

# BISHOP BURTON College

## CORPORATION

### MINUTES OF MEETING HELD ON 26 SEPTEMBER 2017

#### AT BISHOP BURTON COLLEGE AT 5:30PM

**PRESENT:** Ms F Owen (Vice-Chair); Ms J Dawson (Principal and CEO); Ms R Dunn;  
Mr R Ellison; Mr N Franklin; Mr A Menzies; Mr R Rook; Mr D Turner;  
Mr A Ward.

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

#### 17.01 APOLOGIES FOR ABSENCE

Ms J Richmond (Chair); Mr M Honeywell (Clerk).

In the absence of the Chair, it was confirmed that the Vice-Chair would chair the meeting. Further, it was noted that the Vice-Chair was required to leave the meeting at 6:45pm and that a Member would therefore be required to act as Chair for the remainder. It was **AGREED** that David Turner would take on this role.

**Proposed:** Ms R Dunn

**Seconded:** Mr N Franklin

Members requested that their congratulations be passed on to Mr M Honeywell, on the birth of his daughter.

#### 17.02 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.

#### 17.03 MINUTES OF PREVIOUS MEETING

The Members **APPROVED** the minutes of the previous meeting held on 18 July 2017 as an accurate record and the minutes were signed by the Vice Chair.

**Proposed:** Ms J Dawson

**Seconded:** Ms R Dunn

#### (i) To note the Action Summary

The Clerk took the Members through the Action Summary.

Governance and Search (Training): the Principal confirmed that the governor training sessions are compulsory. A number of the Members advised that they would be unable to attend the dates put forward and so the Principal agreed to enquire as to whether or not there are any alternative dates available and email the Members with the same.

**Action:** Principal

Governance and Search (Recruitment): It was noted by the Principal that only one application has been made to date. The Vice-Chair strongly encouraged all Members to give consideration to any appropriate candidates from their own personal networks and to draw the attention of any such candidate to the governor advert. The Principal noted that the governor advert is also available online. The Principal agreed to email Members with a reminder in regards to approaching potential recruits, at the same time as emailing Members with alternative dates for the governor training sessions.

**Action:** Principal

- (ii) **To consider any other matters arising from the minutes not covered elsewhere on the agenda**  
There were none.

#### **17.04 PRINCIPAL'S REPORT TO THE GOVERNORS – SEPTEMBER 2017**

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

**Proposed:** Mr D Turner

**Seconded:** Mr R Rook

- (i) **To receive and consider a report on College Performance against KPI's**  
The Principal took the Members through the report on Key Performance Indicators 2016-17.  
  
The report on Key Performance Indicators 2016-17 was **RECEIVED**.
- (ii) **To receive and consider a report on FE, HE and Apprenticeship Recruitment 2017/18**  
The Principal took the Members through the report on Recruitment 2017/18 and Members' questions are in the confidential minutes.  
  
The report on Recruitment 2017/18 was **RECEIVED**.
- (iii) **To receive and consider a report on Retention and Achievement Rates 2016/17**  
The Principal took the Members through the report on Retention and Indicative Achievement Rates 2016/17.  
  
The report on Retention and Achievement Rates 2016/17 was **RECEIVED**.
- (iv) **To receive and consider the Safeguarding Report for 2016/17**  
The Principal took the Members through the Safeguarding Report 2016/17 and Members' comments are in the confidential minutes.  
  
The Safeguarding Report for 2016/17 was **RECEIVED**.
- (v) **To receive and consider the Security Incidents Report for 2016/17**  
The Principal took the Members through the Security Incidents Report for 2016/17.  
  
The Security Incidents Report for 2016/17 was **RECEIVED**.
- (vi) **To receive and consider an update on the HE Tuition Fees**  
The Principal took the Members through the update on HE Tuition Fees.  
  
The update on HE Tuition Fees was **RECEIVED**.

- (vii) **To receive and consider a report on General Data Protection Regulations (GDPR)**  
The Principal took the Members through the report on General Data Protection Regulations and the Members' comments are in the confidential minutes.

The report on the General Data Protection Regulations was **RECEIVED**.

