

**Corporation Meeting**  
**Minutes of the meeting held on 3<sup>rd</sup> December 2025**

**Present:** Sara Atkinson, Alexis Bottomley, Jo Brownlee, Alan Foster (virtual), Diana Hoskins (virtual), Dr Geetha Karunanayake, Pat Mould (Chair of the Corporation), Andrea Page, Kayla Payne, Colin Peaks, Dr Hadiza Sa'id, Cllr Denise Thompson, Lois Thorley, Trevor Wray (Vice Chair of the Corporation).

**In attendance:** Ella Bisland (Student), Stewart Edwards (Assistant Principal), Suzi Guy (Smailes Goldie), Rachel Hitchenor (Assistant Principal), Gary Parkinson (Business Manager), Laura Revill (Director of Resources), Laura Skarratt (Governance Professional).

**1. Corporation Training** (agenda item 1)

*Resolved:* The Corporation members received compulsory Safeguarding training from the Assistant Principal (SDE), including updates on local and national statistics, and the impact on students and the College. The training materials were shared with all governors via MS Teams.

Governor Sara Atkinson thanked the Assistant Principal for the training, noting that the report was clear, meticulous and contextualised, and thanked the Assistant Principal for ensuring that the report was accessible and relevant to the Governors.

The Assistant Principal agreed to share with governors the sources of data used within the training.

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

*Resolved:* Apologies were received from governor Paul Waltham and Jake Palmer, to be appointed as Student Governor (agenda item 8).

Apologies were also received from attendee Suzanna May (Deputy Principal) and Lauren Wright (Student Union Vice President).

Trevor Wray will be late to the Corporation meeting owing to commitments at Franklin College.

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

*Resolved:* Alan Foster and Andrea Page have an interest in agenda item 24 (Min 14) and will be excused for this item.

Attendees, Staff Governors and Student Governors will be asked to leave the meeting for agenda part b items and are not privy to associated reports, minutes or discussion.

#### **4. Election of the Chair** (agenda item 4)

The Governance Professional advised that she has not received any other self-nominations from the members in advance of the meeting and sought nomination and election of the Chair. Pat Mould was elected as Chair of the Corporation for a further two-year term. The members gave thanks to Pat for continuing on as Chair of the Corporation.

*Resolved:* Pat Mould was appointed to serve as Chair of the Corporation for a period of two years.

#### **5. Minutes of the previous meeting held on the 2<sup>nd</sup> July 2025** (agenda item 5)

*Resolved:* The minutes of the meetings held on 2<sup>nd</sup> July 2025 were received and confirmed, and the Chair was authorised to sign.

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

*Resolved:* The Governance Professional advised that the 2FA is ready to be rolled out and she will advise the IT Manager that this can be done so immediately. She asked governors to report any issues to her or IT directly.

All other matters arising from the previous meeting are complete.

#### **7. Corporation Resolutions** (agenda item 6)

The Governance Professional advised that governor Kayla Payne has attended both the Finance and General Purposes Committee and Audit Committee in the late autumn term, and is asked to take a decision as to which committee to become member of for the remainder of 2025-26.

Kayla Payne thanked the members for the opportunity to attend both committees, and has decided to join the Finance and General Purposes Committee for 2025-26. The Chair gave thanks to Kayla, and the Corporation approved her membership to the Finance and General Purposes Committee.

*Resolved:* Kayla Payne was approved as member of the Finance & General Purposes Committee for 2025-26.

#### **8. Appointment of Student Governors** (agenda item 8)

The Chair welcomed Alexis Bottomley and Ella Bisland to the Corporation meeting. She advised that the Corporation is asked to approve the appointment of the elected Student Union President, Alexis Bottomley and Deputy President, Jake Palmer (absent), to the Corporation as student governors until 31 July 2026. She advised that the SU President and Deputy President, along with the two VPs would be invited to the Corporation meetings across the year. She noted that the VPs would be attendees to the meetings and would not have voting rights, but would be very welcome to attend and the Corporation would welcome their contributions.

*Resolved:* The Corporation approved the appointment of Alexis Bottomley and Jake Palmer to the Corporation as Student Governors until 31<sup>st</sup> July 2026.

## **9. Student Union Report** (agenda item 9)

Alexis Bottomley and Ella Bisland presented the SU Report to the Corporation, thanking the Corporation for the opportunity to present the report and gave assurance that they would do their best by all students and the SU. Both students spoke about their reasons for wanting to be elected to the SU, seeing it as an opportunity to give back and give voice to other students. Alexis outlined the election process, which included writing vision statements which were shared with all students, followed by a blind ballot. She found that the process of election was a good opportunity for her to meet and speak to other students and has increased her confidence. Ella outlined the plan for the year ahead, including the new activities for 2025-26 including Chess Club, Karaoke, along with returning events such as 'Wilberforce's Got Talent'.

Alexis advised that the Students' Union would like to request a budget to deliver meaningful activities and work towards financial independence. This was agreed to be considered by the Corporation later in the agenda.

The Assistant Principal was pleased to report that the interest in the Students' Union has increased this year, and the size of the team has increased. He reported that the ballot was very successful and received the largest number of student votes in recent years.

Sara Atkinson commended the students on their successful election and expressed that the blind ballot / vision statement idea was a really good and inclusive idea.

The Chair expressed again that the Corporation is very pleased to have the students at the meetings to hear their updates and said that all the work of the governors is done for the students. So, the Corporation will always listen and welcome them.

*[Ella Bisland and Alexis Bottomley left the meeting at 16:52, the meeting was still quorate]*

*Resolved:* The Student Union Report was received.

