

Minutes of the Corporation Meeting held on Tuesday 9 July 2024 at 5:15pm at Bishop Burton College

Corporation Members	Appointed as	Chair/Vice	Apologies
Ian Sackree	External Governor	Chair	
Angela Moran	External Governor	Vice Chair	
Rebecca Brassington	Staff Governor		Apologies Received
Susan Hamer	External Governor		
Jim Harris	External Governor		
John Hurst	External Governor		
Sharon Kirby	Staff Governor		<i>Until Minute 23.79</i>
Bill Meredith	Ex-Officio		
Adam Milner	External Governor		Apologies Received
Emma Milson	External Governor		
Sheine Peart	External Governor		Absent
Peter Phythian	External Governor		Apologies Received
Maxwell Robson	Student Governor		<i>Until Minute 23.74 / 5:54pm</i>
Antoni Simpson	Student Governor		Absent
Martyn Thomas	External Governor		Apologies Received
Gray Towse	External Governor		
Ian Watson	External Governor		

In Attendance	Position	Present From / Until	
Kate Calvert	Deputy Principal Human Resources and Organisational Services		(DPHROS)
Steve Kelly	Chief Financial Officer	<i>Until Minute 23.79</i>	(CFO)
Ann Paling	Assistant Principal Safeguarding & Residential Services	<i>Until End of Minute 23.70 / 5:34pm</i>	(APSR)
Sallyanne Pearson	Director of Governance		(DG)

23.66	Welcome and Apologies for Absence	
(a)	Welcome The Chair opened the Meeting at 5:15pm. Governors not yet present were notified of the earlier start time.	
(b)	To receive apologies for absence Apologies for absence were received, with consent , from Rebecca Brassington, Martyn Thomas, Adam Milner and Peter Phythian. Antoni Simpson and Sheine Peart were noted as absent.	
23.67	Declarations of Interest	
(a)	To consider and declare , as required, amendments to the Register of Interest and any Conflicts of Interest <i>Reference was made to the document entitled "Register of Corporation Members & Clerk Interests" included in the Agenda Pack.</i> The following were noted: <ul style="list-style-type: none"> • Kirsti Lord's employment at the College had ceased; • Ian Sackree had made minor amendments to existing declarations. 	
(b)	Declarations of Interest to items arising as part of the evening's business Requested to be raised, as appropriate, as and when items arose. <i>Items taken out of order</i>	
23.68	Student Association	

	<i>Reference was made to the Executive Summary Report entitled: “Consideration for a New Approach to the Student Association” included in the Agenda Pack.</i>	
(a)	To consider and approve the Proposed Approach for the Student Association No Student Association Constitution was provided for consideration. The APSR explained that engagement from the Student Association was limited and operational leads had considered what initiatives/strategies could be put in place to drive up engagement and equal representation/voice across the breadth of the student population across both campuses. The APSR proposed the creation of three sub-categories within the Student Association – each with its own President who acted as a Student Governor. The three sub-categories proposed were: Further Education Bishop Burton, Further Education Riseholme and Higher Education. Reference was made to the Instrument and Articles of Government (the IAGs) which determined that the Corporation only had two elected Student Governors. The Corporation noted the proposal and reflected on feedback received from the current Student Governors about the engagement of students from the Riseholme campus. The Chair of the Corporation noted the value of the Student Voice and a commitment to improve it notwithstanding the limitations set out in the IAGs. The Corporation RESOLVED to APPROVE the proposal in principle and requested the DG to consider how the proposal could be taken forward in light of the restrictions in the IAGs. ACTION: DG to consider the proposal to increase the number of Student Governors and to consider how the proposal could be taken forward in light of the restrictions in the IAGs	DG
(b)	To receive and consider the Report of the Student Association	
	<i>Items were taken out of order</i>	
23.69	Academic /Disciplinary Regulations including College Charters	
(a)	<i>Reference was made to both the Further Education and Higher Education Charters which were included in the Agenda Pack.</i> To consider and approve the Academic /Disciplinary Regulations including College Charters The APSR outlined the purpose of the College Charters and the detail contained therein. The APSR explained, following consideration of stakeholder voice, that a particular focus had been applied to the use of “suspensions” and “exclusions”. The APSR reported that the purpose and impact of both suspensions and exclusions had been reviewed in detail and practice at other Colleges reviewed and considered. The APSR explained that the number of suspensions had nearly doubled despite checks and balances being in place to prevent its inappropriate use. The APSR put forward that the value of suspensions (meaning a student would need to leave the College site immediately) on a land-based campus was critical and noted that suspension, without appeal, would remain within the College Charters. The Corporation noted the increased number of suspensions and challenged for an understanding of why this was. The APSR explained that suspensions allowed operation leads to fully consider and evaluate the risk of a pupil’s behaviour(s). The APSR underlined that, fundamentally, student behaviour was at the core of all decisions made and the impact of such behaviours to other students also needed to be taken into consideration. The Corporation referred to paragraph 4.5 of the FE College Charter which referred to the “Vice Principal”. It was put forward that a specific Vice Principal needed to be named to ensure clarity. The APSR noted the same and is to amend accordingly. ACTION: Paragraph 4.5 of the FE College Charter is to be amended to include the name of the appropriate Vice Principal The Corporation referred to the elevated number of suspensions and challenged whether the induction of students (commencing September 2024) had been adjusted to make sure expectations of behaviour were clear from the start. The APSR noted that behavioural expectations were set out but confirmed that she would review the information being shared. The APSR added that “parent evenings” had also been reintroduced with a view to increase engagement and College expectations with parents also.	APSR

	<p>ACTION: APSR to review the information shared with students at the start of term/induction around student behaviour and the College’s expectations</p> <p>A Governor referred to conversations at previous meetings regarding the College’s ability to sufficiently meet the needs of some students signposted to the College. A Governor challenged whether this had been addressed. The APSR explained that, if named on a Student’s Educational Health Care Plan (EHCP), the College was legally obliged to accommodate the student regardless of whether the College felt it was capable of meeting the student’s needs. It was reported that operational leads were now initiating engagement with third parties to open discussions around EHCP Students, their specific needs and the support/resources required, at an earlier stage as possible, to ensure each student had access to a positive student journey that met their needs.</p> <p>A Governor referred to the increase in suspensions and challenged, for clarity, what responsibility the College had to the student suspended and how effectively the College was discharging that responsibility. The APSR confirmed that students under the age of 18 years would not be removed from the College site without assurance that a responsible/appropriate person was in place. The APSR explained that if the student was over 18 years, then the College actively supported communication with the student’s parents in line with regulator/statutory requirements of consent.</p> <p>The Corporation noted the guidance of the APSR and APPROVED the FE and HE College Charters.</p>	APSR
23.70	Policies	
	The Corporation requested that the APSR advise them on the policies, within the remit of the APSR, whilst in attendance.	
(a)	To consider and approve the following policies	
	<i>The Higher Education and Further Education Learner Support Fund Policies were both included in the Agenda Pack.</i>	
	Covering paper for HE/FE Learner Support Fund Policies	
	The APSR referred the Corporation to the Executive Summary Report provided to the Corporation. The Corporation NOTED its contents.	
(i)	HE Learner Support Fund Policy and FE Learner Support Fund Policy	
	The APSR confirmed that minimal changes had been made to either policy but noted, in particular, the following:	
	<ul style="list-style-type: none"> • FE Learner Support Fund Policy: removal of paragraph 7.3.5 relating to a Campus Fee. • HE Learner Support Fund Policy: this has been amended to dovetail to the Access and Participation Plan. 	
	The Corporation noted the same and APPROVED the HE and FE Learner Support Fund Policies.	
	The Chair of the Corporation thanked the APSR for attending.	
	<i>The APSR left the meeting at 5:34pm</i>	
23.68	Student Association	
	Reporting returned to the Report of the Student Association. Reference was made to the “Student Association Final Update” which was tabled for the Meeting (<i>Tabled Item 1</i>).	
(b)	To receive and consider the Report of the Student Association	
	The Student Governor outlined the Report to the Corporation including progress made to the “Stick Together Scheme” and the environmental/sustainability initiatives. It was noted that Antoni Simpson would hand over the initiatives to the 2024/25 Student Association.	
	The Corporation NOTED the update and the commitment and participation of the Student Governors. The Corporation wished the Student Governors every best wish of success.	
23.71	Minutes of the Corporation, Written Resolution, Chair’s Action and Matters Arising	
	<i>All Minutes referred to were included in the Agenda Pack.</i>	
(a)	Minutes of the Corporation	
(i)	To review and approve the Minutes of the Corporation Meeting held on 19 March 2024	

