

## MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 12<sup>th</sup> JULY 2023 AT 6.00 P.M. MEETING 22/05

### IN ROOM 5, VARNDEAN COLLEGE

Present: Aisha Al-Najjar, Jill Arnold, Jodie Braham, Danyalle Brinsmead, Paul Herridge, Donna-Marie Janson, Cizzie McGuinness, Alan Walker, Brendan Ward, Aldona Wheeler, John Williams

In Attendance: James Gordon, Elaine French, Lisa Watkin-Stevens

Apologies: Ayas Fallon-Khan, Jane Farrell, Simon Lindfield, Katharine Travis, Jason Wye

In the Chair: Jill Arnold

#### 1. Welcomes and Apologies for Absence

The meeting was quorate

Apologies – as recorded above.

#### 2. Declarations of Interest

None recorded at this time, other than those declarations notified at previous meetings and as recorded in the Register of Interests' records.

#### 3. Minutes of the Corporation held on 17<sup>th</sup> May 2023 – Part 1

The minutes of the meeting were approved by the Corporation and the Chair was authorised to sign these. **ACTION: Louise Pennington**

#### 4. Matters Arising and Action Points – Progress Report and High-Level Risks' Schedule 2022/2023

The Corporation noted the progress with actions to date and those which were on the agenda, in progress or would be taken forward in due course. The following points were recorded:

- Sponsorship Policy – carry forward action from last meeting - *delayed owing to ONS guidance awaited. It was resolved to transfer this action to the Finance Committee to monitor as in the first instance, the Committee would be presented with the first draft Policy when ready (estimated to be Spring Term 2024).* **ACTION; Elaine French/Simon Lindfield.**
- Financial Regulations review/update – July 2023 Agenda, post Finance Committee Meeting – deferred to Autumn Term 2023.
- Student Welfare/Mental health issues' Report as referenced in Item 5 recorded in the draft May 2023 Minutes – it was agreed that the Report on this item would be brought

to the October 2023 Corporation Meeting and would tie in with the Safeguarding Report. **ACTION: Lisa Watkin-Stevens.**

- Capital Projects – Elaine French reminded Governors of the progress with the projects and actions taken to date, including the tender process which had been managed by the College’s appointed consultants, with details being provided to the DfE. Reference was also made to the paper included in the Meeting pack under item 9g. Elaine French confirmed that she’d provide suggested date options in the Autumn Term so that the Accommodation Working Group (AWG) could hold their first meeting to review the building projects. It was also confirmed that the press releases referred to at the last meeting, were no longer required since the Council had approved the planning application. **ACTION: Elaine French**
- For information, a copy of the Tender Evaluation Report has been included in the circulation of the draft minutes for all Governors to read. **ACTION: Elaine French/Louise Pennington**

It was noted that the actions’ schedule would be updated to reflect any changes detailed above. **ACTION: Louise Pennington.**

**HIGH LEVEL RISKS 2022/2023**– the Corporation noted the risks for 2022/2023 and agreed to bear these in mind with reference to the Meeting’s business.

The Chair drew Governors’ attention to the high level risks, reminding all to bear the risks in mind, during the various meeting items.

## **5. Chair’s Report**

Jill Arnold reported on the following activities since the last meeting:

- Thanks were recorded to all Governors for their time and support during this busy year.
- Thanks were also recorded to the Principal and SLT for all their work particularly in light of the additional time involved with the capital works and planning applications in addition to the existing operational work.
- The Chair reported on the various meetings which she had attended since the last Corporation meeting including sector meetings on the following subjects – ONS, Finance, de-funding of certain courses (BTECs).

At this point the Corporation also recorded thanks to Jill Arnold for her work as Chair of Varndean College Corporation.

## **6. Principal’s Report**

### **Executive Summary:**

#### **a) Sustainability Update**

- i) Progress on the FE Climate Action Roadmap**
- ii) Green News – From Farm to Fork**

Donna-Marie Janson presented her report to Governors and the contents of her written report were noted. In summary, the following aspects were highlighted and additional points and questions arising, were also recorded below:

Climate road map actions were highlighted including targets, deadlines and emerging issues, noting that several of these have been taken forward since the paper had been issued, including signing the global climate letter - overall the College was making good progress with the work required. The Principal was part of a panel at a sustainability symposium recently at Plumpton College and Varndean College has also won two awards, one of which resulted in Elaine French travelling to Manchester to receive one of the awards. Varndean College is one of the first Colleges to receive the bronze award and also came second in the SFCA sustainability awards. At this point the grant awarded to replace the College's boilers, was also highlighted, which would contribute towards its sustainability targets. The College will continue to submit grant applications to further support its work in achieving its green targets by 2030, including the intention to upgrade the current solar panels to improve overall efficiency.

