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**Minutes from the meeting of The Corporation**

**on the 1st April 2025**

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| **Present:** Peter Whittle (PW) - ChairPaul Goodridge (PG) - Vice ChairKerry Robinson (KR)Nigel Hainsworth (NH)  Sanjoy Kundu (SK) David Butcher (DBu) Joanne Beaumont (JB) Grace Jeffrey (GJ) Phil Hunter (PH) Catherine O’Conner (CO) Paul Riley (PR)  Liam Masters (LM) - Student Governor Mariya Hussain (MH) - Student Governor Diana Bird (DBi)-Principal - *joined remotely***In Attendance:**  Danielle Carter (DC)- Director of Governance John Flaherty (JF) - Vice Principal Finance and Planning Greg O’Shea (GOS) - Vice Principal Curriculum Shoeb Desai (SD) - Head of Student Experience**Observing:** Lisa Taylor (LT) - Early Years Lecturer and Course Coordinator**Apologies**: Ranjit Arora (RA)  |

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|  | Meeting commenced at 4.33pm | **Action** |
| 1 | **Welcome, Apologies of absence, Disclosure of financial and/or personal interest**PW welcomed everyone to the meeting. Apologies were noted from RA. There were no disclosures of personal or financial interests. Introductions were made for the new student governors.  |  |
| 2 | **To agree agenda and order of business as circulated**SD to report on item 5 when he joins the meeting.  |  |
| 3 | **To approve the minutes of the meetings held on 10 December 2024**The minutes were approved as a true and accurate record of the meeting.  |  |
| 4 | **Matters arising** LM and MH were endorsed as Student Governors.*SK joined at 4.38pm* |  |
| 6 | **To monitor:**1. **the Quality Improvement Plan(QIP)**

GO reported against each section of the QIP. Attendance is a key focus for Heads of Departments (HoDs). The correlation between high levels of attendance and achievement, and actions to promote attendance were discussed.1. **the Development Plan**

A discussion took place around the QIP , development plan and consideration of risk. Governors discussed the role of each of the committees and Corporation in terms of addressing the above. |  |
| 5 | **EDI Report***SD joined at 5.08pm*SD explained the report includes a focus on narratives of individual successes that illustrate the College’s work around equality, diversity and inclusion. Intersectionality data has been requested by Governors in the past and this is included within the report. Governors gave positive feedback about the stories, and asked how these are being publicised. SD reported how social media is being increasingly used to share student success stories. Governor felt it was a much more readable document. A discussion took place around sharing these good news stories and also using external awards opportunities, it was noted each department has targets to achieve regarding award nominations. *SD left the meeting 5.14pm* |  |
| 7 | **Chair's Update**PW provided an update on discussions that had taken place at a recent network event about the AoC External Governance Review.A question was asked around if the two documents AoC Review and had been mapped against one another.It was agreed that the GSR committee would consider the AoC Review alongside the update to the action plan that came out of the College's external review of governance. PW reported the current governor vacancies following 3 resignations. The Corporation and SLT acknowledged the contributions of the outgoing governors with a special thanks to ST for the support and work with the curriculum team around Ofsted. Recruitment strategies and succession planning were discussed.A question was asked around the approach of remuneration for corporation members, DC explained that recruitment is a sector wide issue and the FE commissioner has confirmed remuneration of governors has only been approved in exceptional circumstances such as interim boards and mergers. An in depth discussion on routes of recruitment took place. The Director of Governance was asked to undertake some research into strategies ahead of the next GSR committee.  |  |
| 8 | **Principal’s Report including:**a. **To monitor the Corporation’s Key Performance Indicators**GO reported on the refreshed Open Day experience. A discussion took place around T level entry requirements, the curriculum review, the growth in 16-18 numbers and the impact on 19+ provision.**b. To Consider the Termly Finance Report**JF reported the summary is showing a positive position and explained the reasons behind this. There was a discussion about externally set targets such as EBITDA and staff costs as a percentage of turnover. Increases in National Insurance contributions and funding to offset this was discussed. A question was asked around the EBITDA percentage and if the financial health impacts the Ofsted outcome, it was confirmed these do not tie in and the financial health is for the DfE not Ofsted.  **c. To receive the Draft Letter from the Annual Strategic Conversation**The draft letter was shared and DBi discussed the agreed amendment which appears in the final version of the letter.A Governor asked when the Towns Fund Build would begin. A Governor asked about plans for a ground breaking ceremony, and a short discussion took place about plans and timescales. |  |
|  | **Student Council**: To receive a copy of the notes on 12th February 2025Student reps discussed the extensive enrichment offer which is well attended; students reported feeling safe across all buildings and positive feedback was given regarding the security team. Students flagged issues with chairs in the Salt Building. **Verbal update from 1st April 2025**Representation was from a smaller group of courses today. Students confirmed repairs had taken place to chairs in Salts Building which has improved users comfort. Course trips were discussed - all agreed these help raise morale and cohort cohesiveness. The security team were again praised for their interaction and communication with students. There was a discussion around respect for the estate and promoting positive behaviours. It was agreed this would be considered by the C&Q committee. |  |
| 10 | **Audit**: To consider any recommendations arising from the meeting held on 11th March 2025NH reported the outcomes of the meeting. It was noted the approval of the Audit Committee Annual Report was agreed by email in December and shared with all members of the Corporation. NH explained his absence due at the June and December meetings and asked colleagues to support where possible.  |  |
| 11 | **Curriculum & Quality**: To consider any recommendations arising from the meeting held on 18th March 2025PH reported the recommendations from the committee:* Maternity, Paternity, Adoption, Parental & Shared Parental Leave Policy
* Staff Code of Conduct
* Flexible Working Policy and Procedure
* Quality Policy & Strategy
* Safeguarding Policy and Procedure
* Staff and Student Mental Health and Wellbeing Policy
* Admissions Policy and Procedure
* Sickness Absence and Attendance Management Policy
* Compliments and Complaints Policy
* Appraisal Policy

