

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 15 December 2020 – 5.30pm
MINUTES

Chaired by: Steve Oldridge

Members present: Ian Brabbs Andy Gregory Gareth Bullen Ros Jones
 Darren Mundy Neil Hughes Mick Paxton Phil Rumsey
 Jason Saunby Kieren Moore Karina Jarmany

Members via Zoom: Hilary Ascott
 Andy Bailey

Minutes taken by: Heather Campbell – Clerk to the Corporation

1 Apologies for absence

- a Apologies were received from Michael McCluskie.
- b The meeting was quorate with 12 members present in person. Hilary dropped out after 40mins and Andy Bailey was unable to gain access via Zoom.

2 Declaration of any personal conflicts of interest

There were no conflicts of interest raised.

3 Draft Self-Assessment Report

The Chair advised that the final Self-Assessment Report would primarily be for internal use but its accuracy would be checked by outside agencies such as Ofsted in the event of an inspection. In previous years management had invited a Principal from another college to verify the SAR. The Principal from Greenhead who had previously carried out such verification had expressed the opinion that the College was under-selling itself and should be aiming for outstanding. The Chair asked members if they have any comments or suggestions to make on the draft Report to email them to Tania Assistant Principal so she can update and finalise the Report so that it can come to the Extra Corporation Meeting on 26 January 2021 for approval.

Phil suggested a deadline of 8 January for feedback to Tania to give her time to finalise the SAR before the January Corporation.

The Chair asked if governors had anything they wanted to raise at the meeting regarding the draft SAR and there were none.

The Clerk advised she would email the governors who had offered to feedback on particular sections.

ACTION AGREED

The Clerk to email the governors who had previously offered to feedback on sections of the draft SAR.

4 **Minutes of the previous meeting**

a **Agree minutes**

APPROVED

The Minutes dated 13 October 2020 were approved and signed by the Chair subject to minor amendment on page 4 para. 3 'Results 2019' should read 'Results 2020'.

The Confidential Minutes dated 13 October 2020 were approved and signed by the Chair.

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

b **Action previously agreed**

The Chair observed all actions have been completed.

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 3 November 2020
- (2) Approve Data Breach Policy
- (3) Approve Subject Access Policy (GDPR)

APPROVED

- i. The Minutes of the meeting held on 3 November 2020 were approved and signed by the Chair subject to minor amendment on page 5 11. Para. 2 'March 2020' should read 'March 2021'
- ii. The Corporation approved the Data Breach Policy subject to amendment at 5.3 'A Personal Data breach could include any of the following:' to read 'A Personal Data breach could include, but not exclusively any of the following:'
- iii. The Corporation approved the Subject Access Policy (GDPR) subject to a minor amendment at 11.2 to remove '- to be completed by the college when your procedure has been agreed]' which had been left in the final draft of the Policy in error.

ACTION AGREED

Clerk to advise the DPO of the Corporation's approval of the Data Breach Policy and the Subject Access Policy subject to the above amendments.

b. Audit Committee

- (1) Minutes of meeting held on 25 November 2020
- (2) Approve Risk Management Policy Statement

The Chair referred Members to the wording of the Minutes at 3a para 2.

Andy, Chair of the Audit Committee gave a detailed account of the background to the committee's discussion at item 3a and the opinions expressed which account was confirmed by Gareth, the Vice Chair of the Audit Committee.

Ian suggested that the wording of section 3a stand as is and that this section of the Minutes be classified as confidential..

Andy and Gareth were both in agreement with this suggestion.

