

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION MEETING

Minutes of the virtual meeting held on Zoom – Thursday 17 December 2020 - 9.30am

Membership:	* Liz Laycock (Chair)	* Rod Bristow	* Eva Scott
	* Sotirios Adamopoulos	* Chris Chatt	* Brian Spencer
	* Paul Bartlett	* Eddie Johnson	* Karen Spencer
	* Julian Bedford	* Ray Levy	* Paul Taylor
	* Jon Bouffler	* Lily Lin	* Gail Wootton
	* Jo Breen	* Peace Oduware	

* denotes present

In attendance: Will Allanson, Deputy Principal
Paul Whitehead, Vice-Principal
Becky Jones, Vice-Principal
Deanne Morgan, Executive Director – Finance and Facilities
Sallyann Abdelmoula, Assistant Principal
Ruth Lucas, Head of Governance

1 Apologies for absence

There were no apologies for absence.

2 Declaration of Interests

E Johnson declared that he is an Essex County Councillor.

3 Minutes of the Previous Meeting

The minutes of the meeting held on 22 October 2020 were approved by the Corporation as a true and accurate record of the meeting, subject to two typographical changes, and were signed remotely by the Chair.

4 Matters Arising from the Minutes

4.1 Update from the Coronavirus Governance and Leadership Group (minute 4.1 – Matters Arising refers)

Liz Laycock provided the Corporation with an update on the Coronavirus Governance and Leadership Group meetings, attended by the Chair, Vice-Chairs, Principal and Head of Governance. The meetings have been held weekly or bi-weekly and have covered issues such as changes to the curriculum, campus and how the College is delivering its offer due to COVID-19, the number of reported cases and the number of students and staff self-isolating, risk assessments and reviewing processes that have been implemented.

Governors were informed that all students, staff and members of their households are eligible for community testing, even if they are asymptomatic.

Rapid flow testing for colleges will be implemented in January 2021. This will be complex to set up and colleges are expected to test staff and students themselves and process the results. It is envisaged that any reasonable costs will be reimbursed.

Paul Taylor asked if the community testing was separate to the rapid flow testing and Karen Spencer confirmed that it was.

4.2 Governor Safeguarding and Prevent Training (minute 4.2 – Matters Arising refers)

Liz Laycock reminded Governors to complete the mandatory safeguarding and prevent training and to provide Ruth Lucas with the certificates once the training has been completed. Governors were given the option of an online session with the College's Safeguarding Manager and asked to let Ruth Lucas know if this was something they would prefer. Paul Taylor highlighted that the Annual Keeping Children Safe in Education Report states that all Governors have completed safeguarding and prevent training. Karen Spencer reported that the report covers the previous academic year.

4.3 Membership of Committees (minute 5 – Election of the Chair and Vice-Chairs of Harlow College Further Education Corporation refers)

Ruth Lucas provided Governors with an update on Committee membership, including changes in membership which have taken place and agreed to circulate a summary of Committee membership to all Governors.

4.4 FE Capital Funding (minute 6.2 – Sketch Management Accounts for 1 August 2020 – 30 September 2020 refers)

Will Allanson confirmed that there has been an extension to spending the FE capital allocation up to 31 December 2021.

4.5 National Skills Funding (minute 6.3 – Recruitment of Learners - Enrolment Report 2020/21 refers)

Karen Spencer reported that the Government has published a list of qualifications however the College is awaiting further information.

4.6 Meeting with Alison Wolf and Jennifer Coupeland (minute 6.3 – Recruitment of Learners - Enrolment Report 2020/21 refers)

Rod Bristow reported that it was a very good, productive meeting in which he fed back the issues that Karen Spencer had raised at the Corporation meeting on 22 October 2020.

4.7 Timetabling (minute 7 – Quality and Curriculum Update refers)

Becky Jones reported that the 50% face-to-face and 50% online curriculum model was working well and would continue until February half term when it would be reviewed and altered as required. There is a risk that positive COVID-19 cases will increase after the Christmas break. The proposal has been

presented to the Student Ambassadors who confirmed they were happy with the approach.

