

BISHOP BURTON College

CORPORATION

MINUTES OF MEETING HELD ON TUESDAY, 10 APRIL 2018

AT BISHOP BURTON COLLEGE AT 5:30 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 A Menzies; Mr R Rook; Mr A Ward.

IN ATTENDANCE: Dr M Honeywell (Clerk); Mr S Kelly (Finance Director); Mr C Dennis (Farm Director); Ms K Riley (Territorial Director, ESFA); Ms J Peacock (Head of Intervention (Derbyshire, Lincolnshire, Nottinghamshire), ESFA); Ms M Cobb (Intervention Team, ESFA).

17.47 APOLOGIES FOR ABSENCE

Mr N Franklin, Mr K Kendall, Ms A Moran and Mr D Turner.

17.48 DECLARATIONS OF INTEREST

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.

In relation to an item in the Principal's Report, Mr A Ward declared that he is currently working with Lincoln City Football Club.

17.49 APPOINTMENT OF RECRUITMENT AGENT

The first item on the agenda was an item from the Confidential Agenda and the Acting Principal, Mr D Drury and Ms L Eales were not present for this item. Members' questions are recorded in the Confidential Minutes.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE & SEARCH COMMITTEE** the appointment of Protocol as the recruitment agent to assist in the recruitment and appointment of the permanent Principal/CEO.

At this point Mr B Meredith, Mr S Kelly, Ms K Riley, Ms J Peacock and Ms M Cobb joined the meeting.

17.50 UPDATE FROM THE ESFA

This item was on the Confidential Agenda and Members' questions are recorded in the Confidential Minutes.

The update from the ESFA was **RECEIVED**.

At this point Ms K Riley, Ms J Peacock and Ms M Cobb left the meeting and Mr D Drury, Ms L Eales and Mr C Dennis entered the meeting.

17.51 APPOINTMENT OF A NEW GOVERNOR

The Clerk reminded the meeting that Kevin Kendall had been appointed as a governor in between the February and April Corporation meetings following the circulation of an email, this item was to confirm Kevin's appointment at a full Corporation meeting.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE & SEARCH COMMITTEE** to appoint Kevin Kendall as a member of the Corporation for a term of three and a half years with the term ending on 31 August 2021.

Proposed: Mr D Drury

Seconded: Mr R Rook

17.52 MINUTES OF THE PREVIOUS MEETING

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

Proposed: Ms F Owen

Seconded: Mr R Rook

17.53 ANY OTHER MATTERS ARISING FROM THE MINUTES

There were none.

17.54 THE PRINCIPAL'S REPORT TO THE GOVERNORS – APRIL 2018

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

Proposed: Mr A Menzies

Seconded: Mr R Ellison

(i) To receive and consider report on the College farm

The Members considered the report of the College farm delivered by Mr C Dennis and it was **AGREED** that the proposals of the report would be discussed further at the Governors' Away Day.

The report on the College Farm was **RECEIVED**.

At this point the Chair and Mr Dennis left the meeting.

(ii) To receive and consider the Principal's report

The Acting Principal took the Members through his report and Members' comments are recorded in the Confidential Minutes.

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

17.55 AUDIT COMMITTEE BUSINESS

(i) To receive and consider the minutes of the Audit Committee Meeting held on 22 February 2018

Mr Menzies took the Members through the business of the last Audit Committee meeting, the main item of business being the appointment of Financial Statements Auditor for 2017/18.

(ii) To consider and approve a recommendation of the Audit Committee to reappoint RSM as the Financial Statements Auditor for 2017/18

Mr Menzies reported, with reference to the minutes, that the Audit Committee had considered the fact that the Financial Statements Auditor had not put out to tender for some time. However, the Committee considered that although RSM are not the cheapest option, their fees are comparable with the fees of other colleges of a similar size to the College. In the Committee's opinion RSM deliver value for money in its sector expertise, partner attendance at Audit Committee meetings to provide input, and the good working relationship that has developed with the College Finance Team.

