

## Corporation Meeting

### Minutes of the meeting held on Wednesday 7<sup>th</sup> July 2021

Present: Stephen Brown, Jo Brownlee, Bradley Buck, Steve Cook, Amanda Fenton, Alan Foster, Leila Goring, Diana Hoskins, Megan Mawson, Pat Mould (Chair), Bob Overment, Colin Peaks (Principal), Hadiza Sa'id, Denise Thompson, Lois Thorley.

In attendance: Jonathan Butler (Assistant Principal), Stewart Edwards (Assistant Principal), Gary Parkinson (Business Manager), Laura Skarratt (Clerk), Natalie Sketchley (Vice Principal), Ben Wallis (Vice Principal)

#### 63. Pre-Corporation Training

The Chair thanked the Corporation for starting the meeting early, she advised members that the pre-Corporation training materials have been circulated and will be revisited again.

*Resolved:* The ESFA Update and the College's Digital Strategy training for Governors was emailed to the Corporation and is also available through MS Teams.

#### 64. Apologies for absence (agenda item 2)

The Clerk advised the Corporation that Governors' Amanda Fenton, Leila Goring and Denise Thompson may be late to join the meeting.

*Resolved:* Apologies were received from Donna Fitzgerald-Butler.

#### 65. Declarations of interest (agenda item 3)

Interest in agenda item 15 was declared for Jon Butler, Stewart Edwards, Gary Parkinson, Natalie Sketchley and Ben Wallis.

*Resolved:* Declarations of interest were received.

#### 66. Student Union report (agenda item 4)

The Student Union report was received by the Corporation.

Bradley Buck reported that Covid-19 has caused significant difficulties for the Students' Union in planning events and activities, however the Student Governors are very proud of the achievements of the whole union and student population in their resilience and hard work. Bradley reported on the various activities including Eid al-fitr Festival and the planned F-East Festival, which will raise money for Papyrus, a young mental health charity and the Unity Shop.

The Chair and Vice-Chair acknowledged the difficulties faced by the students and thanked them for their report and continued hard work.

The Principal also thanked the Student Governors for their report and ongoing hard work through a very difficult period.

*Resolved:* The Student Union report was received.

*[Bradley Buck and Megan Mawson left the meeting at 16:10, the meeting was still quorate]  
[Denise Thompson and Stewart Edwards joined the meeting at 16:10]*

**67. Minutes of the previous meeting held on 24<sup>th</sup> March 2021 and the Extra Ordinary Meeting on the 26<sup>th</sup> May 2021** (agenda item 5)

The Chair requested approval from the Corporation that the minutes of the meeting held on the 24<sup>th</sup> March 2021 and 26<sup>th</sup> May 2021 were an accurate record.

*Resolved:* The minutes of the meeting held on the 24<sup>th</sup> March and 26<sup>th</sup> May 2021 were confirmed as a true and accurate records and the Chair was authorised to sign.

**68. Matters arising from the previous minutes/action schedule** (agenda item 6)

The Clerk reported that all matters arising have been completed or appear in the agenda to be completed.

The Principal advised that the Venn website has been amended to reflect that the Federation has ceased and will continue to be live for a further two academic years.

*Resolved:* The matters arising were received.

**69. Principal's Report and Chair's update** (agenda item 7)

It was agreed that minute 69 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)**.

**70. Venn Strike-Off Resolution** (agenda item 8)

The Chair reminded the Corporation that at the meeting of the 26<sup>th</sup> May 2021, it agreed in principle to the winding-up of Venn. The Corporation is now asked to agree to the Venn Strike-Off Resolution and authorise the Chair to sign on behalf of the Corporation.

Governor Amanda Fenton advised that whilst she could see no issue with the resolution she advised that the 'circulation date' should be completed. The Chair and Principal advised that further to the Venn Directors' meeting on the 2<sup>nd</sup> July where the resolution has been passed, the circulation date has been amended to "2<sup>nd</sup> July 2021", this was circulated to Governors on Monday, 5<sup>th</sup> July. The Corporation agreed to the resolution and the Chair will sign on the 8<sup>th</sup> July 2021.

*Resolved:* The Venn Strike off Resolution was agreed and the Chair authorised to sign on behalf of the Corporation.

