

CORPORATION
MINUTES OF MEETING HELD ON TUESDAY 12 JULY 2022
AT BISHOP BURTON COLLEGE AT 5.30 PM

PRESENT: Mr A Menzies (Chair); Mr B Meredith (Principal); Mr K Kendall (Vice-Chair) Dr S Hamer; Mr J Hurst; Mr I Sackree; Ms A Moran; Mr A Milner, S Kirby; Ms R Brassington; Ms V Shannon.

IN ATTENDANCE: Ms C Sykes (Clerk); Ms K Calvert (Deputy Principal – HR and Organisational Services “DPHROS”); Mr S Kelly (Finance Director), Ms A Paling (Assistant Principal Safeguarding and Residential Services “APSR”)”)

21.50 APOLOGIES FOR ABSENCE

Mr M Thomas; Mr J Wells; Ms K Moore.

21.51 DECLARATIONS OF INTEREST

None.

21.52 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 29 March 2022, along with the confidential minutes. The minutes were **APPROVED** as an accurate record and were signed by the Chair.
- ii. Minutes of the previous meeting held on 17 May 2022, along with the confidential minutes. The minutes were **APPROVED** as an accurate record and were signed by the Chair.
- iii. The Clerk noted that all actions from the previous meeting are completed, or included on the agenda of this meeting of the Corporation. It was confirmed that regarding action to minute 21.40, Marketing Strategy, that a second post Schools Liaison Officer for Lincolnshire has been approved by the Executive and is currently being appointed.

In response to a member’s question about the College Website, it was confirmed that the new website ‘live’ date has been pulled forward to October 2022.

- iv. There were no other matters arising from the minutes not covered elsewhere on the agenda.

21.53 SAFEGUARDING UPDATE

The Members **RESOLVED** that the Safeguarding Update should be considered confidential.

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

The **Safeguarding Update** was **RECEIVED**.

21.54 PRINCIPAL REPORT

- i. To receive and consider the Principal’s Report
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 **Principals Report** was **RECEIVED**.

- ii. To receive and consider an update on the Pig Unit

The **update on the Pig Unit** was **RECEIVED**

- iii. To consider and approve the Academic/Disciplinary Regulations review, including College Charters, for 2022/23.

The APSRS presented the paper and relating College Charters which were taken as read. Members noted the significant increase in students who were subject to disciplinary procedures. In order to review the impact of the College's disciplinary procedures, staff were consulted for feedback which provided evidence that the disciplinary procedures were effective for 70% of cases.

Members considered the impact of COVID, in that many students have struggled to manage the expectations of the College in a classroom environment, which has led to a range of behaviours. Members questioned the differential rates between Bishop Burton and Riseholme campuses. It was noted that the general closeness of the campus at Riseholme with the central building for academic, pastoral and refectory facilities in one central space supports student behaviour and earlier intervention.

It was also considered that the number of residential students, particularly under 18, could have a negative impact on behaviour.

Members considered the additions made in 2021/22 which reflected the impact of COVID and the beneficial aspects the changes and agreed these be retained for 2022/23.

The **Academic/Disciplinary Regulations review, including College Charters, for 2022/23** were **APPROVED**.

21.55 CURRICULUM AND QUALITY ENHANCEMENT COMMITTEE BUSINESS

- i. **To receive and consider the draft minutes of the Curriculum and Quality Enhancement Committee meeting held 14 June 2022**

The Chair of the Committee took the Members through the draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 14 June 2022. She highlighted the hard work of Interim Head of HE, managing the team currently. It was confirmed that the Access & Participation Plan has been received back with no recommended changes which was excellent news for the College.

It was brought to the Corporation's attention that the data reports which were presented to the committee, are amended and show a drop-in number of applications for September. This is due to error in the data dashboards, however this has been amended for future data analysis. The chair of the committee noted the self-evaluation exercise completed as a committee which included a review of the terms of reference. The committee reflected and agreed that:

- a greater understanding of how the College meets local needs and links with employers was required and confirmed to host a pre-meeting presentation from different areas of the College from an individual or team who is actively engaging with employers, to help the Committee understand the College-Employer relationship, the benefits to the employer and the ensure the development of the curriculum is in line with local need.
- they could improve their understanding of the student detail on certain courses (e.g. the gender balance for Engineering / Equine / Agriculture) as part of the data presented and understanding of the student body. It was also requested to include an Annual EDI report of the student body in a report at the start of the year.

