North Warwickshire and South Leicestershire College

MINUTES OF A MEETING OF THE CORPORATION

Thursday 12th October 2023 at 6pm - Room 4-49 - Wigston Campus

Present:	Mr Simon Kirby, Prof Ray Linforth, Mr Anil Majithia, Mr Steve Maxey, Mrs Marion Plant, Mr Clive Read, Mrs Tracey Simkins, Mr James Stanley, Dr Rebecca Suart and Dr Andrew Turner.
In attendance:	Mr Colin Butler (Executive Director People and Culture), Mr Ben Crook (Vice Principal Quality), Mr David Poole (Chief Operating Officer), and Mrs Rachel Marshall (Clerk).

Ray Linforth welcomed everyone to the meeting..

Katy Urwin introduced a briefing on the College's provision for high needs learners, providing a detailed overview with Paula Jenney on the following areas: an explanation on the definitions and acronyms commonly used in this area, the number of learners who fell within the definition of high needs learners together with learners who had an educational health care plan (ECHP), the College's overall intent in terms of the support it provided and how it was provided, the identification of support needs, the journey a high needs learner undertook during their time at College, the curriculum activity for high needs learners which met local, regional and national skills demands, the co-ordination of support, and the outcomes for high needs learners in 2022/3.

Members raised a number of questions during the presentation about local authority funding, whether the College worked with voluntary organisations and if so how this took place, the use of comparative data including some questions concerning diversity and whether deep dives were taking place in this area.

Katy Urwin confirmed that deep dives were taking place to test a number of changes which had been implemented.

On behalf of the Corporation, Ray Linforth thanked Katy Urwin and Paula Jenny for their very informative presentation.

Katy Urwin and Paula Jenny left the meeting at 6.14pm.

1. Routine And Standing Items

1.1 Apologies

Apologies were received from Craig Humphrey, Helen Holley and Paul Lawrence.

1.2 Declaration of Interests

No further declarations, in addition to those previously disclosed, were received.

1.3 Minutes of a Meeting held on Thursday 6th July 2023

The minutes of the last meeting, held on Thursday 6th July 2023, were unanimously approved. (Proposer: Anil Majithia; seconder: Tracey Simkins).

1.3.1 Schedule of Actions

Members noted the schedule of actions.

1.3.2 Matters Arising

There were no matters arising.

1.4 Chair's Action

Ray Linforth reported that he had taken no Chair's action since the last Corporation meeting on Thursday 6th July 2023.

2. Teaching, Learning & Assessment (TLA)

2.1 Emerging College Achievements for 2022/23

Ben Crook introduced the paper, which provided information as to achievement rate forecasts. A discussion about this had taken place at the recent Students Learning & Quality Committee meeting, national achievements rates would be available in the early new year.

Ben Crook reminded Members of the context relating to the impact of Covid-19, the use of teacher assessed grades (TAGs) and the inflation of GCSE results which had impacted on achievement rates.

Members asked whether there was an aspiration to meet or exceed the improvement?

Ben Crook confirmed that there was. He would identify benchmarks which were available against the College's student profile for the vast majority of past qualifications to include in the Self-Assessment Report, which would be presented at the next Corporation meeting.

Following discussion, Members received the report.

3. Strategic Development

3.1 Confidential - Principal's Briefing Update

3.2 Strategic Objectives 2022/23 Closing Position

Ben Crook introduced the paper which presented the closing position of the strategic objectives for 2022/23.

Following discussion, Members received the paper.

3.3 Strategic KPI Dashboard 2022/23 Closing Position

Ben Crook emphasised that well over 1000 students were at 100% attendance and one part of the strategy was to celebrate students who were above the College target of 90%.

Members highlighted that the interventions were impressive within the timeframe.

Following discussion, Members received the report.

3.4 Strategic KPI Dashboard 2023/24 Opening Position

Ben Crook introduced the paper which provided an overview of the proposed KPI dashboard for 2023-24. No significant changes to the 2022/23 performance indicators were suggested. The proposed targets were based on improvements made against previous College performance and / or the latest national rate for comparison.

