

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 19 December 2023 – 5.30pm
MINUTES

Chaired by: Rachel Dolby

Members present: Ian Brabbs Gareth Bullen Neil Hughes David Flinton
Ros Jones Amanda Borrett Ogba Onwuchekwa Lisa Dixon
Helen Kirk Phil Rumsey Kieren Moore Jason Saunby
Olivia Redford Rachel D'Souza

Minutes taken by: Heather Campbell, Clerk to the Corporation

1. **Apologies for absence**

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

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

None raised.

3. **Receive and Approve**

See separate Confidential Quality Improvement Minutes

4. **Minutes of the previous meeting**

a. **Agree and Sign off minutes**

APPROVED:

- (i) Minutes of the meeting held on 17 October 2023 were approved and signed by the Chair.
- (ii) Confidential Quality Improvement minutes held on 17 October 2023 were approved and signed by the Chair.

The Vice Chair highlighted that the minutes classified as Confidential & Restricted were confidential but not restricted so did not need to be deferred to the end of the meeting.

- (iii) Confidential minutes held on 17 October 2023 were approved and signed by the Chair.

b. **Actions previously agreed**

See separate Confidential minute

c. **Updates From Clerk or Management**

None.

d. **Matters arising not covered in agenda**

Appointment of new Member Governor

The Chair advised members that the Principal and she had met with Nick Bland who had submitted his interest in becoming a College Governor. He retired in 2022 from GCHQ and had a wealth of skills and experience from a varied employment history in both private and public service. The Chair and Principal were of the opinion that he would be a suitable appointment to the position of governor and recommend his appointment to the Corporation as an Independent Member of the Corporation for a term of office of 4 years.

Members approved the recommendation.

APPROVED:

The Corporation approved the appointment of Nick Bland as an Independent Member of the Corporation for a term of office of 4 years subject to satisfactory DBS and other statutory checks and requirements.

ACTION AGREED

Clerk to confirm in writing to Nick Bland that his appointment as an Independent Member of the Corporation had been approved.

5. **Reports and recommendations from committees**

a. **Employment and Welfare Committee**

(1) Non-Confidential and Confidential Minutes of meeting held on 7 November 2023.

The Chair referred to the minutes and asked members if they had any matters they wished to raise.

The Vice Chair noted that the Confidential and Restricted Minutes dated 7 November on page 8 did not need to be classified as restricted only confidential.

Members agreed to amend the minutes accordingly.

In the absence of any further matters raised the Chair invited the members to approve the Non-Confidential and Confidential Minutes of meeting held on 7 November 2023 subject to the removal of the reference to restricted at page 8.

Members agreed.

APPROVED:

The Non-Confidential and Confidential Minutes dated 7 November 2023 were approved and signed by the Chair.

The Chair then referred members to the following recommendation in the EWC committee minutes.

(2) Approve updated Safeguarding & Child Protection Policy & Procedure 2023 (Paper D2)

The Chair asked members if there were any matters to be raised in connection with Paper D2 and in the absence of any were they prepared to approve the updated Safeguarding & Child Protection Policy & Procedure 2023 as recommended by the EWC.

Members agreed.

APPROVED

The Corporation approved the updated Safeguarding & Child Protection Policy & Procedure 2023.

(3) Receive Annual Safeguarding Report 2023 (Paper D3)

The Chair asked members if there were any matters to raise in connection with the Report.

A member noted on Page 7 Learner Voice the Designated Safeguarding Lead (DSL) spoke to students and asked, "Do you feel safe in college" and 70 said yes. If this is out of the whole student body, then the percentage was about 7% which was extremely low. If not, the Report needed to include the number of students in the sample for the Report to be of any assistance.

The Principal advised that the DSL spoke to students over 4 weeks in October so the Report should state how many students were spoken to. He will pick this up with the DSL and have the number included in the Report.

Another member raised that it would be informative to have 3 year comparisons, if possible, in the Safeguarding Report to highlight any patterns.

The Principal advised this point was raised at the EWC meeting in November and he will speak to the DSL about comparison years to be added if possible to the Report in future years.

ACTIONS AGREED

- 1) Principal to ask the DSL to include the sample number of students spoken to about their College experience in the Report.
- 2) Principal to speak to the DSL to include comparison years to the Report in future years.

The Chair asked the EWC Chair if the committee was reassured that the College's Safeguarding processes and procedures were robust.

The EWC Chair referred the question to the Safeguarding Link Governor, who confirmed that she had regular meetings with the College Safeguarding Team and received an update of what the team had had to deal with, the actions taken and any new processes that have been introduced therefore she was able to confirm with confidence that the College's safeguarding processes and procedures were very robust and fit for purpose.

