



**Minutes from the meeting of The Corporation  
on the 19th March 2024**

<p><b>Present:</b>          Diana Bird (DBi)-Principal          David Butcher (DBu) - Chairing          Kerry Robinson (KR)          Nigel Hainsworth (NH)          Phil Hunter (PH)          Catherine O’Conner (CO)          Joanne Beaumont (JB)          Grace Jeffreys (GJ)          Rachel Hoyland (RH)          Sanjoy Kundu (SK)          Anya Faulkner (AF)          Stephanie Cowling (SC)</p> <p><b>In Attendance:</b>          Danielle Carter (DC)- Director of Governance          John Flaherty (JF) - Vice Principal Finance and Planning          Greg O’Shea (GOS) - Vice Principal Curriculum</p> <p><b>Apologies:</b>          Peter Whittle (PW)          Ranjit Arora (RA)          Mohammed Hussain (MH)          Steph Tinsley (ST)          Sean Ratcliffe (SR)          Paul Goodridge (PG)          Qasim Naqvi (QN)</p> <p><b>Presenters:</b>          Briony Marston (BM)</p>
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		Action
1	<p><b>Welcome, Apologies of absence, Disclosure of financial and/or personal interest</b>            DBu welcomed everyone to the meeting and took a moment to thank John Egan for his service to the college.            John supported the college from the 90s as an employer. He supported students with mock interviews and employability skills. He was appointed as Governor in 2009 and became Chair of the Corporation in Dec 2020. He was due to retire from Governance at his request in July 2024 following his 72nd birthday.            Our thoughts are with his family.</p> <p>Apologies were received from ST, RA, MH, SR, QN, PG, PW. DBu is chairing in the absence of PW.            There were no disclosures of personal and financial interest.</p>	
1a	<p><b>Staff Presentation from Briony Marston - Director of Quality and Innovation</b>            BM introduced herself and explained she joined Shipley College on February the 1st, and has been putting together an AI in Education Conference on</p>	

	<p>the scheduled QI day. This is a larger event than usual as external WYCC members have also been invited to attend.</p> <p>The key purpose is for staff to embrace AI in teaching and learning as well as having a deeper understanding of skills we need to deliver to our students. BM shared that we had secured Dan Fitzpatrick as our keynote speaker and shared information about the industry panel and workshops that have been arranged.</p> <p>Governors requested if the Keynote speech can be shared, BM confirmed it can not on this occasion however Governors are invited to attend the conference.</p> <p>A discussion took place around what software is available to detect the use of AI and how this compares with plagiarism software.</p> <p>Governors asked how impact would be measured following the conference, BM explained she will measure this from feedback. Managers have been asked to spread their team across workshops so they can share their learning. The AI champions will be supporting this also.</p> <p>It was asked if there is an ambition in inviting the wider workforce. BM explained all student facing staff have been invited to the whole day, however there are some areas that would be beneficial to streamlining the administration of some of our service staff.</p> <p>Governors thanked BM for her presentation.  <i>BM left the meeting 6.17pm</i></p>	
2	<p><b>To agree agenda and order of business as circulated</b>  Agenda agreed, 1a was taken at the start of the meeting.</p>	
3	<p><b>To:</b></p> <p><b>a) Endorse Governor appointments</b>  Governors endorse the new appointments.</p> <p><b>b) Welcome new Staff Governor</b>  Governors welcome Stephanie Cowling as the new academic staff governor.</p> <p><b>c) Appoint a Chair of Corporation</b>  PW has been Vice Chair and following succession planning will move into the role of Chair. Governors approve PW as Chair.</p> <p><b>d) Appoint a Vice Chair of Corporation</b>  The Peridot recruitment process advertised the Vice Chair role, Paul Goodridge is content to put himself forward to be the new Vice Chair of the Corporation. Governors approve PG as Vice Chair.</p>	
4	<p><b>To approve the minutes of the meetings held on 12 December 2023</b>  <i>The minutes were approved as a true and accurate record of the meeting.</i></p>	
5	<p><b>Matters arising</b>  DC to invite RH to the Student Council dates for information - COMPLETE</p>	
6	<p><b>To consider reports and proposals from committees:</b></p>	
6a	<p><b>Audit:</b> To consider any recommendations arising from the meeting held on 27 February 2024</p> <p>The Chair of Audit Committee asked Governors to note:  Item 6 - Members approved the scope of work for TIAA for 2023/24.</p> <p>Item 11 -Members agreed the process of the external auditors fees and re-appointment.</p> <p>A member asked how long the college has been working with Mazars, NH did not have the original date but it has been over 6 years.</p>	

