

Corporation Meeting

Minutes of the meeting held Thursday 13 July 2023 – 3.00pm – 5.40pm Committee Room, Askham Bryan College, York

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

82	Present
	<p>Tazambal Ali – Staff Governor, Linda Haigh (LH), Annabel Jelley (AJ), Tracy Lightfoot (TL), 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, Matthew Parkin (MP), Trevor Shaw (TS) – Chair of Audit Committee via Teams, 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>
	In attendance
	<p>Emma Barbery (EB) – Chief Finance Officer, Laura Black (LB) – Vice Principal, Sandra Burnhill (SB) – Vice Principal, Iain Glendinning (IG) – Vice Principal, and Judith Clapham (JC) – Director of Governance/Clerk to the Corporation.</p> <p>Sharon Sheppard (SS) Vice Principal, was not in attendance.</p>
83	Apologies
	<p>Acceptance of apologies for absence: Joseph Egan (JE) – Student Governor/SU President, Safia Fajemisin-Khan (SFK) – Student Governor, Dominique Lendhill (DLe) – Staff Governor, Haddy Njie (HN).</p>
84	Declarations of Interest
	<p>Consideration was given to the Declarations of Interest Register and members asked for any new declarations.</p> <p>It was noted that LH is now in the role of Finance and Procurement Director at South Yorkshire Fire and Rescue Service with possible links to the College from public service training, Princes Trust.</p> <p>There were no other 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. <ul style="list-style-type: none"> • 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 87, 92 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>
85	Minutes from the Last Meeting (22 May 2023)
	Resolved: The minutes were accepted as a true and accurate record.
	Matters Arising from the minutes/Actions schedule
	The Action Schedule was updated.
86	Chair's Report
	<p>The Chair of Corporation highlighted the FE Commissioner Summer Newsletter, included in the meeting pack papers and support available to the sector.</p> <p>The Chair of Corporation stated that she felt it was the first 'normal' year, and a time to reflect and think of the future, with conversations being had that are forward thinking. Recently there has been lots of good news, capital investment, staff and student awards and it is feeling very positive.</p>
87	Chief Executive's Report
	Consideration was given to the Chief Executive's Report, which TW provided an overview of content, with detail as in the report. Each Executive member also highlighted aspects from their reports.

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The Chief Executive highlighted:

- An improvement in achievement rates.
- The College will not be running Agriculture T-Level until September 2024, due to the delay in the release of the qualification specification. The College will also implement Animal Science and Animal Management T-Levels in September 2024.
- The College won Educate North Award for digital development and innovation, which was a great achievement and testament to the work going on.
- The College hosted the Landex Teaching and Learning Conference with a focus on digital.
- The College will host the national digital innovation conference sponsored by the Education Teaching Foundation (ETF) and FE Associates in October.
- Staff Colleague Engagement Week held with significant engagement across the whole College and a good feel across the organisation.
- The College has achieved accreditation for Investors in People with preliminary results included in the People Services Report and an increase in the overall staff satisfaction.
- The College faces a significant financial challenge next year, which is also being reported widely across the sector.
- The College will be undertaking a significant amount of estates work over the summer including upgrading fire doors, security door locking systems, fire alarm system, refurbishment of hostels, improvement works of car parks and outside spaces.
- The College has been successful in its bid for T-Level capital funding for refurbishment of the main teaching block. Thanks were extended to everyone involved in writing the bid.
- The College continues to be engaged across a variety of networks. The Accountability and Civic Agreement are further down the agenda.
- Priorities for the new academic year are delivering a successful Ofsted inspection, focus on people and building on the culture of the College, increase College income.

The Vice Principals highlighted:

- As part of the IoT, a collaboration is commencing with research Masters programme within DAIM (Centre of Excellence for Data Science, Artificial Intelligence and Modelling) at the University of

