

# **Askham Bryan College Corporation**

## **Corporation Meeting**

### **Minutes of the meeting held Thursday 17 December 2020 – 3.00pm – 6pm via Microsoft Teams**

Prior to the meeting Meredydd David (MD), Deputy FE Commissioner joined the meeting to brief Governors on the Newton Rigg Strategic Review process.

#### **201. Attendees**

Declan Whelan (DW) – Non Academic Staff Governor, Mike Galloway (MG), Linda Haigh (LH), Nick Lawton (NL) – Academic Staff Governor, David Lynch (DL), James Mullen (JM) – 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, Jordan Webster (JWe) – Student Governor/SU Vice President, Emma Wilkins (EW) and John Williams (JW) - Deputy Corporation Chair and Chris Moss (CM) – Co-optee.

DW and NL were welcomed to their first meeting.

**In attendance:** Emma Barbery (EB) – Chief Finance Officer, Sandra Burnhill (SB) – Vice Principal, Judith Clapham (JC) – Director of Governance, Sharon Sheppard (SS) – Vice Principal.

#### **Acceptance of apologies for absence:** None

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.

#### **202. 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.
- 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.

#### **203. Minutes of the meeting held 15 October 2020**

**Resolved:** The minutes were accepted as a true and accurate record, to be signed by MV as Chair following removing Audit Committee from under Search and Governance.

#### **204. Matters Arising from the minutes/action schedule**

The Action Schedule was updated.

#### **205. Chair's Report**

MV welcomed everyone to the meeting and thanked all for attending. MV stated that much time is being spent on the Newton Rigg review with up to three meetings on some days, but all progressing.

MV thanked Governors for attending the strategy sessions, the feedback from which will go in to producing good strategy document which needs to be right before coming back to Governors.

MV stated that she had conducted TW and JC appraisals who had had a fantastic year in difficult circumstances.

#### **206. Chief Executive Report**

Members agreed that aspects of minute 206 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 strategic matters and issues current to the key areas of the business (Leadership and Governance, Finance, Student Recruitment, Curriculum, Quality and Performance, Student Services, Estates and Resources, Legal and Compliance, Staffing, External Relations and Engagement) which TW presented.

TW highlighted:

- The significant work being undertaken on the strategy.
- Expressed huge thanks from the Executive and whole team for the work being undertaken on managing Coronavirus in dealing with a really challenging and changing environment. It was noted that Colleges have been asked to undertake testing of students and staff.
- Chloe Rendall, Assistant Principal is leaving the College to become an Ofsted HMI which is a real credit to her, but a loss to the College as she has made an incredible difference to the College. Some restructuring is being considered.
- Covid presented a massive challenge and successfully mitigated with an improved cash position, but significant uncertainty until return to some normality.
- Recruitment is positive with a significant upturn in students at York. HE performed well in challenging environment, but up on budgetary targets. Apprenticeships a challenge, but not as bad a position in comparison to others as agriculture has held well.
- Expressed a thank you to Governors for their engagement with the Self Assessment Report process with an overall achievement of 85%.
- Student services - student perception overall satisfaction 94%. Achieved Matrix accreditation for Information, Advice and Guidance to students.
- Good external engagement.
- Risk management more embedded
- College working to achieve Cyber Essentials which is important to achieve. Credit was given to DW and the IT Department for managing it.
- Staff consultation at Newton Rigg being adhered to.
- Majority of staff complimentary about the way the College is managing Covid with staff.
- New staff survey been undertaken and will report back on this.

## **207. Strategy**

Members agreed that aspects of minute 207 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.

### **Estates Strategy**

Consideration was given to the Estates Strategy progress report. The need for an estates master plan was recognised as central to the College effectively delivering its strategic themes and vision. It was noted that Andrew Haddon had been appointed to lead on the delivery of the strategy and whilst the December date could not be met it was hoped that further work could be undertaken, including a twilight session with Governors before bringing back to Corporation. ACTION arrange twilight session on Estates Strategy.

Governors expressed a concern regarding sequencing and that ideally the Estates Strategy needed to come after the overall strategy, so it does not drive the vision.

## **Newton Rigg Strategic Review Recommendation**

### **Draft Strategy Outline**

It was noted that further work is to be undertaken on the Strategy Outline, incorporating the twilight sessions which will come back for Corporation approval.

JW – SU Vice President left the meeting.

## **208. Finance**

Members agreed that aspects of minute 208 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.

### **Finance and General Purposes Committee 1 December 2020 Management Accounts (P3)/Financial Forecast**

Consideration was given to the F&GP Committee update from 1 December 2020.

JW reported the key messages as follows:

- Kelly Temple and Helen Woodhouse, Financial Controllers joined the meeting for the first time and made valuable contributions and will join future meetings. Good progress has been made with financial reporting.
- Period 3 management accounts considered includes Q1 reforecast. In line with budget position. 22 cash days in March 2021. Aramark risk due to reduction in volume using their services, reached agreement Aramark on how will deal with this as College is to cover costs.
- Covid 19 November Financial Return considered, submitted 30 November 2020.
- IoT and Digital Skills projects on track.
- Considered Estate Strategy timeline. An evening governor session in January proposed.

## **209. Curriculum**

EW left the meeting.

### **Self Assessment Report (SAR)**

Consideration was given to the timeline for activity for the College SAR and post inspection action plan. It was noted that the external SAR validation event had taken place 8/9 December

and governors were thanked for their involvement. It was noted that the impact on covid on some of the aspects is covered in the detail in the SAR and this has impacted on not only the achievement but the teaching and learning grades and some of the subgrades, so whilst the aspirational grade was outstanding, did discuss and the fundamental question of had students had an outstanding experience in the second half of the year in 2019/20 and this had informed the grading to good.

