

Minutes of the Corporation Meeting Held on Tuesday 15 December 2015 – Staff Room

APPROVED DRAFT

Present:	Richard Kirkham (Chair) Nigel Cochran Chris Humpage	Nick Spenceley (Principal) Shri Footring Ben Parmenter	James Beddow Bob Gildie Natalie Tickle
In attendance:	Bruce Balicki (DP Finance & Resources) John Driver (DP Curriculum & Quality) Justine Selman (AP Quality Improvement)	Sam Coombes (Head of Student Services) John Revill (Vice Principal)	Theresa Cope (Clerk to Corporation) Sarah Chamberlain (AP, Head of 6 th Form)
Apologies:	Carol Skewes	Zeeshan Rasool	Jamie Spracklen

01/15 Apologies for absence

The apologies were received & accepted.

02/15 Confirmation of eligibility & quoracy

All members were eligible & the meeting was quorate.

03/15 Declaration of interests

No declarations of interests had been received.

04/15 Ratification of terms of office for members

Members were asked to give consideration, and agree, the reappointments of both Chris Humpage and Alex Dobinson whose memberships would expire in January 2016.

CH serves on the Standards and Risk & Audit committees as well as supporting the Remuneration committee. He was appointed as the Chair of the Standards committee and Vice-Chair of the Risk & Audit committee in October '15. He actively contributes to discussions at committee meetings and his attendance at both committee and Corporation meetings is very strong. CH had agreed in principle to serve a further four years until January 2020.

AD was a member of the Risk & Audit committee who had been appointed in January 2014. She made valuable contributions to discussions at committee meetings and attendance at both committee and Corporation meetings is very strong. AD had agreed in principle to serve a further two years until January 2018.

It was resolved that both CH and AD be reappointed for the terms indicated. The Clerk would write to both Members to confirm their reappointment.

05/15 Minutes of previous meeting (14 July 2015) & progress against matters arising

The minutes of the previous meeting held on 14 July '15 were agreed as an accurate record and signed by the Chair.

Matters arising:

41/14 The Chair sought assurance that the tutorials for this year would outline how and to whom students should report issues of radicalisation and extremism. The matter was in hand.

42/14 **An updated report on the Ofsted Action Points would be presented to the next Standards committee meeting** in January '16.

The Chair reminded members of the discussions that were had at the July '15 meeting in regards to the intentions to reduce the amount of content going forward. **The Chair proposed** that for all future meetings, only the Clerk's minutes would be provided with only essential supporting documentation to be given.

06/15 Committee minutes

• **Risk & Audit (13 Oct '15 & 1 Dec '15 (verbal))**

The committee had met on two occasions since the last Corporation meeting. RG gave the salient features from the business discussed.

At the October '15 committee meeting, the committee had appointed a Vice Chair (CH). The committee had received the internal auditor's annual report for 2014/15. There was now a requirement from the Skills Funding Agency (SFA) to provide an external audit opinion on subcontracting provision.

The committee's ToR were revised to take into account the revisions to JACOP and these changes had been ratified by the committee.

At the December '15 meeting, the external auditors had presented the annual Audit Findings Report to the end of July '15.

The engagement letters with regards to the external audit in relation to the subcontracting provision had been received and these were recommended for sign-off.

The committee's Annual Report had been recommended to the Corporation for approval.

• **Finance & General Purposes (20 Oct '15 & 8 Dec '15 (verbal))**

A new Committee Chair had been appointed in October '15 (NC).

The financial presentations given to the committee had been well received by the committee members.

The committee had received the annual Health & Safety report at the meeting held on 8 December '15.

• **Standards (6 Oct '15 & 26 Nov '15 (verbal))**

The committee had met on two occasions since the last Corporation meeting. CH outlined the key features.

The committee members had met with the Ofsted Support Lead prior to the October '15

committee meeting

The committee had received a presentation from the Curriculum Area Managers (CAMs) on the curriculum areas at the November '15 meeting.

07/15 AoC Code of Good Governance

The Clerk reminded members that this had been discussed at length at the Autumn Conference in November '15. The College had already adopted the Code informally but there was a need to formally record that the College would be reporting against the Code in its annual report from 2016.

The Code was formally adopted.

