

BISHOP BURTON College

CORPORATION MINUTES OF MEETING HELD ON TUESDAY, 18 SEPTEMBER 2018 AT BISHOP BURTON COLLEGE AT 5.30 PM

PRESENT: Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal and CEO); Ms R Dunn; Mr D Drury; Mr R Ellison; Mr N Franklin; Mr J Hurst; Ms A Moran; Mr R Rook; Mr A Ward MBE;

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

At the start of the meeting the Chair welcomed Mr Hurst as a new Member of Corporation and Mr Hurst introduced himself to Corporation noting his long-standing association with the College.

18.01 APOLOGIES FOR ABSENCE

There were none.

18.02 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.

Mr J Hurst declared that he had recently been appointed as the Chair of the Green Pea Company.

Mr K Kendall declared that he sometimes carries out consultancy work for the College in relation to the delivery of an ESF contract.

Mr A Ward declared that his partner is a member of College staff and also declared his connection to Lincoln City.

18.03 MINUTES OF THE PREVIOUS MEETING

Mr Kendall noted that his declaration of interest made at the meeting of 17 July did not appear in the minutes. The Clerk said he would amend this on the final draft.

Action: Clerk

This point aside, the minutes of the previous meeting held on 17 July 2018 were **APPROVED** as an accurate record and were signed by the Chair.

Proposed: Mr N Franklin

Seconded: Mr R Rook

At this point in the meeting the Clerk drew the Members' attention to the action summary carried over from the last meeting of Corporation.

18.04 MATTERS ARISING FROM THE MINUTES

Mr A Ward asked why Members mentioned in the minutes were not individually named, to which the Clerk replied that it had always been standard practice at the College for individuals to remain anonymous in the minutes. There was some disagreement amongst Members over what the proper form should be; it was decided for the time being that an individual will only be named in the minutes if they specifically request it. It was proposed that this practice be reviewed in 6 months' time.

18.05 PRINCIPAL'S REPORT TO THE GOVERNORS – SEPTEMBER 2018

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

Proposed: Mr N Franklin

Seconded: Mr R Rook

The Principal took the Members through his Report and Members' questions are recorded in the confidential minutes.

In relation to an item on the recent hosting of the European Pony Championships the Chair asked for it to be noted that the Corporation thanked all the staff involved for their hard work, it had been a massive effort to deliver this event.

The Finance Director said that he would update Corporation on the latest costings for the event at the next meeting. **Action:** Finance Director

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

18.06 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 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 a Report on Debtors to 31 July 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 consider and approve a change to the College Bank Mandate

The Finance Director took the Members through a proposed change to the College Bank Mandate and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** the change to the College Bank Mandate.

Proposed: Mr D Drury

Seconded: Mr K Kendall

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

The Finance Director took the Members through an update on the 4G Pitch.

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

18.07 QUALITY REPORTS

(i) To receive and consider the draft Quality Improvement Strategy for 2018/19

The Principal reported that he would be bringing an early draft of the College Strategic Priorities to the next meeting of Corporation.

Action: Principal

(ii) To receive and consider the Safeguarding Report for 2017/18

The Principal took the Members through the Safeguarding Report for 2017/18 and asked Mr N Franklin whether he was happy to continue being the Safeguarding representative on Corporation. Mr Franklin replied that he was.

The Chair asked whether safeguarding data could be presented to show the Bishop Burton and Riseholme campus figures separately.

Action: Deputy Principal

The Safeguarding Report for 2017/18 was **RECEIVED**.

(iii) To consider and approve amendments to the Student Association Constitution

The Principal took the Members through the proposed amendments to the Student Association Constitution and reported that he was receiving expressions of interest for the role of Student President who is the person who will be appointed as the Student Governor.

The Finance Director informed Members that the Student Association accounts would be brought to the next meeting of Corporation.

Action: Finance Director

The amendments to the Student Association Constitution were **APPROVED** by the Members.

(iv) To receive and consider a report on College performance against strategic priorities

The Principal took the Members through the report on College performance against strategic priorities. He reported that Maths and English figures were not where the College wanted them to be and that a Working Group had been set to develop the quality improvement plan. A Member asked whether the report covered the last academic year, to which the Principal replied that it did. New KPIs would be drawn up following the introduction of the new strategic plan.

18.08 GOVERNANCE AND SEARCH COMMITTEE

(i) To receive and consider a verbal report from the Chair on the Governance and Search Committee meeting held on 18 September 2018

The Chair and Clerk took the Members through the business of the Governance and Search Committee meeting which had taken place earlier in the afternoon. The interview panel reported on their meetings with David Waxman and Michael Doyle and a recommendation to appoint Mr Waxman was made later at this meeting.

The Chair reported that the vacancy on Audit Committee was discussed and as no candidate for the position of Chair had emerged a Chair the Members at the next meeting of the Audit Committee would appoint a Chair for that meeting from amongst themselves.

