

APPROVED:

Chair

DATED:

OPEN MINUTES OF CORPORATION MEETING
Monday 04 July 2016 18.30



Bexhill 6th Form College

Present: Sue Taylor (Chair)
Carole Shaves (Vice-Chair)
Sue Adams
Michael Boakes
Nichollas Hollingsworth
David Padmore
Nick Porter
Jessica Stubbings
Lloyd Taylor (Parent Governor)
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)

In Attendance: Dave Brown (VP)
Richard Hughes (Interim Director of Finance)
Linda Johnson (VP)
Jackie Taylor (Director of Services Supporting Learning)
Debbie Vockins (Director of HR)
Bella Cornford (Student Governor 2016/17)
Elizabeth Johnson (Vice-Chair of Senior Students 2016/17)

Minutes: Alison Dennett (Clerk to the Corporation)

Apologies: Wayne Marley
John Stebbing
Maria Goptareva (Outgoing Student Governor)
Sandra Soinska (Outgoing Vice-Chair of Senior Students)
Mostakima Khan (Outgoing Vice-Chair of Senior Students)

STANDING ITEMS

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

There were none.

RETURNS REQUIRED

- **Signed Declaration of Interests 2016/17.** Governors and SLT were asked to submit their signed Declaration of Interest to the Clerk at the meeting.
- **Skills Audit 2016/17.** The Skills Audit was currently being updated for 2016/17; Governors and SLT were requested to submit any amendments to the Clerk.
- **Online Corporation Self Assessments.** Governors had been given the opportunity to complete the online Self Assessment survey at the training session held on 20th June. The Clerk had contacted those Governors who had been unable to attend the training session via email with a link for completion of the survey.

WELCOME AND INTRODUCTIONS

The Chair welcomed the new Student Governor and Vice-Chair of the Senior Students for 2016/17 as observers to the meeting. They would be receiving a full induction with the Principal, Chair and Clerk before their first official meeting of the Corporation in September.

MINUTES OF PREVIOUS MEETING

The Minutes of the Corporation meeting held on 11 April 2016 were agreed and signed as correct.

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MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

PART A – PUBLIC ITEMS

1. APPOINTMENT OF CHAIR & VICE-CHAIR 2016/17

The Corporation considered the appointment of Chair and Vice-Chair for 2016-17. There were no expressions of interest and the Chair and Vice-Chair were happy to continue for a further year.

The Chair noted that both she and the Vice-Chair were mid-way through their final Term of Office. The Chair intended to step down in two years' time whereas the Vice-Chair would be stepping down from her role at the end of 2016/17.

This meant that, in terms of succession planning, the Corporation would be looking for a Governor to step forward to become Vice-Chair in 2017/18 with a view to taking over as Chair in 2018/19.

The Chair requested that if, during the course of the next 12 months, any Governor felt interested in stepping forward for the position of Vice-Chair next year, they should contact the Clerk.

Resolved: The Corporation approved the appointment of the Chair and Vice-chair for 2016-17.

2. STUDENT COUNCIL UPDATE – STUDENT REPORT

The current Student Governor and Vice-Chairs of the Senior Students were unable to attend the meeting. The Vice-Principal presented the Student Council update in their absence which highlighted the work of the Senior Students since the last Corporation meeting as follows:

- Various fundraising activities including 'Yellow Day' where £160 was raised for St Michael's Hospice.
- The festival style leavers' event had been held involving student bands from across the College, a barbeque, henna tattoos / face painting and a magician.
- At the final Senior Students meeting, certificates had been presented to those students finishing their time at the College and feedback had been gathered to see if any improvements could be made for future Senior Students.
- The 'big news' was the appointment of the new Chair and Vice-Chair of the Senior Students. Thanks and good luck wishes were extended to the outgoing Chair and Vice-Chairs.
- The idea of appointing course reps had been discussed; however, as some course areas were quite large, it had been difficult to decide on one person to represent them. It was agreed to carry on with tutor reps but to allocate them specific sections to try and narrow down feedback to specific sections so it can be actioned appropriately.
- It had been decided to have single item agendas for Senior Students' meetings in order to focus the student voice as they only have a short space of time for meetings. Examples included Teaching & Learning and Equalities & Diversity.
In response to a question from a Governor, it was confirmed that Senior Students' meetings were held over a tutorial period: Senior Students' meetings were held bi-weekly and the full Student Board met every half term. When there was a lot on the agenda it tended to be difficult for feedback to be formed: by grouping students, feedback could be picked up more specifically and given to staff to use constructively.
- Students had raised that it would be beneficial if staff came along to Senior Students' meetings i.e. if there were student issues within specific areas then staff from those areas could come along to meetings to discuss those.
- The possibility of the Chair / Vice-Chairs being invited to Heads of Section meetings was also being looked at.

The Senior Students have been given certificates from the SLT to recognise their contribution to the College. The Chair of the Corporation stated that the possibility of issuing certificates to the Student Governor and Vice-Chairs of the Senior Students on behalf of the Corporation would be looked at.

3. BRIEFING ON SAFEGUARDING, EQUALITY & DIVERSITY AND HEALTH & SAFETY

Safeguarding

The Link Governor reported back on the Safeguarding meeting that had been held on 15 June. The main points to note were: drop in sessions with a nurse were being held in the College for students. The next session would be in September.

The issue of drugs had been discussed and how this could be combatted. The dog trainer for Sussex Police had been contacted with a view to seeing whether sniffer dogs could be used at the College.