David Poole explained the discussion of sustainability issues were now included in the Student Parliament, which was working well.

Following discussed, Members received the report.

3.5 Accountability Statement

Ben Crook introduced the paper explaining that updated versions of the Local Skills Improvement Plans had been published by Warwickshire County Council and Leicestershire County Council and therefore the College's accountability statement had been updated to reflect those changes. The updated accountability statement, once approved, would be published on the College website.

After discussion, the annual accountability statement was unanimously approved. (Proposer: Andrew Turner; seconder: Simon Kirby).

4. Financial Matters and Arrangements for Internal Control

4.1 Confidential - Update on Recruitment and Financial Implications

4.2 Confidential - Update on Progress against Financial Outturn 2022/23

4.3 Annual GDPR Report 2022-23 incl. Summer Term 2023

Rachel Marshall introduced the paper giving an overview of the activity which had been undertaken over the summer term 2023 and the outcomes of trend reporting for the whole academic year 2022/23. The report had been provided to the Audit Committee for consideration. An overview of the work being undertaken to ensure GDPR and data protection compliance was provided.

The Chair of the Audit Committee indicated that the report provided a good level of detail and good control.

Following discussion, Members received the report.

5. Governance

5.1 Written Resolutions and Sealing of Documents

Members noted the following outcomes from a recent written resolution:

i. The approval of the award of the Waste Management Contract and the delegation of authority to the Principal/Chief Executive Officer and the Chief Operating Officer/Deputy Chief Executive Officer to sign the contract and purchase order, once it was compliant with the tender award, on Friday 14th July 2023 by a majority of Members with one abstention and no dissentions.

Members noted the following document was sealed since the last report to the Corporation:

i. A Deed of Extension and Variation (Conditions of Funding (Grant) Contract Extension and Variation authenticated by Ray Linforth and Marion Plant.

6. Consent Agenda

6.1 Policies

No requests from Members had been received to discuss any item on the consent agenda and therefore Members unanimously approved the following policies. (Proposer: Rebecca Suart; seconder: Tracey Simkins).

6.1.1 Safeguarding and Protecting Children and Vulnerable Adults Policy 2023

6.1.2 Risk Management Policy 2023(v3)

6.1.3 Counter Fraud and Anti-Bribery Policy 2023(v2)

7. Other Matters

7.1 Members agreed to the release of papers with the exception of:

i. Agenda item 2.1 Emerging College Achievement Rates 2022-23 as it contained information which was commercially sensitive.

ii. Agenda item 3.1 Principal's Update Report as it contained information which was commercially sensitive.

iii. Agenda item 3.2 Strategic Objectives Closing Position 2022/23 as it contained information regarding the College's financial position, where disclosure may harm it or its competitive position, information planned for publication in advance of that publication and information considered to be commercially sensitive.

iv. Agenda item 3.3 Strategic KPI Dashboard 2022/23 Closing Position as it contained information which was commercially sensitive.

v. Agenda item 3.4 Strategic KPI Dashboard 2023/24 Opening Position as it contained information which was commercially sensitive.

vi. Agenda item 4.1 Update on Recruitment and Financial Implications 2023/24 as it contained information which was commercially sensitive.

vii. Agenda item 4.2 Update on Progress against Financial Outturn 2022/23 as it contained information which was commercially sensitive.

vi. Agenda item 4.3 Annual GDPR Report 2022/23 including Summer Term 2023 as it contained information which was commercially sensitive.

vii. Agenda item 9.3 Presentation of Draft s28 Application Relating to the Coventry University Partnership as it contained information which was commercially sensitive.

viii. Agenda item 9.4 Update on Senior Leadership Structure as it contained personal information relating to a named individual or individuals.

7.2 **Date of the Next Meeting**

Members agreed the date of the next meeting (the Creative Meeting) as Monday 13th November 2023 at 6pm at the Hinckley Campus.

James Stanley left the meeting at 8.05pm

Matters on the confidential section of the agenda were then dealt with.

The meeting finished at 8.24pm