

## Non-Confidential Minutes of the Corporation Meeting held on 8 July 2025 at 5:30pm at Bishop Burton College

Corporation Members	Appointed as	Chair/Vice	Apologies
Angela Moran	Independent Member	<b>Chair</b>	
Neil Cunningham	Staff Member		(until Restricted Confidential Agenda)
Susan Hamer	Independent Member		
Jim Harris	Independent Member		
Chris Henson	Independent Member		
John Hurst	Independent Member		
Danny Metters	Ex-Officio		(until Restricted Confidential Agenda item 4.2(b))
Adam Milner	Independent Member		
Emma Milson	Independent Member		
Olly Nicholl	Independent Member		
Peter Phythian	Independent Member		Absent
David Richardson	Independent Member		
Martyn Thomas	Independent Member		(until 7:30pm)
Gray Towse	Independent Member		
Ian Watson	Independent Member		
Laura Woodhouse	Staff Member		(until Restricted Confidential Agenda)
Henri-Anderson Pinder	Student Member		(until: 7:30pm)
Sophie Warriner	Student Member		Absent

### In Attendance

Sallyanne Pearson	Director of Governance		<b>(DG)</b>
Kate Harding	Co-Opted Governor (Audit Committee)		(until Restricted Confidential Agenda)
Robert Knight	Independent Governor Candidate		(until Restricted Confidential Agenda)
Kate Calvert	Chief People Officer		(until item 4.3 as noted in Restricted Confidential Minutes) <b>(CPO)</b>
Beth Curtis	Vice Principal Riseholme & Business Development		(until Restricted Confidential Agenda) <b>(VPRBD)</b>
Stephen Kelly	Chief Financial Officer		(until Restricted Confidential Agenda) <b>(CFO)</b>
Sharron Mansell	Vice Principal Quality of Education & Skills		(until Restricted Confidential Agenda) <b>(VPQES)</b>
Helen Wooldridge	Vice Principal Growth Planning & Performance		(until Restricted Confidential Agenda) <b>(VPGPP)</b>

Immediately before the start of the Meeting, the Corporation received a training session on the College's response to the Office for Students (OFS) E6 Condition of Registration (Condition E6: Harassment and Sexual Misconduct), which comes into effect on 1 August 2025. The session also referenced the Worker Protection Act (Amendment of Equality Act 2010) Act 2023. The presentation was delivered by one of the College's Deputy Designated Safeguarding Leads, Ellie Stephen.

Following this, the College's Designated Safeguarding Lead (Ann Paling) guided the Corporation through the Further and Higher Education Charters, which were provided for approval as part of the evening's business; noting compliance requirements with Condition E6 as well all other Safeguarding and PREVENT elements.

(Minutes: 2024/25.4 / Part 1 of 5)

### 1 Welcome and Apologies for Absence

The Chair opened the meeting. Apologies for absence were accepted, with consent, from Peter Phythian and Sophie Warriner. Kate Harding was welcomed as a Co-opted Governor on the Audit Committee, and Robert Knight as a Governor Candidate, both of whom were attending in an observer capacity. The ending of the Term of Office for Peter Phythian, Emma Milson, Henri Anderson Pinder, and Sophie Warriner was noted, and the sincere thanks of the Corporation were expressed.

The Chair drew the Corporation's attention to the Key Performance Indicators (KPIs) and the High Level Risk Register, provided in the Meeting Pack for information and reference.

### 2 Declarations of Interest

*(the Register of Interest: Corporation Members, Executive and Director of Governance, was included in the Meeting Pack).*

## 2.1 Consider and declare, as required, amendments to the Register of Interest

The Chair noted that the Register of Interest had been updated drawing everyone's attention to the importance of keeping the Register of Interest updated.

