

**Non-Confidential Minutes of the Corporation Meeting  
held on Tuesday 15 October 2024 at Bishop Burton College**

In advance of the Meeting all Members and Co-Opted Governors attended a Safeguarding Training Session facilitated by the College's Designated Safeguarding Lead (Ann Paling), the Designated Deputy Safeguarding Lead Bishop Burton (Ellie Stephen) and the Designated Deputy Safeguarding Lead Riseholme (Verity Wainwright)

Corporation Members	Appointed as	Chair/Vice	Apologies
Ian Sackree	Independent Member	<b>Chair</b>	
Angela Moran	Independent Member	<b>Vice Chair</b>	
Neil Cunningham	Staff Member		(until the Restricted Confidential Agenda)
Susan Hamer	Independent Member		
Jim Harris	Independent Member		
John Hurst	Independent Member		
Danny Metters	Ex-Officio		
Adam Milner	Independent Member		
Emma Milson	Independent Member		
Peter Phythian	Independent Member		
David Richardson	Independent Member		
Martyn Thomas	Independent Member		
Gray Towse	Independent Member		
Ian Watson	Independent Member		
Laura Woodhouse	Staff Member		(until the Restricted Confidential Agenda)
In Attendance			
Sallyanne Pearson	Director of Governance		(DG)
Kate Calvert	Chief People Officer		(CPO)
Beth Curtis	Vice Principal Riseholme & Business Development	(until the	(VPRBD)
Stephen Kelly	Chief Financial Officer	Restricted	(CFO)
Sharron Mansell	Vice Principal Quality of Education & Skills	Confidential	(VPQES)
Helen Wooldridge	Vice Principal Growth Planning & Performance	Agenda)	(VPGPP)
Ann Paling	Assistance Principal Safeguarding & Residential Services (Designated Safeguarding Lead)	(until 6:00pm)	(APSRS)
Chris Henson	Independent Member (appointed pending satisfactory pre-appointment checks)		
Kate Harding	Co-Opted Governor (appointed to the Audit Committee pending satisfactory completion of pre-appointment checks) (until the Restricted Confidential Agenda)		
(2425.2) 1	<b>Welcome and Apologies for Absence</b>		
	The Chair opened the Meeting and welcomed everyone.		
(2425.2) 2	<b>Declarations of Interest</b>		
	Reference was made to the "Register of Interest: Corporation Members, Executive and Director of Governance" included in the Agenda Pack.		
(2425.2) 2.1	<b>To consider and declare</b> , as required, amendments to the Register of Interest		
	New declarations of interest were noted as follows:		
	<b>Jim Harris:</b> wife is a director of Adrenaline Advertising Limited which is providing marketing services to the College (as of 15 October 2024)		
	<b>Ian Sackree:</b> Herts Resourcing Group Limited a wholly owned subsidiary of Hertford Regional College (as of 14 October 2024)		

	The Chair noted that annual reminders to review and update declarations of interests had been circulated. Members and Co-Opted Governors were requested to complete and return these promptly.	
(2425.2) 2.2	To <b>declare</b> any declaration of interest relating to the Meeting's business	
	No declarations or conflicts of interest were noted. Members were requested to raise any items if and when it arose/became apparent during the course of the evening.  <i>Items were taken out of order</i>	
(2425.2) 5	<b>Reports (Part One)</b>	
	<i>Reference was made to the document entitled "Annual Safeguarding Report to Corporation – 15 October 2024 Annual Report for Information" included in the Agenda Pack.</i>	
(2425.2) 5.2	<b>Receive and consider</b> Annual Safeguarding Report	
	The APSRS outlined the format of the Report; noting input from both Safeguarding Link Governors (Gray Towse and Emma Milson). The Report contained data predominantly for Bishop Burton for the 2023/24 period and is to be developed to include Riseholme's data also. The value and role of the Student Management Committee (in determining student need) and external agency links was explained along with the importance of training for both staff and students. A Member requested clarity on the bus route data and it was explained that it reflected the number of students receiving intervention on any one bus route and not the number incidents taking place on that bus. <b>Discussion was opened and Members noted the value of quantitative monitoring data around, for example, the genres of safeguarding incidents to allow oversight and impact of interventions. Discussion was also opened around developing trend data analyses and early identification of trends such as those prevalent in secondary school.</b> The APSRS confirmed that the Safeguarding Team had increased capacity which would allow development in these areas. <b>Members noted the value of the training received prior to the start of the Meeting and how it had allowed contextualisation of safeguarding at the College. It was put forward that outcomes achieved should also be reported and celebrated.</b>	
(2425.2) 6	<b>Appointment of Student Governors and Staff Elect Governor</b>	
(2425.2) 6.1	<b>Receive</b> an update on the appointment of Student Governors ( <i>Verbal</i> )	
	The APSRS explained that the College was seeking to elect three Presidents from the Student Association Committee ( <b>SAC</b> ) who would be appointed as Student Governors. Challenges in engaging students with the role were noted. The VPQES is to meet with course representatives to develop and generate interest. It was noted that students were keen to join the SAC but engagement with the Student President role and the Student Governor role was lower. <b>Members acknowledged the same, noting the importance of having Student Governors appointed to the Corporation. It was put forward that the current model was not working effectively and would need to be developed including its marketing/promotion. Models which would "take governance to the students" and the gathering of student voice (to be clear on how to develop the right model) were noted as part of discussions.</b> The Principal noted there could be limitations in recruiting three Student Governors and the value of this. The DG noted the Corporation's composition (including the number of Student Governors) which was embedded in the Corporation's Instrument and Articles of Government which would need to be adhered to. The Corporation <b>NOTED</b> the update.	

