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**Minutes from the meeting of The Corporation**

**on the 13th December 2022**

| **Present:** Diana Bird (DBi)-PrincipalJohn Egan (JE) - ChairKerry Robinson (KR)Peter Whittle (PW)Nigel Hainsworth (NH) David Butcher (DBu)Ranjit Arora (RA)Jonathan Curtis (JC)Wendy Rowan (WR)Phil Hunter (PH)Steph Tinsley (ST)Mohammed Hussain (MH)Catherine O’Conner (CO) - *arrived at 6.14pm***In Attendance:**  Danielle Carter (DC)- Clerk Lorraine Swift (LS) - Vice Principal Finance and Planning Greg O’Shea (GOS) - Vice Principal Curriculum**Apologies**:  Grace Jefferys (GJ) Joanne Beaumont (JBe) Ami Firth (AF) Edie Pilkington (EP) |
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|  | Meeting commenced at 6.03pm | **Action** |
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| 1 | **Welcome, Apologies of absence, Disclosure of financial and/or personal interest**JE welcomed everyone to the meeting, apologies were received from GJ. CO and JBe are expecting to arrive late. Both Student Governors (AF and EP) have sent apologies for the meeting. ***Post meeting note:*** JBe sent apologies due to work commitments. |  |
| 2 | **To agree agenda and order of business as circulated** Item 6i will be moved to allow JBe time to arrive.  |  |
| 3 | **To:****i) appoint a Chair and Vice Chair of the Corporation**JE was approved as Chair of the CorporationPW was approved as Vice Chair of the Corporation **ii) endorse the Student Governor appointment**Governors endorse the appointments.  |  |
| 4 | **To approve the minutes of the meetings held on:** **i) 12 July 2022****The minutes were approved as a true and accurate record of the meeting.**  |  |
| 5 | **Matters arising** There were no matters arising |  |
| 6 | **To consider reports and proposals from committees**: |  |
| 6i | **Search Committee**: **To consider any recommendations arising from the meeting held on 18 October 2022**The Vice Chair of Search asked members to note minute;* 11 : Members agreed to recommend to the Corporation the reappointments of John Egan, Nigel Hainsworth, Joanne Beaumont

and Paul Webley for a further term of office to be determined by the Clerk.* 12: Members approve the [Terms of R](https://docs.google.com/document/d/1hD2rPww9_YSOUKHrXTFvbdcRxkh-AF8dfSEVkBGpqJc/edit?usp=share_link)eference with one change to

state they will advertise in College guides rather than stating which specifically. * 13: Members Recommend to the Corporation the percentage turnover of members report.

**The minutes were received and Governors approved the recommendations.****Action:** JE suggested a session within the next Training and strategic development meeting to look at recruitment.  | DC/ Agenda |
| 6ii | **Finance & Resources**: To consider any recommendations arising from the meeting held on 7 December 2022, including the Pay Award for Staff other than Senior Post Holders The Chair of F&R asked members to note items;* 6: The members approve the approach to both projects (Towns Fund and FECTF) but want the Towns Fund money in advance not in arrears, and approve DBi to sign the Towns Fund funding agreement.
* 10: Members agreed to the adoption of the ‘Going Concern’ principle
* 12: Members recommend to the Corporation the signing of the balance sheet.
* 15:Members are content with affordability and recommend to the Corporation for approval option 5 for Staff Pay from the 1st January 2023.
* 22: Members accept the Terms of Reference.

