

## Scarborough Sixth Form College

**CORPORATION MEETING**  
**Tuesday 18 April 2023 – 5.30pm**  
**MINUTES**

Chaired by: Steve Oldridge

Chair Designate: Rachel Dolby

Members present: Mick Paxton      Darren Mundy      Ros Jones      Andy Gregory  
 Lisa Dixon      David Flinton      Neil Hughes      Phil Rumsey  
 Gareth Bullen      Kieren Moore      Jason Saunby

Also present: Rowan Johnson, Vice Principal, (item 5.)

Minutes taken by: Heather Campbell – Clerk to the Corporation

Rachel D'Souza and Olivia Redford were not present at the start of the meeting.

1. **Apologies for absence**

- a Apologies were received from Ian Brabbs, Sean Kelly, Amanda Borrett and Jo Coombes.
- b The meeting was quorate with 13 members present rising to 15 after the Corporation approved the appointments of Rachel D'Souza and Olivia Redford as Student Governors.

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

There were no conflicts of interest raised.

3. **Approve appointment of a new Independent Member**

The Chair highlighted that the Parent Governor, Amanda Borrett's term of office ends on 19 April 2023. The Search committee asked the Clerk to find out if Amanda would like to be appointed as an Independent member of the Corporation and she confirmed she would. Therefore the Search committee recommend the Corporation approve the appointment of Amanda Borrett as an Independent Member of the board.

**APPROVED**

The Corporation approved the appointment of Amanda Borrett as an Independent Member of the Corporation for a term of 4 years from 18 April 2023 to 17 April 2027.

## **ACTION AGREED**

Clerk to confirm in writing to Amanda Borrett that her appointment as an Independent Member of the Corporation was approved by the Corporation at this meeting.

### 4. **Approve Appointment of Student Governors**

The Chair advised members that the Principal had met with three Student Governor Candidates and confirmed with the Chair that all three candidates would be excellent in the role, but subsequently one of the candidates has dropped out. The Chair invited members to approve the appointment of Rachel D'Souza and Olivia Redford as Student Governors and their end of term of office will be 31 March 2024.

## **APPROVED BY THE CORPORATION**

The appointment of Rachel D'Souza and Olivia Redford as Student Governors and their term of office will end on 31 March 2024.

A member enquired if the board does anything to thank the outgoing Student Governor as he was a valuable member of the board and he was excellent when the group of governors met with Ofsted.

The Chair suggested that the Principal write to Jack Naylor-Dunn and thank him on behalf of the Corporation.

The Principal agreed he will write to Jack and will also look into getting a voucher for him as a thank you.

## **ACTION AGREED**

- 1) Clerk to confirm in writing to Rachel D'Souza and Olivia Redford that their appointment as a Student Governors was approved by the Corporation and to provide them with copies of the documents set out in the Standing Orders.
- 2) Principal to write to the outgoing Student Governor to thank him on behalf of the Corporation.

The newly appointed Student Governors were invited to join the meeting at this point.

### 5. **Safeguarding Presentation – Vice Principal**

*See separate confidential minute.*

### 6. **Receive update College Quality Improvement Plan (QIP) 2022-23**

*See separate Quality Improvement Minute.*

7. **Minutes of the previous meeting**

a **Agree minutes**

The Chair asked members if they had any matters to raise in the minutes of 13 December 2022.

No matters were raised and the Chair asked members if they were happy to approve the non-confidential and confidential minutes.

**APPROVED BY THE CORPORATION**

The non-confidential and confidential Minutes dated 13 December 2022.

*The Restricted minutes were reserved until the end of the meeting.*

b **Action previously agreed**

The Chair referred to the report and noted that the Board Review Sub-Committee meeting and the Governors Strategic Away Day were being planned.

c **Updates from Clerk or Management** – None.

d **Matters arising not covered in agenda** – None.

8. **Receive Finance Update**

*See separate Confidential minute.*

9. **Reports and Recommendations from Committees**

a. **Employment and Welfare Committee**

i) Non-confidential and Confidential Minutes of the meeting held on 7 February 2023

**APPROVED:**

The Non-confidential and Confidential Minutes of the meeting held on 7 February 2023.

The Chair then referred members to the following recommendations in the EWC committee minutes for approval by the Corporation.

ii) Approve the Health, Safety & Wellbeing Policy Statement

The Chair asked members if there were any matters to raise and in the absence of any whether they were prepared to approve the Policy Statement as recommended by the EWC.

Members agreed.

**APPROVED:**

The Health, Safety & Wellbeing Policy Statement.

- iii) Approve the updated S6F College Drugs Policy

The Chair asked members if there were any matters to raise.

A member highlighted that in the classification of drugs in the Appendix on page 4 that 'ketamine' is a B Class drug not C Class.

The Chair asked members if they were prepared to approve the updated S6F College Drugs Policy subject to the amendment raised above.

Members agreed.

**APPROVED:**

The updated S6F College Drugs Policy subject to the amendment raised above.

