



Cheshire College
South & West

MINUTES OF FULL CORPORATION MEETING
HELD ON THURSDAY 09 SEPTEMBER 2021 – 14:00HRS
VIA TEAMS & CREWE CAMPUS

Governors present in person unless stated otherwise:

Mr Mike Braun (MB) via Teams
Mrs Debbie Bryce (DB)
Mr Len Closs (LC) Chair of the Management & Performance Committee
Mr Paul Coleman (PC) via Teams
Mr Jasbir Dhesi (JSD) Principal & Chief Executive
Mr Jerry Green (JGrn)
Mrs Sue Harrison (SH)
Mr Davinder Lotay (DSL)
Mrs Anne Pickering (AP)
Mrs Lynda Risk (LR) via Teams
Mrs Gillian Taylor (GT)

In attendance:

Mr Gareth Jones (GJ) Chief Financial Officer
Mrs Michelle Huntley (Clerk) Clerk to the Corporation
Mrs Helen Nellist (HN) Deputy Principal & CEO
Mrs Ruth Szolkowska (RS) Vice Principal Innovation, Curriculum & Quality
Mr Chris Baggs (CB) Director of Learning & Learner Services – Item 02 only
Mr James Eagney (JE) Assistant Principal Quality, Foundation English & Maths – Item 03 only
Mrs Jordan Swift (JS) Director of Marketing & School Partnerships – Item 04 only

PART A MINUTES

Minute Reference	
FC 34/21	<p>Welcome, apologies for absence and declarations of interest</p> <p>Attendance was as recorded above – apologies had been received from Dame Pat Bacon, Mr Fintan Bradley, Mr Kenny Murray, Mrs Carleen Osborne, Mrs Sharon Wallace, Ms Jesse Lowry and Mr Jake Wildsmith.</p> <p>The Chair welcomed everyone back for a new academic year. The meeting noted that due to the absence of both the Chair and the Vice-Chair of Governors due to unforeseen circumstances, Mr Len Closs has agreed, at short-notice, to Chair the meeting. The meeting was quorate.</p> <p>Mrs Lynda Risk will need to leave the meeting early, by prior arrangement with the Clerk.</p> <p>There were no declarations of interest made.</p>
FC 35/21	<p>Annual Safeguarding Report</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Mr Chris Baggs – Director of Learning & Learner Services joined the meeting and gave a brief verbal report of key points to be noted from the report:</p> <ul style="list-style-type: none"> The Learner Services team members have undertaken a wide range of training including cyber safeguarding.

- The report references data provided both on the number of bullying and harassment cases and on the number of safeguarding referrals.
- Governors noted that the College used the same 4 levels of reporting as used by Cheshire East Local Authority. These are
 - Universal: where there are no known concerns;
 - Vulnerable: where support is provided after Early Help Assessments by Teams Around the Family (TAFs support);
 - Child in Need: where support is provided by multi-agencies; and
 - Child Protection: where there are concerns that a child is at risk of harm and extensive multi-agency support is provided.
- Whilst the report is for 2020-21, Chris mentioned the developments planned for September 2021, where CCSW will move to an extended 'whole College approach' for safeguarding – where everyone knows their responsibilities and endeavours to provide support as necessary.
- Governors noted that the Safeguarding Policy is due for ratification later in the meeting.
- The policy has been updated to reflect the changes from the Keeping Children Safe in Education (KCSiE) document and this includes reference to changes as a result of the Ofsted report on addressing sexual harassment.
- One change includes the recording of any low level concerns where staff may have these about learners' or colleagues' attitudes to sexual harassment.

Q: I am pleased to see the planned involvement of learners and learner groups; and I have noted that it is good practice to get male groups of students together to discuss 'laddish culture'. Is this something we will adopt at CCSW?

A: Yes. We have discussed how to put groups together. We will have a number of separate groups. Looking at national data it is apparent that 90% of girls received explicit images, compared to 50% of boys. The genders are treated differently in respect of name calling too. The purpose of these groups is to raise awareness and ultimately to change attitudes about what is acceptable, or not acceptable.

A governor commented on the excellent videos which were provided to all staff and governors as part of the annual safeguarding training this September. The meeting noted that the technical issue with accessing all the videos has now been rectified and the Clerk's Email will confirm that all videos are now accessible by governors.

