



**Minutes of the Meeting of the Corporation
held on Tuesday 20 October 2020**

Present: - Mr Igor Andronov (Chair)
Mrs Sally Cassels
Mr James Caird
Miss Abby Durant
Mr Tony Ford
Mrs Laura Johnston
Mrs Debbie Lambert
Mr Alan Layng
Mr Adam Matthews
Mr Jeremy Nicholls
Mr David Williams (Principal)

In attendance: - Mrs Jo Ricketts (Deputy Principal)
Mr Edward Gwillim (Director of Finance)
Mrs Debra Baldwin (Director of Personnel)
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as eleven Governors were present at the meeting which was held remotely.

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| <p>1. I. Apologies for absence. Mrs Rebecca Payne</p> <p>II. The Chair welcomed everyone to the meeting.</p> <p>III. Declaration of Interest
No new interests were declared.</p> <p>2. I. Minutes of the Last Meetings
The Board agreed that the Chair should sign the minutes of the Board meeting held on 7 July 2020 as a true record.</p> <p>II. There were no matters arising</p> <p>III. Notes from Governors' Workshop: 7 July 2020</p> <p><u>The Board agreed:</u> -</p> <ul style="list-style-type: none">• To approve the minutes | |

Discussion

3. **Principal's Report**
- I. The Principal had prepared a written report which was noted with some specific points discussed. The meeting with Transport for Wales regarding the timing of trains to ensure the company's compliance to COVID-19 regulations included discussion about capacity on trains to

accommodate students, specifically those travelling to College from Wales. Jesse Norman MP had been briefed. Transport for Wales have reinstated a further carriage to address the issue. The Principal had met with Powys County Council to discuss A Level provision in the county and had individual meetings with some Headteachers from feeder schools. There was a consultation meeting with the Deputy FE Commissioner to discuss land-based training provision. A Governor asked if the College would be able to spend the DfE capital grant within the allocated timescale of March 2021; this was confirmed which would be allocated to several planned capital projects. The Leaders in Safeguarding review was referenced, particularly security to open access campuses at Oswestry and Hereford Campuses; options are being considered which will be reported to the Board. The Government had deferred the launch of White Paper to November due to COVID-19. The Principal has had discussions with Shropshire providers to explore collaboration to develop a collaborative skills plan.

- II. The written summary and analysis of student enrolment by faculty, campus and breakdown by full time 16-18 and 19+ students showed enrolments had increased by c130. This could have been impacted by COVID-19. Increases were predominantly in the Faculty of Community Studies and Faculty of Technology with workshops at full capacity delivering trade subjects; this reflected the reduction in apprentices in some areas. Recruitment at other campuses remained comparable with the previous year with the exception of Walford Campus and County Training with reasons outlined. In past years the ESFA have accepted applications for 'in-year' growth from Colleges whose 16 to 18 numbers had increased by 15% or 200, whichever is the lower. The thresholds can change annually with this year's to be confirmed following the R04 data submission in December. There has been a reduction in apprenticeships; however, apprentices are recruited throughout the year. Some level 2 apprentices have not been assessed to date which will impact on their timely achievement and their ability to progress onto level 3. Enrolments on PCDL leisure courses and HE had decreased slightly. A Governor asked if retention on programmes could be affected due to centre assessed grades for GCSE results. To date, retention remained good; however, teams are closely monitoring student progress. £300K additional 16-18 tuition funding has been allocated to colleges to support some small groups of students.
- III. The College has had three positive cases of COVID-19 to date and worked closely with Public Health England following Government guidelines to address. Isolated cases have not required whole areas to be shut down unless there is significant spread and measures are not in place for social distancing. Each case is considered individually including their pattern of movements and contact with others. The Principal commended staff who

are working effectively to follow guidelines. The Director of Personnel reiterated that staff are continuing to work on site and make suggestions to improve practices. Risk assessments, policies and procedures are in place as only a few staff are able to work from home. AoC has confirmed that Welsh students studying in England can continue to travel to College. Rates per 100,000 remain low in Herefordshire and Shropshire currently; these are being monitored. A Governor enquired if there are any students without access to suitable WIFI or devices in the event of another lockdown. The Deputy Principal responded that this information was obtained at enrolment. Laptops can be loaned subject to sign off by curriculum team leaders. Access to facilities in College can also be made available to students without WIFI.

Changes have been implemented to curriculum delivery in response to COVID-19. Students are required to attend College for 2 days each week to study their main qualifications instead of 3 days. Directive study, English and maths are being delivered with a mixed model totalling 30 hours (delivered for one hour each week). Workshops will commence next term with 2 metre social distancing. Only level 1 tutorials are delivered face to face. Foundation students remain in College for 3 days each week which includes a number of students with EHCPs.

