

Scarborough Sixth Form College

CORPORATION MEETING Tuesday 9 April 2019 – 5.30pm MINUTES

Chaired by: Steve Oldridge

Members present: Ian Brabbs Hilary Ascott Neil Hughes
Mick Paxton Gareth Bullen Phil Rumsey
Jason Saunby Kacper Sladkowski

Also present: Jo Walker Safeguarding Officer (for Item 4)

Minutes taken by: Heather Campbell Clerk to the Corporation

Prior to the start of the meeting the Chair advised members that it was Kacper's last Corporation meeting and he thanked Kacper for his contribution to the governing board and they wished him well at university and for the future.

1 Apologies for absence

- a Apologies were received from Darren Mundy, Ros Jones, Andy Gregory, Trish Hawkyard and Lianne Bradbeer.
- b The meeting was quorate with 9 members present.

2 Declaration of any personal conflicts of interest

None.

At this point in the meeting the Chair raised recommendations from the Search Committee for the following:

Governor Appointments:

- a) Staff Governor

The Chair advised that the Search committee recommended that the Corporation approve the appointment of Kim Metcalfe as a Staff Governor as of this meeting.

Members agreed the recommendation unanimously.

APPROVED

The Corporation approved the appointment of Kim Metcalfe as Staff Governor.

Kim was invited to the meeting at this point and the Chair thanked her for putting herself forward as a Staff Governor and welcomed her to the Corporation.

b) Student Governor appointments

- (i) The Chair advised that the Search committee recommend that the Corporation approve an amendment to the Standing Orders to bring it in line with the Instruments & Articles which will allow the 3 students who have expressed their interest in being student governors to be appointed. Ian, Chair of the Search committee took members through the proposed amendment under 2.1 Composition of the Corporation that the standing composition of the Corporation changes from “2 Student members” to “2 or 3 Student members”.
- (ii) The Chair asked that the Corporation approve the Search Committee recommendation to appoint the following 3 Students: Harry Jaconelli, Rebecca Abbey and Dani Yates as Student Governors unopposed from 1 May 2019.

Members approved the recommendations unanimously.

APPROVED

- (i) The Corporation approved the amendment to the Standing Orders to bring it in line with the Instrument & Articles of Government of there being “2 or 3 Student members”.
- (ii) The Corporation approved the appointment of Harry Jaconnelli, Rebecca Abbey and Dani Yates as Students Governors from 1 May 2019.

ACTION

Phil to confirm with the 3 Students their appointment as a Student Governor has been approved.

Clerk to send the relevant paperwork to the 3 students to complete.

c) Governors End of Term of Office

The Chair observed that Trish Hawkyard and Andy Gregory’s terms of office was also discussed at the Search Committee and the Clerk was tasked to contact them to ask if they were happy to be re-appointed for another term of office. They have both confirmed with the Clerk that they are willing to stand for a further term and therefore the Chair recommended the Corporation approve Trish and Andy’s re-appointment as governors for another term of office.

APPROVED

The Corporation approved the recommendation to re-appoint Trish Hawkyard and Andy Gregory as governors for another term of office.

ACTION

Clerk to confirm with Trish and Andy the Corporation’s approval of their re-appointment for another term of office and issue re-appointment letters and paperwork.

3 **Minutes of the previous meeting**

a **Agree minutes**

APPROVED:

The Minutes dated 18 December 2019 were approved by the members and signed by the Chair.

Confidential minutes were reserved until the end of the meeting.

b **Action previously agreed**

Members noted that the majority of the outstanding actions had been completed with the exception of the following:

Action: 18/12/18 Item 6 2 (improved attendance and retention analysis) – Phil advised this was still a work in progress as current system does not give a true picture of data and our MIS team are working on a new system of reporting.

Action: 18/12/18 Item 10 – Phil observed he was holding a Whole Staff meeting after Easter to finalise the College’s “Values and Missions” and will bring this to the Corporation in September which will allow input from the new cohort of governors.

Action: 18/12/18 Item 3 (teachers’ pay award)– Phil advised that this item was still a work in progress as national negotiations had not yet been concluded.

c **Updates from Clerk or Management**

None.

d **Matters arising not covered in agenda**

None.

