

## **Corporation Meeting**

### **Minutes of the meeting held on Wednesday 2 December 2020**

**Present:** Stephen Brown, Jo Brownlee, Steve Cook, Amanda Fenton, Alan Foster, Leila Goring, Diana Hoskins, Pat Mould, Bob Overment, Colin Peaks, Hadiza Sa'íd, Lois Thorley, Bradley Buck, Megan Mawson

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

#### **6. Pre-Corporation training session**

Laura Skarratt introduced herself as the new Clerk to the Corporation. She delivered training to Governors on MS Teams and noted that this, along with a user guide, will be available following the meeting.

*Resolved:* The Microsoft Teams training for Governors was received.

#### **7. Apologies for absence** (agenda item 2)

*Resolved:* Apologies were received from Donna Fitzgerald, Simon Green and Denise Thompson.

#### **8. Declarations of interest** (agenda item 3)

*Resolved:* There were no declarations of interest.

#### **9. Election of the Chair and Vice Chair** (agenda item 4)

The Clerk noted that the current Chair and Vice-Chair had put themselves forward for re-election, and that no other expressions of interest had been received.

Governors thanked the Chair and Vice-Chair for their work in their respective roles.

*Resolved:* Pat Mould was unanimously elected as Chair of the Corporation and Alan Foster as Vice-Chair of the Corporation.

#### **10. Student Union** (agenda item 5)

*Resolved:* Governors approved the appointment of Megan Mawson and Bradley Buck as Student Governors up to 31 July 2021.

#### **11. Student Union report** (agenda item 6)

The Student Governors presented their report (distributed by email prior to the meeting). They noted that Covid had affected their activities, but the team have continued to meet online and get involved as much as possible. She added:

- Roles in the Student Union include President, Vice-President, Social Media Officer, Wellbeing Officer, Equal Opportunities Officer and Assistant Equal Opportunities Officer.
- The Student Union receive credits for the participation as part of the Upskilling Programme. They have gained 15 credits for this.
- The Student Union have undertaken research into mental health awareness and formed a focus group to see how everyone is getting on in College.

Governors acknowledged the difficulties the team are having due to Covid and thanked them for everything they are doing during this time.

*Resolved:* The Student Union report was received.

## **12. Student Council accounts** (agenda item 7)

The Chair noted that the Student Council accounts had been scrutinised at the Finance & General Purposes Committee.

*Resolved:* The Student Council accounts were approved.

## **13. Minutes of the previous meetings (1 July 2020 and 5 November 2020)** (agenda item 8)

The Chair requested approval from Governors that the minutes of the meetings on 1 July 2020 and 5 November 2020 were accurate records. Colin Peaks (CAP) requested one change to the minutes from 1 July: MS Champion College should be DfE Demonstrator College. The Clerk will update these.

*Resolved:* The minutes of the meetings on 1 July 2020 and 5 November 2020 were confirmed as a true and accurate records, subject to the minor change listed above.

## **14. Matters arising from the previous minutes/action schedule** (agenda item 9)

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. Principal's report and Chair's update** (agenda item 10)

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 11)

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. Health and safety annual report** (agenda item 12)

It was agreed that minute 17 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)**.

## **18. Policies** (agenda item 13)

BW presented the following policies for approval, noting that changes are minor and identified by tracked changes:

- Child Protection Policy
- Prevent Policy
- Safeguarding Policy

One Governor provided guidance on policies, noting:

- They should have owners rather than authors and these should be full names rather than initials.
- Any copies of policies will need to be identified as copies.

CAP noted that all initials are unique to members of staff, but this will be taken on board. He added that all policies are published in PDF format so that they cannot be changed, with the main version held centrally.

Governors noted that Appendix 3 of the Prevent Policy is duplicated.

Governors discussed the following statement at the end of the Safeguarding Policy and queried its purpose:

*"Please note: that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances."*

CAP noted that the College occasionally has to respond to situations swiftly and in the best interest of all parties, and it is not always possible to wait until a policy has been changed and approved; this statement is intended to allow some flexibility in such cases.

Governors suggested looking at other college's policies and seeking advice on the use of such statement; in the meantime, the statement should be changed slightly to read more clearly.

*Resolved:* The aforementioned policies were approved.

## **19. Members Report and Financial Statements for the year ended 31 July 2020** (agenda item 14)

The Chair noted that the draft version of the Members Report and Financial Statements for the year ended 31 July 2020 had been reviewed by Finance & General Purposes and Audit committees. Chairs of both those committees commented that they represent the College's position and are a good set of accounts. The Chair of the Corporation noted that the auditors had confirmed to her that they are a straightforward set of accounts with no issues.

*Resolved:* The Members Report and Financial Statements for the year ended 31 July 2020 were approved for the Chair to sign.

## **20. Strategy meeting 2021** (agenda item 15)

CAP and the Chair of the Corporation presented the draft, outline agenda for the Corporation Strategy Meeting in January 2021. They noted that the meeting will be held remotely, so the meeting will be shorter than normal with opportunities to break out into smaller groups.

Governors discussed the possibility of holding another strategy meeting later in the year if the situation around Covid eases. This was agreed.