(2425.2) 8	<b>Policies (Part One)</b>	
	<i>All policies noted were included as part of the Agenda Pack</i>	
(2425.2) 8.2	<b>Consider and approve</b> the following policies	
	<ul style="list-style-type: none"> <li>Accommodation Allocation Policy The Corporation <b>APPROVED</b> the Policy</li> <li>Safeguarding Policy The Corporation <b>APPROVED</b> the Policy</li> <li>Physical Intervention Policy Discussion was opened on the College's approach to physical intervention. It was clarified physical intervention was not used at the College and the Policy only applied to specific situations requiring accredited security. <b>Members suggested changing the wording to make this clearer and avoid confusion.</b> The Members resolved to <b>APPROVE</b> the policy pending such appropriate amendment.</li> </ul> <p><b>ACTION: VPGPP to amend the Physical Intervention Policy to provide clarity on when the Physical Intervention Policy would be relied upon</b></p> <p>The APSRS left the Meeting at 6:00pm.</p>	VPGPP
(2425.2) 3	<b>Minutes of the Previous Meeting</b>	
	<i>All minutes referenced were included in the Agenda Pack.</i>	
(2425.2) 3.1	<b>Receive and approve</b> the following minutes from the meeting held on 24 September 2024 and note the Summary of Minutes <i>(No summary minutes provided)</i>	
(a)	<p>Non-Confidential Minutes</p> <p>Noted that Adam Milner had attended the Corporation Meeting held on 24 September 2024 but this was not reflected on the Minutes.</p> <p><b>ACTION: DG to amend the Minutes to reflect Adam Milner's attendance</b></p> <p>The Chair noted a clarification in respect of Minute (2425.1) 4.5, noting the financial impact of not meeting the 10% growth assumption in the 2024/25 recruitment would impact the College in 2025/26 owing to lagged funding.</p> <p>The Corporation <b>NOTED</b> the same and <b>APPROVED</b> the Minutes pending the amendment noted.</p>	DG
(b)	<p>Confidential Minutes</p> <p>The Corporation <b>NOTED</b> the same and <b>APPROVED</b> the Minutes pending the amendment noted.</p>	
(2425.2) 3.2	<b>Receive and resolve</b> the Action Summary and Matters Arising	
	<p><i>Reference was made to the Corporation Action Summary – 15 October 2024 included in the Agenda Pack.</i></p> <p>The Corporation <b>NOTED</b> and reviewed the Action Summary and its updates. Actions were <b>RESOLVED</b> and are detailed in Appendix 1 to these Minutes.</p> <p>Matters Arising were as follows:</p> <p><b>Action Point: (2425.1)4.2:</b> The DG updated the Corporation noting input from the Executive Leadership Team (ELT) and the Members/Co-Opted Governors had been requested. The alignment of roles is to be circulated to the Corporation by the DG.</p> <p><b>ACTION: DG to finalise and circulate the Link Programme to Members and the ELT</b></p>	DG

