

Minutes of: CORPORATION

Date: 17th October 2024

Time: 5:30pm

Place: Microsoft Teams



Present:

Mr S Brand	
Mr P Cook MBE	(Principal)
Mr S Crick	
Mr I Meaton	
Ms L Miervaldis	
Ms N Paterson	
Mr C Todd	(Vice Chair)
Ms N Williams	

In attendance:

Ms C Hayes	(Interim Vice Principal, Safeguarding and Pastoral Care)
Mrs R Herbert	(Deputy Principal)
Mrs P Powditch	(Interim Vice Principal, Finance and Resources)
Mr S Shackleton	(Director of Technical, Estates and Facilities)
Mrs Y Doherty	(Director of Governance)

24/01 APOLOGIES

Apologies for absence were received from Mr S Bray and Mrs P Dyson (Chair).

In the absence of Mrs Dyson, the Vice Chair fulfilled the role of Chair for the meeting.

24/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

24/03 MINUTES FROM THE PREVIOUS MEETINGS

3.1 Minutes from the meeting held on 4th July 2024

The minutes of the meeting (circulated, document Oct 24/1) held on 4th July 2024 were considered.

It was **RESOLVED THAT** the minutes of the meeting held on 4th July 2024 be approved.

3.2 Confidential Minutes from the meeting held on 4th July 2024

The confidential minutes of the meeting (circulated, document Oct 24/2) held on 4th July 2024 were considered.

It was **RESOLVED THAT** the confidential minutes of the meeting held on 4th July 2024 be approved.

23/04 MATTERS ARISING / ACTIONS

4.1 Actions between meetings 4th July – 17th October 2024

Members considered the report on actions taken between meetings (circulated, document Oct 24/3).

- Approval to withdraw from 32-day Notice Period Account, in line with the Treasury Management Policy
- Interim Vice Principal appointments

It was commented that the report provided a summary of the actions taken and provided assurance to the Board.

It was **RESOLVED THAT** the actions taken between meetings be noted.

4.2 Matters/Actions Report (circulated, document Oct 24/4)

23/65.2 CQC Mock Inspection Report

It was commented that the report indicated that although the assessment of *whether the service was effective* was Good, it was indicated that there had been modest improvement / distance travelled between the two inspections. It was also unclear which of the action points were new or which covered previous points.

It was agreed that the report would be further reviewed in terms of distance travelled to provide an update.

Update 04.07.24

Circumstances have not allowed for this action to be completed.

CARRY FORWARD

17.10.24 Update:

CQC Inspection Readiness

Our residential unit has made significant progress in preparation for an expected CQC inspection. Swift Management Services, specialists in health and social care consultancy, have conducted multiple mock inspections and site visits, providing valuable feedback

Key findings include:

- **17 July 2023 Mock:** Inspection: Rated as "Requires Improvement" overall, with concerns in the "Safe" area.
- **11 March 2024 Mock Inspection:** Rated as "Good" overall, with an "Outstanding" rating for "Responsive," reflecting significant service improvements

Key developments since the last inspection include:

- A dedicated medication room and new delivery system.
- Person-centered student care plans in a new format.
- Robust medication protocols and new medication fridges.
- Comprehensive policy reviews and updates.

02 July 2024 Provider Visit: Positive feedback with minor actions, including:

- Staffing levels acknowledged, with ongoing recruitment efforts.
- Pay review aligned with NHS Agenda for Change, confirming pay alignment.
- Alcohol gel replacements and updated cleaning schedule signoffs.

We are encouraged by the improvements, particularly the absence of medication errors since May 2024, following four errors between Dec 2023 and May 2024.

24 September 2024 Provider Visit: Positive feedback with minor actions including:

- Several estates/environmental related actions e.g., painting skirting boards etc. – all of which are scheduled for completion over October half term.

