



**MINUTES OF A MEETING OF THE CORPORATION
5.30PM, TUESDAY 9 JULY 2019, in the Pengelly Room**

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| Members : | *Tom Amery; *Richard Barker; *Margaret Capon; *Michael Clarke; *Hannah Crocker; Andrew Davies; *Andy Foot; *Robert Lasseter; *Graham Ledden; *Annetta Minard; Ben Murphy; *Vicky Prior; *Luke Rake (Principal); *Andrew Robinson; *Andy Stillman; *Elaine Taylor (Vice Chair); *Bethany Thompson (FE Student Governor); *James Tirrell (Chair); *Linda Wyatt |
| In attendance: | *Richard Bourne (Co-opted Member F&R Cttee (Observer)); *Chris Pedder (Deputy Principal (Finance & Corporate Services)); *Nicky Porter (Assistant Principal (Student Experience & Progression)); *Vanessa Gifford (Clerk) |

** Indicates actual presence at this meeting (Quorum = 8 Corporation Members)*

| ITEM NO. | DETAIL |
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| 1. | DECLARATIONS OF INTEREST There were no declarations of interest NOTED . |
| 2. | APOLOGIES AND WELCOMES Apologies were RECEIVED and NOTED from Andrew Davies and Ben Murphy. |
| 3. | GOVERNOR APPOINTMENT The Chair advised the Corporation that Adrian Stuart had tendered his resignation due to work commitments and this was accepted with regret. The Corporation APPROVED the appointment of Graham Ledden as a full Independent Member for a three year term 9 July 2019 – 8 July 2022. |
| 4. | MINUTES OF PREVIOUS MEETINGS The Corporation APPROVED the minutes of 7 May 2019 as a true and accurate record, and APPROVED the non-confidential minutes for website publication. |
| 5. | MATTERS ARISING FROM THE MINUTES The following matters were NOTED : <ul style="list-style-type: none"> • Demographic trends had been presented to the Corporation within the Principal's Report. • It was noted that a marketing update had been built into the programme. • An income statement for the DSS would be presented to the next F&R Committee meeting and an update on DSS developments would be held prior to the next Corporation meeting at the Studio School. • The Deputy Principal (Finance & Corporate Services) advised that he had met with the banks to update on the covenant position. The |

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| | <p>inclusion of the KMF funds into a restricted reserve in the I&E accounts had created a buffer and both banks were aware and comfortable with the situation. It was confirmed that the KMF funds were held in a separate bank account.</p> <p>There were no matters arising from the Confidential minutes of 7 May 2019.</p> | |
| 5.40pm | Tom Amery joined the meeting. | |
| 6. | <p>PRINCIPAL'S REPORT</p> <p>The Corporation RECEIVED the Principal's Report which provided updates on:</p> <p>Overview; Strategic update; Strategic Working Groups; Teaching, Learning and Assessment Update; Principal's Diary</p> <p>Further additional points were NOTED as follows:</p> <ul style="list-style-type: none"> • The Principal welcomed the Assistant Principal (Student Experience and Progression) to her first meeting. • The Principal considered that it had been another challenging year and advised that a Staff BBQ had been held to celebrate the end of the year. • It was noted that student numbers for 2019/20 were positive with 51 live applications ahead of the previous year so the Principal advised that he would be disappointed if there was not growth in September, and he was considering additional classes in some areas. • The Principal outlined his College Thematic Leadership Structure to the Corporation for more resilience and to give a strong wider position. The two new deputies were due to commence in the middle of August and meetings of this group would be monthly to accelerate strategic proposals to the Board which would be presented in the Spring. It was also noted that Deputy Heads of Department would be introduced in some areas to allow opportunities for progression. • It was agreed that the recent Open Day had been a huge success with a fantastic atmosphere and thousands of people in attendance. The Principal advised that income levels were similar to the previous year, but he considered that it was the number of people visiting that was important to promote the College. It was agreed that the traffic organisation had worked well with no local complaints, therefore all in all it had been an excellent day and staff were thanked for working on the day. • The Corporation was pleased with the progress of the DSS although the rapid intake of students into Years 7 and 8 would bring some logistical challenges. • The 'Skills' funding to be allocated by the LEP was noted and agreed that an outline business case would be prepared in readiness. • The Principal commented that the Augar Review was generating a lot of interest and he had received three responses from Dorset M.P's. • The Corporation was pleased to note the significant Conferences that were being hosted, with a LEP 'One Health' Conference also being planned for September. • The Principal recorded his thanks to the Deputy Principal (Finance & Corporate Services) for his support and wisdom and wished him well for his retirement. | |

