



**Minutes of the Meeting of the Corporation
held on Tuesday 17 October 2023**

Present: - Alan Layng (Chair)
Tony Bramley
Krista Price (Teams)
Barry Hansford
Laura Johnston
Jeremy Nicholls
Toby Kinnaird
Gillian Herbert
David Williams (Principal)

In attendance: - Jo Ricketts (Deputy Principal)
Edward Gwillim (Director of Finance)
Debra Baldwin (Director of Personnel)
Sam Tomkins (Temporary Clerk to the Corporation)

The meeting was quorate as nine Governors were present at the meeting.

Action

1. Meeting process

- I. Apologies for absence were received from Julia Evans and Liz Quinn. The Chair welcomed everyone to the first meeting of the academic year.
- II. The Board agreed: -
 - To appoint Samantha Tomkins Temporary Clerk until 20 November 2023
- III. There were no new declarations of interest
- IV. The Board agreed: -
 - To appoint Toby Kinnaird and Gillian Herbert as Governors until 31 August 2024

2. Minutes of the last meeting

- I. The Board agreed that the Chair should sign the minutes of the Board meeting held on 06 July 2023 as a true record.
 - II. There were no matters arising.
- The Board agreed: -
- To approve the minutes

3. Principal's Report

- I. The Principal outlined key items from his report with the following specific points discussed.
 - a. Work has started on Phase 2 of the Low Carbon Technology Training Centre. A new appointment of a business manager has been made. Education partnership meetings has included a included Ofsted meeting for HOW inspection. Need to consider provision for Worcestershire for apprenticeship hub. Delivering bootcamps for Worcestershire.

Retrofit academy and Marches led by Herefordshire. LEP keen to bring to the area. First phase of work is looking at who is interested in terms of companies. Second phase is delivery but by LEP.

Hosted Bank of England presentation at Hereford for their quarterly review.

- II. LSIP/LSIF update– LSIP is now approved and published. Phase 2 brings employers in. Shropshire Chamber has formed a board with Graham Guest as FE representative. Herefordshire and Worcestershire have not been included on board whereas Coventry and Warwickshire are. Currently two representatives from Herefordshire only. LSIF - were SDF (Healthcare and Low Carbon). Bid has been submitted and waiting for decision – engineering (engaged) and retrofit (us). Telford is overall lead. Board consists of DW, GG, JS, RR from Shrewsbury COC.
- III. IOT – there has been full approval of the partnership and now part of the Black Country and Marches. Contract allows us to use in Shropshire too. Ties in with HTQs. Commitment is 10% - 90% of income. Potential to access West Midlands combined authority. Currently 21 IOTs but not all built yet. Committed HN students.
- IV. Changes within the management structure – short notice to put new structure in place. Support for NSC and Walford with reduced disruption. MT has taken on NSC and Walford for short term as senior management and no changes to middle management. KP confirmed that staff feel reassured. NC is covering Ludlow and reporting to JR. JB has been appointed Head of Faculty for FCS. Interviews to backfill his position are next week. JB has joined CMT for the time being. MT will continue to oversee HL. JG's teams are covering at duty manager too. No change to FTS and JG to line manage SL at Gateway. Looking at permanent structure going forward and will provide an update within the next year. Level of support to be considered for Ludlow/NSC/Walford.
- V. Increase in funding and monies have been recycled into industry. Cost weighing 30%. Not even across sector. £1 million uplift this year. This is to be used for staff conditions and welfare from MP Robert Halfon letter. Looking at pay review again for this year – in year. Looking to achieve 6.5% overall and reviewing T&Cs across the board at the same time.

The Board agreed: -

- To note the Principal's report
- To receive a briefing on the new management structure once determined.
- Review pay award proposal in December

4. 2023/24 Enrolment

The deputy principal gave an update on enrolment numbers. Figures show more students than past two years (2413 students). 42 days figure could possibly drop, with withdrawals and not

returning after half term.

FTS have over recruited. Looking at MV, apprentices – based at HL. L1 in FTS will be increase to L2. Progression has been good but new enrolments have been successful.

5. Complaints and Student Disciplinary Policies 2023/24

- I. Submitted for approval. Complaints policy replaces two previous policies and has been amalgamated into one and includes OIA steps – complaints policy to be corrected - informal and stage 2.
- II. Submitted for approval. Forms and letters have been removed from the policy. Question raised on how retention is affected by disciplinarys.

Jo Ricketts

The Board agreed: -

- Board approved both policies.
- Complaints policy to be corrected

6. RAAC (Reinforced Autoclaved Aerated Concrete)

The Finance Director presented report on situation regarding RAAC. ESFA sent questionnaire in spring as RAAC is known to fail but gradually. However, over the summer that was a big change and the DfE has been dealing strongly with this. A review for the whole college on each building has been carried out. Pound Farm is omitted as old rural building. Investigations have taken place where RAAC was thought to have been used including tests. As a result, Holme Lacy kitchens are to be re-tested.

Maintenance of buildings have been maintained to a reasonable level. NSC had issues previously and the buildings were demolished. Significant investments have taken place at each merger. Funding stream for maintenance has been used and additional funding of £4.2m for estates.

The Board agreed: -

- Maintenance of the buildings

7. Safeguarding

The Director of Personnel gave an update on KCSIE and the recent changes. Part 1 is for all staff to complete, which has been done through EduPay. Changes include children who are absence, and filtering and monitoring in terms of internet access. College uses Smoothwall and BJ receives alerts.

Part 2 changes which relate to governors include management of safeguarding and the need to ensure all staff have had training. A Governor workshop on filtering and monitoring and Martyn's law is to be organised.

Added to SG policy and been to committees. Will go to C&Q committee.

Part 3 relates to safer recruitment. Online searches on applicants are in place.

Part 4 relates to managing allegations. Policies have been used for this.

Part 5 relates to strength on E&D

Heavier influence on filtering and monitoring.

The Board agreed: -

- Smartlog will be sent once Filtering and Monitoring has been added.
- Workshop to be agreed.
- ST to send KCSIE to all to read.

Debra
Baldwin

Sam
Tomkins

8. Appointment of Clerk

At the June Board meeting a working party was appointed to recruit a new clerk in conjunction with HCA with two separate contracts. There was one applicant who had a panel interview with Chairs and Principals. RS has a background in health and administration and is a former student.

The Board agreed: -

- The appointment of RS as new clerk from 20th November

9. Governors' reports

The Chair reported that the learning walk at NSC college, which included meetings with CTLS were very positive, Management on campus were positive and upbeat.

Feedback from Ludlow concluded that the learning walks were very positive (LF), and was Holme Lacy (TB)

A Learning walk form is to be circulated to all governors for future visits.

The Chair confirmed that he is a Trustee of Ludlow Foundation and both he and the Principal are in talks with the Foundation regarding the continued link with them.

The Board agreed: -

- To note the above reports
- Learning walk form to be circulated

Jo Ricketts

10. Other items of information

The Chair gave an update regarding the Governors' external governance review. AoC have provided candidates and having met with the Chair, Principal and TB, it was agreed to appoint Rob Lawson.

Recruitment of a staff governor is ongoing with interested staff to submit applications by Friday 20th October.

Promotion for Student governors is to be organised.

Reminder that conflicts of interest forms need to be completed. ST to send out the forms.

Sam
Tomkins

11. Any other business

No other business was raised.

11. Date and Time of Next Meeting

Tuesday 12 December 2023: commencing at 2.30 pm at Herefordshire College.

Signed as a true record of proceedings

Chair: **Date:**