

**Non-Confidential Minutes of the Corporation Meeting
held on Tuesday 24 September 2024 at Bishop Burton College**

Corporation Members	Appointed as	Chair/Vice	Apologies
Ian Sackree	Independent Member	Chair	
Angela Moran	Independent Member	Vice Chair	
Neil Cunningham	Staff Member		
Susan Hamer	Independent Member		
Jim Harris	Independent Member		
John Hurst	Independent Member		Received
Danny Metters	Ex-Officio		
Emma Milson	Independent Member		
Adam Milner	Independent Member		
Peter Phythian	Independent Member		
Martyn Thomas	Independent Member		
Gray Towse	Independent Member		by virtual attendance
Ian Watson	Independent Member		Received

In Attendance		
Sallyanne Pearson	Director of Governance	(DG)
Kate Calvert	Chief People Officer	(CPO)
Beth Curtis	Vice Principal Riseholme & Business Development	(VPRBD)
Stephen Kelly	Chief Financial Officer	(CFO)
Sharron Mansell	Vice Principal Quality of Education & Skills	(VPQES)
Helen Wooldridge	Vice Principal Growth Planning & Performance (commencing employment on 14 October 2024)	

(2425.1) 1	Welcome and Apologies for Absence	
	<p>The Chair opened the Meeting and welcomed everyone to the first Corporation Meeting of the 2024/25 academic year.</p> <p>The Chair underscored the importance of the Meeting noting it was a pivotal moment with Danny Metters now in role as Principal and Chief Executive. Colleagues appointed to the new Executive Leadership Team (ELT) were introduced and welcomed. The Chair explained that Helen Wooldridge was attending the Meeting in an observer capacity and would commence employment at the College on 14 October 2024.</p> <p>Apologies for absence were received, with consent, from John Hurst and Ian Watson. Gray Towse (Independent Member) was welcomed by virtual attendance. Neil Cunningham, one of the newly elected Staff Members, was also welcomed.</p> <p>Around the table introductions were undertaken.</p>	
(2425.1) 2	Declarations of Interest	
	Reference was made to the “ <i>Register of Interest: Corporation Members, Executive and Director of Governance</i> ” included in the Agenda Pack.	
(2425.1) 2.1	To consider and declare , as required, amendments to the Register of Interest	
	No additional declarations of interest were made.	
(2425.1) 2.2	To declare any declaration of interest relating to the Meeting’s business	
	No declarations or conflicts of interest were noted.	

(2425.1) 3	Minutes of the Previous Meeting	
(2425.1) 3.1	Receive and approve the Non-Confidential Minutes from the Meeting held on Tuesday 9 July 2024	
	<p><i>Reference was made to the Confidential and Non-Confidential Minutes circulated in the Agenda Pack.</i></p> <p>Both the Non-Confidential and Confidential Minutes were confirmed as a true and accurate record and APPROVED by the Corporation. No discussion or reference to the content of the Confidential Minutes was taken as part of the Meeting.</p>	
(2425.1) 3.2	Receive and resolve the Action Summary and Matters Arising	
	<p><i>Reference was made to the Corporation Action Summary – 24 September 2024 included in the Agenda Pack.</i></p> <p>The Corporation noted and reviewed the Action Summary and its updates. Actions were RESOLVED and are detailed in Appendix 1 to these Minutes.</p> <p>Matters Arising were as follows:</p> <p>Action Point 23.20(ii): the CFO explained that the introduction of the Procurement Act had been delayed until February 2025. A full report, is to be provided to the Finance and Resources Committee on 10 October 2024.</p> <p>Action Point 23.68: the DG explained that the Student Association Constitution (SAC) had been amended in line with the proposal put forward, and approved, by the Corporation (at its Meeting held on 9 July 2024) which sought to increase the number of Student Presidents/Student Members from two to three. No other substantive amendments have been made to the SAC. The Corporation were provided an opportunity to review the SAC as a tabled item. (<i>Tabled Item 1: Student Association Constitution</i>). The DG confirmed that the Corporation’s constitutional and ancillary documents had also been amended to support the increase and were included, for approval, as part of the day’s business. The Corporation APPROVED the SAC.</p> <p>Action Point 23.72: the Corporation noted the update provided. A Governor challenged the rationale behind the College’s decision to introduce a “foodbank” initiative over a “food pantry”. The CPO explained that any student requiring support from either initiative needed to be monitored for safeguarding reasons and the model proposed had been developed with safeguarding colleagues. A Governor noted the impact of societal preconceptions and challenged whether the College could develop its approach. The CPO explained that student voice, input from safeguarding colleagues and operational modelling (to develop and sustain an effective provision) had been undertaken. It was RESOLVED that Emma Milson would liaise with the VPQES to explore possible development and opportunities further.</p> <p>ACTION: VPQES to contact Emma Milson to discuss food bank / pantry initiatives</p> <p>Action Point 23.73: an annual overview of key marketing and events at the College (which Governors can attend) is to be circulated.</p> <p>ACTION: An annual overview of key marketing and events at the College (which Governors can attend) is to be circulated</p> <p>Action Point 23.76(b): tenders will go out for the demolition and making good of the old pig units within a three-week period. It was noted that, upon receipt, this may need further approval from the Finance and Resources Committee / Corporation.</p> <p>Action Point 23.76(b)(ii): a summary of assumptions and risks contained in the College Financial Forecasting Return (CFFR) were included as a tabled item (<i>Tabled Item 2: Risk Review of Key Assumptions</i>). The CFO confirmed he had met with the Chair of the Finance and Resources Committee during the day to provide an update.</p>	<p>VPQES</p> <p>Principal</p>

