

GREENHEAD COLLEGE CORPORATION
Minutes of Corporation meeting held at College Room G17
Monday 4 July 2022, 4.00pm

Govs present: Alison Jones (until 5.55pm); Elliot Gill; Emmanuel Matuka; Ian Lavan; James Reeve; John Holroyd; Jon Walker; Kasim Sheikh (from 4.35pm); Lisa Wilkinson; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving (Vice Chair)

In attendance: Mo Bunter; John Blake; Mark Mitchell; Usman Anwar; Sharon Roper (Clerk)

Apologies: Adrian Barrass; Chris Kneale; Craig Shannon; Daniel Bellanfante; Haris Khan; Heather Roebuck; Mark O'Connor; Michelle Lister; Vic Wright

AGENDA ITEM	DISCUSSION	ACTION
Pre-meeting Govs' devt session (4pm):	Stuart Strathdee, Sustainability Lead, was welcomed by SLE and led a presentation & discussion on Developing a Sustainability Strategy.	
1. Welcome, apologies	RAR welcomed members. Apologies received as above.	
2. Declarations	No declarations of pecuniary / prejudicial interest.	
3. Recommend Richard Armstrong for a further 4-year period as governor	Corporation agreed with S&G Committee recommendation that Richard Armstrong be appointed as a full governor for a further 4-year term.	
4. Ratification of Associate Governor	Mohammed Usman was ratified as an associate governor for a 1-year term.	
5. Minutes 21/3/22	5.1 Corporation Meeting 16/5/22 minutes, previously circulated, approved by Corporation, signed off by RAR, Clerk to file.	Clerk

	<p>5.2 Matters arising:</p> <ol style="list-style-type: none"> 1. (item 6.11) JBL will prepare a financial induction briefing for the new governors and clerk will circulate to them. 2. (item 7.1) JBL has updated the Risk Register to reflect the actions and will discuss under item 8 (below). 	JBL/Clerk
<p>6. Principal's Update</p>	<p>6.1 SLE summarised key points from his Principal's Report, previously circulated, highlighting:</p> <ol style="list-style-type: none"> 1. Range of KPI's, with commentary on some (below) <ul style="list-style-type: none"> • Retention is 95.2%, attendance is 94%. • Financials: payroll costs are 70.2%; projected end of year surplus of £1.3 million. • Staff absences: support staff 3.2%, teaching 2.1%, overall, 2.5%. • Long term sickness: support staff, two cleaners, one who has now retired, three teaching staff, two have now returned and one will return in September. 2. Covid had a minimal impact on exams, 17 students missed an exam, the college has applied for special consideration to the exam board for these students. During the last 2/3 days Covid has risen considerably affecting students and staff, and a watching brief is required. Staff training and leavers speeches may have to be moved online next week. 3. Due to the Arriva bus strike 34 students were live streaming. 4. A1's end of term is 8/7. Bridging Day for Year 11's is on 11/7, and Year 10 open mornings are taking place this week. 5. At the recent SFCA conference, Graham Baird, who represents the employers in the teachers' pay negotiations, didn't say anything to suggest next year's budget and contingency needs revising regarding teachers' pay. The negotiations start in July, the unions have submitted a claim for 11.7% and most colleges have budgeted between 3 to 5%. 6. Between September 2022 and September 2025 Ofsted will do a full inspection of all colleges, which will focus on the colleges' contributions to meeting skills needs. Ofsted will hold meetings with governors specifically around skills. MBR will present a paper regarding this at Q&S (12/9). 	MBR

