

**CORPORATION MEETING**  
**Tuesday 17 October 2023 – 5.30pm**  
**MINUTES**

Chaired by: Rachel Dolby

Members present: Ian Brabbs                      Mick Paxton                      Ros Jones                      Darren Mundy  
                         Neil Hughes                      Amanda Borrett                      David Flinton                      Phil Rumsey  
                         Tim Griffin

Also present: David Robinson – Assistant Principal – Item 6.  
Alice Thornton, Vice Principal – Item 7.

Minutes taken by: Heather Campbell – Clerk to the Corporation

1. **Apologies for absence**

- a. Apologies were received from Sean Kelly, Kieren Moore, Gareth Bullen, Olivia Redford, Lisa Dixon, Jason Saunby and Rachel D’Souza.
- b. The meeting was quorate with 10 members present at the start of the meeting, increasing to 11 with the approved appointment of Ogba Onwuchekwa as a Parent Governor under item 4.

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

There were no conflicts of interest raised.

3. **Consider and Approve appointment of Independent Member and Staff Governor**

The Chair advised that the Parent Governor had agreed to be appointed as an Independent Member thereby creating space for the appointment of 2 new parent governors.

a. Appointment of a new Independent Member

The Chair asked members if they agreed to appoint Tim Griffin as an Independent Member for a new 4 year term from 17 October 2023.

Members approved the appointment of the new Independent Member.

Tim confirmed his agreement to be assigned to the Audit Committee following the recent retirement of a member of the Committee.

b. Appointment of Teaching Staff Governor

The Chair advised members that the Staff Governor whose term of office had recently expired Jason Saunby had been nominated for re-appointment as a Staff Governor.

In the absence of any other nominations the Chair asked members if they agreed to Jason's re-appointed as a Staff Governor for a new 4 year term from 17 October 2023.

Members approved the re-appointment of Jason Saunby as a Staff Governor.

#### **ACTION AGREED**

- i. Clerk to confirm in writing to Tim Griffin that his appointment as an Independent Member was approved by the Corporation on 17 October 2023 for a new 4 year term.
- ii. Clerk to confirm in writing to Jason Saunby that his re-appointment as a Staff Governor was approved by the Corporation on 17 October 2023 for a new 4 year term.

#### **4. Consider and Approve Appointment of Parent Governors**

The Chair referred members to the vacancy for 2 Parent Governors following the appointment of the previous sole Parent Governor as an Independent Member and advised that in response to an invitation by the Principal to the parents of the new intake of students in September interested in becoming a Parent Governor applications of interest had been received from 2 potential applicants both of whom had been invited to attend an informal interview with the Principal and the Chair.

##### **a. Ogba Onwuchekwa**

The Chair advised that the Principal and she had met with Ogba a consultant psychiatrist at Scarborough Hospital and recommended his appointment as a Parent Governor.

Members agreed to approve the appointment of Ogba Onwuchekwa as a Parent Governor initially for a term of office of 1 year with the option of extending the term of office to 2 years from 17 October 2023.

##### **b. Helen Kirk**

The Chair then advised that the Principal and she also met with Helen and recommended her appointment as a Parent Governor.

Members agreed to approve the appointment of Helen as a Parent Governor initially for a term of office of 1 year with the option of extending the term of office to 2 years from 17 October 2023 .

The Chair invited Ogba into the meeting at this point and informed him that his appointment as a Parent Governor had been approved by the Corporation and she invited him to give the members a brief summary of his background.

He advised that his daughter was a student at the College, and that he had worked at Scarborough hospital since 2022 as a Consultant Psychiatrist in the Mental Health Liaison Team and Foundation Tutor North Yorkshire and York Trust. He had a Master's Degree in Public Health and a Masters Degree in Psychology He tutored doctors in the last 2 years of their chosen medical vocation. He advised that he has always been interested in opportunities that provide a platform to assist young people and had a lot of transferable skills that he believed would help support both the students and the growth of the College.

The members welcomed him to the board.

The Chair advised that unfortunately Helen had had to give her apologies for her attendance at the meeting due to illness.

### **ACTION AGREED**

Clerk to write to both Ogba Onwuchekwa and Helen Kirk to confirm their appointments as Parent Governors was approved at the Corporation meeting on 17 October 2023.

#### 5. **Safeguarding Scenarios with Safeguarding Lead (VP Rowan Johnson)**

The Chair noted that due to the number of apologies the Safeguarding Scenario Training has been deferred to the Governors' Strategic Planning meeting on 21 February 2024.