	<ul style="list-style-type: none"> Consolidated extracts of the Minutes from 19 March 2024 <p>Reference was made to the Executive Summary Report and Consolidated Minutes provided in the Agenda Pack.</p> <p>The Corporation NOTED the Minutes provided and APPROVED them as a true and accurate record of the Meeting which are to be signed by the Chair.</p>																									
	<ul style="list-style-type: none"> Extract of the Minutes on 19 March 2024 <p>Reference was made to the Restricted Access Minutes included in the Restricted Confidential Agenda Pack. Members, as appropriate, NOTED the Minutes without further discussion and confirmed them as a true and accurate record of the Meeting which are to be signed by the Chair.</p>																									
(ii)	<p>To review and approve the Confidential Minutes of the Special Corporation Meeting held on 16 April 2024</p> <p>The Corporation NOTED the Minutes and APPROVED them as a true and accurate record of the Meeting which are to be signed by the Chair.</p>																									
(iii)	<p>To review and approve the Minutes of the Special Corporation Meeting held on 13 May 2024</p> <ul style="list-style-type: none"> Non-Confidential Minutes of the Special Corporation Meeting held on 13 May 2024 <p>The Minutes were approved as a true and accurate record of the Meeting and are to be signed by the Chair.</p> <ul style="list-style-type: none"> Confidential Minutes of the Special Meeting held on 13 May 2024 <p>Reference was made to the Confidential Minutes included in the Restricted Confidential Agenda Pack. Members, as appropriate, NOTED them without further discussion and APPROVED them as a true and accurate record of the Meeting which are to be signed by the Chair.</p> <ul style="list-style-type: none"> Restricted Confidential Minutes of the Special Meeting held on 13 May 2024 <p>Reference was made to the Restricted Confidential Minutes included in the Restricted Confidential Agenda Pack. Members, as appropriate, NOTED the same without further discussion APPROVED them as a true and accurate record of the Meeting which are to be signed by the Chair.</p>																									
(iv)	<p>To review and approve the Restricted Confidential Minutes of the Special Corporation Meeting held on 21 May 2024</p> <p>Reference was made to the Restricted Confidential Minutes included in the Restricted Confidential Agenda Pack. Members, as appropriate, NOTED the same without further discussion APPROVED them as a true and accurate record of the Meeting which are to be signed by the Chair.</p>																									
(b)	<p>To receive and formally note the passing of the Written Resolution dated 5 June 2024</p> <p><i>This item was taken as confidential</i></p>																									
23.72	<p>To review the Action Summary and the Restricted Action Summary and consider Matters Arising</p> <p>Reference was made to the paper entitled: “Corporation Action Summary – 9 July 2024” included in the Agenda Pack.</p> <p>The Action Summary and its updates were noted. The Committee RESOLVED as follows:</p> <table border="1"> <thead> <tr> <th>Min Ref</th> <th>Title</th> <th>Action Point</th> <th>Person/s Responsible</th> <th>RESOLVED</th> </tr> </thead> <tbody> <tr> <td colspan="5">26 September 2023</td> </tr> <tr> <td>23.9a(iv)</td> <td>Reporting from the Corporation’s Committees</td> <td>The timing and meeting dates of the Finance and Resource Committee to be reviewed</td> <td>DG</td> <td>Complete</td> </tr> <tr> <td colspan="5">17 October 2023</td> </tr> <tr> <td>23.20(ii)</td> <td>Procurement Policy (2.11)</td> <td>CFO to request the newly appointed Sustainability Officer to review the Procurement Policy in light of the feedback received relating to sustainability and</td> <td>CFO</td> <td>See Update</td> </tr> </tbody> </table>	Min Ref	Title	Action Point	Person/s Responsible	RESOLVED	26 September 2023					23.9a(iv)	Reporting from the Corporation’s Committees	The timing and meeting dates of the Finance and Resource Committee to be reviewed	DG	Complete	17 October 2023					23.20(ii)	Procurement Policy (2.11)	CFO to request the newly appointed Sustainability Officer to review the Procurement Policy in light of the feedback received relating to sustainability and	CFO	See Update
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		<p>ethical and human rights/modern day slavery</p> <p>Action Updated 19 December 2023: Procurement Policy discussed at the Audit Committee Meeting held on 11 December 2023.</p> <p>Action Updated 19 March 2024 - Procurement Policy: 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</p>		
19 March 2023				
23.46(c)	Finance and Human Resources	Pictorial Overview of the Plan People Strategy 2023 – 25: Implementation Update & Plan, to be circulated to the Corporation	DPHROS	Complete
23.49(b)(iii)	Governance and Search Committee	<ul style="list-style-type: none"> DG to run the Staff Election process DG to liaise with both John Hurst and Martyn Thomas to determine whether they wish to seek reappointment to the Corporation 	DG	Complete. On Agenda Complete. On Agenda
23.49(c)(iii)	Governance and Search Committee	DG to move forward sourcing PREVENT Training and provide an update	DG	Complete. On Agenda
23.50(a)	Policies	<ul style="list-style-type: none"> Search & Seizure Procedure: DPCEO to ensure the wording of the Search & Seizure Procedure for Students is amended in paragraph 4 Modern-Day Slavery Statement: DPHROS to ensure all references to Equality and Diversity be amended to correctly reference Equality, Diversity and Inclusion in the Modern-Day Slavery Statement DG and DPHROS to meet and discuss the Disciplinary Procedure 	<p>DPCEO</p> <p>DPHROS</p> <p>DG / DPHROS</p>	<p>Complete</p> <p>Complete</p> <p>Complete. On Agenda</p>
23.51	Availability of free sanitary products in all toilets	DPHROS to make enquiries to ascertain whether free sanitary products were readily accessible in all of the toilet (including male toilets) at both campuses	DPHROS	See Update. Remove as Action.
23.52	Community Larder	DPHROS to explore opening Community Larders at each campus	DPHROS	See Update.
13 May 2024				
23.58	Accountability Agreement: Delegation of Authority	DPCEO to provide a revised draft of the Accountability Statement to the Curriculum and Quality Enhancement Committee to include points raised as part of the Meeting	DPCEO	Noted as Complete. On Agenda
23.59	Outcomes from the	<ul style="list-style-type: none"> DPHROS to implement the 2% uplift to NMWW with 	DPHROS	Complete