(2425.2) 4	<b>College Performance: Strategic Priorities and Key Performance Indicators</b>	
(2425.2) 4.1	<b>Receive</b> and <b>consider</b> the 2023/24 Review of College Performance against Strategic Priorities and Key Performance Indicators	
	<p><i>Reference was made to the document entitled “College Key Performance Indicators 2023-24” included in the Agenda Pack.</i></p> <p>The document was taken as read. The Principal confirmed that feedback had been received from colleagues responsible for the 2023/24 KPIs and the document updated. Particular reference was made Section 1 “<i>Our Economy: Support sustainable economic development within the region and beyond</i>”. It was explained that processes and surveys in place to measure employer satisfaction required development which was to be driven forward by the VPRBD. <b>Discussion was undertaken and the Corporation acknowledged the KPIs and monitoring thereof was undertaken under the tenure of previous Chief Executive and Principal.</b></p> <p>The Corporation <b>NOTED</b> the same.</p>	
(2425.2) 4.2	<b>Receive</b> and <b>approve</b> the proposed Strategic Priorities and Key Performance Indicators for the 2024/25 period	
	<p><i>Reference was made to the document entitled “Objectives and Priorities Plan September 2024 to August 2025” included in the Agenda Pack.</i></p> <p>The Principal referred to the Objective and Priorities Plan which had been developed on the principles of the Corporation’s Affirmation Statement. It was summarised that the document provided a framework to connect strategic priorities with key performance indicators which were then shared throughout the College via performance management and professional development. It was added that the document could be organised to focus on specific Committee business, enabling Members and Co-Opted Governors to track live performance throughout the academic year and improve communication between the Committees and the Corporation.</p> <p><b>The Corporation commended the approach noting the value it would add to both governance discussions and the execution of its role and responsibilities. A Member noted works being undertaken, operationally, to review risk management noting ownership of risk could be monitored as part of the document as well.</b> The Principal acknowledged the benefit this would bring and is to look to adapt it accordingly.</p> <p><b>ACTION: Ownership and monitoring of risk management areas to be included in the Objectives and Priorities Plan</b></p> <p><b>Discussion continued and a Member questioned who would have responsibility for updating the rag rating on the document provided.</b> The Principal confirmed that it would be discussed at both College Management Team (CMT) Meetings and ELT Meetings and a grading assigned to ensure robustness and objectiveness through discussion prior to it being provided to the Corporation and its Committee’s Meetings. The Corporation <b>APPROVED</b> the approached proposed and the Objectives and Priorities Plan provided.</p>	CFO / Principal
(2425.2) 5	<b>Reports (Part Two)</b>	
(2425.2) 5.1	<b>Receive</b> and <b>consider</b> the Principal’s Report: Verbal update from 24 Sept 2024	
	The Principal provided a summary update. Discussion was undertaken around the awarding of an additional two days of holiday to be taken over the Christmas period. It was explained that this incentive aligned to feedback received from the People Strategy and aims to enhance staff wellbeing and the College’s recruitment competitiveness.	

	<p>Staff required to work during this period will receive alternative days off. <b>Members acknowledged the operational remit of the decision made but noted the financial implication and cost (in perpetuity) to the College which the Corporation needed to be sighted of. Members also discussed the number of holiday days offered in the sector compared to those in other industries which the College were preparing students to work in - noting a disconnect in this regard.</b> The CPO acknowledged the point but added that to remain commercially attractive in terms of recruitment – the College needed to keep pace with its competitors and also offer incentives and attractive non-pay benefits to attract skilled employees from industry. Discussion continued. <b>Members noted their support to the additional two days holidays in perpetuity noting the importance of staff wellbeing but reiterated the financial implications attached to this incentive which it needed assurance had been taken into consideration.</b></p>	
	<p>Discussion continued and further incentives introduced (in response to the People Strategy) were noted including dress down Fridays and the development of an Agile Working Policy (which would seek to consolidate a number of existing practices in place). It was put forward that this marked a step change in the culture of the College under the new ELT. <b>A Member asked whether sector best practice had been reviewed to ensure the College were offering the best model of agile/flexible working for its staff.</b> The Principal confirmed it had and that the Agile Policy would also be consulted on with Staff Council.</p> <p>A summary overview of Further Education (FE) student recruitment and retention was provided. It was noted that the highest number of withdrawals were leaving to attend alternate academic institutions and the reasons behind this are being explored. FE Recruitment remains, comparatively, above the same point in time the previous year below the forecasted 10% growth assumption. Recruitment to HE is below forecast which was explained to be in line with the sector.</p> <p>The Corporation were also informed of sector updates with discussion around Skills England/IFATE, practicalities and difficulties arising from regulatory requirements and implementation of land-based T Levels and uncertainties which remain around the defunding of qualifications. The Principal confirmed these were sector wide issues and were actively raising their concerns through correspondence with MPs. <b>Members recognised the external influences but emphasised the need to focus on what the College could control including providing high-quality student experience and building strong relationships with employers to help mitigate these influences as much as possible.</b></p> <p>The Chair prompted Members and Co-Opted Governors to keep up to date on sector updates noting the circulars provided from the Association of Colleges.</p> <p><b>ACTION: DG to circulate the link to the Association of Colleges updates</b></p>	DG
(2425.2) 5.2	<b>Receive an update and appoint Staff Elect Governor</b>	
	<p><i>Reference was made to the paper entitled “Update and appointment of Staff Elect Governor” included in the Agenda Pack.</i></p> <p>The Chair formally welcomed Laura Woodhouse and confirmed her appointment to the Corporation and to the Curriculum and Quality Enhancement Committee for a three-year term of office.</p> <p>The Corporation formally <b>NOTED</b> and <b>APPROVED</b> the same.</p>	

