

Corporation Meeting

Minutes of the meeting held on Wednesday 5 July 2017

Present: Stephen Brown, Jo Brownlee, Steve Cook, David Cooper, Alan Foster, Stephen Hawkins, Diana Hoskins, Pat Mould, Diana Palmer, Paul Simpson, Robin Taylor, Cllr Denise Thompson

Prior to the commencement of the main agenda, David Cooper welcomed Bob Overment to the meeting. Pat Mould and Governors thanked Bob for his many years of loyal and valued service to the college, and presented him with a farewell gift. [Bob Overment left the meeting.]

58. Pre-corporation training session

Governors attended the sites of two college projects – the Seeds of Change student hub (The Union) and the GreenPower Car garage – and received information and updates from the key project leads. Governors thanked Tim Blackburn and Jill Naylor for their hard work on the Seeds of Change project, particularly in securing external funding and winning an SFCA award. They also thanked Jon Butler and the student and staff team for their dedication in building the GreenPower Car and for their commitment to participating in future races.

Resolved: The information and updates on the Seeds of Change and GreenPower Car projects were received.

59. Apologies for absence

Resolved: Apologies were received from Stewart Edwards, Donna Fitzgerald, Chris Gurevitch, Rob Morley, Sohaib Muhammad and Jon Richardson.

60. Declarations of interest

Resolved: There were no declarations of interest received.

61. Minutes of the previous meeting (5 April 2017)

Resolved: The minutes of the meeting on 5 April 2017 were signed as a true and accurate record.

62. Matters arising from the minutes/action schedule

Actions were reviewed and it was confirmed that all have been completed. David Cooper noted that 100% of responses in the staff consultation to change the holiday year were positive.

Resolved: All updates were received and actions from the previous minutes completed.

63. Principal's report

It was agreed that minute 63 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**).

64. H&S, safeguarding and E&D termly report

David Cooper presented his termly report on health and safety, safeguarding and equality and diversity. He and Colin Peaks provided information on the two main updates around health and safety and safeguarding:

- Responding to an internal external threat:
Procedures and policies have been put in place and staff have been trained. Students have received updates and guidance on 'Run, Hide, Tell' as part of their tutorial programme. Adjustments have been made where required, e.g. blind spots at Reception resolved.
- Fire safety, specifically cladding on college buildings:
Following the tragedy at Grenfell Towers, the college immediately identified and checked cladding in five areas of the college, fitted over the last ten years. Records have been retrieved, which confirms that the cladding is safe. The cladding on the PE block, where there are no records of safety rating, has been tested and the testing showed that the material would not set alight. Guidance has been sought from Humberside Fire & Rescue, who have confirmed that concerns are for buildings over four floors and where people sleep, which is not applicable to the college. Humberside Fire & Rescue will be undertaking their normal annual fire check in August.

Governors asked if the 'The Union' container has been risk assessed, particularly as the pizza oven uses compressed gas. Colin Peaks confirmed that The Union will be checked with all other buildings, but has not been used to this point. He also stressed that the pizza oven has only been used outside the container.

Governors asked for clarification on Assembly Points outside the college site and checked that this is public land. David Cooper confirmed that it is.

Resolved: The termly report on health and safety, safeguarding and equality and diversity was received.

65. Student Council report

Robin Taylor presented his report, as tabled for Governors. He noted that Student Council activity had lessened throughout the final term due to exams and leaving dates, but also because the end-of-year event was planned as part of the sports presentation rather than a standalone event. Robin Taylor noted the biggest project for the Student Council this term was around voter registration, which involved the Council encouraging students to vote by:

- Creating and putting up posters around college
- Sending emails to students
- Talking with staff about encouraging students to vote
- Providing information to students on the process of voting

Robin Taylor recommended that the Student Council is formed earlier in the academic year so it can become embedded much sooner.

Governors thanked Robin for his report, as well as all the work he and the Student Council have undertaken throughout the year.

Resolved: The report from the Student Council was received.

66. College Development Plans

It was agreed that minute 66 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**).

67. Governors' Register of Interests 2017 annual summary

The Clerk presented the annual summary of the Governors' Register of Interests. It was noted that any updates, at any point, should be sent to the Clerk.

Resolved: The Governors' Register of Interests annual summary was received.

68. Single Equality Scheme

Ben Wallis presented the latest version of the Single Equality Scheme and noted that there are no major changes.