	Special Finance and Resources Committee Meeting	<p>immediate effect and backdate it from April 2024</p> <ul style="list-style-type: none"> DG to call a Remuneration Committee Meeting to review application of the 2% pay award to the Senior Post Holder roles 	DG	Complete
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Actions Arising 23.9a(iv): The CFO reported that a Procurement Act was being introduced in October 2024. It was confirmed that the College’s Procurement Policy and its procedures/processes would be reviewed at that time. **The Corporation challenged whether the actions relating to the Modern Slavery Act 2015 would be addressed then also.** The CFO confirmed they would.

ACTION: CFO to update the Procurement Policy and procedures/processes as appropriate in light of the Procurement Act in October 2024. An update on compliance to the Modern Day Slavery Act 2015 would also be addressed at that point in time

Action Arising 23.51: the DPHROS confirmed free sanitary products were accessible in toilets at Bishop Burton but had been removed, from some toilets, at Riseholme due to vandalism but remained available at Student Services. The free sanitary products are to be reintroduced at Riseholme with a focus on tackling the vandalism going forward.

Action Arising 23.52: the DPHROS noted there was no community larder but explained that support was available for students from Students Services. **The Corporation noted the value of such an initiative and challenged whether work could be undertaken with the Community Larder charitable organisation at Riseholme and an alternate charity at Bishop Burton. Emma Milson is to liaise with the DPHROS to identify a suitable charitable organisation to support at Bishop Burton.**

ACTION: DPHROS to enquire whether support from charitable organisations such as the “Community Larder” could be utilised for the Riseholme and Bishop Burton campuses. Emma Milson is to support

Reference was then made to the paper entitled: “Restricted Confidential Corporation Action Summary – 9 July 2024” included in the Restricted Confidential Agenda Pack.

Reference was made to the Restricted Confidential Corporation Action Summary – 9 July 2024 included in the Restricted Confidential Agenda Pack. Members, as appropriate, were requested to review the Actions. No Member of the Corporation with access to the Restricted Confidential Paper wished to raise any questions or queries and it was **RESOLVED** that the Actions had been completed.

CFO

DPHROS /
Emma
Milson

23.73 Principal’s Report and Operational Reporting

Reference was made to the paper entitled: “Principal’s Report to Governors” which was included in the Agenda Pack.

To receive and consider the Principal’s Report

The Principal talked the Corporation through the Principal Report and Safeguarding Appendix. Key points noted included:

Levelling up Premium for Colleges – Information Released

A Governor noted the funding for teachers of STEM/technical subjects and challenged whether academic leads at the College would be eligible. The Principal confirmed they were but added that academic leads had to apply for the funding themselves.

Student Mental Health

A Governor noted the correlation between mental health and poor attendance, as detailed in the research conducted by the AoC. It was challenged that the College needed to be proactive in developing initiatives to address the rise in mental health issues. The Principal acknowledged the same noting the College was seeking external support around student’s resilience.

A Governor noted the works being undertaken by Young Farmers on mental health - noting those works were linking in with the students at Riseholme.

Health and Safety : Accident Data March 2024 to June 2024

A Governor noted that incidents had dropped by circa 1/3. This was noted as positive.

Farm Report

	<p>The new Farm Manager has commenced in role and external support, from a Farm Consultant, is being provided.</p> <p>Further Education (FE) Presentation Days</p> <p>The change in format to the Presentation Days was noted positively and thanks were noted to everyone involved.</p> <p>Student Retention</p> <p>Student retention across both campuses is circa 2% higher comparatively to the same point in time the previous year (92% up to 94.3%). The Principal noted this was a strong indicator for positive achievement data. The Principal added, however, that attendance would require a stronger focus across the College going into the 2024/25 academic year.</p> <p>Student Recruitment</p> <p>Recruitment was reported as strong with FE Student Acceptances up by 14% compared to the same point in time the previous year. The Principal noted that the College had also launched its “Sustainable Futures” initiative to target the Year 10 cohorts.</p> <p>Forthcoming Events</p> <p>A Governor noted the value of the marketing events calendar which had been provided to Governors. It was noted however, that an update had not been received recently. The Governors requested as earlier a sight as possible of annual events to provide them an opportunity to attend.</p> <p>ACTION: An up to date marketing calendar is to be made accessible to Members</p>	DG
23.74	<p>College Performance and Key Performance Indicators</p> <p>To receive, consider and discuss College performance against strategic priorities and Key Performance Indicators</p> <p><i>Maxwell Robson left the Meeting: 5:54pm</i></p> <p>The Principal confirmed there was no update but noted a growing confidence that student achievement would increase. It was confirmed that all examinations, which were required to be sat, had been taken.</p>	
23.75	<p>Sustainability Strategy</p> <p><i>Reference was made to the Executive Summary Report and Papers entitled: “Sustainability Strategy Update” included in the Agenda Pack.</i></p> <p>To receive an update to the Sustainability Strategy</p> <p>The DPHROS provided a summary overview of the paper provided. Key points noted, included:</p> <ul style="list-style-type: none"> • a breakdown of the works being undertaken through the Public Sector Decarbonisation Scheme and the Public Sector Low Carbon Skills Fund; • examples of how the College had developed and embedded sustainability within the curriculum, across the campus generally and as part of the workforce and its culture; • the introduction of an electric car lease facility for members of staff through a salary sacrifice scheme. <p>The Corporation noted the update provided.</p>	
23.76	<p>Committee Business</p>	
(a)	<p>Curriculum and Quality Enhancement (C&QE Committee)</p>	
(i)	<p>To receive the Minutes of the Meeting held on 11 June 2024</p> <p><i>Reference was made to the Minutes of the Committee Meeting held on Tuesday 11 June 2024 included in the Agenda Pack.</i></p> <p>The Chair of the Curriculum and Quality Enhancement Committee (C&QE Chair) provided a summary over of key points arising from the meeting, including:</p> <ul style="list-style-type: none"> • the drafting of the Access and Participation Plan is behind schedule and external support has been sourced to meet the October 2024 deadline. The C&QE Chair explained that a Special C&QE Committee Meeting had been scheduled in September 2024 to review the draft; • recruitment for FE and HE is looking positive as is retention from FE to HE, especially in sports, with exemplar practice of converting students to HE courses noted; 	

- applications for HE have reduced but accepts are up - evidencing a positive position;
- staff utilisation is consistently over 100% in many areas. The C&QE Chair noted the Committee had sought assurance that steps were in place to ensure that, in light of the forecasted growth in student recruitment, the College was sufficiently resourced to facilitate quality teaching and learning whilst ensuring the wellbeing of academic leads;
- members of the Committee had reflected that the reporting provided high in volume and not always clear in what it was communicating and/or what was required of the C&QE Committee.