	<p>7. DfE's response was excellent in relation to the noise disruption during exams and liaised with GT to stop the building work. During next years exams the builders will be working on the interior, but this is next door to Rostron where a lot of the exams are held. MBR is looking into an external venue, this would be a big logistical exercise as JCQ have very strict guidelines in relation to using external venues. SLE said that governors should expect exam grades to fall from 2020 and 2021 when they were derived internally.</p> <p>8. RAR requested that the report detailing staff appointments presented to governors should confirm if the appointments are internal or external.</p> <p>9. RKI asked why the latest management accounts are from April not May. JBL replied this was due to illness and disruption in the Finance Office and hopefully May accounts will be available later this week.</p> <p>6.2 Staff Governors Feedback – JRE said it was good to see Year 10 students back in college for the first time since Covid for the open mornings.</p> <p>6.3 Student Governors Feedback – EMA said that students are enjoying M&P week which will include events like dog therapy and aromatherapy. A1s are beginning to plan their prom for next year. Pride week was successful, some students thought it happened too late into Pride month, but EMA explained this was deliberate, so it didn't clash with A2 exams. GCSA will do more advertising to promote these events in the future.</p> <p>SIR said he had been in college during Culture Day, and he was very impressed.</p>	<p>SLE</p> <p>JBL</p>
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<p>7. Finance & Estates</p>	<p>7.1 JBL introduced, and governors considered April 2022 management accounts and narrative, both previously circulated, highlighting:</p> <ol style="list-style-type: none"> 1. Budget surplus originally set for £987,000, due to in-year funding the expected year end surplus is £1.29 million. 2. Staffing is slightly over budget, due to expenditure on top up tuition costs and sickness cover. 3. Premises expenditure includes improved changing facilities, car parking and security at Highfields. The changing facilities are in a shipping container, a decision was taken not to install a new shipping container with newer facilities at a cost of £200,000. 4. The fire alarm system has been updated at a cost of £25000. 5. Cash and investments in the bank of nearly £3.77 million, this surplus is being saved for potential future development. 6. RKI pointed out that some of the formulas are wrong in the end column of the summary in the accounts. JBL replied that the accounts were issued as draft when he was ill with covid and have now been corrected. 7. EMA said Highfields sports facilities are better but questioned why the decision was taken not to spend £200,000 on improving them further. UAN said the area where Highfields is situated was taken into account and it was felt anything new in that location would be damaged very quickly. 8. RAR said that the forecast out-turn has seen a downward trend, JBL said there has been general expenditure on premises (<i>see above 7.3</i>) and also repairs to a flat roof and staff pay, and it's nothing to be concerned about. 9. RKI asked about Barclays improving their interest rates, JBL responded that their rates haven't increased much whereas the cash platform rates have increased and he continues to monitor them both. 10. RAR asked JBL to send May accounts to all F&E committee members, clerk to circulate the information when the accounts are ready. <p>7.2 JBL introduced and governors considered Budget 22-23, previously circulated, and Assumptions 22-23, paper handed out prior to the meeting. Highlights were:</p> <ol style="list-style-type: none"> 1. ESFA in-year grant has increased by £1.8 million. Additional top-up funding of £89000 will also be made available. Capital grants reduces by £20,000. ALS funding is assumed at similar levels to 21-22. 2. Paying the VAT on catering does not continue into 22-23. There should be some profit sharing from catering next year, but the amount is unknown. 	<p>JBL/Clerk</p>
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3. Staffing numbers are expected to remain relatively static with a few increases to support staff.
4. A pay rise of 3.5% has been assumed. A contingency has been put in place in case a higher increase is agreed.
5. Higher National Insurance increases the salary bill by £120,000.
6. Most departments have staff that have pay increments.
7. Non-Pay budget lines have been increased by 5% because of expenditure rising due to inflation.
8. Support staff training has increased by £10,000.
9. Licence renewals have increased above the level of inflation.
10. Examinations increases are usually confirmed September/October, an increase of 5% plus 3% has been assumed.
11. Electricity and gas is usually £30,000 and it's possible this will rise to £100,000.
12. Repairs and maintenance figure has been increased by £20,000 to cover the higher costs of materials.
13. Budget of £50,000 for costs of planners, architects etc for potential development of Park building.
14. £450,000 capital costs for boiler replacements and fire detection hardware.
15. Operating surplus is budgeted to be £2.2 million at the year end with cash flow of an additional £2million, staff cost ratio will be 67% due to increased funding received.

16. JHO said that at F&E (13/6) the budget was approved subject to anything further coming out of the SFCA Summer Conference. JHO said the income is fixed in principle. RAR said information from the summer conference means income may increase depending on the outcome of the ONS reclassification, the government minister said he didn't want anyone to lose out and in fact wanted them to gain funding. There is potential to gain but no guarantees of this.
17. JHO said the assumptions of costs increasing are fair. Beyond next year the student numbers cannot increase and it depends on the rate we are funded per student, there are inflationary pressures and wage rises and therefore the longer-term plan is looked at during every F&E meeting.
18. SLE said another factor of the ONS reclassification is the college's ability to borrow commercially, this decision should come in September. SIR asked which decision will benefit the college and RAR said it depends if you are looking at revenue or capital.
19. JBL asked if it was yet known if existing borrowing would have to be repaid if the reclassification went ahead. RAR said they indicated it might follow what happened in Scotland which was a phased approach.
20. RAR and SLE have written to the government minister to seek clarification on how the college can expand its capacity should we be reclassified and there is no access to capital from the government.

