

Corporation Meeting

Minutes of the meeting held on 5th July 2023

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

In attendance: Stewart Edwards (Assistant Principal), Rachel Hitchener (Assistant Principal), Ruth Hollands (Trainee Study Support Manager) Suzanna May (Deputy Principal), Jill Naylor (Study Support Manager), Gary Parkinson (Business Manager), Laura Skarratt (Clerk), Ben Wallis (Vice Principal)

74. Pre-Corporation Training (agenda item 1)

The Vice-Chair welcomed the Corporation members and attendees to the Equality, Diversity and Inclusion and SEND training led by the Vice-Principal and Study Support Manager. The Study Support Manager lead the training on EDI and SEND support, focusing on how the College supports learners, how barriers to support are successfully removed and the positive impact on student experience, outcomes and destinations by the Study Support team. The Study Support Manager outlined case studies of success and provided an overview of plans for the coming academic year including staff training and study support events. The Vice-Principal provided an overview of the wellbeing group calendar for 2023/24 and the breadth of support for learners across the college throughout the year. The Vice-Principal gave his thanks to the Study Support Manager for her dedication and hard-work over her time at the College and gave assurance to the Corporation members that the trainee Study Support Manager, is currently undertaking enhanced training in advance of assuming responsibility for this vital service in the autumn term.

The Chair thanked the Study Support Manager for the informative and important training, and thanked her for her dedication and service over 22 years at the College in advance of her retirement this summer. On behalf of the Corporation, the Principal presented the Study Support Manager with flowers from the Corporation for her service to the College.

Resolved: The Pre-Corporation training was completed and FLICK training on EDI to be shared by the Clerk.

75. Apologies for absence (agenda item 2)

Resolved: Apologies for absence were received from Olivia McBride-Jackson, Jack Shanks and Daniel VanTilburg.

76. Declarations of interest (agenda item 3)

The Clerk advised that Pat Mould (Chair) and Diana Hoskins hold an interest in agenda item 12 - Membership Update, as this relates to their re-appointments.

Resolved: Declarations of interest were received, and it was agreed that Pat Mould and Diana Hoskins will be asked to leave the meeting for the relevant discussion and will not be permitted to vote on their reappointment (AI 12, Min 54).

77. Student Union report (agenda item 4)

On behalf of the Corporation, the Chair noted her thanks to the Student Governors for their reports across the full year and the exemplary work across the College during their time as ambassadors and governors. The Assistant Principal presented the Student Union Report on behalf of the departing Student Governors and summarised the work undertaken by the union and student ambassadors during the spring term. He described the work undertaken to support the Syrian and Turkey Appeal, their contributions to the Welcome and Taster Days and in the preparations and input for the Leavers' Day celebrations. On behalf of the Student Governors he gave thanks to the Corporation for their support. He advised the Corporation members that with the end of term of office of the student governors, new student governors will be elected in 2023/24 and that there are already some potential candidates who would be excellent in the role, and gave assurance to the Corporation that the process of election will be followed as required. The Vice-Chair agreed that the succession planning for student ambassadors and governors is positive.

Resolved: The Student Union update was received.

78. Minutes of the previous meeting held on the 29th March 2023 and the Extraordinary Corporation meeting 17th May 2023 (agenda item 5)

Resolved: The minutes of the meetings held on 29th March 2023 and extraordinary meeting on the 7th May 2023 were received and confirmed, the Chair for each meeting was authorised to sign.

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

It was agreed that minute 79 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

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

It was agreed that minute 80 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

81. Accountability Agreement 2023/24, College Vision, Mission and Values and College Quality Improvement Plan 2022/23 and to agree the College QIP Strategy for 2023/24 for approval (agenda item 8)

a) Accountability Agreement 2023/24

The Deputy Principal presented the Accountability Agreement 2023/2, she outlined how Part A of the Accountability Agreement sets out how the College will respond to the local needs as outlined in the HEY LEP and LSIP and includes the key aims and priorities for the College. Part B of the Accountability Agreement will be the Funding Agreement from the Business Manager. The Accountability Agreement will not be a requirement when the MAT is established but will be used as the backbone of the SAR going forward. Once approved by the Corporation, the Accountability Agreement will be signed by the Chair and submitted to the Department for Education and also published on the College's website. The Accountability Agreement has been reviewed by the Finance and General Purposes Committee. The agreement also includes the Core Values, College Vision and Mission and the Strategic Priorities (unchanged) for the forthcoming year.

The Vice-Chair noted that the document is very professional and a good external document to demonstrate the work of the College. He sought further clarity on the new duty to complete an Accountability Agreement. The Deputy Principal advised that the whilst the Accountability Agreement is a new requirement for 2023/24 the College's curriculum planning is already aligned with the local skills needs (through the HEY LEP) and the new document succinctly brings together the vision of the College and how this relates to the local skills needs. The Principal further advised that the Accountability Agreement has come from the Skills for Jobs White Paper. The Business Manager confirmed that the Accountability Agreement must be submitted this year by the 31 July 2023 deadline. The Vice-Chair sought guidance on how long it took to produce the Accountability Agreement. The Deputy Principal advised that the document was onerous to write, but she has sought to ensure that the document can be used for other purposes (such as SAR).

