

Askham Bryan College Corporation

Corporation Meeting

Confidential Minutes of the meeting held Wednesday 13 July 2022 – 3.00pm – 6.10pm Committee Room, Askham Bryan College, York/via Microsoft Teams

Prior to the meeting there was a tour of the York campus including the Digital Academy, IoT building and beef unit.

82. Attendees

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

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.

In attendance: Emma Barbery (EB) – Chief Finance Officer, Laura Black (LB) – Interim Vice Principal, Sandra Burnhill (SB) – Vice Principal and Judith Clapham (JC) – Director of Governance.

Acceptance of apologies for absence: Linda Haigh (LH), Jordan Webster (JW) – Student Governor/SU President and Emma Wilkins (EW). MV thanked JW for all his contributions. Iain Glendinning (IG) – Interim Vice Principal was not in attendance.

83. 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, GO and MM 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 her husband Andrew Vevers is a Fulford Parish Councillor.
- 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.

84. Minutes of the meeting held 23 May 2022

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

85. Matters Arising from the minutes/action schedule

The Action Schedule was updated.

86. Chair's Report

MV reflected on how much the College has changed since September which is exciting for students and staff and expressed thanks to staff for getting the College to this place.

MV stated that October will be JW last meeting and will be the election for Vice Chair. JW was thanked for everything he has done in the role.

MV referenced an email that had been received regarding the ONS review on the reclassification of Colleges. It was noted that since 2012 Colleges in England have been classified in the private non-market sector. Those revisions were made largely based on changes to legislation under the Education Act 2011 that removed various government controls. If reclassified, Colleges would be treated for financial and accounting purposes as part of the general government sector, standing alongside Ministerial Departments and a wide range of arms-length bodies (these include for instance schools, including academies, non-Ministerial Departments, and non-departmental public bodies).

87. Chief Executive's Report

Consideration was given to the Chief Executive's Report, covering Leadership and Current Challenges, People, Finances, Ofsted preparations, Campus Developments, Students, Student Recruitment, Risk Management, External Landscape and Engagement, Updates on previously reported matters, with one page summaries from the Chief Finance Officer and Vice Principals, with detail as in the report.

TW highlighted the following:

- That leading within the FE sector has never been more uncertain or stretching. The political landscape is highly changeable, this is sometimes leading to slowed, confused and muddled educational policy and decision making. Inflation, soaring energy costs (fixed price energy tariffs ending March 2023) and staff pay are casting a shadow over all conversations and decisions. The impact on future capital build projects of cost rises, labour shortages and supply chain issues and lack of materials are having a detrimental and compounding effect.
- It will be vital that the College has a viable budget that continues to generate a surplus position (however small) over the next 24-month period, cashflow will be key. Updating and reviewing our position at October half term will be crucial.
- Following the Restructure process a new senior leadership team for the College has been established from September 2022 to enable a clear and transparent management structure to deliver on the strategic priorities. The recent management restructure has placed some strain on leadership capacity within the organisation. A number of senior leaders have had to take a more hands on approach to operational management. A development programme to ensure that all new curriculum postholders have the management skills and behaviours required to deliver in their roles has already been implemented (this will also be delivered to any new employees joining as a curriculum manager).
- LG is leading on the culture piece and will feed back on the Staff Survey with Investors in People at the October Corporation meeting.
- Staff recruitment remains a significant challenge. Relative pay levels, changing workforce expectations and inflationary pressures are all contributory factors. Additional work is being undertaken to address staff working patterns and pay.
- Colleague engagement week was held week commencing 27 June 2022 with various activities including a state of the nation address and update on key activity by the CEO and Vice

Principals, disability awareness training provided by external experts, systems training and, also team building activities led by line managers. The week culminated in a managers' conference for all curriculum and support managers. The conference theme was about building a great culture and our journey to excellence with the golden thread being around culture, enabling our people to deliver their best through great behaviours and excellent teamwork. The outputs of the conference activities will be built into our people plans for 2022/23.

