

## Minutes of the Corporation Meeting held on Tuesday 19 December 2023 at 5:30pm at Bishop Burton College

Corporation Members	Appointed as	Chair/Vice	Apologies	Present until	In person/virtual attendance
Ian Sackree	External Governor	<b>Chair</b>			
Angela Moran	External Governor	<b>Vice Chair</b>		6:16pm	Virtual Attendance
Rebecca Brassington	Staff Elect			7:55pm	
Susan Hamer	External Governor				Virtual Attendance
Jim Harris	External Governor				
John Hurst	External Governor				
Sharon Kirby	Staff Elect			7:55pm	
Bill Meredith	Ex-Officio				
Adam Milner	External Governor		Received		
Emma Milson	External Governor				
Sheine Peart	External Governor				Virtual Attendance
Peter Phythian	External Governor		Received		
Maxwell Robson	Student Elect			7:55pm	
Antoni Simpson	Student Elect			7:55pm	
Martyn Thomas	External Governor			8:00pm	
Gray Towse	External Governor				
Ian Watson	External Governor			6:30pm	

In Attendance	Position	Present From / Until	
Kate Calvert	Deputy Principal HR & Organisational Services	Until: 8:05pm	(DPHROS)
Stephen Kelly	Chief Financial Officer	Until: 7:55pm	(CFO)
Kirsti Lord	Deputy Chief Executive and Deputy Principal	Until 7:55pm	(DPCEO)
Sallyanne Pearson	Director of Governance		(DG)
Emily Luby	Sustainability Officer	From: 6:07pm Until: 6:29pm	
James Richardson	Farm Director	From: 6:07pm Until: 6:29pm	
Richard Lewis	RSM External Auditors	Until 6:06pm	(RSM)

<b>23.25</b>	<b>Welcome and Apologies for Absence</b>	
(a)	Welcome The Chair opened the Meeting and gave a preliminary welcome to the Students Governors and Sheine Peart.	
(b)	To <b>receive</b> apologies for absence Apologies for absence were received, with consent, from Peter Phythian and Adam Milner.	
<b>23.26</b>	<b>Declarations of Interest</b>	
	To <b>consider</b> and <b>declare</b> , as required, amendments to the Register of Interests and Conflicts of Interest Reference was made to the "Register of Corporation Members & Clerk Interests", circulated as part of the Agenda Pack. The Chair noted that the Register of Interest provided was a composite record of the declarations noted by Members and the DG. The importance of keeping the register up to date and accurate was noted. <b>ACTION: DG to review the Register of Interest and circulate a reminder to Members as appropriate</b>	DG

	Declarations of interest to items of the evening's business None as part of the Non-Confidential Agenda.  <i>Items taken out of order</i>	
<b>23.27</b>	<b>Audit</b>	
(a)	To receive and note the following Minutes of the Committee	
	<p>Non-Confidential and Confidential Minutes: 12 October 2023 The DG confirmed that the 12 October 2023 Minutes had not been circulated, in error. It was <b>RESOLVED</b> that these Minutes would be circulated the following morning to the Corporation. <b>ACTION: DG to ensure that the 12 October 2023 Audit Committee Minutes are circulated to the Corporation</b></p> <p>Non-Confidential and Confidential Minutes: 11 December 2023 These Minutes were circulated to the Corporation as part of the Agenda Pack. The Chair of the Audit Committee noted the Minutes provided. The Corporation's attention was drawn to the following points:</p> <ul style="list-style-type: none"> <li>• two internal Audit Reports have been undertaken, being Payroll and Health and Safety;</li> <li>• amendment to the High-Level Risk Management Action Plan has been requested to ensure that an operational lead/group are clearly identified as responsible for each action to manage.</li> </ul> <p>The Chair of the Audit Committee invited questions. None received. The Corporation <b>NOTED</b> receipt of the Minutes.</p>	DG
(b)	Regularity Audit Self-Assessment Questionnaire	
	<p>Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Regularity Audit Self-Assessment Questionnaire</p> <p>Reference was made to the "Regularity Audit and Self-Assessment Questionnaire" provided in the Agenda Pack. RSM drew the Committee's attention to page 4 of the questionnaire noting the two non-contractual termination payments which the College had disclosed to RSM. RSM thanked the Executive for their approach and engagement with them in this regard; noting the Regularity Conclusion had been modified accordingly. It was explained that the ESFA had, in turn, been informed of the two breaches to the College's delegated authority and retrospective consent had been requested. A response from the ESFA is awaited. It was confirmed that despite the second payment occurring after end July 2023 it would need to be included as it had occurred prior to the signing of the Members Report and Financial Statements. The Corporation noted the same observing that the two non-contractual termination payments had been approved, by the Corporation, via Written Resolution. The Corporation noted that it had considered the current process and acknowledged adjustments would be made to ensure the College moved forward in line with its delegated financial powers. A discussion took place around the scale and scope of the regulatory changes, since the reclassification of Colleges. The Corporation <b>APPROVED</b> the Regularity Audit Self-Assessment Questionnaire.</p>	
(c)	Annual Report of Audit Committee 2022 to 2023	
	<p>Reference was made to the "Audit Committee Annual Report 2022/23" circulated in the Agenda Pack. Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Annual Report of the Audit Committee 2022 to 2023</p> <p>The Chair of the Audit Committee explained that the report had been amended in line with discussions arising from the Audit Committee Meeting and subsequently circulated to the Committee and <b>APPROVED</b> by the Chair of the Audit Committee.</p>	

