

**MEETING OF THE FULL CORPORATION
OF FAREHAM COLLEGE**

1 July 2020

M I N U T E S

As a result of the COVID-19 Pandemic this meeting was held via teleconference using Microsoft Teams

Present:

Mr K Briscoe (Chair)	Ms K Shreves
Miss S Burgess	Mr A Spires
Ms E Champion	Dr C Thomas
Mr M Hoban	Mrs P Tilt
Mr A Kaye (Principal)	Mr A Wannell
Ms T Richardson	Ms K Woods

In attendance:

Mr R Bryant (Deputy Principal Finance & Resource)
Mrs L Davis (Asst Principal Students & Improvement)
Mrs G Flood (Head of Governance)
Mrs L Palmer (Asst Principal Curriculum)
Mrs Lesley Roberts (Managing Director, Business Plus)

Guests:

Mr I Harris (Prospective Governor)
Mr B Newton (Prospective Governor)

The Chair reminded members of the etiquette in conducting a meeting via tele-conference and were reminded the Head of Governance would be utilising the 'record' function of the call-in order to assist with minute taking. All agreed.

12/20 Item 1: Apologies for absence

Apologies for absence were received from Paul Marchbank. Will Terry and Josh Dukes were not in attendance. The Chair welcomed prospective governors Mr Ian Harris and Mr Bryan Newton as observers to the meeting.

13/20 Item 2: Declaration of Interests

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. No interests were declared.

14/20 Item 3i – 3v: Minutes of previous meetings

The Corporation reviewed and agreed that the minutes of the following meetings were a true and accurate record;

- Corporation meeting 11 December 2019
- Corporation meeting 11 December 2019 (Strictly Confidential) Governors Training 12 February 2020
- Corporation meeting 30 March 2020
- Strategic Review session 6 May 2020

15/20 Item 3vi: Ratification of between meeting decisions

The Corporation ratified the following decisions made between meetings via the written resolutions and or Chair's action processes within the current College Standing Orders;

- Annex/Update to Safeguarding Policy 1 April 2020 and 4 June 2020
- Chairs Action 24 April 2020: Electricity Contract
- CPR plan and oversight: 22 May 2020
- Phase 2 T Level bid :10 June 2020

16/20 Item 3vii: Correspondence

Letter from EFSA 29 May 2020 re: Financial Statements 2018-19

The Principal noted a letter from the EFSA confirming receipt of final accounts for the financial year 2018-19. It was noted the College's EFSA Financial Health score remained as 'outstanding' and that no items of significant financial control concerns had been identified.

Letter from FE Commissioner 16 June 2020 re: COVID response

The Principal informed members that the FE Commissioner had written to all Colleges acknowledging their hard work and awareness of the sector challenges ahead.

17/20 Item 4: Link Governor Feedback

Governors discussed the feedback from previous term Link Governor Participation. A member noted that his involvement as Link Governor to Business Plus has resulted in a bespoke 'Employers' report that is now regularly received by both F&R and the Corporation. Another noted that her involvement in Safeguarding in respect of meetings and phone calls has increased over the COVID-19 period. It was noted that Link Governor involvement would be renewed with the new academic year.

The Corporation noted the feedback from Link Governors

18/20 Item 05i: Principal's Summer Term report June 2020

Sector Update

The Corporation were informed, as expected much of the sector is focused on the response to COVID-19 and long-term recovery. The Association of Colleges has launched, 'Rebuild: a skills-based recovery plan', it is intended to lobby government to provide a guaranteed education or training place for every 16 to 18-year-old, expanded traineeships and apprenticeships and support for adults who lose their jobs to train or retrain flexibly. A £1bn package for schools has been announced but no specific additional support for FE colleges and sixth forms. More recently there has been discussion of diverting a possible £2m but this alongside proposed employer incentives for apprenticeships is unclear. A budget statement is expected across the next few days.

Coronavirus Recovery Plan

Members were informed a specific report was included at Item 5v of this agenda. Essentially work has taken to place to enable staff and students back on site according to guidance from the 1 and then 15 June. It was noted staff have been encouraged work at home as per guidance, now encouraged to come back should they be able to, with an aim to be back to full capacity in September.