- The Financial position is in line with forecast and ESFA Good financial health.
- Between September 2022 and September 2025 all Colleges will undergo a full Ofsted Inspection under the Education Inspection Framework (EIF). The College is also subject to a residential care standards inspection, which is expected early in the next academic year 22/23.
- TW and EB attended an event with City of York Council regarding permitted development on the York Campus and designation. The College was complemented on having an Estates Strategy. Urgent and critical work continues.
- TW informed the Governors that the College has been unsuccessful with the T-Level bid, which is disappointing. It was noted that a number of other landbased Colleges have also been unsuccessful.
- It was noted that the College has submitted an OfS application for 100% grant funding for STEM and Science Centre.
- Both the IoT and Digital Skills Academy have been fully handed over and will have a considerable positive impact on student experience.
- TW reported that there has been an overall dip in the FE student satisfaction, but for HE it has seen a rise in the NSS of 12% to 79% which is a positive step change.
- In September, the college will begin the recruitment process for a new Student Governor. The SU President will be a student governor, but in addition this is a new post that will be recruited directly from the student body.
- Student Recruitment is very strong at 7.6% above this time last year. HE is behind, relating to veterinary nursing.

MV asked for further information on this. It was noted that the RCVS has advised more stringent admission, which the College has put in place this year. LB stated that the other strands of work eg development at Newcastle is still continuing.

- There has been an indepth review of entries on the Strategic Risk Register.
- The College continues to engage in multiple stakeholder events. Yorkshire Show is taking place this week.
- The Office for National Statistics (ONS) has announced that it has launched a major review into whether Further Education Colleges, Sixth Form College Corporations, and Designated institutions should be brought back into the public sector. The ESFA are currently gathering information on debt in Colleges as well as undertaking 20 deep dive interviews. This review is significant for the sector and the College will continue to monitor developments and progress.
- The AoC have recently undertaken pay recommendation discussions with the unions, offering 2.5%. This has been rejected by the unions and is likely to lead to increases in industrial action by staff who may be members of the unions. Considerable concerns around affordability were expressed by a number of AoC member Colleges regarding the 2.5% offer.
- The Public Inquiry in relation to the public footpath took place on the 28th – 29th June 2022 in York. The College awaits the Inspectors decision.
- The College has successfully renewed its Cyber Essentials accreditation.

GO asked how concerned we should be about the energy increase costs. It was noted that this has been included in the budget/CFFR and the College is looking at reducing usage. JW stated that a discussion had taken place at F&GP Committee where the thought was the assumption in the figures is realistic.

GO asked about the pay offer and how much of a problem is it for the College to recruit and retain staff. TW stated the College is doing a lot of work around reward, hybrid working, holiday allowances for discussion and approval in the Autumn term. The College has started to

address pay through the restructure. TW stated he is not clear how other colleges are offering what they are.

It was thought that the government position for civil servants is 2%, with 3% in exceptional circumstances.

MM asked if with the T-Level bid not being successful will it be removed from the budget. It was noted that due to the timeline it will not.

88. Student Union Update inc Student Union Constitution

Consideration was given to JWe Student Voice/End of year Report. It was noted that: JWe thought the change in the way we talk to students in Student Council meetings was a big improvement that has 'cultivated positive change.'

The Askham experience and community is really important.

The FE Awards Day SU led event was well received.

JWe reflection on his 'beneficial' time at the College, seeing the start of the animal management building, digital learning academy and the 'many amazing opportunities for students as College has grown and developed' and one of his biggest lessons 'understanding people's background and cultures' and that the 'governors and staff within the College do an amazing job of understanding and adapting.'

JWe contribution to the SU, College life and Corporation was acknowledged.

JW stated that he thought the report was 'great.'

DL stated that he also thought students from diverse backgrounds was a real positive for the College.

It was noted that GO has been working with Clare Williams, Assistant Principal Students on the SU Constitution and it being aligned to the NUS model documents.

89. Strategy Update – Key Corporate Measures and targets – annual position

Consideration was given to the Key Corporate Measures and targets annual position. TW highlighted the following:

Strategic Theme 1 landbased curriculum– Achievement and progression are both on target, albeit the impact of new Technical qualifications will not be fully understood until the autumn, but likely to be a dip for the national picture. Enrolments have grown slightly ahead of expectations. The College remains graded good for Ofsted and Bronze for TEF.