	<p>The Corporation thanked the Chair and Members of the Audit Committee for their work and the quality of the report provided. The Chair of the Audit Committee, in turn, noted thanks to the DG for support in drafting the same.</p> <p>The Corporation <b>APPROVED</b> the Annual Report of Audit Committee 2022 to 2023.</p>
(d)	Annual Financial Statement and Accounts
(i)	<p>Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Member's Report and Financial Statements including the Regularity Audit Report for 2022 to 2023</p> <p>Reference was made to the "Report and Financial Statement for the Year Ended 31 July 2023", circulated as part of the Agenda Pack.</p> <p>The Chair of the Audit Committee drew the Committee's attention to the Report of the Governing Body and, in particular, the "Going Concern" section. Reporting continued by RSM.</p> <p>RSM provided a summary overview of its role and remit as External Auditors to the Corporation. Key points of the Report and Financial Statements were outlined with a particular focus on the following areas:</p> <p><b>Report of the Governing Body: "Going Concern" (page 13)</b></p> <p>RSM summarised that the College had forecast that it would breach its loan covenants for the 2023/24 the 2024/25 year ends and would require non-financial support from its lenders through the form of a waiver to the original covenant(s). It was explained that although there was a reasonable expectation that support would be provided, in terms of a waiver letter or agreement to amend the covenants, that support was not currently in place although discussions were noted as ongoing. It was reported therefore that the wording "material uncertainty" around the College's ability to continue as a going concern had needed to be included. RSM clarified that the Financial Accounts were not, however, modified as noted in Note 1 to the Financial Statements (page 34).</p> <p><b>Statement of Corporate Governance and Internal Control (page 22)</b></p> <p>RSM referred to the Statement from the Audit Committee noting the Audit Committee's opinion that the College had an adequate and effective internal control framework. Supporting evidence from the Internal Audit works was noted in this regard.</p> <p><b>Consolidated and College Statement of Comprehensive Income for the Year Ended 31 July 2023 (page 29)</b></p> <p>RSM summarised the following: a £40k deficit for the year; circa £7.3m evident as cash at the bank / in hand and a nil return for the pension scheme.</p> <p><b>Independent Reporting Accountant's Report on Regularity (page 56)</b></p> <p>RSM drew to the Corporation's attention the modified opinion on regularity which referred to the non-contractual termination payments.</p> <p>No questions were raised by the Corporation.</p> <p>The Corporation <b>APPROVED</b> the Member's Report and Financial Statements including the Regularity Audit Report for 2022 to 2023.</p>
(ii)	<p>Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Management Letter on Financial Statements for 2022 to 2023 including Final Regularity Audit</p> <p>Reference was made to the "Final Audit Findings Report", circulated as part of the Agenda Pack.</p> <p>RSM provided a summary overview of the report noting the unmodified opinion to the financial statements with regard to the forecasted breaching of loan covenants but a modified regularity conclusion in respect of the non-contractual termination payments. Each heading on the draft Audit Findings Report was taken in turn. Key points included:</p> <p><b>Income Recognition</b></p> <p>No errors were identified in the submission of data to the ESFA; errors identified had been corrected in advance of the final ILR Submission. The Corporation's attention was also drawn to the "recommendations on controls" section.</p> <p><b>Management Override of Controls</b></p> <p>No evidence of manual override or bias has been identified.</p> <p><b>Defined Benefit Pension Liability</b></p>

