



Minutes of the Corporation meeting held at the Watford Campus at 1700hrs on 11 December 2019

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| Present | Guy Ainsley | Phil Berry | Irina Kendix |
| | Richard Lewis | Matt Luheshi | 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) |
| | Chris Pearson (Dir (SCA)) | Louise Barden (Principal's PA)(Observer) | |
| Apologies | Jada Powell | | |

The Chair welcomed all to the meeting, in particular William Phipps the newly elected Student Member to his first meeting, the other Student Member, Jade Powell had sent unavoidable apologies. Both Students had completed full induction training. All present introduced themselves.

PART ONE

27/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

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.

28/19 STANDING ITEMS

- a. the Minutes (Part 1 & 2) of the meeting held on 13 November 2019 were confirmed for electronic signature; the Clerk to Action. **(Action 1)**
- b. The minutes from the Audit Committee (AC) meeting held on 27 November 2019 were explained by the Committee Chair, they would generally inform agenda items 10 & 11. The Committee terms of Reference had been considered and recommended to the Corporation and they were approved. **(Action 2)**
- 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 | 13/19a(i). BS appointed as Vice-Chair. | Completed |
| Action 2 | 13/19a(ii). Last minutes (10.10.19) confirmed for signature. | |
| Action 3 | 14/19f. OfS admonitory letter noted. | |
| Action 4 | 14/19f. Reply to 3 and schedule to be circulated. | |
| Action 5 | 15/19. Congratulations recorded on inspection outcome. | |
| Action 6 | 17/19a. Regulatory Documents to December meeting. | Pending |
| Action 7 | 17/19b. Corporation SAR (as amended) approved. | Completed |
| Action 8 | 17/19c. Scheme of delegation approved. | |
| Action 9 | 17/19. Documents to be posted to Diligent. | |

- 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 36/19 below)

29/19 PRINCIPAL'S REPORT

The Principal's report covered detail outside the scope of the agenda, it had been circulated in advance and was received; there were no items for approval. During discussions, several points were considered further:

a. Performance Dashboard. Details on the Dashboard and the Key Performance Indicators. (KPI) were noted;

b. Recent external agency reviews and accreditations included the:

(i) ESFA Funding Assurance Audit (August – October), the audit resulted in a single clawback of a competitively negligible £9k, an excellent outcome;

(ii) Ofsted Monitoring Inspection (November), with an excellent outcome;

(iii) HE Quality Standards Review (November); and

(iv) matrix – Group reaccreditation (December), “matrix” is the unique quality framework for organisations to assess and measure their information, advice and/or guidance services, which ultimately supports individuals in their choice of career, learning, work and life goals. The outcome was impressive since the merger had been relatively recent.

All of these reviews were significant and had demanded considerable preparation effort and time and this number in a single year was very unusual; outcomes would be reported in due course and appreciation was recorded to all involved in each. **(Action 3)**

c. Capital. The bid to the South East Midlands Local Enterprise Partnership (SEMLEP) for a grant towards the new college project at New Bedford Road had been shortlisted and the final decision was expected before the end of the year. Should the bid be successful a special Corporation meeting would be required towards the end of January. **(Action 4)**

a. The information was received and noted.

b. Actions had been identified. (Register 36/19 below)

30/19 SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP)

The SAR was crucial, not only to determine the standards of provision, but also to inform the measures for improvement contained in the QIP. The SAR had been completed through a strictly impartial analysis, based on views of students, employers and other key stakeholders, which had been evaluated against the Ofsted criteria and full awareness of the Educational Inspection Framework (EIF); the process and the documents had taken full account of the situation at Barnfield College (BC). At merger “overall effectiveness” of BC had been “Inadequate” and WHC “Good” since merger significant work had been completed to improve the BC environment, which had been scrutinised at the recent successful Ofsted Monitoring Visit. Whilst some areas had indicated a need for more attention, the overwhelming proportion of all work had been shown to be of a very high standard and responded extremely effectively to expectations. Assessments were:

Top Level Quality Judgements

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|----------------------------|-----------|
| a. Overall Effectiveness | Good; |
| b. Quality of Education | Good; |
| c. Behaviour and Attitudes | Good; |
| d. Personal Development | Good; and |

| | |
|---|-----------|
| e. Leadership and Management. | Good; |
| Further Education Provision Types: | |
| f. Education programmes for young people | Good; |
| g. Adult Learning Programmes | Good; |
| h. Provision for learners with high needs | Good; and |
| i. Apprenticeships | Good. |
| Other provision types: | |
| j. Higher Education (HE) | Good; and |
| k. Community Learning | Good. |

Key strengths and Areas for Improvement (AfI) were fully listed in the document and were noted. The Executive Summary was considered in detail and discussed leading to a lively question and answer session, searching questions included, but were not limited to:

- a. Page 9. The greater local focus on sub-contracting at BC was explained as rationalising of sub-contractor location;
- b. Page 16. The effect of application of annual “end dates” to GCSE students, which was well explained; and
- c. Page 18. The changed focus of apprenticeships was discussed and understood.
- d. Discussions on behaviour at BC indicated that newer students, with no experience of the former administration were responsive to the firmer environment and the more changed overall approach had been welcomed.

