

01Minutes of: CORPORATION

Date: 15th May 2025

Time: 5:30pm

Place: Hybrid

Present: Mr B Angliss
Mr S Brand (left the meeting at 17.45)
Mr P Cook MBE (Principal)
Ms L Miervaldis
Ms N Paterson
Mr C Todd
Ms N Williams

In attendance: Ms M Coles (Interim Vice Principal, Finance and Resources)
Mrs R Herbert (Deputy Principal)

Mrs Y Doherty (Director of Governance)



Mr Todd chaired the meeting in the absence of Mrs Dyson. He expressed his thanks to the Chair, Mr Brand and student governor for submitting questions in advance of the meeting.

24/55 APOLOGIES

Apologies were received from Mr S Crick, Mrs P Dyson and Mr I Meaton.

24/56 DECLARATIONS OF INTEREST

There were no declarations of interest.

FOR DECISION

24/57 MINUTES FROM THE PREVIOUS MEETING

57.1 Main Meeting Meetings from 27th March 2025

The minutes of the meeting held on 27th March 2025 (circulated, document May 25/1) were considered.

It was **RESOLVED THAT**, the minutes of the meeting held on 27th March 2025 be approved.

57.2 Confidential Minutes (1) from 27th March 2025

The confidential minutes (1) of the meeting held on 27th March 2025 (circulated, document May 25/2) were considered.

It was **RESOLVED THAT**, the minutes of the meeting held on 27th March 2025 be approved.

24/58 MATTERS ARISING / ACTIONS FROM THE PREVIOUS MEETING

58.1 Board Actions between meetings

Members considered the formal report of actions taken between the between the meetings held on 21st March 2024 and 16th May 2024 (circulated, document May 25/3).

- Reappointment of Mr S Brand for a one year term w.e.f. 18.05.2025

It was **RESOLVED THAT** report on Board Actions be noted and received.

58.2 Matters/Actions Report (circulated, document May 25/4)**24/33.1 Principal's Report**

In response to the point raised about student voice and internships it was queried if it would be possible for the Student Governor to canvas the views of interns on their experiences. It was confirmed that this could be discussed with the Student Governor.

Update 27.03.2025:

The Head of Employment Services will include the Student Governor in the next learner voice activity for interns. She will be supported to design and implement the strategy to gain their views.

A further update was provided by the Deputy Principal. The Student Governor had met with the Head of Employment services and would be devising an online questionnaire. In addition, there was discussion of the production of a small video to capture interns' experiences, which should be available for the next meeting

Update 15.05.2025:

Work was progressing, the Student Governor had been supported by her Mentor, and it was hoped that the finished product would be available by the end of the academic year and an update for the next Board meeting (03.07.25) **[ACTION]**

RH

24/47 Strategy**24/47.1 Strategic Plan**

- Page 22

In discussion at the Strategy Event (January 2025) the need to highlight the work of the College was emphasised, with research being suggested as a means to carry this forward. The document confirmed that quite a lot of work had been completed in relation to this, and updates would be provided at future meetings

Update 15.05.2025:

A funded research project has been started with the WMCA and details of it are in the Principal's update. A meeting has been arranged with college staff to scope the remit of research activity, and this will be used to inform future plans. **COMPLETE**

Section on Learner Voice

An observation was raised, regarding awareness of alternative approaches to seeking learner input. It had been suggested that instead of seeking views through learner voice activities an alternative would be to ask students for their advice on how things could improve.

It had been advocated that responses to this might be more positively framed and progressive, so that as opposed to. *'I don't like'* it could be *'I wonder if this would have happened / this would be better'*

It was confirmed that this was raised as something for consideration in the approach to learner voice and not that the current strategies be revised now.

It was reported that the intention was to complete an initial mapping of college practice against best practise from the sector.

It was agreed that the points raised should be considered and further detail was requested in order to signpost staff.

Update 15.05.25:

Mr Todd to provide the details to the Principal.

