

## GRANTHAM COLLEGE CORPORATION MEETING

### Notes of the Meeting held on 25 August 2020, 18.00 Remote Via Microsoft Teams

#### Present:

Mrs A Mosek	Corporation Chair / General Member
Mr G Brewis	General Member
Mr P Cartwright	Staff Member
Mr P Deane	Principal & Chief Executive
Mrs N Flint	Staff Member
Mr I Hyland	General Member
Mr N Manoussakis	General Member
Dr J Smith	General Member
Mr S Welton	Corporation Vice Chair / General Member

#### In Attendance:

Mrs T Hart	Director of Planning, Funding & Information
Dr S Peacock	Vice Principal – Higher Education & Institute of Technology
Mrs T Scarborough	Vice Principal – Quality & Curriculum
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk

*Agenda: There were no changes to the agenda.*

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	<b>Apologies for absence</b>	
1	Apologies were received from; Mrs N Halliday, General Member Mr T Radley, General Member Ms N Skins, General Member	
2	Apologies were also received from Mrs A Harrison, Director of Finance	
	<b>Confirmation of eligibility, quorum and declarations of interest</b>	
3	No notice had been received of any Member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.	
	<b>Impact on the College of Coronavirus – update</b>	
4	Mr P Deane, Principal and Chief Executive explained that the principle aim of the meeting was to provide Governors with	

	<p>an update following the meeting on 2 July 2020. The meeting would follow a similar format.</p> <p><b>Mr Deane –</b></p>	
5	Update on where are in terms of wider re-opening of College	
6	Run through a summary of what in place and what is happening	
7	Some things changed around funding.	
8	The re-opening although anxiously awaiting guidance around face coverings which is due, we have action plans in place to re-open.	
9	Key hazards identified in action plan relate to exposure to COVID-19, failure to clean hands – sanitisers in place and cleaning schedule.	
10	Enhanced cleaning and new staff taken on to support Social distancing actions in place to cover risks	
11	Failure to use PPE, some areas identified as requiring PPE. Preparing to work closely with Public Health England and what need to do.	
12	H&S officer engaged in conversations / webinars with Public Health England	
13	Not normal year, certainly going to have to review and adapt what is happening.	
14	Students being kept in bubbles due to subjects, some easier such as automotive, animal care, engineering, separate buildings or bubbles within the building.	
15	Students have new coloured lanyards to determine areas.	
16	Guidance to staff about liaising with colleagues to try and reduce contact.	
17	Line managers put rotas in place to ensure planned people within the building, staff not in when not face to face teaching.	
18	Lots of actions in place to keep students and staff safe.	

19	WHO guidance on facemasks and work ongoing in Scotland in relation to face coverings. Suggesting that where cannot maintain 1M+ social distancing, should look to ask people to wear face coverings such as communal areas and corridors.	
20	Probably not worth waiting for guidance from DofE Going to start from return to College.	
21	Seems to be a difference between transmission from primary school children and young adults.	
22	In terms of implementing, making mandatory and enforcing, will approach sensibly in relation to enforcement.	
23	Will try and do what can to protect staff and students, this is an emerging situation and likely to be queries and questions to make the College even safer. Keep adjusting as go on.	
24	Governor Question – are there any arrangements in place where staff or students live with others who are vulnerable.	
25	Individual risk assessments undertaken on a number of staff due to their own health issues or that they live with a vulnerable person. This has been personalised to the individuals.	
26	Governor Question - individual support for students.... One of areas where individual risk assessments have been undertaken about that action. Ensuring that not mixing with too many students. Identify where need PPE on this basis.	
27	Have got face visors for all staff if they want it.	
28	Claire Temprell – also looked at how we give this support, looking at how we can socially distance but provide the support, with continue to review and the type of support required by the students.	
29	Tracy Scarborough - trying to work in bubbles to ensure that there is as little movement around the College as possible.	
30	Governor Question – do you have any areas where have air conditioning / no ventilation.	

31	Yes, have some sealed windows, asked for these to be opened and they are opened. Air conditioning is present but window preferable.	
32	Governor Question – have you asked about any filters etc which could be applied to the air conditioning.	
33	Advise from the H&S officer is to not use the air conditioning units.	
34	Governor question – are we providing masks for students or are they to provide their own.	
35	Recommending re-usable face coverings. Most students likely to have them due to access to public transport / shops. The College will not be buying these for students.	
36	Mr Deane - main concern – what happens when the students are not in College and mixing outside of College. Whilst the College will be providing advice and guidance about this, this cannot be controlled by the College.	
37	Contingency plans in place – idea to ask staff to continue with 20% of remote delivery. One of option to increase amount of remote delivery	
38	Other settings / Colleges are discussing social contracts to encourage behaviour.	
39	<b>In the absence of Mrs Harrison, Mr Deane provided an update on funding position</b>	
40	The College was in a good position. Position of £200,000 worse than forecast. Starting with £2million in bank hope to end the year with £1m in the bank	
41	Been given £286,000 from the capital fund which need to spend by March	
42	£7.6m allocated to skills capital fund. Capped amount can bid for £2m, probably not going to bid for funding for building 20.	
43	Will be putting in bid for equipment and building for construction in relation to renewables.	
44	Other funding – Tracy Hart will update on apprenticeships – additional 16-18 £104,000 for supporting 16-18 Small group tuition max 3 students where learning effected by COVID	

