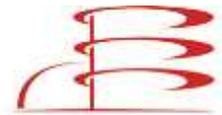


APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

OPEN MINUTES OF CORPORATION MEETING
Monday 2 July 2018 at 18.30



Bexhill 6th Form College

Present: Sue Taylor (Chair)
Wayne Marley (Vice-Chair)
Sue Adams
Michael Boakes
Lorraine Brown
Marie-Ange Coxhead
Margaret Dadd
Karen Hucker (Principal)
David Kelly
Elisabeth Lawrence (Staff Governor)
David Padmore
Jessica Stubbings
Pat Strickson
John Stebbing
Lloyd Taylor

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: Tommy Dang (Student Governor)
Scott Ray (Vice-Chair of the Senior Students)
Rueul Thompson (Vice-Chair of the Senior Students)

STANDING ITEMS

WELCOME AND INTRODUCTIONS

The Chair welcomed governors and staff in attendance to the final Corporation meeting of the year. It was also her final meeting as Chair and Governor, and the final meeting of Sue Adams as Governor. Both were thanked by the Board for their length of service, support and contribution to the College and work of the Corporation.

The three new governors were welcomed to their first Corporation meeting and were invited to introduce themselves and give a summary of their background experience.

It was also noted that Alison Dennett would be returning from maternity leave on 31 July. Melissa Drayson was thanked for her work as interim Clerk.

APOLOGIES FOR ABSENCE

Apologies were as listed above. The Clerk read a letter from the outgoing Student Governor thanking the Corporation and College for the experience he had gained as Student Governor.

NOTIFICATION OF ANY OTHER BUSINESS

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

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

DECLARATION OF INTERESTS

There were no new declarations of interests.

MINUTES OF PREVIOUS MEETING

The Open Minutes of the Corporation meeting held on 23 April 2018 were approved as a correct message and were signed by the Chair.

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising not already covered on the agenda.

MATTERS APPROVED BY WRITTEN RESOLUTION

The following recommendations of the Search Committee were approved on 21 May 2018 by written resolution

- i. that Margaret Dadd be appointed as a new governor on an initial one-year term of office, extendable to four years after successful completion of the first year, with immediate effect (subject to satisfactory references and DBS check).**
- ii. that Elisabeth Lawrence's election for a second term of office as Staff Governor be ratified**
- iii. that Lloyd Taylor be appointed Vice-Chair designate pending formal appointment at the July Corporation meeting.**

The following recommendation of the Search Committee was approved on 11 June 2018 by written resolution

- iv. That Marie-Ange Coxhead be appointed as a new governor on an initial one year term of office, extendable to four years after successful completion of the first year, with immediate effect (subject to satisfactory references and DBS check).**

MAIN AGENDA

PART A PUBLIC ITEMS

1. APPOINTMENT OF CHAIR AND VICE-CHAIR OF THE CORPORATION

i. Appointment of the Chair of the Corporation

Wayne Marley withdrew from the meeting for this item.

Wayne had been appointed Chair Designate on 23 April and it was confirmed that no other nominations had been received.

RESOLVED: that Wayne Marley be appointed Chair of the Corporation.

Wayne Marley rejoined the meeting

ii. Appointment of the Vice-Chair of the Corporation

Lloyd Taylor withdrew from the meeting for this item

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

Lloyd had been appointed Vice-Chair Designate on 21 May by written resolution and it was confirmed that no other nominations had been received.

RESOLVED: that Lloyd Taylor be appointed Vice-Chair of the Corporation.

2. STUDENT REPORT

There was no feedback from the Student Governor and Vice-Chairs in their absence. The Corporation commented that they had an excellent year. A new Student Governor had been appointed who was hoping to build on the developments the current student union had made.

