

# BISHOP BURTON College

## CORPORATION

### MINUTES OF THE MEETING HELD ON 11 APRIL 2017

#### AT BISHOP BURTON COLLEGE AT 5.30 PM

**PRESENT:** Ms J Richmond (Chair); Ms J Dawson (Principal and CEO); 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;

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

**16.45 APOLOGIES FOR ABSENCE**

Mr T Price and Mr A Ward.

**16.46 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 is not involved on any matters in relation to the College.

**16.47 MINUTES OF PREVIOUS MEETING**

The Members **APPROVED** the minutes of the previous meeting held on 7 February 2017 as an accurate record and the minutes were signed by the Chair.

**Proposed:** Ms R Dunn

**Seconded:** Mr N Franklin

**16.48 MATTERS ARISING FROM THE MINUTES**

It was noted that the Principal has now been appointed to the Humber Local Enterprise Partnership Board. The Members congratulated the Principal on her appointment.

**16.49 PRINCIPAL'S REPORT TO THE GOVERNORS – APRIL 2017**

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

**Proposed:** Ms F Owen

**Seconded:** Mr N Franklin

**(i) To receive and consider a presentation on Performance Against Strategic Objectives**

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

**(ii) To receive and consider a Confidential HE Recruitment Update**

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

## 16.50 AUDIT COMMITTEE BUSINESS

### (i) To receive and consider the Minutes of the Audit Committee Meeting held on 23 March 2017

The Audit Committee Chair took the Members through the business of the last Audit Committee meeting. The main item of business was the annual meeting with the Financial Statement Auditors and the recommendation of the appointment of the Financial Statements Auditor for 2016/17.

The internal audit plan is progressing well but due to delays caused by the Ofsted inspection, a number of reports have been carried forward to the June meeting of the Audit Committee. Two internal audit reports were reported to the March meeting. In relation to the report on the conditions of funding, there were no significant findings, which is good result as funding is at risk if conditions are not complied with. In relation to the report on the 'Student Journey' there were again no significant findings and only two housekeeping observations.

The meeting also considered a Skills Funding Agency ("SFA") report on the College's Financial Statements for 2015/16 was also tabled at the meeting. The College received a rating of 'Satisfactory'. This was as expected considering the College's investment in the Showground and the SFA's revised financial health criteria.

### (ii) To consider and approve on the recommendation of the Audit Committee the Annual Report on Risk Management

The Audit Committee Chair noted that the Committee had considered the report and recommended to the Corporation that it be approved.

The Annual Report on Risk Management was **APPROVED** on the recommendation of the Audit Committee.

**Proposed:** Ms F Owen

**Seconded:** Mr R Ellison

### (iii) To consider and approve on the recommendation of the Audit Committee to reappoint RSM as the Financial Statements Auditor for 2016/17

The Audit Committee Chair reported that the Committee had carefully considered whether the Financial Statements Auditor should go out to tender as a tender process had not been undertaken for some time. The Committee also considered how to test the value for money that RSM provided the College and noted that it had demonstrated additional value through the support given to the College through the Area Based Review process and in the fact that the 2015/16 audit had proceeded smoothly despite the introduction of a new accounting regime. In consideration of the service delivered by RSM, RSM's experience in the sector and the added value it provides to the College, the Committee decided that it would not be appropriate to go out to tender at this time and to recommend to Corporation that RSM be reappointed as the Financial Statements Auditor for 2016/17.

The appointment of RSM as Financial Statements Auditor for 2016/17 was **APPROVED** on the recommendation of the Audit Committee.

**Proposed:** Mr N Franklin

**Seconded:** Mr R Rook

## 16.51 FINANCIAL MANAGEMENT REPORT

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

**Proposed:** Mr M Grayson

**Seconded:** Ms R Dunn

### (i) To receive and consider the Management Accounts to 28 February 2017

The Finance Director took the members through the Management Accounts and the Members' questions are recorded in the Confidential Minutes.

The Management Accounts 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 a Report on Loan Covenants

The Finance Directors took the Members through the report which was considered by the Members.

The Report on Loan Covenants was **RECEIVED**.

### (iv) To receive and consider a Capital Update

The Financial Director took the Members through the report the Members questions are recorded in the confidential minutes.

The Capital Update was **RECEIVED**.

## 16.52 QUALITY

### (i) To receive and consider the Updated Quality Improvement Plan

The Principal reported that following the Ofsted inspection some changes had been made to the Quality Improvement Plan. The plan had already been considered by QIC at a meeting attended by Mr N Franklin on behalf of Corporation. The Members considered the revised plan.

The Updated Quality Improvement Plan was **RECEIVED**.

### (ii) To receive and consider the Value Added Report

The Principal took the Members through the report noting that the new vocational qualification framework being introduced was a challenge to the College due to the lack of sport or land based vocational qualification. The College is co-ordinating with other land based colleges to challenge the lack of vocational qualifications available.

The Value Added Report was **RECEIVED**.

## 16.53 GOVERNANCE AND SEARCH COMMITTEE

The Chair took the members through the business of the Governance and Search Committee meeting held before the Corporation meeting. The main topic of the meeting was succession planning. Attempts to recruit targeted governors identified at the last meeting of the Committee had not come to fruition. The Committee had considered proposed advertisements for the roles of governor and Chair of the Corporation. It was agreed by the Committee that the advertisement in relation to recruitment of college governors would benefit from the addition of a "person specification"; the Vice-Chair had volunteered to work on a person specification to be tabled at the Governors' Away Day in May. The Committee also considered whether the position of Chair should be advertised externally and agreed that it would be preferable if the next Chair was recruited from amongst the current Members who already have the knowledge and experience of the College that the post required. The Chair encouraged members to express an interest in fulfilling the upcoming vacancies for Chair and Vice-Chair.

The Committee then considered different options for recruitment, it had been agreed that "governor matching" websites were probably not suitable. The Chair noted the need to access professional networks and encouraged all the Members to look to their own networks for potential governors.

The Committee also looked at those Members whose terms of office were coming to an end over the next two years. The Clerk was asked to ascertain from Mr D Turner when he was appointed Audit Chair and with Ms Grayson in relation to the recruitment process for staff governors. All Members were encouraged to consider how they can help potential recruits.

**ACTION:** Clerk

The Chair noted that a couple of items on the Committee agenda, such as development of the induction programme and Corporation's key performance indicators, had been carried forward to the next meeting due to a lack of time.

The Chair's verbal report on the meeting of the Governance and Search Committee held on 11 April 2017 was **RECEIVED**.

## 16.54 GOVERNANCE

### (i) To receive and consider a Link Governor Report on Finance

The Vice-Chair took the Members through the report following a recent meeting with the Financial Director and the College Accountant. The report was considered by the Members.

The Link Governor Report on Finance was **RECEIVED**.

### (ii) To receive and consider a Link Governor Report on College Enterprises

Mr N Franklin took the Members through his report following a recent meeting with Principal in relation to College Enterprises. The report was considered by the Members.

The Governor Link Report on College Enterprises was **RECEIVED**.