Q: The national figures you have just quoted indicate that sexual harassment is a societal problem, for example, pornography is easily available. How can we, as a college, approach this?

A: It will be a huge challenge – some behaviours have become 'normalised'. Society needs to address these issues – e.g. acknowledging that 'sexual banter' is not acceptable. We have raised awareness of issues through the start of term staff briefings. The College will arrange some expert training for staff to help them challenge unacceptable behaviours.

A: It is a major issue within our society, but there is currently some good practice in schools which the College can follow-up with young men in order to raise awareness of what is acceptable and what is not acceptable. This is definitely a step in the right direction.

A: Attitudes will change gradually. Societal attitudes have moved over many years and some previously unacceptable behaviours have already changed. Our College will contribute to making this societal change.

A: It will be interesting to see how things develop over the coming years as attitudes to unacceptable behaviours are addressed initially at primary school level.

Q Young people are reluctant to confide in school figures, but sometimes will report concerns anonymously – can this be incorporated for students to use?

A: We have looked at different ways in which learners can report their concerns. We have set up a facility titled 'I need help with...' This is an electronic way for learners to report their concerns without having a physical conversation. There is still some concern about anonymous reporting. As a College we need to provide a number of different approaches which learners can use.

A: As a sector, sexual harassment has become normalised – schools and colleges tackle known issues, but now there is a need to challenge sexual harassment and the College will use learner groups to hold discussions and get feedback. We have a Steering Group to monitor this.

	The Chair thanked Mr Chris Baggs who then left the meeting.
FC 36/21	<p>Results 2020/21 – Early Indications</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Mr James Eagney – Assistant Principal, Quality, Foundation English & Maths joined the meeting. James gave a presentation to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> • To clarify definitions: Retention relates to those learners who completed their course of study; pass rate relates to learners who achieved their qualifications and achievement rate is the percentage of retained learners who achieved their qualifications. • Overall College achievement rate for 2020-21: 90.4% compared to 86.1% for 2019/20. • Overall College pass rate is 94.1% compared to 92.0% for 2019/20. • Overall College retention rate is 96.1% compared to 93.6% for 2019/20 • Achievement rates for functional skills are lower than 2019/20 and this was significantly impacted by lower achievement rates at Petty Pool Vocational College (PPVC). • There are still 213 unknown outcomes compared to 650 at this time last year. • Whilst the College retained the majority of L3 learners post-42 days, there was a small number of vocational learners who missed out on practical skills due to Covid restrictions and this resulted in a lower achievement rate for L3 learners. • Learners and staff understand that learners are now doing a 2yr A level programme, not 2 x 1yr programmes. • A level achievement rate has significantly improved from 77.0% in 2019/20 to 91.6% in 2020/21. This achievement is where the College was 3yrs ago and is where it aims to be in the future. • The number of learners achieving high grades (4-9) in GCSE English & Maths has significantly improved and this is true for all campuses. The sitting of exams in November has contributed to this achievement. Achievement in English was better than achievement in Maths. In 2021, it is intended to enter all learners for the November GCSE re-sit exams. • The number of learners achieving high grades in both L3 BTEC and A levels has increased. This is positive and contributed to the College’s overall highest grades achievement. The data has been verified. <p>Q: What constitutes a pass at BTec? A: <i>Distinction* is the highest pass grade and Pass is the lowest. At A level learners are graded A* to E; E being the lowest grade.</i></p> <ul style="list-style-type: none"> • Petty Pool outcomes: these have dropped significantly and were below national rates. There are some significant issues with the delivery of functional skills provision. CCSW is working with their new Director of Education and their CEO to ensure a strategy is in place going forward. • Overall functional skills achievement is lower than we hoped. There were some issues about the delivery of educational provision. The College is now focussing on ‘stepping stone’ qualifications. Functional skills qualifications have been a challenge nationally. All learners had to sit exams, and for some learners this was for the first time ever. Nationally the pass rate for Maths was 15%. <p>The Chair thanked James for a really comprehensive presentation, and commented that governors recognise the amount of extra work undertaken by staff members in order to conduct assessments and ensure that the grade submissions were all made in a timely way. James was asked to convey governors thanks to all staff.</p> <p>Q: There was an issue last year with calculating Value Added in BTecs. Are we likely to see a better picture with this, this year? A: <i>Value Added has increased, although there is no national data set available against which we can make comparisons. As a College we need to be wary of how we use this data going forward – we only have small data sets available for ALPS. The College will bear this in mind for context.</i></p> <p>Q: When will we see national data comparisons for functional skills?</p>

