

**CORPORATION MEETING
Tuesday 25 May 2021 – 5.30pm
MINUTES**

Meeting conducted remotely via Teams

Chaired by: Steve Oldridge

Members present: Ian Brabbs Mick Paxton Darren Mundy Andy Bailey
Ros Jones Hilary Ascott Gareth Bullen Neil Hughes
Michael McCluskie Jackie Adams Amanda Borrett Phil Rumsey
Jason Saunby Kieren Moore Karina Jarmany
Holly Marshall Dan Timlin

Also present: Pauline Odulinski, ETF Board Reviewer observing

Minutes taken by: Heather Campbell – Clerk to the Corporation

1 Apologies for absence

- a Apologies were received from Andy Gregory.
- b The meeting was quorate with 16 members present via video conferencing, rising to 18 members once Student Governor appointments were approved.

2 Declaration of any personal conflicts of interest

There were no conflicts of interest raised.

3 Welcome newly appointed Governors

The Chair welcomed Jackie Adams, Independent Member/Safeguarding Link Governor and Amanda Borrett, Parent Governor to their first Corporation meeting.

4 Approve Appointment of Student Governors and welcome them to the meeting

The Principal advised that he had met with the both Student Governor applicants and he felt they would be worthy Student Governors and therefore recommend that the Corporation approve the appointments of Holly Marshall and Dan Timlin as Student Governors.

Members approved the recommendation and appointed Holly Marshall and Dan Timlin as Student Governors with immediate effect with their term of office due to end 30 April 2022.

The Chair invited Holly and Dan to join the meeting.

5 **Department Briefing – Learning Support Department**

The Chair invited Julie Walkington, Learning Support Manager to give a brief presentation on the College's Learning Support department to the governors.

Julie introduced herself and advised that she leads a team of eight Learning Support Tutors who support students with high needs both in lessons and in the Study Centre. The students are identified by various means such as; they have an Educational Health and Care Plan (HEP) that has followed them from school, or as a result of an assessment of their learning needs by her support team or identified early on in lessons by their teacher or guidance support tutor as a student who needs support.

Student needs vary such as autism, learning difficulties, dyslexia.

Students may not know they have, mental health issues, may suffer from anxiety etc.

Students classed as 'High Needs' bring additional funding and currently the College has 5 students with HEPs (4 under NYCC and 1 under East Riding Council). However, in September the College is expecting numbers to grow to about 15.

Some students are entitled to special access arrangements for sitting exams; this could be a reader or a scribe in a separate room and some will need extra time to sit the exam. Access arrangements are not all high needs students, the College has about 100 students per year that qualify for special access arrangements which all have to be logged with the various exam boards.

Julie noted that she has good links with local feeder schools to identify students with needs, or safeguarding issues and she liaises with various support teams in the local area. The College will be holding a 'Transition Day' again this year for the students to ease them in and give them a taste of College life.

Julie concluded her briefing by asking if the governors had any questions for her.

Michael asked if she was finding an increase in students with undiagnosed needs coming into the College.

Julie confirmed she was and even though the students has been seen by their own doctor they find it difficult to get assessed and it can take a long time for a diagnosis to be made.

Michael enquired if the lockdown had had an impact on the students who were now asking for support.

Julie confirmed that there had been a few students who had been identified as having been affected in particular with anxiety to varying degrees.

Gareth highlighted his son had gone undiagnosed when he was at school but thanks to Julie and her team when he came to the College he was identified as dyslexic and he was thankful for the support the College gave his son.

Phil observed that Julie has also been helping the Hair and Beauty Academy with assessing the needs of their students. The Academy has found this invaluable and is asking to buy more of Julie's time from the College. The Learning Support department can make the difference for students who start as poor achievers to do well in their studies.

The Chair whether the College was able to prove that the learning support given, was working effectively if asked to do so by an external inspection body.

Julie advised that the College MIS team pull together data that she needs to assess what support she needs to put in place for the students at College but it is difficult to measure success other than in the grades achieved by the time the student leaves.

Kieren observed that as a member of the MIS team, he and his colleague looked at how the learning support staff were utilised in one to ones and classroom support. It was difficult to gauge what quality measures to use, other than looking at the 'Value Added' data of what grade the student came in with and what they leave with. Also having such a broad spectrum of needs the College had to look at each student individually.

