

# Askham Bryan College Corporation

## Corporation Meeting

### Minutes of the meeting held Wednesday 6 July 2016 – 2.00pm – 5.15pm Committee Room A, Askham Bryan College, York

**57. Present:** Anthony Alton (AA) – Corporation Chair/Finance and General Purposes Committee Chair, Jennifer Bartram (JB), Alan Bowe (AB), Alun Davies (AD), Jane Downes (JD) – Corporation Vice Chair, Max Hamer (MH) – Student Governor, Peter McKenzie (PM) – Audit Committee Chair, Alan Skidmore (AS), John Smith (JS) – Staff Governor, Ian Snowden (IS) – Staff Governor, Ian Youdan (IY).

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

**58. Acceptance of apologies for absence:** Ian Brown (IB), Alex De'Lay (ADL) – Student Governor, Liz Philip (EJP) – Executive Principal, James Standen (JSt), John Williams (JW).

#### **59. 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 and IY as Directors of ABC College Co Ltd.
- AB in relation to the H&H Group plc whom the College uses for the cattle market and printers and provided £100 sponsorship to the Awards Ceremony.

#### **60. Minutes of the meeting held 11 May 2016**

**Resolved:** Accepted as a true and accurate record and signed by AA as Chair.

#### **61. Matters Arising from the minutes/action schedule**

None.

#### **62. Governance**

##### **Corporation/Committee Schedule 2016/17**

Consideration was given to the Corporation/Committee Schedule 2016/17.

**Resolved:** The Corporation/Committee Meeting Schedule for 2016/17 was agreed and the Area Review dates noted.

##### **Chair and Vice Chair Election Nomination Notification**

Consideration was given to the Election Process for the Chair and Vice Chair and the letter inviting nominations.

**Resolved:** It was agreed that the Election Process for Chair and Vice Chair and paperwork as provided to the meeting, was to be used in the Chair and Vice Chair Election, with nominations due Monday 18 July 2016 and a secret ballot at the next Corporation Meeting, Friday 26 August 2016.

## **Area Review Letter**

Consideration was given to the letter addressed to Chairs of Corporations, dated 24 June 2016 regarding the York, North Yorkshire, East Riding and Hull Area Review, setting out the arrangements for the forthcoming area review.

It was noted that there was to be an initial briefing meeting for Principals and Governors of the colleges involved, on Thursday 6 October 2016 to provide the context for the area review, an outline of the process and an opportunity to ask questions, with a second briefing for Governors on Monday 30 January 2017, with all Governors welcome to attend the steering groups after steering group 4.

It was noted that the information requested be provided by Thursday 22 September 2016 and in addition to the meetings there will be a visit to the College. Transition grants of up to £100k are available to support significant changes recommended as part of the reviews.

MH joined the meeting.

There was a discussion regarding the steer for Area Review.

**Resolved:** The Area Review letter was received and noted. To ensure a co-ordinated approach and to comply with the signed protocol document, communications and information is to be sent via the Clerk to the Corporation.

## **63. SU Activity Report**

MH in his role as Student Union President, provided a comprehensive overview of the Student Union activities and fundraising in the year, working closely with the Student Experience Co-ordinator. MH thanked the Corporation for the experience of being on the Corporation and hoped he would still be involved in the Student Union in the coming year, but as an Officer as it is challenging to juggle with studying. On behalf of the student body, it was suggested that the bar area be revamped. Governors asked regarding the election process for the Student Union. It was noted that it has been earlier this year and Megan Errington will be the new President and Joanne Michelle Charlesworth the new Vice President. The Governors thanked MH and AD for their input at the Corporation and work with the Union and also MH for his role at speech day.

**Resolved:** Verbal report received and noted.

## **64. Committee Meetings inc verbal report from Chair of Committee and related updates Quality and Standards Committee – 8 June 2016**

AD as Chair of the Committee reported to the Corporation on the Foundation Degree Awarding Powers developments and staffing and structure in HE due to the growth in numbers, emphasising the importance of HE in the coming years. AD stated that the new structure of the meeting worked well with a separate focus on FE and HE. It was noted that enrolment is good for FE too and that the SAR process has started. It was noted that Ofsted can visit at any time, despite Area Review, although it would be unlikely that they would visit at the time of Steering Group 4 or 5. JT stated that she was confident the College is good, but for Governors to be aware that Colleges have been dropping grades. It was noted that the College is also expecting a Care Standards Inspection.

