

Minutes of the meeting of the Corporation held via MS Teams on Thursday 29 April 2021 at 5pm

Present: Kathy Passant (Chair of the Corporation)
 Christine Bampton (Vice Chair of the Corporation)
 Margaret Boneham
 Michelle Brabner (Principal)
 Dyese Bruce (Student governor)
 John Fell
 Victoria Fenner (Student governor)
 Rob Firth
 Alex Gamil
 Vickie Hayes (Staff governor)
 Diane Hutchinson
 Carla Kennaugh
 Alex Kenny
 Suzanne Knowles (Staff governor)
 Mo Kundi
 Carol Reid (Staff governor) (after training)
 Richard Simms
 Vipin Trivedi
 Paul walker

In Attendance: Maura Cummins (Deputy Principal)
 Lisa Farnhill (Clerk to the Governing Body)
 Martin Fletcher (Lecturer in IT and Computing)
 Kevin Williams (Director of Finance and Facilities)

Apologies: Susannah Porter

Absent: Loange De Silva (Student governor)
 Katy Robinson

Minute No.	Minutes	Action
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C.21.86 ITEM 1: WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting by welcoming members and attendees, thanking Martin for attending to provide the Governors with training on MS Teams. The Chair indicated that it was hoped the training would improve the Corporations efficiency and confidence around the use of MS Teams.

The Clerk notified the Corporation that staff members proficient in Teams would join after the training and member Rik Simms would be leaving at 5.30 and detailed the apologies of Susannah Porter, which were accepted by the Corporation.

It was confirmed the meeting was quorate.

Item 1 noted: The Corporation noted and accepted the apologies detailed above.

C.21.87 ITEM 2: TRAINING ON MS TEAMS

MF provided a summary of his role in the College and worked through the circulated PowerPoint. The following key points were highlighted:

- An understanding of Teams as a concept
- The difference between Teams, Channels and Private Channels
- Using Teams as a meeting platform, conducting meetings inside and outside of a Team
- How to use conversations, chat, files and live documents
- How to respond to an announcement and draw attention to an individual member of a Team
- How to communicate privately, noting although not public, information is saved in the system for 7 years
- How to use reactions or change the participant view
- How to join a meeting inside a Team following an announcement
- One to One support would be offered at the KGV site in C28 Thursday 6th May as a drop in 2.30-5

A member asked if it was the aim to move all correspondence into teams and stop/reduce email traffic. MF confirmed he was only able to provide support not outline the intentions of the Corporation, but indicated that this would streamline communications. It was noted that items stored as files in Teams were not presently backed up by the Southport College servers, therefore a local backup would be needed until this was resolved.

A member asked how documents including meeting papers stored in Teams could be viewed when meetings were taking place in Teams. MS explained that this would be in the same way that they are presently when shared as email attachments. It was explained that they could be viewed in a different window in Teams or downloaded from Teams, in the same way members currently viewed papers as email attachments, therefore those using two devices could have the meeting on one device while entering the meeting on another, or a split screen/toggle could be used on a single device.

Item 2 noted: *Members noted the details of the training and offer of additional one to one support.*

C.21.88 ITEM 3: DECLARATIONS OF INTEREST

The Clerk declared an interest in relation to her employment at St Mary's College.

Item 3 – Noted: *The Corporation noted the declaration*

C.21.89 ITEM 4: MINUTES AND RESOLUTIONS

Item 4.1 - Approval of the Minutes of the Meeting of 11 March 2021.

The minutes of the previous meeting were reviewed for accuracy and approved unanimously without amendment.

Item 4.1 - Approved: *The Corporation resolved to approve the minutes of the meeting of 11th March 2021 as a true record.*

Item 4.2: Adoption of Written Resolutions Passed by The Corporation Since 11th March 2021

The Chair offered thanks to members for providing responses to the Written Resolutions, noting actions required within limited timeframes had necessitated their use, however, committed to reducing their use, limiting it to exceptional circumstances going forwards.

The Clerk noted the 3 points to written resolution WR2021-07 relating to the appointment of Paul Walker as a member of the Corporation, Chair of the Resources Committee and the updating of the Terms of Reference to the Committee.

The Chair welcomed Paul to the Corporation and to the meeting, again thanking members for their support of the resolution.

Item 4.2 - Resolved: The Corporation resolved to formally adopt the Written Resolution passed by the Corporation since the meeting of 11th March 2021.

C.21.90 ITEM 5 - MATTERS ARISING / ACTIONS SUMMARY

The Chair asked the Corporation if there were any matters arising from the minutes of the meeting of 11th March that were not indicated in the report or included within the agenda. None were put forward.

The Clerk presented the actions summary from previous meetings and confirmed that all items were either completed or on the agenda for discussion at this meeting.

Item 5 - Noted: The Corporation noted and accepted the report.

C.21.91 ITEM 6: CONFIDENTIAL ITEMS

No items within the minutes approved or on the agenda were considered to be confidential.

Item 6 - Noted

Member Rik Simm left after item 6 and John Fell during item 7.