## 2.2 Consider and declare conflicts of interest to items arising as part of the evening's business

The following were outlined:

### Non-Confidential Agenda

Item 3: Robert Knight

Item 4.2: Governor Membership Report, *as appropriate*, including:

- Appointment of Committee Chairs: Martyn Thomas, Chris Henson, John Hurst, Gray Towse
- Appointment to Governance, Search and Remuneration Committee: Ian Watson
- Continuance of Chair of Corporation: Angela Moran
- Re-Appointments: Kate Harding

### Restricted Confidential Agenda

Item RC 4.2(a): Danny Metters and Sallyanne Pearson

Item RC 4.2(b): Danny Metters

*Robert Knight left the Meeting*

## 3 Appointment of Independent Governor

*(the Appointment of Independent Member Report was included in the Meeting Pack)*

The Chair of the Corporation (**Corporation Chair**) began by noting the intended resignation of John Hurst (Independent Governor) at the end of December 2025. Following this, a recommendation from the Governance, Search and Remuneration (**GSR**) Committee to appoint Robert Knight as an Independent Governor was put forward. It was noted that Robert Knight's skills and experience would effectively replace those being lost through the resignation of the existing governor.

The Corporation **APPROVED** the appointment of Robert Knight (subject to satisfactory completion of all pre-appointment checks) and delegated authority to the DG to commence his term of office once complete. The alignment of Robert Knight to a Committee is to be considered at the next GSR Committee Meeting.

## 4 Committee Reporting

### 4.1 Curriculum & Quality Enhancement Committee Meeting (10 June 2025)

#### Consider the draft Minutes and Chair's Report of the Meeting

*(the draft Non-Confidential and Confidential Minutes were circulated in the Meeting Pack with a Summary Chair's Report. The following documents were also included: Termly Safeguarding Report, Quality of Education and Skills Strategy, Accountability Statement, Stakeholder Engagement Strategy and Implementation Plan and Self-Assessment Arrangements for 2024/25)*

The draft Minutes were accepted into the record and the Chair's Report outlined. The Chair of the Curriculum and Quality Enhancement Committee (C&QE Chair) drew to the Corporation's attention to key points in the Minutes, including:

- **SEND Training and Progression:** the impactful of the training session was highlighted which emphasised the focus on every student's progression. The College's approach to ensuring learning was individualised, impactful and meaningful to the student and their future success was noted.
- **Safeguarding Report:** the format/detail of the Report was commended. No points raised for discussion. The Corporation **RECEIVED** the Report.
- **Riseholme:** student recruitment at Riseholme is below, comparatively, to where it was at the same time the previous year.

*Part of this item was taken as confidential*

The C&QE Committee's recommendation to add Riseholme to the Risk Register was raised and noted as a supportive measure to ensure resource allocation, over the summer period/early Autumn (if required) around its curriculum offer and marketing approach. It was confirmed by the Audit Committee that Riseholme had now been added to the High-Level Risk Register.

- **Equality, Diversity and Inclusivity Strategy: APPROVED by the C&QE Committee.** Commendations were noted on its format and approach. The Corporation **NOTED** the Strategy and EDIMs. The Principal acknowledged the real added value that the collaborative works between Link Governors and members of the Executive Team had made especially in terms of the Equality, Diversity and Inclusivity Policy.
- **Accountability Statement including Duty to Review Local Needs: APPROVED by the C&QE Committee** in line with delegated Authority of the Corporation. The Corporation **NOTED** the same.
- **Stakeholder Engagement Strategy: APPROVED** on the recommendation of the C&QE Committee
- **Self-Assessment Arrangements for 2024/25: APPROVED** on the recommendation of the C&QE Committee
- **Quality of Education and Skills Strategy:** in consideration of the below comments, the Corporation **APPROVED** the Quality of Education and Skills Strategy noting the detailed curriculum strategy would follow.

