

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 11 July 2023 – 5.30pm
MINUTES

Chaired by: Rachel Dolby

Members present: Mick Paxton Ros Jones Lisa Dixon Gareth Bullen
Amanda Borrett David Flinton Sean Kelly Phil Rumsey
Neil Hughes Andy Gregory Jason Saunby Kieren Moore
Olivia Redford Rachel D'Souza

Minutes taken by: Heather Campbell Clerk to the Corporation

1. **Apologies for absence**

- a. Apologies were received from Ian Brabbs, Darren Mundy, Tim Griffin and Jo Coombes.
- b. The meeting was quorate with 15 members present.

2. **Declaration of any personal conflicts of interest**

None raised.

3. **Receive Updated College Quality Improvement Plan (QIP) 2022-23**

See confidential minute.

4. **Minutes of the previous meeting**

a. **Agree minutes**

- (1) The Non-Confidential and Confidential Minutes of the meeting held on 23 May 2023
- (2) The Confidential & Restricted Minutes of 23 May 2023 were reserved until the end of the meeting.

The Chair asked members if they had any matters to raise in respect of the Non-Confidential and Confidential minutes of 23 May 2023 and in the absence of any matters raised asked members if they were prepared to approve the minutes.

Members approved the minutes of 23 May 2023.

APPROVED BY THE CORPORATION

The Non-confidential and Confidential Minutes dated 23 May 2023 which were signed by the Chair.

b. Actions previously agreed

See confidential minute.

c. Updates from Clerk or Management – None.

d. Matters arising not covered in agenda – None

5. Reports and recommendations from committees

a. Audit Committee

See confidential minute.

b. Finance & Estates Committee

See confidential minute.

c. Search & Conduct Committee

(1) Non-Confidential and Confidential Minutes of meeting held on 27 June 2023

The Chair asked members if they had any matters to raise in respect of the Non-confidential and Confidential Minutes dated 27 June 2023. As no matters raised, asked members if they were happy to approve the minutes.

Members agreed to approve the Non-confidential and Confidential minutes of 27 June 2023.

The Chair then referred to the following recommendations in the minutes for the Corporation to approve:

(2) Approve updated Disclosure and Barring Service Policy (DBS) Governors.

(3) Approve the Corporation Standing Orders including the Terms of Reference of each of the Committees and Complaints against the Corporation with the only amendment on page 23 Terms of Reference for the Remuneration Committee 'senior staff' has been replaced with 'senior post holders'.

(4) Approve the Appointment of Gareth Bullen as an Independent Member of Corporation for a new 4 year term of office to commence on 7 December 2023.

(5) That the Corporation take no action to amend the I&As to remove the limitation on the involvement of student governors in decisions on entering into contracts or incurring debts. The Chair noted that guidance relating to this issue will continue to be monitored and reported to the Corporation if there are any changes or clarifications.

APPROVED BY THE CORPORATION

- i. The Non-confidential and Confidential minutes of 27 June 2023
- ii. The updated Disclosure and Barring Service Policy (DBS) Governors
- iii. The updated Corporation Standing Orders
- iv. The Appointment of Gareth Bullen as an Independent Member of Corporation for a new 4 year term of office to commence on 7 December 2023.
- v. The Corporation take no action to amend the I&As to remove the limitation on the involvement of student governors in decisions on entering into contracts or incurring debts.

The Clerk referred to page 7 4. b Committee Membership 2) and that she was to ask the newly appointed Independent Member who is on the Employment and Welfare Committee previously as a Parent Governor if she had any objection to a change of committee.

The member advised the Clerk that she would prefer to stay on the EWC as she feels she has an understanding of what is required of this committee.

The Chair confirmed she was happy for the member to remain on the Employment & Welfare Committee.

d. Remuneration Committee

- (1) Confidential & Restricted Minutes of meeting held 18 May 2023

See confidential and restricted minute.

- (2) Approve updated Terms of Reference for the Remuneration Committee

The Chair highlighted to members that the updated Terms of Reference for the Remuneration Committee had been covered and approved above under item 5. c. (3).

6. Board Review Sub-committee

See confidential minute.

7. Receive Full List of College Policies

The Chair referred to the list of College Policies and asked members if they had any matters in the list of policies they wished to raise.

There were no matters raised other than it was excellent that all of the policies had been reviewed and completed.

8. Schedule of Business and Meeting Dates (2023-24)

The Clerk advised that she included a copy of the dates for the Corporation & Committee Meetings 2023-2024 and the Chair and herself will go through the Schedule of Business to bring it up to date with agenda business for Corporation and Committees to discuss and will email the finalised document to governors before the start of the Autumn Term and noted if they want a paper copy, she can then post one to them.

ACTIONS AGREED

- 1) Chair and Clerk to finalise the content of the Schedule of Business and Meeting Dates 2023-2024.
- 2) Clerk to share the electronic document with members before the start of the Autumn Term.

9. **Identify any discussion items classified as “Confidential & Restricted”**

Members considered the items of business discussed during the meeting and agreed that Items 3., 4. b., 5. a., 5. b. and 6. be classified as Confidential and there were no discussions requiring classification as confidential and restricted other than under 13.

10. **Any Other Business**

a. Independent Members

The Chair asked members if any of their contacts / associates might be interested in becoming a governor at the College could they speak to them and if they do send their details to the Clerk to follow up.

b. Long serving governor

The Chair advised that tonight's meeting was Andy Gregory's last meeting. He was appointed as a Business Member in December 2007 and served as a governor for over 15 years. She thanked him on behalf of the Corporation and management for his commitment and dedication to the College and presented him with a farewell gift and the members gave him a resounding thank you round of applause.

Andy thanked everyone on the board for his gift and advised that after more than 15 years as a governor he feels now is the right time to step down. He has had a lot of experience of the College over the years initially as a parent with children going through the College and the foundation of the College continues to this day with its great ethos and mission for its students.

11. **Agenda Items for the next meeting**

None raised.

12. **Date of Next scheduled meeting – Tuesday 10 October 2023**

The Chair thanked the Staff and Student Governors for their attendance and invited them to leave the meeting at this juncture.

13. **Confidential & Restricted Items**

See separate Confidential & Restricted minutes.

There being no further business the meeting closed at 6.30pm