

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held

Thursday 20 October 2022 – 3.30pm – 6.20pm

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

1. Appointment of Vice Chair

It was noted that it was John Williams last meeting, having served the maximum term as a Governor. It was noted that nominations were invited from appropriate persons to serve as Vice/Deputy Chair of Corporation to be decided at this meeting. One nomination form was received by the deadline from Graeme Osborn and as in line with the Corporation approved revision to the Election Process for Chair and Vice/Deputy Chair, if a candidate stands unopposed, a motion is put to Corporation to appoint without a secret ballot.

Resolved: GO was duly appointed as Vice Chair of the Corporation.

2. Attendees

Joseph Egan (JE) – Student Governor/SU President, Linda Haigh (LH), Annabel Jelley (AJ), David Lynch (DL), Martin Moorhouse (MM), Matthew Parkin (MP), 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, Iain Glendinning (IG) – Interim Vice Principal and Judith Clapham (JC) – Director of Governance.

JE and MP were introduced and welcomed to their first Corporation meeting.

Acceptance of apologies for absence: Graeme Osborn (GO).

3. Declarations of Interest

Consideration was given to the Register of Interests and Governors were asked to check their entry and let the Clerk know if there were any changes.

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.

4. Minutes of the meeting held 13 July 2022

The Clerk apologised for the inclusion of an early draft of the minutes in the meeting pack that included some errors.

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

5. Matters Arising from the minutes/action schedule

The Action Schedule was updated.

6. Chair's Report

MV reported that Emma Wilkins had resigned due to work commitments. Thanks were given to EW for all she had done for the College as a Governor.

MV stated that Landex correspondence had been received which confirms the College has continued membership, through which it was thought the College can have a strong voice.

MV thanked the Executive for the papers, which she thought were more authoritative and clearer on what was required from Corporation. MV stated that from reading the papers and news there are a range of external issues which are impacting the College, which are hard to influence, including government policy, eg devolution, cost pressures, high inflation, increased energy costs and general maintenance. Plus a pressure on income from recruitment targets that have not been realised on the back of covid and a strategy that requires investment, so is finding it hard to 'square the circle' and asked the Corporation to think about how the Corporation can add value to help the College to thrive in a difficult time, so can solve together.

JW stated the expected ONS re-classification that is not driven by a political agenda could impact positively financially, if brought in line with schools.

LH joined.

MM noted the College has had to make difficult decisions in the past to benefit the College.

7. Chief Executive's Report

Consideration was given to the Chief Executive's Report with one page summaries from the Chief Finance Officer and Vice Principals, with detail as in the report.

There were no additional H&S, safeguarding or EDI issues.

TW highlighted the following:

- The significant level of political change and uncertainty is and continues to be impactful on the sector and College. The sector view is that educational policy is moving to a more pragmatic position.
- The outcome of the Office of National Statistics consultation and recommendation on designation of colleges has been postponed to November 2022. This could have

significant impacts for the sector, however any change in designation would only commence after a period of change which would likely take a number of years.

- North Yorkshire CC and City of York Council have agreed to devolution. After a period of consultation, a single new council for everyone in York and North Yorkshire, will start in April 2023. The new authority will unlock a devolution deal for York and North Yorkshire, the College remains engaged in all appropriate channels regarding this matter.
- There has been a marked improvement in student behaviour.
- The College restructure has completed with all posts recruited to and a more empowered team.
- Several 'good news stories' have been shared, for example a student from the College winning the Yorkshire Post Rural Awards Student of the Year and the Awarding of the Trip Advisors Travellers Choice award to our College Wildlife Park. These and other activities are a huge credit to those involved as well as those within the wider College community.
- Various strategic engagements have occurred over the last few months.
- The College continues in its preparation for both an Ofsted Residential Care Standards Inspection (expected this academic year – possibly before Christmas) and a full inspection under the Education Inspection Framework (government has previously stated all Colleges will be inspected by the end of the 24/25 academic year).
- Increased utility costs and the need for careful financial modelling.
- The College has implemented a number of significant management system changes over the last six months. These include a completely new student records system, new human resources system, new safeguarding system and new accident reporting system. These implementations have been a significant undertaking on the part of the College and are part of the process of continual improvement and the drive to further develop our management information systems and enhance decision making and change.
- Student Recruitment (from September 22) has been variable. The position for in year funding (22/23) looks positive. Our Apprenticeship recruitment currently looks strong with an expectation that we will potentially exceed our budgeted income. Adult provision is solid, albeit our recruitment profile for this is 'in year' so there will not be a final position until 2023.
- Higher Education recruitment is flat but remains on budget.
- The position of lag funded 16- 19 provision (i.e., paid next year 23/24) is more of a concern. There are several reasons that appear logical that explain this position, however these need to be explored further and understood once a final position is achieved. It is not a position the College wanted to be in, and significant planning and actions are being undertaken to minimise the impact for next financial year.
- The staff recruitment market remains extremely tough. With both limited supply and an inability to meet potential pay demands making appointments at all levels a significant challenge. The need for specific and scarce technical skills are also contributory factors. This matter is a sectorial problem (and beyond).
- The out turn for 16-19 achievement rates is likely to be significantly below current national benchmarks. The picture is national across several Land Based Colleges, it should also be remembered that the benchmarks used were calculated pre-covid (19/20) and when new benchmarks are released, they are anticipated to have dropped significantly. Ofsted will concentrate on the experience and impacts on current students.
- Significant planning and actions are being undertaken to improve out turns for 22/23 academic year. These include complete curriculum management restructure, introduction of unique teacher training programme, doubling of number of advanced teaching and learning coaches, introduction of progress coaches for each learner, significantly enhanced student services function, developments in learning spaces particularly around digital and vertical environment – all in year management responses.

- The Campus Development Oversight Group continues to meet. There is input from LocatED – an arm's length body to the Department for Education on developing the Estates Masterplan.
- The footpath public inquiry resulted in both the extinguishment and creation order being confirmed.

The changes to impact positively on the quality of education were noted.

8. Student Union Update

This item was included in the special focus topic agenda item.

9. Strategy Update – Key Corporate Measures and targets

Consideration was given to the Key Corporate Measures and targets.

TW stated that there needed to be clear analysis of these targets and where could get to with a challenging year ahead for us, impacted by the external environment.

It was noted that positive progression data is recorded on ProMonitor as to intended destination before the student leaves. This year the College is tracking actual destination data which the College will have in early November and will report to Q&S Committee.

SB stated that the College is self assessing as an Ofsted grade good, with the Self Assessment validation happening in November/December, where Governor involvement is useful.

LB reported that the Teaching Excellence Framework grade of bronze has been extended. The new application round is due in Spring 2023. It is no longer a mandatory requirement so the College will be looking carefully at the indicators and whether or not to apply. The Academic Registrar will do this as their first piece of work.

IG reported that the JisC measure for digital transformation has five themes (learner experience, curriculum development, staff experience, leadership, culture and governance, and underpinning technologies), which the College is self assessing against and will confirm whether the organisation is at pre-foundation, foundation, transform or elevate tool and is looking to set 5-6 things that will make a difference. TW stated we are seeing significant engagement with the College leading the way on this. AJ stated that the Digital Academy leadership is being well received externally. TW reported that a number of external parties have been and experienced it, demonstrating the usability and how livestreaming is working.

It was noted that more work needs to take place on Stakeholder engagement.

It was noted that income generation from commercial activity through covid was limited and the College is appointing a CAM to drive this. MV stated this is really important and EB stated diversifying the income is really important too.

DL asked what commercial includes. It was noted it is purely commercial short courses. The wider aspects of commercial are not in this budget and utilising spaces is one of the areas looking at.

Employer satisfaction was noted as good, with overall satisfaction at 85%.

EB stated 21/22 was a better trading position. This year there is an operation target of 2%, but there are pressures to manage to recognise the importance of the longer term financial sustainability and is currently at 1.57%. It was noted that the first quarter forecast will be done in

the next couple of months and that this year is the first year without exceptional costs, so seeing the true operating position of the College. The financial health grade is forecast to be outstanding.

With regard to the roadmap to sustainability and net zero emissions EB and the Director of Estates are pushing hard to form a group to progress, as there has not been as much progress as they would have liked. Advice has been sought from EAUC to formalise a strategic approach, work has taken place with key suppliers and carbon savings embedded in procurement, refurbishment and campus development.

MP asked what sustainability means for the College. EB stated this will be included in the work. AJ stated there is some funded courses until March that staff can undertake. ACTION

TW reported an overall staff satisfaction of 6.6 out of 10, with good progress being made with liP.

10. Centre Review

Members agreed that minute 10 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.

There was a break.

11. Special Focus Topic – Students - inc Safeguarding, Disciplinary, SU Constitution

Clare Williams - Assistant Principal for Students introduced Abigail Smith – Student Experience Leader and Joseph Egan, SU President before presenting to the Corporation on the Student Experience, with an aim of providing an oversight and impact of the services and changes over the last five years. It was noted that Clare also oversees transport and accommodation.

The following was noted:

- Investment in Student Services staff up from 25 to 60 due to statutory requirements, work placements and exponential students disclosing mental health issues.
- Safeguarding – much higher profile in education and responded to heightened statutory requirements. Prevent duty and sexual harassment and abuse. Increased number of incidents reported. Are there more incidents or more due to profile? Safeguarding Governor is GO. Committee meets three times a year. Robust policies and procedures that meet requirements. Have safeguarding reports, action plans and risk assessments. Assessed as effective in inspections. Measure impact during student survey with 96% of students say they feel safe. CPOMS software has been introduced to be able to support students from day one. 96% of students in the exit SPOC 2022 feel safe, 97% of residential students.
- There has been a growth in disclosures of mental health issues (25% of students disclosed a mental health issue). Introduced a team and initially waiting lists. Now a team of 7 – 2 full time and 5 counsellors to spread awareness and the load. Have since seen a growth in satisfaction and distance travelled. 93% said support had helped them stay in College. 88% said the service improved their overall student experience. 92% stated it gave them skills to help them in the future. Plan to introduce Mental Health First Aid training.
- Looked after children (under 18 in care of the Local Authority, foster care or residential care home) stay with us and achieve. Have been a risk due to barriers to learning. Changed approach last year with a dedicated member of staff. Retention rate 91% on a par with full time students for the first time, we think due to intervention.

- 2 frameworks used by College for careers - Matrix and Gatsby benchmarks – externally assessed. Now a Careers Leader and 2 FTEs, including a specialist for SEND. Run lots of events. 92% rated the professionalism of students on the day as good or excellent and increased confidence from the students. 83% felt the interaction had been good or excellent. 88% saying they found it useful. 85% saying they had a better idea of possible career options after the event. 92% of students who took part in mock interviews said they felt they had increased in confidence after the event.
- Personal development programmes are provided for young people through a tutorial programme, enrichment and placements. Introduction of Progress Tutors to ensure curriculum staff not pulled away to deal with pastoral issues.
- Work placement a requirement and have a work placement team. 98% of students completed placements.
- Rated as outstanding for residential provision. Expecting an inspection this year. A lot of Colleges in the last academic year have seen a drop in rating. Have a dedicated residential lead. Residential survey 92% grown in confidence as a result of their residential experience.
- Student Voice Learner Engagement Strategy with an active Student Council for FE and HE and SU. GO best practice SU in the Constitution. Looking for a second student governor. Build feedback in to quality improvement processes and also destination data capture and the impact of their college experience in their chose destination.
- FE and Adults bursaries supported 1k students to remove barriers to learning, transport equipment, child care, residential bursaries, direct to the students which helps with retention of students. Transport 1k students every day, charge but heavily subsidised.
- One stop hub – co located Student Services, Residential support, health and wellbeing, careers, enrichment, progression and development, bursaries, work placement. Self assessed as outstanding.

TS asked if the introduction of the transport charge had affected the number of returners. CW stated that it had not impacted last year, but it is being considered in the general economic climate.

Abigail Smith – Student Experience Leader – provided a hand out to reflect the student experience and spoke of the following:

- Freshers' Fair at the York site and coaches from other sites for example 250 students attended from Middlesbrough. 27 external companies attended and had inflatables and animals on field.
- Night events are well attended with social and weekly events.
- Run off site events eg Hallow Scream with subsidised tickets.
- Also increased sport activities and societies, for example the SU Vice President is starting a People of Colour Society. Charity and EDI events/campaigns are being tied in with the SU. Bonfire Night and Xmas foam party based on student feedback with events for residential and day students.

JE reported the following:

- 77% of residential students think there is a good range of events so far.
- College no longer has sabbatical student officers, but day students studying animal conservation.
- Other SU focus is seeking student feedback and representing the student voice at meetings, for example Student Council. Head of Student Services chairs the meeting. The SU chooses the topics to discuss. Student reps will be invited to share what they are hearing about across campuses.

- SU team to deliver enrichment and activity programme. Would like to meet HE team and broaden support for students and discuss budgets.
- 97% residential students feel they are treated fairly which is higher than day students.
- 91% of students know how to make their voice heard. Been a boost in student morale. Important to take student feedback especially from new students.
- JE stated that three years ago his expectations of the SU was not met so he sees his responsibility to meet that.

MV stated that it is evident that the SU has progressed since set up.

LH stated is reassuring and encouraging. EDI coming through too and is encouraging to hear about a Person of Colour Society.

Consideration was given to the Safeguarding Report, Disciplinary Report and Complaints with detail as in the reports, which were noted.

12. Finance

Management Accounts P12 inc financial forecast

Consideration was given to the P12 management accounts. EB reported that the Colleges financial position for year-end 21/22 is being completed under the scrutiny of Armstrong Watson, our new external auditors. The outturn position is positive, with accruals as previously discussed. There is significant uncertainty around utility charges following the end of the current 6-month price fixing period in March 2023, which remains a real concern. Sectorially intense lobbying is going on regarding what happens after the 6-month guarantee period. It remains the highest single matter for discussion between DfE and the sector.

It was noted that the College has not been successful with the T-Level bid.

13. Quality and Standards FE Update

Consideration was given to the FE Update which were noted as predominantly having been covered in other parts of the meeting with an understanding of the issues and actions being taken to resolve. Attendance, Retention and average class size not being on target were also noted.

14. HE Update

Consideration was given to the HE Update.

LB highlighted the following:

- A CAM HE has now been appointed.
- Plans are being put in place for quality development with a quality enhancement post being reconsidered and how can relate to coaching.
- Recruitment, retention and achievement KPIs need further work. KPIs for 22/23 need aligning to the OfS criteria.

MV stated it will be good to see progress.

15. Governor Activities/Training and Governor Recruitment

DL reported that he had visited the Wildlife Park and enjoyed everything the park has to offer and could see why it had been given an award.

MM stated that she had attended the SARS with JW and GO which were very interesting and learned a huge amount, with some being exceptionally good.

MP and JW reported that they had attended the AoC Audit masterclass and found it useful.

16. College Company 3 October 2022

Consideration was given to the College Company key messages.

MM highlighted the following:

1. The York farm finished the year ahead of forecast, due to an increase in stock valuation (livestock and crops), 13th milk payment and movement in the Arla investment.
2. Milk price is currently 50p a litre.
3. RBRU delivered a surplus for the year. The current position will need to be updated in the year. RBRU did not win the farm survey contract. RBRU staff are currently engaged in a TUPE process, expected to be completed by the end of November 2022.
4. ABC Enterprises delivered a surplus, ahead of forecast. Budgeting has been cautious.
5. The rising cost of energy remains a concern.
6. Regenerative farming project to be costed and timelined.
7. ONS Classification of Colleges due 31 October 2022.
8. The Wildlife Park has achieved a 4.8 TripAdvisor rating.