	<p>A: We hope to have some data, including National Achievement Rates (NAR) available in March 2022.</p> <p>A governor commented that given the need to engage learners through 3 lockdowns, the level of engagement achieved – as demonstrated in the results shown – is impressive.</p> <p>Q: In terms of Teacher Assessed grades (TAGs), these were endorsed by the awarding bodies. Prior to the summer assessments there was some concern about appeals; please can you expand how many learners raised formal appeals etc?</p> <p>A: The College was very mindful about how it communicated the appeals process. All learners were given an information slip about how to raise queries, and 60 queries were raised. Of these, there were 30 appeals made and these were dealt with per our assessment policy: we checked our processes for robustness. Then we advised learners that they could instigate stage 2 which is to send their query to the exam board – 2 learners have done this. The appeals process was time bound, so there will be no further appeals.</p> <p>The Chair again commended James and all staff on this result.</p> <p>Mr James Eagney left the meeting.</p>
FC 37/21	<p>Enrolments – Early Indications</p> <p>Mrs Jordan Swift, Director of Marketing & School Partnerships, joined the meeting and gave a presentation. The full minute was recorded as commercially sensitive information – see Part B. The following non-confidential points were noted:</p> <ul style="list-style-type: none"> • HE and Apprenticeship: Learners are expected to return to College from next week. • Full time 16-18yr old learners: Our out-turn position is looking similar to last year’s out-turn position. • Enrolment continues beyond the start of term. We will continue to monitor enrolments daily throughout September. The College also monitors its strategies for retention (beyond 42days period) in order to reduce the number of learners who withdraw. The College will submit a return to the ESFA on 3 Dec 2021 with final enrolment figures for 2021-22. <p>Mrs Lynda Risk left the meeting.</p> <ul style="list-style-type: none"> • CCSW is the first FE provider to provide T levels in the local area/region. 4 pathways have been launched: Construction, Digital, Science & Health, and Education & Childcare. • Retention strategies which are being used with both learners and parents include the following: Switch don’t ditch; targeted marketing; daily monitoring of non-attenders and withdrawals; the provision of enhanced support for learners within a nurturing and caring environment. <p>Q: Are there any indications of enrolments being different in any subject areas than expected?</p> <p>A: Yes. We can view the enrolment data differently e.g. by schools, campuses, courses - to identify which areas to monitor. Some courses recruit later than others.</p> <p>Q: Have you noticed any differences in the study entry levels of learners?</p> <p>A: We have seen growth in L3 qualifications and A levels and a reduction in L1 applications; also more learners entering at L2. This of course reflects higher grades of Teacher Assessed Grades (TAGs). We do still have a L1 offer, but take-up is reduced.</p> <p>Q: In respect of enrolment on the 4 T level pathways, what is the split of learners?</p> <p>A: Enrolment is good across all 4 T level courses. Digital is pleasantly positive; and our least strong T level pathway is health which includes midwifery and assistant teaching. A digital skills gap exists locally. We are keeping a close eye on all T levels.</p> <p>A: There has been much coverage on T levels in the media – most noticeably about the impact on BTecs. T Levels are here for now.</p> <p>Q: Are all the T level teaching groups viable?</p>