The Vice-Chair sought assurance that the Accountability Agreement has been thoroughly checked and reviewed. The Principal advised that it has been checked but asked for Corporation members to advise of any errors or typos before it is published. Governor Denise Thompson noted that the address on the reverse of the booklet has a typo. This was agreed to be updated.

The Accountability Agreement was approved subject to the required amendments. The Corporation members approved the College Key Strategic Priorities within the paper.

b) College Vision, Mission and Values (no paper, see Accountability Agreement)

The Deputy Principal advised that the College Vision, Mission and Values have been provided within the Accountability Agreement on page 5. She advised these were presented to the Quality and Standards Committee within the Curriculum paper and are recommended to the Corporation for approval.

Vision

The Vision is 'To be an outstanding college, with an innovative curriculum that supports all students to achieve the best possible life chances.' The three key strategic priorities remain; 1) Outstanding Experiences, 2) Outstanding Progression and 3) Outstanding Outcomes.

Mission

The seven mission statements (as per the paper) are new and identify how the College will pursue and achieve the Vision and support the strategic planning and decision making in-year. The mission statements align with the core values and are linked to the priorities of the LSIP and HEY LEP.

Core Values

The values remain unchanged.

The Vice-Chair challenged that the executive and Corporation will need to track that decision making aligns to these mission statements and queried how this will be achieved. The Principal advised that he and the Clerk have discussed the idea to integrate the mission statements to the Corporation agendas to encourage governor scrutiny of this within meeting discussions and decision making. This was agreed. The Deputy Principal advised that the Mission Statements will be included within the QIP for 2023/24.

Governor Hadiza Sa'ïd queried if the mission statements align with the KPIs, this was confirmed. Governor Bob Overment challenged that SEND is not explicit within the mission statements and questioned if this should be made clearer. The Deputy Principal gave her opinion that the second statement on the inclusive curriculum covers SEND. The members agreed this was satisfactory.

c) College Quality Improvement Plan 2022/23 and 2023/24

It was agreed that minute 81c should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

Resolved: a) The Accountability Agreement 2023/24 was approved and the Chair was authorised to sign subject to the amendment agreed. The Accountability Agreement 2023/24 will be published on the website and submitted by the 31 July 2023.

b) The College Vision, Mission and Values were approved.

82. Safeguarding Audit (agenda item 9)

It was agreed that minute 82 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

83. Policies (agenda item 10)

All the policies for approval have been reviewed by SLT and any changes within the policies are identified as tracked changes.

a) Safeguarding Policy

The Vice Principal advised that there are only minor changes recommended including information provided to external partners and cyber security. No questions or comments were received.

b) Prevent Policy

The Vice Principal advised that there are only minor changes recommended including staff being present with external speakers and updated eSafety arrangements. He outlined the monthly meetings on eSafety to give assurance to the members on eSafety compliance. No questions or comments were received.

c) Child Protection Policy

The Vice Principal advised that the policy had more significant updates in December 2022 and during the year. No questions or comments were received.

d) College Continuity Plan

The Business Manager advised that there are only minor updates recommended including the new antivirus software being included and a change to company who look after the telephone systems.

The Principal suggested that the version control boxes be limited to 6 years' of approvals. This was discussed and agreed, with a sentence being added to say that previous versions are available.

Resolved: The policies were approved:

- a) Safeguarding Policy
- b) Prevent Policy
- c) Child Protection Policy
- d) College Continuity Policy

84. Quality and Standards Committee: 10th May 2023 (agenda item 11)

It was agreed that minute 84 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

85. Search and Governance Committee: 19th June 2023 (agenda item 12)

It was agreed that minute 85 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

86. Audit Committee 24th May 2023 (agenda item 13)

It was agreed that minute 86 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

87. Finance and General Purposes Committee: 14th June 2023 (agenda item 14)

It was agreed that minute 87 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

88. ESFA Financial Health Statement and Dashboard (agenda item 15)

It was agreed that minute 88 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

89. Governor Scrutiny Reports (agenda item 16)

The Corporation received verbal updates from the following governor scrutiny activities held in 2022/23, the Chair noted her thanks to all Governors, staff and students involved with the activities and commended the thoroughness of the activities arranged. She requested that the members consider areas for scrutiny for 2023/24 and bring to the attention of the Audit or Quality and Standards Committee.

a) Upskilling

The Chair advised that the visit was very thorough and positive, and included meetings with staff, students and with the Assistant Principal (SDE). The full report will be brought to the Corporation in the autumn term.

b) Teaching Learning and Assessment

Governors Geetha Karunanayake and Hadiza Sa'ïd reported that they visited the College in June to complete the TLA scrutiny. As part of the visit they met with students, staff and TLA Co-ordinators, they found the visit to be informative and commended the staff development opportunities and TLA activities. They gave their thanks to the Assistant Principal (RH) and advised that the feedback was very positive. The full report will be received by the Corporation in the autumn term.

