

Corporation Meeting

Minutes of the meeting held on 8th December 2021

Present: Stephen Brown, Bradley Buck, Steve Cook (virtual), Alan Foster (Vice-Chair), Leila Goring, Megan Mawson, Pat Mould (Chair), Bob Overment, Hadiza Sa'íd, Denise Thompson, Lois Thorley and Daniel VanTilburg

In attendance: Jo Brownlee, Jonathan Butler (Assistant Principal), Stewart Edwards (Assistant Principal), Karen Musgrave (RSM AUDIT UK LLP, virtual), Gary Parkinson (Business Manager), Laura Skarratt (Clerk), Natalie Sketchley (Deputy Principal), Ben Wallis (Vice Principal)

1. Pre-Corporation Training (agenda item 1)

Corporation members attended the Performance Theatre for students' performances. In lieu of formal training, a video tutorial of how to register and access the Governance Development Programme was shared by the Clerk by email and is available until the end of Dec 2021.

Resolved: Pre-Corporation training was completed.

2. Apologies for absence (agenda item 2)

Apologies were received from Governors' Amanda Fenton, Simon Green, Diana Hoskins and Colin Peaks.

Governor Steve Cook joined the meeting via MS Teams.

Resolved: Apologies for absence were received.

3. Declarations of interest (agenda item 3)

Declarations of interest were received from Steve Cook and Alan Foster for AI 22f, Steve Cook and Alan Foster will be asked to leave the meetings for the relevant discussion of agenda item 22f.

Resolved: Declarations of interest were received.

4. Election of the Chair (agenda item 4)

The Chair presented the report outlining that best practice would be to stagger the election of the Chair and Vice-Chair roles where possible. The Corporation Chair has put herself forward for re-election, no other expressions of interest have been received by the Clerk. Corporation

members were given opportunity to self-nominate within the meeting. Pat Mould was unanimously re-elected as Chair for a further two-year period.

The Vice-Chair gave his thanks to the Chair for her dedication to the College and work as Chair.

Resolved: Pat Mould was elected as Chair of the Corporation for two years.

5. Results of the Written Resolution 30th September 2021 (agenda item 5)

The Chair, welcomed Daniel VanTilburg as the new Support Staff Governor. The Corporation received the results of the Written Resolution, circulated to members in October 2021.

Resolved: The results of the written resolution were received.

6. Appointment of Student Governors (agenda item 6)

Resolved: Corporation members approved the appointment of Bradley Buck and Megan Mawson as Student Governors until 31st July 2022.

7. Student Union report (agenda item 7)

The Student Governors presented their report, they noted that despite the difficulties of Covid-19, new members of the Union are very enthusiastic and eager to make positive changes within the College for the benefit of students. They outlined the role of the members and ongoing plans to focus on mental health in young people, inclusivity and respect. The members heard that the Students' Union raised £70 for Children in Need at their launch event and have plans to make and sell pronoun badges in the new year.

Governor Stephen Brown thanked the Student Governors for their report and noted that he felt very impressed that the students are focusing on mental health, after discussion, he encouraged the Student Governors to approach the College and Corporation for support as required.

The Vice-Chair and Chair gave their thanks to the Student Governors for their enduring efforts, despite the difficulties of Covid-19 and for the informative report.

Resolved: The Student Union report was received.

8. Student Union Accounts (agenda item 8)

The Business Manager presented the Student Union Accounts to the Corporation members. The Student Union Accounts were received and scrutinised by the Finance and General Purposes Committee at the meeting on the 24th November 2021. The Business Manager drew attention to a small error with regards to the date given as 2020 instead of 2021. He noted

that the small deficit has been written off by the College so that the Union can start with a £0 balance. The Student Union has now left the NUS as this was not being used, and is principally used by Higher Education (HE) students.

Resolved: The Student Union Accounts were approved.

[Bradley Buck and Megan Mawson left the meeting at 17:29]

9. Audit Findings Report for the year ended 31st July 2021 (agenda item 9)

It was agreed that minute 9 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).

10. Minutes of the previous meeting held on 7th July 2021 (agenda item 10)

Resolved: The minutes of the meetings held on 7th July 2021 were received and confirmed, the chair was authorised to sign.

11. Matters arising from the previous minutes/action schedule (agenda item 11)

Resolved: No matters arising were received.

12. Principal's Report and Chair's update (agenda item 12)

It was agreed that minute 12 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).

13. Safeguarding Annual Report (agenda item 13)

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. Health and Safety Annual Report (agenda item 14)

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. Policies (agenda item 15)

a) Child Protection Policy

The Vice Principal presented the Child Protection policy, noting that updates are identified by tracked changes within the document. He highlighted that there are a significant number of changes, including the inclusion of CPOMs, and changes relating to sexual harassment and violence.

Safeguarding Link Governor Leila Goring advised that with respect of reporting FGM issues to the Police, there is a very strict time-limit of 48 hours, which should be included in the policy. This was agreed to be updated.

Governor Stephen Brown queried the inclusion of a College 'Attendance Officer' (page 5) and questioned if the College has this role. The Vice Principal confirmed that the College does have an Attendance Officer through the Kickstart programme.

Resolved: The Child Protection Policy was received and approved with the changes recommended by the Corporation.

b) Prevent Policy

The Vice Principal presented the changes to the Prevent policy, noting that updates are identified by tracked changes within the document. He outlined that there are not too many changes made within the policy, with a greater emphasis being placed on the Student Voice and a tweak to the external hire policy.

