

# BISHOP BURTON College

## CORPORATION

### MINUTES OF THE MEETING HELD ON 6 JUNE 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; 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)

*Prior to the commencement of the Corporation meeting, the Members held a plenary meeting following up on action points arising from the Governors Away Day held on 16 May 2017.*

#### 16.58 APOLOGIES FOR ABSENCE

Ms M Grayson and Mr T Price.

It was reported that Mr T Price, as a Higher Education student, had returned home after finishing his course and would not be attending the last two meetings of Corporation this academic year.

#### 16.59 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.

#### 16.60 MINUTES OF PREVIOUS MEETING

The Members **APPROVED** the minutes of the previous meeting held on 11 April 2017 as an accurate record and the minutes were signed by the Chair.

**Proposed:** Ms J Dawson

**Seconded:** Mr N Franklin

The Members also **APPROVED** a set of confidential minutes arising from the meeting of Corporation 11 April 2017 which had been circulated to the meeting prior to its commencement.

**Proposed:** Ms J Dawson

**Seconded:** Mr R Rook

#### 16.61 MATTERS ARISING FROM THE MINUTES

There were none.

#### **16.62 PRINCIPAL'S REPORT TO THE GOVERNORS – JUNE 2017**

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

**Proposed:** Ms R Dunn

**Seconded:** Mr A Menzies

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

The Principal reported that the College has recently won a number of awards including the BTEC College of the Year and one of the College's students has been named as the winner of the BTEC Public Service Student of the Year award. The College had also won the Top Tech award in Lincolnshire and the Remarkable East Yorkshire tourist award. In addition two groups of students on the Floristry course won awards at RHS Harrogate Flower Show and the Chelsea Festival.

The Chair on behalf of the Corporation passed on the congratulations to all the members of staff and students who had been recognised in these awards.

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

#### **16.63 FINANCIAL MANAGEMENT REPORTS**

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

**Proposed:** Ms R Dunn

**Seconded:** Mr R Rook

##### **(i) To receive and consider the Management Accounts to 30 April 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 the report on debtors**

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

The report on debtors was **RECEIVED**.

##### **(iii) To receive and consider a capital update**

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

The capital update was **RECEIVED**.

## **16.64 GOVERNANCE AND SEARCH COMMITTEE**

### **(i) To receive and consider a verbal report from the Chair on the Governance and Search Committee meeting held on 6 June 2017**

The Chair reported that Ms J Dawson and Ms F Owen had each identified a potential new external Member and would follow these leads up with a view to arranging a tour of the College. The advertisement to recruit a new external Member had been agreed subject to minor amendments and would now be launched. A copy would be made available to Members for use in approaching potential recruits, together with other supporting material.

The Chair confirmed, following previous discussions, the Committee's view is that it would be preferable to recruit the next Chair and Vice-Chair from current Members and it was noted that the next Chair and Vice-Chair could be appointed for a shorter term than three years if that would encourage candidates.

Clerking arrangements were discussed; the services of Lupton Fawcett have been retained for 2017/18 with Clerking provision to remain under-review.

In relation to developing the Governor Induction Programme, the Committee agreed that a governor record would be developed and copies kept up to date by individual Members and the Clerk. The record will include whether Members have completed their induction training as part of a two year rolling programme of induction; a record of attendance at other training sessions; a record of Governor Link activities, and a record of attendance at College events and visits to the College. The record should make it easier for Members to keep track of what they have done over the year and assist in completing the Governor Self-Assessment Questionnaire.

The Clerk produced a paper on the current Governor KPIs, which are listed as part of the current Corporation Annual Report and the Governor Self-Assessment Questionnaire. Action points arose for the Clerk to look further into how the KPIs can be more applicable to the Self-Assessment Questionnaire and to bring forward the circulation of the Corporation Annual Report to either the September or October meeting of Corporation, so that it can be used by the Members to complete the Self-Assessment Questionnaire later in the year.

