

## Minutes of the Corporation Meeting held on Tuesday 19 March 2024 at 5:30pm at Riseholme 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>		<i>Until 8:10pm</i>	Virtual Attendance
Rebecca Brassington	Staff Elect				
Susan Hamer	External Governor				
Jim Harris	External Governor				
John Hurst	External Governor				
Sharon Kirby	Staff Elect				
Bill Meredith	Ex-Officio				
Adam Milner	External Governor				
Emma Milson	External Governor				
Sheine Peart	External Governor				
Peter Phythian	External Governor				
Maxwell Robson	Student Elect			<i>Until 7:30pm</i>	
Antoni Simpson	Student Elect			<i>Until 7:30pm</i>	
Martyn Thomas	External Governor				
Gray Towse	External Governor				
Ian Watson	External Governor		Received		

In Attendance	Position	Present From / Until	
Kate Calvert	Deputy Principal HR & Organisational Services		<b>(DPHROS)</b>
Stephen Kelly	Chief Financial Officer		<b>(CFO)</b>
Kirsti Lord	Deputy Chief Executive and Deputy Principal		<b>(DPCEO)</b>
Sallyanne Pearson	Director of Governance		<b>(DG)</b>
Jane Chapman	Director of Marketing	<i>Left before Meeting commenced</i>	<b>(DM)</b>

*In advance of the Meeting commencing, Jane Chapman the Director of Marketing, provided a PowerPoint Presentation to the Corporation entitled "FE and HE Marketing Strategy: Student Recruitment Challenges and Strategy Implementation". Discussions were taken thereafter and the DM left the Meeting in advance of it being formally convened. The PowerPoint Presentation is included in the record as Tabled Item 1.*

<b>23.40</b>	<b>Welcome and Apologies for Absence</b>	
(a)	Welcome The Chair opened the Meeting and welcomed everyone. It was noted that Angela Moran would be attending the Meeting, remotely, via Microsoft Teams.	
(b)	To <b>receive</b> apologies for absence Apologies of absence were received, with consent, from Ian Watson.	
<b>23.41</b>	<b>Declarations of Interest</b>	
(a)	To <b>consider</b> and <b>declare</b> , as required, amendments to the Register of Interest and any Conflicts of Interest Reference was made to the "Register of Corporation Members & Clerk Interests", circulated as part of the Agenda Pack. Ian Sackree declared an appointment as a non-statutory Adviser and Non-Executive Director to Dovetail and Slate ( <i>subsidiary of the Talantia Group Limited Company Number: 11864017</i> )	

which was effective from 1 March 2024. Ian Sackree explained that the company was an Education Recruitment Specialist operating in the Further Education sector. Ian Sackree confirmed that he had no operational role or involvement in any affairs affecting Bishop Burton College. It was reported that the DPHROS, DG and Principal had been made aware of the appointment, whilst the information was commercially “embargoed”, to ensure any possible conflicts of interest and/or declaration of interest remained considered until the commercial embargo restriction ceased. The Committee noted the same.

(b) Declarations of Interest to items arising as part of the evening’s business  
None as part of the Non-Confidential Agenda.

**23.42 Resignation of Principal**

To formally **receive, note** and **accept** the resignation and retirement of Bill Meredith as Principal of the College from 31 July 2024

The Chair acknowledged the resignation and retirement of Bill Meredith as Chief Executive and Principal of the College and formally noted the Corporation’s thanks for his dedication and commitment to the role.

**23.43 Minutes of the Corporation Meetings**

All Minutes noted were included in the Agenda Pack unless otherwise stated.

(a) To **receive** and **approve** the following Minutes of the Corporation for its Meeting held on 19 December 2023:

**Non-Confidential**

The Minutes were confirmed as a true and accurate record and are to be signed by the Chair.

**Confidential**

No discussion over the content of the Minutes was undertaken. The Minutes were confirmed to be a true and accurate record and are to be signed by the Chair.

**Restricted Confidential**

No discussion over the content of the Minutes was undertaken. The Minutes were confirmed to be a true and accurate record and are to be signed by the Chair.

(b) To **note** the Action Summary and any Matters Arising

Reference was made to the Corporation Action Summary – 19 March 2024 included in the Agenda Pack.

