

Minutes of the Southport Education Group College Corporation
Meeting held in Clouds (Southport Campus) Tuesday 15th October 2024 at 4pm

Present:

- Paul Walker (Corporation Chair)
- Laura Bell (Independent Governor)
- Michelle Brabner (Principal)
- Margaret Boneham (Independent Governor)
- Kevin Burke (Independent Governor)
- Catherine Durr (Staff Governor)
- Rob Firth (Independent Governor)
- Alex Gamil (Independent Governor)
- Roderic Gillespie (Independent Governor)
- Diane Hutchinson (Independent Governor)
- *Kashfa Kalim (Independent Governor) (attending via videoconference facilities)
- Mo Kundi (Independent Governor)
- Claire Moffat-Lonsdale (Independent Governor)
- Susannah Porter (Independent Governor)
- Tom Rowe (Staff Governor)
- Elaine Small (Independent Governor)

In Attendance:

- Paris Bonwick (Vice Principal Business Services)
- Mark Burrows (Deputy Principal)
- Lisa Farnhill (Dir. Governance and Compliance)
- Alison McDowell (Dir. Human Resources)
- Stephen Musa (Vice Principal Curriculum and Support)
- Paula Smith (Dir. Finance)
- Tristen (Student) (up to and including item one only)
- Rebecca (Student) (up to and including item one only)

Apologies:

- Alex Barton (Independent Governor)
- Tracey Wood (Independent Governor)
- Rebecca Matchett (Independent Governor)

Absent:

- David Mutori (Independent Governor)

Minute No.	Minutes	Action
R.24.01	<p>Item 1: Open, Welcome and Apologies for Absence</p> <p>The Chair opened the meeting, thanking members for their attendance, and providing the rationale for the updated timing of the first Strategy Event of the year. Apologies for absence were detailed and accepted.</p> <p>The Principal informed the Corporation that two students who had received excellent feedback for their presentations at the recent open event, had been invited to deliver their presentations on student life to the Board, and share their experiences with the Board, and answer any questions they had.</p>	

Each student outlined their experiences at the college, detailing what they were studying, why they chose their courses, what they were enjoying and any challenges they had faced.

Enrichment and additional opportunities, as well as the warm welcome and supportive teachers were highlighted as the most positive part of their experience, with apprehension and nerves having been eased by the induction activities.

The governors thanked the students for their confident delivery, asking what other options they had considered ahead of enrolling, and what made them choose KGV over the other colleges they had looked around. The students were encouraged to be honest, and they detailed the other colleges they looked around, and spoke of the environment, the additional opportunities, course availability and friendly atmosphere, with both citing the teachers as having influenced their decision. The size of the college and distance to travel also contributed to their final choice.

The students were asked what they hoped to do in the future, and if their chosen courses were providing the right opportunities to help them achieve it, with both students having a clear goal and indicating they felt they would be able to pursue it based on their current course choice.

A governor asked the students what the College could improve or have done differently, with both students stating they had a great start to their college life, and in particular, the staff had been so supportive, they found it difficult to suggest any improvements for themselves. One student did, however, suggest that their enrichment choice had aligned with their course and was therefore widely known and provided a great opportunity to be involved in college life, and there could perhaps be increased marketing of the other options to ensure all students had the chance to get the most out of their time at college with opportunities that aligned with their interests.

The students were thanked for their honesty and again complemented for their confidence in speaking to the Board. They then withdrew from the meeting.

Item 1 – Accepted: Members accepted the apologies and welcomed the feedback and interaction with students to open the meeting.

R.24.02 Item 2: Declarations of Interest

Standing interests were noted. There were no declarations made in relation to the agenda items.

Item 2 – Noted

R.24.03 Item 3: Minutes/Matters Arising

Minutes on the meeting of 3rd July 2024 were accepted as an accurate reflection of the discussions held and approved.

Item 3 – Approved: Members approved the minutes of the meeting of 3rd July 2024.

