

**CORPORATION**  
**MINUTES OF MEETING HELD ON TUESDAY 18 OCTOBER 2022**  
**AT BISHOP BURTON COLLEGE AT 5.30 PM**

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

**IN ATTENDANCE:** Ms C Sykes (Clerk); Ms K Calvert (Deputy Principal – HR and Organisational Services “DPHROS”); Mr S Kelly (Finance Director), Ms A Paling (Assistant Principal Safeguarding and Residential Services “APSRs”); Ms K Lord (Deputy Principal & Deputy Chief Executive “DPCEO”).

*Ahead of the meeting, Members took part in Safeguarding Training for Governors from the Designated Safeguarding Lead.*

**22.1 APOLOGIES FOR ABSENCE**

Mr J Wells, Mr A Milner.

**22.2 DECLARATIONS OF INTEREST**

Ms C Sykes declared an interest in item 18.

**22.3 MINUTES OF THE PREVIOUS MEETING**

- i. Minutes of the previous meeting held on 12 July 2022, 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 7 September 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.

**22.4 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**.

## **22.5 SAFEGUARDING**

### **i. Safeguarding Report 2021/22**

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

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

The **Safeguarding Report 2021/22** was **RECEIVED**.

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

Mr K Kendall provided the members with a verbal report. He confirmed he undertakes regular meetings with the Designated Safeguarding Lead (DSL) and also attends the College's H&S Executive meeting. He gave assurance to the Corporation that the College is constantly improving its practises in relation to safeguarding and that the report as received by the DSL and colleagues is a true and accurate reflection of the work going on in the College. It was confirmed that the College's culture and values towards keeping students and each other safe can be seen and felt into the College.

Members were reminded of their responsibilities as governors, from the two main documents (KCSiE and working together to safeguard children), there were no further comments on the update.

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

### **iii. To receive and approve the Safeguarding Policy (4.03)**

The APSRS noted the changes to the Safeguarding Policy which were identified in the tracked changes following the updates to the KCSiE document (Sept 2022). There were no questions on the amendments to the policy which were accepted.

The **Safeguarding Policy (4.03)** was **APPROVED**.

## **22.6 STUDENT ASSOCIATION CONSITUTION**

The APSRS noted the amendments to the Student Association Constitution. It was confirmed that these were minor amendments following significant changes the previous year.

It was confirmed that there was one change to secure the use of IT for a digital election for the student president and two student governors, of which will be announced in the coming days. Members were pleased to hear that there had been 400+ students engage in the election and vote.

The **Student Association Constitution** was **APPROVED**.

## **22.7 COLLEGE PERFORMANCE AND KEY PERFORMANCE INDICATORS**

### **i. To receive and consider the review of College Performance against Strategic Priorities and Key Performance Indicators for 2021/22**

The Principal noted the new rag rated report for the year 2021/22. Members raised a concern about the low level of compliance on the completion of staff PDR's, especially in light of a lower than normal staff satisfaction and IIP result.

The Principal noted that this was also identified by the SLG, and confirmed that this area is a major focus for the year. It was noted that a more user-friendly process was required, to focus on the individual's needs, but also that training for managers was required, which will be supported by the increased HR team.

Members notes has the PRD process was an opportunity for reviewing and relaying the College objective on an individual, and how their contribution fits into the whole college targets.

The audit committee members noted how the pay and reward strategy had been pushed back 12 months, and it was clarified that this strategy is being reviewed and will be targeted for implementation for July 2023, not consideration. However, the result of such will be subject to affordability.

**Action:** Principal / DPHROS

Regarding the KPI linked to staff utilisation, members asked about the tolerance of 840 hours per annum. It was confirmed this target would be re-written to reflect the percentage of staff who are within the 5% tolerance of the 840. Members commented that the utilisation is incredibly impressive and praised how effectively staff are working.

**Action:** Principal/ DPCEO

**The review of College Performance against Strategic Priorities and Key Performance Indicators for 2021/22 was RECEIVED.**

**ii. To receive and approve the Draft Strategic Priorities and Key Performance Indicators for 2022/23**

The Principal presented the targets for the year for 2022/23. It was discussed how perhaps a dashboard could be developed to provide governors with up to date data as required. It was noted that work on this had started, however that this could be pushed forward to make the data live.

**Action:** Clerk / Principal

Members discussed that staff turnover is currently high as a reported 20%. The DPHROS confirmed that there is a focus to reduce staff turnover, however it is currently costed at 20% as this is still current.

Members discussed the sustainability target, and noted that as this will be the first time this is measured according to the FE Climate Action Road map, that 10% was a reasonable starting point. It was confirmed that more will be known on this as work continues with the Environmental & Sustainability Strategy and Action Plan.

Members commented on the reduction in achievement rates. The DPCEO noted two main factors. Firstly that "Z codes" (which are college certificates, and will not be counted in achievement by Ofsted) are removed from overall achievement rates. Secondly, it is apparent that as many of the courses will have externally assessed technical components some students who may have inflated grades from centre assessed results will not pass their courses.

Members discussed the number of RIDDOR's as a target and that it was hard to accept any as a target. Members noted that there was a balance between what was practical, but confirmed that having a target number for RIDDOR was not the most suitable health & safety KPI. Members requested that the H&S Executive group propose alternative suggestions for H&S compliance as part of the KPI document.

**Action:** H&S Exec

**The Draft Strategic Priorities and Key Performance Indicators for 2022/23 were APPROVED.**

## 22.8 MIS DATA RETURNS

### **To receive and consider the annual report on MIS data returns**

The DPCEO noted the report. It was confirmed that this reflected the programme of returns within the year, and that all returns as required for the previous year had been completed on time.

Members had no questions on the report.

The **annual report on MIS data returns** was **RECEIVED**.

## 22.9 AUDIT COMMITTEE BUSINESS

### **i. To receive and consider the draft minutes of the Audit Committee meeting held on 6 October 2022**

The Members **RESOLVED** that the draft minutes of the Audit Committee meeting held on 6 October 2022 should be considered confidential.

The Chair of the Committee took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **draft minutes of the Audit Committee meeting held on 6 October 2022** were **RECEIVED**.

### **ii. To receive and consider the draft Internal Audit Strategy 2022/23 and approve on the recommendation of the Audit Committee the Internal Audit Service Fees.**

The Members **RESOLVED** that the Internal Audit Strategy 2022/23 and Internal Audit Service Fees should be considered confidential.

The Chair of the Committee took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The draft **Internal Audit Strategy** was **RECEIVED**. The **Internal Audit Service Fees for 2022/23** was **APPROVED**

### **iii. To receive and consider the changes to the 2022/23 Risk Register and Risk Management Action Plan**

The Members **RESOLVED** that the 2022/23 Risk Register and Risk Management Action Plan should be considered confidential.

The Chair of the Committee took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **changes to the 2022/23 Risk Register and Risk Management Action Plan** were **RECEIVED**.

### **iv. To consider and approve on the recommendation of the Audit Committee the Data Protection Policy (GDPR Policy) (3.05)**

The Chair of the Committee noted no changes to recommend, there were no questions raised.

The **Data Protection Policy (GDPR Policy) (3.05)** was **APPROVED**.

- v. **To consider and approve on the recommendation of the Audit Committee the GDPR Data (3.08) Policy**

The Chair of the Committee noted no changes to recommend, there were no questions raised.

The **GDPR Data (3.08) Policy** was **APPROVED**.

## **22.10 FINANCE & RESOURCES COMMITTEE BUSINESS**

- iii. **To receive and consider the minutes of the Finance & Resources Committee meeting held on 12 July 2022**

The Chair of the Committee noted the minutes of the meeting held 12 July 2022, noting that a verbal update of the meeting had been provided at the Corporation meeting held 12 July 2022. There were no queries raised with the minutes of the meeting.

The **minutes of the Finance & Resources Committee meeting held on 12 July 2022** were **RECEIVED**.

- iv. **To receive and consider the verbal update of the meeting of the Finance and Resources Committee meeting held on 18 October 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 18 October 2022** was **RECEIVED**.

- v. **To receive and consider the Management Accounts to 31 July 2022, including Debtors Report**

The Chair of the Committee noted the Management Accounts to 31 July, including Debtors Report. Members' questions are recorded in the Confidential Minutes.

The **Management Accounts to 31 July 2022, including Debtors Report** was **RECEIVED**.

- vi. **To receive and consider the Management Accounts to 30 September 2022, including Debtors Report**

The Chair of the Committee noted the Management Accounts to 30 September 2022, including Debtors Report. Members' questions are recorded in the Confidential Minutes.

The **Management Accounts to 30 September 2022, including Debtors Report** was **RECEIVED**.

- vii. **To consider and approve on the recommendation of the Finance & Resources Committee Student Association Accounts for 2021/22 and approve the £1,000 grant to the Student Association from the College**

The Chair of the Committee noted the Student Association Accounts for 2021/22 and the £1,000 grant to the Student Association from the College. Members' questions are recorded in the Confidential Minutes.

The **Student Association Accounts for 2021/22** were **APPROVED**. The **£1,000 grant to the Student Association from the College** was **APPROVED**.

- viii. **To consider and approve the Estates Report to 30 September 2022, including the submission of two applications to the Post 16 capacity fund**

The Chair of the Committee noted the Estates Report to 30 September 2022, including the submission of two applications to the Post 16 capacity fund. Members' questions are recorded in the Confidential Minutes.

The **Estates Report to 30 September 2022, including the submission of two applications to the Post 16 capacity fund** were **APPROVED**.

- ix. **To consider and approve on the recommendation of the Finance & Resources Committee the following policies:**
- a. **Tuition Fees Policy (8.05)**
  - b. **Conflict of Interest Policy (7.29)**
  - c. **Treasury Management Policy (2.18)**

The Chair of the Committee noted no changes to recommend, there were no questions raised.

The **Tuition Fees Policy (8.05), Conflict of Interest Policy (7.29) and Treasury Management Policy (2.18)** were **APPROVED**.

- x. **To consider and approve on the recommendation of the Finance & Resources Committee the Annual HR Report for 2021/22**

The Chair of the Committee noted the Annual HR Report 2021/22. Members' questions are recorded in the Confidential Minutes.

The **Annual HR Report 2021/22** was **APPROVED**.

- xi. **To consider and approve on the recommendation of the Finance & Resources Committee the HR Strategy**

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

The **HR Strategy** was **RECEIVED**.

## **22.11 GOVERNANCE & SEARCH COMMITTEE**

- i. **To receive and consider the minutes of the Governance and Search Committee meeting held on 27 September 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 **minutes of the Governance and Search Committee meeting held on 27 September 2022** were **RECEIVED**.

- ii. **To consider and approve, following the recommendation of the Governance & Search Committee:**
- a. **The appointment of Emma Collins as a Member of the Corporation**
  - b. **The appointment of Peter Phythian as a Member of the Corporation**
  - c. **The re-appointment of Clare Walters as a co-opted member of the Audit Committee**

The chair presented the application details of Ms E Collins, and Mr P Phythian. It was confirmed that both had attended for an interview at the College with members of the committee. The committee recommends the appointment of both Ms E Collins, and Mr P Phythian as members of the Corporation for a period of 2.75 years (to 31<sup>st</sup> August 2025), subject to satisfactory references.

Members considered the re-appointment of Ms C Walters as a co-opted member of the Audit Committee for a second term of 1 year, to 31<sup>st</sup> August 2023.

The **appointments to the Corporation** were **APPROVED**.

- iii. **To consider and approve, on the recommendation of the Governance & Search Committee the updated Governance Documents:**
  - a. **Instruments and Articles of Government**
  - b. **Standing Orders**
  - c. **Terms of Reference for Committees**
  - d. **Corporation Code of Conduct**

The chair of the committee noted the documents with minor tracked changes included. It was confirmed that there were no significant changes to highlight. The clerk noted that the documents had been reviewed following the request of the Governance & Search Committee to ensure that actions described as 'in the room' could also be actioned in a virtual environment.

The **Governance Documents** were **APPROVED**.

- iv. To consider and approve, on the recommendation of the Governance & Search Committee the Governor Training Plan 2022-23.

Members reviewed the proposed training and development plan for 2022-23, noting the number of opportunities made available to Governors. The Clerk noted that should any governor have a specific training need, or idea for future training events to communicate those to the Clerk.

The **Governor Training Plan 2022-23** was **APPROVED**.

- v. **To consider and approve, on the recommendation of the Governance & Search Committee the updated Governance Policies:**
  - a. **Conflict of Interest for Corporation Members Policy (5.01)**
  - b. **Policy to address Complaints against the Corporation (OP5.01)**
  - c. **Senior Postholder Disciplinary Policy (OP 5.02)**
  - d. **Succession Planning Policy - Including Governor Recruitment (5.02)**
  - e. **Corporation Training and Development Policy**
  - f. **Senior Postholder Grievance Procedure**
  - g. **Policy for taking Independent Professional Advice**

The Chair of the committee noted each of the policies individually. There were no questions or points raised in relation to the policies.

The **Governance Policies** were **APPROVED**.

## 22.12 GOVERNANCE

### i. To consider and approve the Corporation Annual Review 2021-22

The Clerk noted to the members that the Corporation Annual Review 2021-22 was an evaluation of the total work completed by the board in year, and how the document can be used as an aide memoire for Governors, e.g. during Ofsted inspection.

It was noted that the review linked the actions of the Corporation to the strategic aims of the College, and how their work underpins the College Values. It was noted at Annex 4, the evidence of performance of the Corporation against their Key Performance Indicators.

Members complimented the detail and evidence as provided in the document, and confirmed it as a useful tool for new and current members in understanding the work of the board.

The **Corporation Annual Review 2021/22** was **APPROVED**.

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

The Clerk thanked the members for taking part in the different elements, all of which feed into the enclosed report. The report was broken down into five elements for review against benchmarking.

- Attendance, including benchmarking data.
- Individual Governor Feedback on their own performance
- Governor Feedback on the board's collective performance
- Governance Procedural Audit
- Assessment of Skills, Knowledge and Diversity of Corporation Members.

It was confirmed that following the groups collective feedback on performance, that the self-assessment rating for Governance for 2021-22 was "Good".

The Members discussed the document as a follow up to the Corporation Annual Report, in that whilst the board in the majority have many strengths an high knowledge areas, the report has documented areas of weakness; the two weakest areas of board oversight are:

- Equality, Diversity & Inclusion
- Environmental Sustainability

It was noted how the Action Plan against the Governance Procedural Audit, and the Code of Good Governance can support the board in working towards continued improvement where non-compliance and weakness is identified, a process lead by the Clerk.

The **Corporation Self-Assessment** report was **APPROVED**.

## 22.13 GOVERNOR LINK

### To consider and approve the updates to the Link Governor Programme

The Clerk presented the changes as presented in the document. It was confirmed that the changes were implemented following discussion at the Governance & Search Committee meeting about the role of the Link Governor. It was noted how members who are actively participating in the link programme do so to build up a working relationship and understanding of that area. It was confirmed that the need for challenge in Governor link visits was unnecessary, and should the governor have a raised concern should raise with the Principal or nominated member of the Executive.

The **updates to the Link Governor Programme** was **APPROVED**.



## 22.14 POLICES

To consider and approve the following policies:

a. **Student Accommodation Allocation Policy (8.02)**

There were no comments or questions on the Student Accommodation Allocation Policy

b. **Freedom of Speech and Freedom of Expression Policy (2.25)**

There were no comments of questions on the Freedom of Speech and Freedom of Expression Policy.

c. **Modern Slavery Statement**

Members considered the statement, and confirmed that the content was detailed and covered a number of approached to tackling modern slavery. Members requested further evidence on how these statements are applied in practise, and requested for this information to be brought back for consideration at the next meeting.

**Action:** DPHROS / E&D Committee

The **Student Accommodation Allocation Policy, Freedom of Speech and Freedom of Expression Policy** and **Modern Slavery Statement** were **APPROVED**.

## 22.15 ENVIRONMENTAL SUSTAINABILITY

To receive and approve the College's draft Environmental and Sustainability Strategy and Action Plan

The Principal presented the draft strategy and action plan. Members noted that whilst this was a good starting point, felt that the scope could be much broader, to include across college and inter-department achievements, including the farm target to be carbon net zero by 2030. Members wanted more detail on how the targets would be met, rather than what had been achieved so far. It was noted that keeping a track against target would be give better oversight. Members felt that the College is currently behind industry with progress relating to environmental sustainability.

Members considered the farm as an individual department and considered that having set their target, members would be interested in hearing from the farm on how the board can be assured that this target is achievable and the evidence relating to this. It was confirmed that the Farm Manager be invited to the next meeting to present the aforementioned detail to the board as a pre-meeting training session /discussion area.

**Action:** Principal / Clerk

Members felt the college needed to appoint a lead person specifically for sustainability who can lead across the college departments and centralise and push forward in terms of the college's environmental targets. Members considered the establishment of a Corporation working party or committee to support this at board level, particularly as this area was judged as weak by the Corporation as part of the self-assessment evaluation.

It was considered to carry forward this agenda item to the next Corporation meeting, to ensure members are provided with further opportunity for discussion.

The **Environmental and Sustainability Strategy and Action Plan** was **CARRIED FORWARD**.

## 22.16 ANY OTHER BUSINESS

None

**22.17 DATE OF THE NEXT MEETING**

Tuesday 13 December 2022 at 5.30 pm, Bishop Burton College.

*There been no further business the meeting concluded at 19:50*

Signed: Chair.....

Name.....

Date.....