Resolved: The Governor Scrutiny Updates were received. It was agreed that the formal reports will be received by the committees and Corporation in the autumn term.

90. Corporation and Committee Self-Assessments 2022/23 (agenda item 17)

a) Committee Self-Assessment

The Clerk advised that each committee completed a self-assessment at the last meeting of the summer term. The completed self-assessments are for information only. There were no

significant issues raised within the self-assessments and although there are vacancies within the majority of committees, this was not impactful on the committees discharging their duties.

b) Corporation Self-Assessment

The Clerk reminded members that the Corporation self-assessment activity was undertaken virtually in 2022/23 during the summer term. The updates and amendments were collated by the Clerk and are identified within the document as tracked changes, key points to note include the new EDI section and anonymous feedback from SLT. The members were asked for any further, final additions and discussion of the SLT's feedback. The Corporation agreed that SLT should not be dismissed for this item.

The Chair sought discussion on the feedback from SLT. Governor Paul Waltham queried if the Corporation needs to do anything more relating to SEN and those with disabilities accessing the curriculum. The Clerk reminded members that the approval of a SEND Link Governor may go some way to address this. The Chair suggested that the Corporation may wish to focus on accessibility as a Governor Scrutiny. This was discussed and agreed.

The Corporation members further discussed the results and agreed that whilst some of the questions may lead to ambiguous answers, the SLT are able to provide feedback to the Corporation in an open forum or privately as required and this is encouraged. The members agreed that the feedback is positive overall.

Governor Denise Thompson noted her concern relating to the open text comments regarding improvements to communication. The Principal advised that he wrote this comment, and gave example of non-response to meeting requests and concerns on quoracy prior to meetings. The Chair encouraged all governors to confirm attendance as early as possible and send apologies as required.

Resolved: The Committee Self-Assessments for 2022/23 were received.

The Corporation Self-Assessment activity for 2022/23 was completed and approved.

91. Proposed Schedule of Meetings and Annual Cycle of Business for 2023/24 with Corporation Policies Framework (agenda item 18)

The Clerk presented the proposed schedule of meetings and annual cycle of business for 2022/23 and Corporation Policies Framework, advised that the ACoB for each committee has been scrutinised at each final committee meeting of the year and requested updates have been made as required. The ACoB is supported by the Corporation Policies Framework and provided assurance to the Corporation that it continues to meet its statutory duties. She reminded members that the ACoB is a live document and as such can be amended during the year as required. The Chair gave her thanks to the Clerk and noted the importance of the governance cycle of business for the Corporation.

Resolved: The Proposed Schedule of Meetings and Annual Cycle of Business for 2022/23 with Corporation Policies Framework was approved.

92. Register of Interests 2022/23 (agenda item 19)

The Clerk presented the Register of Interests for information. She advised that the register is available for public inspection and is scrutinised by the External Auditor. She asked for any final or further amendments or updates to be brought to her attention as soon as possible.

Resolved: The Register of Interests 2022/23 was received.

93. Any other business (agenda item 20)

a) The Chair noted her concern on the recent open letter to Governors from Ofqual on the upcoming examination marks. This was echoed by the Principal who acknowledged that Ofqual made mistakes during Covid and outlined the impact on destinations and outcomes for learners.

b) The Chair gave her thanks to all governors for their service and dedication during a very busy year. Governor Trevor Wray also gave his thanks to the SLT for their valued contributions and efforts throughout the full year.

Resolved: Other business was received.

94. Confidential items (agenda item 21)

Resolved: It was agreed that minutes 79, 80, 81c, 82, 84 -88 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.

95. Date of next meeting (agenda item 22)

Resolved: The next meeting of the Corporation is the 13th December 2023.

Action schedule

Minute no	Title	Action by	Action
81a	Accountability Agreement 2023-24	Deputy Principal	Update typo within document.
81c	QIP 2022/23	Deputy Principal	Update QIP Red RAG statuses with dates / further information for clarity.

Minute no	Title	Action by	Action
81c	QIP 2022/23	Principal	Rephrase 'current data' to provide clarity within document.
			Provide Vice-Chair with information on returns to inform SFCA discussion.
82	Safeguarding Audit	Principal / Vice-Principal	Arrange external scrutiny of Safeguarding SCR 2023/24
82	Safeguarding Audit	Vice Principal	Update: remove Red RAG from 'N/A'
83	Policies	SLT / Executive Office Manager	Policies – maximum 6 years of reviews to be included on page 1, add line 'previous versions are available' as required.

Minutes of the Corporation meeting

Minutes of the meeting held on 5th July 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