

Minutes of the remote Corporation meeting (originally scheduled for Wednesday 25 March 2020)

Returns received from: Stephen Brown, Jo Brownlee, Steve Cook, Stewart Edwards, Alan Foster, Pat Mould, Bob Overment, Colin Peaks, Paul Simpson

Over 50% returns received, as required for written resolutions (standing order no 17e).

49. Apologies for absence (agenda item 1)

Not applicable.

Resolved: Not applicable.

50. Declarations of interest (agenda item 2)

Resolved: There were no declarations of interest.

51. Student Union feedback on Spring Term 2020 activities (agenda item 3)

Governors commented that the report was informative and visually helpful. They noted that there is a range of socially responsible fundraising activities, which is very encouraging. Governors noted their thanks to the Student Union.

With the Coronavirus lockdown in place, Governors noted the importance of continuing to get the views of students, for example an email from the Chair of the Corporation requesting any views/concerns.

Resolved: **The Student Union report was received.**

52. Minutes of the previous meeting: 26 February 2020 (agenda item 4)

No inaccuracies/concerns were noted.

Resolved: The minutes of the meeting held 26 February 2020 were accepted as a correct record and signed by the Chair.

53. Matters arising from the minutes/action schedule (agenda item 5)

Resolved: All actions have been completed.

54. Principal's and Chair's update (agenda item 6)

It was agreed that minute 54 and the associated report 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**).

Resolved: The Principal's and Chair's update was received.

55. H&S termly report (agenda item 7)

It was agreed that minute 55 and the associated report 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**).

56. Safeguarding termly report (agenda item 8)

It was agreed that minute 56 and the associated report 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**).

57. Quality & Standards Committee: 5 February 2020 (agenda item 9)

Governors noted the importance of mid-year reviews and noted that they are designed to help identify those members of staff that are satisfactory / high performers and those failing to make sufficient progress. Colin Peaks clarified that mid-year reviews are undertaken but last year's took place alongside a full faculty restructure. Due to the changes in line management at this time and the significant upheaval for staff, there was not enough evidence to progress any issues further.

Resolved: The minutes of the meeting held on 5 February 2020 and the Governor scrutiny activity update were received.

58. Audit Committee: 26 February 2020 (agenda item 10)

Governors noted that the risk analysis is comprehensive and relevant. It was suggested that information about the board assurance framework be included with the papers to show, particularly new Governors, how scores are calculated.

Governors noted that the financial controls self-assessment annual review was thorough. They added that overall financial controls are very good but small team sizes sometimes mean segregation of duties is difficult.

Resolved: The minutes of the meeting held on 26 February 2020 were received the following recommendations adopted:

- a. Minute 24: Audit Committee commissioned business
- b. Minute 25: Board Assurance/risk management
- c. Minute 26: Rolling implementation of audit recommendations
- d. Minute 28: Financial controls self-assessment annual review

59. Search & Governance Committee: 4 March 2020 (agenda item 11)

In response to a Governor query, the Clerk confirmed that it was planned that Chris Gurevitch would be presented with flowers at her last meeting (25 March). This will be organised following the Government's imposed lockdown.

Resolved: The minutes of the meeting held on 4 March 2020 were received and the following recommendations adopted:

- a. Minute 20a: Governor application form
- b. Minute 20c: Corporation self-assessment
- c. Minute 24: Governor scrutiny procedure
- d. Minute 27.4: Coronavirus

60. Finance & General Purposes Committee: 11 March 2020 (agenda item 12)

Resolved: The minutes of the meeting held on 11 March 2020 were received and the following recommendations adopted:

- a) Minute 38a: Acceptable Use Policy
- b) Minute 40: Policies
 - i. Staff Code of Conduct Policy
 - ii. Tuition Fees Policy
- c) Minute 42: Management accounts for the period ended 31 January 2020
- d) Minute 44: Cumulative budget transfers for the period ended 31 January 2020

61. Remuneration Committee: 22 January 2020 (agenda item 13)

Resolved: The minutes of the meeting held on 22 January 2020 were received (excluding Staff and Student Governors).

62. Confidential items (agenda item 14)

Resolved: It was agreed that minutes 54, 55, 56 and 61 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. Please refer to Committee minutes for detail on which Committee notes and reports are confidential.

63. Date of next meeting (agenda item 15)

Resolved: The next Corporation meeting is scheduled for 1 July 2020, however this will be reviewed following the lockdown.