The minutes were received.LS added Ian Durham (Director of Physical Resources) shared the timelines for signing the contracts, College will receive the pre-qualification questionnaire along with the contract in February which will be sent to F&R Members to review prior to signing.WYPF have confirmed the increases for next year, this is 0.6 less than predicted which will help, and 0.2 less than budgeted for the next 3 years so makes it a little more affordable. **Governors approved all recommendations.*****Post meeting note:*** *The Chair of F&R on behalf of the committee and the Chair of the Corporation confirmed they approved DBi to sign the FECTF after the project was approved in the meeting by all members.*  |  |
| 6iii | **Audit**: To consider any recommendations arising from the meeting held on 6 December 2022The Chair of Audit asked members to note the discussions andgive approval of:* 7: Members recommend to the Corporation the Regularity Self-Assessment Questionnaire for approval for the Chair to sign.
* 8: Members recommend the 2 letters of representation to the Corporation.
* 9: Members confirmed on the basis of the information we were given can confirm the college is a going concern, with the use of the [going concern principle.](https://docs.google.com/document/d/1XfQXq7jKct_Wt1GCb_wKLjZXYLLvXpareyY5nFlGF18/edit?usp=share_link)
* 10: Members recommend the signing of the statements up to pg. 32 to the Corporation.
* 13: Members content to recommend the [Shipley College Developments end of year accounts](https://docs.google.com/document/d/1CzBwEuuyJMB3aMrYU3ug3hlT1nium_6dlaXvBVgi0NY/edit?usp=share_link) to the Corporation.
* 17: Members recommend the annual report and terms of reference to the Corporation.
* 19: Members recommend the [Acceptable Use Policy](https://docs.google.com/document/d/1Nsow0YcgLIgJc4M6PTjNGwW98K1PUEG-nYtMWQTonVU/edit?usp=share_link) to the Corporation for approval.

It was noted the college is again working with internal auditors, TIAA, the committee decided to assist management in looking at controls within the college and will be guided by them to some extent, also looking to extend the appointment of Mazars, the reason was explained.The minutes were received.**Governors approved all recommendations.** *CO joined a meeting at 6.14pm* |  |
| 6iv | **Recommendation from the Audit & F&R Committees**:**A)** As part of Shipley College draft Financial Statements, that the following are signed by the Chair and Principal as indicated in each document:1. Strategic Report
2. the Statement of Corporate Governance and Internal Control
3. Governing Body’s statement on the College’s regularity, propriety and compliance with funding body terms and conditions of funding
4. the Statement of the Responsibilities of the Members of the Corporation for the Financial Statements
5. Signing of the Balance Sheet
6. Letter of Representation Year end audit
7. Letter of Representation Regularity audit

**B)** Shipley College Developments end of year accounts are signed by the PrincipalLS explained the changes that have been made since the last version. The attendance was updated due to special meetings. There are changes to compliance that were highlighted. **Governors approve the recommendations.** |  |
| 6v | **Curriculum & Quality**: To consider any recommendations arising from the meeting held on 29 November 2022WR spoke on behalf of the committee meeting asked members to note the discussions and give approval of:* 10: Members agreed to recommend the SAR to the Corporation.
* 11:Governors agreed to recommend the QIP and Development Plan to the Corporation.
* 16: Members recommend the Additional Learning Support Policy
* and the Assessment and Verification Policy to Corporation.

