

Corporation Meeting

Minutes of the meeting held on Wednesday 4th July 2018

Present: Stephen Brown, Jo Brownlee, David Cooper, Stephen Hawkins, Pat Mould, Paul Simpson, Jessica Wray, Cllr Denise Thompson, Chris Gurevitch, Rob Morley and Jon Richardson.

In Attendance Catherine Sykes (Clerk), Alan Foster, Laura Tindall, Colin Peaks, Ben Wallis, Tim Blackburn.

52. Apologies for absence

Resolved: Apologies were received from Donna Fitzgerald, Diana Hoskins, Steve Cook, Paul Simpson, Stewart Edwards, Stephen Hawkins and Karen Ashman.

53. Declarations of interest

Resolved: There were no other declarations of interest received.

54. Election of the Vice Chair

As Alan Foster is currently on a leave of absence, Steve Cook is voted in as interim vice chair.

Resolved: The election of the vice chair was agreed.

55. Minutes of the previous meeting (21st March 2018)

Resolved: The minutes of the meeting on 21st March 2018 were signed as a true and accurate record.

56. Matters arising from the minutes / action schedule.

Pat Mould noted that regarding minute 44 - Search & Governance. The re-appointment of Jon Richardson had been discussed and it was recommended to the Corporation. The corporation approved the re-appointment of Jon Richardson for a term of 4 years from 6th July 2018. Jon thanked the committee for the opportunity to continue.

Resolved: The matters arising were received and all actions were completed.

57. Student Council feedback on Summer Term Activities.

Jessica Wray presented the feedback on the Summer Term activities of the Student Council. She noted that meetings still continue Wednesday lunch time. She noted the following:

- She confirmed that on 13th September 2018 the union are organising a science festival with support from teachers.
- The union have purchased recycling planters from Humber Wood Recycling, which have been painted and planted with strawberries, herbs and flowers. She was pleased

to confirm that the apple trees are growing very well and would be due to ripen in September in time for the new term, and to be used in smoothies made by the union.

- It was noted that the student union had been involved in the LGBT Pride event on the 13th June, where they sold smoothies and provided music and entertainment.
- Following a successful YMCA sleep easy in February, Wilberforce hosted a presentation meeting on behalf of the YMCA to thank all those involved and update on the amount of money raised.
- Recruitment is good, with 7 new students signed up for September, but there has been a lot of interest in the Student union at the open day.

Jessica noted that the student union constitution has been updated and has been agreed within the union. She noted that the election of a president and vice president would be done each year, whereby the nominees would produce a manifesto and the student body would vote for the nominations. The nominee with the highest vote would be elected president, and the nominee with the second highest vote would become the vice president.

She noted that this would open up the vote to to more students, and not just those in the council. This gives students a much higher level of involvement within their union.

Pat Mould commended Jessica, Tim Blackburn and Jill Naylor, and the rest of the student union on their hard work this year and the impact that they have made. She noted that the update was a good workable document and it was very helpful for them to come along and give a report, including pictures. She was please the report was really positive and gave evidence of a very good integration with the local community.

Governors asked no further questions about the report.

Resolved: The Student Council feedback was received and the Constitution of the Wilberforce College Student Union was approved.

58. Principal's report and Chair's update

It was agreed that minute 58 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)**.

59.a) Review of College Development 2017/18

It was agreed that minute 59a 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)**.

59.b) Review of College Development 2017/18

It was agreed that minute 59b 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)**.

60. Governors register of interests 2018 annual summary.

The Clerk presented the governors register of interest's 2018 annual summary. She noted that there was no change to previous years, and that no issues had been raised.

Resolved: The Governors Register of Interest's 2018 annual summary was received.

61. Excellence In Governance

The Clerk gave an update on the Corporation's aim to achieve Excellence in Governance. She noted that developments on this had been constrained this year due to only being new in the role, however plans in place to improve by the following:

- Changes to the corporation Committee membership in line with recommendations from various institutions e.g. Audit Code of Practice, and Code of Good Governance.
- The introduction of the Chair of the Corporation's appraisal, and potentially the chairs of the corporation committees.

The Clerk also asked the governors to provide any feedback or notes to her, should they feel there are other ways in which the Corporation can improve.

Resolved: The Excellence in Governance plan was approved.

62. GDPR Policies

Laura Tindall provided the governors with the new GDPR Policies and Privacy Notices. David Cooper noted that these would normally go through a committee before coming to corporation, however with the legislation coming into force in May 2018, they have had to come straight into this corporation meeting.

Laura noted that these documents have received external legal review and have been developed within the Venn Federation as a collaborative process. She confirmed that they had been sent to solicitors for legal approval and was done as a federation exercise, the cost relating to this had been split across the 5 colleges. She noted that only minor recommendations have been made and they were mainly changes recommended around the privacy notices.

