

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

### Monday 5 July 2021 17.30 via Microsoft Teams



Bexhill 6th Form College

<b>Present:</b>	Michael Boakes Lorraine Brown Marie-Ange Coxhead Karen Hucker (Principal) David Kelly Elisabeth Lawrence (Staff Governor) Alison McInnes Hannah Miller (Student Governor) David Padmore Pat Strickson
<b>In Attendance:</b>	Dave Brown (VP) Mike Groves (Director of Finance) Jackie Taylor (Director of Services Supporting Learning) Debbie Vockins (Director of HR)
<b>Minutes:</b>	Alison Dennett (Clerk to the Corporation)
<b>Apologies:</b>	Lloyd Taylor (Chair) John Stebbing (Vice-Chair) Silvia Berny Mpanji Simfukwe (Parent Governor)

## STANDING ITEMS

### NOTIFICATION OF ANY OTHER BUSINESS

Appointment of External Auditors to be taken under Confidential agenda item 9a (Audit Committee recommendations)

### DECLARATION OF INTERESTS

There were none.

### MINUTES OF PREVIOUS MEETING

The Open Minutes of the Corporation meeting held on 26 April 2021 were agreed as correct.

### MATTERS APPROVED BY WRITTEN RESOLUTION

The following item that had been approved by Written Resolution since the last meeting of the Corporation was noted as follows:

- Corporation Membership Approvals (recommendations from Search).

### MATTERS ARISING FROM PREVIOUS MEETING

There were none

## MAIN AGENDA

### PART A PUBLIC ITEMS

**In the absence of the current Chair and Vice-Chair, the Corporation appointed David Kelly as temporary Chair for this item of business.**

CORP20/24.

#### APPOINTMENT OF CHAIR & VICE-CHAIR 2020/21

The Corporation considered the appointment of Chair and Vice-Chair for 2021/22.

As the current Chair was standing down as a Governor, nominations for the position of Chair and Vice-Chair of the Corporation for 2021/22 had been invited by the Clerk.

A nomination was put forward for John Stebbing as Chair, duly seconded. This was carried.

A nomination was put forward for Marie-Ange Coxhead as Vice-Chair, duly seconded. This was carried.

<b>APPROVED:</b> <i>Chair</i>	<b>DATED:</b>
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**Resolved: The Corporation approved the appointment of the Chair and Vice-chair for 2021/22.**

**\*N.B. Marie-Ange Coxhead was asked to leave the Teams meeting during consideration of her appointment as Vice-Chair.**

**As the newly appointed Vice-Chair designate, the Corporation appointed Marie-Ange Coxhead as Chair for the meeting from this point onwards.**

CORP20/25. **STUDENT REPORT**

The Student Governor gave an update to the Corporation on the recent activity undertaken by the Student Union and the Senior Students.

Due to the current situation with the Coronavirus, there had been a real focus on social media to keep students connected with Instagram being the main platform to maintain engagement: activities had included quizzes and a photography competition. It was hoped that this would continue through the summer to keep students engaged with the College over the break. [Confidential Note].

The Corporation gave thanks to the Student Governor for her positive report on the activities of the students in what had been a very unusual and challenging year for all students.

CORP20/26. **BRIEFING ON SAFEGUARDING AND HEALTH & SAFETY**

The Link Governor delivered a summary of three key points that had been considered at the latest Safeguarding / Health & Safety meeting as follows:

- The Health & Safety report demonstrated a low number of accidents and incidents across the College. The Covid risk assessment was in place and updated as and when required. Further guidance was awaited for September and, until told otherwise, all current precautions would remain.
- The Designated Safeguarding Lead had attended a recent meeting on the topic of radicalisation and the risks associated with this through which the Counter Terrorism Unit had been offering free checks at college premises. This was something that the College would be pursuing.
- The College's safeguarding processes were continually being developed to ensure the College processes reflected the most up to date guidelines.

CORP20/27. **PRINCIPAL'S REPORT: JULY 2021**

Key issues outlined by the Principal during consideration of her report included:

**Teacher Assessed Grades (TAGs):** These had been submitted to the awarding bodies by the deadline of June 18<sup>th</sup>. The awarding bodies were now looking at the evidence provided for selected subjects to ensure the operation had been carried out by the College as per the given guidelines.

**Covid-19:** It was confirmed that the precautions currently in place would remain until advised otherwise by the Government. [Confidential Note].

**Finance & Funding:** The Finance & Property had considered the budget for 2021/22 in detail; it was considered that the budget was positive, yet conservative and would allow the College to deliver what it set out to achieve. [Confidential Note].

