

SOUTH THAMES COLLEGES GROUP CORPORATION

Minutes of Corporation Meeting 2 July 2019 held at South Thames College, Wandsworth High Street, London SW18 2PP

(All resolutions passed were the unanimous decision of the Governors present unless otherwise stated)

Meeting Title	Corporation			
Date	2 July 2019			
Members present	Mr G. Allen – Chair Dr J Brumwell Mr D Cheema Mr R. Foulston Cllr. B. Fraser Mr E. Gilbert Cllr S. Gordon	Mr J. Hick Dr J. McSherry Mr P. Mayhew-Smith - Group Principal / CEO Ms J. Murphy Mr N. Ratnavel Mr M. J. Stone Mr G Willett		
In Attendance	Mr R. Greenaway Ms S. Horrell Mr J. Pemberton-Billing Mr A. Slade Mr M. Tweedale Mrs H. Meredith	- Deputy CEO - Vice-Principal, Business and Student Services - Principal Carshalton and Merton Colleges - Principal, South Thames College - Principal Kingston College - Head of Governance		
Key Meeting Outcomes				
1.	APOLOGIES			
1.1	Apologies were received from Mr Azah, Mr Bristow, Mr Byrne-Price, Ms Driver and Dr Reid. Apologies were received in anticipation of arriving late by Mr Cheema and Mr Hick. Apologies were also received from Katie Brooks- Student Observer.			
1.2	DECLARATION OF INTEREST Interests previously declared by Governors were noted. Governors confirmed that they did not have any other new pecuniary or other interest in any item on the agenda.			
1.3	The Head of Governance tabled an Annual Declaration of Gifts and Hospitality for the year ended June 2019 to be completed and returned by officers and governors.			
1.4	At the start of Agenda Item 3.7 Mr Willett declared an interest as a paid consultant for Malden Oaks.			
2.	MINUTES OF CORPORATION MEETING OF 2 APRIL 2019 AND 14 MAY 2019 AND MATTERS ARISING			
2.1	Accuracy. Both sets of minutes were accepted as an accurate record and signed by the Chair.			
2.1.1	Matters arising The following updates were noted from the action log from these meetings:			
	Risk re student numbers to be reviewed by QLS	HoG	June 19	Actioned
	Compliance review re Code of Governance to be undertaken.	HoG		Actioned See Minutes Search & Governance
	Remaining governors to complete the updated 2018 Safeguarding Course on Educare	Governors		HOG to check latest position
	Governors to be invited to join a further governance session added on to the next Search Committee meeting on governance development work inc Corporation	Search & Governance Committee	May 19	Deferred to Corporation Meeting 16 October 2019

	behaviours, governor Appraisal, committee structures and membership.			
	Governors discussed possibly holding an away-day to discuss just governance – not Group issues and decisions.	Search & Governance Committee	May 19	Deferred to session at Corporation Meeting 16 October 19
	Governors discussed how to improve the process of decision making.	Search & Governance Committee	May 19	Deferred to Corporation Meeting 16 October 19
	Governors are keen to develop more engagement with learners.	Search & Governance Committee	May 19	Deferred to Corporation Meeting 16 October 19
	Staff survey results, including a breakdown of these by College, to be discussed at June 2019 QLS Committee	HoG / QLS	June 19	Deferred to next meeting of QLS
	In future the QLS committee will receive more detailed reports on destinations.			Ongoing
	FPR committee should review Gender Pay Gap and the committee chair asked for benchmarking on this.	DHR	June 19	Ongoing

2.1.2

CURRICULUM REVIEW CORPORATION MEETING 14 MAY 2019 ACTION LOG

Remaining recommendations from Search Committee 8 May to go to July Corporation Meeting	HoG	End June 2019	Actioned
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The consultants who carried out the Curriculum Review presented initial feedback to the Corporation on 14 May and the final report findings to the Quality Learning and Standards Committee on 18 June 2019. The full report was included with the Corporation meeting papers-see Agenda Item 3.6.

2.3

WRITTEN RESOLUTION 10 JUNE 2019

Accuracy. The written resolution dated 10 June 2019 in relation to estates disposals and bank approval was ratified by the Corporation.

Matters arising None other than covered by Agenda item 5.2

TEACHING, LEARNING AND ASSESSMENT

3.