	<p>Hull which will allow DAIM research students to complete projects, in particular this will focus on the data streams for MapOfAg and IOT.</p> <ul style="list-style-type: none"> • The College is planning and preparing for 'online' enrolment for 16-18yr olds and HE, this September, which is a huge step forward. • There is potential growth in Apprenticeships which will move to LB to lead. • For financial year 22/23 the outturn is as was forecasted. <p>MP joined the meeting.</p> <p>The Chief Executive presented his proposed Ofsted presentation for when inspectors first arrive to outline the key messages. ACTION circulate presentation.</p> <p>It was noted that the new Self Assessment will feed in to this.</p> <p>IG will be the Ofsted Nominee and TW the Skills Nominee.</p> <p>Governors thought the opportunities learners get to practice their skills in real world commercial facilities and around digital was experienced when on Curriculum/Corporate briefings, along with individual student progress and the passion and pride from staff, which would be good to capture too.</p>
88	<p>Student Union Update</p> <p>It was noted that Joseph Egan is stepping down from his role as Student Union President and will be replaced by Siam Sudphum (Level 6 Animal Management student), along with Brianna Howarth-Smith as Vice President.</p> <p>Rhys Holding (Agriculture student) will become the second Student Governor, along with Siam, ready to start in the new academic year.</p> <p>It was noted that Joseph had produced a final report which highlighted the following:</p> <ul style="list-style-type: none"> • Students re-engaged with the diverse range of activities with great uptake in event attendance and feedback. The Events Co-ordinator role has really benefitted students. • Engagement from the Trans community and a more inclusive environment. • Further work required on Student Reps attendance at Student Council. • The SU Officers all working as a team. <p>The report concluded with a thank you from Joseph. "It has been my privilege to represent and serve the student body of 2022-23. I wish the members of the corporation well."</p>

	Thanks were expressed to Joseph for his work as Student Union President and with the Corporation.
89	Strategy Update – Key Corporate Measures and targets
	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 in the Autumn term, so they link with the dashboard data and provide measurable outcomes (governor dashboard), with a proposal to come back to Corporation.
90	Accountability Statement/Civic Agreement
	<p>Consideration was given to the final Draft Accountability Statement which it was noted had been to SLT and Quality and Standards Committee and was recommended for approval with the additional amendments, to be submitted by 31 July 2023 deadline and will be published on the website.</p> <p>Resolved: The Corporation agreed to the final draft Accountability Statement being submitted by 31 May 2023 once been through marketing.</p>
91	Special Focus Topic – Reflections on the year
	<p>The Chief Executive/Principal provided a presentation on the reflections on the year – A Review and priorities for next year. ACTION circulate the presentation.</p> <p>TS joined the meeting via Teams, during the presentation.</p> <p>Governors stated that it was a good point to reflect and recognise what achieved, with so much to be proud of, with an acknowledgement that there is more to be done to be sustainable, increase capacity, linkage between HE and FE pathways and CPD opportunities, green skills and global recognition for digital skills. It was noted that the College is further investigating digital opportunities with ViSR and ways to further attract students.</p> <p>SB was presented with a token of appreciation on her retirement from the College and thanked for all she has done for the College, particularly the College response during covid.</p>
92	Finance and Management Accounts 28 June 2023
	Members agreed that aspects of the minutes 92, 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>The Chair of Finance and General Purposes Committee reported on Finance and General Purposes Committee activity and key messages for Corporation as included in the meeting pack.</p> <p>The Chair of F&GP Committee focussed on the following:</p> <ul style="list-style-type: none"> • P10 Management accounts for financial year end 31 July 2023, showing a favourable surplus. In line with budget and good financial health. • Covenant position with Santander finalised and will be annual testing. Revised paperwork will be issued. • The Roadmap to Sustainability is emerging with new webpages being launched. • Consideration was given to the Residential Student Accommodation Review provided by Fusion Project Management, which is being overseen by the Campus Development Oversight Group, including LocatED and looking at phases and possible options. • The Chair of F&GP Committee reported that he had attended the AoC Finance and Audit Committee Chairs' Network Meeting 26/06/2023, which provided an update on the FE Reclassification, themes for restructuring, fraud and error. It was noted that it was thought highly unlikely change in funding in the near future and likely that the financial year end date will change to 31 March in line with Treasury. • RK Building Solutions and William Birch and Sons tender approved to undertake fire management upgrade works. to commence in July 2023. Replacement of student accommodation door locks (SALTO) to happen at the same time. • Portacabin contract extended by two years. • Recommendation: To extend Aramark's contract by two years as a result of the impact of COVID during which they were not able to deliver expected returns to the College. <p>Resolved: Corporation approved the extension of Aramark's contract by two years.</p> <ul style="list-style-type: none"> • Heritage Conservation is out to tender. • Farm Road resurfacing is out to tender. • Recommendation: to approve the energy efficiency works from the EON energy saving project. <p>Resolved: Corporation approved the energy efficiency works from the EON energy saving project.</p> <ul style="list-style-type: none"> • Tuition Fund Policy was approved via Corporation and includes the DfE links and amendments relating to international students. • The Financial Regulations are being updated in line with the ONS reclassification. • Consideration was given to the Sustainability Update. It was noted that the All Manager's Away Day on Friday has a focus on sustainability and the new pages on the website will be launched on Friday. It was noted that there will be a baseline data and then annual measure which will drive what need to do and set a target, noting the complexities of consistency of measurement. Corporation welcomed this. • Terms of Reference to include a reference to the ONS Reclassification and Managing Public Money.
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	<ul style="list-style-type: none"> • Self assessment highlighted need for training on the implications of Managing Public Money, when in place and also more reports on post implementation reviews, so monitoring what said would do. <p>The Corporation scrutinised the following:</p> <ul style="list-style-type: none"> • 23/24 budget • CFFR CFFR Supporting Commentary • CFFR Dashboard • CFFR Financial Health • CFFR Cashflow Summary • CFFR Working Capital Dashboard • CFFR Financial Statements • CFFR Ratios • Bank Covenant Tests <p>It was noted that the budget for FY 2023/24 and forecast for FY 2024/25 have been compiled and input into the CFFR model which together with supporting commentary report the expected financial performance and assess the financial health based upon ESFA scoring methods. Despite efforts to minimise the impact of previously reported high level forecasts predicting a likely outturn deficit, whilst the 2023/24 budget and 2024/25 forecast both report Educational EBITDA surpluses (operating position before release of capital grants, depreciation and interest), both years do report an overall deficit.</p> <p>The ESFA financial health grade under the current methodology is 'Good'.</p> <p>Work has taken place to review income and expenditure assumptions used in the financial planning including sensitivity analysis and finding a sustainable position and is reliant on student recruitment.</p> <p>The Corporation were asked to approve the CFFR containing the FY 2023/24 budget and FY 2024/25 forecast, before the submission deadline 31 July 2023 and confirm that it supports the corporation's strategic objectives by a declaration from the Accounting Officer.</p> <p>Resolved: The Corporation recognised the challenge, but approved the CFFR containing the 2023/24 budget and 2024/25 forecast for submission by 31 July 2023.</p> <p>It was noted that there had been an announcement today of additional monies to the sector to fund pay rises, which would be welcome.</p>
93	Quality and Standards Committee 29 June 2023

