

# BISHOP BURTON College

## CORPORATION MINUTES OF MEETING HELD ON TUESDAY, 9 APRIL 2019 AT BISHOP BURTON COLLEGE AT 5.30 PM

**PRESENT:** Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal); Ms R Dunn; Mr R Ellison; Mr N Franklin; Mr J Hurst; Mr M Lucid; Mr R Rook; Mr I Sackree; Mr A Silvester; Mr M Thomas; Mr A Ward; Mr D Waxman.

**IN ATTENDANCE:** Dr M Honeywell (Clerk); Mr B Norman (Lupton Fawcett); Mr J Gallagher (Finance Manager); Ms K Calvert (Deputy Principal - HR & Organisational Service "DPHROS").

### 18.57 APPOINTMENT OF STAFF GOVERNOR

It was noted that Matt Lucid had been elected as the new Staff Governor representing Bishop Burton College.

The Members **CONFIRMED** Mr Lucid's appointment as a Member of Corporation.

**Proposed:** Mr R Rook

**Seconded:** Mr R Ellison

The Chair welcomed to Mr Lucid to the Corporation and asked him to say a few words about himself. Mr Lucid informed the Corporation that he has been the Curriculum Leader for Sport, Public Services and Applied Sciences at the College since October 2017. He has previously worked in Secondary Education as a Physical Education Teacher.

### 18.58 APOLOGIES FOR ABSENCE

Mr A Fisher and Ms A Moran.

### 18.59 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.

Mr A Ward declared an interest in minute 18.62, stating that he is a Board Member of the Lincolnshire Agricultural Society (LAS). However, he was not present in that part of the LAS's meeting where the College's pumping station was discussed.

*At this point Mr J Hurst entered the meeting.*

### 18.60 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 5 February 2019 were **APPROVED** as an accurate record and were signed by the Chair.

**Proposed:** Mr R Rook

**Seconded:** Mr R Ellison

The Clerk took the Members through the action summary. It was noted in particular that the Principal will notify Members of any RIDDOR incidents as a standing item in the Principal's Report.

*At this point Mr N Franklin entered the meeting.*

#### 18.61 MATTERS ARISING FROM THE MINUTES

The Deputy Principal (HROS) advised that references to the Higher Education Funding Council for England (HEFCE) on pages 4 and 9 of the minutes should be removed, as the Council no longer exists. The Council has been replaced by the Office for Students.

#### 18.62 PRINCIPAL'S REPORT TO THE GOVERNORS – APRIL 2019

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

**Proposed:** Ms R Dunn

**Seconded:** Mr N Franklin

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

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

A number of Items within the report were considered and approved by the Members.

The Members **APPROVED** the College's intention to accept the offer made by the Lincolnshire Agricultural Society to allow them to share the College's pumping station to remove their dirty water from the Showground.

**Proposed:** Mr N Franklin

**Seconded:** Mr J Hurst

The Members **APPROVED** the renewal of the agreement for Agrii to base their Northern Crop Trials Centre at the College on similar terms.

**Proposed:** Mr R Rook

**Seconded:** Mr A Ward

The Members **APPROVED** the transfer of £100k from the College's contingency budget to the Adult Education Budget.

**Proposed:** Mr A Silvester

**Seconded:** Mr D Waxman

The Members **APPROVED** the College's intention to bid for a capital project to refurbish the Art Block.

**Proposed:** Ms R Dunn

**Seconded:** Mr I Sackree

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

#### 18.63 AUDIT COMMITTEE BUSINESS

##### (i) To receive and consider the minutes of the Audit Committee meeting held on 21 February 2019

The Chair of the Audit Committee took the Members through the proceedings of the meeting held on 21 February 2019.

The minutes of the Audit Committee meeting held on 21 February 2019 were **RECEIVED**.