The Board agreed: -

- To note the reports

4. **KPIs**

The Deputy Principal presented the reports.

Overall at 30 September, 2019/20 retention is marginally better than 2018/19. There are 331 results that have not been reported to date as completion on some courses was delayed by COVID-19. Final achievement rates have been calculated to be between 81%-85%. The attendance target is 90% with attendance to main qualifications in 2019/20 achieving 88.9%. This had been an exceptional year with attendance affected by significant flooding in Herefordshire and Shropshire in February and COVID-19 from March 2020. Governors were encouraged that attendance to English and maths had improved. GCSE English and maths results have been awarded using the higher of either centre assessed grades or awarding body moderated grades. English has increased from 74.6% to 89.9% and maths from 77.1% to 90.2%. There are provisional results for Functional Skills achievement with the majority of students having taken tests in February just before lockdown. If they failed the test in February, the course team would not have had evidence to support a centre-assessed pass grade. Provisional Level 1 results have decreased from 54.8% to 37% and level 2 are 54% compared to 59% last year. ESOL standalone qualifications are good. A summer 2020 cohort for ESOL was not recruited due to lockdown. Apprenticeship end point assessments and many skill assessments were unable to be completed due to lockdown. The teams are now playing catch up in teaching and

assessment. This will not affect overall achievement; however, timely achievement would be affected. Best case overall achievement is expected to be 75.5% against a target of 76%. Best case timely achievement is marginally less at 57.9% compared to a target of 69% which is expected to reflect the national downward trend. Results were commended as a testament to staff and their hard work during an unprecedented year.

Target setting for the current year was discussed with support to broadly adopt last year's targets as opposed to setting these based on 2019/20. Governors challenged if this was realistic based on the ongoing impact of COVID-19 in 2020/21. The College is using its experience from last year and developing its online learning. It was more challenging to mitigate against the risk of COVID-19 on delivery of practical subjects. It was acknowledged that there could be an impact on retention and the value-added score this year, particularly for level 3 programmes; however, the College would take a pragmatic approach.

Decisions

5. Governance: -

- I. Governors' activity 2019/20, recommendations 2020/21 [Interests were recorded from the Chair, Vice Chair and Committee Chairs]

This was presented to the Board annually to confirm and endorse key appointments and inform Governors of activity undertaken during the previous year.

The paper covered the following: -

- A. Composition of the governing body 2020/21.
 - B. Attendance by non-members at Board Meetings 2020/21.
 - C. Appointment of the Chair, Vice Chair and Chairs of Committee 2020/21.
 - D. Membership to Committees 2020/21.
 - E. Attendance records 2019/20 showing 85% attendance at Board meetings. It is a requirement to report individual attendance to Board meetings in the annual members' report and financial statements.
 - F. Review of Confidential Minutes 2019/20.
- II. Standing Orders and Terms of Reference 2020/21 were presented with minor amendments highlighted.

The Board agreed: -

- To note the paper endorsing the current number, composition and membership to the Corporation, appoint Chairs for 2020/21 and release of confidential minutes as recommended
- To approve the Standing Orders and Terms of Reference 2020/21

6. Keeping Children Safe in Education

The Director of Personnel referred to part 2 pages 18-33 which outlined responsibilities for Governors asking them to familiarise

Governors

themselves with these. The Director of Personnel would cover this in the next safeguarding report. Appendix H outlined changes from the previous edition which were predominantly mental health and wellbeing for students and the role of designated safeguarding lead.

7. Finance

- I. Barclays Bank Mandate
- II. Revised Tuition Fees Policy 2020/21

The Board agreed: -

- To approve the changes to Barclays Bank Mandate regarding bank signatories following the change of Principal
- To approve the revised Tuition Fees Policy 2020/21 which took account of fees which had been submitted to OfS

Information

8. Management Accounts to 30 September 2020 - noted

9. Risk Register - noted

10. Any other business and comments

- I. The Staff Governor raised the AoC FE climate action roadmap webinar she had participated in which had been useful and would be shared with Governors.
- II. Governors recorded their appreciation to the Principal, senior managers and staff on actions taken to mitigate the impact of COVID-19 in the College. The Chair also recorded appreciation to Governors and reiterated thanks to everyone, including students.
- III. Some Governors had agreed to participate in the College Self Assessment Report (SAR) moderation in November. The Clerk would confirm with participating Governors if this would be held in College or remotely.

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11. Date and Time of Next Meeting

Tuesday 15 December 2020: Governors' Workshop commencing at 2.30 pm and the Board meeting at 4.00 pm. It was anticipated that this would be held remotely.

[A confidential agenda followed]

Signed as a true record of proceedings

Chair: **Date:**