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| | <ul style="list-style-type: none"> The Principal highlighted photographs of a recent incident when the mains water pipes were punctured during a recent event. It was noted that an insurance claim had been made for the damage. <p>The Chair reinforced that it had been a pleasing finish to the end of the year with strong staff in place to go forward, with opportunities now in place for progression.</p> | |
| 7. | <p>THE STUDENT VOICE</p> <p>The FE Student Report was NOTED, and Members thanked the Student Governor for her work and were pleased to AGREE that she would continue as the HE Student Governor for 2019/20.</p> | |
| 8. | <p>CLERK'S REPORT</p> <p>The Chair introduced this item as it had been requested following an update the Clerk had given at the recent Search & Governance Committee. The update had been valuable and it was agreed that a regular item should be on the Corporation agenda for the Clerk to formally update all members on relevant information.</p> <p>The Clerk's Report was NOTED recognising the 'Audit' theme within several items. The Clerk advised that the Audit & Assurance Committee had already received the information. Members were pleased to note the details of the Governance Development Programme and the online modules being introduced.</p> | |
| 9. | <p>CHILD PROTECTION ANNUAL REPORT 2018/19</p> <p>The Assistant Principal (Student Experience & Progression) presented the Annual Safeguarding Report 2018/19 and the following points were NOTED:</p> <ul style="list-style-type: none"> A total of 346 concerns had been raised and actioned. A Prevent Lead had been appointed as part of the Safeguarding Team. There had been a significant increase in the number of referrals with 32 for 2018/19 compared with 6 the previous year. Members agreed that the report was encouraging and were reassured that processes were robust. The Assistant Principal had only been in post for 12 months and had made an impact with a detailed report being shared, demonstrating the challenges within the College. The Link Governor for Safeguarding considered that the report evidenced that systems and processes were being followed on a daily basis and the status of the College's Safeguarding had led to the 'Outstanding' grade following the recent Ofsted inspection of residential provision. The College Policy on knives was questioned and the Principal advised that some courses allowed short bladed knives to be carried, but there was absolutely no guns allowed on site. However it was noted that once the CCF commenced in September there would be guns under supervision of licence holders. The Principal advised the Corporation that he was introducing a No Smoking/Vaping Policy from 1 September for the student and staff population during working hours. The Principal advised that resilience was encouraged but he was very | |

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| | <p>mindful of the demands on staff with safeguarding issues and had to consider the welfare of staff at all times. The Assistant Principal was thanked for her hard work.</p> <ul style="list-style-type: none"> • The life span of each case was questioned and the Assistant Principal advised that it varied. The Team met weekly and made a judgement call on all cases. They were also aware of issues for returning students. • The Corporation was pleased that baseline data was now available for a more informed view of trends going forward. • The Assistant Principal advised that she had requested Anxiety to be reported going forward, as this was a high profile national issue. All data could be dis-aggregated within reports for accurate analysis. • It was agreed that the College should create a caring attitude and peer support for students, however it was agreed that issues should be challenged to ensure that the cases were real and not just excuses. | |
| 10. | <p>CORPORATION WORK PROGRAMME</p> <p>The Corporation Work Programme 2019/20 was APPROVED subject to including the Dorset Studio School as a standing item for any updates.</p> | |
| 11. | <p>REVIEW OF CONFIDENTIAL MINUTES 2018/19</p> <p>The Corporation REVIEWED the Confidential Minutes Register and AGREED to release all 2016 minutes.</p> | |
| 12. | <p>FINANCIAL REPORT TO 30 MAY 2019 (Management Accounts)</p> <p>The Financial Report to 30 May 2019 was SCRUTINISED and the following points NOTED:</p> <ul style="list-style-type: none"> • The Deputy Principal (Finance & Corporate Services) reported that the operational surplus would be as close to £51K as possible. This would be after utilising the contingency and reduction of non-pay budgets by £75K. • Members questioned the cash days in hand and the Deputy Principal (Finance & Corporate Services) advised that the major factor was that more capital expenditure had been incurred than budget. This was being mitigated for 2019/20 by halving the capital budget. • It was agreed that this was the third year of financial restraints with another one forecast for 2019/20 and the situation was becoming wearing. • The Corporation asked whether all spending had been restricted. The Deputy Principal (Finance & Corporate Services) advised that consumables had been restricted but courses were unaffected with programmes still being delivered so the students would not have been affected. The Deputy Principal (Finance & Corporate Services) suggested there may be some difficult capital discussions to be undertaken in the future. • It was pleasing to note that commercially the College was stronger than ever, which was promising for the future. • The KMF income had provided a cushion for the Bank Covenants but the College could not be reliant on this. • The requirement for a contingency was questioned and explained that it was hoped that the allocation would be intact as a surplus at the end of the financial year, however in recent years it has been utilised in under-performing areas or emergency work. | |

