



**Minutes of the Corporation Meeting
held on 24th October 2019**

Present: Ian Barham (Chair), Max Hailey (Vice Chair), Karen Mitchell (Principal), David Bainton, Lina Ghosh, Eddie Weiss, Anne-Marie McNeill, Ian Harper, Julie Gillespie, Jackie Campbell.

In Attendance: John McGrath (VP, Corporate Services (VPCS)), Clare Rooney (VP, Learning & Quality (VPL&Q)), Isobel Ellison (Executive Director Human Resources (EDHR)), Anna Smith (Clerk to Corporation)

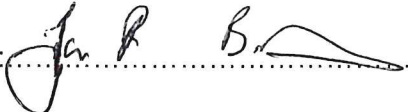
AGENDA ITEM		Evidence of Support & Challenge (S / C)
1.	<p>CORPORATION MEMBERSHIP</p> <p>Ian Barham handed over to the Vice Chair to open the meeting and duly left the room. The Vice Chair asked Members to consider the reappointment of Ian Barham as an Independent Member (and Chair of the Corporation) until 2nd July 2020. The Board gave their unanimous agreement and the reappointment was Approved.</p> <p>Ian Barham returned to the meeting and took over as Chair of Corporation. David Bainton left the room.</p> <p>Members then considered the reappointment of David Bainton as an Independent Member for a second four-year term of office as of 6th October 2019 until 5th October 2023. Again, the Board gave their unanimous agreement and the reappointment was Approved.</p> <p>David Bainton returned to the meeting.</p> <p>The Board Noted the resignations of Nigel Sims (11/7/19) and Carolyn Guildford (2/10/19).</p> <p><i>Further discussion regarding new governor recruitment is recorded in the confidential minutes.</i></p>	
2.	<p>ATTENDANCE, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</p> <p>The meeting was quorate. Apologies for absence had been Received from Rabia Bhatti.</p> <p>There were no new interests requiring declaration at this meeting.</p>	
3.	<p>CONSENT AGENDA</p> <p>Governors Approved the following by consent:</p> <ul style="list-style-type: none">3.1 Minutes of the Corporation Meeting held on 11/7/2019 (duly signed);3.2 Corporation Scheme of Delegation;3.3 Corporation Standing Orders;3.4 Access to Corporation Information Policy;	

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<p>3.5 Code of Conduct for Corporation Members (Members were reminded that as per Clause 1.5, by accepting appointment to the Corporation, each Member agrees to abide by the provisions of the Code).</p> <p>Governors Noted the following by consent:</p> <p>3.6 Draft Confidential Minutes of Search & Development Committee Meeting 9/10/19.</p>	
<p>4. KPIs</p> <p>The Principal briefed members on the final KPIs for 2018/19 which were being closed off noting the updated changes since achievements in some areas had changed since the papers had been circulated. The actuals from the 2018/19 close off were transferred to the 2019/20 KPIs and new targets had been set for this year. Updated KPIs will then be shared at each future Corporation meeting.</p> <p>Members raised the following while considering the 2018/19 final KPIs:</p> <p>Q. Staff engagement for 2018/19 at 47% is exceptional. Has the target for this year been set too high? Should we recommend a more realistic and achievable figure? A. Following discussion, it was agreed this could be amended to reflect the response rate.</p> <p>Query was raised over student completing work experience and the VPL&Q explained the requirement of all 16-18 year olds completing an element of work experience as part of their programme. Q. What if a learner is not able to get out into a workplace environment? A. If this is the case, we will endeavour to ensure the learner receives access to work related activities in College.</p> <p>Q. How is student destination data gathered? A. An external company supports the College on contacting leavers to find out where/what they have gone on to do and this is used as a measure of their success.</p>	<p>S & C</p> <p>C</p>
<p>5. PRINCIPAL'S REPORT</p> <p><i>One item of discussion is recorded in the confidential minutes.</i></p> <p>The Principal briefed members on items in her report with discussions noted as follows:</p> <p>Business Development and Marketing: Governors were updated on the management and operational changes and the strategies in place to support this part of the business.</p> <p>Strategic Partnerships: Governors were updated on the year-end position regarding levy paying apprenticeship income. The College is now formally a Skills Partner with Heathrow which brings great opportunities and is a good link to the T Levels.</p> <p>No Deal Brexit College Readiness: Governors were briefed on the plan prepared following guidance from the AoC ensuring students and staff are fully supported throughout the process and being mindful of vulnerable students.</p> <p>Student Recruitment 2019/20: The latest data shows that the College has exceeded its allocation. Governors praised the achievement of this. It should be noted that recruitment is still changing and at the December meeting the Principal will bring the December recruitment position as reported to the ESFA</p>	<p>S</p>

