

## Corporation Meeting

### Minutes of the meeting held on Wednesday 4 December 2019

Present:	Stephen Brown, Jo Brownlee, Steve Cook, Stewart Edwards, Amanda Fenton, Abbi Fitzgerald, Alan Foster, Diana Hoskins, Pat Mould, Rozalia Nowicka, Bob Overment, Colin Peaks, Cllr Denise Thompson
In Attendance	Karen Ashman (Assistant Principal), Jonathan Butler (Acting Vice Principal), Vikki Reeve (Interim Clerk), Gary Parkinson (College Business Manager), Ben Wallis (Vice Principal)

#### 7. Apologies for absence (agenda item 1)

**Resolved:** Apologies were received from Wendy Cross, Donna Fitzgerald, Chris Gurevitch and Jon Richardson.

#### 8. Declarations of interest (agenda item 2)

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

#### 9. Student Union (agenda item 3)

The Chair welcomed the representatives from the Student Union, Abbi Fitzgerald (President) and Rozalia Nowicka (Vice President), and they were formally appointed as Student Governors for 2019-20.

**Resolved:** Abbi Fitzgerald and Rozalia Nowicka were appointed as Student Governors for 2019-20.

#### 10. Student Union Constitution and report (agenda item 4)

Abbi and Rozalia presented their report on Student Union activities for the year so far. They noted:

- There have been a couple of meetings so far, covering topics such as having gender neutral toilets and making improvements to the smoking shelter.
- £252 has been raised through charitable and non-charitable events.
- An Equal Opportunities Officer has now been appointed.
- Projects planned for December include getting Art students involved in making improvements to the smoking shelter and promoting Mission Christmas.

Governors thanked the Student Governors for their hard work and for their report, noting it was particularly pleasing to see lots of photographs from events. Colin Peaks (CAP) added that the visibility and accessibility to the Student Union is much greater this year, with them having a stand in the Atrium at lunch times and feeding information into SMT on a regular basis.

With regard to the Student Union Constitution, Governors noted that it refers to the students having full voting rights, when there are some limitations. The Clerk agreed that she will meet with students to provide guidance and update the Constitution.

**Resolved:** The Student Union report was received and the Student Union Constitution approved (subject to the agreed changes).

### **11. Student Union accounts** (agenda item 5)

Gary Parkinson (GJP) presented the Student Union accounts. Governors noted that these were also scrutinised at the Financial & General Purposes Committee and commented on them being a good set of accounts.

**Resolved:** The Student Union accounts were approved.

### **12. Minutes of the previous meetings (3 July 2019 and 21 October 2019)** (agenda item 6)

The Chair presented both sets of minutes and requested comments on their accuracy. Governors noted some amendments required to the attendances at both meetings (Alan Foster was present at both meetings; Paul Simpson was at the October meeting; Stephen Brown sent his apologies to the October meeting).

**Resolved:** The minutes of the previous meetings (3 July 2019 and 21 October 2019) were approved and signed by the Chair.

### **13. Matters arising from the minutes/action schedules** (agenda item 7)

It was agreed that minute 13 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**).

### **14. Principal's report and Chair's update** (agenda item 8)

It was agreed that minute 14 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**).

### **15. Health and safety and estates annual report** (agenda item 9)

It was agreed that minute 15 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**).

### **16. Safeguarding annual report** (agenda item 10)

It was agreed that minute 16 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**).

### **17. Policies** (agenda item 11)

BW presented the following reports for Corporation scrutiny and approval:

- a) Child Protection Policy
- b) Prevent Policy

c) Safeguarding Policy

BW noted that all three policies have been reviewed and subsequently ratified by the college's external safeguarding consultant.

**Resolved:** The abovementioned policies were approved.

**18. Members Report and Financial Statements for the year ended 31 July 2019**  
(agenda item 12)

GJP presented the Members Report and Financial Statements for the year ended 31 July 2019. He noted that they have been updated slightly since they were presented to the Finance and General Purpose Committee, though these are just minor grammatical changes.

GJP referred to the insolvency regime training undertaken by Governors and noted that the statements show that we are a going concern to the end of 2021, covering the two years specified.

Governors queried whether the adult education funding has been confirmed yet. GJP confirmed that it has and it is £10k as expected.

It was suggested that any Governors requiring refresher training on the accounts should let the Clerk know.