	<p>A: Yes, they are viable across all the T levels.</p> <p>A: It is worth noting the aspirations of learners; they are proud to be on T Levels and will be with employers as part of this programme.</p> <p>Q: Do you think the higher enrolment levels at L2 and L3 suggests that TAGs are more accurate than a one off exam at the end of a course?</p> <p>A: We enrol with regard to the qualifications of learners. Many teachers felt that GCSEs were not an accurate reflection of abilities. We do need to monitor the progress of learners.</p> <p>A: We are confident of our TAGs, so we don't challenge those of others. Each learner is treated as an individual.</p> <p>Q: The College had record A level recruitment last year and this year. Can we still continue to expand?</p> <p>A: All our subject teachers are specialists. We have managed to change some teachers' contracts from 0.8FTE to full time staff. Criminology A level is a new offer, and this is a key subject growth area.</p> <p>A: The College is facing fewer challenges in A levels than in vocational qualifications. We still have future capacity in A levels and would hope to sustain this.</p> <p>Mrs Jordan Swift left the meeting.</p>
<p>FC 38/21</p>	<p>Update on Capital Projects/Applications</p> <p>Mrs Helen Nellist, Deputy Principal & CEO, gave a presentation to the meeting and some information was recorded as commercially sensitive information and can be found in Part B, FC 38/21. The following points were noted:</p> <ul style="list-style-type: none"> • FE Capital Allocation Grant: All monies received have been fully spent. It was mainly spent at the Crewe campus on upgrading the heating system; but was also spent on fencing and traffic calming; electrical upgrades and repairs; fire protection upgrades; pigeon netting and Wi-Fi upgrades. • FE Capital Transformation Fund: The College is at Stage 2 in its application to secure funding. The allocated funds will be for the period 2021-24, and will include grant monies plus the College contributing 25% match funding over 2years. The money will be used for buildings transformation: replace/repair fire doors; floor finishes; complete pipework, radiator upgrades and water heaters; improve digitisation of the campus; improve signage across the campus; improved access/visibility of Reception. Much of this work will be at the Crewe campus. • T level Capital Fund: The College secured some Wave 2 funding – split for new building/refurbishment and specialist equipment. This will be used for a single storey construction and motor vehicle workshop at the Ellesmere Port (EP) campus and the refurbishment of a workshop at the Chester campus into a digital hub. <p>Governors noted the project timeline: Planning approval is with Cheshire West currently and expected by the end of Sept 2021; contractor appointment will take place in Oct 2021. The College has received 3 strong tenders. Per the project plan, work is expected to start in Oct 2021 at EP and to start in Feb 2022 at Chester. Completion is due in May 2022. Mitigations are in place in respect of project costs (there is a budgeted contingency) and the timeline for completion of the project.</p> <p>The College has also applied for, and had approved in principle, Wave 3 funding. This will be a grant for equipment and refurbishment. This money will be spent across all three College campuses: Ellesmere Port, Chester and Crewe.</p> <ul style="list-style-type: none"> • Institute of Technology (IoT): The College is the lead partner with University of Chester, Reaseheath College, Macclesfield College and Warrington & Vale Royal College. The application is at Stage 2. If approved, it will provide for a new 2 storey building and equipment at the Crewe campus; plus, equipment and refurbishment at the educational partner campuses. • Higher Technical Education Provider (HTEP): The College was approved for a grant. • Skills Accelerator: An award has been approved in principle. • Public Sector Low Carbon Skills Fund (PSLCF): Applications re-open in early

	<p>2022 and the College will be making a funding bid.</p> <p>Governors noted the total financial investment planned across our 3 campuses in the next 3yrs.</p> <p>Q: It is good to see that the College is planning to work on carbon reduction. Are the grants intended to enable the College to be net zero?</p> <p>A: The PSLC Fund has a schools and college sector fund; it also has a separate fund for lighting and heating. As an educational establishment the College is limited about what we can apply for. We are also looking at limiting taking on further projects to ensure appropriate use of management time.</p> <p>A: All new buildings have low carbon requirements.</p> <p>Governors noted that the Finance & Resources Committee (F&R) will continue to monitor these projects, including repayment of any funds not spent. However, it may be appropriate for a separate working group to be established to ensure sufficient, robust monitoring is in place. Risks associated with all of these capital projects need to be weighed and monitored.</p> <p>Action: Clerk to contact governors for volunteers to join a working group to ensure sufficient, robust monitoring of capital projects is in place.</p> <p>Governors noted that the internal auditors have been asked to provide training for ALL governors about the monitoring of capital projects.</p> <p>Action: Clerk to share date, time and link to capital projects training for all governors.</p> <p>Governors noted that there is a risk register for each project which is monitored weekly by HN and GJ.</p> <p>A governor commented that there is a national shortage of materials and this has led to an increase in material costs which is likely be an increasing problem. There is also a need for decarbonisation skills. Housing associations are looking at how to decarbonise properties. The College will work with local companies to address the skills gap.</p> <p>The Chair thanked Mrs Helen Nellist for her very informative presentation.</p>
<p>FC 39/21</p>	<p>Formal confirmation of College Financial Forecast Submission</p> <p>Mr Gareth Jones, Chief Financial Officer, gave a verbal report to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> • Governors APPROVED the College Financial Forecast (CFF) in July. • This agenda item is to confirm that the submission was made in a timely way. • There were no material changes made to the figures and commentary. • Copies of the submitted documents, the CFF and the commentary, are both available on GovernorHub for all governors to view. <p>Action: Clerk to send links to the CFF and the commentary in the next weekly Clerk’s Email.</p> <p>The Chair thanked Mr Gareth Jones for his verbal report and commended all those involved in the finance and management teams for meeting the deadlines.</p>
<p>FC 40/21</p>	<p>Chief Executive’s Update</p> <p>There was no paper for this item as agreed previously with the Board. This enables the Principal to provide the most up to date position to the Board. Mr Jasbir Dhesi presented to the meeting and the following points were noted:</p> <ul style="list-style-type: none"> • Beginning of Term: Year 1 and Year 2 learners are now in College, and per government