**A Governor referred to the Riseholme campus and the success in securing grant funding. This prompted a discussion about the curriculum offer at both the Bishop Burton and Riseholme campuses. The Corporation considered whether the two campuses should develop curriculum offers independently of each other, allowing Riseholme to strategically promote its own distinct educational opportunities and better reflect its geographical / demographic context.**

Reference was then made to the Quality of Education and Skills Strategy, which had been recommended to the Corporation for approval. It was acknowledged that the strategy appropriately focused on the quality of curriculum delivery. However, it was also noted that a broader strategic proposal regarding the development of the curriculum at both campuses would need to be prepared and brought back for further discussion. The Corporation acknowledged that elements of strategic curriculum planning were already underway, (identified through specific resources/programs earmarked at Riseholme) noting it looked forward to receiving this broader strategic proposal. The Principal added that they would address this further at Item 7.

#### 4.2 Governance, Search and Remuneration Meeting (3 June 2025)

*(the draft Non-Confidential and Confidential Minutes were circulated in the Meeting Pack with a Summary Chair's Report. The following documents were also included: Governor Membership Report, 2023/24 Corporation Self-Assessment and format of the 2024/25 Self-Assessment and Process Proposal to Commission an External Board Review by April 2026 and Meeting Dates of the Corporation/Committees and Annual Cycle of Business)*

The draft Minutes were accepted into the record and the Chair's Report outlined. The Chair of the Governance, Search and Remuneration Meeting (**GSR Chair**) drew to the Corporation's attention to key points in the Minutes, including:

- **Governor Recruitment Policy and Governor Development and Succession Planning Policy:** noted as supported by GSR and included at Item 14 (Policies) for approval.
- **Changes to the Governance Membership:** Following the discussion, the Corporation noted and made the following determinations, acknowledging that the Corporation's constitutional documents would be amended, as appropriate:
  - the expiration of the three-year Term of Office for Peter Phythian and Emma Milson (Independent Governors) on 31 August 2025;
  - the expiration of the Term of Office for Henri Anderson Pinder and Sophie Warriner (Student Governors) on 31 July 2025;
  - the resignation of John Hurst (Independent Member) on 31 December 2025;
  - appointment of Ian Watson to the GSR Committee (effective from 1 September 2025);
  - the reappointment of Kate Harding on a one-year term of office as a Co-Opted Governor to the Audit Committee (with effective from 12 November 2025);
  - the appointment of Committee Chairs as follows (with effect from 1 September 2025)
    - **Audit:** Chris Henson
    - **Finance and Resources:** Martyn Thomas
    - **Curriculum and Quality Enhancement:** Gray Towse

- **Governance, Search and Remuneration:** John Hurst (*until 31 December 25*),
  - the continuance of Angela Moran as Chair of the Corporation until 31 August 2026;
  - the continuance of the current process whereby a Committee Chair is to step into the role of Vice Chair, if required, until the appointment of Vice Chair which is to be considered at the first GSR Committee Meeting and approved at the first Corporation Meeting of the academic year (23 October 2025).
- **Oversight of the Colleges' Farming Activity:** The GSR Chair referred to the appointment of Robert Knight as an Independent Governor and proposed his skills and experience be utilised to continue oversight of the College's farming activities.
- **Consideration of Governor Candidates:** The GSR Chair explained that governor interviews had taken place and a formal recommendation of Emma Middleton would be provided to the first GSR Committee Meeting of the new academic year. The financial skill set and experience of Emma Middleton was outlined with a proposal for appointment to the Finance and Resources Committee.
- **2023/24 Corporation Self-Assessment & format of the 2024/25 Self-Assessment and process:** The DG presented a PowerPoint Presentation to the Corporation which provided an update on the Corporation's self-assessment process and the appointment of an External Board Reviewer (*tabled item 1*). The Corporation noted the update provided on the Self-Assessment works and acknowledged that the Self-Assessment Surveys for both the Corporation and the Committees needed completing.

Reference was also made to the collaborative efforts which would be required between the Executive Team and the DG to ensure the new 2024/25 Self-Assessment format was accurate and comprehensive. The DG explained that the Self-Assessment could then be reviewed as part of the External Board Review, being commissioned at the start of the next academic year.