## **10. Student Union Accounts 2024-25** (agenda item 10)

The Business Manager confirmed that there was no income or expenditure for the SU for the period 2024-25. The Chair asked the Corporation members to consider the request made by the SU for a budget for 2025-26, she questioned what amount had been given in previous years.

The Business Manager advised that the SU had been allocated approximately £500 but they had not received a budget in recent years. He advised that when they were given a budget they were able to use some of this to generate other funds. Governor Alan Foster confirmed that in previous years the SU had received a budget of £500 and outlined the usual process for Budget review and approval by the Finance and General Purposes Committee. Governor Andrea Page felt that £500 is not a significant budget. The members discussed a budget of £500, agreeing that a budget line would be allocated to them of £500, but that there would be room to extend this if there was a need. The Principal and Assistant Principal (SDE) would relay this to the SU.

*Resolved:* The Student Union Accounts 2024-25 were approved.

*Resolved:* A budget of £500 was allocated to the Students' Union for 2025-26.

#### **11. Student Union Code of Practice** (agenda item 11)

The Assistant Principal presented the updated Students' Union Code of Practice. He advised the members that the Constitution has been updated with minor updates and more substantial changes will be required next year.

*Resolved:* The Student Union Code of Practice was approved.

#### **12. Final Audit Findings Report for the Year Ended 31 July 2025 and Regularity Self-Assessment 2024-25** (agenda item 12)

It was agreed that minute 12 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)**.

#### **13. Member's Report and Financial Statements for the Year Ended 31 July 2025** (agenda item 13)

It was agreed that minute 13 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)**.

#### **14. Principal's Report and Chair's Update** (agenda item 14)

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. Draft College Self-Assessment Report and College Quality Improvement Plan 2025-26** (agenda item 15)

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. Corporation Strategy Meeting Agenda** (agenda item 16)

The Chair presented the agenda for approval, noting the key areas of focus being the White Paper, Ofsted and Academisation. The Principal felt that it would be timely to provide some training for governors on Ofsted but expressed that the framework is still very new and there will time for governors to become more familiar with the framework before the next inspection. Governors can give steer on the White Paper and strategic direction, and it is hoped there will be more information to provide to governors by the conference.

The Chair asked the Corporation members to approve the agenda and reminded governors that there is flexibility within the agenda to add additional areas of focus, and asked governors to share this with herself or the Governance Professional.

*Resolved:* The Corporation Strategy meeting agenda and date was agreed.

## **17. Safeguarding Annual Report** (agenda item 17)

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. Health and Safety Annual Report** (agenda item 18)

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. Public Sector General Equality Duty Report 2024-25** (agenda item 19)

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. Policies** (agenda item 20)

### a) Single Equality Scheme

The Director of Resources advised that the Single Equality has been updated to ensure it remains consistent with the updated legislative requirements. She gave assurance that the College continues to have fair and transparent practices and the policy sets out clearly the College's responsibilities and obligations.

### b) Safeguarding Policy

The Assistant Principal (SDE) advised that the policy has been reviewed and no updates or changes are recommended.

### c) Child Protection Policy

The Assistant Principal (SDE) advised the copy circulated to the Corporation is an old version and does not include his review. It was agreed by the Corporation that the correct version would be shared with the Corporation by email and approval sought.

d) Prevent Policy

The Assistant Principal (SDE) advised that the policy has been reviewed and updated with some minor changes.

*Resolved:* The Corporation approved the Single Equality Scheme, Safeguarding Policy and Prevent Policy.

*Resolved:* The Child Protection Policy to be approved by way of written resolution.

**21. External Review of Governance** (agenda item 21)

It was agreed that minute 21 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)**.

**22. Finance and General Purposes Committee** (agenda item 22)

It was agreed that minute 22 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)**.

**23. Quality and Standards Committee** (agenda item 23)

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. Search and Governance Committee** (agenda item 24)

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. Audit Committee** (agenda item 25)

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. Any Other Business** (agenda item 26)

**a) Corporation Meeting Autumn Term**

Alan Foster noted that the meeting today has run long and well beyond the target time. As this is the first meeting since July, he questioned if the Corporation might schedule another meeting earlier in the term to break up the workload. It was agreed that the Governance Professional would consider the cycle of business and present options for approval.

**b) Confidential Staff Update**

It was agreed that minute 26b 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. Confidential Items** (agenda item 27)

*Resolved:* It was agreed that minutes 12-15, 17-19, 21-25 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. See Part A, Section B.

*Resolved:* It was agreed that minutes 26b and 29 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 (including senior post holders) or students. See Part B, Section B.

## **28. Date of Next Meeting** (agenda item 28)

*Resolved:* The next Corporation meeting will be held on the 21<sup>st</sup> January 2025.

## **Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
1	Safeguarding Training	SDE	Share with governors the sources of data used within the training slides.
6	Matters arising	LJS	The IT Manager to roll-out governor 2FA before end of term.
10	Student Union Accounts	SDE / CAP	Budget to be allocated to SU as per minute.
14	Principal's Report and Chair's Update	LJS	Share Chair's appraisal -anonymous survey results.
20c	Policy	LJS /SDE	Child Protection Policy to be approved by Corporation by way of resolution
21	External Review of Governance	LJS / CAP/ TW / PM	Accept AoC proposal and agree reviewer.
24	Search and Governance	LJS	Update Corporation Performance Indicators (Min13).
			Safer Recruitment Training to be arranged for SA and TW.

**Minutes of the Corporation meeting****Confidential Minutes of the meeting held on 3<sup>rd</sup> December 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



**Minutes of the Corporation meeting**

**Confidential Agenda Part B**  
**Minutes of the meeting held on 3<sup>rd</sup> December 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 (**INCLUDING** senior post holders).*

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