

**CORPORATION MEETING**  
**Tuesday 21 May 2024 – 5.30pm**  
**MINUTES**

Chaired by: Rachel Dolby

Members present: Ian Brabbs                      Neil Hughes                      Ros Jones                      Phil Rumsey  
Gareth Bullen                      Tim Griffin                      Kieren Moore                      Jason Saunby  
Darren Mundy                      Phoebe Philips                      Ogba Onwuchekwa

Also present: Jo Bowman, Head of Faculty of Health, Travel and Sport (item 3.)

Minutes taken by: Heather Campbell – Clerk to the Corporation

1. **Apologies for absence**

- a. Apologies were received from Lisa Dixon, David Flinton, Amanda Borrett, Helen Kirk, and Nick Bland.
- b. The meeting was quorate with 12 members present.

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

Neil Hughes declared there was a conflict of interest for him regarding Item 8 and having previously discussed the position with the Chair and Vice Chair had agreed that he should withdraw from the meeting when this item was considered.

The Clerk agreed to ensure that appropriate amendments were made to the conflicted governor's copy of the minutes of the meeting.

No other members raised any conflict of interest.

3. and 4. Department Briefing and Receive updated College Improvement Plan

*see separate confidential **Quality Improvement Minutes**.*

5. **Minutes of the previous meeting**

a. **Agree minutes**

- i) The Non-Confidential and Confidential Minutes of 16 April 2024.
- ii) The Confidential & Restricted Minutes of 16 April 2024 – approval of these minutes was deferred to 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 dated 16 April 2024.

A member drew attention to the minute purporting to correct figures under item 7 Receive Finance Update which he believed should read;

- “Insignis Investment Account now open and £1.041m of the College reserves had been transferred” and that “was incorrect and should be £1.4m” be deleted.
- “Under Recommendations year end cash position and forecast of £1.078m” and that “was incorrect and should be £1.8m” be deleted.

The other members agreed to the correction to the minutes.

Subject to the correction the Chair asked members if they were prepared to approve the Non-confidential and Confidential minutes.

Members agreed to approve the corrected Non-Confidential and Confidential minutes.

### **APPROVED BY THE CORPORATION**

The Non-Confidential and Confidential Minutes dated 16 April 2024.

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

The Chair referred to Paper C and noted that there was two WIP from 19 December 2023 and one from the 16 April meeting which were ongoing.

19-Dec-2023 - 5.c(1) – Vice Chair to arrange another Scarborough Ambassadors breakfast meeting at the College – the Principal reported that he was now the College contact but that it was too soon after the last meeting at the College to arrange a second just yet. The Chair suggested that governors may be interested in attending a future meeting at the College.

19-Dec-2023 – 5.e(2) – 2) – Clerk to ensure external auditors report was included as part of the Audit Committees annual report to the Corporation – the Clerk confirmed that this would be done when the next annual report was due in the Autumn Term

16-Apr-2024 – 3. 2) – Principal to explore interest of 2 prospective student governors living out of town by offering to pay travel expenses – this is still being explored with the students concerned.

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

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

The Chair advised that the current Safeguarding Link Governor would need to take time out to recover from her injuries suffered in a recent accident, and the Chair asked if another board member would be willing to stand in as the Safeguarding Link Governor in her absence.

A member advised that with his background he would be interested but would want to know more about what the role entailed.

The Principal advised he would arrange for the member to meet with the Vice Principal who is also the Lead Safeguarding Officer.

The Chair highlighted that there were a number of members not at the meeting and asked the Clerk to email them to ascertain if any of them wanted to volunteer for the role as they may have relevant skills.

### **ACTION AGREED**

- 1) Principal to arrange for the member to meet with the Lead Safeguarding Officer.
- 2) Clerk to email governors not at the meeting to ask them if they were interested in volunteering to stand in for the Safeguarding Link governor.

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

### **a. Employment & Welfare Committee**

- (1) Minutes of meeting held on 8 May 2024

The Chair of Corporation asked the Chair of the Employment & Welfare Committee if she had any comments to make on the minutes.

The Chair of EWC advised that she had no comments to make.

The Chair asked members if they had any matters to raise in the Minutes and in the absence of any asked members if they were prepared to approve the minutes.

Members agreed.

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

The Employment & Welfare Committee's Non-Confidential and Confidential Minutes of 8 May 2024.

- (2) Receive the Annual Health & Safety Report May 2024

The Chair referred to Paper E and asked members if they had any matters to raise in the Health & Safety Processes: Annual Review May 2024. There being no matters raised asked if members were prepared to receive the Report as recommended by the EWC .

Members agreed to received the Annual Health & Safety Report.

