

CORPORATION
MINUTES OF MEETING HELD ON TUESDAY 29 MARCH 2022
AT RISEHOLME COLLEGE AT 5.30 PM

PRESENT: Mr A Menzies (Chair); Mr B Meredith (Principal); Mr K Kendall (Vice-Chair) Dr S Hamer; Ms K Moore; Mr J Hurst; Mr I Sackree; Mr M Thomas; Mr A Milner, S Kirby; Mr J Wells, Ms J Patterson.

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 K Cawley (Marketing Director), Ms K Langfield (Head of Student Experience), Ms A Paling (Assistant Principal Safeguarding and Residential Services “APSRs”)

Ahead of the meeting, the Chair welcomed Members back to Riseholme College to the first in person meeting for 2 years.

21.33 APOLOGIES FOR ABSENCE

Ms A Moran; Ms R Brassington; Ms V Shannon, Mr J Bowler.

21.34 DECLARATIONS OF INTEREST

Mr I Sackree declared an interest in that his company Protocol provides recruitment services to the College, but that he does not personally have any involvement with the transactions.

21.35 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 14 December 2021, along with the confidential minutes. The minutes were **APPROVED** as an accurate record and were signed by the Chair.
- ii. Minutes of the previous meeting held on 10 March 2022, along with the confidential minutes. The minutes were **APPROVED** as an accurate record and were signed by the Chair.
- iii. The Clerk noted that all actions from the previous meeting are completed, or included on the agenda of this meeting of the Corporation.
- iv. There were no other matters arising from the minutes not covered elsewhere on the agenda.

21.36 STUDENT ASSOCIATION REPORT

To receive and consider the Student Association Report to the Governors – March 2022.

Ms J Patterson presented the Student Association report. As President of the Student Association, she noted the activities that had taken place in the year, and the planned new activities for the remainder of the year, including to introduce student leadership support to develop the marketing activities for ‘Freshers’ in September. It was confirmed that a focus on Equality & Diversity had been hugely positive across the student body, and that proceeds were donated to the Yorkshire and Lincolnshire Air Ambulance services.

The **Student Association Report to the Governors** was **RECEIVED**.

21.37 SAFEGUARDING & STUDENT SERVICES REPORT

i. Safeguarding Report

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

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

The **Safeguarding Report** was **RECEIVED**.

ii. Student Services

Following on from the Safeguarding Report, the Head of Student Experience (HSE) noted the increase in high-risk mental health and wellbeing, and how preventative actions to support students before they get "high risk" with appropriate training continues. This includes continuous professional development for staff, reviewing of policies and procedures to link in with external agencies.

It was noted to Governors that the current consultations with the Office for Students (OfS) will significantly impact how the College shapes its offer. In addition, the current SEND consultation and awaited outcomes will bring in further changes.

Members discussed the risk of having to pay back bursaries due to underspend; due to the restrictions in allowing blanket payments, it was confirmed this would not be required. In addition, it was discussed how the many changes to be confirmed in HE will introduce further complexities initialing review of the procedures.

The **Student Services Report** was **RECEIVED**.

21.38 PRINCIPAL REPORT

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 **Principals Report** was **RECEIVED**.

21.39 COLLEGE PERFORMANCE REPORTS

i. To receive and consider the Mid-Year Review of College performance against strategic priorities and Key Performance Indicators.

The Principal noted the progress to date on the mid-year review of performance. Members had no questions regarding the information provided.

The **Mid-Year Review of College performance against strategic priorities and Key Performance Indicators** was **APPROVED**.

ii. To receive and approve the proposed Key Performance Indicator document for 2021-22

The Principal noted the proposed new format for monitoring key performance indicators, which can be developed into a "Governor Dashboard", which is being developed.

It was confirmed that a number of KPI's can be related to each strategic aim, to monitor the specific objectives of the College in relation to Quality, Attendance and Financial monitoring.

In response to a Members' question, a couple of small amendments were confirmed, however the document was accepted as a much more measurable and clearer summary of performance for Governors to monitor.

The proposed Key Performance Indicator document for 2021-22 were **APPROVED**.

21.40 MARKETING STRATEGY

The Marketing Director presented the Marketing Strategy, noting the position over the last two years has been a reactive, adapting to the use of online marketing to keep momentum with recruitment throughout the pandemic.

