

## **Corporation Meeting**

### **Minutes of the meeting held on 29<sup>th</sup> March 2023**

**Present:** Steve Cook (Chair of Meeting), Alan Foster (Vice-Chair of Corporation), Diana Hoskins, Dr Geetha Karunanayake, Olivia McBride-Jackson, Bob Overment, Colin Peaks, Dr Hadiza Sa'ïd, Jack Shanks, Lois Thorley, Paul Waltham and Trevor Wray.

**In attendance:** Stewart Edwards (Assistant Principal), Rachel Hitchener (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Laura Skarratt (Clerk), Ben Wallis (Vice Principal)

#### **45. Chair for the Meeting**

*Resolved:* Owing to illness of the Corporation Chair and virtual attendance of the Vice-Chair, it was resolved that Governor Steve Cook will act as Chair for the Corporation meeting.

#### **46. Pre-Corporation Training 4-4:30pm** (agenda item 1)

*Resolved:* The Business Manager led the Pre-Corporation training on Environmental Sustainability and campus developments.

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

*Resolved:* Apologies were received from Daniel VanTilburg, Chair of the Corporation Pat Mould. Governor Geetha Karunanayake (virtual attendance) will be required to leave the meeting early owing to work commitments.

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

*Resolved:* AI 18 – Confidential Remuneration Minutes and Report contain sensitive and confidential information relating to SLT, the Principal and Clerk and are not available to members of SLT (excluding the Principal), Staff Governors or Student Governors, who will be asked to leave for this item.

#### **49. Student Union Report** (agenda item 4)

The Student Governors presented the Student Union Report and summarised the work undertaken by the union and student ambassadors during the spring term, which includes a project to create a mental health area for students to promote positive mental health and reduce anxiety, as well as British Science Week and Women in STEM events. They advised that the full student ambassador team have been meeting weekly, which has built open

communication lines within the group and with SLT. They were pleased to report that issues raised with SLT are dealt with quickly and effectively. The ambassador team are looking to expand to include an Environmental Sustainability Ambassador role, as Environmental Sustainability is recognised as being important to students.

At the last meeting the student governors raised an issue relating to notifications on MS Teams, they were pleased to advise that there have been improvements relating to the number of notifications received but there is still some work to do to reduce the volume and ensure that notifications are relevant, suggesting a guidance document be drawn up for staff. Further plans and projects include out of hours revision sessions and Autism Self-Awareness within the College.

The Chair gave his thanks to the Student Governors for their report and positive work within the College. He noted that the student union / ambassadors group are very proactive and this is excellent for the college community.

*Resolved:* The Student Union Report was received.

#### **50. Minutes of the Previous Meetings** (agenda item 5)

- a. 7<sup>th</sup> Dec 2022 – Corporation Meeting - amendment
- b. 25<sup>th</sup> January 2023 – Corporation Strategy Meeting
- c. 23<sup>rd</sup> February 2023 – EO Corporation Meeting

The Clerk advised that the 7<sup>th</sup> December 2022 minutes were approved on the 25<sup>th</sup> January 2023, however further to this approval the Business Manager requested an amendment to minute 11 approval to satisfy a bid submission requirement which required specific wording in the approval.

*Resolved:* The minutes of the meetings held on 7<sup>th</sup> December 2022, 25<sup>th</sup> January 2023 and 23<sup>rd</sup> February 2023 were received and confirmed, the Chair was authorised to sign.

#### **51. Matters Arising from the Minutes / Action Schedule** (agenda item 6)

*Resolved:* Matters arising are complete or covered under Agenda Item 8.

#### **52. Principal's Report and Chair's Update** (agenda item 7)

It was agreed that minute 52 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

#### **53. Academisation** (agenda item 8)

It was agreed that minute 53 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

#### **54. Estates, Health and Safety Termly Report** (agenda item 9)

It was agreed that minute 54 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

#### **55. Safeguarding Termly Report** (agenda item 10)

It was agreed that minute 55 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

#### **56. Accountability Agreement** (agenda item 11)

It was agreed that minute 56 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

#### **57. Policies** (agenda item 12)

##### a) Child Protection Policy

The Vice Principal presented the updated Child Protection Policy and advised that changes are identified within the document as tracked changes and relate to 9.4 Sexual Violence and Sexual Harassment, he advised that the policy was proactively reviewed further to the incident discussed in AI10 and bolstered with additional text taken from KCSIE. The policy was last approved in December 2022.

*Resolved:* The Child Protection Policy was approved.

#### **58. Link Governor Vacancies** (agenda item 13)

The Chair advised that Leila Goring resigned from the Corporation in February 2023, owing to her resignation two Link Governor vacancies have arisen and should be filled as a priority.

##### a) Safeguarding Link Governor

Trevor Wray has volunteered to be the Safeguarding Link Governor. Other self-nominations or expressions of interest were sought from the Corporation. Trevor Wray was approved as Safeguarding Link Governor.

##### b) Careers Link Governor

Self-nominations and expressions of interest were sought from the Corporation. Paul Waltham was approved as Careers Link Governor.

The Chair gave his thanks to Trevor and Paul for volunteering to take on the Link Governor roles.

*Resolved:* Trevor Wray was approved as Safeguarding Link Governor  
Paul Waltham was approved as Careers Link Governor

*[Olivia McBride-Jackson and Jack Shanks left the meeting at 17:51, the meeting was still quorate]*

**59. Quality and Standards Committee: 8<sup>th</sup> February 2023** (agenda item 14)

It was agreed that minute 59 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

**60. Audit Committee: 6<sup>th</sup> March 2023** (agenda item 15)

It was agreed that minute 60 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

**61. Finance and General Purposes Committee: 15<sup>th</sup> March 2023** (agenda item 16)

It was agreed that minute 61 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

**62. Search and Governance Committee: 8<sup>th</sup> March 2023** (agenda item 17)

It was agreed that minute 62 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

**63. CONFIDENTIAL Remuneration Committee: 25<sup>th</sup> January 2023** (agenda item 18)

*[Staff Governors and members of SLT left the meeting at 18:05, the meeting was still quorate]*

It was agreed that minute 63 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

*[The Principal re-joined the meeting at 18:10, the meeting was still quorate]*

**64. Any Other Business** (agenda item 19)

*Resolved:* The Vice-Chair of the Corporation gave thanks to Steve Cook for acting as Chair for the meeting.

**65. Confidential Items** (agenda item 20)

*Resolved:* It was agreed that minutes 52-56, 59-63 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.

**66. Date of Next Meeting** (agenda item 21)

An extraordinary Corporation meeting will be called on the 17<sup>th</sup> May 2023.

**Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
53	Academisation	Clerk	Provide outcome of WHS academisation vote to members.

**Minutes of the Corporation meeting**

**Minutes of the meeting held on 29<sup>th</sup> March 2023**

*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).*

CONFIDENTIAL