[ACTION]

CT

24/47.3 **Curriculum Strategy**

• Page 9/10 Qualification Reforms

Can the students have the same opportunity as the adult learning classes? e.g., social care quals

It was confirmed that this related to the adult skills funded provision. It was reported that there were a number of programmes being explored, as possibly suitable for some of the day learners. The Deputy Principal would keep the Student Governor updated with regard to developments.

Update 15.05.2025:

The Deputy Principal has discussed this with the Student Governor, the possibility of offering qualifications to Hereward Graduates is being explored, such as first aid, allowing for the difficulties associated with funding.

24/51 **Finance and Resources**

24/51.1 **Audit Committee 17th March 2025: Risk Management - HTS**

24/53 **Any Other Business**

24/53.2 **Selection Panel – Recruitment Agency Director of Governance Recruitment HTS**

It was suggested that when the SLT next considered the risk register, this should include what of the HTS work should / could / may or may not be included / recorded.

Director of Governance Recruitment

Update to the strategic risk register

Update 15.05.2025:

These items were on the agenda for the May review of the risk register. It was reported that rather than a whole new risk that additional elements would be included which would increase the risk scoring. [ACTION]

MC

24/53 **Any Other Business**

24/53.1 **LinkedIn Business Review for the External Governance Review**

Update 15.05.2025:

Governors were requested to note that the Chair and the Director of Governance have not had the opportunity to discuss this further due to SLT and DoG recruitment priorities. This was recognised as an outstanding action and discussions would take place with a report back at the 03 July 2025 board meeting. [ACTION]

PD

24/53.3 **Admissions and Transition Policy**

There was detailed discussion around the provisions of the policy and the implications with regard to the 'duty to admit'

It was agreed that this should be clarified in terms of risk.

Update 15.05.2025:

Further discussion has taken place, with the College's legal contacts, following the meeting. There was discussion of the process, and it was confirmed that it was usual for there to be prior engagement with LAs before the College being named as a placement. **COMPLETE**

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

58.3 Matters from Main Minutes

24/51 **Finance and Resources**

The reported RIDDOR incident was raised and an update requested.

It was confirmed that the staff member was making a good recovery.

58.4 Actions Report Confidential Minutes (1)

See separate record.

24/59 STRATEGY**Accountability Agreement**

The Principal presented a report on the Accountability Agreement (circulated, document May 25/5).

- The Agreement is a condition of funding by the DfE.
- In creating the Accountability Agreement due regard had been given to the needs of the local and regional community the College serves.
- The Agreement used the latest information contained within the Local Skills Improvement Plan and the skills strategies of Coventry and the West Midlands Combined Authority.
- It also tied in with the Strategic Plan.
- The document provided detail on 'Aims/Actions' linked to the reference documents along with detail on 'Progress and Impact'.

It was commented that the document evidenced an extraordinary understanding of the skills requirements of local and neighbouring areas. It captured the curriculum intent and how the design sought to meet skills need.

It was **RESOLVED THAT** the Accountability Agreement be approved, signed by the Chair and Principal, and submitted to the DfE by the 30 June 2025 deadline.

24/60 POLICIES**60.1 Finance & Resources: Fees Policy**

The Interim Vice Principal Finance and Resources presented the Fee Policy (circulated, document May 25/6).

It was confirmed that the College did not really charge fees, and that as the position with the WMCA was still to be confirmed that the policy would be presented again at the July meeting.

Discussion points included:
When the current policy lapsed.

It was confirmed that the current policy was effective until 31 July 2025.

There was discussion regarding charging fees to adult learners.
It was reported that most learners were eligible for funding.

It was suggested that that would be prudent to include fee charging for adult learners should circumstances change. **[ACTION]**

MC

It was **RESOLVED THAT**, the Fees Policy 2025/26 be presented to the next Board meeting scheduled for 03 July 2025.

60.2 Technical, Estates & Facilities Integrated Digital Technology Strategy

The Principal presented the Integrated Digital Technology Strategy (circulated, document May 25/7).

It was reported that the strategy included relevant aspects of the Strategic Plan, including AI and the six principles that govern it. The other point of note was Cyber Security.