	Action Point 23.76(c)(ii): the CFO confirmed that benchmarking had been undertaken and it was likely that the level of expenditure (before requiring three quotes) would be increased but this is to be reviewed, in completeness, with the changes to come in as a result of the Procurement Act.	
(2425.1) 4	Committee Reporting	
(2425.1) 4.1	Curriculum and Quality Enhancement Committee (12 September 2024)	
(a)	Note receipt of the Minutes and accept them into the record Reference was made to the draft Minutes of the Committee Meeting (as circulated in the Agenda Pack) and the Corporation accepted them into its record.	
(b)	Receive the Summary of Minutes from the Chair and on its advice approve the Access and Participation Plan (APP) Reference was made to the Summary of Minutes and APP included in the Agenda Pack. The Chair of the Curriculum and Quality Enhancement Committee (C&QE Chair) provided a summary overview of the Committee Meeting's business. Receipt and scrutiny of the APP was reported and the time-critical nature of submitting the document to the Office for Students (OFS), noted. The C&QE Chair explained the importance of the APP outlining that it was a condition of registration with the OFS and once submitted, required annual review. The C&QE Chair summarised that the purpose and intention of the APP was to remove barriers and increase the access and success of underrepresented groups within Higher Education. It was explained that the analysis of in-house data (to identify barriers for underrepresented groups) was limited due to its small data source but the Committee had been assured that the APP was drafted to ensure its Objectives and Interventions Strategies and resulting funded Actions were realistic, contextual and measurable in impact. The importance of all members of the academic and support staff knowing its cohort well, at the College, was also emphasised as being critical in breaking down barriers for such underrepresented groups. The College's five objectives were noted as follows: <ul style="list-style-type: none"> • ensure free school meal eligible students have equal opportunity to apply • ensure care-experienced students have equal opportunity to apply to the College • ensure young students from TUNDRA quintile 1 are equally supported • ensure that students from IMD quintile 1 have equal opportunity to successfully complete their programme of study • ensure young students have equal opportunity to achieve high grades compared to other students The C&QE Chair advised that the Committee Meeting had not been quorate but, given that it was not providing approval for the APP, continued to provide guidance and advice to the Corporation. The Corporation noted the same and APPROVED the APP.	
(2425.1) 4.2	Governance and Search Committee	
(a)	Note receipt of the Minutes and accept them into the record The Chair of the Governance and Search Committee (G&S Chair) reported that the recruitment data, as minuted and provided to the Meeting, had subsequently been determined as incorrect. A note and correction is to be added to the Minutes. The draft Minutes (as circulated in the Agenda Pack) were otherwise noted as correct and accepted into the record.	

