

CORPORATION
MINUTES OF THE MEETING HELD AT BISHOP BURTON COLLEGE
ON TUESDAY 17 SEPTEMBER 2019 AT 5.30 PM

PRESENT: Mr A Menzies (Chair); Mr B Meredith (Principal); Mr R Ellison; Mr N Franklin; Mr J Hurst; Mr M Lucid; Ms A Moran; Mr I Sackree; Mr M Thomas; and Mr D Waxman.

IN ATTENDANCE: Dr M Honeywell (Clerk); Ms F Crothers (Assistant Clerk); Ms R Ellis-Jones (Deputy Principal – Curriculum and Quality "**DPCQ**"); Mr R Garcha (Interim Finance Director); Mr S Kelly (Finance Director); and Ms A Paling.

APOLOGIES FOR ABSENCE

18.97 Mr K Kendall (Vice-Chair), Mr A Sylvester and Mr A Ward.

18.98 DECLARATIONS OF INTEREST

Mr N Franklin declared that he is a partner of Rollits LLP who are engaged by the College to advise on various matters. However, Mr Franklin does not work on, and keeps himself separate from, any matters in relation to the College.

18.99 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 16 July 2019 were **APPROVED** as an accurate record and were signed by the Chair.

Proposed: Mr D Waxman

Seconded: Mr J Hurst

19.00 MATTERS ARISING FROM THE MINUTES

The Clerk took the Members through the Action Summary. It was noted that the Governor Information Packs had been finalised and issued by the College and the Clerk asked Members who had not returned the forms to send them to the Deputy Clerk as soon as possible. There were no other matters arising from the minutes not covered elsewhere on the agenda.

19.01 PRINCIPAL'S REPORT TO THE GOVERNORS – SEPTEMBER 2019

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

Proposed: Mr R Ellison

Seconded: Mr N Franklin

The Principal took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

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

19.02 FINANCIAL MANAGEMENT REPORTS

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

Proposed: Mr R Ellison

Seconded: Mr N Franklin

- i. **To receive and consider the Management Accounts to 31 July 2019.**
The Interim Finance Director took the Members through the Management Accounts and Members' questions are recorded in the Confidential Minutes.

The Management Accounts to 31 July 2019 were **RECEIVED**.

- ii. **To receive and consider the report on Debtors**
The Interim Finance Director took the Members through the report on debtors. Members' questions are recorded in the Confidential Minutes.

The Report on Debtors was **Received**.

19.03 QUALITY REPORTS

- i. **To receive and consider the Draft Quality Improvement Strategy for 2019/20**
The DCPQ said that the quality strategy from last year had been broadly successful as demonstrated by the latest indicative results and therefore much of the strategy remains the same. Work needed to be carried out on improving the quality of work placements. The College is unusual in offering work placements for all students. Maths and English GCSE remain a difficult area. The Chair added that as has been discussed at Corporation before, Maths and English were a problem across the sector and were not specific to the College.

The Draft Quality Improvement Strategy for 2019/20 was **RECEIVED**.

- ii. **To receive and consider the Safeguarding Report for 2018/19**
At this point Ann Paling entered the meeting.

Ann Paling took the Members through the Safeguarding Report for 2018/19. It was noted that the College faces particular challenges as a result of a change to the thresholds in relation to when the Local Authority takes over responsibility for safeguarding matters. Due to these changes the College has to take on a lot more responsibility; for example, in engaging with the parents of students. The College's view is that the College is often being asked to deal with matters that should rightly be dealt with by the Local Authority. As the College works with a large number of Local Authorities, the interpretation of the rules regarding the thresholds is applied patchily, so some Local Authorities will take certain responsibilities and others leave them to the College.

The Chair noted that differences in approaches from Local Authorities relates to interpretation of the rules and the judgment of the individuals involved in each matter. The Chair noted that if the College disagrees with a Local Authority's decision, the College should raise this as an issue and challenge any decision they do not agree with. The Chair further noted that it is important that an audit trail of any correspondence with the Local Authority is retained. Ann Paling confirmed that where the College disagrees with any decision made by a Local Authority, the College pushes back and stays involved until they are happy with the decisions made.

The Safeguarding Report for 2018/19 was **RECEIVED**.

- iii. **To consider and approve amendments to the Student Association Constitution**
Ann Paling took the Members through the revised Constitution noting that the amendments to the current Constitution were mainly in regard to absorbing Riseholme College more efficiently.

