

**6.2** JBL discussed the 22-23 Funding Statement, previously circulated.

- Total funding gives an additional £2.3 million year on year.
- Until costs are known for the proposed new build, nothing will be put in the budget to earmark the funding, meanwhile the surplus funds will be put on deposit.
- Government pay body have recommended a 3% pay award 2022/23 and 2% the year after for teachers, this will go to the unions and a response is expected in the summer.
- **LWI asked** if staff pay awards were linked to increases in student funding, JBL answered that it's not linked.

**6.3** JBL will prepare a draft budget for the F&E meeting on 28/4/22, with the budget to be approved at F&E 13/6/22 and to go to Corporation Meeting in July.

- **RAR asked** for the 5 year budget to be updated so it can be added to the strategic document.

**6.4** JBL updated the committee on the DfE build. The contract between GT and DfE should be signed shortly, the delay is due to GT quoting for the build in April 2021 and inflation has seen the cost of building materials increase so renegotiation was necessary. JBL is hopeful that they will be on site from 4/4/22. The completion date of the new building is now looking like October 2023 and demolishing the old science building by April 2025.

**6.5** JBL confirmed that when GT sign the contract with DfE they will then give their written price for the proposed new build. RAR explained that if the verbal numbers given by GT match the written price, the Capital Development committee members agreed to a single tender on the basis that in view of the comparative prices, Mace was more expensive, it's the best value to go with Galliford Try.

**6.6** JBL delivered a verbal update from the SFCA funding conference.

- There is a pledge to protect student funding on a 3 year basis to coincide with the spending review. The intention is 2023/24 there will be a 2.2% increase and 2024/25 a 1.89% increase. This is not definite at

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|   | <p>this stage and DfE are currently in talks with the treasury.</p> <ul style="list-style-type: none"> <li>• Additional 40 hours for students next year is a 1 year agreement and can include activities not currently countable, if the hours aren't done there will be no clawback and guidance will be available next month.</li> <li>• Withdrawal of certain BTEC's is delayed by 12 months, they are to be replaced by T Levels which the SFCA considers not currently fit for purpose. Although the government has spent £482 million on T Levels only 6750 students are enrolled on these courses.</li> <li>• Capital Funding has 2 funds, the Condition Improvement Fund is small and there is only a slim chance of post 16 funding and with the Post 16 Capacity Fund colleges must deliver additional capacity which rules Greenhead out due to the current 2800 student cap.</li> <li>• Tuition Funding Catch Up, if there is anything left this year from the £83000 received it would have to be repaid. There will be funding again in 2022/23.</li> <li>• FE Commission are to help colleges manage their finances and increase governance. More information to be discussed at F&amp;E committee (28/4/22).</li> </ul> |            |
| <p><b>7. Risk Registers</b></p>                 | <p><b>7.1 New Build Risk Register</b> – JBL said the register would be checked fortnightly. <b>RAR pointed out</b> that the risks have been allocated to various committees, with the A&amp;R committee having overall oversight. SIR thanked JBL for his work on this document. <b>RKI asked</b> JBL to add a 'failure to control' column to the document.</p>   | <p>JBL</p> |
| <p><b>8. Health &amp; Safety, Wellbeing</b></p> | <p><b>8.1 Safeguarding update (UAN):</b></p> <ul style="list-style-type: none"> <li>• The new process for reporting safeguarding incidents is going well and new safeguarding officer Siobhan Corby has introduced new ideas.</li> <li>• Safeguarding cases are becoming more complex and Duty &amp; Advice, Social Services have been unable to help due to cutbacks, so the college has relied on charities like Pennine Domestic Violence Unit for help. This has been flagged up with the Local Authority. <b>RAR wants to know</b> if the Local Authority are resourcing the local charities.</li> <li>• Usman is looking into him and Kate becoming trainers who can deliver safeguarding training to the college staff as the council training that has previously been used focuses on primary and secondary schools rather than cases from sixth form colleges.</li> </ul>   |            |

- **SEL asked** if safeguarding cases were still increasing. UAN replied that recorded cases September to March 20/21 was 90 and September to March 21/22 was 600 but pointed out that you can't compare the figures due to lockdown with the college being closed for some of these months.
- **SIR asked** about the safeguarding triage system. UAN confirmed that it's working well, Siobhan Corby does the triaging, and the more complex cases are handed over to UAN and KAB.
- SEL confirmed that Michelle Wheatcroft will be the new Safeguarding lead.

**8.2 Covid risks & mitigation**, SLE said Covid cases are increasing, and the situation needs monitoring. **RAR asked** how many Covid tests were left, SLE said the supply was now low. SLE believes there is minimal testing being undertaken by the student body, **EBR pointed out** that the testing kits are now in reception and many students are unaware of their location.

**JRE asked** if plans are in place with exams due to start shortly, there might be difficulties with staff absences and students sitting exams with covid. UAN said further guidance is expected from the government and if students missed their exams, they will not be given a CAG or TAG it will mean a resit in November. A meeting has been planned to discuss mitigations if invigilators are ill.