Teaching and Learning Update

The Corporation were informed that teaching staff had committed a huge amount of time and energy creating some really excellent online teaching – we need to ensure this becomes a normal and sustainable part of teaching going forward. The possible DfE suggested 'bubbles' for return in September will mean should a

student fall ill, that the entire class would be expected to return to online teaching. Essentially, it's unlikely we will return either full face to face or online teaching by September and we need to be agile enough to provide both at any time. APC has been working to model various methods to provide a mix of face to face and online teaching, this includes a possible 50/50 week on week off model for identified students or pathways.

Full time recruitment /Communications & Marketing

Members were informed that numbers were consistent with previous years. It's hoped we may gain additional student numbers from the effect of higher unemployment and or students choosing to remain local.

Governors were informed that notable effort is being made with keeping current applicants 'warm' and where possible effective parent engagement – it was noted that messaging is tricky in such an uncertain climate.

T levels

APC informed the Corporation that she was really pleased with T level progress, noting the team had worked hard to be ready for both Education/Childcare & Digital strands to be ready for September delivery. Applications for both strands are positive and meet set targets. It was noted staff are excited to see the building works taking place and the opportunity to get a vision of the facilities the students will have access to.

A member queried if APC felt that the DfE were still fully behind the T level vision. APC confirmed that yes, she feels they are and the messages are consistent and confident. Understandably there was concern due to COVID-19, that providers would not be able to deliver for this next academic year, but the majority of providers (including us) were keen to push ahead. It was noted there was lots of collaboration and shared best practice being undertaken amongst providers which has been welcomed.

Business Plus & Apprenticeships/Sub-contracting

MDBP provided an overview of the pilot Sector Based Work Academy programme delivered in partnership with the Job Centre Plus (JCP), securing 20 learner starts. Learners undertook a 4-week entry to construction programme based at CETC (Get Site Ready). Curriculum areas are now working with Business Plus to refine and advertise an offer to JCP clients. JCP will refer clients to the following programmes: CETC (August start) - CEMAST (September start) - HSE (September start). Longer term there is a hope to create a national programme targeted at people who are leaving long term sectors or looking to re-train for different roles.

MDBP went on to note that in line with best practice the College is reducing its sub-contracting commitment. An overview of the 2 remaining sub-contractors Military Mentors and Steve Willis training was provided noting that strict performance review and assessment of learners' progress had been established was regularly monitored.

Green College

The Corporation were informed due to lockdown, little progress has been made towards the sustainability agenda. A Sustainability Commitment and Policy has been developed with the objectives to; 'embed principles of sustainability throughout the organisation's operation and within its curriculum'. The Principal noted the intention on return in September to re-group the Committee and set some measurable targets.

The Chair thanked the Principal and noted the fantastic work that has been completed this term.

Members of the Corporation reviewed and noted the contents of the Principal's Summer term report June 2020.

20/20 Item 05iii: Review of Quality Improvement Plan 2019-20

Members of the Board received a report circulated in advance providing details of work completed against the Quality Improvement plan. The Principal provided an overview of work completed against the plan and noted some changes as a result of COVID-19.

Members of the Corporation reviewed the report and were asked to note the progress made in respect of the QIP for 2019-20.

21/20 Item 05iv: Vision and Strategy 2020+

Members of the Board received a copy of the finalized Vision & Strategy document agreed at its Strategic Review meeting in May. It was noted additional changes included the inclusion of 'green' and wider environmental issues. The Principal informed members that this finalized version had been shared via social media and employer/stakeholder networks.

The Corporation noted the revised vision.

22/20 Item 05v: Coronavirus Plan for Recovery (CPR)

The Principal provided an overview to the report circulated in advance to the Committee detailing the Coronavirus Plan for Recovery (CPR). The Principal noted this was very much a 'live' document and had most recently been re-reviewed on 15 June when additional students were allowed onsite. Much of this now in place and moves quite rapidly. Governors were informed that continuing actions increasingly look at a 'wider' opening in September, e.g. when and how we open catering facilities, correct time to un-furlough staff, etc,

A member queried the general feeling among staff returning to work. The Principal confirmed that when surveyed earlier in lockdown around a third were happy to come back as soon as possible, with two thirds either less keen or unable to return as a result of shielding/childcare issues, within the same survey this proportion increased to 50:50 when considering a September return. Each member of SLT provided feedback from their individual teams and confirmed there was a general sense of wanting to 'get back to normal' and those less keen to return were mainly due to childcare restrictions.