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| | <ul style="list-style-type: none"> • The Deputy Principal (Finance & Corporate Services) advised that he was not expecting any major variance to the current situation and good commercial activity was expected during July. • The Deputy Principal (Finance & Corporate Services) had no update on the VAT situation. • The Corporation was advised that the current house sale was not currently forthcoming. A cash offer had been received but was too low and not accepted, and another offer had been made at the market value but the purchasers were not in a position to proceed. It was questioned whether the price was viable and the Deputy Principal (Finance & Corporate Services) advised that the College was guided by the agents and market and it would continue to be marketed. • The Corporation was conscious that there would be a gap with the current Deputy Principal (Finance & Corporate Services) retiring and the new post-holder starting and suggested that a mechanism should be in place to communicate any issues to the year end, for example any pension deficits, as the valuation was due at any time, and clawbacks etc. The Principal advised that if it became apparent that there would be an issue he would utilise the Clerk and GVO to make the Corporation aware. The Deputy Principal (Finance & Corporate Services) advised that he would do as much as possible to prepare for year end before his departure. • It was questioned whether the timing of the meeting was too early as up to date management accounts were unavailable. However it was agreed that Management Accounts were uploaded to GVO as soon as available and Members had to commit to monitoring them. | |
| 13. | <p>FUNDING AGREEMENT 2019/20</p> <p>It was agreed that the Funding Agreement for 2019/20 would be uploaded to GVO for information when available.</p> | CP/VG |
| 14. | <p>GENDER PAY GAP REPORT</p> <p>The Gender Pay Gap and Equality & Diversity Commentary was CONSIDERED, noting that it was based on March 2018 data. The following points were NOTED:</p> <ul style="list-style-type: none"> • The Gender Pay Gap was still significant although some positive progress had been made with more women in the upper pay ranges and less in the bottom. • There had been changes due to implementation of the Living Wage • The commentary on equal pay was accepted, suggesting that the advisors did not appreciate the challenges of the College. • It was questioned whether an analysis had been undertaken without special needs incorporated and the Principal responded negatively, and went on to advise that some colleges did not have catering and cleaning staff included as this was externally out-sourced but KMC had included all data. • It was suggested that a Job Evaluation exercise could be completed to value jobs and give clear scales and progression. The Principal advised this would have to be undertaken externally and be costly and colleges looked to the AoC nationally for advice and guidance. • The Gender Pay Gap Report for the website was NOTED. | |

