

<b>Minutes of the Corporation Meeting</b> <b>Held on Tuesday 17 March 2015 – Staff Room</b>
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<b>Present:</b>	Richard Kirkham (Chair) Bob Gildie Shri Footring James Beddow	Nick Spenceley (Principal) Ben Parmenter Liam Purnell Nigel Cochran	Alex Dobinson Natalie Tickle Jamie Spracklen
<b>In attendance:</b>	Bruce Balicki (DP Finance & Resources)  John Driver (DP Curriculum & Quality)  Theresa Cope (Clerk to Corporation)	Sarah Chamberlain (AP, Head of VI Form)  Justine Selman (AP, Quality Improvement)	Sam Coombes (Head of Student Services)  Kerry Birch (Head of HRD)
<b>Apologies:</b>	John Revill (VP)	Chris Humpage	Carol Skewes

**23/14 Apologies for absence**

The apologies were received & accepted.

**24/14 Confirmation of eligibility & quoracy**

All members were eligible & the meeting was quorate.

**25/14 Declaration of interests**

No declarations of interests had been received.

**26/14 Corporation membership: ratification of new appointments**

The Chair extended a warm welcome to 2 new members; NC & JB.  
Please refer to the Search committee minutes of 9 February 2015.

***The appointments were ratified & the members were welcomed by the Corporation.***

**27/14 Minutes of previous meetings (16 December 2014 & 3 February 2015) & progress against matters arising**

The minutes of the previous meetings held on 16 December '14 (scheduled) & 3 February '15 (special) were agreed & signed by the Chair as an accurate record.

**3 February '15**

BVB confirmed that the College's Financial Statements had been filed with the SFA on 9 February '15. A copy was available on the College's website.

**28/14 Committee minutes**

- **Risk & Audit (20 Jan '15 & 10 Mar '15)**

RG gave an overview of the main business discussed at the meeting on 20 January '15.

The external auditors had presented the Funding Assurance review. The auditors opinion was that there was no comment to be made in regards to the 2013/14 returns.

The committee minutes included extensive reporting against each of the management reporting points that had been agreed by College management.

The external auditors had also presented the annual accounts.

**The committee's Annual Report was considered, approved & recommended to the Corporation for approval together with the revised ToR for committee.**

The internal auditors had advised that extra vigilance should be taken with regards to fraudulent activities that were on the increase.

#### 10 March '15

Due to unforeseen external circumstances, the meeting could not be held as scheduled. The committee had discussed the update with regards to the financial statements & received the Principal's report.

However, the meeting would need to be reconvened & **the Clerk was asked to look at suitable alternative dates.**

- **Finance & General Purposes**

The Chair advised that due to ongoing financial business, weekly reviews had been held during December '14 & January '15. The matter had now been closed.

At today's meeting, the committee had looked at funding & cost structures for the remainder of the academic year.

Work continued on high level budget targets for the next financial year.

- **Standards (3 Feb & 10 Mar '15)**

SF highlighted the salient points from the last 2 meetings.

Regular updates had been received on the Ofsted Action Plans which had proved to be very useful.

The E-Learning Strategy had been submitted to the last committee meeting.

Regular T&L updates had been received.

Applications were very good.

The VP had reported an update on the Sensory Garden project.

The DP C&Q had attended an AoC conference last week. The new CIF (Common Inspection Framework) was now expected to be published in Jun '15.

A particular alert had been made to the 'Prevent' strategy which would be a significant issue for the Government & it was anticipated that this would be linked to 'British Values'.

Expectations with regards to work experience were to be amended & the emphasis was on external work experience. These expectations would not impact on what the College was currently doing.

**Regular updates would continue to be given to Standards committee & at the next Corporation meeting.**

Please refer to Annex A & Annex B.

### **29/14 Settlement Agreements policy**

[Taken as agenda item 10].

(KZB joined the mtg @ 19:05)

This was an external audit requirement & was required to ensure consistent & fair treatment across the board.

KZB, as the Head of HRD, would be authorised to sanction payments up to the agreed level with any values in excess of this to be referred to the Executive for approval.

***The policy was accepted & agreed.***

(KZB left the mtg @ 19:20)

### **30/14 Safeguarding report**

[Taken as agenda item 11)

(SQC joined the mtg @ 19:20)

SQC presented the reports to members. The Lead Safeguarding governor had met with SQC to ascertain how the data was collected college-wide.

Recent notification had been received from the local police that gangs were infiltrating the local area from East London.

Please refer to Appendix 4 with regards to the process of student intervention stages. There were no ongoing persistent behavioural problems.

***The report was received.***

(SQC left the mtg @ 19:35)

### **31/14 Principal's report**

[Taken as agenda item 7]

Please refer to paper. NS gave an overview of the report which focussed primarily on the forthcoming General Election. The report had also gone forward to the Risk & Audit committee.

Nick Boles MP, Minister of State for Skills, had visited the College on a whistle-stop tour last week. Whilst he had acknowledged that cuts in the FE sector had been hard, there were no guarantees that further cuts would not be made.

The sector was facing considerable financial trauma with 50 FE colleges having filed their annual accounts late (this included Seevic although this was unconnected to financial difficulties). The letter from the SFA in February '15 announced 25% cuts for 2015/16 for the Adult Skills Budget.

Ofsted were once again taking an interest in financial positions & had recently failed a college for financial mismanagement even though they had attained 'Good' grades for Outcomes for Learners and T&L.

Key priorities for governor scrutiny should include:

- Applications & enrolment monitoring
- Prudent financial planning
- Quality of outcomes

*The report was received.*

### **32/14 Budget targets 2015/16**

[Taken as agenda item 8]

BVB presented the report that had been discussed at F&GP committee earlier today. BVB highlighted the salient features.

Final budget recommendations would be referred to the Corporation at a later date.

*The report was received & the recommendation from the F&GP committee was noted.*

### **33/14 Safeguarding: governors roles & responsibilities**

[Taken as agenda item 9].

The Principal presented a PP presentation to the members which expanded on the training previously provided by the Head of Student Services. Members would recall that this was a particular issue highlighted at the last inspection.

Governors had an obligation to ensure that staff received regular child protection training (at least every 3 yrs). The Corporation should also review the policy & procedures on an annual basis.

The Corporation was also required to take immediate action to remedy any weaknesses with regards to child protection arrangements.

Ofsted would want to see that young people **were** safe & that they **felt** safe whilst at College. Although no longer a limiting judgment, Safeguarding played a significant part of the quality of Leadership & Management.

### **34/14 AoB**

- **Spring Conference 2015**

The Chair reminded members that the Spring Conference would be held at the College on Friday 24 April 2015. An agenda would be circulated shortly.

### **35/14 Confidential matters**

There were no confidential items for consideration.

**The meeting closed at 19:39**

**The next scheduled meeting will be held on Friday 24 April 2015 (Spring Conference)**