The Corporation noted the report

23/20 Item 06ii: Chair's report from the Teaching, Students, Curriculum & Quality Committee

Members of the Committee received a report from the Chair of the Teaching, Students, Curriculum & Quality Committee providing an overview of the key decisions made and discussions held at its last meeting on 22 May 2020.

The Corporation noted the report.

24/20 Item 06ii: Students & Improvement Update Summer 2020

The Corporation received a report from the APS&I providing an overview of all key aspects of students and related improvements.

Safeguarding

In line with advice the College remained open to vulnerable students - as none took up or requested thus option, all provision was moved online. There has been no impact in service, if anything we feel service may have improved due to the number of students accessing support preferring no requirement to be face to face.

It was noted a big potential challenge is a 50% reduction across the sector in referral to formal agencies this is likely to create a spike on return and as such we are planning ahead and ensuring good ongoing partnership working.

Student Wellbeing

Students have continued to receive weekly tutorial information, tips for both students and parents. Of note, the impact measure for those students declaring a mental health condition is now above the 'college average' for 2019/20 – this is a great achievement and proves that the collective health and wellbeing approach is having a positive impact.

In respect of student behaviour, a change in policy last year to focus on reward over sanction have provided lots of really positive results in respect of bronze, silver and gold awards. APS&I noted her intention to maintain momentum going into 2020-21 as this will be a key tool for what may be POST covid-19 more disengaged than usual students.

A member queried the student no's for suspension and permanent exclusion wanting clarification on how these numbers compare to previous years and our involvement in 'managing out' excluded students. AP S&I confirmed that these number were in line with previous years and have not increase. Suspension and exclusion are not treated lightly and only serious misconduct and or drug related incidents would result in permanent exclusion. Any excluded students is supported via the College careers team, and other linked agencies e.g. Motiv8 to help secure an alternative and more suitable educational or employment pathway.

Stakeholder feedback

APS&I noted there was an intention to provide some really robust stakeholder feedback for this year which has unfortunately been impacted by COVID-19.

A student survey was issued soon after we went into lock down, to ascertain their views about remote learning. The survey was undertaken by 476 students with the key headlines as follows;

25% of students are really enjoying home working

53% enjoy remote working but would rather interact face to face;

92% of students feel they have been adequately supported to work remotely

96% of students feel their teacher/professional coach is supporting them to achieve their qualifications

Disappointingly we only received 41 responses to the parent survey - parents are notoriously hard to reach and we have tried hard to engage both current parents and potential parents for new September starts.

Of those that responded

- 88% of respondents felt their child had been supported by the College throughout the pandemic
- 83% of parents felt they had been kept well informed by the College during this period
- The consensus from most parents was they would prefer their child to return to College in September 2020

A member queried how we can better engage our parents and employers for their feedback.

APS&I confirmed that parents are notoriously hard to reach, and of the parents you do engage, they're often the ones you don't need to see. APS&I went on to suggest the introduction of 'success coaches' may well improve parent and home-college feedback.

MDBP confirmed that the employers survey was most notably impacted by COVID-19. Communications with Employers were restricted over the period of COVID and naturally focussed on specific business concerns only. Now things are increasingly returning to 'normal', employer surveys' have been re-started with over 10 more responses received this week.

Equality, Diversity & Inclusion /EHCP and High Needs

The Corporation were informed that progress against the ED & I action plan was robust and that all measures are performing either at or above the College average.

The Corporation noted the report.

25/20 Item 07i: Chair's report from the Finance & Resources Committee

Members of the Corporation received a report from the Chair of the Finance & Resources Committee providing an overview of the key decisions made and discussions held at its last meeting on 9 June 2020.

The Corporation noted the report.