	<p>Noted that the College was acting in accordance with guidance provided from the Actuary. No concerns were raised.</p> <p><b>Going Concern</b></p> <p>Noted as having been addressed earlier in the evening's business.</p> <p><b>Regularity</b></p> <p>Noted as having been addressed earlier in the evening's business and given that no consent had, as yet, been provided by the ESFA, RSM's Regularity Report would be modified owing to the non-contractual termination payments.</p> <p>RSM provided an overview of the Recommendations on Control set out.</p> <p>The Corporation <b>APPROVED</b> the Management Letter on Financial Statements for 2022 to 2023 including Final Regularity Audit.</p>
(e)	<b>Risk Register and Risk Management Action Plan</b>
(i)	<p>Following scrutiny of the Committee <b>receive</b>, <b>consider</b> and <b>discuss</b> the Risk Management Annual Report (appending the Risk Management Policy)</p> <p>Reference was made to the "Annual Report on Risk Management – 2022/23", circulated as part of the Agenda Pack.</p> <p>The item was taken as read and questions invited. None received.</p> <p>The Corporation <b>APPROVED</b> the Annual Report and Risk Management Policy.</p>
(ii)	<p>Following scrutiny of the Committee <b>receive</b>, <b>consider</b> and <b>approve</b> the amendments made to Risk Register</p> <p>Reference was made to the "High Level Risk Register 2023/24", circulated as part of the Agenda Pack.</p> <p>The CFO explained that amendments were indicated in yellow. The following risks have been added:</p> <ul style="list-style-type: none"> <li>• the lowered achievement rates for the 16-18 provision (risk 6); and</li> <li>• an identified risk relating to a commercial sporting arrangement (risk 19).</li> </ul> <p>It was noted that the level of risk surrounding the breaching of loan covenants had been elevated and, in turn, now reduced owing to the live mitigation/discussions being undertaken with lenders.</p> <p>It was confirmed that the Risk Management Plan had been updated to reflect these changes.</p> <p>The Corporation <b>APPROVED</b> the Risk Register.</p>
(iii)	<p>Following scrutiny of the Committee <b>receive</b>, <b>consider</b> and <b>approve</b> the changes to the Risk Management Plan</p> <p>The item was taken as read. No queries were raised.</p> <p>The Corporation <b>APPROVED</b> the Risk Management Plan.</p> <p>The Chair referred to the strong attendance to Audit Committee Meetings; noting this was indicative of the commitment of Members. The Chair noted his thanks to all.</p> <p><i>RSM left the Meeting: 6:06pm</i></p> <p><i>Emily Luby (Sustainability Officer) and James Richardson (Farm Director) entered the Meeting: 6:07pm</i></p>
<b>23.28</b>	<b>Environmental and Sustainability Strategy</b>
	<p>Reference was made to the "Staff and Student Sustainability Questionnaires and Feedback", circulated as part of the Agenda Pack.</p> <p>Emily Luby and James Richardson presented their "Sustainability" Presentation to the Committee (<i>Tabled Item 1</i>).</p> <p>The Corporation thanked the presenters for their update noting, in particular, the investment and value of capturing both student and staff voice. The Corporation noted their support to the works being undertaken.</p>

Enquiries were made of the Farm Manager as to whether or not particular practices were being undertaken on the farm including adding a feed supplement to cow's feed to reduce methane emissions and using a targeted application approach to the use of liquid fertilisers. The Farm Manager provided updates in respect of the same.

Enquiries were also made around the College's food suppliers. The Sustainability Officer explained that, where possible, supplies were consolidated and sourced from local suppliers although the impact of this was not measured at this point in time. The Sustainability Officer confirmed that she would look to develop a food sourcing document and is to keep the Corporation updated in respect of the same.

**Action: Sustainability Officer to develop a Food Sourcing Document and an update is to be provided to the Corporation.**

Emily Luby

**Reference was made to the College's commitment to reach net zero by 2030. The Corporation challenged how the College was monitoring and tracking against that commitment noting that it would become increasingly difficult to decrease the College's carbon footprint.** The Sustainability Officer noted that direct emissions (Scope 1 Emissions) were being monitored and tracked however it was explained that there was currently no single determined carbon credit/measure which posed challenges to ensuring accuracy in monitoring. It was noted however that the most up to date methodologies were being utilised. It was further explained that Scope 2 Emissions would continue to decrease and were directly linked to the electricity grid and are monitorable. It was noted however that Scope 3 Emissions were not, as yet, being monitored by the College although this is not a regulatory requirement at this point in time. The Sustainability Officer put forward the preferred direction of travel that Scope 3 Emissions, being the indirect emissions that occur in the upstream/downstream activities of an organisation, would be monitored category by category going forward.

The Chair sought the input from the Student Governors as to whether the student voice, generally, were aware of the College's work around sustainability. The Student Governors confirmed that there appeared to be a greater awareness in some areas of the curriculum than others. A discussion took place around the inclusion of sustainability on the Student Association's Agenda and the importance of the topic to the students.

