

Corporation Meeting

Minutes of the meeting held Monday 22 May 2023 – 3.15pm – 5.55pm Committee Room, Askham Bryan College, York

The pack of meeting papers was circulated in advance of the meeting for Governors to read.

64	<p>Present</p> <p>Linda Haigh (LH), Annabel Jelley (AJ), Dominique Lendhill (DLe) – Staff Governor, David Lynch (DL), Martin Moorhouse (MM) – Chair of Finance and General Purposes Committee, Graeme Osborn (GO) – Corporation Vice Chair/Chair of Quality and Standards Committee, Maureen Vevers (MV) - Corporation Chair, Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer.</p> <p>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.</p>
	<p>In attendance</p> <p>Emma Barbery (EB) – Chief Finance Officer, Laura Black (LB) – Vice Principal, Iain Glendinning (IG) – Vice Principal, Sharon Sheppard (SS) Vice Principal, Lynne Griffin (LG) – Executive Director of People and Organisational Development and Judith Clapham (JC) – Director of Governance/Clerk to the Corporation.</p> <p>Sandra Burnhill (SB) – Vice Principal was not in attendance.</p>
	<p>Apologies</p> <p>Acceptance of apologies for absence: Tazambal Ali – Staff Governor, Joseph Egan (JE) – Student Governor/SU President, Safia Fajemisin-Khan (SFK) – Student Governor/SU Vice President, Tracy Lightfoot (TL), Matthew Parkin (MP), Trevor Shaw (TS) – Chair of Audit Committee.</p>
65	<p>Declarations of Interest</p> <p>Consideration was given to the Declarations of Interest Register, with members asked to check their entries.</p> <p>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.</p> <p>Those thought relevant are listed below:</p>

	<ul style="list-style-type: none"> • TW, GO and MM as Directors of ABC College Co Ltd and ABC Enterprises Ltd. • TW as a Landex Director and Director of National Land based College. • MV as a University of York Court Member and her husband Andrew Vevers is a Fulford Parish Councillor. • AJ as a consultant in the sector and Project Manager for the Strategic Development Fund which the college is part of, work on behalf of Hambleton District Council relating to the new educational facility at Northallerton (campus@northallerton), 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 and also work in relation to the Local Skills Improvement Fund. • MM as an Elvington Parish Councillor. <p>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.</p> <p>Members agreed that aspects of the minutes 69, 73 and 79 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.</p>
66	Minutes from the Last Meeting (16 March 2023)
	Resolved: The new style minutes were accepted as a true and accurate record.
67	Matters Arising from the minutes/Actions schedule
	The Action Schedule was updated.
68	Chair's Report
	<p>The Chair of Corporation highlighted the FE Commissioner Spring Newsletter, included in the meeting pack and whilst the ONS reclassification means there are additional regulations to follow under 'managing public money' it has not altered the legal status of college corporations as exempt charities. So, the essence of a Corporation's role to establish a vision, mission and strategy, provide financial oversight, accountability for the senior post holders and manage risks appropriately, is unchanged.</p> <p>It was noted that cyber attacks remain a very real threat to the sector and commitment to the equality, diversity and inclusion agenda.</p> <p>The Chair of Corporation highlighted the summary notes sent to Governors, which she had found helpful, but noted as a long term project,</p>

