

Bradford College

MINUTES OF THE MEETING EXTRAORDINARY CORPORATION MEETING

HELD: Monday 15 June 2020 at 16:00 hours via Microsoft Teams

Present (independent governors only):	In Attendance:
Cath Orange (Chair)	Sarah Cooper (Director of People Services)
Paul Ashton (Vice Chair)	Dawn Leak (Vice Principal Curriculum & Development)
Billy Khokhar	Craig Tupling (Vice Principal Quality & Student Experience)
Richard Woods	Jo Wright (Turnaround Director)
Ann Kendal	Sarah McKenzie (Clerk to the Corporation)
Chris Webb (CEO)	Allison McEvoy (Assistant Clerk to the Corporation)
Geoff Alvy	
June Durrant	
Paul Birtles	
Lendy Ho	
Neil Ward	
Apologies:	
Chris Malish	

The quorum was five governors

L/J Denotes the time a Governor left/joined the meeting. Where the individual was not named in the minutes, a record was held separately and was available on request.

Item		Action
Housekeeping		
1.	Chair's Welcome and Introductions	
1.1	The Chair welcomed everyone to the meeting and thanked them for their attendance at short notice.	
2.	Apologies for Absence and Declarations of Interest	
2.1	Apologies for absence were made for Chris Malish.	
2.2	There were no specific or additional disclosures of interest.	
Items for decision		
3.	Re-opening of the College- Phase 1	
3.1	The VPDG provided an overview of the proposed Phase 1 reopening plan that had been developed through consultation with the Health	

	and Safety Committee, Joint Consultative Committee and staff. The college would re-open around 25 June to c. 400 students that would have been identified as being disadvantaged by falling into the delayed assessment category and therefore impacting on their future progression opportunities. All other students would continue to be supported remotely and online. .	
3.2	<p>Q. How do you manage if someone says they don't want to come back in to the College?</p> <p>A. We are aware of wider issues and no-one will feel forced to come back in. The approach to reopening is health and safety led. We will operate on the premise of mutual consent. We have more than enough staff to cover, no-one will be made to feel they are not contributing as they are already supporting students online.</p>	
3.3	<p>Q. What about travelling to and from college?</p> <p>E. Everyone will receive a care pack detailing how they can stay safe. It will include information about transport.</p>	
3.4	<p>Q. Can you briefly outline how track and trace will work and secondly, if this system works and someone is detected as having Covid-19, would a lot of staff need to be quarantined?</p> <p>A. Aside from the national track and trace system, we have been carrying out our own track and trace tests since February. We can track and trace very quickly and now we can assist with booking tests for staff and students. We also have an isolation room for anyone showing symptoms where they can stay until we can have them safely vacate the building.</p>	
3.5	<p>Q. Would it be possible to outline the expected number of staff that would back in this period? And also, is there a specified capacity for college room use?</p> <p>A. We are looking at thirty staff across five weeks. At this stage we have plenty of rooms to support social distancing measures, estates have reviewed all rooms and have allocated maximum capacity to comply with social distancing measures.</p>	
3.6	RESOLVED: That the proposed Phase 1 re-opening is approved.	
4.	<p>Restructuring</p> <p><i>This matter was considered confidential see Annex 1</i></p>	
Summary matters		
5.	Any other business	
5.1	There was no other business.	
5.2	The Chair closed the meeting at 18.40	

Approved by the Corporation:

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Signed by the Chair

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Date

Agreed Actions

No	Minute	Action	Who?
1	4.11	Q. There are plans to remove an apprentice position within CTS. Is it fair to disturb the learning of this individual? A. We will revisit this and report back.	CEO
2	4.17	Any internal communications that go out to staff are to be also shared with governors and that staff and student governors are to be notified in a timely manner.	Clerk/CEO
3	4.18	That any questions received by governors regarding the restructure be directed to the Clerk.	Governors
4	4.19	That the Chair and CEO consider writing to local MPs.	Chair/CEO