

**JOHN LEGGOTT COLLEGE**

Minutes of a meeting of the Corporation  
held at the college on Tuesday 18 October 2016 at 5.30pm

**PRESENT:**

Mr A Pascoe (Chair)	Mr L Riley (Principal)
Mr J Aslam	Mrs K Rinaldi
Mr A Douglas	Mr G Thomas
Mr S Driver	Mr P Townsley
M J Fitzgerald	Miss I Ye
Mrs A Moore	

**IN ATTENDANCE:** Mrs Y Briggs (Vice Principal)  
Mr H Darwin (Assistant Principal: Quality & Assessment)  
Mrs J Hirst (Director of Finance & Resources)  
Mrs C Holmes (Assistant Principal: Support for Learners)  
Mrs B Robinson (Director of Governance)

2809 **Apologies**

An apology for absence was received from Miss Farooq.

**RESOLVED** that this be noted.

2810 **Declaration of Interests**

Mrs Robinson highlighted the interests of herself, Mrs Hirst and the Senior Management Team in item 11 which included an Area Based Review Update.

**RESOLVED** that these declarations of interest be noted.

2811 **Membership Issues**

- (i) External & Student Governors
- (ii) Staff Governor
- (iii) Parent Governor
- (iv) Positions of Vice Chair, Audit Committee members x 2 & Student Trust Fund member

(Mr Fitzgerald and Miss Ye left the meeting at this point)

Consideration was given to the recommendations of Search Committee to appoint Mr Fitzgerald as an External Governor and Miss Ye as a Student

**RESOLVED** (a) that these recommendations be approved and the Clerk undertake the appointment process.

(Mr Fitzgerald and Miss Ye re-joined the meeting at this point)

It was reported that Mrs Rinaldi's term of office as Staff Governor ends on 26 November 2016 and Mr Thomas' as Parent Governor on 15 December 2016.

**RESOLVED** (b) that the Clerk advertise these forthcoming vacancies and consideration of applicants be progressed by the Search Committee.

Consideration was given to the second positions of Vice Chair, Audit Committee vacancies x 2 & Student Trust Fund member.

**RESOLVED** (c) that the second position of Vice Chair be removed from the structure.

**RESOLVED** (d) that Mr Fitzgerald join the Audit Committee and Mrs Moore remain on the committee as a temporary member until another External post was appointed to.

**RESOLVED** (e) that it be noted that governors did not believe there was a necessity to appoint a governor to the Student Trust Fund at this stage as the Principal was a member of this group.

#### 2812 **Minutes & Matters Arising**

**RESOLVED** (a) that the minutes of the meeting (Part A) held on 5 July 2016 be approved as a true record and signed by the Chair.

**RESOLVED** (b) that it be noted that there were no matters arising.

#### 2813 **Policy Review & Named Governor Reports**

- (i) Safeguarding Policy (incorporating Prevent/14-16/Medical Needs) & Report
- (ii) Governance Improvement Plan 16/17
- (iii) Property Strategy
- (iv) Equality & Diversity Single Equality Scheme Action Plan & Report
- (v) Health & Safety Report
- (vi) Learner Voice Report
- (vii) 14-16 Admissions Policy

Consideration was given to the above information. Mrs Moore, as a Safeguarding Governor, had been into college to meet with key staff and Mr Thomas was visiting tomorrow. The revised Safeguarding policy was considered and the following changes were recommended:

- p19 add the word "alleged" before perpetrator
- p21 remove or change the example given
- include an appendix in relation to 14-16 provision specifically (cross-referencing to John Ruskin College arrangements)

**RESOLVED** (a) that the revised Safeguarding Policy (incorporating Prevent/14-16/Medical Needs) approved with the inclusion of the above amendments.

**RESOLVED** (b) that the responsibility for approving the final 14-16 appendix be delegated to Senior Management Team (SMT).

Consideration was given to the draft Governance Improvement Plan 16/17 that had been considered by Search Committee.

**RESOLVED** (c) that the Governance Improvement Plan 16/17 be approved.

Mrs Hirst drew attention to the Property Strategy and, particularly, the recommendation that M Block was decommissioned. Mrs Hirst advised that the costs would be high to ensure the facility remained fit for purpose, it would be fully written off in the accounts and that room utilisation would be more positive with the removal. All classes currently using this block could be accommodated within the remaining estate.

Governors questioned if we remove this block do we have a contingency plan if there is a problem with other classrooms? They were advised that it will be very tight but yes it is possible.

**RESOLVED** (d) that the disposal of M block be approved.

**RESOLVED** (e) that the Property Strategy, in principle, be agreed with it being reviewed following the outcomes of the Area Based Review process.