- **External Board Review:** Three External Board Review providers have been approached and proposals and professional costs provided to the Governors for information. Following discussion, a recommendation was made to appoint Stone King LLP. The Corporation **APPROVED** the appointment of Stone King LLP to conduct the External Board Review, acknowledging that the initial cost of £7,000 plus VAT was likely to be exceeded. The final amount is to be determined through scoping discussions between the Corporation Chair, the DG and the Principal. A maximum monetary cap of approximately £10k (plus VAT) was approved, with any additional costs over and above £10k to be brought back to the Corporation for approval. The Principal supported the appointment of Stone King LLP, noting their experience and leadership within the sector.
- **Meeting Dates of the Corporation/Committees and Annual Cycle of Business:** The Meeting Dates and Annual Cycle of Business were approved although it was noted that the cycle of business could be subject to change depending on the approval of the strategic priorities detailed in Agenda Item 7. The Corporation noted the same and **APPROVED** the Meeting Dates and Annual Cycle of Business.

#### 4.3 Audit Committee Meeting (26 June 2025)

*(the draft Non-Confidential and Confidential Minutes were circulated in the Meeting Pack with a Summary Chair's Report. The following documents were also included: Internal Audit Reports (Estates Management, Learner Records, Procurement and Risk Management); Internal Audit 2024/25 Annual Report; Teachers' Pensions' End of Year Certificate; the ESFA's Funding Assurance Review; 2025/26 Internal Audit Plan and Financial Regulations)*

The draft Minutes were accepted into the record and the Chair's Report outlined. The Chair of the Audit Committee (**Audit Chair**) drew to the Corporation's attention to key points in the Minutes, including:

- **Internal Audit Reports and Internal Audit Annual Report 2024/25:** The Internal Audit Annual Report and the following Internal Audit Reports were provided to the Corporation for their information: Estates Management, Learner Records, Procurement and Risk Management. The Corporation **RECEIVED** the same.
- **Teachers' Pensions' End of Year Certificate:** It was noted that the certificate had not been available for the Audit Committee Meeting and was provided directly to the Corporation. The CFO confirmed there were no issues. The Corporation **RECEIVED** the Certificate.
- **ESFA Funding Assurance Review (2023/24): Residential Bursary Fund:** the Review was **NOTED** and **RECEIVED** for information.
- **Amendments made to the Risk Register:** it was confirmed that the recommendations raised from Risk Management Internal Audit (included as part of the evening's business) had been included into an amended

Risk Register which was included for information and reference. The Audit Chair confirmed the Committee had accepted the C&QE Committee's recommendation to include Riseholme on the Risk Register which was now included.

- **Reappointment of the Internal Auditors, WBG, for 2025/26 and fee estimate:** WBG were recommended for reappointment as the College's internal auditors for 2025/26 with a fee estimate of £15,000 or 35 days of audit work. The Corporation **APPROVED** the reappointment and the professional costs.
- **2025/26 Internal Audit Plan:** the Audit Chair explained that the Committee had been unable to carry out its independent discussion with the Internal Auditors as the College's usual contact was unavailable. However, a Special Audit Committee Meeting had subsequently been convened on 10 July 2025, during which the discussion took place. The Audit Chair recommended to the Corporation that Governors on the Audit Committee be involved in setting the scope of each Internal Audit in advance of any works commencing in the 2025/26 period.

The CFO explained that after timely completion of the 2024/25 Audit Programme, the 2025/26 Audit Plan had been prepared ahead of schedule and outlined amendments. A Safeguarding audit, to commence in September 2025, had been added and "commercial income" has now been partially incorporated into the "hospitality" audit to accommodate the change.

The Audit Chair confirmed that the Internal Audit Plan was being recommended on the condition that a representative from the Audit Committee be involved in a scoping meeting at the outset of each internal audit. The Corporation **APPROVED** the Internal Audit Plan and the recommendation for the Audit Committee's involvement in the scoping of each audit.