17. Search and Governance Committee 3 October 2022/Governor recruitment

Resolved:

Consideration was given to the Search and Governance Committee key messages, which were agreed.

- Recruit for Remuneration Committee Chair.
- Recruit for H&S Governor Link.
- AJ term be extended by 4 years.
- Tracy Lightfoot be appointed as a full Governor and member of the HE Q&S Committee.
- BF be appointed as a member of the HE Q&S Committee.
- Paul Hutchinson be appointed as a member of the Audit Committee.
- Undertake a further targeted campaign to increase the diversity of the Corporation including with student and staff governors, Local Authority. Clerks' Network. Plus specific skills search and trying different approaches, such as hybrid working.
- Have a one hour twilight session on External Board Review.
- EDI Training session with Burnetts to be delivered as a twilight power hour and then potentially follow up at Corporation.
- Future meetings of Chairs ie 1 February 2023 to include S&G and Remuneration considerations.
- Include on Committee agendas best way to feedback key messages to Corporation to involve Exec, but led by Chair of Committee along with Committee KPI discussion.
- There is a new round of staff governor recruitment after October half term.
- Nuanced key performance indicators (KPIs) that cover financial health, quality of education, student experience and outcomes, staff performance and stakeholder opinions that they monitor be discussed with each Committee.
- Each Committee to consider producing an annual report, not just Audit Committee.
- Revised Standing Orders, including the new Terms of Office for Committees.

Governance KPIs for 22/23

80% Governor attendance

100% full paper circulation seven calendar days before the date of Corporation meeting available to access via Teams

Governors to attend at least one College event

Governors to attend Departmental Briefing Governor vacancies filled with appropriate skills and diverse membership

18. Audit Committee 4 October 2022

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

- External Audit is progressing well and to timetable.
- **Recommendation:** That the Corporation approve the signing of the Regularity Questionnaire, subject to review of the subsidiary Directors. **Resolved:** Corporation agreed to this.
- The Gift and Hospitality Register was considered.
- Equality, Diversity & Inclusion provided adequate assurance with 3 amber recommendations and 3 green recommendations, all accepted by management.
- Marketing provided limited assurance with 4 amber recommendations, all accepted by management.
- Payroll, Staff Benefits & Expenses provided adequate assurance with 1 amber, 2 green and 1 blue recommendation, all accepted by management.
- Performance Management provided substantial assurance with 1 amber recommendation, accepted by management.
- Stakeholder Engagement (Learner Voice) provided limited assurance with 3 amber recommendations, accepted by management.
- Business Continuity provided adequate assurance with 7 amber recommendations – (2 combined by management) and 1 green recommendation, which management have accepted.
- Consideration was given to the Implementation of Audit Recommendations Report and Audit Recommendation Tracker, with a total of 97 recommendations of which 74% (72) are complete (showing those completed since the last meeting) and 26% (25) still not complete, but in date (apart from those historic ones of which the Committee is aware) and no new dates were requested.
- **Recommendation:** Approve the Internal Audit Plan for 22/23 (Risk Management – 4 days; HR Processes – 5 days; Student Records – 6 days; but with the focus on adult education budget - eligibility, status etc.; Subsidiary Review – 6 days; Quality Management – 5 days; with a focus on SEND/EHCP; Cyber Security – 5 days or consider how best to address eg an assessment through JISC is also available; Follow Up – 4 days; Management – 5 days), including putting back the Curriculum Planning (Short Courses) audit to 2023/2024 and Information Governance in favour of Cyber Security. **Resolved:** Corporation agreed to this
- Consideration was given to the Strategic Risk Register, with further work to be undertaken on how risk appetite is represented.
- Consideration was given to the policies and procedures report, outlining which policies are outstanding, including People Services and Procurement (42 of which 13 are essential) and which are in progress. This represents 18.18% of the total policies and procedures (231) (118 policies, 113 procedures).
- **Recommendation:** The Data Classification Policy be accepted. Will be guidance for Governors to follow. **Resolved:** Corporation approved this.
- Annual Cyber Essentials accreditation has been achieved, but not Cyber Essentials+... CE+ is not currently a requirement in the funding agreement.
- Mandatory training is due to be completed by 17 October.
- Subject Access requests and FOIs have been completed in the statutory timeframe.
- 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).
- Revised Audit Code of Practice (September 2022) noted with page 6 showing the changes, but non thought to need any change to the current Terms of Reference for the Committee.
- No changes to OfS Regulatory spreadsheet.
- Historic pension position update and action plan to be presented to F&GP Committee.
- Internal audit tender specification to be drawn up. Since meeting it has been confirmed that the Internal Auditors can be extended for another year. **Resolved:** Corporation agreed to the extension of the Internal Auditors.