Mrs Moore reported that there was nothing to add under the equality & diversity item as the lead member of staff was currently away from work due to ill-health.

**RESOLVED** (f) that the item be deferred to the December meeting.

Consideration was given to the Health and Safety Report. Mrs Hirst highlighted the accident that had been reported to RIDDOR. Governors questioned the increased number of security issues and they were advised that these were due to intruders attempting to access the site. It was reported that staff were better at reporting incidents, there was much more of a challenge culture and students were more readily wearing the lanyard. Governors asked if there was an initiative for students to report intruders and were informed that there was with security personnel being highly visible around college. Students were also aware that they couldn't bring none students onto site and that any breaches of this would result in disciplinary consequences.

Governors asked that college benchmark data be included in future reports to compare the number of incidents with the previous year. Mrs Hirst agreed and advised that from half term dates would be closed from 9:00am until 3:30pm to create a further barrier to intruders.

Governors asked if any actions had resulted from the RIDDOR reported incident and were informed that there had been no obstruction on the steps and that the member of staff had advised that it had been her error.

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

**RESOLVED** (h) that the report include benchmarking data on the number of security instances.

Governors then considered the Learner Voice Report which they stated was a very useful document. The views on the Area Based Review process were particularly useful.

**RESOLVED** (i) that the Learner Voice Report be received.

Discussion then ensued on the 14-16 Admissions Policy and the update on the impact of this provision. Mrs Briggs advised that the policy had been amended. A meeting had taken place with the North Lincolnshire Council Appeals team who had stated it had real clarity. Mrs Briggs would present to the Appeals Panel in November.

Governors questioned/challenged:

Q – On my visit I heard that the infrastructure of the 14-16 facility means that these students have to use toilets outside their working block. Are they ok to mix with older students unaccompanied?

A – Yes

Q – Is this the policy for September 16 or September 17? I thought it was to catch up on the revised 16/17 admissions policy from the last meeting to take into account the council's comments. We are still reviewing whether to continue to run the provision following the appointment of a new Principal. If this is being presented to us to ensure we have the correct policy in place then I am happy to approve but if approval implies that governors have endorsed the continuing provision, prior to review, then I am not. We need to be assured that this is the right offer for JLC moving forward.

A – We have lots of evidence of it being right for these young people.

Q – We still need to be assured that we have repaired and improved relationships with the 11-16 providers.

A – We have, it is just two or three that are unhappy. We have to have the policy in place for readiness to open whether we go forward with 14-16 or not.

Q – We need to review this decision at some point.

Q – We need to review this very soon, I think we should approve the policy and then review the provision.

Q – I am happy to approve the policy subject to a review of the provision.  
 Q – what if someone shows an interest in the provision at the open evening tomorrow, what do we advise them?

A – We can say that “subject to approval” the provision will run.

Q – I feel that this gives a bad impression.

A (LR) – part of the exercise to review is being undertaken. We have included scrutiny of the income streams in the audit plan which includes 14-16, apprenticeships and adult learners. We cannot abandon the 45 students we have recruited, the provision would have to accommodate these for the two years.

Q – Will the financial information and wider issue of the whole educational environment be ready for the December meeting?

A (LR) – By then I will have met all of the secondary heads. There is a mixture of feelings re our involvement. I will have finished this work and will have a better idea of the educational performance and the impact we are having on these students.

Q – Having the open evening tomorrow and then reviewing the decision seems the wrong way round.

A – My recommendation to governors would be if the facts, including finances, do not measure up that we agree a two year exit strategy. It is too soon for me to make this decision. There are lots of positives as well as negatives. We need to make a global decision about the strategic direction of JLC.

Q – I am concerned about the impact that this has on the learners remaining in schools where they have lost a large number of students to us. However, I can see the sense in what you are advising.

Q – I don’t think we can do anything other at this stage. Could we say subject to viability the provision will be run? We need time as a Corporation to review this decision.

A (LR) – I cannot see us taking 20 students from a school again. That was a unique set of circumstances. However, that begs another question as to where the learners will come from. What I am hoping is that the head teachers will see it as part of a managed move and support it.

**RESOLVED** (j) that the policy be agreed on the basis of it being required.

**RESOLVED** (k) that the decision on the future of 14-16 be made as soon as possible once all the information is known.

**RESOLVED** (l) that the update on the provision be received and noted.

2814 **Papers to aid Governance Arrangements**

- (i) People & Structure of College 16/17
- (ii) Meeting Dates 16/17
- (iii) Glossary of Terms

**RESOLVED** that the above information be received.

2815 **Any Other Urgent Business**

**RESOLVED** that it be noted that there was none.