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| **MINUTES** | | | | | | |
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| *Special Corporation Meeting No 149* | | | | | | |
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| Date: |  | *20/01/2020 (Monday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Bowland Suite* |  | Committee: |  | *Corporation* |
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| Notes: |  | *A voucher will be issued with the agenda notification to obtain refreshments from the restaurant prior to the meeting. Tea and Coffee will be available in the meeting.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster (Vice Chairman), Barbara Godby, Clare James, David Hall, Debbie Clayton, Ian Higginbotham, Jane Booker, John Morphet, Kevin Burke, Louise Bell, Richard Furnival, Robert Wallace and Robin Newton-Syms* | | | | |
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| Attending: |  | *Janet Whiteside (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Apologies: |  | *Allison Jones, Ashleigh Mawdsley and Stuart Heys (Chairman)* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **01.20** | ***Attendance of College Management Staff*** |
| ***Decision*** | Standing Order 13 states that:  As a matter of policy all meetings of the Corporation and its Committees will be held in private. The agendas and minutes and supporting papers of its public business will be made available to the general public.  However:  (a) The Principal shall be authorised to invite members of staff to attend in their employed capacity for both public and confidential business as appropriate and in accordance with Standing Order 25.  (b) The Corporation however, may exclude members of staff from attending any business that it deems necessary.(  c) Attendance by other persons shall be at the discretion of the Corporation following advice from the Principal or Clerk.  **Resolved:**  **That Management attend for the public and confidential agenda items.** |
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| **01.20** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Debbie Clayton, Stuart Heys, Allison Jones and Ashleigh Mawdsley. |
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| **02.20** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 148 held on Tuesday 10 December 2019 and published on the extranet were agreed and signed as a true and correct record of the meeting. |
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| **03.20** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **04.20** | ***Review of HR Policies*** |
| ***Decision*** | The Corporation considered a report on the review of the following HR Policies:  Disciplinary Policy;  Equal Opportunity and Dignity at Work Policy;  Resolution Policy;  Supporting Attendance Policy.  The Director of HR, Philippa Lucarz, gave a presentation outlining the basis of the reviews which were;  To ensure the College policies were clear and transparent, using a person centred, values based approach.  To ensure College policies and processes positively strengthened connections with staff, both through what was written and how those messages were delivered.  To maximise the employee experience to optimise engagement, trust, and to connect with staff on a more meaningful level.  To ensure compliance with statutory Codes of Practice & Employment Legislation.  Copies of each of the revised policies were attached to the agenda together with a copy of the consultation presentation.  Governors sought confirmation that consultation with staff had taken place prior to consideration by the Corporation and of any outcomes from the consultation.  Philippa confirmed that full consultation had taken place with staff at all levels including some open drop-in sessions. Overall, the staff had welcomed the reviews and the clarity they presented.  Following a question from a Governor assurance was given that full training would be provided, particularly to managers, to implement the policies. No changes were required to Job Descriptions for managers due their enhanced role under the revised policies.  It was pointed out that the policies covered all staff bar the Senior Post Holders and the Clerk.  Governors welcomed the revised policies and  **Resolved:**  **That the revision of the Disciplinary Policy, the Equal Opportunity and Dignity at Work Policy, the Resolution Policy and the Supporting Attendance Policy be approved.** |
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| **05.20** | ***Bank Authorisation*** |
| ***Decision*** | The Finance Department wished to move to a more secure on-line banking arrangement with the Nat West Bank. The Bank required the approval of the Corporation for this change to take place.  Full on-line banking was already in place with other banks the College dealt with.  **Resolved:**  **That the College be authorised to enter into an on-line banking arrangement with the Nat West Bank.** |
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| **06.20** | ***LEP Grant Funding*** |
| ***Decision*** | The Corporation agreed to consider this item as a matter of urgency as the issue could not be delayed until the next meeting.  The College had been informed by the Lancashire County Council that additional authorisation was required to confirm the acceptance of grant funding from the Lancashire Enterprise Partnership of £365,556 towards the FFIT Project extension scheme.  **Resolved:**  **1. That the Corporation authorise the College to enter into a grant**  **funding agreement with the Lancashire County Council in**  **respect of the FFIT Project     Extension scheme in the sum of**  **£365,556.**  **2. The Corporation directed that the seal be applied to the agreement**  **by way of execution.** |
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