QUALITY MONITORING AND PERFORMANCE MATRIX (QMAP)

3.1.1

The Principal, Kingston College confirmed that the Group QMAP had been reviewed by the Quality, Learning and Standards Committee as referred to in the minutes of that Committee.

3.1.2

The Committee had identified issues around attendance. The Group Principal confirmed that attendance will be a focus for the Group next year.

3.1.3

The data shows that the Group has made significant quality improvements in the past two years. The focus on quality of teaching and learning this year has resulted in forecasting of 2- 4% increases which, if achieved, represent a significant success.

Mr Hick joined the meeting at 18.35pm

3.1.4

The Chair of the QLS Committee thanked College staff for adapting data to be much more accessible as requested by the committee and commended the Group for this encouraging picture representing an upwards convergence in standards across the Group.

3.1.5

Governors and the QLS committee will continue to monitor closely performance particularly at Carshalton College and Apprenticeship provision- particularly at STC. The Chair of QLS confirmed that both are standing agenda items for the Committee.

3.1.6

It was **resolved** to note the update.

3.2

REPORT FROM QUALITY, LEARNING & STANDARDS COMMITTEE

3.2.1

Mr Willett moved the adoption of the minutes of the Quality, Learning and Standards Committee meeting of 18 June 2019.

3.2.2	<u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.
3.2.3	Mr Willett highlighted the Confidential Curriculum Review final report presentation by the College consultants. The review encourages development of the Group identity- challenging the previous strategy of focussing on separate identities of the individual colleges. The Group's response to the Review will be presented to the Corporation in October 2019. The Principal; Kingston College confirmed that CPD taking place across the Colleges about the new EIF is focussing on a clear Groupwide curriculum intent and the IQAR in October will be a cross Group review based on the Matrix approach.
3.2.4	Mr Stone commented that although the report is very useful it focusses more on what the Group should be doing (as a result of government initiatives or funding streams) rather than what students want to study. It was agreed that there is a difficult balance between these.
3.2.5	The Committee had also reviewed the following detailed in the Committee minutes: <ul style="list-style-type: none"> • Carshalton College update • Notice of provision being below Minimum Standards for A levels and Apprenticeships- See Agenda Items 3.4 and 3.5 • Learner Voice Report - Governors' attention was particularly drawn to this update highlighting what students like and the areas which they identified for improvement. Cllr Fraser reported that some students at Carshalton and Merton have commented that College IT systems need updating • HE Update – see Agenda Item 3.3 • English & Maths update • Self-Assessment Process- the Committee Chair encouraged governors to attend the College SAR Validation Day on Wednesday 27 November 2019 at Kingston College. • Review of Board Risk Areas – for the first time considered as a two stage approach reminding members about the risk areas at the beginning of the meeting which were discussed in detail at the end of the meeting. This resulted in the committee asking for any other intelligence on why students choose not to come to the College to provide governors with additional assurance as to the risk around student numbers • A request for the Group to become a partner for a new SEMH Free School for Richmond and Kingston – See Agenda Item 3.7
3.2.6	It was resolved to adopt the minutes.
3.3	HE UPDATE
3.3.1	The Corporation reviewed and noted the HE update which the Committee had considered in detail. The full report was included in the Corporation meeting papers for all governors.
3.3.2	The HE update was noted . <i>Mr Gilbert joined the meeting at 18.50pm</i>
3.4 and 3.5	MINIMUM STANDARDS LETTER FOR 2017-18 (A LEVEL AND APPRENTICESHIPS)
3.4.1	The Principal, Kingston College, reported on a Minimum Level Notice to Improve in relation to A Level provision at Kingston College. The Corporation's decision to close A Level provision, taken in May 2019, was a consequence of this and previous Notices. The Principal, Kingston College reported on a significant level of response to the consultation on the proposed closure. After consideration of the feedback from staff the College will still proceed with the proposal to close A Level provision but will delay the final decision about whether A Level provision ceases entirely after the year 2 A level has completed in 2019/20 until after A level results are published in August 2019.
3.4.2	It was resolved to approve this change to the previously agreed position.
3.5	Apprenticeships
3.5.1	The Principal, South Thames College, reported on a Minimum Level Notice to Improve in relation to Apprenticeship provision across the Group with a particular focus on provision at