	<p>it would be good for Governors to produce a series of one page documents, written from a Governor perspective, that could be given to new Governors from more experienced Governors on what they thought a new Governor needed to know – what had learned about what the College does and why, for example linked to their departmental briefings, safeguarding, curriculum, risk management, etc. ACTION produce a list of possible topics for Governors to choose from at the individual self assessment process, with a link to Executive member.</p> <p>The Chair of Corporation reported that Haddy Njie from Inclusive Equal Rights was coming to present to the Corporation as the special focus topic on “A Snapshot View of Racial Disparity in the City of York.” It was noted that Haddy was in the Search and Committee process for being a Governor at the College and the Chair of Corporation recommended that Haddy be appointed as a full Corporation member and member of the EDI Committee and Audit Committee, due to her skill set.</p> <p>Resolved: The Corporation unanimously approved the appointment of Haddy Njie as a full Corporation member and member of the EDI Committee and Audit Committee.</p>
69	<p>Chief Executive’s Report</p> <p>Consideration was given to the Chief Executive’s Report, ESFA Annual Strategic Conversation Letter and Armed Forces Covenant which TW provided an overview of content, with detail as in the report. Each Executive member also highlighted aspects from their reports.</p> <p>Members agreed that aspects of the minutes 69, 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.</p> <p>It was noted that since the report that the Investors in People survey completion has increased, with provisional outcomes to be given at the July Corporation meeting.</p> <p>Governors were pleased to hear that the technical examination results were improved.</p> <p>An independent Governor who knew the family, expressed thanks to the staff involved in the compassionate handling of the tragic death of George Sawyer, a Level 3 agriculture student, killed on the A64 at Bilbrough. Condolences were expressed to the family and the impact on students, staff, college as a whole and family and friends was felt.</p>

70	Student Union Update
	<p>JE asked that the Corporation be made aware that there had been a really positive development based on student feedback this year, especially with regard to trans students making their voices heard.</p> <p>The Residential Student Manager thought this in part was due to there being a new LGBTQ+ Committee.</p> <p>It was noted that student governor recruitment is happening now for next year.</p>
71	Strategy Update – Key Corporate Measures and targets
	<p>It was noted that these are looked at in depth within the Committees and that the Executive propose to review and refresh the Key Corporate Measures and Targets so they link with the dashboard data and provide measurable outcomes, with a proposal to come back to Corporation.</p>
	Accountability Statement/Civic Agreement
	<p>Consideration was given to the Draft Accountability Statement which it was noted had been to SLT and was recommended for approval following some further amendments. It was noted that a further revised copy will be provided to the July Corporation meeting, once had sight of the LSIP document to ensure aligned and following this will be submitted by 31 July 2023 deadline.</p> <p>Governors thought it was good and could be enhanced further with examples of employer engagement, Agri Tech, skills, destination data and links to employment, second chances and adding more depth on sustainability and inclusion.</p> <p>Resolved: The Corporation agreed to the draft Accountability Statement being submitted by 31 May 2023.</p>
72	Special Focus Topic – Inclusive Equal Rights - Racial Disparity in the City of York Presentation/Question and Answer session
	<p>Haddy Njie and Gary Craig joined the meeting and provided a presentation on “A Snapshot View of Racial Disparity in the City of York,” providing evidence/baseline of the current position, with a view to making York an anti-racist and inclusive City. It was noted that the next step is a strategy (with 7-8 recommendations for organisations) and action plan in July, such as how to increase representation at board level and address racial inequalities and an ethnic pay gap. In 2021, approximately 14% of York’s population was from ethnic minorities. For Askham Bryan College the report showed that 3% of the workforce were BAME, but there was a high number of non responders (don’t know or prefer not to say). This was thought to be as a result of a change in the People Services system and the data not being available.</p>

	<p>The Chair of Corporation stated that the statistics in the report were frightening and welcomed how the strategy can help organisations to work differently and provide the best experience for students and staff.</p> <p>An independent Governor stated that she was fully supportive and welcomed being part of the solution.</p> <p>Another independent Governor stated that in her organisation starting conversations and getting people to talk about what the data is saying has been useful in breaking down barriers.</p> <p>The Executive Director of People and Organisational Development to have contact with HN to consider organisations that can work with the College to break down barriers and advise on diversity initiatives, so the College owns the process. ACTION</p> <p>The Residential Services Manager to have contact with HN regarding links with Student Services and Wellbeing and People of Colour Committee at the College to talk about culture and history and what racism is with students. ACTION</p> <p>Haddy stated that she welcomed the opportunity to be a Governor at the College.</p> <p>There was a break.</p> <p>Haddy Njie and Gary Craig left the meeting.</p> <p>GO joined the meeting.</p>
73	<p>Finance and Management Accounts</p> <p>Members agreed that aspects of the minutes 73, 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.</p> <p>The Chair of Finance and General Purposes Committee reported on Finance and General Purposes Committee activity:</p> <ul style="list-style-type: none"> • Campus Development Oversight Group met 5 May 2023 and 9 June • Governors interested in how the College contributes to Net Zero and tackling climate change – opportunity for the College to lead the way (communicate what the College is already doing). <p>The Chief Finance Officer provided an update on the roadmap to sustainability with a report to be provided on what has been achieved, what is in progress and future planning, to be monitored by F&GP</p>

