

Corporation Meeting

Minutes of the meeting held on Wednesday 7 December 2016

Present: Jo Brownlee, Steve Cook, David Cooper, Steward Edwards, Alan Foster, Chris Gurevitch, Diana Hoskins, Rob Morley, Pat Mould, Diana Palmer

9. Apologies for absence

Resolved: Apologies were received from Stephen Hawkins, Jon Richardson and Paul Simpson. Donna Fitzgerald absent due to maternity.

The Chair welcomed two members from the Student Council: Sohaib Muhammad and Robin Taylor.

10. Declarations of interest

The Clerk noted that she had spoken with the representatives of the Student Council about leaving the meeting for part of item 8, where Colin Peaks will demonstrate systems to Governors that may show live student data.

Resolved: There were no other declarations of interest received.

11. Training session

Ben Wallis, Assistant Principal and Designated Senior Person for Safeguarding, delivered a training session to Governors covering safeguarding responsibilities and Prevent. It was agreed that the training materials will be sent to all Governors and held on the Governor Training and Development section of SharePoint.

Resolved: The training on safeguarding and Prevent was received.

12. Minutes of the previous meetings: 6 July 2016 and 5 October 2016

Resolved: The minutes of the meetings on 6 July 2016 and 5 October 2016 were signed as a true and accurate record.

13. Principal's report and Chair's update

It was agreed that minute 5 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

14. Emerging issues

David Cooper presented his report around the issues emerging, including:

- The Sainsbury Report: Post-16 Skills Plan
- Technical and Further Education Bill 2016
- 'Education for All' Bill
- Multi Academy Trusts and Hull

Resolved: The report on emerging issues was received.

15.Strategy Meeting 2017

With regard to the ABR Steering Group meetings, the Chair and David Cooper noted that it would be beneficial to move the Corporation's Strategy Conference to 8 February, which falls between Steering Groups 4 and 5. Decisions around the ABR process would be the main focus of the agenda. However, as a result, the Quality & Standards meeting would need to move. This was agreed.

Resolved: The Corporation's Strategy Conference will move to 8 February 2017, and Quality & Standards from this date to 1 March 2017.

16.College Self-Assessment Report and improvement actions

It was agreed that minute 8 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

17.Health & Safety and Estates annual report

It was agreed that minute 9 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

18.Members Report and Financial Statement for the year ended 31 July 2016

Governors approved the Members Report and Financial Statement for the year ended 31 July 2016, and subsequently authorised the Chair to sign it.

Resolved: The Members Report and Financial Statement for the year ended 31 July 2016 was approved and the Chair authorised to sign it.

19.Student Council

a) Appoint of Student Governors

Resolved: Governors approved the appointment of Robin Taylor and Sohaib Muhammad as Student Governors up to 31 July 2017.

b) Student Council activities

The Student Governors presented their report (distributed) on activities that had taken place in their first term, as well as activities planned going forward. This included:

- Raising £70 by running events for Children in Need (this is in addition to what the college as a whole raised).
- Selling NUT cards which resulted in raising £404.97 commission, though there are £250 fees to be taken from this figure.
- Liaising with the staff member leading on City of Culture 2017 activities.
- Organising an end-of-year event, possibly joining with the event that PE organise.

Student Governors noted that the litter issue experienced last year around college had improved, as had queues in catering outlets – though the latter can still be a problem.

Governors asked Student Governors if students had received any information on the ABR process. They confirmed that they had not received any information, other than that received at Corporation meetings. David Cooper noted that a National Union of Students (NUS) consultation had taken place, however the college is only just at the point where there is a concrete proposal that can be shared.

Resolved: The update from the Student Council was received.

20. Safeguarding annual report

Ben Wallis presented the annual report on safeguarding and noted some key points, including:

- The college has performed an annual risk assessment, as per Prevent Duty guidance.
- The college has adequate filtering and monitoring systems for internet and Wi-Fi use.
- The college risk assesses guest speakers who come into college and have contact with students.
- Staff have continued to receive safeguarding training on an annual basis.
- Humberside Police have delivered their WRAP (workshop to raise awareness of Prevent) training to staff.
- The Student Services Manager/Link Governor for Safeguarding attends termly Silver Group meetings at Humberside Police to receive updates on Prevent.
- During 2015/16, two referrals were made to the Prevent team as part of the Channel programme. Humberside Police didn't take the matters forward.
- Key initiatives that have been promoted in college include: smoking cessation support, safer driving awareness, LGBT group, drug awareness (including legal highs), lifestyle and engagement through the 'seeds of change' programme, the Equality and Diversity (E&D) fairs and the volunteering and enrichment fairs.
- The college has introduced a 'Shelf Help' section within the library, which provides resources to support a wide variety of mental health issues and also promote mindfulness and build resilience.

Governors thanked Ben Wallis for his comprehensive report.

Governors discussed the role of Designated Senior Person (DSP) for safeguarding and agreed to re-appoint Ben Wallis for the following year. Regarding the Link Governor for Safeguarding role, Governors asked the Staff Governor (who is also the Student Services Manager) if there are any concerns with her undertaking this role. She confirmed that there isn't and she would be happy to continue. This was agreed.

Resolved: The annual report on safeguarding was received.

21. Election of Chair and Vice-Chair

The Clerk noted that the current Chair and Vice-Chair had put themselves forward for re-election, and that no other expressions of interest had been received.

Governors thanked the Chair and Vice-Chair for their work in their respective roles, in particular around ABR.

Resolved: Pat Mould was unanimously elected as Chair of the Corporation and Alan Foster as Vice-Chair of the Corporation.

22. Single Equality Scheme

Ben Wallis presented the Single Equality Scheme and noted that no major changes had been made to the document.