The Action Summary and its updates were noted. The Committee **RESOLVED** as follows:

Min Ref	Title	Action Point	Person/s Resp	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  <b>Action Updated 19 December 2023:</b> DG and CFO to meet in the New Year.	DG	Ongoing
<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 the respective safeguarding modules and feed back to the DG and APSRS.</li> </ul>	Emma Milson / Gray Towse	Noted as complete

		<ul style="list-style-type: none"> <li><b>Action Updated 19 December 2023:</b> Update on the Safeguarding Training requirements for Governors to be provided at the next Corporation Meeting.</li> </ul>	DG	On Agenda
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
23.26	<b>Declarations of Interest</b>	<b>Action Updated 19 December 2023:</b> Procurement Policy discussed at the Audit Committee Meeting held on 11 December 2023. DG to review the Register of Interest and circulate a reminder to Members as appropriate.	DG	Complete
23.27	<b>Audit</b>	DG to ensure that the 12 October 2023 Audit Committee Minutes are circulated to the Corporation.	DG	Complete
23.28	<b>Environmental and Sustainability Strategy</b>	Sustainability Officer to develop a Food Sourcing Document and an update is to be provided to the Corporation.	Emily Luby	Complete
23.30	<b>Strategic Sprint</b>	DPCEO to develop and provide a Curriculum Reporting Suite to the next Corporation Meeting.	DPCEO	Complete
23.31	<b>Principal's Report including Safeguarding Update</b>	DG and the Principal to work with the Marketing Director and formulate an Annual Schedule of Events which the Governors can attend.	DG/Principal	Remove as Action
23.34(b)(i)	<b>Finance and Resources</b>	DG to ensure that the 3 December 2023 Finance and Resource Committee Minutes are circulated to the Corporation.	DG	Complete
23.36	<b>Policies</b>	DG to ensure the heading of Point 5 on the Relationships Policy be amended from "General Principals" to "General Principles".	DG	Complete
<b>Restricted Confidential Minutes</b>				
23.38	<b>Reporting from the Remuneration Committee</b>	DG to circulate the draft Remuneration Committee Minutes to the Remuneration Committee for their observations and thereafter on to the Corporation.	DG	Complete

**Action Point 23.12(a):** It was **RESOLVED** that Gray Towse had completed both of the Safeguarding modules requested and upon enquiry, Emma Milson, confirmed that she had completed both modules also.

**Action Point 23.31:** The DG updated the Corporation, noting that a list of marketing events had been circulated and a consolidated calendar of events was being compiled. The

	Corporation noted their thanks. It was requested however, by the Corporation, that they be provided with frequent updates to the list.	
<b>23.44</b>	<b>Annual Strategic Conversation with the DfE</b>	
	Reference was made to the Annual Strategic Letter received from the Department for Education (DfE) included in the Agenda Pack. To <b>receive</b> and <b>consider</b> the Annual Strategic Conversation Letter	
	The Chair reported that he attended the Annual Strategic Conversation with members of the Executive which was a positive and informative experience. The Chair explained that a discussion took place which outlined contextual pressures of the College as well as its financial challenges. The Chair advised the Governors of a range of free DfE resources which the College could draw upon to support its objectives. Particular reference was made to the discussions undertaken around apprenticeships and enquiries raised by Governors who had identified the dip in apprenticeship standards. The Chair noted that he had discussed this with the Principal and the understanding is that this would start to improve but needs to be tracked closely.	
<b>23.45</b>	<b>Principal's Report</b>	
	Reference was made to the Principals Report included in the Agenda Pack. To <b>receive</b> and <b>consider</b> the Principal's Report	
	The Principal talked the Corporation through the Report. Key Points noted, included: Updated Guidance on Accountability Statements and Duty to Review The Principal explained that the Executive had attended training on the updated guidance released and explained that reviewing the Local Needs Duty would be incorporated into the Accountability Agreement going forward which would simplify reporting.	
	<b>Student Attendance</b> The Principal explained that attendance remained, comparatively, similar to the same point in time the previous year but remained below the College's 90% benchmark. He put forward that low attendance was a national issue and a sector comparator, by way of benchmarking, was not available. The Chair opened discussion on attendance noting the apparent legacy of COVID19 on attendance and the perception that students (and some parents/carers) did not consider attendance to be as important as it once had. Input from the Student Governors, in particular, was requested as part of the discussions and key points noted on a whole included:	
	<ul style="list-style-type: none"> <li>• absences could just be genuine absences but some students did just "take days off";</li> <li>• the timetabling of mid-year examinations reinforced the importance of attendance across the academic year as a whole and acted as a motivator and incentive to students;</li> <li>• the timetabling of programmes across a day and/or week whereby students have only one or two lessons on a particular day, especially for students who were travelling from afar, could disincentivise some students from attending all lessons. It was explained that in instances where only one lesson was timetabled in a day or there was a large gap between one lesson and the next - students would have to remain on campus for the full day if reliant on the free bus service.</li> </ul>	
	<b>Safeguarding Update</b> The Principal noted the broad scope and serious of instances recorded for the previous term. Reference was made to the uptick in safeguarding instances, which had followed the COVID19 pandemic and had not abated, although no trends or patterns had been identified. <b>The Corporation referred to the works of Student Management Committee (SMC) and their guidance that the needs of some students, who were wishing to start at the College, were not capable of being met. The Corporation noted this was not a positive position for the student nor the College and put forward that this needed to be explored further.</b>	
<b>23.46</b>	<b>College Performance and Key Performance Indicators</b>	

