

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 10 December 2019 – 5.30pm
MINUTES

Chaired by: Steve Oldridge

Members present: Ian Brabbs Hilary Ascott Trish Hawkyard
 Mick Paxton Gareth Bullen Neil Hughes
 Andy Gregory Andy Bailey Michael McCluskie
 Phil Rumsey Jason Saunby Rebecca Abbey
 Harry Jaconnelli

Minutes taken by: Heather Campbell Clerk to the Corporation

1 Apologies for absence

- a Apologies were received from Ros Jones and Darren Mundy.
- b The meeting was quorate with 14 members present.

2 Declaration of any personal conflicts of interest

None raised

3 SAR and QIP Executive Summary

Phil observed that the document was in draft form and it had been sent to a number of governors for their input on particular sections. Tania has had some feedback and he asked the other governors involved if they could please feedback their comments to Tania by 6 January for management to finalise the Report by the end of January. Then the Clerk will email the finalised report to all governors.

ACTION AGREED

Clerk to email finalised report to all governors.

4 Minutes of the previous meeting

a Agree minutes

APPROVED:

Minutes of the meeting held on 15 October 2019 were approved and signed by the Chair.

b Actions previously agreed

WIP Item 6 2) 18 December 2018 – Phil to present improved Attendance and Retention analysis to the next Corporation – Phil referred members to the tabled Attendance and Retention October to December 2019 paper and advised that Attendance is up 2% on last year; BTEC Level 2 has dropped but Level 3 is above the national average. He noted that Attendance and Retention will be one of the items for discussion at the CMT Strategic Planning Day in January.

The Chair noted that this action was not complete and that the data analysis for Attendance and Retention will come to each Corporation.

ACTION AGREED:

Clerk to update the Actions Agreed Schedule accordingly.
Clerk to add Attendance and Retention to each Corporation Agenda.

c Updates From Clerk or Management – None.

d Matters arising not covered in agenda – None.

5 Reports and recommendations from committees

a Employment and Welfare Committee

(1) Minutes of meeting held on 19 November 2019

APPROVED:

i. The Minutes dated 19 November 2019 were approved and signed by the Chair.

The Chair referred members to the recommendations from the committee for approval by the Corporation.

APPROVED

- i) The Corporation approved the updated Safeguarding & Child Protection Policy & Procedures
- ii) The Corporation approved the Safeguarding Report 2019 as a Confidential item to the board only
- iii) The Corporation approved the Safeguarding Quality Improvement Plan subject to any amendments made by the Vice Principal Student Services
- iv) The Corporation approved the Admissions & Exclusions Policy subject to the removal of the Director of Curriculum
- v) The Corporation approved the Trips and Visits Policy
- vi) The Corporation approved the Work Placements Policy & Procedure
- vii) The Corporation approved the Data Retention Policy subject to minor amendment on page 4 “if” to “of”

The Chair referred members to Paper C9 Keeping Children Safe in Education 2019 The Responsibilities of Governing Bodies and observed that this is for information for the governors to note.

ACTIONS AGREED

The Clerk to advise the Vice Principal Student Services of the minor amendment to Admissions & Exclusions Policy by removal of the reference to the Director of Curriculum.

Clerk to advise the DPO of minor amendment on page 4 of the Data Retention Policy.

b Audit Committee

(1) Minutes of meeting held on 26 November 2019.

APPROVED:

i The minutes dated 26 November 2019 were approved and signed by the Chair.

(2) Audit Committee's Annual Report 2019

The Report had been circulated prior to the meeting and the Chair of the Audit committee referred members to Paper D Audit Committee's Annual Report to the Corporation 2019, page 3 11. Audit Committee's opinion on the adequacy and effectiveness of the College's internal control systems. Andy advised that despite the information and opinions received from the internal auditors that they had no concerns, this is not the view of the committee. There are a number of outstanding recommendations, some going back to March 2017. In particular, the need to produce a hard copy of an IT Disaster & Recovery plan which, to date, has not been produced. Andy said the committee appreciates that management are looking at tightening up the completion of audit recommendations by the introduction of an audit software system to help monitor and report on the progress made.

The Chair of Corporation acknowledged the concern raised by the Audit committee and although the recommendations are graded low or medium they do need to be completed and the Audit committee will monitor the progress at their next meeting and report to the Corporation outstanding recommendations are being completed.

Ian referred to the concern raised by the Internal Auditors about the conflict of interest with the HR Manager being the Data Protection Officer. Members need to realise that with the size of the College there are not many senior managers where this role can be covered and that governors recognise this is a risk, albeit slight, but have no other option and the role remains with the HR Manager.

