

## Minutes of the Meeting of the Corporation held on 28 March 2023 at 5.30pm at Riseholme College

Committee Members	Appointed as	Chair/Vice	Apologies
Alan Menzies	External Governor	<b>Chair</b>	
Kevin Kendall	External Governor	<b>Vice Chair</b>	
Rebecca Brassington	Staff Elect		
Susan Hamer	External Governor		
Lily Horsefield	Student Governor		
John Hurst	External Governor		
Sharon Kirby	Staff Elect		
Bill Meredith	Ex-Officio		
Adam Milner	External Governor		(from: 5:42pm)
Emma Milson	External Governor		Received
Angela Moran	External Governor		
Peter Phythian	External Governor		
Ian Sackree	External Governor		
Victoria Shannon	External Governor		(from: 6:05pm)
Martyn Thomas	External Governor		

### In Attendance

Kate Calvert	Deputy Principal HR & Organisational Services	(until Min 22.50)	<b>(DPHROS)</b>
Stephen Kelly	Chief Financial Officer	(until Min 22.50)	<b>(CFO)</b>
Kirsti Lord	Deputy Chief Executive and Deputy Principal	(until Min 22.50)	<b>(DPCEO)</b>
Sallyanne Pearson	Director of Governance		<b>(DG)</b>
Jane Chapman	Director of Marketing	(until 6:07pm)	<b>(DM)</b>
Rachael Fell-Chambers	Assistant Principal Higher Education	(until 6:07pm)	<b>APHE</b>
Ron Matthews	External Board Reviewer (facilitated via the Association of Colleges (AoC))		<b>(RM)</b>

<b>22.33</b>	<b>Apologies for Absence</b>	
	Apologies were noted, with consent, from Emma Milson. It was noted that Adam Milner and Victoria Shannon had been delayed but would be joining the meeting.	
<b>22.34</b>	<b>Declarations of Interest</b>	
	To <b>note</b> any agenda items in which Committee Members have declared an interest	
	The Chair requested any declarations of interest be noted. None raised.	
	It was noted that declarations could be raised, if required, at specific items when a declaration became apparent.	
<b>22.35</b>	<b>HE Marketing Strategy</b>	
	Reference was made to the Review of Tuition Fee Rates and Recruitment Incentives 2024/25 Paper which appended the Higher Education Marketing Strategy 2023-25, circulated as part of the Agenda Pack.	
	The Chair updated the Corporation; noting the paper had been deferred following its review at the Finance and Resource Committee Meeting earlier that day. It was explained that the Committee had <b>RESOLVED</b> that a formal recommendation, of the Executive, was required as part of that paper and a Finance and Resource Meeting is to be scheduled at the end of May to address this. The Board formally noted the calling of the Finance and Resource Committee Meeting. The Chair thanked the APHE and the DM for their works; requesting they continue with their presentation, as prepared.	
	The APHE and the DM presented jointly to the Corporation (PowerPoint: HE Recruitment Presentation (Tabled Item 1)).	