Governors asked about historical adult Level 3 and were reassured about the position and also about the current position with English and Maths. It was noted that there are still some concerns with functional skills, but there is a plan in place and progress is ongoing.

There were no recommendations requiring formal Corporation approval, but there was an acknowledgement from Governors that this is an important focus for all Governors.

### **College Company Meeting**

Members agreed that this minute 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.

### **Finance and General Purposes Committee – 22 June 2016**

AA as Chair of the Committee reported to the Corporation that the focus had been on the management accounts, budget and financial planning.

**Resolved:** The Corporation approved the new limits:

£0	to	£10,000	Approval by Budget Holder
£10,001	to	£20,000	Approval by Budget Holders Director
£20,001	to	£50,000	Approval by Finance Director
£50,001	to	£100,000	Approval by Chief Financial Officer
£100,001	to	£150,000	Approval by Principal
Over £150,000			Approval by Corporation

to be changed in the Financial Regulations and eBis with a 1% or £100 tolerance to be implemented within the settings of Open Accounts.

**Resolved:** The Corporation approved the Fees Policy 16/17.

### **College Financial Plans Letter**

Consideration was given to the College Financial Plans – Improvements to the process for 2016 letter in a bid to ensure college's plans are as accurate as possible.

It was noted that ensuring solvency is a key responsibility of the Corporation and that in signing off the Principal's statement the Corporation have approved the financial plans, that the plans support the college's strategic plan and that the Corporation is satisfied that the budget and the financial plan are aligned and demonstrate the solvency of the college.

The Governors discussed the plan, which like the budget was proving complex.

**Resolved:** The College Financial Plans Letter was received and noted with particular reference to the checklist and financial objectives annexes.

### **Financial Plan**

**Resolved:** Following a discussion on the financial plan, the checklist and financial objectives it was agreed that a final version would be produced, (with acknowledgement it needs to be seen by the Accounting Officer) by Friday 22 July 2016 at the latest and ideally by Wednesday 20 July 2016 to enable the documentation to be scrutinised by the whole Corporation and subject to Corporation approval via email, allowing enough time should anything need to be altered prior to final submission to the SFA by 31 July 2016.

### **Final Budget 16/17**

Consideration was given to the budget 16/17 papers.

### **Final Budget 16/17**

**Resolved:** In line with the Corporation responsibility for the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets,

plus approving annual estimates of income and expenditure, the budget was given detailed consideration and recommended by Finance and General Purposes, resulting in the 2016/17 budget being approved which all agreed.

### **Catering Contract**

Members agreed that this minute 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.

### **Capital**

Consideration was given to the Approach to Capital Expenditure Report to inform the Corporation of current capital projects and plans for the 16/17 financial year where it was agreed that strategically, investment should be made in areas of growth.

It was noted that the Agritech and Farm Development, Low Beckside, Wildlife Park, Stewart park and Temple Newsam are all present projects.

**Resolved:** The Corporation agreed that:

- The Executive delay starting any new capital projects and avoid spending capital other than existing projects as listed in the paper under projects in progress, routine maintenance and front line requirements.
- When finalised a report on the final capital spend for the 2016/17 financial year will be presented to Corporation
- Maintenance within departmental budgets does not require F&GP Committee approval
- Any spending on a new site regardless of size requires a full investment appraisal recommended by F&GP Committee and approved by Corporation
- All other capital projects regardless of size requires a full investment appraisal recommended by F&GP Committee and approved by Corporation.

### **Audit Committee – 23 June 2016**

Members agreed that this minute 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.

### **59. Corporation Responsibilities Annual Review and Self Assessment**

#### **Corporation Responsibilities Annual Review and Self-Assessment**

The responsibilities of the Corporation were reviewed to ensure Governors understand the work, role and responsibilities of the Corporation which they confirmed they did and to monitor their effectiveness and ensure fit for purpose, resulting in actions for Governors. It was agreed that the educational ethos is an inclusive one and not exclusive.

### **60. Confidential items**

Members agreed that aspects of minute 64 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.

### **61. Any Other Business**

**Resolved:** Thank you letter to be sent via the Chair at Shipley College.

Date of next meeting  
Resolved: Friday 26 August 2016

**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>				

I certify that this is a true and accurate record of the meeting held 6 July 2016 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date