

Corporation Meeting

**Minutes of the meeting held
Thursday 12 December 2024 – 3.06pm – 5.45pm
Committee Room, Askham Bryan College, York, YO23 3FR**

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

20. Present

Tazambal Ali (TA) – Staff Governor
Linda Haigh (LH) on Microsoft Teams
Annabel Jelley (AJ)
Martin Moorhouse (MM) – Chair of Finance and General Purposes
Committee on Microsoft Teams
Graeme Osborn (GO) – Corporation Vice Chair/Chair of Quality and
Standards Committee
Trevor Shaw (TS) – Chair of Audit Committee
Maureen Vevers (MV) – Chair of Corporation and meeting
Tim Whitaker (TW) – Principal/Chief Executive Officer/Accounting Officer
Rhys Holding (RH) – Student Governor
Kailum Farmery (KF) – Student Governor/SU President

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

Stephanie Burrell (SBu) – Boardroom Apprentice
Judith Clapham (JC) – Director of Governance/Clerk to the Corporation
Sharon Sheppard (SS) - Vice Principal
Sofia McGreavy (SM) – Director of People Services
Chris Moss (CM) – Co-optee Audit Committee on Microsoft Teams
Clare Williams (CB) – Vice Principal
Emma Barbary (EB) – Chief Finance Officer
Jack Towler (JT) – SU Vice President
Paddy Harrop (PH) – Shadow Governor

PH was welcomed to his first Corporation meeting and Governors introduced themselves. CW was welcomed back.

21. Apologies

Acceptance of apologies for absence from James Sadler (JS), Dominique Lendhill (DLe) – Staff Governor, Tracy Lightfoot (TL) and Matthew Parkin (MP).

It was noted that Shaun Broadbent (SB) was not in attendance.

22. 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 additionally stated she is doing some work with York and North Yorkshire Combined Authority, plus with the East Midlands Combined Authority.
- 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, King's 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 25, 28, 30, 31 and the Independent Governor session 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.

23 Minutes from the Last Meeting (17 October 2024)

Resolved: The minutes were accepted as a true and accurate record including the Confidential Minutes.

Matters Arising from the minutes/Actions schedule

The Action Schedule was updated.

TA joined the meeting.

24 Chair's Report

The Chair of Corporation stated that the meetings and the College feels different now and having compared to the December 2023 meeting noted that it was very internally focussed then, having been preparing for Ofsted and recruitment, but this meeting report showed a more external focus and each person having a role. MV extended a big thank you to all. The FEC Newsletter was noted.

25

Chief Executive's Report

Consideration was given to the Chief Executive's Report, which TW provided an overview of content with input from the Executive, with detail as in the report.

The Chief Executive highlighted:

- It has been a 15 week term!
- Striking a balance between excellence and maintaining a stable workforce.
- From a key risk point of view the Adult Skills Fund (enrolments increased) is still prevalent, but doing all can to meet the budget and manage the risk.
- Low level behaviour issues, managing effectively, but does place pressure on staff and individuals.
- Power outage on Monday which has had an impact on systems and tested Business Continuity Plan and will learn from it. Thanks were extended to all those who helped to put it back on track.
- The College has won 4 Apprentice Awards.
- There have been a number of external stakeholder visits.
- Overall achievement, retention and pass rates have shown an improvement. Targeting underperformance and offering targeted support, which seems to be having a positive impact.
- New Head of Higher Education has started.
- From a Finance and Estates point of view will refer throughout the agenda.
- Drees and Sommer have been appointed to undertake master planning exercise for short term, medium term and long term. The Campus Development Oversight Group met 6 December and the idea is to have a twilight session in January.
- Staff recruitment remains a challenge, but introduced a new recruitment role and life cycle partner to focus on staff recruitment and onboarding, particularly in their first year and beyond.
- New Employee Forum in place with the aim of being representative across College.
- Visted Gateshead Centre and Stewart Park this week which are working well.

The Vice Chair of Corporation asked about T-Levels. It was noted that retention has been good. It was noted that the assessment is huge and looking to break this down. IAG has been good along with placements.

