

Corporation Meeting

Minutes of the meeting held on 4th December 2024

Present: Jo Brownlee, Steve Cook (virtual), Alan Foster (virtual), Diana Hoskins, Dr Geetha Karunanayake, Pat Mould (Chair of the Corporation), Andrea Page, Colin Peaks, Dr Hadiza Sa'id, Lois Thorley, Paul Waltham, Trevor Wray.

In attendance: Stewart Edwards (Assistant Principal), Rachel Hitchenor (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Laura Skarratt (Governance Professional), Luke Taylor (Smailes Goldie), Ben Wallis (Vice Principal).

8. Pre-Corporation Training (agenda item 1)

Resolved: The Corporation members received Audit training from the Business Manager. The Governance Professional advised that the accompanying slides from the presentation are available to all governors via the Corporation MS Teams site.

9. Apologies for absence (agenda item 2)

Resolved: Apologies were received from Cllr Denise Thompson who was unable to attend owing to work commitments.

10. Declarations of interest (agenda item 3)

Resolved: Trevor Wray and Paul Waltham have an interest in agenda item 22 (Min 5) and will be excused for this item.

11. Election of the Vice Chair (agenda item 4)

The Chair advised that the Vice-Chair's term of office is due to come to an end, as per the accompanying paper, she sought update from the Vice Chair Alan Foster on his term of office and intentions for any further term. Alan Foster advised the members that owing to personal commitments over the next two – three months he felt that he would be unable to fulfil all the duties of the Vice-Chair at least in the short-term, and as such it would be more appropriate to step aside for another person to take on this role if there was interest. He emphasized that if no one else would like to put themselves forward, he would ask for re-appointment. The Chair sought self-nominations from the members. Governor Trevor Wray put himself forward to be elected as Vice-Chair. This was seconded by Alan Foster and agreed by members. The Chair gave her thanks and congratulations to Trevor and expressed her gratitude to Alan for his many years of service to the Corporation as Vice Chair and for his continued service as governor. She noted that Alan is an asset to the Corporation and on behalf of the members, she expressed her thanks for this dedication.

Resolved: Trevor Wray was appointed to serve as Vice Chair for a period of two years.

8. Minutes of the previous meeting held on the 4th July 2024 and the CONFIDENTIAL Extraordinary Corporation meeting 2nd October 2024
(agenda item 5)

Resolved: The minutes of the meetings held on 4th July 2024 and EO Corporation 2nd October 2024 were received and confirmed, and the Chair was authorised to sign.

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

Corporation Meeting on the 3rd July 2024

All matters arising from the previous meeting on the 3rd July 2024 are complete.

Extra Ordinary Corporation Meeting on the 2nd October 2024

The Governance Professional advised that the SLT feedback from was reviewed by the Search and Governance Committee in October, who asked the Governance Professional to draft update, to be brought back to the committee in the spring term for review.

Resolved: All matters arising from the previous meeting on the 3rd July 2024 are complete. Matters arising from the previous meeting on the 2nd October 2024 are in progress.

10. Appointment of Student Governors (agenda item 7)

The Chair advised that both student governors sent their apologies to today's meeting. She asked the members to approve the appointment of Alex and Amelia in their absence, noting their election to office by students.

Resolved: The Corporation approved the appointment of Alex Gifford and Amelia Sansam to the Corporation as student governors until 31st July 2025.

Resolved: Governance Professional to write to student governors to confirm their term of office and appointment.

11. Student Union Report (agenda item 8)

The Vice Principal advised that he has now taken over responsibility for the student's union, and in the absence of the student governors he presented the report to the Corporation. He advised that the SU have already been very active this year so far, they are very ambitious and keen to complete a wide range of activities and fund-raising. In addition to being President and Vice President, he noted that both Alex and Amelia are also Welfare Officers and outlined the remit of the roles. As per the report written by the students, the Corporation heard about

the completed activities including 'Stoptober', 'Movember', assisting with the Remembrance Day service and completing Children in Need activities to raise money. Students had also been shortlisted for the finals of the Waterline Summit, which is an amazing achievement. Plans for the remainder of the term include, Christmas Jumper Day, a Christmas Market in College and a music gig to raise money for local charities.

The Chair thanked the Vice Principal for the report, expressing her thanks to the student governors on behalf of the Corporation on their hard work.

Resolved: The Student Union Report was received.

12. Student Union Accounts 2023-24 (agenda item 9)

The Chair advised the Corporation members that the Student Union Accounts were received by the Finance and General Purposes Committee in November 2024, noting that there was no income or expenditure for the period 2023-24.