**71. College Development Plan 2020/21 and Draft College Development Plan 2021/22** (agenda item 9)

It was agreed that minute 71 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)**.

## **72. Policies for Approval** (agenda item 10)

The two policies were presented for approval;

### a) College Continuity Plan

The Business Manager advised the Corporation that this is a new policy, but draws together multiple existing policies (disaster, fire etc) into one document. The Business Manager asked the Corporation to consider the plan for approval.

Regarding cyber-attack insurance, the Vice-Chair queried the insurance value. The Business Manager confirmed that after discussion with the insurance brokers the College is looking to increase its insurance from £250k to £500k.

Regarding 5. 'Incidents Off-Site', Bob Overment queried if more explicit support in protection of staff could be included, specifically with regards to social media. The Principal advised that dealing with social media posts and comments is very difficult and the College would always act swiftly and be proactive in reporting any offensive or abusive comments. Bob Overment asked if an additional bullet point could be added to the list outlining that 'the College will support staff'. This was agreed.

Regarding 3. 'Management of an Incident' Stephen Brown queried the wording of the 'nominated Deputy', and how this would be decided. The Principal advised that Natalie Sketchley has deputising responsibilities and it is expected that she would be the 'nominated Deputy' if the Principal was unavailable. The Business Manager advised that the wording has been kept vague to allow some flexibility if this was required.

### b) Single Equality Scheme

The policy was reviewed by the Business Manager in July 2021, with no changes being recommended. The Business Manager asked the Corporation to consider the policy for approval.

*Resolved:* The College Continuity Plan and Single Equality Scheme policies were approved.

## **73. Quality and Standards Committee – 12<sup>th</sup> May 2021** (agenda item 11)

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. Audit Committee – 16<sup>th</sup> June 2021** (agenda item 12)

It was agreed that minute 74 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**).

## **75. Search & Governance Committee – 26<sup>th</sup> May 2021 and 29<sup>th</sup> June 2021** (agenda item 13)

It was agreed that minute 75 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)**.

**76. Finance and General Purposes Committee – 23<sup>rd</sup> June 2021** (agenda item 14)

It was agreed that minute 76 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)**.

**77. Confidential Remuneration Committee – 23<sup>rd</sup> June 2021** (agenda item 15)

It was agreed that minute 77 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)**.

**78. Corporation Self-Assessment** (agenda item 16)

It was agreed that minute 78 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)**.

**79. Proposed Schedule of Meetings and Annual Cycle of Business 2021/22** (agenda item 17)

The Chair presented the proposed schedule of meetings and annual cycle of business for the Corporation for 2021/22. Each of the Corporation's committees have had opportunity to review and have recommended their cycle of business for approval.

*Resolved:* The proposed schedule of meetings and annual cycle of business for 2021/22 was approved.

**80. Safeguarding Link Governor** (agenda item 18)

The Chair was pleased to report that Governor Leila Goring has volunteered to take on the Safeguarding Link Governor role, Leila would bring a wealth of knowledge and expertise. Leila has already met with the College's Safeguarding Lead to discuss the remit and responsibilities of the role.

Leila Goring advised that she shadowed the recent Governor Scrutiny Safeguarding visit and was impressed by the Safeguarding procedures and team at the College.

The Chair Thanked Leila for volunteering to take on the Safeguarding Link Governor role.

*Resolved:* Leila Goring was approved as Safeguarding Link Governor.

**81. Any other business** (agenda item 19)

The Chair and Vice-Chair expressed thanks to all Governors, and staff at the College for their hard work over the last year despite the very difficult circumstances. The Vice-Chair also gave thanks to the Chair.

*Resolved:* Any other business was received.

**82. Confidential items** (agenda item 20)

*Resolved:* It was agreed that minutes 69, 71, 73-78 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.

**83. Date of next meeting** (agenda item 21)

*Resolved:* The next meeting of the Corporation will be the 8<sup>th</sup> December 2021.

**Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>

**Minutes of the Corporation meeting**

**Minutes of the meeting held on Wednesday 7<sup>th</sup> July**

*It was agreed that the following minutes 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 or students (excluding senior post holders).*

Approved