APPROVED

- i. The Minutes of the meeting held on 25 November 2020 were approved and signed by the Chair subject to re-classifying section 3a as a confidential item.
- ii. The Corporation approved the Risk Management Policy Statement

c. Search Committee

- (1) Minutes of meeting held on 8 December 2020
- (2) Approve Updated Corporation Standing Orders with amendments
- (3) Approve Updated Public Access Policy with amendments

The Chair referred members to item 15 in the Minutes and the discussion on the re-instatement of a Quality Committee. The Committee considered the recommendation from the FE Commissioners following on from last month's Diagnostic Assessment that the Corporation consider setting up a Quality Committee. The previous Quality Committee had been disbanded 10 years ago by the Corporation at the time with the reason recorded in the Corporation Minutes by the previous Clerk that all governors should be responsible for and involved in quality matters. Members of the Search Committee were of the opinion that this reason was still valid. Therefore the formal recommendation from the Search Committee to the Corporation was not to re-instate a Quality Committee but in recognition of the FE Commissioners recommendation make quality matters the first item for discussion on the agendas for all future Corporation Meetings and be recorded in separate Minutes so that all discussions of Quality matters could be readily identifiable.

Members discussed the recommendation and agreed that all governors should have an oversight of and input into quality matters in the College.

APPROVED

The Corporation approved the recommendation not to re-instate the Quality Committee and for the Corporation to deal with Quality matters as recommended by the Search Committee.

The Chair advised that the Clerk would use the report prepared by the previous Clerk on the future of the Quality Committee to identify the quality matters previously considered by the Quality Committee which had then been included in the Annual Schedule of Business of the Corporation.

ACTION AGREED

The Clerk to identify quality matters previously considered by the Quality Committee from the Annual Schedule of Business and schedule all such matters for discussion at the start of all future Corporation Meetings with such matters to be recorded in separate Minutes

The Chair referred members to the recommendation that the Corporation approve the updated Public Access Policy with its amendments.

APPROVED

The Corporation approved the updated Public Access Policy.

The Chair then referred members to the recommendation that the Corporation approve the updated Standing Orders with its amendments and asked Ian to take members through the amendments.

Ian referred members to the highlighted amendments and following an intervention by Darren noted that the amendment to 2.6 Filling Vacancies ii) Parent Governor appointments was not correctly worded. The amendment had been intended to reflect a similar process as had been adopted for the appointment of Student Governors.

The Clerk reported that when she had contacted other college Clerks on what their process was for appointing Parent Governors they had all moved away from nomination and election by other parents and instead held informal interviews with the Chair and Principal.

Ros observed that she had been appointed through an informal interview with the Chair and the Principal.

Ian agreed to re-consider the wording for Parent Governor appointments for consideration by the members at a future Corporation meeting.

Ian referred to the highlighted amendment in Annex 2 Complaints against the Corporation '4. The Clerk will investigate a complaint against a member of the Corporation'. Ian advised that rather than responsibility for such investigations to sit completely with the Clerk the provision had been amended to 'either investigate the complaint or appoint a member of the Corporation not involved in the complaint to investigate the complaint (the Investigating Officer)'.

This amendment to Annex 2 was approved by the members.

Ian drew attention to the absence of any provision in the Standing Orders to permit the virtual attendance of members at meetings of the Corporation or its Committees which was no doubt the same with many colleges. He therefore proposed to make a further amendment to the Standing Orders to permit the virtual attendance of members which would also require amendment to be made to the Instrument and Articles of Government.

The Chair suggested Ian email his amended wording for parent appointments and the virtual attendance of members to the Clerk to update both the SOs and the I&As documents so that they can come to the Extra Corporation meeting in January 2021 for approval.

ACTIONS AGREED

Ian to email amended wording for Parent Governor appointments and the virtual attendance of members to the Clerk.

The Clerk to update the SOs and I&As documents for approval at the Extra Corporation meeting in January 2021.

The Chair referred to item 12 Statutory Requirements of being a Governor of the Corporation (and thereby automatically a charity trustee due to the Corporation being a charity pursuant to statute) and the recommendation that the Corporation approve the new induction process and the use of the Governor Eligibility Declaration and Consent Form on an annual basis. Members agreed to approve the recommendation.

