



Minutes of the electronic Corporation meeting held at 1700hrs on 13 May 2020

- | | | | |
|----------------------|------------------------------|---|---|
| Present | Guy Ainsley | Phil Berry | Irina Kendix |
| | Richard Lewis | Matt Luheshi | Mathew Messenger |
| | Chris Nicholls | William Phipps | Ben Stapleton |
| | Paul Thompson | Phil Thompson
(Chair) | Gill Worgan
(Principal) |
| | David York | | |
| In Attendance | Ralph Devereux
(Clerk) | Gary Dixon
(DPQ) | Cath Gunn
(Principal, Barnfield) |
| | Sarah Knowles
(DP (P&D)) | Eamonn McCarroll
(DoF) | Tammy Nuthall
(DP, Barnfield) (attendee) |
| | Chris Pearson
(Dir (SCA)) | Louise Barden
(Principal's PA)(Observer) | |

The Chair welcomed all to the meeting; all were present and there were no reports of Covid casualties.

PART ONE

72/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.
- b. Electronic meetings were confirmed as compliant with Standing Orders (SO); members had submitted questions in advance and these would be addressed at the relevant stage of the agenda. The meeting format was explained and agreed. **(Action 1)**

73/19 STANDING ITEMS

- a. the Minutes (Part 1&2) of the meeting held on 11 March 2020 were confirmed for electronic signature; the Clerk to Action. **(Action 2)**
- b. Matters Arising.
- c. Outstanding Actions. All actions from the last meetings had been implemented or were in progress.

See referenced minute for full detail.		Status
Action 1	53/19a. Last minutes (12.02.20) confirmed for signature.	Complete
Action 2	53/19c(iii). Re-appointment of Buzzacott for 12 months.	
Action 3	54/19b. Taylor Wimpey as preferred NBR bidder.	
Action 4	58/19. PB re-appointed for 2 years.	

- d. Matters arising. There were no matters arising from the minutes.
- e. Urgent Business. There was no urgent business requested.
- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 81/19 below)**

74/19 PRINCIPAL'S REPORT

The Principal's report covered detail outside the scope of the agenda, it had been circulated in advance and was received. It was agreed that a brief information update would be sent to members between meetings. **(Action 3)**; several points were considered further:

- a. Performance Dashboard. Details on the Dashboard and the Key Performance Indicators. (KPI) were noted.
- b. Ofsted had advised that complaints regarding the Barnfield College (BC) nursery had now been fully investigated and the matter was officially closed.
- c. Capital Projects. Some updates to the report were explained:
 - (i) confirmation that vacant possession of the Kings Langley site would be (timely) provided to Bellway Homes on 31 July;
 - (ii) Hemel Hempstead (HH) Phase 2. Practical completion would now be on 31 May 2020; the Covid related delay was covered in the contract and no costs were incurred;
 - (iii) New Bedford Road (NBR) the relevant planning committee meeting, to consider both the new college and the residential development applications, including the essential relaxation of S106, had been delayed until 28 May (Covid related). The application to the South East Midlands Local Enterprise Council (SEMLEP) for grant funding had been ranked 1/28 projects, but there were currently no available funds and no information was available; and
 - (iv) Bute Street. The Council had indicated willingness to adjust the "Put and Call" arrangements to facilitate an early purchase of the car park and the Council and the College are working towards 10 June 2020 to execute the contractual agreement with funds being paid to the College within the following 5 days
- d. Leavers. It was likely that some of this summer's leavers would be unable to progress to their next planned stage because of Covid related issues, accordingly a specific Task Group had been formed to help and support them and to discuss ongoing education and training opportunities.

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Register 81/19 below)

75/19 CLOSURE AND REMOTE WORKING

The lockdown had and would impact considerably and importantly on student outcomes particularly with practical programmes and apprenticeships and possibly on staff and student wellbeing. Assessment schedules are in place for all students (including furloughed apprentices) and would activate on start up. The circulated and comprehensive paper, including the Covid Risk Register (RR), explained the associated preparations and arrangements and the content led into a general interactive discussion of how they were progressing. Contingency planning for dispersed teaching and learning had started in the very early stages of the then, imminent emergency, and that foresight had facilitated the current well controlled and reassuring environment. The thorough pre-lockdown preparation and post-lockdown support with access and troubleshooting had been justified. Students requiring equipment had been issued with over 400+ laptops and 20 dongles from College resources no extra purchase had been necessary. Both live and on-demand lessons are provided with c60-40% preferring live; attendance was recorded, as normal, on official registers. Managers were in regular contact with staff, making extensive use of the full range of social media. Students were aware that on-line work would be taken fully into account during assessment of qualification under the recently announced Office of Qualifications and Assessments Regulation (Ofqual) arrangements. These assessments would not count towards Ofsted results or league tables in the coming year but it was important that they reflected the recent evidenced positive increases in overall achievement, particularly at BC. There were c40 "furloughed" staff, all receiving full salaries and with full regard for DfE guidance and advice; the financial impact would be included in finance updates. Staff and Student wellbeing and safeguarding issues were considered at some

length. Pre and post lockdown practical help was welcomed; this comprehensive pre-emptive planning had proved invaluable and had been the major contributor to the current success. Nonetheless, and as expected, challenges emerged but they could be met. Looking at the College re-opening, challenges remained with practical, craft based qualifications and these would be prioritised during the phased return to College expected to start in June and already prepared assessment schedules would activate. An alternative qualification offer for apprentices who may not be able to continue with their training (NVQs) was under development and, for adults, short, employability skills training including specific new courses to support sectors benefiting from the current situation ie digital, logistics and key workers. Necessary staff would be recruited and a grant of £55k to encourage people from industry into teaching would help. Working patterns would remain flexible and appropriate arrangements would be made for the 3 “shielding” categories. The changed economy and “post furlough” environment would probably require reassessment of the Strategic Plan; an interim position paper would be produced in the near future. **(Action 4)** Social distancing and nervousness would clearly reduce attendance and course blended learning, a mix of classroom-based and online delivery was under development.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 81/19 below)**