**The minutes were received and Governors approved the recommendations**.  |  |
| 7 | **Student Council**: To receive a copy of the minutes and consider any recommendations from the meetings held on:i) **18 October 2022**KR explained members appointed two very good candidates as Student Governors, one a year one student and the other a year two. Noted Terms of Reference. Number of actions and a number of quality comments around student welfare issues. ii) **7 December 2022** KR explained the situation with the Wudumate and how this has been changed and developed and will be more usable moving forward. Other actions were discussed including the Red Box being misused and Vaping in the toilets. DBi added students had reported an issue near the Mill Building. Staff investigated this immediately and arranged reconciliation. Another issue was a non-student causing issues not on college property but near college. Police have been involved. The issue has again arisen this evening, this has been reported again to the Police. The presence has been stepped up as the relationship has been built again.A Governor noted it may be worth raising with the Chief Inspector. A discussion took place around the concern and the impact of backlogs within the courts. DBi stated we can control our environment, but we cannot watch the surrounding areas and at the end of the college day it is difficult. We had thought it had been resolved but unfortunately it seems there is still work to do with the police. SMT will continue to press upon the Police to increase presence. Members were asked to note the discussions. The minutes were received. |  |
| 8 | **To consider for approval the Whole College SAR and Associated plans**This was recommended by the C&Q committee. There is a skills statement now included as to how well the college meets the skills needs of the district. There are three scales and college is currently in the middle. Therefore self assessed overall as Good, with outstanding for personal development. DBi stated some of the strengths from the report. Looking at enrichment and what we supplied last year, it was a considerable offering. Actions were discussed including Attendance and Adult Achievement. The last comparable data colleges have is from 2018/19 prior to Covid so it is difficult to benchmark. A Governor noted they found a college which had quantified results and stated the data, this is below the college however there is not enough for comparisons.This was presented to C&Q and they were content to recommend this. Governor noted they liked how it was presented. **The SAR and associated plans were approved.**  |  |
| 9 | **Chair's Report** JE spoke to state the planning and contingencies are very clear within the reports. College has under control what it can.  |  |
| 10 | **Principal’s Report** ONS reclassification - this has been mentioned in committees but it is now confirmed colleges have been reclassified, which is backdated to 1993. It is still broadly unknown for the sector, some things it has changed such as borrowing, lending and overdrafts, colleges now need permission from the DfE. For some colleges this will be a significant challenge. Other things it is likely to impact are the accounts, maybe a change to year end, this may impact on LS considerably. Had hoped VAT would be the same as schools but there are no VAT benefits in the announcement, however the AoC have five items they are campaigning for and VAT is one of these things. **Q. Are there any pension changes?**A. It is possible but nothing announced as yet. A discussion took place around other changes which may or may not come to fruition including devolution and leasing. A Governor stated Mazars may have an overview and will hopefully feed back as things evolve.Other significant news from the sector includes utilities which are a continuing concern, conversations nationally and locally about funding rates and AEB, spoken to WYCA regarding this and hoping to hear more in January. Staff recruitment and retention is a significant issue in the sector and possibly the whole country. It is linked to funding and how well we can pay our staff, this is not just teaching staff, but also in terms of admin and catering staff, staff at every level. Shipley College news; the strategic conversation will take place in January and then be reported back after this. There are three applications for free schools in the district*GO left the meeting at 6.57pm*This will create more places for Post 16. One of which is the proposed New College Keighley which will be 1000 places, the BRITS school proposing to open in the city centre and Feversham Academy looking to open an all girls school with 1050 places. Need to be aware there is potential increase in competition. Doesn't mean these will all be approved. A Governor noted Shipley is a college of choice, with a good reputation. DBi agreed but feels the concern is the BRITS school may destabilise the provision across the city.*GOS rejoined the meeting at 7.00pm*We are working with other local colleges and have collaborated on objections to at least two of these provisions. Planning to redevelop the website, the marketing team is fantastic and seeing a significant increase on social media. Hope to have this up and running by end of April / May.  |  |
| 10i | [**Principal’s Update on College News**](https://docs.google.com/document/d/1oPSg4K01s_jqIqAcqTE6oQPVOgwinwWCR1NmUBKkB6s/edit) This covers a lot of activities, DBi pointed out the World of Work Week (WOW Week) which took place and explained the very high levels of employer involvement.Governors noted it is a really comprehensive report, and shows there is a lot going on.  |  |
| 10ii | **To consider the Draft College Annual Report 2021/22**This is the report that goes onto the website. It is the public face of the college. Governor felt it shows the provision well and shows some nice images from within the college life. **Governors approve the Annual Report.** |  |
| 10iii | **To monitor the Corporation’s Key Performance Indicators**This is slightly different to previous years, green is likely or already achieved, amber is a concern it may not be achieved and red is will not be achieved. In previous years had comparisons against the year prior however this is difficult in the current context. DBi explained rather than stating targets of top 10% or 25% of colleges as stated in the strategic plan, which won’t be known until 6 months after the end of each academic year, we have instead set a stretch target for this year. KPIs that relate to estates are project based but are picked up in the development plan and linked through.Key areas were discussed such as work experience and enrichment, the financial targets are included in the turnover. T Levels have had some issues, intended to see more start this year, the T Level Health has had some issues and this has been in the press which may have impacted negatively on recruitment. **Q. Is college still offering Health and Social Care level 3?**A. We are still offering alternative L3 provision to the T levels but this funding will stop, these students are still coming here just not choosing the T Levels. We have not seen the shift across to T levels we planned. We have had conversations with DfE. Those courses with a T Level replacement will be defunded from 2024 so this will force a full transfer by 2024. Attendance of apprentices on Function Skills is not where we want it to be. A Governor noted it is helpful to see the strategic goals linked to the areas.  |  |
| 10iv | **Interim Full Time Enrolment Report**Last year had 735 students who got to day 42, this is when they qualified for funding for that year. This has increased in 2022 to 777, funding is lagged so will see the impact of additional income next year. T Levels are covered in depth in the report. Students in L3 year two have declined. **Q. Are these two year courses?**A. They are mixed, some are one year and some two, we know students can change their minds, and so some courses run as two one year courses to provide a level of flexibility that some need. T Levels are a two year program. Breakdown of recruitment by sector is noted in the table. Slight reduction in Health and Social Care but still a large sector, Creative Industries, Leisure and Travel has increased but there are lots of curriculum areas under that sector. E Sports is really popular. Seeing real interest in L2 and L3. Numbers looking good next year.**Q. Any reason for the decrease in horticulture?**A. Last year some struggled on L3 so we have made some adjustments to initial assessment to ensure only those capable of passing are enrolled onto L3. Having done a lot of work over Summer with tasters etc, staff are seeing an increase in the number of students we convert from offers to enrolment and starting on a course but not seeing the same improvement in numbers who enrol and start at Shipley College and make it to day 42. This is a concern however in some cases it is staff that decide Shipley is not right for some students. These conversations start on day one and continue throughout. Mental Health and anxiety have been huge issues coming out of Covid and seen so many students who cannot sit in a classroom for an hour and a half let alone several sessions.*WR left the meeting at 7.17pm***Q. The BRITS school, why is this a perceived threat?**A. Shipley College offers music, creative, digital media etc. and E Sports, our new offer, so there are a number of courses that may be impacted. If we lose 2 or 3 students per course it could make courses not viable and this reduces our offering to the district. *WR rejoined the meeting at 7.19pm*A discussion around the proposed free schools and the areas they will cover took place.  |  |
| 10v | **To Consider the Termly Finance Report**LS reported on the Management accounts from October, it is early days with only 3 months to consider. Increased by £74k for pay increase, by 23/34 hoping to achieve the number target but won't affect this forecast here. Indicators are included and were explained.  |  |
| 11 | **Governance Matters:** |  |
| 11i | **To consider the outcome from the 2021/22 Corporation Performance Review Questionnaire****Q. What was the total number this was sent to?**A. 15 I believe, so not a good completion rate. A discussion took place around how to make this better going forward. It was agreed the forms will not be anonymous to the Clerk, but anonymised for reporting purposes.  |  |
| 11ii | **To consider recommendations from the Remuneration Committee to approve:****a)** the SPH Remuneration Code Annual Report to the Corporation 2021/22**b)** the Senior Post Holder Remuneration Policy The clerk explained the items recommended for approval. **Governors approve both the Annual Report and the Senior Post Holder Remuneration Policy.** |  |
| 11iii | **To Confirm Link Roles**The clerk explained the link roles and provided a description of each area. KR would like to take over EDI. Governors were requested to read the descriptions and advise the clerk if they would like to link to an area. |  |
| 12 | **Any Other Business**None raised. |  |
| 12i | **Dates of Corporation Meetings scheduled to December 2022:*** 28 March 2023 (F&R AND COP PW)
* 16 May 2023