It was noted that the College had its Autumn conversation with the DfE this week who were pleased with the way T-Levels are progressing.

26 Student Union Update

Jack Towler, SU Vice President was introduced and it was noted he is doing a degree top up and came to the College due to the support provided.

The SU President made reference to a report produced for Student Services of student suggestions, which it was noted would be considered and actioned where possible. On a positive note the SU President stated that students are liking what they are doing academically and its showing in their student voice. More real life experience talks would be welcomed as have been well attended.

Student Governor Update

It was noted that the Student Governor had represented the College at the AoC Conference in November, which had been a positive experience and he would feed in ideas.

27 Staff Update

The Staff Governor reported that the new Staff Forum is now up and running with the aim of recruiting staff representatives from cross College, including the centres. It was noted they set the agenda and will cover a wide range of topics, but if the Corporation/Committees want to add anything to the agenda, then just let him know.

The Chair of Corporation stated it would be helpful to get the flavour of what staff would like. It was noted activity will be reported to each meeting with actions that are happening.

MM joined the meeting.

28 Strategy Update – Key Corporate Measures and targets Update including student recruitment

The Vice Principal presented the Governor dashboard and key corporate measures update, showing actual performance for 23/24 and proposed measures for 24/25, setting minimum levels of performance (MLP) and compared against benchmarks, plus student recruitment, giving an overview.

It was noted that most measures have increased as wanting to improve and if hit the targets should remain a good provider. If hit KPIs, which are stretching, would take us to outstanding.

The Chair of Audit Committee asked how this reconciles if a KPI is below the MLP, as is the case for the 23/24 data and is this the figure to hold to account in the Strategic Plan. The Vice Principal stated the College is currently hitting above the MLP in 24/25 and that the College is

performing just under good, but need to also consider the whole student experience and their individual progression.

The Chair of Corporation asked about trends and what need to do to make it consistent. It was noted that due to interventions this is improving as shown on the dashboard.

The CEO/Principal stated that he understood the sentiment of the point and the need to consider how this is monitored in the strategic plan measures to ensure gives a true picture.

The Shadow Governor stated he thought the measures were helpful to bring focus to certain areas.

Student recruitment/Funding dashboard

Student recruitment in the current year was noted from the CEO report. It was also noted that current applications for next year are looking positive with good conversion rates and in HE higher, due to internal progression work. For Adult Skills Fund it is tracking to schedule and monitoring tightly.

The Vice Chair of Corporation asked about T-Levels and are they on track and is there anything we need to do differently for next year. It was noted that the students on T-Levels are the highest performing L3 students in the College and as a result of the experiences this year the College can now give more specific IAG.

29 Special Focus Topic – relevant for Corporation/questions

Karen Rae from Armstrong Watson joined the meeting via Teams and stated that the final External Audit Findings report had been finalised. It was noted that the revenue recognition, management override and defined benefit pension scheme were all as expected. There were no material findings.

The Chair of Audit Committee stated that the joint session had gone very well and was a clean audit and thanks were expressed to the External Auditors and Finance team for all the work that had gone in to it.

30 Finance and General Purposes Committee 26 November 2024, P3 Management Accounts, CDOG, Capital Expenditure Update

Final consideration was given to the Going Concern Assessment 23/24, Financial Statements and Annual Reports 23/24, Subsidiary Financial Statements and Director Reports 23/24, Letter of Support, Letters of Representation, External Audit Findings, SECR Report, P3 Management Accounts (new to Corporation), Pay Recommendation (amended for Corporation meeting following F&GP Committee) and the Santander Covenant Amendment Letter.

Consideration was also given to the Finance and General Purposes Committee key messages.