45	Skills offer for 16-19 year old, list of Level 2 and 3 courses where can get additional funding leaving school or college. Tracy Hart - also been dealing with exams debacle, still awaiting results, BTEC due to release on 28 <sup>th</sup> of month. In relation to GCSE results; now dealing with 12 appeals.	
46	Huge impact on students, some students likely to be unable to provide results.	
47	Applications still down for next year, number of applications coming in now, people looking at what can do Around 100 students less than last year in 16-18, going to do a January enrolment.	
48	Looking at doing majority of enrolment online with staff checking results	
49	Governor comment - concern about reduced number of 16-18 year olds. Impact due to students staying safe.	
50	Looking at combining courses, last resort to close anything. Will look at numbers on courses.	
51	Paul Deane - Lagged funded. AoC understand what is happening regarding support for Colleges with extra students and what support would be provided for colleges where fewer enrolments, asking for funding 'hit' to be spread over future years. This year is exceptional. ESFA bailout option still available.	
	<b>Steven Peacock –</b>	
52	Enrolment and induction for HE courses are being planned.	
53	Update on IoT, meeting this afternoon (25 August) with main contractor, architect and project manager	
54	Main contract placed this week, accommodated some delay due to COVID – need contracts to be signed, assurances will have on Friday, due to commence on site on 21 September.	
55	Student number controls have now been lifted. Limit has been lifted in terms of numbers of students which we can recruit onto their courses.	
	<b>Claire Temprell –</b>	

56	HR and student services concentrating on COVID absence, making sure staff and students are aware and how we can reduce the risk of spreading the virus.	
57	Making sure team can move quickly and efficiently as and when cases are identified.	
58	From next Tuesday may change as we open College to more staff and students.	
59	Responsibility to try and reduce the risk of spreading. Planning student induction.	
60	Whilst very challenging also been opportunity to look at where can make efficiencies and work more effectively.	
61	Accommodation, another huge responsibility to ensure that staff are aware of procedures and rules around bubbles and cleaning protocols.	
62	Also; around IT, now starting to look more at remote delivery and supplying support to students who don't have access to IT. Looking at providing that support to ensure no student is disadvantaged.	
63	Preparing for issues around mental health and the impact of lockdown on staff and students. Number of safeguarding issues have been reduced during lockdown.	
64	Need to ensure that staff recognise signs and what processes in place to support students / how this is reported.	
	<b>Lara Steptoe –</b>	
65	Normally busiest time of year in terms of apprenticeship recruitment, doing best to recruit in very uncertain time for employers.	
66	Numbers going to be down on previous year. More competition for the work that is available.	
67	Working with Steven Peacock and others in relation to the College collaboration fund in relation to digital recourses to support approach. Need to submit bid by 8 September.	
68	In relation to curriculum areas, lot of work ongoing regarding timetabling, looking for further clarification in relation to sports provision and working with Sports England in relation to table tennis.	

69	Growth being seen in relation to projects, primarily those support the unemployed.	
70	Paul Deane - email from AoC can expect additional guidance in relation to re-opening and guidance in relation to face covering expected.	
	<b>Tracey Scarborough –</b>	
71	Working with curriculum areas	
72	Daybreak opened, done on small scale with PPE and risk assessments	
73	Planned to open beauty therapy, just started again this last week, work on delayed programme	
74	Animal care on delay but now able to get open	
75	12 appeals in relation to GCSE's Asked to approve a review and challenge policy to check evidence used to assess the grades, will be doing over the coming weeks.	
76	Digital tool purchased training going to with the team to support students in maths and English in this year.	
77	Hopefully this will be a useful tool for students. Online initial assessments being undertaken.	
78	Already piloted with Anglian water students, this is working very well.	
79	Checking students have the IT support available.	
80	Will be sharing with the staff about Ofsted, they are looking at going into schools again from 1 September. Currently plan to visit all 3's and 4's as they have agreed to and then will look at 1's and 2's.	
81	Governor comment - all sounds very challenging and difficult, hope can get through and all the changes. Very challenging going the day job alongside looking at and responding to all the guidance.	
82	Going to be challenging for staff, will need to adapt and adjust to what is going on.	
83	Adapt to working with others such as Public Health	

84	Good financially strong position going into the year. Are some positives. Some funds have been uplifted to support students and capital funds to repair the buildings.	
85	Governor comment - Impact of COVID and shut down is around £200,000, could have been worse.	
86	Thanks for attending.	
87	Governors expressed thanks to the SLT and staff and students who had continued to work hard in very difficult circumstances.	

**Date of next Meeting:**

Tuesday 13<sup>th</sup> October 2020

Signed as a true and accurate record

*Approved at the meeting on 13 October 2020*

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Chairman

Date