R.24.04 Item 4: Review Of the Previous Meeting Actions and Impact

Members noted the information would be carried forward to review at the December meeting, noting the need to focus on items for approval to allow for time to review the Strategy.

Item 4 – Deferred:

R.24.05 Item 5: Confidential Business

Members agreed nothing within the minutes needed to be redacted and nothing on the agenda needed to be discussed without the presence of staff.

Item 5 - Resolved: The Corporation resolved to publish the minutes in full.

R.24.06 Item 6: Strategic Plan Update

Members were given an overview of the agenda for the Strategy Event that would follow the Corporation meeting, which would provide a full update of progress against the first year's targets of the Strategic Plan. Members agreed any updates to the plan or targets would be recommended for approval after the Strategy Event.

The Principal provided an overview of the targets and key actions to date, reminding the Board this was year one of a five year plan, therefore the intention was to focus on reviewing progress, rather than the amending the targets, however, the event would provide the opportunity to consider if updating the targets was necessary.

Item 6 - Resolved: The Corporation resolved to defer any updates to the Strategic Plan until after the Strategic Event discussions conclude.

Item 7: Committee Recommendations**R.24.07 Item 7.1: Audit Committee**

The Corporation noted the intention to receive a Committee update at the Corporation meeting in December.

Item 7.1.1: External Audit Terms of Engagement

The Corporation reviewed and approved the terms of engagement, endorsing the signing of the document.

Item 7.1.1 - Resolved: The Corporation resolved to endorse the signing of the external audit terms of engagement.

R.24.08 Item 7.2: Standards Committee

The Corporation noted the intention to receive a Committee update at the Corporation meeting in December.

Item 7.2.1: Complaints Policy 24/25

The Corporation reviewed and approved the complaints policy.

Item 7.2.2: Careers Policy 24/25

The Corporation reviewed and approved the Careers policy.

Item 7.2.3: Admissions Policy 25/26

The Corporation reviewed and approved the Admissions policy.

Item 7.2.4: Policy for the Management of Allegations Against Staff 24/25

The Corporation reviewed and approved the Management of Allegations Against Staff.

Item 7.2.5: Standards Committee Terms of Reference

The Corporation were advised the update was recommended following a review of performance against the Terms of Reference, which highlighted this term was now outdated and not in line with current reporting structures. The Corporation resolved to approve the update to the Terms of Reference for the Committee.

Item 7.2 - Resolved: The Corporation resolved to approve:

- **Complaints Policy 24/25**
- **Careers Policy 24/25**
- **Admissions Policy 25/26**
- **Policy for the Management of Allegations Against staff 24/25**
- **Standards Committee Terms of Reference**

R.24.09 Item 7.3: Governance Committee

The Corporation noted the intention to receive a Committee update at the Corporation meeting in December.

Item 7.3.1: Governor Handbook 2024/2025

The Corporation resolved to approve the format and contents of the Governor Handbook for 24/25.

Item 7.3.2: Code of Conduct

Members were reminded that in reapproving the Code of Conduct for 2024/2025, they were agreeing to abide by the Code.

7.3.3. Conflict of Interests' Policy

The Corporation reviewed and approved the Conflicts of Interests Policy, noting this was a newly drafted policy in line with the Financial Handbook.

7.3.4. Stakeholder Engagement and Social Value Policy

The Corporation reviewed and approved the Stakeholder Engagement and Social Value Policy.

Item 7.3 - Resolved: The Corporation resolved to approve:

- **Governor Handbook (format and contents)**
- **Code of Conduct**
- **Conflict of Interests' policy**
- **Stakeholder Engagement Policy and social value policy**

R.24.10 Item 7.4: Resources Committee

The Corporation noted the intention to receive a Committee update at the Corporation meeting in December, with nothing for approval to be reviewed in this meeting.

Item 7.4 - Noted:**R.24.11 Item 8: Date of Next Meeting (and Closing Comments)**

Members and attendees noted the next meeting would be onsite at the Southport Campus, on 17th December 2024, with training at 4.30 and the meeting commencing at 5pm.

Item 8 – Noted

The meeting closed at 4.45pm