- (viii) **To receive and consider a report on the Social Care Common Inspection Framework – Residential Provision of Further Education Colleges – Summary for Governors**  
The Principal took the Members through the summary for Governors and the Members' comments are in the confidential minutes.  
The report on the Social Care Common Inspection Framework – Residential Provision of Further Education Colleges was **RECEIVED**.

#### 17.05 FINANCIAL MANAGEMENT REPORTS

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

**Proposed:** Mr N Franklin

**Seconded:** Mr R Rook

- (i) **To receive and consider the Management Accounts to 31 July 2017**  
The Finance Director took the Members through the Financial Management Report 2016/17.

The Management Accounts were **RECEIVED**.

- (ii) **To receive and consider a Report on Debtors**  
The Finance Director took the Members through the Report on Debtors and the Members' comments are in the confidential minutes.

The report on debtors was **RECEIVED**.

- (iii) **To receive, consider and approve the Successful Tender for the Additional Sports Pitches**  
The Finance Director took the Members through the report on Additional Grass Sports Pitches and the Members' questions are in the confidential minutes.

The Members **APPROVED** the tender for the additional sports pitches.

**Proposed:** Mr N Franklin

**Seconded:** Mr A Menzies

- (iv) **To receive and consider an Update on the LEP Capital Bids**  
The Finance Director took the Members through the report on LEP Skills Capital Bids and the Members' questions are in the confidential minutes.

An update on the LEP Capital Bids was **RECEIVED**.

- (v) **To receive and consider an Update on the Sale of the Riverhead Centre, Driffield**  
The Finance Director took the Members through the update on the sale of the Riverhead Centre and Members' comments are recorded in the confidential minutes.

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

## 17.06 GOVERNANCE

- (i) **To consider and determine the Membership of Corporation Committees for 2017/18.**  
The Vice-Chair referred Members to the Membership of Corporation Committees enclosure.

Audit (Statutory Committee): The Vice-Chair confirmed the current members of the committee and reported that there is currently one vacancy for which Mr A Ward has been nominated. The Members **AGREED** to appoint Mr A Ward as Member of the Audit Committee.

**Proposed:** Ms R Dunn                      **Seconded:** Mr D Turner

The Vice-Chair also requested nominations for the election of an Audit Committee Chair for 2017/2018. The Principal nominated Mr D Turner for this role. The Members **AGREED** to appoint Mr D Turner as Audit Committee Chair.

**Proposed:** Ms R Dunn                      **Seconded:** Mr R Rook

During Member discussions on committee membership, Ms R Dunn declared that she currently sits on both the Audit Committee and the Governance and Search Committee and advised Members that she would be agreeable to stepping down from one of these positions should another Member wish to gain experience on one of the committees. In response to this, Mr R Ellison noted that he does not currently sit on any of the committees and would be willing to join the Audit Committee. The Members **AGREED** to appoint Mr R Ellison to replace Ms R Dunn as member of the Audit Committee.

**Proposed:** Mr R Rook                      **Seconded:** Mr N Franklin

The Vice-Chair proposed that the review of the remaining committee memberships, being the Governance and Search Committee, the Remuneration Committee and the Property / Riseholme Working Group be carried forward to the October meeting of Corporation. The Members **AGREED** to carry forward this item.

The Membership of Corporation Committees was **CARRIED FORWARD**.

- (ii) **To consider and discuss the Link Governor Programme.**  
The Members **AGREED** to carry forward this item to the October meeting of Corporation.

The Link Governor Programme was **CARRIED FORWARD**.

## 17.07 CONFIDENTIAL AGENDA

The Principal incorporated into the agenda, a confidential item on Riseholme.

The Finance Director left the room for this item.

The Principal took the Members through the Confidential Agenda and Member questions are recorded in the confidential minutes.

**17.08 ANY OTHER URGENT BUSINESS**

There was none.

**17.09 DATE OF NEXT MEETING**

The date of the next meeting of Corporation will be at 5:30pm on Tuesday 24 October 2017.

There being no further business the meeting terminated at 7:15pm.

Signed:

Chair.....

Name:.....

Date.....