- It was noted that there are no covenant breaches.
- MM reappointed as Committee Chair and LH as Committee Vice Chair.
- Meeting preceded by a twilight session 6 November.
- Shaun Broadbent was not in attendance.
- Clean audit. Congratulations to the team.
- **Recommendation:** The F&GP Committee recommended that the Corporation approve and sign the 2023/24 financial statements for Askham Bryan College and the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd at the 12 December 2024 meeting of Corporation, to ensure submission of the reports to the ESFA by the deadline of 31 December 2024, along with the Finance Record.
- **Recommendation:** The F&GP Committee recommended to the Corporation the External Audit Findings, Going Concern Assessment, Letter of Support and Letters of Representation.
- **Recommendation:** The F&GP Committee recommended to the Corporation the SECR Report, extracts of which will be published on the College website.
- **Recommendation:** The F&GP Committee recommended to Corporation the approval and signing of the Santander Covenant amendment letter to make amendments to covenant tests and thresholds for FY 2024/25.
- **Recommendation:** The F&GP Committee recommended to the Corporation the AoC Pay recommendation for 24/25 that from 1 February 2025 all staff receive a consolidated uplift in pay of 2.5% or £750, whichever is greatest.
- Financial Health auto moderated to Requires Improvement due to EBITDA.
- Adult provision continues to be a risk, along with staff recruitment and transport.
- OfS monitoring green.
- Anticipating that the DfE will cover the increases in Employer NI.
- Campus Development Oversight Group met 11 September 2024 and 6 December 2024, where an update had been given on estate developments, including master planning with Drees and Sommer short term up to two years, medium term 2-5 years and longer term 5 years plus and zoning the campus. EB to provide an update at the meeting, followed by a twilight session in January.
- **Recommendation:** For the Academic Refunds Policy 2024 – 2026; Tuition Fees Policy 2023 – 2025; Student Payment and Collections Policy 2024 – 2025; Sustainability Statement 2024 – 2025 to be approved.

In addition to the F&GP Committee and recognising the recommendations from Audit Committee and the subsidiary Directors the following resolutions were made at the meeting.

Resolved: The Corporation approved for signing the 2023/24 financial statements for Askham Bryan College and the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd at the 12 December 2024 meeting of Corporation, to ensure submission of the reports to the ESFA by the deadline of 31 December 2024, along with the Finance Record.

Resolved: The Corporation approved the External Audit Findings, Going Concern Assessment, Letter of Support and Letters of Representation.

Resolved: The Corporation approved the SECR Report, extracts of which will be published on the College website.

Resolved: The Corporation approved the signing of the Santander Covenant amendment letter to make amendments to covenant tests and thresholds for FY 2024/25.

Resolved: The Corporation approved the AoC Pay recommendation for 24/25 that from 1 February 2025 all staff receive a consolidated uplift in pay of 2.5% or £750, whichever is greatest.

Resolved: The Corporation approved the Academic Refunds Policy 2024 – 2026; Tuition Fees Policy 2023 – 2025; Student Payment and Collections Policy 2024 – 2025; Sustainability Statement 2024 – 2025.

Resolved: The Corporation approved the managed printing contract, transport contracts and SN contract presented to the meeting.

Asif Khamisa (AK) from Drees and Sommer and Alan Evans (AE) Architect were welcomed to the meeting.

A verbal update was given on the CDOG meeting and master planning.

The Chief Finance Officer stated that Drees Sommer are doing a comprehensive review, having started with a visioning workshop looking at the strategic framework and master planning, priorities, condition of buildings, utilisation and producing short term, medium term and long term diagrams to share with the wider Corporation at a twilight session 8 January and talk to the consultants about the journey to date.

It was recognised that the College does not have the money to do it all at this stage and it is not costed at this stage, but are working towards costing it in short term, medium term and long term. The Principal/CEO stated it will be helpful to have the master plan to provide a clear vision and bid in to capital awards. The Chief Finance Officer stated that the work is in line with the Estate Strategy.

It was noted that the FE Commissioner is due to visit the College 14 January.