	<p>The Chair of Quality and Standards Committee reported on Quality and Standards Committee activity and key messages for Corporation as included in the meeting pack.</p> <p>The Chair of Q&S Committee focussed on the following: Achievement is still RAG rated as red, but technical exam results were better.</p> <ul style="list-style-type: none"> • Student satisfaction has increased in the latest survey. NSS results now due in August. • Reconsidering JiSC Digital Elevation Model to see if reflects work leading on in digital in the sector and showing as RAG rated amber. • Strategy and Corporate Measures and targets to be reviewed and re presented in the Autumn Term with a proposal for what can measure and monitor, that Governors can challenge. • Higher York Board Civic Agreement produced by the four institutions in York, working collaboratively was considered. • Recommendation: Approve the revised Accountability Agreement. It was thought it could be enhanced by demonstrating what the College has already done and is building on. • The notification of the main Ofsted inspection will now be at the same time as the skills inspection, ie a full six days in advance. • Consideration was given to the pre Safeguarding Annual Report. It was noted that there has been an increase in referrals of students who have referenced suicidal thoughts and an increase in referrals for eating disorders. Staff have been or are being trained in both as there are few places to be able to refer externally and few services. • KCSIE 2023 been issued. Working with the Head of IT on the filtering and monitoring system. • Consideration was given to the Matrix Report showing key strengths and areas for development. It was noted that it is for the whole College not just advice. Matrix is the international quality standard for organisations that deliver information, advice and/or guidance (IAG) and the College has been reaccredited. • Recommendation: Corporation approve the EDI Annual Report. Progress has been made in People targets, but HE, Students, Marketing and Quality remain Amber overall. <p>A Governor queried the baseline data. It was noted that more information needs to be gathered.</p> <p>Resolved: Corporation approved the EDI Annual Report.</p> <ul style="list-style-type: none"> • Recommendation: Corporation approve the Stakeholder Engagement Plan, with a possible change in the order in Section 4 and wording for Section 6 with regard to Governors. Committee were pleased to see this plan. <p>Resolved: Corporation approved the Stakeholder Engagement Plan.</p> <ul style="list-style-type: none"> • Consideration was given to the HE Report. Due to low recruitment the following courses will not run. • FdSc Precision Livestock • -FdSc Management of Aquatics & Oceans
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	<ul style="list-style-type: none"> • -BSc (Hons) Veterinary Nursing • There was a discussion regarding these and a refocussing of marketing. • FdSC Vet Nursing at Gateshead is progressing, but experiencing some delays. • Claire Pullen has been appointed Vet Nursing Curriculum Area Manager. • Consideration was given to the OfS Spreadsheet. The amber ratings for Access and Participation Plan, Student Protection Plan and some policies and procedures were noted, but governors were given assurance that action plans are in hand. • The Office for Students letter showing removal of enhanced monitoring for condition B3 (student outcomes), following changes to the condition, was noted. • KPI dashboard - Attendance and group size is a focus for next year. Looking at how can improve the dashboard to show direction of travel. KPIs and targets to be reviewed, in line with the Corporate Measures and Targets. • Quality First Teaching Framework is now rolled out as a framework for skills and pedagogy and how can try them out in lessons. Linking to CPD and through feedback processes, which feeds in to student experience, satisfaction, achievement and attendance. • Committee self assessment highlighted further Governor recruitment with quality skills to realise the ambition to split the Committee to be able to focus on FE and HE separately. More reports to be provided on market needs analysis. Special Focus topics in Corporation with a focus on quality of teaching and learning. • Apprenticeship Accountability Framework achievement rate needs improvement. Letter circulated. Relates to apprentices being furloughed during covid and no end point assessments in place. • Letter received from Minister Halfon circulated.
94	<p>Governor Activities/Training and Governor Recruitment/External Review</p> <p>The Clerk reported that a further round of recruitment for Governors with quality of education and people services skills was underway, with a view to being able to split the Q&S Committee. It was also queried as to whether the Governors should have someone on the Corporation with livestock experience or veterinary link.</p> <p>The Clerk reported that following the External Governance Review Invitation for Proposal, it was proposed that the College proceed with AoC.</p> <p>Resolved: AoC be awarded the External Governance Review work.</p> <p>The Chair, CEO and Clerk to meet further with AoC and proposed lead to discuss the detail.</p>

