

MEETING OF THE FULL CORPORATION OF FAREHAM COLLEGE
Boardroom, Bishopsfield Road, Fareham PO14 INH
12 December 2022

MINUTES

Present:

Kevin Briscoe (Chair)	Emma Champion
Frances Butler	Luca Caserta
Simon Harris	Ian Harris
Mark Hoban	Andrew Kaye (Principal)
Cameron MacColl (Student Governor)	
Nate Pearce (Student Governor)	
Tanya Richardson	Karen Shreves
Beatrice Villanueva (Student Governor)	
Andy Wannell	Karen Woods

In attendance:

Christian Allen-Kotze (Deputy Principal Curriculum, Quality, and Innovation)
Richard Bryant (Deputy Principal Finance & Resources)
Sam Crouch (Director of Student Experience)
Georgina Flood (Head of Governance) **until Item 10**
Laura Jelley (Head of People & Culture) **until Item 10**
Anoushka Ottley (Managing Director, Business & Partnerships)

This meeting was preceded by a deep dive session on the final College Self-Assessment presented by Deputy Principal Curriculum, Quality and Innovation Christian Allen-Kotze. The presentation will be made available to members via the Governance Portal.

A member commented on the thorough and detailed process noting that they enjoyed their involvement with department self-assessment and final self-assessment. The Chair agreed that their involvement was also positive, and welcomed the triangulation of evidence from external members, staff and students.

55/22 Item 4: Declaration of Interests & apologies for absence (staff and student members)

Staff and Student members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. There were no apologies for absence from staff or student members. The Chair declared an interest in discussions around merger notably those involving the appointment of the Chair designate.

56/22 Item 5i: Minutes of the meeting held on 18 October 2022

The Corporation reviewed the minutes of the meeting held on the 18 October 2022. It was noted that both Mark Hoban and Ian Harris were missing from the attendance list. Subject to this minor change, the Corporation agreed the minutes were a true and accurate record.

57/22 Item 5ii: Minutes of the extra-ordinary meeting held on 10 November 2022

The Corporation reviewed and agreed that the minutes of the extra ordinary meeting held on the 10 November 2022 were a true and accurate record.

58/22 Item 6: Chair of Search Committee report

MH introduced this report providing an overview of the Committee meeting held on 1st November 2022. Members were asked to approve several re-appointments and extensions of terms as follows;

- The extension of Kevin Briscoe's current term of office (due to expire 30 April 2023) until 31 December 2023 (an extension of 8 months)
- The extension of Emma Champion's current term of office (due to expire 31 August 2023) until 31 December 2023 (an extension of 4 months)
- The re-appointment of Luca Caserta for 1-year from 1 February 2023 until 31 January 2024
- The appointment of Student Governors for the academic year 2022-23
- The appointment of Kevin Briscoe as Corporation Chair from 1 Jan 2023 – 31 Dec 2023

Members of the Corporation were asked to approve the above recommendations. All agreed.

DECISION: The Corporation approved the above appointments and extensions.

The Chair then took this section of the report (due to MH conflict of interest) and requested that members approve the re-appointment of Mark Hoban as Corporation Vice Chair from 1 Jan 2023- 31 August 2025.

DECISION: The Corporation approved the re-appointment of Mark Hoban as Corporation Vice Chair from 1 Jan 2023 – 31 August 2025.

59/22 Item 7: Update from the Chair of the Corporation/Items of Focus/Link Governor feedback

The Chair noted that due to the merger, JSG (Joint Steering Group) meetings and the number of extra ordinary/joint meetings in the last two months there is not much wider feedback than that covered via the agenda. Members were encouraged to utilise their link governor roles.

60/22 Item 8i: Principal's Autumn Term report.

The Principal provided an overview of his report commenting on sector issues, as well as a local and national perspective.

61/22 Item 8ii: Strategic Key Performance Indicators

The Principal provided an overview for this KPI (Key Performance Indicator) report.

Items of concern includes;

- Higher Education (HE) recruitment has been a challenge this year, there are specific areas where we've recruited less than normal (e.g. BAE systems who are delivering training themselves in house). Its hoped the Institute of Technology will help to generate improved numbers.
- Financial performance related KPI's have also declined as expected.