Governors referred to the section on *Governors' roles and responsibilities* (page 1 of the report) and asked how the Corporation's membership reflecting the diversity of the community served by the college can be measured. David Cooper noted that the census and local authority data can be used. The Clerk noted that the majority of Governors are members of the local community served by the college. Governors proposed that this be reviewed at the Search & Governance Committee.

Resolved: The Single Equality Scheme was approved.

23. Quality & Standards Committee: 5 October 2016

The Chair of the Quality & Standards Committee outlined the background to the recommendations made in the meeting of 5 October 2016. Regarding Minute 7, she noted that the Committee had made minor changes to some of the policies.

Resolved: The minutes of the meetings held on 5 October 2016 were received and the following recommendations were approved:

- a) Minute 7: Policies
 - i. Anti-bullying Policy
 - ii. eSafety Policy
 - iii. Student Conduct and Behaviour for Learning Policy
 - iv. Exclusion Policy

24. Quality & Standards Committee: 16 November 2016

The Chair of the Quality & Standards Committee outlined the background to the recommendations made in the meeting of 16 November 2016.

Resolved: The minutes of the meetings held on 16 November 2016 were received and the following recommendations were approved:

- a) Minute 7: Policies
 - i. Policy for Students with Additional Needs
 - ii. SEND: Local Offer

25. Audit Committee: 23 November 2016

In the absence of the Chair of the Audit Committee, Steve Cook outlined the background to the recommendations of the Audit Committee on 23 November 2016.

- Regarding Minute 10, he noted that the External Auditor recommended that that the full Corporation receive Appendix B of the Final Audit Findings Report (Regularity Update).

- Regarding Minute 12, he noted the Committee's recommendation to seek further assurance around the Prevent Agenda and Personal Development, Behaviour and Welfare (PDBW).

Resolved: The minutes of the meeting held on 23 November 2016 were received and the following recommendations were approved:

- Minute 7: Regularity Audit Self-Assessment for the year ended 31 July
- Minute 9: Draft Members Report and Financial Statements for the year ended 31 July 2016
- Minute 10: Final Audit Findings Report for the year ended 31 July 2016
- Minute 11: Letters of Representation for the Financial Statements Audit and Regularity Audit for the year ended 31 July 2016
- Minute 12: Annual Audit Plan 2016/17 and Board Assurance Framework and 5. Audit Committee commissioned business
- Minute 15: Annual Report of the Audit Committee 2015/16

(Diana Hoskins left the meeting.)

26. Finance & General Purposes Committee: 23 November 2016

It was agreed that minute 26 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

27. Governance Committee: 15 September 2016

(Amendment to agenda: the meeting on 15 September 2016 was a 'Governance Committee', not a 'Search & Governance Committee'.)

The Chair outlined the background to the recommendations of the Governance Committee held on 15 September 2016.

Resolved: The minutes of the meeting held on 15 September 2016 were received and the following recommendations were approved:

- Minute 3: Instruments and Articles review
- Minute 4: Standing Orders review
- Minute 5: Code of Conduct review
- Minute 10: Attendance at meetings of the Corporation
- Minute 11: Corporation performance indicators – annual review
- Minute 12: Governor training and development
- Minute 16: Skills and background survey

28. Search & Governance Committee: 30 November 2016

Due to timing, the minutes of the Search & Governance Committee held on 30 November 2016 were tabled. The Chair outlined the background to the recommendations. She noted that:

- It was recommended that membership to the Search & Governance Committee is extended to allow members that aren't Committee Chairs, up to a maximum of seven

members in total (as per Standing Orders). Anyone interested should contact the Clerk.

- Two Parent Governor applicants were interviewed and the Committee recommended the appointment of them both.
- One applicant for an Independent Governor role was interviewed and the Committee recommended their appointment.
- It was recommended that a closed/confidential ballot be held for the election of Chair and Vice Chair should there be more than one nomination.

Resolved: The minutes of the meeting held on 30 November 2016 were received and the following recommendations were approved:

- a) Minute 3: Minutes of the previous meeting – 15 September 2016 (Appointment to committees)
- b) Minute 6: Prospective Governor interviews
- c) Minute 7: Appointment of the Chair and Vice Chair

29.ABR Committee: 21 November 2016

The Chair outlined the key points from the ABR Committee held on 21 November 2016 and noted that the full ABR update was received under agenda item 5 of this meeting.

Resolved: The minutes of the meeting held on 21 November 2016 were received.

30.Confidential items

Resolved: It was agreed that minutes 13, 16 and 17 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff (excluding senior post holders) or students.

31.Date of next meeting

Resolved: As agreed under agenda item 7, the next meeting – the Corporation Strategy Meeting – will be held on 8 February 2016 (location to be confirmed).

32.Learner impact

The Committee scrutinised and provided appropriate challenge in the following areas, all of which helped to improve student performance and achievement:

- Receiving annual training on safeguarding and the Prevent Agenda, ensuring they are aware of their roles and responsibilities as a Governor.
- Appointing a Designated Senior Person (DSP) for safeguarding.
- Reviewing and approving the annual safeguarding report, ensuring the college has appropriate systems in place to provide a safe environment for students and are meeting legal requirements.
- Ensuring that the College continues to improve the quality of provision for students, and that appropriate processes are in place to support student academic achievement.
- Receiving an update on the ABR process, as well as emerging issues on a local and national scale, ensuring that Governors are well-informed and equipped to make decisions around the college's future.

- Reviewing and contributing to the college's self-assessment report, ensuring the college's strengths and areas for development are identified and addressed.
- Appointing Student Governors and receiving feedback and information on current issues.

Action schedule

Minute no	Title	Action by	Action
11.	Training session	Clerk	Send training materials to Governors and add to SharePoint.