

Minutes of the Corporation Meeting Held on Tuesday 22 March 2016 – Staff Room
--

Present:	Richard Kirkham (Chair) Nigel Cochran Bob Gildie Ben Parmenter Jamie Spracklen	Nick Spenceley (Principal) Alex Dobinson Chris Humpage Daniel Potter	James Beddow Andrew Frye Phillip Lennon Carol Skewes
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:	Shri Footring	Natalie Tickle	

20/15 Apologies for absence

The apologies were received & accepted.

21/15 Confirmation of eligibility & quoracy

All members were eligible & the meeting was quorate.

22/15 Declaration of interests

No declarations of interests had been received.

23/15 Appointment of new Principal

The Appointment Panel, comprising of the Chair of Corporation, the Chair of Risk & Audit committee, the Chair of Standards committee, the Chair of Finance & General Purposes committee and an independent member of the Standards committee had held interviews to appoint the new Principal & Chief Executive Officer.

The candidates had been subjected to a robust interview process held over 2 days (21/22 Mar '16). At the conclusion of the process on Day 1, the Panel had decided to take 3 candidates through to the formal interview process on Day 2.

Following extensive consideration by the Appointment Panel, it was unanimously decided that Daniel Pearson (DP) be recommended for appointment. It was expected that DP would join the College at the end of the current academic year for a handover from the current Principal.

The Chair thanked the Panel members for their support of the process together with the Clerk, the Head of HRD and the current Principal who had worked extremely hard to ensure a

successful conclusion to the process.

The Board accepted the recommendation that Daniel Pearson be invited to accept the post as Principal & Chief Executive Officer.

24/15 Corporation membership – ratification of new appointments

The minutes of the Search & Governance committee meetings held on 4th & 28th January '16 were received. The Board had noted the appointment of 2 new governors to the Finance & General Purposes committee.

The Chair extended a warm welcome on behalf of the Corporation to both new members and *the appointments were ratified.*

25/15 Minutes of previous meeting (15 December 2015) & progress against matters arising

18/15 With the exception of the minor wording amendment to item 18/15 the minutes of the previous meeting held on 15 December '15 were agreed as an accurate record and signed by the Chair.

26/15 Committee minutes

- **Risk & Audit (1 Dec '15 & 8 Mar '16 (verbal))**

The Chair of the committee had provided a comprehensive verbal report on the December meeting at the last Corporation meeting. The minutes were available for reference.

The Committee had met on one further occasion since the last Corporation meeting, on 8 March '16, for which the minutes were not yet available but the Committee Chair provided a brief overview of discussions.

There were 4 further audit reports to be submitted to the next committee meeting (Jun '16) so a more detailed report will be given to the final Corporation meeting of the academic year.

- **Finance & General Purposes (8 Dec '15 & 22 Mar '16 (verbal))**

The committee Chair provided a briefing of discussions from this afternoon's meeting. There were some issues to be addressed although a robust action plan was in place to deal with these.

The minutes for the meeting held on 8 December '15 provided a broad overview of discussions.

- **Standards (26 Nov '15, 14 Jan '16, 25 Feb '16 & 17 Mar '16 (verbal))**

The committee Chair had provided verbal feedback at the last Corporation meeting on the November '15 committee meeting for which the enclosed minutes provided further details.

There had been 3 further committee meetings since the last Corporation meeting.

At the meeting held on 25 February '16, the HE student representative had attended to give some brief verbal feedback to the committee.

The AP Quality Improvement had presented an update on teaching & learning.

At the recent committee meeting held on 17 March '16, the committee had received the annual report on complaints received during the 2014/15 academic year. The committee was satisfied that all complaints had been dealt with promptly and appropriately.

The DP C&Q had revised the reporting of both the Curriculum Progress report and the Ofsted Action Plan.

27/15 Chair's recruitment – handover plans

The Chair re-presented the PP presentation that was originally discussed at the Autumn Conference in November '15.

Members have a statutory duty to appoint a Chair of Corporation.

The Principal and the Clerk were available to speak to interested governors about the roles and support would be ongoing from the Principal, Clerk and the Executive team.

28/15 Ofsted – update/next steps

The report had been presented to the Standards committee last week.

(DP left the mtg @ 19:12)

29/15 Safeguarding report

(SQC joined the mtg @ 19:08)

The Head of Student Services advised that the College had been asked by Policy UK to lead at a mental health conference to be held on 14 April '16. The HoSS would be attending together with one of the Wellbeing Advisors.

The HoSS provided an overview of the report.

Three members of staff had reported what were deemed to be inappropriate comments in regards to the Prevent initiative. These had subsequently been referred to the Channel Panel. To date, no contact had been received from Essex Police with a view to taking further action.

The HoSS had produced a "sexting" booklet; a problem that is increasing in under 16's with a copy having been circulated to all college managers on reporting procedures. There is police legislation to cover "sexting" and all incidents must be reported.

(SQC left the mtg @ 19:38)

30/15 Principal's report

The report focussed on the key priorities for the remainder of the Principal's tenure.

Recruitment for the new Principal had now been settled following the successful recruitment process this week.

The Clerk has successfully enlisted the help of a National Lead Governor (NLG).

With regards to the Spring Conference, scheduled to be held on Fri 22 April '16, the the Clerk had been asked to look at the possibility of changing the date.

The Clerk would look at alternative possible dates and email Corporation members.

Members were requested to respond to the Clerk ASAP so that an alternative date could be confirmed (if possible).

31/15 Linear 'A'-levels - update

The government changes took effect in September '15.

Approval had been given for the exam boards for those subjects becoming linear in September '16.

"Mixed economy" subjects will be reviewed.

32/15 Members' feedback

There was no feedback to be reported.

The meeting closed at 20:15

The next scheduled meeting will be held on Tues 12 July 2016

(Annual Spring Conference to be held *Fri 22 April 2016*)