

**Minutes of the Corporation meeting held on  
Monday 19 May 2025 at 3.00pm-5.30pm  
Committee Room, Main Building, Askham Bryan College, York, YO23 3FR**

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

**58. Present**

|                          |                                                               |
|--------------------------|---------------------------------------------------------------|
| Maureen Vevers (MV)      | Chair of Corporation and meeting                              |
| Tazambal Ali (TA)        | Staff Governor (via Teams)                                    |
| Linda Haigh (LH)         |                                                               |
| Annabel Jelley (AJ)      |                                                               |
| Dominique Lendhill (DLe) | Staff Governor                                                |
| Martin Moorhouse (MM)    | Chair of Finance & General Purposes Committee                 |
| Graeme Osborn (GO)       | Corporation Vice Chair/Chair of Quality & Standards Committee |
| Matthew Parkin (MP)      |                                                               |
| James Sadler (JS)        |                                                               |
| Trevor Shaw (TS)         | Chair of Audit Committee                                      |
| Tim Whitaker (TW)        | Principal/Chief Executive                                     |

With over seven members present, the meeting was confirmed as quorate. The Chair reported that proper notice of the meeting had been given.

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| Emma Barbery (EB)      | Chief Finance Officer                                 |
| Stephanie Burrell (SB) | Board Apprentice                                      |
| Judith Clapham (JC)    | Director of Governance/Interim Deputy Chief Executive |
| Paddy Harrop (PH)      | Shadow Governor                                       |
| Chris Moss (CM)        | Co-optee Audit Committee                              |
| Sharon Sheppard (SS)   | Vice Principal                                        |
| Sharon West (SW)       | Interim Clerk to the Corporation                      |
| Clare Williams (CW)    | Vice Principal                                        |

Sharon West was introduced and welcomed to the meeting.

**59. Apologies for absence**

No apologies for absence had been received. Rhys Holding (RH) – Student Governor, Kailum Farmery (KF) – Student Governor/SU President and Tracy Lightfoot (TL) were not present.

**60. 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 and Vice Chair of Landex.
- 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 Governors that the College was also an exempt charity and that all transactions must be compliant with all obligations under applicable charity law.

Governors agreed that aspects of the minutes, item 74 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports would therefore not be made available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

**61. Minutes from the Last Meeting (13 March 2025)**

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

**Matters Arising from the minutes/Actions schedule**

The Interim Clerk reported that items 1 and 2 were still to be scheduled in and that the remaining items had been completed. The Chair agreed that arrangements for the tour would be discussed later in the meeting.

**62. Chair's Report**

The Chair congratulated everyone who had been involved in the recent Ofsted inspection. She informed Governors that she had been involved in the DfE Strategic Conversation. The FE Commissioner Spring Newsletter and Accounting Officer Letter were noted.

**63. Chief Executive's Report**

The Chief Executive presented his report and provided an overview of content with input from the Executive, with detail as in the report.

The Chief Executive reported that there had been an Ofsted Residential Care Standards Inspection relating to residential provision for under 18s, with a focus on how these students were helped and protected and how they were behaving/progressing, links with the residential team and the support they received to continue studying, including mental health support, wardening team, safeguarding including CPOMs monitoring system, Aramark food, specifics for Looked After Children, those with access requirements and EHCPs. He explained that the inspection report would be issued in approximately one month and once it was issued, he would provide Governors with a full debrief. In summary the feedback received was that there were good outcomes across all areas. The Vice Chair added that the inspection had been very thorough.

The Chief Executive highlighted:

- The work going on in terms of regional skills needs;
- The improvement in retention rates and improving position on applications.

Governors were pleased to note that the historical pensions issue was now closed off.

**Resolved:** That the Annual Accountability Agreement be presented to the Quality and Standards Committee, 9 June for approval on behalf of the Corporation. If required, a twilight session would be arranged for all Corporation members to enable submission to the DfE by 30 June 2025 deadline, as a condition of funding.

**64. Student Union/Student Governor Update**

As the Student Union President/Student Governor were not in attendance DLe reported on student activity which had included talks to students on fire and road traffic collisions, food demonstrations in the café, the Summer Ball and the rugby team match.

**65. Staff Update**

TA reported that there had been three staff forum meetings covering a wide range of subjects. The agenda for meetings was led by the staff and each meeting was themed.

**66. Strategy Update – Key Corporate Measures and targets Update including student recruitment**

The Vice Principal presented the Key Corporate Measures and targets, including student recruitment using the live dashboard. Governors were pleased to note that retention rates had improved and remained strong. They sought assurance about the measures on attendance. The Vice Principal confirmed that the measures were having an effect but that there remained issues on attendance.

The Vice Principal reported that the number of applicants was down on the previous year but the number of offers and acceptances was up.

Governors were pleased to note the good news story on T Levels and asked why this was not the case in general FE. The Vice Principal outlined the work that was being done to improve the College's offer based upon its strengths. Governors enquired about how much targeted recruitment was undertaken for T Levels. The Vice Principal explained that all schools within the College's catchment area were targeted and added that T Levels offered an equivalent academic route for learners. Governors asked if marketing resources were being diverted from other areas. The Vice Principal confirmed that resources were not being diverted. Marketing was being focused on social media and raising awareness.

Governors agreed that the College's target market needed to be the focus for planning. They accepted the need to diversify the College's offer in terms of sport and digital and agreed that the College had to meet local needs and not go into direct competition with existing providers. Alternative areas needed to be considered e.g. construction (ground works).