Laura noted that the advice relating to retention periods is now included in the colleges retention period policy.

Laura discussed that within the development of these policies there had been extensive debate around what we may keep and how long for and why. She noted that the approach for pensions has been a recommendation that records are kept for 110 years. Therefore the college will keep this information indefinitely. Which means we can keep some records of staff – e.g. working dates and confirm that they did work at the college. She noted that as standard, the college will keep individual staff records for 6 years after they have left.

Laura requested approval from the corporation on the documents, as they are not yet on the website. The Corporation considered each of the policies and made the following approvals:

- Data breach policy – Approved
- Data protection policy – Approved.

Pat Mould noted that the documents were very comprehensive and was pleased to hear the work being undertaken within the federation, sharing best practice, costs & expertise. Rob Morley asked how the corporation would be able to monitor performance within this policy, for example if there are any breaches. It was suggested that as the F&GP Committee receive a report on freedom of information requests; this would be an ideal opportunity to add a data management report, including any data breaches; which was recommended.

Governors asked about personal data breaches with regards to the disciplinary sanctions of the individual responsible for the breach. Laura noted that this would depend on the level of the breach, and would be included in the college's disciplinary procedure.

Governors also asked about the retention policy and how this would be reviewed. David Cooper noted that this would come to governors as part of the policy schedule.

Regarding the policies for approval, Pat Mould asked how the retention dates for the safeguarding records were determined. Jo Brownlee and Laura Tindall noted that this was recommended by JISC & NSPCC, and also best practice shared within the federation; all adopted the same information.

Laura requested approval from the corporation on the documents, as they are not yet on the website. The Corporation considered each of the privacy notices and made the following approvals:

Privacy notice for parents – approved
Privacy Notice for Staff – approved
Privacy Notice for Staff Applicants – approved
Privacy Notice for Students – approved.
Privacy Notice for student Applicants – approved.

Governors asked if the Students would be made to sign these notices. It was confirmed they would and would be included as part of the enrolment packs. A letter to all staff also to inform them would be sent.

Stephen Brown asked about the position of the Data Protection Officer. At the moment it is Karen Ashman as the named person. He asked about if she were to leave, as the named person does she need replacement, Laura confirmed that the DPO must be a named person, not just a job title.

Pat Mould noted that a lot of work had gone into this work and she gave her thanks to Laura and Karen on the work done.

Resolved: The GDPR Policies and Privacy Notices were approved.

63. Quality and Standards Committee: 13 March 2018

In the absence of the the Chair, David Cooper gave an update of the meeting on 16th May 2018 of the Quality & Standards Committee. He noted:

- Teaching and learning – bench marking. Research suggests that in colleges where lesson observations have stopped, the progress started to slip. To enable development of professional practice, lesson observations will continue, however there will be no grading for 2018-19. There will be a borderline of competency, so those under performing can be managed. Not grading falls into the same framework as used by Ofsted, but is not our rationale.

There were no items to approve.

Resolved: The minutes of the meeting held on 16th May 2018 were received.

64. Search & Governance Committee: 13th March 2018

It was agreed that minute 64 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)**.

65. Audit Committee: 13th June 2018

It was agreed that minute 65 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)**.

66. Finance and General Purposes Committee: 6th June 2018

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. Any Other Business

Pat Mould noted that this was David Cooper's last meeting due to his retirement at the end of the year. She noted that the college was in a strong place and results have increased year on year. She thanked David on behalf of the corporation for his work and dedication, and praised him as a model of collaborative leadership.

She also noted that thought it was an exciting time for everyone with Colin being appointed as the next principal, but the corporation was very grateful for everything David had done.

David thanked the corporation for their support. He noted that as Pat said, the college is in a great place, and excited for the future of the college going forward. He noted that it had been wonderful working here, alongside a very dedicated staff and governors and that he will be pleased to see the college going onward & upwards.

Resolved: The Items of Other Business were received.

68. Proposed schedule of meetings and Annual Cycle of Business for 2018-19.

The Clerk noted that this had been done in liaison with the college senior managers and chair of the corporation, and with additions from the year's requests so far. The committees have each reviewed and approved their individual cycles of business also.

Resolved: Proposed schedule of meetings and Annual Cycle of Business for 2018-19 was agreed.

69. Confidential items

Resolved: It was agreed that minutes 58, 59a, 59b, 64, 65 and 66 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.

70. Date of next meeting

Resolved: The next meeting of the Corporation will take place on Wednesday 5th December 2018.

Action schedule

Minute no	Title	Action by	Action
62.	GDPR Policies	Clerk	Annual Cycle of business amendment. To add report of data breaches to report with Freedom of information request report at the F&GP Committee meetings.

