

# BISHOP BURTON College

## CORPORATION

### MINUTES OF THE MEETING HELD ON 25 OCTOBER 2016 AT RISEHOLME COLLEGE, SHOWGROUND CAMPUS AT 5.30 PM

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

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

#### 16.12 APPOINTMENT OF THE STUDENT GOVERNOR

The Chair reported that Mr T Price had been elected as the Student President and the Student Governor for 2016/17. Mr Price introduced himself to the Members and gave details of his course. The Chair welcomed Mr Price to Corporation and hoped that he would find it interesting, she also emphasised the importance of the Student Governor in bringing a student's perspective to Corporation.

The Members **APPROVED** the appointment of Mr T Price as the student Member for 2016/17 and Mr Price's term of office will run until 31 August 2017.

**Proposed:** Mr N Franklin

**Seconded:** Ms M Grayson

#### 16.13 APOLOGIES FOR ABSENCE

Ms J Richmond.

In Ms Richmond's absence Ms F Owen, the Vice-Chair of Corporation, chaired the meeting and, unless other indicated, is referred to as the Chair of this meeting.

#### 16.14 DECLARATIONS OF INTEREST

Mr N Franklin reminded the 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.

#### 16.15 MINUTES OF THE PREVIOUS MEETING

The Members **APPROVED** the minutes of the previous meeting held on 20 September 2016 as an accurate record and these were signed by the Chair.

#### 16.16 MATTERS ARISING FROM THE PREVIOUS MINUTES

There were none.

#### 16.17 FINANCIAL MANAGEMENT REPORTS

The Members **RESOLVED** that the Financial Management Reports should be considered confidential.

**Proposed:** Ms M Grayson

**Seconded:** Ms R Dunn

- (i) **To receive and consider the Management Accounts to 30 September 2016**  
The Finance Director took the Members through the Management Accounts to 30 September 2016. The Management Accounts were considered by the Members.

The Management Accounts to 30 September 2016 were **RECEIVED**.

- (ii) **To receive and consider a Report on Debtors**  
The Finance Director took the Members through the report which was considered by the Members.

The Report on Debtors was **RECEIVED**.

- (iii) **To receive and consider the Student Association Accounts for 2015/16 and to approve the Student Association Grant for 2016/17**

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

The Student Association Accounts for 2015/16 were **RECEIVED**.

The Members **APPROVED** an annual grant of £3,000 to the Student Association for 2016/17.

**Proposed:** Mr A Menzies

**Seconded:** Mr N Franklin

- (iv) **To consider and approve amendments to the Access agreement for 2017/18**  
The Finance Director took the Members through the report and Members questions are recorded in the confidential minutes.

The Members **APPROVED** an increase in the higher education fees to £9,250 per annum.

**Proposed:** Mr N Franklin

**Seconded:** Mr R Rook

## 16.18 **AUDIT COMMITTEE BUSINESS**

- (i) **To receive and consider a verbal report of the Audit Committee meeting held on 20 October 2016**

The Audit Committee Chair noted that the Clerk had circulated minutes of the meeting from last Thursday.

The key part of the Audit Committee meeting was to consider the Internal Auditor's Annual Report. The Internal Auditors gave an assurance that the College's governance, risk management and internal control arrangements are "generally adequate and effective". This is the highest rating that can be given by the Auditors.

Overall the Internal Auditors gave extremely good feedback. The vast majority of the recommendations made by the Internal Auditors have been accepted by Senior Leadership, but there were a few exceptions where recommendations were rejected after carrying out a cost/benefit analysis. The Audit Committee also approved the three year plan for internal audit. The Committee was satisfied that a robust audit system is in place for the next twelve months and it was agreed by the Committee that it is currently too early to build any of the potential effects of the Area Based Reviews into the audit plan at this point.

The Financial Statements Auditor reported to the Committee that it had only just begun their work and reported that so far everything was progressing smoothly.

The report on the Audit Committee meeting held on 20 October 2016 was **RECEIVED**.

**(ii) To receive and consider the Annual Internal Audit Report for 2015/16**

The Annual Internal Audit Report for 2015/16 was **RECEIVED**.

**16.19 QUALITY REPORTS**

**(i) To receive and consider the Annual Complaints Report for 2015/16**

The Members resolved that due to the risk of being able to identify individuals within the report, this report should be considered confidential.

**Proposed:** Mr D Turner

**Seconded:** Ms M Grayson

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

The Annual Complaints Report for 2015/16 was **RECEIVED**.