AK outlined the key drivers/factors, key decision processes and priorities based on the initial visioning workshop and to get a better understanding of the strategic priorities and create a short term (0-2 years), medium

term (2-5 years) and long term (5 years plus) masterplan (also informed by available funding). Catalysts for change: anything of poor condition, replace, improve utilisation of estate, right types of space, purpose built to match curriculum needs 3 years from now, entrance and student experience, sufficient social space (indoor and outdoor), specific HE facilities, generate commercial income from external sources with access to campus facilities, use land in best way possible, options for disposal to generate capital to reinvest and to give a heart to the campus and more intentional green space.

AE worked through the hand drawn sketches for short term, medium term and long term, which he stated are subject to various discussions and interpretations and a framework of how can develop, but is not fixed and not a strict sequence. Like with the Teaching Block it is also likely to involve refurbishment of some of the buildings.

An Independent Governor and member of the CDOG group stated that she thought it was a positive step forward and was really good to see the progression. Gives a vision and from a student perspective gives a different feel with more cohesion around the student experience which is a great idea and would really recommend attendance at the twilight session.

The Chair of F&GP Committee stated that he found the hand written notes useful and would find it helpful to walk the campus with the sketches, to fully understand it and would also welcome an as we are now map.

AE stated he was impressed that the College is looking at it in this way and it hopefully provides a logical framework for the College to work within.

An Independent Governor and member of the CDOG group stated that it was so good to see this and noted that there appeared to be a lot for parking which has not been an issue before and expressed concern regarding maintaining/enhancing green spaces. It was recognised that movement about the College is important and external facilities will require car parking, but is also about creating spaces without traffic.

AK outlined the next steps with space utilisation and the affordability of the options and phasing to inform the feasibility studies and scopes of the master planning options, when hope to be in a position to present January/February and that at the end of the engagement the College will receive a report.

The Chief Executive Officer stated that he thought it was useful to hear the explanations and the story to be told and how could embark on how show to external stakeholders, so looks inspiring and have conceptual artwork of what it could look like, for example to show what is achievable and sell the vision. Sense government looking at maintenance/repair

fund for Colleges and how could use to be in a position to bid for capital developments.

An Independent Governor and member of the CDOG group stated that it would be helpful to get clarity on how it could achieve the strategic priorities, eg of the Combined Authority. AK thought this was possible if know these. TW stated having a vibrant and sustainable College is important that can reinvest into its capital. It was noted that in relation to the Bioeconomy this is quite well formulated with a STEM focus. AE stated incorporating aspirations of the College, types of courses, etc would be useful.

It was noted that staff are due to move in to the Teaching Block from 19 December.

AK and AE left the meeting.

31 Audit Committee 26 November 2024

Consideration was given to the Audit Committee key messages, Audit Committee Annual Report and the Strategic Risk Register as follows:

- TS continued as Committee Chair and MP as Committee Vice Chair.
- **Recommendation:** The Audit Committee recommended that the Corporation approve and sign the 2023/24 financial statements for Askham Bryan College and the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd at the 12 December 2024 meeting of Corporation, to ensure submission of the reports to the ESFA by the deadline of 31 December 2024.
- **Recommendation:** The Audit Committee recommended to the Corporation the External Audit Findings, Going Concern Assessment, Letter of Support and Letters of Representation. The Audit Committee approved the extension of the External Auditors for an additional two years.
- **Recommendation:** The Audit Committee recommended that the Corporation approve the Audit Committee Annual Report for signing by the Chair of Audit Committee and to enable submission to the ESFA by the deadline of 31 December 2024. (Changes made since Audit Committee on page 7 to number of policies and procedures and risk appetite plan score).
- Cyber Essentials ongoing, but nearing certification. IT to attend next Audit Committee.
- OfS monitoring spreadsheet new E6 condition regarding Sexual Harassment and Misconduct which comes in to place 1 August 2025. Reviewing policies and procedures and staff/student training around this condition.
- DR to take on H&S link.
- ESFA Funding Audit taken place on residential bursaries (subsequently confirmed as satisfactory).

Resolved: The Corporation approved the Audit Committee Annual Report for signing by the Chair of Audit Committee to enable submission to the ESFA by the deadline of 31 December 2024.