In the absence of any further matters the Chair asked members if they were prepared to receive the Annual Safeguarding Report 2023.

Members agreed.

(4) Approve updated Student Work Placement Policy 2023 (Paper D4)

The Chair asked members if there were any matters to raise in connection with the Policy.

The Vice Chair noted that in the EWC Minutes 7 November there was a question raised as to whether the College asked students to declare any criminal convictions on enrolment with the College and that an action agreed was that the Principal was to ask the Vice Chair of Corporation what his thoughts were on asking students to disclose any convictions.

The Vice Chair had carried out some research and that disclosure appeared not to be a practice that educational institutions undertook save when there was a legal requirement to carry out DBS checks .

The Principal advised that he had advised the College management team that a governor had raised the question about asking students to disclose any convictions when they applied to the College, and the College management team had felt that this would not be appropriate and may put some students off from applying. The Vice Principal had been tasked to contact the SFCA for guidance on this for the College management team to consider and bring any recommendations to the next EWC meeting.

Another member referred to page 7 of Paper D4 and noted that 'For placements other than Childcare and Health & Social Care the College will not pay for a DBS, even if it is required by a given placement setting, since the specific placement is not an essential requirement of College', which may be regarded as discriminatory.

The Principal advised that the College management team had discussed this issue at their meeting yesterday and had agreed that the College would expect the employer/placement to carry out their own DBS check at their expense but that if this was refused the College would support a student and pay for their DBS check so that the student was not disadvantaged.

The member noted that the wording in the Policy needed amending to reflect this.

The Principal agreed and suggested the removal of the following wording: 'but the costs will be charged to the student.'

Members agreed that would be appropriate.

In the absence of any further questions the Chair asked members if they were prepared to approve the updated Student Work Placement Policy 2023 recommended by the EWC subject to the minor amendment at page 7.

Members agreed.

APPROVED:

The Corporation approved the updated Student Work Placement Policy 2023 as amended.

(5) Approve updated Student Disciplinary Policy 2023 (Paper D5)

The Chair asked members if there were any matters to raise in connection with the Policy.

A member noted a minor amendment on page 2 Appeals against exclusion arrow point two 'Any student wishing to appeal must do in writing', should read 'Any student wishing to appeal must do so in writing'.

The Chair asked the Principal what if any was the level of gross misconduct by students at the College.

The Principal advised that it was very low. If a student swore at a member of staff this would not be tolerated and the student would be asked to leave. There had been an incident on the date of the meeting with a student swearing at another student on social media and he had suspended the student for one day.

The Vice Chair suggested that it would be helpful for members to see the data for retention clarify the distinction between student leavers and student expulsions.

The Principal noted that the Annual Attendance & Retention Report goes to the EWC to consider and then that Report comes to the Corporation, but he was sure the MIS team would be able to break down the data, so that the Report included leavers and expulsions. He will pick this up with the MIS team.

In the absence of any further questions the Chair asked members if they were prepared to approve the updated Student Disciplinary Policy 2023 subject to the minor amendment.

Members agreed.

APPROVED:

The Corporation approved the Student Disciplinary Policy 2023 as amended.

ACTION AGREED

The Principal to ask the MIS team to include in the retention data student leavers and student expulsions to assist both College management and members.

(6) Approve updated Trips & Visits Policy 2023 (Paper D6)

The Chair asked members if there were any matters to raise and in the absence of any asked if they were prepared to approve the updated Trips & Visits Policy 2023.

Members agreed.

APPROVED:

The Corporation approved the updated Trips & Visits Policy 2023.

(7) Receive Enrolment Report 2023 (Paper D7)

The Chair asked members if there were any matters they wished to raise in connection with the Enrolment Report 2023.

A member noted that the Bridlington and Headlands numbers were up and asked if College management know the reason for this.

The Principal advised that the College had not pushed marketing in the East Riding, and he therefore suspected it was due to the poor sixth form provision in the area and perhaps the lure of a free iPad at the College may have helped.

Another member referred to the Misc student numbers and asked where these students had come from.

The Principal advised that these included applicants from out of area or recently moved to the coast. The College also had a number of asylum refugees enrolled this year.

A member referred to the Key Points on the second page, bullet point eleven 'Enrolment went well over 4 days but lack of Heads of Department over all days was noticeable when doing checks.' And asked what was the issue with not having all Heads of Department in over the 4 days.

The Principal advised that this year the 4 enrolment days had been split into two – 2 days were during the summer holidays and 2 days were during term time. Enrolment staff were asked to volunteer to choose which 2 days they wanted to do. The original aim of splitting the enrolment days was to catch the GCSE pupils earlier than other providers in the area but College management had agreed to go back to the old enrolment model so that all staff were in for both enrolment days.