It was noted that the final draft will be presented to Q&S for final submission to Ofsted 31 January 2021.

The table for College grades for the last three years and proposed grades for 19/20 was considered.

**Resolved:** The Corporation approved the overall College grades at Table 1 and the key college areas for improvement in the Post Inspection Action Plan/Quality Improvement Plan.

### **FE Proposed KPIs**

Consideration was given to the FE KPIs report and early dashboard. It was noted that the setting of KPIs is based on the outturn, national benchmark and set with aspirational but realistic targets for each line. Governors queried the high grades for English and Maths which were lower. SB stated that this was as a result of centre assessed grades and a national dip. It was requested that these are considered by the January Quality and Standards Committee for recommendation to the Corporation in January 2021.

### **HE KPIs**

Consideration was given to the HE KPIs report for recruitment, retention, continuation and student satisfaction which it was noted had been to Q&S and recommended for approval.

**Resolved:** The Corporation approved the HE KPIs.

### **210. Student Union Update**

JM gave a verbal Student Union Update and highlighted SU involvement:

- in the accessibility survey, EDI and Disability Awareness, noting that the overall campus is accessible except for the HE social space and agriculture.
- in assisting with students who have to quarantine on site.
- in trying to get more online outreach events not engaging, looking in to sport. Doing academic help and helping with proofing. Online study spaces especially during lockdown.
- in putting up Christmas trees.

JM stated that they have started planning for January and he expected another lockdown.

### **211. Governor Committees and Activities**

Members agreed that aspects of minute 211 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.

### **Audit Committee Meeting 1 December 2020**

Consideration was given to the Audit Committee recommendations and update from 1 December 2020.

TS reported the key messages as follows:

- There were no new declarations of interest.
- The minutes of the meeting held on 6<sup>th</sup> October 2020 were approved and the Actions Schedule reviewed.
- The Internal Audit Plan 2021 was reviewed and it was recommended that the proposed review of the Subsidiaries be deleted from 2020/21 in the knowledge that there would be an internal review on the need and form of Subsidiary Companies.
- **Resolved:** The Corporation approved the revised Internal Audit Plan.
- The report on the progress made on the implementation of Audit Recommendations was reviewed. The committee challenged the need for the extension of dates and following discussion agreed a few small amendments, but in general were content with the progress being made and the format of the report.
- The Strategic Risk Register was reviewed with minor comments made for the executive to consider and also a request for them to consider whether there was a risk of 'Opportunities being Missed' and if so, how this should be recorded and monitored.
- The report on Policies and Procedures was reviewed and the Committee were content with the progress being made.
- The report on GDPR and Cyber Essentials was reviewed. The Committee noted the level of progress being made but also expressed a level of discomfort about the amount of work still to be carried out.
- There had been no fraud or irregularities identified since the last meeting and no expenditure on overseas expenses
- Date of Next Meeting agreed as 14<sup>th</sup> January 2021 in part being a joint meeting with the finance Committee.

### **Regularity Audit**

Consideration was given to the Regularity Audit which was presented following amendments, which the Audit Committee recommended for approval.

**Resolved:** The Corporation approved the Regularity Audit.

### **College Company Meeting 7 December 2020**

Consideration was given to the College Company recommendations and update from 7 December 2020.

The following was noted:

- RBRU and Enterprises expected to be in line with budget.
- Monitoring Covid impact on the Wildlife Park.
- New Wildlife Park Manager.

### **Individual Governor Activities**

It was noted that Governors had been involved in:

- the SAR process, which they had found interesting and informative.
- the strategy sessions
- the AoC Finance Masterclass sessions
- EW attended H&S Committee

All were thanked for their contributions.

### **212. Confidential Items**

Members agreed that aspects of minutes 206, 207, 208 and 211 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.

### **213. Any Other Business**

The Search Committee reported that they had met with Annabel Jelley and it was proposed that she be appointed as a full Governor, based on her skill set and experience.

**Resolved:** The Corporation unanimously agreed that Annabel Jelley be appointed as a full Governor.

### **214. Date of next meeting:**

**Resolved:** 25 January 2021.

EB left the meeting.

I certify that this is a true and accurate record of the meeting held 17 December 2020 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date

<b>Date Action Raised</b>	<b>Minute No</b>	<b>Action required</b>	<b>Action by</b>	<b>By when</b>
<b>Current</b>				
17/12/20	206	Send MG funding report produced for next F&GP Committee	JC	01/21
17/12/20	207	Arrange twilight session for Governors on Estate Strategy	JC	01/21
<b>Pending</b>				
15/10/20	196	Move to a change in structure of the College Companies, so operational, with reporting function to the Corporation	JC/EB	ASAP
15/10/20	196	Circulate Chair nomination forms	JC	Dec 20
15/10/20	196	Organise individual governor self assessments	JC	Autumn Term
20/7/20	174	Review confidential minutes	JC	ASAP
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. 17/12 AoC Masterclasses offered.	JC/PM/EB	ASAP
9/3/20	149	Organise an EIF presentation for Corporation. 17/12 has taken place at Q&S Committee.	JC/SB	ASAP
9/3/20	151	Review sector advice for EU students and fees	SS/SB	ASAP

		from September 2021. 20/7 It was noted that Norwegian students will not attend College in 20/21.		
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. 17/12 has taken place at Q&S Committee.	TW/JC	ASAP
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	ASAP
<b>Cleared</b>				
15/10/20	196	Discuss Internal Audit Plan number of days	Exec	ASAP
15/10/20	194	Circulate SAR Landex Validation schedule	SB/JC	ASAP
15/10/20	196	Capital grant expenditure report to be on agenda for F&GP Committee	EB	9/11

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Signed  
Chair

Date