



Cheshire College
South & West

MINUTES OF FULL CORPORATION MEETING
HELD ON THURSDAY 12 NOVEMBER 2020 – 14:00HRS
VIA TEAMS, CREWE (C202) AND ELLESMERE PORT (Board Room) CAMPUSES

Governors & others present at Crewe campus:

Dame Pat Bacon (PB) Chair of Governors
Mr James Eagney (JE) Assistant Principal Quality, Foundation English & Maths
Mrs Sue Harrison (SH)
Mrs Michelle Huntley (Clerk) Clerk to the Corporation
Miss Matilda Miller (MM) From 14:15hrs
Mrs Suzanne Thurlow (ST) Vice Principal Human Resources & Learner Services

Governors & others present at Ellesmere Port campus:

Mrs Jo Davies (JD)
Mr Jasbir Dhesi (JSD) Principal & Chief Executive
Miss Daisy Jones (DJ)
Mrs Helen Nellist (HN) Deputy Principal
Mr Mark Parsons (MP) Assistant Principal Curriculum
Mrs Ruth Szolkowska (RS) Vice Principal Innovation, Curriculum & Quality

Governors & others present via Teams:

Mr Fintan Bradley (FB) Chair of Audit & Risk Committee
Mr Mike Braun (MB)
Mrs Debbie Bryce (DB)
Mr Len Closs (LC) Chair of the Management & Performance Committee
Mr Paul Coleman (PC)
Mr John Gregory (JG)
Mr Davinder Lotay (DSL)
Mr Bert McLaren (RM)
Mr Kenny Murray (KM)
Mrs Carleen Osborne (CO)
Mrs Anne Pickering (AP)
Mrs Karen Roberts (KR) Assistant Principal Apprenticeships & Employer Engagement
Mrs Gillian Taylor (GT) Chair of Finance & Resources Committee
Mrs Sharon Wallace (SW)
Mr James Eagney (JE) Assistant Principal Quality, Foundation English & Maths
Mr Neil Borg-Olivier (NBO) Assistant Principal Curriculum - From Chester Campus

PART A MINUTES

Minute Reference	
FC 43/20	<p>Apologies for absence and declarations of interest</p> <p>The Chair welcomed Miss Matilda Miller, the recently elected FE Student Governor to her first governance meeting. Matilda is studying A-levels at Crewe campus. Matilda arrived at 14:15hrs.</p> <p>Attendance was as recorded above – apologies had been received from Mr Kenny Murray, Mr John Gregory and Mr Gareth Jones.</p> <p>The Chair welcomed everyone and noted who was at each campus and joining the meeting from remote locations.</p>

	<p>There were no declarations of interest made.</p> <p>The meeting noted that Student and Staff Governors will be asked to leave the meeting at Item 09.</p>
<p>FC 44/20</p>	<p>Minutes of Meeting (10 September 2020), Matters Arising from previous minutes including Action Log</p> <p>The minutes were reviewed for accuracy and approved.</p> <p>It was RESOLVED to accept the Part A & Part B minutes from 10 September 2020 and the Chair signed the minutes.</p> <p>Action Log update: 121 – On target for completion in summer 2021. 122, 123, 125 – On target for C Baggs to cover in M&P meeting in December 2020. All other actions CLOSED.</p>
<p>FC 45/20</p>	<p>College Self-Assessment Report (College SAR)</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The Chair reminded the governors that this Full Corporation meeting focusses on the College Self-Assessment Report (SAR) and James Eagney (JE) has worked with Ruth Szolkowska (RS) to co-ordinate the college-wide self-assessment activities, including external validation, and many link governors – particularly Len Closs - have also been involved in the process. A schedule was shared with governors for this part of the meeting and link governors will speak about their respective curriculum areas.</p> <p>James opened the item with some context setting:</p> <ul style="list-style-type: none"> • The Quality Cycle was shared to ensure governors understand the activities and the associated timeline of activities. • The Self-Assessment Report (SAR) and Continuous Improvement Plan (CIP) are shared with staff teams, and Quality activities start in November including observations and learning walks. • This year the focus has been on curriculum areas; next year SARs will be completed for all support areas too. • JE and LC, link governor for Quality, reviewed the Full College SAR prior to this meeting. <p>Matilda Miller joined the meeting.</p> <p>Curriculum Area Self-Assessment Reports: Each curriculum area has been self-assessed across 4 areas: Quality of Education (QoE); Behaviour & Attitude (B&A); Personal Development (PD); Leadership & Management (L&M) and an OVERALL GRADE.</p> <p>Each link governor reported for their respective curriculum area and the full notes, including questions and responses, are recorded as Part B business FC45/20, due to commercial sensitivity.</p> <p>The meeting adjourned for a comfort break at 15:22hrs for 5mins.</p> <p>The Chair thanked all link governors for their excellent summaries of their respective curriculum area SARs.</p> <p>The meeting discussed the Full College Self-Assessment Report 2019-20 and the discussion was recorded as Part B business FC 45/20, due to commercial sensitivity.</p> <p>Governors APPROVED the College SAR v1.</p> <p>Len Closs commended the report to the Board. Len has met with James and been involved with earlier drafts. Great rigour has been used and judgements accurately reflect the College as it currently stands.</p> <p>The Chair noted special thanks to Len for his support.</p>