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	The APHE opened the presentation. The current and forecasted context, for the Higher Education sector nationally, was outlined.	
	The APHE noted that although the University Centre Bishop Burton (UCBB) had experienced a sustained downward trajectory for student recruitment; acceptances and enrolments were currently, comparatively, over and above the previous year at this point in time. A contextual overview of the UCBB was provided. Challenges faced and recruitment strategies/incentives proposed were outlined and included: <ul style="list-style-type: none"> <li>removing existing barriers to late admission applications to allow a higher conversion to offers rate through development of UCBB's clearing works</li> </ul>	
	<ul style="list-style-type: none"> <li>focusing and exploring the declining uptake of agricultural courses alongside the increasingly crowded market place facilitating animal courses, within proximity of UCBB, with facilities at a minimum on par with UCBB</li> </ul>	
	<ul style="list-style-type: none"> <li>the need for more effective targeting of, and access into, the increasing "mature" student (typically 21 years plus) market share. It was noted that UCBB attracted a circa 50/50 split of mature and "atypical" students and the College needed to explore its effectiveness in targeting, pitching and structuring provision to meet all lifestyles and priorities. Particular reference was made to the life-long learning entitlement and benefits of a "modularisation" of the curriculum; allowing students to access blocks of learning when required/capable</li> </ul>	
	<ul style="list-style-type: none"> <li>the perception/reputation that UCBB was "expensive". Reference was made to recent media reporting detailing UCBB as one of the most expensive provider of Higher National Certificate courses. Feedback received from Open Day Events was noted to support this hypothesis. The Governors were directed to the Competitor Fee Analysis provided as part of the reporting</li> </ul>	
	<i>Adam Milner entered the Meeting: 5:42pm</i>	
	<ul style="list-style-type: none"> <li>focusing on internal barriers which impacted negatively against existing students continuing studies from FE to UCBB. Improvements were noted, in this regard, with continued focus remaining pockets. Particular reference to incentivising existing students, including payment of UCAS application fee, was noted</li> </ul>	
	<ul style="list-style-type: none"> <li>identifying and championing Unique Selling Point(s) (USP) of UCBB to attract students over competitors. Reference was made to increasing curriculum enrichment opportunities provided and further work which could be done</li> </ul>	
	<ul style="list-style-type: none"> <li>introducing contextualised offers to remove further barriers to recruitment whilst investing in, and developing, an infrastructure to support such students whilst in turn supporting Access Participation and Social Justice obligations.</li> </ul>	
	The DM noted the strength of the bespoke and distinct UCBB identity at the College.	
	The DM put forward that a marketing strategy, relevant and beneficial to the College's current position, alongside a longer-term strategic approach was required. Challenges faced and recruitment strategies/incentives proposed were outlined and included:	
	<ul style="list-style-type: none"> <li>the UCBB brand and identity was disproportionately focused to the Bishop Burton campus with limited focus on Higher Education (HE) provision at Riseholme</li> </ul>	
	<ul style="list-style-type: none"> <li>an increasingly segmented approach to marketing campaigns to correctly pitch to the increasing market share of the "mature" student</li> </ul>	
	<ul style="list-style-type: none"> <li>focusing on increasing discussions and engagement with employers to open up conversations around support and the development of young adults into competent employees</li> </ul>	

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	<ul style="list-style-type: none"> <li>• focusing on and building the College’s approach to foundation degrees; utilising this as part of marketing campaigns.</li> </ul>	
	<b>The Committee referred to internal student progression of students from FE into HE. It was put forward that FE students, upon completion of their course, actively distanced themselves from the College’s hybrid FE/HE setting; moving to competitor HE settings with a greater scope and scale of facilities. The Committee challenged whether the College’s quality of teaching and provision was of a standard which would attract/persuade students to remain.</b>	
	It was reported that without considerable investment the HE provision could not compete with the facilities of some of its competitors. It was countered however that a proportion of students, having moved away, also returned to study at the College. It was put forward that UCBB had USP’s which needed to be capitalised on.	
	The quality of UCBB’s practitioners was noted. It was put forward that this be promoted and celebrated through practitioner profiles on the College’s website.	
	<b>The Committee referred to the differentiation between the mature student and their peers and challenged how this could be capitalised on.</b> It was explained that the mode of delivery and structuring of curriculum needed to accommodate mature students “dipping in and out” of provision already being facilitated for the younger student demographic through a mapped and modularised curriculum structure.	
	<b>The Committee challenged whether student voice had been attained in the development of the strategies proposed and, if so, what they had identified as the reasons/incentives to remain at/attend UCBB.</b> The APHE confirmed it was. Reference was made to the socio/economic climate and the impact of the cost-of-living - which was dissuading students from continuing their studies. It was put forward that, in such cases, the UCBB needed to be the provider of choice to ensure it was able to attract and entice students to continue, or return, to their studies through a flexible, modularised, mode of delivery which dovetailed to working lifestyles. The APHE also noted that some internal FE courses did not realise enough UCAS points to allow their existing students to continue on and study at UCBB.	
	<b>The Committee noted the growing trend of FE students entering the work place as opposed to continuing studies and challenged how the College/UCBB were factoring Higher Apprenticeship courses into their strategies/direction of travel.</b>	
	The DPCEO noted the discussions undertaken; putting forward that a number of oscillating elements. It was put forward that work would be undertaken on a mapping exercise, including across the Higher Technical Qualifications and to occupational standards, when available.	
	<i>Victoria Shannon entered the Meeting: 6:05pm</i>	
	<i>Jane Chapman and Rachael Fell-Chambers left the Meeting: 6:07pm</i>	
	The Chair noted his apologies for the delay and introduced Ron Matthews to the Meeting. It was noted that RM would be observing the Meeting as part of the Corporation’s External Board Review. RM updated the Corporation on the progress. RM noted an open invitation to all of the Governors to meet with him.	
<b>22.36</b>	<b>Minutes of Previous Meeting</b>	
22.36(a)	To <b>RECEIVE</b> and <b>APPROVE</b> the minutes of the Corporation Meeting held on 13 December 2022 ( <i>Non-Confidential and Confidential Minutes circulated as part of the Agenda Pack</i> )	