3.5.2	<p>STC. The Principal reported on action being taken to address this including reviewing the data for every learner, improving reporting including introduction of a tracking system and setting up an e -portfolio system. Mr Foulston, Link Governor for Apprenticeship provision reported on his difficulty in obtaining data which he requested for a Link Governor visit and asked whether the College is now receiving the data needed. The Principal, STC reported that the development of the e-portfolio system is intended to address this. Governors also advised management that from their experience the new Apprenticeship framework standards are more difficult for students to pass.</p> <p>It was resolved to note this update and that this will continue to be monitored by the Quality, Learning and Standards Committee.</p>
3.6	<p>CURRICULUM REVIEW</p> <p>3.6.1 The Full Report and Appendices were included in the Corporation meeting papers and the minutes record the consultants' presentations to the Corporation (14 May 2019) and the June 2019 Quality Learning and Standards Committee.</p> <p>3.6.2 The Group Principal, College Principals and consultants are meeting to discuss feedback and identify priorities for action in July and will bring recommendations for the development of the Curriculum Plan for 2019-20 and 21 to the Corporation Meeting on 16th October 2019.</p> <p>3.6.3 Governors asked about progression data and whether internal progression within the Group is in line with national benchmarks. The Principal, STC is in the process of reviewing progression data and it was agreed that this should be reviewed by the QLS Committee.</p> <p>3.6.4 Governors asked that when the Group's Curriculum Plan is prepared management should also review any impact of accommodation needs from any curriculum changes.</p> <p>3.6.5 Governors asked about the use by of technology to respond to challenges and noted that the Group response to the review will include the Group curriculum technology offer.</p> <p>3.6.7 It was resolved to note the report. <i>The Vice-Principal joined the meeting at 7.10pm</i></p>
3.7	<p>PROPOSAL FOR THE GROUP TO BECOME A PARTNER FOR A NEW SEMH FREE SCHOOL FOR RICHMOND AND KINGSTON</p> <p>3.7.1 There was no paper for this item and the Group Principal apologised for this due to the fast moving nature of the discussions.</p> <p>3.7.2 Mr Willett declared an interest that he is acting as a paid consultant for Malden Oaks (historically the Pupil Referral Unit for Kingston).</p> <p>3.7.3 The Group Principal had been approached by Mr Willett in his capacity as a consultant for Malden Oaks to ask the Group to explore proposals to become a partner in setting up a new SEMH Free School (Academy Trust) in Richmond for pupils in Kingston and Richmond. The deadline for submission of bids is 30 September 2019.</p> <p>3.7.4 Governors expressed concern about management resources and asked about:</p> <ul style="list-style-type: none"> • management capacity • the risks for the Group of becoming involved • the costs of being involved • why the Group should be involved • whether the SEMH's learners could transition to the Group • how to respond to approaches from other similar organisations • what other approaches may be expected in the near future from other organisations