College Improvement Plan (CIP) Priorities 2020-21

The meeting noted the paper which had been sent to all members in advance of the meeting. James presented to the meeting and following points were noted:

- Last year the College had an Ofsted inspection, and the leadership team now has a better understanding of the EIF. Both James and Ruth are new within the Quality team.
- There is a new format for the CIP which provides more rigour. It will be a key working document throughout the academic year.
- Section B allows for senior leaders to add emerging areas for improvement.
- A member of the Senior Leadership Team (SLT) will have responsibility and ownership of each Action for Improvement (Afi)
- Priorities for improvement:
 - Subcontracted provision in High Needs – including Petty Pool Vocational College (PPVC);
 - Attendance, whilst some improvements were seen, a significant period of teaching and learning was at home;
 - Functional Skills achievement;
 - A Level retention;
 - L3 Value Added (VA). In the future, the new Regulated Qualifications Framework (RQF) values VA, so as a College we need to improve our Value Added further;
 - The implementation of a blended learning strategy: to ensure that online provision is fit for purpose; and
 - Success rates and Quality assurance for apprenticeships
- The CIP meets the needs of all curriculum areas.
- Curriculum CIPs will have same structure as the College CIP and will be a key working document. Progress against the CIP will be reviewed with termly Impact & Review meetings which Link Governors will be invited to attend.

Q: With Value Added for L3 learners being so important is further work required to ensure that all teaching staff understand what Value Added is?

A: RS & JE have been discussing how Value Added is measured daily. It has been agreed that training in using the A Level Performance Score (ALPS) is required for more teaching staff as this system will be applied to all L3 qualifications going forward.

Q: There is a reference that 95% of lesson observations are good or better – is that robust? Should we reference it as that?

A: That needs to be checked before inclusion within the report.

Action: JE to check the lesson observation data and reference in the report.

The meeting noted the importance of the CIP. In practical terms, the CIP will form the risk register for M&P and will be scrutinised at each committee meeting. Discussions about the use of the CIP have also been held with SLT and ELT.

The meeting noted how good it is to see the detailed knowledge link governors have developed of their respective curriculum areas.

The Chair thanked the following:

- Mark and Neil and asked them to pass on thanks to their ADs and all staff. The SAR is a credit to all of them and reflects their diligence.
- Karen and Clare for their contributions.
- The governors for their contributions to the meeting. It is very impressive to see the knowledge of the various curriculum areas. Many governors commented during the meeting on the evidence they have seen and governors recognise the value of their access to staff and learners.
- Len for his work with the Quality team.
- James who has led the SAR meeting so very well.

Governors have noted that the importance of ensuring excellent blended delivery is key this year.

	James, Neil, Mark and Karen left the meeting at 16:15hrs.
FC 47/20	<p>Annual Committee reports & latest committee meeting reports</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting.</p> <p><u>Audit & Risk Committee (A&R):</u></p> <p>FB reminded the meeting that the annual report from A&R will be presented at the December Full Corporation meeting. The following points were noted from the committee meeting on 06 October 2020:</p> <ul style="list-style-type: none"> • All non-confidential minutes from all the meetings are available to all governors via GovernorHub. Confidential minutes are available to all external governors. • The external auditor attended the meeting and explained that in preparing the Financial Statements this year there is a requirement for stress testing, and more rigorous auditing standards are being demanded nationwide. • Committee members received training on the recent report from the National Audit Office, and the slides have been shared on GovernorHub so that all governors can review them. • The Assurance statement will come to the Board in December. • The planned Internal Audit on Payroll has been brought forward from next year to this year. • The Risk Register has been reviewed and restructured, and whilst each committee will review appropriate risks through the scrutiny of appropriate operational documentation, the strategic risks are being reviewed by A&R • Terms of Reference were approved and a vice-chair was appointed. • 3 policies were reviewed and approved. • A copy of the ESFA guidance for Audit & Risk Committees was shared with all governors via GovernorHub to promote better understanding of the remit and responsibilities of the Audit & Risk Committee. <p><u>Chairs' Committee meeting (Chairs'):</u></p> <p>PB, referred to the paper which had been sent to all members in advance of the meeting and the following points were noted:</p> <ul style="list-style-type: none"> • The annual report references how the committee has covered its Terms of Reference throughout the year. • All non-confidential minutes from all the meetings are available to all governors via GovernorHub. Confidential minutes are available to all external governors. • The committee has been monitoring the College's Covid-19 response with monthly Chairs meetings from March to July, to provide support and challenge to College. The committee oversaw the move to online working for staff, learners and governors. • From the meeting on 13 October 2020 the following should be noted: <ul style="list-style-type: none"> ○ Reviewed the impact of Covid-19 on staffing including the number of instances of self-isolation. ○ Continued monitoring CCSW Covid-19 response and noted that the use of 'bubbles' is commendable and has been successful. ○ Board Effectiveness Survey was reviewed and will be presented to the Board in December. ○ Governance KPIs were reviewed and will come to Board in December. <p><u>Management & Performance Committee meeting (M&P):</u></p> <p>LC, referred to the paper which had been sent to all members in advance of the meeting and the following points were noted:</p> <ul style="list-style-type: none"> • The annual report references how the committee has covered its Terms of Reference throughout the year. 4 meetings were held and all were quorate. • 2 policies were approved. • All non-confidential minutes from all the meetings are available to all governors via GovernorHub. Confidential minutes are available to all external governors.