Julie noted that she attends the NorVIC Learning Support Manager meetings and had asked how they analyse their student support and they all said they had difficulty in getting any viable and usable data.

Michael highlighted that his school has purchased specialised software to do this type of analysis and Julie was welcome to visit the school to see what the software can produce.

Julie agreed that this would be very helpful and that it would be also helpful if Kieren went with her. She will set up a suitable date and time to visit.

The Chair thanked Julie for her presentation and she left the meeting at this point.

6 **Minutes of the previous meeting**

a **Agree minutes**

APPROVED BY THE CORPORATION

- i) The Minutes dated 20 April 2021
- ii) The Confidential & Restricted Minutes of 20 April 2021

b **Action previously agreed**

The Chair referred to Paper B and noted that the only outstanding work in progress item was covered under Item 8 on the Agenda.

c **Updates from Clerk or Management** – None.

d **Matters arising not covered in agenda** – None.

7 **Reports and Recommendations from Committees**

a. **Employment and Welfare Committee**

- (1) Approve the Minutes of meeting held on 11 May 2021
- (2) Approve New Sickness Absence Policy and Procedure
- (3) Approve the Governor Links Policy
- (4) Receive the Annual Health & Safety Report

- (5) Approve Confidential HR Annual Report
- (6) Approve Admissions & Exclusions Policy
- (7) Approve Freedom of Information and Request Policy
- (8) Approve the GDPR Data Retention & Erasure Policy
- (9) Approve the GDPR Records Management Policy
- (10) Approve Health, Safety and Wellbeing Policy Statement

APPROVED BY THE CORPORATION

- i) Minutes of EWC meeting held on 11 May 2021
- ii) New Sickness Absence Policy and Procedure subject to minor amendments noted at 2.2 to replace named member of staff with reference to her job title and 2.6 to remove "reporting" from the first line.
- iii) Governor Links Policy
- iv) Received the Annual Health & Safety Report
- v) Confidential HR Annual Report
- vi) Admissions & Exclusions Policy
- vii) Freedom of Information and Request Policy subject to amendment of the wording of to replace reference to "Instrument & Articles of Governance" with "Instrument & Articles of Government" at bottom of page 2.
- viii) Data Retention & Erasure Policy
- ix) GDPR Records Management Policy
- x) Health, Safety and Wellbeing Policy Statement

ACTIONS AGREED

Clerk to advise the HR/DPO manager of minor amendments to the HR and GDPR policies approved by the Corporation.

Clerk to update the wording of Freedom of Information and Request Policy prior to its publication on the College website.

8 NorVIC Clerks Group Query on Staff / Student Feedback from meetings

The Chair referred to Paper M and noted that there was only one response from Huddersfield New College and the Clerk confirmed she was not expecting any more to follow.

The Chair asked Pauline Odulinski what her experience was on providing feedback from Committees and Corporation meetings to staff and students.

Pauline advised that there was no hard and fast rule and it is down to the Corporation to decide on how they choose to deal with it. She has seen good practice in other colleges, one of which is where the Chair of Governors has an open surgery with staff and students on governance. There is a move that students should be given more of an understanding of the board of governors which is covered in the government's White Paper.

The Chair noted that with the low response from the other colleges it does not appear to be a major issue for them. An option would be to send an email to students and staff advising them when non-confidential minutes of a meeting of the Corporation or a Committee became available on the College website.

Karina observed that in her opinion most students were not aware of the purpose of the Corporation or the Student Governor's role and she had not had any student come to her in her capacity as the Student Governor.

Pauline highlighted that the government's recent White Paper on post 16 education states that the student voice is high on their agenda, with the government wanting boards of governors to have more of a connection with staff and students, and she recommended that governors read the White Paper.

Phil advised that if there was time before Karina left College at the end of this week he would have an exit interview with her as the outgoing Student Governor to learn more of her experiences as a Student Governor.

Andy highlighted that in the wider business world the students may be a part of a company that has a board of directors and it would be helpful if the students were made aware of the purpose of a board of directors/governors and how a company / Corporation functioned.

