

**JOHN LEGGOTT COLLEGE**

Minutes of a meeting of the Corporation  
held at the college on Wednesday 3 July 2019 at 5.30pm

**PRESENT:** Mr A Pascoe (Chair)  
Mr J Aslam Mrs S Hotchin  
Mr S Driver Mrs A Moore  
Mr J Fitzgerald Mrs P Raistrick  
Mr G Harle Mr L Riley (Principal)

**IN ATTENDANCE:** Mrs J Hirst (Director of Finance & Resources)  
Mrs C Holmes (Deputy Principal)  
Mrs K Rinaldi (Assistant Principal (Success))  
Mrs B Robinson (Director of Governance)

3088 **Apologies**

Apologies for absence were received from Mr Harness, Mr Townsley and Mr Darwin.

**RESOLVED** that these apologies be received.

3089 **Declaration of Interests**

There were no interests declared at the meeting.

**RESOLVED** (a) that this be noted.

Consideration was given to the Register of Interests.

**RESOLVED** (b) that the Register of Interests be received

3090 **Membership Issues**

(i) End of term of office for Mr McCullion, and resignation of Miss Arruga Luhmann, Student Governors on 31 August 2019

(ii) Recommendations of Search Committee

Members noted that both Student Governors would be leaving the Corporation at the end of August. Mr Pascoe wished to record his and governors thanks for the work undertaken in their ambassadorial duties for the college. Particular thanks were given to Mr McCullion's full reports on learner voice. Both members were wished well in the future.

**RESOLVED** (a) that the end of office and resignation of the two Student Governors on 31 August 2019 be noted.

**RESOLVED** (b) that it be noted that whilst the Search Committee had recommended that attempts be made to fill one of these positions this term this had not been possible due to the Student Governors unavailability in leading this process.

**RESOLVED** (c) that the Student Governor appointment process be carried out in the Autumn Term 2019.

**RESOLVED** (d) that the Search Committee's comments on whether social mobility should be considered alongside age, gender and ethnicity when looking at membership be noted and endorsed.

3091 **Minutes and Matters Arising**

**RESOLVED** (a) that the minutes of the last meeting held on 19/03/19 (Part A) be agreed as a true record and signed by the Chair.

There were no matters arising that were not covered elsewhere.

**RESOLVED** (b) that this be noted.

3092 **Policy Review/Named Reports of Governors**

- (i) Health & Safety Report & Policy Changes
- (ii) Safeguarding/Prevent Report & Policy Changes
- (iii) HR Strategy Update Report
- (iv) Learner Voice Report

Governors questioned/challenged:

Q – Health & Safety - With the increasing number of non students coming onto site accompanied by our learners; are these repeat offenders?

A – Cannot answer as this is unknown. I too though am concerned at the increasing number. It may be that we are getting better at detecting. If we identify the learner than we enact the behaviour policy with them.

Q – We need to keep a watching brief on this situation and apply the correct sanctions to discourage other offenders.

A – I agree, this is something we will be vigilant about.

Q – Safeguarding – re the large number of mental health referrals; surely some of these are stress and not mental health?

A – Yes we have changed the classification to differentiate the different strand on Cedar.

Q – Why do we have such large numbers?

A – Our levels are very similar to the other providers within the sector. We have recently compared at a Norvic event.

Q – Is it easy to distinguish the difference with the new categories?

A – Yes it is split into safeguarding and pastoral. The safeguarding team are more open with discussions and better at identifying as a team rather than just one person identifying and potentially missing something.

Q – Is there a way that any cases that are not genuine are identified?

A – Yes, this is usually more associated with just attendance issues.

Q – Now that we are better at retaining students is there evidence we are seeing a greater number of cases?

A – Yes.

Q – What is the male/female breakdown?

A – Predominantly female.

Q – HR Report – why is there a large number of staff leaving where we do not know the reason why?

A – Because we do not routinely do exit interviews. We only capture the reason if it is in the resignation letter.

Q – Why do you not do exit interviews?

A – Time and resources. We could ask HR People to undertake but we would need to determine first what the value is.

Q – The data shows that the long term absences are under control. What about the number of short term absences?

A – They are all under control now. We are much more robust in sickness absence reviews.

**RESOLVED** (a) that the Health & Safety Report be received.

**RESOLVED** (b) that the Health & Safety Policy changes be agreed.

**RESOLVED** (c) that the Safeguarding Report be received.

**RESOLVED** (d) that the Safeguarding Policy changes be agreed.

**RESOLVED** (e) that the HR & E&D Action Plan and Report be received.

**RESOLVED** (f) that it be noted that there was no Learner Voice Report this term.

3093 **Any Other Urgent Business**

There was none.

**RESOLVED** that this be noted.

3094 **Dates of Corporation & Committee Meetings 2019/20**

**RESOLVED** that the dates of future Committee and Corporation meetings be agreed as:

Autumn Term 2019

*FMC* – Tuesday 10 September 2019 – 8:30 AM  
*QAC* – Wednesday 11 September 2019 – 4:00 PM  
*Full Corporation* (Self-Assess/Strategic Dev) – Monday 16 September 2019 – 5:30 PM  
*Audit* – Tuesday 24 September 2019 – 5:30 PM  
*Search* – Wednesday 25 September 2019 – 8:00 AM  
*International* – TBC October 2019  
*Full Corporation* (Business) – Wednesday 16 October 2019 – 5:30 PM  
*Search* – Wednesday 13 November 2019 – 8:00 AM  
*QAC* – TBC November 2019 – 4:00 PM  
*FMC* – TBC November 2019 – 8:30 AM  
*Audit* – Tuesday 26 November 2019 – 5:30 PM  
*Full Corporation* (Business) – Tuesday 10 December 2019 – 5:30 PM

Spring Term 2020

*QAC* – TBC January 2020 – 4:30 PM  
*FMC* – Single item to look at revised FP - TBC January 2020 – 8:30 AM  
*Full Corporation* (Training/Business) – Thursday 30 January 2020 – 5:30 PM  
*International* – February 2020 - TBC  
*Search* – Wednesday 26 February 2020 – 8:00 AM  
*Audit* – Wednesday 26 February 2020 – 5:30 PM  
*QAC* – TBC – March 2020 – 4:00 PM  
*FMC* – TBC March 2020 – 8:30 AM  
*Remuneration* – Tuesday 17 March 2020 – 4:30 PM  
*Full Corporation* (Business) – Tuesday 17 March 2020 – 5:30 PM

Summer Term 2020

*FMC* – TBC – May 2020 – 8:30 AM  
*QAC* – TBC – May 2020 – 4:00 PM  
*International* – May 2020 - TBC  
*Search* – Wednesday 3 June 2020 - 8:00 AM  
*Corporation Planning Day* – Thursday 4 June 2020 – 9:00AM – 4:00PM  
*Audit* – Tuesday 9 June 2020 – 5:30 PM  
*FMC* – TBC – June 2020 – 8:30 AM  
*Full Corporation* (Business) – Wednesday 1 July 2020 – 5:30 PM