Discussion points included:

Raising awareness relating to cyber security and the potential to describe it as cyber safeguarding. It was advocated that 'safeguarding' was already in use in a separate context and that it would not be appropriate to use the terminology in a different sense.

It was acknowledged that more consideration would be given to how to raise the profile of cyber security within the college.

There was discussion of the continuing phishing campaign utilised to raise awareness and identify training needs.

It was suggested that any training could be used to align with how important cyber security is. It was also commented that there was a need to ensure that this was relatable.

The insurance cover in place was queried.

It was reported that this had been subject to recent review and expansion was under consideration.

It was **RESOLVED THAT** the Integrated Digital Technology Strategy be approved.

FOR INFORMATION

24/61 **STANDING AGENDA ITEMS**

61.1 Principal's Report

The Principal presented an update report (circulated, document May 25/8).

The report provided detail on:

- National Award for college Music teacher.
- Research: with a university and the start of a wider internal scheme to position the college as a leader in research informed practice.

Addition detail included:

- Potential support for research work via the Educational Psychologist and doctorate students (with research funding)
- Presentation of a working proposal to the Board in the autumn term. **[ACTION]**
- Contribution of serving Governor work research project with the university
- Governance structure for R&D would be driven by increased quality of teaching, learning and assessment, and research informed practice. This would provide a sustainable means to maintain the Outstanding grading

PC

It was queried if the University research project could be expanded to include wider input from other groups, e.g., close contacts of employees who may be able to attest witnessing changes in aspirations

It was confirmed that this could be discussed in the reference group.

Questions received in advance

Research

What are the long-term intentions regarding the potential conclusion of the research, rather than how it informs the wider SEND community and employers –

It was confirmed that the intention was to show categorically that employing our young people improved the company environment and other areas, including the bottom line.

How will this influence practice at Hereward, i.e., how the college works with employers?

As part of the research points such as transition would be considered and this would inform practice.

Research proposal

Is there an opportunity to incorporate our student voice in the research?

It was reported that the student voice would be incorporated by surveying the young people on placement with employers.

Do you think that the research will improve perceptions and attitudes?

It was advocated that this would be the case and that the research would inform activities such as lobbying and marketing and inform college approaches to employers.

It was confirmed that the research would be widely shared.

An example of how placements could impact employers was provided: HSBC incorporating comments from interns, on sensory requirements, in the design of a new building.

It was also reported that the College had received comments from employers on the benefits that the young people brought to their organisations.

Further discussion points:

It was highlighted that this also linked to government initiatives such as 'Get Britain Working', 'Youth Trailblazers' and 'Connect to Work' and the WMCA mayoral pledge.

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

61.2 HTS

The Principal presented an update report on HTS (circulated, document May 25/9).

Points highlighted included:

- The work with Whitbread had progressed despite significant disruption, as previously reported.
- There were sufficient licence fees in the pipeline to allow the project to be financially sustainable.
- City regions and the associated mayoral infrastructure were proving to be the best vehicles for moving the project forward and at the right level of ambition from participants.
- The fees would be sufficient to allow for the part-time programme manager role to be maintained.
- As per the discussions at the strategy event in January 2025 the commercial training element of HTS needed attention with work focussing on a strategy for this. The time commitment of the Principal was still to be determined, although the intention had been that the Principal would step back from 2025/26.
- A financial update was provided.
- A governor is required to sit on the board for HTS LTD to provide assurance to the main college board. A guidance document from the AoC was provided detailing the responsibilities of subsidiary board members.
- The mechanism for appointment was still to be determined but would be dependent on the level of interest.
- There were opportunities for board members to take part in activities associated with HTS LTD such as the opening of new facilities across the country and attendance at awards evenings.

There was discussion of the appointment of a serving governor to the Board of HTS. It was suggested that the Principal offer a conversation with any governor that may be interested prior to volunteering.

This was agreed and that it would be a no obligation conversation.

It was further suggested that the Principal provide a communication to the DoG for distribution to governor inviting them to have such a conversation.

