

## Corporation Meeting

### Minutes of the meeting held on Wednesday 1st July 2020

Present: Stephen Brown, Jo Brownlee, Colin Peaks, Pat Mould, Alan Foster, Jon Richardson, Steve Cook, Amanda Fenton, Diana Hoskins and Bob Overment.

In Attendance Catherine Sykes (Clerk), Natalie Sketchley (Vice Principal), Stewart Edwards (Assistant Principal), Jonathan Butler (Assistant Principal), Gary Parkinson (College Business Manager).

#### **70. Apologies for absence** (Agenda Item 1).

Apologies for absence were received from Paul Simpson, Cllr Denise Thompson & Donna Fitzgerald.

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

#### **71. Declarations of interest** (Agenda Item 2).

Diana Hoskins declared an interest in agenda item 77 with regards to her re-appointment.

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

#### **72. Minutes of the previous meeting (21<sup>st</sup> May 2020)** (Agenda Item 3).

**Resolved:** The minutes of the meeting on 21<sup>st</sup> May 2020 were approved as a true and accurate record and will be signed at the next available opportunity.

#### **73. Matters arising from the minutes / action schedule.** (Agenda Item 4).

The Clerk confirmed that there were no matters arising / actions to be completed from the meeting held 21<sup>st</sup> May 2020.

**Resolved:** There were no actions to be completed.

#### **74. Principal's Report** (Agenda Item 5).

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.a) Review of College Development 2019/20** (Agenda Item 6a).

It was agreed that minute 75a 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**).

**b) Review of College Development 2020/21** (Agenda Item 6b).

It was agreed that minute 75b 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. Policies** (Agenda Item 7).

a) Single Equality Scheme

CAP noted that there had been no requirement for changes to the policy. Governors confirmed there were no changes to be requested and the policy was approved.

**Resolved:** The Single Equality Scheme policy was approved.

**77. Search & Governance Committee: 24 June 2020** (Agenda Item 8).

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. Quality and Standards Committee: 13 May 2020** (Agenda Item 9).

Diana Hoskins delivered an update of the meeting held on 13<sup>th</sup> May 2020 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
- Progress of the results and the assessment

Governors discussed the changes within the marketing team, and restriction on recruitment due to COVID-19. CAP confirmed that the SMT had already discussed about next steps, ensuring continuation of that work done to promote the college even through difficult times. Governors praised the social media campaigns seen online, including those for taster days, virtual tours of the college, promoting the good results, new sharp branding and modernisation of the campus, working to become the first choice for the students in the city. Governors complimented that update to the external appearance of the college, and noted that it is respected in the community.

Governors noted there was one policy which had been considered by the committee. The Student Conduct and Behaviour for Learning Policy, had been reviewed and recommended to corporation for approval with no changes.

The chair of the committee highlighted to Corporation members that the Quality & Standards Committee is an open meeting and the invitation to the meetings was extended to all.

**Resolved:** The minutes of the meeting held on 13<sup>th</sup> May 2020 were received and the following recommendations were approved:

- a) Student Conduct and Behaviour for Learning Policy

**79. Audit Committee: 13<sup>th</sup> June 2020** (Agenda Item 10).

It was agreed that minute 79 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)**.

**80. Finance and General Purposes Committee: 17<sup>th</sup> June 2020** (Agenda Item 11).

It was agreed that minute 80 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)**.

**81. Proposed schedule of meetings and Annual Cycle of Business for 2020-21.**  
(Agenda Item 12).

The Clerk noted that the proposed Annual Cycle of Business for 2020-21 had been completed in liaison with the college senior managers and the chair of the corporation, and with additions from the year's requests so far. Each of 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.

Governors confirmed that the annual cycle worked well and the schedule was agreed. The Chair of the Corporation noted that there may be a requirement for a further extraordinary meeting given unprecedented times as some college actions may require corporation approval.

**Resolved:** Proposed schedule of meetings and Annual Cycle of Business for 2020-21 was agreed.

**82. Confidential items.** (Agenda Item 13).

**Resolved:** It was agreed that minutes 74, 75a, 75b, 77, 79 and 80 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 14).

**Resolved:** The next meeting of the Corporation will take place on Wednesday 2<sup>nd</sup> December 2020.

**Learner Impact**

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

- Future of the college
- 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.

Approved