19. Risk Register

TS reported that work is ongoing on the Strategic Risk Register in relation to risks that are above risk appetite.

20. Policies and Procedures

Consideration was given to the Safeguarding Policy and Procedure. It was noted that Governors had completed the KCSIE quiz.

Resolved: The Corporation approved the Safeguarding Policy and Procedure.

LG joined the meeting.

21. Staff Survey

Consideration was given to the Staff Survey Report.

LG stated that Investors in People (IiP) was chosen to undertake the staff voice survey (anonymous and online) as it is recognised in the sector and can provide accreditation, plus provide benchmark data. The need to increase staff to engage in focus groups was recognised, plus engagement with the survey, as currently 53% and ideally want it to be 80% plus.

JW asked if enough was included on IiP being an independent third party organisation.

The survey highlights that colleagues are positive about their roles and believe that training and CPD is now much more accessible. Colleagues also highlight they are not micromanaged and allowed to use their initiative. They also believe the environment is positive and there are effective processes in place which they understand.

However, colleagues do express dissatisfaction in the following areas

- Pay – working on a Pay Strategy
- Recognition
- Communication
- Perception of Leadership

Focus groups with Managers will commence on 23 August 2022 to further discuss findings and determine what actions are needed to address the issues and improve things and how can work together to drive actions and build a culture of trust. It was thought by understanding what needs to be put right and if possible to do so, staff will see the benefit of being involved. It was noted that a Staff Forum has been established.

In addition, further detailed analysis of the report findings will also be undertaken and work will be carried out with leadership and management to shape plans for the future.

22. Thanks to John

MV noted that:

- John joined the Corporation in 2013, having had a career in banking where he was the Former Relationship Director and Head of Lloyds Bank's North Region, Education, Community and Government team.
- Initially John also sat on Audit Committee and more recently was the Chair of F&GP Committee and became Vice Chair in 2019. John has had a key role as Safeguarding link and been an advocate for ABC, the sector and not for profit sector as a whole.
- When John joined he said his motivation was that he wanted to make a difference and leave the College in a better position – it would be fair to say that road has not always been easy, but he has achieved this and the College is very grateful for all his hard work, enthusiasm and commitment. He will be missed.

JW was presented with a token of appreciation.

JW stated that he had enjoyed the varying roles and was proud to have been involved with the College and see the College progress and would look forward to attending the HE Graduation and hearing about the College moving forward.

LB, IG, SB, EB and JE left the meeting.

23. Confidential Items

Members agreed that aspects of minute 7, 9, 12 and 18 and minute 10 and independent member only item 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.

24. Any Other Business

The FEC Letter to Sector (July 2022) was noted.

**25. Next meeting
15 December 2022.**

CONFIDENTIAL DRAFT

Date Action Raised	Minute No	Action required	Action by	By when
Current				
20/10/22	9	Consider courses that staff can undertake with regard to sustainability that are funded until March 2023.	EB	15/12
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
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				
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. 20/10 Following discussions at the Chairs meeting, Committees will experiment.	JC/MV	20/10
14/03/22	56	Look at the Gender Pay Gap quartiles and provide some benchmark data so Corporation can understand where the College is. 20/10 is acceptable.	LG	31/3/23

I certify that this is a true and accurate record of the meeting held 20 October 2022 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date