

APPROVED: <i>Chair</i>	DATED:
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OPEN MINUTES OF CORPORATION MEETING

Monday 27 April 2020 17.30 via Microsoft Teams



Bexhill 6th Form College

Present:	Wayne Marley (Chair) Lloyd Taylor (Parent Governor) (Vice-Chair) Michael Boakes (<i>via Conference Call</i>) Marie-Ange Coxhead Karen Hucker (Principal) David Kelly Elisabeth Lawrence (Staff Governor) Alison McInnes John Stebbing (<i>joined at 5.55pm</i>) Pat Strickson
Minutes:	Alison Dennett (Clerk to the Corporation)
Apologies:	Lorraine Brown David Padmore Gabrielle Watson (Student Governor)

STANDING ITEMS

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

Lloyd Taylor declared an interest as owner of The Detective Agency.

MINUTES OF PREVIOUS MEETING

The Open and Confidential Minutes of the Corporation meeting held on 9 December 2019 were agreed as correct. Copies would be emailed to the Chair after the meeting to be signed electronically.

MATTERS APPROVED BY WRITTEN RESOLUTION

The items that had been approved by Written Resolution since the last meeting of the Corporation were noted as follows:

- Approval of the Integrated Financial Model for Colleges;
- Amendment to the Instrument & Articles of Government to allow for meetings to be held via teleconferencing as well as videoconferencing;
- Approval of authority for the Principal to sign the contract for the new STEM build project; and
- Temporary amendment to allow a reduction in the quorum until the end of July 2020.

MATTERS ARISING FROM PREVIOUS MEETING

[Confidential note]

MAIN AGENDA

PART A & B – PUBLIC AND CONFIDENTIAL ITEMS

1. BRIEFING ON SAFEGUARDING AND HEALTH & SAFETY

The key points from the College Safeguarding and Safety Meeting held on 9th March, as noted by the Link Governor for Safeguarding and Health & Safety, were reported to the Corporation for information. During discussions the following points were noted:

- One major incident was reported where a student from a visiting school had suffered heart failure during a football game at the College. Staff had responded quickly and the emergency services attending the incident had confirmed that their actions had saved the student's life.
- [Confidential note]

2. PRINCIPAL'S REPORT

Key Issues relating to the Coronavirus:

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- Since the closure of the College, there had been a rapid development of online learning skills with the main focus being on delivering lessons for students as effectively as possible. Initially all vulnerable students were being taught remotely with contact being made with them twice a day. However, since the Easter holidays it was updated that a small number of vulnerable students who had not been coping as well as hoped with learning at home were now coming into the College for three mornings a week with the support of TAs.
- Exams: guidance had been quickly released on how the As / A Level and GCSEs would be graded for this year through a process of teacher assessment. Some consultation was ongoing as to how students should be ranked and how grading would be moderated.
- Vocational Courses: where courses were similar to A Levels (i.e. BTEC Extended Diploma in Business) it was likely that their assessment would be the same as for the A Levels. Some vocational courses involved a number of units that will have already been completed by students; for those, assessment would be based on finalised assessment of those units as well as predicted grades. There was a query over courses, such as hairdressing, catering or childcare, where a student was required to be deemed 'competent' to practice with regards to what level granted 'competency'. It was anticipated that the way in which practical skills would be assessed would become clear by mid-May. Governors discussed the difficulties in keeping students engaged who would be required to 'wait' for their practical assessments; the Principal advised that this would be considered as a last resort and where subjects required a large amount of practical assessment, it was likely that this would be undertaken through socially distanced assessment. Governors also questioned whether students may be asked to repeat whole years of a course if elements of practical work were not completed; the Principal advised that this possibility had been raised although it was unlikely.

Governors also questioned how students were coping in the face of uncertainty over the exam and grading process. The Principal advised that this was mixed, which was as expected. Mental health advice and support continued to be provided to students and teaching staff were contactable on email during timetabled lesson and tutorial times for further support.