- **Financial Regulations:** Further amendments have been made to the Financial Regulations since presentation to the Committee which were highlighted on the draft provided. The Audit Chair noted his request for a summary overview of expenditure thresholds to be included in the Financial Regulations; noted thresholds relating to procurement had been inserted as an appendix into the Procurement Policy. The Corporation noted the same and **APPROVED** the Financial Regulations.

Ian Watson explained this was his last meeting as Audit Chair and noted his thanks to the CFO and the DG for their support.

#### **4.4 Finance and Resources Committee Meeting (1 July 2025)**

*(the draft Non-Confidential and Confidential Minutes were circulated in the Meeting Pack with a Summary Chair's Report. The following documents were also included: Report on the outcomes from the People Strategy 2023 – 2025 and the development of the People Strategy 2025 – 2027, Monthly Financial Accounts to 31 May 2025, 2025/26, College Budget and Two-Year Financial Forecast, Capital Expenditure Budget 2025-26, Accommodation Fees 2026/27, Estates Strategy 2025-30)*

The draft Minutes were accepted into the record and the Chair's Report outlined. The Chair of the Finance and Resources Committee (**F&R Chair**) drew to the Corporation's attention to key points in the Minutes, including:

- **ICT Strategy:** The F&R Chair noted the £200k spend request for 2025/26 to ensure compliance with the Cyber Essentials Standards. It was explained that £100k would be funded from ringfenced ICT monies in the Capital Works Budget, with the remaining £100k funded from the Minor Works Budget. Additional conditional funding received would mean that monies originally earmarked from the Minor Works Budget (to cover improvements and works to the estates) could then be funded from the conditional funding, freeing up an additional £100k required for the ICT Strategy. The Committee confirmed it had **APPROVED** the strategy and provided it to the Corporation for oversight.
- **Commercial and Enterprise Strategy:** The working draft of the Strategy has been reviewed, which included preliminary details and directions of travel but lacked necessary financial details. The Committee confirmed the initial approach was well thought out but requested further details and financial analysis.
- **People and Culture Strategy:** A revised People and Culture Strategy was not provided to the Committee but the F&R Chair noted the positive work undertaken under the current strategy. The F&R Chair confirmed an initial approach to the revised strategy had been provided which was thought out but, again, needed financial detail.
- **Financial Management Report and Management Accounts (May 2025):** as of May 2025, the College was forecasting a deficit of £956,000 for the 2024/25 financial year. The F&R Chair explained that the Executive Team were actively working to reduce this deficit to circa £900,000. The challenge of meeting the original 2025/26 budget target of a £500,000 deficit, which is tied to a bank loan covenant, was acknowledged. The F&R Chair highlighted

the positive management of finances throughout the year, which has resulted in a lower forecasted deficit than at other points during the year. The Corporation **NOTED** the Committee's advice

- **2025/27 two year Financial Forecast and 2025/26 Budget:** A projected surplus of £659,000 for the financial year ending 2026 and £1.1 million for the year ending 2027, was reported. The transition from the 2024/25 year-end deficit to a surplus for the 2025/26 year-end was explained to be positively influenced by an increase in the FE allocation (an additional £1 million) and pension benefits (£500,000). The CFO confirmed that, based on financial modelling, the College was now forecasting a “Good” Financial Health for the 2025/26 financial year and an “Outstanding” financial health for 2026/27. The Corporation **APPROVED** the 2025/27 two-year financial forecast and the 2025/26 Budget.
- **Capital Expenditure Budget for 2025/26:** It was confirmed that the majority of the Capital Expenditure Budget was grant funded. The Corporation **APPROVED** the Capital Expenditure Budget noting its reference to the ICT Strategy.
- **Possible suspension of Bank Loan Covenant:** The CFO, on the request of the F&R Chair, explained that it was likely that Santander would “suspend” its Bank Loan Covenant (allowing for a maximum deficit position of £500k for the 2024/25 period). The CFO referenced the “qualified audit report” received in the 2023/24 Annual Accounts and Financial Statement explaining that if the covenant was “suspended” the College would not incur a qualification for the 2024/25 for that same reason. The CFO added, in addition, that because the Santander covenant would not be breached; no waiver letter was required and Lloyds Bank Plc would not need to be informed. The CFO confirmed Santander’s agreement to suspend its covenant would be confirmed, in writing, by no later than 1 July 2025. The CFO is to circulate an update once received.

