

<b>APPROVED:</b> <i>Chair</i>	<b>DATED:</b>
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**OPEN MINUTES OF CORPORATION MEETING**  
**Monday 24 April 2017 18.30**



- Present:** Sue Taylor (Chair)  
Carole Shaves (Vice-Chair)  
Sue Adams  
Michael Boakes  
Bella Cornford (Student Governor)  
Nichollas Hollingsworth  
Karen Hucker (Principal)  
Elisabeth Lawrence (Staff Governor)  
Wayne Marley  
David Padmore  
John Stebbing  
Jessica Stubbings  
Lloyd Taylor (Parent Governor)
- In Attendance:** Dave Brown (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:** Richard Hughes (Finance Consultant)  
Linda Johnson (VP)
- Note:** The Chair noted that, as Elizabeth Johnson had taken up an apprenticeship at the College Nursery, she was no longer a Vice-Chair of Senior Students and would not be attending Corporation meetings in support of the Student Governor.

**STANDING ITEMS**

**NOTIFICATION OF ANY OTHER BUSINESS**  
There was none.

**DECLARATION OF INTERESTS**  
There were none.

**MINUTES OF PREVIOUS MEETING**  
The Open Minutes of the Corporation meeting held on 12 December 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.  
This included support to the following events:
  - Christmas Jumper Day which raised £214 for Save the Children;
  - Beat Blue Monday when a magician had come into the College to entertain students in the refectory to help combat the ‘January Blues’;

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- Chinese and Lunar New Year including the opportunity to get involved with Chinese Calligraphy which had been popular with students;
- A bake sale for World Cancer Day raising £70;
- Wear It Yellow Day involving staff and students raising £140 for St Michael's Hospice;
- Fairtrade Fortnight promoting Fairtrade food and crafts; and
- Eating Healthy and Fitness Awareness Week where healthy cake options prepared by the BTEC students were given out along with recipes to encourage healthier eating habits.

The ILT Reps had attended a conference in Birmingham with regards to the use of technology in schools / colleges. The ILT Reps had also promoted 'Jisc Tracker' (a quiz for students) and results had helped to implement updates to the student portal to make it more user friendly which had received positive feedback.

A meeting had been held with the Property Manager where issues such as the closing times for the main gates had been discussed. Crowding problems in the refectory were also raised with it being the only place within the College that students can eat; this had led to a new dual line system being put in place which had helped.

The opportunity had also been given to put questions to the Refectory Manager over areas such as the pricing of items within the refectory, the variety of menus available and the circulation of menus to students. Menus are now on the student portal as a result of the discussions. Governors questioned whether students were happy with the menu changes; this was confirmed and it was noted that themed menus had also been introduced.

Coming up the Senior Students would be supporting Football Shirt Day raising money for Cancer Research on 28 April. The Leavers Event Party would be held on 26 May with tickets being on sale at £5 per student.

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

## 2. BRIEFING ON SAFEGUARDING AND HEALTH & SAFETY

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

### **Safeguarding**

Numbers were not yet available with regards to students accessing the health nurse, however the health bus numbers had increased significantly. The health bus was also going to have a stand in the refectory to raise awareness further.

ESCC were coming to the College to discuss their placement checking service (for work experience); it was reported this cost c. £14 per placement.

Positive feedback had been received regarding students on placement and their knowledge of safeguarding. Following an issue, the college would now be asking placement staff not to contact placement students on social media.

Bystander Apathy had been covered in tutorial which had received good feedback from students and they had been able to apply it to their own experiences.

Child protection notes were now required to be kept until a student's 25<sup>th</sup> birthday and the time of disclosure was now required to be included on any statements taken as well as any observable signs (i.e. if a student was crying, shaking etc.)

It had also been recommended that Colleges should be keeping a register of students who are young carers. The College did do this, however, this information may not be known unless disclosed by students or passed on by a previous school / college etc.

Home educated students and children of prisoners had been flagged up as potential for being vulnerable and should be offered extra support; this was something that the College provided.

