

Corporation Meeting

Minutes of the meeting held on 3 July 2024

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

In attendance: Stewart Edwards (Assistant Principal), Rachel Hitchener (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Vikki Reeve (Acting Governance Professional), Ben Wallis (Vice Principal)

48. Apologies for absence (agenda item 1)

Resolved: Apologies were received from Jacob Jacks and Alex Gifford (Student Governors). Lois Thorley and Bob Overment would join the meeting slightly late.

49. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

50. Student Union report (agenda item 3)

Stewart Edwards (SDE) presented the student union report on behalf of the Student Governors. He noted that Jacob Jacks has now completed his studies with the College and has moved onto an apprenticeship at Reckitts. Jacob has extended his thanks to Governors and Senior Leaders for their support and for being so friendly.

SDE referred to the report and introduced the new Student Union team for September, along with their roles and areas of focus.

Pat Mould noted thanks to Jacob for his input this year, and to the new team for their introductory report.

Resolved: The Student Union report was received.

51. Minutes of the previous meeting held on 20 March 2024 (agenda item 4)

Resolved: The minutes of the meeting held on 20 March 2024 were received and confirmed; the Chair was authorised to sign.

52. Matters arising from the previous meeting / action schedule (agenda item 5)

The Acting Governance Professional provided an update on actions from the previous meeting. She noted that the Ofsted training documentation wasn't uploaded to Teams as we got

notification of our inspection soon after the meeting and Easter break. All other actions were confirmed to be complete.

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

53. Principal's update (agenda item 6)

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 **(SEE SECTION B)**.

54. College quality improvement plan (agenda item 7)

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 **(SEE SECTION B)**.

55. Subcontracting Policy and subcontracts for 2024/25 (agenda item 8)

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 **(SEE SECTION B)**.

56. Policies (agenda item 9)

a) Child Protection Policy

Ben Wallis (BW) presented the updates to the policy, noting they are minor changes around definitions as highlighted in the draft version of Keeping Children Safe in Education. He informed Governors that there is likely to be more significant changes next year. Paul Waltham queried the review date; BW noted that this will be updated.

b) Prevent Policy

BW presented the updated policy, noting that changes are small and centre around definition changes and updates from Freedom of Speech guidance. There are also changes to the referral process.

c) Safeguarding Policy

BW presented the updates to the policy, noting that changes are minor, such as to job titles.

d) College Continuity Plan

GJP presented the policy noting that the only update is to the review cycle to bring in line with guidance; it will now be reviewed annually rather than every two years.

Resolved: The following policies were approved:

- a) Child Protection Policy
- b) Prevent Policy
- c) Safeguarding Policy
- d) College Continuity Plan (aka Disaster Recovery Plan)

57. Quality and Standards Committee – 1 May 2024 (agenda item 10)

It was agreed that minute 57 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)**.

58. Audit Committee – 11 June 2024 (agenda item 11)

It was agreed that minute 58 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)**.

59. Finance and General Purposes Committee – 24 April 2024 (agenda item 12)

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 **(SEE SECTION B)**.

60. Finance and General Purposes Committee – 12 June 2024 (agenda item 13)

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 **(SEE SECTION B)**.

61. Search and Governance Committee – 27 June 2024 (agenda item 14)

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 **(SEE SECTION B)**.

62. Annual cycle of business 2024/25 (agenda item 15)

The Acting Governance Professional presented the proposed annual cycle of business for Corporation and Committee meetings in 2024/25, noting that each Committee had reviewed and approved their own.

Resolved: The annual cycle of business of the Corporation and its Committees was approved.

63. Any other business (agenda item 16)

a) Update from Bob Overment:

Bob Overment gave his apologies for being late, noting there'd been issues with traffic due to an accident. He informed the Corporation that this would be his last meeting and that he'd given his notice to resign as Governor. Governors gave their thanks to Bob for his contributions to the Corporation.

b) Meeting attendance:

Pat Mould reminded the Corporation that attendance should be in person whenever possible, adding that whilst Teams is an option when needed, it shouldn't be the default. She noted that the Search and Governance Committee has previously rejected an application due to the person being in London and only being able to attend virtually.

Resolved: The additional updates were received.

64. Confidential items (agenda item 17)

Resolved: It was agreed that minutes 53, 54, 55, 57, 58, 59, 60 and 61 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.

65. Date of next meeting (agenda item 18)

Resolved: The next meeting of the Corporation is 4 December 2024.

Action schedule

Minute no	Title	Action by	Action
61	Search and Governance Committee – 27 June 2024	VJR	Write to Diana Hoskins confirming re-appointment.
		VJR	Upload unapproved minutes from Search and Governance on 27 June to Teams.
		CAP	Write letter to Withernsea Governors.
63a	Any other business	VJR	Write to Bob Overment, confirming receipt of his resignation.

Minutes of the Corporation meeting

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CONFIDENTIAL