

## Non-Confidential Minutes of the Meeting of the Corporation held by virtual attendance on 26 September 2023 at 5.30pm

Corporation Members	Appointed as	Chair/Vice	Apologies
Ian Sackree	External Governor	<b>Chair</b>	
Angela Moran	External Governor	<b>Vice Chair</b>	Apologies Received
Rebecca Brassington	Staff Elect		(until 5:58pm)
Susan Hamer	External Governor		
John Hurst	External Governor		Apologies Received
Sharon Kirby	Staff Elect		(until 7:07pm)
Bill Meredith	Ex-Officio		
Adam Milner	External Governor		Apologies Received
Emma Milson	External Governor		
Peter Phythian	External Governor		
Martyn Thomas	External Governor		
Gray Towse	External Governor		(from 5:43pm)
<i>Member Vacancy</i>	<i>External Governor</i>		
<i>Member Vacancy</i>	<i>External Governor</i>		
<i>Member Vacancy</i>	<i>External Governor</i>		
<i>Member Vacancy</i>	<i>Student Elect</i>		
<i>Member Vacancy</i>	<i>Student Elect</i>		

### In Attendance

Kate Calvert	Deputy Principal HR & Organisational Services	(DPHROS)
Stephen Kelly	Chief Financial Officer	(CFO)
Kirsti Lord	Deputy Chief Executive and Deputy Principal	(DPCEO)
Sallyanne Pearson	Director of Governance	(DG)

23.1	Welcome and Apologies for Absence
23.1(a)	<p>Welcome</p> <p>The Chair thanked everyone for attending the Meeting which had been convened over and above the number of Corporation Meetings originally detailed. The Chair explained that the Meeting had been introduced in acknowledgement of feedback received from the External Board Review, to facilitate more strategic discussion, as well as from Members of the Corporation. It was noted that the additional meeting would be introduced going forward with the frequency of meetings, as a whole, being reviewed over the next twelve months.</p>
23.1(b)	<p>To receive apologies for absence</p> <p>Apologies for absence were received, with <b>consent</b>, from:</p> <ul style="list-style-type: none"> <li>• Angela Moran</li> <li>• John Hurst</li> <li>• Adam Milner</li> </ul>

<b>23.2</b>	<b>Declarations of Interest</b>	
23.2(a)	To consider and declare, as required, amendments to the Register of Interests and Conflicts of Interest The Chair noted that any declarations or conflicts of interest should be declared. It was requested they be raised, if relevant, as and when required. No declarations were raised in the meeting.	
23.2(b)	Items to be raised as part of the evening's business Noted that Staff Governors would be unable to attend reporting for part of Agenda Item 6.2.	
<b>23.3</b>	<b>Membership of the Corporation</b>	
23.3(a)	To consider and approve following scrutiny from representatives of the Governance and Search Committee, the Appointment of External Members Reference was made to the "Membership Appointments: External Appointed Governors to the Corporation" reporting provided as part of the Agenda Pack. The Chair explained that three external governor candidates were being recommended, by the Governance and Search Committee, for approval by the Corporation subject to satisfactory completion of all pre-appointment checks. A summary overview of each candidate, their skills, experience and expertise was provided. The Corporation <b>APPROVED</b> the appointment of all three external governor candidates subject to the satisfactory completion of all pre-appointment checks. The Corporation <b>APPROVED</b> the delegation of authority to the Chair of the Corporation, in conjunction with the DG, to commence the term of office for each external governor candidate upon satisfactory completion of such pre-appointment checks.	
23.3(b)	To note any resignations from the Corporation Reference was made to the "Membership Appointments: Resignation of External Appointed" reporting providing as part of the Agenda Pack. Noted that Victoria Shannon, External Governor, had resigned from the Corporation.  <i>Agenda Items were taken out of order</i>	
<b>23.4</b>	<b>Principal's Update</b>	
	The Principal was invited to provide an update to the Corporation. The Principal presented his "Introduction to the Academic Year 2023/24" briefing paper ( <i>Tabled Item 1</i> ). Key points and discussion noted, over and above the reporting provided, included: Student Recruitment Higher Education (HE) recruitment is down by circa 35 students in comparison to last year. An adverse in-year financial impact of approximately £350k was noted. It was acknowledged that recruitment had not been as anticipated/forecasted and a two-year downward trend, was evident. The Principal noted that the most up to date figures would be provided to Finance and Resource Committee Meeting, the following week. <b>ACTION: CFO to include the most up to date HE recruitment figures and its in-year financial impact to the Finance and Resource Committee Meeting on 3 October 2023</b>  <i>Gray Towse entered the Meeting: 5:43pm</i>  <b>The Corporation referred to link governor discussions undertaken. It was put forward that HE recruitment was continuing; with more students having now</b>	CFO / F&R

