

Corporation Meeting

Minutes of the meeting held on 6th July 2022

Present: Steve Cook, Amanda Fenton, Alan Foster (Vice-Chair of Corporation), Diana Hoskins, Dr Geetha Karunanayake, Pat Mould (Chair of Corporation), Bob Overment, Dr Hadiza Sa'id, Lois Thorley and Daniel VanTilburg.

In attendance: Jonathan Butler (Assistant Principal), Gary Parkinson (Business Manager), Laura Skarratt (Clerk), Natalie Sketchley (Deputy Principal), Ben Wallis (Vice Principal)

61. Pre-Corporation Training (agenda item 1)

The Chair welcomed the Corporation members to the GDPR training led by the Deputy Principal. The Deputy Principal provided training on GDPR and highlighted the importance of data protection, rights under GDPR and data retention. The members were reminded that they should contact either the Assistant Principal Stewart Edwards or the Human Resources Manager if they have any queries about GDPR.

The Chair thanked the Deputy Principal for the informative and important training on GDPR.

Resolved: Pre-Corporation training was completed.

62. Apologies for absence (agenda item 2)

The Chair welcomed Dr Geetha Karunanayake to her first full Corporation meeting, members and attendees introduced themselves and welcomed Geetha to the Corporation.

The Chair presented flowers to both the Deputy Principal and Assistant Principal to recognise their valuable contribution to the College in advance of their departures this summer. Both the Deputy Principal and Assistant Principal were thanked for their contribution to the College and community.

Apologies were received from Bradley Buck, Stephen Brown, Leila Goring, Robert Haworth, Megan Mawson, Colin Peaks, Denise Thompson and attendee Stewart Edwards (Assistant Principal).

Resolved: Apologies for absence were received.

63. Declarations of interest (agenda item 3)

The Clerk advised of interests held in the following agenda items:

- Dr Hadiza Sa'ïd and Diana Hoskins hold an interest in AI 13 - Membership Update, as this relates to their re-appointments.

Resolved: Declarations of interest were received and it was agreed that both governors will be asked to leave the meeting for the relevant discussion.

64. Student Union report (agenda item 4)

The Clerk advised the members that both students governors sent their apologies for the final meeting of their term-of-appointment. They did not have any updates to present to the Corporation, but instead thanked the Governors for their support and the opportunity, which has been invaluable to them.

The Chair gave thanks to both student governors, for their valuable participation and contribution over their term of office.

Resolved: The Student Union update was received.

65. Minutes of the previous meeting held on the 10th May 2022 (Corporation Strategy Day) and 27th May 2022 (Extraordinary Corporation) (agenda item 5)

Resolved: The minutes of the meetings held on 10th May 2022 and 27th May 2022 were received and confirmed, the Chair was authorised to sign.

Further discussion of the Minutes of the Corporation Strategy Day on the 10th May 2022 was held under AI 7.

66. Matters arising from the previous meeting / action schedule (agenda item 6)

The Clerk that all actions are now complete, and the pre-Ofsted Briefing Pack is now available to Governors via MS Teams. The Chair sought questions or comments, no further comments or questions were received.

Resolved: All matters arising are complete.

67. Principal's Report and Chair's Update (agenda item 7)

It was agreed that minute 67 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

68. College Development Plan 2021/22 and draft Development Plan for 2022/23 for approval (agenda item 8)

It was agreed that minute 68 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

69. Policies (agenda item 9)

The Chair outlined that there are number of policies for approval, some are new policies and others are updates.

a) College Continuity Plan

The Business Manager presented the College Continuity Plan, advising that there are no changes recommended. He sought comments or questions.

The Vice-Chair queried the use of an 'emergency budget' as described within the plan, noting that there are no specifics detailed. The members heard that the specifics would be dependent on the scenario, but the emergency budget is for the initial response only. Governor Amanda Fenton queried Section 3, challenging that it does not specifically detail 'hacking and viruses' plans. Governor Daniel VanTilburg outlined the procedures and responses and likelihood of threat. He advised that SOPHOS is no longer the anti-virus solution used for workstations, only the servers with Windows Defender being used for all workstations.

The members discussed the plan and agreed to its approval subject to the following amendments:

- Page 1, 3: The Chair of the Corporation or Vice-Chair of the Corporation will be contacted in the event of a disaster.
- Page 12, 10: Update the Anti-virus solutions used to reflect the current practices on the College. SOPHOS is used for servers and Windows Defender is used for workstations.

b) Single Equality Scheme

The Business Manager presented the policy, advising that there are no changes recommended. The policy was approved.

c) Freedom of Speech

The Deputy Principal presented the new policy, which has been drawn up from an Eversheds template. The policy was approved.

d) Freedom of Information

The Deputy Principal presented the new policy, advising that it has been drawn up using best practice examples from other institutions. The policy was approved.

e) Complaints Policy

The Deputy Principal presented the policy, noting that it was reviewed and updated and outlined the key changes:

- Page 2, 'Formal Complaints' - the process on how the complaints are dealt with has been updated, with the Principal designating to a member of SLT to deal with the complaint.
- Page 3, 'Appeals'. This has been updated to appeals going directly to Chair of the Corporation.

The policy was approved.

The Chair advised that the new policies have been received by the Corporation without being taken first to a committee for scrutiny. She recommended that the new policies be taken to Quality and Standards for review before being recommended to Corporation for approval. This was agreed.

Resolved: The College Continuity Plan was approved subject to the agreed amendments.
The Single Equality Scheme was approved.
The Freedom of Speech policy was approved.
The Freedom of Information policy was approved.
The Complaints Policy was approved.