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	The Non-Confidential and Confidential Minutes were confirmed as a true and accurate record and are to be signed by the Chair.																																								
22.36(b)	Confidential Item for External Governors only. To <b>RECEIVE</b> and <b>APPROVE</b> the External Governors Only - Confidential Minutes of the Corporation Meeting held on 13 December 2022 ( <i>circulated as part of the Agenda Pack</i> )																																								
	<i>(Item noted as part of the Confidential Agenda)</i>																																								
	The Chair noted the Minutes were restricted, for review, by External Governors only. The Chair requested External Governors to note whether they had any comments to raise. The content of the Minutes was not discussed.																																								
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22.36(b)	To <b>note</b> the Action Summary arising from the Corporation Meeting held on 13 December 2022 ( <i>Circulated as part of the Agenda Pack</i> )																																								
	<table border="1"> <thead> <tr> <th>Min Ref</th> <th>Title</th> <th>Action Point</th> <th>Person/s Resp</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td rowspan="5">22.21</td> <td rowspan="5"><b>Environmental Sustainability Strategy and Action Plan</b></td> <td>To include students in the future developments of the Environmental Sustainability Action Plan.</td> <td>Exec / Sustainability Committee</td> <td>Noted as <b>Complete</b></td> </tr> <tr> <td>To circulate the draft Strategy and Action plan to Governors requesting feedback, and for the strategy to have a governance focus on progress.</td> <td>Clerk / DoG / Principal</td> <td><b>Complete</b></td> </tr> <tr> <td>To review the processes for managing the strategy and implementation of the action plan.</td> <td>Principal / Exec</td> <td>Included at Minute: 20.40(c) <b>Noted as Complete</b></td> </tr> <tr> <td>To extend an open invitation to Governors to visit the Farm.</td> <td>DoG / Farm Manager</td> <td><b>Complete</b></td> </tr> <tr> <td>To present the updated Environmental Sustainability Strategy and Action Plan for re-approval at the next Corporation meeting.</td> <td>DoG / Principal</td> <td>Included at Minute: 20.40(c) <b>Noted as Complete</b></td> </tr> <tr> <td>22.23ii</td> <td><b>Annual Report on Gifts and Hospitality</b></td> <td>To recirculate the report with the missing financial figure (appendix 1).</td> <td>Clerk</td> <td><b>Complete</b></td> </tr> <tr> <td>22.25</td> <td><b>FE Quality Improvement Plan</b></td> <td>To circulate and request approval for the HE QIP which had been omitted in error</td> <td>Clerk</td> <td>Update below. <b>Remove Action</b></td> </tr> <tr> <td>22.26</td> <td><b>Audit Committee Business – Draft minutes</b></td> <td>To amend the wording of the minutes relating to an error in the purpose of the company</td> <td>Clerk</td> <td><b>Complete</b></td> </tr> </tbody> </table>	Min Ref	Title	Action Point	Person/s Resp	Action	22.21	<b>Environmental Sustainability Strategy and Action Plan</b>	To include students in the future developments of the Environmental Sustainability Action Plan.	Exec / Sustainability Committee	Noted as <b>Complete</b>	To circulate the draft Strategy and Action plan to Governors requesting feedback, and for the strategy to have a governance focus on progress.	Clerk / DoG / Principal	<b>Complete</b>	To review the processes for managing the strategy and implementation of the action plan.	Principal / Exec	Included at Minute: 20.40(c) <b>Noted as Complete</b>	To extend an open invitation to Governors to visit the Farm.	DoG / Farm Manager	<b>Complete</b>	To present the updated Environmental Sustainability Strategy and Action Plan for re-approval at the next Corporation meeting.	DoG / Principal	Included at Minute: 20.40(c) <b>Noted as Complete</b>	22.23ii	<b>Annual Report on Gifts and Hospitality</b>	To recirculate the report with the missing financial figure (appendix 1).	Clerk	<b>Complete</b>	22.25	<b>FE Quality Improvement Plan</b>	To circulate and request approval for the HE QIP which had been omitted in error	Clerk	Update below. <b>Remove Action</b>	22.26	<b>Audit Committee Business – Draft minutes</b>	To amend the wording of the minutes relating to an error in the purpose of the company	Clerk	<b>Complete</b>			
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**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

