

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held Wednesday 25 February 2015 – 2.45pm – 7.20pm Room 2, Main Hall, Bradford Centre

The meeting was preceded with an optional tour of the Bradford Centre. Michelle Hadland, Centre Manager and her team were thanked for hosting the meeting.

The Health and Safety Session was deferred until the next meeting. TE spoke to the Annual Health and Safety Report detailing significant incidents to date, reportable accidents, health and safety inspections, fire audits, events, Health and Safety Committee, Health and Safety Policies and Procedures, Health and Safety Training, Risk Assessments, Looking Ahead.

It was noted that land based Colleges have a slightly higher incident rate than General Further Education Colleges. It was noted that David Knowles, a Health and Safety Consultant (former HSE Officer in the land based sector) supports John Freel. Governors stated that they were happy for Lambing Sunday to proceed, providing as much has been done to mitigate any risks as possible. TE gave assurance of what has been put in place to mitigate any risks.

Resolved: The Health and Safety Policy was agreed and signed by EJP and IY.

41. Attendees

Present: Alan Bowe (AB) – (Newton Rigg Committee Chair), Ian Brown (IB), Alun Davies (AD) – (Corporation Vice Chair/Search Committee Chair), Jane Downes (JD), Philip Grant (PG) – Staff Governor, Alex Rippon (AR) – Student Governor, Peter McKenzie (PM) – (Audit Committee Chair), Liz Philip (EJP) – (Executive Principal), Ian Snowden (IS) – Staff Governor, Helen Swiers (HS), John Williams (JW), Ian Youdan (IY) – (Corporation Chair).

In attendance: Tim Englefield (TE) – Deputy Principal FE, Ian Harmer (IH) - Deputy Principal Finance and Resources, Jane Tupper (JT) – Deputy Principal Quality and Standards, Tim Whitaker (TW) – Campus Principal, York, Judith Clapham (JC) - Clerk to the Corporation.

It was recognised that it was PG's last Corporation Meeting before leaving the organisation. Grateful thanks were expressed for everything he has done for the College and he was given well wishes for the future.

42. Acceptance of apologies for absence: Jennifer Bartram (JB), David Black (DB), Andrew Cobb (AC).

43. Declarations of Interest

There were no changes to the standing declarations of interest as detailed below:

- IB, EJP and IY declared an interest as Directors of Askham Bryan College Company Limited.
- AB declared an interest with regard to property matters in relation to H&H Land and Property Ltd (Chartered Surveyors, Land Agents and Valuers).
- IY declared an interest as a consultant to Brown & Co.
- IY declared that his wife Judy Youdan is doing some voluntary dressage coaching for the College.

- JW declared an interest as a Regional Committee Member of Heritage Lottery Fund (a different region to Stewart Park)

New Declaration of Interest

- None.

It was agreed amongst those present that these conflicts of interest did not preclude anyone.

44. Minutes of the meeting held 15 December 2014

Resolved: Following amending “consent” to “acceptance” on page 1, deletion on page 4 starting “which carries”, the minutes were accepted as a true and accurate record and signed by IY as Chair.

45. Matters arising from the minutes/action schedule/HE Fees

Governors were reminded to complete their safeguarding training.

46. Strategy – presented by EJP

Members agreed that minute 46 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).

47. Quality and Standards

Minimum Standards Report

Consideration was given to the Minimum Standards 2013/14 report and Skills Funding Agency (SFA) Classroom Learning Qualification Success Rates, to inform Corporation on the position regarding Minimum Standards for Adult Learners for 2013/14 for Classroom Learning.

It was noted that the SFA use ‘Minimum Standards’ to assess whether a training provider is delivering provision that makes efficient and effective use of public funds and will take action if performance falls below the minimum standards.

JT explained the steps taken to identify provision that is below the minimum standards, as detailed in the report, showing how this relates to the SFA Success Rate papers. The Minimum Standards expectation is 63%.

Teaching and Learning, Maths and English Update

Consideration was given to the Update on Teaching, Learning and Assessment and English/Maths Report to update Corporation on aspects of Teaching, Learning and Assessment and English/Maths as detailed in the report.

It was noted that a total of 83 observations have been completed to date in addition to 55 developmental observations with 80% good or better.

Attention was given to the update from Ofsted inspections Autumn 2014 with feedback indicating that there has been a noticeable fall in grades received from Ofsted. JT ran through the key factors emerging as detailed in the report and giving her opinion on where the College is, stating that more focus is required on value added, but the College is working hard to address English and Maths.

Governors stated that they felt very informed and that it was better for the message to be delivered than for it to be found another way.

Annual Report on Complaints

Consideration was given to the Annual Report on Complaints 2013/14 informing the Corporation on the position regarding Complaints and Appeals received during 2013/14.

It was noted that in 2013/14 there was a total of 82 complaints compared to 85 in 2012/13 and 82 in 2011/12.

Attention was given to the Complaints by Centre, Complaints by Curriculum Section and Complaints by themes, plus responses, external complaints, positive feedback and impact of action taken as a result of complaints, as detailed in the report.

E&D & Safeguarding Update

Consideration was given to the Update on Equality, Diversity and Safeguarding Report.

It was noted that the Single Equality Scheme (HR12) is in the process of being revised and will be presented to Corporation for approval in the summer.

Cross College promotion of Equality and Diversity continues in a variety of forms.

Training has taken place to prepare staff to use Education Health Care Plans as part of the SEND reforms.

There will be a new Ofsted focus from September 2015 on preparing young people for 'life and work in Britain today,' including personal development, behaviour and work and has engaged in activity leading to the May General Elections.

It was noted that there have been 41 safeguarding cases across College.