- (3) Approve the new S6F Flexible Working Policy

The Chair referred to the new S6F Flexible Working Policy and asked the Principal if this had been put together due to a high number of requests from staff.

The Principal advised that the number of requests was low but the policy was put together mainly for teaching staff who may want to reduce their teaching hours to do a subject related project, research, MA etc. Each request would be considered on a case-by-case basis and if the request was approved HR would write to the member of staff and a copy of what was agreed would be retained on their personnel file.

The Chair asked members if they had any questions on the Flexible Working Policy.

The Vice Chair referred to page 3 point 8 and asked if there was intended to be any right of appeal if a request was not approved or was the decision of the Principal intended to be final .

The Principal advised that his decision was the final stage of the process as it was a College management decision made on what was right for the College and the students but also taking into consideration the professional development of the member of staff concerned.

The Chair noted if there were no other matters raised, were members prepared to accept the recommendation from the EWC that the new S6F Flexible Working Policy be approved by the Corporation.

Members agreed.

**APPROVED BY THE CORPORATION:**

The new S6F Flexible Working Policy.

(4) Approve updated S6F Staff Lone Working Policy

The Chair referred to the updated Staff Lone Working Policy and asked members if they had any comments.

The Vice Chair raised what was the meaning of lone working within the context of staff at the College.

The Principal advised that the policy mainly related to a member of the Estates team who may be alone locking up at night, or a cleaner working on their own in a building. In general it did not mean teachers or admin staff working late as they would not be able to continue working beyond the time that the estates member of staff had locked up as they did a sweep of the buildings so would find a member of staff still on site.

The Chair noted if there were no other questions were members willing to accept the recommendation from the EWC to approve the updated Staff Lone Working Policy.

Members agreed.

**APPROVED BY THE CORPORATION:**

The updated S6F Staff Lone Working Policy.

(5) Approve updated S6F Staff Special Leave of Absence Policy

The Chair referred to Paper H and the recommendation from the EWC that the updated S6F Staff Special Leave of Absence Policy be approved by the Corporation and asked members if they were prepared to approve the updated policy.

Members agreed.

**APPROVED BY THE CORPORATION:**

The updated S6F Staff Leave of Absence Policy.

(6) Approve the new S6F Student Behaviour Management Policy

The Chair referred to the new S6F Student Behaviour Management Policy and asked members if they had any matters they wished raise in the policy.

The Vice Chair raised the use of the words “The Corporation will provide clear advice and guidance which feeds directly into the Behaviour Management Policy” on page 2 paragraph 3. Roles and Responsibilities 3.1 The Corporation and suggested that it would be preferable to state that “The Corporation had approved the Behaviour Management Policy. This will help members of staff .....” Members agreed that this amended wording would be appropriate.

Another member raised on page 4, 4.2 Student Charter and suggested that this should read ‘College Charter’ so that the heading was consistent with the wording of the following paragraph.

The Principal confirmed that the Policy should read College Charter.

**ACTION AGREED**

Clerk to update the document with the suggested amendments.

The Chair noted if there were no other matters to raise, were members prepared to approved the new S6F Student Behaviour Management Policy as recommended by the EWC subject to the minor amendments noted above.

Members agreed.

**APPROVED BY THE CORPORATION:**

The new S6F Student Behaviour Management Policy as amended.

(7) Approve the new S6F Safeguarding Vulnerable Adults Policy and Procedures

The Chair referred to Paper J and the recommendation from the EWC that the new S6F Safeguarding Vulnerable Adults Policy and Procedures be approved by the Corporation and asked members if they were prepared to approve the new Policy and Procedures.

Members agreed.

**APPROVED BY THE CORPORATION:**

The new S6F Safeguarding Vulnerable Adults Policy and Procedures.

(8) Approve the S6F Food Allergens Policy

The Chair referred to Paper K and the recommendation from the EWC that the S6F Food Allergens Policy be approved by the Corporation and asked members if they were prepared to approve the Policy.

Members agreed.

**APPROVED BY THE CORPORATION:**

The S6F Food Allergens Policy.

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

The Chair referred to Paper L and noted that all Policies and Procedures had been reviewed and was up to date.

There were no matters raised.

8. *See Confidential minute.*

9. **Identify discussion item(s) classified as “Confidential & Restricted”**

Members considered the items of business discussed during the meeting and agreed that Items 3., 4. and 8. classified as Confidential.

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

- Minibus Purchase / Hiring Cost Comparisons.

12. **Any Other Business**

No other business raised.

13. **Date of Next Meeting – 9 July 2024**

14. **Confidential Items & Restricted Minutes**

*See separate minutes.*

*There being no further matters raised the meeting closed at 7.15pm.*