



**Minutes of the Corporation Meeting
held on 12 July 2018**

Present: Mrs K Mitchell (Principal and Chief Executive), Mr D Bainton, Mr I Barham (Chair), Ms J Campbell, Ms C Guildford, Mr M Hailey, Mr I Harper, Mrs A McNeil, Mr N Sims, Mr S Terry and Mr E Weiss.

In Attendance: Ms V Cumberland (Executive Director of Engagement and Business Development), Mrs I Ellison (Executive Director for Human Resources), Ms L Fitzgerald (Assistant Clerk), Mrs F Morey (Deputy Principal, Learning and Quality), Mr J McGrath (Vice Principal, Corporate Services), Mr K Scribbins (Clerk) and Mrs A Smith (Administrator).

1	<p>ATTENDANCE, APOLOGIES FOR ABSENCE AND ANNOUNCEMENTS</p> <p>The Chair welcomed all members and attendees.</p> <p>Apologies for absence had been Received from Mr A Bargery, Ms R Bhatti, Mr S Griffin and Ms L Gosh.</p> <p>Members were reminded that Ms Wood had resigned from the College and, hence, the Corporation. Tributes were paid by the Chair and others to Mr S Terry who was attending his last meeting. He had diligently carried out his duties as a staff governor and his contribution would be greatly missed.</p> <p>Presentations were made by the Chair and Principal to the Clerk and the Assistant Clerk on the occasion of their last meeting. The presentations were gratefully received and they said that their work at the College had been the foundation for a number of clerkships elsewhere. They much appreciated the support they had received from the College's excellent governors and staff. They wished Mrs A Smith every success in her role as the new Clerk.</p>
2	<p>DECLARATIONS OF INTEREST</p> <p>Existing declarations were continued.</p>
3	<p>CHAIR'S ANNOUNCEMENTS</p> <p>In addition to the announcements listed above, it was announced that this would also be Fiona Morey's last meeting because of her appointment as a Principal at Colleges within the University of the South Bank. There would be a presentation and tribute to Fiona before she left the College.</p> <p>Following her interview with the Chair and Vice Chair, the appointment of Mrs Anna Smith, as Clerk from 1 August 2018, was Ratified.</p>
4	<p>CLERK'S ANNOUNCEMENTS</p> <p>The Clerk introduced his paper covering:</p> <ul style="list-style-type: none">• Membership• The positions of Chair and Vice Chair

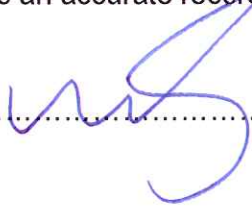
	<ul style="list-style-type: none"> • Meeting dates <p>He reviewed membership and it was felt that the current establishment of 17 members was correct. It was further Resolved</p> <p>that: Ian Barham and Max Hailey should serve as Chair and Vice Chair for 2018/19</p> <p>that: For 2018/19, Ian Barham should chair the Remuneration Committee, Eddie Weiss should chair the Audit Committee and Anne Marie McNeill should chair the Search and Development Committee</p> <p>that: The Committees should determine their own Vice Chairs</p> <p>that: The two student members should join the Audit Committee</p> <p>that: Members should inform the new Clerk if any dates in the proposed Calendar were inconvenient. Otherwise the Calendar be Approved.</p>
5	<p>REPORT FROM STUDENT COUNCIL</p> <p>In the absence of Max Farmer, Ian Barham introduced the report covering:</p> <ul style="list-style-type: none"> • The formation of the Buckinghamshire College Group Union • NUS survey (positive) on attitudes to the Union • Recommendations including branding, NUS courses, liaison with Amersham and Wycombe campuses etc <p>All the recommendations were welcomed and the work of the Union and its officers was praised.</p> <p>The Report was Received.</p>
6	<p>MINUTES OF THE CORPORATION MEETING HELD ON THURSDAY 17 MAY 2018 AND REPORTS OF THE REMUNERATION COMMITTEE MEETING AND AUDIT COMMITTEE MEETING HELD ON 17 MAY 2018 AND 13 JUNE 2018, RESPECTIVELY</p> <p>The minutes and reports were Received and Approved with no matters arising.</p> <p>Reports from the Remuneration and Audit Committee meetings were discussed as confidential items.</p>
7	<p>PRINCIPAL'S REPORT</p> <p>The main features of this report were:</p> <ul style="list-style-type: none"> • The Big Bucks Ambition Strategic Plan 2018-2023 • Three further confidential matters <p>The Strategic Plan 2018-23 had been extensively covered in the pre-meeting and earlier in the year.</p> <p>Finally, a report was given on Fiona Morey's departure and the interim arrangements being made. Fiona was thanked for her service to the College and her outstanding contribution. Arising from the Principal's report it was Resolved</p> <p>that: The Big Bucks Ambition Strategic Plan 2018-23 be Approved</p> <p>that: Fiona Morey be thanked for her services and interim arrangements be Endorsed.</p>