26/20 Item 07ii: Management Accounts to 31 May 2020

Members of the Board received a confidential paper on the Management Accounts to 31st May 2020. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

27/20 Item 07iii: Outline Budget Strategy for 2020-21

Members of the Board received a confidential paper on the Budget Strategy for 2020-21. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

Members of the Corporation reviewed and approved the outline Budget Strategy for 2020-21

28/20 Item 07iv: Capital Projects Update

Members of the Board received a confidential paper on Capital Projects. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

Members of the Corporation reviewed and noted the progress and budget adherence for Capital Projects.

29/20 Item 07v: Business Plus Update

Members of the Board received a confidential paper on Business Plus. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

The Corporation noted the report.

30/20 Item 07vi: Regulatory return report

HG introduced this report noting this was an overview provided for Corporation assurance, of all regulatory and legally related returns filed or submitted on behalf of the College. Governors were informed, aside from some minor extensions or requirements being relaxed as result of the COVID-19 pandemic, there was nothing material to note for this term.

The Corporation noted the report.

31/20 Item 08i: Chair's report from the Audit Committee

Members of the Committee received a report from the Chair of the Audit Committee providing an overview of the key decisions made and discussions held at its last meeting on 17 June 2020.

The Corporation noted the report.

32/20 Item 08ii: Introduction of a Board Assurance Framework (BAF)

The DP F&R provided an overview of a suggested Board Assurance Framework (BAF). Governors were informed that the College is considering the use of a bespoke IT system '4risk' developed by RSM, which would allow the development of a College BAF and then related departmental BAF. The Corporation were informed that the College were looking to implement this over the summer. Governors endorsed this approach.

The Corporation noted the report and endorsed the progression of a BAF

33/20 Item 08iii: Termly report on Risk Register

The DP F&R provided an overview to the College risk register noting that two new risks were added 'Long term effects of COVID-19' rated medium risk and 'Cyber security increased risk as a result of COVID-19' rated high risk. The first obvious risk of the long-term effects of COVID-19 has been widely discussed throughout this agenda - essentially there are greater risks surrounding future income most notably apprenticeship income. Secondly, with the increase in remote access to the College network a new risk has been added for increased Cyber Security risk e.g. phishing emails. Greater staff awareness and use of AI has provided some mitigation, but sheer numbers of staff logging in from home (inc. a reduced number using VPN) has created a notable increased risk.

Members of the Committee reviewed and noted the Risk Register

34/20 Item 08iv: Risk Appetite Statement

The DP F&R introduced this report noting that the inclusion of Risk Appetite statement as part of the College's risk management processes had been a recommendation of the recent Risk Management Internal Audit. Members were informed that had been initially set by SLT, then calibrated by the Audit Committee for recommendation to the Corporation.

The Corporation discussed the use of the statement going forward including our intention to provide this publicly. Generally, it was agreed the statement would be used internally to calibrate our strategic decision making around items such as the Highbury SPA etc. The Chair of Audit Committee noted he felt this was a realistic and genuine appetite statement compared to some seen in other organisations. Governors agreed it would be important to keep this statement under review over the next 12 months.

The Corporation reviewed and approved the College's Risk Appetite Statement.

35/20 Item 08v: Termly report on Health and Safety

Members of the Committee received a Health and Safety Report providing a termly review. The DP F&R spoke to the paper and advised members that the report provided an overview of all key areas. The Corporation were reminded that much of the work of the H&S team over the summer term had been focussing on COVID-19 related work – this has included risk assessments, return to work protocols, working from home risk assessments, 121 for vulnerable students, and plans for employees returning on site, including marking up

campus floor, PPW equipment, etc. It was noted quotes for contractors to complete the ongoing Fire Risk Assessments (FRA) were now able to be re-visited now we are able to be back on site. Finally, it was noted additional time has been taken to consider how to ensure re-familiarisation of staff and students in high risk areas (especially in respect of equipment and environment for CEMAST and CETC) is considered with student return.