The Chair asked if this was something that could be covered in tutorials or lessons.

Phil observed that he would ask Rowan, Vice Principal to look at covering governance / boards of directors/governors in the Prep sessions for the students.

Karina confirmed that it would be good for students to have some sort of governance overview in their Prep sessions.

ACTIONS AGREED

Phil to hold an exit meeting with Karina.

Phil to ask the Vice Principal to include governance overview in Prep sessions for the students.

Clerk to email staff and students when approved non-confidential minutes are available on the College website.

9 Draft Schedule of Business Meeting Dates (2021 - 2022)

The Chair referred members to the to the draft schedule of dates for 2021-22 and no amendments were raised.

10 Identify discussion item classified as "Confidential & Restricted"

Members considered the items of business discussed during the meeting and agreed there were none that required classifying as confidential or confidential & restricted.

11 Agenda Items for the Next Meeting

Staff Survey 2021 Results (see below under Any Other Business)

12 Any Other Business

The Chair asked members if there was any other business.

- a) Phil advised that the Staff Survey 2021 closed yesterday and the College Management Team briefly discussed it earlier today and have not had time to analyse it properly but so far, it looks to be positive. The same questions were used as last year to provide a comparison and give management an indication of the perception of staff and whether things have moved forward, stayed the same or gone backwards. He will do a commentary on the results and include the top 5 and bottom 5 responses and share this with the governors at the next Corporation meeting. The data and comments are not printer friendly therefore if governors would like to look at the full range of the data and comments they can ask the Clerk to send the spreadsheets to them.

ACTION AGREED

Clerk to add Staff Survey 2021 Results to the next Corporation meeting agenda.

- b) Mick raised that there was a lot of press coverage about this year's exam grading by teachers, and asked if the College will be measured on the grades given by its teachers and what rules the College had been asked to follow.

Phil observed that the College was following the regulations set out by the exam boards. Last summer the College was very careful not to inflate grades and checked that the grades awarded were accurate and within tolerance. This year teachers will have to demonstrate and evidence how they graded a piece of work as an A. There is a lot of data involved and as good practice College Management will carry out internal moderation and check all grades and data for any bias, as it would not be fair to give a student a higher grade than they are likely to achieve as this could be seen as setting them up to fail in the future.

The Chair asked if mental health issues / support needs and the effect of the lockdowns were taken into account when grading students.

Phil confirmed that where the College was aware that a student had struggled all aspects of this would be considered with teachers using their professional judgement in grading their students.

The Chair noted that previously there were some departments that were in intensive support, and asked if this was still the case would this impact on results.

Phil observed that the results of those departments in intensive support improved last year and as long as the College was able to evidence the grades given this year, which he was confident the College will be able to do as this year's grading system is better and the departments are on top of grading their students there would be no adverse impact on results. The grades have to be submitted after half term, which he and the Assistant Principal will thoroughly check before doing so.

The Chair asked Phil if he was aware of how the grades were looking.

Phil advised that they are better than two years ago and with the College having introduced timed assessment exams under full exam conditions to assist the grading he

was confident in the accuracy of the grading. Moreover, he was confident in the teachers' professional judgement, as they know their students.

The Chair enquired if the appeals route for students will be the same as last year.

Phil confirmed it was and that Ofqual determine the rules on appeals not the College. As last year, an appeal needs to start with the College, if the student is not satisfied with the outcome, they can appeal to the exam board.

The Chair asked members if they were any further questions and none were raised.

The Chair asked Pauline if she had anything she wanted to add from her observations of the meeting.

Pauline thanked members for bearing with her and she will include in her report any governance development suggestions she has picked up from the discussions tonight and from other meetings she has observed.

The Chair highlighted at this point this was Karina's last meeting and thanked her for her input and engagement in the meetings she has attended in person and remotely. He noted she was clearly a very involved member of the student body and wished her all the very best in her future endeavours and chosen career aims.

12 **Date of Next Meeting – 13 July 2021**

The Chair commented that he expects that members will be able to meet in person in College for the next meeting in July.

13 **Confidential Items & Restricted Minutes**

None.

There being no further matters raised the meeting closed at 6.45pm.