



MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Held on Teams
Wednesday 14TH June 2023, at 6.00 pm

Present:

Tim Oliver (Chair)
Dan Hards
Stephanie Fudge
Declan Mason
Carl Egginton

Kate Parsons (Advising Officer)
Sagar Patel (Advising Officer)
Sharon Kelly (Deputy Clerk)

1. REGISTER OF INTERESTS

There were no declarations of interests from Trustees.

2. APOLOGIES FOR ABSENCE

Paul Collyer was unable to access the Teams meeting.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 8th March 2023 were approved as an accurate record.

4. MATTERS ARISING

A list of policies approved at board or committee level are available in the Trustees Handbook.

5. POLICIES FOR REVIEW

5.1 Complaints Against the Board of Trustees

The updated procedure was considered. The recommendation that one member of the Special Committee Panel be independent of the College was noted. The third panel member is defined as being 'independent from the management and running of the College'. In the case of complaints against the Board of Trustees, it was unclear whether three Members of the Board could execute this role.

Action: Clerk to clarify if Members of the Board are sufficiently independent to hear appeals in the case of complaints against the Board of Trustees.

Subject to amendments, the Complaints Against the Board of Trustees were approved.

5.2 Complaints Procedure

The same recommendation of good practice that one member of the appeals panel be independent from the management and running of the College was noted in the Complaints Procedure.

It was agreed that ‘one member’ of the panel be replaced with ‘an individual’ to avoid confusion with Members of the Board.

A Trustee asked if the procedure could be edited to become a gender-neutral text and this will be considered.

It was agreed to delete the last line in paragraph one of the Complaints Procedure.

Subject to amendments, the Complaints Procedure was approved.

5.3 Complaints Panel Procedure and Terms of Reference

The Complaints Panel Procedure was approved.

The Terms of Reference for the Complaints Panel were amended to include an independent member of the panel, consistent with the above. The Terms of Reference were approved.

5.4 Procedure for Appeals against the Exclusion of Students

A minor amendment to the Procedure relating to being in possession of illegal substances or related paraphernalia was noted. Use of alcohol and other reasons for student gross misconduct are set out in the Student Contract. A slight amendment to the wording in the last sentence, paragraph 2 was agreed.

Subject to the agreed amendments, the Procedure for Appeals against the Exclusion of Students were approved.

6. REVIEW OF TRUSTEES’ QUALITY IMPROVEMENT PLAN (QIP) 2022-23

The updates to the Quality Improvement Plan for 2022-23 were considered. It was noted that the Property Strategy will be on the agenda for the Finance and Estates Committee on 28th June.

7. CONSTITUTION

Recruitment of Staff Trustees

Declan Mason and Kate Parsons are stepping down as Staff Trustees. Declan was thanked for his four years of service. Kate will continue to attend Trustee meetings in an advisory capacity as a member of the Senior Leadership Team.

All staff have been invited to consider the role of Staff Trustee. Three expressions of interest and one application have been received. Nominations close on Wednesday 21st June.

New Student Trustees

The new Student Trustees are Carl Egginton (Student Union President) and Ross Robinson (Student Union Vice-President).

Update on External Trustee Recruitment

Four new External Trustees have been appointed, subject to Members approval. Fran Stewart will be stepping down after 10 years of service to the College. Jane Duscherer is considering continuing as an External Trustee when her term of office as Parent representative ends in November.

Other matters of succession planning were discussed and noted. Committee structures, Chairs and nominations for Vice-Chair will be discussed at the July Board meeting.

Review of TOR for Safeguarding and EDI Link Trustee

The previously separate roles of Safeguarding and EDI Link Trustees have been combined into one position and the terms of reference updated accordingly. Stephanie Fudge has agreed to become the Safeguarding and EDI Link Trustee. Subject to minor amendments of the wording in the responsibilities section, the Terms of Reference for Safeguarding and EDI Link Trustee were approved. Kate Parsons will source appropriate continued professional development to support the work of the Link Trustee.

Action: Kate Parsons to amend the TOR and source appropriate training.

8. ANY OTHER BUSINESS

Dan Hards proposed that the Learning Support presentation at the July Board meeting be replaced with and update on Level 3 reform. This was agreed.

It was confirmed that the Redundancy Procedures and Staff Sickness Absence and Ill Health Procedures are currently being reviewed.

The updated version of KCSIE has been published with minimal changes. The approval of the updated College Safeguarding Policy will be on the agenda for the September Board meeting.

9. DATE OF NEXT MEETING

The Chair noted that the next meeting is scheduled for Wednesday 8th November 2023 at 6pm. To be confirmed at July Board meeting.

*The meeting closed at 6.49 pm.
Attendance was 83%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

S&P3-001	Clerk to clarify if Members of the Board are sufficiently independent to hear appeals in the case of complaints against the Board of Trustees.
S&P3-002	Kate Parsons will source appropriate continued professional development to support the work of the Safeguarding and EDI Link Trustee.

SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C	5	The Committee asked the Clerk to clarify if Members of the Board are sufficiently independent to hear appeals in the case of complaints against the Board of Trustees.
S	7	The Committee thanked Declan Mason for his service over the past 4 years.
S	7	The Committee thanked Stephanie Fudge for taking on the role of Safeguarding and EDI Link Trustee from September 2023.