

**CORPORATION**

**MINUTES OF MEETING HELD ON TUESDAY, 5 JUNE 2018**

**AT BISHOP BURTON COLLEGE AT 3 PM**

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

**IN ATTENDANCE:** Dr M Honeywell (Clerk); Mr B Norman (Lupton Fawcett); Mr S Kelly  
(Finance Director); Ms K Calvert (Deputy Principal-HR & Organisational  
Service); Mrs J Peacock (ESFA)

**17.69 APOLOGIES FOR ABSENCE**

Ms J Richmond and Mr K Kendall.

**17.70 DECLARATIONS OF INTEREST**

Mr N Franklin reminded the Members that he is a partner at Rollits LLP who carry out work on behalf of the College. However, Mr Franklin is not personally involved in any College matters.

**17.71 UPDATE FROM THE ESFA**

The Members **RESOLVED** that this item should be considered confidential.

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

The ESFA representative updated the Members and Members' questions are recorded in the Confidential Minutes.

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

*At this point the ESFA representative left the meeting.*

**17.72 MINUTES OF PREVIOUS MEETINGS**

The minutes of the previous meeting held on 10 April 2018 were **APPROVED** as an accurate record and were signed by the Chair.

**Proposed:** Mr D Turner      **Seconded:** Mr R Ellison

The minutes of the previous meeting held on 1 May 2018 were **APPROVED** as an accurate record and were signed by the Chair.

**Proposed:** Ms A Moran      **Seconded:** Mr N Franklin

**17.73 MATTERS ARISING FROM THE MINUTES**

There were none.

**17.74 THE PRINCIPAL'S REPORTS TO THE GOVERNORS – JUNE 2018**

The Members' **RESOLVED** that the Principal's report including an update on the College Farm Review should be considered confidential.

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

The Acting Principal took the Members through his report and an update on the College Farm Review and Members' questions are recorded in the confidential minutes.

A number of action points arose which will be detailed in the actions summary in the next meeting of Corporation.

The Principal's Report and an update on the College Farm Review were **RECEIVED**.

#### **17.75 FINANCIAL MANAGEMENT REPORTS**

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

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

- (i) **To receive and consider the Management Accounts to 30 April 2018**  
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 the Report on Debtors to 30 April 2018**  
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 receive the latest Financial Forecast 2018-20**  
The Finance Director took the Members through the Financial Forecast and the Members' questions are recorded in the confidential minutes.

*At this point Mr R Rook entered the meeting.*

The Financial Forecast 2018-20 was **RECEIVED**.

- (iv) **To receive for information an update on the 4G pitch**  
The Finance Director took the Members through the update. Members' questions are recorded in the confidential minutes.

The update on the 4G pitch was **RECEIVED**.

#### **17.76 QUALITY REPORTS**

- (i) **To consider and approve the Student Charters (incorporating Academic/ Disciplinary Regulations for Bishop Burton and Riseholme for 2018/19)**  
The Members considered the Charters and it was agreed that the Vice-Chair would pass on additional comments on the draft to the Acting Principal.

The Members **APPROVED** the Student Charters.

**Proposed:** Ms A Moran      **Seconded:** Mr D Turner

- (ii) **To receive and consider an update on GDPR**  
The Acting Principal took the Members through the update on GDPR which was considered by the Members.

The update on GDPR was **RECEIVED**.

**(iii) To receive for information the College Access and Participation Plan (formerly the Access Agreement)**

The Acting Principal took the Members through the College Access and Participation Plan which was considered by the Members.

The College Access and Participation Plan was **RECEIVED**.

**17.77 GOVERNANCE**

**(i) To consider and approve the proposed dates for Corporation meetings for 2018/19**

The Clerk took the Members through the proposed dates which are in accordance with the College's Strategic Timeline.

The proposed dates for Corporation meetings for 2018/19 were **APPROVED**.

**Proposed:** Mr A Menzies

**Seconded:** Mr N Franklin

**(ii) To review and consider the status of items declared confidential during the year**

The Clerk reported that in accordance with the Instrument and Articles of Governance, Members are required to consider whether any items declared confidential in meetings over the previous academic year should now be made public. The Members reviewed the items declared confidential over the previous year and agreed that the nature of these items means that they should remain confidential.

It was **AGREED** by the Members that the items declared confidential during 2017/18 would remain confidential.

**Proposed:** Mr R Ellison

**Seconded:** Mr A Ward

**(iii) To consider and approve on the recommendation of the Governance and Search Committee the new Succession Policy**

The Clerk reported that the Succession Policy for the appointment of the Chair, Vice-Chair, Audit Committee Chair and Governors had been approved by the Governance and Search Committee, who recommended that Corporation approve the document.

The new Succession Policy was **APPROVED**.

**Proposed:** Mr A Ward

**Seconded:** Mr A Menzies

**(iv) To receive and consider a Report on Governor Self-Assessment**

The Acting Principal took the Members through the Report. The Clerk asked when the best time was to distribute the Self-Assessments for completion by the Members. It was agreed that they would go out at either the next Corporation meeting or in September.

The Report on Governor Self-Assessment was **RECEIVED**.

**(v) To confirm the appointment of Ms F Owen as the Member designated to oversee careers information, advice and guidance until 31 August 2018**

The Clerk reported that the Governance and Search Committee had previously approved the appointment of the Ms F Owen as Governor to oversee careers, information and advice at the College, but this needed to be confirmed by Corporation.

The appointment of the Ms F Owen to oversee careers information, advice and guidance was **CONFIRMED**.

**Proposed:** Mr D Turner

**Seconded:** Ms R Dunn

**(vi) To receive and consider Link Governor Reports for Rosey Dunn, Frances Owen and Neil Franklin**

Rosey Dunn, Frances Own and Neil Franklin took the Members through their reports which were considered by the Members.

The Link Governor Reports were **RECEIVED**.

**(vii) To consider and approve proposed changes to the clerking arrangements**

The Clerk took the Members through the proposals to change the way that clerking services provided by Lupton Fawcett LLP to Bishop Burton are set up. It was proposed that Ben Norman, a member of the Lupton Fawcett Education Team, be trained into the role of clerk and from September take over clerking Corporation and Committee meetings and dealing with day-to-day administrative matters. Mark Honeywell will play a supporting role giving governance advice and assisting Ben in delivering the clerking service, including providing cover for absences.

The Members asked that a Service Level Agreement be brought to the next meeting of Corporation to consider the proposals in more depth.

This item was **CARRIED FORWARDS** to the July meeting of Corporation.

**17.78 ANY OTHER URGENT BUSINESS**

The Clerk wished to remind Members that the Department for Education publication “Keeping Children Safe in Education” had been circulated to the meeting for the Members to consider.

The Members asked if a staff structure chart could be circulated to the Members. The Acting Principal said that he would action this point. **Action:** Acting Principal

A Member noted that it was the last Corporation meeting involving the current Student Governor, Lydia Eales. On behalf of all the Members of Corporation he thanked Lydia for her involvement in the meetings and wished her well for the future.

**17.79 DATE OF NEXT MEETING**

The date of the next meeting of Corporation will be on 17 July 2018 at 5pm at the Showground Campus at Riseholme.

*There being no further business the meeting concluded at 5.25 pm.*

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