The Corporation endorsed the College's approach to timetabling and curriculum delivery.

4.8 T-Levels Capital Funding (minute 8 – Property Update refers)

Will Allanson confirmed that the College has been successful in securing £1.5m in T-Levels Capital Funding and in securing a further £1.5m from the South East Local Enterprise Partnership's Get Building Fund.

5 Membership of Harlow College Further Education Corporation

Ruth Lucas, Head of Governance, informed the Corporation that Tony Durcan's term of office had expired and that Harlow Council is in the process of providing a nomination to fill the position. Any appointment would be subject to the usual process undertaken by the Search Committee, prior to approval by the Corporation.

6 Self-Assessment 2019/20 and Quality Improvement 2020/2021

6.1 Self-Assessment 2019/20

The Corporation received and considered the Self-Assessment Report (SAR) 2019/2020, presented by Becky Jones, Vice-Principal.

The Corporation was informed that the SAR had been considered and discussed in detail at the Standards and Curriculum Committee meeting held on 25 November 2020.

Becky Jones informed Governors that minor changes have been made to the SAR since the Standards and Curriculum Committee meeting, however the key actions remain unchanged.

Governors' attention was brought to the following:

- Apprenticeships:

A strategic working group has been established and apprenticeships will be a key focus for the Quality Team.

- Equality and Diversity Impact Measures (EDIMs) Data:

A working group has been established to address the gaps in achievement and a series of meetings have been set up with each team and the Principalship to further address this. The healthcheck will be amended to include EDIMs data.

Karen Spencer reported that she has been discussing the national picture for apprenticeships and adult education with the Association of Colleges and other principals as a national data set is not being published at present. Liz Laycock asked if anything around this should be added to the Quality Improvement Plan

(QIP) and Karen Spencer confirmed that once the data is available a comparison can be incorporated into the QIP. Liz Laycock highlighted the need to keep a close eye on this and at some point the pandemic will no longer be a valid excuse.

Rob Bristow asked about retention around the gender switch and the drop in e-learning. Paul Whitehead reported that the College had introduced a new e-learning provision and there had been issues with retention and engagement. Some learners had signed up but did not start any learning, whilst others signed up for a number of courses and only completed one. This will be a key focus in the QIP and the College is limiting it to one enrolment at a time per learner.

Karen Spencer reported that other principals in the Eastern region are reporting the same issue with e-learning. The courses offered are free, short courses which the College expected learners would want to undertake during the pandemic however this was not the case. Anything that is offered for free online is harder to sustain engagement. Liz Laycock added that it was good to focus provision on women at home during the pandemic however it could be hard for them to find time to undertake the e-learning due to having to home-school their children.

Rod Bristow commented that it is worth understanding the situation more as it could be an issue with the quality of provision. He asked if there were motivation issues, communication issues or issues with the model itself. Paul Whitehead reported that the e-learning provision was new to the College and there was no explicit awareness of it at the start. The key areas for the College to focus on are the structures and support around e-learning which will enable the College to take a stronger approach and improve outcomes for learners.

Karen Spencer reported that the majority of courses are Level 2 or below and research has shown that at this level it is more difficult to engage with learners therefore face-to-face delivery is better. Liz Laycock highlighted that not all those undertaking the courses would be at Level 2 or below and Becky Jones agreed to look at the data in terms of completers and their highest level of qualification.

Rod Bristow offered to share Pearsons' engagement models.

Governors noted that e-learning will continue to be looked at in depth and reviewed by the College.

The Corporation approved the Self-Assessment Report 2019/20.

6.2 Quality Improvement Plan 2020/21

The Corporation received and considered the Quality Improvement Plan (QIP) 2020/21, presented by Becky Jones, Vice-Principal.