Our next **Mock Inspection** is scheduled for December 2024, where we look forward to demonstrating our continued progress on our journey to Outstanding. **COMPLETE**

23/75.1 Draft Budget 2024/25 & Three-Year Financial Plan

It was commented that deferring costs was understood but this would not be sustainable. It was suggested that consideration be given to diversification of income as part of the planned Strategy Event in October 2024.

17.10.24 Update:

Circumstances have not allowed for this action to be completed. **Carry Forward**

[ACTION].

SLT

A revised budget 2024/25 be presented in the autumn term 2024/25 when more accurate data was known on which to provide more detail.

17.10.24 Update:

Revised budget issued for approval at the meeting 17th October 2024.

COMPLETE

23/78.2 Student Numbers

It was questioned if the residential learners would be term time or 48 weeks.

It was reported that this would need to be confirmed.

17.10.24 Update:

12 learners in the residential provision this year, 8 are term time only.

COMPLETE

23/78.4 Data Dashboard

Hereward Training Distance Learning data, the achievement rate was queried, and if it should be 90%.

It was noted that this had been raised at the meeting of the Quality & Standards Committee, with a response provided for the minutes. It was agreed that this would be followed up outside of the meeting.

17.10.24 Update:

This retention figure featured in the Dashboard was the 'in year' retention. Overall retention was 87%

COMPLETE

The following data which had been discussed at the Corporation meeting on 16th May 2024

% of staff in support roles observed as appropriate	89.99% or less	89.99% - 91.99%	92%	107%
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It was again confirmed that the data was based on the number of staff to be observed divided by the three terms. The percentage was based on the number observed against the 'termly' number possible.

It was advocated that this approach made the KPI un-usable. It was suggested that any instances of under delivery in one term be added to the expected level of observations in the next term.

This was agreed.

17.10.24 Update:

Solution included as part of the revised Data Dashboard 2024/25 presented for approval at the meeting.

COMPLETE

23/79.2 Internal Quality Review 2023/24

It was agreed that it was a comprehensive report and suggested that it would be useful to include it in the induction documentation for new Governors.

17.10.24 Update:

This has been added to the list of documentation to be distributed as part of the induction process

COMPLETE

23/ 82 Any Other Business

It was reported that the celebratory events for the end of the academic year had been a huge success.

There was discussion of inviting Governors and the potential for engagement with employers at the intern events.

It was reported that the events for the next academic year were scheduled for w/c 23.06.2025.

It was agreed that as part of the review of the leaver's ceremonies communication / invites to Governors would be considered.

It was **RESOLVED THAT** update report on actions from the previous meeting be noted and received.

24/05 **STANDING AGENDA ITEMS**

5.1 **Principal's Report**

The Principal presented a report providing a general update on matters not covered in other reports (circulated, document Oct 24/5).

Detail was provided on

- Student numbers for September 2024 and accommodation
- Whitbread and HTS

Points highlighted included:

- Growth in student numbers, the impact of lagged funding, high tariff learners and that there was continuing consideration of additional accommodation needs being met using existing resources.
- Refurbishment of the media suite and development of the engineering centre, with additional update.
- Considerable work had been completed relating to HTS.
- National awards and further nominations.
- High profile supported internship event celebrating the best SEND employment practices in the West Midlands region and showcasing college and employer partnerships.
- Potential for the College to develop further partnerships with high profile employers.

Discussion points:

Given growth in student numbers the need to consider impact on infrastructure e.g. canteen / LRC
It was confirmed that this was already under consideration with the SLT planning to meet during the half term break to reflect on this further.

HTS – delivery of training to Whitbread managers – was this still being delivered by the Principal, if so, how sustainable was this and were there any plans to engage someone else?

It was reported that a part-time programme manager had been recruited, with the intention being for the individual to observe initially and then for delivery to transition to them.

It was commented that extraordinary progress had been made since the last meeting in July 2024. The Chair thanked the Principal and others involved in making this happen.