**Curriculum:** The outcome of the second phase of the review of vocational qualifications was still awaited. The College would be offering new courses from September 2021 including Beauty and Esports. [Confidential Note].

Governors commented that this was an extremely challenging time and the College had responded strongly to the challenges that this year had presented.

CORP20/28. **COMMITTEE REPORTS – OPEN 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 as follows:

**a. Search Committee – 4 May 2021**

**Review of Committee Structure and Membership**

Search had recommended that, due to its remit, it would be beneficial for a new Chair of the Corporation to become a member of the Strategic Planning, Policy & Quality Assurance Committee, once appointed.

The Corporation agreed this amendment to the Committee memberships.

<b>APPROVED:</b> <i>Chair</i>	<b>DATED:</b>
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**RESOLVED: The Corporation approved the amendments to the Committee membership as recommended.**

**Corporation Links Policy – SG4**

The policy had received minor amendment as part of this review such as inclusion of a focus on work related learning.

The Corporation approved the policy.

**RESOLVED: The Corporation approved the Corporation Links Policy SG4.**

**Removal of a Governor Policy – SG5**

The policy had remained largely unchanged as part of its review. After discussions, Search had recommended a number of amendments.

The Corporation approved the amended policy.

**RESOLVED: The Corporation approved the Removal of a Governor Policy SG5.**

**Returning to Face-to-Face Meetings (amended Standing Orders)**

Search had considered the return to face-to-face meetings as and when this became possible.

Subject to the UK entering into Step 4 of the Government's Roadmap out of Lockdown, which meant the removal of all legal limits on social contact, the following points were agreed by the Committee:

- From September 2021, it would be planned for Corporation and Committee meetings to return to be held in person, with the option for Committee meetings to be held remotely if a sensible option (according to agenda size); all Committee members would need to be in agreement.
- Once permitted, and when 'normal service' resumed, the expectation would be that all Governors would participate in Corporation meetings in person and Committee meetings in the agreed format for the meeting.

The situation with the Coronavirus would continue to be carefully monitored and a return to face-to-face meetings only made as and when it was considered safe to do so.

It was recommended that this approach should be solidified by amendment to the Standing Orders; this was approved by Corporation.

**RESOLVED: The Corporation approved the amendment to the Standing Orders.**

**b. Personnel Committee – 17 May 2021**

**Data Retention Policy – PG7**

The Policy had been updated to provide more robust guidance to be followed when staff were working from home.

The Corporation approved the policy.

**RESOLVED: The Corporation approved the Data Retention Policy PG7.**

**Child Protection and Safeguarding Policy (Addendum) – PG4**

The College had been required to produce an addendum to the Child Protection and Safeguarding Policy which drew upon guidance within the latest Keeping Children Safe in Education with regards to sexual violence and sexual harassment between young people.

The Corporation approved the addendum to the policy, as recommended by the Personnel Committee.

**RESOLVED: The Corporation approved the addendum to the Child Protection and Safeguarding Policy PG4.**

**c. Strategic Planning, Policy & QA Committee – 14 June 2021**

No Open items for approval.

**d. Finance & Property Committee – 15 June 2021**

**Financial Procedures Policy – OC2**

The Policy had received a number of amendments including updated requirements as part of the Post 16 Audit Code of Practice for the retendering of the External Audit Service (at least) every five years.

The Corporation approved the amended policy, as recommended by the Finance & Property Committee.

**RESOLVED: The Corporation approved the Financial Procedures Policy OC2.**

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- CORP20/29.     **COMMITTEE MINUTES FOR NOTING**  
The full Open minutes from the Committee meetings held since the last Corporation meeting were noted.
- CORP20/30.     **REVIEW OF COMMITTEE EFFECTIVENESS FOR 2020/21**  
Each committee had reflected on their effectiveness against their terms of reference at their last meeting of this academic year along with their attendance figures.  
The Chair thanked the Corporation for their excellent attendance and commitment to the work of the Committees.
- CORP20/31.     **ANY OTHER BUSINESS**  
There was none.

**DATES OF MEETINGS FOR 2021/22:** 11 October 2021, 6 December 2021, 25 April 2022, 4 July 2022.  
Start time 5.30pm.

**DATES OF TRAINING SESSIONS FOR 2021/22:** 11 October 2021 (after Corporation), 25 April 2022 (before Corporation), 20 June 2022 (standalone session, 5.30pm).

The Corporation thanked the Student Governor who departed the meeting at 18.15.