

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE CORPORATION HELD ON TUESDAY 6<sup>TH</sup> DECEMBER 2022 AT 6.00 P.M. IN ROOM 20, MAIN BUILDING

**Present:** Raphaella Badua (Governor – Student), William Baldwin (Principal), Jo Davis (Governor), Gill Hampden-Thompson (Governor), Paul Lovegrove (Governor), Kathryn MacVarish (Governor – Teaching Staff), Mick McLean (Governor), Chris Newson (Governor), Marcus Palmer (Governor), Chris Piper (Governor), Simon Porges (Vice Chair of Governors), Sandra Prail (Chair of Governors), Jo Redfern (Governor), Louise Serpell (Governor – Parent), Jo Usher (Governor – Support Staff), Tom Wolfenden (Governor), Andrew Wright (Governor)

In attendance: , Jutta Knapp (Assistant Principal), Jacquie Punter (Assistant Principal), Louise Pennington (Governance Director and Clerk)  
The meeting was quorate

Note: ***Questions and Comments from Governors have been included in bold italics for ease of identification.***

The Meeting started with a BHASVIC quiz lead by Andrew Wright (designated safeguarding link governor).

#### SECTION 1: ROUTINE AND STANDING ITEMS

##### 1.1 Apologies and Welcomes

**Apologies:** Ava Peevers and Neil Perry – owing to illness

James Moncrieff and Alison Cousens – owing to Ofsted commitments

**Welcomes:** Paul Lovegrove (new external Governor) who introduced himself, following by introductions around the table from the other Governors.

##### 1.2 Membership Matters

The following appointments/reappointments were endorsed by the Corporation and reference was made to the recommendations made at the Search and Governance Committee meeting held earlier this term, as recorded in the draft confidential minutes, accessible via Teams.

- a) Parent Governor Election process – a summary of the process and interest from Parents was reported and it was noted that the election/ballot forms would be issued electronically to Parents next week, following the completion of the Ofsted visit.
- b) Approve appointment of co-opted Teaching Staff Member of Q & C Committee for a three year term of office - Sally Udeen – with effect from 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2025 - Head of Biology and Environmental Science. And thanks to Jacquie Punter – who will continue to attend as SLT member.

**ACTION: Louise Pennington**

##### 1.3 Minutes of the Meeting held on 11<sup>th</sup> July 2022.

The minutes were approved by the Corporation and the Chair authorised to sign them as a correct record of the meeting. **ACTION: Louise Pennington**

##### 1.4 Matters Arising

The Committee reviewed the actions as recorded in the draft minutes, noting those which had been completed, those which would be completed in due course, or were included on the meeting agenda.

**Item 2.2 Student Governors' Report** -Tutorial Matters: Reference was made to the discussion and papers presented to the last Q & C Committee meeting in November 2022, together with the Committee minutes, noting that the subject of tutorials had been raised by one of the Parent Governors, with input from the Student Governor, with a recommendation to carry out further research in this area with an update to be reported to the November 2022 Q & C Committee. Gill Hampden-Thompson, Chair of Q & C Committee reported that she had met with Nigel Fisher (Head of Guidance) and Alison Cousens, to learn more about the tutorial programmes and to obtain assurance regarding the issues raised and also attended the respective SARAP for additional assurance. The issue of maximising Student attendance was discussed, noting that it was not unusual in this area across the sector, for attendance to be below 100%. Gill Hampden-Thompson confirmed that she intended to re-visit the College and monitor tutorials over the next year and provide further updates to Governors and that she was fully assured that the tutorial programme was

excellent and satisfying for Students, despite some Students not attending all tutorials owing to other priorities; staff were working further to engage with all Students to encourage improved attendance. It was agreed that no further reporting in this area was necessary unless other issues arising.

## 1.5 Declaration of Interest

No declarations were made other than those already included within the Governors' register of interest declarations.

Regarding the item on the External Board Review (EBR), the Chair and Principal disclosed the following: Sandra Prail (Member of the AoC's Governors Council and an External Board Reviewer for the AoC and ETF) and William Baldwin as a Member of the AoC Board – refer S & G Committee draft minutes at which the EBR was considered.

There were no other declarations.

