

BISHOP BURTON College

CORPORATION

MINUTES OF MEETING HELD ON 18 JULY 2017

AT BISHOP BURTON COLLEGE AT 5:30PM

PRESENT: Ms J Richmond (Chair); Ms J Dawson (Principal and CEO); Ms F Owen (Vice-Chair); Ms R Dunn; Ms M Grayson; Mr N Franklin.

IN ATTENDANCE: Dr M Honeywell (Clerk); Ms F Crothers (Clerk); Mr S Kelly (Finance Director).

16.69 APOLOGIES FOR ABSENCE

Mr R Ellison; Mr A Menzies; Mr D Turner; Mr R Rook and Mr A Ward.

The Clerk reported that the quorum for the meeting was six Members and therefore the meeting could proceed to business.

16.70 DECLARATIONS OF INTEREST

Mr N Franklin declared 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.

16.71 MINUTES OF PREVIOUS MEETING – 6 JUNE 2017

The Members **APPROVED** the minutes of the previous meeting held on 6 June 2017 as an accurate record and the minutes were signed by the Chair.

Proposed: Mr N Franklin

Seconded: Ms M Grayson

16.72 MATTERS ARISING FROM THE MINUTES

There were none.

16.73 PRINCIPAL'S REPORT TO THE GOVERNORS – JULY 2017

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

Proposed: Mr N Franklin

Seconded: Ms M Grayson

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

16.74 FINANCIAL MANAGEMENT REPORTS

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

(i) To receive and consider the Management Accounts to 31 May 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 to 31 May 2017

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 consider and approve the College Budget for 2017/18

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

The College Budget was **APPROVED**.

Proposed: Mr N Franklin

Seconded: Ms M Grayson

(iv) To consider and approve the two year Financial Forecast 2017/18 – 2018/19

The Finance Director took the Members through the forecast noting that it incorporated the budget which had just been approved. Members' questions are recorded in the confidential minutes.

The two year financial forecast was **APPROVED**.

(v) To consider and approve the Capital Expenditure Budget for 2017/18

The Finance Director took the Members through the budget which was considered by the Members.

The Capital Expenditure Budget for 2017/18 was **APPROVED**.

Proposed: Mr N Franklin

Seconded: Ms F Owen

(vi) To consider and approve College Tuition and Accommodation Fees for 2018/19

Given the extensive discussion regarding these during the two year Financial Forecast the report on the Tuition and Accommodation Fees was taken as read.

College Accommodation Fees for 2018/19 were **APPROVED**.

Proposed: Ms M Grayson

Seconded: Ms F Owen

College Tuition Fees for 2018/19 were **APPROVED** as proposed but subject to any adjustment to College tuition fees that may be agreed by the Members following this meeting.

Proposed: Ms M Grayson

Seconded: Ms F Owen

(vii) To receive and consider an update on the Sale of Riverhead Centre, Driffield

The Finance Director took the Members through the update on the sale of Riverhead Centre and Members' comments are recorded in the confidential minutes.

The update on the sale of Riverhead Centre, Driffield was **RECEIVED**.

(viii) To consider and approve the Tender for Student Buses

The Finance Director took the Members through the tender for student buses which was considered by the Members.

The tender for student busses was **APPROVED**.

Proposed: Ms R Dunn

Seconded: Mr N Franklin

16.75 AUDIT COMMITTEE BUSINESS

(i) To note the minutes of the Audit Committee meeting held on 22 June 2017

In the absence of the Audit Committee Chair, Ms R Dunn took the Members through the minutes of the Audit Committee meeting held on 22 June 2017 and the following items of business.

The minutes to the Audit Committee meeting held on 22 June 2017 were **RECIEVED**.

(ii) To consider and approve the recommendation from the Audit Committee to appoint Mazars as the Internal Audit Service for 2017/18

It was reported that the Audit Committee had discussed the performance of Mazars as the Internal Audit Service, noting that the College had a good working relationship with Mazars and the reports and assurance that Mazars have provided are of a good standard. The Audit Committee therefore had no hesitation in recommending the appointment of Mazars as the Internal Audit Service for 2017/18.

The recommendation to appoint Mazars as the Internal Audit Service for 2017/18 was **APPROVED**.

Proposed: Ms F Owen

Seconded: Ms R Dunn.

(iii) To consider and approve a recommendation of the Audit Committee that there are no changes to the Financial Regulations for 2017/18

In consideration that there had been a thorough review of the Financial Regulations relatively recently the Finance Director had made the recommendation to the Audit Committee that there was no requirement to amend the Finance Regulations for 2017/18 and the Audit Committee recommended to Corporation that there be no amendments to the Financial Regulations at this time.

The recommendation of the Audit Committee that there are no changes to the Financial Regulations of 2017/18 was **APPROVED**.

Proposed: Mr N Franklin

Seconded: Ms R Dunn.