#### **ACTION: CFO to provide confirmation of suspension of Santander Bank Loan Covenant**

- **Accommodation Fees for 2026/27:** the proposed 2% increase in accommodation fees for the 2026/27 academic year was reported and the Corporation **APPROVED** the uplift.
- **Estate Strategy:** following discussion, the Corporation **APPROVED** the Strategy.

**A Governor acknowledged the positive financial news but emphasised the importance of clear communication to the staff who had supported the College during the financially challenging period. It was noted that it was crucial for both pupils and staff to feel involved in the decision-making processes related to the reinvestment and growth of the College and to have a clear understanding of what these changes looked like for them in reality.** The Principal confirmed the staff had already been informed of the journey the College was on as part of the Staff Celebration Day on 4 July 2025.

#### **5 Restricted Confidential: Written Resolution**

Taken as part of the Restricted Confidential Agenda.

#### **6 Approval of Option Agreement**

*(the Approval of Option Agreement Report was included in the Meeting Pack)*

The Corporation was asked to formally approve the Option Agreement as a deed and the application of the College Seal. The CFO outlined the context of the Deed which included laying cabling underneath an agricultural field of the College. The CFO advised that the College was obtaining legal advice.

*Part of this item was taken as confidential*

The Corporation **RESOLVED** that the Option Deed be signed and the Corporation Seal applied.

#### **The Corporation broke for refreshments**

#### **7 Principal’s Report including Strategic Priorities / Strategic Plan**

*(the Strategic Plan 2025/28 was included in the Meeting Pack and the Principal presented a PowerPoint Presentation to the Corporation (tabled item 2))*

- **Strategic Priorities / Strategic Plan:** The Principal explained that the College's revised Strategic Priorities and Strategic Plan were presented for approval. Collaborative works, with the Governors, to develop the Strategic

Priorities which also took stakeholder input into consideration were noted. The four Strategic Priorities were summarised, as follows:

- Quality of Education
- Sustainability and Environments
- People and Culture
- Economy and Growth

**Minor typographic errors were noted by the Governors and these are to be corrected. The Corporation commended the Strategic Plan, noting the revised wording and approach made it meaningful to the College.** The Principal added that the strategic priorities encapsulated and aligned to the newly established Vision, Mission and Values of the College as well as key areas of strategic focus such as student experience, growth, people and culture and marketing.

- **Strategy Tracker:** The Principal outlined plans to consolidate and monitor all strategies and action plans in one live document (the **Strategy Tracker**) to reflect operational implementation, progress and impact. The Principal talked the Corporation through the proposal noting all of the following elements would be encompassed within the Strategy Tracker:
  - Strategic Plan;
  - Key Performance Indicators;
  - each Strategy and Implementation Plan;
  - updated College Objectives (previously contained in the Strategic Objectives and Priorities Plan); and
  - signposting to the appropriate Committee/Corporation for reporting/monitoring purposes and decision making,

The Principal noted discussions with the DG and the Corporation Chair regarding implementing the Strategy Tracker and the DG noted the importance of ensuring alignment and amalgamation with the approved Annual Cycle of Business. The DG confirmed this was possible but would require some thought. The Corporation Chair reiterated the importance of having clear roles, responsibilities and accountability. The Corporation noted their support to the development of the Strategy Tracker.

