

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

Monday 9 December 2019 at 18.30



Bexhill 6th Form College

Present: Wayne Marley (Chair)
Michael Boakes
Marie-Ange Coxhead
David Kelly
Alison McInnes
David Padmore (*in part*)
John Stebbing
Pat Strickson
Jessica Stubbings
Gabrielle Watson (Student Governor)
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)

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)

Minutes: Alison Dennett (Clerk to the Corporation)

Apologies: Lloyd Taylor (Parent Governor) (Vice-Chair)
Lorraine Brown

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 30 September 2019 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING
There were none.

MAIN AGENDA

PART A PUBLIC ITEMS

- STUDENT REPORT**
The Student Governor provided a written report which gave an update as to the activity undertaken by the Student Union since the last Corporation meeting, including the appointment of two Vice Chairs. In response to a question from Governors as to whether students from each tutor group were represented on the Student Union, the Student Governor confirmed that a good mix of students from all different areas were represented including International Students. Activities and forthcoming events were noted including Christmas Jumper Day on Friday 13th December which would be raising money for Save the Children.

Governors thanked the Student Governor for her positive report which left the Corporation well informed on the work of the Student Union.

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2. NOTE ON SAFEGUARDING, EQUALITY & DIVERSITY AND HEALTH & SAFETY

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

Safeguarding / Health & Safety

- All action points arising from the Safeguarding Audit had now been completed.
- The Link Governor had viewed the Single Central Record with the Director of HR which had been updated following recommendations from the Safeguarding Audit. Ofsted had since inspected the SCR and had found no gaps.
- All new staff had received relevant training.
- Assessments had been undertaken for the 511 work placements that had been arranged for college students last year.

Equality, Diversity & Inclusion

- The Committee had looked at the different data contained within the College Equality & Diversity report and had noted the change in gender achievement and the drop in achievement at Level 2 for 19+. The Committee had also noted the data for students with high and/or additional needs which was very strong and demonstrated positive progression.
- A student representative had been present at the meeting, making very valid contributions including discussions around the 'meme community' which would be added to the tutorial programme looking at the different language that students use within normal conversations which they do not fully appreciate the meaning of and could be deemed offensive to some groups.
- The Action Plan had been paired down to avoid repetition of actions already in the main College QIP and five EDI specific actions had been agreed.
- An update from the Student Services Manager had been received regarding tutorial activities for Equality and Diversity.

The Chair of the Corporation thanked the Link Governors for their updates.

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. Search Committee – 17 September 2019

Approval of one Existing Independent Governor

The Committee had considered the re-appointment of one current serving Governor whose current Term of Office would be coming to an end in April 2020.

Given their commitment, attendance and contribution to the role of Governor, the Committee felt happy to recommend for the Governor's membership to be renewed for a further four-year term.

This recommendation was endorsed by Corporation.

RESOLVED: The Corporation approved the renewal of one Independent Governor for a further four year Term of Office from 27.04.20 – 26.04.24.

Approval of Appointment of Governors Policy

The Committee had considered an amended appointment process for the Parent Governor to an Application and Interview process. This was reflective of the process for the appointment of all other Governors - Independent, Staff and Student Governors - for the Corporation.

The Appointment of Governors Policy had been amended to reflect these changes and was recommended to Corporation for approval.

The amended policy was approved by Corporation.

RESOLVED: The Corporation approved the Appointment of Governors Policy SG3.

Review of Terms of Reference for Committees

It was proposed for the Governance and Oversight of HE (Higher Education) in relation to the College's Office for Students registration to be added to the Terms of Reference for the Strategic Planning, Policy & Quality Assurance Committee.

Information with regards to HE had always been reported to the Committee and this amendment to the ToR formalised this.

This amendment was approved by Corporation.

RESOLVED: The Corporation approved the amendments to the Strategic Planning Committee Terms of Reference.

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b. Personnel Committee – 11 November 2019

Child Protection and Safeguarding Policy PG4

The annual update to the Policy included amendments to reflect the updated Keeping Children Safe in Education document as well as College updates such as the College's new Designated Safeguarding Lead.

The amended policy was approved by Corporation.

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

Complaints Policy PG5

Minor amendments had been made to the policy including specification of the timeframe for initial response to a complaint from '20-30 days' to '30 days'. The Committee had clarified that this did not represent any actual change to procedures which worked well in practice.

The amended policy was approved by Corporation.

RESOLVED: The Corporation approved the Complaints Policy PG5

Disciplinary Procedure PG9

The College policy reflected the SFCA model policy and therefore only minor amendments had been proposed following College use.

One Governor questioned one point within the policy which stated that written warnings would be confirmed in writing; it was agreed that this point would be looked at for clarity.

Subject to the above amendment, the policy was approved by Corporation.

RESOLVED: The Corporation approved the Disciplinary Procedure PG9

Educational Visits Policy PG25

The main changes to the policy reflected DfE guidance with regards to the consent and approvals required from parents / guardians. Changes had also been made to the medical information and the amount of detail being requested in line with DfE guidance.

The amended policy was approved by Corporation.

RESOLVED: The Corporation approved the Educational Visits Policy PG25

Staff Overseas Travel for Business Policy PG26

Minor amendments had been made to the policy which worked well in practice and was mainly used for staff travelling for the recruitment of International Students.

The amended policy was approved by Corporation.

RESOLVED: The Corporation approved the Staff Overseas Travel for Business Policy PG26

c. Finance & Property Committee – 19 November 2019

Health and Safety Policy FG2

The Committee had considered the minor amendments to the policy such as inclusion of Penland House in the College properties listed within the Policy and removal of extracts of the College Vehicle Policy to avoid duplication.

No material changes had been proposed and the Corporation approved the policy.

RESOLVED: The Corporation approved the Health and Safety Policy FG2.

d. Strategic Planning, Policy & QA Committee – 25 November 2019

No items for approval.

4. OPEN COMMITTEE MINUTES FOR NOTING

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

5. ANY OTHER BUSINESS

There was none.

DATE OF NEXT MEETING

The next meeting of the Corporation is scheduled for Monday 27 April 2020 at 18.30 in Room C.2.19. The Agenda for the meeting will close on Thursday 23 April 2020.

The Corporation thanked the Student Governor who departed the meeting at 18.50.