

# BISHOP BURTON College

## CORPORATION

### MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2017

#### AT BISHOP BURTON COLLEGE AT 5.30 PM

**PRESENT:** Ms J Richmond (Chair); Ms R Dunn; Mr R Ellison; Mr N Franklin;  
Ms M Grayson; Mr A Menzies; Ms F Owen (Vice-Chair); Mr D Turner; Mr R  
Rook; Mr A Ward

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

**16.36 APOLOGIES FOR ABSENCE**

Ms J Dawson and Mr T Price.

**16.37 DECLARATIONS OF INTEREST**

Mr N Franklin reminded the Members that he was 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.

**16.38 MINUTES OF PREVIOUS MEETING**

The Members **APPROVED** the minutes of the previous meeting held on 13 December 2016 as an accurate record and the minutes were signed by the Chair.

**16.39 PRINCIPAL'S REPORT TO THE GOVERNORS – FEBRUARY 2017**

The Members **RESOLVED** that the Principal's Report to the Governors should be considered confidential.

**Proposed:** Mr A Menzies

**Seconded:** Ms F Owen

**(i) To receive and consider the Principal's Report**

The Members reviewed and discussed the Principal's Report and Member's comments are recorded in the confidential minutes.

The Principal's Report was **RECEIVED**.

**(ii) To consider and approve the Recommendation from York, North Yorkshire, East Riding & Hull Area Based Review**

The Chair took the Members through the business of the recent Area Based Review steering group meetings and thanked those Members who had attended the Governors' Meeting at Bishop Burton on 30 January. The Chair took the Members through the proposals and Members comments are recorded in the confidential minutes.

The Recommendation from York, North Yorkshire, East Riding & Hull Area Based Review that Bishop Burton College should remain as stand-alone independent institution was **APPROVED**.

**Proposed:** Mr N Franklin

**Seconded:** Mr R Rook

#### **16.40 FINANCIAL MANAGEMENT REPORTS**

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

**Proposed:** Mr R Rook

**Seconded:** Ms F Owen

##### **(i) To receive and consider the Management Accounts to 31 December 2016**

The Finance Director took the members through the Management Accounts which were considered by the Members and Members' questions are recorded in the confidential minutes.

The Management Accounts to 31 December 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 consider and approve the Mid-Year Budget Review**

The Finance Director took the Members through the Mid-Year Budget Review and Members' questions are recorded in the confidential minutes. An action point arose for the Clerk to obtain information from the Principal. **Action:** Clerk

The Mid-Year Budget Review was **APPROVED**.

**Proposed:** Mr A Ward

**Seconded:** Ms M Grayson

##### **(iv) To note Cultiva Benchmarking Data for 2015/16**

The Finance Director took the Members through the Cultiva Benchmarking data which was considered by the Members and Members' questions are recorded in the confidential minutes. An action point arose for the Clerk to obtain information from the Principal. **Action:** Clerk

The Cultiva Benchmarking Report was **RECEIVED**

##### **(v) To receive and consider the Pension Valuation Report**

The Finance Director took the Members through the Pension Valuation Report which was considered by the Members.

The Pension Valuation Report was **RECEIVED**.

#### 16.41 QUALITY IMPROVEMENT

**(i) To consider and approve the College Self-Assessment Report 2015/16**

The Clerk reported that he had spoken to the Principal in relation to this Report. The Members will be aware that the draft Report had previously been circulated to Corporation for comment. The Report circulated had been finalised and validated. The Report was considered by the Members.

The College Self-Assessment Report 2015/16 was **APPROVED**.

**Proposed:** Mr N Franklin

**Seconded:** Mr F Owen

#### 16.42 GOVERNANCE

**(i) To consider and approve the Proposed Date for the Governor's Away Day (Tuesday 16 May 2017)**

The Chair reported that the proposed date for the "Away Day" was Tuesday 16 May 2017. Two Members said that they would not be available on this date and another Member said that he would have to confirm his availability. The Chair asked Members inform the Clerk if they are unable to attend, otherwise it would be assumed Members are available on that date.

**(ii) To receive for information the minutes of the Governance and Search meeting held on 13 December 2016**

The Chair reminded the Members that she had reported in full on the Governance and Search Committee at the December meeting and that the minutes were circulated for information. One Member raised concerns about the recruitment of Members to fill current vacancies amongst external Members and that plans need to be put in place as soon as possible due to the difficulty in attracting suitable people to the role. The Member also raised concerns about planned retirement of the Vice-Chair in 2017 and the Chair in 2018 with the loss of two very experienced Members with specific expertise over a short period of time. The Members discussed whether it was viable for any Member to join the Board and take on the role of Chair. It was highlighted that it should not be assumed that the Vice-Chair would automatically become the Chair in 2018, so if any of the Members were interested in becoming the Vice-Chair it would not necessarily follow that they would have to become the Chair a year later. The Chair said that she would discuss the planned recruitment campaign with the Principal as this is an issue which may need to be addressed before the next scheduled meeting of the Governance and Search Committee in April.

The Minutes of the Governance and Search Committee Meeting held on 13 December 2016 were **RECEIVED**.

**(iii) To receive a Governor Link Report**

The Vice-Chair took the Members through a report on her recent visit to the College in relation to teaching, learning and assessment and reported that she was very encouraged by the plans that had been put in place by Michaela Ginn. The report was considered by the Members

The Governor Link Report was **RECEIVED**.

