

**CICM Council Meeting 16 February 2021  
18:00 until 19:00**

**MEETING MINUTES**

**Chair:** Paula Martin

**Minutes:** Ruth Wood

**Present:** Peter Mole, Jonathan Pledger, Luke Wilcox, Ralph Manly, Paula Martin, Annabel White, Susannah Fone, Judith Elliott, Roberta Stewart, Maddy Carey, Angie Hicks

**Apologies:** Deborah Amlot, Lindy Cox

Minutes of Last Meeting: 20 October – Approved

**1. Matters arising from the last Minutes**

- Luke Wilcox confirmed as Vice Chair

**2. College Report (JPL no written report)**

1. A student has been convicted of sexual assault at his workplace before starting at college (not college related). His class is both sad and shocked. LWI asked what pastoral care has been offered to the students. JPL and SFO have been in close contact and JPL has consulted a charity called Trust House Reading. The charity have offered counselling for those affected.

We are reviewing our fitness to practice policy and planning for Trust House Reading to attend the next staff meeting. JPL explained that students have to self-declare criminal convictions and the student had made a nil return each year. DBS checks have been discussed but are not a current requirement. JPL explained that a DBS check would not have given us any information about the student in this case as he was not on remand and had no other convictions.

2. The building repairs are progressing. Rooms 15/16 are complete, new kitchen in the basement, Room C still out of action and will be for some time. Rooms 17/18 should be available soon.
3. 18.1 clinical will be returning in February. 18.2 have delayed for one month.
4. We are going to employ someone from UCO to develop the VLE and increase the online resources.
5. Our first lockdown class 17.2 have just graduated with 2 firsts and the remainder split 2i and 2ii. We are also continuing to offer them supervision beyond the completion of their course.

## 5. Strategy

The MC have had 2 planning meetings but nothing further to report to the Council at this stage.

## 6. Finance

The final year accounts are still to be audited. Recruitment is good and there have been fewer deferrals than expected. CPD courses will mainly be deferred until the autumn, although the Paediatric course will run.

PMA explained that we now have to complete a large financial document for the OFS. Our deadline is May and we need to have an Extraordinary Council Meeting to approve it. Agreed to make the next meeting May.

## 7. Student Council

Will be emailed to the Council as RWO is absent. **Action: PMO**

## 9. College Policies

Discrimination policy has been updated and circulated.

Zoom teaching policy to be drafted. LWI said this could include guidance for screen use, questions and recording, retention in terms of GDPR. We are also looking at recording in class lectures. JPL said it could be part of the IT policy and signed at the beginning of the course. LWI suggested that all lectures are set as speaker only. **Action: JPL**

## 10. Health and Safety

None

## 10. AOB

None

Action	By
JPL to draft a Zoom teaching policy	JPL
PMO to send out Student Council Minutes	PMO

**Dates of next meetings:**

11 May 2021 (6pm)  
14 September 2021