**Items 6. and 7. Quality Improvement Matters** – See separate Confidential minutes

#### 8. **Minutes of the previous meeting**

##### a **Agree minutes**

### **APPROVED**

The Minutes dated 11 July 2023 were approved and signed by the Chair.

The Confidential Minutes dated 11 July 2023 were approved and signed by the Chair.

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

##### b **Action previously agreed**

The Chair noted that the work in progress actions for the Principal were ongoing.

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

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

#### 9. **Reports and Recommendations from Committees**

The Chair noted that in the absence of any Committee meetings since the date of the last Corporation meeting in July there were no Committee reports or recommendations for members to consider.

#### 10. **Receive Updated Master Schedule of Policies**

The Chair referred members to the College Policy Master List that the Corporation and Committees were responsible for and noted that the majority of the policies had been reviewed and updated with the review of the outstanding policies scheduled for 2023/24.

She asked members if they had any comments. There were no matters raised and she asked members if they were prepared to receive the updated Master List of Policies.

The members agreed to receive the updated Master List of Policies

11. **iPad Project Update**

The Chair invited the Principal to give members an update on the iPad project.

The Principal advised that the roll out of the iPads including their provision to all first year students had gone well and so far with no major problems.

The Chair invited the Principal to share with members what the next step with iPads would be at the Corporation meeting in December.

A member enquired if the College had any way of monitoring what the students and staff gained out of using the iPads.

The Principal observed that the students had taken to using the iPads extremely well, as had the staff but warned that the students still needed to be able to work without iPads as they were not allowed to take iPads in to their exams and had to be able to write their answers. Teachers had therefore been instructed to set written assessments for their students during the year

Another member highlighted that the future was all about AI since we were all using it in our daily lives as well as in the work place.

A member noted that he found it strange that schools were not making use of iPads for their pupils.

The Principal reminded members that “Net Zero” was coming and that schools and colleges would need to show that they were doing more to reduce their carbon footprint. Having the iPads had helped the College reduce its carbon footprint and the College was already seeing a substantial reduction in photocopying resources as the students could now access them on their iPads.

There were no further matters raised.

**ACTION AGREED**

The Principal to give an update on the next step with iPads at the Corporation Meeting in December.

12. **Discuss Department Briefing topics and area of interest for academic year 2023-24**

The Chair highlighted that this was an opportunity for governors to suggest what areas they would like to be covered in the Department Briefings at the start of Corporation meetings.

A member expressed the opinion that it was good to have Head of Department briefings at Corporation meetings as it clarified what the departments were about and that the members of staff presenting were always very passionate about their subjects, their students, and their staff's hard work.

The Principal noted that the HoD for Science had not given a department briefing to the Corporation before so he would invite him to give a presentation at the next Corporation meeting. Also, as student resilience was a high priority, he would invite the Psychology tutor who was working on Wellbeing and Mental Health projects and the College Counsellor to give future presentations to the Corporations.

The Vice Chair suggested that those members of staff making presentations to the Corporation may wish to consider the involvement of students in the presentations as recommended by the external governorship consultant in her report.

The Chair asked members if they have any other ideas for Department Briefing topics to email them to the Clerk.

### 13. **Governors Involvement in the College Self-Assessment Report**

The Principal advised that the Assistant Principal was working on the draft Self-Assessment Report (SAR) and the plan was to carry out a similar process to last year, with a group of Governors allocated sections of the draft Report to provide feedback, if those Governors involved were happy to do so again.

The sections are:

- Quality of Education
- Behaviour & Attitude
- Personal Development
- Leadership & Management
- Safeguarding

The members present who were involved last year confirmed they were happy to be involved again this year.

The Chair advised that if there were any other governors that were interested in being involved in the preparation of the SAR they should email the Clerk.

The Clerk advised that she would ask the Assistant Principal to email the sections of the draft SAR to the relevant Governors as she did last year.

### **ACTION AGREED**

The Clerk to ask the Assistant Principal to email the sections to the relevant Governors willing to be involved in the SAR.

### 14. **Annual Formal Complaints Report**

The Principal reported there have been no formal complaints.

### 15. **Identify discussion item classified as “Confidential & Restricted”**

Members considered and agreed discussion Items 6., 7. and 17. be categorised as confidential but not restricted.

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

No items raised.

17. **Any Other Business**

See separate confidential minute.

18. **Date of Next Meeting – Tuesday 19 December 2023**

19. **Confidential & Restricted Minutes**

See attached.

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