Governor Paul Waltham questioned if the Student Union will raise money this year and if this will be shown in the next year's accounts. This was confirmed, with the Vice Principal advising that the Student's Union is considering selling NUS cards which would provide some revenue.

Resolved: The Student Union Accounts were approved.

13. Student Union Constitution and Code of Practice (agenda item 10)

The Vice Principal presented the updated Students' Union Constitution and Code of Practice. He advised the members that the Constitution has been updated with minor updates to reflect changes to the practices and priorities at the College, with changes identified within the document as tracked changes. He advised that the Code of Practice was reviewed by the Quality and Standards Committee in November and was recommended for approval without update.

Resolved: The Student Union Constitution and Code of Practice were approved.

14. Final Audit Findings Report for the Year Ended 31 July 2024 and Regularity Self-Assessment (agenda item 11)

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. Member's Report and Financial Statements for the Year Ended 31 July 2024 (agenda item 12)

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 **(SEE SECTION B)**.

16. Audit Committee (agenda item 23)

It was agreed that minute 16 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)**.

17. Principal's Report (including collaboration and system leadership update) and Chair's Update (agenda item 13)

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)**.

18. Safeguarding Annual Report (agenda item 14)

It was agreed that minute 18 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)**.

19. Health and Safety Annual Report (agenda item 15)

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)**.

20. Public Sector General Equality Duty Report 2023-24 (agenda item 16)

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. Policies (agenda item 17)

a) Single Equality Scheme

The Business Manager advised that the Single Equality Scheme has been updated with only minor changes and sought approval from the Corporation. He advised that it was considered to be important to include harassment on page 5 and that it is best practice to include this information.

Resolved: The Single Equality Scheme was approved.

22. Corporation Strategy Meeting 2023-25 (agenda item 18)

The Chair asked the members to consider the proposed agenda and agree the date for the Corporation Strategy meeting, proposed to be the 22nd January 2025.

Alan Foster noted the focus on academisation in the agenda and sought assurance that the Corporation will properly discuss the process of dissolution and will ensure that Corporation business is concluded properly. The Chair noted curriculum reform on the agenda and the importance of this irrespective of the academisation decision. Governor Andrea Page noted that the dissolution would be covered under agenda item 6d. The Principal advised that the

College had hoped for an academisation decision in December, but it is important to use the Corporation Strategy conference to discuss the academisation in principle and gave assurance that there will be step by step discussion of the implementation plan which outlines the process of academisation works and gives clear timings of key dates and meetings. He advised that the Corporation will be asked in January to agree in principle how the dissolutions will be completed and this will give assurance to the members. The Chair agreed that this would be given sufficient coverage and suggested that this could be expanded within the agenda if it was felt necessary. Alan Foster gave thanks for the clarification and expressed opinion that there should be some caution to ensure that the Corporation is maintained until the end. The Chair agreed and gave assurance that this would be done. Governor Diana Hoskins expressed opinion that she doesn't see it as an end and that this transition wouldn't be detrimental. Trevor Wray suggested the addition of 'transitional arrangements' to the agenda.

Resolved: The Corporation Strategy meeting agenda and date was agreed subject to the agreed amendment as per the minute.

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

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. Finance and General Purposes Committee (agenda item 20)

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 **(SEE SECTION B)**.

25. Quality and Standards Committee (agenda item 21)

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 **(SEE SECTION B)**.

26. Search and Governance Committee (agenda item 22)

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 **(SEE SECTION B)**.

27. Any Other Business (agenda item 24)

Resolved: The Chair gave thanks to all governors for their work over the autumn term, noting the substantial workload. Alan Foster wished all members and attendees a happy Christmas and new year.

28. Confidential Items (agenda item 25)

Resolved: It was agreed that minutes 14-20,23-26 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.

29. Date of Next Meeting (agenda item 26)

Resolved: The next Corporation meeting will be held on the 22nd January 2025.

Action schedule

Minute no	Title	Action by	Action
10	Appointment of Student Governors	Governance Professional	Write to student governors to confirm their term of office and appointment.
16	Audit Committee	Governance Professional	Circulate governor scrutiny activities and seek volunteers.
26	Search and Governance Committee	Governance Professional	Update Committee memberships.
			Write to Sara Atkinson to confirm term of office and appointment to the Corporation.

Minutes of the Corporation meeting**Minutes of the meeting held on 4th December 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