[ACTION]

PC

Discussion also suggested that the anticipated governor recruitment campaign also include that the Board was looking for individuals who were prepared to also sit on the HTS Board.

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

61.3 Student Numbers

The Deputy Principal presented the report on the Student Numbers (circulated, document May 25/10).

It was highlighted that the reported position for funded places was a little behind the position at this point last year, however there had been no push back on the increase in hourly rates.

It appeared that the assumption earlier in the year that applicants were submitting applications early had been correct. There had been no formal applications during May, and the LAs were meeting statutory deadlines.

Discussion points included:

Were there any specific issues, particularly regarding agreed funding?

It was reported that this was not the case, although some significant decisions were yet to be agreed.

Although there was no pushback on the increased hourly rates, was there any risk that this would result in reduced hours on programme?

It was confirmed that there had not been any discussion around this, but mentoring hours were under greater scrutiny.

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

61.4 QuIP 2024/25

The Deputy Principal reported on updates against the Quality Improvement Plan (circulated, document May 25/11). The Deputy Principal acknowledged that credit was due to the Director of Quality for the production of the report.

The following points were highlighted:

pg. 1:

Question Time with the Chief Executive and Chief People Officer of Whitbread.

Mini Prism - the curriculum had been co-created with the employer to develop the skills needed to secure employment in this vocational area.

pg. 2:

Pan-Disability Birmingham FA Education League, evidence of the transformational effect of sport

pg. 7

Maths Level 2

4 results: Pass rate 57.14%, which was higher than last year's national average of 45.7% and achievement for the 6 College learners taking the qualification.

It was **RESOLVED THAT** the update against the Quality Improvement Plan (QuIP) 2024/25 be noted and received.

61.5 Data Dashboard

The Data Dashboard was considered (circulated, document May 25/12).

It was highlighted that there was an improvement in the sickness absence rate for April.

Discussion points included:

No.9: % of observed lessons where learning support is identified as Good. This was 69% and RAG rated Red – was there a common thread associated with the remaining 31%?

It was reported that some observations were still to be completed. This was also a formal observation process under the Internal Quality Review (IQR). The results were attributable to the use of agency staff with concerns subsequently addressed.

It was **RESOLVED THAT** the Data Dashboard 2024/25 update report be noted and received.

24/62 SAFEGUARDING & PREVENT

The Deputy Principal presented a Safeguarding Update Report (circulated, document May 25/13).

The report provided detail on a number of aspects:

- Safeguarding Overview
- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- 157 Audit
- Safeguarding data
- External referrals
- Staff and Governor Training

It was highlighted that comparative data had also been included where appropriate. There had been an increase in Early Help referrals, and although there was an increase in Tier 3 learners on the previous year, that had been a decrease in overall safeguarding concerns. It was advocated that this was testament to the collegiate approach and work of the staff.

It was highlighted that the comparative data (year on year) indicated that Mental Health / Behaviour issues were reducing and that was considered attributable to Team Teach.

However, issues around Digital Safety data indicated an increase. For context this was one even that had involved a high number of learners.

Questions received in advance

Clinicians:

Do the clinicians meet students?

It was reported that the Clinical Psychologist did not meet with students face to face but worked with the staff team around individual learners to identify and implement strategies.

The Educational Psychologist conducted observations in the classroom and works with the staff teams.

Both psychologists worked together well.

Data:

*The numbers in the first table – are they actual safeguarding **issues** or are they reported as safeguarding concerns.*

It was acknowledged that the numbers were high, with detail provided later in the report, but this did not necessarily include detail on low level concerns.

Mental Health (page 3)

There is a high indication of mental health concerns.

It was suggested that face to face counselling was important especially for Hereward students. Would consideration be given to re-introducing the counselling service as these papers demonstrated a need for it.

It was reported that Mental Health issues had reduced year on year, and the College was engaging with 'Time 4 You' which could include face to face meetings. Other organisations were also signposted to learners as appropriate.

It was commented that the format for receiving feedback from the student governor could be difficult when they were unable to attend to develop the train of questioning further.

It was queried what time had been commissioned.

It was confirmed that it was sufficient to cover 6 learners.

