

MINUTES OF THE CORPORATION MEETING (no.188)

**HELD ON 23 SEPTEMBER 2025 AT 5.30 PM IN THE BROOKE AND BROADBELT
MEETING ROOMS and VIA MICROSOFT TEAMS**

In the Joint Strategic Vision

Present: J. Booker (Chair), M. Bagley (part of time), D. Clayton, S. Gerrard (via Microsoft Teams), W. Johnson (Principal and Chief Executive), A. Jones, A. Massey (via Microsoft Teams), R. Morris, R. Newton-Syms and K. Townsley.

In Attendance: J. Sherrington (Vice Principal & Deputy Chief Executive)
D. Stewart (Deputy Principal, Education) (part of time)
E. Parry (Director of Student Support and Welfare) (part of time)
Anne-Marie Nixon (Interim Director of Governance)

66. Chair's Welcome and Opening Remarks

- 66.1 The Chair welcomed all present to the meeting and thanked members who had been able to participate in the Joint Strategic Vision activities earlier in the day.
- 66.2 The Chair thanked Mr. Gerrard for sending through a list of questions and comments in advance of the meeting and reported that these would be addressed where possible in the meeting, otherwise senior managers would respond to him directly.

67. Attendance of College Management

Submitted: Extract from Section 13 of the current Standing Orders (previously circulated and copy attached to Official Minutes)

- 67.1 The Corporation noted the contents of the extract, and it was:

Resolved – that: the College Management Staff be invited to attend the meeting.

68. Apologies for Absence

Apologies for absence were received and accepted from Ms. Collinge, Mr. Narey and Mr. Wallace.

69. Declarations of Interest

- 69.1 All members and officers present declared that they had no interests, personal, fiduciary or otherwise in any of the business on the agenda for the public meeting.

70. Minutes of the Corporation Meeting (no. 187) held on 8 July 2025

Submitted: Minutes of the Meeting held on 8 July 2025 (previously circulated and copy attached to Official Minutes).

Resolved – that the minutes of the meeting held on 8 July 2025 be approved as a correct record and be signed by the Chair.

71. Safeguarding Annual Report and KCSIE Training and Updates

Submitted Report from the Director of Student Support and Welfare (previously circulated and copy attached to Official Minutes).

- 71.1 Ms. Parry presented the Annual Report on Child Protection, Safeguarding and Prevent, drawing members' attention to the key strengths and areas for further development. Members noted that a key area of focus in 2025-26 was the development of a whole college approach to mental health support. Ms. Parry confirmed that this was the area with the highest number of referrals and that it impacted attendance, attainment and overall experience at the College. Ms. Parry also highlighted the need to target support early to reduce impact on students and free capacity for dealing with the higher crisis cases. Members noted the intention for the team to look at how young people wanted to access support that ensured they connected and worked with the service. Reference was also made to the planned development of a structured approach to managing allegations of sexual harassment/violence, to ensure confidence that these concerns were being tackled proportionately and consistently.
- 71.2 In reviewing the detailed data contained in the report, members noted the significant increase in CPOMS incidents in 2024-25 (1370 compared with 620 in 2023-24). In response to a member's question, Ms. Parry stated that CPOMS incidents were defined as new incidents including self-reported concerns from students, SSO reported concerns and information received from ASM and external services. Ms. Parry advised members that additional staffing had been agreed to reflect the increased workload and all posts had been filled.

- 71.3 In response to a question relating to the E6 Regulation, Ms. Parry confirmed that this had been included in the end of year CPD sessions. During discussion a member highlighted the benefit of governors seeing the data report as it provided assurance that detailed records were being kept and analysed.
- 71.4 A member questioned whether there had been any feedback following the College's participation in a research project with Lancashire Emotional Health in Schools and Colleges looking at developing a critical incident support pathway. Ms. Parry reported that there had not been any feedback to date. Ms. Parry confirmed that this project was supported through Lancaster University and undertook to circulate any feedback or analysis received. Ms. Parry expected this to be within the next 3-6 months.
- 71.5 At the invitation of the Chair, Ms. Parry drew attention to the KCSIE Update Training Presentation and guided members through the key points as detailed in the slides. With reference to the need to provide help and support to meet the needs of children as soon as problems emerge, the Chair questioned what the College's early help looked like. Ms. Parry described the College's offer in relation to staff available at the point of contact, including Safeguarding Officers and Residential Officers, in addition to the links with external agencies.
- 71.6 During discussion the Chair questioned the scale of misinformation and disinformation at the College. Ms. Parry reported that the Safeguarding Team was seeing frequent low-level issues, with only a small number of high-level issues, all of which were being addressed by staff working with students.
- 71.7 In response to a member's question about how the Safeguarding Team managed to disseminate information and training to apprentices based nationally, Ms. Parry stated that the Team provided information and feedback through course tutorials and online learning and highlighted that staff worked closely with Personal Development Tutors.
- 71.8 In concluding the discussion, the Chair thanked Ms. Parry for a clear and detailed report and update training.

Resolved – that:

- a) the Annual Report be approved;**
- b) the KCSIE Training Update be accepted;**
- c) all governors confirm receipt and understanding of the updated KCSIE Report;**
- d) the updated College Safeguarding Policy be submitted to the Corporation on 7 October for approval.**

72. Modern Slavery and Human Trafficking Statement for the Financial Year ending 31 July 2026

Submitted: Report from the Executive Director of People (previously circulated and copy attached to Official Minutes)

- 72.1 Ms. Sherrington presented the updated statement, highlighting that the only updates related to changes to College figures including turnover and number of staff. Members noted that the Executive Director of Finance had participated in training in this area.

