

Corporation Meeting

Minutes of the meeting held on 7th December 2022

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

In attendance: Fiona Chalk (Governance4FE), Stewart Edwards (Assistant Principal), Katy Hind (Smailes Goldie), Rachel Hitchener (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Laura Skarratt (Clerk), Ben Wallis (Vice Principal)

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

It was agreed that minute 1 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

2. Apologies for absence (agenda item 2)

Resolved: No apologies for absence were received, but it was noted that Diana Hoskins has had to leave the meeting due to ill health.

3. Declarations of interest (agenda item 3)

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

- Cllr Denise Thompson holds an interest in AI 25a - Membership Update, as this relates to her re-appointment.
- Colin Peaks holds an interest in AI 27a, as this relates to his remuneration.

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

It was agreed that Colin Peaks would not be asked to leave the meeting for the relevant discussion but would not have any voting rights.

4. Election of the Vice-Chair of Corporation (agenda item 4)

The Chair reminded members of the staggering of re-appointment of the Chair and Vice-Chair of the Corporation. Alan Foster's term of appointment as Vice-Chair has now come to the end and he has indicated that he wishes to stand again for re-appointment. No further nominations were received, and Alan was approved by the members of the Corporation for further term. The Chair gave her thanks to Alan on his commitment and service.

Resolved: Alan Foster was re-appointed as Vice-Chair of the Corporation for a period of two years in line with clause 4 of the Standing Orders.

5. Student Governors Appointment (agenda item 5)

Resolved: The Corporation approved the appointment of Olivia McBride-Jackson and Jack Shanks as student governors until 31 July 2023.

6. Student Union report (agenda item 6)

The Student Union Report was tabled with the permission of the Chair. The Student Governors presented their report, summarising the new election of the student governors, the new ambassador programme and the work so far done by the ambassadors. They advised of two issues currently impacting the student body; firstly, the communication to students via MS Teams, which is felt can be too much and overwhelming for students, resulting in key and important information being missed and many students 'mute' the channel to stop notifications which can be distracting in lessons. The recommendation made is that the 'all student' channel be used to communicate only key information suitable for all students, and then separate channels be made for year 1 and year 2 learners, where relevant information is provided to each sub-group, i.e. UCAS information for year 2 for example. The Principal advised that this has also been identified by SLT and will be addressed. Secondly; the closure of the canteen at 2pm coupled with the recent closure of the Morrisons shop across from the college means that learners do not have access to refreshments after 2pm. As teaching activities continue after this time this creates an issue for students and may impact on attendance and engagement. The Corporation heard that vending machines are either empty or broken and only accept cash, which is not always the preferred payment method, especially for those with a bursary. The Business Manager advised that vending machines have not been used regularly but agreed to ensure that these are sufficiently stocked and useable. Finally, the Student Governors outlined a new idea of a student calendar for students, either on a termly or monthly basis to capture core dates and information useful for students. It was agreed that this would be useful and the students were encouraged to continue with their plans.

The Vice-Chair noted that the presentation was excellent and information and valuable in identifying issues. The Chair thanked the Student Governors for their paper and for raising the issues with the Corporation and assured that these would be addressed.

Resolved: The Student Union update was received.

7. Student Union Accounts 2021/22 (agenda item 7)

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 23rd November 2022. He noted that the spend for 2021-22 was the NUS membership fees, which is a partial NUS fee due to withdrawal from the NUS. He noted that with the new ambassador system, he anticipates more activity this

year. The Assistant Principal (SDE) advised of the Finance Ambassador role as outlined in the SU paper and agreed that the student union accounts for next year should show more activity.

Resolved: The Student Union Accounts for 2021/22 were approved.

8. Final Audit Findings for the year ended 31 July 2022 and Regularity self-assessment (agenda item 8)

It was agreed that minute 8 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

9. Members Report and Financial Statements for the year ended 31 July 2022 (agenda item 9)

The Chair reminded members that the Members' Report and Financial Statements have been scrutinised by both Finance and General Purposes Committee and Audit Committee and are for approval by the Corporation before signature by the Chair.

Resolved: The Members Report and Financial Statements for the year ended 31 July 2022 was approved and the Chair authorised to sign.