(2425.2) 6	<b>Committee Reporting</b>	
(2425.2) 6.1	Audit Committee (Tues 1 October 2024)	
(a)	<b>Note</b> receipt of the Minutes and accept them into the record	
	<p><i>Reference was made to the Minutes of the Audit Committee Meeting held on 1 October 2024 included in the Agenda Pack.</i></p> <p>The Chair of the Audit Committee (<b>Audit Chair</b>) highlighted key points arising from the Meeting noting no concerns or areas of risk had been identified by the External Auditors to date as they prepared their 2023/24 Financial Statement and Accounts. The Audit Chair added that the College was also reviewing its approach to Risk Management (a training session is in place for 24 October 2024 for members of staff) and a revised approach/format is to be presented to the Audit Committee for its consideration. The Audit Chair also explained that lengthy discussions and considerations had been made to the timing and sequencing of retendering both internal and external auditors over the next eighteen-month period.</p> <p>The Corporation <b>NOTED</b> the Minutes and <b>ACCEPTED</b> them into its record.</p>	
(b)	<b>Receive</b> the Summary of Minutes from the Chair and on its advice:	
	<i>(No summary minute received)</i>	
(i)	<b>Approve</b> the Internal Audit Strategy/Plan and fees (2024/25)	
	<p><i>Reference was made to the "wbg Internal Audit Plan September 2024" circulated in the Agenda Pack</i></p> <p>The areas of focus included in the Internal Plan were summarised by the Audit Chair based on a 35-day programme at a cost of circa £15k. The Audit Chair reported that the Committee were advising the Corporation to approve the same having considered the rationale proposed for each area.</p> <p>The Corporation <b>APPROVED</b> the Internal Audit Plan and Fees for 2024/25.</p>	
(ii)	<b>Note</b> the DfE Correspondence regarding special severance payments	
	<p><i>Reference was made to the letter received from the DfE regarding special severance payments dated 23 July 2024.</i></p> <p>The Audit Chair drew the Corporation's attention to the letter received; noting that retrospective approval had not been provided on two non-contractual payments made. The Chair added that as part of the annual conversation between himself and RSM (External Auditors) this was also drawn to his attention where it had been confirmed that this would remain on the record of College for a circa two-year period. The Chair noted that every step must be taken to ensure this did not happen again.</p> <p>The Corporation <b>NOTED</b> the same.</p>	
(2425.2) 6.2	Finance and Resources Committee (Thurs 10 October 2024)	
(a)	<b>Note</b> receipt of the Minutes and accept them into the record	
	<p>The Chair of the Finance and Resources Committee (<b>F&amp;R Chair</b>) noted a verbal update. The F&amp;R Chair confirmed that the July 2024 Management Accounts had been received and considered which evidenced a £5.5m cash balance. A deficit position of £449k (being an adverse £91k) against the budget was reported which was line with the Committee's expectations as the year progressed. It was noted that the College's cash balance had funded and supported the College's deficit position for 2023/24.</p>	
	<p>Reference was then made to the two-year cash forecast and assumptions contained therein. The F&amp;R Chair reported that the College was currently forecasting a deficit position of £770k for 2024/25 and deficit position of £341k in 2025/26 owing predominantly to the lower than forecast growth in FE, the impact of lagged funding and under recruitment in Higher Education (<b>HE</b>). The F&amp;R Chair emphasised however that</p>	



