

**CORPORATION**  
**MINUTES OF THE MEETING OF THE MEMBERS OF CORPORATION**  
**HELD ON TUESDAY 2 JUNE 2020**  
**BY WAY OF VIDEO CONFERENCE**  
**AT 4.30 PM**

**PRESENT:** Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal); Ms E Broadley; Mr R Ellison; Mr N Franklin; Dr S Hamer; Mr J Hurst; Mr M Lucid; Ms A Moran; Ms K Moore; Mr I Sackree; Ms V Shannon; Mr A Silvester; Mr M Thomas and Mr D Waxman.

**IN ATTENDANCE:** Dr M Honeywell (Clerk); Ms R Ellis-Jones (Deputy Principal - Curriculum and Quality "**DPCQ**"); Ms Kate Calvert (Deputy Principal - HR and Organisational Services "**DPHROS**") and Mr S Kelly (Finance Director).

**19.55 APOLOGIES FOR ABSENCE**

There were none.

**19.56 DECLARATIONS OF INTEREST**

Mr N Franklin declared that he is a Partner at Rollits LLP, who are engaged by the College to advise on various matters. However, Mr Franklin keeps himself separate from any matters involving the College.

**19.57 MINUTES OF THE PREVIOUS MEETING**

i. **To receive and approve the minutes of the previous meeting held on 7 May 2020**

Mr K Kendall noted that the meaning of one of the sentences in minute 19.51(i) should be amended so that it is understood that the College needs to ensure that its data is in alignment with the data held by the Office for Students. The Clerk was asked to make this amendment and then send it to the Chair to be signed.

Subject to the above, the minutes of the previous meeting were **APPROVED** as an accurate record and would be signed by the Chair in due course.

**Proposed:** Mr D Waxman

**Seconded:** Mr R Ellison

ii. **To note the action summary and confirm the resolutions passed at the meeting of 7 May 2020**

The Clerk took the Members through the action summary and it was noted that the Chair's action to approve the contractor for the IoT bids had not been exercised as some work was still being done in relation to the tender bids received to ensure satisfactory costing and a retendering exercise may be required. A report would be sent to the Finances and Resources Group for consideration.

**Action:** Finance Director

The Action Summary was **RECEIVED**.

The Clerk noted that the meeting held on 7 May 2020 was only attended by the External Members, for the avoidance of doubt the Members of this full Corporation meeting were asked to confirm their approval to all resolutions passed at the last meeting which were set out in the paper circulated.

The Members **CONFIRMED** and **APPROVED** the resolutions passed at the meeting of 7 May 2020.

**Proposed:** Mr D Waxman

**Seconded:** Mr R Ellison

iii. **To confirm the appointment of Mr I Sackree, Mr N M Thomas and Ms V Shannon as the members of the Finance and Resources Sub-Group**

It was noted that at the last meeting volunteers were requested to form part of a committee to look at finance and resources and the impact of COVID-19 to the College. Mr I Sackree, Mr M Thomas and Ms V Shannon had volunteered for the role.

The Members **AGREED** to the appointment of Mr I Sackree, Mr M Thomas and Ms V Shannon as representatives on the college Finance Executive.

**Proposed:** Mr N Franklin

**Seconded:** Mr R Ellison

### 19.58 **PRINCIPAL'S REPORT TO THE GOVERNORS**

i. **To receive and consider the Principal's Report- June 2020**

The Members **RESOLVED** that the Principal's report shall be treated as confidential.

**Proposed:** Ms A Moran

**Seconded:** Mr N Franklin

The Principal took the Members through his report and Members' questions are recorded in the Confidential Minutes.

In response to an item on the College's COVID-19 response, the Members **AGREED** that Ms A Moran would sit as the Member representative of the COVID-19 leadership group.

The Principal's report was **RECEIVED**.

ii. **To consider and approve the College's mission, vision and strategic aims**

The Principal took the Members through the mission, vision and strategic aims paper and it was agreed that work would be done to refine the document and a further draft would be brought to the next meeting of Corporation.

**Action:** Principal

Approval of the College's mission, vision and aims was **CARRIED FORWARD**.

### 19.59 **FINANCIAL MANAGEMENT REPORTS**

The Members **RESOLVED** that the financial management reports should be considered confidential.

**Proposed:** Ms A Moran

**Seconded:** Mr N Franklin

i. **To receive and consider the Management Accounts to 30 April 2020**

The Finance Director took the Members through the report and the Members' questions are recorded in the Confidential Minutes.

The management accounts to 30 April 2020 were **RECEIVED**.

ii. **To receive and consider a report on debtors to 30 April 2020**

The Finance Director took the Members through a report on debtors which was considered by the Members.

The report on debtors to 30 April 2020 was **RECEIVED**.

iii. **To receive and consider a revised financial forecast**

The Finance Director took the Members through the financial forecast and the Members' questions are recorded in the Confidential Minutes.

The financial forecast was **RECEIVED**.

## 19.60 GOVERNANCE

i. **To review and consider the status of items declared confidential during the year**

The Members **RESOLVED** that this item would be considered confidential.

**Proposed:** Ms V Shannon                      **Seconded:** Mr K Kendall

The Clerk reminded the Members that in accordance with Corporation's agreed policy, confidential items had to be periodically reviewed to determine whether any confidential items could be made available for public inspection.

The Members **AGREED** that all of the items designated confidential in the previous year either contained commercially sensitive information, which is still relevant or were confidential for other reasons, and it was decided that the items on the list would remain confidential.

**Proposed:** Ms V Shannon                      **Seconded:** Mr K Kendall

ii. **To receive a governor link report from Ms A Moran on higher education**

Ms Moran took the Members through the report noting that HE is a very challenging area and high risk in relation to College finances but that progress was being made in HE and it was going in the right direction. One Member noted that improvements could be made to the presentation of HE courses on the College's website and the DPCQ said that the marketing of HE was something that she wanted to develop with the new marketing director but the impact of COVID-19 had meant that this was something that still needed to be picked up and that it would be useful to speak to the Member further about this. The DPCQ noted that marketing to HE students was for the year 2021/2022.

The governor link report was **RECEIVED**.

iii. **To receive and consider a governor link report by Mr K Kendall on the Quality Improvement Committee**

Mr Kendall took the members through his report detailing his attendance at QIC meetings. Mr Kendall concluded that the Members could take assurance that QIC was operating effectively.

The governor link report was **RECEIVED**.

iv. **To consider and approve a revised day for governor training**

The Chair noted that governor training had been scheduled for before this meeting but due to the online format, he thought it was appropriate to postpone it and to arrange a date where it might be possible for the governors to meet in person. It was suggested that a date in the second half of July would be appropriate. The format of the training would depend on the status of the lockdown but, if possible, it would be better to attend the meeting in person.

The Clerk was instructed to ask the Deputy Clerk to provide the governors with potential days for training.

**Action:** Clerk

**19.61 ANY OTHER BUSINESS**

There was none.

**19.62 DATE OF THE NEXT MEETING**

The date of the next meeting is Tuesday 14 July. A time had not been set for this as it was uncertain whether it would go ahead in person or remotely. Again, the Deputy Clerk would be asked to look at potential timings.

**Action:** Deputy Clerk

**19.63 CONFIDENTIAL ITEMS - GOVERNANCE**

*At this point, the Clerk left the meeting.*

*The confidential item on governance is recorded in the Confidential Minutes.*

*There being no further business, the meeting concluded at 18:30.*

Signed: Chair.....

Name:.....

Date.....