C.21.92 Item 7: STRATEGIC ISSUES Item 7.1 – Principal's Report

The Principal summarised the activities and decisions undertaken since the last meeting of the Corporation, highlighting the following:

Curriculum Delivery

- 16-19 students were in their second week of receiving full onsite delivery, with positivity being matched with suitable caution
- The return was supported by an updated risk assessment, which had included staff and union consultations
- Government guidance relating to the delivery of adult learning resulted in continued remote delivery, to be updated in line with requirements when permissible

Recruitment

- Preparations were being made for onsite open days, with rationale and plans to ensure a safe onsite event summarised for the Corporation

- Other onsite events, led by the AP Student Exp. And Welfare being planned by the marketing and liaison teams and were under constant review against guidance
- 'Ask the Principal' video is being finalised to be uploaded onto the website
- Whilst mindful of conversion and retention, application data was noted as positive, highlighting local changes that could have impacted the number of additional applications

Staffing

- The staffing consultation is underway, with great care for the welfare of staff, with details provided of progress to date, including consolidation of roles with additional responsibilities and consultation on curriculum hours
- The Principal is now leading on Union Meetings following the retirement of the VS Services
- Plans to maintain staff morale to include the reintroduction of recognition activities, including a day off in lieu for staff supporting the open day, plans to hold the staff bar-be-que in summer and celebrating the 4 nominations by staff for their colleagues for the Education North Awards
- Confirmation of new staff appointments completing the updated management structure were provided, noting the team were gelling well considering the pace of change

College in the Community

- Plans to improve the standing of the College within the community were outlined, highlighting the increased importance with the Southport bid
- The college has been asked to host the Southport BID and for students to create a youth representation group for the BID
- The students continue to be involved in the Shadow Board for the successful Southport Town Deal, noting the pride for the students' involvement in steering this
- Students were interviewed by Stand Up for Southport as part of the Southport Town Deal and more recently were involved in filming for an ITV TV article considering vocational and skills education in association with the forthcoming LCR mayoral elections
- A meeting has been held with the local MP to review the impact of the AEB clawback tolerance levels
- Discussions have been held relating to a number of potential projects including:
 - the development of a project with high schools looking at employer needs with Norman Wallis of Southport Pleasureland,
 - With Sefton Council, considering the delivery of Customer Service training, which will generate £400,000 over two years
 - Working with Moels Cop High School looking at a project for inspiring young people, providing opportunities for staff and students
 - A confidential meeting with a group looking at setting up in Southport that would generate exciting opportunities for the College and town
 - a collaborative bid with the MCA for the Skills Accelerator fund, likely to be in the area of green / low carbon work, in construction, the built environment and engineering

External Agencies

The Principal informed the Corporation that the College had continued engaging positively with external agencies, including:

- the ESFA regarding financial stability, noting significant progress
- the FEC team noting good progress against recommendations with the next stocktake scheduled for the end of June, to enable an onsite visit and would align with the ETF Board review
- HE audit led by the AP Curriculum and Performance, was nearing completion
- MATRIX assessment being undertaken to reaffirm Southport as a great provider of advice and guidance, led by the AP Curriculum and Performance with actions handed to the new AP Student Exp. And Welfare

The update concluded with information from the AP Curriculum and Performance advising that the MATRIX standard had been achieved, with strong feedback and minor recommendations.

A member noted the care taken to maintain morale and take this into account during the staff consultations was commendable. MB added that this was further supported by support available to staff, noting the considerable impact this had on those leading and managing the situation.

The Chair concluded by thanking the Principal, commenting on the benefit of having the new Corporation and senior team together for the first time, noting the positivity and progress made in recent weeks as indicated within the report.

Item 7 - Noted: The Corporation resolved to accept the verbal report.

C.21.93 ITEM 8: RESOURCE'S COMMITTEE UPDATE

The Corporation Chair as a member of the Resources Committee offered to deliver items 8 and 9.

The Chair informed the Corporation that the Committee had reviewed in detail the College's accommodation update, financial position, data protection report, marketing update and reports relating to HR. It was noted that data required for the MOT return would not be available until May, therefore the Committee would convene ahead of the Strategy day to review and recommend the return to the Corporation for approval.

The Corporation was informed that the Committee had two items to present for approval under item 9.

Item 8 - Noted: The Corporation noted the verbal update.

ITEM 9: RECOMMENDATIONS OF THE RESOURCE'S COMMITTEE

C.21.94 Item 9.1 - Financial Regulations

The Corporation was informed that the Committee had reviewed the financial regulations, noting minor updates including terminology, implications of exiting the EU and the amendment of roles to reflect the current constitution, asking for the approval of the Full Board which was given unanimously.

Item 9.1 – Approved: The Corporation resolved to approve the Financial Regulations as recommended by the Resources Committee.

C.21.95 Item 9.2 – Data Protection Policy

The Corporation were informed that the Resources Committee had reviewed in detail the report on data protection, looking at actions over the past year including FOI requests and details of one data breach. The Committee were informed that the Committee had reviewed the Data Protection Policy which had undergone minor revisions and was recommended to the Corporation for approval. Unanimous approval was given.

Item 9.2 - Approved: The Corporation resolved to approve the Data Protection Policy as recommended by the Resources Committee.

C.21.96 Closing Comments

The Chair thanked members and attendees for their time, particularly new member and Chair of Resources, Paul. The Chair informed the Corporation that the Strategy Day on May 12th, would be an opportunity to talk collectively about the important part the College plays in the community and how to develop stronger links.

The Chair confirmed that members of the Governance Committee would remain in the meeting to hold a short meeting of the Committee.

Date Of Next Meeting

The meeting date was confirmed as 12th May at 1pm followed by the Strategy (half) Day commencing at 1.30pm

The meeting closed at 6.10pm