#### **b) Annual Partnership Report**

The contents of the Report as presented by the Principal, were noted by the Corporation and that this would be reported annually.

#### **c) Staff Focus Groups, Appraisals and Staff Survey**

The annual staff survey was reinstated this year, following the appointment of a new HR Director, with the responses to the various questions, benchmarked against the pre-pandemic responses to focus upon Staff wellbeing issues, including work/life balance. A longer response time had also been included to encourage all Staff to complete this in their own time.

The Staff Wellbeing Group will be looking at ways to make improvements to issues arising from the survey; the Group comprises Staff members only and no SLT members participate in the Group. It's intended that a report on the outcome of the survey, with actions arising, will be reported to the next Corporation Meeting. **ACTION: Principal**

The difficulties experienced by Teachers at the moment were reported including the impact of post pandemic issues, particularly relating to Student issues including those relating to behaviour, which had significantly increased. Furthermore, it was noted in the sector, it was reported that 58% of Teaching Staff were giving thought to leaving the profession. Aldona Wheeler, reported that it was a challenging time for Support Staff too, with stressful work pressures combined with the impact of the cost of living crisis and the common discussions and concerns raised at the recent S7 support staff conference, were noted.

In light of the above Staff issues raised, it was agreed that a report would be brought to the next meeting on Inset training and development provided to Staff to support them in managing the various difficulties and challenges. **ACTION: Lisa Watkin-Stevens**

Regarding the increase in behavioural issues from some Students, in response to a question from the Corporation, the Student Governors reported that they were not aware of any

particular issues but also stated that where possible, they would generally steer clear from any inappropriate behaviour.

## **7) Student Governors' Report**

The Student Governors, Aisha Al-Najjar and Cizzie McGuinness provided the following update to Governors on the numerous activities which have been organised by the SU and Student Governors:

- New Students' Day including the following: preparing post cards with QR Codes, contact details (website, e mails, social media, wellbeing points of contact etc), maps etc, so that much of the information required is available in one place to support new Students. During the day, the SU Executive organised panels to answer questions raised by the new Students. It was recorded that for this event next year, account should be taken to avoid an overlap with other events as the Leavers' event was held on the same day this year. Also suggestions for future planning of this event would be passed on to the next SU Executive such as better signage and instructions on arrival – eg where to collect your vouchers etc. Positive feedback was received from the new Students who attended the event.
- Leavers' Event: regarding the point made above and the clash with the New Students' Day, it was also noted that this event had had to be re-scheduled owing to the examination period and Teachers' industrial action. Consideration will also be given next year to having a Plan B, should the weather prevent outside activities. In the region of 200 leavers attended the event together with some International Students and various entertainment and food options were made available including an ice-cream truck, food provided by IB Students covering various world foods and gluten free and vegan options. Entertainment included a DJ, live music from some of the College's Students, face painting and glitter bar.
- Year 10 Day – this was similar to the new Students' Day, from the SU perspective, with SU Panels in place to answer questions, together with the involvement of more current Students who could also answer questions. For next year, consideration will be given to providing a staggered lunch time to avoid the long queues. Good feedback was received from Year 10 Students.
- Student Governors attended the S7 Student Union Conference held at Reigate College which was interesting and included a key note speaker, guidance on planning and events and an opportunity to network with other SU Executives/Student Governors – a group whats app chat has been set up, so that common issues may be raised and discussed.
- Green Symposium held at Plumpton College, at which the SU Sustainability representative attended and provided input on the College's activities in this area, together with development networking opportunities with other SU members. Various sustainability initiatives will be progressed following the input received at this event.

- The SU Coordinator will be stepping down next year and interviews are scheduled to find a successor, which will involve the Student Governors. Thanks were recorded to Stephanie Jurado for her involvement with the SU.
- Planning for Freshers' Week is underway in terms of events, information and support provision.
- New Parents' Event – The Principal thanked the SU Executive for supporting the event last night.