4 **Safeguarding Training – Safeguarding Officer**

Jo Walker, Safeguarding Officer took members through the Keeping Children Safe in Education Act 2018 which came into force on 3 September 2018. The training session covered the following:

- Reminders of the aim of Keeping Children Safe in Education
- Who to go to if presented with a safeguarding issue
- KCSIE 2018 Expectations on all Staff, Volunteers and Governors
- All Staff and volunteers read Part 1 and asked to confirm at their PDR that they have read it
- Clarification on Peer on Peer Abuse
- Clarification on County Lines and Child Criminal Exploitation

Jo then took governors through the College's new CPOMS which replaced our old paper safeguarding system. The following was covered:

- CPOMS is an online safeguarding recording system
- Quick and easy to use and the College have been able to add categories to it
- Secure system and although all staff have been given access they are only able to report issues and see their own report – only the Safeguarding Team are able to dial in and access all information recorded for a student
- Hosted externally and meets with GDPR
- Used by increasing number of schools and colleges who are able to securely transfer students files
- Increased logging of safeguarding concerns and this now included mental health issues
- Safeguarding Lead RNJ will be able to produce a report for governors that will give a better picture of what the College deals with under Safeguarding.

The Chair asked Jo if instances of safeguarding/mental health issues had increased for the College. Jo advised that this is a mixed picture that could be being exacerbated by greater media reporting of the subject.

The Chair thanked Jo for taking members through the training session and she left the meeting at this point.

Members discussed the safeguarding training and the following was raised:

- All Staff were asked to read Part 1 and confirm that they had read it – the Chair asked the Clerk to re-issue the Keeping Children Safe in Education 2018 Part One for governors to read and asked that they confirm with her they have read it and this can then be noted in the Governors Training Log.
- Previously governors had carried out on-line Prevent training and asked whether there was something similar that they should be doing for Safeguarding – Phil advised he would explore this with Rowan, Safeguarding Lead
- It was noted that the CPOMS report goes to the EWC and if there were any issues of concern then they would bring these to the Corporation for consideration.

ACTIONS AGREED

Clerk to re-email the Keeping Children Safe in Education 2018 Part One information for governors to read and ask that they confirm with her they have read it so she can enter this into the Governors Training Log.

Phil to check if there was any on-line safeguarding training similar to Prevent for governors to undertake.

5 Update on: Quality Improvement Plan

Phil referred members to the Quality Improvement Plan 2018-19 March 2019 Update supplied by the Vice Principal (C&Q) and advised it was for information and he had no matters of concern to raise with the Corporation but was happy to field any questions.

Members noted the paper with no questions raised.

6 **Venn Federation Update**

Phil gave members an update on the Venn Federation and the following was noted:

- Now able to compare all 5 Colleges in the Venn group through ALPS Value added data with S6F coming top in the majority of the data
- Joint Training day planned in May which is being hosted and funded by Hull University for a range of middle leaders
- January 2020 Joint Training Day across all five colleges for teachers
- There are now various working groups across the Venn such as the Principals, Vice Principals (C&Q), Finance Directors, HR Managers, with more in being developed.
- Raising Aspiration (100 students into Oxbridge across the group) – now have a group identified and they will have talks on Oxbridge interview techniques
- Principals and Finance Directors met with John Boyle, Finance Chief at ESFA – he gave some good advice at the meeting which has resulted in S6F and JLC putting in an Area 2 bid for potential funding
- Hull University are very keen to work with the Venn Federation and are offering sponsorship to the colleges in return for displaying their branding
- S6F have also developed close collaboration with Coventry University Scarborough campus and they are also offering sponsorship if we display their branding around the College
- Venn are developing a programme through the NCS and EFL and a number of our students have been involved with NCS over the past year and they say it has very good and helped them with their confidence.

Jason enquired who has access to the ALPS data.

Phil advised that the data has just come through and expectation is to share with Heads of Departments across the Venn to work on developing value added.

Mick asked if there was anything else that is coming through Venn partnership. Phil confirmed there lots of project being considered one of which is exploring sharing of resources.

The Chair interjected that he has attended the Principals and Chairs meetings and he feels that membership is proving to be valuable to the College and that the partnership is working well. Phil agreed and emphasised that membership of Venn gives the College a strong voice.

7 **Receive Finance Update**

Phil referred members to Paper C (Budget Update Corporation Meeting) He advised that this had gone to the last Finance & Estates committee and he had no additional matters of concern to raise with them.

Members noted the update with no matters raised.

8 **Reports and Recommendations from Committees**

a **Audit Committee**

Minutes of meeting held on 13 February 2019

APPROVED:

The Minutes dated 13 February were approved and signed by the Chair.

Ian raised that the Confidential Item 11. Declaration of Any Frauds Logged could be taken at this point with Staff and Student Governors present as this was not a restricted item.

Members agreed and approve Confidential Item 11. of the minutes.

b **Employment and Welfare**

(1) Minutes of the meeting held on 19 February 2019.

