

## Minutes Corporation Meeting held on Tuesday 10 December 2019 at Kingston College, Kingston Hall Road, Kingston upon Thames KT1 2AQ

*(All resolutions passed were the unanimous decision of the Governors present unless otherwise stated)*

<b>Meeting Title</b>	Corporation	
<b>Date</b>	10 December 2019	
<b>Members present</b>	Mr R. Foulston – Chair Mr J. Azah Mr D Cheema Cllr J. Cook Ms K. Driver Cllr. B. Fraser Cllr S. Gordon	Mr P. Mayhew-Smith - Group Principal / CEO Mr T. Monger-Godfrey Ms J. Murphy Mr N. Ratnavel Prof P. Reid Mr M. J. Stone Mr G Willett
<b>In Attendance</b>	Miss E. Redfern Miss E. Coleman Mr R. Greenaway Mr A. Slade Mr M. Tweedale Mrs H. Meredith	- Student, Carshalton College - Student, Merton College - Deputy CEO - Principal, South Thames College - Principal Kingston College - Head of Governance
<b>Key Meeting Outcomes</b>		
<b>1.</b>	<b>WELCOME , APOLOGIES AND DECLARATION OF INTEREST</b>	
1.1	Apologies were received from Mr Allen, Mr Bristow. Dr Brumwell and Dr J. McSherry. The Principal, Carshalton and Merton Colleges who normally attends meetings also sent apologies.	
1.2	<b>DECLARATION OF INTEREST</b> Interests previously declared by Governors were noted. Governors confirmed that they did not have any other new pecuniary or other interest in any item on the agenda other than interests which have previously been declared that: Mr Cheema holds an unpaid directorship of KCTC Ltd and Mr Cheema and Mr Mayhew-Smith hold unpaid directorships of KSEP Ltd.	
	The Search Committee recommendation for the appointment of Mr Monger-Godfrey was taken first – see Minutes Item 8.	
1.3	The Chair welcomed Cllr Cook, Mr Monger-Godfrey and the two Students - Elisha Redfern (Carshalton College) and Emma Coleman (Merton College) to their first meeting of the Corporation. When students have been elected from each of the colleges one will be elected as Student Governor and the others will be invited to attend and contribute to discussion at Corporation Meetings.	
<b>2.</b>	<b>MINUTES OF MEETING OF 16 OCTOBER 2019 AND MATTERS ARISING</b>	
2.1	<u>Accuracy.</u> The minutes were accepted as an accurate record and signed by the Chair. Governors also received and noted reports from the Performance Review on 16 October and Governance IQAR and training session on 16 November 2019  The meeting on 16 October was held at The Kingston Academy- founded by Kingston Education Trust sponsored by Kingston College and subsequently STCG in partnership with Kingston University and ‘Achieving for Children’, Kingston Council. The meeting included a tour of the impressive new building opened this term and a presentation from the Headteacher and the Chair commended a visit by any governors who missed this.	

In the context of lower than average attendance on 16 October, the Chair asked governors to make every effort to attend meetings. Governors were reminded of the 80% attendance target previously set by the Corporation.

2.2

**Matters arising**

Governors reviewed and noted the Action Log of matters arising from the minutes and reports as below. Those with updates noted at the meeting are included below and those with future deadlines are included on the action log at the end of these minutes.

Remaining governors to complete the updated 2018 Safeguarding Course on Educare	Governors		See Item 7.2
Governors are keen to develop more engagement with learners.	Corporation	Meeting 16 Oct 2019	Action being taken includes Link Governors being encouraged to talk to students and arrange learning walks as part of Link Governor visits, J. Azah regularly comes into college engaging with students, Students at meeting today
FPR committee to review Gender Pay Gap and action being taken to address this	DHR	Ongoing	Nov 2019 meeting
Two points to add to Governance Improvement Plan 1. To increase focus on Risk Register at Corporation level – including periodic whole Risk Register review; 2. How to address the challenge of 'seeing the wood for the trees' in the quantity of reports and data provided to governors.	HoG	Nov 2019	Actioned
Group Principal to report to governors on apprenticeships by the end of the term.	PM-S	Dec 2019	Actioned
Corporation decision on future of Group sub-contracting to be made at December 2019 meeting	PM-S / AS	Dec 2019	See Item 5.6 and further Corporation Meeting to be convened on 16 January for next decision following re-procurement exercise
Governance inspection briefing to be summarised down to a few pages of key data with input from an educationalist	PM-S/ HM	Nov 2019	To be completed with updates from SAR

3.

3.1.1

**TEACHING LEARNING AND ASSESSMENT REPORT FROM QUALITY, LEARNING AND STANDARDS COMMITTEE**

Mr Willett moved the adoption of the minutes of the Quality, Learning and Standards Committee meetings of 15 October and 27 November 2019.

3.1.2

Accuracy of Minutes Both sets of Minutes were accepted as an accurate record.

The Chair highlighted key items from the October meeting as :

- Final closure of A Level provision at Kingston College;
- Concern about apprenticeship provision;
- Discussion of quality monitoring processes around sub-contracted provision;
- Significant increase in work experience;
- Curriculum Review – see Item 3.3 on the Agenda.

Other items reviewed at the October and November meetings included:

- Staff Survey results data;
- Progress updates on areas of provision subject to internal Notice to Improve (NTIs)
- HE Update;
- College response to the external Curriculum Review Summer 2019 ;
- Internal Quality Assurance Reviews ( IQAR)
- Apprenticeships data and progress update at the November meeting – noting two issues: about standards and about tracking processes. This will be remain as a standing Agenda item for the rest of the year
- English and Maths Attendance Data;
- Link Governor reports – an increasing number of Link Governor visits have taken place and reports sharing governors' findings circulated to the committee;
- Board Assurance Framework - a change to a net risk was made following recommendation at the October meeting.

3.1.3	<p>It was <b>resolved</b> to approve the recommendations made in the minutes including:</p> <ul style="list-style-type: none"> <li>To approve the Equality, Diversity &amp; Inclusion Policy and Annual Report;</li> <li>To approve the Committee Terms of Reference.</li> </ul>
3.1.4	<p>It was <b>resolved</b> to adopt the minutes.</p>

**3.2**

3.2.1 The Chair presented the Group SAR along with a covering report including a table setting out the validated grades:

Key Judgement	Validated Group SAR Grades 2018/19
Overall Effectiveness	Good
Quality of Education	Good
Behaviour and Attitudes	Good
Personal Development	Good
Leadership and Management	Good
Education programmes for young people	Good
Adult Learning Programmes	Good
Apprenticeships	Requires Improvement
Provision for Learners with High Needs	Good

3.2.2 The Chair reported on the involvement of a large number of governors at both school SAR meetings and all day at the Group SAR Validation on 27 November. The validation was followed by a QLS Committee meeting. All areas were self-assessed as good apart from Apprenticeships which Requires Improvement – with the notable exception of engineering apprenticeships at Kingston which are Outstanding.

3.2.3 Governors who attended the SAR validation were satisfied that the validation process was robust and had been appropriately conducted. Governors had interrogated College Principals over the grades in an honest and challenging process which had looked at each of the colleges separately and then reviewed the Group SAR.

3.2.4 The overall achievement rate for performance for the group for 2018-19 was 88.4% (87% last year) which shows another incremental improvement representing a 5% increase across the Group in the 2 years since merger. The Chair congratulated the Group on this achievement achieved despite staff cuts during that period. The Chair thanked all the College staff who contributed to the SAR validation which was an extremely valuable event for all concerned.

3.2.5 It was **resolved** to approve the Group Self-Assessment Report for 2018-19.

**3.3**

**CURRICULUM STRATEGY**

3.3.1 The Group Principal / CEO presented the Curriculum Strategy for approval. This had previously been presented to and discussed by governors at the Corporation Performance Review on 16 October 2019.

3.3.2 The Group Principal / CEO reported that latest figures are indicating a faster decline in 16-18 numbers than forecast with a reduction across the Group of 400 students. Governors asked about the reason for this and how this compares with other Colleges. The Group Principal / CEO reported that this is in line with other Colleges which are facing increased competition from school sixth forms. The College is undertaking a review of marketing.

3.3.3	<p>Governors asked whether the College is reviewing data to identify which curriculum areas are in decline and which areas are growing so as to develop strategies for developing growth areas. The QLS committee have been asking for greater visibility in recruitment numbers for them to scrutinise in greater depth. The Group Principal responded that there has been a small decline across the board and that the main competition is improving school sixth forms which have also broadened their vocational offer and with other neighbouring Colleges with brand new buildings .</p>
3.3.4	<p>The students commented in response that school sixth forms hold on to students closely by persuading students that schools can provide more support for learners than colleges. The Students also felt that their choice of College was more dependent on the education offered than how the College building looks.</p>
3.3.5	<p>The Group Principal / CEO outlined strategies being taken in response including:</p> <ul style="list-style-type: none"><li>• development of the Group's digital offer including a bid for innovation funding from the GLA;</li><li>• a review of group marketing currently being undertaken to include analysis of labour market intelligence;</li><li>• a review of hospitality provision</li></ul>
3.3.6	<p>Governors suggested that the College undertake a forensic analysis across all areas of provision to spot reasons for decline and areas of growth to build upon. Governors also suggested exploring the potential for courses on current issues such as climate change.</p>
3.3.7	<p>Governors questioned the reasons for the decline in Hospitality numbers and whether the qualifications offered are aligned to the needs of local employers, noting that two hotels will soon be opening in Wandsworth. The Group Principal confirmed that the College already works with a number of different employers. The students commented that young people are being recruited directly into hospitality jobs without qualifications.</p>
3.3.8	<p>The Group Principal highlighted the statement of Curriculum Intent at Page 2 :</p> <p><b><i>We want our students to be well-equipped for the real world so that they leave us with the attitudes and knowledge that will assure their future success.</i></b></p> <p><b><i>We want all students to gain substantially in knowledge and skills, achieve meaningful qualifications and progress into work or further study.</i></b></p> <p><b><i>We will make this happen by expanding proven activities, exposing students to the realities of the workplace, stretching their horizons through a very broad programme of enrichment and providing excellent advice to support every decision. We will continue to make our Group a place of safety, with very high expectations of each other's conduct, great attitudes to work and deep respect for other people. We will offer increasingly comprehensive, tailored support to students with individual needs.</i></b></p> <p>The aim of the South Thames Colleges Group is to provide opportunities for young people (16-18) and adults (19+) to develop as independent, confident, successful learners with high aspirations. Throughout the Group, the curriculum is designed to ensure that all learners will have access to broad and balanced learning experiences, allowing them to develop the knowledge and skills to become successful in their future lives.</p> <p>In summary, at STCG, the curriculum will:</p> <ul style="list-style-type: none"><li>• Secure equal <b>access</b> for students from all backgrounds</li><li>• Ensure structured and ambitious <b>learning</b> towards successful attainment of meaningful qualifications</li><li>• Develop <b>capable</b> people, able to adapt, progress and continue to learn into the future</li><li>• Sustain a line of sight on <b>employment</b> and its requisite skills across a broad range of vocations.</li></ul>
3.3.9	<p>It was <b>resolved</b> to adopt the Curriculum Strategy.</p>