It was confirmed that key areas of focus in marketing are the key college specialisms in technical education at all levels, including HE, and how the College can support the economy going forward. The Marketing Strategy is to ensure that the College's strengths are showcased, with the life coach initiatives, free transport, health & wellbeing work all a focus of the added value offered by the College.

It was confirmed that a full redesign and tender process has been started for a new College website due to restrictions with the current facility, being central to the admissions process and wider reach audience the website engagement of the last 2 years specifically has been pivotal in all communications. Members discussed the timeframe indicated on the new website and expressed their concern at the impact of not updating the website until December 2022, in that this may create missed opportunities for recruitment, with some of the content currently out of sync with the ambition, values and offer of the College. It was confirmed that the department does not have the resource to review the current website alongside the co-ordination other development of the new site.

It was suggested that Governors who have concerns over the new website, could meet with the Marketing Director at another date to discuss these concerns and see where quick fix opportunities were possible. **Action:** Marketing Director

Members requested further information on the resource available for visiting schools and careers opportunities, which was confirmed as limited at 1 x 0.5 FTE who, when possible, received support from curriculum teams. Members felt that there would be missed opportunities that the College is not able to engage with schools fully, and offer the College's opportunities to students to promote the offer of the College, especially for those specialist technical qualifications for land-based subjects such as agriculture and more resource should be allocated in this area. It was confirmed that the Marketing Director would provide a paper to the Executive Team for approval.

Action – Marketing Director/ Principal / FD.

The **Marketing Strategy** was **APPROVED**.

At this point, Mr J Wells left the meeting.

21.41 CURRICULUM AND QUALITY ENHANCEMENT COMMITTEE BUSINESS

i. To receive and consider the draft minutes of the Curriculum and Quality Enhancement Committee meeting held n 8 March 2022

The DPCQ took the Members through the draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 8 March 2022. She noted that the challenges relating to COVID, particularly in English & Maths were ongoing. Member's discussed how many students are up to 18 months behind in terms of progress than their peers, and this will be seen in the new students from September 2022.

The Committee noted their long conversation on how the College needs to adapt its approach going forwards and that regarding HE, work to improve progress must continue, including what courses the College offers, or looks to cease delivering.

The draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 8 March 2022 were RECEIVED.

ii. **To consider and approve on the recommendation of the Curriculum and Quality Enhancement Committee the review of Fee Rates 2023/24 and Bursary Schemes**

The DPCQ took the Members through the review of Fee Rates 2023/24 and Bursary Schemes. It was noted that the government's response to the Auger review results in HE fees being frozen, which will mean that HE fees will become less valuable. It was therefore proposed that the College does not reduce fees, however the marketing of HE will be adapted to ensure that the full offer on the full suite of pastoral support is advertised, attracting those who want a full value for money offer. It was recommended that one exception is made in that the fees for teaching training is reduced to £7000 for 2022/23 and 2023/24 in line with competitors.

The Fee Rates 2023/24 and Bursary Schemes were APPROVED.

iii. **To receive and consider the Higher Education OfS Consultations and other Government initiated changes in Education**

The DPCQ took the Members through the Higher Education OfS Consultations and other Government initiated changes in Education which was taken as read. It was confirmed that the results of the OfS consultation will soon be known, but that the minimum standard of performance will impact the College.

The Higher Education OfS Consultations was RECIEVED.

21.42 AUDIT COMMITTEE BUSINESS

i. **To receive and consider the draft minutes of the Audit Committee meeting held on 24 February 2022**

In the absence of the Chair of the Committee, Mr M Thomas noted the minutes of the meeting for consideration as circulated, highlighting two areas of key discussion. Firstly, the committee's concern on the raised risk analysis of leavers and the colleges opportunity for succession planning of senior staff for those coming nearer to retirement age. It was confirmed that a request for a succession plan and update has been made by the committee to ensure continuity is monitored.

Secondly, the Committee had had a lengthy discussion on the decline in staff morale, as identified in the previous meeting of the Corporation (10th March).

The draft minutes of the Audit Committee meeting held on 2 December 2021 were RECEIVED.

i. **To consider and approve on the recommendation of the Audit Committee the appointment of the Financial Statements Auditors**

In the absence of the Chair of the Committee, Mr M Thomas noted the Committees recommendation to appoint RSM as the Financial Statements Auditors for the year ended 31st July 2022. He confirmed that this was following a very competitive tender and interview process in 2020-21, and that the firm continues to provide an excellent service, value for money and excelled in FE knowledge and advice.