The students had discussed whether they wanted a Student Union, but it had been decided to remain in the more flexible structure of an Association which incorporated both HE and FE students.

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

Proposed: Mr D Waxman

Seconded: Mr J Hurst

19.04 GOVERNANCE

i. **To take expressions of interest and appoint a Vice-Chair for Corporation for 2019/20**

The Chair reported that Mr K Kendall had given his apologies for this meeting but indicated that he would be willing to serve for another term as Vice-Chair.

The Members **APPROVED** the appointment of Mr K Kendall as the Vice-Chair of Corporation until 31 August 2020.

Proposed: Mr I Sackree

Seconded: Mr N Franklin

ii. **To consider and determine the membership of Corporation Committees for 2019/20**

Members discussed membership of the Committees and **RESOLVED** the following committee membership:

Audit Committee:

- Ms A Moran (Chair)
- Mr I Sackree
- Mr M Thomas

Mr R Ellison and Mr D Waxman will step down as members of the Audit Committee. In response to concerns that the Audit Committee may not have a quorum should two members be unable to attend, Mr D Waxman offered to be a "reserve member" if issues of quorum were likely.

It was noted that Mr A Ward had given his apologies to this meeting, the Clerk was asked to confirm with Mr A Ward whether he would be happy to serve another term on the Audit Committee. **Action:** Clerk

The Members further agreed that the Governance and Search Committee would be tasked with finding a new co-opted member of the Audit Committee. The ideal candidate would be somebody with an accountancy background.

Action: Clerk

Governance and Search Committee:

- Mr A Menzies (Chair)
- Mr K Kendall (Ex-Officio)
- Mr B Meredith (Ex-Officio)
- Mr R Ellison
- Mr D Waxman

Remuneration Committee:

- Mr A Menzies (Chair)
- Mr J Hurst
- Mr R Ellison
- Mr D Waxman

The Clerk was asked to arrange a meeting of the Governance and Search Committee to discuss future recruitment to Corporation and recruitment of a co-opted member of the Audit Committee in particular. It was noted that Governors already have a meeting before Corporation on 22 October and so an alternative date may be preferred. One Member noted that two Members of Corporation with farming experience had left Corporation at the end of the last academic year and this had left a gap in expertise which the Governance and Search Committee should consider filling.

Action: Clerk

The above Corporation Committees for 2019/20 were **APPROVED**.

Proposed: Mr J Hurst

Seconded: Ms A Moran

iii. To consider and approve amendments to the Governors' Handbook

It was noted that the Governors' Handbook for 2019/20 will be made available at the October meeting of Corporation now that the Committee structures had been approved.

Action: Clerk

The circulation of the Governor's Handbook was **NOTED**.

iv. To consider and approve amendments to the Governor Self-Assessment Form

The Clerk reported that the Governor Self-Assessment form had been updated and checked against current Ofsted criteria. If the amended Governor Self-Assessment form is approved, then this would be circulated to the Members by email and Members were asked to complete and return them to the Deputy Clerk by 30 September 2019.

Action: All

The amendments to the Governor Self-Assessment Form were **APPROVED**.

Proposed: Mr D Waxman

Seconded: Mr M Lucid

v. RSM FE Insolvency Training

The Clerk reported that a date had been set for insolvency training on 3 October but only four Members were able to attend the session. The Chair asked the Clerk to revert to RSM to see if they could provide alternative dates. A poll should then be sent out to Members and the most popular date be set with RSM. The Clerk also noted that Prevent and Safeguarding training was due to be arranged and the Chair asked that the Clerk arrange with Ann Paling to provide this training back-to-back with RSM's insolvency training on the same day.

Action: Clerk

19.05 ANY OTHER URGENT BUSINESS

There was one confidential item which would be discussed by the external Members following this meeting.

A Member queried about the availability of a new schedule for the link governor reports. The Clerk advised that he would discuss this with the Principal and bring a plan to the next meeting of the Corporation for approval.

Action: Clerk

19.06 DATE OF THE NEXT MEETING

The next meeting of Corporation will be on Tuesday 22 October 2019 at 5.30 pm at the Riseholme Showground Campus.

At this point Mr M Lucid, Ms A Paling and the DPCQ left the meeting whilst the confidential item was discussed.

There being no further business the meeting concluded at 7.00 pm.

Signed: Chair.....

Name:.....

Date.....