<p><b>3.4</b></p> <p>3.4.1</p> <p>3.4.2</p>	<p><b>COLLEGE DEVELOPMENTS</b></p> <p>The College Principals presented an update paper highlighting recent developments including student successes and achievements. Items highlighted included:</p> <ul style="list-style-type: none"> <li>• Employability Week at Kingston College- overview of the activities for students;</li> <li>• End of year Staff Star Awards- the high number of nominations reflects the motivation and capability of staff;</li> <li>• Case studies on building links with alumni from South Thames College and drawing on their talents to work with current students;</li> <li>• Details of employers and case studies from high quality Work Experience including industrial placements. Governors asked whether the College tracks WEX into offers of employment and noted that the College is reviewing the capture and tracking of destinations data;</li> <li>• A new Shop opened at Carshalton College to be run by high needs learners to develop new skills that can be transferred into the workplace.</li> </ul> <p>It was <b>resolved</b> to note the Reports.</p>
<p><b>4.</b></p> <p>4.1.1</p> <p>4.1.2</p> <p>4.1.3</p> <p>4.1.4</p>	<p><b>REPORTS FROM CORPORATION COMMITTEES</b></p> <p><b>AUDIT COMMITTEE</b></p> <p>Ms Driver moved the adoption of the minutes of the meeting of the Audit Committee of 28 November 2019 and subsequent recommendations by written resolution following additional assurance work undertaken following the meeting.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record. The following reports were discussed by the Committee and also copied to the Corporation with recommendations for approval. The Chair highlighted items from the meeting including:</p> <ul style="list-style-type: none"> <li>• a presentation on Group data and management information at the Colleges from the Group Director of Planning &amp; Curriculum Information Services;</li> <li>• Issues unearthed on ESF funded training are being dealt with linked with Sub-contracting issues;</li> <li>• the Annual Internal Audit Report;</li> <li>• the updated Risk Register and reports from committees under the Group Board Assurance Framework- the Committee proposed holding a separate meeting for all governors next year for an overall review of the risk register;</li> <li>• the Fraud Register and Whistleblowing update- no new entries on either</li> <li>• New Counter Fraud Strategy</li> </ul> <p>The Corporation Chair reported to the Corporation on the significant prior year adjustment in the Financial Statements which had been the subject of considerable discussion and additional review work required by the Audit and Finance, Planning and Resources Committees. The adjustment results in a significant reduction (£36m) in the net assets of the Group due to a reduction in value of the Wandsworth Estate by £58.5 m which had not been adjusted in the Financial Statements of South Thames College pre-merger and therefore not included in the Group Financial Statements for the year ended 31<sup>st</sup> July 2018, as there was no awareness of the reduction in the net assets by the Group at that time.. The Corporation Chair confirmed that the Group would be conducting an internal review to find out how this happened and to take action depending on the outcome.</p> <p>Since the Audit Committee meeting, further assurance work on the net asset value requested to answer questions raised by the Committee had been completed and reviewed by both the Audit and FP and R Committees. An additional meeting of the FP &amp; R Committee took place immediately before the Corporation meeting. This review, and an additional letter from the Financial Statements auditors, provided assurance to both committees that the Financial Statements represent a true and fair view. Following this</p>

<p>4.1.5</p> <p>4.1.6</p> <p>4.1.6</p> <p>4.2</p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p> <p>4.4.1</p> <p>4.4.2</p> <p>4.4.3</p>	<p>review both FP &amp; R and Audit Committees recommended the Financial Statements for approval.</p> <p>Governors asked whether any covenants had been breached and whether there are any practical consequences arising from this. The Deputy CEO confirmed that there have not been any breach of covenants. The Group will notify funding bodies and regulators as appropriate. The Group will also take advice on the best valuation methodology for the the estate going forwards.</p> <p>The Financial Statements also report the following:</p> <ul style="list-style-type: none"> <li>• Education specific EBITDA of £5.3 million is being reported for the year (a significant improvement on the £2.1 million achieved in the previous year);</li> <li>• The performance indicators indicate that the College met the loan covenants for the year;</li> <li>• The Deputy CEO drew governors' attention to the significant improvement in the financial performance of the Group from the previous year with a turnaround from the £3.7m deficit to a 14k surplus.</li> </ul> <p>The Audit Committee Chair presented:</p> <ul style="list-style-type: none"> <li>• the Annual Report of the Audit Committee confirming that there is good assurance in the College effectively controlled;</li> <li>• the audit of the Annual Report and College Financial Statements for the Group and two subsidiaries (KSEP and KCTC Ltd);</li> <li>• the Funding Body's Regularity Audit Checklist</li> </ul> <p>It was <b>resolved</b> to:</p> <ul style="list-style-type: none"> <li>• approve the assesments set out in the Risk Register and Board Assurance Framework;</li> <li>• Agree the Annual Report to the Corporation from the Audit Committee and the opinion given in this and that there were no new matters that the Committee wanted to bring to the Corporation's attention. The Report confirmed the Committee's Opinion that the College's risk management, control and governance systems and internal processes for securing economy, efficiency and effectiveness are adequate and effective and that the Corporation should have confidence in relying on them and to authorise the Chair of the Audit Committee to sign and date the annual report on behalf of the Audit Committee.</li> <li>• Approve the Annual Internal Audit Report for South Thames Colleges Group;</li> <li>• Approve the Post-Audit Management Report on the year-end accounts 31 July 2019 and the Letters of Representation for South Thames Colleges Group noting that the draft management letter issued by the financial statement auditors indicates that an unqualified audit opinion and an unqualified Regularity Audit Opinion will be issued.</li> <li>• Approve the Financial Statements for South Thames College Group for the year ended 31 July 2019;</li> <li>• Confirm that the Corporation Chair and Group Principal / CEO are authorised by the Corporation to sign the financial statements and Letters of Representation to the auditors for South Thames Colleges Group;</li> <li>• Re-appoint Buzzacott to provide a financial audit and regularity audit service for the college for the period 01 August 2019 to 31 July 2020 subject to price.</li> </ul> <p>It was <b>resolved</b> to adopt the minutes.</p>
<p>5.1</p> <p>5.1.1</p> <p>5.1.2</p>	<p><b>FINANCE PLANNING AND RESOURCES COMMITTEE</b></p> <p>Mr Ratnavel moved the adoption of the minutes of the Finance, Planning and Resources Committee meeting of 21 November 2019 and reported from an additional meeting which took place on 10 December 2019.</p> <p><u>Accuracy of Minutes</u> the Minutes of the meeting of 21 November were accepted as an accurate record.</p>

<p>5.1.3</p> <p>5.1.4</p>	<p>The meeting had received updates on the following:</p> <ul style="list-style-type: none"> <li>• HR termly reports</li> <li>• Sub-contracting Report – noting the financial due diligence of sub-contractors between undertaken;</li> <li>• Value for money strategy of the OFS re HE provisions</li> <li>• Review of risk areas allocated to committee under Board Assurance Framework</li> <li>• September 2019 Management Accounts</li> <li>• Report &amp; Financial Statements for the Group for y/e 31.7.19</li> <li>• Report and Financial Statements of KCTC Ltd for the y/e 31.7.19</li> <li>• Report and Financial Statements of KSEP Ltd for the y/e 31.7.19</li> <li>• ESFA Financial Health Letter and Financial Dashboard-</li> </ul> <p>It was <b>resolved</b> to approve:</p> <ul style="list-style-type: none"> <li>• the Committee Terms of Reference</li> <li>• The updated Estates Strategy Report– which was taken under Confidential Business due to the commercial sensitivity of these reports;</li> <li>• The Regularity Audit Self Assessments for the Group and to authorise the Group Principal / CEO and Chair of the Corporation to sign the form.</li> </ul>
<p>5.2</p>	<p><b>KSEP Ltd</b></p> <p>The minutes of the Directors’ meeting of 21 November 2019 were copied to the Corporation. The intention of the Directors was that KSEP Ltd would be wound up in due course. However the FP &amp; R Committee had suggested keeping this as a dormant company.</p> <p>It was <b>resolved</b> to note the Report and Financial Statements of KSEP Ltd for the year ended 31 July 2019.</p>
<p>5.3</p>	<p><b>KCTC Ltd</b></p> <p>The minutes of the Directors’ meeting of 21 November 2019 were copied to the Corporation. The Company gave the surplus to the College during the year using Gift Aid. Mr Byrne-Price had decided not to be appointed as a Director having resigned as a Governor with effect from 10 December 2019.</p> <p>It was <b>resolved</b> to note the Financial Statements and Report of KCTC Ltd for year ended 31 July 2019.</p>
<p>5.4</p>	<p><b>MANAGEMENT ACCOUNTS</b></p> <p>It was <b>resolved</b> to note the management accounts to September 2019 noting that it had been agreed at the request of the Committee that going forwards the management accounts will be circulated to governors within 10 days of the start of the month</p>
<p>5.5</p>	<p><b>ESFA FINANCIAL HEALTH LETTER AND FINANCIAL DASHBOARD-</b></p> <p>The Committee reviewed the ESFA assessment of the Financial Health of the Group as in the financial plan as:</p> <ul style="list-style-type: none"> <li>• Good for 2018/19 (the latest outturn forecast year), and</li> <li>• Outstanding for 2019/20 (the current budget year)</li> </ul> <p>although the College view is, however, that this overstates some financial indicators for the current year due to the impact of property disposals and that this should be Good for the current year.</p> <p>Since the meeting confirmation had been received from ESFA (22 November 2019) confirming the lifting of Early Financial Intervention.</p>

5.6	<b>SUB-CONTRACTING STRATEGY</b>
5.6.1	The Principal, South Thames College presented the Subcontracting Strategy and report on sub-contracting considered by the FP& R Committee which included a copy of the ESFA Letter on Subcontracting 3 October 2019. The new subcontracting strategy has been developed to be consistent with the Group’s Mission and Vision and in line with changes in ESFA subcontracting guidance and rules for AEB and Apprenticeship
5.6.2	A new subcontracting compliance and quality assurance procedure was implemented this year to increase the rigour and monitoring of subcontractor performance, as reviewed by the QLS committee in October 2019. This includes the same level of scrutiny of sub-contracted provision as for direct delivery and one subcontractor with poor performance is currently being treated as an NTI and is being reviewed monthly by the Group quality team.
5.6.3	The appointment of sub-contractors will follow the Public Contracts Regulations 2015. The Group will appoint subcontracting partners to deliver against a framework of defined services. The procurement process is designed to ensure that subcontracting will only be commissioned with organisations that; have sound financial health, high levels of quality performance, are aligned to the Group strategic intent, deliver in agreed geographical locations and meet the requirements of the ESFA and GLA. The approach will be to contract with approved sub-contractors on the Group framework for a four-year duration with a break clause after two or three years.
5.6.4	From January 2020 sub-contractors appointed to the framework will be invited to respond to “mini tenders”, in accordance with the Group’s Financial Procurement Regulations, which procure specific services over the duration of the framework. The appointment of sub-contractors to the Framework will come for decision by the Corporation at an additional Corporation meeting being convened on 16 January 2020.
5.6.5	The current level of carry over sub-contracting is £300k. Financial due diligence checks have been repeated for all partners carried into the current year and sub-contractors are regularly monitored. In addition, ESFA continue to require sub-contracting activity to be audited annually and RSM carried out this audit in March 2019.
5.6.6	The safeguarding measures for all subcontractors are checked during due-diligence checks and this includes a check to make sure there are policies and process in place to support staff and learners.
5.6.7	It was <b>resolved</b> to approve the Sub-contracting Strategy.
5.6.8	It was <b>resolved</b> to adopt the minutes.
<b>6.</b>	<b>CAPITAL AND ACCOMMODATION</b> This report and Minutes of the Estates Sub-Committee are set out in Confidential Minutes for reasons of commercial sensitivity.
<b>7.</b>	<b>HEALTH, SAFETY AND SAFEGUARDING COMMITTEE</b>
7.1.1	Cllr Gordon moved the adoption of the minutes of the Health, Safety and Safeguarding Committee of 7 November 2019.
7.1.2	<u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.  The meeting had received updates on the following <ul style="list-style-type: none"> <li>• Safeguarding Update report.</li> <li>• Keeping Children Safe in Education - Statutory Guidance September 2019</li> <li>• DBS Checks for staff- merger implementation update</li> <li>• Prevent Action plan progress update</li> <li>• Mental Health Action Plan progress update</li> </ul>

<p>7.1.3</p> <p>7.1.4</p> <p>7.1.5</p> <p>7.1.6</p> <p>7.1.7</p> <p>7.1.8</p>	<ul style="list-style-type: none"> <li>• Link Governor reports from the Lead Governors for Safeguarding and Mental Health – superb reports which set the bar for Link Governor reports</li> <li>• Wellbeing Strategy progress update</li> <li>• Health and Safety Annual Report</li> <li>• Board assurance- review of risks allocated to the committee</li> </ul> <p>The Chair reported that the support provided to students at Kingston is slightly different than at the other colleges and governors suggested considering the rollout of the method of support found to be most effective. The Group Principal confirmed that all students receive the same level of support delivered through different staffing models and the Principal, Kingston College confirmed there are consistent standards across the Group although the staffing models are not standardised.</p> <p>Both students present at the meeting confirmed that they feel safe at College.</p> <p>The Group Principal reported that the Group had just received notification that it has won the Trailblazers bid and has been appointed as cluster lead for developing mental health support for students at the Group and colleges in Croydon and Richmond. This will result in 8 FTE funded NHS staff. Governors congratulated the Group but cautioned the Group Principal to be mindful that being a cluster lead can be time-consuming. The Group Principal has been appointed to lead this work.</p> <p>Mr Azah reported from his findings from Hate Crimes Week that the majority of students would not report a hate crime in school or college. This perception was confirmed by the Students at the meeting. This also tied in with the Governor Training Session on sexual harassment in November led by Rape Crisis and their work with students to help them to feel empowered not to accept any level of sexual harassment or micro aggression. The Group Principal confirmed that the Group is already working on how to address both issues as part of its student induction themes in September 2020.</p> <p>It was <b>resolved</b> to approve the Committee Terms of Reference (Appendix 1 to the Minutes).</p> <p>It was <b>resolved</b> to adopt the minutes.</p>
<p>7.2</p> <p>7.2.1</p> <p>7.2.2</p>	<p><b>Keeping Children Safe In Education - Statutory Guidance for schools and colleges September 2019 - update on rollout to governors</b></p> <p>The Statutory Guidance on Keeping Children Safe in Education was updated in September 2019 and the link to this sent to all governors with full copies sent to members of the Health, Safety and Safeguarding Committee;  <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p>All Governors are required to read the DfE Guidance and the Safeguarding Policy and to confirm to the College that they have read this by <b>completing</b> a declaration form confirming that they have read these documents and understand their responsibilities and to complete the updated 2019 Safeguarding Course on Educare.</p>
<p>7.3</p> <p>7.3.1</p> <p>7.3.2</p>	<p><b>Safeguarding Children and Vulnerable Adults Policy</b></p> <p>The updated Safeguarding Policy was copied to governors with a report highlighting the key revisions as follows:</p> <ol style="list-style-type: none"> <li>1. Upskirting - is now a criminal offence. Paragraph 27 KCSIE, now includes upskirting as a type of peer on peer abuse and this is also referenced in Part one of the guidance.</li> <li>2. Serious Violence- two new paragraphs have also been added (paragraph 28 &amp; 29 KCSIE) in Part One. They focus on children being pulled into criminal networks and gangs and the requirement for staff to look out for the indicators.</li> </ol> <p>It was <b>resolved</b> to approve the revised policy.</p>

<b>8.</b>	<b>MINUTES SEARCH AND GOVERNANCE COMMITTEE 26 NOVEMBER 2019</b>			
8.1.1	Mr Foulston moved the adoption of the minutes of the Search and Governance Committee interview panel and meeting of 26 November 2019.			
8.1.2	<u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.			
<b>8.2</b>	<b>APPOINTMENT OF NEW GOVERNOR</b>			
8.2.1	It was <b>resolved</b> to appoint Tim Monger-Godfrey as a skills-based governor for a term of office from 10 December 2019 until 31 July 2023 and to appoint him to join the Finance, Planning and Resources Committee and Estates Sub-Committee.			
8.2.2	It was <b>resolved</b> to adopt the minutes.			
	<b>RESIGNATION OF GOVERNOR</b>			
	The Head of Governance reported that Mr Byrne-Price had resigned with effect from 10 December 2019 both as a governor and a Director of KCTC Ltd due to pressure of work.			
<b>8.3</b>	<b>STUDENT GOVERNOR ELECTION UPDATE</b>			
	The Head of Governance reported that students have been selected from Kingston College, Merton College and Carshalton College. There is one formal student governor vacancy and the others are invited to attend and to take part in discussion at Corporation Meetings as observers. A meeting will be arranged with the 4 students in January for them to elect their spokesperson as Student Governor. Governors suggested extending their term of office to two years and the Search and Governance Committee will be asked to review this.			
	The Chair confirmed that governors were very pleased to have the students and thanked them for the contribution which they made at the meeting.			
	It was <b>resolved</b> to note the update.			
8.4	<b>LINK GOVERNOR VACANCY</b>			
	The Corporation noted the vacancy for a Link Governor for Personal Development.			
	<b>MEETING DATE CHANGES</b>			
	The Head of Governance tabled proposed meeting date changes for January and February 2020 which will be sent to all governors when finalised.			
	<b>ANY OTHER BUSINESS</b>			
	Ms Driver suggested reviewing how best to structure meeting papers and time to make the most effective use of governors' and officers' time. The Search and Governance Committee will be asked to consider this.			
	The Head of Governance will circulate fresh links to the governance portal once a glitch about permissions had been fixed. Some governors had been able to access this.			
<b>Action points</b>		<b>Responsible</b>	<b>Deadline</b>	<b>Signed off</b>
1.	QLS committee to receive more detailed reports on destinations.	QLS	Feb 2020	
2.	Progression data to be reviewed by the QLS Committee	QLS	Feb 2020	
3.	Apprenticeships to be monitored by QLS Committee.	QLS	Standing item	
4.	Lessons learnt document re apprenticeship provision to include what is being done to prevent this happening in future to be added as a special report to QLS Committee next term.	PM-S / AS	Feb 2020	
5.	Governance inspection briefing to be summarised down to a few pages of key data with input from an educationalist	PM-S/ HM	January 2020	
6.	A separate meeting for all governors to review the whole risk register to be fixed next year	HM	July 2020	

7.	Search and Governance Committee to review extending term of office of Student Governor to two years	HM	Jan 2020	
8.	Revised meeting dates for January and February 2020 to be sent to all governors when finalised.	HM	Dec 2019	
9.	Links to governance portal to be sent to all governors	HM	Dec 2019	
<b>Date of Next Meeting</b>	<p>Governors noted the following dates:</p> <ul style="list-style-type: none"> <li>• Christmas Lunch at Taste, Merton College, Thursday 19 December 12 noon</li> <li>• Governor Training Session on T levels to be moved from 14 January 2020 to a date in February 2020 and combined with an additional Corporation Meeting (single item to approve Integrated Financial Model) Date in February TBC</li> <li>• Additional Corporation Meeting Merton College Thursday 16 January 6.00 - 7.00pm</li> <li>• Leaving dinner (re Chair of FP &amp; R) Taste, Merton College Thursday 16 January @ 7.00pm</li> <li>• Kingston Hall Road remodelling tenders to be reviewed by a combined FPR / Estates Committee meeting on a new date at the end of January TBC and recommended for decision by the Corporation by written resolution</li> <li>• Corporation Meeting Tuesday 31 March 2019 at South Thames College 7-9pm</li> </ul> <p>The meeting ended at 8.40pm</p> <p>Signed: .....Date.....</p>			