- **College Branding and Identity:** The Principal noted the new stylised tree logo had been adopted following feedback from students, staff and Governors.
- **Growing the College Profile as a National Provider and Curriculum Vision Events:** Directions of travel, to develop and reaffirm the College as the national provider of choice, were discussed. The importance of having “a voice” on the right Board (educational/employment/political/sector etc), was noted. Appointments of the Principal and how they related to championing the College and achieving Strategic Priorities were outlined. Discussion moved on to the format and engagement of all staff in training days to generate ideas and open discussions around growth, reinvestment and re-enforcing the College’s reputation as a provider of choice.
- **Student Experience:** A summary overview of student engagement / retention and the importance of the student experience from enrolment onwards was noted. Efforts to improve communication with applicants and their parents and the realignment of celebration events in the academic year were outlined.
- **People and Culture:** Successes identified through the Staff Survey as part of its People and Culture Strategy as well as its Vision, Mission and Values initiative were outlined and commended.

**A Governor highlighted the positive improvements and cultural shift driven by the Executive Team. It was noted that, despite the relatively short period of time to implement these changes, improvements were already evident.**

## 8

### College Performance

*(the KPIs and Strategic Priorities Update and 2024/25 Key Performance Indicators were included in the Meeting Pack)*

*Part of this item was taken as confidential*

The occurrence of one RIDDOR event was drawn to the Corporation's attention. It was confirmed to have been reported to the Audit Committee.

*Henri Anderson Pinder and Martyn Thomas left the Meeting: 7:30pm*

**A Governor emphasised the importance of basing student recruitment KPIs on demographic analysis and metrics to set robust and achievable growth targets. It was put forward that the same principle should also be applied to student retention - with KPIs being based on analysis of student expectations which would change from one cohort to the next.**

## **9 Student Association**

*(the Student Association Constitution and the Student Association – Director of Governance Update were included in the Meeting Pack)*

The Corporation reviewed the amended Student Association Constitution (**SAC**), which now separates the President and Vice President roles from the Student Governor roles. The VPGPP outlined proposed changes to the appointment process for Student Association roles. It was discussed that the appointment of Student Governors would now include a Selection Panel process to ensure candidates are fully aware of the commitment and expectations associated with the role. The President and Vice President of the Student Association will continue to be elected exclusively by the student body. The DG provided guidance, noting that it was the Corporation's responsibility to approve the SAC, which included the process for appointing Student Governors. The DG explained that the Corporation's constitutional documents, including the Instrument and Articles of Government, would need to be amended to accommodate these changes. Governors were directed to the update provided in the Meeting Pack. The DG confirmed that amendments to the Instruments and Articles of Government/Standing Orders would be made as part of the Corporation's annual review undertaken by the DG and provided to the Governors in September 2025.

The Corporation **APPROVED** the changes to the SAC - supporting the live recruiting campaign to the role of Student President/Vice President roles and **NOTED** and **APPROVED** the proposed changes required to the constitutional documents. It was confirmed that recruitment of Student Governors would commence following the amendment of the constitutional documents at the start of the next academic year.

## **10 Sustainability Strategy**

*(the Sustainability Strategy and Implementation Plan was included in the Meeting Pack)*

The involvement and collaboration of Governors in drafting the Sustainability Strategy and Implementation Plan was noted. The VPGPP explained that the Strategy had been extensively consulted on with staff and students and incorporating feedback. The Strategy focuses on curriculum development, staff and student representation, the farm and the carbon reduction initiatives. **A Governor commended the revisions made. The need for clear methodology and independent verification to ensure accuracy in tracking progress towards net zero targets was raised. Discussion around the challenges of measuring carbon and the need for the Corporation to remain sighted of the methodology and any changes in approach, was noted.**

**A Governor also raised minor typographical errors in the Strategy noting the importance of public facing documents being accurate.** The VPGPP is to address these.

The Corporation **APPROVED** the Sustainability Strategy and Implementation Plan.