In the absence of any further matters the Chair asked members if they were prepared to receive the Enrolment Report 2023.

Members agreed.

b. Finance and Estates Committee

See confidential minute.

c. Search and Conduct Committee

(1) Minutes of meeting held on 28 November 2023

APPROVED:

The Minutes dated 28 November 2023 were approved and signed by the Chair.

A member referred to the minutes and the reference to Scarborough Ambassadors and asked who they were as he had never heard of them before.

The Chair advised that Scarborough Ambassadors was a group of local businesses and stakeholders in the area that had a vested interest across the coast. The College had held a breakfast meeting for the Ambassadors before the summer break which she and the Principal had attended and believed that College membership helped the College to build contacts and links with other members. The Principal believed that it would be worth holding another breakfast meeting in the new year.

The Chair agreed and suggested it might be a good idea to let members know when the next breakfast meeting was happening to give business governors the opportunity to network with Scarborough Ambassador members.

The Principal agreed and will speak to the Vice Principal about the College holding another breakfast meeting.

ACTION AGREED

Principal to speak to the Vice Principal about the College holding another breakfast meeting with Scarborough Ambassadors and interested members .

(2) Approve the Corporation Public Access Policy (Paper F2)

The Chair invited the Chair of the Search & Conduct Committee to comment on the Corporation Public Access Policy.

The Chair of the Search and Conduct Committee advised that this Policy and the items of business classified as “Confidential” was reviewed annually and that there were no changes proposed by the committee. .

In the absence of any matters raised, the Chair asked members if they were willing to approve the Corporation Public Access Policy.

Members agreed.

APPROVED:

The Corporation approve the Corporation Public Access Policy.

(3) Approve the updated Instrument & Articles of Government (Paper F3)

The Chair of Search & Conduct Committee advised that the I&As were reviewed by the committee on an annual basis and the only change recommended by the committee for approval was on page 15 Responsibilities of the Corporation, the Principal, and the Clerk: 3.–(1) the inclusion of a reference to safeguarding – *(h) together with the institution and its members of staff the safeguarding and promotion of the safety, security, and wellbeing of the students of the institution.* The committee believed that safeguarding was of such importance that it should be expressly included in the list of matters for which the Corporation members were responsible.

The Chair asked member if they were happy to approve the Instrument & Articles of Government including the addition of safeguarding to the list of matters for which the Corporation members were responsible for.

Members agreed.

APPROVED:

The Corporation approved the amended Instrument & Articles of Government.

- (4) Approve Updated Procedure on the Appointment (incl. Re-Appointment) and Induction of a New Governor (Paper F4)

The Chair invited the Chair of Search & Conduct Committee to take members through the updated procedure.

The Chair of Search & Conduct Committee referred to Paper F4 and advised that the only change was on pages 3 and 15. Re-appointment of a member and that DBS checks and searches would now need to be carried out before a member can be re-appointed for a new term.

The Chair asked members if they were willing to approve the amended Procedure on the Appointment (incl. Re-Appointment) and Induction of a New Governor.

Members agreed.

APPROVED:

The Corporation approved the amended Procedure on the Appointment (incl. Re-Appointment) and Induction of a New Governor.

- (5) Approve Updated Charity Governance Code for larger charities (Paper F5)

The Chair invited the Chair of Search and Conduct Committee to take members through the updated Code.

The Chair of Search & Conduct Committee reminded the members that the Corporation had already approved the adoption of the Charity Governance Code for larger charities at a meeting on 12 July 2022 and at a subsequent meeting held on 11 July 2023 had identified which recommended practices included in the Code were either unnecessary or required amendment. The committee had determined that it would be helpful to include reference to both the original approval of the Code and the decision on which of the recommended practices would not be followed and the reasons for this in an amended copy of the Code which would then be available on future external reviews of governance without having to find the minutes of the relevant Corporation meetings.

Members were referred to Paper F5 and the new page 7.

In the absence of any matters raised the Chair asked members if they were prepared to approve the amended Charity Governance Code for larger charities.

Members agreed.

APPROVED:

The Corporation approved the amended Charity Governance Code for larger charities.

AGREED ACTION

The Clerk to place a copy of the amended Charity Governance Code with the Independent Governance Report and related documentation.

d. Remuneration Committee

(1) Confidential & Restricted Minutes of meeting held on 28 November 2023.

See separate confidential and restricted minutes.

e. Audit Committee

(1) Non-confidential and Confidential Minutes of meeting held on 29 November 2023.

The Chair referred to the minutes and asked members if they had any matters to raise.