Members agreed the HR Manager to continue in the role of DPO.

The Chair referred members to the recommendation at item 8 of the Audit Committee Minutes 26 November 2019 that the Corporation approve the Audit Committee's Annual Report to the Corporation 2019.

APPROVED:

The Corporation approved the Audit Committee's Annual Report to the Corporation 2019.

c Finance and Estates

(1) Minutes of the meeting held on 3 December 2019

APPROVED:

- i. The minutes dated 3 December 2019 were approved and signed by the Chair.

(2) Receive Finance Update

The Chair referred members to Paper E2 and the Long term Financial Situation. He emphasised that although the College has substantial reserve and is currently financially healthy, the medium term financial outlook is still impacted by the demographic dip and other factors.

Neil noted that consideration of the Long term financial situation and the modelling of this will be part of the CMT's Strategy Planning Day in January as the ESFA have advised colleges that they will now need to re-submit their Financial Plan in February and going forward it will be every January.

The Chair advised that due to having to re-submit the plan in February there will be a need to hold an extra Finance and Corporation to approve the plan before it is submitted to the funding agency. He advised that the Clerk will be in touch with dates for these meetings.

Phil advised that Linda and he will be looking at the draft figures early in the New Year as well as the 2 year Financial Plan.

No further matters were raised on the Finance Update.

d Members Report and Financial Statements

The Chair referred to the Report and Financial Statements and advised that the Audit committee had also reviewed the Members Report and the External Auditors Final Audit Findings at their meeting on 26 November and there were no concerns raised. He therefore asked the Corporation to approve the Members Report and Financial Statement for the Year End 31 July 2019.

APPROVED:

The Corporation approved the Members Report and Financial Statements for the Year End 31 July 2019 and agreed that the Chair and Principal sign the Report on their behalf together with the requisite Letter of Representation.

e Remuneration Committee

(1) Minutes of the meeting held on 3 December 2019.

This item was deferred to the end of the meeting under Confidential and Restricted

f **Search Committee**

(1) Minutes of meeting held on 3 December 2019.

APPROVED:

- i. The minutes dated 3 December 2019 were approved and signed by the Chair.

Ian referred members to item 4 b, Committee Membership, proposing changes to the process for appointment of Parent Governors and Student Governors. He took members through the proposed amendments that would be required in the Instrument and Articles of Government and Standing Orders.

Members noted and approved the proposed changes.

The Chair referred members to the recommendations from the Search committee for approval by the Corporation.

APPROVED

- i) The Corporation approved the re-appointment of Mick Paxton for a further 4 year term of office with effect from 10 December 2019
- ii) The Corporation approved the new procedure for the appointment of parent governors and the amendments to the Instrument & Articles of Government to reflect this
- iii) The Corporation approved the new procedure for the appointment of student governors and the amendments to the Instrument & Articles of Government to reflect this
- iv) The Corporation approved the updated Public Access Policy

6 **Teaching Learning and Assessment**

Destinations Data

Phil advised this is deferred to the next meeting as awaiting the data being finalised.

ACTION AGREED

Clerk to put the Destinations Data on the next scheduled Corporation meeting.

7 **S6F Schedule of Policies Master List**

Phil referred members to the Policies Master List and advised that this is now the full list of College policies. There are a lot so the next step is for members of the management team to look at the policies that they are responsible for and consider if a policy is still relevant, needs updating or needs to be removed.

Ian suggested that the list go to each committee for them to consider the policies that they are responsible for.

ACTION AGREED

Clerk to issue each committee with the List of Policies they are responsible for.

8 Venn Partnership Update

Phil observed that the Venn Group Joint Training is on 6 January but we opted out of it as the College held a separate training day for our staff which was more relevant to the College. The Venn Group Middle Leadership Conference has been scheduled in March. There are not major movements coming out of the Venn Group at the moment. The Venn Principals were supposed to meet with the Yorkshire and Humber Schools Commission but the Schools Commission deferred the meeting to February and the Principals suspected that this was due to them wanting the wait for the outcome of the general election.

9 Agenda Items for the Next Meeting

None raised

10 Any Other Business

a) Review publishing of items discussed at this meeting.

There were no matters discussed that required to be noted as confidential.

No other business was raised.

11 Date of Next Scheduled Meeting – Tuesday 31 March 2020

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

12 Confidential & Restricted Items

Discussed separately

There being no further business the meeting closed at 6.45pm