It was **RESOLVED THAT** the Principal's update report be noted and received.

5.2 **Quality Improvement Plan 2023/24**

The Deputy Principal presented a report on the Quality Improvement Plan (QuIP) 2023/24 (circulated, document Oct 24/6), confirming that a recent update had been considered in detail by the Quality and Standards Committee.

It was confirmed that updates were highlighted in amber, with actions not closed out to be carried forward to the 2024/25 QuIP where appropriate.

Attention was drawn to:

- 49% paid employment outcomes and 76% combined paid and voluntary outcomes for those who have employment as a recognised destination, which was an improvement on the previous year.

- Databridge - the Learner Portal had been piloted and been considered successful, this would be rolled out for September 24.
- Functional Skills – some improvements.
- A trauma informed approach would be fully implemented for 24/25.

Discussion points

The process for the 2024/25 iteration of the document being presented to Board.

It was reported that this would be considered at the next meeting of the Quality and Standards Committee and to the following Board meeting.

It was **RESOLVED THAT** the Quality Improvement Plan 2023/24 update report be noted and received.

5.3 Student Numbers

The Deputy Principal presented a report on the Student Numbers (circulated, document Oct 24/7).

It was highlighted that the report indicated a significant increase in applications received to date for 2025 entry.

Discussion points

It was commented that this was surprising

It was confirmed that this numbers were higher than historically had been the case. The position was monitored in detail by the SLT. Last year had indicated an incremental increase, with this year following the same trend. However, last year had seen a decrease in the number of applications received later in the year, and at this stage it was unclear if the current position indicated a significant increase over the year or was just attributable to earlier applications.

It was queried if it could be related to an improved position relating to LAs. It was commented that it would be interesting to see where the applications were originating, e.g., similar or different to current provision. The impact was questioned.

It was reported that anecdotally that the majority of applications were from young people in Yr 14 of local schools.

It was questioned if consideration had been given to the position should the College reach maximum capacity.

Discussion included confirmation of the processes relating to applications:

- Monitoring by Pathway and groups.
- Consideration of individual applicants, their presentations, and accommodation overall requirements / availability.
- Cross college dialogue.
- Possibility of late applications for provision that included substantial support requirements / complex presentations that could necessitate conversations to manage the expectations of the applicants.

There was discussion of the position of the College relating to the regulations for ECHPs, where the College was a preferred / named provider.

It was reported that the College had experience of this, tribunals, and where provision had needed to be developed to meet need (resourced by the LA).

It was **RESOLVED THAT** the Student Numbers update report be noted and received.

FOR DECISION

24/06 KPI Data Dashboards – Final Position 2023/24 and Proposed KPIs for 2024/25

A report on the final performance against the Data Dashboard 2023/24 and proposed revisions for 2024/25 was considered (circulated, document Oct 24/8).

There were no discussion points on final position for 2023/24.

Initial comment queried: '*13. Paid employment*'

The 2024/25 target was 35% versus the 2023/24 performance of 49%.

It was confirmed that the 49% achieved was extraordinary. However, it was advocated that in some ways it was irrelevant as there was a focus on pushing for learners who are capable to achieve paid employment.

At 35% the performance would still be outstanding. The historical data of 17%, 36% and 49% evidence the trajectory of performance and journey of the College. It was suggested that there was a need to determine a benchmark that would indicate outstanding performance whilst allowing for possible fluctuations in performance.

Proposals for 2024/25

The proposed amends for 2024/25 were noted, and explanation of the rationale requested:

1. **Overall long retention rates:**

Target and Green RAG rated indicator to be increased by 1 percentage point (p.p.)

At 94% this was considered an indicator of high performance.

10. **Learner pass rates:**

Target reduced by 4 p.p.; Green RAG rated indicator reduced by 3 p.p.

The suggested amendment was on the basis of historical performance and fluctuations and was considered to still be a stretching target.