A member highlighted that it was agreed at the last Audit committee meeting scheduled for Tuesdays would revert back to Wednesdays therefore the date of the next meeting should be Wednesday 28 February 2023.

In the absence of any further matters the Chair asked members if they were willing to approve the minutes subject to amendment of the next meeting date.

Members agreed.

APPROVED:

The Audit Committee's Non-confidential and Confidential Minutes dated 29 November 2023 were approved and signed by the Chair.

(2) Audit Committee's Annual Report to the Corporation 2022-23 (Paper H2)

The Chair referred members to the Audit Committee's Annual Report and asked members if there were any questions or comments on the Report.

The Vice Chair noted that on page 26. i) the auditors identified 'no high risk recommendations, one medium risk, and one low risk' and asked the Chair of Audit what the risks identified were and recalled that previously the external auditors' findings report was usually seen by all members.

The Chair of Audit and the Clerk advised that neither could recall what the risks were which had been identified by the external auditors.

The Chair suggested that the Clerk email AZETS findings report Y/E 31 July 2023 to all members and that the external auditors report be included in the Audit Committee's Annual Report to Corporation in future.

There were no further matters raised and the Chair asked members if they were prepared to approve the Audit Committee's Annual Report for 2022-23.

Members agreed to approve the Report.

APPROVED:

The Corporation approved the Audit Committee's Annual Report to Corporation 2022-23.

ACTIONS AGREED

- 1) The Clerk to email AZETS findings report Y/E 31 July 2023 to all governors.
- 2) The Clerk to ensure external auditors findings report is included in the Audit Committee's Annual Report to Corporation.

(3) Approve the Risk Management Policy Statement (Paper H3)

The Chair referred to Paper H3 and asked members if they had any matters to raise. In the absence of any the Chair asked members if they were willing to approve the Risk Management Policy Statement.

Members agreed.

APPROVED:

The Corporation approved the Risk Management Policy Statement.

6. **S6F Schedule of Policies Master List**

The Chair referred to Paper I and noted that all policies had been reviewed apart from a couple of policies due for review in 2023 which have been deferred for review early in 2024 .

The Vice Chair noted that at the last F&E meeting the committee agreed that there was no need for a separate Overseas Travel & Hospitality Policy since such expenses were included in the Expenses and Subsistence policy. .

ACTION AGREED

Clerk to take the Overseas Travel & Hospitality Policy out of the master list of policies.

7. **iPads Update Next Step**

See separate confidential minute

8. **Identify any discussion item(s) to be classified as "Confidential & Restricted"**

Members considered their discussions and determined that items 3., 4. b., 5. b., and 7 be classified as confidential.

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

The Chair noted there were no items raised in the meeting and suggested if members think of anything for the next meeting, then email it to the Clerk.

The Principal reminded members that the Governors Strategy meeting was 21 February 2024 and if they have any ideas / topics for discussion to email these to the Clerk.

10. **Any Other Business**

a) Governor Skills Analysis

The Vice Chair suggested that it would be appropriate to carry out another Governor's Skills analysis in 2024 with the last one having been done in 2021. The Vice Chair noted that not only had there been a number of changes to the membership of the Corporation which may have affected the available skills set but that an external governance review was due in 2024.

The Chair agreed and asked the Clerk to send the relevant paperwork out early in the new year.

The Clerk mentioned that she always asked new governors to complete the Skills questionnaire and then include the information on the Skills matrix.

ACTION AGREED

Clerk to email the Governor Skills Questionnaire to all governors in January.

b) Amended Guide to Being a Governor

The Vice Chair referred members to the tabled Guide to Being a Governor with his cover note which clarified for members the recent amendments made to the Guide .

The Vice Chair advised that he had been tasked at the 27 June 2023 Search & Conduct Committee meeting to revise the Guide to include guidance on the potential legal liability of student governors and had taken the opportunity to revise some of the other sections of the Guide. The document included valuable information and guidance for all members and he has asked the Clerk to email an electronic copy to those governors who were not present.

The Chair thanked the Vice Chair for his due diligence in revising the Guide. She asked members if they had any questions to raise, and in the absence of any she asked members if they were happy to receive the amended Guide to Being a Governor.

Members agreed.

ACTION AGREED

Clerk to email an electronic copy of the amended Guide to Being a Governor to all governors absent from the meeting.

11. **Date of Next Scheduled Meeting – Tuesday 16 April 2024**

The Staff Governors and Student Governors left the meeting at this point.

12. **Confidential & Restricted Item(s)**

1. Remuneration Committee Confidential & Restricted Minutes 28 November 2023

See separate minutes

There being no further business the meeting closed at 7.15pm