

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held Monday 14 March 2022 – 10.00am-10.30am The Berrick Saul Tree House, University of York

It was noted that this was a short Corporation meeting as part of the Corporation Away Day.

54. Attendees

Linda Haigh (LH), 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, Emma Wilkins (EW) and Chris Moss (CM) – Co-optee.

In attendance: Emma Barbery (EB) – Chief Finance Officer, Sandra Burnhill (SB) – Vice Principal, Iain Glendinning (IG) – Interim Vice Principal, Lynne Griffin (LG) – Executive Director People and Organisational Development, Jennifer Scott (JS) – Head of Business Planning and Judith Clapham (JC) – Director of Governance.

Acceptance of apologies for absence: Annabel Jelley (AJ) and James Sadler (JS) – Co-optee.

It was noted that Nick Lawton – Staff Governor had stepped down from his role as staff governor, due to external factors. Nick was thanked for his contributions.

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.

55. 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.

Members agreed that aspects of the minutes 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.

56. Gender Pay Gap Report

Consideration was given to the Gender Pay Gap Report, which LG presented.

It was noted that as an employer of over 250 staff, Askham Bryan College has a statutory duty to report on its gender pay gap (GPG) annually, by 31 March, showing six calculations:

- mean gender pay gap in hourly pay
- median gender pay gap in hourly pay
- mean bonus gender pay gap
- median bonus gender pay gap
- proportion of males and females receiving a bonus payment
- proportion of males and females in each pay quartile

It was noted that the number of staff in scope (paid in the March 2021 payroll) was 539 in 2021 as opposed to 638 in 2020. The reduction in this number was as a result of leavers and difficulty recruiting to the vacant roles due to the covid pandemic.

To counteract this staff with fractional contracts had their hours increased where possible.

Both mean rates of pay are slightly higher than in March 2020, when they were £13.76 and £14.71, respectively.

As such the Mean GPG is 8.6%. This compares to a figure of 6.5% in March 2020.

The median GPG has increased to 5.77% from 5.57% in the previous year.

It was noted that the upper quartile swing is due to a female member of staff leaving and being replaced by a male. Whilst recognised that our GPG is lower than the national average (currently 15.4%) and what is believed to be the average for the further education sector (c. 10.2% in 2021, up from 9.3% in 2020), we remain committed to the continued reduction in the GPG and in providing equality in all aspects of our organisation. As such, key actions and objectives have been developed in helping to close the GPG and providing potential areas of work in this regard, including the embedding of mandatory Equality and Diversity training for all staff, a full suite of family friendly policies and ensuring that our management development and mentoring programme which is available to all staff provides opportunities for women in the college to develop their career and progress.

We have also implemented an Equality, Diversity and Inclusion Committee with Governor representation as well as a working group driving activities and continuous improvement and will continue to look at further opportunities to nurture and identify talent to ensure that there are further opportunities for women in the college to grow and develop their careers.

MV asked if LG thought the pace of change was fast enough. LG stated she thought progress was being made, but not to lose traction.

TS asked if for the quartiles further figures could be included as to what is deemed acceptable, so know how the College benchmarks. EW stated she would also be interested in this. ACTION

Resolved: The Gender Pay Gap Report was approved for publication on the Government website by 31 March 2022.

57. Audit Committee Recommendations:

3.1 - Terms of Reference

3.2 - Internal Audit Plan

3.3 - External Audit Tender

Consideration was given to the Audit Committee Terms of Reference, Internal Audit Plan and External Audit Tender Reports.

TS stated that on the Risk Register there are some outside of the risk appetite which is being considered internally and will be considered by Audit Committee further at the next meeting.

JW asked about the discussion process for the Internal Audit Plan. It was noted that the Internal Auditors discussed with the senior team in relation to the 3 year plan to see if it was still relevant, before it coming to the Audit Committee for discussion.

Resolved: The Corporation approved the revised Terms of Reference with the addition of 'first normal', Internal Audit Plan and agreed to award the External Audit Contract to Armstrong Watson for a period of three (3) years with the option to extend for up to two (2) additional years. Plus approved the Anti-Bribery Policy and Guidance and Data Sharing Policy and Procedure.

58. Finance & General Purposes Committee Recommendations:

4.1 – Terms of Reference

4.2 – AoC Pay Recommendation

4.3 – Financial Regulations/Tuition Policy (attached separately)

4.4 - Procurement Verbal Update

4.5 – T-Level Bid Verbal Update

Consideration was given to the Finance and General Purposes Committee Terms of Reference, AoC Pay Recommendation, Financial Regulations, Tuition Policy, procurement update and T-Level bid update.

Resolved: The Corporation approved the revised Terms of Reference with the addition of 'first normal', approve procurement expenditure within an approved programme, for example utilities, cleaning, 3.2 and 3.5 to move to advisory, not delegated, the approval of a 1% pay award from 1 February 2022, the revised Financial Regulations and Tuition Policy, procurement awards for leased fleet, Digital Academy technology, cleaning tender and student records system and the T-Level Bid.

59. Quality & Standards Committee Recommendations:

5.1 – Terms of Reference

Consideration was given to the Quality and Standards Committee Terms of Reference.

Resolved: The Corporation approved the revised Terms of Reference with the addition of 'first normal'.

The EDI Annual Report, EDI Policy and Freedom of Speech Code of Practice were approved.

60. Confidential Items

Members agreed that aspects of minutes 58 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.

61. Any Other Business

None.

62. Date of next meeting:

Resolved: Confirmed as 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 14 March 2022 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date

CONFIDENTIAL DRAFT

Date Action Raised	Minute No	Action required	Action by	By when
Current				
14/03/22	56	Look at the Gender Pay Gap quartiles and provide some benchmark data so Corporation can understand if where the College is, is acceptable.	LG	31/3/23
14/03/22	58	Check why any proposed pay award is considered in February and not before.	JC/EB	
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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Signed
Chair

Date