The Members **APPROVED ON THE RECOMMENDATION** of the Audit Committee the appointment of RSM as the Financial Statements Auditor for 2017/18.

Proposed: Mr A Menzies

Seconded: Mr D Drury

17.56 FINANCIAL MANAGEMENT REPORTS

It was **RESOLVED** that the Financial Management reports should remain confidential.

Proposed: Ms R Dunn

Seconded: Mr A Ward

(i) To receive and consider the management accounts to 28 February 2018

The Finance Director took the Members through the report which was considered by the Members. Members' questions are recorded in the Confidential Minutes.

The Members **APPROVED** the release of £200,000 from the contingency budget to cover a shortfall in the adult learner budget.

The management accounts for 28 February 2018 were **RECEIVED**.

(ii) To receive and consider a report on debtors

The Finance Director took the Members through the report on debtors which was noted by the Members.

The report on debtors was **RECEIVED**.

(iii) To consider and approve a proposal of the sale of land to Yorkshire Water to enable upgrading of the sewage works

The Finance Director took the Members through the proposal for the sale of land to improve the sewage works. This was considered by the Members.

The Members **APPROVED** the sale of the land to Yorkshire Water.

Proposed: Mr R Rook

Seconded: Mr R Ellison

(iv) To consider and approve a trial of a self-catering option in the accommodation block at Bishop Burton College

The Finance Director took the Members through a report on proposals to trial self-catering provision at Bishop Burton College accommodation. This was discussed by the Members and it was agreed that this was a positive move to increase occupancy.

The Members **APPROVED** the proposal to trial self-catering provision at Bishop Burton College.

Proposed: Mr A Menzies

Seconded: Mr R Rook

17.57 QUALITY

(i) To receive and consider the updated Quality Improvement Plan

The Acting Principal took the Members through the report noting that the areas where the College were not meeting their targets were in relation to GCSE Maths and English which was a challenge for all FE colleges. One Member noted that the results for Maths and English had improved considering the difficult circumstances and the attendance figures represented a good achievement. In response to another Member's questions, the Acting Principal reported that Maths and English took up 3 hours of a standard 18 hour teaching week and that specialist teachers had to be hired for the provision of Maths and English.

The updated Quality Improvement Plan was **RECEIVED**.

17.58 GOVERNANCE & SEARCH COMMITTEE

(i) To receive and consider a verbal update from the Vice-Chair on the Governance and Search Committee meeting held on 10 April 2018

The Vice Chair took the Members through the business of the Governance & Search Committee meeting that was held earlier in the day. It had been agreed to invite a candidate for the role of Governor to interview and another was to be contacted to confirm whether he wanted to progress his application.

It was noted that the position of Chair of the Audit Committee will be vacant from 1 September and the committee were looking for potential candidates with accounting experience or broad financial knowledge who may be interested in the role. The Members were asked to explore their own networks to see if anybody would be interested.

ACTION: All

One Member noted that two new Governors had been recruited and hopefully a third will follow shortly, although this still does leave three vacancies on Corporation and Members were encouraged to look to their networks.

The Finance Director noted that he may know of an accountant who has recently retired that might be interested in the role.

The Vice Chair reported that the roles of Chair and Vice Chair needed to be filled and that Mr A Menzies had put his name forward to act as the Chair. The Governance & Search Committee would like to recommend the appointment of Mr Menzies as the Chair and the current Chair is also supportive of this move. Due to a number of Members being absent from this meeting, it was thought more appropriate to approve the appointment of a new Chair via email so that all Members could have their say. The Members **AGREED** that an email should be circulated to confirm the appointment of Mr Menzies as the Chair of Corporation for a three year term commencing on 1 September 2018 to 31 August 2021.

The Vice Chair's verbal update on the Governance & Search Committee meeting held on 10 April 2018 was **RECEIVED**.