	<p>It was asked if the additional cost for TIAA has been put into the forecast, JF confirmed the two extra days have been added to the forecast.</p> <p><b>Governors approve the recommendations.</b></p>	
6b	<p><b>i) Curriculum &amp; Quality:</b> To consider any recommendations arising from the meeting held on 5 March 2024</p> <p><b>ii) Policies</b></p> <p>The Chair of C&amp;Q Committee asked Governors to note:  Item 5 - Members approve the appendix and the rationale behind the changes to the sickness policy.  Item 10- Members approve the following policies and recommend them to the Corporation:  Maternity, Paternity, Adoption, Parental &amp; Shared Parental Leave Policy  Staff Code of Conduct  Flexible Working Policy and Procedure  Grievance Policy and Procedure - changes re SPH  Quality Policy &amp; Strategy  Safeguarding Policy and Procedure  Staff and Student Mental Health and Wellbeing Policy  Admissions Policy  Sickness Absence and Attendance Management Policy</p> <p>JF highlighted the amends to the sickness policy.</p> <p><b>Governors approve the recommendations.</b></p>	
6c	<p><b>Finance &amp; Resources:</b> To consider any recommendations arising from the meeting held on 12 March 2024</p> <p>The Chair of F&amp;R Committee asked Governors to note:  Item 6 - Members approved the proposals from the National Living wage report.  Item 15 - Members agreed the Fee policy and recommended to Corporation for approval.  Item 16- Members agreed the change of name from Lorraine Swift to John Flaherty of the Company Secretary for Shipley College Development Ltd.</p> <p><b>Governors approve the recommendations.</b></p>	
7	<p><b>Student Council:</b> To receive a copy of the notes on 7 February 2024 and verbal update from the 18th of March meeting:</p> <p>The Vice Chair of the Student Council reported to the February notes and provided feedback about a proposed student prom, and improvements that have been noted in response to feedback by the Student Council.</p> <p>A question was asked around how student reps hear from the wider student body, it was confirmed there are course and departmental meetings - the Head of Department actions anything at course level and anything else the course rep brings to the student council meetings. This is recorded in the minutes and the HoD also records actions taken at their level.</p>	
8	<p><b>Chair's Update</b>  Nothing to update due to change of position.</p>	

**Principal's Report including:****a. Principal's Update on College News**

Study Programmes students participated in Out and About week where they went out into the workplace with their teachers to gain valuable experience of the world of work.

A Governor asked if this had been promoted well as it is something Shipley College does so well. GOS explained it was marketed on social media and staff were also encouraged to use Linked In to share with their networks.

Governors asked about employer feedback. The feedback from employers has been fantastic, this supports students to be work ready with the added safety of their teacher being present.

GOS explained each July colleagues go out to update their vocational skills. The Out and About activities also enabled colleagues to gain additional industrial updates.

**b. To monitor the Corporation's Key Performance Indicators**

These are from the strategic plan.

16 - 18 recruitment for 23/24 has been very positive, and the 16 to 18 external offers for places for 24/25 is also looking strong.

Areas of under performance were discussed and proposed changes to the adult delivery model were shared.

A question was asked around the Accountability statements and LSIP priorities and if the short courses are addressing the skills needs of the district.

GOS stated the current courses support in-work progression or are specific skill focused, but that the longer courses enable people to move from one career to another.

T Level numbers were discussed and how the increase in grade boundaries impacted this.