A Governor noted the structure and format of the reporting provided to the Committee needed to be developed. The reporting received from Work Based Learning, in particular, was noted as not sufficiently detailed.

The Corporation noted the point raised around reporting and a discussion was undertaken. **A Governor referred to the College’s Annual Conversation with the DfE and noted that the DfE had raised the subject of Work Based Learning. It was put forward that a clear understanding of the current context was essential.** The Corporation’s attention was also drawn to the Minutes of the Committee whereby it noted that a number of students remained at End Point Assessment and although assurances had been made that these would be facilitated a number had not been in place at the time of the C&QE Committee Meeting.

The Corporation **RECEIVED** the Minutes into their Record.

(ii) To **receive** and **consider** the Executive Report and, on the *advice* of the Committee:

- **note** the Chair’s Action taken to approve the Accountability Statement (25/06/24)
Reference was made to the Executive Summary Report entitled “Chair’s Action to approve the Accountability Statement“ included in the Agenda Pack.

The DG reported that the Accountability Statement had been approved, via delegated authority to the Chair of the Corporation, on 25 June 2024. The Corporation **NOTED** the same.

- **consider** and **approve** the Academic Admissions Further Education Policy (*subject to amendments raised at the Curriculum and Quality Enhancement Committee Meeting*)
Reference was made to the Academic Admissions Further Education Policy included in the Agenda Pack.

The Corporation **APPROVED** the Policy.

(b) **Finance and Resources Committee (F&R Committee)**

The Chair of the F&R Committee was absent with apologies from the Corporation Meeting. Ian Sackree, (Chair of Corporation and Member of the F&R Committee) reported on behalf of the F&R Chair.

(i) To **receive** the following Minutes of the Committee

- 30 April 2024: Special Meeting of the F&R Committee

Non-Confidential Minutes

Reference was made to the Non-Confidential Minutes of the Special Meeting held on Tuesday 30 April 2024 at 2.30pm, included in the Agenda Pack.

Salient points considered at the Meeting were summarised as follows: the discontinuation of the T Level Animal Unit Project and the awarding of a 2% pay award to Non-Minimum Wage Workers (**NMWWs**) (backdated to April 2024).

Part of this item was taken as confidential

The Corporation **NOTED** and **RECEIVED** the Minutes into its record.

Restricted Confidential Minutes

Reference was made to the Restricted Confidential Minutes of the Special Meeting held on Tuesday 30 April 2024 at 2.30pm, included in the Restricted Confidential Agenda Pack.

Members, as appropriate, **NOTED** the same without further discussion and **RECEIVED** them into the record.

- 3 July 2024: Verbal update to the F&R Committee Meeting

A verbal report of the F&R Committee Meeting was provided by Ian Sackree.

Ian Sackree noted the financial position as relatively stable. Key points noted, included:

- ◇ Management Accounts (as at end May 2024) show a circa £172k deficit (an adverse variance to budget of £123k);
- ◇ Total Income has improved with a positive variance of £461k;
- ◇ more of the Adult Education Budget has been utilised than previously anticipated;
- ◇ ALS funding has increased but is offset by additional staffing costs;
- ◇ the Forecast Outturn is a £469k deficit position;
- ◇ the college has net assets of £51 million, 88 cash days and a current ratio of assets over liabilities of 2:1;
- ◇ Capital Expenditure is £2,090k – predominantly incurred on the Pig Unit and to part fund the Salix projects;
- ◇ No concerns over debt collection.

Ian Sackree invited the CFO to comment. The CFO reported that the College’s deficit position was reducing. A stronger cash position was noted owing to the non-continuance of the T Level Animal Project.

A Governor referred to the demolition of the old pig buildings and the estimated cost of £125k. It was challenged (as a result of discussions arising from engagement with the Farm Advisory Board) that two estimates, at a lower cost, had already been sought. The CFO reported that the £125k cost estimate included making good surrounding areas. It was agreed that the CFO would review the estimates already obtained.

ACTION: CFO to liaise with John Hurst and review the two estimates for the demolition of the old pig buildings and what is included in their scope of work

CFO/John Hurst

A Governor referred to “retrofitting” and challenged whether this could be marketed and communicated with more purposeful language which reflected the College’s drive towards sustainability. A discussion was undertaken and the point was reflected on but it was noted that, to be accurate, industry language must be used.

The Corporation **NOTED** and **RECEIVED** the verbal update provided.

(ii) To **receive** and **consider** the Executive Report and, on the advice of the Committee:

- **note** the Management Accounts including Debtors for the period ending 31 May 2024
- **approve** the College Budget for 2024/25 and the Two-Year Financial Forecast for 2024/25 and 2025/26

Both items were taken as part of one discussion. Reference was made to the Executive Summary Report and Papers entitled: “Monthly Financial Accounts to 31 May 2024” and “2024/25 College Budget and Two-Year Financial Forecast” which were included in the Agenda Pack.

The CFO, upon request, talked the Corporation through the papers provided. The CFO explained that the financial position remained challenging and the College had to demonstrate that it was a going concern to sign off the 2023/24 Financial Accounts and Statements. The CFO referred to the proposed amendments to the College’s bank covenants (discussed at Minute: 23.76(b)(iii)) and the maximum £500k deficit threshold permitted therefrom. The CFO explained that the College’s Financial Forecasting Return (**CFFR**) had been formulated within these parameters but contained assumptions.

The CFO reported that the College needed to submit its CFFR to the ESFA by 31 July 2024. It was explained that a summary forecast of the CFFR was provided which incorporated the College’s current outturn for 2023/24, the 2024/25 budget and the resulting 2025/26 forecast as follows:

- 2023/24: forecast outturn position: deficit: £469k
- 2024/25: forecasted budget: deficit: £500k
- 2025/26: forecasted position: surplus £629k

Assumptions made as part of the CFFR were outlined as follows:

16-19 ESFA Income

A 10% increase in recruitment for 2024/25 has been assumed which will fall into the 2025/26 forecast owing to lagged funding. No funding increase has been assumed in addition to this.

FE Adult Funding

The 2023/24 outturn is more positive than expected but remains adverse to budget. The 2024/25 budget has therefore been reduced (from £492k to £434k) and will remain at £434k for 2025/26.

Work Based Learning (WBL)

WBL has not delivered to budget and a drop of £150k has been assumed in 2024/25.

Office for Students

No growth is assumed in HE and grant funding, for both years, remains at £540k. It was noted that a £29k payment had been received which was included in the CFFR.

HE Tuition Fees

Income has been reduced by £150k owing to the College reducing its HE Tuition fees. The CFO further added that a number of third year students would finish at the end of 2024/25 and recruitment needed to match the number of students leaving.

Other Education Projects

No project funding has been assumed although it was advised that the Vice Principal Business Development and Riseholme was optimistic that circa £129k was accessible. The CFO noted this would be explored and updated in Autumn.

Commercial Income

The CFO noted optimism around an uplift in commercial income with positive business cases put forward for residences, catering and equine. These are to be reviewed in the Autumn.