## SECTION 2: STRATEGIC ITEMS AND CURRICULUM AND GUIDANCE ITEMS

### 2.1 Principal's Report

The contents of the Principal's Report were noted by the Corporation and the Principal drew attention to the headline items:

- Ofsted visit – promising feedback at the end of day 1, which included deep dive areas – English Literature, Chemistry and Sports and Exercise Science BTEC. Leadership and Management and Skills have also been reviewed today, together with a meeting with key members of the Safeguarding Team. Tomorrow will see further areas of deep dives, in ESOL, Graphics Design and Spanish and meetings will also be held with certain Governors (Chair of Governors, Chair of Q & C Committee and Safeguarding Link), with a second meeting with Governors (Chair of Governors and Skills Link) scheduled for Thursday.
- College finances have had to be tightly managed this year, but today an additional £130k in year funding has been received for capital spending on sustainability and energy efficiency but this needs to be utilised by end of March 2023.
- Office for National Statistics (ONS) announcement on 29<sup>th</sup> November 2022 (with retrospective effect) regarding the reclassification of SFCs from private to public sector – the College is waiting to hear about some additional capital funding opportunity. Implications for BHASVIC and other Colleges: no longer allowed to seek commercial borrowing, but may retain existing loan arrangements (for existing overdrafts requiring renewal – approval from the DfE is required, but BHASVIC doesn't have an overdraft). Other changes, details to be confirmed by the DfE, include: treatment of VAT; insurance arrangements; funding profile moving to monthly 1/12<sup>th</sup> allocation which will improve the College's cashflow profile; change in financial year end to end March (currently end July); International Students may continue to be enrolled. **In response to a question from the Corporation, Jutta Knapp advised that the impact upon the Finance Department's workload was not significant at the moment, but that in due course, this would increase, once the change in financial reporting is implemented. Corporation also queried the reason for the change to public sector classification and the Principal explained that this was a technical rather than a political decision.** A briefing from Eversheds is awaited regarding the treatment of VAT.
- Governors queried how the College uses publicity to promote the good news arising around Student successes and it was noted that news was reported via the website and via social media – Twitter. It was also noted that a new Communications Manager had been appointed and was being tasked to deal with this type of communication and promotion. Furthermore, regarding the College's communications strategy, it was advised that this would be reported via the Resources Committee (update in Spring 2023). **ACTION: SLT**

William Baldwin was thanked for his report.

### 2.2 Student Governors' Report

Raphaella Badua reported on the following topics to Corporation:

- Reference was made to the Student Governors' report provided at the recent Q & C Committee Meeting.
- Staff have been supporting Students with their UCAS applications.
- Successful open evening but it was suggested that in future it may be useful to invite the SU to be more involved including the SU President giving a speech along with the Principal. **ACTION: SLT**
- SU is involved with other Colleges' SUs with the Citizens' Assembly, particularly with regard to the Student transport issues – cost, reliability etc.
- As criminology exams are taking place on site presently, there is less workspace available for other Students. William Baldwin explained that the online criminology exams take 8 hours per Student and that certain areas of the College including parts of the Library have been needed to cater for the hundreds of Students taking these exams. SLT will be reviewing other ways of managing these exams in the future.

- Train strikes – the College’s default position is that Students should aim to attend College, but have also agreed that Teachers may decide how best to deliver lessons, particularly if some Students are unable to travel to College regularly. ie with blended or fully remote lesson options etc.
- Ofsted – Students have not had any particular concerns arising from the presence of Ofsted Inspectors and have been carrying on as normal. However, it was reported that some Inspectors have asked teachers to leave the classroom, whilst they ask Students about their learner experiences, which has disrupted the lesson delivery.

Raphaella Badua was thanked for her Report.

### 2.3 Draft Self-Assessment Report 2021-2022 and College Development Plan 2022-2023

The Corporation noted the discussions held at the last Q & C Committee and the key issues raised. There were no particular issues identified by the Q & C Committee which the Committee thought required further discussion/notification at Corporation. The Corporation welcomed the new, focused front sheet, prepared for the benefit of Governors’ understanding.

- The SAR format has been revised over the years with the result that an improved report and action plan has been developed.
- The overall self-assessment is outstanding, notwithstanding that there are several areas which require further improvement, and reflects the College’s ambition in terms of continuous improvement.
- The CDP records the issues identified in the SAR which require action.
- Ofsted have been provided with the latest SAR and CDP for their visit.

#### **Questions and Comments from Governors:**

- Governors commended SLT for the improvements reported by Staff as reported in the latest Staff Satisfaction Survey.
- Governors queried the small sample size this year with reference to page 32 value added – William Baldwin agreed to liaise with James Moncrieff and to add his input regarding this point to the minutes as a post minute record. **ACTION: William Baldwin**
- **Post-minute record:** The only swing from positive to negative for VA was in AS levels and this would be reflected by the move from Teacher Assessed Grades to students on recovery courses sitting actual exams.
- Page 34 - The reduction in the Maths GCSE pass rate from 91% to 54% was queried and in response it was noted that the cohort size had been much smaller last year, owing to the impact from Covid 19 and consequently fewer Students had failed their GCSE Maths following the move from Students sitting examination grades to centre assessed grades; the impact arising from the return to examinations reflected this change.
- The Principal confirmed that each CDP target is linked to the Strategic Plan.
- Governors acknowledged the impact of the new communications strategy and plans but noted the focus upon the internal stakeholders. Communications with external stakeholders was questioned and in response it was noted that the new Communications Manager was currently working on that element and that part of this work would involve asking stakeholders to complete a survey regarding College communications. At this point Governors were also reminded that the communications strategy would link with the College’s engagement strategy.
- Safeguarding – in response to a query regarding the CPOMs analysis, Jacquie Punter gave a brief summary of the process and its application to Teams which enables Staff to monitor Teams chats and posts and identify any potential issues of concern – eg suicide; Staff will then follow up any alerts of this nature to ensure the safety of Students. Students are made aware of the fact that Teams communications are monitored in the College working environment.
- The key governance actions included on page 91 were noted, namely the Chair recruitment and the EBR review. At this point it was agreed that the action relating to improving Board diversity should also be added. **ACTION: William Baldwin**
- Page 75 Attendance this term compared to previous terms, was not back to pre-pandemic levels, although SLT reported that it was improving.

The College SAR and CDP were approved by the Corporation.

### 2.4 Skills Act

#### Papers

##### a) Front Sheet

- b) Board Curriculum Review**
- c) Accountability Agreement**

William Baldwin introduced the item to Corporation, summarising the key points and that BHASVIC (represented by himself and the chair) was a member of a DfE early adopter working group, piloting documentation and sharing learning

- The Curriculum Review and Accountability Agreement are separate documents with some overlap . The former has an operational focus with action plan and the latter is more strategic
- The documents will need some updating following further stakeholder engagement, Ofsted feedback and the issue of final statutory guidance for accountability agreements.
- The draft documents once finalised, are expected to be reviewed every 3 years as a minimum, but SLT may bring these back to Governors for an earlier review should there be any significant changes such as introducing T Levels or if the LSIP (Local Skills Improvement Plan) changes.
- Governor's queried Page 105 Self-Assessment response being classified as "reasonable" and the Principal explained that this reflected the current position of the College against the framework of grades/descriptors (of limited, reasonable strong), bearing in mind that this was a new requirement and to achieve a higher level (Strong) the College would need to show consistent and embedded impact across all areas..

The documents were approved in principle subject to minor amendment following further stakeholder engagement and issue of statutory guidance and noting that the final documents would be uploaded to the website within the Reports section. **ACTION: SLT**

### **SECTION 3: CURRICULUM AND GUIDANCE ITEMS - Items included in Section 2 above**

### **SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS**

Jo Davis, Chair of Audit Committee introduced the various Audit Reports, summarised the discussions held at Audit Committee including recommendations as recorded in the draft Minutes:

**4.1 Audit Committee Annual Report** – The Corporation approved and the Committee Chair authorised to sign this.

Attention was drawn to the Members' attendance issues this academic year and the action taken to remedy this, including the recruitment of 2 new Members.

**4.2 Audit Findings Report (AFR) – including letters of representation (financial statements and regularity)**

Governors were reminded that as per last year, the Chair of Governors had attended the Audit Committee in respect of the External Audit Report to provide further assurance to Corporation and the Chair confirmed that she was able to provide such assurance.

The Chair of Audit Committee, confirmed that no issues had been identified by the External Auditors (RSM UK) from their work as recorded in the AFR and the College had been given an unqualified audit opinion.

Attention was drawn to the various adjustments needed to be done and the endorsement by the Management team.

Thanks were recorded to Jutta Knapp and the Finance Team for managing the audit work during the difficult current climate.

In response to a question regarding lettings income (refer discussion in Committee minutes), Jutta Knapp confirmed that as per the audit recommendation, the College had sought professional advice 2 years ago and it was noted that this matter would be kept under review, with further consultation/advice being sought if deemed necessary should the College's current lettings arrangement change. Governors were reminded that currently lettings are based on providing room/s only without any other services offered. This will also be reviewed when the Copper Building may be let (2025 and the Elms Building in 2030). **ACTION: Jutta Knapp**

The document was endorsed by the Corporation and having taken into account the Chair of Governors' additional assurance.

**4.3 Internal Audit Reports**

Front sheet – noted.

- a) Cyber Security Health check**

Jo Davis summarised the lengthy discussion held at the Audit Committee on this internal audit together with supporting input from Jacquie Punter (Assistant Principal (Digital and Communications)) and highlighted the high and medium priorities identified which would be taken forward; also noting the updated risk register to take account of cyber risks. Corporation noted that the follow up internal audit work would keep track of progress with the various required actions, along with monitoring the risk register. Furthermore, Mick McLean (Link Digital Governor) would continue to meet regularly with Jacquie Punter to monitor and seek assurance regarding progress in this area reporting regularly to Resources Committee. Updates will be given to both Resources and Audit Committees next term. **ACTION: Jutta Knapp/Jacquie Punter**

#### **b) Governance – oral report – refer front sheet or Audit Teams for minutes**

The good outcome as recorded in the Audit Committee minutes was noted and that the work had been done in readiness for the EBR review due to commence next term. The internal audit report on governance is due to be issued shortly.

Resources Committee.

Marcus Palmer, the Chair of Resources Committee presented the various documents for approval and summarised the key aspects and recommendations made at the recent Committee, as recorded in the draft Committee minutes:

#### **4.4 Annual Report and Financial Statements**

The Annual Report and financial Statements as recommended by the Resources Committee, were approved by Corporation and the Chair and Principal authorised to sign these. **ACTION: SP/WJB/JHK**

#### **4.5 Management Accounts for 3 Months to 31/10/22 – noted.**

The discussions held at Resources Committee as recorded in the draft minutes, were referenced noting that this had been a very difficult year for financial management, particularly in light of the increase in energy costs and staffing and that SLT had been meeting more regularly to review the figures, noting also that the Resources Committee would be kept up to date with changes and developments.

The following additional points were highlighted – capital costs/funds included in the budget – noting that £50K has already been paid out in respect of professional fees arising from the latest proposal capital project; the fees being essential as a minimum spend to reach the point of providing the necessary requirements and information to submit a bid application to the ESFA. This will continue to be monitored closely by Resources Committee.

To more closely control staffing costs, no new posts have been appointed as a result of staff retirements/resignations and any reappointment requires specific consideration and justification. Furthermore, Budget holders are discouraged from any overspend in this year.

SLT will be holding its strategy meeting in the first week of January 2023 to review the budget and complete a sensitivity analysis.

#### **4.6 Digital Strategy**

Mick McLean, the Link Digital Governor introduced the agenda item and reported on his regular meetings with Jacquie Punter and the digital and cyber security work being taken forward by Jacquie, including both consolidation and modernisation and the recent implementation of the multifactor authentication, together with progressing the work on share point and migration. At this point Jacquie Punter reported on the infrastructure work which was ongoing together with staff training and student skills digital training.

Following a question from Andrew Wright, the Designated Link Safeguarding Governor, it was agreed that he would meet with Mick McLean in the near future to discuss cyber security with reference to safeguarding. **ACTION: Andrew Wright/Mick McLean**

In response to a suggestion from Governors regarding the papers/front sheets included in the Corporation meeting papers, from the respective Committees, it was noted that meeting papers would continue to be reviewed via the S & G Committee, together with encouraging greater communication between the Committee Chairs and SLT in drafting front sheets.

### **SECTION 5: GOVERNANCE ITEMS**

Refer Search and Governance Committee, Consent Agenda and Confidential Papers

#### **5.1 Governance Self-Assessment (refer S & G Committee draft minutes item 8.1bii)**

**Papers: Front Sheet, Governance SAR and Action Plan:** The documents were approved by Corporation noting that the format and content had been revised since last year in order to bring this more into line with the new EBR review process and guidelines.

At this point reference was also made to the work due to be taken forward to improve equality, diversity in recruitment and that the current policy – Governor Recruitment and Succession Planning Policy, would be reviewed and revised.

**ACTION: Sandra Prail/Simon Porges/Louise Pennington**

## **5.2 External Board Review (EBR) (refer S & G Committee draft minutes item 8.1bii)**

**Papers:**

- a) **Stone King Governance Review Proposal**
- b) **Stone King Terms of Engagement**
- c) **Stone King Terms of Business**

Simon Porges summarised the process involving in appointing an EBR review including the initial review of providers' exercise prepared by Sandra Prail, followed by a shortlisting exercise and interviews by Simon Porges and Louise Pennington. The Corporation endorsed the decision to appoint Stone King as the EBR reviewer with the review due to commence in the Spring Term 2023, starting with a data/document/process review and followed up with interviews with some Governors/Chairs and observations at a Corporation Meeting (March) plus a Committee (probably Audit Committee). The cost of £5K plus VAT and expenses was also approved by the Corporation.

It was resolved that the Chair of Governors should be authorised to sign the terms of engagement with Stone King.

**ACTION: Sandra Prail/Louise Pennington**

## **Section 5.3 Other Items recommended by S & G Committee business in item 6.6 and refer draft Confidential business minutes item 8.1bii**

- a) **Confidential Business annual review – approved.**
- b) **Skills Link Governor Role Description (incorporates Careers Lead Governor role) – approved**
- c) **Designated Safeguarding Link governor – revised Role Description - approve**

**OTHER:**

Attendance: At this point the Corporation reviewed the attendance analysis, already considered by the S & G Committee noting that the overall attendance was 76%, and with 3 Corporation meetings per year, it was more difficult to achieve the 80% usual sector benchmark (BHASVIC benchmark is 70%), as if Governors miss 1 of the 3 Corporation meetings per year, this reduces the percentage attendance from 100% to 67%. The Corporation also noted that where it was difficult for some Governors to join Governing Body Meetings on site, the alternative hybrid meeting options were not easy to accommodate owing to the limited technical facilities available to Governance; as agreed at previous meetings, following recommendations from S & G Committee, it has already been agreed that no more than 2 Governors should be allowed to join meetings online and that this should also be in exceptional cases only. It was resolved to keep this matter under review and also with regard to attendance, reference was made to the action taken to improve the Audit Committee's attendance at meetings. **ACTION: S & G Committee/LEP**

I & A: it was resolved on the recommendation of the S & G Committee, to revise the I and A to allow for a co-Chair arrangement, should this be the preferred option. **ACTION: LEP**

## **SECTION 6: CONSENT AGENDA**

It was noted that no points or questions had been raised with the Chair in advance of the meeting and therefore there would be no requirement to discuss any of the items below in any detail.

All the documents listed below, were approved or noted by the Corporation.

### **POLICIES AND OTHER DOCUMENTS**

#### **6.1 POLICIES AND OTHER DOCUMENTS - papers provided via Links**

The policies and other documents listed below were approved by Corporation as recommended by the respective Committees.

- a) **Safeguarding and child Protection**

- i) Front cover with link to Policy
- ii) Policy
- b) Health and Safety Policy Front sheet
- c) Treasury Management Policy Front sheet (refer 6.1b)
- d) Whistleblowing Policy (Front sheet)
- e) Committee Terms of Reference: Q & C Committee (6.1ei) and Remuneration Committee (6.1eii)
- f) ESFA Funding Audit Report (KPMG)/Management Letter

6.2 Risk Management: - approved documents.

#### Papers

- a) Risk Register
- b) Risk Assurance Map
- c) Risk Assurance from Committees

6.3 ESFA Conditions of Funding Agreement – significant changes only – noted.

6.4 ESFA Dashboard and Financial Health Confirmation (note dashboard available via ESFA letter/link – shared with Chairs and Vice-Chairs. – noted.

6.5 Regularity Audit Framework Questionnaire – noted.

6.6 Annual Remuneration Report

The contents of the Annual Remuneration Report were endorsed by the Corporation, based on the Remuneration Committee's recommendations and the Chair authorised to sign this, after which it was noted that this would be published on the College's website, along with the Annual Report and Financial Statements. **ACTION: Neil Perry/Louise Pennington**

#### COMMITTEE MINUTES AND OTHER MATTERS FOR NOTING

The Committee Chairs (or Deputies or SLT Lead members, in the Chairs' absence), presented the various Committee minutes and recommendations, noting that, only minutes if agreed with the Committee chairs have been included in the meeting papers (wef 2022/2023 academic year); other items listed are the Committee papers, some of which may be confidential and are available to Governors on request to the Clerk or via access to the respective Teams folder, subject to the usual confidentiality criteria.

6.7 Remuneration Committee 6<sup>th</sup> October and 31<sup>st</sup> October (draft minutes included in the confidential section below and available to External Governors only)

Papers: Expenses Senior Postholders (SPHs), SPH Policies and Procedures – deferred to next term.

6.8 Search and Governance Committee 3<sup>rd</sup> November 2022 (draft minutes included in confidential section below, available to all Governors).

#### Committee Business/Papers:

AoC Code of Good Governance – Progress Report

Governing Body Self-Assessment (Committees, Individual Governors and SLT Feedback)

Chair and Vice-Chairs' Appraisal Feedback

Ofsted Preparedness

Governors – Attendance

Governors – Skills Audit

EDI Governors' Questionnaires – Responses/DfE/ESFA – Workforce Governor Data Collection for FE and SFCs

Governor Training (incl. SARAPs and Events)

Corporation Expenses

Annual Report on College Policies delegated to Principal

Meeting Papers' Record of Pack Size 2020/2021 and 2021/2022

Financial statements – governance statement and excerpt related party transactions (refer Annual Report and FS)

Risk Assurance (approve refer Audit Committee paper)

AOB – AoC Governors' Council consultation

## **6.9 Quality and Curriculum Committee 7<sup>th</sup> November 2022**

**Committee Business/papers:**

Termly Update – Student Governors - (oral report – refer minutes)

College Development Plan (CDP) 2021/2022 Final

Qualifications Outcomes Headlines, including areas for improvement

SARAPs (oral Report from Governors)

Social Mobility Strategy and Action Plan

Skills Link Governor – termly report (oral)

Tutorial Report

Risk Assurance – approve (refer Audit Committee paper)

Confidential Reports – Safeguarding and Complaints – refer confidential section below; note Annual Safeguarding Report, Annual Safeguarding Assurance Update/Report on safeguarding from Designate Safeguarding Lead Governor (Oral Report - refer minutes)

## **6.10 Resources Committee 21<sup>st</sup> November 2022**

**Committee Business/Papers:**

Termly Update on HR Issues (refer minutes) and papers – and in respect of item 2.1 g) Update on National Pay Negotiations – the recommendations regarding the national agreed pay rise for Support Staff and Teaching Staff (latter subject to agreement being reached between SFCA and Unions) of 5% backdated to September 2022, was approved.

Premises Update (oral report – refer minutes)

Income Generation

Digital Update (incl. Cyber security update – refer minutes and Internal Audit Report)

Risk Assurance – approve (refer Audit Committee paper)

Termly Digital Update including input from Digital Link Governor

Sustainability Update

Health and Safety Annual Update

## **6.11 Audit Committee 24<sup>th</sup> November 2022**

**Committee Business/Papers:**

Update on Audit Recommendations  
RSMUK Emerging Issues  
Fraud Report (Oral report – refer minutes).

## **SECTION 7: OTHER MATTERS**

### **7.1 Any Other Business**

- a) Last Meeting Tom Wolfenden and Louise Serpell – thanks were recorded to Tom Wolfenden for his long service to the College and his many roles, including Vice-Chair of Governors and Chair of various Committees. Thanks were also recorded to Louise Serpell for her 2 year term as a Parent Governor.



**7.2 Date of Next Meeting** – provisional – 27<sup>th</sup> March 2023 at 6.00 p.m.

It was resolved to consult Governors with the intention of finding another date during the week of 27<sup>th</sup> March 2023.

**ACTION: LEP**

**SECTION 8: CONFIDENTIAL BUSINESS - refer separate confidential record/minutes**

**8.1 CONFIDENTIAL MEETING MINUTES**

- a) **Corporation 11<sup>th</sup> July 2022** – approved
- b) **Committees:**
  - i) **Remuneration Committee 6/10/22 and 31/10/22**

**SPHs' Remuneration papers (papers included at Rem Com for this item, SPH Remuneration Policy/Procedures, SPH PDR Policy/Procedures, SPH Salaries' History, SPHs PDRs, Remuneration Analysis from SFCA Data survey and Graham Baird review of SPHs remuneration.**

- ii) **Search and Governance Committee 3/11/2022** – noted/recommendations within the minutes were endorsed.
- iii) **Q & C Committee** – noted.
- iv) **Premises Group 27/7/22** – noted.

Regarding item b) i) above, at this point, the Corporation considered whether the Principal, Staff and Student Governors and SLT members should leave the meeting owing to the sensitive nature of the SPH Remuneration business, but it was resolved that as there were no points to raise for further discussion, it was unnecessary and the recommendations from the SPH Remuneration Committee, were approved by the external Governors.

**8.2 Matters Arising**

**8.3 Annual Report on Safeguarding – consent agenda item - noted**

**8.4 Annual Complaints Report – consent agenda item – noted.**

**8.5 Any Other Business (confidential)**

CHAIR.....

Date.....