**been recruited. A continuing ten-week window to recruit further to HE was also noted.**

The Executive clarified eleven further students had been recruited; the yearly, comparable, difference was confirmed to be 24 students.

#### FE Student Achievement Rates (2022/2023)

Discussion was undertaken around the year-on-year comparable drop in achievement. It was confirmed that the data was not shareable, at this point in time, but confirmed it would be available for the next Corporation Meeting.

**Action: FE (Further Education) Student Achievement data to be provided at the Corporation Meeting**

DPCEO /  
Corp

**Discussion was undertaken by the Corporation on the reporting received regarding student recruitment and FE student achievement. Key points raised by the Corporation included:**

- **an awareness, from link governor engagement, that the achievement of the Maths and English Departments at the College had successfully and positively “bucked the trend” across the sector as a whole. This was noted as a positive achievement of the College which evidenced that strategies implemented, operationally, were having a positive impact;**
- **an understanding, from link governor engagement, that it was a complex picture as to why achievement had dropped. It was suggested that a continued emphasis on the “Right Student Right Course” strategy should evidence a greater impact in successive years. Reference was also made to the increased requirement for more students to undertake formal examinations. It was suggested that best practice and strengths of the Maths and English Department, which included the taking of examinations, could be disseminated;**
- **disappointment in the achievement rates as a whole - especially in light of the positive feedback received from the OFSTED Inspection. It was put forward that the good practice, in place, and identified from the OFSTED Inspection needed to be emphasised and built upon to mitigate any subsequent impact including to recruitment.**

**The Corporation ended the discussion emphasising that outcomes/achievement need to improve and this should be explored fully and include a focus on staff retention and recruitment (especially in key “hard to recruit” areas) and staff performance measures. It was suggested that this could be a focus at the Corporation’s Strategic Sprint in November.**

#### Reorganisation of Staffing Structures

The resignation of members of the strategic leadership group were noted. It was put forward that this opened up discussion opportunities around restructure.

#### Staff Pay

The Principal outlined the current position on staff pay noting: the additional funding received by the College, the AoC’s recommendation of a pay award of up to 6.5%, organisational restructuring works and the College’s financial position. A preference to help offset inflation costs impacting members of staff was put forward.

It was noted that detailed financial modelling needed to be undertaken; which would be done immediately.

#### Further Updates Provided (*not detailed on the Briefing Paper*)

Additional updates provided included:

- the Pig Unit is to officially open on Thursday 2 November. Governors are invited;
- the HE Graduation Day is to take place on Friday 3 November. Governors are invited;
- Scampton Asylum Centre: noted that a meeting including representatives from the Home Office and College had been undertaken with a number of assurances