ALS Funding

ALS has grown during 2023/24 but no assumption for further growth has been included in the CFFR. It was noted that discussions would need to be undertaken whether, strategically, the College wished to grow this provision.

Farm

A break-even forecast has been assumed. The CFO noted discussions with the Chair regarding the strategic focus of the farm being one of educational benefit/resource and not a profitable commercial entity.

Pay Award

A 4% pay award for Minimum Wage Workers (**MWWs**) from April 2025 is included but any pay award for NMWWs would need to be self-funded from staff efficiencies.

Non-Pay Expenditure

Expenditure on utilities has been reduced by £490k and an ongoing reduction in energy consumption assumed.

A £200k saving has been assumed and included for the Bursary initiative relating to the free bus service. The CFO explained that students would however need to undertake means testing and the uptake and administration required to facilitate that process was being explored.

Central Non-Pay Contingency Budget

This has been increased from £100k to £200k to ensure the assumed growth can be resourced effectively. It was reported that the total cost of delivery, for a 10% uplift, had not been put through the budget at this point in time and would need to be revisited in Autumn 2024 when further detail of recruitment was known. The CFO added that although this would increase financial pressure for the 2024/25 period – it was positive from a growth perspective.

Cashflow/Bank Covenants

The CFO confirmed, based on the cashflow forecast provided, that there would be no breach of the bank loan covenants providing the proposed amendments to the bank loan covenants (as minuted at 23.76(b)(iii)) were agreed. The Committee's attention was drawn to forecasted deficit of £500k in 2024/25 which is the maximum deficit permitted under the Santander covenant. It was noted, further, that it was not possible to forecast whether the Lloyds covenants would be breached until the College's Financial Accounts were finalised and as such this would be calculated in January 2026.

The CFO confirmed that the College's deficit would continue to be funded by its cash balances and the capital programme reviewed further - should that be required.

A Governor noted the number of assumptions made. It was requested that a summary of the assumptions (included in the CFFR) and the risks which would arise (should that assumption not be met) be provided to the Corporation.

ACTION: CFO to prepare a summary of assumptions and risks contained in the CFFR for review and monitoring by the Corporation

CFO

The Corporation **NOTED** the Monthly Financial Accounts and **APPROVED** the summary of the 2024/25 College Budget and Two-Year Financial Forecast upon which the CFFR is prepared.

- **approve** the Capital Expenditure Budget for 2024/25

Reference was made to the Executive Summary Report and Papers entitled: “Capital Expenditure Budget 2024-25” included in the Agenda Pack.

Ian Sackree summarised the 2024/25 Capital Budget noting that the Committee had requested further information and detail on how the £962k allocated to the “College Upgrade Projects” was to be utilised.

A discussion was undertaken on how, strategically, the College was identifying and prioritising what works were being undertaken across College. Reference was made, for example, to the development and refurbishment of workspace for employees against the prioritisation of making teaching space fit for purpose and meeting industry standards. A Governor made the point, as part of the discussions, that the development of teaching areas and resources for students were included within existing strategies but none for improvements to workspace for staff. The Corporation noted the points raised.

The Corporation **APPROVED** the Total Capital Budget for 2024/25 at £2,237k with grant funding of £1,434k as follows but **NOTED** the advice of the Committee and discussion undertaken and **ENDORSED** that further detail be provided on how projects were identified and monies allocated under the College Upgrade Project budget line.

		£k
Pig Breeding Centre - Demolish		125
Decarbonisation Project – Main Building & LRC		650
Minor Works & Equipment		500
College Upgrade Projects		<u>962</u>
	Total	2,237
Grant Funded	(1,434)	
Net Cost for the Year		<u>803</u>

- **approve** the Accommodation Fees for 2025/26

Reference was made to the Executive Summary Report and Papers entitled: “Accommodation Fees 2025/26” included in the Agenda Pack.

Ian Watson noted a conflict of interest and withdrew from discussions.

Ian Sackree noted that the Committee were endorsing the 3% uplift proposed by the Executive Team but added that the Committee had, following discussion, requested detail on maintenance and refurbishment cycles for accommodation to ensure transparency and surety that students were receiving value for money to justify the uplift. The CFO noted that, following the Committee Meeting, benchmarking had taken place against other Land based Colleges and it was confirmed that the College was amongst the cheapest of providers.

The Corporation **APPROVED** the 3% increase but **ENDORSED** the Committee’s recommendation that details maintenance/refurbishment cycles be provided.

- **receive** an **update** on the College’s Estate Strategy and approve any revisions to it

Reference was made to the Executive Summary Report and Papers entitled: “Estates Strategy 2024-29” included in the Agenda Pack.

It was noted the current Estate’s Strategy detailed what the College could do as opposed to what the College could realistically achieve.

It was put forward, by a Governor, that there needed to be a revised process introduced to identify and prioritise works from across the College in order for it to develop a financially viable, realistic and achievable Estates Strategy.

Reference was made to discussions undertaken at the F&R Committee and it was noted, to the Corporation, that the CFO was to provide the Committee with a rag rated matrix of works across the College.

The CFO explained that the Estates Strategy had, historically, been developed to secure grant funding and if projects/bids were not successful they remained on the strategy until funding became available again. It was acknowledged however that the purpose and format of an Estates Strategy had changed and a viable business case linked to the College's strategic priorities was now required. The CFO further added that grant monies, received under the Transformation Grants, had to align to the College's Condition Survey which had been undertaken in 2019 and was now outdated in terms of priority and process.

The Chair of the Corporation noted that developing the Estates Strategy would be an early focus of both the Chair and the incoming Principal and Chief Executive to ensure there was an equitable impact and uplift across the College as a whole. Particular reference was also made to the ringfenced budgets of IT and Sustainability which were, at the moment, included within the Minor Works and Equipment budget and whether or not these needed to be segregated and prioritised.

The Corporation **APPROVED** the Estates Strategy 2024/29 and endorsed the **RECOMMENDATION** from the Committee that the rag rated matrix of works across the College be provided for consideration.

- **receive** an update on the College's People Strategy and approve any revisions to it

Reference was made to the Paper entitled: "People Strategy 2023 – 25 Update & Plan July 2024" included in the Agenda Pack.

The DPHROS explained that an update had been provided to the Committee. Key Points noted included:

- ◇ elements of the Principal and Chief Executive's Vision 2026 had now been incorporated along with the revised executive structure;
- ◇ initiatives introduced to improve recruitment had evidenced impact and the length of time taken to fill posts reduced;
- ◇ the success and impact of the FE Academic Restructure was being reviewed;
- ◇ work is being undertaken to link the PDR system/process to non-financial incentives for staff to enable staff recognition.

The Corporation **NOTED** the same.

- **receive** and **approve** the following policies: Disciplinary Policy

The Disciplinary Policy was included in the Agenda Pack.

A Governor noted inconsistency in the use of "oral" and "verbal" feedback especially in the Appendix. It was noted that this needed to be amended to "verbal".

The Corporation **APPROVED** the policy subject to the amendment.

- (iii) **To consider** and **approve** amendments to the College's Bank Loan Covenants

Reference was made to the Executive Summary Report and Papers entitled: "College Loan Covenants" included in the Agenda Pack.