##### (ii) To consider and approve on the recommendation of the Audit Committee the reappointment of RSM as the Financial Statements Auditor for 2018/19

The Members received the assurances of the Audit Committee Members that RSM were suitable for reappointment.

The Members **APPROVED ON THE RECOMMENDATION OF THE AUDIT COMMITTEE** the reappointment of RSM as the Financial Statements Auditor for 2018/19.

**Proposed:** Mr D Waxman

**Seconded:** Mr R Ellison

#### 18.64 FINANCIAL MANAGEMENT REPORTS

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

**Proposed:** Ms R Dunn

**Seconded:** Mr N Franklin

**(i) To receive and consider the Management Accounts to 28 February 2019**

The Finance Manager 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 28 February 2019**

The Finance Manager took the Members through the Report and the Members' questions are recorded in the confidential minutes.

The Report on Debtors was **RECEIVED**.

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

**(iii) To consider and approve a proposal for New Student Accommodation at the Riseholme Showground Campus**

The Finance Manager took the Members through the proposal and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** in principle the College's intention to secure a loan for the development of New Student Accommodation at the Riseholme Showground Campus.

**Proposed:** Mr K Kendall

**Seconded:** Mr D Waxman

#### 18.65 COLLEGE PERFORMANCE

**(i) To receive and consider the Student Support Survey Report**

The Principal took the Members through the Student Support Survey Report. He noted that overall satisfaction for 2018/19 was both high and consistent across the two campuses. The Curriculum Areas were reviewed for each campus and this produced no low ratings; for all Curriculum Areas the satisfaction rating for services provided by the College was either 95% or above.

The Student Support Survey Report was **RECEIVED**.

**(ii) To receive and consider the Quality Improvement Plan**

The Principal took the Members through the Quality Improvement Plan. He noted that there are several red areas, which signals that some targets have not been met, but expected many of these to turn "green" as the year progressed. The achievement gap between Maths and English has closed. The College attendance figures are below a high target set but are still a good result for the College.

The Quality Improvement Plan was **RECEIVED**.

**18.66 GOVERNANCE**

**(i) To consider and approve the proposed dates for Corporation meetings for 2019/20**

The Clerk took the Members through the proposed Corporation meeting dates for 2019/20, noting that next year's format would follow a similar course to this year's. He added that once the dates have been agreed, the Senior Leadership Group would be able to plan their own meetings to tie in with Corporation's timetable.

The Members **APPROVED** the proposed Corporation meeting dates for 2019/20.

**Proposed:** Mr A Silvester

**Seconded:** Mr I Sackree

**(ii) To receive and consider Governor Link Reports**

The Members **RESOLVED** that the contents of the Governor Link Reports should be considered confidential.

**Proposed:** Ms R Dunn

**Seconded:** Mr N Franklin

Governor Link Reports were received from the following Governors:

- a. Kevin Kendall - Mr Kendall had drafted a report on Careers Education, Advice and Guidance. He believed it was a positive report and the outlook is that the area is rapidly developing at the College, with progress being reported regularly to the FE Academic Management Group.
- b. Neil Franklin - Mr Franklin had drafted two reports, one on Safeguarding, the other on the Quality Improvement Committee. Mr Franklin briefly took the Members through the contents of the reports, with nothing further to add.

The Governor Link Reports were **RECEIVED**.

**18.67 ANY OTHER URGENT BUSINESS**

At this point the Principal drew the Members' attention to the special staff edition of Cultivate, which had been circulated to the meeting.

Mr Ward commented that at present there was no visible signage around the College advertising the association between the College and Lincoln City Football Club. The Principal stated that he would organise for visuals and promotions to be displayed at the College to appropriately recognise the important partnership between the two organisations.

**Action:** Principal

**18.68 DATE OF NEXT MEETING**

The next meeting of Corporation will be held on 11 June 2019 at 5.30pm at Bishop Burton College.

*There being no further business the meeting concluded at 7.20pm.*

Signed: Chair.....

Name.....

Date.....