

**Runshaw College Corporation Board Meeting Minutes**

**Thursday 16 May 2024, 6.00 pm – 8.00 pm**

Corporation Board Members		Attendance							
		28.09.23		07.12.23		21.03.24		16.05.24	
Full Name	Position	Attended	Apologies	Attended	Apologies	Attended	Apologies	Attended	Apologies
Warren Middleton	Chair	✓		✓					
Alison Watson-Bird	Chair [from Jan 24]	✓		✓		✓		✓	
Motunrayo Ainehi	Student Governor			✓		✓		✓	
Portia Bailey-Barrow	Independent Governor		A		A [Maternity leave]		A [Maternity leave]		A [Maternity leave]
Robert Cobourne	Staff Governor	✓			A		A		A
Simon Drew	Independent Governor		A	✓		✓			A
Richard Evans	Independent Governor	✓		✓		✓		✓	
Gary Hall	Independent Governor	✓			A	✓		✓	
Ali Kamel	Student Governor		A	✓			A		A
Joshi Jariwala	Independent Governor		X	✓		✓		✓	
Martina Jay	Independent Governor		A	✓			Unable to attend due to technical issues		A
Michael Lowe	Independent Governor	✓			A	✓		✓	
Martyn Lylyk	Independent Governor					✓			A
Alex Magowan	Staff Governor	✓		✓		✓		✓	
Dominic Martinez	Independent Governor	✓		✓		✓		✓	
Graham Murphy	Independent Governor	✓			A	✓			A
Ade Oladapo	Independent Governor	✓		✓			A	✓	
Clare Russell	Principal	✓		✓		✓		✓	
<b>Total attendance</b>		<b>69%</b>		<b>75%</b>		<b>75%</b>		<b>59%</b>	
<b>Clerk</b>									
Denise Williamson	Head of Governance	✓		✓		✓		✓	
<b>In Attendance</b>									
Martin Rigby	Deputy Principal	✓		✓		✓		✓	
Janet Ivill	Vice Principal	✓		✓		✓		✓	
Helen Knowles	Beever & Struthers [Item 3 only]			✓					

✓	Present
A	Apologies
X	Absent

Item	Agenda item
<b>1.</b>	<b>Apologies for Absence</b>
<p>Apologies for absence were received from Portia Bailey-Barrow [Maternity Leave], Robert Cobourne, Simon Drew, Ali Kamel, Martina Jay, Martyn Lylyk and Graham Murphy.</p> <p>The Chair asked that the Board’s thanks be sent to Robert Cobourne who has reached the end of his term as academic staff governor.</p>	
<b>2.</b>	<b>Declarations of interest</b>
<p>Governors were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting.</p> <p>No interests were declared.</p>	
<b>3.</b>	<b>Minutes of the Meeting held on 21 March 2024</b>
<b>3.1</b>	<b>Corporation Board Minutes – 21 March 2024</b>
<p>The minutes of the meeting held on 21 March 2024 were approved as an accurate record and authorised for publication.</p>	
<b>3.2</b>	<b>Action Log</b>
<p>All actions remaining on the Action progress log had been completed with the exception of the following:</p> <p>Action CB A18 regarding an assessment of the extent to which the College is currently meeting the expectations of the new AoC Code of Good Governance as part of the External Board Review. The Head of Governance confirmed that the External Board Review had concluded and that an initial report had been received which would be used to inform the assessment.</p> <p>Action CB A24 regarding the appointment of new Governors. The Head of Governance confirmed that this had been paused pending the outcome of the External Board Review.</p> <p>Action CB A25 regarding the provision of information in relation to training and/or external activity and the completion of the ETF Safeguarding and Prevent modules. The Head of Governance confirmed that whilst some governors had now completed both modules, this training remained outstanding in some cases.</p> <p>Action CB A26 regarding the overspend in Estates costs which will be reviewed as part of the June Finance Committee meeting.</p> <p>Action CB A27 regarding the review of the 2024/25 budget which will be included on the agenda for the June Finance Committee meeting.</p> <p>Action CB A28 regarding a future showcase focused on People. The Head of Governance confirmed that this would be arranged as part of a future meeting.</p>	

Action CB A30 regarding the development of a Governance Dashboard. The Head of Governance confirmed that a final draft of the dashboard was included within the meeting agenda.

