

Corporation Meeting

Minutes of the meeting held on Wednesday 27th March 2019

Present: Stephen Brown, Steve Cook, Colin Peaks, Stewart Edwards, Chris Gurevitch, Diana Hoskins, Pat Mould, Paul Simpson, Cllr Denise Thompson, Alan Foster.

In Attendance: Gary Parkinson (College Business Manager) Ben Wallis (Vice Principal), Natalie Sketchley (Vice Principal), Karen Ashman (Assistant Principal), Jonathan Butler (Assistant Principal), Catherine Sykes (Clerk).

37. Training Session (Agenda Item 1).

It was agreed that minute 37 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)**.

38. Apologies for Absence. (Agenda Item 2)

Resolved: Apologies were received from Jon Richardson, Jo Brownlee, Donna Fitzgerald, Rob Morley, Wendy Cross, Thom Avery & Samir Ullah.

39. Declarations of Interest. (Agenda Item 3)

Resolved: There were no declarations of interest.

40. Student Council feedback on Spring Term Activities. (Agenda Item 4)

In the absence of the Student Governors, Colin Peaks delivered the report. He noted the following Student Council Activity.

- During the Christmas fair, the union members helped out making smoothies for guests and were in attendance representing the Union.
- Clothing collection and arranging donation for homeless people of Hull.
- YMCA Sleep Easy took place February 1st – 14 students (mainly SU members) took part and helped raise funds for the homeless. Live broadcast on Look North that night!
- Coventry University Scarborough – union members formed a focus group to discuss concerns/thoughts about applying to university.
- Careers Fair – union members helped to make and hand out smoothies to stallholders during the event.
- Successful funding bid – 420 trees now received! First 100 trees (saplings) will be planted by Wilberforce students and 100 pupils from Stockwell Primary School Thursday 21 March.
- Polytunnel with automatic watering system being built next to Union building.
- Funding received from Student `Eats which will pay for stickers, aprons, cups etc. for Smoothie Company.

Ben Wallis noted that the employer feedback from those visiting the careers fair was positive, noting that the college and students provided a welcoming environment.

Governors asked about what the polytunnels function would be. Colin confirmed it was for growing produce, for use in college (e.g. for the smoothies) and for links with the community. Governors commended the students on the report and the Chair commended the work done within the union which joins up well with the community.

Resolved: The Student Council feedback was received.

41. Minutes of the meeting held on 23rd January 2019: to take as a correct record and authorise the chair to sign. (Agenda Item 5).

Colin Peaks noted that action points have been done.

- Action point 1 regarding minute number 30 would be updated on in the Principal's Report (Agenda Item 6).
- Action point 2 regarding minute number 31 would be updated on by Gary Parkinson in the Health & Safety Report (Agenda Item 7).

Resolved: The minutes of the meeting held 23rd January 2019 were received, accepted as an accurate record and signed by the chair.

42. Principal's report and Chair's update (Agenda Item 6)

It was agreed that minute 42 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)**.

43. H&S termly report: for information. (Agenda Item 7)

It was agreed that minute 43 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)**.

44. Safeguarding termly report (Agenda Item 8)

It was agreed that minute 44 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)**.

45. Quality & Standards Committee – 6 February 2019: to receive the minutes of the meeting. (Agenda Item 9)

It was agreed that minute 45 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)**.

46. Audit Committee – 27th February 2019 (Agenda Item 10): to receive the minutes of the meeting and approve and adopt the recommendations in the minutes:

- a. Minute 24: Audit Committee commissioned business
- b. Minute 25: Board Assurance/risk management
- c. Minute 26: Rolling implementation of audit recommendations
- d. Minute 28: Financial controls self-assessment annual review

It was agreed that minute 46 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)**.

47. Search & Governance Committee – 6 March 2019 and 27th March 2019 (Agenda Item 11): to receive the minutes of the meeting (6th March 2019) and adopt the recommendations from the meeting:

- a. Independent Governor Recruitment – to approve
- b. Standing Orders Amendment – to approve
- c. Student Facing Governor – to agree and approve.

It was agreed that minute 47 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**).

48. Finance & General Purposes Committee – 13th March 2019: to receive the minutes of the meeting and approve and adopt the recommendations in the minutes:

- a. Minute 41(b) : Policies for Approval:
 - i. Leave of Absence Policy
 - ii. Sickness Absence Policy and Procedures
 - iii. Instructions on the use of Social Media
 - iv. Access to Their Personnel Files by Employees
 - v. Confidential Reporting Code and Policy
 - vi. Parental Leave Policy
 - vii. Paternity Leave and Pay Guidelines
 - viii. Part Time Working Policy
 - ix. Disclosure of Information to Trade Unions for Collective Bargaining
 - x. Personal Harassment Policy
 - xi. Employee Drugs, Alcohol and Substance Abuse Policy
 - xii. Regarding of Support Staff Posts
 - xiii. Job Share Policy for Support Staff
 - xiv. Occupational Sick Pay
 - xv. Risk Assessment Policy & Procedures
 - xvi. Disciplinary Policy for Senior Postholders
 - xvii. Redundancy Policy and Procedures
 - xviii. Staff Code of Conduct Policy
 - xix. Disciplinary Policy
 - xx. Grievance Policy
 - xxi. Capability Policy
 - xxii. Tuition Fees Policy
 - xxiii. Gifts and Hospitality Policy
 - xxiv. Flexible Retirement for Members of the LGPS
- b. Minute 31: Management accounts for the period ended 31 January 2018
- c. Minute 33: Cumulative budget transfers for the period ended 31 January 2018
- d. Minute 30: Tuition Fees Policy

It was agreed that minute 48 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**).

All Staff left the meeting before Agenda Item 13.

49. Confidential Remuneration Committee – 23 January 2019 (Agenda Item 13) to receive the minutes of the meeting (excluding Staff and Student Governors).

It was agreed that minute 49 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**).

50. Confidential Items

Resolved: It was agreed that minutes 37, 42, 43, 44, 45, 46, 47,48 and 49 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, with the exception on minute number 49) or students.

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
- Governor Scrutiny exercises.
- Developmental initiatives within the Corporation Structure with the approval of new governors.
- College Policies for staff and student guidance

51. Date of next meeting.

Resolved: The date of the next Corporation Meeting will be Wednesday 3 July 2019.