Becky Jones informed Governors that all the areas to improve and key actions from the SAR have been incorporated into the QIP, linked to the KPIs and colour coded. Governors noted that headings in the QIP had been amended slightly to align with the headings in the SAR.

Liz Laycock asked if the wording in 1.1 could be checked and Becky Jones agreed to revise it if necessary.

Rod Bristow asked if e-learning was included and Becky Jones confirmed it is covered in section 2.4.

Liz Laycock reminded Governors that the QIP is a working document and is reviewed regularly by the Standards and Curriculum Committee.

The Corporation approved the Quality Improvement Plan 2020/21.

6.3 Key Performance Indicators 2019/20 and 2020/21

The Corporation received and considered the Key Performance Indicators (KPIs) 2019/20 and 2020/21, presented by Becky Jones, Vice-Principal.

Becky Jones informed Governors that the KPIs for 2019/20 show the key actions undertaken and the final position at the end of the year, with each KPI being RAG rated and aligned to completion or target being met. Governors noted that the College had achieved a good completion rate in challenging circumstances and were informed that some of the KPIs will be carried forward to 2020/21.

Governors noted that walkthroughs were stopped during the first lockdown with the focus being on the quality of online delivery. Walkthroughs have not yet commenced again and the focus during the Autumn Term has been the Power of 3. Consideration is being given to walkthroughs going forward, with a planned focus on apprenticeships in February 2021 and depending on these outcomes, this could be widened in March 2021. Power of 3 and continued professional development will continue in January 2021. Governors were informed that the challenge and pace KPI had not been achieved due to walkthroughs not having taken place.

Liz Laycock commented that remarkable progress had been made with the KPIs in difficult circumstances and the Corporation understood why some KPIs were not achieved.

Becky Jones informed Governors that KPIs which had not been achieved in 2019/20 have been carried forward to 2020/21, therefore some of the KPIs are the same and some are new ones around apprenticeships, adult provision and higher education recruitment. There have been some challenges setting targets as the current data is based on 2019/20 data however Paul Whitehead confirmed that targets have been set as best as possible and are ambitious and clear.

Liz Laycock asked if KPIs 1.1 – 1.8 could be made more measurable as how would the College know when it had met the targets? Paul Whitehead agreed that some of the targets were not SMART however the picture for these is not yet clear therefore the College is working on strategies to meet these targets and the targets can be worked up in more detail once further information is known. Karen Spencer also reported that some of the targets are reliant on external factors and people, such as employers. Liz Laycock commented that the targets might become smarter throughout the year.

Liz Laycock asked whether the 75% target for the KPIs for demonstrating challenge, pace and differentiation was appropriate and whether this was too low. Becky Jones responded that this is the same as last year's target which has been carried forward and the College has a multi-year plan to achieve this. Governors agreed that the word "good" should be inserted into these KPIs as Karen Spencer highlighted that the College is demonstrating challenge, pace and differentiation however it is not always classed as good.

Gail Wootton asked about the progress dates for completion of strategies linked to the KPIs 1.6 – 1.8 and Becky Jones reported that some are projects which have set dates.

Paul Taylor asked if the College and Corporation were content with a 40% target for maths and English, as this had been previously highlighted by Ofsted and discussed in detail by the Corporation. Paul Whitehead reported that when the national data is looked at, a 40% target is an ambitious target. Karen Spencer reported that the College has experienced learners having a lower grade profile than their school's centre assessed grade suggest when they are assessed by the College. Governors noted that the targets are set at the same level as last academic year and the targets are stretching in a normal year and with this current year being unusual, the targets will be even more stretching.

Governors asked for "a sound working system" to be added into 4.2.

The Corporation approved the closure of the 2019/20 KPIs and approved the 2020/21 KPIs subject to minor alteration of wording as detailed above.

