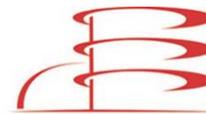


APPROVED:

Chair

DATED:

**OPEN MINUTES OF CORPORATION MEETING
Monday 11 April 2016 18.30**



Bexhill 6th Form College

Present: Sue Taylor (Chair)
Sue Adams
Michael Boakes
Nichollas Hollingsworth
David Padmore
John Stebbing
Jessica Stubbings
Wayne Marley
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Member)
Maria Goptareva (Student Member)

In Attendance: Dave Brown (VP)
Sarah Hughes (Interim Director of Finance)
Linda Johnson (VP)
Sandra Soinska (Vice Chair of Senior Students)
Mostakima Khan (Vice Chair of Senior Students)

Minutes: Alison Dennett (Clerk to the Corporation)

Apologies: Carole Shaves (Vice-Chair)
Nick Porter
Lloyd Taylor (Parent Member)
Jackie Taylor (Director of Services Supporting Learning)
Debbie Vockins (Director of HR)

STANDING ITEMS

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

There were none.

MINUTES OF PREVIOUS MEETING

The Minutes of the Corporation meetings held on 07 December 2015 and 01 February 2016 were agreed and signed as correct.

The Chair noted that the meeting held on 01 February had been a short meeting to confirm the approval of Jessica Stubbings as a member of the Corporation. Jessica was welcomed to her first meeting and it was noted that she brought with her a wealth of experience in education, as well as experience as an observer/Governor at Sussex Coast College and as a Governor at a local primary school.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MEMBERSHIP MATTERS

The Chair noted that two members' terms of office were due for renewal: Mike Boakes and Lloyd Taylor. The renewal of both members' had been considered by the Search Committee and the Corporation in September 2015 when it had been confirmed that both members wished to continue for a further term. Mike Boakes stepped out while the Corporation considered his reappointment; the reappointment of Lloyd Taylor was considered in his absence. The Chair noted that MB and LT were

committed to the Corporation with good attendance figures at meetings and College events; MB had a strong background in education and personnel issues and LT had a strong business background.

RESOLVED: The Corporation approved the renewal of Mike Boakes as an Independent Member for a further four year term from 27.04.2016-26.04.2020.

RESOLVED: The Corporation approved the renewal of Lloyd Taylor as an Independent Member for a further four year term from 12.07.2016-11.07.2020.

MAIN AGENDA

PART A – PUBLIC ITEMS

1. STUDENT REPORT

The Student Member and Vice Chairs of the Senior Students outlined the work of the Senior Students since the last Corporation meeting which had included:

- Various fundraising activities including Save the Children, Beat Blue Monday and British Heart Foundation's Valentine's Day event.
- Feedback had been gathered through Student Board meetings on the future use of lanyards for students.
- Feedback was also being gathered from students through tutor groups and via the portal with regard to what they would like to see at the leavers' event. Live music /entertainment was proving to be a popular choice with the possibility of a festival type event being looked into.
- Feedback on Student Board meetings was being considered to see if the meetings could be managed more effectively next year.

In the coming months work would continue towards organising the leavers' event as well as on participation in St Michael's Hospice's 'Yellow Day'. Activity would also continue towards recruitment of a new Chair and Vice-Chairs of the Senior Students.

Areas that the Senior Students would like to focus on included encouraging the use of the gym amongst students as well as encouraging feedback from student meetings and seeking ways to improve student engagement in College life.

Members asked if the current arrangement of one Chair and two Vice-Chairs had worked well for the Senior Students during their time in office; the Senior Students agreed that the arrangement had worked well, providing important support and a feeling of shared responsibility.

The Senior Students were asked to give feedback to Members on any frustrations they may have had during their time as Senior Students; it was responded that the process to 'get things done' i.e. from the talking stage through planning and seeing results, sometimes took longer than anticipated. Difficulties in co-operation between the student body and the Senior Students could be improved as could the student body's knowledge of what the Student Council does. In general though it was felt that College activities for students had been improved and issues dealt with when they had been raised.

2. BRIEFING ON SAFEGUARDING AND HEALTH & SAFETY

Safeguarding

In the Vice-Chair's absence, the Principal reported back on the Safeguarding meeting that had been held on 23 March. The main points to note were: in an early years setting all employees were now required to give a suitability declaration which applied to those students entering work experience in early years settings.

A focus had been made on increasing the number of students on work placements as a whole; this year 121 health and safety assessments had been completed.

A number of issues had been addressed through tutorials including personal health and cyber safeguarding.

It was positive to report that funding had been granted for the College to have a health nurse 1 day a month to provide health advice to students; this was a service which had previously been cut so was positive to have it back again. The College has also been offered a monthly drop in session run by the CAB in the College for students to seek advice.

As part of an update on child protection issues it was reported that a questionnaire had been sent to international students which had shown that they did not understand the term PREVENT; in response to this a pamphlet had been produced by the Student Support Manager which had been so successful it had now been distributed to all students.

A grant of £10,000 had been awarded to the College from the Local Authority towards improving the health of students and staff; work would focus on mental health, smoking cessation as well as other areas.

One member questioned what steps the College was taking to address the issue of legal highs; it was confirmed that this issue was covered in tutorial sessions and legal highs were banned substances covered by College policy.

Health & Safety

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

The College was a safe environment with low accident numbers; more accidents were seen in the nursery than anywhere else.

There had been a change in the way the College delivered minibuses training due to the new minibuses which no longer required a D1 licence to drive them. This meant that an increased number of staff could be trained to drive the minibuses.

Changes in international safety standards and the way fines were calculated for health & safety incidents were noted.

One outstanding issue had been the slip hazard on the floor outside the theatre as the decking surface became slippery when wet; this had now been addressed with anti-slip strips being installed over the Easter holidays.

3. COMMITTEE REPORTS

a. **Search Committee**

The open minutes of the meeting of 22 January 2016 were noted and taken as read.

b. **Personnel Committee**

The open minutes of the meeting of 8 February 2016 were noted and taken as read. Two Policies had been discussed but both had been for approval by the Committee.

c. **Finance and Property Committee**

The open minutes of the meeting of 21 March 2016 were noted and taken as read. One item for approval was in the confidential section of the meeting. The Committee had held lengthy discussions over the Accommodation Plan and an additional meeting would be held on 25th April to discuss future Capital spend.

d. **Strategic Planning, Policy & QA Committee**

The open minutes of the meeting of 22 March 2016 were noted and taken as read and the Chair of the Corporation reported the key points to note. The Committee had held a brief discussion over the closing of the Hastings Campus of Brighton University which was continued by the Corporation; it was noted that Sussex Coast College would be picking up the courses that they already offered and there was scope for the College to deliver courses in some areas but that was aspirational.

4. SCHEDULE OF CORPORATION AND COMMITTEE MEETINGS 2016-2017

Members noted the meetings calendar for 2016-17. The Chair pointed out the new meeting day for both the Finance and Property and Strategic Planning, Policy & QA Committees: F&P would be meeting on a Tuesday from their next meeting (14th June 2016) and Strategic Planning would be meeting on a Monday from their next meeting (13th June 2016).

5. ANY OTHER NOTIFIED BUSINESS

There was none.

APPROVED:

Chair

DATED:

DATE OF NEXT MEETING

The next meeting of the Corporation is scheduled for Monday 04 July 2016 at 18.30 in Room C.2.19. The Agenda for the meeting will close on Thursday 30 June 2016.

The Student Members departed at 19.20. It was noted that the July Corporation meeting would be the last meeting for the current Student Member.