Santander

The Corporation considered the Amendment Letter and its Schedule which was provided by Santander to the Governors of Bishop Burton College (dated 27 June 2024).

The Corporation considered the terms of the Amendment Letter and its Schedule which set out proposed amendments to the Facility Agreement currently in place between Bishop Burton College and Santander UK Plc (the **Agreement**).

(Note this is the Facility Agreement which is detailed on the Amendment Letter dated 27 June 2024 being, "the Facility Agreement between Santander UK Plc (the "Lender") and Bishop Burton College (the "Borrower") dated 12 November 2015 (as amended, restated, supplemented and/or varied from time to time) setting out the terms of a Loan Facility from the Bank to the Borrower including without limitation pursuant to an Amendment and Restatement Agreement dated 20 January 2020 and Amendment Letter dated 30 June 2022 (the "Agreement"))

The Corporation considered and **APPROVED** the terms of the Amendment Letter and the proposed amendments to the Agreement as set out in the Schedule, as follows:

- "1 The existing clause 21.2 of the Agreement shall be deleted in its entirety and replaced with the following:

“21.2 Financial condition

The Borrower shall ensure that:

21.2.1 Net Assets (excluding net liability for Pension Items) shall not be less than £40,000,000 at any time.

21.2.2 Net Assets (including net liability for Pension Items) shall not be less than Borrowings at any time.

21.2.3 the ratio of EBITDA to Total Debt Service Costs shall not be less than:

(a) 1.5:1 for the Financial Years of the Borrower up to and including 31 July 2024;

(b) 1:1 for the Financial Year of the Borrower ending 31 July 2025; and

(c) 1.5:1 for any subsequent Financial Years of the Borrower.

21.2.4 in respect of any Financial Year of the Borrower, the ratio of EBITDA to Interest Costs shall not be less than:

(a) 2:1 for the Financial Years of the Borrower ending 31 July 2023;

(b) 1.5:1 for each of the Financial Years of the Borrower ending 31 July 2024 and 31 July 2025; and

(c) 2:1 for any subsequent Financial Years of the Borrower.

21.2.5 in respect of the Financial Years of the Borrower ending 31 July 2024 and 31 July 2025, the Borrower shall demonstrate a minimum cash balance of £2,200,000.”

2. The existing clause 21.4 of the Agreement shall be deleted in its entirety and replaced with the following:

“21.4 Financial testing

The financial covenants set out in Clause 21.2 (Financial Condition) shall be calculated in accordance with the Accounting Principles and tested by reference to each of the annual financial statements delivered pursuant to Clause 20.2.1 and/or each Compliance Certificate delivered pursuant to Clause 20.3 (Provision and Consent of Compliance Certificate) and in addition, in the case of the financial covenant in clause 21.2.5 only, quarterly by reference to each the cash balance detailed in the quarterly financial statements delivered pursuant to Clause 20.2.1.”

It was **FURTHER APPROVED** that Ian Sackree and Bill Meredith be duly authorised to sign the Amendment Letter on behalf of the Corporation and that Angela Moran, John Hurst or Susan Hamer (in addition to Ian Sackree and Bill Meredith) be authorised to sign any further documentation, on behalf of the Corporation (if required), to complete this matter.

Lloyds Bank

The CFO explained that a Teams Meeting, with the College’s Solicitor, had been held earlier in the day to discuss and finalise the Amendment Letter, the detail contained in prescribed set of Minutes (**Prescribed Minutes**) and the Borrower’s Certificate. It was explained that the Prescribed Minutes had been drafted by Lloyds Bank’s Solicitors to detail the Corporation’s consideration and approval to varying its Facility Agreement. It was noted however that, following the circulation of the relevant documents earlier in the day (to the Corporation for its consideration) subsequent amendments had then been required as a result of the meeting with the College’s Solicitors. (**Note: the additional amendments made are contained in the records of the meeting as Tabled Item 2**).

The Corporation noted and considered the terms of the Amendment Letter and its Appendix which detailed the proposed amendments to the Facility Agreement currently in place between Bishop Burton College and Lloyds Bank PLC.

(Note this is the Facility Agreement which is detailed on the Amendment Letter in respect of the Facility Agreement originally dated 28 October 2013 made between (1) the Borrower (Bishop Burton College) and (2) Lloyds Bank Plc as Bank as amended by Amendment Letters dated 17 November 2017 and 12 October 2020 and as further amended, restated, varied, supplemented, extended, modified or replaced from time to time)

The Corporation also noted and considered the terms of the Borrower’s Certificate and the Prescribed Minutes. It was explained that the resolutions/approvals, required from the Corporation to vary the terms of the Facility Agreement, were specifically detailed in the Prescribed Minutes.

It was further noted however that the Amendment Letter itself also required the Corporation to:

- ◇ approve the terms of, and the transactions contemplated by, the Amendment letter and resolve[ing] that it execute [the] letter; and
- ◇ authorise a specified person or persons to execute the letter on its behalf.

Discussions were undertaken

The Corporation **NOTED** its **APPROVAL** to the terms and transaction contemplated by the Amendment Letter and **FURTHER APPROVED** that Ian Sackree and Bill Meredith be duly authorised to sign the Amendment Letter on behalf of the Corporation and that Angela Moran, John Hurst or Susan Hamer (in addition to Ian Sackree and Bill Meredith) be authorised to sign any further documentation, on behalf of the Corporation (if required), to complete this matter. The Corporation **FURTHER APPROVED** the content of the Borrowers Certificate and the Prescribed Minutes as a true and accurate reflection of the discussions undertaken and **RESOLVED** that a copy of the Prescribed Minutes would be appended to the Minutes of the Meeting for completeness.

(iv) To **consider** and **approve** the recommendation regarding the maturity of the Lloyds Fixed Rate Loan

Reference was made to the Executive Summary Report and Papers entitled: “Maturity of Fixed Rate Loan” included in the Agenda Pack.

The CFO summarised that the College had a Loan Agreement in place with Lloyds Bank until April 2030; noting that its current, fixed rate, would mature on 2 September 2024.

It was reported that the Committee, following consideration, was advising the Corporation that the loan be allowed to fall on to a variable loan rate.

Part of this item was taken as confidential

It was noted, as part of the discussions, that the DG had raised with the CFO whether the transitioning of the loan on to a different type of interest rate would require the consent of the Education Skills Funding Agency (**ESFA**) / H M Treasury. The CFO acknowledged the same and confirmed that it would not need consent.

The Corporation **NOTED** the same and **RESOLVED** that the loan lapse onto a variable loan rate.

(c) **Audit Committee**

(i) To **receive** the Non-Confidential and Restricted Confidential Minutes of the Meeting held on 20 June 2024

Non-Confidential Minutes

Reference was made to the Non-Confidential Minutes included in the Agenda Pack.

The Chair of Audit Committee (**Audit Chair**) summarised the Non-Confidential Minutes noting that items would be picked up individually for approval as part of the evening’s business.

The Audit Chair reported that the Corporation’s External Board Reviewer (Ron Matthews) had attended the Meeting as part of a six month follow up to review progress against the External Board Report’s Action Plan (**EBRAP**). Positive feedback was noted. It was explained that one outstanding action was the development and introduction of Key Performance Indicators (KPIs) and live dashboards for use at Committee meetings. Works arising from (and implemented in response to) the EBRAP are to be reviewed as part of an Internal Corporate Governance Audit which is to take place in circa 12 months.

