

Corporation Meeting

**Minutes of the meeting held
Thursday 14 March 2024 – 9.30am – 10.10am
Peter Sowerby Building Training Room, The Yorkshire Arboretum, Castle
Howard, York YO60 7BY**

The pack of meeting papers was circulated in advance of the meeting for Governors to read. The meeting was followed by the Corporation Away Day which was also attended by Stacy Vipas and Jennifer Scott. The Away Day included an external landscape session from the Deputy FE Commissioner.

39 Present

Tazambal Ali (TA) – Staff Governor
Linda Haigh (LH)
Annabel Jelley (AJ)
Dominique Lendhill (DLe) – Staff Governor
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
Trevor Shaw (TS) – Chair of Audit Committee
Maureen Vevers (MV)
Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer.

It was noted that Haddy Njie (HN) had moved in to a Co-optee role on the EDI Committee and Siam Sudphum (SSu) – SU President/Student Governor has stepped down from his role.

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) – Vice Principal,
Stephanie Burrell (SBu) – Boardroom Apprentice,
Judith Clapham (JC) – Director of Governance/Clerk to the Corporation,
Lynne Griffin – Executive Director People Services,
Sharon Sheppard (SS) - Vice Principal,
James Sadler (JS)

Julia Smith was in attendance as part of her work with the Executive Team.

Clare Williams – Vice Principal, Chris Moss (CM), Paul Hutchinson and Shaun Broadbent were not in attendance.

40 Apologies

Acceptance of apologies for absence:
Rhys Holding (RH) – Student Governor
Matthew Parkin (MP)
Steve Hobden

41 Declarations of Interest

Consideration was given to the Declarations of Interest Register and members asked for any new declarations.

There were no changes to the Declarations of Interest impacting on the College 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 Land-based College.
- 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. AJ stated York and North Yorkshire Combined Authority AEB.
- MM as an Elvington Parish Councillor.
- LH as Finance and Procurement Director at South Yorkshire Fire and Rescue Service with possible links to the College from public service training, Princes Trust.

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 minute 44 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.

42 Minutes from the Last Meeting (14 December 2023)

Resolved: The minutes were accepted as a true and accurate record.

Matters Arising from the minutes/Actions schedule

The Action Schedule was updated.

43 Chair's Report

The Chair of Corporation stated that she was delighted and very proud to see in the papers that the College is winning awards and forward looking and actively involved in influencing the future landscape. The External Board Review shows we are doing what we say we are. Congratulations were given to the Chief Executive/Principal who it was noted had been selected to be a member of the Further Education Commissioner's Principal Reference Group (PRG). It was noted that the PRG has eight members who are serving Principals from across the country, it supports, challenges, and advises the Further Education (FE) Commissioner in their role of improving the quality and financial sustainability of FE colleges. It also contributes to policy development for colleges in the FE sector and provides a platform for influence.

44 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.

The Chief Executive highlighted the work he had been involved with between Landex and Minister Robert Halfon, projecting the importance of landbased Colleges. There is a change in emphasis to strategic for the country, not just generic landbased.

It was noted that three Assistant Principals have been appointed and that the Executive Director for People and Organisational Development is leaving.

The three priorities continue to be a focus with good staff engagement.

There is a change in the Ofsted landscape, with many now resulting in requires improvement. The College result of good is positive and the result of a proactive approach and a testament to all involved.

The York and North Yorkshire Combined Authority was launched 1 February.

It was noted that the College had won three further awards. At the Yorkshire Learning Providers Awards the College won two awards. Outstanding Green and Sustainable Development Awards for the reusable cup project and Jo Scott from Veterinary Nursing won the Outstanding Business Development Award. At the Great British Wildlife Restoration Award - we won 3rd prize for our Pollinator project which was created by

our first year level 3 Zoo Collection and Conservation Students. A great result as this was voted on by members of Parliament and as runners up we were in such company as Twycross Zoo and Chester Zoo. The winner was a project from the Zoological Society of London. Huge congratulations to all at the Wildlife Park and Tilly McGill who lead the project.

45 Student Union Update

The Residential Services Manager reported that they had interviewed for a Student Leader Role across all Centres. Preparations for the Student Spring Ball for a sit down meal for 150 are underway.

46 Staff Update

It was noted that JC will work with the staff governors on developing the staff update item for future meetings.

47 Strategy Update – New Key Corporate Measures and targets Update

Consideration was given to the Key Corporate Measures and targets, which it was noted had been shared through the Committees.

The Chief Executive highlighted that the attendance for HE is 77% and is amber.

The latest student survey overall satisfaction numbers are holding up, which is positive.

48 Special Focus Topic – relevant for Corporation/questions

Consideration was given to the Gender Pay Gap Report, which LG presented.

It was noted that as an employer of over 250 staff, Askham Bryan College has a statutory duty to report on its gender pay gap (GPG) annually. Employers need to publish six calculations.

The “snapshot” date for this analysis of this data is 31st March each year.

Key findings from the report for 2022/2023 which is published March 2024 are as follows

- total number of employees 430 (295 Female, 135 Male)
- Mean hourly rate of pay – Female £14.78, Male £15.55
- Mean gender pay gap 4.96%, which is fractionally risen, but is positive
- Median rate of pay – Female £13.29, Male £14.08
- Median gender pay gap 5.61%

We have 82 females, which represents 80% of staff, in the lowest paid quartile and 72 females which represents 67.3% in the highest paid quartile.

The Colleges gender pay gap of 4.96% is lower than the national average currently 7.7%* for full time employees and 14.2%* for all employees.

Differences more about structure.

It was noted that the College is doing training through Raise the Bar Training.