3.7.5	<p>The Group Principal agreed that managers have very limited capacity and do not have time to be involved in the Core Team. The Group can only offer its name in support and the opportunity for students to progress to the Group. The Group Principal proposed the partnership as an opportunity for the Group to contribute to the local education landscape and local community as part of its civic responsibility. There would be no financial benefit but there may be some reputational benefit- although noting possible reputational risk if there were a problem. The Group Principal reported that there are currently a number of Free School opportunities being released for tendering.</p>
3.7.6	<p>It was resolved that the Group Principal :</p> <ol style="list-style-type: none"> 1. would answer these questions in a paper to be circulated to governors following the meeting and 2. Can offer the Group's name to support the bid without any offer of time commitment.
4.1	<p>PRINCIPALS' REPORTS COLLEGE DEVELOPMENTS</p> <p>4.1.1 The Group Principal introduced a detailed report providing Governors with information about the life of the colleges. The College Principals commented on their respective colleges highlighting particular student achievements from each College.</p> <p>4.1.2 The Principal, Kingston College described work being showcased by students including over 100 shows this year by Performing Arts students including a full house at the Rose Theatre. Other points highlighted included the new College mascot and motto, and work towards increasing participation in womens' sport.</p> <p>4.1.3 The Principal, Carshalton and Merton College highlighted youth team workshops with Rape Crisis helping to provide confidence to young women in tackling social harassment in the street. <i>Mr Cheema joined the meeting at 7.35pm</i></p> <p>4.1.4 The Principal, South Thames College, reported on updates to the college website showcasing student achievements and employer engagement including work with United Living and CareMark. The report highlighted staff achievements as well as student achievements.</p> <p>4.1.5 The Vice-Principal, Business and Student Services reported on the Group involvement in the Sutton and Merton Business Awards and case studies of students who are converting their skills to generate income and set up businesses.</p> <p>4.1.6 It was resolved to note the report.</p>
4.2	<p>INSTITUTIONAL REVIEW UPDATE</p> <p>4.2.1 An update on the Institutional Review was presented by the Group Principal who reported that the savings identified are £100k less than the planned £2m of savings. The process will achieve reductions in costs and restructuring with a maximum of 2 compulsory redundancies. The Group Principal paid tribute to officers involved for their conscientious efforts to deliver the most humane outcomes for staff.</p> <p>4.2.2 Governors asked questions including :</p> <ul style="list-style-type: none"> • about the risk of staff demotivation following the IR. The Group Principal reported on staff dismay about this year's IR but that staff and unions have accepted that there has been meaningful consultation and that the Group's plans have been changed in response to the consultation. The Unions welcomed consultation on the type of pay award which will result in a flat rate pay increase across the Group. • expressing concern about proposals to reduce support for student mental health issues. The Group Principal confirmed that the Group have decided in response to the consultation not to cut the funding of mental health posts • about action being taken to address the gender pay gap. It was agreed that a paper on the work being undertaken to address this should go to the next FPR meeting.

	<ul style="list-style-type: none"> • whether enough is being done to counter the deficit at STC campus. The strategy at STC is for maximising income growth from existing learners by increasing the number of modules studied. The Deputy CEO confirmed that if the growth at STC does not materialise another IR may be needed early in the next year to address this. <p>It was resolved to note the report.</p>
	<p>REPORTS FROM CORPORATION COMMITTEES</p>
<p>5.1</p>	<p>FINANCE, PLANNING & RESOURCES COMMITTEE</p>
<p>5.1.1.1</p>	<p>Mr Hick moved the adoption of the minutes of the Finance, Planning and Resources Committee meetings of 30 April and 11 June 2019.</p>
<p>5.1.1.2</p>	<p><u>Accuracy of Minutes</u> The Minutes were both accepted as an accurate record.</p>
<p>5.1.2</p>	<p>Key items reviewed/ approved across the two meetings were as follows:</p> <ul style="list-style-type: none"> • Management accounts for the group for April 2019; • ESFA Financial Health Grade; • Confidential Items see separate Confidential Minutes. • Budget and Financial Plan • Partnership (sub-contracting) provision • HR Report • Board Assurance report
<p>5.1.2.1</p>	<p>It was resolved: to adopt the two sets of minutes.</p>
<p>5.1.3</p>	<p>APRIL 2019 MANAGEMENT ACCOUNTS</p>
<p></p>	<p>The Corporation received the April 2019 Management accounts which were discussed with the report from the Finance Planning and Resources Committee.</p>
<p>5.1.2.1</p>	<p>Governors noted the significant impact of the Group achieving the AEB target in terms of achieving the EBITDA target and preventing a significant clawback of £0.5m</p>
<p>5.1.2.2</p>	<p>It was resolved to note the Management Accounts for April 2019.</p>
<p>5.1.4</p>	<p>2019-20 BUDGET AND TWO YEAR FINANCIAL FORECAST 2019-2021</p>
<p>5.1.4.1</p>	<p><u>Budget 2019-20</u></p>
<p></p>	<p>Mr Hick presented the budget for 2019-20 and two year financial forecast reminding governors that the Strategic Plan for financial health is to move from ESFA early intervention to Good financial health during 2019-20.</p>
<p>5.1.4.2</p>	<p>Governors asked about the impact of plans to reduce sub-contracting and increase in-house delivery of the AEB on college staffing. Governors noted that if by November 2019 it is apparent that the forecast growth in in-house AEB delivery is not on target, action will be needed to reduce staff costs.</p>
<p>5.1.4.3</p>	<p>Mr Stone challenged the analysis of College profitability levels pointing out that the budget analyses costs rather than profitability. The costs do not take into account funding weighting for courses which are more expensive to run. The Group Principal confirmed that there has previously been discussion about differentiating between funding and costs for each course. The Chair of the Committee confirmed that the committee is asking in future to see the next level of detail showing how much staff utilisation and class size drive profitability.</p>
<p>5.1.4.4</p>	<p>The Deputy CEO reported that since the meeting the Group has received the allocation for transitional funding for the increase in TPS pension costs.</p>