Data Protection Policy

Consideration was given to the Data Protection Policy for approval. It was noted that the College has been working with Rollits Solicitors in order to ensure it is fit for purpose and on approval it will be followed by a programme of staff development, starting with the key responsible roles and cascading through the organisation.

It was noted that the Policy had been approved by the SMT, 10 February 2015.

Resolved: The Corporation approved the Data Protection Policy.

48. Human Resources

It was noted that Alison Taylor, HR Director was leaving the organisation and that Rory Howie would be the new post holder.

Pay Award

Consideration was given to the Pay Award Report, presenting options for a staff pay award for 2015/16. The Corporation gave thought to the background and context as detailed in the report. The HR Director recommended that the College adopts the revised AoC pay spine with effect from 1 February 2015 and that increments are awarded, subject to the usual conditions, from 1 August 2015.

It was noted that provision has been made in the budget and that SMT have endorsed this.

Resolved: The Corporation approved the revised AoC pay spine with effect from 1 February 2015 and that increments are awarded, subject to the usual conditions, from 1 August 2015 (not including Senior Postholders).

49. Finance and Resources

Latest Management Accounts and Forecast to 31 December 2014

Consideration was given to the December Management Accounts Update Report provided for members to update them on the College budget position for 2014/15, following the production of the management accounts for December, 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.

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

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).

Procurement Policy

Due to time constraints, this item was deferred until the next meeting. Governors were asked to forward any comments in the meantime.

Company Update

Due to time constraints, this item was deferred until the next meeting. Governors were asked to forward any comments in the meantime.

50. Governance

Committee Meeting Minutes and Recommendations

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

Newton Rigg Committee – 18 December 2014 & 21 January 2015

There were no recommendations requiring Corporation approval.

Quality and Standards Committee – 20 January 2015

The Corporation approve the:

- Terms of Reference – see attached

Audit Committee - 4 February 2015 inc Risk Register

The Corporation approve the:

- Internal Audit Plan/Progress Report 2014-15
- Rolling Implementation Plan of Audit Recommendations at ABC
- Vet Services Procurement Review Report
- Readiness for English and Maths Report
- Risk Map – see attached

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

51. Election of Chair and Vice Chair Process

Ian Youdan announced that he is proud of what the College has achieved, but will not be putting himself forward for reappointment as Chair when his term of office ends on 31 March 2015. Ian will remain as a Governor.

The Corporation unanimously agreed to advertise externally for a member of the Corporation, with a possibility of that individual becoming Chair, with an equal opportunity for current members to apply and all Governors with the right to vote to have an input into the process.

The Instrument of Government 2008 states that at the last meeting before the expiry of the term of office of the Chair the members shall appoint a Chair from among their number. As the above process will take longer than 31 March 2015, it was agreed that Ian Youdan continue as Chair until a new Chair is found.

Internal candidates were asked to consider whether they are interested in the role of Chair and if so to indicate this to the Clerk.

Resolved: To advertise externally for a member of the Corporation, with a possibility of that individual becoming Chair, with an equal opportunity for current members to apply and all Governors with the right to vote to have an input into the process.

IY and EJP left the meeting. AD took over as Chair.

52. Conflict of Interest Policy

Conflict of Interest Policy

Consideration was given to the revised Policy and Procedure for Conflicts of Interest – QA15.

It was suggested that the Next Review date be changed to the first meeting of the academic year to align with the review paragraph on page 4.

It was agreed that under failure to disclose a relevant interest it should be changed to “The decision of the Clerk as to whether a member has failed to disclose a relevant interest shall be final.”

It was felt that “will not engage a governor” needed clarifying. For example does the conflict need to be with the individual Governor where they benefit personally, or with their business, even if they are not directly involved?

On page 4 under Review of this policy clarification was sought on what was meant by “more frequently should circumstances change.” It was felt that this should include an example eg where there is a change in law.

It was agreed that the Clerk would put together further information based on the linked document and after talking to Eversheds.

53. Confidential items

Resolved: It was agreed that aspects of minute 45, 46, 47, 48, 49 and 52 Capital Projects 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).

54. Any other business

The Corporation thought it would be a good idea to have a session from an AoC National Subject Specialist on Governance at the Away Day.

Date of next meeting

Resolved: Tuesday 24 and Wednesday 25 March 2015, Away Days, Swinton Park

Action Schedule

Date Action Raised	Minute No	Action required	Action by	By when
Current				
25/02/15		Health and Safety, E&D and Safeguarding to be included as an agenda item on all full Corporation Meetings	JC	ASAP
25/02/15	48	Arrange for Staff to meet Governors during break at Corporation Meetings	JC	As required
Pending				
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
15/12/14	40	Elect a new Student Governor	AR	25/02/15
8/10/14	20	Complete Safeguarding Training	All	09/01/15
8/10/14	20	Corporation/Committee Meeting Schedule for 15/16 to be reviewed in the new year	JC	25/02/15
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	5	Governors to consider whether they would like to take on the role of Safeguarding Link Governor	All	8/10/14
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				
11/12/13	26	Record whether complaints are from separate individuals or individuals making multiple complaints, plus recording compliments	JT	When next report due
27/08/14	8	Review the number of times Committees are meeting to ensure the structure is fit for purpose	All	Jan '15
8/10/14	24	Governors to receive feedback on the staff survey	AT	When ready
15/12/14	40	Circulate the draft Election for Chair and Vice Chair process for comment	JC	25/02/15
15/12/14	38	Amend the Conflicts of Interest Policy in line with suggestions	JC	25/02/15
15/12/14		Email John Freel re Health and Safety	JC	ASAP

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 25 February 2015 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date