7 Financial Statements for the Period 1 August 2019 – 31 July 2020

7.1 To receive and approve the Annual Report of the Internal Audit Service for the year ended 31 July 2020

The Corporation received and considered the Annual Report of the Internal Audit Service for the year ended 31 July 2020. Governors were informed that the report had been considered at the Audit Committee meeting held on 03 December 2020 and that it forms part of the statutory documents which need to be submitted to the Education Skills Funding Agency.

The Corporation approved the Annual Report of the Internal Audit Service for the year ended 31 July 2020.

7.2 To receive and approve the Annual Report of the Audit Committee

The Corporation received and considered the Annual Report of the Audit Committee for the period 01 August 2019 to 31 July 2020. Governors were informed that this annual report needs to be agreed and forms part of the statutory documents which need to be submitted to the Education Skills Funding Agency. Governors noted that the report summarises the work of the Audit Committee and that the report had been reviewed in detail by the Audit Committee at its meeting on 03 December 2020.

Paul Whitehead informed Governors that the report is a strong report with a

significant amount of work undertaken throughout the year with high assurance levels being achieved. The Corporation thanked everyone involved.

The Corporation noted and agreed the following opinion of the Audit Committee

“It is the opinion of the Audit Committee, based on the reports it has received and considered, and drawing upon the knowledge and expertise of its members and its audit services, supported by the work and views of College management, that during 2019-20 Harlow College:

- *had adequate and effective assurance arrangements;*
- *had an adequate and effective framework of governance;*
- *had adequate and effective risk management and control processes for the effective and efficient use of resources, solvency of the College and the safeguarding of its assets;*
- *had adequate arrangements for securing economy, efficiency and effectiveness;*
- *had adequate and effective key internal controls;*
- *had adequate and effective arrangements for data quality;*
- *had, overall, systems and controls that are adequate and effective for carrying forward the objectives of the College.*

The Audit Committee met in private with the internal and external auditors on 3 December 2020 and no issues impacting upon matters of internal control were raised. RSM UK did not identify any matters of impropriety throughout their audit work to bring to the attention of the Audit Committee.

The Audit Committee considers that it operated effectively in 2019-2020 and that it met its terms of reference and the requirements of the Audit Code of Practice.”

The Corporation approved the Annual Report of the Audit Committee for 2019 – 2020 and agreed for it to be signed electronically by Paul Bartlett, Chair of the Audit Committee.

7.3 To receive and approve the Audit Findings Report for the period to 31 July 2020 and the Letters of Representation

The Corporation received and considered the Audit Findings Report for the year ended 31 July 2020 and the Letters of Representation. Governors noted that the report had been considered in detail at the Joint Audit and Resources Committee meeting on 03 December 2020.

Deanne Morgan confirmed that two matters have been changed in the Audit Findings Report since the Joint Audit and Resources Committee meeting, as follows:

- The outstanding ESFA reconciliation. This has now been received by the College and reviewed by RSM UK. Governors were informed that there is some minor clawback however it is under the reporting threshold therefore has not been reflected in the financial statements.
- The enhanced pension provision adjustment. The College has agreed with the auditors that it will not make the £14k non-cash adjustment due to it not being material. This will be reflected in the Letters of Representation as an unadjusted misstatement.

The Corporation reviewed the Letters of Representation and Governors noted that a standard template had been used for the Letters of Representation, with an additional disclosure around the valuation of the ARU building.

The Corporation approved the Audit Findings Report for the period to 31 July 2020 and the Letters of Representation for the Financial Statements and the Management Letter for the Regularity Audit for the year ended 31 July 2020 and agreed for them to be signed electronically by the Chair and the Principal.

**7.4 To receive and approve the Operating and Financial Review 2019/20
&
7.5 To receive and approve the Financial Statements 2019/20**

The Corporation received and considered jointly the Operating and Financial Review and the Financial Statements for 2019/20. Governors noted that the Operating and Financial Review and the Financial Statements follow an ESFA published model and further noted that the documents were reviewed in detail at the Joint Audit and Resources Committee meeting held on 03 December 2020. Governors were reminded that the Financial Statements are published and sent to the ESFA and to the bank annually.