32 Q&S Committee 21 November/FE update and HE update for anything since Q&S Committee

Consideration was given to the Q&S Committee key messages, Self Assessment Report and QuIP as follows:

- GO reappointed as Committee Chair, TL as Committee Vice Chair.
- Bruce Humphrey was welcomed to his first meeting as a Co-optee Governor, bringing Apprenticeship and inspection experience.
- **Recommendation:** The Quality and Standards Committee recommended that the Corporation approve the College Self Assessment Report and Quality Improvement Plan for 2023/24.

The Assistant Principal for Quality joined the meeting.

The Assistant Principal for Quality presented to the Corporation on the SAR and QiP, stating that the College continues to be a Good College, with no department (26 departments – 13 curriculum, 13 support) inadequate and QiP actions monitored through Planner for improvements with good progress being made. The Landex external verification gave a thorough and reflective report which was positive. A recommended change moving forward is for departmental tables being visible and develop gap analysis so understand what outstanding looks like. The Governors who attended stated that they had found it invaluable and thanks were extended to the Vice Principal and Assistant Principal and all involved.

The Boardroom Apprentice asked about workload and wellbeing and is there a risk with capacity to hit what want to. The Assistant Principal stated that the plan should benefit those areas and hopefully let them see how it can assist with workload and wellbeing. It was noted that buy in is key.

- **Recommendation:** The Quality and Standards Committee recommended that the proposed Key Corporate Measures and KPIs, including Minimum Levels of Performance are approved, to be included and monitored on the Governor Dashboard.
- That a discussion is had at the 12 December 2024 Corporation meeting regarding the Annual Safeguarding Report where CW will be present.
- OfS Monitoring spreadsheet confirm use of University Centre name. Amber areas include awaiting review by OfS with regard to the Access and Participation Plan. KPI progress continues for academic progress, also resources and student outcomes.

- Increase in overall achievement data. Attendance is an ongoing challenge. DfE FE Pilot Dashboard being released which will enable comparison with other landbased Colleges.
- Significant increase in mental health declarations.
- Complaints dropped by 46%.
- Adult Skills Fund on target, but still some way to go.
- 96% of students feel the College is inclusive.
- Course notices to improve have been introduced.
- Maths and English continue to be monitored. The Head of Department is retiring. It was noted that there had been increased attendance to the exams from Agriculture students, but no increase in attainment as some had not attempted the exam.
- The new Ofsted Framework is likely to be more data driven.
- Working towards TEF 2027.
- HE Annual Report approved.
- New fee for new entrants subject to advice of when can implement it, in line with CMA guidance.
- UCAB Annual Report noted and DfE Non Objection Letter and Companies House letter regarding the use of University name
- **Resolved:** The Corporation approved the College Self Assessment Report and Quality Improvement Plan for 2023/24 to be sent to Ofsted by 31 January 2025.
- **Resolved:** The Corporation approved the proposed Key Corporate Measures and KPIs, including Minimum Levels of Performance to be included and monitored on the Governor Dashboard, but to be reviewed as to ensure it is monitoring and focussing on what need to.

The Assistant Principal for Quality left the meeting.

Consideration was given to the Safeguarding Annual Report It was noted that:

- Students feel safe at college with 96% overall (4%) increase on the previous year, saying so on the SPOC data.
- CPOMS is working effectively from a safeguarding perspective.

SS left the meeting.

- There has been a significant increase in the number of incidents recorded particularly against the most serious concerns (eg suicide risk, self-harm, eating disorders) and the complexity of cases has also increased. Now recruited a dedicated Safeguarding Officer and is making a difference.
- Improvements seen in relation to safeguarding processes for Apprenticeships and Adults as the results of input by the Safeguarding Team (training).
- The new process for dealing with criminal convictions is working well leading to timely turnaround of disclosures and not having to

wait until and Admissions Panel (LS Deputy DSL and JP as Legal and Compliance Adviser).

The Vice Principal stated that she was pleased to be here and back and gave thanks to the group and particularly to the Chief Executive for the support she had received.

