

BISHOP BURTON College

CORPORATION MINUTES OF MEETING HELD ON TUESDAY 15 DECEMBER 2020 VIA MICROSOFT TEAMS AT 4.30 PM

PRESENT: Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal); Mr R Ellison; Dr S Hamer; Mr J Hurst; Mr A Milner; Ms A Moran; Mr I Sackree; Ms V Shannon; Mr A Silvester; Mr M Thomas; Mr D Waxman and Mr M Lucid.

IN ATTENDANCE: Ms C Sykes (Clerk); Ms K Calvert (Deputy Principal – HR and Organisational Services “**DPHROS**”); Ms R Ellis-Jones (Deputy Principal – Curriculum and Quality “**DPCQ**”); Mr S Kelly (Finance Director).

20.19 APOLOGIES FOR ABSENCE

Ms K. Moore.

20.20 DECLARATIONS OF INTEREST

There were none.

20.21 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 27 October 2020, along with the confidential minutes, were **APPROVED** as an accurate record and will be signed by the Chair.
- ii. The Clerk noted that all actions from the previous meeting are completed, or ongoing and progress would be reported at the next meeting of the Corporation.
- iii. There were no other matters arising from the minutes not covered elsewhere on the agenda.

20.22 PRINCIPAL'S REPORT TO THE GOVERNORS – DECEMBER 2020

The Members **RESOLVED** that the Principal's Report should be considered confidential.

The Principal took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **Principal's Report** was **RECEIVED**.

20.23 CURRICULUM AND QUALITY ENHANCEMENT COMMITTEE

- i. **To receive and consider the minutes of the Curriculum and Quality Enhancement Committee meeting held on 17 November 2020**

The Chair of the Committee noted the minutes of the Curriculum and Quality Enhancement Committee meeting held on 17 November 2020 which were taken as read. It was noted that this was the first meeting of this committee, and as per the terms of reference, a committee chair was appointed. The Chair of the committee for 2020-21 was confirmed as Mr K Kendall.

In response to a member's question, the DPCQ confirmed the current actions being taken by Ofsted. It was noted that whilst full inspections were not taking place, monitoring visits were still being undertaken, of which the findings had been released.

Members felt that as a board they would appreciate some training on the new Ofsted Education Inspection Framework (EIF), including implementing an action plan for Members including who would attend to support the College in the event of an inspection. The Clerk noted that this would be added to the Governors training plan for next term.

Action: Clerk

The **minutes of the Curriculum and Quality Enhancement Committee meeting held on 17 November 2020** were **RECEIVED**.

- i. To **consider and approve on the recommendation** of the Curriculum & Quality Enhancement Committee the FE Quality Improvement Plan 2019/20.

The Members **RESOLVED** that the FE Quality Improvement Plan 2019/20 should be considered confidential.

The DPCQ took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **FE Quality Improvement Plan 2019/20**.

- ii. To **consider and approve on the recommendation** of the Curriculum & Quality Enhancement Committee the Quality Strategy 2020/21.

The Members **RESOLVED** that the Quality Strategy 2020/21 should be considered confidential.

The DPCQ took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the Quality Strategy 2020/21.

- iii. To **consider and approve on the recommendation** of the Curriculum & Quality Enhancement Committee the HE Strategy 2020/21

The Members **RESOLVED** that the HE Strategy 2020/21 should be considered confidential.

The DPCQ took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the HE Strategy 2020/21.

20.24 AUDIT COMMITTEE BUSINESS

- i. **To receive and consider the draft Minutes on the Audit Committee meeting held on 1 December 2020**

The Chair of the Audit Committee took the Members through the business of the meeting held 1st December 2020. Members' questions are recorded in the Confidential Minutes.

The minutes of the Audit Committee meeting held on 1 December 2020 were **RECEIVED**.

- ii. **To consider and approve on the recommendation of the Audit Committee the Regularity Audit Self-Assessment Questionnaire**

The Chair of the Audit Committee took the Members through the Regularity Audit Self-Assessment Questionnaire. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **Regularity Audit Self-Assessment Questionnaire**.

