

# Askham Bryan College Corporation

## Corporation Meeting

### Confidential Minutes of the meeting held Friday 26 February 2016 – 2.40pm – 3.35pm AM2, Animal Management Building, Askham Bryan College, York

The meeting took place as part of the Corporation Away Day and was preceded by a number of sessions, including Foundation Degree Awarding Powers, High Needs Students and the SEND Code of Practice Training Session, Effectiveness Review Feedback and Committee System.

**37. Present:** Anthony Alton (AA) – Corporation Chair/Finance and General Purposes Committee Chair, Jennifer Bartram (JB), Ian Brown (IB), Alun Davies (AD), Jane Downes (JD) – Corporation Vice Chair, Linda Haigh (LH), Max Hamer (MH) – Student Governor, Peter McKenzie (PM) – Audit Committee Chair, Liz Philip (EJP) – Executive Principal, Alan Skidmore (AS), John Smith (JS) – Staff Governor, Ian Snowden (IS) – Staff Governor, James Standen (JSt), John Williams (JW), Ian Youdan (IY).

**In attendance:** Judith Clapham (JC) - Clerk to the Corporation, Wes Johnson (WJ) – Campus Principal, North, Jane Tupper (JT) – Deputy Principal Quality and Standards, Tim Whitaker (TW) – Campus Principal, South.

**38. Acceptance of apologies for absence:** Alan Bowe (AB), Alex De'Lay (ADL) – Student Governor.

#### 39. Declarations of Interest

There were no changes to the Declarations of Interest as detailed in the register, none of which it was agreed amongst those present precluded anyone.

Those thought relevant are listed below:

- AA, EJP and IY as Directors of ABC College Co Ltd.
- JW as a Governor at Kirklees College and as a member of the Yorkshire and Humber Regional Committee - Heritage Lottery Fund.

#### 40. Minutes of the meeting held 14 December 2015

**Resolved:** The minutes were accepted as a true and accurate record and signed by AA as Chair.

#### 41. Matters Arising from the minutes/action schedule

None.

#### 42. Governance

##### Committee Meetings

##### Finance and General Purposes Committee – 18 January 2016

Members agreed that minute 42 Finance and General Purposes Committee should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

**Resolved:** Governors received the minutes and adopted and gave approval to the following **Audit Committee – 3 February 2016** recommendations:

- Approve the revised Internal Audit Plan, subject to a review of the assurance map and report to the June Audit Committee which may result in the need for additional audits.
- Following scrutiny the Committee agreed to the extension on dates as shown in the Rolling Implementation of Audit Recommendations document presented and that the Implementation Plan of Audit Recommendations be accepted, including the revised dates, subject to receipt of future documented reasons presented to the Committee.
- Approve the Risk Management Update and Risk Map.
- Approval was given to converting the College's financial statements to reflect the new Statement of Recommended Practice for FE Colleges as outlined in the letter from RSM, dated 19 January 2016.

### **Quality and Standards Committee – 12 February 2016**

There were no recommendations requiring formal Corporation approval, but it was noted that the meeting had been split into two distinct parts, the first for Further Education, followed by a break and then Higher Education.

**Resolved:** Governors received the minutes.

### **43. Strategy**

#### **Leeds Bradford Centre**

Members agreed that minute 43 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

#### **Cumbrian Area Review**

Consideration was given to the Cumbrian Area Review Report to inform Corporation on the current situation regarding the Cumbrian Area Review.

**Resolved:** Following a robust discussion, it was resolved that Askham Bryan College should not attend or participate in the Cumbria Area Review, but maintain a watching brief. The Cumbrian Area Review Position Statement was approved for circulation to Cumbrian Colleges.

#### **EFA Post 16 Funding Letter**

Consideration was given to the Education Funding Agency letter dated 14 January 2016, subject Funding for Academic Year 2016 to 2017 for students aged 16 to 19 and students aged 19 to 25 with an education, health and care plan, provided for information.

**Resolved:** The EFA Post 16 Funding Letter was received.

### **44. Confidential items**

Members agreed that minute 42 Finance and General Purposes Committee and minute 43 should be classified as confidential on the grounds of commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders), along with any draft documents.

### **45. Any other business**

Members were thanked for their attendance.

**Date of next meeting****Resolved: Wednesday 11 May 2015, Newton Rigg College, Penrith****Action Schedule**

<b>Date Action Raised</b>	<b>Minute No</b>	<b>Action required</b>	<b>Action by</b>	<b>By when</b>
<b>Current</b>				
<b>Pending</b>				
<b>Cleared</b>				
14/12/15	31	Include external factors in the litigation sector of risks.		
14/12/15	32	Wear ID badges when walking around College		
14/12/15	34	Organise the 26 February Away Day		
25/03/15	58	Put in place the agreed actions regarding the College Companies		
25/02/15	48	Target for return of staff survey 55%		
25/02/15	48	Arrange for Staff to meet Governors during break at Corporation Meetings		
8/10/14	20	Arrange for Jo Gibson to present the Marketing Strategy to Governors. Revised to Away Day		
27/08/14	8	Consider further how student and staff views can be captured by Corporation		
19/03/14	34, 41 & 45	Review the Governor Self Assessment process. Revised Self Assessment to be incorporated into Away Day.		

I certify that this is a true and accurate record of the meeting held 26 February 2016 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date