Thanks were recorded to the Student Governors for their report and service to the Governing Body over the last year.

## **8) Curriculum and Standards**

### **Executive Summary**

- a) Student Survey & Tutorial Survey Results**
  - i) Executive Summary**
  - ii) Student Survey**
  - iii) Tutorial Survey**

James Gordon presented the above papers to the Corporation, the contents of which were noted including the analysis and the Deputy Principal highlighted the key aspects as recorded below, followed by questions from Governors:

- A 3 week window was provided for Students to complete the surveys and the rate of completion was 6% higher than the last survey, being 56%; the intention will be to encourage more Students to complete the surveys, noting that that completion rate was higher pre-Covid.
- Survey outcomes were followed by Focus Groups organised by departments in order to investigate themes arising from the survey.
- Regarding the Curriculum areas, the Focus Groups considered the responses where the Students selected the “strongly agree” or “agree” options, noting that there had been a 20% increase in Students stating that work set for at least 3 hours per week (last year this had been low and had resulted in Staff launching a new initiative of planned student – setting the target per week of 5 hours and incorporating this where possible into Students' timetables, with support from Staff to ensure that this was actioned.). Other responses to questions, were broadly in line with last year's survey outcomes.
- The areas where improvements have been recognised, have been highlighted in green for ease of reference.
- Regarding Maths and Science, Staff have focused on developing Teaching and Learning Strategies to better support Students, with specialist mentors being introduced. This has resulted in improving outcomes and positive feedback in these 2 areas.
- Tutorials – improvements were recognised here too, with 20% more Students finding the tutorial programme helpful and this was welcomed by SLT noting that the Tutorial

structure had been revised including more time allocated to this area, together with integration of HE and employment topics.

- Good responses were also recorded in respect of progression support.
- There was an 11% increase recorded from Student responses regarding understanding Citizenship and the modern and diversity within the UK.
- Regarding the IB – the tutorial programme is incorporated differently in that much of the tutorial content is embedded directly within the IB delivery. Hence, it's been more difficult to recognise Students' feedback in this area and questions relating to the IB and Tutorial, will be revised in future.

## b) Careers Report and Update including Destinations

### Papers:

- i) **Executive Summary**
- ii) **Report**

Lisa Watkin-Stevens presented this item and gave a summary of the report to Governors as recorded below, followed by questions:

- Thanks were recorded to Jo Hambleton (Staff Lead on progression, employment and skills) who co-wrote the Report with Lisa Watkin-Stevens.
- **Section 1** - this section outlines how the College has met the new statutory requirements (Skills Act) regarding careers. Reference was also drawn to elements within section 2 which relates to this, including any gaps and benchmarking matters. The achievements to date were noted, together with the work taken place and continuing relating to skills and employee engagement, including planned developments for next year.
- **Section 2** – Gatsby benchmarks (Framework agreed for the sector in respect of career provision) – each of the 8 aspects are covered in the report to record how the College is meeting each benchmark, including achievements to date and areas to be focused upon next year.
- In response to a point raised by one of the Student Governors, it was noted that there was an expectation of work experience in order to progress to year 2, but that a paid part time job was discounted for this purpose, and some Students had been concerned that they may not be able to progress to year 2 as it had not been possible to find relevant work experience to tie in with their course (in particular – science related work experience). It was noted that communications would be improved to ensure Students understood the various rules relating to part time paid work not being counted and also going forward, to make this aspect clear earlier in the year if possible. At this point SLT explained the challenge in finding sufficient and relevant work experience, compounded by the competition with other local providers. It was also noted that the Careers' team were investigating ways to capture details and administer work experience offers, including offers from some of the parents, whilst at the same time ensuring that the process is fair to all Students. It was also noted that the Student Governors will be writing to the Skills Minister regarding this matter, particularly with regard to allowing part time paid employment as work experience, rather than an unpaid internship. **ACTION: Student Governors**

- **Destinations of Leavers:** Governors were informed that currently data was being collected, with some unknown destinations and that the challenge this year was to improve this, noting the time-consuming manual process in seeking this information from each Student via telephone calls. Further work is also underway to improve data collection within the sector via collaboration with external agencies and alumni arrangements. Reference was made to the HE data collected to date and which highlighted how favourably Varndean College Students compared with other institutions the independent, SFC and Schools sectors, in terms of progress to HE. The College intends to incorporate this information into its future marketing material. Taking into account the fact that a number of Students proceed to Art Foundation courses, following the completion of their studies at Varndean College, SLT will be investigating ways to reflect this aspect in the Destinations' analysis. The Corporation recorded its congratulations to the College for Students' achievements regarding destinations.
- In response to a question from Governors regarding the interpretation of the analysis, particularly how far the College has progressed with the various requirements and in response it was resolved that in future the executive summary wouldn't just include the various College achievements, but would also detail how these relate to each of the Gatsby benchmarks and whether all had been met, to aid Governors' understanding. **ACTION: Lisa Watkin-Stevens**

### c) Enrichment Report

#### Papers:

- i) **Executive Summary**
- ii) **Report**

Lisa Watkin-Stevens, introduced the Report and explained how this linked with the Strategic Plan and included information relating to the enrolment, attendance, Student Voice and an element of self-assessment. The following points were noted:

- This is the first year in which an extensive enrichment programme has been offered to Students and timetabled, making it compulsory for Year 2 and Level 1 Students.
- The detailed activities offered were noted and also that the offer would be reviewed and further refined for next year. The aspects which were well-received were highlighted in the Executive Summary and the "soft" and transferable skills gained by Students from the enrichment activities were also noted.
- Areas for review and development were noted, particularly where some Students were unable to engage in their chosen activity owing to timetabling issues based upon enrolment on some of the College's short courses (1 term).
- Enrichment activities form part of the application process and are discussed with the Students at enrolment, so that they are signed up from the outset.
- Regarding attendance, it was noted that there were inevitably some courses which were less popular overall, where the Student numbers were therefore quite low and for next year the various Schools' management teams will have responsibility for monitoring attendance.
- Thanks were recorded for the detailed report and clear executive summary, noting work in progress.

## 9. Finance

The Vice-Principal (Resources) introduced and presented the following items to the Corporation:

### a) **Summary for Corporation from the Finance Committee Chair – on the key issues arising at the last Finance Committee Meeting**

It was noted that as Simon Lindfield, Chair of Finance Committee was away, he was unable to attend the Corporation meeting and had prepared the following summary of key finance issues for Governors' information, the details of which were noted.

"The College remains on track to achieve a "good" financial health score for the current year and has ensured that the cash position is satisfactory despite the various challenges faced.

- Capital funding to expand and improve the estate has been secured and the City Council have approved the college estate masterplan despite some local opposition.
- However, the budget for the next financial year is impacted by two significant issues.
- There was a shortfall in student recruitment in the current year which impacts the following two years revenue. The college has acted to help achieve higher recruitment numbers going forwards. Attention also needs to be given to student retention especially around the census date.
- The recent 5% pay award was higher than budget and impacts future years through ongoing higher staff costs. No additional government funding was provided.
- The financial health score for 2023/4 is "requires improvement" despite making some difficult decisions. No allowance for pay increases has been made unless funded by the government and some costs savings have been included. The budgeted cash position looks ok.
- 2024/5 shows a return to a "good" rating and a continued satisfactory cash position but the lack of known funding for pay increases is of great concern.
- The college needs to focus on controlling what it can i.e. student recruitment and retention, growing revenue wherever possible and ensuring all courses are break even or better.
- The Finance Committee recommends approval of the 2023/4 and 2024/5 budgets whilst recognising the challenges faced."

The other members of the Finance Committee who were present at Corporation, endorsed Simon Lindfield's summary.

b) **Draft Minutes from Meeting held on 22<sup>nd</sup> June 2023** – noted.

c) **Financial Update/Management Accounts:**

- i) **Executive Summary**
- ii) **Management Accounts: Income and Expenditure**



- iii) **Balance Sheet**
- iv) **Cashflow**

Referring to Simon Lindfield's summary, Elaine French presented the papers and highlighted the following additional points:

- Current year's figures demonstrate very little change since these were last presented to Corporation in May 2023, although the impact upon next year's figures were highlighted arising from the outcome of the review of the Adult Education delivery, which has identified under delivery totalling approximately £90K, which will be clawed back by the funding agency next year – this has been reflected in next year's forecasted figures.
- There were no other major changes in the figures.
- Financial health for the current year is "good".
- Paul Herridge queried in the financial update bullet point 3 of the Executive Summary regarding the accounting adjustment and Elaine French explained that this related to the adult education income claw back, which is reflected in next year's figures, rather than the current year.
- The most significant issue has been dealing with the Staff pay award at 5% (paid in tranches of 3% and then 2% (March 2023) and back dates to September 2022, although this year's pay negotiations have still not been settled, so the ongoing discussions will carry forward to next year, in addition to taking into account next year's pay negotiations. The pay award is unfunded in the FE sector, during a very difficult financial climate for Colleges.

**d) Budget 2023/2024 and Forecast 2024/2025 and 2025/2026**

- i) **Executive Summary**
- ii) **Proposed Budget and Forecast**
- iii) **Projected Balance Sheet**

Elaine French presented the papers and referenced both Simon Lindfield's summary comments and the draft Finance Committee minutes which recorded the discussions held and recommendations made.

The Corporation understood that the financial situation was very difficult within the FE sector and that setting the budget and forecasts, were very challenging, and in light of the summer capital works, the focus would be upon aiming to maintain the projected cash position.

Elaine French explained the cash flow situation including the treatment of the £380K capital funding which has been ring fenced solely for the summer capital works.

The difficult financial issues were also discussed again, including the ongoing Staff pay negotiations and noting the importance of recruiting adequate Student numbers going forward. There may also be some additional programme funding income adjustment owing to the ILR data not being reported correctly which has been accepted by the ESFA.

Despite the predicted claw back of Adult Education funding next year, SLT reported on the expected improvement in Adult Education going forward since the recent appointment of a new Adult Education director.

Attention was also drawn to the capital grants awarded and the timeline for spending this and completing works within the timeline given – March 2025.

If there is a pay award negotiated next year, the College will need ESFA funding to be able to pay this to Staff.

The Governing Body approved the budget as presented above. **ACTION: Elaine French**

- e) **Financial Sustainability Action Plan Update** – noted by the Corporation.
  - f) **ESFA Reports:** - for information and noted by the Corporation.
  - i) **ESFA College Governing Body Finance Dashboard** – the information presented was noted by the Corporation. I
  - ii) **Benchmarking Report** – It was noted that this item would be deferred until the Autumn Term 2023 owing to time constraints. **ACTION: Elaine French**
  - iii) **EASU Pension Valuation Report** – Local Government Pension Scheme (LGPS) – the contents of the report were noted.
- g) Property Matters including Summer Works and Capital Bid Update**

The contents of the Report were noted as presented by the Principal and Vice-Principal (Resources):

- Boiler replacement scheduled for the summer, now that capital funding has been awarded and received.
  - The quad. Building works are due to commence on Monday by the contractors, Ensigna, based on a design and build 2 stage contract. The majority of the more disruptive construction works are due to be carried out during the Summer period whilst Students are not on site.
  - As noted in the Finance Committee minutes, it was agreed to circulate the Tender Evaluation Report regarding the Quad Infill Extension works to Governors with the draft Corporation minutes. **ACTION: Elaine French/Louise Pennington**
  - Other summer works including some refurbishment will also be completed over the Summer period.
- h) Finance Committee Terms of Reference** – approved as unchanged.

**ACTION: Louise Pennington/Elaine French**

## 10. Audit

- a) **Draft Minutes from Meeting held on 15<sup>th</sup> June 2023 (Part 1 only) – Part II included in Confidential item 15b) – to external governors only – refer confidential section**
- b) **External Auditors**
  - i) **Reappointment and Remuneration**

Referring to the Assurance Strategy Memorandum below (item bii), the fees for the audit work were considered and approved as recommended by the Audit Committee, being:

### **Fees for audit and other services**

#### **Area of work 2023 Proposed Fee (2022 Actual Fee)**

##### **Audit of Varndean College (including regularity assurance engagement)**

£18,100 (2022 - £16,425)

##### **Assurance report on Teachers' Pensions EOYC**

£925 (2022 - £840)

##### **Additional audit work required as a result of the impact of ISA315 (revised) £2,500**

##### **Extra regularity work required given revised scope of work £1,000**

It was also noted that the intention would be to have a change in the Audit Partner in the Autumn Term 2023.