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<p>Retention, Recruitment and Reward Strategy 2019-2023: This strategy brings all the HR strategies under one strategy to support staff. The Strategy was Endorsed.</p> <p>Complaints Annual Report and Policy: Governors were briefed on the improved procedures now in place. The following were raised by Governors: Q. What do the 14 Teaching and Learning complaints relate to? A. Examples are an unfair assessment; a teacher not turning up; classroom activity. Governors noted that the refreshed system is likely to increase numbers due to accurate reporting and that it would be good to see numbers of compliments and other comments received too. The Complaints Policy 2019/20 was Approved.</p> <p>Annual Health and Safety Annual Report and Policy: Governors were briefed on the report and policy and raised the following: Q. Is the increase in Incidents and Accidents all down to improved reporting? A. Yes, particularly for the Amersham and Wycombe campuses. Q. The number of 'Ill Health' cases is very high, why is this? A. Agreed and guidance has now been issues regarding the 'real' need for calling first aiders and trying to support learners to stay in lessons. Q. Do the two RIDDOR cases relate to staff or students? A. Both were student cases and have been dealt with appropriately. The Annual Health and Safety Report was Endorsed and the Policy was Approved.</p>	<p>S</p> <p>S</p> <p>C</p> <p>C</p> <p>S</p>
<p>6. FINANCE AND RESOURCES REPORT</p> <p><i>(Jackie Campbell joined the meeting during this item)</i> <i>(Lina Ghosh left the meeting during this item)</i></p> <p><i>This item is recorded in the confidential minutes.</i></p>	
<p>7. QUALITY REPORT</p> <p>The VPQ&L briefed Governors on her report.</p> <p><i>Discussions under this item are recorded in the confidential minutes.</i></p> <p>It was agreed it would be useful to have English and Maths on the agenda for the next Governor Development Event or as the first item on the next Corporation meeting agenda. Governor learning walks in English and Maths lessons would also be welcomed. (Action: Clerk to consider).</p> <p>It was agreed Governors responsibility should be included in the English and Maths strategy (Action: VPL&Q).</p> <p>The English and Maths Strategy was Approved subject to amendment incorporating Governors responsibilities.</p> <p>The Learning Walks strategy (Teaching, Learning and Assessment) was Approved.</p>	<p>S & C</p> <p>S</p> <p>S</p> <p>S</p>
<p>8. HUMAN RESOURCES REPORT</p> <p>Given time restraints on the agenda due to focussed discussion on the above items, the EDHR proposed that her report be noted and any questions be directed to her outside of the meeting.</p>	

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	Members agreed and the report was Noted .	
9.	GOVERNOR LINK AND ENGAGEMENT RECORD The Chair reminded Governors of the importance of their links and engagement within College and encouraged further meetings and visits in-year.	
10.	ANY OTHER BUSINESS None.	
11.	DATE OF NEXT MEETING 5.30pm on 12 th December 2019 at Amersham Campus (following Governors Development Event)	

Approved as an accurate record of discussions.

Signed: 

Date: 12/12/19