*Angela Moran left during the reporting of this item: 6:16pm*

*Emily Luby (Sustainability Officer) and James Richardson (Farm Director) left the Meeting: 6:29pm*

*Ian Watson left the Meeting: 6:30pm*

**23.29 Minutes of the Corporation Meetings**

	All Minutes noted below were circulated as part of the Agenda Pack.
(a)	To <b>receive</b> and <b>approve</b> the following Minutes of the Meeting held on 17 October 2023
	Non-Confidential Minutes
	The Minutes were confirmed to be a true and accurate record and are to be signed by the Chair.
	Confidential Minutes
	The Minutes were confirmed to be a true and accurate record and are to be signed by the Chair.
	Restricted Confidential Minutes
	The Minutes were confirmed to be a true and accurate record and are to be signed by the Chair. No discussion around the content of these Minutes was undertaken.
(b)	To <b>receive</b> and <b>approve</b> the Minutes of the Special Meeting held on 25 November 2023
	The Minutes were confirmed to be a true and accurate record and are to be signed by the Chair.
(c)	To <b>note</b> the Action Summary and <b>consider</b> any Matters Arising
	Reference was made to the "Corporation Action Summary – 19 December 2023", circulated as part of the Agenda Pack.

Min Ref	Title	Action Point	Person/s Responsible	Resolved
<b>26 September 2023</b>				
23.9a(iv)	<b>Reporting from the Corporation's Committees</b>	The timing and meeting dates of the Finance and Resource Committee to be reviewed	DG	Carried Forward See Update
<b>17 October 2023</b>				
23.12(a)	<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Emma Milson and Gray Towse to undertake their respective safeguarding modules and feed back to the DG and APSRS</li> <li>Gray Towse is also to undertake the PREVENT module and provide feedback</li> </ul>	Emma Milson / Gray Towse	Gray Towse: Complete Emma Milson: Commenced  Carry Forward
		<ul style="list-style-type: none"> <li>Gray Towse and the APSRS are to discuss what data is to be included as part of the Safeguarding Report</li> </ul>	Gray Towse / Ann Paling	Complete
		<ul style="list-style-type: none"> <li>APSRS to ensure the format and content of the safeguarding reporting, which is to be included as part of the Principal's Report, is revised in line with the Corporation's discussions</li> </ul>	Ann Paling	Complete
		<ul style="list-style-type: none"> <li>Executive to develop a prefacing standardised front sheet for all reporting provided to Members</li> </ul>	DPHROS	Complete
23.14	<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>CFO to provide an update as to whether the College has any reinforced autoclaved aerated concrete on its campuses</li> <li>DPHROS to circulate the Health and Safety Annual Report</li> </ul>	CFO  DPHROS	Complete  Complete
23.15(b)	<b>College Performance and Key Performance Indicators</b>	KPI Document to be reviewed and amended in reflection of the discussions undertaken and include a measure of progress/update between the KPI "Target" and the "Actual" outturn (further requirements noted in Minute 23.25(b))	Principal	Complete
23.17	<b>Financial Reporting</b>	DPCEO to provide an update and possible directions of travel to ensure the AEB is utilised in full including options around developing a partnership	DPCEO	Complete
23.18(iii)	<b>Reporting from the Corporation's Committees</b>	DPCEO to amend the Risk Register to include the decline in FE achievement and its underperformance and look to include a timeframe/end date as	DPCEO	Complete

		to when the level of risk should be mitigated/reduced		
23.20(ii)	<b>Procurement Policy (2.11)</b>	CFO to request the newly appointed Sustainability Officer to review the Procurement Policy in light of the feedback received relating to sustainability and ethical and human rights/modern day slavery	CFO	Ongoing
23.21(b)	<b>Any other Urgent Items</b>	DPHROS to provide a draft Relationships Policy for consideration	DPHROS	Complete

**Action 23.9a(iv):** the DG and CFO are to meet in the New Year to discuss the same.

**Action 23.12(a):** noted as included as part of Item 6 (Principal’s Report including Safeguarding Update). **Note:** the subsequent discussion around safeguarding training was omitted as part of the reporting in Item 6. Action to be carried forward to the next Corporation Meeting for update.

**Action 23.17:** noted that an update on AEB had been provided to Members as part of the Curriculum and Quality Enhancement Committee Meeting. No further questions were raised.

**Action 23.20(ii):** noted that an update had been included as part of the Audit Committee Meeting. No further questions were raised.

DG / CFO Corp

**23.30 Strategic Sprint**

Reference was made to the “Summary from the Board Strategic Sprint held on 25 November 2023 and appended Affirmation”, circulated as part of the Agenda Pack.

To receive and note a Plenary of discussions and actions arising from the Strategic Sprint

The Chair noted that he had summarised and recorded the key outcomes which had arisen from the Strategic Sprint event as held by the Corporation and the Executive.

The Chair referred to the Affirmation Statement and explained that, in discussion with the Executive, it had been agreed that it would be disseminated and utilised down the leadership structure to inspire, motivate and affirm a common purpose for all.

Reference was made to the twelve workstreams identified and how these would be embedded across operational practice and incorporated into reporting to the Corporation.