Q. A member queried why the H&S ratio has taken a drop?

A. The DP F&R (Finance & Resources) confirmed this was a ratio of hazards v. accidents. Overall, the College is not as good as we should be at reporting hazards over an accident. Issues get reported via the estates team for solution, e.g., leak from ceiling creating a wet floor, but then not always logged as a hazard. Work continues to look at how we can improve reporting.

Members reviewed the report

62/22 Item 09i: Chair of TSCQ (Teaching, Students, Curriculum & Quality) report

The Chair of TSCQ provided an overview of the Committee meeting held on 9 November.

The Corporation noted the report.

63/22 Item 09ii: Student Video/Student feedback

The Corporation watched a video (filmed by Media Studies students) from some of the student ambassadors

providing 'student voice' feedback. The Deputy Principal Curriculum, Quality and Innovation provided some feedback on some of the comments made by students noting that staff have acknowledge there may be disconnect in respect of communication and perception especially around e.g., enrichment i.e. The College has a number of things in place, that students either aren't aware of or don't recognise in the way that we think we do.

In respect of the comments made about not being aware of enrichment opportunities, there is a planned re-launch in January. Members were informed there are plenty of options and enrichments activities available , but there is clearly some focus needed on how this is accessed or advertised to learners. Enrichment is usually something that is built in -year (to make it as topical and relevant as possible) but we are looking at how we might be able to plan this across the year, with an focus on starting earlier in the term.

MDBP (Managing Director Business Plus) noted that the College uses the tutorial bulletin to communicate most of this type of information and asked student governors if they can access this via their success coaches. A student governor informed members that they have agreed with their success coach that they don't want tutorial info or bulletins and that they would prefer to use the time to complete coursework .

TR informed members that the quality team have recently completed a deep dive on tutorials across the College. The results are a mixed picture, some are using the time to study, in others the tutorial bulletin is being really well delivered, it was noted that some were very specific to individual classes but overall this is definitely inconsistency of delivery. TR went onto note that success coaches were previously managed via one team, and one line manager however they are now team based (which may account for the dilution of message).

DSE noted that there are additional methods of raising awareness around enrichment and tutorial bulletins are being made in respect of posters onsite, use of TV screens in concourse areas, as well as changes on the website.

Students were asked how they think they should best be communicated with around enrichment?
A student suggested using the notification setting on 'Canvas' (a portal used in College to support learning) would be a useful option.

Members welcomed the feedback from the students, with one member noting it was important that we acknowledged to them that the video was useful, that Governors took their points on board and where appropriate that there was action. DPCQI (Deputy Principal Curriculum, Quality, and Innovation) agreed confirming that feedback via the student board members, and the wider Student Board would be essential. Members were asked to provide suggestions of questions or topics that they might like to hear student opinions on, for the next meeting. Members agreed a vox pop type approach (involving a wider student base) might be useful.

The Corporation noted the report.

64/22 Item 09iii: Curriculum Quality & Innovation update : Autumn Term 2022

The DPCQI provided an overview to this report (circulated in advance) noting that as a result of a number of positive outreach events and open evenings, applications stand at around 600. It was noted applications were reduced from two local schools (Cams Hill, and Henry Cort) whilst there was an increase from Fareham Academy and Bay House schools.

Members were informed overall attendance is currently at 88%. Construction, especially in plumbing and

electrical installation are performing lower than expected at 84% and 82%. Some staffing issues have contributed to the decline of attendance and the Quality team have increased the support and monitoring of all programmes within the construction department. Subcontracted attendance via Military mentors is also lower than expected at 77%. Our Quality and Student Support teams are working with Military Mentors to improve the current position.

Apprenticeship retention for 22/23 is currently 77% with 42.1% overall achievement suggesting the college is on track to meet the KPI of 69% by the end of July 23. The apprentice induction survey had an increase in response rates compared to 21/22, with 89% of respondents stating they would recommend the College to a friend.

DPCQI noted that the Quality teams deep dive process has begun and is taking a slightly different approach following the journey of a selection of students from each Faculty (Adults, Apprentices, High Needs and Study Programme) This includes observations of their theory, tutorial, practical, english and maths lessons.

The DSE provided a general Safeguarding update noting the increase in numbers and referrals, staffing changes and re-structure within the HW Team as well as ongoing initiatives to engage the student body.

Q.A member commended the measures in place at college but queried the increase in Safeguarding numbers A. and if the College has sufficient resources to manage this additional workload?