10. Safeguarding Annual Report (agenda item 10)

It was agreed that minute 10 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

11. Estates, Health and Safety Annual Report (agenda item 11)

It was agreed that minute 11 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

12. Policies (agenda item 12)

a) Child Protection Policy

The Vice Principal presented the Child Protection Policy and advised that changes are identified within the document as tracked changes. He noted that there were fewer changes this year than last, with the main changes relating to how staff raise concerns and record information. He also advised that the change of 'peer on peer' abuse to 'child on child' abuse within the KCSIE has been reflected, but as the college has learners who are over 18, this is often referred to as 'student on student'. He advised that staff have received training to support the changes within the policy.

b) Prevent Policy

The Vice Principal presented the minor changes within the Prevent Policy, identified as tracked changes within the document. On page 6, E Safety, he noted the removal of parents being informed when their child tries to access materials linked to terrorist groups, because this may

not always be appropriate however he gave assurance that the college would contact the authorities swiftly.

Governor Bob Overment queried when students are told of their responsibility to report radicalisation (page 4). The Vice Principal advised that this is done through the tutorial programme and induction.

c) Safeguarding Policy

The Vice Principal presented the minor changes to the policy identified as tracked changes within the document. He noted the change to 'peer on peer' abuse to 'child on child' as required and a change relating to tutorial provision.

d) Student Union Constitution and Code of Practice

The Assistant Principal (SDE) presented the constitution and code of practice, advising of the updates to the language used and inclusion of references to the new student ambassador roles.

Governor Lois Thorley noted an incorrect date on the front-cover, this was agreed to be amended. The Principal also suggested the document should also include page numbers.

The Chair sought comments or any further questions on any of the policies or documents. The Vice-Chair noted the strong safeguarding practices at the college supported by staff, who continue to do a fantastic job in keeping the learners' safe and supporting them.

The Principal noted that the new ambassador roles are better defined and so far are working well, raising the profile of the roles within the student body and across the college.

Resolved: The following policies were approved by the Corporation:

- a) Child Protection Policy
- b) Prevent Policy
- c) Safeguarding Policy

The following policies were approved by the Corporation subject to the required amendments as outlined within the minute:

- d) Student Union Constitution and Code of Practice

13. College Self-Assessment Report 2021-22 and College Improvement Plan 2022-23 (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.

14. Pay Awards (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.

15. Corporation Resolution (agenda item 15)

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.

16. Governor Scrutiny Reports (agenda item 16)

The Chair advised that the scrutiny was completed by herself and Diana Hoskins in July 2022, with the full report being received by Audit and Quality and Standards Committee in Autumn 2022/23. She noted that the scrutiny was a follow-up visit and allowed them to review progress against recommendations made in 2021. She advised of a thorough and detailed scrutiny visit, with no issues to raise.

Resolved: The Governor Scrutiny Report was received.

17. DfE Meeting Local Needs Review (agenda 17)

The Clerk advised of the new duty and previous discussions held within committees on the need to meet this requirement. She advised that after attending a webinar earlier in the week led by the Education and Training Foundation, she anticipates examples of completed reviews are due to be shared from early collaborator colleges later this academic year which will be useful in drawing up a plan for the review if required. The Principal noted that this duty applies to Sixth Form Colleges, FE Colleges and designated institutions.

The Vice-Chair of the Corporation queried if there is any guidance given on how the college will complete the collaborative element of the review. The Clerk advised that nothing in addition to the current guidance provided has been released, however the release of examples of reviews should be beneficial in helping to better judge how to meet the requirements of the duty. The Principal outlined the collaborative discussions and meetings of the Principal's groups in meeting skills needs, and curriculum planning at the college.

The new duty was further discussed and it was agreed that the Corporation would receive an update from the Clerk in due course.

Resolved: The DfE Meeting Local Needs Review update was received.

18. Careers' Link Governor Vacancy (agenda item 18)

The Clerk advised that the resignations earlier in the term has resulted in a Careers' Link Governor vacancy on the Corporation. A volunteer is sought from the Corporation to fill this role. A careers' link role description has been included within the pack for information, it is noted that this is unapproved and in draft form. She advised that the role is a requirement and must be filled as soon as possible.

Governor Leila Goring nominated herself, this was agreed.

Resolved: Leila Goring was approved as Careers Link Governor.

