

**CORPORATION
MINUTES OF MEETING HELD ON TUESDAY, 23 OCTOBER 2018
AT BISHOP BURTON COLLEGE AT 5.30 PM**

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

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

18.13 WELCOME TO DAVID WAXMAN

David Waxman was welcomed to Corporation as a new Governor and was asked to say a few words. He explained that he had spent his career working in education, first as a school teacher in Hull and then as an education officer for Sheffield Local Education Authority. He is now retired and living in Beverley.

18.14 STUDENT GOVERNOR

The Chair noted that a new Student Governor had been elected and welcomed Mr Fisher to Corporation. Mr Fisher introduced himself to Corporation noting that he is studying for a BSc in Animal Behaviour.

A Member asked whether it would be a good idea to have two Student Governors sitting on Corporation in case the current Student Governor could not make a meeting. It was decided that it might be possible for a second student representative, for example the Student Vice-President, to be in attendance at meetings if the Student Governor himself was not able to be present. **Action:** Clerk

The Members **CONFIRMED** the appointment of Mr Fisher as the Student Governor with a term expiring on 31 August 2019.

Proposed: Mr R Rook

Seconded: Ms R Dunn

18.15 APOLOGIES FOR ABSENCE

Mr A Ward.

18.16 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.

There were no other new declarations of interest.

18.17 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 18 September 2018, **along with the confidential minutes**, were **APPROVED** as an accurate record and were signed by the Chair.

Proposed: Mr R Ellison

Seconded: Mr D Drury

18.18 MATTERS ARISING FROM THE MINUTES

Following an action point from the last meeting, the Principal reported that recent staff exit reviews threw up no obvious themes and that there was nothing further to report. The Principal reminded the Members that the Deputy Principal would be summarising the reviews as part of the HR Annual Report to be brought to the December meeting of Corporation. There was one query in relation to a confidential item which is recorded in the confidential minutes.

18.19 PRINCIPAL'S REPORT TO THE GOVERNORS – OCTOBER 2018

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

Proposed: Mr R Rook

Seconded: Mr D Drury

(i) To receive and consider the Principal's Report

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

As part of the Principal's Report, two proposals were made for approval by the Members; the proposals had been considered by the Governance and Search Committee.

A proposal was made to appoint an additional staff governor who would be based at Riseholme.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE AND SEARCH COMMITTEE** the appointment of an additional Staff Governor based at Riseholme.

Proposed: Ms R Dunn

Seconded: Mr D Waxman

Members agreed that going forwards Corporation would aim to hold every third meeting at the Riseholme Showground campus.

A proposal was made to introduce a new senior post holder position of Deputy Principal, Curriculum and Quality.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE AND SEARCH COMMITTEE** the establishment of the Deputy Principal, Curriculum and Quality as a Senior post holder

Proposed: Mr R Rook

Seconded: Mr R Ellison

The Clerk confirmed the procedure for appointing a senior post holder and it was noted that an interview panel must comprise the Principal and at least three Members. Five Members volunteered to sit on the interview panel subject to availability.

The Members **AGREED** that the Principal should start the recruitment process for the role and that the interview panel would be determined once a date for interview had been set and availability of Members ascertained.

Proposed: Mr D Waxman

Seconded: Mr N Franklin

The Principal said he would initiate a “doodle poll” once a date had been set.

Action: Principal

(ii) To consider and approve the Strategic Priorities for 2018/19

The Principal took the Members through the Strategic Priorities for 2018/19 and Members’ questions are recorded in the confidential minutes.

The Members **APPROVED** the Strategic Priorities for 2018/19.

Proposed: Mr N Franklin

Seconded: Mr D Waxman

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

18.20 FINANCIAL MANAGEMENT REPORTS

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

Proposed: Mr R Rook

Seconded: Mr D Drury

(iii) To receive and consider the Management Accounts to 30 September 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**.

(iv) To receive and consider a Report on Debtors to 30 September 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**.

(v) To receive and consider the Student Association Accounts for 2017/18

The Finance Director took the Members through the Student Association Accounts for 2017/18 and the Members’ questions are recorded in the confidential minutes. The Finance Director confirmed that Corporation was asked to provide a grant of £3,000 to the Student Association in 2018/19.

The Members **APPROVED** a grant of £3,000 to the Student Association for 2018/19.

Proposed: Mr J Hurst

Seconded: Mr K Kendall

The Student Association Accounts for 2017/18 were **RECEIVED**.