DSE confirmed that a re-structure of the Wellbeing team (being undertaken shortly) will focus on ensuring there is the time and focus to be spent on higher level cases (which is what we are specifically seeing a rise in) Wider safeguarding (DSL (Designated Safeguarding Lead)) training across College, as well as mental health champions in wider staff should mean lower-level casework can be supported outside of the Wellbeing team.

Q.A governor queried if increased mental health concerns was a similar issue for staff members?

A.HPC confirmed yes, there is an increase this year. In a similar way to the Wellbeing team, the College is working hard to upskill line managers, e.g., Mental Health Champion training so that support can come from a wider staff body outside of just the People & Culture Team.

Q. A governor commended the pro-active response to misogynistic attitudes and behaviors and queried if this was in response to an incident(s) and whether it was on the increase?

A. DSE confirmed that she felt there was some sense of increase, but this may be due to the information made available and an increasing awareness of what's constitutes harassment. Members were informed that the emphasis was on ensuring students and staff were aware of inappropriate language and that misogyny under the guise of 'banter' was not tolerated.

The Corporation noted the report.

65/22 Item 09iv: 2022 Annual report on Safeguarding

The DSE introduced this report (circulated in advance) which provided an overview of Safeguarding for 2021-22. As members are aware, there has been a huge increase in students mental health concerns on a wider level, specifically referral to Safeguarding (RTS) entries have increased by 106% from the previous year, with referred to Wellbeing (RTW) entries up by 47%. Interagency referrals into Children's Services rose by 42%, Intelligence logs to the police (CPI's) rose by 35% and Prevent referrals rose by 300%

(it was noted 300% was an alarming figure but this reflects the overall small numbers (single figures)

Initiatives delivered by tutorials or guest speakers included the drug detection dog, county lines training including lived experience as well as cops and coffee – an opportunity for students and staff to meet informally.

In terms of areas of focus, there has been a significant decline in the care leaver achievement (dropped from 100% to 62%) which will require some attention. In respect of staffing of the wider Health and Wellbeing team, there has been a vacancy for one H&WB officer since June (which has recently been filled) additionally the re-structure (discussed earlier) to help focus senior team members on higher-level referrals.

Q. A member queried the resources in place (as discussed earlier) to support the upward trend? Do we feel it's sufficient, it will only take 'one' case to fail?

A. The Principal agreed that mental health and wellbeing is a critical part of the service we provide to students. There's a significant issue within the sector, and locally amongst some of the schools. There is no way to entirely remove the possibility of that 'one case' but we're confident we have robust triage systems in place. The discussed restructuring of the HW team is particularly important, as well as the wider DSL training - working to share the knowledge and capability beyond the HW team is important. We recognise the additional pressure on the team, especially e.g., 15 min window for those students on the UAAR register*. The Principal advised Governors to continue to keep this high on their agendas.

*UAAR – Students on our Urgent Attendance Alert register are considered to be at risk of significant harm to themselves.

Q. A member agreed, noting the College can't endlessly throw resources at this aspect of the business, sharing the wider responsibility across the College is a positive move and there is reassurance by the re-structure. Going forward it might be interesting to see at what stage a 'tipping point' occurs, i.e. when we will know to re-evaluate the resources.

The Corporation noted the report.

66/22 Item 09v: 2022 Annual report on Equality & Diversity & Inclusion

The Head of People & Culture and the DSE introduced this report (circulated in advance) which provided an overview of College performance against its Equality, Diversity, and Inclusion (EDI) targets for 2021-22.

Members were informed that there was still work to do to widen the diversity of our workforce., in respect of the gender pay gap, the College still has a typical split in respect of lower paid roles being undertaken by females. There are several initiatives in place within the recruitment processes to try to combat these issues. Flexible working continues to be embedded this across the College. Staff EDI data is something we have not historically particularly focused on, however there has been a drive to ask all members to update their details to help us build a picture and gain more understanding of the staff body.

HPC informed members, a recently revised People & Culture strategy includes KPI's to drive increases and changes in relation to EDI (amongst other things). Finally, it was noted the Safeguarding, Equality & Diversity (SED) Committee has been re-launched (it was previously very management heavy) - it now has a wider variety of staff and students from across the business, and at all levels which has provided a wider variety of views and feedback.

DSE provided a brief overview of EDI from the student perspective noting the growing LGBTQ+ group, Charity days, mental health awareness. There has been a minor decrease in achievement rates for those students with EHCP (Education, Health, and Care Plans), but scores are positive. In respect of student feedback, the recent student survey (which had an extremely high response rate) informed that 95% of students felt safe at College.

