

CORPORATION

MINUTES OF MEETING HELD ON TUESDAY, 24 OCTOBER 2017

AT BISHOP BURTON COLLEGE AT 6:00 PM

PRESENT: Ms J Richmond (Chair); Ms F Owen (Vice-Chair); Mr B Meredith (Acting Principal); Ms R Dunn; Mr D Drury; Ms L Eales; Mr R Ellison; Mr N Franklin; Mr A Menzies; Mr R Rook; Mr D Turner; Mr A Ward

IN ATTENDANCE: Dr M Honeywell (Clerk); Mr S Kelly (Finance Director); Ms K Calvert (Deputy Principal, HR & Organisational Service)

17.10 APOLOGIES FOR ABSENCE

There were none.

17.11 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.

17.12 GOVERNOR APPOINTMENTS

The Chair welcomed Bill Meredith, noting that Bill has been appointed as the Acting Principal and would be a Member of Corporation in this capacity.

The Chair noted that a new Student Governor had been elected and welcomed Ms Eales to Corporation. Ms Eales introduced herself to Corporation noting that she is a third year student in animal behaviour.

The Members **CONFIRMED** the appointment of Ms Eales as the Student Governor with a term expiring on 31 August 2018.

Proposed: Mr A Menzies

Seconded: Mr N Franklin

The Chair noted that a new Staff Member had also been appointed and welcomed Mr D Drury to Corporation. Mr Drury introduced himself to Corporation and noted that he is currently a member of the Marketing Team.

The Members **CONFIRMED** the appointment of Mr Drury to Corporation as the Staff Member for a term of three years expiring on 31 August 2020.

Proposed: Mr R Ellison

Seconded: Ms R Dunn

17.13 MINUTES OF THE PREVIOUS MINUTES

One of the Members stated that he was unhappy with the wording of a paragraph in the Confidential Minutes. It was agreed that this particular item would be discussed again in the context of a confidential item at the end of the meeting. The Clerk agreed to circulate amended minutes once the wording was agreed.

17.14 MATTERS ARISING FROM THE MINUTES

There were none.

17.15 MANAGEMENT ACCOUNTS

The Members **RESOLVED** that the financial management reports should be considered confidential.

Proposed: Ms R Dunn

Seconded: Mr A Menzies

(i) To receive and consider management accounts to 30 September 2017

The Finance Director took the Members through the management accounts to 30 September 2017 and Members' questions are recorded in the Confidential Minutes.

The management accounts were **RECEIVED**.

(ii) To receive and consider report on debtors

The Finance Director took the Members through the report on debtors and the Members' questions are recorded in the Confidential Minutes.

The report on debtors was **RECEIVED**.

(iii) To receive and consider the student accounts for 2016/17 and to approve the student association grant for 2017/18

The Finance Director took the Members through the student accounts and the Members' questions are recorded in the Confidential Minutes.

The Finance Director said that the proposal would be to maintain the grant to the Student Association of £3,000 for 2017/18.

The Members **APPROVED** that the annual grant to the Student Association for 2017/18 should be set at £3,000.

(iv) To receive and consider a pensions update

The Finance Director took the Members through the pensions update and the Members' questions are recorded in the Confidential Minutes.

The pensions update was **RECEIVED**.

17.16 AUDIT COMMITTEE BUSINESS

(i) The Audit Committee Chair took the Members through the minutes of the Audit Committee meeting held on 5 October 2017, noting that a report on succession planning had received substantial assurance. It was also noted that a report on planning and income maximisation had not been tabled at this meeting as management comments had not been received, but the Internal Auditors had confirmed that the report would receive substantial assurance.

The internal audit strategy for 2017/18 was agreed at the meeting. The Financial Statements Auditor confirmed that the annual audit had begun and that currently there were no issues that needed to be raised with the Committee.

The minutes of the Audit Committee meeting held on 5 October 2017 were **RECEIVED**.

(ii) Internal Auditors' Annual Report

The Audit Chair noted that the Internal Auditors' Annual Report for the year ending 31 July 2017 had been circulated to the Members for information. In total eight reports had been brought to the Committee over the year; seven reports had received substantial assurance and one adequate assurance. Overall the internal auditors had commented that the College had generally “adequate and effective governance, risk management and internal control arrangements” which is a good result for the College.

The annual internal audit report for 2016/17 was **RECEIVED**.

17.17 COLLEGE PERFORMANCE

(i) To receive and consider the customer feedback report for 2016/17

The Acting Principal said that no clear pattern had emerged from the customer feedback report. Any complaint received in writing was treated as a formal complaint; formal complaints are welcomed by the College as they identify ways in which that service can be improved. The Members considered the report.

The report on customer feedback was **RECEIVED**.

(ii) To discuss the signed return of the HEFCE Annual Assessment Report

The Acting Principal took the Members through the report. One Member noted that although, in comparison to last year, the number of typos in the report were fewer, these reports would benefit from an independent person proof-reading them. The Member also commented that the results of the National Student Survey are still a significant issue for the College, and that although she is aware from her own experiences that the College is taking steps to redress this, there seems to be an issue with student expectation. The Member also had some further comments on the report that she would feed back to the Acting Principal. The Members agreed that the National Student Survey was a significant issue for the College and that this should be added as an agenda item for the December meeting.