Resolved – that the Modern Slavery and Human Trafficking Statement be approved and the Chair and Principal and Chief Executive be authorised to sign it and publish it on the website.

73. Student Council Constitution

Submitted: Report from the Executive Director of Quality and the Director of Governance (previously circulated and copy attached to Official Minutes)

- 73.1 Ms. Nixon presented the proposal, highlighting that it had been designed to improve student engagement and encourage students to become part of the decision-making bodies of the College. In response to a member's question, Mr. Johnson reported that student engagement in informal meetings had been good, whereas historically student governor attendance and participation had varied from year to year and was a recognised area for development.

Mr. Bagley entered the meeting at 6.03 p.m.

- 73.2 At this stage in the discussion the Corporation turned to the questions Mr. Gerrard had sent in advance of the meeting and Ms. Nixon reported that there was a need to better equip students to participate in decision-making and debate to enable them to be fully engaged and active student governors. In noting that the proposal included mentoring and development, Mr. Gerrard offered to link the Lancashire Football Association's Young Influencers Programme into this work to share good practice. The Corporation welcomed this offer. Mr. Gerrard also suggested that the student body be invited to determine the name of this group (as a change from Student Council) and Ms. Nixon undertook to provide this feedback to the Executive Director of Quality.
- 73.3 During discussion a member questioned the removal of an automatic student governor for HE and was advised that the proposal had been developed to grant places on the Council proportionate to student population and to enable the Council to then vote for any two

governors. Ms. Nixon suggested that this method be piloted for the first year and if there was demand, it was possible for the Corporation to consider changing the Instrument and Articles to allow up to 3 student governors. Ms. Nixon highlighted the need to review quoracy should the number of student governors increase.

Mr. Stewart entered the meeting at 6.06 p.m.

Resolved – that:

- a) **the Student Council Constitution be approved, subject to liaison with the student body regarding the name of the group and the constitution and any proposed amendments be brought back to the Corporation;**
- b) **the offer to share good practice from Lancashire Football Association's Young Influencers Programme be welcomed and actioned.**

74. Governor Recruitment Policy

Submitted: Updated Report from the Interim Director of Governance (previously circulated and copy attached to Official Minutes).

- 74.1 Ms. Nixon introduced the report, highlighting the proposed changes which had been made to reflect the procedure for appointment of student governors in the Student Council proposal. During discussion a member questioned the requirement for student governors to be in full time education at the College and the Corporation agreed to remove this requirement to enable part time students to become members.

Resolved – that the updated policy be approved, subject to the following amendment to paragraph 12: Student Members: To be eligible to stand for election to the Governing Body, students must be registered at the College, be a member of the Student Council and have a strong attendance record in subject classes.

75. Revised Instrument and Articles

Submitted: Report of the Interim Director of Governance (previously circulated and copy attached to Official Minutes)

- 75.1 Ms. Nixon presented the report, drawing members' attention to the changes, including those relating to student governors and quorum as agreed at the meeting on 8 July 2025. Members noted the proposal to extend the Principal and Chief Executive's authority to delegate

dismissal of staff to the Executive Leadership Team to enable the 3 members of the Principalship to remain objective to hear any appeals against dismissal and redundancy. A member highlighted the feedback from a recent Governor Appeal Panel to support this proposal.

- 75.2 During discussion Ms. Sherrington suggested an amendment to the delegation to dismiss to stipulate that two non-senior postholder members of the Executive Leadership Team had to be present at the dismissal hearing and agree on the outcome. The Corporation supported this amendment.

Resolved – that the amended Instrument and Articles be approved, subject to the following amendment to Article 10 being made:

The Principal may delegate functions to the holder of any other senior post and specified Executive Leadership Team members (Executive Director of Finance, Executive Director of Quality, Executive Director of Estates and Facilities, Executive Director and Assistant Principal Adult Education, Executive Director of Business Intelligence and Information Services and Executive Director / Assistant Principal Apprenticeships, Skills and Employer Engagement)* other than:

- a) the management of budget and resources; and**
- b) any functions that have been delegated to the Principal by the Corporation.**

***Delegation to dismiss staff to non-senior postholder members of the Executive Leadership Team shall be conditional on dismissal hearings being attended by two members of the Executive Leadership Team and the outcomes being agreed by both members present during the hearings.**

76. Sub-Contracting (Including Supply Chain Fees and Charges) Policy and Procedure

Submitted: Report from the Executive Director / Assistant Principal - Centres and Adult Learning (previously circulated and copy attached to Official Minutes)

- 76.1 Ms. Sherrington presented the report, advising the Corporation that this was a compulsory policy, which was audited by the Internal Auditors (last completed during 2024-25).

Resolved – that the Sub-Contracting (Including Supply Chain Fees and Charges) Policy and Procedure be approved, without further amendment.

77. Corporation Schedule of Business for 2025-26

Submitted: Report of the interim Director of Governance (previously circulated and copy attached to Official Minutes)

- 77.1 Ms. Nixon introduced the proposed schedule, highlighting that, whilst this was an overview, the schedule would need to remain flexible to ensure sufficient discussion of strategic aims and potential opportunities, in addition to any inspection outcomes during the year.

Resolved – that the proposed schedule be approved, subject to any necessary changes to focus on strategic aims, new opportunities and inspection outcomes, with any significant changes requiring approval in advance from the Chair.

The Corporation moved to confidential agenda at 6.20 p.m.

Anne-Marie Nixon

Interim Director of Governance

26 September 2025