	Reference was made to the College Key Performance Indicators 2023-24 paper circulated in the Agenda Pack.	
	To <b>receive, consider</b> and <b>discuss</b> the Mid-Year Review of College performance against strategic priorities and Key Performance Indicators	
	The paper was taken largely as read. It was reported that nothing of particular significance needed to be drawn to the Corporation’s attention. The document is to be rag rated at the end of the year. <b>The Corporation referred to Section 2 of the Report and the “Maximum Number of RIDDOR incidents in a rolling 3-year period”. The Corporation noted that the Principal’s Report had reported no RIDDOR incidents but this paper contradicted that information - with three incidents detailed. The Corporation challenged why that was.</b> The DPCEO explained that the Principal’s Report was an annual comparative for the December to February period whereas the KPI reflected a full three-year rolling period. <b>The Corporation noted, positively, how actual targets were over and above the internal benchmarking set and commended the Executive for their works.</b>	
<b>23.47</b>	<b>Curriculum and Quality</b>	
(a)	Accountability Agreement	
	To <b>consider</b> and <b>approve</b> the delivery of an Accountability Agreement Workshop at the May Strategic Sprint	
	It was requested that the 2024/25 Accountability Agreement be included, for discussion, as part of the Corporation’s Strategic Sprint Day in May 2024. The DPCEO explained that in doing so this would provide a greater opportunity to collate feedback and consult with staff. The Corporation noted the same and <b>RESOLVED</b> to include a strategic discussion on the drafting of the Accountability Agreement as part of its Strategic Sprint.	Strategic Sprint
(b)	Reporting from the Curriculum and Quality Committee	
(i)	To <b>receive</b> and <b>note</b> the Minutes of the meeting held on Tuesday 12 March 2024	
	The Chair of the Curriculum and Quality Enhancement Committee (the <b>CQE Chair</b> ) provided a verbal update, which included: <ul style="list-style-type: none"> <li>the committee had been strengthened through an invitation to the Assistant Principal of Riseholme and the Directors of Land Based and General Further Education to attend the committee meetings to provide contextualisation to reporting provided;</li> <li>attendance, as noted in the Principal’s Report, was evidencing a comparative uptick, annually, in FE but a drop in HE. However, both FE and HE have dipped, in-year, from the previous calendar month;</li> <li>an uptick in both applications and accepts for FE for 2024/25 as well as staff utilisation remaining over 100% in some areas. The CQE Chair explained that some subject areas, already evidencing over 100% utilisation, were already receiving an increased number of applications for the 2024/25 period. The CQE Chair noted that assurance had been sought that appropriate forward-planning was been undertaken to ensure no adverse impact to the quality of teaching and learning and/or staff wellbeing;</li> </ul> <p><i>Part of this item was taken as confidential</i></p> <ul style="list-style-type: none"> <li>an improving picture in HE recruitment with an 18% increase in accepts (which negated the dip in applications) and an increase in retention;</li> <li>a strong internal progression position, comparative to the same point in time the previous month;</li> </ul>	