It was agreed that all assessments were justified. The actions contained in the QIP were recognised as clear, objective and effective and were designed to deliver improvement needed to achieve outstanding overall effectiveness. Members were reminded that the QIP as discussed was the top-level document, informed by detail from subordinate focused departments, each with bespoke plans. The paper was welcomed and clearly represented a considerable amount of work by a strong team, all of whom were commended. The SAR and QIP were noted *wie*. **(Action 5)**

- a. **The information was noted and received**
- b. **Actions had been identified. (Register 36/19 below)**

31/19 STRATEGIES

The current Ofsted EIF focused more on the quality of education delivered to the students than predecessor frameworks which generally looked towards teaching learning and assessment (TLA), consideration was now on the appropriateness of delivery to facilitate students’ aspirations, teaching practice and support. Accordingly, 2 key strategies, Curriculum and TLA, had been extensively reviewed and amended to meet these changes and were presented in their new formats for consideration:

- a. The Curriculum Strategy. The strategy had been refreshed to focus closely on driving decisions to keep the curriculum offer in line with the need to develop Students’ enabling skills, knowledge and behaviours to take the opportunities, responsibilities and experiences that prepare them for the next life stage. The document was linked closely with the Group strategic plan, particularly the “Measures of Success” and fully aligned with the EIF. The Document was considered; Guiding Principles and the Key Strategic Aims and Objectives were noted and informed a lively discussion and the Strategy was welcomed and noted.

- b. The Quality of Education Strategy (QES). The QES had replaced the TLA Strategy and as explained had been fully reviewed for compliance with all changed legislation, Ofsted expectations and the EIF. Assurance was sought and given that, adequate financial resources had been allocated to fund the strategy. The QES, a direct subsidiary of the Strategic Plan was "to provide innovative, imaginative and dynamic learning opportunities to inspire individuals to raise their aspirations to realise personal and professional ambitions". This document represented an initial draft and it was accepted that more work was required and that would be completed. The new Strategy was welcomed and noted.

The information was noted and received.

32/19 QUALITY OF PROVISION

Quality of Provision. The Report, the first of a sequence to be presented through the year in line with the timings and content in the approved Corporation Business Plan provided information on the College's full-time FE provision. The information had been circulated in advance and members had familiarised themselves with the content. Members were reminded that on roll there were 5616 students:

- a. 1097 students at BC; and
- b. 4519 students at WHC.

Quality of education was evaluated through four key elements:

- c. attendance;
- d. progress towards personal qualification targets;
- e. satisfaction levels; and
- f. quality of education (lessons).

The Report examined progress against these and wider areas through textual updates and tabulated data for both campuses, outcomes were heartening, evidenced by the results of the Group First Impression Survey, which were included and discussed. Key observations from the survey were considered and discussed in some depth; it was noted that BC showed improvements over the previous year. Areas of less positive response, largely associated with individual personal targets and schedules prompted discussion and the assurances provided were welcomed. Relevant information had been shared appropriately and progress would be monitored through Quality Assurance (QA) processes. Generally, the report indicated that inconsistencies remained across the Group as BC moved positively towards the more robust WHC performance. Notwithstanding, the remaining deficit the evident progress could not be faulted, with QA mechanisms, improvement strategies all contributing positively; evidenced further by improved attendance retention and behaviour. The Group quality of education was meeting expectations and planned updates would maintain and improve this. The report was welcomed and noted by Members.

The information was noted and received.

33/19 SAFEGUARDING

The nominated Safeguarding Member (Matt Luheshi) presented a progress report. He stressed the importance of parity of awareness between the Group and outside partnerships on this vital area. He had visited the BC Nursery and had been favourably impressed with the clear dedication of all concerned to the whole area, both in the physical security and the welfare and safety of the children. On the wider Group, rigorous processes for vetting and monitoring of current and prospective staff and volunteers was established and, in line with other reports to the meeting, strong WHC processes were being imported into BC.

The information was received.

34/19 URGENT BUSINESS.

There had been no requests for urgent business.

35/19 DATE OF NEXT MEETING

The next meeting would be at 1700 on 12 February 2020. (HH).

36/19 ACTION REGISTER

| See referenced minute for full detail. | | Resp | Date |
|--|--|--------------|---------------------|
| Action 1 | 28/19a. Last minutes (13.11.19) confirmed for signature. | Clerk | wie |
| Action 2 | 28/19b AC ToRs approved. | | |
| Action 3 | 29/19b. Thanks recorded to all in recent reviews. | Chair | asar wie |
| Action 4 | 29/19c. Special Corporation meeting may be called. | | |
| Action 5 | 30/19. SAR and QIP noted. | | |

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Final Audit Report

2020-02-21

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