

Corporation Meeting

Minutes of the meeting held on 13th December 2023

Present: Jo Brownlee, Steve Cook, Alan Foster (Vice-Chair of Corporation) (virtual), Diana Hoskins, Dr Geetha Karunanayake, Pat Mould (Chair of the Corporation), Bob Overment (virtual), Colin Peaks (Principal), Dr Hadiza Sa'íd, Cllr Denise Thompson, Lois Thorley, Paul Waltham and Trevor Wray.

In attendance: Stewart Edwards (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Laura Skarratt (Clerk)

1. Pre-Corporation Training (agenda item 1)

The Principal welcomed the Corporation members to the Safeguarding training, led by himself and Staff Governor Jo Brownlee. The presentation was shared onscreen, and copies were distributed to governors. The training highlighted safeguarding in the local context, staff training and development, the integration of the Fundamental British Values within the curriculum, mental health, extremism, county lines, eSafety including the Smoothwall web filtering system and guidance for staff on communication to former students. The Principal advised the members that the Safeguarding Link Governor Trevor Wray met with the Vice Principal during the autumn term to discuss safeguarding and the recent audit of safeguarding. The Corporation heard that staff feel confident in their safeguarding knowledge and the College continues to be proactive in providing both internal and external training opportunities to staff. The governors discussed the Safeguarding practices of the College and the communication of staff to former students, and governors were encouraged to contact Staff Governor and College Support Services Manager Jo Brownlee for further information or if they have any further questions on safeguarding practices.

The Chair gave thanks to the Principal and Jo for the safeguarding training and noted the importance of having the appropriate safeguards in place.

Resolved: The Pre-Corporation training on Safeguarding was completed.

2. Apologies for absence (agenda item 2)

Resolved: No apologies for absence were received.

3. Declarations of interest (agenda item 3)

Resolved: Governor Bob Overment disclosed an interest in agenda item 25 SEND Link Governor, as his daughter is the College's Study Support Manager. It was agreed that Bob would not be permitted to self-nominate for this role at this time.

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

The Clerk advised the members that Pat Mould's term of office as Chair of the Corporation has now come to an end, she has indicated that she wishes to stand for reappointment. No further nominations were received, Pat was elected as Chair of the Corporation for a period of two years.

Resolved: Pat Mould was elected as Chair of the Corporations for a term of office of two years.

5. Minutes of the previous meeting held on the 5th July 2023 and the CONFIDENTIAL Extraordinary Corporation meeting 4th October 2023 (agenda item 5)

Resolved: The minutes of the meetings held on 5th July 2023 and EO Corporation 4th October 2023 were received and confirmed, the Chair was authorised to sign.

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

Resolved: All matters arising from the previous meetings and action schedules are complete.

7. Student Union: to approve the appointment of the Student Governors (agenda item 7)

Resolved: The Corporation approved the appointment of Jacob Jackets as student governor until 31 July 2024.

8. Student Union report (agenda item 8)

The Student Union Report was tabled with the permission of the Chair and shared via MS Teams for those attending virtually. The Student Governor presented their report, summarising the priorities of the Student Governors and ambassadors at the College for 2023-24 which includes reducing smoking and vaping at the College, improved recycling of waste and encouraging individualism so that learners feel able to express themselves. The Chair gave thanks to Jacob for the report. The Assistant Principal outlined the importance of educating learners on the risks of smoking and vaping and the new Sustainability Officer role within the ambassador programme. Governor Denise Thompson suggested that Doug Sharp, Head of Waste Management at Hull City Council would be a useful contact to bring into the College to help with the sustainability priority, this was agreed. Governor Diana Hoskins suggested that the union may wish to complete a project on where the recycling goes and the develop an understanding of the full process and outcomes, which might encourage recycling, this was agreed.

Resolved: The Student Union update was received.