The appointment of RSM as the Financial Statements Auditors was APPROVED

21.43 FINANCE & RESOURCES COMMITTEE BUSINESS

- i. **To receive and consider the minutes of the Finance & Resources Committee meeting held on 14 December 2021**

The Chair of the Committee noted the minutes of the meeting held 14 December 2021, noting that a verbal update of the meeting had been provided at the Corporation meeting held 14 December 2021. There were no queries raised with the minutes of the meeting held 14 December 2021.

The **minutes of the Finance & Resources Committee meeting held on 14 December 2021** were **RECEIVED**.

- ii. **To receive and consider the verbal update of the meeting of the Finance and Resources Committee meeting held on 29 March 2022.**

The Chair of the Committee highlighted the key areas of discussion in the meeting, of which is detailed in the following agenda items.

The **verbal update of the meeting of the Finance and Resources Committee meeting held on 29 March 2022** was **RECEIVED**.

- iii. **To receive and consider the Management Accounts to 28 February 2022, including Debtors Report**

The Chair of the Committee noted the Management Accounts to 28 February, including Debtors Report. Members' questions are recorded in the Confidential Minutes.

The **Management Accounts to 28 February 2022, including Debtors Report** was **RECEIVED**.

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

The Chair of the Committee noted the Estates Strategy for Approval. Members' questions are recorded in the Confidential Minutes.

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

21.44 GOVERNANCE & SEARCH COMMITTEE

To receive and consider the minutes of the Governance and Search Committee meeting held on 1 February 2022.

The Chair noted the minutes of the Governance and Search Committee meeting held on 1 February 2022. He confirmed that Corporation currently has one vacancy for an independent member, and the committee had discussed the importance for future recruitment to consider an application from a sporting background, and to consider disability and ethnicity of members around the table. Members noted that to expand in these areas would complement those round the table already and expand on a diverse set of skills.

The **minutes of the Governance and Search Committee meeting held on 1 February 2022** was **RECEIVED**.

21.45 GOVERNOR LINK

- i. **To receive and consider the Teaching and Learning (HE) Link Report**

Dr S Hamer noted the paper which was taken as read. She noted this was a follow up visit to HE, but this had taken place at Riseholme College. She noted that it is important for staff to keep up to date with advancements in research, and that CPD opportunities for staff who teach at HE & FE are encouraged.

It was also noted that placements to support learners on animal management programmes are easier to access, and those that cross over into agriculture would provide wider range of career opportunities, at both courses and careers in agriculture.

ii. **To receive and consider the Farm & Equine Link Report**

Ms K Moore provided a verbal update to the Members regarding her visit to the College Farm. She noted that she had attended with her vet to advise the Farm Manager on the layout and plans for the new Pig Unit to support Pig welfare and mechanisms to support the processes of the unit. She noted to members an invitation for the farm manager to visit her farm to understand the processes. This invitation was extended out to all Corporation Members.

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

21.46 POLICIES

i. **To review and approve the Procedure for Assessments in Higher Education (1.309)**

The DPCQ noted the Procedure for Assessments in Higher Education which was taken as read. There were no queries or questions raised.

The **Procedure for Assessments in Higher Education** was **APPROVED**.

ii. **To review and approve the HE Academic Misconduct Policy**

The DPCQ noted the HE Academic Misconduct Policy which was taken as read. There were no queries or questions raised on the policy.

The **HE Academic Misconduct Policy** was **APPROVED**.

21.47 WRITTEN RESOLUTION

The Clerk noted the decision made by Written Resolution “T-Level Capital Fund Application”

It was confirmed that 12 Governors approved the submission of an application for the T-Level Capital Fund Application. There were 16 Members eligible who were asked for a response, and the majority was required to approve the decision. 12/16 (75.00%) members approved the submission of an application for the T-Level Capital Fund was approved.

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

21.48 ANY OTHER BUSINESS

Members raised their concern in the level of risk in the changes due to resignations of the senior team, and that July’s next meeting was a long time to wait. Members requested an update from the Principal on the appointment status of the interim appointments, handover and permanent appointments. It was agreed that the Principal would provide a monthly update to Governors in April, May & June to provide assurance on the actions

Action: Clerk/Principal

21.49 DATE OF THE NEXT MEETING

Tuesday 12 July 2022 at 5.30 pm, Bishop Burton College

There been no further business the meeting concluded at 20:28.

Signed: Chair.....

Name.....

Date.....