

# Askham Bryan College Corporation

## Corporation Meeting

### Minutes of the meeting held Wednesday 15 July 2015 – 1.30pm – 6.15pm Committee Room A, Askham Bryan College, York

#### 77. Attendees

**Present:** Jennifer Bartram (JB), David Black (DB), Alan Bowe (AB) – (Newton Rigg Committee Chair), Ian Brown (IB), Andrew Cobb (AC), Alun Davies (AD) – (Corporation Vice Chair/Search Committee Chair), Jane Downes (JD), Peter McKenzie (PM) – (Audit Committee Chair), Liz Philip (EJP) – (Executive Principal), John Smith (JS) – Staff Governor, Ian Snowden (IS) – Staff Governor, Helen Swiers, Ian Youdan (IY) – (Corporation Chair).

**In attendance:** Tim Englefield (TE) – Deputy Principal FE, Ian Harmer (IH) - Deputy Principal Finance and Resources, Wes Johnson (WJ) – Campus Principal, North, Tim Whitaker (TW) – Campus Principal, South, Judith Clapham (JC) - Clerk to the Corporation.

It was noted that it was TE last meeting. Grateful thanks were given for all he has done for the College and he was wished well for the future. Thanks were also expressed to AR who unfortunately could not be at the meeting.

78. **Acceptance of apologies for absence:** Alex Rippon (AR) – Student Governor, John Williams (JW).

#### 79. 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:

- IB, EJP and IY declared an interest as Directors of ABC College Co Ltd.
- AB declared an interest with regard to property matters in relation to H&H Land and Property Ltd (Chartered Surveyors, Land Agents and Valuers).
- DB declared an interest as Managing Director of Paragon Veterinary Group who provide veterinary services to the college and also that the QMMS “green bedding” project taking place at Sewborwens on which he was a researcher has now finished and has been perceived very well. It was noted that the veterinary work is due to go out to tender by the end of the year.

#### 80. Minutes of the meeting held 20 May 2015

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

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

None.

#### 82. Strategy

##### Principal's Report

Members agreed that minute 82 Principal's Report, 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).

JD joined the meeting.

JB joined the meeting.

### **FE Commissioner Letter**

Consideration was given to the 11 June 2015 FE Commissioner Letter to all Chairs and Principals with a focus on new collaborations and structures. It was felt that these were useful to share with all Governors as they include good practice.

### **83. Finance and Resources**

#### **Latest Management Accounts and Forecast to May 2015**

Consideration was given to the May Management Accounts Update Report and consolidated accounts, provided for members to update them on the College budget position for 2014/15, following the production of the management accounts for May, providing an executive summary, college summary, income and expenditure with any variances, balance sheet, cash flow and key risks which was identified as Farming Income, as detailed in the report and attachments. The adverse variances were considered and noted.

Currently the expected outturn is a surplus, with an overall financial health score of Good.

**Resolved:** The Management Accounts for May 2015 were approved.

#### **2015/16 Budget**

Consideration was given to the Budget Reports, providing detail on the proposed budget for 2015/16 for Corporation approval.

It was noted that the budget setting had been undertaken against a background of substantial turmoil across both the education and land based sectors as well as general austerity across the public sector, manifesting itself in substantial cuts in adult classroom funding, turmoil with milk prices, cuts in County Council travel subsidies, changes in Teachers Pension contributions with detail as in the report.

It was reported that the Finance and General Purposes Committee had met 24 June and directly prior to this meeting to further scrutinise the figures and put forward a recommendation for the Corporation to approve the 15/16 budget.

**Resolved:** Following detailed consideration, IB proposed the budget be approved, AC seconded, all agreed, resulting in the 2015/16 Budget being approved.

#### **Two Year Financial Plan**

Consideration was given to the Financial Forecast Update Report and Financial Plan showing a forecast to July 2017.

**Resolved:** Following detailed consideration, IB proposed the Two Year Financial Forecast be approved, AC seconded, all agreed, resulting in the Two Year Financial Forecast being approved.

#### **Capital Project Update**

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).

### **Risk Management Update**

Consideration was given to the Risk Register and Risk Management Update provided to summarise the current position on the College's leading risks so that Corporation are aware and have an understanding.

It was noted that the Strategic Risk Map has evolved through the workings of the College Risk Management Group, which is now looking at risk through the aims and objectives of the Strategic Plan. The work of this Group is overseen by the Audit Committee, who use the Strategic Risk Map to help assess the assurance they require to complete their annual assessment of Statement of Internal Control, which is a key part of the College's Financial Statements. In 2015/16 an assurance mapping exercise is to be undertaken to establish where the College is drawing its assurance from so that it can more appropriately target Internal Audit resources.

### **84. Governance**

#### **Electronic Governance Update**

The Clerk finalised who would like a tablet. It was noted that IT are under resourced at present so will purchase the tablets prior to the year end and aim to get them to Corporation for the 7 October Corporation Meeting.

#### **Corporation/Committee Schedule 2015/16**

Consideration was given to the revised Corporation/Committee Meeting Schedule for 2015/16 following further discussion with the Exec.