The Committee also looked at the option of limiting terms of office for Members. It was decided that maximum term lengths should continue to be a matter of best practice rather than adopting a formal policy. The Committee were keen not to tie the hands of future Members. However it was agreed, that if a Governor was appointed beyond a recommended maximum term of office, then there should be exceptional circumstances for the reappointment and the reasons for this recorded in the Governance and Search Committee minutes.

The Governors' Dashboard was discussed. It was agreed that a Task and Finish Group would be established with the remit of defining the terms of reference of the Task and Finish Group and interrogating the current College system and reporting on how this can be used by the Members. The following Members volunteered to serve on the Task and Finish Group:

- Mr Andrew Ward
- Mr Richard Ellison
- Ms Rosie Dunn

It was tentatively agreed that the next meeting of the Governance and Search Committee will be in advance of the July Corporation meeting.

Report on the Governance and Search Committee meeting held on 6 June 2017 was **RECEIVED**.

**(ii) To consider and approve on the recommendation of the Governance and Search Committee the reappointment of Mr N Franklin as a member of the Corporation**

The Chair reported that the Governance and Search Committee had discussed the candidature of Mr Franklin and had no hesitation in recommending Mr Franklin's reappointment to Corporation for a further three year term.

The Members **APPROVED** the re-appointment of Mr N Franklin as a Member of the Corporation for a further 3 year term ending on 31 August 2020.

**Proposed:** Ms J Richmond

**Seconded:** Ms R Dunn

**(iii) To consider and approve on the recommendation of the Governance and Search Committee the reappointment of Mr N Broxham as a Co-opted Member of the Audit Committee**

The Chair reported that the Governance and Search Committee had discussed the candidature of Mr Broxham and had no hesitation in recommending Mr Broxham's reappointment to Corporation for a further one year term.

The Members **APPROVED** the re-appointment of Mr N Broxham as the Co-opted Member of the Audit Committee for a further 1 year term terminating on 31 August 2018.

**Proposed:** Ms J Richmond

**Seconded:** Ms R Dunn

## 16.65 GOVERNANCE

### (i) To consider and approve the proposed dates of the Corporation and Audit Committee meetings for 2017/18

The Clerk took the Members through the proposed dates noting that these largely reflected the corresponding dates to the meetings 2016/17 before those dates were later amended as a result of the Area Based Review process. Members agreed that the meeting around Easter should be held on 10 April 2018. The Clerk said that he would circulate a final version to be noted by Members at the next meeting of Corporation.

**ACTION:** Clerk

The proposed dates of the Corporation and Audit Committee for 2017/18 were **Approved**.

**Proposed:** Mr R. Ellison

**Seconded:** Mr A Ward

### (ii) To review and consider the status of items declared confidential during the year

The Clerk reminded the Members that any items declared confidential in Corporation meetings would not be made available for public inspection and that the Instrument and Articles of the College required that every year Members review the confidential items and in effect decided whether any of these items should be “declassified”. The Members reviewed the confidential items and agreed that it was not appropriate to make any of the confidential items listed available for public inspection.

The paper on Confidential Items was **RECEIVED**.

### (iii) To receive and consider a Governor Link Report – Ms F Owen

Ms Owen took the Members through her report regarding a recent meeting with the Principal relating to Members role in promoting the College as a leading specialist college. The meeting raised important issues about the role of the Governors as advocates of the College and how Members can ensure that they have the right information to act as ambassadors of the College. Ms Owen suggested that it might be a good idea to develop an information card with key statistics about the College which Members could keep on their person. The Chair agreed that this could be valuable.

The Governor Link Report on promotion of the College as a leading specialist college was **RECIEVED**

### (iv) To receive and consider a Governor Link Report – Mr N Franklin

Mr N Franklin took the Members through a report on the recent QIC Committee meeting. This was considered by the Members.

The Governor Link Report on the QIC Committee meeting was **RECEIVED**

