

CORPORATION

MINUTES OF MEETING HELD ON TUESDAY, 6 FEBRUARY 2018

AT BISHOP BURTON COLLEGE AT 6:10 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 N Franklin; Mr A Menzies; Mr D Turner;

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

17.36 APOLOGIES FOR ABSENCE

Mr R Ellison, Mr R Rook and Mr A Ward

17.37 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 relating to the College.

The Chair declared that she is employed by the National Trust who are currently arranging a work experience scheme with students from the College but the Chair plays no part in these arrangements.

17.38 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were **AGREED** as an accurate record and were signed by the Chair.

Proposed: Mr A Menzies

Seconded: Ms F Owen

17.39 ANY OTHER MATTERS ARISING FROM THE MINUTES

Ms Owen confirmed further to item 17.32(ii) in the previous minutes that Mr Ellison had agreed to take on the Governor Link for student and employer satisfaction and that the Governor Link programme would be updated accordingly.

17.40 THE PRINCIPAL'S REPORT TO THE GOVENORS - FEBRUARY 2018

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

Proposed: Mr A Menzies

Seconded: Ms F Owen

The Acting Principal took the Members through his Report which was considered by the Members. Members' questions and action points are recorded in the confidential minutes.

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

17.41 FINANCIAL MANAGEMENT REPORTS

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

Proposed: Ms R Dunn

Seconded: Ms F Owen

(i) To receive and consider the management accounts to 31 December 2017

The Finance Director took the Members through the management accounts to 31 December 2017 and these were considered by the Members. Members' questions are recorded in the confidential minutes.

The management accounts to 31 December 2017 were **RECEIVED**.

(ii) To receive and consider the Report on Debtors

The Finance Director took the Members through the Report on Debtors. Members' questions are recorded in the confidential minutes.

The Report on Debtors was **RECEIVED**.

(iii) To consider and approve the Mid-Year Budget Review

The Finance Director took the Members through the Mid-Year Budget Review which was considered by the Members. Members' questions are recorded in the confidential minutes.

The Mid-Year Budget Review was **APPROVED**.

Proposed: Mr A Menzies

Seconded: Mr N Franklin

(iv) To note Cultiva benchmarking data for 2016/17

The Finance Director took the Members through the benchmarking data comparing the College's financial performance against other colleges within the Cultiva Group. This was discussed by the Members.

The Cultiva benchmarking data for 2016/17 was **RECEIVED**.

(v) To consider and approve HE fees for 2018/19 and 2019/20

The Finance Director took the Members through the proposals for HE fees for 2018/19 and 2019/20 which were considered by the Members.

The HE fees for 2018/19 and 2019/20 were **APPROVED**.

Proposed: Ms R Dunn

Seconded: Ms F Owen

(vi) To receive for information an update on the indoor 4G pitch

The Finance Director took the Members through proposals for a new indoor 4G pitch to be built on Bishop Burton's site. Members' questions are recorded in the confidential minutes.

The proposals for a 4G indoor pitch were **RECEIVED**.

17.42 QUALITY IMPROVEMENT

(i) To receive and consider the annual Equality and Diversity Report for 2016/17

The Acting Principal took the Members through the Report which was considered by the Members.

The annual Equality and Diversity Report for 2016/17 was **RECEIVED**.

(ii) To receive and consider the annual Health & Safety Report for 2016/17

The Acting Principal took the Members through the report noting that minor animal bites had been removed from the Health & Safety Report, which accounted for the reduction in the overall number of incidents. The Members considered the Report with one Member asking if the section on targets for training staff over a two year period could be updated so that the number of people who completed their training could be observed.

The Report would be updated for the next meeting of Corporation in April.

Action: Acting Principal

(iii) To receive and consider the annual HR Report for 2016/17

The Acting Principal took the Members through the Report which was considered by the members.

The annual HR Report for 2016/17 was **RECEIVED**.

(iv) To receive and consider the Progress Report on FE and HE Observation Teaching, Learning and Assessment

The Acting Principal took the Members through the Report. In response to a Member's question, the Acting Principal confirmed that observations are carried out by an internal team.

The Progress Report on FE and HE Observation Teaching, Learning and Assessment was **RECEIVED**.

17.43 GOVERNANCE AND SEARCH COMMITTEE

The Chair gave a verbal update on the Governance and Search meeting of 6 February 2018. With respect to the search for new Governors, unfortunately two candidates had withdrawn their interest. Two new expressions of interest had been received and a date had been fixed for those persons to visit the College with a view to taking their application forward. In relation to the appointment of a new Chair and Vice-Chair, this item would be discussed later in the meeting. It was also reported that the Clerk was to update a draft of the Succession Policy for the next meeting and approval at the next meeting of Corporation.

Action: Clerk

The main topic of discussion at the Governance and Search meeting was the candidature of Angela Moran. The Committee decided, on the advice of the interview panel, to recommend the appointment of Angela Moran as a Governor. The Chair asked that this recommendation be considered at this meeting of Corporation in order that Ms Moran be invited to the Governor training half day on 6 March 2018.

The Chair reported that the interview panel had been impressed with Ms Moran and the Chair gave the Members a summary of Ms Moran's experience and background. The Chair reported that the interview panel felt Ms Moran had a good understanding of the College. The Committee recommended to Corporation that Ms Moran be appointed as a Member for a term of three and one third years terminating on 31 August 2021.

The Members **APPROVED** on the recommendation of the Governance and Search Committee the appointment of Ms Moran for a period of three and one third years ending on 31 August 2021.

Proposed: Ms F Owen

Seconded: Ms R Dunn

The Chair also confirmed that the Governance and Search Committee panel would be interviewing another candidate next week and would also like to invite the candidate to the training session on 6 March 2018. It was therefore agreed that, if on the advice of the interview panel, the Governance and Search Committee made a recommendation for appointment, the Members would be provided with details of the candidate and recommendation to appoint by email, and would, if they saw fit, appoint the candidate on a majority vote with such appointment and term being ratified at the next meeting of Corporation on 10 April 2018.

It was also agreed that Corporation would be updated on any other potential interviews that would take place between now and 10 April 2018.

17.44 GOVERNANCE

(i) To discuss the appointment of new Chair and Vice Chair

The Chair confirmed that both herself and the Vice Chair would be retiring on 31 August 2018 and the Clerk would be taking expressions of interest from Members in the role of Chair and Vice Chair so that potential candidates could be discussed at the Governance and Search Committee meeting to be held on 10 April 2018.

Action: Clerk

The Chair reported that the Governance and Search Committee discussed whether Corporation could look in the future at disseminating the responsibilities the Chair currently undertakes amongst Members of Corporation to make the role less onerous.

(ii) To confirm that the half day training will be held on the afternoon of 6 March 2018 and the away day on 1 April 2018

The Members **NOTED** the dates of the training and Governors' away day.

(iii) To receive and consider an update from the Vice Chair on GDPR

The Vice Chair took the Members through a paper on the College's strategy for dealing with GDPR. The College had engaged an external firm to assist in developing a strategy to carry out a GDPR audit. The Vice Chair reported that she would keep an eye on implementation proposals before May 2018, emphasising that the fines for breach of the new regulations were significant and could be up to 4% of the global turnover.

