

THE CORPORATION OF CROYDON COLLEGE
Room 412, Croydon College and by teleconference
18 March 2020 at 6.00pm

PART ONE MINUTES

PRESENT: Gordon Smith (Chair of the Corporation)*
Caireen Mitchell (Principal & CEO)
Jean Cook*
Tom Hesmondhalgh*
Nigel Dias*
Andy Booth*
Penny Wycherley*
Rahel Haque*
Andrew Lowe*
Nasim Jivani Hemani*

IN ATTENDANCE: Ann-Christine Harland (VP Finance & Resources)
Fadia Clarke (VP Training, Skills & HE)
Richard Beales (Principal, Coulsdon College)

CLERK: Clare Mitchell (Director of Governance)

QUORUM: The meeting was quorate

* Members attending the meeting by teleconference

	Item
1	<p>PRELIMINARY BUSINESS</p> <p>The Chair explained that Governors had been asked to attend this meeting by teleconference because of concerns about bringing a large group of individuals together during the coronavirus pandemic.</p> <p>In view of the Government's decision, communicated immediately prior to this meeting, that schools and colleges should close for an indefinite period from the end of the day on 20 March 2020, this meeting would be conducted swiftly and focus on the decision items only. Any questions regarding for information items should be submitted to the Clerk by email after the meeting.</p> <p>i. Apologies for Absence</p> <ul style="list-style-type: none"> • Lucia Guetcherian (Staff Governor), Evelyn Bayerlein (Student Governor), Arnold Amoako (Student Governor) and Angela Edwards. <p>ii. Declarations of Interest</p> <ul style="list-style-type: none"> • There were no declarations of interest from members. <p>iii. Croydon College Corporation Minutes of 4 December 2019</p> <ul style="list-style-type: none"> • The minutes of the meeting were APPROVED by the Corporation.

	<p>iv Croydon College Corporation Minutes of 26 February 2020</p> <ul style="list-style-type: none"> The minutes of the meeting were APPROVED by the Corporation. <p>v Matters Arising (Action list)</p> <ul style="list-style-type: none"> Members noted the update on the matters arising. <p>vi Appointment of Staff Governor for Coulsdon</p> <ul style="list-style-type: none"> Fiona Brennan had been elected as the Staff Governor from the Coulsdon Campus. <p>The Corporation APPROVED the appointment of Fiona Brennan as the Staff Governor from the Coulsdon Campus for a period of four years.</p>
2	<p>EVALUATION OF STANDARDS</p> <p>i. Principal’s Report</p> <p>The Corporation NOTED the P&CEO’s report.</p> <p>ii. Office of Students (OfS) HE Improvement Plan</p> <ul style="list-style-type: none"> Members reviewed the HE Improvement Plan, which addressed specific conditions B3A and B3B imposed by the OfS. Members also noted the detailed discussion that had taken place at the Learning and Quality Committee (LQC) meeting on 4 March 2020, in relation to the LQC’s role as the Oversight HE Committee. The LQC would take on the role of scrutinising this improvement plan and providing regular reports to the Board on compliance with these conditions. <p>The Corporation APPROVED the HE improvement plan to address specific conditions B3A and B3B imposed by the OfS.</p> <p>iii. Safeguarding our Students.</p> <p>The Corporation NOTED the update on the steps taken to safeguard the College’s students.</p> <p>iv. Curriculum Planning 2020/21</p> <p>The Corporation NOTED the report on curriculum planning for 2020/21.</p> <p>v. Student Governors’ Report</p> <ul style="list-style-type: none"> This item was not taken as neither of the Student Governors were able to attend the meeting.

