

<b>APPROVED:</b> <i>Chair</i>	<b>DATED:</b>
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**OPEN MINUTES OF CORPORATION MEETING**  
**Monday 8 January 2018 at 18.30**



Bexhill 6th Form College

**Present:** Sue Taylor (Chair)  
Wayne Marley (Vice-Chair)  
Michael Boakes  
Lorraine Brown  
Tommy Dang (Student Governor)  
Karen Hucker (Principal)  
Elisabeth Lawrence (Staff Governor)  
David Padmore  
Carole Shaves  
Pat Strickson  
Jessica Stubbings

**In Attendance:** Dave Brown (VP)  
Mike Groves (Director of Finance)  
Linda Johnson (VP)  
Jackie Taylor (Director of Services Supporting Learning)  
Debbie Vockins (Director of HR)  
  
Melissa Drayson (Clerk to the Corporation – Maternity Cover) - Minutes

**Apologies:** Sue Adams  
John Stebbing  
Lloyd Taylor  
Scott Ray (Vice-Chair of the Senior Students)  
Rueul Thompson (Vice-Chair of the Senior Students)

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**STANDING ITEMS**

**WELCOME AND INTRODUCTIONS**

The Chair paid tribute to Carole Shaves, who was attending her final Corporation meeting after 19 years as a governor, for her significant contribution to the College and the work of the Corporation. Carole responded by saying what a privilege it had been to serve on the Board.

**APOLOGIES FOR ABSENCE**

Apologies were as listed above

**NOTIFICATION OF ANY OTHER BUSINESS**

There had been no notifications of any items of urgent other business.

**DECLARATION OF INTERESTS**

None

**MINUTES OF PREVIOUS MEETING**

The Open Minutes of the Corporation meeting held on 25 September 2017 were approved as a correct message and were signed by the Chair.

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## **MATTERS ARISING FROM PREVIOUS MEETING**

It was confirmed that the student union logo design competition had taken place and that the winning design had been covered widely.

## **WRITTEN RESOLUTIONS**

Due to the postponement of the Corporation meeting from 11 December because of adverse weather, it had been necessary to seek approval of the following items through written resolution.

Item: 3a: Search Committee

Approval of the revised Committee Terms of Reference

Item 3c. Finance and Property Committee

Approval of the revised Health and Safety Policy

Item 3d. Personnel Committee

Approval of the following revised policies

- o Capability Procedure PG3
- o Child Protection Policy PG4
- o Data Protection Policy PG7

Item 5a. Strategic Planning, Policy and Quality Committee

Approval of:

- The Whole College Self Assessment Report 2016-17
- The Quality Improvement Plan 2017-18
- The College Targets 2017-18

Item 5b. Finance and Property Committee

Approval of the Financial Statements 2016-17 (in joint resolution with the Audit Committee)

Item 5c Audit Committee

Approval of:

- Signing of the Representation Letters for both audits by the Chair and Principal.
- Annual Financial Statements for the year ending 31 July 2017, together with the members' report therein
- Annual Report of the Audit Committee 2016/17
- Re-appointment of RSM UK as the College's Financial Statements and Regularity Auditors for the 2017/18 financial year.

## **MAIN AGENDA**

### **PART A PUBLIC ITEMS**

#### **1. STUDENT REPORT**

*Presentation by Tommy Dang, student governor*

*The powerpoint slides are available to governors separate to these minutes*

Governors heard about activity and developments since the last Corporation meeting. These included

- The recruitment of 22 new Student Executives and the first Student Union meeting
- Improved communications and feedback mechanisms through refectory desks and an email link on the portal
- Children in Need fundraising

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- Helping with Open Evenings, with highly positive parent feedback
- Helping with Parents' Evenings

In response to governors' questions it was confirmed that the Student Union would meet monthly throughout the year. Governors commented that there had been interesting and positive developments under the new SU leadership, and the Student Governor was thanked and congratulated for these.