	<ul style="list-style-type: none"> <li>the value of the Curriculum Offer and its Review which was provided for the Corporation's consideration;</li> <li>noting the drop in apprenticeship standards but commending the one-to-one oversight of each apprenticeship. It was put forward that there was a number of reasons why apprentices were leaving the College without completing their apprenticeship in full which was often outside the control of the College. The Corporation was advised however that there was no student satisfaction questionnaires being undertaken (in the same format as that of FE and HE) but this was now being developed in readiness for September 2024;</li> <li>the granular approach being developed and implemented in the quality process which was positively noted and commendations made to all staff members involved.</li> </ul> <p><b>The Corporation noted the report and its thanks to all colleagues.</b></p>	
(ii)	<p>To <b>receive</b> the <b>recommendations</b> and <b>advice</b> of the Committee and <b>approve</b> the Teaching and Learning Strategy (carried forward from 19 December 23 Meeting)</p> <p>It was confirmed that this was not available for the Corporation and is to be carried forward. The Corporation was advised that consultation had commenced with staff members.</p>	C&QE / Corp
(c)	<p>Student Association Report</p> <p>Reference was made to the Student Association Report included in the Agenda Pack.</p> <p>To <b>receive</b> and <b>consider</b> the Student Association Report</p> <p>The Student Governors talked the Corporation through the paper provided. Key points noted, included:</p> <ul style="list-style-type: none"> <li>a summary overview of the composition and purpose of the Student Association;</li> <li>the development of a "Stick Together Scheme" which is to provide peer support to students across the College. A supportive and collegiate cross-campus approach was noted with, for example, a competition being ran through the Art Department to design the scheme's logo;</li> <li>an update on an initiative developed from the 2022/23 Student Association around the introduction of Vape Recycling. It was explained that this had nearly been at fruition but a proposed change in legislation had meant this may no longer be a viable option;</li> <li>an increased focus on more student led Equality Diversity and Inclusion initiatives. Particular reference to Black History and Pride was noted;</li> <li>the intended introduction of a Totum card initiative whereby stamps would be collected from teaching staff to encourage and incentivise students. It is hoped that this would be in operational in readiness for September 2024.</li> </ul> <p><b>The Corporation commended the initiatives and drive of the Student Association and the Student Governors noting their support to, in particular, the Stick Together Scheme. The Corporation further noted the real value of peer mentoring noting benefits of having visibility of this as soon as possible for any new students starting the College.</b></p> <p>Discussion around the involvement of students, from the Riseholme campus, in the Student Association was undertaken. It was noted that although there were opportunities for engagement in Student Association Meetings via Teams Meetings, attendance had not been strong. Possible ways of strengthening engagement were raised including using Riseholme as the base of a separate Student Association with outreach and linkage to Bishop Burton. Support from Sharon Kirby, Staff Governor, was noted in increasing engagement from students at the Riseholme campus.</p>	
23.48	<p><b>Growth Strategies and Curriculum Suite/Progress Towards Quality KPIs</b></p> <p>Reference was made to the Growth Strategies &amp; Curriculum Suite/Progress Towards Quality KPIs paper and the Achievement Update Power Point both of which had been provided to the Curriculum and Quality Enhancement Committee and included for information to the Corporation as part of the Agenda Pack.</p>	

	To <b>receive</b> an <b>update</b> and <b>consider</b> and <b>approve</b> the Growth Strategies and consolidated Workstreams, including, on the recommendation of the Curriculum & Quality Enhancement Committee, the Curriculum Offer Review and Report, which incorporates the Duty to Review the Local Skills Need 2022/23	
	<p>The DPCEO presented the “Curriculum Suite: Growth and Performance KPIs” (<i>tabled item 2</i>) to the Corporation which sought to consolidate and summarise the two papers reported to the Curriculum and Quality Enhancement Committee at its meeting held on Tuesday 12 March 2024.</p> <p>The DPCEO presented to the Corporation, noting that some of statistical data differed from the presentation provided by the Director of Marketing owing to the “snapshot” when the data was collated for presentations. Key Points noted, included:</p> <ul style="list-style-type: none"> <li>• comparatively, to the same point in time the previous year, FE offers and accepts are up by 20%;</li> <li>• applications for land-based engineering had been tracking lower compared to the same point in time the previous year but had now caught up;</li> <li>• progression at Riseholme from Year 1 to Year 2 at Level 3 is an area of focus but was explained to be adversely impacted, in part, as a result of a different timescale at that campus. The DPCEO confirmed however that progression was tracking and forecasted to outturn at 81% overall against a progression target of 78% at Riseholme;</li> <li>• progression data from Level 1 and Level 2 was noted as lacking sufficient detail currently and is to be provided at the next Curriculum and Quality Enhancement Committee Meeting.</li> </ul> <p>The Corporation <b>NOTED</b> the growth strategies implemented and updates provided relating to quality and teaching and learning.</p> <p>The Corporation <b>NOTED</b> and <b>APPROVED</b> the Curriculum Offer Review and Report, incorporating the Duty to Review Local Skills Need 2022/23 pending completion and review of the outstanding data including destinations.</p>	C&QE
23.49	<b>Finance and Human Resources</b>	
	Reporting from the Finance and Resources Committee	
(a)	To <b>receive</b> and <b>note</b> the Minutes of the meeting held on Tuesday 5 March 2024	
	<p>Non-Confidential, Confidential and Restricted Confidential Minutes from the Finance and Resources Committee Meeting were included in the Agenda Pack.</p> <p>The Chair of the Finance and Resources Committee (<b>Chair of F&amp;R</b>) referred to the Minutes which were taken as read.</p> <p><b>Note:</b> the Chair of F&amp;R had spoken with the DG in advance of the Meeting to note an amendment to the Minutes of the Committee dated 5 December 2023 around the proposed 2% uplift for Non-Minimum Wage Workers (<b>NMWW</b>) being included in the financial forecasting. This was not noted as part of the evening’s reporting.</p> <p>The Corporation <b>RECEIVED</b> and <b>NOTED</b> the minutes circulated in the Agenda Pack.</p>	
(b)	To <b>receive</b> and <b>consider</b> the advice of the Committee and note the:	
(i)	Financial Management Report including Management Accounts for period ended 31 January 2024	
	<p>The Monthly Financial Accounts to 31 January 2024 paper was included in the Agenda Pack. The Chair of F&amp;R took the paper as read and referred to the committee’s minutes (noted in Minute 23.26(a) above). Key points were noted, including:</p> <ul style="list-style-type: none"> <li>• a Special Meeting of the Finance and Resources Committee is to be convened in April 2024 and will consider the viability and value for money of the proposed T Level Animal Unit extension which was, at this point in time, projecting a circa £200k overspend which</li> </ul>	Special F&RC