Action CB A33 regarding the alignment of KPIs with key risks. The Vice Principal Finance and Facilities confirmed that this work was in progress.

Action CB A38 regarding the expansion of the cohort analysis as part of the Gender Pay Gap report which is not yet due for completion.

**4. Governance Matters**

**4.1 EBR Update**

The Head of Governance confirmed that an initial draft of the report had been received which was in the process of going through a factual accuracy check, following which a meeting would be arranged between the Reviewer, the Chair, the Principal and the Head of Governance.

**4.2 Governor Training/Engagement Update**

The Head of Governance reminded governors of the requirement to complete the Safeguarding and Prevent modules available within the ETF Governance Development Programme.

The Chair of the Standards & Curriculum Committee and Link Governor for SEND confirmed that he had attended a Webinar regarding SEND.

**Action: CB A39:** Training to be added to Training Register [Owner: Head of Governance]

**5. Three Year Strategic Plan – Final Draft**

The Principal summarised the current position relating to the final draft of the Three Year Strategic Plan, highlighting the extensive consultation activities which had taken place to date. The Principal confirmed that there are still some minor amendments to be made to the strategy to incorporate the feedback from two recent stakeholder meetings but the document is largely complete.

The Principal highlighted particularly the final outcome in relation to the mission, vision and values. In relation to the strategic objectives, the Principal confirmed that the Year 1 action plan would be developed to include SMART targets and brought to Corporation Board in the Autumn term, progress against which would be monitored through the relevant committees and via Corporation Board using the plan and KPI dashboards. The Principal advised that in developing the action plans, it was likely that the top level objectives would be sharpened where appropriate.

Following a review of the draft document and a detailed discussion regarding its content, governors approved the Three Year Strategic Plan.

**Action: CB A40:** Final version of Strategic Plan to be produced and brought back to the Board meeting in July for information. [Owner: Principal]

**Decision: CB D42:** The Board approved the new Three Year Strategic Plan.

**6. Accountability Agreement 2024 – Final Draft**

The Chair of the Skills Task and Finish group provided an overview of the activity undertaken by the group in preparation for the approval of the Accountability Agreement by the Board and, in particular, in support of the Governors' duty to review the extent to which the college's curriculum meets local, regional and national skills needs.

The Chair of the Task and Finish group confirmed that the College has done an enormous amount of work in this area which had led to the group being satisfied that the college's curriculum does meet skills needs. The Principal added that additional information in relation to the way in which the College meets expectations in relation to the Ofsted Skills judgement had also been incorporated into the text within the Accountability Agreement which governors agreed was helpful.

The Principal continued by outlining the content of the Accountability Agreement, confirming that objectives would be added from those already identified within the new Strategic Plan and the College's Quality Improvement Plan.

Having reviewed the document, and following a discussion, the document was approved with minor amendments.

**Action: CB A41:** Final version of Accountability Statement to be circulated to Skills Task and Finish Group prior to being signed off by the Chair [Owner: Principal]

**Decision: CB D43:** The Board approved the Accountability Statement subject to a small number of minor amendments.

**7. Governance Dashboard – Final Draft**

The Principal summarised the work which had been undertaken to date in relation to the development of the governance dashboard and presented the live dashboard to members of the board.

The Principal added that work would continue in relation to the dashboard, including ensuring that the information is cross referenced to the strategic objectives within the Strategic Plan. The Principal subsequently requested approval of the dashboard from the Board.

Having discussed the dashboard, the following amendments were requested:

- The importance of including some narrative to explain driver, response and timescale to target in relation to any areas not meeting targets was discussed and agreed.
- The importance of adding goals was discussed and agreed, as well as adding trend arrows.
- It was also suggested that the names of the dashboard quadrants correspond with the committee names, for example 'Standards & Curriculum KPIs' rather than 'Quality KPIs'.