Members of the Committee reviewed and noted the contents of the Termly Health and Safety Report

36/20 Item 09i: Membership Issues and Report of the Search Committee

HG introduced this report noting that the SEARCH Committee were recommending the re-appointment of the following members;

- Governor Ms Emma Champion for a third and final term from 1 Sept 2020 – 31 August 2023.
- Governor Ms Karen Shreves for a second term from 1 January 2021– 31 December 2024
- Governor Mr Chris Thomas for a third and final term from 1 January 2021– 31 December 2024

Governors were informed that the recruitment campaign to secure two new Corporation members had been concluded and as a result Governors are asked to approve the appointment of Bryan Newton and Ian Harris as Governors to the Corporation for an initial term from 1 September 2020 to 31 August 2023.

Finally, Governors are asked to note the feedback from the annual skills audit and personal appraisal - which was generally positive save some concerns on the response rate and the ability of the students to respond fully/fairly. HG informed Governors of the intention to retain a combined but 'reduced' method of feedback for future years – retaining the addition of a personal appraisal perspective.

The Corporation appointed;

Governor Ms Emma Champion for a third and final term from 1 Sept 2020 – 31 August 2023.

Governor Ms Karen Shreves for a second term from 1 January 2021– 31 December 2024

Governor Mr Chris Thomas for a third and final term from 1 January 2021– 31 December 2024

Bryan Newton and Ian Harris as Governors to the Corporation for an initial term from 1 September 2020 to 31 August 2023.

The Corporation noted the results from the annual skills audit and personal appraisal

37/20 Item 09ii: Annual report on the use of the seal

HG informed members that there is a legal requirement for the Corporation to receive an annual report detailing the occasions on which the Seal of the Corporation has been used, thereby formally ratifying the use of the Seal which will have been authenticated by the Chair and the Principal. It was noted that the seal had been used just one during the last year (26th June 2019 – 30 June 2020) as follows; 7 May 2020 – Phase 1 T Level Contractor Contract – Peter Marsh Consulting & Fareham College.

The Corporation received and approved the annual use of the seal report for the period June 2019-June 2020

38/20 Item 09iii: Outcomes of Governance Self-Assessment 2019-20 including annual review of Terms of Reference and Cycles of Business

HG reminded members that as a result of COVID-19, self-assessment for 2019-20 was conducted slightly differently. As a result of a lack of a face to face session, all work was completed remotely which comprised of;

- an individual questionnaire providing personal feedback on the performance of the Corporation against the 10 key principles of good governance
- Committee review of its own performance against the Code of Good Governance, its terms of reference and its proposed annual cycle of business.

All Committees felt they had performed well against the Code with only two suggestions of good practice which included;

- the introduction of both initial and regular on-line Safeguarding/Prevent training for all Governors.
- An annual audit which confirms quality assurance around management information/student data

Finally, Committee's endorsed their current ToR and ACB. Of note, the Audit Committee revised its title to Audit & Risk Committee and re-focused its ongoing responsibilities around risk. Aside from this, there were no material changes to other TOR or ACB.

The Corporation received the report and ;

- reviewed and endorsed the Corporation & Committee's annual self-assessment for 2019-20
- approved all Committee Terms of Reference and Annual Cycles of Business for the year ahead 2020-21

39/20 Item 09iv: Corporation Calendar 2020-21

The HG informed members that suggested dates for academic year 2020-21 have been scheduled based on the current pattern and approved by each Committee, it was noted a return to 'face to face' meetings was expected from September.

The Corporation reviewed and approved the date for the Corporation and Committee calendar for the year 2020-21

40/20 Item 10i-10v: Policies and Strategies

The Corporation reviewed and approved the following policies;

- | | |
|--------------------------------------|-----------------------|
| • Complaints against the Corporation | |
| • Equality, Diversity & Inclusion | recommended by TSCQ |
| • Business Plus Sales Strategy | recommended by F&R |
| • Property Strategy | recommended by F&R IT |
| • (Technical Services) Strategy | recommended by F&R |

41/20 Item 11: Any other business

The Chair took the opportunity to thank Mike Mansergh for his 6-year service to the Corporation and noted the Corporation's gratitude for his contribution.

The Chair went on to provide thanks to both APS&I and APC for their commitment and contribution to the College and wished them both well in their future endeavors.

The meeting ended at 19.25

SIGNED: _____

DATE: _____