Governors acknowledged that a change in the demographic was anticipated in the next few years and although the College was not benefitting from the current demographic this needed to be kept under review.

**67. Special Focus Topic – relevant for Corporation/questions**

The Principal/Chief Executive gave a presentation regarding how the College was meeting local, regional and national priorities and how this tied into the Master plan/projected capital expenditure.

Governors discussed the timeframe for the strategic framework and strategic plan. They recognised that a longer term strategy was necessary in terms of capital, but also that there were benefits to tying the period of the plan to the Government's term of office. It was also important to make the strategic objectives concise for communication purposes.

Governors asked if the Government's priority around economic inactivity and getting people into work would form part of the strategy as it was likely that funding would become available and the College would need to offer provision that attracted individuals currently not in employment. They agreed that the College needed to focus its attention on potential growth areas.

**68. Finance and General Purposes Committee – No meeting, P8 Management Accounts, CDOG, Capital Expenditure Update**

It was noted that there had not been a formal F&GP Committee. However, it had been **resolved** for the RCCN contract to be extended for a period of 12 months (1 April 2025 to 31 March 2026).

It had also been **resolved** for the appointment of Neo Property Solutions Ltd to undertake the firestopping works and for proceeding with the Football Foundation, All Weather Pitch.

It had been **resolved** for J.P. Developers Limited to be appointed for the roof replacement of the Science building.

Consideration was given to the P8 Management Accounts.

The DfE Financial Statements 23/24 message was noted.

**69. Audit Committee – No meeting inc Risk Register**

It was noted that there had not been an Audit Committee. The Strategic Risk Register was noted.

**70. Q&S Committee – No meeting - FE update and HE update for anything since last Q&S Committee**

It was noted that there had not been a Q&S Committee Meeting, but there had been a twilight session on curriculum development.

**71. Governor activities/training, visits, Governor Recruitment/Chairs' Committee 7 May 2025, Chair and Vice Chair appointments**

It was noted that GO, MM, TW and JC had met with Anne Tyrrell as a potential Governor. It was noted that Anne had been on the last full Ofsted inspection team.

**Resolved:** That Anne Tyrrell be appointed as a full Corporation member and member of Quality and Standards Committee, starting in the new academic year, due to her skill set. Plus attend the Q&S Committee 9 June as an observer.

GO and MM informed Governors of meetings (OfS Roadshow) and events (HE Poster Day, Departmental Briefings) that they had attended since the last Corporation meeting.

A meeting of the Chairs Committee had taken place and there were no matters from the meeting that needed to be brought to Governors' attention.

It was noted that a nomination paper had been received for the role of Chair from Graeme Osborn and Vice Chair from Linda Haigh by the deadline. Consideration was given to them and the Chair invited both candidates to say a few words about why they wished to stand for the roles. The candidates and non voting individuals temporarily left the meeting room. A vote for the two nominations took place.

The Clerk to the Corporation, as Returning Officer, confirmed that there were 11 votes for and therefore GO was duly elected as Chair of the Corporation from 1 August, for an initial period of two years.

The Clerk to the Corporation, as Returning Officer, confirmed that there were 11 voted for and therefore LH was duly elected as Vice Chair of the Corporation from 1 August, for an initial period of two years.

**72. College Company – 17 March 2025**

Consideration was given to the College Company Meeting minutes and key messages which MM reported on as follows:

- Improvement on the initial budget.
- Milk price is ahead of average price due to milk quality and output, with strong demand over supply.
- Scottish Wild Cat enclosure has opened. Expecting increased visitor numbers, if weather holds.
- The Anaerobic Digester (AD) next phase to use the generated heat has commenced and all the outputs are being used.
- Bio Security a decision has been taken to vaccinate against Blue Tongue in the Autumn Term.
- Lambing has started.
- Generator has been replaced.
- Point to Point 29 March.
- Agriculture Showcase event scheduled to drive student recruitment.
- Velcourt contract expires November 2025. Tender process to take place.

**73. Policies and Procedures**

It was noted that there were no policies and procedures for approval at this meeting.

**74. Confidential Items**

Members agreed that aspects of minute 74 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports would not therefore be made available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

TA, EB, JC, DL, SM, SS, CW, and TW left the meeting.

There was a confidential meeting for Independent Governors.

**75. 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.

**76. Date and time of next meeting**

10 July 2025 at 1.00pm to be followed by a tour of the York campus.

| <b>Date Action Raised</b> | <b>Minute No</b> | <b>Action required</b>                                                                                                    | <b>Responsible</b> | <b>Deadline</b> |
|---------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| <b>Current</b>            |                  |                                                                                                                           |                    |                 |
| 19/5/25                   | 63               | Organise a CDOG meeting prior to F&GP to discuss offer.                                                                   | JC                 | w/c 2/6         |
|                           |                  |                                                                                                                           |                    |                 |
| <b>Pending</b>            |                  |                                                                                                                           |                    |                 |
| 13/3/25                   | 52               | Cover commercial facilities when Governors do the York campus tour. 19/5 pending                                          | TW                 | 07/25-10/25     |
| 17/10/24                  | 9                | Organise a twilight session to demonstrate the Governor dashboard. 19/5 pending so can combine with FE Provider dashboard | JC/SS              | New Year        |
| <b>Cleared</b>            |                  |                                                                                                                           |                    |                 |
|                           |                  |                                                                                                                           |                    |                 |
|                           |                  |                                                                                                                           |                    |                 |
|                           |                  |                                                                                                                           |                    |                 |

I certify that this is a true and accurate record of the meeting held 19 May 2025 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date