5.1.4.5	It was resolved to approve the Financial Policy set out in the Budget report, which requires a minimum cash balance at year-end of £7.5m and intention to retain a minimum end of month cash balance of £5M.
5.1.4.6	It was resolved to approve the revenue and capital budgets for 2019-2020 for South Thames Colleges Group
5.1.4.7	It was resolved to approve the two-year financial forecast for South Thames Colleges Group 2019-2021 and for its submission to the ESFA.
5.1.5	SUPPLY CHAIN FEES POLICY 2019-20
5.1.5.1	The Principal, South Thames College presented the Supply Chain Policy for approval.
5.1.5.2	The Corporation noted that the Group has taken legal advice to ensure compliance with the Public Contract Regulations 2015 and will seek tenders in compliance with the Regulations for adult provision of £2.2m and apprenticeship provision of £400k. Following completion of the procurement process the proposed sub-contractors will be brought to the Corporation for approval in the autumn term.
5.1.5.3	The Corporation noted that it will be necessary for the Group to award contracts to existing sub-contractors immediately to enable the delivery of courses which will “carry over” from the current year into next year, to be completed. The total value of these contracts are £185k of adult funding and £347k of apprenticeship funding. In response to questions the Vice-Principal confirmed that additional contracts will only be awarded to sub-contractors who have performed properly during 2018-19.
5.1.3.4	It was resolved to approve the Supply Chain Fees Policy for 2019-20 and to authorise the Chair of the Corporation to sign the policy for publication on the College websites.
5.1.6	GRIEVANCE AND DISCIPLINARY POLICY
5.1.6.1	Mr Hick presented the Grievance and Disciplinary Policy for approval.
5.1.6.2	It was resolved to approve the Grievance and Disciplinary Policy
5.2	ESTATES SUB-COMMITTEE See Confidential Minutes
5.1.4.1	
5.2	VARIATION OF HEADS OF TERMS RE PART DISPOSAL WANDSWORTH
5.2.1	The Deputy CEO presented a proposal to vary the permitted use clause in the agreed Heads of Terms for the disposal of part of the Wandsworth site as proposed in the report and to amend the relevant legal agreements accordingly.
5.2.2	The proposed amendment related to the permitted use clause in the event that the school fails after five years. In that event the new provision gives the Group a right of pre-emption to buy back the building for the same price which is being paid for it now by the DfE. Governors suggested that the agreement could instead include an overage clause however the Deputy CEO explained that that LocatED do not enter into overage clauses.
5.2.3	The Deputy CEO reported that due to the delay in completion the cost of the decant work has increased but the DfE have agreed to fund the additional costs of this work.
5.2.4	It was resolved to approve the proposed amendment to the permitted use clause in the Heads of Terms.