8	<p>REPORT ON FINANCE AND RESOURCES</p> <p>John McGrath's report focused on the financial forecast, budget, data protection policy and property matters. Following presentation of the report and discussion (see below) the following resolutions were made:</p> <p>that: The financial position 2017-18 be Endorsed</p> <p>that: The budgets (2018-19 and 2019-20) be Approved and submitted to ESFA</p> <p>that: The General Data Protection Policy be Approved</p>
9	<p>REPORT ON QUALITY</p> <p>Fiona Morey's report covered</p> <ul style="list-style-type: none"> • The 2017/18 achievements and outcomes • The SAR action plan update • The Safeguarding and PREVENT annual reports <p>The report said that achievement was predicted to be at, or above, Provider Group Average with the exception of 'Apprenticeship timely' (a 21% improvement to within 2% of PGA). The report covered the SAR report and 2018/19 planning. Details were also given of the new Safeguarding and PREVENT Team working across the College. There was also a section on celebrating success. Discussion covered GCSE and particularly English and maths. It was expected that Close Course Monitoring strategies would result in the required improvements.</p> <p>In terms of Safeguarding and PREVENT, members studied the various incidents (935) and details of 'looked after' children.</p> <p>Following this discussion, the following resolutions were made:</p> <p>that: The 2017/18 predicted achievement outcomes be Noted and the action being taken Endorsed</p> <p>that: The SAR action plan be Approved</p> <p>that: The Safeguarding and PREVENT annual reports be Adopted and the action taken be Endorsed.</p>
10	<p>HUMAN RESOURCES</p> <p>Isobel Ellison's HR report gave a progress statement on:</p> <ul style="list-style-type: none"> • The HR System • The Recruitment Position • The harmonisation of policies and procedures <p>These updates were all Noted and the harmonised Disciplinary, Grievance and Performance Management Policies were all Approved.</p> <p>The HR system included an individual access facility and a management overview facility (including, for example, details of who is in and who is out of College). The use of agency staff has been drastically reduced and new approaches to recruitment are being pioneered. The harmonisation exercise on terms and conditions has been concluded.</p> <p>Members welcomed the HR progress being made.</p>

11	<p>BUSINESS DEVELOPMENT AND MARKETING</p> <p>Val Cumberland's report concentrated on student recruitment and plans for the future. These were Noted and Endorsed. The report also covered employer engagement – again, Noted and Endorsed.</p> <p>In respect of student recruitment, application totals were listed, new strategies outlined and details of open events given. Qlue has been appointed to help with website design.</p> <p>The report gave a detailed account of sub-contracting and details were Approved.</p> <p>The report concluded with detail about the 8/9 June future proofing event, course updating and the latest planning effort. The governors gave their congratulations on all the initiatives being taken and the quality of the report.</p>
12	<p>OTHER BUSINESS</p> <p>There were no further reports (on governor links or new policies) and the next meeting was Noted as taking place on 11 October 2018.</p>

Approved as an accurate record of discussions.

Signed:.....



Date:.....

11-10-18