

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held

Monday 24 January 2022 – 3.00pm-5.30pm

Committee Room, Askham Bryan College, York/Via Microsoft Teams

39. Attendees

Linda Haigh (LH) via Teams, Annabel Jelley (AJ), David Lynch (DL), Martin Moorhouse (MM), Graeme Osborn (GO), Trevor Shaw (TS), Maureen Vevers (MV) - Corporation Chair, Jordan Webster (JW) – Student Governor/SU President, John Williams (JW) – Vice Corporation Chair, Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer and Chris Moss (CM) – Co-optee.

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

Acceptance of apologies for absence: Nick Lawton (NL) – Academic Staff Governor, Emma Wilkins (EW).

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.

40. Declarations of Interest

Consideration was given to the Register of Interests.

There were no changes to the Declarations of Interest as detailed in the register, 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 Bradford 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.
- AJ declared that as a consultant in the sector she is Interim Head of the North Yorkshire IOT which the College is part of.

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.

41. Meetings of the minutes held 20 December 2021

Resolved: The minutes were accepted as a true and accurate record following the addition of items in the confidential section marked on the draft (highlighted in yellow), to be signed by MV as Chair.

42. Matters Arising/Action Schedule

The Action Schedule was updated.

43. Chair's Verbal Report

MV reported that she had been involved in the new Annual Strategic Conversation with the ESFA, 12 January, which had been mutually beneficial and focussed on the college's strategic vision for the future, to showcase what the College is proud of and the opportunity to highlight challenges and actions being taken to address these. It was noted that the ESFA is moving back in to the Department for Education. ACTION – circulate letter

44. Chief Executive's Report

Members agreed that aspects of minute 44 Chief Executive's Verbal 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.

TW highlighted the following:

- The Financial Statements were submitted to the ESFA by the 31 December 2021 deadline.
- The College continues to follow Covid guidance. It was noted that the re-introduction of face masks was problematic, but low level poor behaviour has been appropriately challenged. Cases of covid have increased.

Business and Quality Planning Assurance (delivering the strategy)

Consideration was given to the Business and Quality Planning Assurance in relation to what is in place for monitoring and reviewing business and quality in delivering the strategy. It was recognised that TW as Accountable Officer/CEO and Principal has the responsibility for implementation of the strategy, with oversight from the Corporation.

45. Strategy

Members agreed that aspects of minute 45 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.

FEC Diagnostic Assessment Follow Up Report

Consideration was given to the FEC Diagnostic Assessment Follow Up Report.

46. Special Focus Topic Governance Development

JC presented to the Corporation an update of Governance Development Plans at the College, including Effective Governance, the White Paper, professional development, priorities (Governor recruitment, succession planning/Board Review and Board Portal), EDI Awareness Training, AoC Governance Code, what success will look like and governance measures.

47. Finance

Management Accounts P4 inc Q1 Financial Forecast

Consideration was given to the Management Accounts for Period 4, showing a forecast surplus position, after absorbing the HE position, but there is a risk to delivering the adult budget.

48. Curriculum

FE Verbal Update

SS reported that not much has changed since the December Corporation meeting. Attendance is at 89% against a target of 93%, so this is a focus. Carefully monitoring retention and achievement and English and Maths.

JW asked about attendance. It was thought to be due to covid and the shift to being back face to face, with a rise in mental health issues.

It was noted that College applications are 46% up, but behind on offers and accepts, due to a timing issue.

College Self Assessment Report

It was noted that the revised SAR, following validation of the self assessed grade, Good will be submitted to Ofsted this week.

HE Verbal Update

SB stated that there has been no change since the December meeting.

Ofsted relating to Governors, College position and potential risks.

Consideration was given to the Ofsted update and emphasis on impact on students in the current year, recent inspections, safeguarding, local skills agenda, personal development, behaviour and attitude, Programme manager/tutor leadership and Teacher training plan.

It was noted that Ofsted have stated that all Colleges will have a full Ofsted inspection, under the Educational Inspection Framework (EIF) by the end of 2025.

49. Student Union Verbal Report

Move this agenda item to under the CEO Report for future meetings. ACTION

50. Governor Activities/Training

JW reported that he had attended a webinar on the new Governor Dashboard, which is being refined to be College specific.

It was noted that EW, GO, MV and TW had been involved in the senior post holder recruitment and MV in the ESFA Annual Strategic Conversation.

To consider a summer away day with an overnight stay so can build the team. ACTION

51. Confidential Items

Members agreed that aspects of minutes 44 and 45 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.

52. Any Other Business

None.

53. Date of next meeting:

Resolved: Confirmed as 14 March 2022 - Away Day, 23 May 2022 and 13 July 2022 (note change in date).

I certify that this is a true and accurate record of the meeting held 24 January 2022 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				
24/01/22	43	Circulate ESFA Strategic Conversation Letter.	JC	23/05
24/01/22	49	Move SU section to under CEO report on agenda.	JC	23/05
24/01/22	50	Consider holding an overnight summer away day.	JC/MV	31/05/22
Pending				
20/12/21	29	Include Student comments in to Estates Strategy. 24/1 have factored in points covered by the strategy and will keep students informed. When revise strategy will include.	EB	24/01/22
20/12/21	35	Organise tour of wider College Estate.	TW/JC	Summer /Autumn Term
15/03/21	248	Consider ways of increasing ethnic diversity and other forms of diversity across the organisation. TW to work with Landex too. 14/10 this work is ongoing, via the EDI Committee and in terms of Governance through the recruitment processes.	All	07/22
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	07/22
14/10/21	7	Put Company Structure Work in to a work stream. 20/12 College Company providing oversight.	TW	31/10
14/10/21	8	Consider having a Corporation Meeting at Stewart Park, Middlesbrough. 20/12 potentially the March Away Day.	MV/JC	05/22
Cleared				
20/12/21	31	Financial Regulations review to include presentation to the Audit Committee.	EB	Next review
20/12/21	34	Check scoring against Risk 6 on Risk Register.	JC	24/01/22

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Chair

Date