(iv) To note for information an extract from RSM's Audit Plan for 2016/17 in relation to emerging issues in the sector

The Chair drew the Members' attention to the emerging issues paper that was circulated as part of RSM's Annual Audit Plan. Members should pay particular attention to the changes in the data protection, financial accounting and insolvency regimes which will come into effect over the next year.

The extract from RSM's Audit Plan for 2016/17 in relation to emerging issues in the sector was **RECIEVED**.

16.76 QUALITY REPORTS

(i) To consider and approve the Student Charters (Incorporation Academic/ Disciplinary Regulations) for Bishop Burton and Riseholme for 2017/18

The Principal took the Members through the College Charters for 2017/18 commenting that amendments to the previous year's Charters were highlighted in yellow. The Vice-Chair noted an inconsistency in the document which the Principal and the Member agreed to discuss outside this meeting.

ACTION: Principal

The Student Charters (Incorporating Academic/Disciplinary Regulations) for Bishop Burton and Riseholme for 2017/18 were **APPROVED** subject to minor amendments to be discussed with the Principal following this meeting.

Proposed: Ms F Owen

Seconded: Ms M Grayson

(ii) To note for information the updated FE and HE Support Funds Policy 2017/18

The Principal took the Members through the updated FE and HE Support Funds Policy which was noted by the Members.

The updated DE and HE Support Funds Policy 2017/18 was **RECEIVED**.

16.77 GOVERNANCE AND SEARCH COMMITTEE

(i) To receive and consider a verbal report from the Chair on the Governance and Search Committee meeting held on 18 July 2017

The Chair took the Members through the business of the Governance and Search Committee meeting which took place in advance of the Corporation meeting. The key point arising was that the College had been unsuccessful in recruiting new external members to Corporation in the 2016/17 academic year and that there were still three vacancies on Corporation to fill. The Principal and Vice-Chair had followed up action points relating to two potential recruits identified and the advertising campaign for new Governors is ready for launch.

It was reported that despite several discussions with potential governor occupants, the role of Vice-Chair for 2017/18 had not been filled and therefore Ms F Owen had agreed to serve for an additional year as a Member and as Vice-Chair. The Chair thanked Ms Owen and reported that the Governance and Search Committee had no hesitation in recommending that Ms Owen be appointed both as a Member and as the Vice Chair for an additional year such term ending on 31 August 2018.

The Members **APPROVED** the appointment of Ms Owen as a Member and Vice-Chair for an additional year, such term ending on 31 August 2018.

The Chair asked all Members to find potential recruits from their own personal networks.

The Chair also reported that the Committee had identified a number of areas where the Members would require additional training due to changes which will affect the College significantly in the next year, these included:

- the new data protection regime;
- an update on the Prevent agenda, due to recent changes following the terrorist attacks in Manchester and London;
- safeguarding; and
- use of social media

It was reported that the Principal would prepare a proposal for organising training sessions, and it was likely that a training day or two half days would be necessary.

ACTION: Principal

The Vice-Chair suggested that the advert for Governor recruitment be sent to Members to pass on to potential recruits. It was agreed that a copy of the finished advert would be sent to the Chair for this purpose.

ACTION: Clerk/Chair

The verbal report on the Governance and Search Committee held on 18 July 2017 was **RECEIVED**.

16.78 GOVERNANCE

(i) To consider and determine the Membership of Corporation Committees for 2017/18

The Clerk reported that there was a vacancy to be filled on the Audit Committee. As the Vice-Chair had been re-appointed for a further year there were currently no vacancies on the Governance and Search Committee, Remuneration Committee and the Riseholme Property Working Group.

Considering the number of absences at this meeting the Members **AGREED** to carry forward this item to the September meeting of Corporation.

The Membership of Corporation Committees for 2017/18 was **CARRIED FORWARD**.

(ii) To elect the Audit Committee Chair for 2017/18

Due the current Chair being unable to attend this meeting at short notice, it was **AGREED** to carry forward this item to the September meeting of Corporation.

The election of the Audit Committee Chair for 2017/18 was **CARRIED FORWARD**.

(iii) To receive and consider a Governor Link Report

The Vice-Chair took the Members through her report on a recent meeting with the Director of Quality Standards and Director of Services to Businesses and Special Projects in relation to Student and Employer Satisfaction. The Members considered the report.

The Governor Link Report was **RECEIVED**.

(iv) To note the agreed dates for Corporation and Audit Committee meetings for 2017/18

The Clerk circulated this paper to confirm the final dates for Corporation in 2017/18 that had been agreed by the Members at the June meeting of Corporation.

The dates of the Corporation and Audit Committee meetings for 2017/18 were **RECEIVED**.

16.79 ANY OTHER URGENT BUSINESS

There was none.

16.80 DATE OF THE NEXT MEETING

The date of the next meeting of Corporation will be at 5:30pm on Tuesday 26th September 2017.

There being no further business the meeting terminated at 7:46pm.

Signed: Chair.....
 Name:.....
 Date.....