



Minutes of the electronic Corporation meeting held at 1700hrs on 10 June 2020

Present	Guy Ainsley	Phil Berry	Richard Lewis
	Matt Luheshi	Mathew Messenger	Chris Nicholls
	William Phipps	Ben Stapleton	Paul Thompson
	Phil Thompson (Chair)	David York	Gill Worgan (Principal)
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)	
Apologies	Irina Kendix		

The Chair welcomed all to the meeting; all were present excepting Irena who had sent apologies and there were no reports of Covid casualties.

PART ONE

83/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. The apology was accepted. 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)**
- c. Guy Ainsley declared an indirect interest as his daughter had now enrolled as a student for 12 months. **(Action 2)**

84/19 STANDING ITEMS

- a. the Minutes (Part 1&2) of the meeting held on 15 May 2020 were confirmed for electronic signature; the Clerk to Action. **(Action 3)**
- b. Matters Arising.
- c. Outstanding Actions. All actions from the last meetings had been implemented or were in progress.

	Status
See referenced minute for full detail.	
Action 1 65/19b. Meeting format agreed.	Complete
Action 2 66/19a. Last minutes (11.03.20) confirmed for signature.	
Action 3 67/19. Regular "howgozit" to be sent to Members.	
Action 4 65/19. Strategic Plan to be reassessed.	
Action 5 69/19a. HAS Policy approved.	
Action 6 69/19b. Safeguarding Policy addendum approved.	

- 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 94/19 below)

85/19 PRINCIPAL'S REPORT

The Principal's report covered detail outside the scope of the agenda, it had been circulated in advance and was received; several points were considered further:

- a. Performance Dashboard. Performance detail would be considered at Item 4b.
- b. Technical Qualifications (T Levels), Confirmation had been received from the Education and Skills Funding Agency (ESFA) that the application to deliver T Level (Education and Childcare) wef 2022 had been approved. Twice yearly implementation plans leading up to that delivery were required starting in December 2020. Provider Inductions and Training would start in July 2020 led by DfE, providing further guidance and information about preparations for T Level delivery as well as information about ongoing support.
- c. Capital Projects. Some updates to the report were explained:
 - (i) the New Bedford Road development had received approval for both the new College and the family homes development with S102 exemption, meaning a relaxation of just under £3m. The scheme had a S106 requirement of £80k to be paid by the developer to Sport England to support construction of a new sports facility in the town. This was excellent news, which was unanimously welcomed and congratulations were recorded to all involved;
 - (ii) Hemel Hempstead (HH) Phase 2. Occupation of the completed building would be affected in the coming week; and
 - (iii) Bute Street. Contracts for the "put and call" arrangement had been exchanged on the previous day and full payment was expected in the next few days, there was no S106 involvement.

a. The information was received and noted.

b. Actions had been identified. (Register 94/19 below)

86/19 CLOSURE AND REMOTE WORKING

Both Colleges would open to some students from 15 June, the Nursery had opened on 1 June; the comprehensive paper included all relevant information. All official advice and guidance were being strictly followed in preparation and sufficient Personal Protective Equipment (PPE) was in stock. Remote provision continued with reassuringly high engagement, innovative improvements included an enrichment (on-line leisure and recreation) programme, which would remain available until September. Full line manager support for colleagues including regular information regarding mental health and wellbeing continued to be a priority. Evaluation of risk continued by all with reference to the dedicated Covid-19 Risk Register, which was attached to the Paper the impact of the mitigating actions was now influencing residual scores. Also, guidance on completion for students on occupational courses had recently been released easing that risk. An improved position would be presented at the next meeting.

- a. Apprenticeships. Some apprenticeships would roll over into the following year and deferred months funding would be paid at that point. There had been some talk of an Apprenticeship Guarantee for all 16-25 yr olds, but there had been no official information. Six apprentices had been made redundant and all were contacted weekly to support their job search, help included signposting to "Get My First Job", CV writing and interview skills; they were allowed 12 weeks to get a new job and continue their apprenticeship.
- b. Leavers. The number of jobs is likely to be reduced prompting some students planning to leave in 2020 to continue their studies, funding would then work as a new learner and the 16-19, AEB, HE, tuition fees, apprenticeship funding or loans funding would apply, subject to any funding interim announcements.

- c. Re-opening. Looking ahead for full opening in September, preparations assuming that Covid 19 restrictions will remain extant were well underway and were considered and discussed, Members were assured that the College was prepared and could confidently open the doors for the return of the student body. There would be considerable apprehension amongst stakeholders over the wider re-opening environmental implications, not least the public transport element, and sound assurance would help to reduce these understandable feelings. The important fact that the incoming cohort would have been without face to face teaching for 6 months would also influence the issue. Clearly visible elements such as easily accessible sanitisation stations, floor markings and informative easily understood directions were all welcomed.

The information was received.

