

Minutes of the Corporation Meeting Held on Tuesday 12 July 2016 – Staff Room

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

Approved Draft

(The meeting commenced at 18:15)

34/15 Apologies for absence

The apologies were received & accepted.

CH had also offered apologies as, due to a prior external commitment, he would need to leave the meeting by 7pm.

35/15 Confirmation of eligibility & quoracy

All members were eligible & the meeting was quorate.

36/15 Declaration of interests

No declarations of interests had been received.

37/15 Election of Chair and Vice-Chair(s) for 2016/17 academic year

(RG left the meeting @ 18:19)

The Principal gave verbal feedback on behalf of the Search & Governance committee. The recommendation was to appoint RG as Chair of Corporation for 2016/17.

The Board formally accepted the recommendation and RG was unanimously elected Chair of Corporation for the 2016/17 academic year.

(RG re-joined the meeting and CH & PL left the meeting @ 18:21)

The Principal gave verbal feedback on behalf of the Search & Governance committee. The Board was asked to appoint CH and PL as Vice-Chairs of Corporation for 2016/17.

The Board formally accepted the proposal and CH & PL were unanimously elected as Vice-

Chairs of Corporation for the 2016/17 academic year.

(CH & PL re-joined the meeting @ 18:30)

38/15 Minutes of previous meeting (22 March 2016) & progress against matters arising

The minutes of the previous meeting held on 22 March '16 were agreed as an accurate record and signed by the Chair.

39/15 Committee minutes

- **Risk & Audit (8 Mar '16 & 14 Jun '16 (verbal))**

The committee has met on 2 occasions since the last Corporation meeting. The Chair of the committee has previously provided a comprehensive verbal report on the March '16 meeting at the previous Corporation meeting. The minutes were available for reference.

As the minutes from the June '16 meeting were currently awaiting the Chair's approval, a summary of the committee discussions was provided by the Chair.

The committee received and reviewed the external audit plan for 2016/17

The committee received 2 internal audit reports together with two verbal reports. The college had been found to be fully compliant with the AoC Code of Good Governance.

The internal audit plan for 2016/17 was received and discussed. The DP F&R presented the Risk Register.

- **Finance & General Purposes (22 Mar '16, 17 May '16 & 5 Jul '16 (verbal))**

The committee Chair provided a briefing on discussions since the last Corporation meeting.

The addendum to the minutes of 17 May '16 meeting were tabled for members' information. The addendum has been agreed by the committee members via email communication and both supported and expanded on discussions held at committee.

The committee has reviewed the Health & Safety policy and this has been recommended to the Corporation for approval.

The committee received the mid-year budget update and the operational budget for 2016/17 – this was recommended to the Corporation for approval.

The Head of HR presented a report on staff absence.

- **Standards (17 Mar '16, 12 May '16 & 23 Jun '16)**

The Chair of the committee had provided a verbal report on the March '16 meeting at the previous Corporation meeting. The minutes were available for reference.

At the June '16 meeting, the committee received feedback on the HE Review.

An internal audit report had been referred from the Risk & Audit committee. Management has been asked to include a deadline date for actions to be completed in order that the committee can monitor progress.

40/15 Safeguarding report

- **Annual review of Safeguarding policy**

(SQC joined the meeting @ 18:45)

All students, staff and governors have completed online cyber safety and Prevent tests. British Values have been embedded within teaching, learning and assessment as appropriate.

Students were invited to a cross-college forum where the local religious leaders of various faiths discussed their beliefs. Through discussion and debate, students were able to broaden their knowledge and understanding of different religions and faiths within the community.

Governors were advised that safeguarding training will be held on 6th September '16 to include, amongst some of the topics, female genital mutilation (FGM), cyber-bullying, mental health, Prevent and general safeguarding matters. Governors are strongly encouraged to attend and **the Clerk will confirm details by email**. Governors can attend either the morning or afternoon session.

The College has received Matrix re-accreditation.

Please refer to the VP's tabled paper regarding web security and control. Governors had asked for reassurance with regards to the College's systems to keep students safe online. All computers and devices that are connected to the College network have to go through the College's web security and firewall.

The Principal advised that the College had a statutory duty to ensure robust systems are in place.

(CH left the meeting @ 19:00)

The Board received the Safeguarding & Child Protection Policy which has been reviewed and updated. The policy now also covers staffing issues and is in alignment with HR to adopt a more cohesive approach.

Referring to section 6 (pg 5), the HoSS confirmed that induction and staff training also included newly appointed governors and the policy was to be updated accordingly.

The ethnicity breakdown contained at Appendix 2 is dictated by central government.

(SQC left the meeting @ 19:15)

41/15 Annual Health & Safety Report

The policy was made available electronically due to the size of the document.

The DP F&R advised that the policy has been reviewed by the Finance & General Purposes committee and recommended to the Corporation for approval and signature.

Attention was drawn to the accident statistics.

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

42/15 Principal's report

Members were asked to maintain confidentiality with regard to this report.

The Principal asked Members to be aware that there is a lot of good work going on around the College that should be celebrated.

The report contained the Principal's main findings since taking up his post in May '16.

The College's key Ofsted strengths and areas for improvement were discussed.

Resources will be focussed on strategic areas of priority and to enhance the College's existing provision in the highlighted areas. Partnerships will also be developed.

Implementation of this strategy has commenced.

An overview of the Employability Skills Framework and Passport to Careers (P2C) was provided.

43/15 Budget 2016/17

The operational budget had been presented to the Finance & General Purposes committee and recommended to the Corporation.

A number of questions have been posed prior to this meeting and the email communication was tabled for members' information.

The Corporation approved the operational budget as presented to the Finance & General Purposes committee.

44/15 Governance issues

- **Corporation membership – ratification of new appointment**

The minutes of the Search & Governance committee held on 1st June '16 were received.

The Corporation was asked to formally ratify the appointment of the new member, who will join the Risk & Audit committee.

The appointment was ratified.

- **Corporation membership - reappointment of member**

The Clerk advised that whilst normally the reappointment would be considered by the Search & Governance committee and recommended to the Board for ratification, it was necessary, due to tight time constraints and pressing college business, to bring the matter directly to the Board for consideration.

The recommendation to the Board is to reappoint for a further academic year.

The reappointment was unanimously ratified.

- **Meeting schedule 2016/17**

The proposed meeting schedule was presented for consideration. The meeting dates for 2016/17 were aligned with those for 2015/16 and there is no proposal to change the timings of committee meetings. Members were asked to note the Standards committee meeting scheduled for October '16 which has been deliberately scheduled to take the Clerk's annual leave into consideration.

The Risk & Audit committee meeting scheduled for December '16 may need to be brought forward.

Members were asked to advise the Clerk ASAP if the proposed dates proved to be problematic, otherwise it would be accepted that the meeting schedule was approved.

- **Governor protocols**

The Clerk had been requested by the Chair of Corporation to review governor protocols for the benefit of new Board members and provided an aide memoir for existing members.

- **Membership 2016/17**

The Clerk provided a spreadsheet to members for information. There will be some changes to committee memberships for the new academic year – these will be advised separately.

- **Corporation documents**

Copies of the Standing Orders, Code of Conduct and Committee ToR are available electronically for reference.

45/15 Members' feedback

The staff governor advised that recent archaeological excavation works had indicated that there has been activity on the college site for the last 4000 years.

The meeting closed at 21:00

The next scheduled meeting will be held on TBA (Dec '16)

(Annual Autumn Conference to be held Nov 2016 – Date TBA)