*Resolved:* The draft agenda for the Corporation Strategy Meeting was agreed.

## **21. College Self-Assessment Report, including the Development Plan** (agenda item 16)

NES presented the College's Self-Assessment Report (SAR) for 2019/20. She noted:

- Some colleges have decided not to produce a SAR but she felt it was important to report on the end of the College's two-year plan.
- The data has been presented slightly different, as the previous version didn't fit the move to two-year courses; the data will be presented this way going forward.
- Overall achievement is 85%, which is line with the Sixth Form Colleges benchmark.
- College retention is 92%, above both Sixth Form and All Colleges benchmarks.
- A Level retention improved from 86.9% to 89.8%, above Sixth Form and All Colleges benchmarks.
- Level 3 Diploma retention improved from 90.2% to 95.4%, above Sixth Form and All Colleges benchmarks.
- The improvements to retention, which is actual data rather than formulated, is indicative of the support staff have given to students to complete their course, underpinned by a new faculty structure and the introduction of the Student Action Board.
- Level 2 achievement on core aims (excluding Maths and English) is 90%, which is above Sixth Form and All Colleges benchmarks.
- Attendance has improved and whilst this is only up to the College closure in March, it ordinarily improves at that point due to it approaching exam season.
- Functional Skills results from November re-sits, which students sat, showed significant improvements. The increase in results was questioned whilst submitting CAGs and the College was able to demonstrate that this was a change in approach the College had adopted and that students were being entered when ready to sit the paper rather than at every opportunity.
- In-year assessment data has been included, which provides further support to the overall CAGs.
- A section has been included that addresses progress against last year's targets and another that outlines the targets for the year ahead, which include:
  - To sustain A Level achievement and value added.
  - To widen participation and further improve attendance.
  - To improve outcomes on some individual courses (e.g. Level 2 Maths).

NES noted that there is some strong data and reiterated that the core aim is still to be outstanding.

For the benefit of new Governors, NES gave a brief outline of what Alps is. It was agreed that a further briefing can be given to new Governors in due course.

Governors commented on all the improvements and acknowledged the amount of work put in over the last two years.

*Resolved:* Draft 1 of the College SAR was approved.

## **22. Financial and General Purposes – 9 September 2020** (agenda item 17)

The Chair of the Finance & General Purposes Committee provided an update from the meeting on 9 September 2020. He noted that the majority of items were deferred to the November meeting; they discussed the management accounts including Covid-related costs.

*Resolved:* The minutes of the meeting held on 9 September 2020 were received.

## **23. Quality & Standards Committee – 7 October 2020** (agenda item 18) and **24. Quality & Standards – 11 November 2020** (agenda item 20)

The Chair of the Quality & Standards Committee provided an update from the meetings of 7 October 2020 and 11 November 2020. She noted key points from the meetings, including:

- The improvements in marketing and the promotion of the College led to increased recruitment.
- The number of students on an A Level programme has increased.
- The number of students changing courses early in their programme has reduced greatly, which is indicative of the level of support given at enrolment.
- The support team, led by Ben Wallis and Jo Brownlee, have worked hard throughout the period of lockdown to support students, ensuring they had access to support.
- In terms of Governor scrutiny, the Committee recommended a review of the Single Central Record and a further look at A Level, a year on from the previous activity.
- The Committee scrutinised the eSafety Policy, which is recommended for Corporation approval.

The Clerk confirmed that the request to review the Single Central Record had been raised at Audit and volunteers will be sought once the data has been migrated into the new HR system.

*Resolved:* The minutes of the meetings held on 7 October 2020 and 11 November 2020 were received and the following recommendations were approved:

- a) Minute 13c: eSafety Policy (7 Oct 20)

## **25. Search & Governance Committee – 21 October 2020** (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. Audit Committee – 18 November 2020** (agenda item 21)

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. Finance & General Purposes Committee – 18 November 2020** (agenda item 22)

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 23)

### *28.1 Interim Clerk*

*Resolved:* The Chair noted her thanks to Vikki Reeve, who had covered the role of Clerk whilst the vacancy was filled.

## **29. Confidential items**

*Resolved:* It was agreed that minutes 14, 15, 16, 17, 21, 25, 26 and 27 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.

## **30. Date of next meeting**

*Resolved:* The Corporation Strategy Meeting will take place on Wednesday 27 January 2021.

## **Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
13.	Minutes of the previous meeting: 1 July 2020	Clerk	Update the minutes to read 'DfE Demonstrator College' rather than 'MS Champion College'.
15.	Principal's report and Chair's update	Clerk/ Principal	Add 'Strategic options for the College' to the Corporation Strategy Meeting agenda.
18.	Policies	Clerk/ Principal	Review the statement added at the end of College policies, seeking advice from other colleges and appropriate professionals.  Update the statement at the end of the Safeguarding Policy before publishing.
19.	Members Report and Financial Statements for the year ended 31 July 2020	Chair	Sign the Members Report and Financial Statements for the year ended 31 July 2020.

**Minutes of the Corporation meeting**

**Minutes of the meeting held on Wednesday 2 December 2020**

*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