The College now has in place a Menopause Policy and Café.

A number of wellbeing initiatives are planned across all protected characteristics.

The Chair of Audit Committee asked if there are any external benchmarks that we can consider ourselves against. LG stated she was not aware of anything other than the national average.

An Independent Governor asked if took out the casual/part time staff how does it affect the staff. ACTION

Resolved: The Corporation approved the Gender Pay Gap Report and MV signed the version to go on the College website.

49 Finance and Management Accounts

Consideration was given to the minutes and key messages from the Finance and General Purposes Committee held 26 February 2024, as included in the meeting pack, which the Chair of F&GP Committee reported on. The twilight session that had taken place was very helpful and would be repeated. The Chief Executive thought it worked well and Exec looking to extend to other committees.

Recommendation which was resolved by Corporation: To approve the Procurement Policy and Procedure.

Resolved: In line with the Corporation approval for the Heritage Conservation Fund project, the Committee approved the appointment of Scotts of Thrapston as the main contractor.

The Committee approved the renewal of the utility contract, entering into a further 12 month fixed price contract from 1 April 2024, with SSE as the cheapest supplier. The contract continues to be for 100% renewable electricity.

It was also noted that approval was given to Lindum Group as the main contractor to refurbish the teaching block in preparation for T Level delivery.

50 Audit Committee 27 February 2024 inc Risk Register

Consideration was given to the minutes and key messages from the Audit Committee Meeting held 27 February 2024, as included in the meeting pack, which the Chair of Audit Committee reported on.

It was noted that the Internal Audit will go out to tender which will start shortly.

Recommendation: To approve the Risk Management Policy and Procedure 2023 – 2025 and Anti-Bribery Policy 2024 – 2026.

51 Q&S Committee 26 February 2024 Quality/FE update and HE update for anything since Q&S Committee

Consideration was given to the minutes and key messages from the Quality and Standards Committee held 26 February 2024, as included in the meeting pack, which the Chair of Q&S Committee reported on.

Recommendation and Resolved with approval: That the Corporation approve the Freedom of Speech Code of Practice, HE Careers and Employability, OSCE Procedure, HE Accreditation and Recognition of Learning Procedure, Special Educational Needs and Disability Policy, HE Research and Scholarship Policy and Procedure and Student Medication Procedure.

**52 External Board Review
Governor activities/training, visits
Governor Recruitment
Chairs' Committee 31 January 2024
Corporation Meeting dates 2024/25**

Consideration was given to the External Board Review Report. It was noted that the overall conclusion on Board effectiveness is that there is strong evidence that the Board is highly proficient and consistently impacts positively on college strategy, effectiveness, and outcomes.

It was proposed that any recommendations and actions are monitored via the Audit Committee. ACTION

Consideration was given to the key messages from the Chairs' Committee 31 January 2024.

Resolved: The Corporation approved Vice Chair role for F&GP Committee to LH, Vice Chair of Audit Committee to MP and Vice Chair of Q&S Committee to TL, MV continue as Chair of Corporation and GO as Vice Chair of Corporation until 2026.

- LG be invited to be a Corporation member with HR skills.

- To submit a nomination form for referral to FE Governor Recruitment Service for Quality of Education vacancy.
- To review the SAR process in terms of Governor involvement so can provide support and challenge.

Consideration was given to the proposed Corporation Meeting dates for 2024/25.

Resolved: The Corporation approved the Corporation Meeting dates for 2024/25.

The Chair of Audit Committee reported that he had visited the centres, which whilst different to York, felt like ABC and seem right for those areas, staff committed, students happy and were very good. Students valued the link and time at York and felt welcome.

53 College Company Meeting

It was noted that there had not been a College Company Meeting.

54 Policies and Procedures

The Corporation were asked to approve the policies and procedures recommended from Committees, which the Corporation considered.

Resolved: The Procurement Policy and Procedure, Risk Management Policy and Procedure 2023 – 2025, Anti-Bribery Policy 2024 – 2026, Freedom of Speech Code of Practice, HE Careers and Employability, OSCE Procedure, HE Accreditation and Recognition of Learning Procedure, Special Educational Needs and Disability Policy, HE Research and Scholarship Policy and Procedure and Student Medication Procedure were approved.

55 Confidential Items

Members agreed that part of minute 49 should be classified as confidential

56 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.

57 Date and time of next meeting

20 May 2024.

Date Action Raised	Minute No	Action required	Responsible	Deadline
Current				
14/3/24	48	Report how if remove casual/part time staff it affects the outcomes.	LG	'25
14/3/24	51	External Board Review actions to be collated and overseen by the Audit Committee.	JC	06/24
Pending				
14/12/23	28	Provide detail on how reducing carbon emissions. 14/3 move to pending	EB, LH, MM	
14/12/23	37	Work with staff governors on developing the staff update item for future meetings. 14/3 move to pending.	JC	05/24
22/07/19	100	Corporation members to undertake cyber security training during the board portal process. 14/12 Taz will provide an update at the meeting on access to Teams so training will also be put in place alongside	JC/Governors	07/22
Cleared				
14/12/23	28	Amend the Key Corporate Measures and Targets paper and circulate to Committees in the new year. 14/3 Clear	TW	14/03
19/10/23	7	Self Assessment Report and QiP to be submitted to Ofsted by 31 January 2024. 14/12 pending but will happen. 14/3 Clear	TW	31/1/24
19/10/23	13	Appoint Vice Chairs of Committees. 14/12 ongoing so move to pending. 14/3 Clear	JC with Committee Chairs	31/12/23

I certify that this is a true and accurate record of the meeting held 14 March 2024 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date