## **11 Student Bus Tender**

*(the Student Transport Bus Tender Outcome and Recommendation Report, was included in the Agenda Pack)*

The VPGPP provided a summary overview of the tender and scoring process taken place. The importance of providing reliable and cost-effective transport options for students for both campuses was emphasised. The proposed contracts will be in place for a four-year period.

*Part of this item was taken as confidential*

**Governors inquired whether sustainability considerations were included in the tendering and scoring process. The College's commitment to achieving scope three net zero emissions by 2040 was raised and the impact that a four-year contract would have on that timescale.** The VPGPP explained that the Procurement Act

2023 mandates consideration of social value criteria, such as sustainability. It was explained however that although the College was under no obligation to comply with this criterion under the Dynamic Purchasing System (used as part of this procurement), the College had taken sustainability into consideration and confirmed that the proposed provider for Bishop Burton had ranked the highest.

**A Governor inquired about the steps being taken to ensure all contractual arrangements align with the College's sustainability targets and asked how the College planned to measure and monitor these targets as contracts come up for renewal.** A discussion was undertaken and the VPGPP added that the redirection of students to public bus routes would help reduce the scope three emissions for this particular contract.

*Part of this item was taken as confidential*

The Corporation **APPROVED**:

- the awarding of the contract to Stagecoach for the Riseholme Campus
- the awarding of the contract to East Yorkshire (EY) buses for the Bishop Burton Campus

## 12 **Restricted Confidential: Human Resources**

*Taken as part of the Restricted Confidential Agenda.*

## 13 **Minutes of the Previous Meeting**

### 13.1 **Receive and approve the Confidential and Non-Confidential Minutes**

*(the Non-Confidential & Confidential Minutes of the Corporation Meeting (1 April 2025) were included in the Meeting Pack)*

The Minutes were taken as read and **APPROVED** as a true and accurate record.

### 13.2 **Action Summary and Matters Arising**

*(the Action Summary and Matters Arising: Tuesday 8 July 2025 was included in the Meeting Pack)*

The Corporation reviewed the Action Summary and updates. Actions were **RESOLVED** as addressed, with the following update:

**Action 4.4:** The CFO presented a summary of the financial and environmental benefits resulting from the Salix Decarbonisation Works at the College. It was clarified that the funding was specifically designated for replacing end-of-life equipment, such as boilers. These replacements provided immediate capital payback and contributed to the College's sustainability goals. Although electricity is more expensive than gas, the shift from gas to electric systems was viewed as a long-term strategic advantage, especially considering the potential for integrating renewable energy sources. The CFO also confirmed that the College is now required to report actual carbon savings compared to the forecasted savings outlined in its original application for the Main Building project. The Corporation acknowledged the infrastructure upgrades and confirmed that the project aligns with the College's broader sustainability strategy.

## 14 **Policies**

*(all policies detailed were included in the Meeting Pack)*

The Corporation considered and **APPROVED** the following policies:

- Equality, Diversity and Inclusion Policy
- Grievance Procedure *(omitted in error from scrutiny at the Curriculum and Quality Enhancement Committee)*
- Academic /Disciplinary Regulations including College Charters

The Corporation **APPROVED** the following policies on the advice and recommendation of its Committees:

- Further Education Support Funds Policy *(updated following C&QE Committee Meeting)*
- Higher Education Support Funds Policy *(updated following C&QE Committee Meeting)*
- Governor Recruitment Policy
- Governor Development and Succession Planning Policy
- Procurement Policy *(updated following Audit Committee Meeting)*
- Staff Disciplinary Procedure

- Events Policy
- Staff Code of Conduct
- Anti Bullying and Anti-Harassment Policy
- FE Tuition Fees Policy
- HE Tuition Fees Policy

*Laura Woodhouse, Neil Cunningham, Robert Knight, Kate Harding, Steve Kelly, Sharron Mansell, Helen Wooldridge and Beth Curtis left the Meeting*

The Restricted Confidential Agenda was then taken.

When all Restricted Confidential Items were complete, the Meeting closed at circa : 8:30 pm

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