

**Minutes of the Meeting of the Corporation  
held on Thursday October 20th 2016 at 9.00am  
at Bilfinger GVA  
3 Colmore Row Birmingham**

<b>Present:</b>	<b>Apologies:</b>
Steve Hollis (Chair)	Jenni Ord (JO)
Veronica Docherty (VD)	Henry Millin (HM)
Keith Horton (KH)	Louise Jones (LJ)
Andrew Cleaves (Principal)	
Andrew Madden (AM)	
Joel Blake (JB)	
Michele Larmour (ML)	
Sheetal Sahdev (SS) (Student Governor)	
Jane Smith (JS) (Staff Governor)	
Sonia Crook-Lake (SCL) (Staff Governor)	
<b>In Attendance:</b>	
Rebecca Hayes - (RH) – Item 2 only	
Helen Ainsbury (HA)	
Simon Cosson (SC)	
Liam Nevin – (LN)	

**Apologies for absence**

Apologies were received from Jenni Ord, Henry Millin, and Louise Jones (Executive Team)

**Declarations of Interest**

No declarations of interest were received

**Item 1 – Actions Arising from the Last Meeting**

(i) Open and Confidential Minutes of meeting held on 15 September 2016

These were approved as a true and accurate record of the meeting.

(ii) Matters Arising and Action Log

SH welcomed Michele Larmour to her first meeting and those present introduced themselves.

Thereafter the Corporation reviewed the Action Log. The Principal advised that the Executive were finalising the approach to account management and this would be brought to the next Corporation meeting in order to discuss how to best utilise the contacts held by governors.

The Principal further advised that a number of potential sponsors had been approached in relation to the IOT and there had been strong interest which was now being followed up.

The Chair proposed, and it was agreed to consider, agenda items other than in the order set out in the agenda.

## **Item 2 – Ofsted Principal’s Presentation**

The Principal delivered the draft key note presentation that he proposed for the Ofsted re-inspection and the Corporation debated the priorities and the emphasis to be accorded to each, it being agreed that these would be further reviewed as part of the away day to follow the formal business.

Accordingly it was

### **RESOLVED:**

- **That the Principal’s presentation be noted**

## **Item 3 – Management Accounts**

This item is recorded in a confidential minute

## **Item 4 – Property Disposals Update**

This item is recorded in a confidential minute.

## **Item 5 – Health and Safety Annual Report**

SC introduced this report and summarised the key activities and performance data in relation to health and safety over the previous twelve months. The Corporation were advised that a renewed focus on training of staff had been introduced and particular attention was being paid to ensuring that effective work place health and safety assessments were being undertaken. The report also included the summary health and safety data at Appendix 3 that was proposed as the template for presentation to the Audit Committee.

Accordingly it was

### **RESOLVED**

- **That the report be noted**
- **That the contents of the routine Health and Safety report as attached at Appendix 3 be presented to each Audit Committee**

## **Item 6 – Student IT Acceptable Use Policy**

HA presented this paper and advised that the policy before the Corporation addressed internet safety, and conditions of usage of the College’s equipment and network. It was written for and applicable to students and complemented the further work being undertaken on monitoring the network usage to identify activity that may present security or safety risks. Initial monitoring arrangements had produced an excessive number of “hits” and further work was being done with South West Grid for Learning to refine the monitoring process.

AM questioned whether students had been involved in the formulation of the policy and HA advised that the student governors had been asked to review and comment and that it would also be disseminated through the student council.

Accordingly it was

### **RECOLVED**

- **That the Student Acceptable Use Policy be endorsed**
- **That the arrangements for developing risk based monitoring be noted**

**Item 7 – Harborne Academy**

This item is recorded in a confidential minute

**Item 8 – Independent Governor Appointment**

LN advised that the Governance and Search Committee had interviewed Hilary Smyth–Allen (HSA), whose CV had been circulated separately. The Committee were satisfied that HSA had the requisite skills and experience required by the Corporation and it was therefore recommending her appointment for the standard term of office.

Accordingly it was

**RESOLVED**

- That Hilary Smyth-Allen be appointed as an independent governor.

**Date of Next Meeting: Thursday 15 December 2016**

Signed..... 

**Chairman**

Date..... 