	<p>would need to be funded by the College. It was noted that tenders, for the works, were due back at the end of March 2024 and further detailed information on any overspend would be known then. It was confirmed, also, that the timescale for completion of the project had already slipped. The Corporation <b>NOTED</b> the same and <b>SUPPORTED</b> the proposal of the Finance and Resources Committee to undertake further diligence on the proposal;</p> <ul style="list-style-type: none"> <li>• a robust discussion took place around the affordability of demolishing the old pig buildings and the avenues which continued to be explored around this;</li> <li>• the financial outturn of the College is looking slightly more favourable as of January 2024.</li> </ul>
(ii)	<p>verbal update on any material points arising from end January 2024 to date</p> <p>The CFO confirmed the improved outturn in January and a continued improvement into February 2024. The CFO reported this was owing, in part, to savings made on utilities which were in the region of £100k.</p>
(iii)	<p>update on the College’s Bank Loan Covenants</p> <p>Reference was made to the College Loan Covenants report, included in the Agenda Pack. The item was taken as read. No comments were raised.</p>
(iv)	<p>Termly Staffing Update and People Strategy</p> <p>Reference was made to the HR Report as of 19 February 2024, included in the Agenda Pack. The item was taken as read. No comments were raised at this point.</p>
(v)	<p>Committee Self-Assessment Report</p> <p>Reference was made to the Finance and Resources Committee: Self-Assessment 2022/23, report included in the Agenda Pack.</p> <p>The item was taken largely as read. The change in the composition of the Committee was noted and the need to increase completion of the same acknowledged.</p>
(c)	<p>To <b>receive</b> the <b>recommendations</b> and <b>advice</b> of the Committee and <b>approve</b> the proposals noted on the update to the Estates Strategy in relation to the Salix Phase 3c PSDS Application</p> <p>Reference was made to the Estates Strategy Update, included in the Agenda Pack.</p> <p>The Chair of F&amp;R drew the Corporation’s attention to the Salix Phase 3c PSDS Application and discussions undertaken around this detailed in the committee’s minutes. The Chair of the F&amp;R summarised that part of the cost would be funded by a successful Salix Grant (£395,121) but the remaining £138,821 of the overall spend would need to be funded by the College out of its Sustainability Capital Budget. It was explained that works, similar to that being undertaken on Bishop Burton’s Main Building, would be focused on the Learning Resources Centre. The Chair of F&amp;R commended the CFO for securing the additional funding and following the discussion at the Finance and Resources Committee recommended that the Corporation approve the undertaking of the project.</p> <p>The Corporation noted the same and <b>APPROVED</b> the continuing of the Salix Phase 3c PSDS Application and Project and the expenditure of monies detailed from the Sustainability Capital Budget.</p> <p><b>The Corporation referred back to the HR Report (as of 19 February 2024) noted as part of Minute 23.46(b)(iv). The Corporation referred to the section entitled “Flexible Working” and noted, as a point of accuracy, that the data provided was a breakdown of those members of staff who either worked full time or part time. It was noted that this was not a reflection of “flexible working” in fullness. The DPHROS reported that a Flexible Working Group had been developed to explore how an increased level of flexible working could be structured and modelled across the College. The Corporation enquired whether the College had any “flexible working”, other than part time/full time, in practice at the moment which could be used as a platform to build upon. The DPCEO explained that different variations of “flexible working” were being used informally between different departments but there was no formalised standard/practice. The Corporation noted the</b></p>



