

## **Corporation Meeting**

### **Minutes of the meeting held on 20 March 2024**

**Present:** Jo Brownlee, Steve Cook, Alan Foster (Vice-Chair of Corporation), Diana Hoskins, Pat Mould (Chair of the Corporation), Bob Overment, Andrea Page, Colin Peaks (Principal), Cllr Denise Thompson, Lois Thorley, Paul Waltham and Trevor Wray

**In attendance:** Stewart Edwards (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Vikki Reeve (Acting Clerk)

#### **28. Pre-Corporation Training** (agenda item 1)

*Resolved:* The pre-Corporation training on 'Governor preparation for Ofsted inspection' was received.

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

*Resolved:* Apologies were received from Dr Hadiza Sa'id and Dr Geetha Karunanayake (who was experiencing IT difficulties trying to join the meeting).

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

*Resolved:* The Acting Clerk noted that Geetha Karunanayake has an interest in item 14, minute 25, which considers her re-appointment. It was agreed if Geetha is able to join the meeting, she will be asked to leave for this item.

The Acting Clerk referred to agenda item 17, noting that it is confidential to Independent Governors only. It was agreed that other members and attendees would leave for this item.

#### **31. Student Union report** (agenda item 4)

Jacob Jacks presented the Student Union report, highlighting that the team have been undertaking research on what their areas of focus should be; they were hoping to have a long-term impact in areas such as:

- *Smoking and vaping.* They would like to education students to achieve a reduction in smoking and vaping on site. A long-term aim is to be a smoke/vape free site.
- *Sustainability.* They have been working on smaller changes such as changing colour of bins, as well as researching bigger areas such as solar panelling for the college.
- *Individualisation:* Working to ensure people are safe to be who they want to be and there are support services in College to help.

Pat Mould asked if the Student Union are getting the support they need, referring also to some possible support from the Council that was previously mentioned. Cllr Denise Thompson noted that she has passed details to the relevant department in the Council. Jacob confirmed that little support is needed at the moment as they're in the research phase.

CAP referred to the issues with smoking and vaping, noting that the senior team have had lengthy discussions about removing the smoking/vaping shelter; however, decided that doing so would encourage students to do so at the front of the College which could impact negatively on the local community. He added that the senior team agree with the Student Union's approach on educating and will work with them to do this.

Governors thanked Jacob for his update and for the work of the Student Union so far.

[Jacob Jacks left the meeting.]

*Resolved:* The Student Union report was received.

### **32. Minutes of the previous meeting held on 13 December 2023** (agenda item 5)

*Resolved:* The minutes of the meeting held on 13 December 2023 were received and confirmed; the Chair was authorised to sign.

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

#### *Minute 18: Corporation Strategy Meeting*

Governors discussed rescheduling the Corporation Strategy meeting, given the focus was academisation and no feedback has been received from the DfE. It was agreed that an early one next academic year, around November time, would be well timed to look at the curriculum strategy, as well as anything required around academisation.

Trevor Wray asked SLT if there is anything that they would like Governors to focus on prior to this. CAP agreed that November would be the better time.

#### *Minute 25: SEND Link Governor*

Cllr Denise Thompson noted that she had not spoken with the Clerk re. becoming the link Governor for SEND. It was agreed that the Acting Clerk would discuss this with her after the meeting.

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

### **34. Principal's report and Chair's update** (agenda item 7)

It was agreed that minute 34 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**).

### **35. Accountability Statement** (agenda item 8)

SRM presented the draft Accountability Statement, outlining some key changes and inclusions:

- The document runs from 2023 to 2026 but will be updated annually.
- There is a brief overview of each faculty and the qualifications they offer
- There is information about the strategic context – about us and our offer.
- It includes information about how we compare/differ to other 'typical' sixth form colleges.

- It includes information on the planning and build of our curriculum, including partners we work with.
- The contribution plan is the same as last year – whilst we are looking at external priorities, we have to continue to serve our local community.
- It includes the College’s targets – what we’re doing and what we’re trying to achieve.

In response to Governor questions about the value of the accountability statement, SRM noted that the document is needed for our funding, but that it has also allowed us to access additional funds and CPD for staff. She added that it hasn’t changed what we offer, but shows how our curriculum and offer is aligned to local need.

*Resolved:* The Accountability Statement was approved; the Chair was authorised to sign.

### **36. Capital investment plan** (agenda item 9)

It was agreed that minute 36 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)**.

### **37. Health and safety termly report** (agenda item 10)

Stewart Edwards (SDE) presented the health and safety termly report, highlighting some of the activities that have take place since the last meeting. He noted:

- A display screen equipment annual survey has been undertaken. This resulted in some investment (e.g. chairs) to ensure that individuals’ specific needs are being met.
- A talk for over 500 staff and students on spiking, which has been an issue locally and nationally.  
Four staff members have been enrolled onto Evac Chair ‘train the trainer’ training, which will take place on 2 May.
- Full campus electrical refurbishment started, and works will continue for around 18 months. SDE has worked with staff to reduce disruption as much as possible and all will receive at least three weeks’ notice of their move.
- A very successful wellbeing fair was held for staff and students that involved many external organisations.

*Resolved:* The health and safety termly report was received.

### **38. Safeguarding termly report** (agenda item 10)

It was agreed that minute 38 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)**.

### **39. Governor scrutiny reports** (agenda item 12)

It was agreed that minute 39 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)**.

### **40. Quality and Standards Committee – 7 February 2024** (agenda item 13)

It was agreed that minute 40 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)**.

The Committee Chair, Diana Hoskins, presented the unapproved minutes from the meeting on 7 February 2024 and sought **approval** from Corporation on the recommendations in the minutes:

- Minute 46: Policies
  - a) Student Conduct and Behaviour for Learning Policy
  - b) eSafety Policy

*Resolved:* The minutes of the Quality and Standards Committee on 7 February 2024 were received and all recommendations approved.

#### **41. Search and Governance Committee – 21 February 2024** (agenda item 14)

It was agreed that minute 41 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**).

#### **42. Audit Committee – 28 February 2024** (agenda item 15)

It was agreed that minute 42 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**).

#### **43. Finance and General Purposes Committee – 6 March 2024** (agenda item 16)

It was agreed that minute 43 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**).

[Staff Governors and senior leaders, except the Principal, left the meeting; the meeting was still quorate.]

#### **44. CONFIDENTIAL Remuneration Committee – 24 January 2024** (agenda item 17)

It was agreed that minute 44 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**).

#### **45. Any other business** (agenda item 18)

*Resolved:* There was no other business.

#### **46. Confidential items** (agenda item 27)

*Resolved:* It was agreed that minutes 34, 36, 38, 39, 40, 41, 42, 43 and 44 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.

#### **47. Date of next meeting** (agenda item 28)

*Resolved:* The next meeting of the Corporation is 3 July 2024

## Action schedule

Minute no	Title	Action by	Action
28	Corporation training	SRM	Upload training documents to Teams.
41	Search and Governance Committee – 21 February 2024	Clerk	Confirm in writing Dr Geetha Karunanayake's re-appointment.
		CAP	Inform HR of change of job title of the Clerk.
43	Finance and General Purposes – 6 March 2024	CAP	Send a message of thanks to staff on behalf of Governors.
44	Remuneration Committee	Clerk	Update the Senior Post Holder Remuneration Policy, as agreed.

**Minutes of the Corporation meeting**

**Minutes of the meeting held on 20 March 2024**

*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