13. **Paid employment**

For those who have employment as a realistic destination: target increased by 4 p.p.

As per the previous discussion this was still an increase on the 2023/24 position.

14. **Number of learners undertaking external experience of work (where appropriate)**

Green RAG rated indicator increased by 2 p.p.

The suggested amendment was supported by historical data.

17. **% of staff in support roles observed as appropriate (previously no.9)**

Moved from termly to annual reporting, this was on the basis of the reporting in 2023/24.

It was commented that the explanations made sense, and it was noted that the majority of revisions were incremental.

There was discussion of ensuring that targets were stretching, based on historical data, and supported the achievement of an assessment of outstanding.

It was reported that previous feedback had been considered in reviewing the targets and RAG rated indicators and included the need for balance for possible fluctuations where performance was already outstanding.

It was commented that the discussion provided assurance.

The revised reporting of KPI 17 to annual from termly was queried on the basis of any potential risk of not being aware if there are issues.

Discussion suggested that it should remain as revised in the annual data but with updates provided to Board meetings.

SLT

[ACTION]

It was **RESOLVED THAT**

- i. the final performance against the Data Dashboard 2023/24 be noted and received.
- ii. the proposed KPI Data Dashboard 2024/25 be approved.

24/07 **FINANCE and RESOURCES**

7.1 **Revised Budget 2024/25**

The Interim Vice Principal Finance and Resources reported on the Revised Budget 2024/25 (circulated, document Oct 24/9).

The following points were highlighted:

- Income based on assumed learner numbers
- Expenditure
- The anticipated value and % of operating surplus
- The financial health grade
- Bank covenants were forecast to be met
- Three-year plan figures for 2025/26 and 2026/27 were included

Other points of note:

- Confirmed student numbers and allocations across pathways
- Increased income, fees, and staff costs
- Proposed pay offer
- A comparison of the revised budget, Oct 24, against the budget approved in June 24 was provided

Points of discussion included:

Funding methodology, particularly regarding Element 1 & 2 (forecasting an underfunded position for both E1 and E2, with detail provided) and pay and agency fees as a % of income increasing. It was queried what, if anything, could be done to address this.

It was acknowledged that the position with E1 & E2 funding was a direct result of the methodology, and although exceptional in-year growth could be funded the first 25 additional learners were discounted so this would make very little difference. Discussions with Coventry LA were pending but no further income was assumed. This position was subject to careful consideration by the SLT.

Increased agency and other costs, it was suggested that if outturn remained static the College would be running a deficit budget – it was queried what action was being taken to address this?

It was confirmed the College had a number of ILS vacancies to cover for which was at a premium. The budget included the pay provision for these vacancies therefore some of the agency cost would be funded by savings in relation to vacant posts.

It was highlighted that the Q&S Committee had received a 'deep dive' presentation into the ILS provision with detail provided on the recent approach and actions take to address staff vacancies.

It was confirmed that the detail included advertising, open days, offer of temp to perm contracts, exploring working with additional agencies and revised / refreshed marketing materials. There was also a need to consider this in the context of the national position of staff shortages.

There was discussion of the impact of the use of agency staff.

It was suggested that further detail could be provided to the next meeting of the Board, by including this in the reporting from the Q&S Committee meeting.

[ACTION]

RH/YD

Pay Award

It was proposed to award a 5% pay increase with effect from 01 September 2024.

The proposal attempted to address some of the difficulties currently experienced regarding recruitment, increased the minimum wage and reflected market conditions.

Thanks were expressed for the report and effort in developing the 2024/25 budget.

Mr Brand commented that recognising the risks raised, and the need to invest in staff, that the revised budget 2024/25 and pay award be approved.

It was **RESOLVED THAT**

- i. the revised budget for 2024/25 be approved.
- ii. the proposed pay award, backdated to 1st September 2024, be approved.