[Olivia McBride-Jackson and Jack Shanks left the meeting at 17:30, the meeting was still quorate]

19. Minutes of the previous meeting held on the 10th May 2022 (Corporation Strategy Day) and 6th July 2022 (agenda item 19)

Resolved: The minutes of the meetings held on 10th May 2022 and 6th July 2022 were received and confirmed, the Chair was authorised to sign.

20. Matters arising from the previous meeting / action schedule (agenda item 20)

Minute no	Title	Action by	Action	Update
67	Principal's Report and Chair's Update	Chair/ Clerk	Review Corporation Strategy minute as per discussion.	Complete under AI 19.
68	Draft College Development Plan 2022/23	Deputy Principal / Principal	Recommended inclusion of staff absence within plan for 2022/23.	Principal advised that this was considered, and agreed not to include in QIP as it was felt it was not appropriate however, it is reported and monitored elsewhere.
69	Policies	Business Manager	Update College Continuity Plan with agreed amendments (see minute).	Completed.
		Clerk	Add Freedom of Information, Freedom of Speech and Complaints policies to Q&S + Corporation cycle of review.	Completed.
71	Audit Committee	Principal	Consider inclusion of examination	The Principal advised that the risk register was reviewed and

Minute no	Title	Action by	Action	Update
			board failure to the register for 2022/23.	updated and the Covid section has been removed. T levels are included as their own risk and updates have been brought to Audit each meeting. – included on their own.
77	Annual Cycle of Business 2022/23 and Corporation Policies Framework	Clerk	Add policies to FGP agenda for review (see minute).	Completed.

Resolved: The matters arising were received.

21. Audit Committee 16th November 2022 (agenda 26)

It was agreed that minute 21 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

[Steve Cook left the meeting at 18:30, the meeting was still quorate]

22. Principal's Report and Chair's Update (agenda item 21)

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.

23. Strategy Meeting Agenda 2023 (agenda item 22)

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.

24. Finance and General Purposes Committee: 28th September 2022 and 21st November 2022 (agenda item 23)

It was agreed that minute 24 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

25. Quality and Standards Committee: 5th October 2022 and 9th November 2022 (agenda item 24)

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.

26. Search and Governance Committee 19th October 2022 and 21st November 2022 (agenda item 25)

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.

[Governor Leila Goring left the meeting at 19:43, the meeting was still quorate]

27. Confidential Remuneration Committee 12th October 2022 (agenda item 27)

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.

28. Corporation Policies Framework (agenda item 28)

The Clerk recommended the move of GDPR related policies to Audit and Corporation review from Finance and General Purposes as recommended within the ACoP, extract within paper. She also recommended that the Corporation consider the reporting of GDPR and FOI and Health and Safety for 2022/23 in the summer-term when the annual cycle of business is agreed. The Vice-Chair of the Corporation and Finance and General Purposes Committee Chair noted his agreement to the move of policies to Audit.

Resolved: The update to the Corporation Policies Framework and recommendations were approved.

29. Any other business (agenda item 29)

The Chair of the Corporation reminded members of the requirement to complete the External Review of Governance survey by the 9th December.

The Chair also sought discussion and agreement on a change to the ACoB for Corporation meetings. She noted that the December Corporation meeting is always very busy and often overruns. She sought consideration of splitting this meeting into two, with one being held mid-term and the second at the end of the term. This was discussed by the members and agreed and the timing of the new meeting will be agreed when the ACoB for 2023/24 is agreed in July 2023.

Resolved: Any other business was received.

30. Confidential items (agenda item 30)

Resolved: It was agreed that minutes 1, 8, 10, 11, 13, 14, 15, 21-27 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.

31. Date of next meeting (agenda item 31)

Resolved: The next meeting of the Corporation is the 25th January 2023.

Action schedule

Minute no	Title	Action by	Action
12d	Policies Student Union Constitution	Assistant Principal (SDE)	Make required amendment to the Student Union Constitution front-cover (date) and page numbers as per the minute.
21c	Audit Committee	Clerk	Seek volunteers from the Corporation to complete the Upskilling scrutiny.
25c	Quality and Standards Committee	Principal	Make required amendment to the Single Equality Scheme front-cover (date).
27	Remuneration Committee	Clerk	Distribute written resolution to Corporation members.

Minutes of the Corporation meeting

Minutes of the meeting held on 7th December 2022

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