**8.3 Accidents and near misses (JBL)**, during the reporting period 28/1/22 to 16/3/22, there were 10 accidents and 2 near misses reported. There were 4 categorised as struck against something stationary and 4 slips or trips and 2 off site sporting injuries. No action to be taken on any of these.

**8.4 Staff wellbeing (SLE)**,

- Issues are being taken forward from the staff forums.
- Event will be arranged for all staff to celebrate the Ofsted result.

**8.5 Student wellbeing (SLE)**, treats will be arranged for students as previously mentioned (min 5.1.4). An end of year assembly will be arranged for the A2 cohort who have not had a face-to-face assembly while they have been at Greenhead. An A2 celebratory event will also be organised. **RAR asked** how A2 mocks went, MMI and TRO are collating data on this. DMA said the advanced mock guidance was helpful and the students were well prepared for the exams. **EBR said** there was a noise complaint about hearing music during the exams, SLE replied that during the exams the building work will have started, and they would work to minimise noise with GT.

**DMA said** that Rostron building gets hot in the summer, SLE replied that there is air conditioning that will be used.



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|                                    | <b>SIR asked</b> if Ramadan was on during A-Levels, UAN said it would impact A1 students but not A2.   |         |
| <b>9. Ofsted Inspection</b>        | Already covered in the Principal's report (5.1.4).   |         |
| <b>10. Corporation Composition</b> | <p>SEL reported that work has been underway to recruit three external governors. An external advert was run which generated one applicant and two applicants had previously submitted their CV's.</p> <p>All three applicants have been interviewed, they are strong candidates and the recommendation to S&amp;G Committee is to appoint all of them.</p> <p>They will be ratified at the next Corporation meeting on 16/5/22 which they will be invited to attend.</p> <p>RAR explained that one of the vacancies was generated because VWR is stepping down from a full governor to an associate governor.</p> <p>Both RAR and SEL agreed that a new strategy is required for governor recruitment as the external advert was not very successful.</p> <p>ILA has volunteered to be the Mental Health lead.</p> <p>DBE will resign as (partner school) governor at the end of the academic year, SLE stated that he has contacted all local partner schools to advise them of the vacancy and to date there has not been any interest.</p> <p><b>CSH queried</b> why parent governors have a 3-year term, SEL confirmed that has been the process historically.</p> <p>RAR mentioned his term of office as a Governor is due to end in two months' time but is willing to serve another term if invited. He will speak to AJO as the new Chair of Search and Governance about this.</p> | RAR/AJO |
| <b>11. Link Governors</b>          | <p>SLE asked the governors who will be doing link visits to contact the departments they will be visiting.</p> <p>Any other governors who wish to volunteer please contact SLE.</p>  |         |
| <b>12. Committee draft minutes</b> | <p>Four sets of Committee minutes, both previously circulated, were noted by Corporation:</p> <ol style="list-style-type: none"> <li>1. Search &amp; Governance Committee 7/2/22</li> <li>2. Finance &amp; Estates Committee 14/2/22</li> <li>3. Audit &amp; Risk Committee 28/2/22</li> <li>4. Capital Development Committee 2/3/22</li> </ol> <p>There were no questions regarding the minutes of these meetings.</p>  |         |



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| <b>13. Policies &amp; Procedures for adoption by corporation</b> | <p>Revised Terms of Reference for the Capital Development Committee, previously circulated – RAR has changed the committee from specifically looking at the DfE build to the options to expand and develop Greenhead College.</p> <p>CSH pointed out under (3. Membership) in the document, it reads that project managers from the contractors appointed, are members of the committee rather than can be invited to attend the meetings. RAR will amend the wording.</p> <p>Subject to amending the wording as above, the corporation was happy to adopt the Terms of Reference.</p> | RAR       |
| <b>14. Policies reviewed via Committees</b>                      | <p>None on this occasion.</p> <p>RAR asked each committee to look at the policies allocated to them. RAR is proposing to amend the Terms of Reference on these committees so they will be delegated to update the policies and inform the Corporation.</p>   |           |
| <b>15. Any other business</b>                                    | <p>DMA asked SLE for an update on local colleges joining together in a joint approach for Ukraine. SLE confirmed the local colleges were pursuing their own charitable approach.</p>   |           |
| <b>16. Confidentiality</b>                                       | <p>Matters of confidentiality have been considered when drafting these minutes. Confidential discussion and email not to be shared regarding Ofsted Inspection.</p>  |           |
| <b>17. Dates</b>   | <p>Next Corporation meeting Mon 16/5/22: Govs' development session 4.00pm (SEND), Corporation Meeting 4.30pm.</p>  | Govs note |

**Minutes prepared by Sharon Roper (Clerk) on 28/3/2022**

**Approved & signed by Stuart Irving, Vice Chair on 16/5/22**