Amendments to the Governor Self-Assessment Form were reviewed and the Chair reported that it had been agreed that a further review would be carried out to establish whether the current process was required to measure effectiveness.

A new Conflicts of Interest Policy had been drafted by the Clerk prior to the meeting and this was reviewed by Governance and Search. It was noted that a good start had been made and that the Committee had suggested some amendments for the Clerk to consider. The Chair reminded Members of Corporation that a transparent and robust Conflicts of Interest Policy was of paramount importance to the College and that it may need to be released into the public domain.

(ii) To consider and approve the recommendations of the Governance and Search Committee on the appointment of new Governors

The Chair reminded Members that two candidates had been interviewed over summer.

The Chair reported that the interview panel had found David Waxman a strong candidate with a wealth of relevant experience and that he would be ideally suited to the role of Governor and that the Committee recommended his appointment as a governor on a three year term.

The Committee had decided to recommend that the second candidate be appointed as the Co-opted Member of the Audit Committee, but following this Corporation meeting, the candidate turned down the offer.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE AND SEARCH COMMITTEE** the appointment of David Waxman as a Governor for a term of three years from 18 September 2018 to 31 August 2021.

Proposed: Mr D Drury

Seconded: Mr R Ellison

18.09 GOVERNANCE

(i) To determine the composition of Corporation Committees

The Clerk mentioned Ms A Moran's interest in a role on the Audit Committee and reminded Members that there was a vacancy to be filled on this meeting. The Audit Committee Members are currently, Ms Moran, Mr Ellison, Mr Ward, one Member vacancy and one vacancy for the position of Co-opted Member.

It was determined that the composition of the Governance and Search Committee would remain the same with Mr Rook and Ms Dunn filling the non-ex officio roles.

It was determined that Ms Dunn and Mr Hurst would join the Chair and Mr Rook on the Remuneration Committee.

The Clerk further mentioned that Members were required to fill the following roles:

- Safeguarding
- Health & Safety
- Careers Information, Advice and Guidance
- Higher Education

Mr Franklin had agreed to stay on as the Safeguarding link and the Vice-Chair agreed to take up the role of Higher Education link.

The roles of Health and Safety Link and Careers Information, Advice and Guidance link remain vacant. Members asked that further information be provide at the next meeting as to what the role entails.

Action: Clerk

- (ii) To note that the Governors' Handbook for 2018/19 will be made available at the October meeting of Corporation once the Committee membership has been determined**

The Clerk informed the Members that the Governors' Handbook would be made available at the next meeting of Corporation.

Action: Clerk

- (iii) To note that the Governor Self-Assessment Form is being reviewed and will be circulated in advance of the October meeting of Corporation**

The Clerk informed the Members that the Governor Self-Assessment Form has been updated with the amendments agreed by the Governance and Search Committee. The Clerk asked that all governors complete and return the Self-Assessment form by the end of September so that the results can be fed into the College's Self-Assessment.

Action: All

- (iv) To note that the Governor Link Programme is being revised and will be made available at the October meeting of Corporation for approval**

The Clerk informed the Members that the revised Governor Link Programme would be made available at the next meeting of Corporation.

Action: Clerk

- (v) To note the distribution of Automatic Disqualification Declarations to the Members for signing**

The Clerk distributed Automatic Disqualification Declarations to the Members and requested that each Member sign a copy and return either to the Deputy Clerk at a later date or to himself at the end of the meeting.

Action: All

18.10 ANY OTHER URGENT BUSINESS

Mr A Ward asked whether departing College staff conduct an exit interview or review, to which the Deputy Principal replied that there is a form for all departing members of staff to fill in, and only those who provide negative feedback are then interviewed. Mr A Ward stated that he would like to see individual reports on why each member of departing staff has chosen to leave the College, instead of a general summary which is currently put together for Corporation's inspection. Some concerns were expressed to this approach as this would only provide one side of the story and the context provided by the line manager would not be provided. The Chair asked whether the Principal could liaise with HR to confirm the process and to pick up any matters arising in exit interviews that the Members should be made aware of.

The Principal, agreed to review the recent exit forms and report back on any emerging themes. The Principal also noted that he would pick the matter up with Human Resources and review whether departing staff members were filling in the forms as procedure dictated.

Action: Principal

Mr J Hurst reflected on some of the issues that had been made apparent following his induction. He voiced his particular concern over the lack of a full-time farm manager at the College.

One Member wished to thank the Principal and members of College staff for giving their time to the Governor Induction Training which had taken place earlier that day.

18.11 DATE OF NEXT MEETING

The date of the next meeting of Corporation will be on 23 October 2018 at 5.30 pm at Bishop Burton College.

There being no further business the meeting concluded at 8pm.

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