

## Corporation Meeting

### Minutes of the meeting held on Wednesday 3rd July 2019

Present: Stephen Brown, Jo Brownlee, Colin Peaks, Pat Mould, Cllr Denise Thompson, Jon Richardson, Steve Cook, Stewart Edwards, Amanda Fenton, Diana Hoskins and Bob Overment.

In Attendance Catherine Sykes (Clerk), Karen Ashman (Assistant Principal), Jonathan Butler (Assistant Principal), Ben Wallis (Vice Principal)

Welcome to members for the first time. Cathy Johnston as member of the SMT covering Stewart Edwards, Amanda Fenton and Bob Overment as new governors.

#### **52. Training Session: The New Ofsted Inspection Framework**

Colin Peaks delivered the training session to Governors on the New Ofsted Inspection Framework. Governors were pleased to be updated with the changes. It was agreed that the slides for training to be uploaded to SharePoint, but would not be sent out.

**Resolved:** Governors received training on the New Ofsted Inspection Framework.

#### **53. Apologies for absence** (Agenda Item 2).

Apologies for absence were received from Paul Simpson, Chris Gurevitch, Wendy Cross, Rob Morley, Thom Avery (student), Samir Ullah (student).

It was noted that this would have been Rob Morley's last meeting as a Corporation member, as he has resigned from his position. The Corporation gave their thanks to Rob for the work and commitment he had given during his time on the board, and he will be missed. Pat Mould confirmed that a letter of thanks would be sent to Rob to acknowledge his work.

**Resolved:** The Apologies for absence were received.

#### **54. Declarations of interest** (Agenda Item 3).

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

#### **55. Minutes of the previous meeting (27<sup>th</sup> March 2019)** (Agenda Item 4).

**Resolved:** The minutes of the meeting on 27<sup>th</sup> March 2019 were signed as a true and accurate record.

#### **56. Matters arising from the minutes / action schedule.** (Agenda Item 5).

Colin Peaks and the Clerk confirmed that all actions had been completed.

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

## **57. Student Council feedback on Summer Term Activities.** (Agenda Item 6).

In the absence of the student governors, Colin Peaks delivered the report. He noted that:

- The YMCA Sleep Easy Presentation had taken place in May 2019, which celebrated the success of the 8 participating student's success. He noted that over £32,000 had been raised for the charity and that the event was planned again for the following year.
- Stockwell Wood. 420 trees had been donated to the college to plant within the grounds. Wilberforce college students, in collaboration with over 100 pupils from Stockwell primary assisted with the planting day, which included a demonstration, a planting session and a certificate to the children involved. Stewart Edwards noted that the activity had been well received and was good to strengthen a link with a school and the local community.
- Poly tunnel with automatic watering system is now completed and producing salad leaves, with the hope of building relationships to enable us to sell the produce to local business.
- Fresher's fair and enrichment fair is planned for the 2019-20 intake of students which will promote the range of enrichment activities at the start of the year.

Denise Thompson asked about the links with other primary schools within the Ings ward as Stockwell not in the immediate area. Stewart confirmed that links were being made and that work was taking place to build the relationships.

**Resolved:** The Student Council activity feedback was received.

## **58. Principal's Report** (Agenda Item 7).

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 2018/19** (Agenda Item 8a).

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 2019/20** (Agenda Item 8b).

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 2019 annual summary.** (Agenda Item 9).

The Clerk presented the governors register of interest's 2019 annual summary. She noted that there were no significant change to previous years, and that no issues had been raised.

**Resolved:** The Governors Register of Interest's 2019 annual summary was received.

## **61. Excellence in Governance** (Agenda Item 10).

The Clerk gave an update on the Corporation's aim to achieve Excellence in Governance. Plans in place for improvements at the end of 2018 have been completed, including 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; had been updated successfully.
- Changes to the committee terms of reference and the colleges Standing Orders had been made in 2019-20 to ensure committee clarity and confirmation of their powers.
- The introduction of the Chair of the Corporation's appraisal had been successful and was reported back to governors in March 2019 by Trevor Wray.
- Ongoing training programme for governors, with training such as the new Ofsted framework as delivered by Colin this evening, and RSM Audit UK LLP are booked to deliver a pre-corporation training session on the 'Insolvency Regime' and risk to the college in December 2019.

The clerk noted the e-mail from Bill Watkin of the SFCA regarding the changing requirements of the ESFA; and the Academies Financial Handbook which includes changes which notes:

- The importance of robust governance and the importance of the clerk to the board. Some trusts regard clerking arrangements as merely minute taking, whereas the role is much more than that and is akin to a company secretary.
- The importance of management accounts being seen by the chair monthly and by all trustees bimonthly, and these MUST include income and expenditure account, variation to budget report, cash flows and balance sheet.
- Executive pay must be properly managed and trusts must ensure that senior employees are on payroll and are subject to PAYE and NI.

The clerk noted that she was pleased to note that all of the above statements are completed by the college's governance structure and her work ongoing.

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; or if they would value any specific type of training.

**Resolved:** The Excellence in Governance plan was approved.

## **62. Policies** (Agenda Item 11).

- a) Recruitment of Ex-Offenders Policy
- b) Retirement Policy
- c) Single Equality Scheme

There were no changes to any of the above policies.

Bob Overment noted that there was a policy which still made reference to progress mentors and this would need amended. Ben Wallis confirmed the changes would be made before publishing.

**Resolved:** The policies were approved with the recommended changes.

## **63. Search & Governance Committee: 3 July 2019** (Agenda Item 12).

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**).

#### **64. Quality and Standards Committee: 15 May 2019** (Agenda Item 13).

Diana Hoskins gave an update of the meeting on 15<sup>th</sup> May 2019 of the Quality & Standards Committee. She noted that the meeting had been very in depth with discussion highlighted on the following areas:

- Marketing team changes and the update on student applications
- Curriculum offer and local needs statement
- Student support & tutorial system within college, including Governors learning about the ways it was amended and how it will change for 2019-20 after review.
- Assessment of English & Maths.
- Results for the new SMT for the year 2018-19 would be seen and reviewed at the next meeting of the committee.

Diana informed the Corporation members that the Quality & Standards was an open meeting and the invitation to the meetings was extended to all.

There were no items to approve at this meeting.

**Resolved:** The minutes of the meeting held on 15<sup>th</sup> May 2019 were received.

#### **65. Audit Committee: 12<sup>th</sup> June 2019** (Agenda Item 14).

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: 1<sup>st</sup> July 2019** (Agenda Item 15).

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. Proposed schedule of meetings and Annual Cycle of Business for 2019-20.**

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 and this would conclude the yearly cycle. The clerk also noted that the document was a working document and that items could be amended and adjusted throughout the year.

**Resolved:** Proposed schedule of meetings and Annual Cycle of Business for 2019-20 was agreed.

#### **68. Confidential items**

**Resolved:** It was agreed that minutes 58, 59a, 59b, 60, 63, 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.

## 69. Date of next meeting

**Resolved:** The next meeting of the Corporation will take place on Wednesday 4<sup>th</sup> December 2019.

## Learner Impact

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

- Student Council and extracurricular activity and support
- College Policies for staff and student guidance
- Quality of Curriculum Offer
- To ensure that the college continues to be financially viable
- To review the risk management procedures of the college and ensure learners and the community have the college as an asset for the future.

## Action schedule

| Minute no | Title    | Action by  | Action   |
|-----------|----------|------------|--|
| 62        | Policies | Ben Wallis | To confirm the wording of progress mentors in the policies for approval before publishing. |