	<p>noted to the College. It was reported that the College's risk assessment, management and safeguarding had been evaluated and addressed accordingly.</p> <p><i>Rebecca Brassington left the Meeting</i></p>	
<b>23.5</b>	<b>Appointment of Student Governors and Student Association Constitution</b>	
23.5(a)	<p>To <b>approve</b> the appointment of the elected Student Governors (<i>carried forward</i>)</p> <p>It was noted that the elections had not taken place, to date, owing to it being too early in the academic and calendar year for the election process to run.</p>	<b>Corp</b>
23.5(b)	<p>To formally <b>note</b> the amendments to the Student Association Constitution (approved via delegation of authority to the Chair of Corporation)</p> <p>The Student Association Constitution (SAC), which was approved by delegated authority to the Chair of the Corporation, was included as part of the Agenda Pack. It was confirmed that the amended Student Governor Role Descriptor had been appended to the SAC owing to the Vice President and President becoming Student Governors to the Corporation. The Corporation <b>noted</b> the same in acknowledgement of its delegated authority to the previous Chair.</p>	
23.5(c)	<p>To <b>approve</b> the amendment to the end date of a Student Governors Term of Office and the Student Governor Role Descriptor</p> <p>Reference was made to the Student Governor Role Descriptor which was included as part of the Agenda Pack.</p> <p>The DG reported that the Student Governor Role Descriptor had been amended and included an end date for the term of office of a Student Governor, being 31 July. It was explained that this would ensure Student Governors are included as part of the full meeting cycle for governance.</p> <p>The Corporation <b>APPROVED</b> the amended Student Governor Role Descriptor and the end date of a Student Governor's Term of Office.</p> <p><b>The Chair noted an intention of increasing the level of student voice to the Corporation.</b> Discussion was undertaken with the differentiation between student voice and the role of a student governor noted.</p>	
<b>23.6</b>	<b>Finance and Resources</b>	
23.6(a)	<p>To <b>receive</b> and <b>consider</b> the Management Accounts to 31 July 2023</p> <p>Reference was made to the "Financial Management Report 2022/23 – Period ending 31 July 2023" Report provided as part of the Agenda Pack.</p> <p>The CFO clarified that the reporting included the year end management accounts for the 2022/2023 period. The CFO provided a verbal summary overview of the report noting, in addition, that the 2023/2024 Forecast Outturn had now been adjusted further. An updated version of the Forecast Outturn is to be provided to the Finance and Resources Committee and is to include the impact of the shortfall in HE recruitment.</p> <p><b>The Corporation noted the report and challenged whether the College's ESFA Financial Health rating had been finalised for the 2022 to 2023 period.</b> The CFO confirmed that this would be finalised in advance of the calendar year end but a "strong" good was anticipated.</p>	
23.6(b)	<p>To <b>receive, consider</b> and <b>discuss</b> the revised Budget Position Summary including any update to the Executive's Recommendation on Pay Awards and strategic proposals in light of changes to funding (Verbal)</p> <p><i>This item was taken as confidential</i></p>	

<b>23.7</b>	<b>Human Resources and Organisational Services</b>	
23.7(a)	<p>To receive and discuss an update on Staffing and vacancies including Organigram Reference was made to the Staff Organigram noting the Executive and Strategic Leadership Group and vacancies therein.</p> <p>It was reported that the two resignations detailed would complete their notice period at the end of October 2023. Two interim appointments have been recruited to these posts to allow a handover period.</p>	
23.7(b)	<p>To receive and discuss an update on the Fitness for Purpose Reviews</p> <p>The DPCEO presented a PowerPoint to the Corporation (<i>tabled item 2</i>).</p> <p>The DPCEO reported, as part of the presentation, that the FE restructure had now been completed. It was reported that additional restructuring work had also been undertaken at the Riseholme campus which had been unexpected but completed in August 2023.</p> <p>It was explained that the new structure was being embedded and training and development requirements continued to be identified and supported, as required, to ensure clarity in role and responsibilities.</p> <p><i>Part of this item was taken as confidential</i></p>	
<b>23.8</b>	<b>Written Resolution</b>	
	<p>Update on the Written Resolution circulated August 2023</p> <p>Reference was made to reporting included as part of the Agenda Pack.</p> <p><b>The Corporation noted that Members had felt that further information had been required in advance of them noting their approval, or not, to the Written Resolution. It was noted that this had been addressed and would be remedied going forward.</b></p> <p>The Corporation <b>noted</b> the approval of the Written Resolution.</p> <p>The DPHROS reported that following the approval of the Written Resolution, the matter had been resolved.</p>	
<b>23.9</b>	<b>Reporting from the Corporation's Committees</b>	
	Governance and Search Committee	
23.9(a)	Governance Framework and Structure	
	<p>Reference was made to the Governance Framework and Structure Report, provided to the Members as part of the Agenda Pack. Documents detailed at points (i) to (ix) were also provided to the Corporation, as part of the Agenda Pack.</p> <p>The DG drew the Corporation's attention to the report provided and walked the Corporation through items detailed. Comments were invited from the Executive also.</p>	
(i)	Instrument and Articles of Government	
	The Corporation <b>APPROVED</b> the same.	
(ii)	Standing Orders	
	The Corporation <b>APPROVED</b> the same.	
(iii)	Terms of Reference	
	The Corporation <b>APPROVED</b> the same.	
(iv)	Meeting Dates and Annual Cycle of Business	
	<p>The Chair noted that a clear recommendation from the External Board Report had been to hold the Finance and Resource Committee Meeting and the Corporation Meetings on separate days; which had been implemented. It was identified that the dates of the Finance and Resource Committee Meetings may require further adjustment. The DG is to review the dates and provide an update if necessary.</p>	