- iii. **To consider and approve on the recommendation of the Audit Committee the Member's Report and Financial Statements including the Regularity Audit Report for 2019/20**

The Chair of the Audit Committee took the Members through the Member's Report and Financial Statements including the Regularity Audit Report for 2019/20. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED IN PRINCIPLE** the **Financial Statements including the Regularity Audit Report for 2019/20** subject to no amendments to the report.

- iv. **To consider and approve on the recommendation of the Audit Committee the Management Letter on Financial Statements for 2019/20 including Final Regularity Audit**

The Chair of the Audit Committee took the Members through the Management Letter on Financial Statements for 2019/20 including Final Regularity Audit. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **Management Letter on Financial Statements for 2019/20 including Final Regularity Audit**.

- v. **To consider and approve on the recommendation of the Audit Committee the Annual Audit Committee Report for 2019/20**

The Chair of the Audit Committee took the Members through the Annual Audit Committee Report for 2019/20. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **Annual Audit Committee Report for 2019/20**.

- vi. **To consider and approve on the recommendation of the Audit Committee the College Risk Management Annual Report for 2019/20**

The Chair of the Audit Committee took the Members through the College Risk Management Annual Report for 2019/20. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **College Risk Management Annual Report for 2019/20**.

20.25 FINANCE AND RESOURCES COMMITTEE

- i. **To receive and consider the minutes of the Finance & Resources Committee meeting held on 27 October 2020**
- ii. **To receive verbal update from the meeting held 15 December 2020**
- iii. **To receive and consider the Management Accounts to 31 October 2020**

The Chair of the Committee gave the verbal update from the meeting held 15 December 2020, including the Management Accounts to 31 October 2020. Members' questions are recorded in the Confidential Minutes.

The **minutes of the meeting held 27 October 2020**, the verbal update to the meeting held **15 December 2020** and the **Management Accounts to 30 October 2020** were **RECEIVED**.

20.26 COLLEGE PERFORMANCE REPORTS

- i. **To receive and approve the Annual Health and Safety Report for 2019/20**

The DPHROS took the members through the Annual Health and Safety Report for 2019/20. Member's questions are recorded in the confidential minutes.

The **Annual Health and Safety Report for 2019/20** was **RECEIVED**.

- ii. **To receive and consider the Equality and Diversity Report**

The DPHROS took the members through the Equality and Diversity Report. Member's questions are recorded in the confidential minutes

The **Equality and Diversity Report** was **RECEIVED**.

- iii. **To receive and consider the Annual Report on Hospitality**

The Principal took the members through the Annual Report on Hospitality. Members noted that the report was to ensure transparency on hospitality spending as detailed in the college Financial Regulations. It was noted that since the first national lockdown due to COVID-19 in March 2020, there were no hospitality events. Between September 2019 and March 2020, there were 10 events, including the HE graduation and Corporation meetings and/or training session. There were no comments or queries raised.

The **Annual Report on Hospitality** was **RECEIVED**.

- iv. **To receive and consider the Annual Report on Sponsorship of People and Events**

The Principal took the members through the Annual Report on Sponsorship of People and Events. Member's questions are recorded in the confidential minutes.

The **Annual Report on Sponsorship of People and Events** was **RECEIVED**.

- v. **To receive and approve the FE Self-Assessment Report for 2019/20**

The DPCQ took members through the FE Self- Assessment Report for 2019/20. Member's questions are recorded in the confidential minutes.

Members **APPROVED** the **FE Self-Assessment Report for 2019/20**.

20.27 GOVERNANCE AND SEARCH COMMITTEE BUSINESS

- i. To **receive** and **consider** the minutes of the Governance and Search Committee and Remuneration Committee meeting held on 9 December 2020

The Chair of the Governance & Search Committee noted that this item be carried over to the next meeting of the Corporation.