An action plan would be in place from September to widen placements across the College. The CAHMS report at a local safeguarding meeting, outlined that there had been a 3% increase in referrals across Sussex this year. The CAHMS assessments lasted between 1-6 weeks with referrals being made if additional support was needed. It was positive to note that priorities were not given between self-referrals / GP referrals / College referrals.

A new youth drop in service was being run Monday-Friday from the Observer Building in Hastings.

It had been felt that a policy needed to be in place with regards to students travelling to high risk countries; this would be incorporated into the existing Safeguarding Policy.

An issue with Child Protection handovers had been identified with information coming from / to several different organisations to the College and the danger was that information could be missed. It had been decided that the Student Support Manager would be the one point of contact for this information.

Progression Day had been held which had involved a workshop on online presence.

One Governor questioned what targeted safeguarding preparation was in place for students coming to the College from abroad; it was confirmed that, as well as the standard induction process, an additional induction was in place and students were also issued with a specifically prepared PREVENT guidance booklet. A questionnaire had also been designed to check students' understanding of the PREVENT agenda. They would also be party to the tutorial system where safeguarding and other issues were discussed.

Equality & Diversity

The Link Governor updated the Corporation on the outcomes of the last Equality & Diversity meeting as follows. The main points to note were: the College has a high number of students receiving bursaries and it was important for the College to continue to support them.

The College had been rated as providing Platinum support to LAC students by the Virtual College.

Transition days had been put on to support students with additional needs who are joining the College in September.

Equality & Diversity work was seen as being intrinsic to the curriculum and embedded within the College.

In terms of Action Plan progress, it was reported that all managers had taken on the role of promoting equality & diversity which was positive.

The improvement in promotional materials across the College was recognised and work had been undertaken by the Sports Maker to increase participation in physical activity.

The College's 'Fitness to Study' programme would be reviewed in the new academic year; the programme provided support in a structured way and had helped 34 students this year.

A large amount of material had been covered in tutorials and serious issues had been covered.

A 50% increase had been seen in vulnerable students being supported by the College.

Health & Safety

The Link Governor updated the Corporation on the outcomes of the last Health & Safety meeting as follows.

By coincidence, the Link Governor had been witness to a fire alarm evacuation on the day of the meeting and was happy to see the operation running smoothly.

Lock down training would be taking place on 15th July as part of the PREVENT agenda to demonstrate how the College would respond to an alarm on another basis (i.e. not a fire alarm).

Two fire Risk Assessments had taken place with positive results. The Risk Assessment process was being moved online in an improvement to the system. In response to a query from a Governor over changes to the specification for fire doors, the Principal confirmed that she would speak to the Property Manager to ensure that the College was compliant in this area.

The smoking area was being moved to the end of the playing field, away from the front of the building.

The Chair thanked the Link Governors for committing the extra time to attend these meetings.

4. COMMITTEE REPORTS

a. Search Committee

The Committee Chair reported on the meeting of 17 May 2016 as follows:

- Renewal of Term of Office of two Independent Governors
Two Governors' terms of office were due for renewal in October: Wayne Marley and John Stebbing. Search had recommended the renewal of both Governors' Terms of Office and an additional paper was circulated giving information on the experience, commitment, skills and attendance of both Governors.
The reappointment of both Governors was considered in their absence. The Chair noted that they were committed to the Corporation with good attendance figures at meetings and College events as well as offering guidance and support in other areas when required.

RESOLVED: The Corporation approved the renewal of Wayne Marley as an Independent Governor for a further four year term from 05.10.2016-04.10.2020.

RESOLVED: The Corporation approved the renewal of John Stebbing as an Independent Governor for a further four year term from 11.10.2016-10.10.2020.

- Updates to Committee membership
Two changes had been made to Committee Membership: Sue Adams to move to Personnel and Jessica Stubbings to move to Strategic Planning, Policy & Quality Assurance.

RESOLVED: The Corporation approved the changes to Committee Membership.

- Corporation Links Policy SG1
The Chair reported that there were minor changes to the policy, such as changing Members' Mornings to Governors' Mornings, and adding the PREVENT agenda to the Lead Governor section.
The Committee had also agreed that the term 'Members' should be replaced by 'Governors' in all documents to avoid future confusion over the terms.

RESOLVED: The Corporation approved the Corporation Links Policy SG1.

b. Personnel Committee

The open minutes of the meeting of 6 June 2016 were noted and taken as read. The Committee had considered the risks delegated to it and noted that three risks remained amber while one remained green. Two Policies had been discussed but both had been for approval by the Committee.

c. Strategic Planning, Policy & QA Committee

The open minutes of the meeting of 13 June 2016 were noted and taken as read. One member would be moving to the Personnel Committee from September; the Chair extended thanks for her commitment whilst on the Strategic Planning, Policy & QA Committee.

d. Finance & Property Committee

The open minutes of the meetings of 25 April and 14 June 2016 were noted and taken as read. In the absence of the Chair, the Vice-Chair reported that five items for approval were in the confidential section of the 14 June meeting.

APPROVED:

Chair

DATED:

DATE OF NEXT MEETING

The next meeting of the Corporation is scheduled for Monday 26 September 2016 at 18.30 in Room C.2.19. The Agenda for the meeting will close on Thursday 22 September 2016.

The Chair thanked the new Student Governor and Vice-Chair of the Senior Students for their attendance at the meeting; they departed at 19.15.