ACTION: Clerk

One Member highlighted the issue of staff leaving mid-course and queried whether the standard academic staff contract should only permit staff to leave at the end of a semester. The Acting Principal said that this was a feature of the standard contracts for academic staff, but the College benefits from using a number of sessional teachers who have expertise in particular areas, and these sessional staff are not on the same contractual terms as full academic staff.

It was noted that this report would need to be approved by QIC and then signed on behalf of Corporation.

The Members **UNANIMOUSLY AGREED** that following the review of the report by QIC, a Chair's Action Point would be raised for the Chair to review and sign the document on behalf of Corporation. The final report would be circulated at the December meeting of Corporation and, in the meantime, if any Member wished to review the report it would be circulated by email.

ACTION: Chair

(iii) To receive and consider a safeguarding update

The Acting Principal took the Members through the report. It was noted that Corporation still needed to undertake Prevent training. It was noted that the proposed session in October had to be cancelled and that a new date was being considered.

The Safeguarding Update was **RECEIVED**.

(iv) To receive a verbal update on recruitment and achievement rates

The Acting Principal took the Members through the current situation, noting the latest 16-18 recruitment numbers. The Acting Principal said that the results were in line with expectations considering the demographics of the age group. In response to a question from the Chair the Finance Director said the average impact on finances would be £5,800 per student and it would affect next year's funding. The Acting Principal said that the College was considering a January recruitment drive, but that this had historically not been particularly successful.

In respect of 19+ recruitment the College has not made its allocation for several years because of difficulties in attracting adults due to high rates of employment and reductions in Job Centre referrals, along with a reduction in further education funding.

In relation to Higher Education, the current recruitment figures are down on the target; however, there are more first-year acceptances than last year and the growth of Riseholme College will help improve this figure.

The Acting Principal then took the Members through the achievement rates, which were positive and above the national average in almost all areas.

The verbal update on recruitment and achievement rates was **RECEIVED**.

17.18 GOVERNANCE AND SEARCH COMMITTEE

(i) To receive and consider a verbal update on the meeting of the Governance and Search Committee held on 24 October 2017

The Chair took the members through the business of the Governance & Search Committee meeting held earlier today. The Members had discussed the development of both an updated succession policy and induction programme, which were being taken forward by the Clerk and Ms Calvert. It was noted that the internal audit report on succession planning had asked that Governor Contribution Reviews should incorporate a formal recording process. This suggestion had been resisted by the Chair who felt that formal recording would diminish the quality of the discussion and the value of the meetings.

The Chair reported that there had been five expressions of interest in the Governor role with each of the five at various stages of the process. A tour of the College was being arranged with three of the candidates with a view to taking their applications to the next stage. It had been agreed that candidatures would be discussed at the next meeting of the Committee in December with a view to making appointments at the first Corporation meeting of 2018.

In respect to Governor training Ms Calvert was looking at dates for potential "Prevent" training. The Members also discussed potential dates for the away-day with some time in February being a likely date. Potential topics for discussion at the away-day were discussed and included the new Data Protection Regulations and the new insolvency regime for colleges. It was also noted that as well as the formal training of the away-day it would be beneficial to organise a session where Members could meet senior members of staff to get to know them better. Ms Calvert will be looking at potential dates for the away-day in February.

The verbal report on Governance & Search Committee held on 24 October 2017 was **RECEIVED**.

17.19 GOVERNANCE

(i) To approve the Membership of Corporation Committees for 2017/18

The Clerk took the Members through the report, noting that this paper was circulated at the September meeting and now the proposed committee membership needed to be formally approved. It was noted that Mr Ward and Mr Ellison had been appointed to the Audit Committee, with Ms Dunn stepping down in her current role on the Audit Committee.

The Corporation Committees for 2017/18 were **APPROVED**.

Proposed: Mr A Menzies

Seconded: Mr N Franklin

(ii) To consider and discuss the Link Governor Programme

The Vice-Chair noted that agreeing the Link Governor Programme had been carried forward from September in the hope that additional Governors might have been appointed by October, but this is not going to be the case. It was noted that on the departure of the former Principal the Acting Principal would need to look at the programme and confirm the co-ordinating staff. The Programme would therefore be confirmed at the next meeting in December.

ACTION: Acting Principal

(iii) To consider and approve the Handbook for 2016/17

The Clerk noted that the Governors Handbook had been circulated to the Members and that if there were any errata, this should be reported back to the Clerk. The Governors Handbook for 2017/18 was **APPROVED**.

Proposed: Mr A Menzies

Seconded: Mr D Turner

17.20 PROPERTY WORKING GROUP

The Chair noted that the meeting of the Property Working Group should be added to the agenda as a confidential Any Other Urgent Business item.

The staff and Student Governors and Ms Calvert left the meeting. The Acting Principal and Finance Director were asked to remain at the meeting.

The Members **RESOLVED** that the business of the Property Working Group should be considered confidential.

Proposed: Mr A Menzies

Seconded: Mr N Franklin