7.2 Risk Management and Strategic Risk Register 2024/25

The Interim Vice Principal Finance and Resources presented the revised Strategic Risk Register 2024/25 (circulated, document Oct 24/10).

It was confirmed that the register had been considered in detail at the meeting of the Audit Committee on 30th September 2024.

Updates included:

- four changes had been made to the risk recorded or the residual risk scores since June 2024. Two risks had increased and two reduced. In addition, a new risk had been added to the register
- the new risk related to HTS: *Failure to ensure that work on HTS does not subsume a disproportionate level of SLT resource*
- the actions list had been updated to include progress, as well as any revised target dates and new actions that had been identified

There was discussion of the detail provided regarding the Phishing 'campaign'.

It was **RESOLVED THAT** the Strategic Risk Register 2024/25 be approved.

7.3 Internal Audit Plan 2024/25

The Interim Vice Principal Finance and Resources presented the Audit Needs Assessment and proposed plan of work for 2024/25 (circulated, document Oct 24/11).

It was confirmed that IA Plan had been considered in detail at the meeting of the Audit Committee on 30th September 2024.

It was reported that this would be the first year of the contract with Wbg (the new internal audit provider).

The areas for review in 2024/25 and dates for completion and reporting within the academic year had been agreed.

It was **RESOLVED THAT** the Audit Needs Assessment and Internal Audit Plan 2024/25 be approved.

24/08 POLICIES

8.1 Technical, Estates and Facilities

The Director of Technical, Estates and Facilities presented the following policies (circulated, document Oct 23/12).

8.1.1 Health and Safety Policy

There were relatively few, minor, amendments which were highlighted for ease of identification. The most significant was the inclusion of a Pesticides Policy.

It was **RESOLVED THAT** the Health and Safety Policy 2024/25 be approved.

8.1.2 Freedom of Information Policy

There were relatively few, minor, amendments which were highlighted for ease of identification.
Pages 7; 11

It was **RESOLVED THAT** the Freedom of Information Policy be approved.

8.2 Finance and Resources

The Interim Vice Principal Finance and Resources presented the following policies (circulated, document Oct 24/13).

8.2.1 Data Protection Policy

The policy was last reviewed in November 2023. No amendments were required.

It was **RESOLVED THAT** the Data Protection Policy be approved.

Reviewed by the Audit Committee and RECOMMENDED FOR APPROVAL:

8.2.2 Risk Management Policy

The policy was last reviewed in September 2022. No further amendments were required at this time.

It was **RESOLVED THAT** the Risk Management Policy be approved.

8.3 Safeguarding and Prevent

The Interim Vice Principal Safeguarding and Pastoral Care presented the following policies (circulated, document Oct 24/14).

8.3.1 Safeguarding Policy

▪ **Updated Definition of Safeguarding**

The definition now includes **Early help**: Providing support to meet children's needs as soon as problems emerge.

▪ **Protection from maltreatment:**

Including abuse within or outside the home, and online.

▪ **Abuse, Neglect, and Exploitation**

The term 'abuse, neglect, and exploitation' is now used throughout.

▪ **Early Help Indicators**

An updated list now highlights:

- Children frequently missing from **education**, home, or care.
- Those experiencing multiple suspensions or at risk of exclusion.
- Children with a parent in **custody** or affected by parental offending.

▪ **Children Absent from Education**

The definition of absences has been expanded to include **unexplained** and/or **persistent** absences, indicating potential risk of harm.

▪ **Support for LGBTQ+ Children**

The term 'gender questioning' is now referenced and part of an on-going review.

▪ **Data Protection**

Schools and colleges should follow DfE's guidance on data protection, ensuring policies comply with the law, including understanding what staff and pupil data to keep, and preventing data breaches.

The changes were highlighted for ease of reference.

Discussion points

How this policy should be disseminated to Governors.