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| 15. | <p>STAFF TERMS AND CONDITIONS</p> <p>The following documents were considered:</p> <ul style="list-style-type: none"> • Academic Staff Contract • Support Staff Contract • Academic Variable Hours Contract • Apprenticeship Contract <p>The Principal advised that these documents had not been reviewed since 2001, however following discussions with the unions they had some concerns which he considered to be mis-placed. There was nothing unusual within the documents which were based on AoC templates and incorporated regularity changes, some explicit within 'Keeping Children Safe in Education' guidance. It was noted that there would be no amendments for existing staff.</p> <p>The Academic Staff Governor also raised concerns that working on Open Day had been embedded within the contracts. The Principal advised that this was a fundamental event for the College which had always been treated as a day at work for all staff, and by making it a contractual obligation encouraged corporate behaviour in all staff. The stipulation was clear to ensure there was reassurance and no ambiguity. There were also concerns around the declaration of health but it was agreed that it was good to give clear guidance for the protection of the employer and employee. The Academic Staff Governor raised concerns about the requirement for pre-employment Health Clearance and suggested the contracts should be referred to committee for scrutiny. This was not agreed as it was a full Corporation responsibility to agree a framework. There was a requirement to keep college data on staff and students for a certain period of time. The Corporation requested that some of the wording under 'Staff Obligations' should be consistent across all the documents.</p> <p>Despite the concerns raised by the Academic Staff Governor, the Corporation APPROVED all the documents in principle, subject to discussions with the unions. Any update would then be posted on GVO for formal approval.</p> | LR |
| 16. | <p>TENANCY AGREEMENT</p> <p>The Deputy Principal (Finance & Corporate Services) advised that the Tenancy Agreement for land at Higher Bockhampton was formalising an existing agreement for use by the Farm, with security of tenure for three years.</p> <p>The Tenancy Agreement was AGREED with the use of the College Seal authenticated by the Chair and Principal.</p> | |
| 17. | <p>BANK SIGNATORIES</p> <p>It was RESOLVED that the authorised signatories in the current bank mandates be changed as below:</p> <ul style="list-style-type: none"> • Remove Chris Pedder (Deputy Principal (Finance & Corporate Services)) wef 30 July 2019 • Add Catriona Wood (Deputy Principal (Finance & Commercial Services)) wef 19 August 2019 • Add Oliver Symons (Deputy Principal (Learning & Performance)) wef 19 August 2019 | |

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| | <ul style="list-style-type: none"> • Add Zoe Gwennap Horton (Commercial & Finance Manager) wef 9 July 2019 | |
| 18. | <p>DORSET STUDIO SCHOOL (DSS)</p> <p>The Principal highlighted the challenges of space within the Dorset Studio School now that it was nearing full capacity. He advised the Corporation that the DSS was looking to expand within the footprint on the current site. The Principal confirmed that the College Masterplan did include expansion of the DSS in the knowledge that it would have to expand further in the future.</p> <p>The Corporation supported the plans to infill on the current footprint noting that any further expansion would take time as funding would have to be sought. It was suggested that there could be a funding issue looming, as the school was still not big enough, and the Funders may consider that the school was coping. The Corporation agreed that it supported the DSS but the allocation of rooms for its use was a temporary measure as the College was growing itself and the DSS had to stand independently. The Principal agreed to keep the Corporation informed.</p> | |
| 7.30pm | <i>Linda Wyatt left the meeting and it remained quorate.</i> | |
| 19. | <p>AUDIT & ASSURANCE COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Audit & Assurance Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Internal Audit Plan 2019/20 The Internal Audit Plan for 2019/20 was APPROVED following the recommendation of the Committee.</p> <p>External Audit Strategy for the year ending 31 July 2019 The External Audit Strategy for the year ending 31 July 2019 was APPROVED following the recommendation of the Committee.</p> <p>Terms of Reference and Work Programme 2019/20 The Terms of Reference and Work Programme 2019/20 for the Audit & Assurance Committee were APPROVED following the recommendation of the Committee.</p> <p>Draft Minutes of the meeting held on 18/06/19 The draft minutes of the Audit & Assurance Committee dated 18 June 2019 were NOTED, with the following points NOTED:</p> <ul style="list-style-type: none"> • The Chair of the Committee advised that the Committee had undertaken a Post Completion Review of the Maurward Hall project which had been useful. It had been acknowledged that contributions had improved but considered there to be further work to do and agreed to review further in a year. • It was noted that the Chair of the Committee had written to the Internal Auditors regarding performance and lack of communication. A response had been received giving assurance on future work. <p>The Chair of the Corporation thanked the Chair of the Audit & Assurance</p> | |