	<p>guidelines 6000 lateral flow device (LFD) tests have been completed, with less than 0.004% being positive. The rules associated with isolation have changed, so college life is much easier to manage. There will be a rise in the number of cases nationally as schools and colleges return to normal operations. Induction activities are still ongoing. As previously mentioned 3 December 2021 is a key date in respect of learner retention and funding implications.</p> <p>A governor commented that the testing procedure was well organised and worked very smoothly such that it didn't impact negatively on learners and their course inductions.</p> <ul style="list-style-type: none"> • Local Labour Market: The position in the North West is similar to the national picture. Unemployment expectations have not materialised. There are actual skills shortages, due to the impact of both Brexit and Covid. Cheshire & Warrington have a skills shortage. The College has 35 vacancies for academic staff especially for specialists in trades. CCSW is the main skills provider in the region, but previous cuts are having an impact. The pressure for investment by the government is positive. Immigration rules will likely not change going forward. • Higher Technical Skills: This is the emphasis of the White Paper, for colleges to take up the provision responsibility to address the gap of L4 and L5 technical skills. • Spending Review: The FE sector is being asked to make cuts along with many other sectors. Gavin Williamson has supported the FE sector. Ofsted will review T Levels delivery (factual); AoC believe that there are some areas where the sector may receive funding however, there will not be funding for all areas. The DFE is still pushing the Treasury for multi-year funding. • New 3 Year Strategic Plan: The process was delayed by Covid 19, but the plan is to engage all staff again. The process will also be open to governors. The Strategy Day in January 2022 will focus on the College's 3year strategic plan. Once in place, the strategic plan is a tool for governors to use to check that future funding bids are consistent with the College's strategic aims. <p>The Chair thanked Dhesi for his informative presentation.</p>
<p>FC 41/21</p>	<p>Confirmation of CCSW Leadership Structure 2021/22</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Mr Jasbir Dhesi made a brief verbal presentation and the following points were noted:</p> <ul style="list-style-type: none"> • The Leadership Structure Chart is supplied as promised. • Interviews will be undertaken over the next few weeks to fill the vacant positions. Governors will be invited to attend some of the selection day activities.
<p>FC 42/21</p>	<p>Clerk's Report</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. Michelle Huntley (Clerk) made a brief verbal presentation and the following points were noted:</p> <ul style="list-style-type: none"> • Annual report - Governor Attendance 2020-21: There has been an improvement in attendance with the use of Teams. We will continue to offer this facility by prior arrangement with the Clerk and the meeting Chair, but would prefer to see people in person whenever possible at campuses. <ul style="list-style-type: none"> ○ Attendance is a key measure used by most Governing Boards. In 2020-21 we achieved: <ul style="list-style-type: none"> ▪ 91% attendance for Full Corporation Board meetings (83% in 2019-20); ▪ 92% for Committee attendance (all committees) (91% in 2019-20); and

- 92% for total meetings attendance (88% in 2019-20).
- By Committees, attendance was:
 - Chairs: 94.29% (98.28% in 2019-20);
 - Audit & Risk: 100% (85% in 2019-20);
 - Finance & Resources: 86% (76% in 2019-20)
 - Management & Performance: 88% (85% in 2019-20) and
 - Remuneration: 100% (100% in 2019-20).