- The addition of information in relation to progress against the QIP actions in terms of % red, white and blue was requested.
- Key to be added to show tolerances in relation to the red, white and blue ratings.
- Addition of information in relation to attendance on Apprenticeship qualifications was agreed.
- Review of Risk Register to ensure alignment with Dashboard KPI's agreed.
- Glossary of terms/definitions to be added in order to explain definition and source data for each measure
- Dashboards to be aligned in order to ensure that they are consistent

**Action: CB A42:** To arrange for agreed amendments to be made to the dashboard reflecting the feedback above [Owner: Principal]

**Decision: CB D44:** The board approved the content of the Governor Dashboard and a set of further 'even better if' improvements to support further transparency and understanding of progress and challenges.

A member subsequently asked how they can be assured that the data they receive is correct and specifically if there is a Data Quality Policy. The Principal responded that there is a central principle that all data is generated by QMIST in order to maintain the consistency, independency and objective integrity of the information.

It was suggested that Data Quality could be the subject of an internal audit in the next academic year and it was also agreed that a position statement be developed in relation to Data Quality.

**Action: CB A 43:** Audit Committee to consider including an audit of Data Quality as part of the internal audit schedule in the 2024/25 academic year [Owner: Vice Principal Finance and Facilities]

**Action: CB A 44:** Position Paper to be generated in relation to Data Quality [Owner: Assistant Principal Quality]

<b>8</b>	<b>Progress against the College Quality improvement plan incorporating progress against Quality KPIs</b>
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The Deputy Principal provided an update in relation to progress against the College's Quality Improvement Plan confirming positive distance travelled in a number of areas. The Deputy Principal highlighted particularly improvements in student satisfaction evidenced by the outcome of the Quality of Education survey, as well as the improvements in A Level mock examination results and the improvements in vocational examination outcomes. The Deputy Principal also confirmed that, whilst improvements are anticipated in relation to achievement this year, the full impact will not be realised until the end of the next academic year.

Having received the report and discussed the contents, a governor asked if the Deputy Principal felt that the trajectory of improvement was sustainable given the effort required and the time and resources available. The Deputy Principal responded that a number of significant changes have already been made and have been embedded and that subsequent changes will be minor and will therefore be manageable. He also noted that there is now much good practice to share.

The Principal added that SRG meetings had recently taken place with all curriculum areas to assess progress against quality improvement plans during which they had seen really positive progress being made.

A discussion followed regarding the identification of further opportunities for governors to meet with students and a suggestion was made in relation to an informal meeting between governors and the Student Union.

**Action: CB A45:** Potential for governors to meet with Student Union members to be investigated [Owner: Head of Governance]

The Board extended their thanks to the Deputy Principal.

**9. Annual Reports for Approval**

**9.1 Equality, Diversity and Inclusion Annual Report 2022/23**

The Deputy Principal provided a summary of the Equality, Diversity and Inclusion report. Having received the report and considered its contents, governors queried the following:

- It was suggested that additional narrative be included where a gap exists and where it has been identified that this is not an EDI related issue but rather for another reason.
- Additional granularity suggested in relation to ‘non white British’ in order to establish any trends.
- A query was raised in relation to the percentage of students with a disability which had been falling year on year and what the reason is for this.

**Action: CB A46:** Amendments to be made to the Equality, Diversity and Inclusion Annual Report to reflect Governor feedback [Owner: Deputy Principal]

**Decision: CB D45:** The Board approved the Equality, Diversity and Inclusion Annual Report for 2022/23 with minor amendments.

**10. Governance Impact Statement**

The committee identified the following in terms of impact:

- Input into the new three year strategic plan.
- Input into the Accountability Statement and EDI Annual Report.
- Feedback in relation to the governance dashboard development.
- Discussion and subsequent action in relation to a Data Quality Policy/position statement.
- Request for risk register to be linked to governance dashboard.

**11. Confidentiality**

None identified

**12. Date of next meeting**

Corporation Board Meeting – 4 July 2024 5.30 – 7.30 pm

	<b>RESERVED BUSINESS</b>
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<b>13</b>	<b>Reserved Business Minutes</b>
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<b>13.1</b>	<b>Corporation Board Minutes – 21 March 2024</b>
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The Reserved Minutes of the Corporation Board meeting on 21 March 2024 were approved as an accurate record.