Members recommend the above policies to the *C*orporation for approval. *Corporation approve the policies.*  |  |
| 12 | **Finance & Resources**: To consider any recommendations arising from the meeting held on 25th of March 2025The recommendations from the committee:* Fee Policy
* Phased and Flexible Retirement Policy
* Charity Fundraising Policy

Members agreed the above three policies and recommended them to Corporation for approval. *Corporation approved the policies.* |  |
| 13 | **Governance, Search and Remuneration Committee:** To consider any recommendations arising from the meeting held on 25th February 2025JB reported the actions arising from the meeting:* Chairs explained the decision to review reports provided to the committee to avoid duplication.
* DC to meet with Chairs and Vice Chairs of each committee to consider which reports are required going forward.
* DC to create and share a report that shows the training that takes place over the academic year and opportunities for development that are offered as well as reiterating expectations and obligations.

b**) Governance Summary Report** As stated above the report explains the opportunities of training and development and expectations. |  |
| 14 | **Any Other Business**A governor thanked the student governors for their attendance and contributions and recognised the value of student voice.. PW stated a commitment to reducing down the size of the pack of papers and invited feedback from members to himself, PG, or DC.  |  |
| 15 | **Dates of Corporation Meetings scheduled to December 2025:*** 13 May 2025

(Strategic Planning & Training)* 8 July 2025
* 7 October 2025

(Strategic Planning & Training)* 9 December 2025
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| 16 | **CONFIDENTIAL ITEM**1. **Approve Confidential Minute from 10th December 2024 Corporation Meeting**

The confidential minutes were approved as a true and accurate record of the meeting by those in attendance.1. **Remuneration Business**:

To consider any recommendations arising from the meeting 25th February 2025Corporation confirmed its support for the proposed additions to the policy and agreed delegation to the GRS Committee Chair and Corporation Chair to discuss the proposed additions with the relevant staff. Following that discussion it was agreed the process for Corporation approval of the policy would be via email communication. |  |

Meeting closed 6.35pm

**Decision and Action Tracker**

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| Date /Item | **Decision**/*Action* | Person responsible  |
| 010425 item 3 | **The minutes of the meeting on 10th December 2024 were approved as a true and accurate record of the meeting by those in attendance.**  |  |
| 010425 item 4 | **Student governors were endorsed**  |  |
| 010425 item 7 | *GSR Committee to look at external review summary and map against the colleges review.*  |  |
| 010425 item 11 | **Governors approve the recommendations from the C&Q Committee.**  |  |
| 010425 item 12 | **Governors accept and agree to the recommendations from the F&R committee.**  |  |