It was confirmed that the DPCEO would be leading on the development of a curriculum suite of reporting which would encapsulate reporting on all of the twelve workflows identified and provide, inter alia, “indicators” on forecasted achievement, feedback on the learner journey experience (including both quantitative and qualitative data/sources) as well as an update on the development of the College’s alumni.

**ACTION: DPCEO to develop and provide a Curriculum Reporting Suite to the next Corporation Meeting.**

DPCEO

**23.31 Principal’s Report including Safeguarding Update**

Reference was made to the “Principal’s Report to Governors December 2023”, circulated as part of the Agenda Pack.

The Principal provided a summary overview of the Report.

**Safeguarding**

Particular reference was made to the newly introduced Safeguarding Report annexed. It was explained that key points had been included within the Principal’s Report itself. It was put forward that including graphical trend data would assist with identifying patterns.

*Part of this item was taken as confidential*

**Forthcoming Events**

	<p>Reference was made to the forthcoming events section. <b>It was challenged whether this was a comprehensive list of events. The absence of a graduation awards celebration for further education (FE) students was also noted.</b> The Principal explained that the current practice, for the FE student “graduation”, was being reviewed given the fact that students had not received their results at the point in time of the celebration. A more departmental focused celebration was noted as a likely direction of travel.</p> <p>The absence of the annual Spring Live Event was also noted and it was explained that this event had been “paused” and a “Sustainable Futures”, primarily focused at Year 10 students, would be put in its place to drive forward recruitment.</p> <p><b>The Corporation enquired whether a schedule of events, which Governors would be able to attend, had been populated until the end of the academic year.</b> It was confirmed that one was not in place for Governors at the moment but could be provided. The DG and Principal are to move this forward.</p> <p><b>Action: DG and the Principal to work with the Marketing Director and formulate an Annual Schedule of Events which the Governors can attend.</b></p> <p>The Corporation <b>received</b> the Principal’s Report.</p>	DG / Principal
23.32	<b>Student Association Report</b>	
	<p>Welcome and Introduction to the Student Governors</p> <p>The Chair introduced the newly appointed Student Governors to the Corporation. Antoni Simpson and Maxwell Robson were invited to introduce themselves who noted they were very much looking forward to working with the Corporation. Around the table introductions were made. The Corporation warmly welcomed the Student Governors.</p>	
23.33	<b>College Performance and Key Performance Indicators</b>	
(a)	<p>To <b>receive, consider</b> and <b>discuss</b> the Executive Report on the College’s performance against Strategic Priorities and Key Performance Indicators for the 2022 to 2023 period including 2022 to 2023 FE Student Achievement Data</p> <p>Reference was made to the “College Key Performance Indicators 2022-23”, circulated as part of the Agenda Pack.</p> <p>The Principal explained that the paper closed off the 2022/23 academic year; providing a rag rated high level overview. It was confirmed that strategies and initiatives had been put in place for those areas that had been identified as red.</p>	
(b)	<p>To <b>receive</b> and <b>approve</b> the proposed Strategic Priorities and Key Performance Indicators for the 2023 to 2024 period to include monitoring against OFSTED recommendations and Accountability Agreement</p> <p>Reference was made to the “College Key Performance Indicators 2023-24”, circulated as part of the Agenda Pack.</p> <p>The Principal explained that the format had been updated, in line with discussions undertaken with the Corporation and its Committees, and now included an “owner” for each Key Performance Indicator. It was noted that some Key Performance Indicators could only be measured at one point in time of the year and, as such, providing updates was not always possible based on the current measures. It was explained however that this document would provide a high-level overview and would, in turn, be supported by, inter alia, the College’s Quality Improvement Plans, Marketing Plans and reporting provided as part of a curriculum suite to be developed by the DPCEO.</p> <p>A further conversation around the development of the curriculum suite was undertaken and it was noted that this would provide the framework to facilitate both accurate forecasting and early warning indicators on the achievement of Key Performance Indicators in areas such as achievement. In such instances it was explained that the actual outcome was not known until a determined point in time; meaning that the Corporation and operational leads had no agility to steer/direct resources/its approach as and when required. It was noted</p>	



therefore that mechanisms would be developed and introduced within the framework/operational process to allow early identification, in real time, of any areas of focus developing which in turn would be included as part of the reporting to Members in the curriculum suite.

**The Corporation queried, alongside this, whether any works had been undertaken on developing live dashboards.** A conversation took place and it was confirmed that an initial governor dashboard had been populated but further development was required. **It was put forward by the Corporation however that the development of a live dashboard for both operational leads as well governors would add real value especially if it was structured to allow rag rating to facilitate that high level oversight and awareness.**

Discussion turned to the Key Performance Indicator Document itself and the targets set. **It was put forward by the Corporation that some areas would appear to be aspirational based on the areas of focus identified but that this was not necessarily a bad thing.** The Corporation **APPROVED** the College Key Performance Indicators 2023-24.

