

Corporation Meeting

**Minutes of the meeting held
Thursday 19 October 2023 – 3.00pm – 5.45pm
Committee Room, Askham Bryan College, York**

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

1	Present Linda Haigh (LH), Rhys Holding (RH) – Student Governor, Annabel Jelley (AJ), Dominique Lendhill (DLe) – Staff Governor, Haddy Njie (HN), Graeme Osborn (GO) – Corporation Vice Chair/Chair of Quality and Standards Committee, Trevor Shaw (TS) – Chair of Audit Committee, Maureen Vevers (MV) - Corporation Chair, Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer. HN and RH were welcomed to their first 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, Iain Glendinning (IG) – Vice Principal, Sharon Sheppard (SS) Vice Principal, Chris Moss and Judith Clapham (JC) – Director of Governance/Clerk to the Corporation. Laura Black (LB) – Vice Principal was not in attendance.
2	Apologies Acceptance of apologies for absence: Tazambal Ali – Staff Governor, Martin Moorhouse (MM) – Chair of Finance and General Purposes Committee, Tracy Lightfoot (TL), David Lynch (DL), Siam Sudphum (SSu) – SU President/Student Governor and Matthew Parkin (MP).
3	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. • 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. • 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 minutes 6, 11 and 15 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.
4	Minutes from the Last Meeting (13 July 2023)
	Resolved: The minutes were accepted as a true and accurate record.
	Matters Arising from the minutes/Actions schedule
	The Action Schedule was updated.
5	Chair's Report
	The Chair of Corporation stated that it had been a momentous period for the College and that she was pleased Ofsted had been and seen the College at its best, focussed and working together and was proud to be associated with the College and pleased with the result. The SAR celebration had also been a great event. The College had come a long way in the last five years, with some financial head room and space to focus on the internal quality and teaching, processes and systems and external links. The focus is now on increasing students and income and it is the job of governors to support the Executive in this, if the College is to develop in the way of the strategy.

6	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. Members agreed that aspects of the minutes 6, 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. The Chief Executive highlighted: • That it has been an intense and demanding start to the new academic year in a challenging environment, but one that is highly rewarding and reflected on the amazing impact we have on people's lives. • The College had its Ofsted enhanced main inspection under the Education Inspection Framework 19 September and achieved an overall judgement grade of Good with a sub-judgement of strong contribution to local, regional and national skills, with the report published on the Ofsted website. Thanks were extended to all staff and Governors involved. • Iain Glendening will be leaving his role of Vice Principal on 30 November. As agreed with the Corporation, Clare Williams will commence the role of Vice Principal from 1 December and recruitment has commenced for two new Assistant Principal roles, one for curriculum and one for quality including digital. • There are three very clear priorities for the College for this coming academic year and beyond to fulfil the College's strategic ambitions. Quality of Education – delivering excellence in education to build on the strong validation of the Ofsted inspection to the measures and strategies put in place – Askham Bryan Educator, Teaching Excellence Framework, Personal Experiential Learning Projects and investment in targeted CPD, improving student achievement rates and being ambitious for more of our students to achieve high grades. • Improving the financial position. • People. Our third Priority is to continue to focus on our people and continue our journey of cultural change, to create a place of work, that all staff want to be part of, and proud of. The College has made significant progress over the last 12 months, with improvements seen across all the Investors in People benchmarks. • Following negotiations between the AOC and the national committee the AOC pay recommendation 23/24 advises that colleges should aim to make an award of 6.5% where their financial circumstances and the new allocation of funding allows them to do so. It was noted that there was less than a 50%
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	turnout at the College in favour of strike, so there is not a strike at the College. • The external landscape was noted as in the report with regard to the political position and upcoming election. • The College continues to work actively with stakeholders, statutory bodies and partners to ensure it is prominent in discussion and driving policy. • The land-based education sector is facing significant challenges. Whilst GFE colleges are reporting improvements in 16-18 recruitment, most land-based providers are not – some flat lining at best. This is alongside reductions in HE in some cases of over 25%, but there is recognition that Askham Bryan's issues are ours to deal with.
7	Student Union Update Consideration was given to the Student Union Update Report, outlining Student Union activity. In the SU President's absence DLe and RH stated that Student Union activity is very positive and they are proud of how it is going, with the best cohort of students that are keen to engage in activities, including LGBTQ Club, Gardening Club, Hallowscream, with great attendance. The Student Experience Leader was thought to be doing an amazing job. RH stated that he thought student induction was very positive for students. The Vice Chair of Corporation stated that it feels like the College has come a long way with the student experience and is in a good position, but it is not the same on student voice and representation and consistent levels of engagement (at meetings), for example at HEAB, which was thought to be a fair assessment. The Chair of Corporation stated that making students feel welcome and students understanding the value of them being involved was important.
8	Special Focus Topic – Quality of Education IG provided feedback on the Ofsted visit, outlining the quality process flow and timeline since the last inspection, showing the volume of activity since 2017, including the quality assurance process, deep dive, Quality First Teaching Framework, One Big Digital Thing, progress tutors, so there is a solid foundation to build on to be outstanding and provided Ofsted with a strong intent, with more consistency required in implementation and evidence of impact, high grades and critical progress measures in year, with the ability to fix through quality audits and feed in to monthly performance reviews and through SLT, Q&S and HEAB. IG presented the College Self Assessment Report/Quality Improvement Plan for approval, which identified all the things that Ofsted identified. It was noted that the report had been produced with a different approach, not bound by grading, showing what the College looks like at its best