Strategic Theme 2 student experience and environment– Student satisfaction is challenged. Whilst the NSS has seen a significant improvement, FE satisfaction has experienced an unexpected fall, this is a matter for immediate attention. The College remains outstanding under the Ofsted care standards inspection framework. Progress in digital learning has been in line/ahead of expected targets.

Strategic Theme 3 people and place– VIP stakeholder engagement and public perception has made reasonably good progress; however, there needs to be more sophisticated measuring of these metrics. Commercial income has been subject to a legacy Covid effect and has not reached expected target. Overall employer satisfaction is good, however a greater sample of employers is needed.

Strategic Theme 4 sustainability– Operating Surplus is just below the expected 1%, but acceptable given some significant in year challenges. Financial health remains good. More progress needs to be made by the College on its roadmap to sustainability. Staff satisfaction is not where it should be – significant challenges to working practice and pay have exacerbated this. The College is ahead of schedule implementing Investors in People one year ahead of target date.

90. Key Corporate Measures and targets proposed amendments

Consideration was given to the Key Corporate Measures and Targets proposed amendments report and samples from the JISC Elevation Tool.

The following recommended changes were discussed:

Strategic Theme 1

Annual % growth in student numbers Year on Year based on income bands for apprentices and adults, not just headcount.

Strategic Theme 2

Proportion of total 'programme' delivered by digital mediums for full-time students' level 2 and above to progress against JISC digital elevation model which will track the digital transformation holistically.

TS asked if the new method will be as easy to understand like a % was. The samples from the JISC Elevation tool were referred to.

Strategic Theme 4

Operating position % adjusted income (excluding FRS 102 and exceptional items). Change 22/23 target to 2% on basis of the impact of extraordinary inflationary pressures.

TS asked what the logic is in changing the target if not going to change the budget and not knowing the energy costs and that he thought it should stay as it is. EB stated that the targets in the 5 year plan were achievable based on information at that point in time. TW stated that based on current information it is not achievable at this point in time and that a review was built in to the process.

Resolved: The Corporation approved these amendments, but for Theme 1 to also keep the headcount.

91. Special Focus Topic – Skills Agenda

SB gave a presentation on the Skills Agenda.

SB highlighted the following:

- Inspectors will arrive at a limited, reasonable or strong contribution judgement to meeting skills needs. There will be a separate meeting with governors around the skills agenda.
- AJ will be the Skills Link Governor.
- IG is the additional College Ofsted nominee for Skills.
- The College will get a week's notice to plan meetings with stakeholders.
- Strategy is clear on what we are – a landbased College (not a GfE) 74% of our curriculum is landbased (Agric, Hort and Animal Care). Next is Engineering and then 64% prep for life and work PT and Foundation Learning of our adult provision.
- It was noted that the College is exploring these % further and the land based nature of this work.
- Where students are from (map).
- 4 key plans that ABC aim to meet locally.
 - Skills for Employment
 - York and North Yorkshire LEP Skills Strategy 2021-26
 - Leeds City Region – West Yorkshire Combined Authority
 - Tees Valley Combined Authority – Stewart Park Campus
- All considered in the planning of the strategy/mission of the College.
- We collate information and use it effectively when planning curriculum – eg meeting with

the Forestry Commission.

- The College works with stakeholders on all levels across the organisation.
- We are meeting other government agendas eg Agriculture Bill, Sustainability agenda, STEM – higher level skills – FDAP presents opportunities.
- Regionally – animal science and vet nursing.
- National – apprentices.
- £12m investment in our built estate College since 2015.
- Examples of partnership working and impact on students/college
 - IoT – sustainability – high level skills – impact on students/learning
 - Trimble partnership - using up to date technology
 - Digital Skills Centre
 - Agri-tech building and robotic milking machine – Russells equipment
 - Bio Yorkshire future impact as part of the skills agenda
 - Animal Science Centre and the development of the Wildlife Park – employment opportunities
 - Civic, community, education and employers key links and development – showing relationship and impact
- Skills Strategy to be approved by Corporation.
- Centre Review – clear rationale

JW stated it is a really good opportunity to be a proud Governor. MM stated that the examples and Departmental briefings are key.

92. Finance

Management Accounts P10 inc financial forecast

Consideration was given to the P10 management accounts. EB reported that they are ahead of forecast and the P11 accounts are also favourable. The main risk is AEB.