- iv) Approve the updated S6F Policy Statement regarding Searching Students

The Chair asked members if there were any matters they wished to raise and in the absence of any were they prepared to approve the updated S6F Policy Statement regarding Searching Students.

Members agreed.

**APPROVED:**

The updated S6F Policy Statement regarding Searching Students.

- v) Approve the S6F Food Allergen Policy

The Chair asked members if there were any matters they wished to raise and in the absence of any were they prepared to approve the S6F Food Allergen Policy as recommended by the EWC.

Members agreed.

**APPROVED:**

The S6F Food Allergen Policy.

**b. Audit Committee**

- i) The Confidential Minutes of meeting held on 22 February 2023.

The Chair referred to page 7 of the minutes paragraph three the reference to the MIDAS Training for minibus drivers and asked the Principal if this has progressed..

The Principal advised that the Director of Finance & Resources and the HR Manager are exploring if this is a legal requirement as our teachers do not have to be MIDAS trained. The training is over two days and costs £2,000 and the current minibuss driver is only employed to drive 17-seater minibusses and it is unlikely he will want to do the training. The College Site Manager is MIDAS trained and he accompanies any member of staff on a test drive to assess their competency when driving a hired minibus.

The Chair suggested that when the Site Manager assesses the competency of drivers that there should be a recording process in place.

The Principal will check this with the DoFR.

#### **ACTION AGREED**

Principal to check the DoFR that recording of the assessment by the Site Manager is in place and maintained.

The Chair noted there were no further matters raised from the minutes and asked members if they were happy to approve them.

#### **APPROVED:**

The Confidential Minutes of the Audit meeting held on 22 February 2023.

#### **c. Finance & Estates Committee**

- i) Non-confidential and Confidential Minutes of Meeting held on 14 March 2023.

The Chair asked members if they were happy to approve the minutes of 14 March 2023.

#### **APPROVED:**

The Non-confidential and Confidential Minutes of Meeting held on 14 March 2023.

The Chair then referred to the following recommendations in the F&E committee minutes for approval by the Corporation.

#### **APPROVED BY THE CORPORATION:**

- i) The College using Insignis Cash Solution to invest its surplus cash funds
- ii) The purchase of 600 iPads for all students starting in September 2023 by using the grant monies received and making up the shortfall from cash reserves
- iii) The updated Local Authority Employers Discretions Statement together with its annex
- iv) The updated Subcontracting Policy

**e. Search Committee**

- i) Non-confidential and Confidential Minutes of the meeting held on 14 March 2023

**APPROVED:**

The Non-confidential and Confidential Minutes of the meeting held on 14 March 2023

The Chair then referred members to the following recommendations in the Search committee minutes for approval by the Corporation. and these had been approved at the beginning of this meeting.

- ii) Approve the Appointment of Amanda Borrett as an Independent Member of the Corporation
  
- iii) Approve the appointment of Rachel D'Souza and Olivia Redford as Student Governors.

The Chair observed the above recommendations had been dealt with at the beginning of the meeting.

10. **Receive S6F Strategic Plan 2023-25**

*See Confidential Minute.*

11. **Ofsted Inspection March 2023**

*See Confidential Minute.*

12. **Review S6F Schedule of Policies Master List**

The Chair referred to the list and noted that there were a couple of policies on the list that were being reviewed and asked the Principal to comment on these.

The Principal advised that he had discussed the relevance of those policies with the Director of Finance and agreed that the Value for Money Policy and the Property Strategy were no longer relevant and that they will be removed from the list.

**ACTION AGREED**

Clerk to update the Master List by removing the Value for Money Policy and the Property Strategy.

13. **Identify any discussion items Classified as “Confidential & Restricted”**

Members considered their discussions and agreed Items 5, 6, 8, 10 and 11 be classified as Confidential and there were no discussions requiring classification as Confidential and Restricted other than under Item 17 below.

14. **Agenda Items for the Next Meeting**

No items raised.

15. **Any Other Business**

Prior to the Staff and Student Governors leaving the meeting the Principal presented Steve with a thank you gift from the Corporation and the College.

The Chair thanked the Principal and the Board for his gift. He announced that he was stepping down as a member of the Board of Governors at the end of this meeting and handing over the Chair of Corporation to Rachel Dolby. He observed that he had enjoyed his time at a member and then the Chair and it has been a privilege to be a part of great board of governors who all work well together and have the students and staff best interests at heart. He thanked the Principal and the Clerk for their hard work.

The Principal observed that Steve can now fully enjoy his retirement and highlighted that it has been a privilege to work with him compared to other college chairs he has worked with.

The Chair thanked Rachel for taking over and noted she will be a good Chair as she is obviously fully committed to the College.

At this point the Staff and Student Governors left the meeting.

16. **Date of Next Meeting – 23 May 2023**

17. **Confidential Items & Restricted Minutes**

*See attached Minutes.*

*There being no further matters raised the meeting closed at 7.10pm*