

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held

Wednesday 20 May 2015 – 12.30pm – 4.45pm

Askham Bryan College, John Marley Centre, Newcastle

The meeting was preceded by a tour of the Newcastle Centre, for which Clare Murphy, the Centre Manager was thanked.

Tad Zaranko, Section Leader also provided a presentation on Maths and English. Following this presentation Governors asked how the challenges were going to be addressed and what Governors can do to assist. Governors were directed to the Action Plan and were asked to support the consistent message across all centres that English and Maths are integral to the programme of study, plus monitor progress and keep it on the agenda. It was noted that the national benchmark for Maths is 56% and English 66% at Level 1 and 59% at Level 2 and that the College at the Monthly Manager's Meeting set a target of 73%. It was recognised as one of the biggest challenges and cultural shifts facing the sector which has a national agenda and that support is being given to staff with good practice being shared. It was noted that Maths and English will be a limiting grade in the Self Assessment Report this year and that entry requirements for courses are being looked at.

68. Ratification of Non Academic Staff Governor

Resolved: JS's appointment as Non Academic Staff Governor was formally ratified, all agreed.

69. Attendees

Present: Alan Bowe (AB) – (Newton Rigg Committee Chair), Ian Brown (IB), Andrew Cobb (AC), Alun Davies (AD) – (Corporation Vice Chair/Search Committee Chair), Liz Philip (EJP) – (Executive Principal), Ian Snowden (IS) – Staff Governor, John Williams (JW), 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, Jane Tupper (JT) – Deputy Principal Quality and Standards, Judith Clapham (JC) - Clerk to the Corporation.

70. **Acceptance of apologies for absence:** Jennifer Bartram (JB), David Black (DB), Jane Downes (JD), Peter McKenzie (PM) – (Audit Committee Chair), Alex Rippon (AR) – Student Governor, John Smith (JS) – Staff Governor, Helen Swiers (HS)

71. 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). It was thought that this conflict could be removed as there has been some changes, but it was thought relevant to retain as there is still some ongoing work.
- JW declared that he is a member of the Yorkshire and Humber Regional Committee - Heritage Lottery Fund.

68. Minutes of the meeting held 25 February 2015

Resolved: Following an addition on page 1 of Heritage Lottery Fund and a change on page 11 to £125k, the minutes were accepted as a true and accurate record and signed by IY as Chair.

68. Minutes of the meeting held 25 March 2015

Resolved: Following an addition on page 1 of Heritage Lottery Fund and the removal of New Declaration as it did not relate to the minutes, the minutes were accepted as a true and accurate record and signed by IY as Chair.

69. Matters Arising from the minutes/action schedule

Members agreed that this minute, should be classified as confidential on the grounds of staff 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).

70. Strategy

Principal's Report

Members agreed that this minute, should be classified as confidential on the grounds of staff 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).

KPI Monitoring

Consideration was given to the Key Performance Indicators report which the Corporation scrutinised. Overall it was thought to be a healthy picture with a few areas for concern, for example with retention on Long Level 3 Adult, which was noted to be a national trend. The Bradford Centre was noted to have spectacular progression.

71. Quality and Standards

Maths and English 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).

Prevent Training Outline

Consideration was given to The Prevent Duty Report and Briefing Paper: Safeguarding Students, Prevent Duty & Dispelling Myths, outlining the responsibilities for Colleges to comply with the Prevent Duty in the Counter Terrorism Act 2015, as detailed in the report. It was recognised as being a safeguarding issue in line with recognising those who could be vulnerable to radicalisation.

It was noted that Ofsted will monitor the Prevent Duty as part of their inspection framework and that an action plan is in place to support the College's development of Prevent, including embedding within appropriate policies and procedures, Links with the Police and Local Authorities, Staff Development (briefings, WRAP and online Prevent training), embedding in the curriculum, risk assessments to identify possible areas where staff/students may be at risk of extremism or being drawn into terrorism.

IB left the meeting.

It was noted that there is not currently a Co-ordinator for the region, so liaison is taking place with the North West Co-ordinator, with recognition that the risks are different at each of the centres.

IB returned to the meeting.

It was confirmed that the Fire Brigade are on board with assisting the College and that Health and Safety personnel have the relevant skills.

