

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 2 July 2019 – 5.30pm
MINUTES

Chaired by: Steve Oldridge

Ian Brabbs	Hilary Ascott	Gareth Bullen	Ros Jones
Darren Mundy	Phil Rumsey	Andy Gregory	Mike McCluskie
Andy Bailey	Mick Paxton	Jason Saunby	
Dani Yates	Rebecca Abbey		

Also present: Kim McIntosh, Head of Sociology, Early Years and Health & Social Care

Minutes taken by: Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

- a Apologies were received from Terry Cartmail, Trish Hawkyard, Kim Metcalfe, Harry Jaconnelli and Neil Hughes.
- b The meeting was quorate with 14 members present.

2 **Declaration of any personal conflicts of interest** – None raised

3 **Minutes of the previous meeting**

a **Agree minutes**

APPROVED:

The Minutes dated 21 May 2018 were approved by the members and signed by the Chair.

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

b **Updates from Clerk or College Management** – None

c **Actions previously agreed**

Chair noted that there were a couple of work in progress actions and Phil advised that these would be dealt with over the summer and will come to the Corporation meeting in the Autumn term.

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

4 **Department Briefing**

Sociology, Early Years and Health & Social Care

The Chair invited Kim McIntosh, Head of Department to present to the Corporation.

Kim referred to her presentation and took members through what the department offers, the student experience and future plans in the subjects and covered the following:

- Sociology – High quality and passionate teachers in the team and good results – goes well with other subjects
- Early Years – Technical Diploma, 100% retention, pass rates are exceeding the national averages and involved in the T level pilot
- H&SC – L3 BTEC Extended Diploma and L2 BTEC Extended Certificate

The following was noted:

- Students are asked to evaluate their courses once a year and regular focus groups are held
- Sociology can be matched with various options such as Law, H&SC, History, Geography
- H&SC employment options are varied i.e. care homes, hospitals etc. The students go out into the schools and the College is involved in the H&SC Academy which is run jointly by the College and STEC where taster sessions are held for Yr10s and Y11s
- Good practice is shared with other subject areas
- Placements – the College Assessor for Early Years visits placements and feedback from the placements and the students is part of the quality measures
- Mental Health 1st Aid – 8 staff from the department, 2 First Aiders and the Guidance Support Team have all gone through a two day certificated course and the plan is to set up in-house Mental Health 1st Aid training for all staff
- Kim confirmed that mental health issues have always been there and becoming more prominent as people are much more open and not scared to say they are struggling

Mike noted that it was obvious that Kim was passionate about her department which came through in her presentation and her care and positivity helps to make it a dynamic team.

There were no further questions and the Chair thanked Kim for her department briefing.

Kim left the meeting at this juncture.

5 **Reports and Recommendations from Committees**

a Finance & Estates Committee

(1) Minutes of meeting held on 4 June 2019

The Chair referred members to the minutes and the recommendations from the Committee for the Corporation's approval

APPROVED

- i. The minutes dated 4 June 2019 were approved and signed by the Chair
- ii. Item 6 the Corporation approved the LRC and The HUB projects
- iii. Item 6 the Corporation approved the CIF funded Re-roofing project
- iv. Item 8 the Corporation approved the updated Financial Regulations

The Confidential & Restricted F&E Minutes dated 4 June 2019 were reserved until the end of the meeting.

(2) Receive Budget Update August 2018 to April 2019

The Chair observed that Student Governor, Harry Jaconelli had passed to the Clerk a couple of matters that he would have raised if he had not had to give his apologies. The Chair highlighted that as the matters raised are not strategic issues he asked the Clerk to pass Harry's questions to Phil to respond to.

ACTION AGREED

Phil to respond to matters raised by Harry.

Members had been provided with the Budget Update and relevant papers prior to the meeting.

The Chair referred members to the Director of Finance's Commentary relating to the Budget Update for July 2019.

Members noted the Commentary and no concerns were raised.

(3) The consideration and approval of these matters was deemed to be Confidential and are included in separate Confidential Minutes

- i) 2019-20 Budget and LT Financial Plan
- ii) Teachers & Support Staff Pay Award 2019-20

b Search Committee

(1) Minutes of the meeting held on 4 June 2019

The Chair referred members to the minutes and recommendations from the committee for the Corporation's approval.

APPROVED

- i. The minutes dated 4 June 2019 were approved by the members and signed by the Chair.
- ii. The Corporation approved the re-appointment of Jason Saunby as Staff Governor for another term of office from 20 October 2019
- iii. The Corporation approved the appointment of Gareth Bullen as an independent member from 8 December 2019.
- iv. The Corporation approved the updated Code of Conduct.

c Remuneration Committee – The approval of these Confidential and Restricted minutes was reserved to the end of the meeting

d **Audit Committee**

(1) Minutes of meeting held on 12 June 2019

Prior to the consideration and the approval of the minutes and the recommendations from the Committee to the Corporation, Andy, Chair of the Audit committee observed that as noted in the minutes the committee had considered the appointment of EAs and IAs for the College which had been benchmarked against other colleges by the Director of Finance . The EAs had offered a 3 year fixed term and it was raised at the committee to ask the IAs if they would be willing to offer a 3 year fixed contract as this would bring both auditors end of contract in line with each other.

The Chair referred members to the minutes and the recommendations from the Committee for the Corporation to approve.

APPROVED

- i. The Minutes of 12 June 2019 were approved and signed by the Chair.
- ii. The Corporation approved the appointment of AuditOne as the College's Internal Auditors on a 1 year extension with the option of an extension for a fixed 3 year term if this was acceptable to the auditors.
- iii. The Corporation approved the appointment of Baldwins as the College's External Auditors on a 3 year fixed term

(2) Confidential minutes of meeting held on 12 June 2019

The Confidential minutes of 12 June 2019 were approved and signed by the Chair.

6 **Venn Federation Update**

Phil gave a brief verbal update on the progress of the Venn Group and the following was noted:

- Looked at closer relationships and agreed that focus remain sharing of good practice and shared student experiences
- Regional Schools Commissioner and ESFA have been invited to meet with the Venn Principals
- University of Hull is one of the principle partners for the Venn Group for student events but also has the option of using Coventry University Scarborough for HE events for our students
- Venn Information Booklet has been improved and is being sent out to local MPs

Members noted the update and no matters were raised

7 **Receive Concordat Governance Group Minutes (28 March 2019)**

The Chair observed that the Concordat was borne out of the area review. It was problematic at the start and not sure how or if it was going to work but STEC have a new Chair and Concordat Governance Group has agreed to continue with collaboration through the Concordat giving each a realistic understanding of what each college can offer the community.

Members noted the CGG minutes with no matters raised.

8 **Approve updated Code of Conduct for Governors**

The Chair referred to the recommendation by the Search Committee that the Corporation approve the updated Code of Conduct which had been approved with the minutes of the Committee at item 4 b as minuted above.

9 **Approve updated Financial Regulations**

The Chair referred to the recommendation by the Finance & Estates Committee that the Corporation approve the updated Financial Regulations which had been approved with the minutes of the Committee at item 4 a as minuted above.

10 **Receive Schedule of Business and Meeting Dates (2019-20)**

Members received the Schedule with no matters raised.

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

Members considered and agreed there were no discussion items which came under this category other than the items listed as Confidential and Restricted under item 15 below.

12 **Agenda Items for next meeting**

None raised.

13 **Any other business**

No matters raised.

14 **Date of next meeting – 15 October 2019 5.30pm**

15 **Confidential Items**

The meeting closed at 7.20pm