93. 2022/23 Budget

Consideration was given to the 2022/23 Budget. It was noted that the F&GP Committee recommended the budget.

JW stated that the discussion at F&GP Committee focussed on testing the assumptions.

Resolved: The Corporation approved the 2022/23 budget.

94. ESFA CFFR

Consideration was given to the ESFA CFFR commentary and extracted dashboard figures, which it was noted is due to be submitted to the ESFA by 31 July 2022.

It was noted that if the budget is delivered, the College will move to the bottom end of outstanding, due to paying off debt and due to cash position.

Resolved: The Corporation approved the CFFR submission.

95. Investment and refinance banking arrangements – bank facility documentation

Members agreed that minute 95 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 was noted that the F&GP Committee had discussed the draft agreement and recommended the

signing of the document, subject to the final agreement.

96. Curriculum FE Update

Consideration was given to the FE Update.

It was noted that:

KPI tracker (R10 data): overall retention and attendance is below KPI, this is likely to have an impact on our final achievement by R14.

English & Maths: We saw significant absences in students attending exams for both English and Maths, this has negatively impacted forecast achievement. This is despite lots of planned intervention from student support, ENMA team, learning support and curriculum teams. It is not clear yet if this is a national or local phenomenon.

Recruitment: overall the recruitment of 16-19 for 2022/23 looks strong. However there have been significant challenges in adult recruitment and whilst the overall headcount meets target, we are forecasting an approx. £200k clawback on the AEB allocation.

TLA summary: good progress has been made with curriculum deep dives this year and there has been significant targeted training offered as a result of this. Technical exam results are a serious concern, whilst we are in-line with the national picture for City & Guilds exams, this will have a negative impact on achievement for these qualifications.

Apprenticeship update: ESFA has updated accountability framework, at present no areas for concern. Employer satisfaction is at 84% which is 5% above target for 2021/22.

JW asked about the absences with English and maths. SB stated it has been mixed, but thinks it will be a national issue as individuals have not sat exams for two years and are struggling.

JW asked about the Motorsport increase which has increased by 23% so is an area of growth, but not a GfE College. SB stated that the College is meeting a skills need and may need to increase resource in this area.

JW asked about Apps and the Action plan. It was noted that this is being actioned.

TW asked about the dip in student satisfaction. SB stated that it was an ambitious high target, but students appear to be unhappy with assessments and sitting exams and online teaching, but feel safe and inclusive. It was also thought to be due to the timing of the survey. The results will be considered by the Q&S Committee in the Autumn and what actions are being taken.

MM stated that there was more red in the report than used to. SB stated it has been a challenging year including with behaviour in which seven students have been excluded. GO stated that the actions taken related to the NSS helped turn it round.

Currently the results were thought to be a one off and not a trend.

97. HE Update

Consideration was given to the HE Update. LB highlighted the following:

- Validation events for ABC Foundation degree programmes in Agriculture, Animal Sciences (including zoo, wildlife, conservation, companion animals), and Equine have now been completed. Validation of the ABC awarded FdSc Veterinary Nursing has commenced with a pre-accreditation meeting with RCVS on 13th June, and a validation/institutional accreditation event scheduled for Spring 2023, with first entry cohort expected September 2023.
- Student retention - best case retention at 88% overall (retention to be re-calculated after reassessment window).
- NSS 2022 results has seen a 12% increase to 79%.

- The 'In Work Skills Pilot' (IoT) courses has now completed, providing free training to individuals already employed in the agriculture and related industries. The IoT build is complete adding two new modern teaching spaces to the estate and a high welfare beef unit. Work is ongoing regarding validation of IoT linked courses as part of the ABC validation event.
- External landscape: Ongoing consultations on the TEF and Condition B3 of the Regulatory Framework have ended. Revised Condition B3 to be announced imminently.
- New Teaching Excellence Framework (TEF) guidance is expected to be released late summer 2022, however the TEF submission window has now been extended to Spring 2023. Revised B Conditions B1, B2, B4, B5 plus two new B conditions have come into effect on 1st May. There is increased risk associated with an expected additional resource need for the extensive student data management expectations of Condition B3 and TEF. Access and Participation (APP) variations expected to be submitted in July 2022, with increased expectations around strategic schools engagement and flexible learning. The Colleges current APP will be updated against these expectations, ahead of a full APP variation which all providers will be expected to submit in Summer 2023 to begin in 2024/25.
- OfS bid has been submitted for 100% grant funding for STEM and Science Centre.
- Students have been able to once again go on overseas trips.
- HE recruitment is behind with the budget adjusted accordingly. Clearing is open and getting some late applications.
- Staff recruitment for HE team is ongoing.
- Vet nursing 94% satisfaction – how can apply this best practice across the rest of the provision.

