

Minutes of an electronic Corporation meeting held at 18:00 on 27 September 2021.

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| **Present** | Christine Chisholm | Jean Fawcett | Phillip Fulton | Neil Myerson |
|  | John O’Sullivan | Rob Payne | Andrew Slade  (Principal & CEO) | Peter Thompson  (Chair) |
|  | Mairi Watson | Massimo Merlo | Kevin Ibeh |  |
| **In Attendance** | David Alder  (Dir Mar, Ad & Commercial) | Nicola Caiger  (Dir I&P) | Ana Guimaraes  (Dir Curr) | Paul McCormack  (FD) |
|  | Harpreet Nagra  (DP) | Sian Williams  (Dir Curr) | Jesmin Haq |  |
|  |  |  |  |  |
| **Apologies** | Kerry Hood |  |  |  |

**PART ONE**

**(1) ELIGIBILITY, QUORUM AND OPENING REMARKS**

1. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.
2. Chairs Opening Remarks. The Chair welcomed all to the meeting.
3. The Chair informed the Corporation members that interviews had taken place over two separate occasions for new Corporation Members and proposed that these new members be invited to join the Board. NM gave a brief outline of each proposed member. The Corporation were asked to approve these members to join the Board. The motion was agreed and seconded. Two members will join the meeting today (MM & KI). KH & SC will join committee meetings where appropriate and will attend the next full board in December. It was noted that their attendance would be marked from that meeting.

**The information was noted and received.**

**New members MM & KI joined the meeting – papers were available for them for the meeting.**

1. **Register of Interests**

The Chair confirmed that the new Clerk Joe Maggs will be joining the Corporation on 4th November.

Corporation have moved to a new Governance system.

**The information was noted and received.**

1. Amendment to Committees – Chair of Peoples’ Committee

Confirmation that following the resignation of the previous Chair Sue Grant in July 2021, Peter Thompson is now Chair of the Corporation. Subsequently Peter Thompson has stepped down as Chair of People Committee. The Chair proposed that John O’Sullivan take the Chair of the People Committee. The Board agreed the change. PT proposed & AS seconded.

**The information was noted and received.**

**4.1 Draft declaration of Eligibility to serve as a Governor of Oaklands College ad Acceptance of Responsibilities Policy / Draft Conflicts of Interest Policy & Register of Interests Form Annex B / Draft Gifts & Hospitality Form Annex C / Draft Link Governors (Safeguarding lead)**

This is a new draft policy, which the Corporation were asked to consider and approve. Question raised as to whether this was the same policy as before. It was confirmed that although the documents have been completed in the past the Corporation does not have a policy in place to cover all the required information. The Board approved the policy in principle, to review and note any comments for amendments if necessary.

**Decision: It was agreed to adopt the two policies and feedback any changes to the Clerk**

**ACTION: Corporation members to complete and return forms to AM/CH by 22ND October 2021**

**4.2** **Draft Link Governors (Safeguarding lead)**

A Corporation training session took place today with Heather Cross (AoC) providing the Corporation members a better understanding of system and process for College Governance. This session was well received by the members who attended

It is proposed that Link Corporation member will be aligned with key committees in the College. The expectation is not for the Link Governor to attend each committee meeting. The Link Governor will play a pivotal role in guiding the College and will report back at the Full Board Corporation meetings. Suggested linkages will be defined during this term and formally adopted from January 2022.

**ACTION All comments and queries to be sent to Allison Maylor (PA).**

**Decision: It was confirmed that the PF will remain as chair of the F&R Committee by 22nd October 2021**

**4.3 Draft Governors’ Induction Programme**

As there are a number of new members, a series of Corporation training sessions to be scheduled and run by SLT. The new Clerk to the Corporation will liaise with SLT to implement the training sessions. The sessions will create better engagement and a cohesive Corporation. It was proposed that all Corporation members will have access to all the training sessions.

**Decision Training to be planned and rolled out when the new Clerk is in post.**

**5 Strategy Development Update**

Following the Corporation Strategy Day held in June 2021 the Corporation asked for a draft Strategy

Timeline. As discussed the format of the strategy papers and their development, its timeline and engagement by Corporation members would be managed through a formal subgroup. DA was thanked for his work in producing the current draft timeline. DA summarised the papers and the Corporation were asked for their comments on the current draft document.

The Corporation subgroup will be convened towards the end of the current term to ensure effective contribution to the draft timeline and strategy content. There will be a further strategy day scheduled in due course to review and approve the formal strategy paper.

There was further discussion around aligning the strategy with the current curriculum, estates master plan, digital developments and how we develop our green/environmental/sustainability policy. These cross cutting themes will work around and influence the strategy and strategic goals. The issue of international students was raised – the current Ofsted rating restricts the College from enrolling international students, but wherever possible the international profile of the College will be promoted and appropriate links developed with bodies and institutions which can assist with this.

**ACTION Corporation members to feed back to the Chair if they wish to attend the Strategic Plan Development subgroup**

**6 Draft Subcontracting Strategy**

The Corporation were updated on the current ESFA requirements for subcontracting and reducing the levels and costs of subcontracting. The Audit Committee considered and approved the current sub-contracting strategy which has been brought for full approval at this full Corporation Meeting.

**Decision The Draft Subcontracting Strategy was approved.**

**7 Monthly Report**

**7.1** The monthly report was introduced to give the Corporation an overview of Finance, Enrolment, Safeguarding and Health & Safety issues. Corporation were asked to consider if this was still a useful and relevant document. A detailed discussion around the content and relevancy of the report took place.

**Decision The Corporation agreed that the Monthly report should continue but in a more effective and easier to produce format. It was agreed to redefine the structure and content of the report, it would be made up of the key KPI’s and brief bullet points on any areas to highlight to Corporation members. The detailed analysis of the KPI’s and College performance would be reviewed in the Corporation committees.**

**7.2 Enrolment update**

The Corporation discussed the current student numbers and the strategy the College are putting in place to ensure student numbers increase. The November campaign was discussed along with the current plan for January enrolment. The impact of under recruitment will impact in regards to 16-18 year olds on our funding allocation for next year and adults in year. The Corporation also discussed the College strategy around student retention.

**ACTIONS**

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| **ACTION All comments and queries to be sent to Allison Maylor (PA). It was confirmed that the PF will remain as chair of the F&R Committee by 22nd October 2021** |
| **ACTION Corporation members to feed back to the Chair if they wish to attend the Strategic Plan Development subgroup** |