APPROVED:

- i. The Minutes of the meeting held on 19 February 2019 and signed by the Chair.
- ii. The Health, Safety & Wellbeing Policy Statement.
- iii. The Equality & Diversity Policy.
- iv. The Reviewed Safeguarding Policy & Procedure.

c **Finance & Estates**

(1) Minutes of the meeting held on 26 March 2019.

APPROVED:

- i. The Minutes of the meeting held on 26 March 2019 and signed by the Chair.
- ii. £200k Salix Loan with a proviso that if costs exceed £200k management need to consult with F&E Chair and Mick Paxton to check the appropriateness of the excess costs.
- iii. That the Search Committee Review the Performance Indicators for all committees.

The Chair referred members to the Draft Treasury Management Policy they had received prior to the meeting and advised that this had been updated and finalised by the Director of Finance with the input of Ian Brabbs (legal aspect) and Neil Hughes (financial aspect).

Prior to asking members to approve the Treasury Management Policy the Chair observed that the Director of Finance had raised with him that in her discussion and agreement of wording of the Treasury Management Policy with Ian and Neil that the Financial Regulations 5.2 – Banking Arrangements currently state: *“The Finance & Estates Committee is responsible for the appointment of the college’s bankers and any*

financial advisers” which means the Financial Regulations are out of synch with the new Treasury Management Policy.

The Chair asked members to approve the proposal that the wording be changed to: *“The Director of Finance is responsible for the appointment of the college’s bankers and any financial advisers within the parameters laid out in the Treasury Management Policy, including monitoring by the Finance & Estates Committee.”*

He also recommended that the Corporation approve the finalised Treasury Management Policy.

APPROVED

- i. The above proposed change of wording to the Financial Regulations.
- ii. Treasury Management Policy.

d Search Committee

(1) Minutes of the meeting held on 26 March 2019

APPROVED

Minutes of the meeting held on 26 March 2019 and signed by the Chair.

The following recommendations not covered above in Governor Appointments were approved by the Corporation.

APPROVED:

- i. Appointment of Andrew Bailey as an independent governor subject to the outcome of the informal interview with the Chair of the Corporation and Principal.
- ii. Appointment of Michael McCluskie local Headteacher as a College governor.
- iii. Appointment of Terry Cartmail, local Headteacher as a College governor.
- iv. Amendment to paragraph 2.1 of the Standing Orders.
- v. Updated Standing Orders.

ACTIONS AGREED

Phil to notify the two local Headteachers of the Corporations approval that they be appointed College Governors.

Clerk to issue Governor Appointment letters and paperwork to newly appointed governors.

9 Concordat Governance Update

Phil referred to the meeting notes from the Concordat Governance Group held on 13 December 2018 and observed that the group have met again and gave the following update:

- Maths Hub was slow to start but our HoD Maths has now got this up and running.
- Joint venture on the Health Academy has been hugely effective and it is important that we continue collaboration on this.

- In view of our membership of the Venn group, it had been asked whether it was our intention to withdraw from the Concordat. It was made clear by both Phil and the Chair that we would not be pulling out and were happy to continue with the Concordat.
- An ESFA representative at the recent meeting suggested that the Principals meet to look at a more workable Concordat and was happy to attend the discussion.
- The Concordat came out of the Area Review – STEC asked whether the Concordat should be dissolved but once again it was made clear that we did not think this was a good idea and would not be in the interest of the community.
- New Chair at STEC is pragmatic and agreed that the two Principals should look at the Action plan to come up with more sensible and workable actions.
- A positive message to the community needs to be that we are working together and that the core business is not about the two colleges it is about the students
- STEC wanted to involve the UTC in the Concordat but S6F stance against this was made clear.

Members noted the update and no questions raised.

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

None.

11 **Agenda Items for the Next Meeting**

None.

12 **Any Other Business**

Phil raised Governor Training and referred to the SFCA “An Essential Guide to Governance in Sixth Form Colleges and Academies”. He advised it is not an onerous read but does cover the basics. He will also send out SFCA training webinars that cover various aspects of governance.

The Chair asked governors once they had watched the webinars if they could confirm this with the Clerk then it can be noted in the Governors Training Log.

13 **Date of Next Meeting** – 21 May 2019

At this point the staff and student governors left the meeting. The Principal remained as there were no conflict of interests associated with the confidential items.

14 **Confidential Items** – see below

1. Subjects Graded 4 in SAR on Intensive Support Report
2. Confidential Corporation Minutes (18/12/18)
3. Confidential Audit Minutes (13/02/19) – Vice Chair highlighted that this item was not Restricted so able to consider it above with Staff and Student Governors present.