

APPROVED: <i>Chair</i>	DATED:
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OPEN MINUTES OF CORPORATION MEETING
Monday 23 APRIL 2018 at 18.30



Bexhill 6th Form College

Present: Sue Taylor (Chair)
Wayne Marley (Vice-Chair)
Michael Boakes
Lorraine Brown
Tommy Dang (Student Governor)
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)
David Padmore
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)
Scott Ray (Vice-Chair of the Senior Students)
Rueul Thompson (Vice-Chair of the Senior Students)

Melissa Drayson (Clerk to the Corporation – Maternity Cover) - Minutes

Apologies: Sue Adams
Pat Strickson
Jessica Stubbings

STANDING ITEMS

WELCOME AND INTRODUCTIONS

APOLOGIES FOR ABSENCE

Apologies were as listed above

NOTIFICATION OF ANY OTHER BUSINESS

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 8 January 2018 were approved as a correct message and were signed by the Chair.

MATTERS ARISING FROM PREVIOUS MEETING

It was noted that the Equality and Diversity Annual Report had yet to be shared with governors. This would be uploaded onto the website.

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MAIN AGENDA

PART A PUBLIC ITEMS

1. STUDENT REPORT

Presentation by Tommy Dang, student governor

The Student Governor and Vice-Chairs of the Senior Students provided an update on activities since the January meeting. These included:

- In response to feedback from students, there had been a number of improvements to Information and Learning Technology, including improved wifi access in the huts;
- 725 students took part in a JISC tracker survey, with 81% rating the quality of the college's digital provision as either good, excellent or the best imaginable;
- A cyber mentor training session had been held in April to help to combat cyber bullying. This was in partnership with local high schools, with the objective of creating a strong network of local ambassadors;
- Students had helped out at two parents' evenings, with positive feedback;
- Student Union Desks in the refectory had been received positively by students, and had led to some good ideas being shared for student events.
- The next event the final leavers evening. A number of future clubs and events were being planned for next year.

Governors asked students what they considered their main achievements to have been during the year to date. Students responded that these were better communications and accessibility to the Student Union.

2. BRIEFING ON SAFEGUARDING AND HEALTH & SAFETY

Oral feedback from the Principal in the absence of the link governors

Parts of the discussion are contained within a confidential minute

a. Safeguarding

Key points were:

- The VP had trained as a mental health first aider and was now offering training to other college staff.
- It was a new requirement for colleges to submit a safeguarding audit to the local authority. This had been completed;
- A range of support measures were in place to ensure that students feel safe in college placements, including completion of a safeguarding booklet before they go out. This was a key area of focus as greater numbers of students were going out on placement.
- Safeguarding continued to be covered through tutorial
- A monthly update of all topics covered was uploaded to the parent portal
- The Committee had checked the central training record and confirmed that all staff DBS checks and mandatory training were up to date.

b. Health and Safety

A meeting had been held on 13 March, which looked in detail at the Health and Safety monitoring report, which had also been discussed at Finance and Property Committee the following week. There had been no areas of concern, with low number of accidents and incidents, all of which were minor.

In terms of national developments, it had been noted that:

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- the Health and Safety Executive was now issuing fewer prosecutions, but that fines were higher for those proceeding to prosecution.
- There was an increased focus on workplace stress, with this now seen as the highest cause of workplace related illness.
- Following Grenfell Tower, Government was looking at introducing new consolidated fire regs. The ESFA had asked all colleges for detail of the nature of cladding in any building over 3 stories high.

3. COMMITTEE REPORTS

a. Personnel Committee

Open minutes of 19 November 2017 meeting presented by the Committee Chair

The Chair drew attention to the update to the Grievance Procedure and asked for Corporation approval of the new paragraph relating to the procedure for dealing with a grievance involving the Principal.

The Corporation noted the other items discussed.

RESOLVED: that the revised Grievance Procedure be approved.

b. Strategic Planning, Policy and QA Committee

Open minutes of 19 March 2018, presented by the Committee Chair - LT

The Corporation noted the areas of discussion. It was noted that the Strategic Objectives were due for approval. The previous eight objectives had been consolidated and streamlined but covered broadly the same ambitions.

RESOLVED: that the strategic objectives be approved.

c. Finance and Property Committee

Open minutes of the 20 March meeting. presented by the Committee Chair

The F&P Committee had, as stated under Item 2, reviewed Health and Safety in depth. The Chair noted that three fines had been issued against construction firms by the HSE lately: two of £1m and one of £900k. Fines were now based on turnover, rather than being proportionate to injury. It was pleasing that there had been no serious incidents or RIDDORs at the college. The Committee had agreed that update training for all governors, on new Health and Safety legislation, including Corporate Manslaughter, would be helpful.

4. SCHEDULE OF CORPORATION AND COMMITTEE MEETINGS 2017-18

Supporting paper

It was agreed that Search Committee start times would change to 17.30. With this amendment, the Schedule of Corporation and Committee meetings for 2018-19 was agreed.

5. APPOINTMENT OF GOVERNORS

Parts of the discussion are contained within the Confidential Minute

It was noted that the Search Committee had held a special meeting on 20 March, at which a potential new Governor had been interviewed. The committee agreed to propose the appointment to the Corporation.

The Corporation also discussed the succession plan for the current Chair who is standing down in July 2018. The current Vice Chair had indicated that he would be willing to step up to be

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Chair Designate over next term and then take over after July meeting, subject to election. The Chair invited other governors to express an interest and there were none.

The Vice Chair withdrew from the meeting to allow for a discussion of the appointment.

It was noted that the Vice Chair's appointment as Chair would leave a vacancy for Vice-Chair and governors were invited to express an interest to the Clerk.

RESOLVED (by a unanimous show of hands) *(detailed resolution in confidential minutes):*

- (i) **That the new Governor be appointed**
- (ii) **That the Vice Chair be appointed as Chair designate**

6. PRINCIPAL'S REPORT

Governors noted the excellent sporting achievement of students:

- The college had reached the football final.
- Students had come second at table tennis, and fourth at volleyball in the British Colleges Nationals. (Can go in open minutes)

A report was provided on the 2018-19 funding allocation. The actual amount per student had not been increased, which would put financial pressure on the sector. Any funding increase received by the college would be insufficient to cover increased pay and non-pay costs. It was predicted that the adult budget would be the same as this year.

The DfE performance tables were presented. These provided a comparison with local competitors and National Rates, and showed that the college was doing better than all other East Sussex post 16 institutions, including for disadvantaged students.

Of particular note was the achievement in English and Maths GCSE, which was higher than other colleges even though all students who had achieved D-G previously were put on the GCSE programme, rather than just the D grade students.

Former students who went to Russell Group Universities did particularly well. The number of students entering Higher Education and completing their qualifications, whose parents did not have a HE qualification was higher than both the Sixth Form College average.

7. ANY OTHER NOTIFIED BUSINESS

There was no other business.

DATE OF NEXT MEETING

The next meeting of the Corporation would take place on 2 July 2018. The Agenda for the meeting would close on Thursday 28 June.

The student governors were thanked for their attendance and withdrew from the meeting.