### **ii) Audit Strategy Memorandum - approved**

#### **c) Internal Auditors**

##### **i) Assurance Strategy and Plan - approved**

**ii) Funding Review** – positive outcome noted with 16 areas of good practice identified and 1 low level recommendation.

**iii) Follow Up Review** – noted.

##### **iv) Reappointment and Remuneration**

On the recommendation of the Audit Committee the auditors, Wylie Bisset, were reappointed based on the 3 year contract agreed (plus 2 additional years' extension), at the same rates as last year, being £430 per day.

**d) Risk Management**

**i) Risk Register/Action Plan**

**ii) Risk Assurance Map**

Both items i) and ii) were approved and endorsing the Audit Committee's recommendations.

**ACTION: Elaine French**

**e) Audit Committee Terms of Reference** – changes as recommended at the Audit Committee were approved by Corporation. **ACTION: Louise Pennington**

**f) Fraud Report** – refer confidential Audit Committee business – see part II minutes (external Governors only)

**11. Search and Governance Committee**

**a) Confidential Draft Minutes from meeting held on 8<sup>th</sup> June 2023**

The various recommendations included within the draft S & G Committee minutes were considered and endorsed by the Corporation as follows.

**Membership Matters**

**3 Governor Vacancies:**

- 1) Christine Lewis (Governor)**
- 2) Katharine Travis (Governor and Designated Safeguarding Lead; Member of Search and Governance Committee and Remuneration Committee)** – owing to new work commitments, Katharine has confirmed her intention to step down from the Board.
- 3) Jane Farrell (Governor and Chair of Remuneration Committee)** has notified the Chair of her intention to retire from the Board owing to work commitments.

**Recommendations from S & G Committee, based on CV submissions, recommendations from Principal (1) and Brendan Ward (2) and meetings with prospective Governors and Chair/Principal – refer draft S & G Committee Minutes:**

- 1) Dr. Keith Perera:** (Deputy Head of ITE, University of Sussex).
- 2) Yasmin Khan** (Consultant Paediatrician in Neuro-disability and Non-Executive Director, Surrey and Sussex NHS Trust).

The above recommendations were endorsed by the Corporation, and that the appointments should be with effect from the next academic year for a 4 year term of office.

**Other recommendations from the S & G Committee:**

- 3) **Safeguarding Lead Governor** – recommended that Brendan Ward should succeed Katharine Travis as the Designated Safeguarding Lead Governor, noting that he has already met with SLT to discuss Safeguarding, with immediate effect.
- 4) **Chair of Remuneration Committee: Simon Lindfield**, who is already a Member of the Remuneration Committee recommended by S & G to be appointed as Jane Farrell's successor as Chair of Remuneration Committee, with effect from the next academic year.
- 5) **Vacancy on Remuneration Committee** – S & G recommends that **Jodie Bramwell** to be appointed to this Committee with effect from the next academic year.
- 6) **End of terms of office of Current Governors; Alan Walker** – current term due to end in October 2023 and recommended reappointment for another 4 year term of office.
- 7) **Audit Committee vacancy:** S & G recommends that **Danyalle Brinsmead** be appointed with immediate effect.
- 8) **Paul Herridge** to Chair Audit Committee and to swap his chair role on Accommodation working Group with **Alan Walker**, the current Chair of Audit Committee.
- 9) **SEND Governor:** noting the information regarding this role included within the FE Governance Guide, expressions of interest were invited from Governors (including the new Governors) and also noting that a more detailed role description would be drafted. **ACTION: Governors/Louise Pennington**
- 10) **Accommodation Working Group: John Williams** to join the AWG with effect from the next academic year.