	<p>21. SIR said he feels a provisional pay increase of 7% needs to be looked at, RAR said JBL has modelled 5% increase each year and the impact that has. SLE said industrial action cannot be ruled out next year.</p> <p>22. RAR asked when the catering contract is due for renewal, JBL said it runs for three years and after that it can be ended or renegotiated for another two years. The contract was signed October 2021 and RAR said it will then need looking at in 2023-24.</p> <p>23. RAR asked if the exam budget figure takes into account a higher student cohort number as well as assumed exam fee increases, JBL confirmed it did.</p> <p>24. RKI asked if the agreed pay rise will be incorporated into the management accounts report next year because the agreed pay rise might be known by September and then the figures could be adjusted. JBL said any adjustments will be agreed by F&E Committee. RAR said when there is agreement to increase budgets JBL will document this so there is no confusion between previous and currently agreed budgets.</p> <p>Corporation approved the budget.</p>	
<p>8. Risk Registers</p>	<p>New Build Risk Register:</p> <p>JBL will make an addition to the risk register regarding the proposed new build as the ability to raise finance will be affected if the ONS reclassification is agreed.</p> <p>RAR explained that the government minister said at the SFCA Summer Conference that bidding for expansion grants will happen in September and said the grant funds have to be spent the following year. As this does not allow enough time for planning and there is nothing available longer term this point has been included in the letter sent to the minister (<i>item 7.2.20 above</i>).</p> <p>JBL said if GT can work through the exam period next year, they may be able to handover the building during the summer holidays. The new car park has been handed over ahead of schedule already.</p>	<p>JBL</p>
<p>9. Health & Safety, Wellbeing</p>	<p>9.1 Safeguarding & Student Wellbeing update: Annual Safeguarding Report, previously circulated, summarised by UAN. Greenhead achieved a grade 3 (the highest grade) in the annual Kirklees Safeguarding Audit and during the Ofsted Inspection it was marked as effective (again the highest grade). Incidents recorded on CPOMS (Child Protection Online Monitoring System) has increased to 868 in 2021-22.</p>	

Incidents recorded were 328, 2019-20 and 409, 2020-21. The college has remained open throughout this academic year, whereas the previous 2 years there were closures and online learning due to Covid. The increase in cases may also be a result of incidents happening 2019-21 but only being reported by students when they are back in college full time.

The safeguarding team has been increased to 12 staff and a full-time safeguarding officer and there is now a new triage system in place.

Following the Ofsted review of Sexual Abuse in Schools and Colleges, several initiatives have been put in place including an email address introduced to report public sexual harassment, and a recording by Greenhead students is playing in Huddersfield bus and train station explaining how to report sexual harassment.

Safeguarding training will be delivered by Kirklees initially next year but UAN will take over the delivery of this training to staff once he has completed a course.

Student area supervisors has been increased to four, who also supervise the main entrances to college during the construction work.

Safeguarding team meetings are held weekly and links have been established with local agencies.

There have been 5 Prevent referrals this year, in the last 3 years there was only 1 referral.

KSH feels it's a positive move to deliver the safeguarding training in college as he has concerns about some aspects of the council's training.

KSH asked about the rise in Prevent referrals, UAN gave more details about the incidents that led to the referrals and the outcomes.

EMA asked about the triage system and said students tend to approach their tutor or a member of the safeguarding team for help. UAN said the triage system will be promoted more widely throughout college and all students will become aware of who the safeguarding officer is.

RAR asked if the staffing profile needs to change because of the increase in incidents and knowing this will help JBL plan the budget. UAN said it was impossible to tell if the incidents will continue at the same level. MBR said that due to GDPR this information is not released by schools about the cohort of students enrolling in September, so it is a reactive process.

RAR asked if future reports could detail the breakdown of student numbers in Tier 1, 2 and 3.