(b)	<p>Receive the Summary of Minutes from the Chair:</p> <p>The G&S Chair provided a summary overview of the Committee Meeting’s business. The Chair noted that it was advising the Corporation to merge its Remuneration and Governance and Search Committee to improve efficiency of the Corporation. It was explained that the Chair of the Corporation (and current Chair of the Governance and Search Committee) would not be able to act as Chair on the newly formed Governance, Search and Remuneration Committee (GSR Committee). John Hurst, as an Independent Member and current Chair of the Remuneration Committee, was recommended for the role and it was confirmed that he had been present at the Committee Meeting whilst discussions had taken place.</p> <p>The Corporation APPROVED the formation of the GSR Committee and the appointment of John Hurst as Chair.</p>	
(i)	<p>approve amendments made to the constitutional documents of the Corporation</p> <p>The Chair drew the Corporation’s attention to the revised constitutional and ancillary documents. The Corporation RESOLVED to:</p> <ul style="list-style-type: none"> • APPROVE the amendments to the Instrument and Articles of Government pending any required amendments from the College’s Solicitors; • APPROVE the amendments to the Standing Orders; • APPROVE the amendments to Terms of References subject to any amendments required following discussion between the DG and CFO regarding delegations contained in the College’s Financial Regulations; • APPROVE delegated authority to the DG to make meaningful amendments to the draft documents provided pending legal advice, discussion with the CFO, peer review and consideration of operational feedback, as appropriate; • APPROVE and ADOPT the amended Code of Conduct; • APPROVE the amendments to the Corporation Framework and Corporation Membership; and • APPROVE the amendments to the Committee Structure and Attendance. 	
(ii)	<p>approve the Link Programme</p> <p>The DG presented a PowerPoint Presentation to the Corporation (<i>Tabled Item 3: Link Programme and Advisory Groups</i>) referring to the Corporation’s adoption of the AoC’s new Code of Good Governance (as of 1 August 2024), the Code’s signposting to Link Governors as a recommended practice and the importance of having an open and collaborative governance culture embedded across the College as a whole. The presentation outlined the new structure, its proposed “areas” and “themes” and explained the purpose of aligning of Members to ELT colleagues to ensure effective information flow, engagement and contextual understanding. The importance of Members engaging with staff, students and stakeholders through the Link Programme and undertaking site tours/visits was underscored to ensure triangulation of evidence and assurance around the effectiveness of governance. The value which the Link Programme could be bring in providing support and building relationships between Members and operational colleagues (through the sharing of knowledge, skills and experience) was also noted. A discussion was undertaken, between Members, as to the correct format for reporting visits/works undertaken to Committees/the Corporation. It was RESOLVED that visits should be captured and reported on, by Members, to provide actionable insight and drive improvement. The existing template is to be used in this regard.</p> <p>The Corporation APPROVED the revised Link Member Programme. The Chair requested that Member’s be “mapped” to areas and themes as a priority and circulated.</p>	

	ACTION: DG to work with the Principal & CEO to align Members to areas and themes of the Link Programme and circulate	DG
(iii)	approve the appointment of Independent Member and Co-Opted Governor	
	Reference was made to the Executive Summary Report included in the Agenda Pack.	
	On the advice of the G&S Committee the Corporation RESOLVED , to:	
•	APPROVE (subject to completion of pre-appointment checks) the appointment of Chris Henson as an Independent Governor to the Curriculum and Quality Enhancement Committee. The appointment is for a three-year term of office subject to a one-year probationary review;	
•	APPROVE (subject to completion of pre-appointment checks) the appointment of Kate Harding as a Co-Opted Governor to the Audit Committee. The appointment is for a one-year term of office;	
•	APPROVE the appointment of David Richardson (currently acting as a Co-Opted Governor to the Finance and Resources Committee) as an Independent Member to the Audit Committee. The appointment is for a three-year term of office subject to a one-year probationary review.	
	NOTE: pre-appointment checks have been undertaken less than one year ago and will not be undertaken again for the commencement of the role of Independent Governor. The Chair explained that amendments made to the constitutional documents allowed the Corporation to increase the number of its Independent Members to a maximum of twenty - allowing the Corporation agility and increased autonomy to both attract and recruit potential members. The Chair emphasised that candidates with a financial background and qualification continued to be a priority for recruitment purposes.	
(2425.1) 4.3	Principal's Update	
	The Principal led a PowerPoint Presentation to the Corporation. Each member of the ELT presented in turn (<i>Tabled Item 4 -Corporation Principal's Update</i>). The Principal outlined the new executive structure introduced noting it had been put in place to create parity and improve organisational efficiency whilst fostering a supportive culture.	
(a)	Key issues affecting the College and points of focus were outlined, including the: efforts of the College to lobby for better pay in the FE Sector which had been shared with employees to show unity and support in securing better pay;	
(b)	change to the grading boundaries for GCSE Maths and English which have adversely impacted achievement and progression. The Principal explained that he had written to local MPs and collaborated with other college leaders to address this concern. Some support, such as a 15% refund on registration fees from the awarding body, has been provided but any amendment to the boundaries is unlikely;	
(c)	review of the effectiveness of managing stakeholder relationships. An Employment and Skills Advisory Board has been established and it is hoped that a Customer Relationship Management (CRM) system will be introduced;	
(d)	impact of political changes to the curriculum, its delivery format, changes to funding streams and potential areas of growth. Points referenced included devolution, its impact to the Adult Skills Funds, the anticipated increase in modularised curriculum and changes to the apprenticeship levy;	
(e)	continuing financial pressures on the College. Staff have been encouraged to think creatively about income diversification with blue-sky thinking session introduced to generate ideas. An opportunity for growth and closer collaboration in areas of strength with other land-based colleges was noted;	