Governors asked if the new HR Manager had been involved in the review. David Cooper confirmed she hasn't at this stage, but noted that formal reporting is only required if there are more than 250 employees, which the college doesn't have.

Resolved: The Single Equality Scheme was approved.

69. Policies

Ben Wallis presented the three policies: Child Protection, Prevent and Safeguarding. He noted that further legislative changes are expected around September 2017, but that the current version is still fit for purpose and requires formal approval from the Corporation.

Governors asked if the policies will become standard across the Federation. David Cooper confirmed that each college will retain their own standard policies.

Resolved: The Child Protection, Prevent and Safeguarding policies were approved.

70. Search and Governance Committee: 6 June 2017

The Chair of the Search and Governance Committee outlined the background to the recommendations made in the meeting of 6 June 2017. She noted the recommendations to:

- Change membership of both Audit and F&GP to a minimum of five members, but allowing up to six. The Standing Orders and Terms of Reference to be updated accordingly.
- Appoint Stephen Brown (Parent Governor) to the Audit Committee and Denise Thompson to the Search & Governance Committee.
- Re-appoint both Stephen Hawkins and Rob Morley to the Corporation for a period of four years each.
- Approve minor changes to the appointment procedures of staff governors.

The Chair updated Governors on the appointment of a Clerk: no suitable applications were received and so the person specification is being reviewed with a view to adjusting (as appropriate) and re-advertising in the new academic year. The current clerking arrangements will continue in the meantime.

Resolved: The minutes of the meeting held on 6 June 2017 were received and the following recommendations approved:

- a) Minute 5: Membership update
- b) Minute 6a: Independent governor re-appointments
- c) Minute 6b: Staff governor appointment procedures

71. Quality and Standards Committee: 17 May 2017

The Chair of the Quality & Standards Committee outlined the background to the recommendation made in the meeting of 17 May 2017. She noted that the new Governor scrutiny procedure provides a standardised approach to Governor scrutiny visits and sets out information around communication and reporting.

Resolved: The minutes of the meeting held on 17 May 2017 were received and the following recommendation approved:

- a) Minute 56: Governor scrutiny

72. Audit Committee: 14 June 2017

It was agreed that minute 72 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**).

73. Finance and General Purposes Committee: 21 June 2017

It was agreed that minute 73 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**).

74. Proposed schedule of meetings and Annual Cycle of Business for 2017/18

The Clerk presented the proposed schedule of meetings and Annual Cycle of Business for 2017/18. She noted that this has been updated to reflect feedback from each Committee, and that each meeting will also include a Federation update.

Resolved: The proposed schedule of meetings and Annual Cycle of Business for 2017/18 was approved.

75. Confidential items

Resolved: It was agreed that minutes 63, 66, 72 and 73 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.

76. Date of next meeting

Resolved: The next meeting of the Corporation will take place on 6 December 2017.

77. Learner impact

The Committee considered each item, scrutinising and challenging as appropriate. Particular areas impacting on students include:

- Receiving an update on Federation, 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.
- Ensuring that health and safety measures are in place to provide a safe learning environment for students.
Ensuring that equality and diversity is actively promoted within the college environment.
- Scrutinising the college's progress against the 2016/17 Development Plan and developments for 2017/18 to ensure the college continues to seek improvements in all aspects of college life and development outstanding provision.
- Ensuring that appropriate policies are in place to support students in the college environment.
- Reviewing and approving the college's annual budget to ensure the college is fully staffed to support the best quality teaching, learning and assessment, and which protects the college's financial position.

Action schedule

Minute no	Title	Action by	Action
70.	Search & Governance	Clerk	Update the Standing Orders and Committee Terms of Reference with changes to membership numbers in Audit and Finance & General Purposes.
			Confirm to Stephen Brown and Denise Thompson their membership to new committees and update the Committee membership list.
			Write to Stephen Hawkins and Rob Morley confirming their re-appointments.
			Update the procedures for staff governor elections and plan support staff governor elections in the new academic year.
71.	Quality & Standards	Clerk	Add the Governor Scrutiny Process to SharePoint.
74.	Proposed schedule of meetings and ACOB	Clerk	Share the meeting schedule with Governors and add to SharePoint, along with the Annual Cycle of Business.
75.	Date of next meeting	Clerk	Organise meeting.