## 2. **BRIEFING ON SAFEGUARDING, EQUALITY & DIVERSITY AND HEALTH & SAFETY**

*Oral feedback from link governors.*

### **a. Safeguarding**

*Oral report from Pat Strickson, Safeguarding link governor.*

Pat commented on how much she had learned during her handover period as Safeguarding link governor and thanked Carole for her time as mentor. Key issues reported and discussed were that:

- The plan to allow police sniffer dogs onto campus if required would be implemented in September 2018, when the parents of all students would have agreed consent as part of the parental agreement.
- All students on work placement had undertaken a unit on safeguarding
- The child protection policy had been amended and approved by Personnel Committee
- Campus security had been tightened further with the introduction of the new carpark barriers and other measures to restrict access to the site
- Linda Johnson had attended training to be a mental health first aider and had trained 19 other staff in a two-day session. She had also attended KSIE update training in Sept, which was an annual requirement.

### **b. Equality and Diversity (E&D)**

*Oral report by David Padmore*

The E&D committee had discussed the college E&D annual report, which had included an analysis of 2016-17 learner outcomes by protected characteristic. The results indicated that male students were performing slightly better than female students for the first time. Work was being undertaken to explore the reasons for this. The achievement rates of different groups of students, including looked after children, those receiving free meals, and those receiving additional learning support, was comparable.

It had also included an overview of staff training provided by an external specialist, which had included Fundamental British Values. E&D was covered in all new staff induction. The importance of embedding E&D into the curriculum had been emphasised.

The Equality and Diversity Action Plan had also been reviewed. This was a very comprehensive report which covered all areas touched upon in the report.

**AGREED: that the Equality and Diversity Report and Action Plan would be shared with governors (Principal)**

### **c. Health and Safety**

*Oral report by the Principal, in the absence of Sue Adams*

The Health and Safety Committee had met on 14 November. Most of the meeting had been spent reviewing the H&S Annual Report which had subsequently been discussed by the Finance and Property Committee. The main points to note were that:

- There had been significant maintenance work with no major health and safety incidents.

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- Comprehensive staff training had been undertaken throughout the year. Longer standing staff would be offered top-up training
- The nursery had experienced the highest number of minor injuries, which was in line with expectations.
- There was a greater emphasis on stress and mental health issues in the revised policy

The Corporation was advised that Sue Adams would be coming to the end of her Term of Office in July. Expressions of interest in the Health and Safety link governor role were sought to ensure an overlap and mentoring opportunity.

### 3. COMMITTEE REPORTS

#### a. Search Committee

*Open minutes of 3 October meeting presented by the Committee Chair*

A report on the minutes and an update was provided.

- Wayne Marley had joined the Search Committee as the Vice Chair.
- The Committee was seeking to recruit up to two new governors. Corporation members were asked to use their networks to help to publicise the vacancies
- Governor attendance was excellent and above sector benchmarks. This was a reflection of how well governance had developed at the College.

There was one remaining Committee recommendation and it was:

**RESOLVED: That the Approval of the Removal of a Governor Policy be approved**

#### b. Strategic Planning, Policy and QA Committee

*Open minutes of the SPPQ Committee, presented by the Chair in Lloyd Taylor's absence*

It was confirmed that the main focus of the meeting had been on the Self Assessment Report and Quality Improvement Plan (SAR and QIP) which would be dealt with in confidential Part B of the meeting. All items for approval had been covered in the written resolution.

#### c. Finance and Property Committee

*Open minutes of the F&P Committee, presented by the Committee Chair*

It was confirmed that the majority of items for approval had been covered in the written resolution. Other discussions focussed on:

- The Committee was pleased to note that all student accommodation was fully occupied
- The Health and Safety report had been very detailed and encouraging. It was important that there had been no RIDDORS
- The risk review had shown a good position overall.

#### d. Personnel Committee

*Open minutes of the Personnel Committee, presented by the Committee Chair*

Three policies had been approved through written resolution. There were no further issues to report. The committee recorded its thanks to Carole Shaves and its sadness for her departure.

### 4. ANY OTHER NOTIFIED BUSINESS

There was no other business.

### DATE OF NEXT MEETING

**APPROVED:**

*Chair*

**DATED:**

The next meeting of the Corporation would take place on 23 April 2018 at 18.30 in Room C.2.19. The Agenda for the meeting would close on Thursday 19 April. The Chair thanked the Student Governor who departed the meeting at 7.35pm