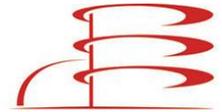


APPROVED:
Chair

DATED:

OPEN MINUTES OF CORPORATION MEETING

Monday 12 December 2016 18.30



Bexhill 6th Form College

Present: Sue Taylor (Chair)
Carole Shaves (Vice-Chair)
Sue Adams
Nichollas Hollingsworth
Wayne Marley
David Padmore
Nick Porter
Jessica Stubbings
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)
Bella Cornford (Student Governor)

In Attendance: Dave Brown (VP)
Linda Johnson (VP)
Jackie Taylor (Director of Services Supporting Learning)
Debbie Vockins (Director of HR)
Ola Jader (Vice-Chair of Senior Students)

Minutes: Alison Dennett (Clerk to the Corporation)

Apologies: Michael Boakes
John Stebbing
Lloyd Taylor (Parent Governor)
Elizabeth Johnson (Vice-Chair of Senior Students)
Richard Hughes (Interim Director of Finance)

STANDING ITEMS

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

There were none.

MINUTES OF PREVIOUS MEETING

The Open and Confidential Minutes of the Corporation meeting held on 26 September 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

PART A – PUBLIC ITEMS

1. STUDENT REPORT

The Student Governor and Vice Chair of the Senior Students outlined the work of the Senior Students since the last Corporation meeting as follows:

- The Freshers' Fair had been held which had been a great success engaging with lots of students. Food, inflatables and henna tattoos were on offer. Stalls were held by the NCS (National Citizen Service), the RAF recruitment and by the Senior Students as well as Brighton and Sussex Universities.

One Governor questioned how useful it had been to have representation from the RAF and whether this would be built on in future as an avenue for post studies; the Student Governor

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responded that it was important to have representation from these kinds of areas for those students who did not already have a clear idea of a specific career or of entering into further education.

- Black History Month had been commemorated with Richard Olatunde Baker coming into the College with his Talking African Drums which was received positively by students.
- Various fundraising days had been put on including: Jeans for Genes raising £242.60, Wear It Pink for breast cancer awareness raising £265.96, Children in Need raising £332 and World Aids Day raising £48.
- An anti-bullying awareness event had been run involving a kickboxing demo to promote confidence and self-esteem among students.
- A Christmas Karaoke event had also been recently held which had received positive feedback from both staff and students.
- LRC Champions had been introduced for this year to promote the use of the Learning Resource Centre (LRC); their initiatives included a Comic Book Club. LRC Reps continued to work closely with the LRC Manager.
- Information & Learning Technology (ILT) Reps continued to work with the College's ILT Co-ordinator and initiatives included the introduction of Office 360 with planned work to help students understand how to use the new software.
- Event Reps had been particularly busy, as demonstrated through the amount of events reported; upcoming events included 'Beat Blue Monday', Red Nose Day and Holocaust Memorial Day amongst others.

One Governor questioned how the Reps had been chosen; it was responded that students had volunteered for these positions and the Student Activities Officer had then helped to allocate areas to those who had volunteered. There had been no shortage of students putting themselves forward for these roles.

Governors were interested to hear of the variety of events that had been supported since the beginning of term as well as forthcoming events. They noted the positive use of the Senior Student Reps as well as the introduction of the LRC Champs as a new initiative.

The Student Governor and Vice-Chair of the Senior Students were thanked for their presentation.

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

The Link Governors provided a summary of the issues that had been considered at the Safeguarding, Equality & Diversity and Health & Safety meetings as follows:

Safeguarding

[Confidential note].

Following new Keeping Children Safe in Education (KCSIE) Guidance being issued in September, the College's Safeguarding Policy had been updated to specify that staff were not to use personal phones for photos/videos of students; only College cameras were to be used.

The Policy had also been updated to state that the College's Safeguarding Lead would be responsible for the transferring of all student child protection files to and from schools, colleges and other educational organisations.

It also continues to be the case that all visitors to the College are required to be accompanied at all times.

[Confidential note].

The Safeguarding Link Governor was satisfied that the correct safeguarding processes were in place at the College and reported that her suggestions with regard to safeguarding were always considered.

It was noted that Safeguarding, and the newly updated KCSIE Guidance, would be the subject of the Governors' Training session being held on Monday 6th February.