98. Governor Activities/Training and Governor Recruitment

MV reported that she had undertaken her link with Apprentices and met with SB and Lindsey Wedgewood, Head of Apprenticeships, which she had found useful to understand the issues with recruitment, industry experts and relationships with employers.

MV also reported that she had attended the FE Awards event.

MM reported that he had undertaken his link with Finance, Estates and Farms which was very rewarding and interesting. He noted how key the working relationship between the Farm Manager, CFO and the Director of Estates and Facilities is.

JW reported that he had attended the Awards at Stewart Park, Middlesbrough, which was enjoyable and had also linked with the centres.

Governor recruitment

Resolved: M Parkin MEng, CIMA, a managing Partner in his family farm and former city employment in banking be appointed as a full Governor and as a member of the Audit Committee so he is ready for the new academic year, to enable MM to move to F&GP Committee as Chair.

Reconsider how Committees appear on the Corporation agenda so feedback from Committees in each section, eg Finance working with the Exec members. ACTION

99. College Company 13 June 2022

Consideration was given to the College Company key messages.

MM highlighted the following:

- Performing in line with forecast and in the case of the farm, ahead, due to the increase in milk price.
- Undertaking an exercise on utility usage in advance of the expected increase. Farm also looking at concentrate, diesel and contractor expenses and what net zero means for the farm. Joey Rodgers, the new Farm Manager attended the meeting.
- **Recommendation:** The Committee recommend the subsidiary company budgets.

- IoT building now complete. Overspend reduced to £22k.
- The potential reclassification of the sector into the public sector will be factored in to the work with PWC on the structure of the College/Companies. Plus a review of intercompany transactions.
- There has been a H&S incident in which it is believed the slurry lagoon has been damaged by a third party, which is being investigated and an insurance claim made against the third party, if found to be damaged. It was noted that this was damaged, but is now sorted.
- RBRU contract out to tender and due for renewal in 2023.

100. Q&S Committee 30 June 2022

Consideration was given to the Q&S Committee key messages, presented by GO.

- The College is awaiting a no notice Care Standards inspection and Ofsted inspection. College Skills Strategy to be approved by 2025. The College will get 5-6 days notice for the Skills element of the Ofsted inspection so stakeholders can be notified. The outcome of this part of the inspection will be either limited, reasonable or strong contribution to meeting skills need.
- **Recommendation:** That AJ be the Skills Link Governor. Agreed
- Work on stakeholder engagement is ongoing. Suggested to include in the document what is it that the College wants out of the engagement, why it is important and how does it further the strategy of the College so understand the relationships.
- HE recruitment remains a red risk, which impacts in year.
- **Recommendation:** That the proposed changes to the Corporation Measures and Targets regarding student numbers and digital be accepted.
- The 2022/23 PIAP will have a curriculum focus.
- JWe sent a message to express thanks to the Q&S Committee and Corporation. The awards and last SU event had an amazing turnout. The year has gone well, despite a very different student experience, but students have been thankful for their in person Askham Bryan experience and that their voice has been heard in student union developments. It was noted just how much JWe has developed in his time as the SU President/Student Governor and how well received he was by the student body at the recent awards.
- Overall student satisfaction has dipped, thought to be skewed by some of the centre data, timing of the survey in relation to the technical exam results, lower numbers completing the survey, some of the wording of questions, it being driven by curriculum and not Student Services and the restructure, with some common issues being the same across the sector. However, students feel safe and that the College is inclusive and Apprentices (impacted by covid) and Adults are very satisfied. An action plan is in place for next year and also considering outsourcing.
- The Centre review needs further work, so will come to Corporation early in the academic year.
- Further work to be completed on the pathways relating to IoT.
- OfS capital bid relating to STEM and in line with the College Strategic Plan is being made, which is 100% grant funded.
- BDAP is currently paused, until staffing in place in HE Department.
- Aim to have two separate Quality and Standards Committees - one for FE and one for HE, but is dependent on Governor recruitment.
- Work ongoing in relation to the B3 OfS condition in relation to Access and Participation, which is red on the spreadsheet.
- Looked after children retention is narrowing.
- Retention is below benchmark, but still at 91%.
- Attendance at 88% against a target of 93%, impacted by HE.
- Curriculum staff recruitment continues to be a risk.
- English and Maths continues to be a challenge, with students anxious about sitting exams, but Department is in a much better position than it has been.
- Recruitment is looking positive for September.
- Technical exams for Animal and Agriculture has been an issue across the country due to the way they are written.
- Whilst some dips they are one offs, not yet trends.