95	College Company Meeting 12 June 2023
	<p>Consideration was given to the key messages from the College Company Meeting held 12 June 2023 as included in the meeting pack, which MM reported on:</p> <ul style="list-style-type: none"> • Farm income at P9 is behind forecast due to reduction in milk price and beef income. • RBRU payment is no longer a risk. • The Wildlife Park at P9 is currently behind budget due to poor weather affecting attendance during the February half term and Easter break. • The Heritage Conservation Project is out to tender. • The College submitted the business case for a Zero Carbon Fund for an anaerobic digester, 31 May 2023, as approved. • The College bid to buy 14.5 acres of land at Askham Bryan has been accepted. • Risk Register entry to be reviewed. • Velcourt provided a presentation with regard to what the College/farm is doing in relation to regenerative farming. It was noted that practices have to be credible in a commercial and teaching context, noting 'Feed the World, Save the Planet'. It was noted that carbon calculations are complex. • Farm Principle 4 was explored. "The farms should provide students with experience of the best innovative practice that meets the needs of local, regional and national agriculture industries, to the strictest standards in terms of Health and Safety, bio-security, animal welfare, environmental and other benchmarks and legislation." It was highlighted how these are embedded in the curriculum and on the farm with areas that could be improved. • Company structure work is ongoing with PWC. • Weather impacting the farm and Wildlife Park. • Interim Zoo inspection due to take place. • It was proposed through the self assessment of the work of the members that there be more presentations, eg from the Wildlife Park and commercial ventures and income generation ideas.
96	Audit Committee 21 June 2023 inc Risk Register
	<p>Consideration was given to the key messages from the Audit Committee Meeting held 21 June 2023, as included in the meeting pack, which CM reported on as the connection was lost with TS.</p> <ul style="list-style-type: none"> • The relationship with the internal and external auditors remains good and we remain on track with both the internal and external audit programmes. It was noted that the Internal Auditors have changed their name from Haines Watts to Validera. • The Committee was updated on the External Audit plan which was on track. It was noted that DfE approval would be required for the letters of comfort for the Colleges subsidiaries. It was requested

