

Minutes of the Corporation meeting  
Held on 18<sup>th</sup> October 2022

Present: Martin Wyn Griffith (Chair)  
John Arnott, Pradeep Bhardwaj, Peter Boucher, Simon Cove,  
Indyanah-Rayne Francis, Richard Hewitson, Emma Jarman, Carole Kitching,  
Monica Lawson, David Panes, Shereen Sameresinghe (via Teams), Jim Webster,  
Rob Wheeler

With: Stephen Horrobin, Deputy Principal Finance and Resources  
Leah Palmer, Deputy Principal Curriculum and Learners  
Lynne Plested, Vice Principal HE and Curriculum  
Tracy Scaife, Head of Governance

251. Apologies and welcome – the meeting received apologies from John Dernie, Tim Thurston, Mary Prince and Peta Fry.

The Chair welcomed Indyanah-Rayne Francis and Richard Hewitson, student governors, and Leah Palmer, newly appointed Deputy Principal Curriculum and Learners to their first meeting of the Corporation.

252. Disclosures of interest – received from Kathy Newman and Rob Wheeler with regard to their employment with Nationwide Building Society with whom the college holds an account.

253. Minutes of the last meeting held 5<sup>th</sup> July 2022 and matters arising – agreed as a correct record subject to the last sentence of paragraph two under minute 228 being removed and replaced with ‘The college is actively working to bring pay to income ratios more in line with FE (65%) and Sixth Form (70%) benchmarks’.

Matters arising raised as follows:

(a) 224(a) KPI indicators – to be considered by the next meeting of every committee.

(b) 224(b) Student voice report – future reports to contain an action log as requested by the Corporation meeting held 5<sup>th</sup> July 2022.

***ACTION:*** I-RF, RH, JS to include update on actions in all future Student Voice reports

254. Minutes of committees: to note:

(a) Resources, Integration and Change committee: 27<sup>th</sup> September 2022

255. Student Voice report – received and noted.

256. Principal’s report (including Key Performance Indicators (KPIs)) – received and noted.

An update on emerging achievement was received and noted. It was further noted that achievement across the sector is generally coming in lower than expected this year. The exercise to measure achievement against forecast has not been completed as some results are still outstanding. This information needs to be available to governors as soon as possible and the Chair asked for it to be forwarded to the Chair of Corporation and the Chair and members of the Curriculum and Quality

committee as soon as it is available and for a full report on achievement to be presented to the next meeting of the Curriculum and Quality committee.

With regard to Local Skills Improvement Plans (LSIPs), the meeting noted that there will be an opportunity to bid for funding from a Local Skills Development Fund (LSDf) in the Spring. No details have been received to date but it is expected to be for a mix of capital and revenue.

***ACTION:*** LPa to forward full achievement data to Chair of Corporation and Chair and members of C&Q committee as soon as it is available.

257. Health and Safety Annual Report and Policy – received and noted.

The Principal advised that a note will be added to the policy stating that the Health and Safety Committee meets termly.

**RESOLUTION:** that the Health and Safety Policy be approved.

258. Subcontracting Fees and Charging Policy – received and noted.

**RESOLUTION:** that the Subcontracting Fees and Charging Policy be approved.

259. Governance matters:

(a) Written resolutions – report by Head of Governance received and noted.

(b) Governor attendance – report by Head of Governance received and noted.

**RESOLUTION:** that the individual governor attendance target for the 2022/23 academic year be set at 80% overall attendance for meetings of the Corporation and committees combined.

260. Updates to note –

(a) Safeguarding – report by Director of Student Services received and noted.

With regard to safeguarding training the meeting noted that all governors have completed the training. For outstanding staff training the meeting requested that details be included in every HR report to the Resources, Integration and Change committee. In addition the meeting tasked the Senior Leadership Team to bring forward a proposal for ensuring that all staff undertake required training.

Access control at the North Star campus was raised and the meeting requested that details of specific control measures to be considered for implementation be presented to the Deputy Principal Finance and Resources with a full cost/benefit analysis to enable this to be considered within the capital plan. The meeting questioned if the budget for safeguarding was sufficient compared with the risks that could be associated with not implementing any of the control measures.

(b) Institute of Technology (IoT) – reports by Deputy Principal Finance and Resources and Interim Director of the IoT received and noted.

The meeting asked the Principal to present a paper to the next meeting on her vision for the IoT, this to enable a detailed discussion on strategy, staffing structure, position of the within the college structure, employer engagement, marketing, learner recruitment and the longer-term future of the IoT.

With regard to learner numbers the meeting requested that the Interim Director of the IoT attends the next meeting of the C&Q committee and presents a 2 – 4 year scoping plan. Figures within reports need to be comparative and show trends.

**ACTION:** NB to attend C&Q meeting 22.11.2022 and present 2-4 year scoping plan; CK to present paper to Corporation 6.12.2022 re. IoT strategy etc. as detailed above.

261. Any other business – raised as follows –

(a) Committee membership – the Chair advised that committee memberships require amending as follows –

(i) Nominations, Remuneration and Governance committee – **remove** Jim Webster, **add** Simon Cove.

(ii) Resources, Integration and Change committee – **remove** Simon Cove.

262. Date of next meeting – Tuesday 6<sup>th</sup> December 2022 at 4.00pm

Main items for discussion will be as follows:

- Self-Assessment Report (SAR)
- Institute of Technology (IoT)
- Draft curriculum strategy
- Estates strategy – past, present and future structure

(Staff and Student Governors left the meeting and took no part in any discussion or voting for the following items)

263. Risk management update – confidential minutes refer.

264. Confidential minutes of the Resources, Integration and Change committee meeting held 27<sup>th</sup> September 2022 – confidential minutes refer.

265. 16-19 subcontracting – confidential minutes refer.

266. Staffing – confidential minutes refer.

267. Strategy Action Plan – confidential minutes refer.

268. Confidential minutes of the Corporation meeting held 5<sup>th</sup> July 2022 and matters arising – confidential minutes refer.