

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held
Monday 18 May 2020 – 3.20pm – 5.40pm
Tuesday 26 May 2020 2.00pm – 3.45pm
via Microsoft Teams

Prior to the Corporation meeting, the Corporation had a pre meeting from 2.30pm, with the Further Education Commissioner Officers who had undertaken the independent Local Provision Needs Analysis review and presented the methodology, key findings and recommendations from the report. Rory Howie (RH) – HR Director, Jane Roper – (JR) - Interim Director External Engagement and Communications and Jennifer Scott (JS) – Executive Support Officer were also in attendance.

Deputy Chair Election

It was noted that the Instrument of Government 2008 states that at the expiry of the term of office of the Deputy Chair the members shall appoint a replacement from among themselves. With this in mind, nominations were invited from appropriate persons to serve as Deputy Chair of the Corporation to be decided at this meeting. One nomination was received by the deadline from John Williams. As in line with the Corporation approved revision to the Election Process for Chair and Deputy Chair, if a candidate stands unopposed, a motion is put to Corporation to reappoint without a secret ballot.

Resolved: John Williams was unanimously reappointed as Deputy Chair of the Corporation and thanked for doing a fantastic job.

- 156. Present:** Matt Bagley (MB) – Non Academic Staff Governor, Mike Galloway (MG), Linda Haigh (LH), Joseph Hargreaves-Lee (JHL) – Student Governor/SU President, David Lynch (DL), Peter McKenzie (PM) – Audit Committee Chair, Martin Moorhouse (MM), Graeme Osborn (GO), Trevor Shaw (TS), Maureen Vevers (MV) - Corporation Chair, Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer, Emma Wilkins (EW) and John Williams (JW) - Deputy Corporation Chair and Chris Moss (CM) – Co-optee.

TS and MG were welcomed to their first full Corporation meeting.

In attendance: Emma Barbery (EB) – Finance Director, Sandra Burnhill (SB) – Vice Principal, Judith Clapham (JC) - Clerk to the Corporation, Andrew Haddon (AH) – Financial Consultant, Sharon Sheppard (SS) – Vice Principal

Acceptance of apologies for absence: Andrew Cobb (AC) – Quality and Standards Committee Chair. DL and SS on 26 May 2020.

It was noted that Andrew Cobb had resigned and that his letter would be considered in due course. Thanks were expressed for all his hard work and commitment to the College.

With over seven members present, the meeting was confirmed as quorate. It was resolved that Maureen Vevers chair the meeting. Maureen Vevers accordingly took the chair and declared the meeting open. The Chair reported that proper notice of the meeting had been given.

157. Declarations of Interest

The Clerk referred to the Register of Interests and asked if there were any amendments and for those who were highlighted in yellow to provide updates to the Clerk.

There were no changes to the Declarations of Interest as detailed in the register provided, none of which it was agreed amongst those present precluded anyone.

Those thought relevant are listed below:

- TW and GO as Directors of ABC College Co Ltd and ABC Enterprises Ltd.
- TW as a Landex Director.
- JW as a Governor at Kirklees College.
- PM as a Corporation Member and Chair of Audit Committee at Lancaster and Morecambe College
- MV as a University of York Court Member and University of York Archaeology Department Advisory Board Member
- DL stated that Andrew Jackson acts for the Natwest Bank where DL is employed.

The Chair reminded the Members that the College was also an exempt charity and that all transactions must be compliant with all obligations under applicable charity law.

158. Minutes of the meeting held 9 March 2020

Resolved: The minutes were accepted as a true and accurate record and to be signed by MV as Chair.

159. Matters Arising from the minutes/action schedule

The Action Schedule was updated.

160. Chair's Report

MV welcomed everyone to the meeting and thanked all for attending in this virtual environment. MV expressed her thanks for the work on the papers to include more analysis and also for all the hard work, particularly given the current pressures and complexities. MV highlighted that this is an important meeting for the Corporation and needs to receive the due discussion, so an additional meeting has also been planned for 26 May should it be needed.

161. Chief Executive Report

Members agreed that aspects of minute 161 Chief Executive Report should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

Consideration was given to the CEO Report providing an update to the Corporation on key areas of the business (Coronavirus 19, financial performance, staffing, students, student recruitment, impact and arrangements from September 2020, Leadership Arrangements, Newton Rigg Review, FE Diagnostic Assessment, VAT position, staff survey and Bio Yorkshire), including an Executive summary, which TW presented.

TW highlighted:

- The significant effort individuals are making.
- Learning has moved to online, which has been largely successful, with good engagement, particularly at Level 3. Health and well being at the front of communication.
- Having to manage the financial impact and potential impact on achievement rates.
- Non detriment agreements are in place with university partners.

- An increase in safeguarding incidences, which is being managed with Local Authorities.
- FE Student recruitment is holding with an increase in applications, but acceptances coming in later and more of a concern at HE. It was noted that open days are now virtual. One hundred apprentices have been furloughed.
- The College is following government guidance regarding re-opening, but there are some significant challenges and unknowns. H&S of paramount importance and risk assessments being undertaken. Looking at completing practical assessments from 8 June.
- His gratitude to staff and governors for their work during recent events.

PM asked about how the Executive Risk Summary links to the Strategic Risk Register and whether there should be a separate register for Covid. It was noted that the College had moved a long way with its risk approach and the Strategic Risk Register is a live document that is reported on at SLT too. It was thought that the Executive Risk Summary could be removed from the CEO Report, if reflected in the written summary report and key risks reflected in the Strategic Risk Register. TW stated that previously the CEO Report was presented with a summary from each area, but the report from this one moving forward used the summary report as a basis for the CEO's own reflections.

JW asked if the College has managed to keep in contact with all students. TW stated the College had for the vast majority, plus posting of information on the website. It was noted that the College had some work to undertake on student contact databases.

162. Strategy Newton Rigg Review

Members agreed that aspects of minute 162 Strategy should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

The meeting closed at 17:38.

The meeting resumed 26 May 2020 at 2.00pm. DL and SS were not in attendance.

Draft College Strategy

Consideration was given to the ABC Strategic Plan 2020-25 Themes Document Proof to demonstrate what the e-publication will look like (in 'FlowPaper' app which recreates turning pages), as opposed to being a final version at this stage.

The four themes were noted, with the objectives underneath all of which it was noted had been widely consulted on which had been useful.

Corporation thought it would be useful to see more of the shared goals, values and behaviours incorporated in to the document and to understand how these are embedded in to the organisation. Staff survey to be included for the next Corporation meeting. It was noted that there has been a good shift in the markers and metrics, with over 50% response rate and overall satisfaction up from 5.3 to 7.2 out of 10. ACTION

MB left the meeting.

163. Finance

Members agreed that aspects of minute 163 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are

therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

Management Accounts inc financial forecast

Consideration was given to P7 and P8 management accounts.

Letter from Grant Thornton

Consideration was given to the letter from Grant Thornton, outlining the position regarding Covid 19 impact and the external audit and going concern.

Electric and Gas procurement

Consideration was given to the Electric and Gas procurement

It was noted that as in line with discussions at the Corporation Away Day in June 2019, the F&GP Committee had unanimously approved entering into a contract with SSE week commencing 30 March 2020 signing and returning the necessary paperwork the same day. SSE offered a saving of £15,676 / 3.0% per annum.

The F&GP Committee also unanimously approved the signing of the contract with SSE 24 April 2020 for 4 x Askham Bryan College – Gas supplies, and the 1 x additional Electric supply (West Lodge, Stewart Park) in order that contract rates are locked in which is at a four year low and the best offer providing a 32% saving.

164. Curriculum

Quality and Standards Committee 27 April 2020

Consideration was given to the Quality and Standards Committee update from 27 April 2020.

It was noted that there were no recommendations from the Quality and Standards Committee, that there had been two presentations relating to Special Educational Needs and Disability (SEND) outlining the statutory, legal duty as a college to make sure follow SEND Practice as outlined in the Children and Families Act 2014, plus a presentation on the Ofsted Education Inspection Framework and Governor remit with a focus on Intent, Implementation and Impact - why and how deliver and impact on students including employability. Quality of education is the fundamental assessment judgement. There was also an update on the Post Inspection Action Plan with actions progressing.

FE KPIs

Consideration was given to the FE KPIs report. As outlined Achievement is a red risk as is apprenticeships, with over 100 furloughed due to Covid 19, but the College has been successful in applying for provider relief. Practical assessments to take place beginning of June.

HE KPIs

Consideration was given to the HE KPIs report.

It was noted that the HE Department is working on an automated dashboard for HE. Currently HE Learner voice is a red risk.

PM commented on the dashboard, expressing that it was helpful and could be enhanced by adding comments for any red issues. It was thought to be a great tool, but still need to do tracker and report and monitor trend analysis.

165. Student Union Update

Consideration was given to the Student Union Update report which JHL presented and highlighted the new virtual SU still supporting students whether educational or welfare whilst studying at home in lockdown, such as the Great ABC Bake Off, with Star Baker and linking to the National #WithMe campaign and Great Indoors. It was noted that there is a new SU Blog site. JHL is still attending meetings virtually and preparing James Mullen and Jordan Webster for their new roles in the SU.

166. Governor Committees and Activities

Members agreed that aspects of minute 166 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

College Company Meeting 16 March 2020

Consideration was given to the College Company recommendations and update from 16 March 2020.

EW left the meeting.

Corporation Policies

Procedure for Complaints against the Corporation, Board Members and the Clerk

Consideration was given to the Procedure for Complaints against the Corporation, Board Members and the Clerk updated in line with Eversheds guidance. Based on Eversheds precedent, with changes as indicated in red text.

1.3 removed as thought to be confusing ie - The Corporation can also consider a complaint that the Management of the College has not satisfactorily investigated a complaint against a staff member.

MG queried this removal. It was noted that there are other policies that address staffing issues.

Conflicts of Interest

Consideration was given to the Conflicts of Interest Policy, updated in line with Eversheds guidance as indicated in red text.

Any gift now with a value over £20 (previously £50) to be recorded on the Register of Gifts.

JW queried 3.1 in which it states an agenda will be sent two weeks in advance of meetings which is recognised is difficult to achieve. It was agreed this could be removed.

Governor training and development policy

Consideration was given to the Governor Training and Development Policy for which it was noted there was no change.

Resolved: The Corporation approved the amended Procedure for Complaints against the Corporation, Board Members and the Clerk, Conflicts of Interest and Governor Training and Development Policy.

Meeting dates 20/21

To be circulated electronically. ACTION

Governor Training – Aoc invite internally.

It was noted that details regarding the Education and Training Foundation Pilot Governor Development Programme had been circulated electronically to Governors.

Committee Membership

Consideration was given to the proposed Corporation/Committee membership for the Corporation from 18 May 2020, which it was noted had been considered by the Chairs of Committees to try and balance skills on each of the Committees so there is a mix of individuals with the relevant skills for the Committee, those with knowledge of the sector or not from the sector, new Governors or those that have served for a longer period of time.

It was proposed that

Linda Haigh moves to the F&GP Committee

Chris Moss (Co-optee) moves to Audit

Trevor Shaw stays on the Audit Committee and also joins the Quality and Standards Committee

Mike Galloway stays on the Quality and Standards Committee and joins the Audit Committee

Linda, Mike, Chris and Trevor have all been communicated with in advance of the Corporation meeting and have agreed to the changes if approved by Corporation.

Resolved: The Corporation unanimously approved that:

- Linda Haigh moves to the F&GP Committee
- Chris Moss (Co-optee) moves to Audit
- Trevor Shaw stays on the Audit Committee and also joins the Quality and Standards Committee
- Mike Galloway stays on the Quality and Standards Committee and joins the Audit Committee

Individual Governor Activities

It was noted that a number of Governors had virtually attended the AoC Regional Governance Conference, 1 May 2020, which had been due to take place at the College. It was thought not to have been as valuable as attending in person with networking opportunities. Innovation in the College for the Future discussions was thought important.

JW highlighted the AoC webinars due to take place in June regarding budgets which were thought could be useful for governors to attend. It was also noted that a quality webinar is offered and the links are in the weekly AoC email, forwarded by the Clerk.

It was noted that open days are happening virtually.

TW, SB and CR to consider how Governor visits can take place virtually and how Governors could input in the future. ACTION

Link to Staff Development Week, which will include cascading where up to with the strategy, to also be sent to Governors. ACTION

167. Risk Register updates from meeting

Consideration was given to the new sample Strategic Risk Register, which the Corporation thought was useful. There were no additional updates to the Risk Register.

168. Confidential Items

Members agreed that minutes 161, 163, 166 and 170 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

169. Date of next meeting:

Resolved: 20 July 2020

For Information

The final DA Monitoring Report was noted for information.

170. Any Other Business

Members agreed that aspects of minute 170 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

It is proposed that the College re-open 15 June 2020, but the end of term is 19 June 2020 so will not do so in any substantial way. The College will prioritise essential practical assessments for students. H&S and the safety of students and staff is at the forefront of considerations and daily Covid meetings have been happening to cover for any opening eventuality.

PM asked if it might be possible to meet in person for the 20 July Corporation meeting, providing it is safe to do so and social distancing can be observed. It was recognised that the guidance does not currently advise this and that a mixed model of those in person and those joining virtually is more difficult.

It was noted that MB had resigned from his role and therefore would be leaving as Staff Governor. Thanks were expressed for all his hard work and commitment to the College.

I certify that this is a true and accurate record of the meeting held 18 May 2020/26 May 2020 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date

Date Action Raised	Minute No	Action required	Action by	By when
Current				
18/5/20	162	Circulate Staff Survey Findings with Corporation papers	RH/JC	20/7
18/5/20	166	Circulate meeting dates for 20/21	JC	ASAP
18/5/20	166	Consider how Governor departmental visits can take place virtually and how Governors could input in the future	TW/SB	ASAP
18/5/20	166	Circulate link to Staff Development Week to Governors	JC	06/20
Pending				
9/3/20	147	Context to mean and median outcome in Gender Pay Gap report to be provided in the report for next year.	TW/RH	March '21
9/3/20	147	Include lower quartile in pay strategy and include financial implications.	TW/RH	ASAP
9/3/20	148	Organise a training session for Governors on the IFM, financial health context and funding streams.	JC/PM/EB	ASAP
9/3/20	149	Organise an EIF presentation for Corporation.	JC/SB	ASAP
9/3/20	149	FE KPIs - Consider showing red, amber, green against externality and the national benchmark	SS/SB	ASAP

		on the KPI tracker. 18/5 it was noted the KPI data shows QAR and NART data.		
9/3/20	149	HE KPIs – Research outputs - include that is reported at the end of the year, so does not just show a 0.	SS/SB	ASAP
9/3/20	150	Consider if students can delay their studies for a year if applying to be SU President/Vice President.	TW/SB	ASAP
9/3/20	150	Set up a meeting with MV once the new SU President is confirmed.	JC	ASAP
9/3/20	151	Review sector advice for EU students and fees from September 2021.	SS/SB	ASAP
18/10/19	120	Include Moodle access as part of board portal project.	JC	ASAP
22/07/19	100	Arrange a presentation from marketing on how effective the function is. 18/10 in new year.	TW/JC	ASAP
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	ASAP
23/7/18		Governance Working Party to consider governor papers and a review of electronic papers. Governors also suggested that it include a review of the election process. 18/10 has been changes in papers, needs to now align to board portal project.	JC	To start Autumn term
Cleared				
16/12/19	135	Arrange for MV to meet with the new SU President once in post.	JC/JHL	ASAP

I certify that this is a true and accurate record of the meeting held 18 May 2020/26 May 2020 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date