(f)	<p>newly introduced approach to teaching and learning policies which will move away from strict performance measurement and add weight and value to student experience. The approach will be scaffolded by supportive action plans for academic staff in consideration of the large proportion of academic staff being new to teaching (either from industry or university). The Principal assured the Corporation that close monitoring of curriculum areas would remain but the aim was to create a supportive environment and encourage innovative teaching practices across the piste as opposed to individual performance measures;</p>	
(g)	<p>recruitment of 16-18 students which has increased, comparatively, to the previous year. It was explained however that a significant proportion of students withdrew within the first six weeks of the 2023/24 academic term and a priority focus of the College was to support and retain as many students as possible . Initiatives, in place, were outlined including improvements to student support, internal transfers and ensuring students were on the right course. Enrichment opportunities have also been introduced and built into the first year of some Level 3 provision with the intention that this acts as an aspirational target for the younger cohorts and strengthens retention/progression. A Governor asked whether Exit Interviews had taken place with the students who had withdrawn. It was confirmed that exit information was captured (so far as possible) through an internal process but there were limitations to accessing all such students. A Governor asked whether the College was likely to get any applications from students withdrawing from competitors in the local area. The Principal confirmed that a “its not too late” campaign was still running and one more Open Day would run. It was confirmed, however, that the cutoff date for enrolments would be October half term when students would have missed too higher a proportion of the curriculum to catch up;</p>	
(h)	<p>direction of the College to drive a cultural shift towards providing “careers” for students rather than “courses” which would allow, inter alia, operational efficiency and surety in the marketing and promotion of courses owing to uncertainty around defunding (which is beyond the control of the College);</p>	
(i)	<p>increase in students with Education Health Care Plans (EHCPs) as a whole and ensuring the College could meet each student’s needs as well as a possible in-year funding increase. A Governor noted the increase in EHCP Students and asked how the College was retaining and supporting the volume of support staff for these students. The Principal explained that a support programme was to be introduced to facilitate an in-house professional development and qualification programme for the support staff to help reduce turnover. It was explained that this initiative was developed in reflection of staff voice feedback which had identified the value of reducing the College’s reliance on agency staff;</p>	
(j)	<p>lower than forecasted recruitment to the College’s Higher Education provision and resulting financial implications. Initiatives which seek to maximise on curriculum reform and government funding changes (such as Lifelong Learning Entitlement, upskilling/reskilling and bitesize courses) were outlined with the aim of driving up recruitment. Further initiatives, such as a land-based scholarship, is also to be introduced to widen participation from areas of deprivation and triangulate to the College’s APP;</p>	
(k)	<p>feedback from a recent staff voice questionnaire was summarised and the value of feedback and blue sky thinking noted. It was confirmed that every member of staff who had responded with a proposed initiative would be contacted by a member of the College Management Team and provided feedback on their initiative to promote future engagement from staff.</p>	

	<p>The Principal concluded the presentation and explained that all areas raised (as part of the presentation) were reflected and/or incorporated within the Principal's Objective Document which had been discussed and endorsed by the Chair and Vice Chair as part of the Principal's PR1 Process. It was explained that the Principal's objectives would, in turn, disseminate throughout the College as part of the College's performance management process.</p>	
(2425.1) 4.4	Strategic Objectives and Priorities Plan	
	<p>Receive an update and confirm support to the proposed Objectives and Priorities Plan</p>	
	<p>Taken in part under (2425.1) 4.5.</p> <p>The Corporation acknowledged the document and noted its support. Commendations were noted to the Principal for the scale and pace of works being introduced.</p> <p>The Chair noted his thanks to Bill Meredith as the College's previous Chief Executive and Principal and the current Principal for their collegiate approach to secure an effective and selfless handover.</p>	
(2425.1) 4.5	Financial Position : Update	
	<p>The CFO provided a verbal update on the college's financial position and confirmed a full financial update would be provided to the Finance Resources Committee Meeting. It was reported that some assumptions contained in the College's CFFR had not, to date, been realised including the 10% growth target in FE. Growth was estimated at approximately 5% which would translate into a shortfall of approximately £700,000. The CFO explained that HE was facing challenges, with a current target deficit of around £200,000 although it was acknowledged that recruitment was ongoing. The significance of recruitment to HE and Apprenticeships to provide in-year funding was noted. [NB: clarification of this paragraph is detailed in the Minutes of the Corporation Meeting held on 24 September 2024]</p> <p>Opportunities of income derived from "Other Educational Projects" are being explored but none of the £129k funding included in the CFFR has been realised to date.</p> <p><i>Part of this item was taken as confidential</i></p> <p>The CFO reported that the grading of the College's ESFA Financial Health was "Requires Improvement" for the 2024/25 period (as opposed to "Good" which had been previously reported). The Corporation noted the same.</p> <p>Despite the challenges, the CFO reported that the College had a strong cash position, with over £6,000,000 in the bank, allowing it to fund its deficit for the 2024/25 period. The CFO emphasized the importance of managing the budget carefully and continuing to monitor the financial situation closely.</p>	
(2425.1) 5	Policies	
	<p>To consider and approve the Physical Intervention Policy</p>	
	<p><i>Reference was made to the Physical Intervention Policy circulated in the Agenda Pack.</i></p> <p>A Governor reflected that the policy outlined when and why physical restraint might be used, such as in situations where students are fighting. A minor adjustment was suggested to ensure the wording was more generic and did not refer to any specific example of where restraint might be required, but for the reasons why.</p> <p>Subject to the amendment noted, the Corporation APPROVED the Policy.</p>	