	<p>Committee, with a sustainability page to be launched on the College website. It was noted that as part of the SDF funding the College had a workshop on SDG goals.</p> <p>An independent Governor asked when the measures of carbon overall will be known. The Chief Finance Officer reported that the College is working on scope one and two to provide a baseline by the end of July.</p> <p>Consideration was given to the P9 Management Accounts to the end of April 2023 which are tracking in line with the forecast. It was noted that a Dashboard had been added to the accounts which follows advice of FEC on model management accounts.</p>
74	Quality and Standards Committee
	<p>It was noted that no meeting had taken place and updates were provided in the Chief Executive's report which were becoming embedded.</p>
75	Governor Activities/Training and Governor Recruitment
	<p>Independent Governors reported that they had attended Point to Point events, HE Poster Day (suggestion if it could be digitised) and undertaken Departmental Briefings in Apprenticeships, Digital and LRC, Middlesbrough, Animal Management, IT, Student Services, all of which had enabled Governors to better understand the College, learn more about student and staff experiences and inform Governor responsibilities. ACTION circulate the feedback form.</p> <p>A request was made for Governors to check they have all completed their mandatory training.</p> <p>The Search and Governance Committee recommended that DL be retained until the end of the academic year, ie until 31 July 2024, due to his skill set on the Finance and General Purposes Committee and Corporation and to enable succession planning.</p> <p>Resolved: The Corporation agreed to DL being retained on the Corporation and Finance and General Purposes Committee until 31 July 2024.</p>
76	College Company Meeting 27 March 2023
	<p>Consideration was given to the key messages from the College Company Meeting held 27 March 2023, which MM reported on:</p> <ul style="list-style-type: none"> • Management Accounts expected to be in line with budget. RBRU now finalised. • Consideration given to Farming Principle 5&10, 'green classroom' and collaboration with relevant industrial and educational partners. Thought to be met through investment in technology.

	<ul style="list-style-type: none"> • Regenerative Farming and Sustainability - Producing data on what the College currently does and then how this can be displayed on the website and in College. • Milk quality is exceptional. Milk price has fallen. • Point to Point contracts are due to run until 2026. • IoT opening event is scheduled for 19 April 2023. • Nothing further on capital projects and risk profile remains the same. • Tax advice project with PWC set in motion.
77	Audit Committee Risk Register
	It was noted that there had been no meeting. There were no further matters related to changes in Strategic Risk.
78	Policies and Procedures
	Consideration was given to the Tuition Fees Policy which was recommended for approval.
	Resolved: The Tuition Fees Policy was approved.
79	Confidential Items
	Members agreed that aspects of minute 69,73 and 79 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.
	DL, TW, EB, LB, IG and SS left the meeting. It was noted that the meeting was no longer quorate, but that no approvals were required.
	Remuneration Committee/People Services Update for External Members only – separate minute
80	Any Other Business
	There were no further items related to Safeguarding, EDI, Health and Safety to bring to the attention of Corporation not elsewhere on the agenda.
81.	Date and time of next meeting
	13 July 2023, 3pm.

Date Action Raised	Minute No	Action required	Responsible	Deadline
Current				
22/05/23	68	Produce a list of topics for Governors to choose from (at individual self assessment meetings) link to Executive.	JC/MV	09/23
22/05/23	72	Provide virtual introduction to HN for LG and DLe.	JC	05/23
22/05/23	75	Recirculate Governor area briefing feedback forms.	JC	05/23
Pending				
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	07/22
Cleared				
20/10/22	9	Consider courses that staff can undertake with regard to sustainability that are funded until March 2023.	EB	15/12

I certify that this is a true and accurate record of the meeting held 22 May 2023 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date