

**CORPORATION**

**MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2016**

**AT BISHOP BURTON COLLEGE AT 5.30 PM**

**PRESENT:** Ms J Richmond (Chair); Ms J Dawson (Principal & Chief Executive);  
Ms R Dunn; Mr R Ellison; Mr N Franklin; Ms M Grayson; Mr A Menzies;  
Ms F Owen; Mr R Rook; Mr D Turner; Mr A Ward

**IN ATTENDANCE:** Dr M Honeywell (Clerk); Mr S Kelly (Finance Director);

**16.01 APOLOGIES FOR ABSENCE**

None.

**16.02 DECLARATIONS OF INTEREST**

Mr Franklin reminded Members that he is a partner at Rollits LLP who are engaged by the College to advise on various matters. However, Mr Franklin does not work on any matters in relation to the College.

**16.03 CONFIDENTIAL ITEMS**

The meeting opened with two confidential items which are recorded in the confidential minutes. Ms M Grayson did not attend this part of the meeting.

*At this point Ms Grayson entered the meeting.*

**16.04 MINUTES OF THE PREVIOUS MEETING**

The Members spotted a couple of typographical errors in the minutes which were noted by the Clerk. The Clerk said that he would prepare a set of revised minutes for the Chair's signature pending approval from the Members.

Subject to the amendments the Members **APPROVED** the minutes of the previous meeting held on 19 July 2016 as an accurate record to be signed by the Chair in due course once the amendments have been made.

**Action:** Clerk

**Proposed:** Ms F Owen

**Seconded:** Mr N Franklin

**16.05 MATERS ARISING FROM MINUTES**

There were none.

**16.06 PRINCIPAL'S REPORT TO THE GOVERNORS – SEPTEMBER 2016**

The Members **RESOLVED** that the Principal's presentation be regarded as a confidential item.

**Proposed:** Mr A Menzies

**Seconded:** Ms F Owen

**(i) To receive and consider a review of performance against KPIs 2015/16**

The Principal circulated a revised paper on performance against KPIs for 2015/16 following the initial report circulated in the July meeting of Corporation and this was considered by the Members.

The review of Key Performance Indicators for 2015/16 was **RECEIVED**.

**(ii) To consider and approve the Strategic Aims for 2016-2019 and Strategic Objectives for 2016/17**

The Principal took the Members through a paper on the Strategic Aims and Strategic Objectives for approval by the Members. Members' questions are recorded in the confidential minutes.

The Strategic Aims for 2016 – 2019 and Strategic Objectives 2016/17 were **APPROVED**.

**Proposed:** Ms R Dunn

**Seconded:** Ms M Grayson

**(iii) To consider and approve the Key Performance Indicators for 2016/17**

The Principal took the Members through the final version of the KPIs for 2016/17 which have been updated since the draft KPI's were circulated in the July meeting of Corporation.

The Key Performance Indicators for 2016/17 were **APPROVED**

**Proposed:** Ms F Owen

**Seconded:** Mr A Ward

**(iv) To receive and consider a report on proposed changes to Risk Management and SWOT Analysis**

The Principal took the Members through the report and Members' questions are recorded in the confidential minutes.

The report on changes to the Risk Management and SWOT analysis was **RECEIVED**.

**(v) To receive and consider the Principal's report**

The Principal took the Members through the Principal's report and Members' questions are recorded in the confidential minutes. Three action points arose:

1. The Governor Self-assessment forms were to be circulated to the Members for completion before the October meeting of Corporation.

**ACTION:** Clerk

2. The Principal would circulate the College's policy on the teaching of British values to the Members.

**ACTION:** Principal

3. A Member training session on British values should be arranged either before a Corporation meeting or on the Governors' Away Day.

**ACTION:** Clerk/Chair

**16.07 FINANCIAL MANAGEMENT REPORTS**

The Members **RESOLVED** that the financial management reports be recorded as confidential items

**Proposed:** Ms F Owen

**Seconded:** Ms R Dunn

**(i) To receive and consider the management accounts to 31 July 2016**

The Finance Director took the Members through the management accounts which were noted by the Members.