**Resolved:** The Members Report and finance Statements for the year ended 31 July 2019 were approved.

**19. Pay awards** (agenda item 13)

CAP noted that no pay settlement agreement has been reached between SFCA and the unions. Alan Foster added that progress is unlikely to be made until January at the earliest, and that Support Staff unions will not settle until after the teachers' increase is finalised.

**Resolved:** The update on the pay awards was received.

**20. Strategy meeting 2020** (agenda item 14)

CAP noted that he met with the Chair of the Corporation to draft the agenda for the meeting, to include:

- A sector update from Bill Watkin (SFCA)
- Income and viability
- Preparing for Ofsted

Governors noted that preparing for Ofsted leans towards operational and this should not take time away from the income and viability item. It was agreed that preparing for Ofsted will only be covered if there's time and that it can be covered at the next Corporation meeting if required.

**Resolved:** The agenda for the Strategy Meeting was approved.

## **21. College Self-Assessment Report and Development Plan** (agenda item 15)

It was agreed that minute 21 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**).

## **22. Finance & General Purposes Committee – 11 September 2019** (agenda item 16)

It was agreed that minute 22 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**).

## **23. Quality & Standards Committee – 9 October 2019** (agenda item 17)

Diana Hoskins, Chair of the Quality & Standards Committee, presented an overview of the meeting on 9 October 2019. She noted that as well as reviewing outcomes for 2018-19, the Committee reviewed a selection of student-related policies and Performance Management policies for staff.

**Resolved:** The minutes of the meeting held on 9 October 2019 were received and the following recommendations approved:

- a) Minute 9:
  - i. Performance Management Policy – Support Staff
  - ii. Performance Management Policy – Teaching Staff
- b) Minute 12:
  - i. Anti-Bullying Policy
  - ii. Student Conduct and Behaviour for Learning Policy
  - iii. Exclusion Policy

## **24. Quality & Standards Committee – 13 November 2019** (agenda item 18)

Diana Hoskins, Chair of the Quality & Standards Committee, presented an overview of the meeting on 13 November 2019. She noted that the first draft of the SAR was reviewed and priorities for 2019-20 discussed.

Governors asked if the Committee had agreed an area for the Governor scrutiny activity. It was confirmed that this will take place in January and focus on A Level and attendance.

**Resolved:** The minutes of the meeting held on 13 November 2019 were received and the following recommendations approved:

- a) Minute 8:
  - i. Policy for Students with Additional Needs
  - ii. SEND: Local Offer

## **25. Audit Committee – 20 November 2019** (agenda item 19)

It was agreed that minute 25 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**).

## **26. Finance & General Purposes Committee – 20 November 2019** (agenda item 20)

It was agreed that minute 26 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**).

## **27. Search & Governance Committee – 23 October 2019** (agenda item 21)

It was agreed that minute 27 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**).

## **28. Any other business** (agenda item 22)

It was agreed that minute 28 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**).

## **29. Date of next meeting** (agenda item 23)

**Resolved:** The Corporation Strategy meeting will take place on 22 January 2020 at Tickton Grange Hotel.

## **30. Confidential items and learner impact** (agenda item 24)

**Resolved:** It was agreed that minutes 13, 14, 15, 16, 21, 22, 25, 26, 27 and 28 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.

### *Learner impact:*

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

- Reviewing and approving the annual safeguarding report, ensuring the college has appropriate systems in place to provide a safe environment for students and are meeting legal requirements.
- Ensuring that the College continues to improve the quality of provision for students, and that appropriate processes are in place to support student academic achievement.
- Receiving a sector update, on a local and national scale, ensuring that Governors are well informed and equipped to make decisions around the college's future.
- Reviewing and contributing to the college's self-assessment report, ensuring the college's strengths and areas for development are identified and addressed.
- Appointing Student Governors and receiving feedback and information on current issues.

### **Action schedule**

<b>Min. no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
10.	Student Union constitution	Clerk	To work with the Student Union to update the Student Union Constitution with reference to their voting rights.

<b>Min. no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
21.	College Self-Assessment Report and Development Plan	SMT	To finalise the SAR by Wednesday 22 January 2020.

**Corporation Meeting****Confidential Minutes of the meeting held on Wednesday 4 December 2019**

*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).*