<p>5.3</p> <p>5.3.1</p> <p>5.3.1.1</p> <p>5.3.1.2</p> <p>5.3.1.3</p> <p>5.3.1.4</p>	<p>HEALTH, SAFETY AND SAFEGUARDING COMMITTEE</p> <p>Dr Brumwell moved the adoption of the minutes of the Health, Safety and Safeguarding Committee meeting of 13 June 2019.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.</p> <p>The meeting had looked at both Safeguarding and Health and Safety issues including:</p> <ul style="list-style-type: none"> • Safeguarding Report • Prevent Action plan progress updates • Mental Health Action plan progress update • Group Wellbeing Strategy • Health and Safety Reports and minutes of H & S Committee • Board assurance- review of risks allocated to the committee <p>Governors asked about reasons for the significant increase in reported safeguarding cases at Kingston College. The Principal, Carshalton and Merton reported that this was due to different reporting processes and that the harmonisation of reporting systems should provide a like for like comparison across the Group in future. Governors asked that the committee should in future try to seek answers to the significant issues raised.</p> <p>It was resolved to adopt the minutes.</p>
<p>5.4</p> <p>5.4.1</p> <p>5.4.2</p> <p>5.4.3</p> <p>5.4.4</p> <p>5.4.5</p> <p>5.5.5</p>	<p>SEARCH AND GOVERNANCE COMMITTEE</p> <p>Dr Brumwell moved the adoption of the minutes of the Search and Governance Committee meetings of 7 May and 10 June 2019.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.</p> <p>The recommendations in relation to the appointment and re-appointment of governors were approved at the May Corporation meeting.</p> <p>It was resolved to approve the following recommendations:</p> <ol style="list-style-type: none"> 1. To approve the revised Committee Terms of Reference (attached to the minutes) ; 2. To recruit a governor with financial qualifications / experience. 3. The College to put an election process into place for a Student Governor September 2019. 4. Succession Planning for Chair and Vice-Chairs – process for election – see Item 6.3. 5. E-Governance Portal on College Sharepoint to be used for meeting papers with training provided for governors as necessary 6. Reviewed Committee Memberships for approval – See Item 6.4. <p>It was resolved to note the following :</p> <ul style="list-style-type: none"> • Governance Compliance Review work to become the basis of a Governance Improvement Plan / SAR which will include: <ol style="list-style-type: none"> 1. Development of a Policy on Governor Recruitment to attract younger Governors; 2. Offering a mentor to new governors and making opportunities for Governors to step up to chair committees; 3. Development of a Performance Development Review process for individual governors • Corporation to discuss its ability to work as a team, including expectations about board behaviours at the October 2019 Corporation meeting as part of review of performance 2018-19 – possibly led by a National Leader of Governance (NLG) • RBK and LB Wandsworth to nominate governors to replace Cllr Thom and Mr Gilbert <p>It was resolved to adopt the minutes.</p>

5.5	AUDIT COMMITTEE
5.5.1	Mr Ratnavel moved the adoption of the minutes of the meeting of the Audit Committee of 20 June 2019
5.5.2	<u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.
5.5.3	Mr Ratnavel referred to key items reviewed including: <ul style="list-style-type: none"> • Internal Audit Reports on Key Financial Controls, Learner Number Systems, Sub-contracting controls, Payroll, Operational Plan, Safeguarding, follow up from previous reports. A number of these reports were still in draft at the time of the meeting • The committee were impressed that substantial assurance was given in the Internal Audit of Key Financial Controls with no recommendations identified. • Internal Audit Strategy 2019/20- 2020-21 including that under the Governance Review the auditors suggested that they should observe one Corporation Meeting • Financial Statement & Regularity Audit Approach Plan • Board Assurance Framework including Risk Register • Fraud and Whistleblowing Registers – no new entries • Review of Internal Audit Service
5.5.4	It was resolved to approve the following recommendations: <ul style="list-style-type: none"> • To approve the Internal Audit Strategy 2019/20- 2020-21; • To approve the Audit Approach Plan for the year-end accounts 31 July 2019 and the Letter of Engagement for the audit of financial statements and reporting on regularity for South Thames Colleges Group; • To note that the Board Assurance Framework and Risk Management Report and Board Assurance Dashboard represents an accurate assessment of the key risk areas and the associated level of risk and assurance; • To re-appoint RSM to provide an internal audit service for the College for the period 01 August 2019 to 31 July 2020
5.5.5	One governor asked when the Internal Audit service will be put out to tender as a matter of best practice and asked the Audit Committee to review this.
5.5.6	It was resolved to adopt the minutes.
5.5.2	RISK REGISTER
5.5.2.1	The full Risk Register was included with the Corporation Papers.
5.5.2.2	The Chair of the Finance, Planning and Resources Committee felt that in relation to Risks 8, 9 and 10 the committee either needs more information in relation to matters such as staff morale, or Risks 8 9 and 10 need to be re-worded.
5.5.2.3	Following a question from a governor it was resolved that Committee responsibility for Risk 19 B- succession planning should be reviewed by the Audit Committee
5.5.2.4	It was resolved to note the Risk Register.
6.	GOVERNANCE
	UPDATE ON GOVERNOR VACANCIES
6.1.1	The Corporation noted that there are three current governor vacancies: one for a Student Governor and two vacancies for Skills Based governors. A fourth vacancy will arise on the end of term of Mr Gilbert on 31.07.19.