<b>23.34</b>	<b>Reporting from the Corporation's Committees</b>	
(a)	Curriculum and Quality Enhancement Committee	
(i)	To <b>receive</b> and <b>note</b> the Minutes of the Committee Meeting held on 28 November 2023 Reference was made to the Minutes circulated as part of the Agenda Pack. The Chair of the Committee explained that scrutiny and consideration had been undertaken by the Committee. The Corporation <b>RECEIVED</b> the Minutes.	
	<b>Self-Assessment Reports and Self Evaluation Document</b>	
(ii)	Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Further Education Self-Assessment Report (SAR) Reference was made to the "SAR" circulated as part of the Agenda Pack. The Chair of the Committee summarised that the drafting of the SAR had been discussed at both the Strategic Sprint as well as at the Curriculum and Quality Enhancement Meeting. It was summarised that it had been acknowledged, from review of the original draft provided, that more evidence-based statements needed to be included as well as a more measured, accurate, narrative in light of the lowered achievement rate in-year. It was noted, as a consequence, some modifications/revisions had been made to the SAR. A conversation took place and it was confirmed that a wholesale review of the SAR would be undertaken for the 2023/24 period. The Corporation <b>APPROVED</b> the SAR.	
(iii)	Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Higher Education Self Evaluation Document including Validating Partner Monitoring Reports (SED) Reference was made to the "SED" circulated as part of the Agenda Pack. The item was taken as read. The Corporation <b>APPROVED</b> the same.	
	<b>Quality Strategies</b>	
(iv)	Following scrutiny of the Committee <b>receive</b> and <b>approve</b> the 2022 to 2023 FE QIP Report Reference was made to the "FE Quality Improvement Plan 2022/23", circulated as part of the Agenda Pack. The Chair of the Committee noted that the Committee and the Corporation had not foreseen the drop in achievement rates from the reporting provided which included the Quality Improvement Plan. It and explained that assurance, as to how the Quality Improvement Plan and the FE Quality Assurance Strategy 2023 to 2024 (noted in Minute 23.34(d), correlated had been requested.	

(v)	<p>The Corporation received and <b>APPROVED</b> the FE QIP Report for the 2022/23 period.</p> <p>Following scrutiny of the Committee <b>receive</b> and <b>approve</b> the 2022 to 2023 HE QIP Report</p> <p>Reference was made to the “HE Quality Improvement Plan Report 2022/23”, circulated as part of the Agenda Pack.</p> <p>The Corporation received and <b>APPROVED</b> the HE QIP Report.</p>	
(vi)	<p>Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the proposed FE QIP for the 2023 to 2024 period</p> <p>Reference was made to the “FE Quality Improvement Plan 2023/24”, circulated as part of the Agenda Pack.</p> <p>The Corporation <b>considered</b> and <b>approved</b> the FE Quality Improvement Plan 2023/24.</p>	
(vii)	<p>Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the proposed HE QIP for the 2023 to 2024 period</p> <p>Reference was made to the “HE Quality Improvement Plan 2023/24”, circulated as part of the Agenda Pack.</p> <p>The Corporation <b>considered</b> and <b>approved</b> the HE Quality Improvement Plan 2023/24.</p>	
(viii)	<p>Following scrutiny of the Committee <b>consider</b> and <b>approve</b> the Teaching and Learning Observation Strategy 2023-24</p> <p>The Chair of the Committee noted that discussions were undertaken around the Strategy and it had been agreed that the Executive would consult with staff members in respect of the same. The DPCEO reported that works to remodel the strategy had commenced and would be based on the College’s values.</p> <p>The Chair of the Corporation reported that he had attended the Curriculum and Quality Enhancement Committee in an observer capacity; noting the importance of curriculum and quality enhancement works. It was noted that this Committee’s reporting would be taken first as part of the Corporation’s business going forward.</p> <p>The Chair of the Committee noted that the Student Governors would be appointed to the Curriculum and Quality Enhancement Committee and warmly welcomed them.</p> <p>The Chair noted his thanks to the Committee and its Members.</p>	Corp
(b)	Finance and Resources	
(i)	<p>To <b>receive</b> and <b>note</b> the following Minutes of the Committee Meeting</p> <p>Non-Confidential and Confidential Minutes: 3 October 2023</p> <p>The DG confirmed that the 3 October 2023 Minutes had not been circulated, in error. It was <b>RESOLVED</b> that these Minutes would be circulated the following morning to the Corporation.</p> <p>Non-Confidential and Confidential Minutes: 5 December 2023</p> <p>These Minutes were circulated to the Corporation as part of the Agenda Pack.</p> <p>The Chair of the Finance and Resources Committee drew the Corporation’s attention to the following two points:</p> <p><i>Part of this item was taken as read</i></p> <p>The Corporation <b>RECEIVED</b> the Minutes.</p> <p><b>Financial Management Reports</b></p>	
(ii)	<p>Following scrutiny of the Committee <b>note</b> the Financial Management Report including the Management Accounts and Debtors Report for the period ending 31 October 2023</p> <p>Reference was made to the “Management Accounts including Debtors Report”, for the period ending 31 October 2023 circulated as part of the Agenda Pack.</p> <p>The CFO provided a high-level overview noting no material changes to the forecast outturn. A favourable income to budget, in respect of ALS (relating to staffing), was noted but explained to be offset by its adverse increase in expenditure.</p>	

The College's strong cash position of circa £6.2m was noted which was reported to be in line with the forecast.

