

Corporation Meeting

Minutes of the meeting held on 2 July 2025

Present: Sara Atkinson, Alan Foster (virtual), Diana Hoskins, Pat Mould (Chair of the Corporation), Colin Peaks (Principal), Dr Hadiza Sa'ïd, Cllr Denise Thompson, Paul Waltham and Trevor Wray (Vice Chair of the Corporation)

In attendance: Mark Daley (IT Manager), Stewart Edwards (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (Business Manager), Laura Skarratt (Governance Professional)

73. Pre-Corporation Training (agenda item 1)

The IT Manager led the Corporation on Cyber Security including 2-Factor Authentication for Corporation members and College Cyber Security updates and information. In order to roll-out the 2-Factor Authentication governors were asked to ensure that the Governance Professional has an up-to-date mobile number on record.

The Chair thanked the IT Manager for the informative training session and encouraged all governors to complete cyber security training to ensure the safeguarding of the College system.

Resolved: The Cyber Security training was completed.

Resolved: Governors to provide up-to-date mobile number for the 2-FA set up.

74. Apologies for absence (agenda item 2)

Resolved: Apologies were received governors Dr. Geetha Karunanayake and Andrea Page and the student governors, who are now at the end of their term of office. Apologies were also received from attendee Rachel Hitchener.

75. Declarations of interest (agenda item 3)

Resolved: The Governance Professional referred governors to AI 5, noting the confidentiality of this item and that discussion of the minutes would require the attendees and staff governors to leave for the confidential discussion.

76. Student Union Report (agenda item 4)

The Assistant Principal summarised the work of the Student Union on behalf of the student governors. He advised that they expressed their thanks to the Vice Principal for his support over the last year. The Union has completed a range of successful and meaningful activities across the year, including a Christmas Fair, a Pyjamas day to promote wellbeing and mental health support. They also put on a 'Wilberforce's Got Talent' event which was very well attended and a very positive events for the students involved. Most recently the SU ran a 'Culture day' which was exceptionally successful. The SU have also been actively involved in a number of campaigns, including the smoking and vaping ban, mental health support (co-

producing visuals with marketing team), also PSHE sessions, feeding in what is important for young people.

Staff Governor Jo Brownlee felt that the calendar of events and activities established this year by the Student Union has been very good, and it could become a rolling programme of events that is added to over time. This was echoed by the Chair, who agreed it was a very successful year for the Students' Union. She expressed her thanks to them on behalf of the Corporation.

Resolved: The Student Union report update was received.

77. Minutes of the previous EO Corporation meetings held on 29th April 2025 and 10th June 2025 (agenda item 5)

Resolved: The minutes of the meetings held on 29th April 2025 and 10th June 2025 were received and confirmed; the Chair was authorised to sign.

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

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

79. Corporation Written Resolution: Accountability Statement (agenda item 7)

The Governance Professional advised that the Accountability Statement resolution was passed with seven approvals, and a finalised copy of the document will be shared with via the governors' teams channel in due course.

The Chair questioned if the Corporation would need to continue to make an approval by resolution in the future, questioning if the date for submission will be moved, or if the agreement could be made earlier in the year. The Deputy Principal and Business Manager advised that the deadline for submission is expected to remain the same and that this poses an issue for many colleges who have a similar cycle of meetings. This has been fed back to the DfE.

It was agreed that a draft of the Accountability Statement would be brought to the appropriate committees in the spring term 2025/26 for scrutiny and a written resolution could be used as required to give approval to the document when it is finalised.

Resolved: The Corporation written resolution to approve the Accountability Statement 2025-27 was passed by majority vote of seven approvals.

80. Principal's report and Chair's update (agenda item 8)

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 (**SEE SECTION B**).

81. College Quality Improvement Plan 2024-25 and Priorities for 2025-26 (agenda item 9)

It was agreed that minute 81 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)**.