87/19 QUALIFICATION OUTCOME

Work on predicting student qualification outcomes was progressing, this was a complex process, which differed for each awarding body. Predictions were robustly internally moderated by the Quality Team and senior leaders were closely monitoring the whole process to ensure reliability, fairness and accuracy. The judgements would be submitted to the awarding bodies for external moderation and the final grades would be confirmed in August; Members would be informed of the outcome at the October meeting, when the annual Self-Assessment Report (SAR) would be presented. **(Action 4)** The comprehensive paper had been circulated to all at least 7 days previously and explained that a wide range of data had informed the predictions, including all records, mock examination outcomes and non-examined assessments; students had then been ranked against peer groups. Improvements in GCSE outcomes at WHC were predicted to be similar to past incremental annual improvements, however the substantial post-merger improvements at Barnfield may be questioned by external moderators and a robust evidential statement would accompany the submission. The Colleges would be treated as 2 distinct agencies for this process. These comments applied equally to vocational qualifications. Appeals against the assessed grades by students were expected.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 94/19 below)**

88/19 STRATEGIC PLAN

The Strategic Plan was 2 years into the 3-year coverage but the rapidly changing environment had prompted early scrutiny and a strategic review had been initiated, the scope was to assess how Covid had impacted locally, regionally and nationally in terms of economy, businesses and skills. It remained vital that the College maintained the ability to respond quickly to change and flexibly to provide an appropriate training, support and education portfolio. Reduced employment opportunities may well result in demand for further training. The College AEB budget (+£4m) was to fund adult training and education and long and short qualifications would be on offer to enable reskill/upskill opportunities; the sector was lobbying for greater flexibility to add to the current skills qualification portfolio or to include units of qualifications for example, that would benefit adults, but were currently unfunded. The adult portfolio would be refined as more information emerged. Such a move would require sourcing of specialist teachers - a challenge, for example, construction where competitive salaries are earned on sites. But during high unemployment, these occupations explore other routes such as teaching. The College had secured a grant from the Education Training Foundation (£55k) to help with this. The circulated paper comprehensively examined current intelligence on the effect on stakeholders and outlined the initial responses. Predictive data on the effect of the virus indicated a relatively low overall effect in Watford and HH however Luton was likely to suffer disproportionately through high reliance on the airport, retail and manufacturing. The outcome of today's considerations would be presented to the Corporation in November to inform refreshing of the Strategic Plan.

The information was received and noted.

89/19 APPLICATIONS

Application numbers were a sound indicator of progress towards enrolment targets and the age 16-18 full-time student element was the largest element and provided the greatest proportion

of income. The enrolment target for this was 5764 for both colleges combined, this represented growth of 133 over the previous year and would yield c£30m income. A mixture of class and on-line delivery would be provided and it was hoped would prove popular and successful. The paper explained clearly how the marketing and communications programme was functioning and emphasised that flexibility would remain the mantra as the situation developed; this particularly in respect of Covid and the resultant use of virtual media. Currently there had been 722 applications to Barnfield, an increase of 50 over this point in the previous year and 3370 for WHC, 12 more than the previous year. The increase at Barnfield was notable since 46 were applications for L3 provision. Key observations from the applications had been listed and were noted.

The information was received and noted.

90/19 GOVERNANCE

- a. Meeting Schedule. The suggested meeting schedule for the coming year was discussed, it was agreed to hold an early meeting at the new HH Campus and that would be advised. **(Action 5)** It was noted that the Audit Committee may decide to hold an additional meeting, possibly in October.
- b. End of Term. The Corporation Chair, Phil Thompson term of office would end on 8 July 2020, he was eligible for and was unanimously reappointed and invited to remain as Chair, which he graciously accepted. **(Action 6)**
- c. Member Vacancies. The search for new Corporation members, particularly from the Luton area, continued; 2 likely candidates had recently emerged and in line with the recruitment process the Chair would meet them both informally and if necessary the Search and Governance Committee would call them for interview. If both proved suitable then they would be recommended and the membership number adjusted.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 94/19 below)**

91/19 MEMBERS

The safeguarding nominee had explained at the last meeting that the frequency of team meetings had been increased to monthly during lockdown the first of those had now been held and the proceedings were discussed. Details of how meaningful contact and necessary intervention was achieved was considered. There had been no increase in issues and details of an actual incident were explained, Members took comfort from the information and thanks were recorded to ML for his work in this area.

The information was received and noted.

92/19 URGENT BUSINESS

There had been no urgent business requested.

93/19 DATE OF NEXT MEETING

The next meeting would be at 1700 on 8 July 2020, probably on-line since social distancing was likely to remain in force.

94/19 ACTION REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	83/19b. Meeting format agreed.	Chair	Wie
Action 2	33/19c. GA indirect interest declared.	Clerk	
Action 3	84/19a. Last minutes confirmed for signature.		
Action 4	87/19. SAR presented to October meeting.		
Action 5	90/19a. Corporation meeting tbn at HH new building.		
Action 6	90/19b. PT re-appointed as Member and Chair.		
			14.10.20
			asap
			08.07.20

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Final Audit Report

2020-07-10

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