Further to the meeting, the Principal noted that the College has received their National Student Survey (NSS) results which indicate increased satisfaction up 4% overall.

The **draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 14 June 2022** were **RECEIVED**.

21.56 **AUDIT COMMITTEE BUSINESS**

i. **To receive and consider the draft minutes of the Audit Committee meeting held on 23 June 2022**

The Chair of the Committee noted the minutes of the meeting for consideration as circulated, highlighting the areas of key committee discussion. Firstly, that the Final Internal Audit Report had been received by the committee, which was the first for this audit firm following the tender process in the previous year. There have been notably lower numbers of recommendations compared to benchmarking data, however the actions that had arisen from previous and in year audits had received evidence of good closure and acknowledgement of management responses. Secondly, the High-Level Risk Register was reviewed whereby inflation, costs and escalating utilities needed to be an ongoing element of the risk register going forward.

The **draft minutes of the Audit Committee meeting held on 23 June 2022** were **RECEIVED**.

ii. **To consider and approve on the recommendation of the Audit Committee the appointment of the Internal Audit Service**

The Chair of the Committee noted the Committees recommendation to appoint Wylie Bisset as the Internal Audit Service for 2022/23. It was confirmed that the appointment had been made following a tender process in 2020/21 and the firm have completed their first year. Despite some differences in the first instance the firm and the management learnt to work together and report that all went very smoothly.

The **appointment of Wylie Bisset as the Internal Audit Service for 2022/23** was **APPROVED**

iii. **To consider and approve on the recommendation of the Audit Committee the Financial Audit Plan for the year ended 31 July 2022, including amendments to the proposed fees**

The Chair of the Committee noted the committee's recommendation for the Financial audit plan, which was approved by the committee subject to the amendment of the proposed fees which had increased. The fees were revised and feedback from the CFO was that the fees have increased within the boundaries of the contract, and a new tender process may result in a greater fee.

The **Financial Audit Plan for the year ended 31 July 2022** was **APPROVED**.

- iv. **To consider and approve on the recommendation of the Audit Committee that there are no changes to the Financial Regulations for 2022/23**

The Chair of the Committee noted no changes to recommend, there were no questions raised.

The **Financial Regulations for 2022/23** were **APPROVED**.

21.57 **FINANCE & RESOURCES COMMITTEE BUSINESS**

- i. **To receive and consider the minutes of the Finance & Resources Committee meeting held on 29 March 2022**

The Chair of the Committee noted the minutes of the meeting held 29 March 2022, noting that a verbal update of the meeting had been provided at the Corporation meeting held 29 March 2022. There were no queries raised with the minutes of the meeting.

The **minutes of the Finance & Resources Committee meeting held on 29 March 2022** were **RECEIVED**.

- ii. **To receive and consider the verbal update of the meeting of the Finance and Resources Committee meeting held on 12 July 2022.**

The Chair of the Committee highlighted the key areas of discussion in the meeting, of which is detailed in the following agenda items.

The **verbal update of the meeting of the Finance and Resources Committee meeting held 12 July 2022** was **RECEIVED**.

- iii. **To receive and consider the Management Accounts to 31 May 2022, including Debtors Report**

The Chair of the Committee noted the Management Accounts to 31 May, including Debtors Report. Members' questions are recorded in the Confidential Minutes.

The **Management Accounts to 31 May 2022, including Debtors Report** was **RECEIVED**.

- iv. **To consider and approve on the recommendation of the Finance & Resources Committee the College Budget for 2022/23 and the Two-Year Financial Forecast for 2022/23 – 2023/24**

The Chair of the Committee noted the College Budget for 2022/23 and the Two-Year Financial Forecast for 2022/23 – 2023/24. Members' questions are recorded in the Confidential Minutes.