For information the Audit Chair noted that its Co-Opted Member, Clare Walters, would not be seeking reappointment at the end of her term of office on 31 August and recruitment was underway.

The Corporation **NOTED** and **RECEIVED** the Minutes.

Restricted Confidential Minutes

Reference was made to the Restricted Confidential Minutes included in the Restricted Confidential Agenda Pack.

This item was taken as Restricted Confidential at the end of the Corporation Meeting in the absence of Sharon Kirby (Staff Governor) and Steve Kelly (CFO)

(ii) To **receive** and **consider** the Executive Report and, on the **advice** of the Committee:

- **receive** and **note** the Internal Audit Annual Report 2023/24

Reference was made to the “Internal Auditors (WGB) Internal Audit 2023/24 Annual Report June 2024” included in the Agenda Pack.

The Audit Chair noted the following audits had been undertaken: Overall Financial Controls, Staff Morale, Budget Setting & Monitoring and Student Recruitment and Achievement. It was noted that the Corporate Governance Audit had been postponed allowing a focus on areas of risk identified in the College’s Risk Register.

The Audit Chair reported positive Internal Audit Reports with nominal recommendations - providing assurance of policies, processes and compliance thereto. The Audit Chair explained however that the Committee had also discussed, at length, whether the College was getting value for money and the true benefit of an internal audit programme which did not take in to account the impact and effectiveness of policies/processes. It was put forward that the Committee had requested a greater involvement in the drafting of the Internal Audit Plan and the scoping of audit works to see if this improved the level of assurance provided.

A Governor put forward that having a more detailed conversation around the methodology undertaken to conduct the audits would be beneficial. Another Governor enquired whether the approach, by the internal auditors, was generic in the application of methodology and format or whether alternate approaches were available. A discussion was undertaken including whether greater value could be achieved from other providers.

The Corporation noted the questions raised and discussion undertaken and **RESOLVED** to **ENDORSE** the Audit Committee’s recommendation of having a greater involvement in the planning and scoping out of audit works. The impact of this approach is to be monitored to determine whether the level of assurance increases.

The CFO put forward that the expectations of the Committee needed to be managed noting he would be working with the incoming Principal and Chief Executive, once in post, to review the Internal Audit Plan.

- **receive** and **note** the Teachers' Pensions' End of Year Certificate for the year ended 31 March 2024

A clean report was noted. The Corporation **RECEIVED** the same.

- **consider** and **approve** the reappointment of the Internal Auditors, WBG, for 2024/25

The Audit Chair confirmed that discussions concerning the reappointment had been undertaken in light of the discussions around assurance. The Audit Chair confirmed that, in line with the letter of engagement, the Internal Auditors had completed its initial three years of engagement and there was now an option to extend for a further one or two years. The Audit Chair noted the Committee was proposing re-appointment for one further year. The timings of retendering for both Internal and External Auditors is to be reviewed to ensure a staggered approach.

The Corporation **APPROVED** the reappointment of the Internal Auditors, WBG, for the 2024/25 financial period.

- **consider** and **approve** the External Auditor’s Audit Plan for 2023 to 2024 and fee estimate

Reference was made to “RSM’s Audit plan Issued to Bishop Burton College 31 July 2024 20 June 2024”, included in the Agenda Pack.

The Audit Chair confirmed the Committee was recommending that the Audit Plan and fee estimate be approved.

A Governor commented on the increased fees and challenged whether this had been raised with the External Auditors. A Discussion was undertaken and it was noted, at the point of tendering for External Auditors, costs had been reasonable but the reclassification of Colleges

	<p>had elevated cost estimates by circa £10k. A discussion around the quality of the service was undertaken which was commended.</p> <p>The Corporation APPROVED the Audit Plan and the Fees noting value for money would be tested as part of the retendering process.</p>	
	<ul style="list-style-type: none"> • consider and approve the College’s revised Financial Regulations <p><i>Reference was made to the Executive Summary Report and Papers entitled: “Review of Financial Regulations for 2024/25” included in the Agenda Pack.</i></p> <p>The Audit Chair confirmed that the College’s Financial Regulations had been reviewed and amended to reflect the requirements of both MPM Regulations and the newly introduced College Financial Handbook. The Audit Chair confirmed that they had also been reviewed as part of the Overall Financial Control Audit. The CFO added that there was an expectation that a generic set of Financial Regulations would be released by the DfE/ESFA in any event.</p> <p>A Governor referred to paragraph 18.6 “Tenders and Quotations” and challenged whether the requirement to obtain three competitive quotes should be increased to over and above the current £25k threshold. The CFO acknowledged the point and is to consider and benchmark the appropriateness of uplifting the threshold.</p> <p>ACTION: CFO to review and benchmark the threshold of expenditure allowed before three competitive quotes are obtained for tendering purposes</p> <p>The Corporation APPROVED the amendments to the Financial Regulations in acknowledgement that the threshold limit for tenders and quotations would be considered.</p>	CFO
	<ul style="list-style-type: none"> • receive and consider the ESFA Report: College Financial Statements 2022/23 <p><i>Reference was made to the letter from the ESFA in respect of the College’s Financial Statements Review 2022 to 2023, which was included in the Agenda Pack.</i></p> <p>The Corporation noted the same and its awareness to the contents and points raised.</p>	
(d)	Remuneration Committee	
(i)	<p>To receive and consider a verbal report from the Meeting held on 9 July 2024</p> <p>The DG noted a conflict of interest and an intention to withdraw from the Meeting. It was determined that it was not necessary for the DG nor the Principal (who also had a conflict of interest) to withdraw by the Corporation.</p>	
(ii)	<p>Senior Post Holders – Interim Appraisal</p> <p>The Remuneration Committee Chair (Remuneration Chair) reported that the Committee had received and considered the interim appraisal document for each of the current Senior Post Holders (being Bill Meredith, Stephen Kelly and Sallyanne Pearson) and that verbal feedback, on that process, had been provided from the Chair of the Corporation.</p>	
(iii)	<p>To consider and advise the Corporation on the awarding of a 2% pay award (backdated to April 2024)</p> <p><i>This item was taken as confidential</i></p>	
(e)	Governance and Search Committee	
(i)	<p>To receive the Minutes of the Meeting held on 2 June 2024</p> <p>Non-Confidential Minutes <i>Reference was made to the Non-Confidential Minutes included in the Agenda Pack.</i> The Committee noted the Non-Confidential and Confidential Minutes and received them into the record.</p> <p>Restricted Confidential Minutes <i>Reference was made to the Confidential Minutes included in the Restricted Confidential Agenda Pack.</i> Members, as appropriate, NOTED the same without further discussion and RECEIVED them into the record.</p>	
(ii)	<p>To receive and consider the Executive Report and, on the advice of the Committee</p> <ul style="list-style-type: none"> • consider and note the expiration of Governor Terms of Office as at end July/August 2024 	

Reference was made to the Executive Summary Report entitled: “Changes to the Corporation” included in the Agenda Pack.