JW asked if there was a Business Continuity Plan in place should a centre have to go into lock down? It was noted that the College has the support of the Police Special Branch.

The student voice was recognised as being important, particularly in relation to Freedom of Speech.

Governors asked if IT use is monitored. It was confirmed that there is robust screening software in place.

Resolved: It was agreed that Prevent Training for Governors should be arranged as soon as possible. JW agreed to be a Prevent Safeguarding Link on the Governors, due to his prior knowledge.

E&D & Safeguarding Update

Consideration was given to the update on Safeguarding and Equality and Diversity. It was noted that there has been a significant increase in the number of reported safeguarding cases to 61 from 40 in the previous year (indication of increased student numbers and improved systems of reporting) and the nature of issues the College is now dealing with was recognised by Governors and the support mechanisms in place for this.

It was noted that the role of Senior Designated Safeguarding Officer lies with the Head of Student Services.

It was noted that the Single Equality Scheme has been updated and is currently out to review prior to approval.

There was recognition that “British Values” – Democracy, rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs are to be embedded across the College, with training planned for the summer term.

Health and Safety Update

Consideration was given to the Health and Safety Update Report. It was noted that there have been no significant incidents and no reportable incidents in the period.

Governors wondered whether the “other” category should be broken down further, so for example all sport related stats are together.

72. Finance and Resources

Latest Management Accounts and Forecast to March 2015

Consideration was given to the March 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 March, providing an executive summary, college summary, income and expenditure with any variances, balance sheet and key risk which was identified as Farming Income, as detailed in the report and attachments. The adverse variances were noted.

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

JW asked if there were any anticipated bank breaches. It was confirmed that there wasn't. A request was made for a cashflow forecast which it was agreed would be looked at by the F&GP Committee.

Resolved: The Management Accounts for March 2015 were 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).

AB left the meeting.

73. Governance

Electronic Governance

Consideration was given to the report to update on the progress of the introduction of electronic papers. It was recognised that there will be direct savings on printing and postage, plus time and environmental benefits and that the pay back is anticipated to be in approximately one year.

It was noted that full training will be provided and that a paper copy of the agenda will be made at meetings.

The Exec Team stated that they did not require tablets as they already have the ability to use other College equipment.

Resolved: The Corporation gave approval to 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.

Corporation/Committee Schedule 2015/16

Consideration was given to the proposed Corporation/Committee Meeting Schedule for 2015/16.

Resolved: It was agreed that the dates needed further discussion with the Exec before coming back to Corporation at the July meeting for approval.

74. Committee Meetings

EJP left the meeting.

EJP re-joined the meeting.

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

Meeting Minutes and Recommendations

Quality and Standards Committee – 11 March 2015

The Corporation approved the:

- Terms of Reference with the addition of voting members at the end of 1.3.
- Seeking of a co-optee with inspection experience.

Finance and General Purposes Committee – 11 March 2015

There were no recommendations requiring Corporation approval.

Search Committee – 14 April 2015 & 11 May 2015

- Accepted Eversheds 13th Edition Code of Conduct.
- Offered Jennifer Bartram, Linda Haigh (may also wish to apply for a full Governor position), John Williams, Alan Bowe, Ian Brown and Jane Downes an additional four year term if they wish to be reappointed.
- That Caroline Rowley, Regional Director AoC, be invited on to the interview panel for new Governors. It was recognised that Caroline is a Governor at Kirklees College.

Resolved: The above recommendations were proposed for approval and adoption, all agreed.

Remuneration Committee – 11 May 2015

This item was deferred as the meeting would not be quorate.

75. Confidential items

Members agreed that Matters Arising, Principal's Report, Maths and English and aspects of Minute 71, 72 and Capital Project Update, 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).

76. Any other business

None.

Date of next meeting

Resolved: Wednesday 15 July 2015, Askham Bryan College, York

Action Schedule

Date Action Raised	Minute No	Action required	Action by	By when
Current				
20/05/15	71	Arrange Prevent Training Session for Governors as soon as possible.	JT	ASAP
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	72	Provide a commentary for the Risk Register.	IH	15/07/15
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
Pending				
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	JC	Feb/March

		Meeting and implementation for all Governors at the March Away Day		
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
Cleared				
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 and Governance in the North East	Governance Working 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	
16/07/04	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 20 May 2015 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date