

BISHOP BURTON College

CORPORATION MINUTES OF MEETING HELD ON TUESDAY 13 JULY 2021 VIA MICROSOFT TEAMS AT 4.30 PM

PRESENT: Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal); Mr R Ellison; Dr S Hamer; Mr J Hurst; Ms K Moore; Ms A Moran; Mr I Sackree; Ms V Shannon; Mr M Thomas; Mr D Waxman.

IN ATTENDANCE: Ms C Sykes (Clerk); Ms K Calvert (Deputy Principal – HR and Organisational Services “**DPHROS**”); Ms R Ellis-Jones (Deputy Principal – Curriculum and Quality “**DPCQ**”); Mr S Kelly (Finance Director), Ms A Paling (Assistant Principal Campus & Student Services “**APCSS**”).

20.47 APOLOGIES FOR ABSENCE

Mr A Silvester, Mr M Lucid, Mr A Milner, Mr R Ellison.

20.48 DECLARATIONS OF INTEREST

There were none.

20.49 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 23 March 2021, along with the confidential minutes, were **APPROVED** as an accurate record and will be signed by the Chair.
- ii. The Clerk noted that all actions from the previous meeting are completed, or ongoing and progress would be reported at the next meeting of the Corporation.
- iii. There were no other matters arising from the minutes not covered elsewhere on the agenda.

20.50 SAFEGUARDING UPDATE

The Members **RESOLVED** that the Safeguarding Update should be considered confidential.

The APCSS took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The report on **Safeguarding Update** was **RECEIVED**.

20.51 PRINCIPALS REPORT

- i. **Principals Report to the Governors – July 2021.**

The Members **RESOLVED** that the Principal's Report should be considered confidential.

The Principal took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **Principal's Report** was **RECEIVED**.

ii. To consider and approve the timetable for the review of the College Performance against Strategic Priorities and Key Performance Indicators

The Principal noted the paper in that there are no updates to be provided. Members were asked to consider the timeframes for reviewing the Performance Management Information, and agreed that the mid-year point is completed in March as per the recommendation from the Internal Audit review. It was agreed that the review of the previous year would take place in October, and targets for the current year would be reviewed at December and March meetings.

The timetable for the review of the College Performance against Strategic Priorities and Key Performance Indicators was APPROVED.

iii. To receive and approve the Academic / Disciplinary Regulations Review, including College Charters, for 2021-22.

The APCSS noted that there were minimal changes to the documents with the exception of the need for the College to recognise the influence of Covid-19 on the students and their families or support teams. The references to the pandemic within the documents for the new academic year remain in the knowledge that the situation will be fluid for some time. If required amendments are made a revised Charter will be circulated for approval.

The Academic / Disciplinary Regulations Review, including College Charters, for 2021-22 were APPROVED.

20.52 CURRICULUM AND QUALITY ENHANCEMENT COMMITTEE

i. To receive and consider the minutes of the Curriculum and Quality Enhancement Committee meeting held on 15 June 2021.

The Chair of the Committee noted the minutes of the Curriculum and Quality Enhancement Committee meeting held on 15 June 2021 which were taken as read. It was noted that this was the last meeting of the new committee and that the committee had worked together well concentrating on provision at both FE & HE across Bishop Burton and Riseholme sites.

There were no questions raised on the draft minutes of the meeting.

The minutes of the Curriculum and Quality Enhancement Committee meeting held on 15 June 2021 were RECEIVED.

20.53 AUDIT COMMITTEE BUSINESS

i. To receive and consider the draft Minutes on the Audit Committee meeting held on 24 June 2021

The Chair of the Audit Committee took the Members through the business of the meeting held 24 June 2021. Members' questions are recorded in the Confidential Minutes.

The minutes of the Audit Committee meeting held on 24 June 2021 were **RECEIVED**.

ii. To consider and approve on the recommendation of the appointment of the Internal Audit Service

The Chair of the Audit Committee took the Members through the appointment of the Internal Audit Service. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **appointment of the Internal Audit Service.**

- iii. **To consider and approve on the recommendation of the changes to the Financial Regulations for 2021/22.**

The Chair of the Audit Committee took the members through the amendments to the Financial Regulations; most of which were minor updates in legislation and to the ToR of Audit Committee.

The **changes to the Financial Regulations for 2021/22** were **APPROVED**.

20.54 FINANCE AND RESOURCES COMMITTEE

- i. **To receive and consider the minutes of the Finance & Resources Committee meeting held on 23 March 2021.**
- ii. **To receive verbal update from the meeting held 13 July 2021**
- iii. **To receive and consider the Management Accounts to 31 May 2021**

The Chair of the Committee gave the verbal update from the meeting held 13 July 2021, including the Management Accounts to 31 May 2021. Members' questions are recorded in the Confidential Minutes.

The **minutes of the meeting held 23 March 2021**, the verbal update to the meeting held **13 July 2021** and the **Management Accounts to 31 May 2021** were **RECEIVED**.