6.1.2	Obtaining a nomination for a governor is proving a lengthy process in relation to LB Wandsworth. It was agreed that a time limit for nomination of a candidate could be given.
6.1.3	It was resolved to note the update report.
6.2	GOVERNANCE SELF-ASSESSMENT CHECKLIST
6.2.1	Governors were asked to complete and return a Governance Self-Assessment Checklist to the Head of Governance for preparation of the College SAR on governance.
6.3	ELECTION OF CHAIR AND VICE-CHAIRS OF CORPORATION FOR 2019-21 <i>This item was taken after officers left the meeting.at the end of the meeting before the start of the confidential business.</i>
6.3.1.1	Nominations (requiring candidates to be proposed and seconded in writing) had been invited in advance of the meeting for the Chair and two Vice-Chair positions. The Head of Governance confirmed that valid nominations had been received for two candidates for Chair and two candidates for Vice-Chair.
6.3.1.2	ELECTION OF VICE-CHAIRS OF CORPORATION FOR 2019-21 Nominations for the two vice-chair roles had been received for Dr Brumwell and Ms Driver. Both were elected to become Vice-Chair of the Corporation for two years from 1 August 2019 to 31 July 2021. <i>The two candidates for Chair left the meeting and the Group Principal also chose to leave the meeting for the next item.</i>
6.3.2.1	ELECTION OF CHAIR OF CORPORATION FOR 2019-21 Dr Brumwell chaired this Agenda Item. Mr Foulston was elected as Chair of the Corporation for two years from 1 August 2019 to 31 July 2021 by a majority vote by ballot (the process proposed by the Search and Governance Committee – see minutes 8 May 2019- and adopted by the Corporation) <i>Both candidates for Chair and the Group Principal re-joined the meeting.</i>
6.4	COMMITTEE MEMBERSHIPS FOR 2019-20
6.4.1	The Head of Governance presented the proposed table of committee memberships with one subsequent revision that Mr Willett will join the Search and Governance Committee.
6.4.2	It was resolved to approve the proposed committee memberships together with this change.
6.5	SCHEDULE OF GOVERNING BODY MEETINGS
6.5.1	Governors noted the calendar of meetings for 2019-20.
6.5.2	It was resolved to approve the schedule of meeting dates.
7.	DATE OF NEXT MEETING
7.1	The Head of Governance drew Governors ‘ attention to the change of date of the Corporation Review of Performance which will take place at The Kingston Academy on Wednesday 16th October 2019 Lunchtime and afternoon – timings to be confirmed (NOT on 9 th October)
	Governors received and noted the Termly letter from FE Commissioner May 2019
	The Open Business closed at 9.20pm and was followed by a Confidential Session. Signed Date.....

Action points		Who	Deadline	Signed off
1.	Remaining governors to complete the updated 2018 Safeguarding Course on Educare	Governors		HOG to check
2.	Governors' session on governance development work inc Corporation behaviours, governor Appraisal, committee structures and membership.	Corporation	Meeting 16 Oct 2019	
3.	Governors to discuss how to improve the process of decision making.	Corporation	16 Oct 2019	
4.	Governors are keen to develop more engagement with learners.	Corporation	Meeting 16 Oct 2019	
5.	Staff survey results, including a breakdown of these by College, to be discussed at June 2019 QLS Committee	HoG / QLS	Deferred to next QLS meeting	
6.	QLS committee to receive more detailed reports on destinations.	QLS	Ongoing	
7.	FPR committee to review Gender Pay Gap and action being taken to address this	DHR	Ongoing	
8.	Progression data to be reviewed by the QLS Committee	QLS	Ongoing	
9.	Apprenticeships to be monitored by QLS Committee.	QLS	Ongoing	
10.	Recommendations for the development of the Curriculum Plan for 2019-20 and 21 to be presented to Corporation in October 2019	Group Principal	16 Oct 2019 Corporation	
11.	HSS committee to try to seek answers to issues raised.	HSS	Ongoing	
12.	Audit Committee to review when the Internal Audit service will be put out to tender	Audit Committee	Nov 19	
13.	Committee responsibility for Risk 19 B- succession planning - to be reviewed by the Audit Committee	Audit Committee	Nov 19	
14.	Time limit could for nomination of a governor by LB Wandsworth.	Search & Gov	Dec 19	