(vi) To consider and approve the successful tender for the ICT infrastructure platform

The Finance Director took the Members through a paper outlining the bids for a tender to provide the ICT infrastructure platform and the Members’ questions are recorded in the confidential minutes.

The Members **APPROVED** the selection of the successful bidder for tender for the ICT infrastructure platform.

Proposed: Mr J Hurst

Seconded: Mr K Kendall

18.21 AUDIT COMMITTEE BUSINESS

(i) To note the minutes of the Audit Committee meeting held on 4 October 2018

The Chair of the Audit Committee took the Members through the business of the meeting. Risk management was also discussed and it was agreed that it would be useful for the Audit Committee to have an overview of the departmental risk registers.

The Finance Director asked the Clerk to check the minutes from the Audit Committee to see if any outstanding Corporation approvals following the meeting were required.

Action: Clerk

18.22 COLLEGE PERFORMANCE REPORTS

(i) To receive and consider the Annual Complaints Report for 2017/18

The Principal reported that the number of complaints made last academic year was higher than in previous years. 53 validated complaints were made, of which 23 were upheld, and only 6 were deemed “serious”. The Members discussed how complaints were recorded and whether only upheld complaints should be classed as valid complaints rather than “validated” which meant that the process of making a complaint had been followed. A Member asked whether there was an informal resolution process in place which could prevent the onset of formal proceedings, to which the Principal replied that complaints are always dealt with formally if they are received in writing.

The Annual Complaints Report for 2017/18 was **RECEIVED**.

(ii) To receive and consider the Annual Report on Hospitality

The Principal took the Members through the Report and noted that the main aim was to make the giving and receiving of gifts and hospitality at the College open and transparent; the Report showed exactly how much has been received in the way of gifts and hospitality. The Chair commented that it is always better to report every kindness received for the purposes of openness than to leave things off the record. The Finance Director clarified for the benefit of Members that it is a requirement for any gift or act of hospitality worth £25 or over to be reported to the relevant authority.

The Annual Report on Hospitality was **RECEIVED**.

(iii) To receive and consider the Annual Report on Sponsorship of People/Events

The Principal noted that the College was reviewing the number of sponsorship deals it has and looking at a more targeted strategy. The Members noted that the College gets a lot of value out of advertisements in the Yorkshire Post. Some Members noted that in previous years Corporation had not had enough visibility of the sponsorship strategy. It was agreed that an annual review of sponsorship would be beneficial. It was also noted that the costs of sponsoring the Yorkshire and Lincolnshire shows would be reduced this year.

The Annual Report on Sponsorship of People/Events was **RECEIVED**.

(iv) To receive and consider a briefing on the Teaching Excellence and Student Outcomes Framework

Mr K Kendall took the Members through a briefing on the Teaching Excellence and Student Outcomes Framework (“TEF”). He explained that TEF had been introduced to assess higher education providers’ levels of excellence in terms of teaching and student achievement. Universities and colleges are awarded Gold, Silver or Bronze depending on their level of excellence in these areas. The Assistant Principal for HE informed the Members that the College had applied to take part in a pilot scheme for Further Education. It was noted that assessment was measured indirectly with particular importance given to the National Student Survey, the learning environment, retention and student outcomes.

At this point Mr R Ellison left the meeting.

A Member asked how the TEF scheme would benefit the College, to which the Assistant Principal for HE replied that it was hard to tell at this stage. One possible outcome is that an award from TEF might persuade students to enrol at the College; the Assistant Principal for HE reported that Universities which receive a Gold awarded use it prominently in their recruitment materials, but it is no guarantee of excellence in teaching standards. Mr Kendall added that the measurement metrics were changing next year using data from the tax system to measure social mobility and student earnings. In response to a Member’s question, the Assistant Principal for HE reported that an important area to keep an eye on in relation to institutional rankings was the National Student Survey.

The briefing on the Teaching Excellence and Student Outcomes Framework was **RECEIVED**.

18.23 GOVERNANCE AND SEARCH COMMITTEE

(i) To receive and consider a verbal update on the business of the Governance and Search Committee meeting held on 23 October 2018

The Chair took the Members through the business of the Governance and Search Committee meeting held earlier that afternoon, focusing in particular on the appointment of new Governors which is expanded on in (ii) below.