08/15 Instruments & Articles of Government

The Clerk reminded members of the proposals discussed at the July '15 meeting whereby the I&A's would be revised to allow, in extenuating circumstances only, attendance by electronic means such as Skype, Facetime etc.

The I&A's had been revised and the board was now asked to formally adopt the revisions.

The revised I&A's were formally adopted.

09/15 Safeguarding report

[Taken as agenda item 10]

Key features of the report were noted. Endeavours were being made to recruit, if possible and without prejudice, to appoint a male member of staff to the wellbeing team to try and encourage male students to use the services available.

Mental health had recently been identified as a national problem at the AoC annual conference. The college was looking at external sources to assist but it was acknowledged that resources were stretched whilst the demand was increasing.

Appendix 2 provided the data to show the various reasons for wellbeing support.

Governors requested a break-down of the statistics.

10/15 Safeguarding & PREVENT policy review

[Taken as agenda item 11]

Governors were asked to adopt the PREVENT strategy and action plan and to approve the Safeguarding policy.

It was agreed that governors would receive annual safeguarding training, in line with staff training, from the Designated Lead and the policy would be changed to reflect this accordingly.

The Head of Student Services advised that he had been undertaking a series of WRAPs (workshop to raise awareness of PREVENT) with staff.

It was accepted that whilst the college was taking all possible measures to protect students, students would still have access to inappropriate materials via mobile telephones and devices. Staff had been asked to be vigilant and report anything inappropriate that was overheard or seen.

An email would also be sent to all parents asking them to be vigilant to what students were accessing online.

(SQC left the mtg @ 19:26)

11/15 Self-Assessment Report

[Taken as agenda item 12]

The style of the report had been changed to mirror the structure of the Ofsted report. It was noted that different areas of provision would now be graded.

The curriculum area grades were provided at Appendix A along with the overall college grade profile for the last 3 years.

An update on the Ofsted Action Points (OAPs) together with the Quality Improvement Plan, would be presented to the next Standards committee meeting in January '16. Actions, and the impact of such, were being regularly reviewed. The main evidence base for Ofsted would be what was taking place within classes at the time of the inspection.

12/15 Health & Safety termly report

[Taken as agenda item 9]

Governors' attention was drawn in particular to the H&S Policy Statement on page 3. This had been amended to include reference to the Safeguarding and PREVENT policies. The policy had been presented to the Finance & General Purposes committee and had been recommended for approval. The updated version of the policy was now presented for approval by the Corporation.

The policy was agreed and approved for signature by the Chair of Corporation and the Principal.

(MRH left the mtg @ 19:06)

13/15 Principal's Report

This item was business sensitive & was to remain strictly confidential to Board members only

The Principal gave an overview of the report.

(CH left the mtg @ 20:03)

14/15 Annual Report & Financial Statements

The Board were asked to receive the Annual Financial Statements. Members were also asked to approve the Regularity and Engagement letters for the external auditors and authorise the Chair of Risk & Audit committee to sign on behalf of the Corporation.

There were no key issues to be brought to members' attention. The AFS had been discussed in-depth at both the Risk & Audit and Finance & General Purposes committees with both committees recommending the report to the Corporation.

The AFS was approved for signature by the Chair of Corporation and the Accounting Officer.

Authority was given to the Chair of Risk & Audit to sign the Regularity and Engagement letters received from the external auditors.

15/15 HE Complaints Procedure

Higher Education students now had the right to escalate complaints to the Office of the Independent Adjudicator if they remained unhappy with the college's response. An annual declaration to this effect had to be made to HEFCE and reported to governors. The Principal gave assurance that adequate processes were in place that were in line with the College's current complaints processes. Partner institution processes could also be used where appropriate. There had been no complaints received in the last academic year (2014/15) that had escalated to a formal stage.

16/15 Apprenticeships – positional statement

Please refer to the VP's Powerpoint presentation.

17/15 Succession planning – follow-up

This item was a follow-up to discussions at the Autumn Conference (Nov '15).

18/15 Members feedback

The Clerk advised that this was a new standing agenda item and provided an opportunity for all governors to feedback on any additional college activities that they may have been involved with, aside from committee meetings, such as attending student awards evenings etc.

19/14 Confidential matters

The confidential matter had been covered in 13/15 above.

The meeting closed at 20:27

The next scheduled meeting will be held on Tues 22 March 2016