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

The Link governors provided oral reports on key actions since the previous report.

a. Safeguarding

Report by Pat Strickson

Headlines were:

- Staff training relating to safeguarding continued to be high priority
- Feedback was still awaited from the Local Authority regarding the safeguarding audit
- The Committee had also considered a report on student placements
- The College had attended the FE Sussex safeguarding and Prevent meeting. Most colleges were increasing the security of their sites. The college would be installing a permanent security gate at the car park later in the month;
- The College continued to refer a number of vulnerable students to the Local Authority safeguarding team
- A report from the nursery had demonstrated a very rigorous approach to safeguarding
- DBS checks on host families for International Students were being implemented consistently

b. Equality and Diversity

Report by David Padmore

A detailed E&D report had been considered by the Committee. This had also been reported to the Strategic Planning, Policy and Quality Assurance Committee. Headlines were:

- Self-esteem team presentations had been made available to all students;
- Maps to Manhood six-week workshops had been held with male public service students. These had explored themes such as sexual harassment and sexual violence; and the link between traditional forms of masculinity and poor mental health outcomes;
- Mental Health first aid training was being cascaded to staff. Staff could study a two day course for a certificate, a one day course to become a Mental Health Champion, or a half day course for Mental Health awareness.
- A Sport England grant funded programme of initiatives designed to tackle inactivity in colleges and schools was underway
- Parents were able to keep track of tutorial topics through the online portal
- A mentoring programme for students with Education and Health Care Plans (EHCPs) was in place
- The college had been praised for the 'platinum service' provided to Looked after Children
- A lockdown procedure had been discussed

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

Governors were given assurance that policies and procedures were well embedded. Students were provided with a very good preparation to go onto further study or employment.

c. Health and Safety

Report by the Director of Personnel

The H&S Committee had reviewed the in-year H&S Report, which had also been considered by the Finance and Property Committee.

- There had been no major health and safety issues and minor accidents and incidents had been well managed;
- There had been no claims or RIDDOR reports
- Anti-slip strips had been replaced in the Theatre decking to avoid minor accidents;
- Summer maintenance works were due to commence. These would include general maintenance of student houses.
- New guidance for occupational health/health and safety had been issued. It was confirmed that the College was already complying in terms of its occupational health provision.

The outgoing Health and Safety Link Governor commented that she had been very impressed with the strength of management of Health and Safety at the college. Governors noted that students were wearing lanyards more comprehensively. The Principal gave an outline of measures to further increase security. The full range of measures would be implemented subject to funding.

Governors were reminded that there was now a vacancy for the H&S Link Governor role and were invited to contact the Clerk with expressions of interest.

4. COMMITTEE REPORTS

a. Search Committee

Minutes of the 8 May 2018 meeting presented by the Chair

Since the meeting, one applicant for the Student Union President/Student Governor role had been interviewed and the appointment of Tanya Sharma was ratified by the Board.

The remaining recommendations of the Search Committee were considered and it was:

RESOLVED:

- (i) that Lorraine Brown and Pat Strickson be reappointed as governors for the remainder for their first four-year term of office, until 1 July 2021.
- (ii) That the recommended modification to the Instrument of Articles of Government to reflect a change in the procedure for the appointment of, and eligibility criteria for, Staff and Student governors be approved;
- (iii) That the amended Standing Orders be approved
- (iv) That the revised Governor Appointment Policy SG3 be approved.
- (v) That the Committee membership for 2018-19, including the appointed Chairs and Vice Chairs be approved.
- (vi) That the Terms of Reference for the Audit Committee and Strategic Planning Committee be amended to remove the restriction on dual membership.

It was noted that David Padmore's reappointment would be considered at the next Search Committee in September.

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

The suggestion to merge the Personnel and Finance and Property Committees had been discussed at Personnel Committee but it had been decided to retain the status quo to ensure that personnel issues continued to be given a high level of attention.

b. Personnel Committee

Open minutes of the 21 May 2018 meeting presented by the Committee Chair

The key areas of discussion and recommendations were noted.

RESOLVED: that the revised Data Protection Policy be approved.

c. Strategic Planning, Policy and QA Committee

Open minutes of 11 June 2018 meeting presented by the Committee Chair

The key areas of discussion and recommendations were noted. Governors were reminded that the Corporation had approved the revised Strategic Objectives at the April meeting.

RESOLVED: that the Strategic Plan 2018-2021 be approved.

d. Finance and Property Committee

Open minutes of the 12 June 2018 meeting presented by the Committee Chair

The key areas of discussion and recommendations were noted.

RESOLVED: that the revised financial procedures be approved

5. ANY OTHER NOTIFIED BUSINESS

There was no other business.