UAN

	<p>9.2 Covid risks & mitigation, SLE said this remains a watching brief due to the increase in cases.</p> <p>9.3 Accidents and near misses (JBL), in the period from 11th May to 1st July there have been 4 reported accidents; 1 struck against something fixed or stationary, 2 slips, trips or falls and 1 exposed to harmful material, this happened in a chemistry lesson. None required a hospital visit.</p> <p>9.4 Staff wellbeing (MBR),</p> <ol style="list-style-type: none"> 1. This week is Mental & Physical Wellbeing Week where staff are encouraged to do activities to help them and also their students. 2. Performance Management Reviews are underway, individual staff wellbeing is discussed as well as targets. 3. Next Wednesday (13/7) is Staff Wellbeing Day, this is a range of activities, on and off site, that staff can enjoy with their colleagues. 4. College safeguarders have access to an external counsellor and the number of staff who have used the service this year has increased. <p>9.5 Student Wellbeing – EMA said students have been anxious about predicted grades, but teachers have reassured them that they will have opportunities at the start of next year to raise their grades. Students are looking forward to the end of term.</p>	
<p>10. Enrichment Update</p>	<p>SLE introduced the Enrichment paper prepared by Tom Rowley with input by Neil Harper the Enrichment Co-ordinator, previously circulated.</p> <p>SLE said it has been great to run a full range of enrichments again following Covid disruption. This year there were 105 enrichments, the most the college has ever run.</p> <p>The challenges have been space, rooms, and staffing to accommodate a bigger cohort of students and the sporting enrichments were affected by the loss of the all-weather pitch. SLE said it was the most successful year for sport at Greenhead since he's been principal and this was all credit to Sue Young, HOD, and all the PE department. New enrichments are detailed in the paper and Ofsted were very impressed during their inspection. Next year's planning has been completed, there will be some new enrichments and it remains an important part of college life. Support staff, students and volunteers will also be leading enrichments. SLE said the enrichment programme was a credit to Neil Harper who runs it. RAR congratulated the enrichment team and also thanked LWI, one of the governors, who also runs an enrichment.</p>	

<p>11. PaWS</p>	<p>Project and Work Shadowing Week – UAN summarised his report, previously circulated.</p> <p>PaWS has run at Greenhead for over 30 years. During Covid students couldn't go out on placements so last year 'Step Into' was introduced which was a series of live webinars.</p> <p>This year students could take part in projects, talks, workshops, visits, and research tasks.</p> <p>1469 students participated, 29 bespoke timetables were created, 140 external organisations were involved. 82 students organised their own work placements.</p> <p>A careers fair was held at Greenhead and 70 organisations came into college.</p> <p>UAN thanked Claire Barnes and Sophie Jagatia for their hard work organising PaWS week.</p> <p>Next year is likely to be a similar format as work placements will probably continue to be limited.</p> <p>SLE said it was a successful week even with the challenges of Covid and a larger cohort of students, and the feedback has been very positive from students and parents.</p> <p>UAN said it was important to keep building placements in order to give students from all backgrounds the opportunity to visit workplaces.</p> <p>JRE said as a teacher he had ownership of planning what he could offer the students who got a lot more out of their week. He said the timing was difficult because it coincided with A Level exams. MBR confirmed next years PaWS week has been moved back in the calendar, so it doesn't clash with exams.</p> <p>RKI asked if the college receives feedback from students post university about their experience at Greenhead. JRE said this has been done informally in his department with several ex-students who returned and talked to the students in PaWS week.</p>	
<p>12. Chair & Vice-Chair election process</p>	<p>Election for Chair & Vice Chair will take place in the Corporation Meeting (3/10), a briefing paper on the process has been provided, previously circulated.</p> <p>Anyone can stand as chair or vice chair, if there is more than one candidate for these posts the clerk will run a ballot.</p> <p>RAR and SIR both indicated they are willing to stand again but both will be happy to withdraw from the process if others are interested.</p> <p>Clerk to email Governor's week ending 2/9/22 with a request for nominations.</p>	<p>Clerk</p>