[Jacob Jackets left the meeting at 16:48, the meeting was still quorate]

9. Student Union Annual Accounts 2022/23 (agenda item 9)

The Business Manager advised the Corporation that there was zero income and zero expenditure for the Student Union in 2022-23. Funding of student union priorities and projects was discussed at Finance and General Purposes Committee in November 2023. He gave assurance that student initiatives for 2022-23 have been funded by the College outside of the union.

Resolved: The Student Union Accounts were approved.

10. Final Audit Findings Report for the year ended 31 July 2023 and Regularity Self-Assessment (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 (**SEE SECTION B**).

11. Members Report and Financial Statements for the year ended 31 July 2023 (agenda item 12)

The Chair presented the Members Report and Financial Statements for the year ended 31 July 2023 for approval by the Corporation noting that the report and financial statements are thoroughly scrutinised by the Finance and General Purposes Committee, as well as being audited before being presented to the Corporation for approval. The Vice-Chair advised the members that the outturn for 2022-23 was positive against a challenging budget and gave congratulations to the finance team for the positive outcome.

Governor Trevor Wray queried the 'Requires Improvement' grading for 2023-24 (page 7). The Business Manager advised that this is because a deficit budget has been set, he gave assurance that this is being closely managed and the Finance and General Purposes Committee is being kept up to date on the current financial position. He gave assurance that the forecast is to return to 'Good' for the following year and outlined the current recruitment figures and lag funding for the College.

The Vice-Chair sought an update on the possibility of the College receiving in year growth funding due to increased numbers from the Business Manager. The Business Manager advised that the criteria for growth funding had not yet been announced but the at the College would seek to apply for this additional funding. He cautioned that it not likely that the College would receive a significant fund, as this relates to the number of learners enrolled above the threshold, which has actually decreased slightly since the last Finance and General Purposes Committee report.

Staff Governor Lois Thorley noted that on page 2, Rachel Hitchenor is recorded as Vice Principal, which is incorrect, and this should be updated. This was agreed.

The Chair sought approval from the Corporation on the Members' Report and Financial Statement for the year ended 31 July 2023 and for authorisation for her to sign. The Corporation approved the report and gave authorisation for the Chair to sign at the close of the meeting.

Resolved: The Members Report and Financial Statements for the year ended 31 July 2023 was approved and the Chair authorised to sign subject to the agreed amendment.

[Governor Denise Thompson and Katy Hind left the meeting at 17:10, the meeting was still quorate]

12. Principals' Report (including collaboration and system leadership update) and Chair's Update (agenda item 11)

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)

In the absence of the Vice Principal, the Principal presented a brief summary of the Safeguarding Annual Report. He advised as per the report that staff have completed safeguarding training, there has been an audit of safeguarding and external support services and resources are available and being utilised by the College. He advised the members that Safeguarding continues to be priority for the College. Staff Governor Jo Brownlee advised the members that the College nurse has been a welcome and helpful addition and a good support for the learners. The Chair queried how often the nurse attends the College to support learners, the Corporation heard that the nurse attends once per week.

Resolved: The Annual Safeguarding Report was received.

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. Student Union Constitution and Code of Practice (agenda item 15)

The Assistant Principal (SDE) presented the updated Students' Union Constitution, advising that this has been updated to reflect changes to the practices and priorities at the College and to ensure compliance with the Code of Practice, also for approval. He noted the changes include new student ambassador roles that reflect the priorities of the student body, including Sustainability Officer.

Governor Paul Waltham queried if the roles have been filled, the Assistant Principal was pleased to confirm that all roles have been filled and that there is very good uptake and interest from the students. The Chair gave thanks to the Assistant Principal for the updated Constitution and his work with the student ambassadors.

Resolved: The Students' Union Constitution and Student' Union Code of Practice was approved.

16. Policies for approval (agenda item 16)

a) Single Equality Scheme

The Chair advised the Corporation that the Single Equality Scheme has been updated with only minor changes and sought approval from the Corporation.