The **College Budget for 2022/23 and the Two-Year Financial Forecast for 2022/23 – 2023/24** was **APPROVED**.

- v. **To consider and approve on the recommendation of the Finance & Resources Committee the Capital Expenditure Budget for 2022/23**

The Chair of the Committee noted the Capital Expenditure Budget for 2022/23. Members' questions are recorded in the Confidential Minutes.

The **Capital Expenditure Budget for 2022/23** was **APPROVED**.

- vi. **To consider and approve on the recommendation of the Finance & Resources Committee the Accommodation Fees for 2023/24**

The Chair of the Committee noted the Accommodation Fees for 2023/24. Members' questions are recorded in the Confidential Minutes.

The **Accommodation Fees for 2023/24** were **APPROVED**.

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

The Chair of the Committee noted the Estates Strategy for Approval. Members' questions are recorded in the Confidential Minutes.

The **College Estates Strategy** was **APPROVED**.

- viii. **To consider and approve on the recommendation of the Finance & Resources Committee the adoption of the Showground Pumping Station and to the proposal of a 5 year option with Lincolnshire Agricultural Society to purchase additional land for the Showground Campus.**

The Chair of the Committee noted the adoption of the Showground Pumping Station and to the proposal of a 5-year option with Lincolnshire Agricultural Society to purchase additional land for the Showground Campus. Members' questions are recorded in the Confidential Minutes.

The **adoption of the Showground Pumping Station and to the proposal of a 5-year option with Lincolnshire Agricultural Society to purchase additional land for the Showground Campus** was **APPROVED**.

21.58 GOVERNANCE & SEARCH COMMITTEE

- i. **To receive and consider the minutes of the Governance and Search Committee meeting held on 16 June 2022.**

The Chair noted the minutes of the Governance and Search Committee meeting held on 16 June 2022. He confirmed that the committee had completed a review of the Self-Assessment process, and considered the recommendation for an external board review to be completed in the next two years as part of a 3-year cycle. It was noted that the Clerk had started the process of engaging in an external board review and this would be presented to the Corporation for approval at the next meeting.

The **minutes of the Governance and Search Committee meeting held on 16 June 2022** were **RECEIVED**.

- ii. **To confirm the re-appointment of Ian Sackree as a Corporation Member from 1st September 2022 for a period of 3 years**

The members confirmed unanimously to reappoint Mr I Sackree for a second term of 3 years from 1st September 2022.

The **re-appointment of Ian Sackree as a Corporation Member from 1st September 2022 for a period of 3 years** was **APPROVED**.

21.59 GOVERNOR LINK

To receive and consider the Link Governor Report from a meeting with the Assistant Principal Business Development

Mr J Hurst presented the paper. Members' questions are recorded in the Confidential Minutes.

The **Governor Link Report** was **RECEIVED**.

21.60 CHAIR AND VICE CHAIR OF CORPORATION

The Clerk noted a change to the outlined agenda following taking legal advice from Governance Advisors Eversheds. It was confirmed that a Chair of the Corporation could not be appointed until the last meeting of the current chair (July 2023). It was confirmed that following 1-2-1 conversations, there are three members who wish to be considered for the role of Chair from 1st September 2023. It was confirmed that following discussion with the interested members, the current Chair, the Principal and Clerk to the Corporation would ensure that the three be involved more closely with the work of the chair to benefit their knowledge of the institution, and also to support the corporation going forward.

The **Chair & Vice Chair of Corporation Update was RECEIVED.**

21.61 ANNUAL CYCLE OF BUSINESS 2022-23

The Clerk presented the Annual Cycle of Business for 2022-23. It was confirmed that the committees had reviewed their specific areas and suggestions for improvement had been actioned.

The **Annual Cycle of Business 2022-23 was APPROVED**

21.62 ANY OTHER BUSINESS

None

21.63 DATE OF THE NEXT MEETING

Tuesday 18 October 2022 at 5.30 pm, Bishop Burton College

There been no further business the meeting concluded at 19:50

Signed: Chair.....

Name.....

Date.....