**(ii) To receive and consider the Annual Report on Security Incidents for 2015/16**

The Principal took the Members through the report noting that there had been a small number of incidents over the previous year. In response to a Member's question the Principal confirmed, further to the report, that of the two unknown persons found on site, one related to an individual who had walked along the main road from York and was found asleep in the College grounds and another person had accessed the site whilst trying to avoid detection from the police in relation to a traffic offence.

**(iii) To discuss the Signed Return to HEFCE: Annual Audit Assessment Report**

The Principal reported that it was now a requirement that the HEFCE Annual Audit Assessment Report is approved by Corporation. This report had not yet been to the Quality Improvement Committee ("**QIC**") and normally it would be expected that a report of this nature would be discussed by QIC before it is referred to Corporation for approval. However, this report needs to be signed and returned to HEFCE by 1 December 2016 which does not allow sufficient time to bring it to the next meeting of Corporation for approval.

The Members discussed the best approach to dealing with this issue and **RESOLVED** that once the report had been discussed by QIC a Chair's Action Point would be raised for the Chair (i.e. Ms F Owen) to review and sign the document on behalf of the Members. The report would be circulated at the December meeting of Corporation and in the meantime if any Member wished to review the report this could be circulated by email.

**Proposed:** Ms R Dunn

**Seconded:** Mr A Ward

**Action:** Ms F Owen

## 16.20 GOVERNANCE

### (i) **To consider a report on Governor Self-Assessment and to approve an overall judgement on the performance of the Governors**

The Chair noted that in previous years the Members had had the opportunity to meet to discuss the requirements of the Governor Self-Assessment report before completing their individual questionnaires. This was felt to be useful in helping more inexperienced governors to understand how to answer the questions and clarify matters in the Governors' own minds in relation to their own performance. The Chair noted that it would be useful to reintroduce this discussion before the Governors Self-Assessment forms were completed. The Principal reminded the Members that this year the completion of the Self-Assessment forms had to be brought forward to allow them to be submitted as part of the Area Based Review process and it was also now a requirement of audit to include an overall rating for governance.

In response to a question from the Chair, the Principal said that the Governor Self-Assessment forms part of the Leadership and Management section of the College Self-Assessment which is comprised of self-assessments from across the business. The next stage is for all of the self-assessments to be taken to the Annual Course Review where they are assessed against eighty criteria and the final ratings decided upon. The College Self-Assessment is then sent to the Skills Funding Agency which uses it as the basis of its inspection.

The Members then discussed the standard format of the Governor Self-Assessment and the Principal said that the "comments" section should be removed and instead reliance placed on providing evidence for a particular rating. Also, the question relating to how staff perceives the Corporation will be removed.

The Chair asked as to how Member's responses are validated. The Principal said that the questions in the report link back into the role description of a Governor. Validation comes from the performance of the College, amongst other things, in relation to retention and attainment of its students, the curriculum being fit for purpose (which is Corporation's responsibility) and the financial performance of the College. The primary duty of a Governor is to ensure that the College does not go into insolvency. The Members agreed that they would discuss the content of the Governor Self-Assessment at a future Away Day.

The Members then discussed what the overall rating for Corporation should be. The Chair noted that last year the judgement was "Outstanding" and considering that there has been no deterioration since last year in the financial performance of the College and the retention and attainment of the students, "Outstanding" would seem to be an adequate judgement as to the performance of Corporation.

The Members **APPROVED** that the Corporation should receive an overall Self-Assessment rating of "Outstanding".

**Proposed:** Mr D Turner

**Seconded:** Mr N Franklin

The Finance Director said that now this overall rating had been decided upon this would be included in the annual accounts.

**(ii) Governor Link Programme**

The Chair asked the Members if they had any further comments in relation to the Governor Link Programme now that they had had time to consider it. The Members said that they were happy with the proposed programme.

The Governor Link Programme for 2016/17 was **APPROVED**.

**Proposed:** Mr N Franklin

**Seconded:** Mr R Rook

**(iii) To consider and approve the Governors' Handbook for 2016/17**

The Members agreed that no amendments were required to the Governors' Handbook.

The Governors' Handbook for 2016/17 was **APPROVED**.

**Proposed:** Mr A Ward

**Seconded:** Mr R Ellison

**16.21 DATE OF THE NEXT MEETING**

The next meeting of the Corporation will be held on Tuesday 13 December 2016 at 5:30pm at Bishop Burton College

**16.22 ANY OTHER URGENT BUSINESS**

There was none

**16.23 CONFIDENTIAL ITEMS**

*At this point Ms M Grayson, Mr T Price and Mr S Kelly left the meeting.*

The Confidential items are recorded in the Confidential Minutes.

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

Signed: Chair.....

Name:.....

Date.....