	<p>that the date the draft accounts would be sent to Armstrong Watson was included in the timetable.</p> <ul style="list-style-type: none"> • Recommendation: to approve and sign the External Audit Plan. <p>Resolved: Corporation approved the External Audit Plan which was signed by MV and TW at the meeting.</p> <ul style="list-style-type: none"> • The Committee were also updated on the implementation of the Internal Audit Plan. With the exception of a couple of minor delays this was also on track. The reports presented and management's responses were noted as appropriate for the Adult Education Budget Final Report, providing adequate assurance for design and application of controls, with two amber recommendations (attendance retained in Pro Monitor, Prior Learning obtained and retained) and three green recommendations (enrolment forms completed ahead of learners started, Additional Learner Support Forms, withdrawn learners on the ILR) that were accepted by management. • The Strategic Risk Register was reviewed. It was identified that the link between current risk and risk appetite had been lost but would be restored for the next meeting. Corporation had no further changes to the Risk Register. • The committee received the GDPR update and identified some excellent practice taking place. • The OfS Regularity Spreadsheet was presented to the committee and reviewed. There were no concerns. • There had been no fraud or irregularities identified since the last meeting and only minimal overseas expenditure relating to student trips. • Committee Self Assessment. The committee felt that the number of meetings was right but a lot of business comes through the committee making for meetings over optimal length. Training on pensions was identified as a need. It was agreed the Chair and Director of Governance would look at ways of keeping the meetings within an optimal time. • The Post 16 Audit Code of Practice (April 2023) was considered. It was noted that the changes being made as a result of the ONS reclassification will be incorporated in to the Financial Regulations which will come to the F&GP Committee/Corporation for approval. • Date of Next Meeting agreed as 9th October 2023.
97	<p>Policies and Procedures</p> <p>Consideration was given to the:</p> <ul style="list-style-type: none"> • Data Sharing Policy and Procedure • Environmental Information Regulations Policy and Procedure • Disciplinary Procedure for Senior Postholders <p>Resolved: The above policies and procedures were approved.</p>

98	Corporation Self Assessment
	<p>Corporation were asked to self assess its own performance over the last 12 months to check Governors understanding of the work, role and responsibilities (attached to the beginning of each pack) of the Corporation and in order to monitor the Corporation's effectiveness and ensure it is fit for purpose.</p> <p>It was noted that all meetings had been quorate, the length and number of meetings was thought to be right, information was received in an appropriate format to undertake the role effectively with a noted improvement in the way papers were presented, with separate attachments and twilight sessions had assisted on areas of special focus, with some further work the interactions between Executive and Corporation and key messages.</p> <p>Governor skill composition was thought to be appropriate and complete with the recruitment as reported earlier in place.</p> <p>Register of Interests was thought to be managed.</p> <p>With regard to training and development some were identified in Committees and it was thought for Corporation that the special focus topics could be broadened to include external speakers and involve the wider SLT and wider responsibilities.</p> <p>The Corporation thought it did fulfil its function and gave good quality contribution and would be interested in seeing what the external governance review brings. It was also noted that the individual self assessment sessions would take place in August/September and feed in to this process.</p> <p>Progressing the Alumni was also thought important.</p>
99	Confidential Items
	<p>Members agreed that aspects of minute 87 & 92 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>
100	Any Other Business
	<p>There were no further items related to Safeguarding, EDI, Health and Safety to bring to the attention of Corporation not elsewhere on the agenda.</p>
101.	Date and time of next meeting
	19 October 2023, 3pm.

Date Action Raised	Minute No	Action required	Responsible	Deadline
Current				
13/07/23	87/91/92	Circulate Ofsted presentation and review and priorities presentation, plus the CapEx high level summary.	TW/JC	07/23
Pending				
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	07/22
Cleared				
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

I certify that this is a true and accurate record of the meeting held 13 July 2023 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date