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| | Committee for his work as he came to the end of his term. | |
| 20. | <p>FINANCE & RESOURCES COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Finance & Resources Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Budget 2019/20 It was noted that the Budget 2019/20 was reasonably prudent with small growth incorporated, however capital spend would be under pressure.</p> <p>The Budget 2019/20 was APPROVED following the recommendation of the Committee.</p> <p>Financial Plan 2019/20 The Financial Plan 2019/20 was APPROVED following the recommendation of the Committee.</p> <p>Terms of Reference and Work Programme 2019/20 The Terms of Reference and Work Programme 2019/20 for the Finance & Resources Committee were APPROVED following the recommendation of the Committee.</p> <p>Draft Minutes of the meeting held on 11/06/19 The draft minutes of the Finance & Resources Committee dated 11 June 2019 were NOTED, with no further comments.</p> | |
| 21. | <p>QUALITY & STANDARDS COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Quality & Standards Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Ofsted Report for Residential Accommodation The Corporation agreed that this was a glowing report and applied to college life across the entity. The Corporation paid tribute to all staff and were pleased that the grading of 'Outstanding' within the SAR had been upheld. The Chair of the Corporation advised that he had written to the previous Deputy Principal (Curriculum & Quality) thanking her for her contribution.</p> <p>Terms of Reference and Work Programme 2019/20 The Terms of Reference and Work Programme 2019/20 for the Quality & Standards Committee were APPROVED following the recommendation of the Committee, noting that the new Deputy Principal (Learning & Performance) may review once he commenced.</p> <p>Draft Minutes of the meeting held on 19/06/19 The draft minutes of the Quality & Standards Committee dated 19 June 2019 were NOTED, with the following points noted:</p> <ul style="list-style-type: none"> • The Chair of the Committee reported that the Deputy Principal (Learning & Performance) Designate had attended the meeting and advised that he would be taking a new approach for completion of the SAR 2018/19. • The Committee had noted lessons to be learnt from the recent | |

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| | <p>Inspection Report for Bournemouth & Poole College.</p> <ul style="list-style-type: none"> The Chair of the Committee thanked the Principal for his work whilst holding the fort during the absence of a Deputy. <p>The Chair of the Corporation thanked the Chair of the Quality & Standards Committee for her work as she came to the end of her term.</p> | |
| 22. | <p>SEARCH & GOVERNANCE COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Search & Governance Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Membership Review The following appointments were APPROVED:</p> <ul style="list-style-type: none"> Jim Tirrell a Chair of the Corporation for his last term as Chair 01 August 2019 – 31 July 2021 Graham Ledden as Chair of the Audit & Assurance Committee for a ONE year term 01 September 2019 – 31 August 2020 Vicky Prior as Chair of the Quality & Standards Committee for two years 01 September 2019 – 31 August 2021 <p>Committee Membership The Committee Membership for 2019/20 was APPROVED noting that a further review would be undertaken in February 2020 when two long term members were due to stand down.</p> <p>Instrument & Articles The amendments to the Instrument & Articles were APPROVED following the recommendation of the Committee.</p> <p>Standing Orders The amendments to the Standing Orders were APPROVED following the recommendation of the Committee.</p> <p>Terms of Reference and Work Programme 2019/20 The Terms of Reference and Work Programme 2019/20 for the Search & Governance Committee were APPROVED following the recommendation of the Committee.</p> <p>Draft Minutes of the meeting held on 11/06/19 The draft minutes of the Search & Governance Committee dated 11 June 2019 were NOTED, with no further comments.</p> | |
| 23. | <p>HEALTH & SAFETY COMMITTEE</p> <p>The minutes of the Health & Safety Committee held on 2 May 2019 were NOTED, noting that systems were robust.</p> | |
| 24. | <p>RISK MANAGEMENT: ENTRIES FOR THE REGISTER</p> <p>The Corporate Risk Register was NOTED, along with the mitigating measures, and the following additional points were noted:</p> <ul style="list-style-type: none"> It was noted that two additional risks had been incorporated within the Risk Register following recent Committee meetings. They were the DSS | |

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| | <p>and Fraud.</p> <ul style="list-style-type: none"> It was noted that the board Assurance Framework had also incorporated Fraud. It was agreed to circulate the Fraud Risk Assessment from the Audit & Assurance Committee to all members via GVO. | VG |
| 25. | <p>ANY OTHER BUSINESS</p> <p>The following further business was NOTED:</p> <ul style="list-style-type: none"> The Chair thanked Chris Pedder, the Deputy Principal (Finance & Corporate Services) as he retired and thanked him for his support, work and honesty to bring the College to the position it was now, which was absolutely critical. The Chair also thanked Hannah Crocker, Support Staff Governor, as she moved to another job. She had taken a full and active role as Governor and was wished all the best as she moved to her new role. | |
| 26. | <p>2019/20 MEETINGS</p> <p>The meeting dates for 2019/20 were NOTED:</p> <ul style="list-style-type: none"> 15 October 2019 3 December 2019 3 March 2020 5 May 2020 7 July 2020 | |
| | <i>The meeting closed at 8.00pm with no further business.</i> | |

Chair.....Dated.....