Particular reference was made to the Bank Covenants section of the report with the CFO drawing the Corporation's attention to the current position.

The CFO went on to note that RSM's reference to the forecasted breach of covenants in its Going Concern Statement. The CFO put forward that he was not in agreement with this approach but had ultimately agreed on the wording which had been included. The CFO went on to explain that the College currently had four loans with two separate lenders each of which had covenants attached to them. The CFO noted whether the loans were variable or fixed.

The Corporation **NOTED** the same.

- (iii) To **note** a verbal update on any material points arising from end 31 October 2023, to date  
The CFO confirmed that there was no material changes or items which needed raising.  
The Corporation **NOTED** the same.

- (iv) To **consider** an update on College Bank Covenant Position and **approve** the proposed changes

Reference was made to the "College Bank Covenant Update", provided to the Corporation.

*Part of this item was taken as confidential*

- (iii) To **note** the ESFA's Report on the College's Financial Forecasting Return 2023 to 2025  
Reference was made to the "ESFA's Report on the College's Financial Forecasting Return 2023 to 2025 and the Dashboard", circulated as part of the Agenda Pack.  
The CFO explained that the letter confirmed the ESFA's assessments of the College's financial health.  
The Corporation **NOTED** the same.

HR and Organisational Services

- (iv) Following scrutiny of the Committee **consider** and **approve** the Annual Equality, Diversity & Inclusion Report 2022 to 2023 circulated as part of the Agenda Pack.

The DPHROS explained that the Equality, Diversity and Inclusion Committee had been split into two parts: one focusing on Policy and Procedures and one focusing on Practice and Delivery.

The DPCEO provided a summary overview of the Achievement Gaps between Different Groups of Learners. Key points noted included:

Further Education

- achievement has dropped, on the whole, across the College;
- underperformance of white male students is to be an area of focus with females predominantly outperforming males. It was explained that the underperformance of two predominantly male cohorts had negatively impacted the data but the general trend, of underperformance remained;
- the gap between male and female student's achievement reduces as the level of programme increases;
- the achievement of students with a declared disability/difficulty has been lower than their peers for three consecutive years;
- the gap between BAME and Non-BAME students has reduced with both achieving the same % of achievement. It was noted however that both groups have underperformed in comparison to previous years;
- students with an EHCP, as well as those students who are receiving an "uplift", are to be a key area of focus.

Higher Education

- males are outperforming females and a notable gap in achievement has developed over the last year;

- the number of males enrolled in HE is proportionately lower than females and will be a target of recruitment;
- the achievement of POLAR 1 and 2 Students has increased;
- part time students are not performing as well as full time students and mature students are also an area of focus. It was put forward that mature students often studied part time which meant that this was a clear area of focus going forward.

The DPCEO explained that there was no regulatory requirement to report on a broad scope of characteristics which meant benchmarking was difficult. It was put forward however that the College was committed to capturing as much information, locally, as possible to drive forward equality, diversity and inclusivity.

**The Corporation put forward that the EDI agenda was constantly shifting and noted the importance of engaging with both local and national initiatives as well as focusing on the overarching principles. The Corporation put forward that the Student Association should be involved in the development of this area of work.**

The Corporation **APPROVED** the Annual Equality, Diversity & Inclusion Report 2022 to 2023.

(v) Annual Reports

To **receive** and **approve** the following Annual Reports:

Gifts & Hospitality 2022/2023

Reference was made to the “Annual Report on Gifts & Hospitality October 2022 to September 2023”, circulated as part of the Agenda Pack.

Taken as read. The CFO confirmed that the Annual Report had been completed in line with the College’s Financial Regulations.

The Corporation **APPROVED** the same.

Sponsorship of People/Events 2022/23

Reference was made to the “Sponsorship of People/Events 2022/23 Report”, circulated as part of the Agenda Pack.

The Principal provided a summary overview of the Report and a conversation around the benefits as well as limitations of social media marketing was undertaken.

**The Corporation referred to the changes in approach detailed and enquired whether the Corporation was provided with an impact analysis.** The Principal confirmed that a marketing report had not historically been provided to the Corporation but it was something which could be explored.

