

**Minutes of the Meeting of the Board of the Corporation held on
28 March 2017 at 6.00 pm in Room F15, St Mary's Walk, Bridlington**

Members: Derek Branton, Principal
 Sailil Datta, Co-opted Member
 Elizabeth Hall, Business Member
 Kevin Hall, Local Authority Member
 Tracey Murray, Staff Member
 Viv Parker, Co-opted Member
 Peter Robinson, Business Member
 Waqas Tariq, Local Community Member
 Neil Waterhouse, Business Member
 John Winepress, Local Community Member
 Simon Wright, Business Member (Chair)

Also in Attendance: Barbara Collinson, Director of Human Resources
 Rhys Davies, Vice Principal, Curriculum & Quality
 John Doris, Vice Principal, Finance & Resources
 Helen Wooldridge, Director of Learner Services, Planning & Diversity
 Janice Sunderland, Secretary to the Corporation

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2512 APOLOGIES FOR ABSENCE

Apologies had been received from Lesley Archer, Business Member, Daniella Gregg, Student Member, Karen Guest, Business Member, Kerri Harold, Local Authority Member, Emma Latimer, Local Community Member and Sarah Timms, Staff Member.

2513 DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA

The Chair reminded members of the Corporation to declare at the start of the meeting interests held in any matters to be discussed.

Mr S Wright declared as interests his business association with Garness Jones Ltd, Wykeland and Mark Campey.

No other interests were declared.

2514 MINUTES

Minutes of the Meeting held on 7 December 2016

The minutes of the meeting held on 7 December 2016 were confirmed as an accurate record and signed by the Chair.

Confidential Minutes of the Meeting held on 7 December 2016

The confidential minutes of the meeting held on 7 December 2016 were confirmed as an accurate record and signed by the Chair.

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Confidential Minutes of the Extraordinary Board Meeting held on 8 February 2017

The confidential minutes of the extraordinary Board meeting held on 8 February 2017 were confirmed as an accurate record and signed by the Chair.

2515 MATTERS ARISING FROM THE MINUTES

The Secretary to the Corporation referred to the confidential minutes of the extraordinary Board meeting held on 8 February 2017 and confirmed that the Student Governor had now left the college and therefore the student Member vacancy would be progressed. She reported that it was hoped to appoint a replacement for the Board meeting in July 2017.

Members noted the introduction of the new agenda style which had been well received by the Committees.

2516 MEMBERSHIP OF THE BOARD OF THE CORPORATION

The Chair informed Members that Karen Guest had decided to have a break from her Governor role at this time due to personal reasons. A sabbatical arrangement had been agreed with Karen.

ITEMS FOR APPROVAL

2517 PRINCIPAL'S REPORT TO THE BOARD AND PERFORMANCE INDICATORS SCHEDULE

The Principal presented his report, highlighting the following:

College performance

- 16-18 recruitment continued to increase marginally month on month and should meet the EFA target.
- Apprenticeship provision for 16-18 year olds and adults was on target to meet the budgeted income level.
- The college's small level of sub-contracted delivery of adult apprenticeships had been further reduced in preparation for the new funding arrangements.
- The adult education budget income remained lower than the same point last year. He explained the range of factors affecting this performance and approaches being taken to close the gap. One of the main reasons was the range of restrictions now in place eg restrictions on loans, co-funding of Trade Union studies and the 19-23 year old eligibility criteria. He confirmed the College's position reflected the national position with a significant underspend on this budget being reported nationally. The Principal confirmed he, alongside other Principals, had attended a meeting with the SFA to examine ways in which the Adult Education Budget could be more flexible and more easily accessed in future years.
- Advanced learner loans income continued to increase as a result

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- of successful recruitment to programmes at levels 3 and 4.
- Delivery on the ESIF contracts had commenced, despite significant delays with the issuing of the contracts.

The Principal also informed Members regarding national developments in relation to the Building our Industrial Strategy, Green Paper published in January 2017 and the announcement made in the Spring Budget to provide additional funding for the new Technical (T) level qualifications to be introduced from 2019.

Members welcomed the announcement of new funding to the sector but noted that it would be two years before this would be available. The Principal confirmed that the College was exploring partnership opportunities to bid against the new capital funding allocation to improve equipment and develop new Institutes of Technology locally.

The Principal's report was received and noted.

2518 AREA BASED REVIEW DRAFT FINAL REPORT (CONFIDENTIAL)

This item was recorded as a confidential minute.

2519 COLLEGE PUBLIC VALUE STATEMENT AND CRITICAL SUCCESS FACTORS 2017-2020

The Principal presented a draft revised public value statement for 2017-2020 which had been informed by the amendments discussed and proposed by Governors at the Strategic Planning Workshop held on 1 February 2017.

He outlined that, once approved, the revised statement and critical success factors would be used to produce the College's development plan 2017-2020 and the operational plan 2017-2018. He confirmed that the draft Development Plan would be presented for approval to the July 2017 meeting of the Board.

The Principal provided an update regarding the collaborative work underway with Bishop Burton College, confirming good progress with apprenticeships, business development and joint CPD sessions. New transport plans were also being shared with Bishop Burton College to explore future joint ventures.

Members APPROVED the revised public value statement and critical success factors and noted the progress being made under the MOU arrangement with Bishop Burton College.

2520 MEETING SCHEDULE 2017-2018

The Secretary to the Corporation presented the proposed calendar of meetings and events for 2017-2018. One revision was made to change the RF&HR Committee from 7th to 14th March 2017. She also confirmed the reasoning behind the proposed joint RF&HR and Audit Committee in November which would be piloted in 2017-2018. A

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revised version would be circulated and invites sent to Members.

The meeting schedule for 2017-2018 was APPROVED.

ITEMS FOR INFORMATION

2521 STUDENT MEMBERS REPORT

No verbal student report was provided as apologies had been received. The Secretary to the Corporation confirmed that Daniella Gregg had attended the recent AGM and Awards Ceremony to receive an award herself and had thoroughly enjoyed the evening which she believed successfully show-cased the achievements of students at the college.

2522 SELF-ASSESSMENT

Progress against the College quality improvement plan

The Vice Principal, Curriculum and Quality presented a mid-year update on the quality improvement plan which had been considered in detail at the Quality Standards Committee on 8 February 2017. He confirmed that good progress was being made in relation to English and Maths and provided an up-date on the current position which showed further improvement with 42% of students on target to achieve A*-C grade in English and 36% of students on target to achieve A*-C grade in Mathematics. Members welcomed the improvements and acknowledged the efforts being made by all staff.

The progress report on the College quality improvement plan was NOTED.

Progress against the Governance quality improvement plan

The Secretary to the Corporation presented an update on the governance quality improvement plan.

The progress report on the governance quality improvement plan was NOTED.

2523 SUMMARY REPORT OF COLLEGE INTERNAL INSPECTIONS

The Vice Principal, Curriculum and Quality confirmed that the summary report of college internal inspections had been considered by the Quality Standards Committee at its meeting on 8th February 2017. The report confirmed three cross college themes had been covered in relation to at risk programmes, in-class assessment and higher education and that good progress was being made.

The summary report was NOTED.

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2524 BI-ANNUAL SAFEGUARDING REPORT (CONFIDENTIAL)

This items was recorded as a confidential minute.

2525 ANNUAL REPORT ON SUB-CONTRACTOR (PARTNERSHIP) ACTIVITY 2015-2016 (CONFIDENTIAL)

This item was recorded as a confidential minute.

2526 SFA CONFIRMATION OF FINANCIAL HEALTH

The Vice Principal, Finance and Resources, confirmed that the College had received written confirmation from the Skills Funding Agency of its assessment of the College's financial health and underlying financial health for the year 2015-2016. Both the financial health and underlying financial health had been graded as "satisfactory" which was in line with what had been presented as an estimation to the Corporation in December 2016.

The College dashboard provided by the SFA was included in the report which confirmed the prediction was for the College to return to "good" status in 2016-2017 and 2017-2018.

He confirmed that the Remuneration, Finance and Human Resources Committee had considered this at its meeting held on 15 March 2017.

The contents of the report and dashboard were NOTED.

2527 MANAGEMENT ACCOUNTS – FEBRUARY 2017

The Vice Principal, Finance and Resources, reported the financial position for February 2017. He confirmed that the forecast outcome for the year-end had been reduced with income forecast at £10.9m against a budget of £11m and that the surplus had reduced to £175k versus a budget of £275k.

He confirmed that the below budget position would be mostly recovered with a stronger performance planned for the remaining months of the financial year. Members noted that a combination of factors were affecting the position including the long payment terms associated with some ESIF contracts, the increased use of payment by results and that this, together with the below budget performance, was putting pressure on cash flow. As a result it was forecast that the College would be below its bank covenant limit of £500k cash holding at the end of March 2017. Given the reduced surplus position it was also likely that the net operating gearing ratio would be marginally lower than required.

The Vice Principal, Finance and Resources, confirmed that the position would improve with the pending sale of properties. Members requested an up-date on the current position of property sales which was provided and recorded as a confidential minute.

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The Management Accounts February 2017 were RECEIVED.

2528 HUMAN RESOURCES REPORT – JANUARY 2017

The Director of Human Resources presented the report which had been considered by the RF&HR Committee at its meeting on 15 March 2017.

Members NOTED the report.

2529 COMMITTEE MEETING MINUTES

Quality Standards Committee – Minutes of the joint meeting held with the Academic Board on 8 February 2017

The minutes of the joint meeting of the Quality Standards Committee and Academic Board held on 8 February 2017 were RECEIVED.

Audit Committee – Minutes of the Meeting held on 1 March 2017

The minutes of the Audit Committee meeting held on 1 March 2017 were RECEIVED.

Remuneration, Finance and Human Resources (RF&HR) Committee – Minutes of the meeting held on 15 March 2017


The minutes of the RF&HR Committee meeting held on 15 March 2017 were RECEIVED.

2530 CLOSE

There being no further business, the Chair thanked Members for their attendance and closed the meeting at 7.02 pm.

Janice Sunderland
Secretary to the Corporation

Signed as a correct record on 12/7/17 (Date)


..... (Chair)