		<b>of the meeting.</b>	'Bishop Burton Farm Enterprises Ltd'.				
	<b>22.28</b>	<b>Review of Compliance against the AoC Code of Good Governance</b>	To complete, monitor and implement actions against areas of non-compliance.  To include the review of compliance in July as part of the annual cycle of business.	DoG  DoG	Update noted. <b>Remove Action</b>  <b>Complete</b>		
22.36(c)	To <b>consider</b> any matters arising from the Minutes						
	Nothing raised.						
<b>22.37</b>	<b>Student Association Report</b>						
22.37(a)	To receive and consider an update from the Student Association						
	Reference was made to the Student Association Report circulated with the Agenda Pack. The Report was taken as read. The Corporation noted and commended the charitable works of a student at the Riseholme Campus. The Corporation noted its support to the Student Leadership Committee and its initiatives to support such charitable works. It was requested that the DPCEO liaise with the Student Governor/President of the Student Association to assist, as and if appropriate, to bring the event to fruition. The Corporation noted governors would attend the event, if possible. <b>Action: DPCEO to liaise with the Student Governor/President of the Student Association to assist, as and if appropriate, to bring the charitable event noted to fruition and update Governors accordingly.</b> Further key points noted included: <ul style="list-style-type: none"> <li>• the need to strengthen the Riseholme student voice within the SLC;</li> <li>• the importance of raising the mental health profile of students undertaking agricultural studies;</li> <li>• acquiring operational support, from the Executive, to ease the “cashless campus” requirements to allow monetary contributions at fund-raising events.</li> </ul> The Corporation requested the Executive keep them informed of the support being provided to SLC.						DPCEO
<b>22.38</b>	<b>Safeguarding</b>						
	To receive and consider a report on Safeguarding						
	Reference was made to the Confidential Safeguarding Report circulated as part of the Agenda Pack. The Report was taken as read. The number of incidents recorded was reported as continuing to rise. Reference was made to the Outstanding grading attained from the recent Ofsted Care Standards Inspection. The Corporation noted their formal thanks to all members of staff in their works and sent their congratulations and commendations to all involved.						
<b>22.39</b>	<b>Principal's Report – March 2023</b>						
22.39(a)	To receive and consider the Principal's Report						
	Reference was made to the Principals Report to Governors March 2023 as circulated with the Agenda Pack						