Governors questioned whether this information was received from schools: it was responded that this information was not always passed on by previous schools / colleges and reliance was therefore on the student to volunteer this information.

The requirement for Colleges to tell parents/guardians if reporting anything to Child Services had now been removed. Child Services would still inform the family who an incident was reported by, however individuals were not named (i.e. would refer to the College and not an individual member of staff).

Students needed to know if a referral was being made to Child Services regarding their welfare.

Access had been given to the Children's Index which meant that concerns with new students could be checked.

One Governor stated it would be good if a formal system of information referred from previous schools / colleges could be in place to clarify what could and should be passed on to new schools / colleges. The Chair of the Corporation agreed that this would be beneficial.

<b>APPROVED:</b> <i>Chair</i>	<b>DATED:</b>
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### **Health & Safety**

The Link Governor reported that the Health and Safety provision at the College continued to be effective with accident levels remaining low.

The College's Legionnaires and Fire Risk Assessments had been carried out with no major recommendations being made: work had been undertaken to complete actions identified through the Assessments.

It was noted that Brexit had had no real impact on Health and Safety at the College to date.

## **3. COMMITTEE REPORTS**

The Chair reminded Governors that, to reduce paper usage, hard copies of Policies for approval at Corporation meetings were no longer being provided within the meeting packs for Governors. Hard copies would still be provided for Committee meetings and were available from the Clerk on request.

### **a. Personnel Committee**

The open minutes of the meeting of 27 February 2017 were noted and taken as read. Two items were for approval by the Corporation:

Amendments had been made to the Redundancy Policy to ensure that it remained user friendly and effective for all parties. One Governor questioned the assistance that was available to staff affected by redundancy as referenced within the Policy; it was clarified support could be offered from another member of staff (colleagues and/or line managers) or from Trade Unions.

#### **RESOLVED: The Corporation approved the Redundancy Policy PG17.**

A new Policy had been considered by the Committee which covered the engagement of contractors within the College and helped to determine whether someone was self-employed or employed by the College. This definition had implications for both the College and the employee / contractor in terms of the IR35 rules and one Governor pointed out that there could be tax liability implications for the College if the correct procedure was not in place.

In response to a question from Governors it was confirmed that the Policy only currently applied to one member of staff at the College.

#### **RESOLVED: The Corporation approved the Contractual Relationships Policy PG6.**

### **b. Finance & Property Committee**

The open minutes of the meeting of 21 March 2017 were noted and taken as read.

### **c. Strategic Planning, Policy & QA Committee**

The open minutes of the meeting of 27 March 2017 were noted and taken as read. The Chair of the Committee noted that the final report as part of the Area Review process had been published in December 2016: the outcome for the College had been:

*To remain a stand-alone sixth form college.*

*Bexhill College offers a broad range of A Levels and technical education to 16-18 year olds and adults. The College's accounts reflect a strong financial position and student numbers are growing. Ofsted has graded the College as overall good.*

*The Governors intend that the College should remain stand-alone at present.*

## **4. SCHEDULE OF CORPORATION AND COMMITTEE MEETINGS 2017-2018**

Governors noted the meetings calendar for 2017-18.

The Principal pointed out that, as a trial, the Governor Training date normally held in February would be merged with the April Corporation meeting in an effort to reduce the amount of evenings Governors were asked to come into the College. It was requested for training to take place prior to the Corporation meetings for 2017-18, as opposed to before which was current practice.

## **5. ANY OTHER BUSINESS**

There was none.

### **DATE OF NEXT MEETING**

The next meeting of the Corporation is scheduled for Monday 3 July 2017 at 18.30 in Room C.2.19.

The Agenda for the meeting will close on Thursday 29 June 2017.

A Governor Training session will be held on Monday 19 June 2017 at 18.30 in Room C.2.19.

The Chair thanked the Student Governor and the Vice-Chair of the Senior Students who departed the meeting at 19.05.