Deanne Morgan thanked Ray Levy for his detailed feedback on the Operating and Financial Review and the Financial Statements and confirmed that all comments have been incorporated in the accounts circulated to the Corporation for this meeting and the figures remained unchanged.

Deanne Morgan confirmed that there had been a small movement between the provisional outturn and the final Financial Statements with £39k relating to the College lease for The Hides and the removal of a £12k bad debt provision which is no longer required. There are also three unadjusted items relating to the Enhanced Pension Provision.

Governors were informed that the total surplus was £7,607k however this is a non-cash surplus due to the transfer of the Anglia Ruskin University (ARU) building to the College. Governors noted that £303k cash was generated and commended the College on this, particularly given the circumstances it was working in.

Deanne Morgan confirmed that staff costs were within target despite the increased pension costs.

Governors were informed that the bank covenants are forecast to be met however this will be reviewed and confirmed by the bank in January 2021.

Deanne Morgan confirmed that the following changes have been made to the Operating and Financial Review and the Financial Statements since the Joint Audit and Resources Committee meeting:

- Laura Wedgbury-Glew, Assistant Principal, has been added into the Key Management Personnel.
- Governor membership has been updated.
- An additional note on net debt has been included.
- A change in the wording from RSM UK relating to going concern.

Deanne Morgan informed the Corporation that a late adjustment was received from RSM UK the day prior to this meeting concerning going concern. Governors noted that the wording had changed from Corporation to College and RSM UK had highlighted that whilst it is the College's intention to refinance the loans in May 2021, no formal agreement is currently in place with the bank. The following amendment in bold to wording in the Financial Statements is required by RSM UK.

*“Accordingly the College has a reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future, notwithstanding the material uncertainty **that may cast significant doubt on the College’s ability to continue as a going concern as** described above regarding the extension and renewal of existing loan facilities, and for this reason will continue to adopt the going concern basis in the preparation of its Financial Statements.”*

Governors were informed that despite the additional wording, RSM UK's opinion on the College being classed as a going concern is unchanged.

A detailed discussion was held around this late addition, which was minuted confidentially.

The Corporation agreed that the College's decision not to refinance the loans now at a cost of £65k was the right decision and that the Chair of Governors should write to RSM UK on behalf of the Corporation to express their concern over the timing of the amended wording and question the additional fee being charged for the going concern work.

The Corporation approved the Operating and Financial Review and the Financial Statements for 2019/20 and agreed that they should be signed electronically by the Chair and the Principal and sent to the Education Skills Funding Agency.

8 Management Accounts for the period 1 August 2020 – 31 October 2020

The Corporation received and considered the Management Accounts for the period 1 August 2020 – 31 October 2020, presented by Deanne Morgan, Executive Director – Finance and Facilities.

Deanne Morgan informed the Corporation that the Management Accounts had been discussed in detail at the Resources Committee meeting held on 3 December 2020.

Governors noted that income is currently on target however there are some areas of concern which are being reviewed and will be updated in the November Management Accounts. Staff costs are currently on target, with the exception of the Local Government Pension Scheme (LGPS) costs. Non-pay costs are above target for the year-to-date however it is expected that they will be on target at year end.

Paul Whitehead highlighted that the Adult Education Budget (AEB) income is the area of most significant concern with the income being a challenge to earn. The College has an allocation of £4.5m however it has budgeted for and planned delivery for £3.6m. This budget line has been significantly impacted by COVID-19 and lockdown, with a reduction in student group sizes and numbers enrolling on courses. Karen Spencer and Paul Whitehead have had meetings with the ESFA to highlight the issues faced by colleges and are pushing for the tolerance level for reconciliation be adjusted. Last academic year, the ESFA agreed a 68% tolerance level however, as at the date of this Corporation meeting, the ESFA are reporting that the standard reconciliation will be used this year. The ESFA's position on this could however change but this is not guaranteed. The College's current predictions for AEB delivery and income are significantly reduced and this would pose a significant challenge to the College this year if no adjustments are made to the reconciliation. Karen Spencer reported that the ESFA are due to review all the data from colleges in January 2021 and some modelling will be undertaken based on different tolerance levels.