	when everyone is focussed on supporting students and what it's like when not, through the lens of the College values. It also meant teams could take an honest view and it was built from the ground up, which contributed to the whole, so it is their self assessment report. It highlighted that members of staff are not fully conversant with the values. It was noted that the QiP identifies 9 areas for improvement including quality outcomes, celebrate success, student voice, engagement with parents, internal communication, work on systems needs to continue. Resolved: The Self Assessment Report and Qip were approved for submission to Ofsted by the end of January. ACTION SS provided an overview of implementation in FE and HE and focus on quality of teaching and learning and forward looking and how learning materialises in to knowledge, behaviour for world of work with an exceptional student experience and high quality outcomes, achievement and destination. The College has moved a long way since the last inspection, with lots of plans and need for stability to embed plans and systems to work for us and drive improvements as validated by Ofsted. A focus on attendance and retention, so achieve high grades so can progress. What shines through is the skills piece. We know our industries, where gaps are and sequence curriculum for the future workforce, providing the skills sets, with learners being practically minded, but need to be as sound for theory so have the aspiration to achieve higher grades so if can achieve this should move to outstanding as one thing leads to next, including progression. Governors stated that they found it motivational and recognised the fantastic job and all on the same page, but not quite there yet. An independent Governor asked if the areas identified are in the risk register and plan. The Chief Executive stated that there was a clarity of purpose as a result of Ofsted. IG was thanked for all he has done for the College and well wishes were given for the future.
9	Visit to Teaching Block
	(The Director of Estates) joined the meeting to take the Governors to the Teaching Block to show them the draft plan for Cyberspace, which the Governors found useful.
10	Strategy Update – Key Corporate Measures and targets
	Consideration was given to the key Corporate Measures and targets as they currently are. It was noted that these are looked at in depth within the Committees and that the Executive have been reviewing. IG provided an overview linking

	it to the dashboard data and measurable outcomes and it was suggested Governors feed in to the process with a one hour twilight session/workshop to be planned at the beginning of November. ACTION AJ left the meeting. Governors thought they needed measures to show underlying performance and whether the trajectory would get the College where it needed to be. The Chair of Audit Committee stated he had sympathy with the desire to change some as they had been difficult to understand, but needed to measure achievement of the strategy with a set of targets that look at trends over time and also comparators to our competitors. The Chair of Corporation stated that they need to be meaningful and better to have fewer that are understood and can challenge on. The Chief Executive stated that there is clarity over what need to do to simplify so measure achievement, high grades, financial position and ideally have access to a live dashboard so all can see the progress being made. The Staff Governor asked if the dashboards are only for CAMs, as it would be useful for Course Managers to see to drive some of the change. It was noted that the CAMS do share in one to ones and they can also see on Pro Monitor on my performance on a page. It was also considered how the strategy could extend to 2030.
11	Finance and Management Accounts (The Head of Finance) joined the meeting. Members agreed that aspects of the minutes 11, 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. Consideration was given to the P12 Management Accounts which (the) Head of Finance worked through the dashboard included in the management accounts for Governors, as was thought useful from the feedback through the individual Governor Self Assessment process, which has been seen and used by F&GP Committee since last year. Governors thought it was really helpful and simple.