Resolved: The Prevent Policy was received and approved.

c) Safeguarding Policy

The Vice Principal presented the changes to the Safeguarding policy, noting that updates are identified by tracked changes within the document. He advised the members that the Governor Scrutiny of Safeguarding was complete in June 2021, and from this activity a number of recommendations were made, all of which have been taken on-board to improve best practice and ensure compliance.

Resolved: The Safeguarding Policy was received and approved.

16. Members' Report and Financial Statements for the year ended 31 July 2021 (agenda item 16)

The Chair presented the Members' Report and Financial Statements for the year ended 31st July 2021, outlining the scope and purpose of the report and information included. She noted the improved financial position of the College and 'clean' audit. She explained that both Finance and General Purposes Committee and Audit Committee received the report and requested a number of minor revisions as received by the Corporation. Once approved by the Corporation, the Chair and Principal will sign the report on the 9th December 2021. She asked for questions, comments or amendments.

The Vice-Chair recognised the improved financial position of the College and thanked the SLT for not only the work gone into the report, but the excellent results of the College. No further comments or questions were received.

Resolved: The Members' Report and Financial Statements for the year ended 31st July 2021 was approved and the Chair authorised to sign.

17. Corporation Strategy Meeting Agenda 2022 (agenda item 17)

The Deputy Principal presented the Corporation Strategy Agenda for approval, she outlined the plan for the day including the guest speaker, Bill Watkin from the SFCA and the governance training from the National Governance Association and Ofsted training.

Resolved: The Strategy Meeting Agenda 2022 was approved.

18. College Self-Assessment Report and College Improvement Plan (agenda item 18)

It was agreed that minute 18 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).

19. Pay Awards 2021/22 (agenda item 19)

The Vice-Chair confirmed that the pay award has been agreed of 1% for staff and 1% support staff.

Resolved: The pay award 2021/22 update was received.

20. Finance and General Purposes Committee 22 September and 24 November 2021 (agenda item 20)

It was agreed that minute 20 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).

21. Quality and Standards Committee 6th October 2021 and 10th November 2021 (agenda item 21)

In the absence of the Committee Chair Diana Hoskins, the Corporation Chair presented the minutes of the meetings of the 6th October 2021 and 10th November 2021, and noted the items for Corporation approval:

6th October 2021

- a) Minute 10: Student Voice Framework 2021/22
- b) Minute 11: Performance Management Framework 2021/22
- c) Minute 13: Policies: 13a) eSafety Policy (updated paper) and 13b) Student Conduct and Behaviour Policy
- d) Minute 14: Governor Scrutiny Plan 2021/22(updated paper)

10 November 2021

e) Minute 28: Policies: 28d) Anti-Bullying Policy and 28e) Exclusion Policy

The Chair briefly summarised the approvals sought and outlined the Governor Scrutiny Plan for 2021/22, including a return to review the Single Central Register during the summer-term in 2022 and a wide-ranging, cross-college review looking at 'how the College removes barriers to learning'. A volunteer is sought from the Corporation and should contact the Clerk in the first instance.

Resolved: The minutes from the meetings of the Quality and Standards Committee were received and recommendations were approved.

22. Search and Governance Committee 20th September 2021 and 20th October 2021 (agenda item 22)

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. Audit Committee 17th November 2021 (agenda 23)

It was agreed that minute 23 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).

24. Registers of Interest Summary 2020/21 (agenda item 24)

The Clerk presented the declared Register of Interest summary for 2020/21 for information only and noted that the forms for 2021/22 will be circulated to Corporation members and attendees shortly. The Business Manager noted an error, as he is listed as a Governor. This will be amended.

Resolved: The Register of Interest 2020/21 was received.

25. Humber Skills Fund Project (agenda item 25)

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. Venn Strike Off Resolution November 2021 (agenda item 26)

The Chair presented the update to the Corporation, advising the Corporation members that the Company Directors (Principals) have now signed to strike off the company. She advised that this is an update to receive only and no action is required.

Resolved: The Venn Strike Off Resolution November 2021 was received.

27. Any other business (agenda item 27)

a) Governor Leave of Absence

The Chair reported that Governor Diana Hoskins has made a request for a leave of absence, this was agreed by the Corporation members. As Diana is Chair of the Quality and Standards Committee which is currently carrying one vacancy, is it important that the committee membership does not fall below quoracy. She invited members of the Corporation to volunteer to join the Quality and Standards Committee for the remainder of the year and sought expressions of interest for interim-Chair. Governors Bob Overment and Daniel VanTilburg volunteered to join the committee. Bob Overment also volunteered to take on the role of interim-Chair, to be confirmed by the committee.

Resolved: Diana Hoskins was agreed to be granted a 12 month leave of absence.
Daniel VanTilburg and Bob Overment to join the Quality and Standards Committee on a temporary basis.

b) CIF Bid 2022/23

It was agreed that minute 27b 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. Confidential items (agenda item 28)

Resolved: It was agreed that minutes 9,12,13,14,18,20,22,23,25 and 27b 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.

29. Date of next meeting (agenda item 29)

Resolved: The next meeting of the Corporation will be the strategy meeting on the 26th January 2022.

Action schedule

Minute no	Title	Action by	Action
15a	Policies: Child Protection	Vice Principal	Update policy as agreed by the Corporation.

Minutes of the Corporation meeting

Minutes of the meeting held on 8th December 2021

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).