

## Corporation Meeting

### Minutes of the meeting held on Wednesday 6<sup>th</sup> December 2017

Present: Stephen Brown, Jo Brownlee, Steve Cook, David Cooper, Stewart Edwards, Donna Fitzgerald, Chris Gurevitch, Stephen Hawkins, Diana Hoskins, Rob Morley, Pat Mould, Paul Simpson, Jessica Brunneye (student), Jessica Wray (student).

#### 1. Apologies for absence

**Resolved:** Apologies were received from Alan Foster, Cllr Denise Thompson & Jon Richardson.

#### 2. Declarations of interest

None.

**Resolved:** There were no declarations of interest.

#### 3. Training Session: Preparing for Ofsted Inspection.

Colin Peaks delivered a training session to governors on preparing for Ofsted inspection. He guided them through the previous inspection and it was discussed how the college was 'ever ready' for inspection.

Governors thanked Colin for the session and commented that it was well prepared and informative.

**Resolved:** The training session on preparing for Ofsted Inspection was received.

#### 4. Support Staff Governor Election: to approve reappointment of Jo Brownlee.

The clerk advised that there had been no self-nominations for the role of support staff governor, therefore no election had been required. It was agreed that Jo would be reappointed for a period of 4 years. Governors thanked Jo for her hard work and dedication to the role over the last 6 years.

**Resolved:** Jo Brownlee was reappointed as support staff governor for a period of 4 years.

#### 5. Search & Governance Committee – 25<sup>th</sup> October 2017: to approve the recommendations made at the meeting in relation to Governor appointments

- a. Diana Palmer be re-appointed as a member of the Corporation for a sixth term of office for a period of four years from 11 December 2017
- b. Donna Fitzgerald be re-appointed as a member of the Corporation for a second term of office for a period of four years from 9 December 2017.

Governors discussed the recommendations and no concerns or queries were raised. Both reappointments were agreed.

**Resolved:** Diana Palmer and Donna Fitzgerald were both approved for re-appointment.

## **6. Student Council: Appointment of Student Governors.**

The two student governors were welcomed to the meeting by the chair. Jessica Brunneye was put forward as president of the Student Union (formerly Student Council) and Jessica Wray as vice-president of the Student Union.

Both students were welcomed to the corporation and were approved as student governors.

**Resolved:** The appointment of the Student Governors was approved.

## **7. Student Council Report.**

The student governors delivered the Student Union report. They reported on the activities they had already run, and the plans they have in place, including music events and promoting healthy eating within the college. They discussed the Seeds of Change within the student union and how they are trying to achieve a greener campus, including plants to encourage bees & wildlife.

Governors commended the student union on their efforts so far and discussed the promising approach to new ideas and incentives that were being put forward.

**Resolved:** The Student Council report was received.

Student Governors left the meeting after delivering their report.

## **8. Minutes of the Previous Meetings (5<sup>th</sup> July 2017, 29<sup>th</sup> September 2017 and 6<sup>th</sup> November 2017): to authorise the Chair to sign as a true and accurate record**

5<sup>th</sup> July 2017 – No issues were raised.

29<sup>th</sup> September 2017 – No issues were raised.

6<sup>th</sup> November 2017 - Steve Cook raised that he had been missed off the minutes of the meeting for the Principal appointments on 14<sup>th</sup> December 2017. No other issues were raised.

**Resolved:** minutes of the meetings were received and accepted as an accurate record. They were signed by the chair.

## **9. Principal's report and Chair's update: including Federation update.**

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**).

## **10. Health & Safety, Safeguarding and Equality and Diversity termly report.**

It was agreed that minute 10 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**).

## **11. Health & Safety and Estates annual Report.**

It was agreed that minute 11 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)**.

## **12. Health and Safety Policy, annual review.**

Colin Peaks has reviewed the Health & Safety Policy and the only update to report was the change in the reporting lines of H&S. Pete Walker in Estates is to manage the compliance of the college (e.g. statutory inspections etc.) and Laura Tindall (HR Manager) now manages the Health and Safety work in relation to staffing and students – including risk assessments, however both report into Colin Peaks as the lead on these matters.

**Resolved:** The Health & Safety and Estates Annual Report was received.

## **13. Members Report and Financial Statements year ended 31 July 2017: for approval and signing by the chair.**

This report had previously already been through the Finance and General Purpose Committee and also the Audit Committee on separate occasions. It was noted that one change had been recommended in the Finance & General Purpose Committee, that there was no longer a Search Committee, and that it is now Search & Governance Committee. It was confirmed that this change had been reflected in the updated copy for signing.

No further issues were raised.

**Resolved:** Members Report and Financial Statements year ended 31 July 2017 was approved and signed by the chair.

## **14. Strategy Meeting 2018: to confirm date and agree agenda.**

It was agreed that minute 14 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)**.

## **15. College Self-Assessment Report (draft 1) and improvement actions: for approval.**

It was agreed that minute 15 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)**.

## **16. Safeguarding Annual Report**

It was agreed that minute 16 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)**.

*(Senior Management team withdrew from the meeting)*

## **16b. Principal Appointment (not on agenda).**

It was agreed that minute 16b 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. Election of the Chair and Vice Chair.**

It was noted that the current Vice-Chair was absent from the meeting but had sent his apologies. The Chair and the Vice-Chair were re-elected to continue in their roles, subject to the Vice-Chair agreeing to the election. There were no other expressions of interest received.

Governors thanked the Chair and Vice-Chair for their work in their respective roles.

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

#### **18. Quality & Standards Committee: 4 October 2017**

It was agreed that minute 18 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)**.

#### **19. Quality & Standards Committee: 15 November 2017**

It was agreed that minute 19 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)**.

#### **20. Audit Committee: 22 November 2017**

It was agreed that minute 20 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)**.

#### **21. Finance & General Purposes Committee: 22 November 2017**

It was agreed that minute 21 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)**.

#### **22. Search & Governance Committee: 25 October 2017**

It was agreed that minute 22 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)**.

#### **23. Confidential Items**

**Resolved:** It was agreed that minutes 9, 10, 11, 14, 15, 16, 18, 19, 20, 21 and 22 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.

#### **24. Date of next meeting.**

**Resolved:** As agreed under agenda item 14, the next meeting – the Corporation Strategy Meeting – will be held on 24 January 2018, at The Lodge, Sutton, Hull.

**Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
20	Letter of thanks to Julie Wilson	Pat Mould	To write a letter of thanks to Julie from the corporation.