

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held

Thursday 15 December 2022 – 3.30pm – 5.36pm

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

26. Attendees

Joseph Egan (JE) – Student Governor/SU President, Linda Haigh (LH) via Microsoft Teams, Annabel Jelley (AJ), Tracy Lightfoot (TL), Martin Moorhouse (MM), Graeme Osborn (GO) – Corporation Vice Chair, Matthew Parkin (MP), Trevor Shaw (TS), Maureen Vevers (MV) – Corporation Chair, Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer and Chris Moss (CM) – Co-optee.

TL was introduced and welcomed to her first Corporation meeting.

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.

Acceptance of apologies for absence: David Lynch (DL).

27. 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 and Director of National Landbased 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 no longer Head of the Yorkshire & Humber Institute of Technology but is now Project Manager for the Strategic Development Fund which the college is part of. AJ is also doing some work on behalf of Hambleton District Council relating to the new educational facility at Northallerton (campus@northallerton). In addition to that AJ declared she is shortly starting some work for Higher York (college is a member) on the York Skills Strategy implementation and for the West and North Yorkshire Chamber of Commerce in preparation for the Local Skills Improvement Plan.
- TS stated that he is no longer at the Coal mining Museum.

Update Register of Interests - ACTION

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.

28. Minutes of the meeting held 20 October 2022

Consideration was given to the minutes of the Corporation meeting held 20 October 2022.

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

29. Matters Arising from the minutes/action schedule

The Action Schedule was updated.

MP joined the meeting.

30. Chair's Report

The Chair of Corporation stated that the College is operating in a difficult external environment.

The Chair of Corporation reported that she had signed a deed to transfer the funds from The Henry Charles Howard Memorial Exhibitions Fund (linked to the Newton Rigg Society) to the Swales Fund with Cumbria Community Foundation, in line with an earlier decision taken by Corporation in July 2018.

31. Chief Executive's Report inc ONS reclassification

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.

The Chief Executive highlighted the following:

- FE Associates have been engaged for the recruitment process for the two Vice Principal roles.
- Recruitment of staff is an ongoing challenge for the College as it is for the sector.
- Work continues on the cultural change in the College and staff forums are working well.
- There have been a number of system changes including a new Student Records System, People Services and Safeguarding which are already generating better data to be able to make informed decisions.
- There has been a significant shortfall in 16-19 recruitment.
- The College will be making a bid for Wave 5 T-Level Funding.

Resolved: The Corporation gave F&GP Committee delegated authority with the Chair of Corporation to oversee the submission of the Buildings and Facilities Improvement Grant application by the deadline of 3 February 2023.

- The Self Assessment Report has been validated as good across all areas. Also had an external quality review which has been informative as to areas of good practice and those to work on.
- Working with the FEC Curriculum Efficiency and Financial Support.

- HE Graduation was a fantastic event and there have been some great examples of work students are getting involved with, including digital developments, for example using Minecraft for numeracy and drone event.

The Office for National Statistics has published its decision on the classification of colleges in the UK National Accounts. It has decided that all college corporations and designated institutions in England (as well as their subsidiaries) will be reclassified to the public sector for the purpose of national accounts with immediate effect, as they should never not have been. Their key decisions are:

- Colleges continue to be self-governing corporations with charitable status, responsible for educational character, contracts, and relationships with staff and students.
- There are 16 new controls from DfE that apply immediately.
- A DfE objective is to replace borrowing from banks in the future with grants or borrowing from government.
- DfE has not identified any new financial benefit from the reclassification for colleges.
- New controls closely mirror those that apply to academies. Colleges will not need to get prior approval for capital transactions and normal commercial activity.
- Colleges retain their reserves, any surpluses they make; control over capital spending and asset sales, and their ability to use leases.
- Harmonisation of all new controls will be complete by September 2024.

The Chair of Audit Committee asked how it relates to government accounts. It was noted that they are introducing a new financial planning book, but have indicated there will likely be a change to the end of financial year.

The Chair of Corporation stated how proud she was about the digital developments at the College. A Governor asked if it is educational or if there will be a commercial aspect. It was noted that it is educational, but also hoped a commercial aspect will be developed. The Chief Finance Officer stated that the College took a risk with a partnership with a small company. A Governor stated that she thought the Digital Skills facilities are very good and definitely better than anything she has seen in the sector and with regard to staff asked if there is an opportunity to work collaboratively. It was thought that there could be.

The Chair of Quality and Standards Committee asked about student recruitment and is it just us or a wider issue. The Chief Executive stated it appears to be a theme across land based colleges of our size, for a number of reasons. The Vice Principal stated that the College is looking at curriculum planning.

The Chair of Audit Committee stated the external quality audit was a useful exercise and being asked whether we are being ambitious enough, was a surprise.

Governors asked for more assurance on the process and capturing of start points for students and being able to show individual progress. It was noted that this will start to come through in data.

A Governor reported that they had visited the Middlesbrough Centre and noted how different the demographics are which had widened the understanding of the differences for some students. It was also thought that there was potential for the centre.

32. Student Union Update

Consideration was given to the Student Union Report which the Student Union President reported on with highlights as follows:

Very positive Student Council with an uptake in attendance and feedback from students. It was noted that from feedback the vast majority of students feel valued and safe on campus and felt classes were inclusive and no real areas of concern. Work is ongoing to represent all students and being responsive to event requests from students.

The Chair of Corporation stated it was a positive report.

A Governor asked about the lack of representation and how it can be addressed, is it about who survey or is it that they are not involved or not represented? The Student Union President stated he thought it was that they are not all represented and he needed to encourage a wider representation and visibility of students. It was noted that a People of Colour Society had been started which will also have an educational element, so will come face to face with different cultures, to aid understanding.

A Governor asked how student representatives are recruited. It was noted that they are voluntary roles.

33. Strategy Update – Key Corporate Measures and targets

Consideration was given to the Key Corporate Measures and targets. It was noted that the Committees have also been discussing the specific additional KPIs they wish to monitor, with a paper going back to their next meetings. ACTION

The Vice Principal stated achievement and recruitment is red rated, as previously raised and discussed.

L2 City and Guilds Green and Sustainable needs to be on LARS to be funded.

The Link Governor for Skills asked about the metrics being based on 2018 data and do we think it will be similar. It was noted that the qualification has changed and that it is now exam based which has impacted as learners are not used to taking exams. The CEO stated there have been a lot of interventions and preparation work to be ready for exams with learners.

Yvette Foulds Davis – HE Academic Registrar joined the meeting and explained that HEAB proposed that the College do not take part in TEF 2023, as following a comprehensive assessment and RAG rating against numerical thresholds and the more stringent TEF metrics and B3 Conditions of Funding, whilst an improving position eg NSS above metric for bronze, the risk is that the College will fall in to a new rating of requires improvement. It was also noted that as a small institution the College is not required to submit and that it is a similar position across the land based sector.

Governors could understand the rationale, but wanted to ensure that whatever the corporate measure is needs to track development and improvement and invest time to focus on the action plan and quality.

The HE Academic Registrar stated that the College will be working on the new Access and Participation Plan and stated that there will be a deep dive in the New Year which will align to the TEF metrics.

The Chair of Audit Committee stated that he understood the proposal, but the aspiration had been to move to silver and an external benchmark carries more weight so it needs to be clear that what is being monitored is improving at key milestones.

Academic Registrar to produce a paper on the proposed HE metrics to provide assurance of the

improving position. ACTION

The Chair of Quality and Standards Committee stated it is important to split out short and long term measures to be able to assess the position.

The HE Academic Registrar left the meeting.

The Interim Vice Principal stated that with the JisC Elevation Model to move all to elevate requires substantial investment, so looking at each part of self assessment and being selective of what working towards.

It was noted that the four stakeholders are the LEP, University of York, City of York and Yorkshire Agricultural Society and that the College is establishing a corporate charity on Staff Engagement Day.

It was noted that the College has won a Trip Advisor Award.

With regard to commercial income a Curriculum Area Manager has been appointed to grow this provision.

It was noted that the Roadmap to Sustainability will be a focus in January 2023. The Link Governor for Skills stated that a fully funded L2 and L4 qualification under SDF is available to be concluded by March 2023. ACTION EB, SB and LB.

There was a break whilst undertaking the specific focus topic.

34. Special Focus Topic – Income generation/growth ideas

The Chair of Corporation stated that if you can measure it you can manage it, equally if you can imagine it, you can achieve it, so this session is about if you can imagine it to capture thoughts to feed in to the Corporation Away Day of what the College will be like in 2032.

35. Finance

Karen Rae from Armstrong Watson, External Auditors joined the meeting, reporting that it was the first year of their external audit and that all had run smoothly with no significant difficulties and thanks expressed to the College team. It was noted that Armstrong Watson had fed back in detail to the F&GP and Audit Committee, outlining their Audit Findings Report. The following was noted:

- Nothing in planning had come up that caused a risk.
- Comfortable with income overall with no causes for concern or fraud, but need to look at manual journal entries for the Wildlife Park system process.
- It was noted that the defined benefit pension scheme had a seismic shift and dominated lengthy conversations.
- All journals through College comfortable with adjustments, no surprises and accepted.
- Need to look at interaction between the College and subsidiaries and look at recharges.
- It was noted that the financial statements for the three entities and regularity had a clean, unmodified audit.

It was noted that the F&GP Committee, Audit Committee and Directors of the College Companies recommended the Financial Statements following narrative changes and that the College was showing a surplus and Good financial health.

The Chief Finance Officer stated that the documents will be submitted with the financial record to the ESFA by the 31 December deadline.

The Governors recognised the substantial progress made in the financial position and producing the Financial Statements and expressed their thanks to the team, particularly to the Financial Controller.

Resolved: Following final scrutiny the Corporation approved the Armstrong Watson Audit Findings, Askham Bryan College Financial Statements 2021/22, Askham Bryan College Company Ltd Financial Statements 2021/22, Askham Bryan College Enterprises Ltd Financial Statements 2021/22, Going Concern, Letter of Support between Askham Bryan College and Askham Bryan College Company Ltd, Letter of Representation – Askham Bryan College Regularity, Letter of Representation – Askham Bryan College Audit, Letter of Representation – Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd with the documents to be signed via DocuSign.

Finance and General Purposes Committee 29 November

Consideration was given to the key messages from the Finance and General Purposes Committee held 29 November 2022 which MM reported on as follows:

- MM taken on role as Committee Chair.
- P2 management accounts propose a positive outturn, outstanding financial health and are in line with covenant testing. Operating surplus is due to staff vacancies which are being reconciled. Pressures on costs due to inflation and utility costs.
- Downturn for 23/24 from lagged funding for student numbers this year. Working on staffing establishment, looking at contributions and working with the FEC through active support, Curriculum Efficiency and Financial Sustainability Support.
- Adult Education funding underperforming.
- Curriculum planning process realigning forecasts to be realistic. The numbers will be sensitised and with scenario models.
- Work on true contribution analysis is ongoing.
- Funding dashboard has been produced in Power BI which was shown to the Committee.
- Non consolidated pay award detail considered. The payments will be made to staff in December 2022 and the total is within the approval given by Corporation.
- Operating % adjusted income is below target. The College is at the bottom of outstanding and will report if there is a risk to the operating position due to energy prices. It was noted that considering the College has been in financial requires improvement, the progress was recognised. Roadmap to sustainability and net zero emissions will be picked up in the January. Commercial income is tracking below target.
- Approved money has been paid back to Lloyds. Santander have not realigned their covenants to Lloyds and EB in discussions with them.
- Office for National Statistics (ONS) have concluded that further education (FE) sector (FE colleges, sixth form colleges and designated institutions) and their subsidiaries in England, has reclassified colleges and their subsidiaries into the central government sector for national accounts with immediate effect. It was noted that surpluses will not be impacted. At present the reclassification of the FE sector does not require any action for colleges with regards to the local government pension scheme. The ability of colleges to recover VAT is not related to their ONS classification. Many public bodies cannot recover the VAT they incur. Taxes are being kept under review, and any proposals to change the tax system would need to be considered in the context of the broader public finances. The reclassification also means fall within the scope of senior pay controls.
- Work continues with PWC on the historic pension liability on automatic testing with an aim of having 95% accuracy, when interrogating the data, which is not currently being achieved, so if not successful will need to employ a skilled staff to resolve which will impact on what budgeted. Need to also consider how will deal with the exceptions and pension providers.

- Campus Development Oversight Group continues to meet and now includes LocatED an arms length body of the DfE who are supporting with the College Masterplan. Planning work will continue.
- Committee has approved the tender processes for site safety and security to start the contract from 1 January 2023, Fire Management, Cyber Security, Accommodation roof, fleet.
- **Recommendation:** The Corporation approve that the CFO and Principal are given authority to fix utility rates due to the short time scales involved and inform F&GP Committee.
- Planned capital expenditure and essential works are in hand and on track.
- The College has not yet been successful with recent grant applications, but there has been an announcement for Wave 5 T-Level funding with a deadline of February 2023 which will come via the F&GP Committee as previously.
- **Recommendation:** That Corporation approve the revised Financial Regulations (to include to specifically state that alcohol is not appropriate expenditure, plus slight amendments to 10.1 relating to the 5 year plan, 15.4 collection of debt, 14.3 to reflect covenant position and 17.1 inclusion of all) and Modern Slavery Statement.
- MM had attended the Chairs of Finance and Audit Committees which had mainly focussed on the ONS classification and utility costs.
- **Recommendation:** Following some wording amendments for Corporation to approve and sign the 2021/22 financial statements for Askham Bryan College and the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd, Letter of support and Letters of Representation. Plus accept the External Auditors Findings Report and approve the going concern position.

Resolved: The Corporation approve that the CFO and Principal are given authority to fix utility rates due to the short time scales involved and inform F&GP Committee.

Resolved: That Corporation approve the revised Financial Regulations (to include to specifically state that alcohol is not appropriate expenditure, plus slight amendments to 10.1 relating to the 5 year plan, 15.4 collection of debt, 14.3 to reflect covenant position and 17.1 inclusion of all) and Modern Slavery Statement.

The ESFA Governance Dashboard was noted.

36. Quality and Standards Committee 21 November 2022 inc FE and HE Update since the meeting

Consideration was given to the key messages from the Quality and Standards Committee 21 November 2022 which GO reported on as follows:

- GO continued in role as Chair of Committee.
- Committee will split in to FE and HE once new Governors in place. Recruitment for Governor(s) with FE quality skills essential.
- Tracy Lightfoot and Joseph Egan were welcomed to their first Committee meeting.
- JE reported student experience has been a positive one so far this year, with many activities planned. Making use of digital advertising in the canteen. TL suggested opportunities for involvement in cross city collaborations with universities and colleges.
- An external agency have been collecting actual destination data by telephoning students (previously only recorded intended destination). The outcome will inform the IAG offer at the College and the process will be refined so response rates increase.
- **Recommendation:** Approve the revised Student Union Constitution (to include further clarity in 9.3 on College trustees). This was thought to need more work, so not approved.
- The Committee heard from Summer and Jodie - Level 3 Wildlife students who went to

Sweden during half term and experienced vaulting club gymnastics on horses which was a new experience and built confidence and gave new skills and life experience.

- SB has confirmed she is retiring in the summer, SS is returning from maternity leave in March, FE Associates are working with the College for recruitment in to the Vice Principal roles.
- Concern was expressed regarding red ratings on corporate measures (achievement - due to English and maths and technicals expected to be the case across the sector, but benchmarks not due until March 2023, but will include comparative data from other colleges where possible, recruitment - linked to returners due to disruption of covid, requirement to sit exams, being able to get work, student satisfaction - has now increased, stakeholder engagement - more work to be done- include employer numbers and how engage and they impact on curriculum), and how is represented in the Self Assessment Report. Reassurance provided that curriculum restructure, new teacher training programme, new record system, PAD tutors been introduced to address.
- Considered HE Report. TEF indicators have been issued and a recommendation will come from HEAB. Increased risk on conditions A Access and participation for students from all backgrounds and B Quality, reliable standards and positive outcomes for all students on OfS Registration which looking into further.
- **Recommendation:** Approve KPIs for 2022/23. Additional KPI request for student progression data and how will monitor learners from starting points, plus staff CPD. Staff utilisation and class size potential financial KPIs for monitoring by F&GP Committee.
- Committee will track additional KPIs with requests for student progression data and how monitor from starting points and capture value added and show ambition. PAD tutors will record SMART targets for students. Will include 'at risk' reporting. Demonstrate that students are being sufficiently challenged, on the right course and are progressing. What is it like to be a learner and how capture all the positive activities that are not reflected in an achievement figure? Staff CPD.
- Revised Curriculum Plan was considered with revised forecast targets. A process of curriculum planning is starting. A Governor expressed concern regarding the building of commercial incubator units which can be difficult to run and require a lot of resource and are not the Colleges usual business and who carries the risk. To pick up at Campus Development Group. ACTION
- Quality Audit Action Plan will be produced. SAR will be revised accordingly.
- **Recommendation:** Approve the College SAR following revisions to reflect the quality audit and SA process. Corporation members were thanked for attending.

Resolved: The Corporation approved the KPIs for 2022/23. Additional KPI request for student progression data and how will monitor learners from starting points, plus staff CPD. Staff utilisation and class size potential financial KPIs for monitoring by F&GP Committee.

Resolved: The Corporation approve the College SAR following revisions to reflect the quality audit and SA process.

37. Governor Activities/Training and Governor Recruitment

Governors were asked to ensure that their mandatory training modules for Safeguarding, Prevent and EDI are completed.

Resolved: Safia Fajemisin-Khan appointed as Student Governor.

MM reported that he had undertaken his curriculum/corporate briefings on the Farm and the centres and had been involved in the SAR validation process, all of which he had found very useful in understanding the College and oversight.

MP reported that he had undertaken his curriculum briefing in Maths and English and Commercial and could see the scale of the challenge with investment and generating income.

CM reported he had undertaken his curriculum briefing in Horticulture where there is ambition for growth.

38. College Company 28 November 2022

Consideration was given to the key messages from the College Company Meeting held 28 November 2022 which MM reported on as follows:

- **Recommendation:** To recommend to Corporation the approval and signing of the 2021/22 financial statements for the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd and associated documentation.
- Management Accounts for 22/23 showing York Farm to be on track with budget, RBRU as budget to date, but will reduce from January due to not being awarded the contract. Wildlife Park slightly behind budget (management accounts incorrectly showing ahead due to Uniware mis allocation).
- Proposal for power to be shown as a separate line in the management accounts.
- Nothing to report on capital projects.
- Risk register entry remains the same.
- Consideration given to the Farm principles and focus on principle 1 and 2 and how ensure best use of the farm as an educational resource in a sustainable way.
- Tour of the farms, including Askham Richard land to be organised for Governors.
- Regenerative farming project work continuing.
- The College will take tax advice on the historic inter company loan between the College and the College Company to see whether should be written off. Currently recharges are not made. In the College group it zeros out.
- Governors to be invited to the Point to Point events in February and March 2023.

39. Audit Committee 29 November 2022

Consideration was given to the key messages from the Audit Committee Meeting held 29 November 2022 which TS reported on as follows:

Key messages:

- Paul Hutchinson was welcomed to his first Audit Committee Meeting.
- **Recommendation:** Following some wording amendments for Corporation to approve and sign the 2021/22 financial statements for Askham Bryan College and the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd (subject to Directors recommendation on the subsidiaries), Letter of support and Letters of Representation. Plus accept the External Auditors Findings Report and approve the going concern position.
- The progress from previous years in producing what was required at this stage was acknowledged.
- **Recommendation:** Accept Haines Watts Internal Audit Report and approve and sign the Audit Committee Annual Report.
- **Recommendation:** That Corporation approve the final Internal Audit Plan.
- Consideration was given to the implementation of audit recommendations tracker which will also include the recommendations from the external auditors findings report. It was noted that an extension was required on a payroll recommendation due to the implementation of the new system and with regard to the new SALTO system awaiting a microchip. It was noted that the setting of dates is by the manager of the recommendation. Will look at identifying on the tracker those that are complex/easy to implement.
- Strategic Risk Register considered and work ongoing with Committee and Risk appetite and internal auditors undertaking an audit to include this aspect too.
- Consideration was given to the Policies and Procedures report. It was noted that the outstanding People Services and HE policies and procedures now have a timeline and plan.
- Consideration was given to the GDPR report. It was noted that the College had experienced some near misses in this first term of the academic year, so will look at implement some more briefings

- at the beginning of next academic year.
- OfS Regulatory monitoring for the Committee showing green rating.
- 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).
- Work continues with PWC on the historic pension liability on automatic testing with an aim of having 95% accuracy, when interrogating the data, which is not currently being achieved, so if not successful will need to employ a skilled staff to resolve, which will impact on what budgeted. EB confirmed the accrual in the financial statements is the best estimate based on current information. The Chair of Audit Committee reported that he had attended a pension conference and was keen to see this resolved.
- The internal auditors contract has been extended for 12 months to 31 July 2024, with a view to go out to tender in 2023/24 for the following year. It was noted that there has been an increase in the day rate.

Resolved: Corporation approved the Haines Watts Internal Audit Report and the Audit Committee Annual Report and Internal Audit Plan.

40. Risk Register

The Strategic Risk Register was noted.

41. Policies and Procedures

Consideration was given to the Health and Safety Statement and Policy.

Resolved: The Corporation approved the Health and Safety Statement and Policy.

42. Confidential Items

Members agreed that aspects of minute 31 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.

43. Any Other Business

The Ofsted Annual Report issued 13 December 2022 was noted.

It was noted that the Energy Efficiency Capital Grant notification had been received.

Governors were thanked and wished a Merry Christmas.

44. Next meeting

16 March 2023

Date Action Raised	Minute No	Action required	Action by	By when
Current				
15/12/22	27	Update Register of Interests.	JC	16/3/23
15/12/22	33	Produce a KPI report to show how Key Corporate Measure and Targets are formulated and possible other Committee KPIs	TW	2/23
15/12/23	33	Academic Registrar to produce a paper on the proposed HE metrics to provide assurance of the improving position	LB	2/23
Pending				
20/10/22	9	Consider courses that staff can undertake with regard to sustainability that are funded until March 2023.	EB	15/12
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. 15/12 it was thought that it needed to be a meaningful engagement rather than holding a meeting like a venue	MV/JC	05/22
Cleared				
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. Clear	IG	13/07

I certify that this is a true and accurate record of the meeting held 15 December 2022 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date