**Resolved:** The revised Corporation/Committee Meeting Schedule for 2015/16 was agreed.

### **85. Committee Meetings**

Consideration was given to the summary of recommendations and minutes from the following meetings, which Governors were asked to approve and adopt.

**Resolved: It was agreed to:**

#### **Governance Working Party – 8 June 2015**

- Adopt the new Code of Good Governance for English Colleges.
- Approve the Term of Office for a Governor as a maximum of eight years, except in exceptional circumstances, which is to be written into new Instruments and Articles and Standing Orders for Corporation approval in the Autumn term.

#### **Newton Rigg Committee – 10 June 2015**

- Accept the resignation of Stephen Oliver-Watts (co-optee) who has found it difficult to attend meetings.
- Evolve the Committee into the Newton Rigg Advisory Committee in line with the Draft Terms of Reference in line with the recommendation from the Governance Working Party in 2014 and following consultation with the Committee. It was suggested that 2.3 be amended to "To understand the financial performance of Newton Rigg." It was acknowledged that the Committee is therefore no longer a Corporation Committee so membership for individuals will cease from 1 August 2015. Members were thanked for their valued contributions.

## **Search Committee – 22 June 2015 and 2 July 2015**

### **Governor Recruitment**

It was noted that as a result of advertising for Governors, 19 enquiries were received, resulting in 16 applications which were very good and were shortlisted to six, with five candidates being seen Monday 22 June 2015 and one 2 July 2015. There was a discussion regarding the candidates. AC stated that he had talked to TW regarding Fellows and he felt that for FDAP purposes it would be beneficial to have some more HE focus within the Governors. Getting the balance for all areas of the College was recognised and the need for Governors to be appointed for their skills and not geography, etc was stated. JD queried the diversity on the board and this was recognised needed to be constantly reviewed.

### **Resolved: It was agreed that:**

- Anthony Alton be appointed as a full Corporation Member. It was noted that he may also be interested in the role of Chair in the future.
- Linda Haigh be appointed as a full Corporation Member and either remain as an Audit Committee member or to become a Finance and General Purposes Committee Member.
- Gwendoline Greaves become a co-optee on the Quality and Standards Committee once some consultancy work to prepare the College for Ofsted is completed.

JB left the meeting.

## **Audit Committee – 24 June 2015**

### **It was agreed to:**

- Approve the Internal Audit Plan 2014/15 and Progress Report.
- Approve the Learner Support Report.
- Approve the Procurement Report.
- Approve the Capital Projects Report.
- Approve the Growth Strategy Report.
- That the Implementation of Audit Recommendations Report be accepted.
- Assurance mapping to be the first Audit undertaken in September to assess the internal management processes and where additional assurance is required, in line with the Risk Register and to inform the audits and number of days required.
- Approve the Risk Management Update and Risk Map.
- Approve the External Audit Plan.

## **Quality and Standards Committee – 15 July 2015**

AC reported that the Committee had met earlier in the day with a Maths and English Update, Common Inspection Framework outline, HE Academic Board and E&D & Safeguarding Update on the agenda. It was queried why the HE Academic Board required approval. It was noted that it was in the Terms of Reference in line with good practice in the sector and was needed as part of the FDAP process. Clarification was sought by JD on when FDAP was to be achieved in line with the Strategic Plan. It was noted that the plan is to apply in Spring/Summer 2016 to achieve by 2018.

**Resolved:** Approval was given to the HE Academic Board.

## Governor Recruitment and Election process

**Resolved:** It was agreed that the Term of Office for the Chair and Vice Chair election should be from 26 August 2015 to 31 July 2016 and that the process and paperwork as provided to the meeting be used.

### 86. Confidential items

Members agreed that the Remuneration Committee outcome and Audit discussion should be classified as Strictly Private and Confidential indefinitely on the grounds of staff sensitivity. Aspects of the Principal's Report (minute 82) and minute 83, minute 84 and minute 87, 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).

### 87. Any other business

#### Date of next meeting

**Resolved: Wednesday 26 August 2015, Askham Bryan College, York**

#### Action Schedule

| Date Action Raised | Minute No   | Action required   | Action by                | By when            |
|--------------------|-------------|---|--------------------------|--------------------|
| <b>Current</b>     |             |   |                          |                    |
| <b>Pending</b>     |             |   |                          |                    |
| 20/05/15           | 71          | The "other" category be broken down further, so for example all sport related stats are together.   | TE/JF                    | Next report        |
| 20/05/15           | 70          | Once dates are confirmed, arrange for the November Away Day to be in Scarborough and put the strategy discussion on the agenda.   | JC                       | Autumn Term        |
| 20/05/15           | 73          | Organise with IT the purchase in this academic year, encrypted Android tablets with protection case/stand and pre-installed annotation software to enable pdf documents to be sent by email with the ability to annotate. Also training and a paper copy of the agenda in meetings. | JC/IT                    | ASAP               |
| 25/02/15           | 48          | Arrange for Staff to meet Governors during break at Corporation Meetings  | JC                       | As required        |
| 15/12/14           | 36          | Work with IT to have a demonstration ready for electronic papers at the February Corporation Meeting and implementation for all Governors at the March Away Day   | JC                       | Feb/March          |
| 8/10/14            | 20          | Complete Safeguarding Training  | All                      | 09/01/15           |
| 8/10/14            | 20          | Arrange for Jo Gibson to present the Marketing Strategy to Governors. Revised to Away Day   | JC                       | 25/02/15           |
| 27/08/14           | 8           | Consider further how student and staff views can be captured by Corporation   | Governance Working Party | Their next meeting |
| 19/03/14           | 34, 41 & 45 | Review the Governor Self Assessment process   | Governance Working Party | July 2014          |