Equality & Diversity

E&D Action Plan for 15/16 and Progress Made: All staff had been trained on transgender issues; E&D related issues had been considered in Tutorials; and the Terence Higgins Trust Positive Voices had returned to speak to students on living with HIV. Work with regards to PREVENT had been undertaken with catering staff and sub-contractors.

[Confidential note].

High needs students had been discussed and the additional support they required; this was an important area.

[Confidential note].

Health & Safety

The link Governor reported that the Health and Safety provision at the College continued to be good; accidents are low with no RIDDORs.

The College's Legionnaires and Fire Risk Assessments had been carried out with no major recommendations being made as an outcome.

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The new online Risk Assessment system was fully implemented and working well.

The Chair of the Corporation thanked the Link Governors for their updates; it was noted that the Link Governors had been carefully selected due to their significant experience in the respective areas.

3. COMMITTEE REPORTS

a. Search Committee

The open minutes of the meeting of 20 September 2016 were noted and taken as read. The Committee had held discussions over recruitment as a number of Governors would be stepping down at the end of their current Terms of Office. It was noted that an advert had not yet been placed in the local press for a new Governor; instead, areas of individual potential interest were being pursued.

Renewal of Term of Office of one Independent Governor

One Governor's terms of office was due for renewal in February: Jessica Stubbings, who had been appointed to the Corporation in February 2016 for an initial 'probationary' year. Search had recommended the renewal of Jessica's Terms of Office for a further three years and had noted the skills she possessed, as well as the experience she held as a Governor elsewhere, which were of benefit to the Corporation.

Jessica's reappointment was considered in her absence. The Chair noted that she had demonstrated commitment to the Corporation with 100% attendance and asked pertinent questions at meetings.

RESOLVED: The Corporation approved the renewal of Jessica Stubbings as an Independent Member for a further three year term from 01.02.2017-31.01.2020.

Minor amendments had been made to the Terms of Reference including replacing the term 'Member' with 'Governor' and the inclusion of the Director of Services Supporting Learning as 'In Attendance' for the Strategic Planning, Policy & QA Committee.

RESOLVED: The Corporation approved the amendments to the Terms of Reference.

The Corporation Confidentiality Policy had been updated as an outcome of discussions at the meeting, not as part of a scheduled review. An amendment had been made to the section of the Policy which outlined the segregation of Corporation meeting agendas.

RESOLVED: The Corporation approved the Corporation Confidentiality Policy SG1.

The Policy for Complaints against the Corporation had received very minor amendment and the content remained unchanged.

RESOLVED: The Corporation approved the Policy for Complaints against the Corporation SG6.

b. Strategic Planning, Policy & QA Committee

The open minutes of the meeting of 21 November 2016 were noted and taken as read.

c. Finance & Property Committee

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

One item was for approval by the Corporation: the approval of the Health and Safety Policy. One amendment had been made to link the Policy with the College's Vehicle Policy.

RESOLVED: The Corporation approved the Health and Safety Policy FG2.

d. Personnel Committee

The open minutes of the meeting of 22 November 2016 were noted and taken as read. Five items were for approval by the Corporation:

Amendments had been made to the Child Protection Policy to ensure that it reflected any new duties placed on the College as a result of the new KCSIE Guidance that had been issued.

RESOLVED: The Corporation approved the Child Protection Policy PG4.

Minor amendments had been made to the Complaints Policy which was noted to be separate to the Complaints against the Corporation Policy considered previously on the agenda.

RESOLVED: The Corporation approved the Complaints Policy PG5.

Changes to procedure had been made within the Disciplinary Policy to make the process more workable and viable for all involved.

RESOLVED: The Corporation approved the Disciplinary Policy PG9.

Amendments had been made to the Educational Trips Policy to reflect the fact that previous paper based forms had now been moved online for completion in a move away from a paper based system.

RESOLVED: The Corporation approved the Educational Trips Policy PG25.

Minor amendments had been made to the Staff Overseas Travel Policy following its use in practice by the College.

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RESOLVED: The Corporation approved the Staff Overseas Travel Policy PG26.

4. **ANY OTHER BUSINESS**

There was none.

DATE OF NEXT MEETING

The next meeting of the Corporation is scheduled for Monday 24 April 2017 at 18.30 in Room C.2.19.

The Agenda for the meeting will close on Thursday 20 April 2017.

A Governor Training session will be held on Monday 6 February 2017 at 18.30 in Room C.2.19.

The Chair thanked the Student Governor, who departed the meeting at 19.15.