	<p><b>Action: DG to review the timing and meeting dates of the Finance and Resource Committee</b></p> <p>The Corporation <b>APPROVED</b> the same.</p> <p>Framework and Membership</p> <p>An overview of proposed adjustments to the Corporation Framework and Corporation Membership were outlined. Key points noted included:</p> <ul style="list-style-type: none"> <li>• Emma Milson is to remain on the Audit Committee;</li> <li>• Emma Milson and Gray Towse are to both take up the role of Safeguarding Link Governor</li> <li>• Peter Phythian is to join the Farm Consultancy Group alongside John Hurst</li> <li>• The proposed appointment of the External Governor candidates to Committees were noted: Jim Harris to the Finance and Resource Committee and Ian Watson to the Audit Committee. Discussion was undertaken around the best placement of Sheine Peart; options put forward included the Governance and Search but this is yet to be confirmed;</li> <li>• Martyn Thomas is to leave the Audit Committee and move to join, and Chair, the Finance and Resource Committee.</li> </ul> <p>The Chair noted that discussions had been undertaken with those Members impacted by the proposed changes and encouraged Members to engage with him if there were any concerns around the roles with the aim of utilising everyone's experience.</p> <p>The Corporation <b>APPROVED</b> the Framework and Membership.</p> <p>The Corporation made reference to the interim appointments which had been made and minuted at item 23.7(b). The Corporation requested a "pen portrait" of the interim appointments.</p> <p><b>ACTION: DPCEO to circulate a pen portrait of the interim appointments made to the roles of Assistant Principal HE and Director of Land-Based Education</b></p>	<p>DG</p>
(vi)	<p>Appointment of Chairs and Committee Membership</p> <p>The Corporation <b>APPROVED</b> the same.</p>	<p>DPCEO</p>
(vii)	<p>Corporation Code of Conduct</p> <p>The Corporation <b>APPROVED</b> the same subject to any minor tweaks required owing to cross referencing works. The DG is to keep the Corporation updated on the same.</p>	
(viii)	<p>Governor Training and Induction Plan</p> <p>Not raised.</p>	
(ix)	<p>Link Governor Programme and Procedure</p> <p>The Chair provided a summary overview of a proposed development to the role of Link Governors and commended a more agile approach to focus on areas of strategic importance. It was requested that this be discussed as part of the November Strategic Sprint.</p> <p><b>ACTION: Link Governor Programme to be reviewed as part of the Strategic Sprint in November</b></p> <p><i>Sharon Kirby left the Meeting: 7:07pm</i></p>	<p>DG</p>
23.7	<p><b>Human Resources and Organisational Services</b></p>	
	<p><i>This item was taken as confidential.</i></p>	

23.8	<b>Any other Urgent Items</b>	
	<p><b>The Corporation referred to discussions minuted at 23.4. The Corporation challenged whether they would be provided with a breakdown of the achievement data when available.</b> The Executive confirmed this would be provided to the Curriculum and Quality Enhancement Committee in the first instance but would be accessible to all Members.</p> <p><i>Part of this item was taken as confidential.</i></p> <p><b>The Corporation challenged whether all staff and student feedback would be compared and correlated to those areas of low achievement.</b> It was confirmed that an analysis would be undertaken and accessible to all Members.</p>	

There being no further business, the meeting closed at 7.18pm

Chair \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_