It was suggested that consideration would be given to adopting a process similar to that for staff which would require Governors to sign to acknowledge receipt, reading and understanding of the policy and its requirements. **[ACTION]**

YD

It was **RESOLVED THAT** the Safeguarding Policy be approved.

8.3.2 Prevent Strategy and Prevent Duty Risk Assessment/Action Plan

It was highlighted that the documents had been amended to include:

- updated national and local context
- update of further reading
- overview of new DfE Prevent Risk Assessment template which will be implemented at the next Prevent Steering Group.

The changes were highlighted for ease of reference.

It was commented that it was reassuring to see the adoption of the DfE template.

It was **RESOLVED THAT** the Prevent Strategy and Prevent Duty Risk Assessment/Action Plan be approved.

8.4 Quality and Curriculum

The Deputy Principal presented the following policies (circulated, document Oct 24/15).

8.4.1 Complaints Policy

It was confirmed that this was largely unchanged, changes highlighted in yellow and were primarily role title and related policies.

Pages 1; 2; 3; 6.

It was **RESOLVED THAT** the Complaints Policy be approved.

8.4.2 Equality Policy

It was confirmed that this had been refreshed to reflect current legislative and compliance information.

Title page and pages 1; 4; 6; 7; 8

It was **RESOLVED THAT** the Equality Policy be approved.

24/09 GOVERNANCE

9.1 Committee Terms of Reference

A report on proposed Committee Terms of Reference was considered (circulated, document Oct 24/16).

It was noted that:

Audit Committee

- The Audit Committee reviewed the Terms of Reference 2023/24 and its compliance against them at the meeting on 30th September 2024.
- There were no amendments proposed to the Terms of Reference for 2024/25.

Quality and Standards Committee

- The Quality and Standards Committee reviewed the Terms of Reference 2023/24 and its compliance against them at the meeting on 25th September 2024.
- Minor amendments were proposed to the Terms of Reference for 2024/25 to reflect the addition of oversight of the residential provision and CQC framework.

It was **RESOLVED THAT** the Terms of Reference for the Audit Committee 2024/25 and Quality and Standards Committee 2024/25 be approved

9.2 Governance Documentation

Members considered a report on the reviewed Governance documentation (circulated, document Oct 24/17).

The executive summary provided detail of where the documentation had been updated.

In particular it was highlighted that:

a. Instrument and Articles of Government

No amendments

b. Standing Orders

Updates to:

Appendix D (page 18) and Appendix F (page 21)

c. Governance and Delegation of Powers

Minor amendments:

Committee Terms of Reference – those for 2024/25 as presented for approval (minute 24/9.1)

Membership of Corporation and Committees – reflecting current position

d. Governors Code of Conduct

This had been reviewed and updated against the most recent version of the recommended Code of Conduct as provided via Eversheds Sutherland, with revisions identified by page / appendix.

It was **RESOLVED THAT** the Governance Documentation as presented be approved.

FOR INFORMATION

24/10 FINANCE and RESOURCES

10.1 Monthly Management Accounts (Month 12)

The Interim Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 12 (circulated, document Oct 24/19).

The report detailed the final outturn financial position against the forecast and budget for 2023/24, which remained subject to audit.

A summary of the position was provided.

Detail of key issues was provided and included:

- The surplus achieved in comparison to the forecast and revised budget.
- Financial health assessment.
- The cash balance at the end of the period.
- Banking covenants were met.
- External Auditors had been onsite to complete the audit processes.
- It was confirmed that the Month 12 Management Accounts been considered in detail at the meeting of the Audit Committee on 30th September 2024.

It was **RESOLVED THAT** the Month 12 Management Accounts be noted and received.

10.2 Residential Provision Update Report

An update report was considered (circulated, document Oct 24/19). The confidential classification of the report, and detail was noted. Further updates would be provided, as necessary. There was discussion of issues such as overhead costs and future strategic development options in the wider college.

It was **RESOLVED THAT** the Residential Provision Update Report be noted and received.