APPROVED

- i. The Minutes of the meeting held on 8 December 2020 were approved and signed by the Chair
- ii. The Corporation approved the updated Public Access Policy
- iii. The Corporation agreed not to re-instate a Quality Committee
- iv. The Corporation approved the new induction process for governors and the use of the Governor Eligibility Declaration and Consent Form on an annual basis

d. Remuneration Committee

(1) Minutes of meeting held on 8 December 2020

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

6 Destinations Data 2020

Phil advised that the UCAS data and our internal data did not match so in order to give members accurate information the item was to be deferred to the next meeting.

ACTION AGREED

Clerk to add Destination Data 2020 to the Extra Corporation meeting in January.

7 S6F Schedule of Policies

Members had received the full list of the College's current policies and procedures prior to the meeting and Phil observed that there were a number of policies that had not been updated for a number of years. He was planning to go through the list with the HR manager to cross check if all the policies were still current or need to be removed. When this has been done attention can be given to updating the policies in need of updating and to assign responsibility for the updating to the appropriate Committee or member of the College Management Team

ACTION AGREED

Clerk to add the updated Full List of Policies to the agenda for the Corporation meeting in April 2021 to review the position.

8 Venn CCF Project Briefing

Phil referred members to the CCF Project Briefing paper and advised that the Project Manager Laura had now been appointed who coincidentally was a former HR Manager at the College. She has been seconded from her current role at Wilberforce College to lead the project and each college had appointed a College Lead who will liaise with Laura with the aim of sharing good practice in teaching and learning and how to improve this, learning objects, pre-recorded lessons, videos etc. There is also the proposed Virtual Maths Hub which may be difficult to set up as all of the colleges have the same problem of recruiting good maths teachers.

The Chair asked if members had any questions and there were none raised.

9 **Identify discussion item classified as “Confidential & Restricted”**

Members considered there discussions and Ian confirmed that there were no discussions that required classifying as confidential other than under standing item 13 below.

10 **Agenda Items for the Next Meeting**

No items were raised,

11 **Any Other Business**

The Chair asked members if they had any further business to raise.

- a) Jason raised that in the staff meeting with the FE Commissioners Kieren and he were asked as Staff Governors what do they feedback to the staff. Although they did not get the chance to answer the question, Jason wanted to raise with members what if anything they should be feeding back to staff.

Kieren noted that from the information the Clerk had given him as a new governor it states that Staff governors do not represent staff.

Gareth enquired whether it would be worth inviting staff and students to observe Corporation meetings.

Karina advised that when she informs other students that she is a Student Governor they do not ask her to raise anything at Corporation Meetings and she feels the majority of students do not understand what the a Corporation is.

The Clerk noted that all non-confidential minutes once approved were put on the College website for staff and students to see. Placing copies of the Minutes of Corporation and Committee meetings in the staff room and elsewhere in the College was discussed.

The Chair noted that rather than put in place any changes at this meeting he suggested that Phil and the Clerk explore what other colleges do to provide feedback of governorship decisions to staff and students and bring this matter back to the Corporation meeting in April 2021.

ACTION AGREED

Phil and the Clerk to explore how other colleges provided feedback to staff and students and the role of Staff and Student Governors in such feedback.

- b) Covid Update – Phil advised that the DfE had announced that morning that secondary schools and colleges would be required to carry out mass testing from January. The College is to be provided with the necessary equipment and materials to deliver the testing and will be able to recoup administrative costs such as staff time. The tests are rapid lateral flow tests which give the result in 30 minutes. The tests will be available for staff and students who are close contacts of positive cases, preventing the need for self-isolation unless testing positive. As the College students are over sixteen then the expectation is that staff will supervise the students to carrying out the swab test themselves. Staff and students can choose not have the test and opt to self- isolate instead.

Daren advised that Hull University had been doing mass testing and had used volunteers.

- c) FE Commissioners' Report – Phil advised he had received their draft report for comment and once FEC have finalised it he will share it with governors.

12 **Date of Next Meeting – Extra Corporation Tuesday 26 January 2021**

Jason, Kieren and Karina left the meeting at this point.

13 **Confidential Items & Restricted Minutes**

See attached.

There being no further matters raised the meeting closed at 7.00pm