It was noted that the report indicated that the College was currently funded for 86 Tier 3 learners. It was queried if there was a funding limit.

It was confirmed that this was in the format that this information had always been reported. It was reported that there was some element in the funding to include provision of the CMDT and that this could be flexed.

The source of the funding was questioned.

It was confirmed that this was included in 'top-up' funding.

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

24/63 FINANCE and RESOURCES

Monthly Management Accounts P8

The Interim Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 8 (circulated, document May 25/14).

Detail of key issues included:

- The Financial health assessment
- The cash balance at the end of the period.
- ASF income.
- Banking covenants are forecast to be met.
- Capital expenditure to date.
- The College had in previous years made an additional, non-consolidated, payment to staff. The Senior Leadership Team was currently considering any impact on Financial Health of making such a payment in 2024/25.
- The College had been awarded an FE college condition allocation which will be received in June 2025 and is to be spent before March 2028

There was detailed discussion of the potential for the additional non-consolidated payment, with points raised including:

- The potential for the financial health grade to downgraded to 'Good' from 'Outstanding'.
- The impact of the position in relation to ASF income.
- Staff were considered the most valuable resource, with retention and being valued important.
- The payment would be welcomed by staff but perhaps support staff would appreciate a higher basic salary.
- When considering pay, those lower down the scale were always going to face more significant challenges, it was important to do whatever was possible to support quality staff.
- It was recognised as a very difficult situation.
- It was suggested that discussion indicated that there was a feeling that the risk of a downgraded financial health grade could be tolerated for the reasons discussed. However, it was accepted that there was a 'scale' within 'Good' so it would be advantageous to know where the College would be positioned on that scale, e.g., at the upper end of the scale (closer to outstanding).

It was confirmed that the SLT were seeking the thoughts of Governors. It was reported that from a risk perspective supporting staff was important, and it should be further acknowledged that most recruitment was now via 'word of mouth' from existing employees. The SLT understood the importance of the health grade, and they were not aware of any opportunities that would be missed. The general view was that there was a preference to reward staff. It was agreed that this was an important indicator of feelings about the workplace and that there should be consideration of staff wellbeing.

It was **RESOLVED THAT** the Monthly Management Accounts, Month 8, be noted and received.

24/64 **QUALITY and CURRICULUM**

Complaints Report – Spring Term

The Deputy Principal presented a report on the Complaints Spring Term 2024/25 (circulated, document May 25/15).

The report summarised the key headline data from complaints received by the College during the Spring term 2024/25.

Two complaints were received by the College during the Spring term, demonstrating a slight increase compared to the Spring Term trend over the last 3 years

Detail was provided.

Comparative data was provided.

Questions received in advance

There appeared to be very few complaints in general.

Was this because everyone is happy with no complaints, or that the complaints procedure was not as accessible to all learners, regardless of ability.

It was reported that the complaints policy was considered accessible, with staff able to support as necessary.

Has there been a change in the procedure of capturing complaints, resulting in fewer?

It was confirmed that there had been no change to the procedure.

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

24/65 **ANY OTHER BUSINESS**

65.1 Further Education Commissioner Newsletter – Spring Term 2024/25

This had been uploaded to the Admincontrol Portal. It was highlighted that that these newsletters are not published documents, and therefore not in the public domain.

65.2 Civil Claim

The Interim Vice Principal Finance and Resources reported on a claim against the College that had been raised by one of the agencies used for temporary staff.

Detail was provided.

It was **RESOLVED THAT** the update on the civil claim be noted and received.

24/66 **DATE OF THE NEXT MEETING**

The date of next meeting of the Board was confirmed as Thursday 3rd July 2025.

All staff except the Principal left the meeting.

24/67 **CONFIDENTIAL (without staff)**

Confidential Minutes (2) from 27th March 2025

The confidential minutes (2) of the meeting held on 27th March 2025 (circulated, document May 25/16) were considered.

It was **RESOLVED THAT**, the confidential minutes (2) of the meeting held on 27th March 2025 be approved.

Signed:

Chairperson

Date: