

CORPORATION MEETING
Tuesday 9 July 2024 – 5.30pm
MINUTES

Chaired by: Rachel Dolby

Members present: Ian Brabbs Ros Jones Amanda Borrett David Flinton
 Phil Rumsey Jason Saunby Ogba Onwuchekwa Helen Kirk
 Darren Mundy Nick Bland Phoebe Philps

Also present: Lesley Clemmet, Director of Finance & Resources

Minutes taken by: Heather Campbell Clerk to the Corporation

1. **Apologies for absence**

- a. Apologies were received from Lisa Dixon, Gareth Bullen, Tim Griffin and Neil Hughes.
- b. The meeting was quorate with 12 members present.

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

None raised.

3. **Receive Finalised College Quality Improvement Plan (QIP) 2023-24**

See confidential minute.

4. **Minutes of the previous meeting**

a. **Agree minutes**

- (1) The Non-Confidential and Confidential Minutes of the meeting held on 21 May 2024.
- (2) The Confidential & Restricted Minutes of 21 May 2024 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 21 May 2024 and in the absence of any matters raised asked members if they were prepared to approve the minutes.

Members agreed.

APPROVED BY THE CORPORATION

The Non-confidential and Confidential Minutes dated 21 May 2024 which were signed by the Chair.

b. Actions previously agreed

The Chair referred to Paper C and noted that the majority of the Actions had been completed with the exception of three work in progress items including 16-Apr-24 3. 1) – Principal to speak to 2 prospective student governors – Principal advised no further progress had been made and the intention now would be to look to the new intake of students in September for suitable future student governors – it was agreed to mark this Action as complete but the other items to be carried forward.

With reference to 21-May-24 5.d. 1) – Principal to arrange for the member interested in standing in for the Safeguarding Governor during her enforced absence due to ill health – which Action had been completed the Chair informed Members that following his meeting with the Lead Safeguarding Officer the member had agreed to act as the stand in Safeguarding Governor on a temporary basis.

c. Updates from Clerk or Management – None.

d. Matters arising not covered in agenda – None.

5. Reports and recommendations from committees

a. Audit Committee

(1) The Minutes of 12 June 2024

The Chair asked members if they had any matters to raise in respect of the Non-confidential and Confidential minutes of 12 June 2024.

The Chair noted that as no matters were raised, were members willing to approve the minutes.

Members agreed.

APPROVED BY THE CORPORATION

The Non-confidential and Confidential Audit Committee Minutes dated 12 June 2024 and signed by the Chair.

The Chair noted there were no recommendations from the Audit Committee for the Corporation to approve.

(2) Approve updated Terms of Reference for the Audit Committee.

The Chair noted that the Terms of Reference for the Audit Committee will be covered in item 5. c. Corporation Standing Orders.

b. Finance & Estates Committee

See confidential minute.

c. **Search & Conduct Committee**

- (1) Non-Confidential and Confidential Minutes of meeting held on 18 June 2024.

The Chair asked members if they had any matters to raise in respect of the Non-confidential and Confidential Minutes dated 18 June 2024.

The Vice Chair referred to the Agreed Action at 3. d. and the appropriateness of the Governor Mandatory Safeguarding Training by Flick Training which had 5 modules and had taken him over 4 hours to complete and whether the level of depth that the training went into was appropriate for governors having regard to the time commitment involved.

The Principal advised that he was in discussion with the HR Manager to ascertain if there was an alternative training programme available for governors. He understood the need for volunteers to do the training as they were likely to be in contact with students, whereas governors were not.

A member suggested that face to face scenarios on Safeguarding and Prevent for governors would be better and more relevant to them.

ACTION AGREED

Principal to discuss alternative Safeguarding training for Governors with the HR Manager.

The Chair noted if there were no further matters raised, asked members if they were happy to approved the minutes.

Members agreed to approve the Non-confidential and Confidential minutes of 18 June 2024.

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.

The Chair noted that the amendments were highlighted in yellow – 2.8 and 2.9 and were intended to impose an obligation on governors to complete Safeguarding and Prevent training both on appointment and in the case of any re-appointment.

There were no matters raised on the amendments.

- (3) Approve the updated Corporation Standing Orders including the Terms of Reference of each of the Committees and Complaints against the Corporation with changes highlighted. The Vice Chair advised that an amendment was proposed to the Terms of Reference of each of the Committees to alter the provision regarding the appointment of Committee Chairs and Vice Chairs to reflect the actual practice of the Committees and that the amendment to the Complaints procedure was to correct a typographical error in paragraph 5.

- (4) Approve updated Instrument & Articles of Government with only one amendment on the Cover page the removal of 'This version was approved by the Corporation on 27 July 2021'.
- (5) Approve the updated Terms of Reference for the Search and Conduct Committee as set out in (3) above

APPROVED BY THE CORPORATION:

- i. The Non-confidential and Confidential minutes of 18 June 2024
- ii. The updated Disclosure and Barring Service Policy (DBS) Governors
- iii. The updated Corporation Standing Orders
- iv. The updated Instrument & Articles of Government
- v. The updated Terms of Reference for the Search and Conduct 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 noted that the updated Terms of Reference for the Remuneration Committee had been covered and approved under item 5. c. (3).

6. Draft Corporation and Committee Dates 2024-25

The Clerk advised that the dates were in draft and awaiting the Director of Finance & Resources to cross check dates aligned with the dates for the External Audits and College Finances and once these were confirmed she would update and issue the Schedule of Business for 2024-25 to governors.

The Principal noted that the Corporation meeting on 22 April 2025 and the meeting of 20 May 2025 only had one Committee meeting and suggested that the one on 22 April 2025 be removed as there would not be a lot of business to discuss and if needed then the Chair could call an ad hoc Corporation meeting.

The Chair asked members if there were any objections to removing the 22 April 2025 Corporation meeting from the Schedule.

There were no objections raised.

ACTION AGREED

Clerk to remove the 22 April 2025 Corporation meeting from the Schedule of Business dates.

7. **Receive Full List of College Policies**

The Clerk advised that the Vice Principal and Assistant Principal were reviewing the College policies in line with good practice with other colleges and the full list with any proposed revisions would come to the Corporation in the Autumn term.

8. **Minibus Purchase / Hiring Costs Comparisons**

The Chair invited the Principal to give members a verbal report on the financial implications of continuing to hire as opposed to purchase a minibus for College use .

The Principal advised that the cost of hiring minibuses for the academic year was £5,540, to purchase the lowest cost would be £50,000 and the leasing cost would be £800 per month but whichever option was adopted the College would still need to incur hire costs as one minibus would not be enough to meet the College requirements with the Sports department likely to book it out so no other departments would be able to use it.

A member asked if College management had looked into sponsorship with local companies with the minibus painted with the successful company's signage which would be free advertising for the company.

The Principal confirmed that College management would explore sponsorship further but at the moment hiring was believed to be the most cost effective.

9. *See confidential minute.*

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

Members considered the items of business discussed during the meeting and agreed that Items 3., 5. b. and 9. be classified as Confidential and there were no discussions requiring classification as confidential and restricted other than under 14.

11. **Any Other Business**

The Chair asked members if they had any other business to raise.

The Principal noted that governors may be aware of the Turing Scheme set up by the government offering education providers the opportunity to apply for funding to support their students with study and work placements around the world. Funding was open to organisations in the UK and British overseas territories from across the education and training sector, including: schools.

With the help of the Principal at John Leggott College, the College had submitted a bid for the funding and he was pleased to announce had been successful. For placements lasting between four and eight weeks, a student could be eligible for £120 per week and for placements lasting over eight weeks, they could be eligible for £335 per month. The funding would give 40 College students the opportunity to go abroad. The funding was not just for students from deprived areas. College management had decided to charge £100 to each of

the students to ensure commitment and avoid last minute withdrawals with special arrangements for students whose parents had limited means.

The members agreed that this was a great opportunity for College students.

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

None raised.

13. **Date of Next scheduled meeting – Tuesday 8 October 2024**

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

14. **Confidential & Restricted Items**

See separate Confidential & Restricted minutes.

There being no further business the meeting closed at 7.15pm