82. Governor Scrutiny Activity 2024-25 (agenda item 10)

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 **(SEE SECTION B)**.

83. Corporation Self-Assessment 2024-25 (agenda item 11)

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 **(SEE SECTION B)**.

[The Business Manager left the meeting 18:06, the meeting was still quorate]

84. Corporation Annual Cycle of Business 2025-26 (agenda item 12)

The Governance Professional presented the proposed annual cycle of business for Corporation and Committee meetings in 2025-26, noting that each committee had reviewed their governance business for the year ahead making recommendation to the Corporation for approval. The ACoB once approved, will be a live document and subject to update and change as would be required to meet the needs of the Corporation over the course of the year. She drew attention to two amendments to dates of meetings, Quality and Standards Committee will be held on Thursday 6th November 2025 to avoid bonfire night. The June F&GP meeting to be moved from the 17th June 2026 to the 16th June 2026 owing to a clash with the SLT calendars. The Corporation approved the meeting schedule and annual cycle of governance business for 2025-26 with the amendments.

Denise Thompson noted her continuing clash with meetings and the Council's committee dates, but will continue to attend as much as possible. The Chair expressed thanks to Denise for her attendance and advised that the Corporation will continue to record her absence appropriately.

Resolved: The Corporation Annual Cycle of Business 2025-26 and schedule of meetings was approved with the agreed amendment.

85. Corporation Register of Interests 2024-25 (agenda item 13)

The Governance Professional presented the Register of Interests 2024-25 and asked members to approve the register. The Corporation members were reminded that the register is shared with the External Auditors as part of their work, and is a public document. She asked for any corrections or updates to be provided to her as soon as possible. This was echoed by the Chair.

Resolved: The Corporation Register of Interests 2024-25 were approved.

86. Policies (agenda item 14)

- a) SPH Remuneration Policy

The Governance Professional advised that the policy has been updated to reflect the new SPH structure from 1st September 2025 with the removal of the Vice Principal post. The policy is recommended for approval.

b) College Continuity Plan

The Principal advised that the plan is recommended for approval with no amendment or update.

c) Sub-Contracting Policy

The Principal advised that there are minor changes to the policy, and advised there may be further changes to the policy further to the audit of sub-contracting. It was agreed that the policy would be return with amendment if this is required.

Resolved: The following policies were approved; a) SPH Remuneration Policy, b) College Continuity Plan and c) Sub-Contracting Policy

87. Finance and General Purposes Committee (agenda item 15)

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 (**SEE SECTION B**).

88. Audit Committee (agenda item 16)

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 (**SEE SECTION B**).

89. Quality and Standards Committee (agenda item 17)

It was agreed that minute 89 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**).

90. Search and Governance Committee (agenda item 18)

It was agreed that minute 90 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**).

91. External Review of Governance 2025-26 (agenda item 19)

It was agreed that minute 90 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**).

92. Any other business (agenda item 20)

a) Thanks

Alan Foster gave thanks to all governors and the Chair for their dedication over the year. This was echoed by the Chair, who thanked all governors and contributors including SLT, Section A: Corporation Minutes: 2 July 2025

staff who present to the Corporation, and the Governance Professional. She noted that commitment of all governors, and in particular, staff governors who balance the demands of the role at the College with the responsibilities of being a governor.

b) Ings Community Gala & Muswell Court Flats

It was agreed that minute 92b 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)**.

93. Confidential items (agenda item 21)

Resolved: It was agreed that minutes 80-83, 87- 91 and 92b 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.

94. Date of next meeting (agenda item 15)

Resolved: The next meeting of the Corporation is 3 December 2025.

Action schedule

Minute no	Title	Action by	Action
73	Pre-Corporation Cyber Security Training	Governors / Governance Professional	Check up-to-date mobile number is held by the Governance Professional for the 2 factor authentication setup.

Confidential
Minutes of the Corporation meeting
Minutes of the meeting held on 2 July 2025

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