	<p><b>same and enquired whether any new members of staff would be aware of such practices to allow them to request the same.</b> The DPCEO explained that discussions were being undertaken by the working party with a view to building on these existing foundations with four different proposals being socialised/pitched and explored. It was confirmed that once a direction of travel had been determined this could then be rolled out and communicated including as part of advertisement/promotion of recruitment packages.</p> <p>Discussion then moved to the 31 Point Update arising from the People Strategy 2023 – 25. <b>The Corporation requested clarity on how the action points were ranked in terms of weighting/priority and how they were being incorporated into financial forecasting/modelling to ensure resources and support were in place when needed. The Corporation sought assurance that given the number of action points identified that it was realistic to achieve all of them and complete them in full.</b></p> <p>The DPHROS noted that a pictorial overview of the actions could be provided to the Corporation for their ease of reference but confirmed all actions were being moved forward. It was acknowledged however that some actions would take a longer amount of time to implement in full than others. The DPCEO updated the Corporation on progression opportunities which were being developed for members of staff – noting the works being undertaken to develop “job families” which would allow multi-skilled workers to be disseminated across multiple areas of the College to allow professional progression. It was explained that there were longer term costs associated with this but that works had commenced.</p> <p><b>ACTION: Pictorial Overview of the Plan People Strategy 2023 – 25 : Implementation Update &amp; Plan</b></p>	DPHROS
<b>23.50</b>	<b>2025/26 Tuition Fees</b>	
	Reference was made to the Tuition Fees 2025/26 report included in the Agenda Pack.	
	<p>To <b>consider</b> the <b>advice</b> and <b>recommendations</b> of the Curriculum and Quality and Finance and Resource Committee and <b>determine</b> and <b>approve</b> the 2025/26 Tuition Fees</p> <p>The DPCEO outlined the paper provided; noting that Adult Education Fees did not require Corporation approval but had been included in line with custom and practice.</p> <p>The Corporation <b>RESOLVED</b> to <b>APPROVE</b> the 2025/26 Tuition Fees notwithstanding a declaration, from one member of the Corporation, who expressed their point of consideration that the College’s HE fees were too expensive when compared to the resources, scale and scope of what other university providers could offer. It was expressed that this was not disingenuous to the quality and strengths of the College’s HE provision but it was, in context, a different experience to that of independent university settings. The Corporation noted the same; putting forward that the HE fees were in line with most other FE Colleges offering HE provision.</p>	
<b>23.51</b>	<b>Audit</b>	
	Reporting from the Audit Committee	
(a)	<p>To <b>receive</b> and <b>note</b> the Minutes of the Meeting held on Wednesday 21 February 2024</p> <p>Reference was made to the minutes of the Audit Committee circulated in the Agenda Pack. The Chair of the Audit Committee (<b>Chair of Audit</b>) referred to the minutes circulated and noted the amendment to the internal audit programme and the reappointment of the External Auditors as two areas for further discussion which were included on the Agenda. Questions arising from any other area of the minutes were invited. None received.</p> <p>The Corporation <b>RECEIVED</b> and <b>NOTED</b> the minutes circulated in the Agenda Pack.</p>	
(b)	To <b>receive</b> and <b>consider</b> the advice of the Committee and note the:	
	ESFA Outcome of Apprenticeships Compliance Testing Audit	

