

MINUTES OF THE CORPORATION MEETING HELD ON 21 OCTOBER 2024 AT 4.30 PM REMOTELY VIA MS TEAMS

APOLOGIES FOR ABSENCE	2
DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM	2
MINUTES OF THE PREVIOUS MEETING HELD ON 11 JULY 2024	
HEALTH AND SAFETY ANNUAL REPORT AND POLICY REVIEW	2
SAFEGUARDING ANNUAL REPORT, POLICY REVIEW AND KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) BRIEFING	3

Name: Rose Matthews Date: 24/10/24

Area: Corporation Ref: Corp 21/10/24 Page 1 of 4



MINUTES OF THE CORPORATION MEETING HELD ON 21 OCTOBER 2024 AT 4.30 PM REMOTELY VIA MS TEAMS

Present: Andrew Cochrane (Chair), Richard Blackmore, Sue Bradley, Alan Brady,

Stuart Ellis, Bismah Latif, Martyn Marples, Jane McNeil, Sophie Sanderson,

Mandie Stravino, Anju Virdee

In attendance: Jo Clifford, Aaron Denton, Heather Kelly, Melanie Lanser, Kate Martin,

Rob Bamford (Minute numbers 04/24-25 and 05/24-25)

Rose Matthews (Clerk to the Corporation)

PART ONE - GENERAL MINUTES Action Date					
01/24-25	APOLOGIES FOR ABSENCE				
	Apologies for absence were received from Narinder Sharma and Andy Dymond.				
02/24-25	DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM				
	All members were eligible, the meeting was quorate and there were no new declarations.				
03/24-25	MINUTES OF THE PREVIOUS MEETING HELD ON 11 JULY 2024				
	RESOLVED: The minutes of the meeting held on 11 July 2024 were formally approved as a true and accurate record.				
04/24-25	HEALTH AND SAFETY ANNUAL REPORT AND POLICY REVIEW				
	The Health and Safety Director and DSL provided an overview of Health and Safety compliance and achievements for the academic year 2023-24 and how the Group continued to meet its statutory requirements.				
	He communicated the work plan for the 2024-25 academic year detailing the operational objectives, actions, targets, and success measures to monitor health and safety priorities performance throughout 2024-25.				
	SE questioned the graph related to the number of incidents reported by type and asked what 'non-college' related to. It was confirmed this means that someone has requested a college first-aider, but the incident took place 'off site' for example, if someone had burnt themselves at home or fell over on their way to the College. The site with the highest number of incidents was Broomfield, which was reflective of the nature of business there, however, this was still below the industry rate.				
	SE said it stood out looking at the number of learners at Broomfield. He asked if the Group were disproportionate in any way. The Director of Health and Safety and DSL responded that the Group were not	RB	16/12/24		

Name: Rose Matthews Date: 24/10/24

Area: Corporation Ref: Corp 21/10/24 Page 2 of 4

disproportionate, but going forward they can consider an accident rate per head. He agreed to action for the future.

JMc said she agreed with SE about benchmarking data. Her question related to employee training compliance which was over 93% and asked what was happening with those employees that had not completed. It was explained this was being addressed through HR with a push for compliance and follow up action. The Group strives for 100% and this does depend on when the training is rolled out. It was added that in addition training is supplemented by instruction and guidance. Other bespoke sessions are arranged and targeted at key areas. At our best, compliance is around 98% and the outstanding number relate to those off sick, on maternity or areas of movement.

The Staff Governor added that HR regularly chased mandatory training and there were instances where she had received chases for her team members who were absent.

RESOLVED: The Corporation accepted the Health and Safety Annual Report.

The Director of Health and Safety and the DSL presented the annual review of the Health and Safety Policy, which had undergone minimal change.

RESOLVED: The Corporation approved the updated Health and Safety Policy.

05/24-25 SAFEGUARDING ANNUAL REPORT, POLICY REVIEW AND KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) BRIEFING

The DSL presented the Annual Report on Safeguarding for the 2023-24 academic year, which provided an overview of safeguarding compliance and achievements and outlined how the Group continued to meet its statutory requirements.

He also communicated the work plan for the 2024-25 academic year detailing the operational objectives, actions, targets, and success measures to monitor health and safety priorities performance throughout 2024-25.

Governors acknowledged they had challenged safeguarding disclosures at Audit Committee and from previous reports throughout the year.

The Safeguarding Lead Governor explained she had been concerned initially about the change in structure and role last year, however the feedback from the team was it was working much better than before. She reiterated she continued to meet with the DSL on a regular basis ahead of the Safeguarding SLT meetings and in between meetings if there is anything out of the ordinary they make contact.

JM commended the DSL and the Group on the 97.4% of students that indicated they felt safe in the College. She also asked if we were following up those 3%.

JM said she couldn't see in the report to what extent the Group are compliant in terms of training and the annual refresher. The Group currently sit at 93.69% for Prevent, and 96.23% for safeguarding training. All employees had been asked to read Keeping Children Safe in Education (KCSIE), which had been published on the 1 September 2024 and had

Name: Rose Matthews Date: 24/10/24

Area: Corporation Ref: Corp 21/10/24 Page 3 of 4

received briefings on KCSIE. More analysis with those on maternity or sick leave needed to be carried out before compliance could be reported.

RB congratulated the DSL on the number of disclosures increasing. It was good to know pathways were in place for students needing support. Working in industry and with businesses, he said they were seeing these indicators increasing.

RESOLVED: The Safeguarding Annual Report was accepted by the Corporation.

All members had read the KCSIE guidance. The DSL went on to brief all members on the key changes following the release of the updated guidance in September 2024.

RESOLVED: All Members accepted the KCSIE briefing.

The Director of Health and Safety and the DSL presented the annual review of the Group Safeguarding Policy and Little Explorers Safeguarding Policy, which incorporated the September 2024 changes to Keeping Children Safe in Education.

RESOLVED: The Corporation approved the updated Safeguarding Policy and the updated Little Explorers Safeguarding Policy.

The Student and Staff Governor left the meeting.

The meeting finished at 5.10 pm

Name: Rose Matthews Date: 24/10/24

Area: Corporation Ref: Corp 21/10/24 Page 4 of 4