The draft **minutes of the Governance & Search Committee meeting held on 9 December 2020** were **CARRIED FORWARD**.

- ii. To **consider** and **approve** the **Terms of Reference for the Committees of the Corporation**.

The Clerk noted the changes to the Terms of Reference for the Committees of the Corporation. It was noted that the changes had been due to a review of the Terms of Reference by the Clerk as part of her review of Governance, however all changes were minor and Member's had sight of these via the tracked changes on the documents.

Members **APPROVED** the **Terms of Reference for the Committees of the Corporation**.

- iii. To **consider** and **approve** the **Corporation Annual Review for 2019-20**.

The Clerk noted the Corporation Annual Review for 2019-20. Member's noted that this report was completed by the Clerk the period previous to starting her employment. Member's highlighted the importance of the document in keeping an accurate record of the decisions taken the Corporation throughout the year. The Clerk noted that the Corporation Annual Review would complement the Corporation Annual Cycle of Business as approved by the Corporation to ensure effective planning for the year ahead.

Members **APPROVED** the **Corporation Annual Review for 2019/20**.

- iv. To **consider** and **approve** the **Review of Compliance against the AoC Code of Good Governance**.

The Clerk noted that due to the time available between the meeting of the Governance & Search Committee (9th December) and the Corporation meeting that the recommendations from the Committee had not been updated. Therefore, Member's agreed to carry forward the Review of Compliance against the AoC Code of Good Governance to the next meeting of the Corporation.

The **Review of Compliance against the AoC Code of Good Governance** was **CARRIED FORWARD**.

- v. To **consider** and **approve** the adoption of the **AoC Remuneration Code**.

The Clerk noted the recommendation to adopt the AoC Remuneration Code It was noted that this had been recommended by the Governance & Search Committee to enable to Corporation to be compliant with the Office for Student (OfS) registration and the College's Accounts Direction.

Members **APPROVED** the adoption of the **AoC Remuneration Code**.

- vi. To **receive** and **consider** the revised **Governor Link Programme**.

The Clerk highlighted that, the 2020-21 Member's allocation to the Governor Link Programme was not yet completed, however due to number of external members it would be beneficial to create two new link subjects; Farm & Equine and Sport, and these are key areas of the college which would benefit from a link support. The Clerk noted that a number of Member's had confirmed their preferences, but not all. The Clerk confirmed that all members would be re-contacted in the new year and a proposal for the link programme would be sent out via written resolution for approval.

Action: **Clerk**

The **Governor Link Programme** was **CARRIED FORWARD**.

20.28 ALL STAFF THANK YOU LETTER

The Clerk presented the All Staff Thank You Letter. There were no suggestions for change or amendment. It was noted that the letter would be sent out to all staff ahead of the college closing for the Christmas Break.

Members **APPROVED** the **All Staff Thank You Letter**.

20.29 POLICIES

To **receive** and **approve** the **Ethics and Welfare Policy**.

The DPCQ presented the Ethics and Welfare Policy, outlining that it reflects the work of the Ethics and Welfare Committee which relates directly to reviewing practises, procedures and proposals and making recommendations to managers, staff and students regarding ethical and welfare considerations. It was noted that the first draft had been received by the SLG, however it was identified that the policy should also reflect a human element, not just animal therefore had been amended to include both human and animal.

One Member noted whether the Ethics and Welfare Committee Terms of Reference should be included in the Policy as an appendix to link the policy with the Committee. This was agreed.

Action: **DPCQ**

Members **APPROVED** the **Ethics and Welfare Policy** with the additional Appendix.

20.30 ANY OTHER BUSINESS

There were no Other Business for consideration by the Corporation.

20.31 DATE OF THE NEXT MEETING

The next meeting of Corporation will be on Tuesday 23rd March 2020 at 4.30 pm via Microsoft Teams.

There been no further business the meeting concluded at 18:25.

Signed: Chair.....

Name.....

Date.....