(Strategic Planning & Training)* 11 July 2023
* 10 October 2023

(Strategic Planning & Training)* 12 December 2023

*DBi LS, WR, JC, GOS left the meeting at 7.44pm* |  |
| 13 | **CONFIDENTIAL ITEM**  |  |
| a) | **To undertake the annual review of all confidential papers etc of the Corporation during 2021/22 and any carried forward from previous years.** No papers to review from last year. |  |
| b) | **Remuneration Committee**: To consider any recommendations arising from the meeting held on 22 November 2022 including i) Recommendation for SPH Pay*This item was confidential therefore recorded in a separate minute.* |  |

Meeting closed 7.47pm

**Decision and Action Tracker**

| Date /Item | **Decision**/*Action* | Person responsible  |
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| 131222 item 3 | **JE was approved as Chair of the Corporation****PW was approved as Vice Chair of the Corporation** |  |
| 131222 item 4 | **The minutes were approved as a true and accurate record of the meeting.**  |  |
| 131222 item 6i | *JE suggested a session within the next Training and* *strategic development meeting to look at recruitment.***Governors approved the recommendations from the Search Committee** | DC/Agenda |
| 131222 item 6iv | **Governors approved the recommendations from F&R****and Audit Committee.** |  |
| 131222 item 6v | **Governors approve the recommendations from C&Q Committee** |  |
| 131222 item 8 | **Governors approve the SAR and associated plans.** |  |
| 131222 item 10ii | **Governors approve the Annual Report.** |  |
| 131222 item 11ii | **Governors approve both the Annual Report and the Senior Post Holder Remuneration Policy.** |  |