	<p>Reference was made to the ESFA Letter regarding the Outcome of Apprenticeships Compliance Testing Audit included in the Agenda Pack.</p> <p>The Chair of Audit noted the formal receipt of the ESFA Letter which was dated 31 July 2023 – noting this was late being presented to Corporation as it had not been provided to the Audit Committee for information until its meeting in February. It was noted that the actual programme of monitoring, undertaken by the ESFA, had commenced nearly one year ago.</p>	
(c)	To <b>receive</b> the <b>recommendations</b> and <b>advice</b> of the Committee and <b>approve</b> the:	
(i)	<p>appointment of RSM as the External Auditors</p> <p>The Chair of Audit outlined the discussions undertaken independently with RSM as well as with the CFO and Principal and confirmed the Committee’s satisfaction with the External Auditors appointed. The Chair of Audit requested the Corporation approve the appointment of RSM as the College’s External Accountants for the 2023/24 financial period which would be its fourth year of service (the first reappointment following completion of the initial three-year service period).</p> <p>The Corporation <b>APPROVED</b> the appointment of the RSM as the College’s External Auditors for the 2023/24 period.</p> <p>The Chair of Audit also reported that it had brought forward discussions around the retendering for External Auditors which would take place, initially, at its meeting in November 2024. The Corporation <b>NOTED</b> the same.</p>	Audit (Nov Meeting)
(ii)	<p>amendments to the Internal Audit Programme</p> <p>Reference was made to the revised Internal Audit Programme included in the Agenda Pack. The Chair of Audit confirmed that, for the reasons outlined in the minutes, it was proposed that the Internal Audit Programme be amended with a revised approach to be taken to the Governance Audit alongside a postponement of the Risk Management Audit to allow the introduction of the following audits which had been identified with reference to the College’s Risk Register:</p> <ul style="list-style-type: none"> <li>• Student intake (including recruitment, retention, progression) and student achievement; and</li> <li>• Staff Morale</li> </ul> <p>The Corporation <b>APPROVED</b> the revised Internal Audit Programme.</p>	
<b>23.52</b>	<b>Governance and Search Committee</b>	
	Reporting from the Governance and Search Committee	
(a)	<p>To <b>receive</b> and <b>note</b> the Minutes of the Meeting held on Tuesday 30 January 2024</p> <p>Reference was made to the Confidential and Non-Confidential Minutes included in the Agenda Pack.</p> <p>Questions were invited. None received.</p> <p>The Corporation <b>RECEIVED</b> and <b>NOTED</b> the minutes circulated in the Agenda Pack.</p>	
(b)	To <b>receive</b> and <b>consider</b> the <b>advice</b> of the Committee and note the	
(i)	<p>Committee’s Annual Report and Governance Committee’s Self-Assessment Report</p> <p>Reference was made to the Governance and Search Committee: Governance and Search Committee: Self-Assessment 2022/23 Report and the Governance and Search Committee’s Annual Report.</p> <p>The papers were taken as read. The DG referred to discussions undertaken at the committee’s meeting around inviting all Committee Chairs to be appointed to the Governance and Search Committee. The DG noted the action arising from this and its inclusion as part of the evening’s agenda but put forward, on reflection, the proposal/action required further consideration. The DG explained that in appointing all of the Committee Chairs to the Governance and Search Committee this would, in effect, create a Committee with the same</p>	