3.	<p>BUSINESS PLANNING & MANAGEMENT Financial Monitoring</p> <p>i. External Audit 2019/20</p> <ul style="list-style-type: none"> • This item was not taken. <p>ii. Human Resources (HR) Equality, Diversity and Inclusion (EDI) Annual Report for 2018/19</p> <p>The Corporation RECEIVED the HR EDI report for 2018/19.</p>
4.	<p>REVISED RISK REGISTER</p> <ul style="list-style-type: none"> • Members noted that the risk register was now linked to the College’s new five year strategy for 2019/2024. The risk register had been updated to reflect the potential impact of coronavirus; as far as that was known. <p>The Corporation NOTED the revised risk register.</p>
5.	<p>GOVERNANCE</p> <p>i Update on the Appointment of a new Chairman of the Board</p> <ul style="list-style-type: none"> • In the context of the indefinite closure of the College and the longer term impact of coronavirus, the Chair proposed that the current search for a new Chair should be suspended until the next academic year, when more time could be given to the selection process. This proposal was endorsed by the P&CEO and the Clerk. • The Chair stated that his current term of office was not due to end until July 2023 and that he was willing continue in post until the end of 2020. He did not wish to resign until a new Chair was in place. If members had any concerns that they felt uncomfortable voicing at this meeting they should contact the Clerk. <p>The Corporation APPROVED the suspension of the search for a new Chair until the 2020/21 academic year.</p> <p>ii Governance Review and Board Development Plan</p> <p>The Corporation NOTED the Governance Review and Board Development Plan.</p> <p>iii Meeting Schedule for 2020/21</p> <p>The Corporation APPROVED the meeting schedule for 2020/21.</p> <p>iv Policy and procedure for the removal of members of the Corporation</p> <p>The Corporation APPROVED the revised policy and procedure for the removal of members of the Corporation.</p>
6.	<p>FOR INFORMATION PAPERS</p> <p>i Management Accounts for January 2020</p>

- ii **Minutes of the Search and Governance Committee meeting held on 5 February 2020**
- iii **Minutes of the Audit Committee meeting held on 13 February 2020**
- iv **Minutes of the Joint Learning and Quality Committee meeting held on 4 March 2020**
- v **Minutes of the Finance and Resources Committee meeting held on 11 March 2020**

The Corporation **NOTED** the papers provided for information. No questions had been submitted prior to the meeting.

7. ANY OTHER BUSINESS

i Time Limited Amendments to the Governing Documents – Responding to Coronavirus

The Corporation **APPROVED** the amendments to the Governing Documents relating to the circulation of agendas and papers for Board and Committee members, the quorum for Board and Committee meetings, and the application of the seal. These changes were broadly based on guidance issued by Eversheds to allow governance arrangements to run as smoothly as possible during the coronavirus pandemic.

ii College response to Coronavirus

- The P&CEO reported that 120 staff had been absent at the Croydon Campus that day and nearly half of staff had been absent from the Coulsdon Campus. As reported to members, a decision had been made yesterday that all 19 plus learners would be taught on line only from 18 March 2020. Some students were still coming to the College to access IT facilities. 16-18 Students would be taught online only from Monday 23 March 2020. This was in line with the Government announcement on closures.
- The Government had stated that colleges would be required to remain open for vulnerable students and those whose parents were key workers. Very little detail was available as yet about what the implications of these requirements would be for the College. Ideally the libraries would continue to be open to students at both sites as a proportion of students did not have access to IT outside the College, other than on their phones. The College also had a limited number of laptops that could be provided to students without IT access; but this would need to be prioritised.
- Members noted that there were a significant number of looked after children at the Croydon Campus and asked how staff would support these students. The P&CEO provided assurance that vulnerable students would be supported on site, subject to having sufficient staff to do this safely.
- Those students who received free school meals would receive an extra payment as part of their bursary, plus an additional payment to purchase additional data to access online educational resources from outside the College.
- It was not yet clear whether the specialist SEND provision at the Coulsdon Campus would be required to stay open. A number of the students had underlying health conditions and therefore be vulnerable to coronavirus.
- Members emphasised the importance of supporting students to continue their education during this difficult time.
- The P&CEO confirmed that all permanent and sessional staff were entitled to full sick pay. Agency staff should receive sick pay through their agency.
- The Chair stated that the next few weeks would be very difficult. This was a very sad time for students' education, particularly those who were the most vulnerable, and the College would do its utmost to support them. The P&CEO would send a weekly update to Governors via the Clerk. The Chair would be in regular contact with the P&CEO and the Clerk. Urgent

	<p>decisions would be dealt with by Chair's action unless there were significant financial or long term implications. The Chair asked the P&CEO to pass the Board's thanks onto staff and students for how well they had managed the situation to date.</p> <p>ACTION: P&CEO to provide Governors with a weekly update on the College's response to coronavirus pandemic.</p> <p>The Corporation APPROVED the use of Chair's action for urgent decisions unless there were significant or long term financial implications.</p>
8.	<p>DATE OF NEXT MEETING Wednesday 8 July 2020 – Coulsdon Campus</p>

Signed:

Date: