

# BISHOP BURTON College

## CORPORATION MINUTES OF MEETING HELD ON TUESDAY 26 OCTOBER 2021 VIA MICROSOFT TEAMS AT 5.30 PM

**PRESENT:** Mr A Menzies (Chair); Mr B Meredith (Principal); Dr S Hamer; Ms A Moran; Mr I Sackree; Ms V Shannon; Mr M Thomas; Mr A Milner, Ms R Brassington; Ms S Kirby; Mr J Wells.

**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”).

*Preceding the meeting, the APCSS & DPHROS provided Governors with Annual Safeguarding & Prevent Training.*

*The Chair introduced Jonathon Wells, Sharon Kirby and Rebecca Brassington as newly appointed Corporation Members to their first meeting, the members provided a brief introduction of themselves.*

### 21.01 APOLOGIES FOR ABSENCE

Mr K Kendall; Mr J Hurst, Ms K Moore.

### 21.02 DECLARATIONS OF INTEREST

Ms R Ellis-Jones declared an interest in agenda item 14.

### 21.03 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 13 July 2021, along with the confidential minutes. The Clerk noted a small amendment to page 3 which has been amended. The 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 included on the agenda of this meeting of the Corporation.
- iii. There were no other matters arising from the minutes not covered elsewhere on the agenda.

### 21.04 PRINCIPALS REPORT

- i. **To receive and consider the Principals Report to the Governors – October 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 receive and consider the Letter to College Corporation Accounting Officers (22 September 2021)**

The Principal took the Members through the letter, which had been sent for information. In response to a question the Clerk confirmed completed training & CPD from throughout the year, as highlighted as a requirement in the letter. Members discussed the increased responsibilities of Governors and the Clerk, and whether a more full-time position for a Governance Professional in post was required.

The **Letter to College Corporation Accounting Officers** was **RECEIVED**.

## 21.05

### **SAFEGUARDING**

#### **i. To receive and consider the Safeguarding Report for 2020/21**

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 **Safeguarding Report for 2020/21** was **RECEIVED**.

#### **ii. To receive and consider the Link Governor for Safeguarding Report**

In the absence of the Safeguarding Link Governor, the report was noted as read. There were no queries on the report. Members noted the strengths of the link association in this area and the level of assurance that the College fulfils its duty with regards to Safeguarding.

The **Link Governor Safeguarding Report** was **RECEIVED**.

#### **iii. To receive and approve the Safeguarding Policy**

The APCSS took the Members through the Policy noting minor amendments. In response to a Member's question, the APCSS confirmed that everyone at the College is responsible for Safeguarding, and whilst not included in the policy, third party contractors are covered in the College's procedures.

Members were pleased with the comprehensive summary provided; which is regularly reviewed and amended in line with regulations, recommendations and results of external audits.

The **Safeguarding Policy** was **APPROVED**.

## 21.06 **STUDENT ASSOCIATION CONSTITUTION**

The Principal presented the report and changes to the Student Association Constitution. He noted that a revitalisation, post COVID, had been completed to create a more engaging Association. There will be an introduction of a Student Association Leadership Committee, of which the elected chair and one of the Vice Chairs will become the student governors.

Members considered the balance of students between Bishop Burton and Riseholme Campus and asked whether consideration could be given with regards to ensuring a fair and balanced representation; including the promotion of manifestos across each of the sites equally and fairly. The Principal noted that whilst it would be difficult due to distance and availability of time, it was important that the risk of bias in the ballot process is considered. The VPBB would be asked to feedback.

**Action:** VPBB

The Clerk clarified that Clause 5 would be amended to state the committee will meet fortnightly as stated in, Clause 4 under 'All Committee Members'.

**Action:** Clerk

Members noted whether the shared leadership model, and collective responsibility should be included as part of the Association's objectives; it was agreed this would be included at the next review of the document.

**Action:** VPBB

The **Student Association Constitution** was **APPROVED** subject to the actions as above being addressed.

## **21.07 COLLEGE PERFORMANCE AND KEY PERFORMANCE INDICATORS**

### **i. To receive and consider the review of College Performance against Strategic Priorities and Key Performance Indicators for 2020-21**

The Principal presented the report to Members. He noted that these KPI's were set at the beginning of the 2020-21 academic year, there has been a mid-year review in March and this report presented is the review of the final performance of the College.

A number of red or amber rated targets that had not been achieved were considered, however the explanation was also noted; many of which were due to COVID restrictions within the year.

It was discussed the unachieved targets in terms of HE, and that evidence suggests HE is a high priority focus. The DPCQ noted the huge amount of work in this department over the last year and how the HE strategy is developing and ongoing with a clear action plan in place to improve target achievement in the faculty.

Members were concerned with the number of unhappy staff, which was indicated in the results of the staff survey. The Principal noted the College's plan to engage with staff on the reported weaknesses. The biggest reported dissatisfaction was that of work life balance and being able to have the opportunity to progress to the next level, as well as recognition and pay. It was noted that there is a significant gap between pay of school teachers and FE lecturers.

The Principal the results of this survey had not been taken lightly nor underestimated, a full report on the staff survey and the actions taken would be presented to the Finance & Resources Committee in December 2021.

**Action:** DPHROS

It was confirmed that two promising partnership initiatives had failed to recruit any students for the second year. Members asked whether in year recruitment was expected; of which it was expected it would not. The Principal noted that the financial incentive for students were good, however the recruitment had not achieved. The partnerships were not completely removed yet, with a hope for a post-pandemic recover helping recruitment for the next year.

The review of **College Performance against Strategic Priorities and Key Performance Indicators for 2020/21** was **RECEIVED**.

### **ii. To receive and approve the Draft Strategic Priorities and Key Performance Indicators for 2021/22.**

The Principal noted the report, confirming that where a KPI has been amended, was immeasurable or added was inserted in red. The document is kept under regular review and will be added to over the year as a working document.

Regarding HE continuation rates, these are identified in the HE Quality Improvement Plan (QIP) as monitored and regularly discussed by the Curriculum & Quality Enhancement Committee.

In response to a Member's question, it was confirmed that the curriculum is constantly monitored, and whilst a target of 3 new programmes is included, there has been significant work on developing and reviewing of current provision through HE validation processes. The introduction of 3 new programmes places costs and staff pressures across the institution, therefore a balance is carefully managed and three new programmes is realistic.

The College ensures that the FE offer is constantly relevant, and having the performance indicator is a useful target in terms of refreshing the curriculum overall. The DPCQ confirmed that programmes are not always new, sometimes they are refreshed and revitalised, providing students with diversity of choice whilst ensuring we are not trying to do too much; ensuring programmes are removed if there is no longer an audience for them, but always be looking at the gaps in the market.

The **Draft Strategic Priorities and Key Performance Indicators for 2021/22** were **APPROVED**.

#### **21.08 MIS DATA RETURNS**

The DPCQ noted the report on MIS Data returns for 2020/21 for information. There were no questions from the Members on the report.

The report on **MIS Data Returns** was **RECEIVED**

#### **21.09 AUDIT COMMITTEE BUSINESS**

i. **To receive and consider the draft Minutes on the Audit Committee meeting held on 5 October 2021**

The Chair of the Audit Committee took the Members through the business of the meeting held 5 October 2021. She noted the minutes of the meeting, highlighting to members that this meeting received the final report from the Internal Audit Service, Mazaars; and welcomed the new provider Wylie Bissett, who presented their Internal Audit Strategy for 2021-22.

It was confirmed that the Financial Statements Audit was currently being completed and that the full report would be presented to the Audit Committee in November and the full Corporation in December.

Finally, the Chair noted the offer of training for Audit Committee Members and full Corporation from both the Internal Audit Service and the Financial Statements Auditors as part of their service provision, of which the Clerk had made contact with both to arrange appropriate and relevant training sessions for members.

The minutes of the Audit Committee meeting held on 5 October 2021 were **RECEIVED**.

ii. **To consider and approve on the recommendation of the Audit Committee the Internal Audit Strategy for 2021/22**

The Chair of the Audit Committee took the Members through the draft Internal Audit Strategy for 2021-22. She highlighted the assessment of Audit Needs which has been completed to establish the Operational Plan for 2021-22 in terms of which areas would be of focus.

One member questioned whether, due to the vulnerability around HE, whether a final report on this area in July would be too late in the year for recommendations to be reported and implemented ahead of the start of the next academic year. It was confirmed that as the auditors only have a limited amount of time to complete the audit, the focus of the HE Audit would be on HE QIP and Risk Register.

The Chair of the Audit Committee noted that any recommendations other than those classed as low risk would be raised to the Executive and the Audit Committee. The Finance Director

confirmed that the Audit Committee receives a report on Outstanding Internal Audit Recommendations at each of its meetings, which gives the Committee and the Corporation assurance that recommendations are actioned by the relevant teams and as part of the report management responses provide evidence on actions taken to resolve recommendations.

Members **APPROVED** the **Internal Audit Strategy for 2021/22**.

#### **21.10 FINANCE AND RESOURCES COMMITTEE**

- i. To receive and consider the minutes of the Finance & Resources Committee meeting held on 13 July 2021.**
- ii. To receive verbal update from the meeting held 26 October 2021**
- iii. To receive and consider the Management Accounts to 31 July 2021**
- iv. To receive and consider the Management Accounts to 20 September 2021**

The Chair of the Committee gave the verbal update from the meeting held 13 July 2021, 26 October 2021, including the Management Accounts to 31 July and 30 September 2021. Members' questions are recorded in the Confidential Minutes.

The **minutes of the meeting held 13 July 2021**, the verbal update to the meeting held **26 October 2021** and the **Management Accounts to 31 July 2021 & September 2021** were **RECEIVED**.

- v. To receive and approve the Student Association Accounts for 2020/21 and approve the £1,000 grant to the Student Association from the College**

The Members **RESOLVED** that the Student Association Accounts for 2020/21 should be considered confidential.

The Chair of the Committee took the Members through the report which was taken as read. The limitation of on-site activities and undertaken due to COVID was significant. Members raised no comments on the report and approved the grant of £1000 to the Student Association.

The Student Association Accounts for 2020/21 and £1,000 grant to the Association from the College were **APPROVED**.

- vi. To consider and approve on the recommendation of the Finance & Resources Committee the LIBOR Loan Transition Proposal from Santander**

The Members **RESOLVED** that the report on the LIBOR Loan Transition Proposal from Santander should be considered confidential.

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

The **LIBOR Loan Transition Proposal from Santander** was **APPROVED**.

- vii. To consider and approve on the recommendation of the Finance & Resources Committee the Tuition Fees Policy**

The Chair of the Committee noted policy and the minor technical changes as shown. There were no questions on the policy.

The **Tuition Fees Policy** was **APPROVED**.

## 21.11 GOVERNANCE & SEARCH COMMITTEE

- i. **To receive and consider the minutes of the Governance and Search Committee and Remuneration Committee meeting held on 24 September 2021.**

The Chair of the Governance & Search Committee noted the draft minutes of the meeting held 24 September 2021. The following recommendations were made to Corporation:

- a) The updated Instruments and Articles of Government.
- b) The updated Standing Orders
- c) The updated Committee Terms of Reference
- d) The updated Code of Conduct for Corporation Members
- e) The Governor Handbook

Members raised no questions on the documents, however requested a printed copy of the Governors Handbook to support them in their role.

**Action:** Clerk.

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

## 21.12 GOVERNANCE

- i. **To consider and approve the Corporation Annual Review 2020-21**

The Clerk noted the report, highlighting the key areas of the report which included:

- Corporation Membership and Meeting Schedule
- Learning and Development of Members
- A review of Corporation Business
- A review of the Corporations Performance against its KPI's
- A review of the Corporations Principal Decisions made throughout the year.

The Clerk noted the additions made in the report for this year, which included the impact assessment of the Corporation Business and the Principal decisions made, linked to the College's strategic aims. This exercise is to support the Corporation Member's understanding of all the boards contribution and consideration. In addition, a collation of the responses of the Corporation Members and SLG members Register of Interests was included for information.

Members noted the report as helpful as a record of evidence and summary of the past years business. There were no issues or questions raised with the report.

The **Corporation Annual Review 2020-21** was **APPROVED**.

- ii. **To consider and approve the Corporation Self-Assessment Report**

The Clerk noted the report and appendixes which was taken as read. The Clerk confirmed that the Corporation was required to self-assess its performance for the year and provide a grade for insertion into the College Financial Statements for the year ended 31<sup>st</sup> July 2021.

Members discussed the evidence provided in the report, but also the achievement and improvements seen in the last two years of data, which now provides evidence of an outstanding FE College.

Member's noted the improvement in Governance with the implementation of the Committee structure and supported by the new Clerk. Member's noted that whilst the report indicated there are still weaknesses, it was important for members to ensure they are not complacent in their work and continue to strive towards excellence; one of the College Values, supported by the Clerk.

Members discussed and rated their performance for 2020-21 as Outstanding.

The **Corporation Annual Review 2020-21** was **APPROVED**

#### **21.13 GOVERNOR LINK**

##### **i. To receive and consider the Teaching and Learning Link Report**

Dr S Hamer presented her report on Teaching and Learning, she noted the importance in the adaptations to towards flexible learning and role of digital technologies as a result of the pandemic limitations to ensure all learners are in a position not to disengage or be left behind.

A suggestion of review of the IT Strategy was made, to ensure the College is able to offer the students the very best facilities as expected with an outstanding institution. The Chair noted had been discussed at the meeting of the Finance & Resources Committee and would be brought back to the Corporation for review.

The **Teaching and Learning Link Report** was **RECEIVED**

##### **ii. To consider and approve the amendments to the Governor Link Programme**

The Clerk noted the amendments and guidance provided as part of the review of the Link Governor Programme, including a new more structured form to support Governors. Members were encouraged to initiate a link with the subject area if this has not yet occurred.

The **amendments to the Governor Link Programme** were **APPROVED**.

*At this point the Principal and the DPCQ left the meeting.*

#### **21.14 COLLEGE HOUSING ALLOCATION**

The DPHROS noted the College Housing Allocation report as requested by members at the meeting of the Corporation 13<sup>th</sup> July 2021. Members **RESOLVED** that the report remained confidential.

The report on the **College Housing Allocation** was **RECEIVED**.

#### **21.15 POLICIES**

The Clerk noted the changes to the Student Accommodation Allocation Policy as highlighted in tracked changes. It was noted that the changes to the complaints and appeals procedure was amended. There were no issues with the policy.

The **Student Accommodation Allocation Policy** was **APPROVED**.

#### **21.16 ANY OTHER BUSINESS**

Members noted that due to dropping to just four meetings per year, there was an incredible number of papers for members to read in preparation. Members requested how papers could be reduced where possible, and also to provide them to members as soon as they are available in the teams file, this was agreed.

**Action:** Clerk

**21.17 DATE OF THE NEXT MEETING**

The next meeting of Corporation will be on Tuesday 14<sup>th</sup> December 2021 at 5.30 pm, at Bishop Burton College

*There been no further business the meeting concluded at 19.29.*

Signed:

Chair.....

Name.....

Date.....