101. F&GP Committee 4 July 2022

Consideration was given to the F&GP Committee key messages, presented by JW.

- Commercial income and adult education income remain at risk.
- Suggestion the College has a sustainability strap line aligned to Arla for example.
- **Recommendation:** Following scrutiny of the figures and consideration of the assumptions, the F&GP Committee recommend accepting the 22/23 budget, which shows a 1.6% surplus and on the edge of outstanding financial health, driven by paying off part of the debt and having a higher cash balance. It was thought the College has taken a prudent approach. Despite the way it is presented on the CFFR the cashflow is positive (read right hand side of graph).
- The Committee would welcome a discussion regarding pay % at the Corporation meeting.
- The CFFR commentary was not available for F&GP Committee so not able to recommend until seen with Corporation papers.
- Funding report to be included for full Corporation as a useful report to understand the complexities of College funding.
- **Recommendation:** F&GP Committee recommended the signing of the agreement with Lloyds regarding the loan and new covenants as outlined in the report, to be submitted to Corporation, based on the draft agreement. The final agreement is awaited.
- There has been a further delay in progressing the historic pension liability, due to issues accessing the data.
- The College has been successful in removing itself from green belt planning restrictions.
- Insurance, SALTO system, fire alarm panel upgrade, hardware currently out to tender so will come to the Committee electronically for approval.
- The proposed OfS STEM capital bid will be in the region of £5-£6m.
- Consideration was given to the capital forecast. It was noted there are increased costs on urgent and critical works and work is being undertaken on relocating Student Services, but if grant funding is received there will be a £1.3m upturn.
- Footpath public inquiry went better than expected as some objections withdrawn. Outcome should be known in three months.
- It was the last meeting for John Williams. Huge thanks expressed for his many contributions. Thanks also expressed to KT as her last meeting too as she leaves the College as Financial Controller in August.
- Self assessment of Committee raised need for more information to be presented to Corporation on monitoring projects and if meeting intended targets.

102. Audit Committee 5 July 2022

Consideration was given to the Audit Committee key messages, presented by TS.

- Revised Audit Code of Practice (April 2022) noted with page 5 showing the changes, but all thought to be covered by the current Terms of Reference for the Committee.
- **Recommendation:** Armstrong Watson - External Auditors Audit Plan be agreed and signed, subject to agreement by the subsidiary Directors, as also covers the audits of these entities. To be signed.
- Acceptance of Curriculum planning (short courses) limited audit. Management responses to be added and proposed actions to resolve. Core Financial Controls and Follow Up both with substantial assurance.
- Remaining internal audit programme (Business Continuity, Equality, Diversity & Inclusion, Marketing, Payroll, Staff Benefits & Expenses, Performance Management, Stakeholder Engagement (Learner Voice)) on track for completion by the end of July 2022.
- Historic recommendations relating to cyber security/IT to be reconsidered and explanation provided if outdated, etc so an audit trail if not able to complete.
- Risk Register to be presented to Corporation for a discussion regarding where there is a difference between risk appetite and the current risk score, following mitigation, eg safeguarding and cyber security where some aspects outside of the College control and a risk reality, so only way to reduce would be to cease activity.
- The following policies were accepted:

- Business Continuity and incident response procedure 2021/22
- Environmental Information Regulations Policy, Procedure and Guidance for responding to requests 2022/23
- Freedom of Information Policy, Procedure and Guidance for responding to requests 2022/23
- Subject Access Policy and Procedure 2022/23
- The annual Cyber Essentials accreditation has been achieved. The importance of regular software patching, access control eg multifactor authentication and staff training was discussed and recognised as important. The human risk factor was noted.
- No reportable breaches, no fraud, irregularities, impropriety or whistleblowing incidences requiring the College's attention since the last meeting. No overseas expenses (except student trips).
- Committee self assessment recommended pension training for the Committee to understand the liabilities.