The management accounts to 31 July 2016 were **RECEIVED**.

**(ii) To receive and consider a report on debtors to 31 July 2016**

The Finance Director took the Members through the report on debtors which was noted by the Members.

The report on debtors to 31 July 2016 was **RECEIVED**.

**(iii) To receive a paper on financing new build residential accommodation at the Showground Campus, Lincolnshire**

The Finance Director took the Members through the paper and Members' questions are recorded in the confidential minutes.

The paper on financing new build residential accommodation on the Showground Campus, Lincolnshire was **RECEIVED**.

Following this item, the Members decided that the next meeting of Corporation should be held at the Riseholme Campus so that the Members can review Phase II of the Riseholme Showground Campus development. The Clerk was asked to liaise with the Deputy Clerk to make the necessary arrangements.

**ACTION:** Clerk/Deputy Clerk

*At this point both Ms J Dawson and Ms F Owen left the meeting.*

**16.08 GOVERNANCE AND SEARCH COMMITTEE**

**(i) To receive for information the minutes of the Governance and Search Committee meeting held on 19 July 2016**

The Chair reported that since the verbal report on the Governance and Search Committee was delivered at the July meeting of Corporation, two Member appraisals had taken place. The contents of these appraisals will remain confidential as they are intended to be an open forum for Members, but the Chair will identify and report on common themes and issues.

The minutes of the Governance and Search Committee of 19 July 2016 were **RECEIVED**.

**16.09 GOVERNANCE**

**(i) To consider and approve an amendment to the rules for Standing Committees.**

The Clerk reported that a minor amendment to the rules of Standing Committees was proposed. Previously there was a requirement to review the membership of Corporation committees at the first meeting of each academic year, it has previously been decided by the Members that this would now take place in the July meeting of Corporation so that the composition of the committees is determined in advance of the next academic year.

The amendments to the rules of the Standing Committee were **APPROVED**.

**Proposed:** Mr R Ellison

**Seconded:** Mr R Rook

**(ii) To consider and approve the governors' handbook for 2016/17**

The Clerk reported that the governors' handbook had been updated for 2016/17. The Chair asked that the Members be given more time to consider the amendments that had been made before approving the Handbook and that this item be carried forward to the next meeting of Corporation in October.

This item was **CARRIED FORWARD** to the October meeting of Corporation.

**(iii) To consider and approve the Code of Practice for 2016/17**

The Members approved the Code of Practice for 2016/17

**Proposed:** Mr N Franklin

**Seconded:** Ms M Grayson

**(iv) To consider and approve the proposed Governor Link Programme for 2016/17**

The Clerk noted that the Governor Link Programme had been put together by the College and that the Principal would be happy to answer any questions arising from the proposed programme. The Chair asked that the Members be given more time to consider its contents and that this item be moved forward to the October meeting of Corporation.

This item was **CARRIED FORWARD** to the October meeting of Corporation.

**(v) To consider and approve amendments to the proposed dates for Audit Committee.**

Clerk noted that the proposed Audit Committee dates for October, December and February would now clash with Area Based Review Steering Committee meetings. To ensure the highest possible attendance at Audit Committee, it was proposed that the current Audit Committee meeting dates be amended. It was concluded that this was something that could be done internally by the Audit Committee and did not require the approval of Corporation. The Clerk said that he would speak to the Audit Committee Chair and the Finance Director to find alternative dates.

**ACTION:** Clerk, Finance Director, Chair of Audit Committee

**16.10 ANY OTHER URGENT BUSINESS**

There was none.

**16.11 DATE OF THE NEXT MEETING**

The date of the next meeting will be held on Tuesday, 25 October 2016 at the Riseholme Showground Campus, Lincolnshire. The Chair asked the Clerk to look into the possibility of an earlier start due to the conditions of light in October. The Clerk will discuss arrangements with the Deputy Clerk.

**ACTION:** Clerk

There being no further business the meeting closed at 7:50pm

Signed: Chair.....

Name:.....

Date.....