- **consider** and **note** the expiration of the following Terms of Office as at end July/August 2024

The Corporation **noted** the expirations as follows:

Governor	Category	Expiration of Term of Office on
Clare Walters	Co-opted Appointment of Audit Committee	31 August 2024
Rebecca Brassington	Staff Elect Governor	31 August 2024
Sharon Kirby	Staff Elect Governor	31 August 2024
Maxwell Robson	Student Governor	31 July 2024
Antoni Simpson	Student Governor	31 July 2024

- **note** the **resignation** of the current ex-officio (Bill Meredith) from 31 July 2024 and appointment of new ex-officio (Danny Metters) from 1 August 2024:

The Corporation **noted** the following:

Appointment/Resignation	Governor/Incoming Governor	Date
Resignation of ex-officio	Bill Meredith (current ex-officio)	expires 31 July 2024
Appointment of ex-officio	Danny Matters (incoming ex-officio)	commences 1 August 2024

- **recommend** the reappointment of Martyn Thomas and John Hurst for a further three-year Term of Office

The Corporation **NOTED** the expiration of the Term of Office for Martyn Thomas and John Hurst and **APPROVED** their re-appointment to the Corporation for a further three-year term of office. It was **FURTHER NOTED** that each Member would retain their existing roles, within the Corporation, at this point in time.

It was reported, by the DG, that Martyn Thomas had noted that he may be unable to serve a full three-year term of office but wished to seek reappointment at this point in time. The Corporation noted the same requesting as much notice was provided, as possible, before actual resignation.

- **note** and formally **approve** the appointment of two elect Staff Governors from 1 September 2024 on a three-year Term of Office

The Corporation **NOTED** and formally **APPROVED** the appointment of the following Staff Elect Governors, for a three-year term of office commencing on 1 September 2024, pending satisfactory completion of all pre-appointment checks: Gemma Newby and Neil Cunningham

- **consider** and **approve** the Committee Structure and Composition

Reference was made to the Summary Executive Report entitled: “Governance Structure and Composition” included in the Agenda Pack.

The Corporation **NOTED** the recommendations of the Committee. Key Points noted include:

- ◇ there are to be no significant changes to the Governance Structure or Composition at this point in time but the amalgamation of the Governance and Search Committee and the Remuneration Committee are to be considered by the DG;
- ◇ the DG and incoming Principal and Chief Executive are to review the attendance of operational leads to both Committee and Corporation Meetings;
- ◇ the appointment of the new Staff Elect Governors is proposed as following : Gemma Newby (Curriculum and Quality Enhancement Committee) and Neil Cunningham (Finance and Resources Committee);
- ◇ the Corporation Framework and Membership has been updated to reflect current practice;
- ◇ the Principal Recruitment Committee has completed its remit and is not detailed within the Corporation Framework and Membership.

The Corporation **APPROVED** the recommendations of the Committee in acknowledgement that further changes were likely to be required over the summer period.

- **consider** and **approve** the appointment of Committee Chairs

Reference was made to the Executive Summary Report Entitled: “Appointment of Chairs” included in the Agenda Pack.

The Corporation duly noted the Committee’s advice regarding the current practice of appointment of Committee Chairs and **APPROVED** the following one-year appointments as follows:

Committee	Chair
Governance and Search	Ian Sackree (as Chair of Corporation)
Audit Committee	Angela Moran
Curriculum and Quality	Susan Hamer
Finance and Resources	Martyn Thomas
Remuneration	John Hurst

It was confirmed that each Committee had been provided an opportunity to discuss the appointment of its Chair. No Members left the Meeting for these discussions. All Members withdrew from any discussion around their own appointment to a Committee.

- **note** the continuance of the current Vice Chair and Chair to the Corporation

Reference was again made to the Executive Summary Report Entitled: “Appointment of Chairs” included in the Agenda Pack.

The decision previously taken by the Corporation that both the Chair and Vice Chair restart their term of office (as External Members) to align themselves to a three-year appointment as Chair or Vice Chair was noted. The Corporation **NOTED** the same and its agreement and **APPROVAL** of Ian Sackree continuing in the role as Chair of the Corporation and Angela Moran as Vice Chair of the Corporation.

Neither Member left the Meeting but did withdraw from discussions.

- **consider** and **approve** recommendations relating to the Corporation’s mandatory Governance Training requirement and amendment to PREVENT training requirements

Reference was made to the Executive Summary Report entitled “Training and Induction Requirements and Member Engagement and Celebration Discussions” included in the Agenda Pack.

The Corporation **considered** the advice of the Committee and **APPROVED** the following:

- ◇ External Governors (appointed from circa July 2023) who have not yet received an induction will be offered a bespoke induction following enquiry from the DG on areas of training/knowledge required;
- ◇ all Mandatory Governance Training (*as previously approved*) will be rolled out over the summer period for completion and monitored in readiness for the Governance and Search Committee Meeting in September 2024;
- ◇ PREVENT Training requirements will be strengthened with additional requirements for Safeguarding Link Governors in particular;
- ◇ following a request from the Safeguarding Link Governors (in discussion with the Deputy Safeguarding Lead) it is proposed that a stand-alone Safeguarding Report is developed and separated from the Principal’s Report to the Corporation;
- ◇ the format of the Member Engagement Questionnaire.

- To note and approve the dates for the Annual Meeting Cycle

Reference was made to the Executive Summary Report entitled “Annual Meeting Cycle” included in the Agenda Pack.

The Corporation **NOTED** the Annual Meeting Cycle and **APPROVED** the same.

23.77 Change to College Bank Mandate

Reference was made to the “Change to College Bank Mandate” Paper included in the Agenda Pack.

The Corporation **NOTED** the same and requested Andy Black (Assistant Principal Business Development) be removed also owing to retirement.

With the amendment noted, the Corporation **APPROVED** the changes to the Mandate.

23.78 Operational Update: Restructure

	<p>Reference was made to the paper entitled “Executive Team Restructure Report to Governors” included in the Restricted Confidential Agenda Pack.</p> <p>The DPHROS provided a summary overview and update on the Executive Leadership Structure. It was advised that three Vice Principal roles had been advertised which had a received a strong response and field of candidates.</p> <p>The involvement of two Members of the Corporation in the interviewing of candidates, in a supportive role, was noted.</p> <p>The current DPHROS, Kate Calvert, was confirmed to be the Chief People Officer.</p> <p><i>Sharon Kirby (Staff Governor) and Steve Kelly (CFO) left the Meeting.</i></p>	
23.79	Committee Business: Audit Committee : Restricted Confidential Minutes of the Meeting held on 20 June 2024	
	<p>Restricted Confidential Minutes</p> <p><i>Reference was made to the Restricted Confidential Minutes included in the Restricted Confidential Agenda Pack.</i></p> <p>This item was taken as Restricted Confidential.</p> <p>The Chair drew the Meeting to a close noting his thanks to everyone. The Chair noted that himself and the DG would be developing the format of the Agenda in readiness for the start of the new academic year. A Governor noted the same putting forward that if items were to be taken as read that they were not then revisited, in depth, as part of the Meeting to allow more opportunity for discussion.</p>	

There being no further business the meeting closed at 8.06pm

Chair _____

Name _____

Date _____