| <b>Cleared</b> |             |   |                     |  |
|----------------|-------------|---|---------------------|--|
| 20/05/15       | 72          | Provide a commentary for the Risk Register.   | IH                  |  |
| 20/05/15       | 71          | Arrange Prevent Training Session for Governors as soon as possible.   | JT                  |  |
| 15/12/14       | 40          | Elect a new Student Governor  | AR                  |  |
| 8/10/14        | 20          | Corporation/Committee Meeting Schedule for 15/16 to be reviewed in the new year   | JC                  |  |
| 27/08/14       | 5           | Governors to consider whether they would like to take on the role of Safeguarding Link Governor                               | All                 |  |
| 25/03/15       | 59          | Discuss with HR re placing an ad for new Governors  | JC                  |  |
| 25/03/15       | 59          | Update the Conflict of Interest Policy  | JC                  |  |
| 25/03/15       | 61          | Confirm change in date for F&GP   | JC                  |  |
| 25/03/15       | 58          | Update the Procurement Policy   | IH/JC               |  |
| 22/04/15       | 65          | Amend the Governor Ad and place in agreed publications  | JC                  |  |
| 25/02/15       |             | Health and Safety, E&D and Safeguarding to be included as an agenda item on all full Corporation Meetings                     | JC                  |  |
| 11/12/13       | 26          | Record whether complaints are from separate individuals or individuals making multiple complaints, plus recording compliments | JT                  |  |
| 27/08/14       | 8           | Review the number of times Committees are meeting to ensure the structure is fit for purpose                                  | All                 |  |
| 8/10/14        | 24          | Governors to receive feedback on the staff survey   | AT                  |  |
| 15/12/14       | 40          | Circulate the draft Election for Chair and Vice Chair process for comment   | JC                  |  |
| 15/12/14       | 38          | Amend the Conflicts of Interest Policy in line with suggestions   | JC                  |  |
| 15/12/14       |             | Email John Freel re Health and Safety   | JC                  |  |
| 8/10/14        | 23          | Send the Maths and English Strategy to Governors  | JC                  |  |
| 27/08/14       | 5           | Write to Dan Ramsden  | IY                  |  |
| 27/08/14       | 6           | Add Safeguarding and political issues to the training plan for Governors to be implemented at the Away Days                   | JC                  |  |
| 27/08/14       | 8           | Look into the different options for sending papers electronically and present a paper to the Governance Working Party         | JC                  |  |
| 27/08/14       | 10          | Arrange Departmental Briefings visits   | Governors and Clerk |  |
| 27/08/14       | 11          | Prepare a session for the November Strategic Away Day on the Strategic Risk Map and Corporation Risk Appetite                 | PM & AC             |  |
| 07/05/14       | 51          | Consider reviewing the HE fee and researching why students chose ABC.   | AN                  |  |
| 07/05/14       | 53          | Share video from TLA Day at a Governors Meeting.  | JT                  |  |
| 19/03/14       | 34, 41 & 45 | Review the election process, succession planning, Governor Self Assessment, away days   | Governance Working  |  |

|          |          |   |                |  |
|----------|----------|---|----------------|--|
|          |          | and Governance in the North East  | Party          |  |
| 11/12/13 | 26       | Organise online Safeguarding Training for new Governors   | JC             |  |
| 09/10/13 | 16       | Annual report on Health and Safety Cycle and legal framework  | JC to organise |  |
| 22/05/13 | Pre meet | Health and Safety to be discussed by Audit Committee  | JC to organise |  |
| 22/05/13 | Pre meet | Check status of Incident/Accident Policy  | JC             |  |
| 16/07/14 | 60       | Search Committee to consider the vacancy on the Corporation and Audit Committee   | Search         |  |
| 16/07/14 | 64       | To write to thank Michael and Dan, the Student Governors  | IY             |  |
| 16/07/14 | 64       | EJP and IH to review large social/staff space in the College  | EJP & IH       |  |
| 16/07/14 | 64       | Consideration to be given to collapsing the timetable for whole days for sporting events  | EJP            |  |
| 16/07/14 | 66       | Implement the changes to the Financial Regulations and ensure they are tidied up and reports appear at F&GP as detailed in the minute | IH             |  |
| 16/07/14 | 68       | Follow up the legality with regard to Data Protection of the telecommunications clause in the new contract                            | AT             |  |

I certify that this is a true and accurate record of the meeting held 15 July 2015 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date