Resolved: The Single Equality Scheme was approved.

17. Equality, Diversity and Inclusion Annual Report (agenda item 17)

It was agreed that minute 17 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**).

[Governor Trevor Wray left the meeting at 18:02, the meeting was still quorate]

18. Corporation Strategy Meeting 2023-24 (agenda item 18)

The Chair summarised the discussion held earlier in the meeting, and it was agreed that the Corporation Strategy Meeting would be postponed until later in the spring or summer term, when it will be most beneficial and productive. Instead of the strategy conference on the afternoon of the 24th January 2024, governors will be invited to an informal lunch.

Resolved: The Corporation Strategy Meeting 2023-24 update was received and it was agreed that it would not be held on the 24th January 2024. A date it to be set in the future.

19. College Self-Assessment Report and Quality Improvement Plan (agenda item 19)

It was agreed that minute 19 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**).

[Governor Bob Overment left the meeting at 18:17, the meeting was still quorate]

20. Finance and General Purposes Committee: 27th September 2023 and 22nd November 2023 (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: 4th October 2023 and 8th November 2023
(agenda item 21)

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 **(SEE SECTION B)**.

22. Search and Governance Committee: 18th October 2023 (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: 15th November 2023 (agenda item 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. Staff Pay Awards 2023/24 (agenda item 24)

The Principal reported that both the teacher and support staff salary settlement for 2023-24 have been agreed. Support staff have received a 6.5% increase, the Support Staff Standards Payment has been removed as a one-off payment and has been incorporated within the basic pay for support staff. Owing to the timing of the agreement and announcement, the College has taken the decision to offer the SSSP as a final one off payment to staff this year, with the option to re-pay via salary deductions and a small number of staff have opted to do this. Support Staff received the increase within the November pay run. Teaching staff have received between 6.5% and 8.44% increase, this was also received in the November pay run. The Principal advised that the College has budgeted for 4% increase next year, and this year the additional funding received by the College has been used to pay for the higher than budgeted staff pay awards. The Vice-Chair spoke from his position on the SFCA Board of Directors, advising that the recent government announcement to increase to minimum wage means that there will be a further meeting in January with the NJC to the Support Staff pay scale advance of the April 2024 increase. The Chair gave thanks to the Vice-Chair for his timely updates throughout the year on the salary negotiations.

Resolved: The Staff Pay Awards 2023/24 update was received.

25. SEND Link Governor (agenda item 25)

The Clerk sought a volunteer from the Corporation to become the SEND Link Governor. After discussion of the role, the Chair suggested that Governor Denise Thompson would be a good candidate for the position. It was agreed that the Clerk would contact Denise. In the interim,

Governor Diana Hoskins agreed to be named as SEND Link Governor, who noted the importance of ensuring the important role was filled. The Corporation members agreed that Diana should be named as SEND Link Governor and Denise Thompson would be a suitable candidate if she is agreeable. An update will be brought to the Corporation in due course.

Resolved: Diana Hoskins was named as SEND Link Governor. The Clerk will contact Denise Thompson to enquire if she would like to take on the role.

26. Any other business (agenda item 26)

Resolved: No other business was received.

27. Confidential items (agenda item 27)

Resolved: It was agreed that minutes 10,12,14,17,19-23 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.

28. Date of next meeting (agenda item 28)

Resolved: The next meeting of the Corporation is the 20th March 2024.

Action schedule

Minute no	Title	Action by	Action
12	Principals' Report (including collaboration and system leadership update) and Chair's Update	Principal / Clerk	Share Principal's response to RSO with Corporation via email.
18	Corporation Strategy Meeting 2023-24	Clerk	Send invitation to all Corporation members to the Corporation lunch.
25	SEND Link Governor	Clerk	Contact Governor Denise Thompson re: SEND Link Governor Role.

Minutes of the Corporation meeting**Minutes of the meeting held on 13th December 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).