**OUTSTANDING MEMBERSHIP MATTERS** – to take forward to Autumn Term S & G Committee for consideration/recommendations

- 1) 1 Governor vacancy remaining (Jane Farrell) – to re-advertise in the Autumn Term on the website, plus advert to be circulated to current and new Parent Governors.
  - 2) 1 vacancy on the Remuneration Committee
  - 3) 1 vacancy on the S & G Committee
  - 4) SEND Governor and role description.
  - 5) Vacancy for co-opted Audit Committee member when Richard Seager retires in December 2023.
- It was also agreed in line with S & G Committee's recommendation that the new Chair appraisal process, would not extend to the Vice-Chair and that the latter would be dealt with via the existing annual Governor self-assessment questionnaire.
- ACTION: Louise Pennington**

The various recommendations made by the Search and Governance Committee, as recorded above, were approved. **ACTION: Louise Pennington**

**b) Link/Lead Governor Job Descriptions:**

**Papers:**

**i) IB, ii) Environment & Sustainability, iii) Quality, Curriculum and Skills, iv) Risk, v) Designated Safeguarding, vi) Health and Safety, vii) Requirement for new SEND Governor**

The updated wording was approved by the Corporation, but it was noted that as per the S & G Committee's recommendation recorded in the draft minutes, the job descriptions would be reviewed again at the next Committee meeting to ensure that the balance of responsibilities is shared between Governors and to ensure consistency of wording in all cases, where applicable, between the various roles. **ACTION: Louise Pennington/S & G Committee – Autumn Term 2023**

**d) AoC New Code of Good Governance**

**i) Consultation Document**

**ii) New Code**

As recommended by the Search and Governance Committee, the Corporation agreed that the new AoC Code of Good Governance should be adopted, subject to there being no further changes to the wording, prior to the final version being issued. **ACTION: Louise Pennington**

**e) External Board Review**

The S & G Committee's recommendations were endorsed by Corporation, noting that a short list of 2 potential reviewers would be presented via S & G Committee next term for approval by Corporation, with the aim to schedule the EBR for the Spring Term 2024.

**12. Policies and Other Documents**

**a) Risk Management Policy**

**i) Executive Summary**

**ii) Policy**

Elaine French presented the document to the Corporation, noting that there were only minor changes.

The revised Policy was approved. **ACTION: SLT**

**b) Data Retention Policy**

**Papers: i) Executive Summary, ii) Policy**

The new policy which had been separated from the Data Protection Policy was presented to Corporation. The document was approved. **ACTION: Elaine French**

**iii) Safeguarding and Child Protection**

**Papers: i) Executive Summary, ii) Policy**

Referring to the summary included in the executive summary and taking account of changes and updates, the main amendments were noted, including the key contacts/out of hours emergencies' details and additional guidance included to assist staff in following procedures under the policy. A new section on Prevent was also highlighted, with a focus on filtering

and monitoring cases via the College's IT systems. References were also added to the latest KCSiE and to Brighton and Hove Council's special documents.

The revised policy was approved by the Corporation, noting that last year the two separate policies of Safeguarding and Child Protection, had been merged into one policy document.

**ACTION: Lisa Watkin-Stevens**

Regarding safeguarding training for Governors, Lisa Watkin-Stevens confirmed that details would be circulated to Governors via Louise Pennington and that this may include online external training and some internal training, probably on an annual basis. **ACTION: Lisa Watkin-Stevens/Louise Pennington**

**13. Date of Next Meeting: Wednesday 11<sup>th</sup> October 2023 at 6.00 p.m.**

**14. Any Other Business**

- a) **IB results** –The Principal reported on the excellent results achieved this year by the College's IB Students; the overall results were down marginally compared with the previous year by 0.01%, but being 3 points higher than pre-pandemic results (2019). Congratulations were recorded to Students and Staff for such excellent results.
- b) Brendan Ward reported on his recent links visit to College, and paid tribute to Staff which he had encountered, who were all very supportive of each other.

**15. Part II Confidential business** Refer to Part II Confidential Minutes included within the Part I record. (note: where there are confidential minutes or papers, the link in the meeting papers will only be live for those with the necessary permissions).

- a) **Corporation May 2023 meeting – none**
- b) **Draft Minutes from 15<sup>th</sup> June Audit Committee Meeting Part II (EXTERNAL GOVERNORS ONLY)**

It was resolved that there was no need for Staff and Students to leave the meeting as no further discussion was required and the draft confidential minutes, were noted.

- c) **Matters Arising – None.**
- d) **Other Confidential business - none**

**17. Enclosures for Information – Meeting dates for 2023/2024 academic year –** Governors were encouraged to put the dates relevant to them in their diaries.

Louise Pennington 12/7/23

Chair.....

Date.....