	it was still “early days” with no accounts having been presented for 2024/25. The CFO outlined a number of variables which could positively impact the forecast. It was confirmed that key Financial Assumptions and Risks arising out of the two year forecast would continue to be monitored, updated and circulated to the Members.	
	It was confirmed, positively, that the College had evidenced growth comparatively to the previous year and had improved retention (to date) meaning it might be able to access in-year growth funding. Financial opportunities and areas of growth were also highlighted to the Corporation. The F&R Chair noted that updates had also been received on procurement, estate management and Human Resources.	
(b)	<b>Receive</b> the Summary of Minutes from the Chair and on its advice <i>(No summary minutes received)</i>	
(i)	<b>Approve</b> the Student Association Accounts for 2023/24 and approval of Grant <i>Reference was made to the Student Association Accounts 2023/24 included in the Agenda Pack.</i> The Corporation received the report provided and resolved to <b>APPROVE</b> the Accounts and the £1,000 grant to the Student Association. <b>Health and Safety Discussion: Terms of Reference</b> The F&R Chair then referred to the moving of Health and Safety from the responsibilities of the Finance and Resources Committee to the Audit Committee. Discussion was undertaken by all. The Corporation <b>RESOLVED</b> that as per previous recommendations from the Governance and Search Committee, that Health and Safety be included as part of the Audit Committee’s Terms of Reference. The DG noted by way of confirmation that the Terms of Reference for the Audit Committee now reflected this and Kate Calvert as Chief People Officer would be invited to attend the Audit Committee to speak to reports provided.	
(2425.2) 7	<b>Policies (Part Two)</b>	
	<i>Reference was made to the Further Education Tuition Fee Policy included in the Agenda Pack</i>	
(2425.2) 7.1	<b>Receive</b> and <b>approve</b> the following policies on Committee recommendation	
(a)	<b>Finance and Resources Committee: Further Education Tuition Fee Policy</b> The DG explained that the Finance and Resources Committee had requested further information on amendments made which did not relate to the establishment of two separate policies for FE and HE. The DG reported that the remaining amendments reflected changes required as a result of the movement from the Adult Education Budget to Adult Skills Fund. The Committee <b>NOTED</b> the amendments made and recommended the policy to the Corporation for its approval. The Corporation <b>APPROVED</b> the policy.	
(2425.2) 8	<b>Any other Urgent Business</b>	
	The Chair noted that all Members had been circulated mandatory training which needed to be completed and requested Members did so as a priority. The DG noted she was also awaiting a number of responses to questionnaires/surveys. The DG noted the time criticalness of completing the 2023/24 Governor Data, Self-Assessment, Skills and Training Needs Questionnaire which contained information for a regulatory return and would be used to support the drafting of the Corporation’s Self-Assessment.	

	<i>Beth Curtis, Stephen Kelly, Sharron Mansell, Helen Wooldridge, Kate Harding, Neil Cunningham and Laura Woodhouse left the Meeting.</i>  The Restricted Confidential Agenda was then taken.	
(2425.2) 9	<b>Closing Discussion between the Principal and the Corporation</b>	
	Closed discussion between the Corporation and Principal was undertaken.	

There being no further business the Meeting closed at: 7:48pm

Chair \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_\_



**Appendix 1**

Min Ref	Title	Action Point	Person/s Responsible	Action	
				Taken	CF
9 July 2024					
23.72	To review the Action Summary and the Restricted Action Summary and consider Matters Arising	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 <b>Update: 24 September 2024:</b> VPQES to contact Emma Milson to discuss food bank and food pantry initiatives	DPHROS / Emma Milson	Complete.	
23.73	Principal’s Report and Operational Reporting	An up-to-date marketing calendar is to be made accessible to Members <b>Update: 24 September 2024:</b> an annual overview of key marketing and events at the College (which Governors can attend) is to be circulated	DG	Complete	
23.76(c)(ii)	Audit Committee	CFO to review and benchmark the threshold of expenditure allowed before three competitive quotes are obtained for tendering purposes <b>Update 24 September 2024:</b> CFO to consider increasing the level of expenditure before requesting three quotes and review in light of the introduction of the Procurement Act	CFO	On Agenda. Remove as action	
24 September 2024					
(2425.1) 4.2	Governance and Search Committee	DG to work with Principal and CEO to align Members to areas and themes of the Link Programme and circulate	DG	Progressed. See Matters arising.	
(2425.1)5	Policies	Physical Intervention Policy to be amended to ensure wording which outlines when physical intervention may be required is more generic and encompassing of any occasion as opposed to specific situations	Principal	On Agenda. Remove as Action.	