	An independent Governor asked about the underspend figure. The Chief Finance Officer explained that it related to staffing vacancies which can be difficult for departments to try and manage in year. It was noted that financial training is planned to assist budget holders. DLe left the meeting.
12	Financial Regulations Consideration was given to the Financial Regulations. It was noted that the following was added at section 1.4: In November 2022 The Office for National Statistics (ONS) reclassified colleges and their subsidiaries into the central government sector. This introduced a new requirement for colleges to comply with HMT Managing Public Money (MPM) including, in particular, financial oversight and borrowing requirements. This document sets out the main principles for dealing with resources in the public sector. HMT MPM has also been added to section 2.2 Resolved: The Corporation approved the revised Financial Regulations.
13	Governor activities/training Director of Governance Report inc Governor Recruitment Governor individual self assessment Standing Orders Code of Conduct External Governance Review Consideration was given to the Clerk to the Corporation's report with appendices and recommendations from the Chairs' Committee including points to note from the individual self assessment meetings, strengths and even better if. Consideration was given to the recommendations in the report. Resolved: • To appoint Vice Chairs for Committees. ACTION • Corporation approved the 18th edition of the Code of Conduct for Corporation members, which Corporation agreed to observe, with changes following the introduction of accountability agreements and the ONS decision to reclassify colleges as part of the public sector. • Corporation approved the revised Standing Orders. • Corporation approved the adopting of the 2023 Code of Good Governance for implementation in 2024/25. It was noted that the new code is centred around six Governance Principles: 1. Determination of organisational aims and strategic oversight. 2. Responsibility and accountability. 3. Leadership and integrity. 4. Collaboration and stakeholder engagement. 5. Regulatory compliance. 6. Board and organisational effectiveness. Corporation approved Shaun Broadbent be a full Governor and member of the F&GP Committee from July 2024, to replace David Lynch, with a

	view to Shaun attending F&GP Committee as a shadow Governor until that point as way of handover. Consideration was given to the External Review Scope and Activity Schedule. No further changes were suggested. It was noted that a link to a short video from Julie Dougill, the External Reviewer for the External Board Review had been circulated in the email for the meeting, by way of introduction to what would be happening this term. The Vice Chair of Corporation reported that he had reviewed the Single Central Record as part of him being Safeguarding Link. He had also attended the British Eventing held at the College and the AoC Parliamentary Reception at the House of Lords. Other Governors had attended their Curriculum/Corporate Briefings and were reminded to complete their feedback forms.
14	College Company Meeting 2 October 2023 Consideration was given to the key messages from the College Company Meeting held 2 October 2023 as included in the meeting pack, which GO reported on: •The farm budget forecasts a loss, which is likely optimistic due to the low milk price and stock value. •Hi-vis to be used when visiting and on the farm. •Work is ongoing with PWC regarding the structure. •The new manager - starts at the beginning of October, joining from a large dairy unit in the south-west. Thanks were given to Joey Rodgers. •The farm has passed a number of inspections with only minor issues. •The Wildlife Park has achieved its Zoo licence inspection with an exemplary inspection report and substantial amounts of commendations, which need to shout about. Proposed to undertake a Wildlife Park tour with the Corporation, 27 November at 2pm if anyone wants to join. •Point to Point 18 February, 24 March.
15	Audit Committee 9 October 2023 inc Risk Register and Regularity Audit Consideration was given to the key messages from the Audit Committee Meeting held 9 October 2023, as included in the meeting pack, which TS reported on. Recommendation: Corporation approve the Regularity Self Assessment Questionnaire for 2022/23 for signing. Recommendation: That the Corporation approve the Internal Audit Plan for 2023/24. • Risk 8, failure to generate income and Risk 10 staff turnover are not in appetite, so the Corporation need to consider are they willing to accept over appetite.

	• Cyber Essential Accreditation has expired, but there is a plan to rectify based on the new criteria. Recommendation: Data Breach Reporting Policy, Data Breach Reporting Procedure, Data Protection Policy, Privacy and Electronic Communications Regulations Policy be approved. Nothing to report out of the ordinary from auditors. Resolved: Corporation approved the Regularity Self Assessment Questionnaire for 2022/23 for signing. Corporation approved the Internal Audit Plan for 2023/24. Corporation approved the Data Breach Reporting Policy, Data Breach Reporting Procedure, Data Protection Policy, Privacy and Electronic Communications Regulations Policy be approved.
16	Policies and Procedures
	Nothing further to report.
17	Confidential Items
	Members agreed that aspects of minute 6,11 and 15 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.
18	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.
19	Date and time of next meeting
	14 December 2023, 3pm.

Date Action Raised	Minute No	Action required	Responsible	Deadline
Current				
19/10/23	7	Self Assessment Report and QiP to be submitted to Ofsted by 31 January 2024.	TW	31/1/24
19/10/23	10	Arrange Corporate Measures and Targets twilight session with Governors and circulate draft document for discussion.	JC/IG	31/10/23
19/10/23	13	Appoint Vice Chairs of Committees.	JC with Committee Chairs	31/12/23
Pending				
22/07/19	100	Corporation members to undertake cyber security training during the board portal process.	JC/Governors	07/22
Cleared				
13/07/23	87/91/ 92	Circulate Ofsted presentation and review and priorities presentation, plus the CapEx high level summary. 19/10 Clear	TW/JC	07/23

I certify that this is a true and accurate record of the meeting held 19 October 2023 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date