	<ul style="list-style-type: none"> • From the meeting on 15 October 2020 the following should be noted: <ul style="list-style-type: none"> ○ Work is afoot to look at link governor activities, and a recommendation will be brought to Board in December. ○ The committee has monitored any concerns about the effect Covid-19 has had on learners in respect of TLA. The committee will continue to monitor this, particularly for vulnerable learners. <p><u>Finance & Resources Committee meetings (F&R):</u> GT, referred to the paper which had been sent to all members in advance of the meeting and the following points were noted:</p> <ul style="list-style-type: none"> • The annual report references how the committee has covered its Terms of Reference throughout the year. Financial overview was done by Chairs' over summer. • The committee reviewed 10 policies in 2019/20. • All non-confidential minutes from all the meetings are available to all governors via GovernorHub. Confidential minutes are available to all external governors. • From the meeting on 22 October 2020 the following should be noted: <ul style="list-style-type: none"> ○ Covid-19 additional costs have been monitored and management accounts are published for all governors to view/scrutinise on GovernorHub ○ Financial Regulations were reviewed and approved ○ College cash flow has been monitored ○ Looked at high level out-turn for 2019/20 ○ Meeting due on 26 Nov to look at Financial Statements ○ Reviewed financial KPIs ○ Reviewed and approved format of F&R risk register items. ○ Approved Staff Code of Conduct and Acceptable Use of IT Equipment and Subcontracting Fees & Charges policies. The latter being updated to reflect the latest ESFA wording.
FC 48/20	<p>Confidential business noted</p> <p>It was noted that whilst all Governors have been present for all items discussed at today's meeting a number of the items covered are of a commercially sensitive nature. The meeting agreed that the Clerk and Principal will identify the items from this meeting to be recorded as commercially sensitive information.</p> <p>Action: JSD and Clerk to identify items from this meeting to be recorded as commercially sensitive information.</p>
FC 49/20	<p>Meeting impact Review</p> <p>The Vice-Chair provided the following review of the meeting:</p> <p>Intention: In this meeting the Board received detail of the College's Self-Assessment Review. The governors' intent is clearly stated in Our Future document. The SAR & CIP process is pivotal in achieving our stated purpose and underpins the governors' drive for continuous improvement. Reports from the various committees are record of governors' activities in relation to these intentions.</p> <p>Implementation: The SAR process sets out how each curriculum area has implemented its activities. All reports have been informed by progress against the Continuous Improvement Plan (CIP) and evidence gathered throughout the academic year. Each curriculum area meeting was supported by Marina Gaze, who provided external validation. Governors have had opportunities to discuss these activities through their curriculum links. Governors have also had opportunities to observe curriculum activity and discuss with students and staff (Pre Covid-19) their experience of the College as learners and teachers. This meeting also reported on governor activities that supported the implementation of the college's core business.</p>

	<p>Impact: The wide range of activities undertaken by the College at all levels by staff, students and governors (even with Covid-19) has impacted in such a way that all curriculum areas, but two, have maintained the same 'Good' grade from 2018-19.</p>
<p>FC 50/20</p>	<p>Date of future meetings and any other business</p> <ul style="list-style-type: none"> • Tuesday 15 Dec 2020, 14:00hrs, Crewe • Thursday 25 Mar 2021, 14:00hrs, Crewe/Ellesmere Port • Thursday 8 July 2021, 14:00hrs, Crewe/Ellesmere Port <p>All meetings will be held via Teams and will start promptly at 14:00hrs. Governors may join the Full Corporation meetings in person at either Crewe or Ellesmere Port campuses where we can safely socially distance in large meeting rooms.</p> <p>Governors were asked to note that the Strategy Day, planned for Friday 29 Jan 2021 at Tarporley has been postponed. It is hoped that this day can be held later in 2021. The leadership team will start a review of the strategic plan later this year, ready for 2022.</p> <p>The meeting closed for Part A business and JD, AP, RM, MM and DJ left at 15:55hrs.</p>

Chair's signature: Minutes produced: 25 November 2020

Chair's approval: 30 November 2020 Report made to Corporation, for approval: 15 December 2020