10.3 Annual HR Report 2023/24

The Principal presented the annual HR report (circulated, document Oct 24/20).

Key HR metrics indicated:

- Staff turnover rate of 9.76%
- 3.25% of workforce with formal employee issues
- Vacancy rate of 46.24%
- Sickness absence rate of 4.73%
- Workforce profile analysis shows:
 - 64.1% are aged 40 and over (68.8% in 2023)
 - 11.9% have declared a disability (11% in 2023)
 - 78.3% are female (80.7% in 2023)
 - 78.9% are White British (81.5% in 2023)

It was again emphasised that recruitment was challenging, and it was expected that this would continue, the actions taken to attempt to address this were reiterated.

Attention was drawn to the implementation of the Every HR system, and in particular that this now supported electronic applications for vacancies, along with a new outsourced payroll provider.

The workforce diversity was still less than the community, however there had been a positive improvement which although modest was in the right direction.

It was noted that an internal audit review of payroll was included as part of the 2024/25 annual plan.

It was **RESOLVED THAT** the annual HR report 2023/24 be noted and received.

10.4 Annual Health and Safety Report 2023/24

The Director of Technical, Estates and Facilities presented the annual Health and Safety report (circulated, document Oct 24/21).

The report provided detail on activities to promote and improve safety in 2023/24 including:

- Policy and procedure reviews
- Risk assessment review and evaluation
- Individual Student Risk Assessments
- Fire management
- Safeguarding
- Compliance testing
- Load bearing structures
- Site security
- Asbestos management
- Water management
- Management of electricity
- Environmental/Green issues
- Training
- Incidents (including RIDDOR and comparative data)

It was **RESOLVED THAT** the annual Health and Safety report 2023/24 be noted and received.

24/11 SAFEGUARDING and PREVENT

11.1 Annual Safeguarding Report 2023/24

The Interim Vice Principal Safeguarding and Pastoral Care presented the annual Safeguarding report 2023/24 (circulated, document Oct 24/22).

The report provided detail on work completed in 2023/24 including:

- Student Assistance Program (SAP)
- Summary safeguarding data (including comparative data)
- Team Teach Behaviour Management, 21 incidents required support
- Tiering data:
 - Tier 3 (intensive support): 5% decrease
 - Tier 2 (targeted support): 13% increase
 - Tier 1 (general support): 5% decrease
- Mental Health, 46% decrease
- Prevent update
- Training

Discussion points included confirmation of the positive impact of the Team Teach Behaviour Management and the indications that that the tiered approach to support was effective.

It was **RESOLVED THAT** the annual Safeguarding report 2023/24 be noted and received.

11.2 Safeguarding Update September 2024

The Interim Vice Principal Safeguarding and Pastoral Care presented a Safeguarding update report (circulated, document Oct 24/23).

The report provided a position statement with regard to Safeguarding at the start of the 2024/25 academic year.

Detail included:

- Operational MDT
- Clinical MDT
- Mental Health and Counselling Support
- Safeguarding Supervision and Quality Assurance
- Tiering data:
 - Tier 3: 26% increase
 - Tier 2: 5% increase
 - Tier 1: 18% decrease
- Data and Safeguarding referrals
- Behavioural incidents and Team Teach
- Keeping Children Safe in Education compliance

It was commented that the report provided a significant amount of detail.

It was **RESOLVED THAT** the Safeguarding Update October 2024 be noted and received.

24/12 AUDIT**12.1 Audit Committee Meeting – 30th September 2024**

The Chair of the Audit Committee presented a report on the Committee Meeting, 30th September 2024 (circulated, document Oct 24/24).

The business considered, outside of the agenda for this meeting, and detail brought to the attention of the Corporation included:

- Deep Dives
- Committee Self-Assessment 2023/24
- Draft Audit Committee Annual Report 2023/24
- Internal Audit Service Annual Report 2023/24
- Progress against audit recommendations
- Annual Value for Money Report 2023/24
- Gifts and Hospitality

The Committee position regarding deep dives was emphasised in that deep dives were considered an additional, useful source of assurance but that there was need to be cognisant of the pressures on the senior management team.