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	<i>Item taken as confidential</i>	
22.39(b)	To receive and consider the DfE Annual Strategic Conversation response letter Reference was made to the Annual Strategic Conversation Response Letter circulated as part of the Agenda Pack. The correspondence was taken as read. The CEO confirmed discussions had gone well. The Committee noted the accurate reflection of governor discussions and concerns raised reflected in the Executive's discussions with DfE.	
<b>22.40</b>	<b>College performance, strategic priorities and Key Performance Indicators</b>	
22.40(a)	To receive and consider the Mid-Year Review of College performance against strategic priorities and Key Performance Indicators for 2022/2023 Reference was made to the rag-rated College Key Performance Indicators 2022-23 circulated as part of the Agenda Pack. The paper was taken as read.  <i>Item taken as confidential</i>	
20.40(b)	To consider and approve the revised Strategic Aims and Objectives 2023/2024 Reference was made to the Bishop Burton Strategy circulated as part of the Agenda Pack. It was reported that the College's Senior Team had participated in a Strategy Development Workshop. Proposed amended were noted to the College's Mission, Vision and Strategic Aims including the incorporating the College's "GOALS" acronym within the College's vision. The Corporation's attention was drawn, in particular, to a proposed new Mission: "Growing Potential for Sustainable Futures". The Corporation <b>APPROVED</b> the Strategic Aims and Objectives 2023/2024.	
20.40(c)	To consider and approve the revised Environmental and Sustainability Strategy and Action Plan Reference was made to the Update on Sustainability Strategy 21 March 2023, circulated as part of the Agenda Pack.  <i>Item taken as confidential</i>	
<b>22.41</b>	<b>Written Resolutions</b>	
22.41(a)	Earlier commencement/start date of the External Board Review Reference was made to the update on the Written Resolution circulated with the Agenda Pack. The Corporation formally acknowledged the same.	
22.41(b)	Confidential Item  <i>Minutes 22.41(b) was taken as Confidential: External Governors / Executive Only</i>	
<b>22.42</b>	<b>Curriculum and Quality Enhancement Committee Business</b>	
22.42(a)	To receive and consider the draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 7 March 2023 Reference was made to the draft Minutes circulated as part of the Agenda Pack. It was confirmed that Adam Milner had sent his apologies for absence in advance of the Meeting. <b>Action: Draft Curriculum and Quality Enhancement Minutes (7 March 2023) to be amended to note Adam Milner's apologies</b>	<b>DG</b>

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	<i>Item taken as confidential</i>	
22.42(b)	To receive and consider the Member feedback on the Accountability Agreement following review at the Curriculum & Quality Enhancement Committee Reference was made to the paper entitled “Accountability Statement: Feedback Request” which was circulated as part of the Agenda Pack Timescales were noted and it was requested that the Accountability Agreement be included as part of the Corporation Meeting, for approval, which is to be convened on 9 May 2023. <b>Action: Updated draft Accountability Agreement to be provided to the Corporation Meeting on 9 May 2023</b>	<b>Corp</b>  <b>DPCEO</b>
<b>22.43</b>	<b>Audit Committee Business</b>	
22.43(a)	To receive and consider the draft minutes of the Audit Committee meeting held on 2 March 2023 Reference was made to the draft Audit Committee Minutes, circulated as part of the Agenda Pack. The Chair outlined key points, including: <ul style="list-style-type: none"> <li>• the internal audit programme was as per schedule</li> <li>• the Committee confirmed it had undertaken its annual committee discussion with the Financial Statement Auditors in the absence of the Executive Team</li> </ul> The Corporation <b>RECEIVED</b> the Minutes	
22.43(b)	To receive and consider the Confidential draft minutes of the Audit Committee meeting held on 2 March 2023 Reference was made to the Confidential draft Minutes of the Audit Committee circulated as part of the Agenda Pack The Chair noted that the item was confidential; noting the Executive did not have access to the paper. The Chair asked whether the Corporation wanted to raise any queries which, if so, would be taken as confidential at the end of the Meeting. The Corporation confirmed they did not. The Corporation <b>RECEIVED</b> the Minutes	
22.43(c)	To consider and approve on the recommendation of the Audit Committee the appointment of the Financial Statement Auditors The Committee noted their <b>RECOMMENDATION</b> to the Corporation for the continued appointment of the Financial Statement Auditors for the 2022/2023. The Corporation <b>APPROVED</b> the appointment of RSM as the Financial Statement Auditors for the 2022/2023 as per the agreed Fee Framework	
<b>22.44</b>	<b>Finance &amp; Resources Committee Business</b>	
22.44(a)	To receive and consider the minutes of the Finance and Resources Committee meeting held on 13 December 2022 Reference was made to the Draft Finance and Resource Committee Minutes circulated as part of the Agenda Pack. The Corporation <b>RECEIVED</b> the Minutes	
22.44(b)	To receive and consider the verbal update from the Finance and Resources Committee meeting held on 28 March 2023 The Chair reported that the Committee had met earlier in the day. A summary overview of the Finance and Resource Committee’s Agenda and content was provided to the Corporation.	
	<i>Item taken as confidential</i>	

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	Confidential Items taken as one	
	<i>Minutes 22.44(b)(i) and 22.33(b)(ii) taken as Confidential: External Governors / Executive Only</i>	
22.44(b)(iii)	To approve, following recommendation of the Finance & Resources Committee, the commencement of the Salix Decarbonisation Scheme funded, in part, by the Salix Grant	
	Reference was made to the paper relating to the Salix Decarbonisation Scheme - Low Carbon Heating Project, as circulated with the Agenda Pack.	
	<i>Item taken as confidential</i>	
	The CFO reported that the College had been successful in its Salix Decarbonisation Grant Bid (total works £959k) receiving £784k in funding - with the College contributing remaining monies. The CFO explained the £190k energy efficiency capital funding would be used to meet the College's contribution needs. The Corporation <b>APPROVED</b> the College's Decarbonisation Scheme as detailed.	
22.44(c)	To receive and consider the Management Accounts to 28 February 2023, including Debtors Report	
	Reference was made to the paper entitled "Financial Management Report 2022/23 Period ending 28 February 2023" as circulated with the Agenda Pack.	
	<i>Item taken as confidential</i>	
22.44(d)	To consider and approve on the recommendation of the Finance & Resources Committee the College Estates Strategy	
	Reference was made to the papers entitled "Estates Strategy Update" and "Estates Strategy 2022-2027", circulated as part of the Agenda Pack A further draft of the Estates Strategy is to be provided to the Finance and Resource Committee Meeting and Corporation Meeting schedule for July 2023.	<b>Corp</b>
	<i>Item taken as confidential</i>	
22.44(e)	To consider and approve on the recommendation of the Finance & Resources Committee the HR Strategy	
	Reference was made to the HR Strategy included as part of the Agenda Pack The Chair reported that the Finance and Resource Committee had received an update on the works; noting the revised HR Strategy would be completed and provided to the Finance and Committee Meeting in July in readiness for its recommendation (or not) to Corporation. The Corporation noted the same.	
<b>22.45</b>	<b>Governance &amp; Search Committee</b>	
22.45(a)	To receive and consider the draft minutes of the Governance and Search Committee meeting held on 31 January 2023	
	Reference was made to the draft Minutes of the Governance and Search Committee Meeting held on 31 January 2023 circulated as part of the Agenda Pack. The Corporation <b>RECEIVED</b> the Minutes.	
22.45(b)	To consider and approve on the recommendation of the Governance & Search Committee:	



**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

22.45(b)(i)	the calling of a Special Meeting of the Corporation on 9 May 2023 to formally receive and approve the Report of the External Board Review The Corporation <b>APPROVED</b> the same	
22.45(b)(ii)	the nomination of the College to use the FE Governor Recruitment Services The Corporation <b>APPROVED</b> the same	
22.45(c)(iii)	the prioritisation of the following attributes was sought when recruiting governors: <ul style="list-style-type: none"> <li>• a sports/leisure and/or legal skill/experience background; and/or</li> <li>• located, geographically, within the Lincoln area</li> </ul> The Corporation considered the same and duly <b>APPROVED</b> the prioritisations	
<b>22.46</b>	<b>Governor Membership, Recruitment and Update</b>	
22.46(a)	To consider and receive an update on the composition of the Corporation The DG referred to the Governance Structure Report circulated as part of the Agenda Pack. The DG explained that in light of Alan Menzies stepping down as Chair of the Corporation and works being undertaken on the External Board Review; it was likely that adjustments to the Corporation would be required. The DG noted the paper had been provided to summarise the Corporation current structure/composition, for reference.  <i>Item taken as confidential</i>  A high-level overview of the Report was provided. Key Points included noted: Appointment to the role of Vice Chair: it was identified that no role descriptor for the position of Vice Chair was included in the Governor Handbook. In consideration of the proposal put forward it was <b>RESOLVED</b> that a Vice Chair role descriptor is to drafted and considered by the Governance and Search Committee in readiness for recommendation and inclusion in the Governor Handbook <b>ACTION: Vice Chair Role Descriptor to be drafted in readiness for consideration at the Governance and Search Committee Meeting in July</b>	<b>DG / G&amp;S</b>
	Appointment to the role of Chair to the Curriculum and Quality Enhancement Committee In consideration of the proposal put forward it was <b>NOTED</b> and <b>RESOLVED</b> that Susan Hamer continue in the role of Chair to the Curriculum and Quality Enhancement Committee Link Governor Roles Reference was made to the Corporation's current link governor roles. The DG advised that the DfE had published a SEND and AO Improvement Plan detailing an expectation that FE Corporations should have a SEND Link Governor. Guidance from the FE Good Governance Guide, in this regard, was also noted. Consideration of training requirements for the College's SEND Link Governor were noted.	<b>DG</b>
22.46(b)	To consider and APPROVE the appointment of a Chair and Vice Chair designate subject to election by the Corporation on 11 July 2023 Reference was made to the paper entitled "Succession Planning: Appointment to the role of Chair and Vice Chair", circulated as part of the Agenda Pack. Discussion was undertaken around the appointment to the role of Vice Chair designate, in light and consideration of, the support from the Further Education Recruitment Service. The Corporation noted its preference and intention to appoint to the role of Vice Chair from its existing members.	

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	It was <b>RESOLVED</b> that appointment to the role of Vice Chair be deferred until the Governance and Search Committee in July 2023, following works to draft and determine its role descriptor. Consideration of the appointment to Chair Designate was taken as confidential at the end of the Meeting.	<b>G&amp;S</b>
22.46(c)	To receive and note the revised draft AoC Code of Good Governance Reference was made to the paper entitled "Revised Draft AoC Code of Good Governance: Consultation" circulated as part of the Agenda Pack. The DG drew the Corporation's attention to the revised draft and consultation period underway; requesting Governors review the same and participate in the consultation process if at all possible. The Corporation noted and received the same.	
22.46(d)	To receive and note the updates made to the FE Governance Guide Reference was made to the paper entitled "Updates to the FE Governance Guide", circulated as part of the Agenda Pack. The DG drew the Corporation's attention to the updates and requested Governors to note and review the same. The Corporation noted and received the same.	
22.46(e)	Revision to Member Appointment Process, Lanyards and Signing In/Out Practices Reference was made to the paper entitled "Revision to Member Appointment Process, Lanyards and Signing In/Out Practices", circulated as part of the Agenda Pack. Governors were asked to note the same for incorporation into applicable policies. The Governors noted their support to the proposals and <b>APPROVED</b> the same. <b>Action: All relevant policies to be amended to put revisions set out in the Member Appointment Process, Lanyards and Signing In/Out Practices paper into practice. Practice to commence immediately.</b>	<b>DG</b>
<b>22.47</b>	<b>Governor Link</b>	
22.47(a)	To receive and consider the Environmental Sustainability Report The Sustainability Link Governor updated, verbally, that he had met with the Farm Manager earlier in the year and provided feedback to the Environmental and Sustainability Report circulated. It was reported that a meeting is to be arranged between the Link Governor and the newly appointed Sustainability Lead. A Link Governor Report will be submitted to the Corporation Meeting in July 2023 by way of update.	
22.47(b)	To receive and consider the Health & Safety Report from J Wells Reference was made to the Health & Safety Report circulated as part of the Agenda Pack. The Corporation noted and received and the same.	
22.47(c)	To receive and consider the Careers Link Governor Report Reference was made to the Careers Link Governor Report circulated as part of the Agenda Pack. The Link Governor for Careers outlined the reporting; noting having an ongoing dialogue with the College's Career Lead, Amanda Milson. The introduction of an SLG representative, by way of supporting the careers provision as part of SLG discussions, was commended. It was requested that Key Performance Indicator for the College's Career Provision be included as part of reporting provided to Corporation. <b>Action: Key Performance Indicators for the Colleges Career Provision to be included as part of reporting provided to the Corporation</b>	<b>CEO</b>