<p>13. External Governance Review</p>	<p>RAR said this has been introduced by the Government in legislation that all FE's, 6th form colleges but not academies, are now expected to have an external governance review. This will check that our processes, operation, how governors work, and committee structures are fit for purpose or if they can be improved.</p> <p>The review must take place within 3 years. Due to the recent excellent feedback from Ofsted, RAR suggested that the External Governance Review is revisited in a years' time.</p> <p>A local college was involved in the pilot and the review cost them £5000. SFCA are developing a team of governors to undertake the external reviews which Greenhead might want to use.</p>	
<p>14. Committee draft minutes to note</p>	<ol style="list-style-type: none"> 1. Search & Governance Committee 6/6/22 2. Capital Development Committee 23/5/22 3. Finance & Estates Committee 13/6/22 4. Quality & Standards Committee 20/6/22 5. Audit & Risk Committee 28/2/22 <p>There were no questions or comments regarding the minutes of these meetings.</p>	
<p>15. Link Governor Visits</p>	<p>An update on this year's Link Governor Visits, previously circulated. Details of the visits are available for all to view on the governors' section of Teams (a link has been provided).</p> <p>Governor Link Visits that have not been completed yet will be carried forward to next term.</p>	
<p>16. Mission Statement</p>	<p>SLE said the Mission Statement is reviewed annually, no changes were made.</p> <p>The Corporation approved the Mission Statement.</p>	
<p>17. Policies reviewed via committees</p>	<ol style="list-style-type: none"> 1. Fees & Charges Policy (F&E Committee) 2. Reserves Policy (F&E Committee) 3. Bursary Policy (F&E Committee) 4. Whistleblowing Policy (S&G Committee) 5. Independent Professional Advice (S&G Committee) 6. Code of Conduct for Governors Policy (S&G Committee) 7. Admissions Policy (Q&S Committee) 8. Performance Management (Q&S Committee) 	

	<p>9. Predicted Grades Policy (Q&S Committee) 10. SEND Policy (Q&S Committee) 11. Staff Health & Wellbeing Policy (Q&S Committee) 12. Staff Privacy Notice (Q&S Committee) 13. Student Re-engagement Policy (Q&S Committee)</p> <p>(4) Whistleblowing Policy – JHO questioned if the policy should refer to everybody in college including governors as it reads as though it only applies to staff. Wording needs to be amended to reflect this.</p> <p>RAR said the new process is for the committees to review and update policies and Corporation will identify any issue, otherwise the presumption is that the policies are ratified and approved. KSH has suggested an improvement for process and procedures next year and RAR will update Standing Orders and Schemes of Delegation to reflect this.</p> <p>Standing orders and Schemes of Delegation will come to Corporation next year after each committee has the chance to review them and make suggestions.</p>	Clerk
<p>18. Governors Personal Contact Details</p>	<p>This is only shared with governors and the HR department, please contact Clerk if any information is incorrect.</p> <p>SLE pointed out that all emails should be sent to governors' greenhead email address due to GDPR and security. Clerk to update contact details.</p>	Clerk
<p>19. Governor Skills Matrix & Self-Assessment Surveys</p>	<p>The surveys have now been moved online, the questions asked are unchanged from last year.</p> <p>Clerk will send out link to all governor's w/c 11/7 and the surveys need completing by 31/8.</p>	Clerk
<p>20. Governors Strategy Day</p>	<p>Strategy day is a whole day event on Thursday 3rd November at Yorkshire Sculpture Park. RAR explained the outline agenda previously circulated. An evening meal is also included for those who wish to stay and socialise. RAR asked governors to send him any further ideas for discussion.</p>	
<p>21. Meeting Schedule Academic Year 2022/2023</p>	<p>Dates for Committee Meetings 2022/23.</p>	Governors to note
<p>22. Any other business</p>	<p>1. ILA who has worked with the careers department in his link visits shared an email from Zoe Smith, Careers Leader, that the department has passed the Careers Quality Standard Inspection, this has to be externally verified and the official notification report will take a few weeks.</p>	

	<p>MBR said the judgement of 'fully meets criteria' has been recommended. RAR congratulated the careers team.</p> <p>2. Confidential matter raised by Richard Armstrong to Governors and Associate Governors, SLT staff left the meeting prior to this discussion.</p>	
23. Confidentiality	<p>Principal's paper about Maths Schools Prevent discussion around the details of referrals and outcomes. Confidential matter about a staff member.</p>	
24. Dates	<p>Next Corporation meeting (AGM) Mon 3/10/22: Govs' development session 4.00pm (TBA), Corporation Meeting 4.30pm.</p> <p>Other dates to note: Mon 12 Sep: Quality & Standards Committee, 4.30pm Mon 19 Sep: Audit & Risk Committee, 4.30pm Wed 21 Sep: Capital Development Committee, 4pm, Teams</p>	Govs note

Minutes prepared by Sharon Roper (Clerk) on 11/7/2022

Approved & signed by Richard Armstrong, Chair on 3/10/22