**Action:** A Governor requested more information on the proposed adult model at the May training session.

**c. To Consider the Termly Finance Report**

JF provided an update since the Finance and Resources Committee meeting. The income savings target has been amended and WYCA has confirmed the level of the adult funding will stay at the same amount next year.

A discussion around the Earnings Before Interest, Taxes, Depreciation, and Amortisation (EBITDA) and planned deficits took place.

JF reported on the Local Skills Improvement Fund (LSIF) and governors discussed the process. JF explained that the college was focused on maximising the funding by the end of the financial year. There is further budget in 2024/25 fiscal year to fund additional capital purchases.

**d. To receive the Letter from the Annual Strategic Conversation**

The DfE and the FE commissioner came into college to meet with Peter Whittle and the Senior Leadership Team, DBi reported on the content of the discussion.

Governors receive the letter.

	<p><b>e. Ofsted Update from Governor Working Party and Action Plan</b>  DBi reported the Governor working party for Ofsted continues to meet and consists of KR, PH and ST. John Egan was a member also, therefore if any other governor is interested in joining please let DBi know.  Two meetings have taken place. The next will be to look at the detail of the action plan that is responding to the Ofsted feedback and the consultant work that took place in December.  Responsibility of the areas has been spread across the staff body. The staff group meets every 2-3 weeks and then feeds into the Governor Working party, which feeds into C&amp;Q and Corporation.</p> <p>A Governor asked if the next visit will be a reinspection of the same areas. DBi explained it will be a progress monitoring visit and can take place 7 - 13 months after the initial inspection. Then a re-inspection will happen three years after the final report was published.</p> <p>Discussions took place on how this information is being shared with the committees, corporation and the wider staff body.  DBi confirmed she will speak to the Chair of Corporation on how he wishes the information to be shared.</p>	
10	<p><b>To monitor:</b>  a) <b>the Quality Improvement Plan and;</b>  b) <b>the Development Plan</b></p> <p>GOS reported on a few key items:  4.2 - new dashboard on Navigate to allow managers and teachers to assess skills before and after placements, set targets, and capture student reflections as well as employer feedback.  5.4 - updates to the comprehensive staff development program were discussed.  8.2 - introduced additional checks for students in tutorials to confirm they are aware of local risks and how to keep themselves safe from radicalisation.  GOS explained how the College is supporting staff to use AI: AI has been shown to reduce workload of staff and improve the education of students.</p> <p>Discussion took place around the May Governor training day and a request was made for Governors to look at new AI capital purchases.</p>	
11	<p><b>Governance Matters</b>  a) <b>Curriculum Link Report</b>  Governors received the report. DC reminded link governors to complete a report when they carry out a link visit.  b) <b>Mandatory Training Reminders</b>  DC reminded governors that when their mandatory training is up for renewal that they will be contacted and must complete the update by the deadline.</p>	
12	<p><b>Any Other Business</b>  DC reported the new College website went live today and invited governors to review it and give feedback.</p>	
	<p><b>Dates of Corporation Meetings scheduled to December 2024:</b></p> <ul style="list-style-type: none"> <li>● 14 May 2024 (Strategic Planning &amp; Training)</li> <li>● 9 July 2024</li> <li>● 8 October 2024 (Strategic Planning &amp; Training)</li> <li>● 10 December 2024</li> </ul>	

## Decision and Action Tracker

Date /Item	<b>Decision/Action</b>	Person responsible
190324 item 3	<b>a) Governors endorse the two new appointments. c) Governors approve PW as Chair. d) Governors approve PG as Vice Chair.</b>	
190324 item 4	<b>The minutes were approved as a true and accurate record of the meeting.</b>	
190324 item 6a	<b>Governors approved the recommendations from the Audit Committee</b>	
190324 item 6b	<b>Governors approved the recommendations from C&amp;Q Committee</b>	
190324 item 6c	<b>Governors approved the recommendations from F&amp;R Committee</b>	
190324 item 9b	<i>A Governor requested more information on the evening courses at the May training session.</i>	Agenda