It was highlighted that the outgoing Internal Audit Service Annual Report for 2023/24 was considered. No issues were reported, and the Internal Audit Service had reported that:

In their opinion, insufficient internal audit work has been undertaken to allow an opinion to be given as to the adequacy and effectiveness of the College's governance arrangements.

In considering this the Audit Committee acknowledged that it received assurance from a variety of sources, and this had included the external governance review completed in 2023/24.

It was **RESOLVED THAT** the report on the Audit Committee Meeting, 30th September 2024 be noted and received.

12.2 Annual Risk Management Report 2023/24

The Interim Vice Principal Finance reported on the Annual Risk Management Report 2023/24 (circulated, document Oct 24/25).

It was noted that the report had been considered by the Audit Committee at the meeting held on 30th September 2024.

Highlights included:

- Senior leaders have continued to drive a risk-based approach across all college operations.
- Updates on progress have been provided to the Board and Audit Committee on actions taken throughout the year.
- An analysis of the categorisation of residual risks for 2023/24 was provided with a comparison of the position in previous three years (to note that the risk scales and matrix were revised in 2020/21).

It was commented that judgements against risk, mitigation, and residual risk appeared appropriate.

It was **RESOLVED THAT** the Annual Risk Management Report 2023/24 be noted and received.

24/13 QUALITY AND STANDARDS

13.1 Quality and Standards Committee Meeting – 25th September 2024

The Chair of the Quality and Standards Committee presented a report on the Committee Meeting, 25th September 2024 (circulated, document Oct 24/26).

The business considered, outside of the agenda for this meeting, and detail brought to the attention of the Corporation included:

- Hereward Training
- Careers and employability Implementation Plan
- Deep Dive Presentation – ILS
- Residential Provision Report
- LOOP 2023/24 Action/Implementation Plan & Leaner Leadership 2024/25
- Draft Self-Assessment Report 2023/24 & QuIP 2024/25
- Deep Dives (future)
- Committee Self-Assessment 2023/24

It was commented that the Deep Dive – ILS and the earlier discussions, perhaps it would be appropriate to revisit staffing levels.

It was advocated the deep dive had provided evidence of the results of actions taken to address the recruitment challenges.

It was noted that the Internal Audit Plan included a review of HR – use of agency staff. It was queried how the outcomes would be reported.

It was confirmed that the report would be considered by the Audit Committee and reported to the Board.

It was reported that the this fell under the remit of the Vice Principal Finance & Resources.

A scoping meeting for the review was planned with the internal auditors, Interim Vice Principal Finance & Resources and HR Manager for w/c 21.10.24, which would then be considered by the SLT.

It was **RESOLVED THAT** the report on the Quality and Standards Committee Meeting, 25th September 2024 be noted and received.

13.2 Annual Complaints Report 2023/24

The Deputy Principal reported on the Complaints 2023/24 report (circulated, document Oct 24/27).

It was reported that the report had been considered in detail at the Quality and Standards Committee meeting held on 25th September 2024.

The report summarised the key headline data from complaints received by the College during the academic year 2023/24.

The annual total of complaints received by the College 2023/24 totalled one, which was a decrease on the previous year.

One complaint was received in the Autumn term: the complaint was partially upheld.

Comparative data and diversity monitoring data was provided.

It was **RESOLVED THAT** the Annual Complaints Report 2023/24 be noted and received.

24/14 ANY OTHER BUSINESS

There was no other business for consideration.

24/15 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Thursday 12th December 2024.

Staff Members and the Interim Vice Principals left the meeting.

24/16 CONFIDENTIAL

See separate minutes

Signed:

Chair

Date: