

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held Monday 20 July 2020 – 3.00pm – 6.30pm via Microsoft Teams

171. Mike Galloway (MG), Joseph Hargreaves-Lee (JHL) – Student Governor/SU President, 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.

In attendance: Emma Barbery (EB) – Finance Director, Sandra Burnhill (SB) – Vice Principal, Judith Clapham (JC) - Clerk to the Corporation,

Sharon Sheppard (SS) – Vice Principal was not in attendance

Acceptance of apologies for absence: Linda Haigh (LH) and David Lynch (DL). Peter McKenzie (PM) – Audit Committee Chair was not able to gain access to Microsoft Teams, so was unfortunately not in attendance.

It was noted that it was PM's last meeting and he was thanked for all his hard work and commitment to the College. It was noted that Peter would be invited to assist with the creation of an Alumni. It was also noted that it was JHL's last meeting and he too was thanked for all his hard work for 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.

172. 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.

173. Minutes of the meeting held 18 May 2020

Resolved: The minutes were accepted as a true and accurate record, to be signed by MV as Chair, after the following amendments, make it clearer DL not at 26 May Corporation meeting, pg 11 100 not 200, pg 13 it was noted free transport would be reconsidered not considered.

174. Matters Arising from the minutes/action schedule

The Action Schedule was updated.

MG asked whether there had been any follow up regarding AC's resignation. It was noted that an acknowledgement and thank you had been sent, but AC was now involved in the Newton Rigg Strategic Review so further communication would need to wait until this process was finished.

MG asked about the basis on which minutes are classified. The Clerk explained that within each agenda there is a Confidential Items section for items to be identified. These are selected and managed in line with appendix D of the Standing Orders.

175. Chair's Report

MV welcomed everyone to the meeting and thanked all for attending. MV stated that she had been involved in many FEC meetings, which have been helpful and supportive. As this is the last meeting of the year MV stated it is a time for reflection and stated she was tremendously proud of the College, how staff and students have coped with Covid 19 and to see the College strategy developing and moving forward and could see a bright future for the College, keeping a focus on the long term.

176. Chief Executive Report

Members agreed that aspects of minute 176 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, leadership arrangements, Newton Rigg Review, FE Diagnostic Assessment, financial performance, VAT position, student recruitment, curriculum, quality and performance, student services, estates and resources, legal and compliance, staffing, external relations and engagement) which TW presented.

TW highlighted:

- His gratitude and thanks to the whole staff.
- Key staff planning for student return in September in line with government guidance.
- Proposed appointment of CFO and redefining Clerk's role and how sector developing around assurance and compliance which will be picked up at the end of the meeting.
- That the two Assistant Principal roles are working successfully.
- EW has been engaged to assist with the Newton Rigg position.
- Financial position done exceptionally well against savings in year to £50k deficit, prior to Covid.
- Recruitment is looking positive for FE, particularly at York, some apps staff made redundant. HE is a real challenge for the coming year, which impacts in year.
- From a Quality perspective there are good achievement rates.
- Norwegian students not attending next year due to Covid 19.
- Engagement online has gone well. Student satisfaction has had an uplift, so some great work. 78% satisfaction from NSS, but some work to do.
- IoT progressing.
- New Risk Register embedding.

- Aiming for staff to be back 1 August. It was noted that the staff survey is included with the papers and had a 55% response rate with a leap in satisfaction. Survey will take place termly.
- Social media campaigns really working.

MV stated it shows how much is going on in difficult circumstances.

TS stated it is evident there is much good work and went on to ask about planned investment being delayed and what areas these were, how much and the risks associated.

TW stated the College is in a very challenging position and that some elements proposed in the five year plan are having to be postponed to ensure the College remains solvent with each case being assessed on a case by case basis. EB stated that pg 87 show the capital investment being made with a priority for anything relating to health and safety and safeguarding.

177. Strategy Newton Rigg Review

Members agreed that minute 177 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.

College Strategy

Consideration was given to the final draft ABC Strategic Plan 2021-26, outlining the four themes and number of objectives and measure with performance indicators, provided for approval. It was noted that there has also been significant work on the values and behaviours and that the process has involved extensive consultation.

TS asked if the strategic themes and objectives are equal or will sustainability trump all others and asked if the College has the resource to deliver all contained in the strategy and would welcome sight of a revamped five year financial plan and an understanding of how will be delivered. Others agreed.

TW stated that the deliverables will be provided in the detail behind it, KPIs that can be measured and SMART, 16 objectives and relative importance will flex over time, financial sustainability the priority, order does not mean anything, but focus will change accordingly, so it will be a living document. In terms of investment will be a challenge, but aspiring to and deliver against, eg in terms of digital believe there will be some funding initiatives.

MM stated he liked what he read, any College could be proud, but for him what is missing is a piece around the core competence (land-based) and how this will be reflected to differentiate it. Others agreed.

MV asked do Governors feel the themes reflect the College we wish to be?

EW stated that she personally did not feel she had spent enough time looking at it due to the other priorities and asked if it could be picked up at the Away Day to look at the detail and properly debate. Others agreed.

It was not felt that it needed a rewrite, but to make it more unique to Askham Bryan and that the Away Day could add value.

TW stated that he understood what governors were saying. It was noted that due to the position with Covid the hard launch planned for September would be postponed to February 2021 so there was time to refine. EB suggested strategic strands could link to governors.

178. Finance

Members agreed that aspects of minute 178 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.

ESFA Financial Return/20/21 Budget

Resolved: The Corporation unanimously approved the ESFA financial return and 20/21 budget.

EB to send final submission. ACTION

179. Curriculum

Quality and Standards Committee 6 July 2020

Consideration was given to the Quality and Standards Committee update from 6 July 2020.

It was noted that there were no recommendations from the Quality and Standards Committee as such, but a great deal of assurance around monitoring student attendance and engagement, KPIs, great student experience, predicted grades undertaken and submitted which is a huge piece work and a huge credit during Covid.

It was noted that:

EW take on the role of Committee Chair in an interim capacity, working together with a view to MG taking over the role from January 2021.

- Covid 19, recruitment, particularly at HE, retention, achievement, predicted grades against national benchmarks, digital infrastructure, online/blended approach, potential departure of specialist staff at Newton Rigg and how this could be covered, student experience expectations and student engagement monitoring, areas of focus within the context of a challenging financial position, which requires transformational change.
- FE Exit results with students feeling safe at 96% against a KPI of 95%, plus overall satisfaction at 95% against a KPI of 92%. Lot to celebrate about how. Is it due to them being a home? CW following up.
- Mental health issues seen a significant increase. Identifying online mental health resources.
- Lucy Saker, Head of Employability and Student Services taking on Careers Lead.
- Committee considered Newton Rigg consultation, received assurance rigour, staff survey both of which to be considered on Corporation meeting agenda. RH to look at further.
- Ofsted will be undertaking non graded talks with Colleges from September.
- RHS EQS grading means can now run provision at other sites.
- FDAP been delayed due to DfE needing additional assurance from the ESFA. As a result BDAP application put on hold.
- OfS registration currently compliant.
- Committee self assessment - was thought to fulfil its function. EW and MG to work with SS and SB to understand the quality processes first hand so can provide effective scrutiny, plus review the agenda and Terms of Reference and understand what staff would like out of the Committee, where more time is needed, how risk is approached, where there are strengths and opportunities, so can enhance the Committee function further. Lot of work in papers recognised. Despite challenges positive meeting.

FE KPIs

Consideration was given to the FE KPIs report.

SB highlighted - R11 retention now amber at 93%, apps 114 furloughed back at work, 56 not on a break, doing a lot on blended learning. Not seen high unemployment in areas. Predicted grades red awaiting results.

The KPI tracker will focus on these risk areas going forward as a number of KPIs will remain static for the remainder of the academic year as they can no longer be measured due to covid 19 – see below.

HE KPIs

Consideration was given to the HE KPIs report. It was noted that looking at more automation of the report and top line KPIs. Work to do on NSS assessment and feedback.

180. Student Union Update

JHL gave a verbal Student Union Update and highlighted that the hand over with James Mullen (SU President) and Jordan Webster (SU Vice President) is in hand with them having met with the Chair and Clerk. It was noted that they have some fantastic ideas for virtual events. Ran Diamond Sheaf Awards for FE and HE, announced at FE and Pimms night HE which happened virtually.

It was noted that JHL had sat on the HE student consultation regarding plans for study.

It was noted that it was JHL's final meeting and he expressed his thanks for the support given. It was noted that JHL will continue at the College as a student. MV extended the Corporation's thanks to JHL for the service given with good humour and bringing a student perspective to the Corporation which is so important.

181. Governor Committees and Activities

Members agreed that aspects of minute 181 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.

Meeting dates 20/21

Consideration was given to the Meeting dates for 20/21, which it was noted had also been circulated electronically.

Resolved: The Corporation unanimously approved the Meeting dates for 20/21.

Governor Training

The Clerk stated that some of the mandatory training modules for Governors needed to be completed and log in details would be sent to them for completion.

Committee Membership

Consideration was given to the proposal for an extension to John William's Term of Office. It states in the College Standing Orders that "members cannot serve for more than two terms of office (maximum of 8 years), except in exceptional circumstances and without the specific approval of the Corporation."

As the College is experiencing transformational change it was proposed that John William's Term of Office, which is due to expire in October 2021, is extended for a year to October 2022 to assist with this change and ensure continuity and stability.

Resolved: The Corporation unanimously approved John William's Term of Office being extended to October 2022.

Individual Governor Activities

It was noted that Governors had attended the virtual award ceremonies.

182. Risk Register updates from meeting

Consideration was given to the Strategic Risk Register as was to be presented to SLT. It was noted that there will be one version of the working document to be used at meetings accordingly, so the most up to date position is given. There were no additional updates to the Risk Register.

183. Confidential Items

Members agreed that minutes 176, 177, 178 and 181 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.

184. Date of next meeting:

Resolved: 15 October 2020 to include Away Day Strategy element.

For Information

It was noted that the following documents were provided for information:

Letter to Chairs, CEO/Principals and Heads of Governance in Further Education and Sixth Form College Corporations
Staff Survey Summary Report
Bio Yorkshire

185. Any Other Business

MV extended a thanks on behalf of the Corporation to PM who was a great champion for the College, showing a great commitment, for which the College owes a great debt of gratitude and will miss. MV noted PM had chaired the Audit Committee in challenging circumstances. It was noted that PM wanted to continue to support the College and it was thought he could play a role in the College Alumni. It was suggested that once the Covid position was resolved the Corporation invite Peter to an event.

This part of the meeting closed at 17:33 and was followed by a confidential meeting regarding Remuneration Committee.

I certify that this is a true and accurate record of the meeting held 20 July 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				
20/7/20	174	Review confidential minutes	JC	ASAP
20/7/20	178	Circulate final ESFA Financial Return	EB	ASAP
20/7/20	181	Circulate final College Opening Plan, Risk	SB	ASAP

		Assessment and DfE checklist		
Pending				
18/5/20	166	Consider how Governor departmental visits can take place virtually and how Governors could input in the future. 20/7 It was noted that emails have been sent. If Governors have not already undertaken their visit, to be picked up next year.	TW/SB	ASAP
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	151	Review sector advice for EU students and fees from September 2021. 20/7 It was noted that Norwegian students will not attend College in 20/21.	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
Cleared				
18/5/20	162	Circulate Staff Survey Findings with Corporation papers. 20/7 Cleared	RH/JC	20/7
18/5/20	166	Circulate meeting dates for 20/21. 20/7 Cleared	JC	ASAP
18/5/20	166	Circulate link to Staff Development Week to Governors. 20/7 Cleared	JC	06/20
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
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

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Signed
Chair

Date