The Vice Chair of Corporation, as Safeguarding Link Governor, stated it was testament to the team that making continuous improvement and also gave thanks to The Director of People Services for the work she had been doing in Student Services.

33 Governor activities/training, visits, Governor Recruitment

In addition to attendance at the AoC Conference, the Student Governor shared that he had been interviewed for Look North as part of a wider article on Agriculture, which had been managed so not politicised. It was noted that a taxi driver had passed comment how impressive it was how students spoke.

It was noted that the local MPs had visited the College.

SS rejoined the meeting.

34 College Company 26 November 2024 Meeting

Consideration was given to the College Company Meeting Recommendation:

- **Recommendation:** The Company Directors recommended that the Corporation approve and sign the 2023/24 financial statements for the two subsidiaries Askham Bryan College Company Ltd and Askham Bryan College Enterprises Ltd at the 12 December 2024 meeting of Corporation, to ensure submission of the reports to the ESFA by the deadline of 31 December 2024.

35 Policies and Procedures

Resolved: Having been through Policies and Procedures group, the following policies and procedures were approved:

Academic Refunds Policy 2024 – 2026, Anti-Sexual Harassment Policy 2024 2025, Freedom of Speech Code of Practice 2024 – 2025, Governor Self-Assessment Procedure 2024 – 2026, Health and Safety Policy 2024 – 2025, Health and Safety Statement 2024 – 2025, HE Academic Misconduct Policy and Procedure 2024 – 2026, HE Reasonable Adjustments Policy 2024 – 2026, HE Research and Scholarship Policy 2024 – 2025, HE Research and Scholarship Procedure 2024 – 2025, HE Research Ethics Policy and Procedure 2024 – 2025, Safeguarding Policy 2024 – 2025, Safeguarding Procedures 2024 – 2025, Screening and Searching Students for Weapons Policy 2024 – 2026, Screening and Searching Students for Weapons Procedures 2024 – 2026, Student Payment and Collections Policy 2024 – 2025, Students' Union Code of Conduct 2024 – 2025, Support for Continuing Studies Policy 2024 – 2025, Support for Continuing Studies Procedures 2024 – 2025,

Sustainability Statement 2024 – 2025, Trans & Non-Binary Inclusivity Policy 2024 – 2026, Tuition Fees Policy 2023 – 2025, Use of AI Policy 2024 - 2025 (updated) and Flexible Working Policy

The Chair gave thanks to the Committees and wished everyone a Happy Christmas and good break.

TA, KF, JT, RH, CW and SS left the meeting.

There was a confidential session for Independent Members only.

36 Confidential Items – External Members Only

Members agreed that aspects of the minutes 25, 28, 30, 31 and the Independent Governor session 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.

37 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.

38 Date and time of next meeting

13 March 2025 inc at Away Day
19 May 2025
10 July 2025

Date Action Raised	Minute No	Action required	Responsible	Deadline
Current				
Pending				
17/10/24	9	Organise a twilight session to demonstrate the Governor dashboard.	JC/SS	New Year
17/10/24	14	Consult with Governors on curriculum/corporate area briefings in this year.	JC/AH	New Year
20/05/24	65	Produce a programme for staff update section at Corporation meetings. 12/12 Employee Forum now in place	DLe/TA/JC	10/24
14/3/24	48	In the Gender Pay Gap Report state how if remove casual/part time staff it affects the outcomes.	LG	'25
Cleared				
17/10/24	6	Share land based comparative data report from HEAB. 12/12 Clear.	JC	12/12/24
14/12/23	28	Provide detail on how reducing carbon emissions. 14/3 move to pending. 20/05 ongoing. 11/7 will produce an annual report in Autumn Term for F&GP Committee and then Corporation on carbon reduction. 12/12 Clear	EB, LH, MM	
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. 12/12 Clear	JC/Governors	07/22
17/10/24	14	Ensure RS invite been sent. 12/12 Clear	JC/TW	12/12/24

I certify that this is a true and accurate record of the meeting held 12 December 2024 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date