- The appeals process was currently being consulted on and was likely to give an opportunity for any students who believed they had not been awarded the grade they were capable of to take an exam in the Autumn term although it was unclear whether this would be for all awarding bodies and for all subjects. This would be difficult to manage for the College as it would mean running exams in the middle of the academic year which would be disruptive.

[Confidential Note]

Other Key Issues:

- Governors discussed the College's target for student placements and whether it was anticipated that this figure could be achieved next year. The Principal advised that the issue with achieving this target may lie with employers not being able to offer places for students given the current situation with business closures; it was anticipated that the Government would be mindful of this and would offer some flexibility.
- International Students: The impact of the current situation on International Students was discussed in response to a question from Governors. The Principal advised that those students still 'in College' would be assessed using the same methods as non-international students; refunds were being given on accommodation fees which would impact on income for the current year.
- Curriculum: work towards the introduction of T Levels in the IT, Health and Science routes from September 2021 had come to a halt due to the current situation with the Coronavirus.
- [Confidential Note]

3. COMMITTEE REPORTS – ITEMS FOR CORPORATION APPROVAL

Governors were presented with individual items for Corporation approval, as recommended from the Committee meetings held in the last cycle of meetings.

Each item for approval was considered as follows:

a. Personnel – 24 February 2020

Contractual Relationships Policy – PG6

Updates had been made to the Policy to include monitoring the expectations for those teachers who were working at the College from agencies. These amendments had been made to reflect changes to College working practices.

The amended policy was approved by Corporation.

RESOLVED: The Corporation approved the Contractual Relationships Policy PG6.

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Redundancy Policy – PG17

Updates had been made to the Policy to reflect legislative changes and to give further clarification on elements of the redundancy process.

The amended policy was approved by Corporation.

RESOLVED: The Corporation approved the Redundancy Policy PG17.

b. Strategic Planning, Policy & QA Committee – 16 March 2020

No items for approval.

c. Finance & Property Committee – 17 March 2020

Management Accounts (Reforecast Budget)

[Confidential note].

Governors considered the Management Accounts demonstrated the College's prudent financial management as an organisation which was positive, especially given the current uncertain situation. During discussions, Governors questioned whether there had been any indication as to whether the Government was going to be making additional funds or grants available to colleges. The Principal had previously advised that a fund had been introduced for laptops for disadvantaged students and a scheme linked to commercial income was forthcoming. The College was not in a position where it would require support by way of a loan although it would be eligible for support through the Government furlough scheme.

The reforecast budget was approved by Corporation.

RESOLVED: The Corporation approved the reforecast Budget.

4. COMMITTEE MINUTES FOR NOTING

The full Open and Confidential minutes from the Committee meetings held since the last Corporation meeting were noted.

Personnel – 24 February 2020

Pay Award Update

[Confidential note].

RESOLVED: The Corporation approved a Pay Award of 2.1% for the Pay Award for 2019/20.

5. SCHEDULE OF CORPORATION AND COMMITTEE MEETINGS 2020/21

Governors were asked to note the calendar for 2020/21 and the meeting dates for their respective committees.

The Chair drew Governors' attention to the fact that Corporation meetings would take place at the earlier start time of 5.30pm from September 2020 onwards.

6. ANY OTHER BUSINESS

The Corporation recorded its thanks to the Principal, the Senior Leadership Team and all College staff for their efforts in continuing the work of the College continuing during this difficult time.

It was agreed that the next meeting of the Corporation, which was scheduled for Monday 6 July, would take place at the earlier start time of 5.30pm.

DATE OF NEXT MEETING

The next meeting of the Corporation is scheduled for Monday 6 July 2020 at 17.30 to be held via Microsoft Teams.

The Agenda for the meeting will close on Thursday 2 July 2020.

Post Meeting Note: Since the Corporation meeting, it has been agreed to reinstate the Governor Training session to be held on Monday 22 June 2020. The session will be held at 17:30 and will take place via Zoom.

The Chair thanked the Staff Governor who departed the meeting at 19.00.