

Minutes of the Corporation Meeting held at 5pm on 12th December 2022 via Zoom

Governors Present: Max Hailey (Chair), David Bainton (Vice Chair), Jenny Craig (Principal & CEO), Ian Harper, Amir Khaki, Caroline Hargrave, Eddie Weiss, Nick Bevan, Adam Poland, Martin Tugwell, Bethan Waters, Ian Greggor, Chris Oakley (*for item 11 only*)

In Attendance: John McGrath (VP, Corporate Services (VPCS)), Clare Rooney (VP, Learning & Quality (VPL&Q)), Rachael Murray (Executive Director, Planning & Growth (EDPG)), Isobel Ellison (Executive Director, Human Resources (EDHR)), Anna Smith (Director of Governance (DG))

Apologies: Kish Sidhu, Alex Reynolds

Minute No.	AGENDA ITEM
53.22	<p>CHAIR'S WELCOME</p> <p>The Chair welcomed all to the meeting and thanked those who were able to attend for their participation in the strategic event during the day. The event had been successful with strong Governor engagement and insight (<i>notes available separately</i>).</p> <p>The meeting was quorate and there were no new declarations of interests.</p>
54.22	<p>CLERK'S REPORT</p> <p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Ratify the written resolution to approve the appointment of Alex Reynolds as a Member of the Quality and Curriculum Committee with effect from 11/11/22. • Ratify the written resolution to approve the revised Standing Orders. • Note the results of the Corporation Self-Assessment Review 2021-22 and Suggested Improvements for 2022-23. • Note the review of the Corporation and Committee Meetings evaluation surveys 2021-22. • Note the results of the Chair of Corporation's Performance Review 2021-22. • Note the Governor Links and Engagement Record including Governors reports of Link Meetings to date.
55.22	<p>MINUTES AND BOARD ASSURANCE REPORTS</p> <p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Approve the non-confidential minutes of the Corporation meeting held on 17/10/2022. • Note the updated rolling actions log. • Note the report and draft minutes of the Remuneration Committee meeting held on 18/11/22 (which had been circulated to Independent Governors only). • Note the report and draft minutes of the Quality and Curriculum Committee meeting held on 22/11/22. • Note the report and draft minutes of the Finance Committee meeting held on 23/11/22. • Note the report and draft minutes of the Audit Committee meeting held on 29/11/22.
56.22	<p>STUDENT UNION REPORT</p> <p>The Corporation Noted the report which had been prepared by the Head of Student Services. It is anticipated that Student Governors will be appointed in the new year. The VPL&Q briefed the</p>

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	Corporation on the work of the Student Services team and the student enrichment activities held this term.
57.22	<p>PRINCIPAL'S REPORT</p> <p>The report was taken as read and the Principal briefed Members on the key matter of considering the College's position as a founding member of the Bucks Health and Social Care Academy (BHSCA) which is now planning to become a Community Interest Company (CIC). The Draft Memorandum and Articles of Association had been appended to the report for Governors information.</p> <p>The Corporation Noted the report and Resolved to Approve the College becoming a member of a CIC as part of the BHSCA.</p> <p>The Principal added that she would update the Corporation on the outcome of the interviews for the Vice and Assistant Principal roles taking place this week (Action: Principal).</p>
58.22	<p>LEARNING AND QUALITY REPORT</p> <p>The VPL&Q provided reassurance to the Corporation of the rigorous process which had been completed for the review and moderation of the College Self-Assessment Report (SAR) and formally thanked Governors who had been involved in the drafting of the document as well as those who had provided support externally.</p> <p>Members were taken through the learning and quality report noting the final achievement data for 2021-22 and updates on progress with attendance, English and maths, functional skills, teaching, learning & assessment, high needs and safeguarding.</p> <p>Query was raised and assurance was provided that the College's subcontractor for high needs provision (New Meaning) appreciates and understands the expectations in terms of quality and work continues to cascade the expectation throughout all levels and processes.</p> <p>An amended version of the Quality Improvement Strategy 2022-23 would be circulated to the Corporation for approval (Action: VPL&Q) but in essence the main body of the strategy remains the same.</p> <p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Approve the College Self-Assessment Report 2021-22 • Note the Annual Safeguarding Report 2021-22
59.22	<p>FINANCE AND RESOURCES REPORT</p> <p>The VPCS provided assurance of both the Finance Committee's and the Audit Committee's scrutiny (including the External Auditors' assurance of opinion) of the Annual Report and Financial Statements 2021-22 according to their responsibilities and briefed the Corporation on the key adjustments to the final version. The Audit Committee had also scrutinised and recommended for approval the Annual Report of the Committee for 2021-22. The VPCS updated the Board on the latest management accounts and key factors affecting the current and future accounting forecasts as detailed in the report.</p> <p>Query was raised regarding oversight of the College's risk register and, while it was confirmed the Audit Committee reviews this at every meeting, it was agreed the document would be circulated to the Corporation for information in the next Governors' update email (Action: VPCS/DG).</p>

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	<p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Approve the Annual Report and Financial Statements 2021-22 and this would be duly signed by the Chair of Corporation and the Principal • Approve the Annual Report of the Audit Committee 2021-22 • Approve the Risk Management Policy 2022-24 • Note the Management Accounts and financial position update.
60.22	<p>WHISTLEBLOWING REPORT AND POLICY</p> <p>The EDHR provided assurance to the Corporation that there have been no whistleblowing cases within the College to date. The following comments were noted following queries raised by Governors:</p> <ul style="list-style-type: none"> • The internal audit service referred to in the policy is the provision of the College’s internal auditors and the Principal explained if an allegation is raised this allows the College to ask for an independent review by the internal auditors. • The policy will be amended to include false or malicious allegations and clarification around processes and evidence in such cases. • In relation to the equality impact assessment of the policy referring to a positive impact on all groups of protected characteristic, the policy itself will be amended to clarify what makes such positive impact e.g. how people can have positive protection when raising an allegation. <p>Subject to the above amendments the Corporation Resolved to Approve the Whistleblowing Statement of Policy and Procedure 2022-25.</p> <p>EQUALITY, DIVERSITY AND INCLUSION (EDI) REPORT AND POLICY</p> <p>Approval was sought to amend the review of the policy to occur every three years rather than annually, unless any legislative changes require review or amendment. There would still be regular reporting on EDI to the Corporation.</p> <p>Following discussion on the objectives and strategy for EDI within the College and with the intention of having a more joined up strategic approach, it was agreed further work would be carried out between the EDHR, the Principal and the Link Governor for EDI prior to approval (Action: EDHR, Principal, EDI Link Governor).</p>
61.22	<p>ANY OTHER BUSINESS</p> <p>None</p>
62.22	<p>DATE OF NEXT MEETING</p> <p>9th March 2023 (including strategic event)</p>

Caroline Hargrave left the meeting at 6pm.

The meeting moved into confidential business and closed at 7.15pm.

Approved as an accurate record of discussions: 28th March 2023