Resolved: Armstrong Watson - External Auditors Audit Plan agreed and to be signed.

103. Risk Register

TS reported that work on the Strategic Risk Register has progressed and can compare the risks to the risk appetite, but showed several risks are above risk appetite. TS stated that he was uncomfortable with accepting that risks cannot be reduced further to align with risk appetite as leaves the Corporation exposed if accept it. TS reported that he has spoken with LG of Haines Watts and would like to explore it further and refer back to Audit Committee and look at how risk appetite is set.

TW stated that following reflection there is some nuance in how risks are being worded eg about control environment.

104. Policies and Procedures

Consideration was given to the the following:

Conflicts of Interest Policy 2022 - 2024

No substantial changes.

Governor Training and Development Policy 2022 – 2024

Minor changes only.

Procedure for Complaints against the Corporation, Board Members and the Clerk 2022 – 2024

No substantial changes.

Resolved: The Conflicts of Interest Policy 22/24, Governor Training and Development Policy 22/24 and Procedure for Complaints against the Corporation, Board Members and the Clerk 22/24 were approved.

105. Corporation Meeting Self Assessment and Individual Governor Self Assessment

Consideration was given to the Corporation meeting self assessment to self assess its own performance over the last 12 months to check governors understanding of the work, role and responsibilities of the Corporation and in order to monitor the Corporation effectiveness as a whole and ensure it is fit for purpose. It was noted that the Corporation duties and responsibilities are attached at the beginning of each pack of papers for Corporation.

Governors stated that thoughts had been captured through the Committee self assessments and individual governor self assessments.

The Key Performance Indicators Report thought to be appropriate includes the following

for discussion:

- Attendance – 96% (target 80%).
- Length and number of meetings – Is this right? – 2.5 hours max was thought appropriate.
- Agenda and papers – Do you receive the information needed, in an appropriate format, to undertake the role effectively? The work done in relation to truncating documents and moving to digital was thought the right way to go.
- Appointment – vacancies, composition of Governors – as discussed.
- Register of Interests – thought to be appropriate and captured.
- Training and Development – Do you have any training needs? - No further needs were identified.
- Does the Corporation fulfil its function? How good is the quality of governor contribution? Governors thought they fulfilled their function as a Corporation.

Confidential Items

Members agreed that aspects of minute 87, 92, 93, 97, 98 and 101 and minute 95 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.

106. Any Other Business

MV wished everyone a wonderful summer and as a thank you for all Governors work gave each Governor a family ticket to the Wildlife Park.

107. Next meeting

20 October 2022.

Date Action Raised	Minute No	Action required	Action by	By when
Current				
13/07/22	98	Reconsider how Committees appear on the Corporation agenda so feedback from Committees in each section, eg Finance working with the Exec members	JC/MV	20/10
Pending				
23/05/22	73	Identify in the Maths tables what the differences are. 13/7 EdTech developer updating deep dive reporting process so future reporting will show ENMA by site, which is unclear on the report (just looks like 4 columns off ENMA). Not yet completed but is on that individuals to-do list for Sept.	IG	13/07
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
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	07/22
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				
23/05/22	68	Organise tour prior to the next Corporation meeting to include the IoT, Digital Skills and Beef Unit. 13/7 Clear	TW	13/07
23/05/22	70	Add Sustainability to Campus Development Oversight Group ToR and cross reference to the F&GP Committee. 13/7 Clear	TW	First meeting of group
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. 13/7 Clear	EB	24/01/22
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. 13/7 Clear	All	07/22

I certify that this is a true and accurate record of the meeting held 13 July 2022 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date