Governors APPROVED a Key Performance Indicator for attendance for 2021-22: **To exceed the AoC's target figure across the year for each of the various Committees and for Corporation Board meetings.**

- **Annual report - Governor Involvement 2020-21:** Despite Covid restrictions governors have continued to give their time, support, encouragement and challenge to the College. There have been 128 separate calendar instances (including Board and Committee meetings) of governors getting involved during the last academic year. These instances include the following:
 - All Staff Webinars
 - Selection interviews for senior post holders
 - Link Area related meetings: Staff focus groups, Learner focus groups, SAR validation meetings, Area Lead meetings,
 - Preparation for governance SAR meeting;
 - Performance Development Reviews of Principal and Clerk
 - Financial monitoring
 - Subcontractor monitoring
 - Governor induction meetings
 - Online training modules (various external agencies)
 - Individual Governor Performance & Development Review meetings
- **Annual report - Governors' Register of Interest:** Once all governors have returned their annual Registers of Interest the summary document will be uploaded to the CCSW webpage for governance.
- **Annual Administration for Governors:** The Clerk thanked all governors for completing and returning their annual forms.
- **Annual report - Website Compliance:** The Department for Education recommends a list of information which all colleges should provide via their websites. Additionally, colleges may be required to provide information per their specific ESFA funding agreement. The AoC's Code of Good Governance also recommends the sharing of information as good practice. The College website is compliant in respect of the 27 listed items – some are specific items on the website, others are included within the College's annual report and financial statements. The compliance of the College website is regularly monitored by the Marketing department.
- **Governance Meeting Schedule 2021-22:** Governors noted the amended meetings schedule. All meetings will be held at EP and Crewe to accommodate the size of committees and building works. Governors will hold meetings at the Chester campus again in 2022/23.

Action: Clerk to send out calendar invites including Teams invites to all governance meetings over the coming weeks.

Action: Governors to advise the Clerk if they are unable to attend a meeting OR if they will attend via Teams instead of in person.

FC 43/21

Corporation membership

The meeting noted the paper which had been sent to all members in advance of the meeting. The Chair made a brief verbal presentation and the following points were noted:

- Mr John Gregory resigned from his position as an Associate Member with effect from 31