76/19 QUALITY OF PROVISION

The pre-closure assessment based on the Ofsted Education Inspection Framework (EIF) had been “good” and consistent with the previous year’s self-assessment report (SAR). Most performance, measured in-year against quality indicators was positive and improvement measures were proving effective. Progress and attainment was routinely monitored leading to individual student restorative interventions and general activity to meet the aim of exceeding National Averages (NA) to demonstrate the group as a first-choice educational provider. Systems used to implement these objectives were explained and the quality of teaching and learning (T&L) processes were examined. Post closure, all teaching and Learning (T&L) had moved “online”; as considered above, the transition had been positive and most students were engaging (WHC 83% & BC 89%). T&L delivery had been prioritised by teachers to keep students up-to-date with work and to evidence the qualification process, a key aspect of which was external moderation to ensure consistency with previous years, avoid disadvantaging individual students and to pre-empt grade inflation. It was probable that students at WHC and BC would be considered as a “group” for these purposes since they were on a combined Individual Learning Record (ILR) database. A survey of 1500 students to assess process had been completed:

- a. 13% of WHC students; and
- b. 8% at Barnfield did not believe they were sufficiently supported by their teachers.

This small percentage appeared to be the result of the clear limitations with personal “face-to-face” contact. Close attention was being given to Ofqual guidance and consultation and ensuring that teachers and curriculum managers complied with given criteria. Each type of college provision was considered in the report including “on-line” learning and, from 143 T&L visited sessions, 137 had met expectations, five key strengths and four areas requiring improvement had been identified. Challenges with practical assessments had been considered earlier but specifically the crucial importance of these for courses that provide licenses to practice meant they would need a priority return; this was a nationwide issue. One collateral benefit from dispersal was experience of remote T&L which would inform the intended continuance of electronic provision with consultation and advice provided from the Open University (OU).

- a. **The information was received and noted.**

77/19 POLICIES

- a. Health and Safety (HAS) Report. The College remained committed to provision and maintenance of a safe environment for all and that was achieved through robust established and documented processes. As had been briefly explained earlier there had been extensive

guidance about home-working; risk assessments had been completed with employees who thought they required adaptations to their home and where necessary, these had been provided. Appropriate guidance for the present situation had been taken and had informed the amended HASAW Policy with Covid related changes shown in red type and which had complemented that from the previous year, which had been updated for personalities and dates. The Policy was welcomed and unanimously approved for a further 12 months. **(Action 5)**

- b. Safeguarding. Support for vulnerable children and young people was a high priority and an addendum to the Safeguarding Policy had been issued. Referrals in line with the arrangements were being received demonstrating their effectiveness; full contact details were included. The documents were approved. **(Action 6)** Minutes of an on-line Safeguarding Team meeting held on 8 April were received and the increased frequency of team meetings was noted in particular, also the regular meetings between the nominated safeguarding member (ML) and the team had been increased to monthly rather than termly that was welcomed.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 81/19 below)**

78/19 MEMBERS

The Chair of the Audit Committee had met with the DoF and considered the current situation. The useful meeting had evidenced that the finance team home working arrangements were effective and externally perceived as equivalent to “normal” service; an impressive result. On audit issues the Internal Audit Service was continuing to the agreed time lines and was expecting to complete the annual plan with no difficulty, a few documents held in college would be “followed up” in due course. Finances were sound and the DoF would explain that in the next item.

- a. **The information was received and noted.**

79/19 URGENT BUSINESS

There had been no urgent business requested.

80/19 DATE OF NEXT MEETING

The next meeting would be at 1700 on 10 June 2020, probably on-line since social distancing was likely to still be in force.

81/19 ACTION REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	72/19b. Meeting format agreed.	Chair	wie
Action 2	73/19a. Last minutes (11.03.20) confirmed for signature.	Clerk	
Action 3	74/19. Regular “howgozit” to be sent to Members.	GW	31.07.20
Action 4	75/19. Strategic Plan to be reassessed.		
Action 5	77/19a. HAS Policy approved.	DPPD	wie
Action 6	77/19b. Safeguarding Policy addendum approved.		

Ralph Devereux (Clerk) for Bill Tompson (Chair)

ApprovedCorpMins13.5.20Pt1RDGWPT

Final Audit Report

2020-06-12

Created:	2020-06-12
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAakKq7VHfNylraIEIbCBlTCZDTTopP9va

"ApprovedCorpMins13.5.20Pt1RDGWPT" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)
2020-06-12 - 7:40:23 AM GMT- IP address: 86.150.243.151
-  Document emailed to Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com) for signature
2020-06-12 - 7:40:46 AM GMT
-  Email viewed by Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com)
2020-06-12 - 8:35:17 AM GMT- IP address: 81.147.176.237
-  Document e-signed by Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com)
Signature Date: 2020-06-12 - 8:36:02 AM GMT - Time Source: server- IP address: 81.147.176.237
-  Signed document emailed to Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com) and Ralph Devereux (office.mpe@btconnect.com)
2020-06-12 - 8:36:02 AM GMT