- iv. **To consider and approve on the recommendation of the Finance & Resources Committee the College Budget for 2021/22 and the Two-Year Financial Forecast for 2021/22 –2022/23**

The Members **RESOLVED** that the College Estates Strategy should be considered confidential.

The Finance Director took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **College Budget for 2021/22 and the Two-Year Financial Forecast for 2021/22 – 2022/23** was **APPROVED**.

- v. **To consider and approve on the recommendation of the Finance & Resources Committee the Capital Expenditure Budget for 2021/22**

The Members **RESOLVED** that the Capital Expenditure Budget for 2021/22 should be considered confidential.

The Finance Director took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **Capital Expenditure Budget for 2021/22** was **APPROVED**.

- vi. **To consider and approve on the recommendation of the Finance & Resources Committee the Tuition and Accommodation Fees for 2022/23**

The Chair of the Committee noted no fee changes for both FE & HE tuition fees for 2022/23, there was also no increase planned to the FE Campus Fee, there is no campus fee for HE students. There was a small 2% increase in Accommodation fees proposed for 2022-23.

The Members **APPROVED** the **Tuition and Accommodation Fees for 2022/23**

vii. To consider and approve on the recommendation of the Finance & Resources Committee the College Estates Strategy

The Members **RESOLVED** that the College Estates Strategy should be considered confidential.

The Finance Director took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **College Estates Strategy** was **APPROVED**.

20.55 GOVERNANCE

i. To receive and consider the minutes of the Governance and Search Committee and Remuneration Committee meeting held on 22 June 2021.

The Chair of the Governance & Search Committee noted the minutes of the meeting. The following recommendations were made to Corporation:

- a) The appointment of Clare Walters as a Co-Opted Member of the Audit Committee for a period of 1 year from 1st September 2021.
- b) The appointment of Jonathan Wells as a Member of the Corporation for a period of 3 years from 1st September 2021.
- c) To re-appoint the following Corporation Members for a further term of office of 3 years from 1st September 2021:
 - Mr Alan Menzies
 - Ms Angela Moran
 - Mr Kevin Kendall
 - Mr John Hurst
 - Mr Martyn Thomas

Members noted that the Corporation has agreed previously that in exceptional circumstances a Member may serve for an additional term if it is in the best interests of Corporation for them to do so. There are no set rules in the Instrument & Articles of Government in relation to the appointment length and number of terms.

- d) That the size of Corporation be increased from the current limit of 16 Members to 17 Members only to increase the student members from 1 to 2.
- e) The appointment of Mr A Menzies as Chair and Mr K Kendall as Vice-Chair of the Corporation for a period of 2 years from 1st September 2021.
- f) The appointment of Members to the Corporation Committee's for 2021-22.
- g) The Annual Cycle of Business for 2021-22.

The recommendations as made in the minutes as per the above were approved.

The draft **minutes of the Governance & Search Committee meeting held on 22 June 2021** were **RECEIVED** and the recommendations within the minutes were **APPROVED**.

20.56 To consider the Link Governor Reports.

- i. Ms A Moran presented her report on CEIAG (Careers, Education, Information, Advice & Guidance) which was taken as read. It was noted that the team is small but are doing a tremendous job. The next step is to visit the college and have a walk around to further understand the work of the department and work will continue.
- ii. Mr I Sackree presented his report on Sport, noting the report as a first phase of appointment to the Sports Governor Link role. The team is confident it can continue its significant growth plan, and deliver the high associated levels of quality established, but will need additional resources, predominantly around the desired mix of permanently employed staff v sessional staff, however the growth and qualitative outcomes are strategic and may well involve Governors in decisions over resource allocation in future. A deeper dive with the Directorate during the next academic year is intended which will support the assurance to the Governing Body.

The **Link Governor Reports** were **RECEIVED**.

20.57 WRITTEN RESOLUTION

The Clerk noted the decision made by Written Resolution “Post-16 Capacity Fund Application”.

It was confirmed that 10 Governors approved the submission of an application for the Post-16 Capacity Fund. There were 14 Members eligible who were asked for a response, and the majority was required to approve the decision. 10/14 (71.43%) members approved the submission of an application for the Post-16 Capacity Fund was approved.

The update on the decision made by **Written Resolution “T-Level Capital Fund Application”** was **RECEIVED**.

20.58 ANY OTHER BUSINESS

The Chair expressed sincere thanks to the Governors who come to their term of office. He thanked Mr A Silvester, Mr M Lucid, Mr R Ellison and Mr D Waxman for all for their efforts and wished them all the best for the future.

20.59 DATE OF THE NEXT MEETING

The next meeting of Corporation will be on Tuesday 26th October 2021 at 4.30 pm.

There been no further business the meeting concluded at 18:25.

Signed: Chair.....

 Name.....

 Date.....