The Chair reported that another expression of interest had been received and the Clerk had been asked to set up an interview before the next meeting of the Governance and Search Committee and Corporation on 11 December.

Action: Clerk

The verbal update on the business of the Governance and Search Committee meeting was **RECEIVED**.

(ii) To receive and, if thought fit, approve the recommendations of the Governance and Search Committee on the appointment of new Governors

The Chair reported that Mr Martyn Thomas had been interviewed prior to the meeting of the Governance and Search Committee. The interview panel agreed that Mr Thomas was a strong candidate and his accounting experience would be particularly welcomed as well as his connections with the local area. The Committee agreed and has made a recommendation to Corporation that Mr Thomas be appointed for a 3 year term. The candidature and the make-up of Corporation was discussed by the Members.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE AND SEARCH COMMITTEE** the appointment of Martyn Thomas as a Governor for a term of three years from 23 October 2018 to 31 August 2021.

Proposed: Ms A Moran

Seconded: Mr R Rook

18.24 GOVERNANCE

(i) **To consider and approve the Governors' Handbook for 2018/19**

The Clerk explained to the Members that it is a requirement for Corporation to approve the updated Governors' Handbook at the start of each academic year. He advised that if Members identify any issues with the Handbook they should let him know.

The Members **APPROVED** the Governors' Handbook for 2018/19.

Proposed: Ms R Dunn

Seconded: Mr D Drury

(ii) **To consider and approve the Corporation Annual Report for 2017/18**

The Clerk took the Members through the Report which was considered by the Members.

The Members **APPROVED** the Corporation Annual Report for 2017/18.

Proposed: Ms A Moran

Seconded: Mr N Franklin

(iii) **To consider and approve Alan Menzies' appointment as a director of Bishop Burton Riseholme Ltd**

The Clerk informed the Members that the Chair has traditionally been a director of this subsidiary company and that formal approval on Alan Menzies' appointment was required from Corporation.

The Members **APPROVED** Alan Menzies' appointment as a director of Bishop Burton Riseholme Ltd.

Proposed: Ms R Dunn

Seconded: Mr K Kendall

(iv) **To receive and consider collated responses to the Governor Self-Assessment Questionnaire and to confirm the Governors' Self-Assessment Rating**

The Chair thanked the Members for filling in the Governor Self-Assessment Questionnaire and noted that Corporation needed to give itself a rating to feed into the governance section of the College's Self-Assessment. The Members agreed that events over the last year had highlighted some weaknesses that needed to be addressed so a rating of "Outstanding" would be difficult to justify. One Member urged the need for Corporation to challenge itself; one particular area of note was in Members' relationship with staff. Overall the Members agreed that the rating should be "Good with areas for development".

The Chair also noted that the Self-Assessment questionnaire had identified areas where governors were unsure how to rate themselves. It was noted that the Self-Assessment form would be reviewed to pick this up and also to assist the Members in determining a suitable rating.

Action: Governance and Search Committee/Clerk

The Members **CONFIRMED** that the Governors' Self-Assessment Rating for 2017/18 would be "Good with areas for development".

(v) To receive and consider a Report on the Governor Link Programme and a revised Governor Link Programme for 2018/19

The Principal took the Members through the Report. Members offered to fill the following vacancies in the Governor Link Programme for 2018/19:

- Mr K Kendall – Careers
- Mr K Kendall – Higher Education
- Mr D Waxman – Teaching/Learning - FE
- Mr D Waxman – HR/Staffing
- Ms A Moran – Health & Safety
- Mr R Rook – Work-based Learning
- Mr J Hurst – Finance & Estates
- Mr N Franklin – Quality Improvement Committee
- Mr N Franklin – Safeguarding

It was proposed that Mr R Ellison, who had already left the meeting, would be appropriate for the student support role. The Clerk was asked to contact Mr Ellison to confirm that he would be happy to fill this vacancy.

Action: Clerk

18.25 DATE OF NEXT MEETING

The date of the next meeting of Corporation will be on 11 December 2018 at 5.30 pm at Bishop Burton College.

18.26 ANY OTHER URGENT BUSINESS

The Clerk informed the Members that a Governor Dashboard meeting had taken place earlier on in the day and that it had been proposed to hold a section of the next Corporation meeting in a room where a Dashboard presentation could be given using a screen. The Clerk stated that he would provide updates on this before the next meeting of Corporation.

Action: Clerk

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

Signed: Chair.....

Name.....

Date.....