	<p>July 2021.</p> <p>Action: Clerk to write to Mr Gregory to thank him for his service to the College.</p> <ul style="list-style-type: none"> Ms Jesse Lowry and Mr Jake Wildsmith have been elected as FE Student Governors with effect from 01 August 2021. <p>Governors APPROVED the appointment of Ms Jesse Lowry and Mr Jake Wildsmith as FE Student members of the Board.</p> <ul style="list-style-type: none"> The position of Non-Academic Staff Governor was publicised across all 3 campuses and Mr Sean Herbert is recommended to Board for appointment with effect from 01 October 2021. Sean is the Technology Enhanced Learning Lead – Quality and is based at EP campus. <p>Governors APPROVED the appointment of Mr Sean Herbert as the Non-Academic Staff member of the Board.</p>
<p>FC 44/21</p>	<p>Policies for ratification</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The Chair thanked the management team for sending policies to governors well in advance of meetings for governor comment and feedback. The following points were noted:</p> <ul style="list-style-type: none"> Health & Safety Policy: Helen Nellist, Deputy Principal and CEO, informed the meeting that the policy is reviewed annually and it has been updated to include feedback from governors. Section 3.1 refers to the Corporation’s responsibilities. Point 2.2 refers to the Board having oversight of managerial responsibilities. <p>Q: Can 3.1 be further amended to reflect that the Board has a responsibility to ensure that they receive sufficient information about Health & Safety? Also change ‘The Board’s responsibilities are outlined below and include’ to ‘The Board’s responsibilities are to ensure that’</p> <p>A: 3.1 does refer to adequate reporting to ensure compliance. A Health & Safety report does come to A&R every meeting.</p> <p>Action: HN to update the Health & Safety policy to amend 3.1 per noted discussions.</p> <p>The Corporation APPROVED the Health & Safety Policy.</p> <ul style="list-style-type: none"> Safeguarding Policy: Mrs Ruth Szolkowska, Vice Principal Innovation, Curriculum and Quality, informed the meeting that the policy is reviewed annually and has been updated to include the amendments made to the Keeping Children Safe in Education document in September 2021. The document also includes the feedback received from governors. Safeguarding is monitored via a steering group and the Corporation received the College’s annual report on safeguarding earlier in the meeting. Mr Chris Baggs will share the changes with the College’s subcontractors. <p>The Corporation APPROVED the Safeguarding Policy.</p> <p>Action: Clerk to advise JP that the Corporation APPROVED the Health & Safety Policy and the Safeguarding Policy.</p>
<p>FC 45/21</p>	<p>Confidential or commercially business to be 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 46/21	<p>Minutes of meeting 08 July 2021 and matters arising from previous minutes</p> <p>The meeting noted the paper which had been sent to all members in advance of the meeting. The minutes were reviewed for accuracy and approved.</p> <p>It was RESOLVED to accept the minutes from 08 July 2021 and the Chair signed the minutes.</p> <p>The action log from the 08 July 2021 was reviewed and the meeting noted the following:</p> <ul style="list-style-type: none"> • 108 – On target for timely completion. • 109 – F Bradley has volunteered to take on the role of EDI link governor. <p>The Corporation noted this offer and APPROVED the appointment of F Bradley as the EDI link governor.</p> <ul style="list-style-type: none"> • 110 – A number of governors still have not completed their annual forms. Amend date to 30 Sep 2021. • 111 - A number of governors still have not completed their annual board effectiveness survey forms. Amend date to 30 Sep 2021. <p>All other actions are complete and CLOSED.</p>
FC 47/21	<p>Meeting review and feedback</p> <p>Mr Len Closs sent the Clerk the following summary of the impact the meeting will have on the College with due regard to the discussions and the decisions taken, namely:</p> <p>Intention: The Corporation considered the various agenda items with the intention of scrutinising the work of the College and its leadership team. The reports provided governors with information about the College’s safeguarding arrangements; early achievement data; enrolment data; capital funding applications; financial submissions and specific policies.</p> <p>Implementation: Governors provided input on approaches to learner safety and methodology for learner support; and the encouragement for learners to come forward with concerns. Governors asked questions relating to Value Added, national validity of TAGs and the situation with appeals. Governors raised questions on the enrolment balance between levels of qualifications, the reduction in LI enrolments, T level viability and the College’s capacity to meet demands from A level numbers growth and technical programme areas. Governors noted the College’s position in respect of Capital Funding and challenged the College’s capacity to deliver, and the need for close monitoring of risks, risk management and financial exposure. Governors noted, welcomed and congratulated the management team on the timely submission of the CFF. There was considerable governor input to key learner-facing policy updates in areas of Health & Safety and Safeguarding.</p> <p>Impact: The decisions, challenge and support during the meeting will impact all College stakeholders in respect of the continued excellent management of the College. Governors have noted the College’s good financial health position and the opportunities to expand and refurbish buildings and facilities. The impact for learners, and staff members, is at the centre of all decisions about investments in estates and equipment.</p>
FC 48/21	<p>Date of future meetings and any other business</p> <p>The meeting noted the dates for Full Corporation meetings for 2021-22:</p> <ul style="list-style-type: none"> • Thursday 11 Nov 2021, 14:00hrs, Ellesmere Port NB Lunch with Learners 13:00-13:30hrs Cyber Security training by JISC 13:30-14:00hrs • Thursday 16 Dec 2021, 14:00hrs, Crewe NB Christmas Lunch for Governors 12:00-13:30hrs

	<ul style="list-style-type: none"> • Friday 28 Jan 2022, 09:00hrs Strategy Day – Tarporley • Thursday 24 Mar 2022, 14:00hrs, Ellesmere Port <i>NB Lunch with Learners 13:00-14:00hrs</i> • Thursday 07 July 2022, 14:00hrs, Crewe <i>NB Barbecue for Governors 17:00hrs</i> <p>Action: Clerk to send out menu choices for Governors' Christmas lunch in late October.</p> <p>The Chair thanked everyone for attending. The meeting moved to confidential business so Mrs Anne Pickering, Mrs Ruth Szolkowska and Mr Gareth Jones left the meeting.</p> <p>The meeting closed at 16:30hrs after the confidential business was closed.</p>
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Chair's signature: Minutes produced: 17 September 2021

Chair's approval: 28 September 2021 Report made to Corporation, for approval: 11 November 2021