

Askham Bryan College Corporation

Corporation Meeting

**Minutes of the meeting held
Wednesday 26 August 2015 – 3.10pm – 6.50pm
Conference Centre, Askham Bryan College, York**

3. Present: Anthony Alton (AA) – (Corporation Chair), Jennifer Bartram (JB), David Black (DB), Alan Bowe (AB), Ian Brown (IB) – (Finance and General Purposes Committee Chair), Andrew Cobb (AC)- (Quality and Standards Committee Chair), Alun Davies (AD) – (Search and Remuneration Committee Chair), Jane Downes (JD) – (Corporation Vice Chair), Linda Haigh (LH), Liz Philip (EJP) – (Executive Principal), John Smith (JS) – Staff Governor, Ian Snowden (IS) – Staff Governor, John Williams (JW), Ian Youdan (IY).

In attendance: Judith Clapham (JC) - Clerk to the Corporation.

4. Acceptance of apologies for absence: Peter McKenzie (PM) – (Audit Committee Chair).

Resolved: Student Union Activity to be removed from the agenda.

1. Chair's Election

IY opened the meeting and passed over to AD as Vice Chair to oversee the Chair's election in line with the agreed process.

With reference to the Nominations and Election for the Position of Chair and Vice Chair of the Corporation as from 26 August 2015 to 31 July 2016 Report and explanation of the process, AD explained that two nominations had been received for the position of Chair from W Anthony Alton and Alan Bowe who were asked to present their statements.

In line with the process for there to be an opportunity to consider and discuss nominated candidates AA and AB left the room to allow a discussion to take place.

Following a robust discussion, AA and AB returned to the meeting.

The Clerk handed out the 14 secret ballot papers, acknowledging that one postal vote had been received. Candidates returned their forms to the Clerk as Returning Officer and the count was conducted in the presence of IH, in line with the process.

Resolved: With 9 votes for, Anthony Alton was duly elected as Chair from 26 August 2015 to 31 July 2016. AA thanked the Governors and IY and AD as previous Chair and Vice Chair. IY was presented with a gift.

2. Vice Chair's Election

AA took over as Chair.

AA explained that two nominations had been received for the position of Vice Chair from Professor A H Cobb and Jane Downes who were asked to present their statements.

In line with the process for there to be an opportunity to consider and discuss nominated candidates, AC and JD left the room to allow a discussion to take place.

Following a robust discussion, AC and JD returned to the meeting.

The Clerk handed out the 14 secret ballot papers, acknowledging that one postal vote had been received. Candidates returned their forms to the Clerk as Returning Officer and the count was conducted in the presence of IH, in line with the process.

Resolved: With 9 votes for, Jane Downes was duly elected as Vice Chair from 26 August 2015 to 31 July 2016. JD thanked the Governors and stated she would support AA who said he looked forward to working in partnership.

3. **In attendance (joined the meeting):** Ian Harmer (IH) - Deputy Principal Finance and Resources, Wes Johnson (WJ) – Campus Principal, North, Jane Tupper (JT) – Deputy Principal Quality and Standards, Tim Whitaker (TW) – Campus Principal, South, joined the meeting.

5. **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 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.
- DB as Managing Director of Paragon Veterinary Group who provide veterinary services to the college.
- JW as a Governor at Kirklees College and as a member of the Yorkshire and Humber Regional Committee - Heritage Lottery Fund.

6. **Minutes of the meeting held 15 July 2015**

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

7. **Matters Arising from the minutes/action schedule**

Governors were reminded of the need to complete their e-training modules.

8. **Strategy**

Principal's Report

Members agreed that the following 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).

9. **Quality and Standards**

Maths and English Update

Members agreed that the following 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).

Training Workshop for Governors to Raise Awareness of Prevent (WRAP)

As a follow on from the paper presented at the May Corporation Meeting, outlining the responsibilities for Colleges to comply with the Prevent Duty in the Counter Terrorism Act 2015,

JT presented a training workshop for Governors to Raise Awareness of Prevent (WRAP). It was noted that further training will be provided at the December Corporation Meeting by Nigel Lund, the North West Co-ordinator.

Resolved: Training was received. Governors recognised it as being a safeguarding issue in line with recognising those who could be vulnerable to radicalisation and how to prevent them being radicalised through support mechanisms and intervention. It was noted that the different centres have different risks.

10. Finance and Resources

Budget Adjustment 15/16

Members agreed that the following 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).

Latest Management Accounts and Forecast to June 2015

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).

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 Register and Health and Safety Verbal 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).

11. Governance

Electronic Governance Update

In line with the last report, the Clerk notified Governors that tablets have been purchased prior to year end so are with IT for them to encrypt and install software and should still be on target to issue at the 7 October Corporation Meeting.

Resolved: The update was received.

12. Confidential items

Members agreed that aspects of minute 7, Matters Arising, Minute 8 Principal's Report, Minute 9, Maths and English and Minute 10 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).

13. Any other business

DB made a verbal statement, offering his full resignation which he requested be accepted. The Chair accepted DB's resignation on behalf of the Corporation. DB was thanked for his hard work and commitment to the College and his lasting legacy of the Dairy at Newton Rigg.

Date of next meeting**Resolved: Wednesday 7 October 2015, Askham Bryan College, York****Action Schedule**

Date Action Raised	Minute No	Action required	Action by	By when
Current				
26/08/15	7	Check with HR and re-send e training link to Governors and arrange time for Governors to complete training modules in College if they would prefer.	JC	ASAP
26/08/15	9	Ensure organisation is in place for PREVENT training at the beginning of December '15 Corporation Meeting	JT/JC	ASAP
Pending				
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	69	Incorporate trend analysis and drilling down into the data in the annual HR report for the last 2-3 years, with benchmark data.	JT/RH	7/10/15
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
25/03/15	58	Put in place the agreed actions regarding the College Companies	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
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. Revised Self Assessment to be incorporated into Away Day.	Governance Working Party	July 2014
Cleared				
20/05/15	69	Look at including a question on the leaver form along the lines of could the College have done anything to have kept you.	JT/RH	

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	
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	
25/02/15	47	Add Minimum Standards to the Risk Register	IH	
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	
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	

I certify that this is a true and accurate record of the meeting held 26 August 2015 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date