

# BISHOP BURTON College

## CORPORATION MINUTES OF MEETING HELD ON TUESDAY 23 MARCH 2021 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 K Moore; Ms A Moran; Mr I Sackree; Ms V Shannon; 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), Ms A Paling (Assistant Principal Campus & Student Services “**APCSS**”).

### 20.33 APOLOGIES FOR ABSENCE

Mr A Silvester

### 20.34 DECLARATIONS OF INTEREST

There were none.

### 20.35 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 15 December 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.

### 20.36 STUDENT FORUM

The APCSS noted to the Corporation the report on the Student Governor forum held on 4<sup>th</sup> March 2021. Members in attendance noted that it was a very helpful session which gave Governors opportunities to chat to the students, however felt it could be further developed by hosting separate groups of students, e.g. FE & HE from both Riseholme & Bishop Burton as this session was particularly HE heavy. Members felt that whilst the exercise has been incredibly valuable, they would appreciate feedback from students on things that they are involved with strategically. E.g. T-Levels.

Action: **Clerk / APCSS**

The report on **Feedback from the Student Forum held 4 March 2021** was **RECEIVED**.

### 20.37 PRINCIPAL'S REPORT TO THE GOVERNORS – MARCH 2021

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**.

## **20.38 COLLEGE PERFORMANCE AGAINST STRATEGIC PRIORITIES AND KEY PERFORMANCE INDICATORS.**

The Members **RESOLVED** that the College performance against strategic priorities and Key Performance Indicators should be considered confidential.

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

The **College performance against strategic priorities and Key Performance Indicators** was **RECEIVED**

## **20.39 OFFICE FOR STUDENTS (OFS) REVIEW OF COMPLIANCE**

The DPCQ noted that on 14<sup>th</sup> January, the College had received notification from the Office for Students (OfS) regarding regulation during the current phase of the Coronavirus (COVID-19) pandemic. A review of ongoing compliance of the ongoing condition C1-guidance on consumer protection was requested to be undertaken and reported to the Corporation.

The DPCQ noted that the College was compliant with guidance on consumer protection.

In response to a Member's questions, it was confirmed that all students and their parents / guardians are made aware of the colleges complaints procedures, and that they are readily accessible on the college website and other access points for students (e.g. via I-Learn).

The **Office for Students (OfS) Review of Compliance** was **RECEIVED**.

## **20.40 CURRICULUM AND QUALITY ENHANCEMENT COMMITTEE**

- i. **To receive and consider the minutes of the Curriculum and Quality Enhancement Committee meeting held on 9 March 2021**

The Chair of the Committee noted the minutes of the Curriculum and Quality Enhancement Committee meeting held on 9 March 2021 which were taken as read. There were no questions raised on the draft minutes of the meeting.

The **minutes of the Curriculum and Quality Enhancement Committee meeting held on 9 March 2021** were **RECEIVED**.

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

The Members **RESOLVED** that the HE Quality Improvement Plan 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 Quality Improvement Plan 2020/21**.

- iii. **To consider and approve on the recommendation of the Curriculum & Quality Enhancement Committee the Review of Curriculum Offer & Curriculum Transformation Proposal.**

The Members **RESOLVED** that the Review of Curriculum Offer & Curriculum Transformation Proposal should be considered confidential.

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

Members **APPROVED** the Review of Curriculum Offer & Curriculum Transformation Proposal.

#### **20.41 AUDIT COMMITTEE BUSINESS**

- i. To receive and consider the draft Minutes on the Audit Committee meeting held on 25 February 2021**

The Chair of the Audit Committee took the Members through the business of the meeting held 25 February 2021. Members' questions are recorded in the Confidential Minutes.

The minutes of the Audit Committee meeting held on 25 February 2021 were **RECEIVED**.

- ii. To consider and approve on the recommendation of the appointment of the Financial Statements Auditors**

The Chair of the Audit Committee took the Members through the appointment of the Financial Statements Auditors. Members' questions are recorded in the Confidential Minutes.

Members **APPROVED** the **appointment of the Financial Statements Auditors**.

#### **20.42 FINANCE AND RESOURCES COMMITTEE**

- i. To receive and consider the minutes of the Finance & Resources Committee meeting held on 15 December 2020.**
- ii. To receive verbal update from the meeting held 23 March 2021**
- iii. To receive and consider the Management Accounts to 28 February 2021**

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 15 December 2020**, the verbal update to the meeting held **23 March 2021** and the **Management Accounts to 28 February 2021** were **RECEIVED**.

- iv. To consider and approve on the recommendation of the Finance & Resources Committee the College Estates Strategy**

The Members **RESOLVED** that the **College Estates Strategy** should be considered confidential.

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

- v. To consider and approve on the recommendation of the Finance & Resources Committee the LIBOR Loan Transition Proposal**

The Members **RESOLVED** that the **LIBOR Loan Transition Proposal** should be considered confidential.

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

## 20.43 GOVERNANCE

- 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 had been carried over from the previous meeting of the Corporation (15 December 2020). There were no questions raised on the draft minutes of the meeting.

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

- ii. **To consider and approve the Governor Handbook**

The Clerk noted that the Handbook would usually be brought to the first meeting of the year, however due to a number of changes in Governance Documents, as approved by the Corporation, the Handbook competition had been delayed; however, the document now incorporated all of the amended documents.

The **Governor Handbook** was **APPROVED**.

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

The Clerk highlighted that, after communication with all the Corporation Members, all external members of the Corporation had been allocated to a 'Link' role. It was noted that the programme, as proposed, would continue for 2021-22 ensuring that members have the opportunity to thoroughly familiarise themselves with their associated area, enabling them to report as needed to the Corporation.

There were two members, who's term of office end as of July 2021; and they do not wish to stand for re-appointment, who confirmed they would be better not being a part of the Governor link programme. The Chair noted their reasons and it was confirmed he and the Clerk would look for replacement members for these link areas.

Action: **Clerk/Chair**

The **Governor Link Programme** was **APPROVED**.

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

The Clerk presented the Review of Compliance against the AoC Code of Good Governance. It was noted that this document was a first draft and was a current view of how the Corporation Evidences good practise against the 'musts' of the Code which the Corporation endeavours to adopt, and identifies areas for improvement. It was confirmed that as a next step, the 'shoulds' of the Code could also be incorporated into the document.

Members noted that this was a very helpful document in terms of the evidence provided, but also for newer members it was a helpful document for them to understand their roles and responsibilities as governors. It was agreed that the document would be shared in the Governors Training are of Microsoft Teams.

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