Rod Bristow asked if there was anything that could be done to make the adult offer more appealing. Paul Whitehead highlighted that the current figures are half of what they were this time last year and that the forecasts include an action plan to address the issues raised. Karen Spencer reported that if social distancing rules continue, the College will have to continue delivering to fewer students at a time whilst incurring the same level of staff costs. In addition, what the College can deliver is very narrow, with no Level 3 qualifications being funded through AEB. Rod Bristow highlighted that higher education institutions are offering shorter, more flexible courses however Karen Spencer reported that the college sector is different to higher education. Rod Bristow asked what do people want to study and whether we can ask the Government to do something different to meet this demand. Karen Spencer reported that this has been asked for and Government have been lobbied for a credit-based Level 3 module system. The Confederation of British Industry (CBI) and the Association of Colleges (AoC) have requested the flexible use of AEB funding and the National Training Scheme. If this request is not approved, the National Training Scheme will offer full Level 3 qualifications.

Deanne Morgan reported that the College's cash position is good and that the ESFA continue to pay colleges regardless if the funding is earned or not, therefore the College needs to remain mindful that some funding could be clawed back.

Governors noted that the bank covenants are forecast to be met.

Deanne Morgan informed the Corporation that a financial return needs to be submitted to the ESFA by 31 January 2021. This was discussed at the Resources Committee meeting held on 3 December 2021 and it was recommended that the Chair of the Corporation, Vice-Chairs of the Corporation and Chairs of Committees meet to approve the financial forecasts which will be used to prepare the ESFA return. This was approved unanimously by the Corporation and the return will be reported

retrospectively to the Resources Committee and Corporation at their meetings in March 2021.

Deanne Morgan highlighted the loan repayment due in May 2021 and the Corporation agreed unanimously that the College should start negotiations with the bank and report back to the Corporation.

Deanne Morgan presented the College's banking facilities with Clydesdale as follows:

Overdraft	£0
BACS (salaries)	£800,000 per month
BACS (non salaries)	£1,100,000 per week
Business Card (credit card)	£40,000 per month
Open Credit (cash facility with Natwest)	£10,000 per week

The Corporation unanimously agreed to renew the banking facility as detailed above.

Paul Taylor highlighted that the monthly salary costs are in excess of the BACS limit however Deanne Morgan confirmed that the salary paid to employees are within the BACS limit, as the monthly salary costs include on costs.

The Corporation approved:

- The Management Accounts for the period 1 August 2020 – 31 October 2020;
- The Chair of the Corporation, the Vice-Chairs of the Corporation and the Chairs of the Committees to meet in January 2021 to approve the financial forecasts to be used in the ESFA return;
- The College to start negotiations with the bank for refinancing the loans due for renewal in May 2021;
- The renewal of the banking facility with Clydesdale.

9 English College of the Future Report

The Corporation received and considered the presentation from Karen Spencer, Principal, on English College of the Future Report.

Karen Spencer highlighted the key areas contained within the report and reported that the most contentious issue was regarding colleges having a legal duty to establish networks. There is uncertainty around what exactly this will mean and there is a possibility that it will not be included in the White Paper. The White Paper was originally expected to be published before Christmas however this has been delayed.

Karen Spencer reported that the other recommendations within the Report are less contentious and there is a call for parity between further education and higher education and for a grant-funded settlement. Strategic investment in the sector and long-term funding agreements are required.

Governors were informed that the White Paper was a commitment from the Government's election manifesto. COVID-19 and Brexit pose significant challenges and colleges are seen as key drivers in local communities between lower level and higher technical skills.