	<p>The Corporation noted the introduction of the requirements and requested that a timeframe be set to ensure all governors completed the training within the same space of time.</p> <p>The Corporation <b>APPROVED</b> the introduction and mandatory compliance to the Safeguarding and PREVENT Training.</p>	
23.53	<b>Policies</b>	
(a)	<p>To <b>consider</b> and <b>approve</b> as a Corporation, the:</p> <p>All policies noted for consideration and approval by the Corporation under Minute 23.50(a) were provided in the Agenda Pack.</p> <ul style="list-style-type: none"> <li>• <b>Anti-Harassment &amp; Bullying (4.01)</b> The Corporation <b>APPROVED</b> the same.</li> <li>• <b>Search &amp; Seizure Procedure for Students (op_4.07)</b> The Corporation referred to paragraph 4 of the Policy and noted that the wording around Swiss Army Knives could be ambiguous and that this needed to be reviewed to ensure clarity around the use of such knives, as required, for farm duties. Discussion was undertaken and it was reported that this had been explored previously and the policy, in practice, had been reviewed by the DPCEO. The DPCEO confirmed that Swiss Army Knives were considered a prohibited item but when such knives were required for farm duties, they were counted both out and in, and used only as part of the work being undertaken. The Corporation noted their <b>APPROVAL pending</b> the redrafting of the wording around this point. <b>ACTION: DPCEO to ensure the wording of the Search &amp; Seizure Procedure for Students is amended in paragraph 4</b></li> </ul> <p><b>Health and Safety Policy (6.04)</b> The Corporation <b>APPROVED</b> the same.</p> <p><b>Modern Day Slavery Statement</b> The Corporation noted that all references to Equality and Diversity needed to be amended to correctly reference Equality, Diversity and Inclusion. <b>ACTION: DPHROS to ensure all references to Equality and Diversity be amended to correctly reference Equality, Diversity and Inclusion in the Modern-Day Slavery Statement</b></p> <p><b>The Corporation referred to the paragraph 2 of the Policy (Approach to Tackling Modern Slavery) and in particularly the following statement: “We have a targeted approach to identifying and tackling ethical issues, including modern slavery, in our organisation and supply chain”. The Corporation noted the same and challenged whether the College had appropriately risk assessed all of its suppliers in accordance with the Modern Slavery Act 2015 and queried whether the College had any “high risk” suppliers.</b> Discussion was undertaken and it was put forward that this risk should be appropriately considered and assessed as part of the College’s Procurement Policy. The CFO confirmed ongoing actions around the Procurement Policy and noted that he would review this also. The Corporation noted the same putting forward that the College needed to ensure it had the appropriate evidence that this was being undertaken. <b>ACTION: CFO to review the Procurement Policy and the process(es) around identifying and risk assessing all suppliers in consideration of the Modern Slavery Act 2015</b></p> <p>The Corporation noted, <b>pending</b> the amendment noted and exploration into the process(es) around identifying and risk assessing suppliers to the College that the policy be <b>APPROVED</b>.</p> <p><b>The Corporation noted, as an aside, that all policies should be reviewed to ensure they were grammatically correct before being presented to the Corporation and its Committees and/or used in general circulation. Reference was made, by way of example, to a consistent approach to capitalisation.</b></p>	<p>DPCEO</p> <p>DPHROS</p> <p>CFO</p>

(b)	Curriculum and Quality Enhancement Committee	
	To <b>receive</b> and <b>approve</b> on the recommendation of the Committee the:	
	<ul style="list-style-type: none"> <li>• Academic Admissions Higher Education Policy</li> <li>• Higher Education Support Funds Policy 2023-2024</li> </ul>	C&QE / Corp C&QE / Corp
	<p>The policies were taken as one. Both policies are to be carried forward.</p> <p><b>The Corporation challenged why both the policies were being carried forward.</b></p> <p>Summary explanations were provided as follows:</p> <ul style="list-style-type: none"> <li>▪ Academic Admissions Higher Education Policy: it was noted that the Terms and Conditions applicable to HE Students had been revised and legal review sought. It was noted that the Terms and Conditions dovetailed to this policy and once finalised – further amendments to the policy would be required.</li> <li>▪ Higher Education Support Funds Policy 2023-2024: it was noted that the Higher Education Support Funds Policy 2023/24 required further review and consideration as a result of in-year changes which had been proposed to the bursary scheme which could not be implemented. <b>The Corporation noted the policy was for the current 2023/24 period and challenged why this was.</b> It was confirmed that this was being explored.</li> </ul>	
(c)	Finance and Resources Committee	
	To <b>receive</b> and <b>approve</b> on the recommendation of the Committee the	
	<p>HE Tuition Fee Policy (New Policy)</p> <p>This policy was included in the Agenda Pack.</p> <p>The Corporation <b>APPROVED</b> the policy.</p>	
	<p>Disciplinary Procedure (OP 7.07)</p> <p>This policy is to be carried forward.</p> <p>The DG noted she had requested that this policy be carried forward following consideration of the same by herself. It was noted that herself and the DPHROS are to meet to review the governors/governance role.</p>	F&R / Corp
	<b>ACTION: DG and DPHROS to meet and discuss the Disciplinary Procedure</b>	DG / DPHROS
(d)	Audit Committee	
	To <b>receive</b> and <b>approve</b> on the recommendation of the Committee The Freedom of Information Action Policy (2.02)	
	<p>The policy was included in the Agenda Pack</p> <p>The Corporation <b>APPROVED</b> the policy.</p>	
	<p><i>The Corporation then took the Confidential Agenda. Minutes are recorded as the Confidential Agenda Minutes (Part 1 and Part 2)</i></p> <p><i>The Corporation then took the Restricted Confidential Agenda. Minutes of are recorded in the Restricted Confidential Agenda Minutes (Part 1 and Part 2)</i></p> <p><i>The Corporation then addressed two items of any other urgent as part of the Non-Confidential Minutes .</i></p>	