	ACTION: 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
	Further Education Learner Support Funds Policy	
	The DG reported, in line with the circulation of an email from the College's Assistant Principal Safeguarding and Residential Services, that the Further Education Learner Support Funds Policy had been amended to increase the household income threshold for bursary eligibility from £36,000 to £40,000. The change was acknowledged and APPROVED . A Governor requested that they be provided further information on how successful the College is in allocating some of this funding for transport in future meetings.	
(2425.1) 6	Correspondence for the ESFA	
	<i>Reference was made to the correspondence including in the Agenda Pack.</i>	
	To receive and note correspondence from the ESFA regarding the transferring of functions from the ESFA to the Department for Education	
	The correspondence from the Education and Skills Funding Agency (ESFA) regarding the transfer of functions to the Department for Education was noted. This item was primarily for information. There was no further discussions on it.	
(2425.1) 7	Any other Urgent Business	
	None raised.	
	<i>All members of the ELT left the Meeting except Danny Metters as Principal and Chief Executive</i>	
(2425.1) 8	Closing Discussion between the Principal and the Corporation	
	The Corporation had an informal discussion to reflect on the meeting's impact. The general consensus was that the Meeting was productive, with a clear vision and approach from the new ELT. The involvement of the ELT in the Meeting was seen as a positive step. The discussion touched on the importance of maintaining pace and progress and ensuring actions were implemented swiftly. The new structure and approach were seen as promising, with a focus on clear communication and accountability. Overall, the meeting was viewed as a significant step forward; providing optimism and direction.	

There being no further business, the meeting closed at 7:56pm.

Chair _____
Name _____
Date _____

Appendix 1

Min Ref	Title	Action Point	Person/s Responsible	Resolved
17 October 2023				
23.20(ii)	Procurement Policy (2.11)	<p>CFO to request the newly appointed Sustainability Officer to review the Procurement Policy in light of the feedback received relating to sustainability and ethical and human rights/modern day slavery</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> <p>Action Updated 9 July 2024: 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</p>	CFO	Report to be provided to Finance and Resources Committee. Remove as action
9 July 2024				
23.68	Student Association	DG to consider the proposal to increase the number of Student Governors and how the proposal could be taken forward in light of the restrictions in the IAGs	DG	Complete
23.69	Academic /Disciplinary Regulations including College Charters	<ul style="list-style-type: none"> Paragraph 4.5 of the FE College Charter is to be amended to include the name of the appropriate Vice Principal APSR to review the information shared with students at the start of term/induction around student behaviour and the College's expectations 	Ann Paling	Complete
23.72	To review the Action Summary and the Restricted Action Summary and consider Matters Arising	<p>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</p> <p>Update: 24 September 2024: VPQES to contact Emma Milson to discuss food bank and food pantry initiatives</p>	VPQES / Emma Milson	Carried Forward
23.73	Principal's Report and Operational Reporting	<p>An up-to-date marketing calendar is to be made accessible to Members</p> <p>Update: 24 September 2024: an annual overview of key marketing and events at the College (which Governors can attend) is to be circulated</p>	DG	Carried Forward
23.76(b)	Finance and Resources Committee	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	Complete
23.76(b)(ii)	Finance and Resources Committee	CFO to prepare a summary of assumptions and risks contained in the CFFR for review and monitoring by the Corporation	CFO	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 Update 24 September 2024: CFO to consider increasing the level of expenditure before requesting three quotes and review in light of the introduction of the Procurement Act	CFO	Carry Forward
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