Discussions are being held around diversity of the Board, leadership and students and how colleges work with the communities they serve.

There is a complexity around accountability and the Corporation agreed that the key themes for governance as outlined in the presentation will be revisited by the Corporation when the White Paper is published. Furthermore, the Corporation agreed that it would be good to have discussions around the questions for governance outlined in the presentation. Liz Laycock suggested that initially a focus group meeting could be held once the White Paper is published and Karen Spencer suggested that it could form part of a strategic planning event in the Summer Term.

Ray Levy asked if Labour support the White Paper and the English College of the Future Report. Karen Spencer reported that there was cross-party representation on the Independent Commission on the College of the Future and that the Shadow Education Secretary has a passion for skills and investment in skills however the reality is what Treasury decide.

The Corporation noted the presentation on the English College of the Future Report.

10 Equality and Diversity Annual Report 2019/20 and Action Plan

The Corporation received and considered the Equality and Diversity Annual Report 2019 – 2020 and Action Plan, presented by Sallyann Abdelmoula, Assistant Principal.

The report was taken as read and Sallyann Abdelmoula highlighted the following points:

- The College's black and minority ethnic (BME) profile has increased whereas the staffing profile has not changed significantly.
- There is a slight achievement gap within some groups identified in the report.
- The College has looked at its reporting in lines with Black Lives Matter and a focus group has been established in College to look at equality and diversity throughout the organisation, particularly linked to the Black Lives Matter agenda.
- Actions detailed in the Annual Report have been carry through into the College's QIP and the Equality and Diversity Action Plan.
- Work is being undertaken to raise teams' awareness of the use of equality and diversity impact measures (EDIMs) data and setting targets associated with this will help.

Liz Laycock highlighted the drop in female and male achievement rates for online learning. It was reported that these are the same issues that were identified in the SAR and appropriate actions to address this have been included in the QIP.

The Corporation approved the Equality and Diversity Annual Report for 2019 – 2020 and Action Plan.

11 Keeping Children Safe in Education Report

The Corporation received and considered the annual Keeping Children Safe in Education Report for 2019 – 2020, presented by Sallyann Abdelmoula, Assistant Principal.

The report was taken as read and Sallyann Abdelmoula highlighted the following points:

- The number of care leavers and children in care have increased.
- There has been an increase in the work the College does with Local Authorities and Social Services.
- The number of referrals to the Safeguarding Team has decreased slightly.
- Throughout the pandemic, vulnerable learners have been contacted via telephone and welfare checks have been completed.
- There has been an increase in the number of Social Care referrals however the threshold is very high before action is taken by Social Care.
- There has been one Prevent referral.
- The numbers in the stop and search profile look high however these searches were undertaken as a preventative measure as part of the National Citizenship Service (NCS) residential programme in October 2019.

Sallyann Abdelmoula highlighted that the College's biggest challenge is the safeguarding reporting system. The system is good for data input and collection however it does not facilitate the flow of data out. A different software supplier is being investigated to see if it can better meet the College's needs.

L Laycock, as the designated Safeguarding Governor, reported that she has attended the Safeguarding Committee meetings and has been impressed with the professionalism and level of care given to every student, particularly given the challenging circumstances in which the College has been operating.

The Corporation noted the annual Keep Children Safe in Education Report for 2019 – 2020.

12 Health and Safety Report 2019/20

The Corporation received and considered the annual Health and Safety Report for 2019 – 2020, presented by Will Allanson, Deputy Principal.

The report was taken as read and Will Allanson highlighted that this year's report includes the College's response to COVID-19 and how the College has opened its campus up following the lockdown in Spring 2020.

Governors' attention was brought to the performance targets detailed on page 4 which are largely carried forward from last academic year into the current academic year due to COVID-19 and Will Allanson confirmed that the targets will be reviewed in-year.