The Corporation noted the report.

67/22 Item 10i: Chair of Finance & Resources (F&R) report

The Chair of F&R provided an overview of the Committee meeting held on 9 November.

The Corporation noted the report.

68/22 Item 10ii: Financial Overview including Business Plus update

The Deputy Principal Finance & Resources provided an overview of this overview paper circulated in advance. Due to the confidential nature of this item, it is subject to separate minute.

Members were informed as a result of the changes due to the ONS reclassification, loans and overdraft use will need to be approved in advance - its hoped overdraft use will not be necessary but the cash position in e.g. Feb 2023 is precarious and this would be a prudent decision.

The Corporation noted the report.

69/22 Item 10iii: Capital Projects

The DPF&R (Deputy Principal Finance & Resources) introduced this report providing an overview of the current capital projects underway, their progress and related budgets.

The Corporation noted the report.

70/22 Item 10iv: 3-year forecast

The DPF&R introduced this report providing an overview of the 3 year forecast progress and related budgets. Due to the confidential nature of this item, it is subject to separate minute.

The Corporation noted the report.

71/22 Item 11i: Chair of Audit & Risk report

The Chair of A&R (Audit & Risk) (Audit & Risk) gave a verbal overview of the joint Audit & Risk & Corporation. Raising two items of Corporation awareness, members were asked to note discussions held around the considerable number of recommendations outstanding as a result of a cyber security internal audit as well as an ongoing issue raised by the external auditors on several control issues around apprenticeships. Both these items were discussed at the Joint Audit & Risk and Corporation meeting on 30th November.

The Corporation noted the report.

72/22 Item 11ii: Final sign off for Statutory Accounts update 2020-21 and 2021-22

The DPF&R reminded members (as discussed at the joint Audit & Risk and Corporation meeting held on 30 November) that the ONS re-classification of Colleges has created additional issues noting an additional briefing papers had been circulated with papers.

Members were informed final agreement has been reached with the Auditors and as such, approval is sought from the Corporation to formally sign off the 2020-21 and 2021-22 accounts (with arrangements for final electronic signatures across the next few days). All agreed.

DECISION: The 2020-21 accounts were approved by the Corporation

DECISION: The 2021-22 accounts were approved by the Corporation

73/22 Item 12: Governance SAR (Self-Assessment Report) for 2021-22

The HG introduced this report providing members with an overview of the various elements of feedback, assessment and review that compiled the Corporation's Governance self-assessment for 2021-22.

Members were asked for their feedback on questions as detailed in the report (circulated in advance) including;

1. Would attendance rates improve with increased online meeting?
2. Questionnaires have proved really useful in gaining insight into Committee effectiveness – are Governors happy to continue to use these, or would an alternative method be preferred?
3. CPD (Continuing Professional Development) and Link Governor work remains a challenge, what can be done to support you in this?

A member provided feedback suggesting they felt the reticence for Link Governor may be related to the fact its not always clear what is required. Time constraint was an issue for most Governors. Members recognised the value of the feedback and information from post-meeting questionnaires and surveys and were happy to continue to complete these. In respect of meetings, members were open minded about the increased use of online facilities however, there was a consensus that meetings should be 'all or nothing' as hybrid meetings don't feel as successful.

DECISION: The Corporation approved the Governance SAR for 2021-22

74/22 Item 13: Policies for approval - not previously reviewed

HD informed members that there are several policies requiring approval that have not been via a Committee, and as such will be for direct approval from the Corporation. With brief discussions on the main changes required, the Corporation approved the policies.

The Corporation approved the following policies;

Complaints against the Corporation/Staff Code of Conduct/Fitness to Study Policy/Complaints policy

75/22 Item 14: Information Pack

Members were reminded items included in this pack would be considered by exception/questions only. No questions were raised.

The Corporation noted and approved the contents of the information pack.

75/22 Item 15: Policies for approval - recommended by Committee

Members were reminded items included in this pack for either review or ratification will be considered by exception/questions only. No questions were raised.

The Corporation noted and approved the following policies;

Health and Safety/Subcontracting/Code of Practice on Freedom of Speech/Equality, Diversity and Inclusion/Access and Participation (OfS)/Malpractice and Maladministration/Quality Strategy.

76/22 Item 16: AOB

There were no additional items of business and the Corporation meeting ended at 18.23.