70. Quality and Standards Committee: 18th May 2022 (agenda item 10)

It was agreed that minute 70 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

71. Audit Committee 15th June 2022 (agenda 11)

It was agreed that minute 71 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

72. Finance and General Purposes Committee: 20th June 2022 (agenda item 12)

It was agreed that minute 72 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

73. Search and Governance Committee: 27th June 2022 (agenda item 13)

It was agreed that minute 73 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

74. ESFA Financial Health Statement and Dashboard (agenda item 14)

The Business Manager presented the ESFA Finance Health Statement and Dashboard, noting that that the figures up to 2021 are actuals, with 2022 onwards being estimates. He advised that the College's actual position is better than that detailed in the final graph 'Debt servicing

cover against total value of borrowing' as the College was conservative in its financial forecasting.

Resolved: The ESFA Finance Health Statement and Dashboard was received.

75. Governor Scrutiny Reports (agenda item 15)

The Corporation received the reports from the following governor scrutiny activities held in 2021/22, the Chair noted her thanks to all Governors, staff and students involved with the activities and commended the thoroughness of the activities arranged. She highlighted the importance and value of the activities not only for governors, but also for staff.

a) Careers and Employer Engagement – Audit Committee

The update on the Careers and Employer Engagement activity was received earlier in the meeting, under agenda item 11.

b) Removing Barriers to Learning – Quality and Standards Committee

The Corporation Vice-Chair and Governor Lois Thorley completed the scrutiny in May 2022. The Corporation Vice-Chair presented the report, highlighting that it was helpful having teaching Governor Lois as part of the scrutiny, who was able to answer some queries raised during the visit. The scrutiny was very thorough and positive, and highlighted the excellent work done by the College. Governor Lois Thorley added that this was her first scrutiny activity and she found the exercise very beneficial.

c) Single Central Register – Monitoring Visit – Quality and Standards Committee

The Corporation Chair and Governor Diana Hoskins completed a monitoring visit for the SCR. Owing to the timing of the visit, the report will be received by the Corporation in the autumn. Diana Hoskins presented the verbal update to the members, outlining the remit of the scrutiny. The Chair further advised that the staff involved received the Governors recommendations and suggestions positively and valued the scrutiny. No issues were raised and the Governors were pleased to see a risk assessment being deployed.

Resolved: The Governor Scrutiny Update was received.

76. Corporation and Committee Self-Assessments 2021/22 (agenda item 16)

The Clerk noted that a copy of the completed committee self-assessments was received by the Corporation for information only. The Chair gave thanks to the Clerk for her support given to each committee.

The Corporation self-assessment activity was undertaken virtually in 2021/22 during the spring and summer terms. The Clerk noted an improved uptake by members in completing the activity for 2021/22. The updates and amendments were collated by the Clerk and are identified within the document as tracked changes, key inclusions for 2021/22 relate to SLT

recruitment and the members supporting the Quality and Standards. The members were asked for any further comments or additions.

Resolved: The Committee Self-Assessments for 2021/22 were received.
The Corporation Self-Assessment activity for 2021/22 was completed.

77. Proposed Schedule of Meetings and Annual Cycle of Business for 2022/23 with Corporation Policies Framework (agenda item 17)

The proposed schedule of meetings and annual cycle of business for 2021/22 have been taken to committees in the summer-term. The Clerk noted the inclusion of an additional remuneration committee meeting in the autumn for approval of policies. The Clerk presented the new Corporation Policies Framework which supports the ACoB, she advised that the document has been drawn up to provide assurance to the members on the policies and their timings, and suggested that a number of policies be removed from committee approval and be returned to SLT. The Corporation Vice-Chair requested that the policies be brought to the committee in the autumn, for the committee to decide on whether they should be kept at committee level. This was agreed.

Resolved: The Proposed Schedule of Meetings and Annual Cycle of Business for 2022/23 with Corporation Policies Framework was approved.
The policies recommended to be moved to SLT review are to be considered by the Finance and General Purposes Committee in autumn 2022 before a decision is made.

78. Register of Interests 2021/22 (agenda item 18)

The Clerk presented the register of interests for 2021/22, and noted that Simon Green did not complete the register as requested. The Clerk advised that he has not attended any meeting of the Corporation or its committees since November 2021 and has not voted within any resolution. The Corporation agreed no action to be taken.

Resolved: The Register of Interests 2021/22 was received.

79. Any other business (agenda item 19)

Resolved: No other business was received.

80. Confidential items (agenda item 20)

Resolved: It was agreed that minutes 67,68,70,71,72,73 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.

81. Date of next meeting (agenda item 21)

Resolved: The next meeting of the Corporation is the 7th December 2022.

Action schedule

Minute no	Title	Action by	Action
67	Principal's Report and Chair's Update	Chair/ Clerk	Review Corporation Strategy minute as per discussion.
68	Draft College Development Plan 2022/23	Deputy Principal / Principal	Recommended inclusion of staff absence within plan for 2022/23.
69	Policies	Business Manager	Update College Continuity Plan with agreed amendments (see minute).
		Clerk	Add Freedom of Information, Freedom of Speech and Complaints policies to Q&S + Corporation cycle of review.
71	Audit Committee	Principal	Consider inclusion of examination board failure to the register for 2022/23.
77	Annual Cycle of Business 2022/23 and Corporation Policies Framework	Clerk	Add policies to FGP agenda for review (see minute).

Minutes of the Corporation meeting

Minutes of the meeting held on 6th July 2022

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