Governors noted Appendix 1 which details the number of accidents and injuries on site. Governors noted that there had been a significant decrease in the number of accidents and injuries due to the reduced number of students and staff being on campus. There has however been an increase in the number of accidents and injuries at Stansted Airport College (STAC). This is due to the increased numbers of students studying at STAC compared to the previous year. The majority of the reported accidents and injuries at STAC are due to minor cuts in the engineering workshop. Paul Taylor asked if second year students have less accidents than first year students and Will Allanson confirmed that it is dependent on the activity being undertaken.

Paul Taylor asked if students could be involved in providing first aid provision on campus if it links to their course. Will Allanson reported that this is not possible as the College would not meet its legal obligations and it would render the College's insurance invalid however student health and safety supervisors could be appointed.

Liz Laycock reported that the College has done a remarkable job throughout the difficult year and Will Allanson highlighted that the vast majority of staff and student feedback has been that they feel safe with the measures that the College has put in place in response to COVID-19.

The Corporation noted the annual Health and Safety Report for 2019 – 2020.

13 Governor Training and Development

Lily Lin reported that she had attended a College virtual open evening, the launch of the College of the Future Report and the AoC Governor Conference and had taken part in the AoC's coaching programme for BME leaders and governors.

Liz Laycock reported that she had attended a College virtual open evening, the launch of the College of the Future Report and the AoC Governor Conference.

Peace Oduware and Eva Scott reported that they had attended the Unloc Student Governor Training Programme. They gave an overview of the programme which, in addition to the training, provides an online forum and peer-to-peer support with Student Governors across the country.

14 Reports from Committees

14.1 Standards and Curriculum Committee – 25 November 2020

The Corporation received and approved the minutes of the Standards and Curriculum Committee meeting held on 25 November 2020.

14.1.1 Student Governor Update

The Corporation received an update from Peace Oduware and Eva Scott on issues raised at the recent Student Ambassadors' meeting and the action that College has taken in response to these.

Governors were informed that welfare checks are being held with all students and these have been positively received.

There has been a focus on the use of MS Teams by staff with more interaction and setting out what is expected of students at the start of the lesson. This has been positively received and the quality of online lessons has improved.

Tutorials have been well-planned and there has been a focus on mental health and support and students are being made more aware, via the website and Qube, of how to access support services.

The awareness of student voice amongst the student population was discussed. Many students are unaware of who is in their learner mentor groups as they are not currently meeting as a group therefore they do not know who their student voice representatives are. Sotirios Adamopoulos highlighted the issue of this and the mechanism that facilitates student ambassadors representing student views and it was agreed that this would be looked at by the College. Liz Laycock reported that the number and cross-section of student ambassadors should be increased if possible.

Peace Oduware highlighted that the College has been very helpful and supportive with UCAS applications and Karen Spencer confirmed that there is a dedicated number of staff focusing on this.

The Corporation noted the Student Governor Update.

14.2 Audit Committee – 3 December 2020

The Corporation received and approved the minutes and the confidential minutes of the Audit Committee meeting held on 3 December 2020.

14.3 Joint Audit and Resources Committee – 3 December 2020

The Corporation received and approved the minutes of the Joint Audit and Resources Committee meeting held on 3 December 2020.

14.4 Resources Committee – 3 December 2020

The Corporation received and approved the minutes of the Resources Committee meeting held on 3 December 2020.

15 Any Other Business

Karen Spencer thanked Will Allanson, Becky Jones and Paul Whitehead for their hard work and support throughout the year and the Corporation echoed this thanks,

Karen Spencer also thanked Governors for their support and dedication to the College throughout the year.

16 Dates of Future Meetings

Spring Term 2021	Thursday 25 March 2021	9.30am
Summer Term 2021	Thursday 20 May 2021	8.30am / 9.30am
	Thursday 8 July 2021	8.30am / 9.30am

Governors noted that the single agenda item Corporation meeting scheduled for 21 January 2021 had been cancelled and a meeting cancellation will be sent out.