**Minutes of the Meeting of the Corporation  
held on 28 March 2023 at 5.30pm at Riseholme College**

	<i>Part of this item was taken as confidential</i>	
<b>22.48</b>	<b>Policies</b>	
	All policies noted below were included as part of the Agenda Pack.	
22.48(a)	Corporation Policies	
	<p>Corporation to consider and APPROVE the following policies</p> <p>The following policies were <b>APPROVED</b> by the Corporation</p> <ul style="list-style-type: none"> <li>• Physical Intervention Policy (6.07)</li> <li>• Health &amp; Safety Policy (6.04)</li> <li>• Equality &amp; Diversity Policy (4.06)</li> </ul> <p>The following policy was <b>APPROVED</b> by the Corporation <b>PENDING</b> amendment</p> <ul style="list-style-type: none"> <li>• Search &amp; Seizure Procedure for Students (OP4.07)</li> </ul> <p>The Corporation referred to Paragraph 4 of the Policy (Prohibited Items) and, in particular, the non-italicised reference to “Knives such as a Swiss army knife, where the blade folds into the handle are not illegal”. <b>It was challenged that the wording was ambiguous as to whether a Swiss army knife was permitted or not and put forward that this should be clarified especially in light of the land-based context and agricultural duties.</b></p> <p>The Executive acknowledged the challenge and is to review and amend the policy accordingly.</p> <p><b>Action: DPCEO to review the wording of paragraph 4 of the Policy to ensure the College’s position over knives such as Swiss army knives is clear.</b></p> <p>The following policy was <b>RECEIVED</b> and <b>APPROVED</b> from the Governance and Search Committee</p> <ul style="list-style-type: none"> <li>• Arrangements for Obtaining the views of Staff and Students (Enc)</li> </ul> <p>The following policy was <b>RECEIVED</b> and <b>APPROVED</b> from the Curriculum and Quality Enhancement Committee:</p> <ul style="list-style-type: none"> <li>• HE Research &amp; Scholarly Activity Policy (OP1.11)</li> </ul> <p>The following policies were <b>RECEIVED</b> and <b>APPROVED</b> from the Finance and Resource Committee:</p> <ul style="list-style-type: none"> <li>• Pay &amp; Reward Policy (7.25)</li> <li>• Travel &amp; Expenses Policy (7.26)</li> <li>• Grievance Procedure (OP7.09)</li> <li>• Staff Disciplinary Procedure (OP7.07)</li> <li>• Paternity Leave Policy (7.10)</li> <li>• Parental Leave Policy (7.09)</li> <li>• Maternity Leave Policy (7.08)</li> <li>• Job Share Policy (7.07)</li> </ul> <p>The following policies were <b>RECEIVED</b> and <b>APPROVED</b> from the Audit Committee:</p> <ul style="list-style-type: none"> <li>• Data Protection Policy (GDPR) (3.05)</li> </ul>	DPCEO
<b>22.49</b>	<b>Any Other Urgent Business</b>	
	<i>Item taken as confidential</i>	

**Minutes of the Meeting of the Corporation  
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<b>22.50</b>	<b>Date of Next Meeting</b>	
	<p>Tuesday 11 July 2023 at 5.30pm</p> <p>The DG noted that the date of the Governance and Search Committee Meeting had been rearranged and is to now take place on 20 June 2023.</p> <p><i>Lily Horsefield, Sharon Kirby, Rebecca Brassington, Kirsti Lord, Kate Calvert, Stephen Kelly left the Meeting</i></p>	
<b>22.46</b>	<b>Governor Membership, Recruitment and Update</b>	
22.46(b)	<p>To consider and APPROVE the appointment of a Chair and Vice Chair designate subject to election by the Corporation on 11 July 2023</p> <p><i>Item taken as confidential</i></p>	

There being no further business, the meeting closed at circa 8:30pm

Chair \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_