**A discussion was undertaken and it was noted by the Corporation that digital marketing was easily monitored/tracked although the impact of events was not so easy to measure. It was put forward that an opportunity to meet with the Director of Marketing would be welcomed.**

Consideration was given to the student voice and the reach of current marketing initiatives and it was noted by the Student Governors that there was a high frequency and visibility of Bishop Burton on their social media channels.

A spelling mistake was noted as part of the Report, details of which are to be provided to the DG.

The Chair noted the importance of ensuring the College’s emphasis of right student right course remained as part of the marketing campaigns.

The Corporation **APPROVED** the same.

The Chair of the Corporation noted his thanks to the Committee Members as well as its Chair.

**Action: To meet and receive a presentation from the Marketing Director on the Marketing Plan and its evaluation.**

23.35 Remuneration

Following scrutiny of the Committee **receive** feedback and confirmation that the performance objectives and targets determined at the Committee Meeting are appropriate (*Verbal*)

	The Chair of the Remuneration noted that the Committee had been updated on the Senior Post Holder Appraisal Process which included the setting of performance objectives and targets. The Corporation was advised that the current process required Senior Post Holders to complete a pro forma and detail their own objectives and targets as part of the Appraisal Meeting itself.	
<b>23.35</b>	<b>Governance</b>	
	To <b>consider</b> and <b>approve</b> the Review of Confidential Items Report for the period July 2022 to July 2023 (Verbal)	
	The DG reported that it was a requirement of the Memorandum and Articles of Government that the Corporation “ <i>regularly review all material excluded from inspection</i> ”. The DG explained that there was no clear definition of “regularly” and that any request for confidential minutes would be considered on a case-by-case basis. The Chair added that given the ONS reclassification there was an increasing emphasis on transparency which the Corporation needed to be mindful of in their approach to the Minutes. The Corporation <b>NOTED</b> the same.	
<b>23.36</b>	<b>Policies</b>	
(a)	Corporation Review and Approval To <b>consider</b> and <b>approve</b> the following policies: <ul style="list-style-type: none"> <li>Relationships Policy</li> </ul> Reference was made to the “Relationships Policy” circulated as part of the Agenda Pack. The DPHROS provided a high-level overview of the purpose and principles of the policy. A typographical error was noted in the heading of Point 5. It was requested that “General Principals” be amended to “General Principles”. The Corporation <b>APPROVED</b> the Relationship Policy <b>subject to</b> the agreed amendment. <b>ACTION: DG to ensure the heading of Point 5 be amended from “General Principals” to “General Principles”</b>	DG
(b)	Audit Committee (recommended to the Corporation by the Committee) Following scrutiny from the Committee <b>approve</b> the following policy: <ul style="list-style-type: none"> <li>Freedom of Information Act Policy (2.02)</li> </ul> It was confirmed that the policy had not been provided to the Audit Committee Meeting owing to a timing issue in the current policy cycle. It was confirmed that this would be made available to the next Audit Committee for consideration and Corporation thereafter.	Audit
(c)	Finance & Resources Committee (recommended to the Corporation by the Committee) Following scrutiny from the Committee <b>approve</b> the following policy: <ul style="list-style-type: none"> <li>the Higher Education Support Funds Policy 2023-2024</li> </ul> It was noted that this policy had not been provided to the Committee. It was explained that following a proposed amendment to the policy it had come to light that further revisions may be required. The policy is now being considered by the Assistant Principal Higher Education in conjunction with the Academic Admissions Higher: Education Policy. It was explained that both of these policies would be provided to the relevant Committee and the Corporation, thereafter, in due course.	C&QE
(d)	Curriculum and Quality (as recommended to the Corporation by the Committee) Following scrutiny from the Committee <b>approve</b> the following policies: <ul style="list-style-type: none"> <li>Higher Education Academic Misconduct Policy</li> </ul> The Corporation <b>APPROVED</b> the Policy. <ul style="list-style-type: none"> <li>Publishing Arrangements for Obtaining the View of Staff and Students on the Determination and Period Review of the Educational Character and Mission on the College – 5.03</li> </ul> The Corporation <b>APPROVED</b> the Policy.	

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| <ul style="list-style-type: none"><li>• Academic Admissions Higher Education – 8.07<br/>Taken as part of Minute 23.36(c).<br/>Research &amp; Scholarly Activity Policy – 1.11</li><li>• The Corporation <b>APPROVED</b> the Policy.</li></ul> | <b>C&amp;QE</b> |
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*Rebecca Brassington, Sharon Kirby, Maxwell Robson, Antoni Simpson, Stephen Kelly, Kirsti Lord left the Meeting at 7:55pm prior to the commencement of the **Restricted Confidential Agenda**.*

There being no further business, the meeting closed at 8:17pm

Chair \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_