

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held Wednesday 25 March 2015 – 2.45pm – 4.45pm Swinton Park, Masham

The meeting took place as part of the Corporation Away Day and was preceded by a number of sessions including the deferred Health and Safety session from John Freel, Health and Safety Manager and AoC National Subject Specialist, Kevin Finnigan.

55. Attendees

Present: Jennifer Bartram (JB), David Black (DB), Ian Brown (IB), Andrew Cobb (AC), Alun Davies (AD) – (Corporation Vice Chair/Search Committee Chair), Jane Downes (JD), Linda Haigh (LH), Peter Holliday (PH), Alex Rippon (AR) – Student Governor, Peter McKenzie (PM) – (Audit 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, Cumbria and North East, Jane Tupper (JT) – Deputy Principal Quality and Standards, Tim Whitaker (TW) – Campus Principal, York, Judith Clapham (JC) - Clerk to the Corporation.

56. Acceptance of apologies for absence: Alan Bowe (AB) – (Newton Rigg Committee Chair), Helen Swiers (HS).

57. 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).
- DB declared an interest as Managing Director of Paragon Veterinary Group who provide veterinary services to the college and also as a researcher on the QMMS “green bedding” project taking place at Sewborwens.
- 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 Lotter Fund (a different region to Stewart Park)

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

58. Finance and Resources

Financial Health Score

Consideration was given to the Skills Funding Agency (SFA) Askham Bryan College Financial Statements 2013/14 letter dated 6 March 2015, along with the Financial Dashboard Information, detailing the outcome of the review of the financial statements; which confirmed that the College’s Financial Health Grade for 2013/14, based on the outturn forecast was Good and that the underlying Financial Health Grade for 2014/15 to 2015/16 was Good. It was noted that following a review of the College’s audited financial statements, financial statements

management letter and the annual report of the Audit Committee the SFA have no significant concerns with regard to the College's financial control arrangements.

The Corporation stated they felt reassured by this.

Procurement Policy

Attention was given to the Procurement Policy for members to consider and approve as recommended by the Senior Management Team.

It was noted that the College is moving towards a more modern finance system and as such will review the policy once this is embedded, likely to be in the Autumn Term.

Corporation asked for more consideration to be given to a Procurement Officer within this review and also clarity on responsibility.

Resolved: It was agreed to update the policy as follows:

- Next Review 1 October 2015
- Change page 5, 2.1 to The Deputy Principal Finance and Resources is responsible for administering and enforcing the Procurement Policy
- Add to 4.3 In each individual case brought to Corporation in advance of any procurement.

59. Governance

Election of Chair and Vice Chair Process

The outcome from 25 February 2015 Corporation Meeting was confirmed.

It was also confirmed that Ian Youdan, Chair and Alun Davies, Vice Chair will not be standing for reappointment, but they have agreed to continue until new candidates are appointed. Ian and Alun will remain as Governors.

It was noted that Senior Postholder positions are advertised nationally and that some current Corporation members had responded to an advertisement so it was a means of providing options.

Resolved: The Corporation agreed to place an advert (not use an agency due to the cost) for a member of the Corporation (with the potential of taking on the role of Chair) to fill the current vacancy by July 2015 and that this individual, alongside those that have expressed an interest, will have an equal opportunity for the role in line with the Instrument of Government, which states that the members shall appoint a replacement from among themselves.

Conflict of Interest Policy

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

It was agreed amongst those present that whilst Conflicts of Interest were being discussed generally no one need be precluded.

It was reiterated that the basic principle of Charity Law is that Charity Trustees which Governors are, should not profit from their position as there is a real reputational risk for the College. It was clarified that 4.5 of the payments to connected persons is the law and must be complied with.

Clarification was sought on the term “exceptional cases” on page 3 and who decides, which was confirmed as being rare and that it is for the Corporation to decide as each circumstance is different, for example whether it is a one off or longer term and whether it can be managed.

It was confirmed that the Policy becomes applicable from when it is adopted.

It was agreed that Governors will be informed of tenders/procurements at the point they are to go out, so that Governors have a choice to consider their position.

Resolved: It was agreed to update the policy as follows:

- Add to page 3 at the end of paragraph beginning with “Except in exceptional cases...” In each individual case brought to Corporation in advance of any procurement.
- On page 5 Declaration of Interest Form add more than 1/5th of the voting power.

60. Confidential items

Resolved: It was agreed that aspects of minute 58 Company Update and 59 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).

61. Any other business

At the request of the Chair of the Finance and General Purposes Committee, Ian Brown it was agreed that the next Finance and General Purposes Committee date be changed from 17 June 2015 to 24 June 2015.

Date of next meeting

Resolved: Wednesday 20 May 2015 at 12, Askham Bryan College, Newcastle

Action Schedule

Date Action Raised	Minute No	Action required	Action by	By when
Current				
25/03/15	58	Update the Procurement Policy	IH/JC	ASAP
25/03/15	59	Discuss with HR re placing an ad for new Governors	JC	ASAP
25/03/15	59	Update the Conflict of Interest Policy	JC	ASAP
25/03/15	61	Confirm change in date for F&GP	JC	ASAP
Pending				
25/02/15	47	Add Minimum Standards to the Risk Register	IH	ASAP
25/02/15	48	Target for return of staff survey 55%	JT	2015/16
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
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	JC	25/02/15

		15/16 to be reviewed in the new year		5
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				
25/02/15		Health and Safety, E&D and Safeguarding to be included as an agenda item on all full Corporation Meetings	JC	ASAP
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 March 2015 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date