

Minutes of a Meeting of the Board of the Corporation held on  
24 October 2018 at 5.45 pm in Rooms BS11-14, Flemingate, Beverley

**Members:** Tom Annakin, Student Member (from item 2719)  
 Lesley Archer, Business Member  
 Benita Boyes, Business Member  
 Salil Datta, Co-opted Member  
 Hannah Dixon, Student Member (from item 2719)  
 Kevin Hall, Local Authority Member  
 Jim Harris, Business Member  
 Linda Johnson, Local Community Member  
 Tracey Murray, Staff Member  
 Viv Parker, Co-opted Member  
 Waqas Tariq, Local Community Member  
 John Uzzell, Staff Member  
 Vanessa Walker, Local Community Member  
 Mike Welsh, Principal  
 Simon Wright, Business Member (Chair)

**Also in Attendance:** Melanie Brown, School Liaison and Guidance Manager (for item 2713)  
 Barbara Collinson, Director of Human Resources  
 Stephanie Rushton, Finance Manager  
 Paul Smith, Director of Curriculum Programmes  
 Helen Wooldridge, Assistant Principal  
 Janice Sunderland, Secretary to the Corporation

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**2712 INTRODUCTION AND ANNOUNCEMENTS**

The Chairman welcomed Steph Rushton, Finance Manager, and Student Members, Tom Annakin and Hannah Dixon to the meeting.

**2713 BOARD DISCUSSION WORKSHOP - CAREERS, EDUCATION AND INFORMATION, ADVICE AND GUIDANCE STRATEGY**

The Chair introduced the first Board discussion workshop and reminder members that the workshop sessions were being introduced to:

- Provide the ongoing opportunity throughout the year to keep up-to-date with new initiatives.
- Enable Members to broaden their knowledge through more exploratory conversations in relation to the key areas facing the college.
- Enable Members to enhance their contribution to the development of the college.
- Enable “paired” or “nominated lead” Governors to inform the Board of their observations where appropriate.

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- Enhance the Board's visibility and relationship with Managers across a range of curriculum and support service areas of provision.

A presentation on the College's approach to careers education, information, advice and guidance (CEIAG) was made by the Assistant Principal and Schools Liaison and Guidance Manager, which provided the opportunity for Members to discuss this area and clarify actions being taken. Lesley Archer, Nominated Governor Lead for CEIAG provided an insight into her visits to the team which was extremely positive. Members welcomed the opportunity to learn more and congratulated the team on the success of their work.

**2714** **APOLOGIES FOR ABSENCE**

Apologies had been received from Kerri Harold, Local Authority member, Neil Waterhouse, Business Member, John Doris, Vice Principal Finance and Resources and Richard Sellick, Director of Business Programmes.

**2715** **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. S Wright declared his business association with Garness Jones and M Welsh declared his association as Northern Region FE Principals' representative on the AoC Employment Policy Group and the Skills Network.

**2716** **MINUTES**

- a) Minutes of the Extraordinary Meeting held on 5 September 2018  
The minutes of the extraordinary meeting held on 5 September 2018 were confirmed as an accurate record and signed by the Chair.
- b) Confidential Minutes of the Extraordinary Meeting held on 5 September 2018  
The confidential minutes of the extraordinary meeting held on 5 September 2018 were confirmed as an accurate record and signed by the Chair.

**2717** **MATTERS ARISING**

- a) Fellow Appointment  
The Clerk confirmed that Karen Guest had accepted her invitation to become a Fellow at the College.

## ITEMS FOR APPROVAL

### 2718 PRINCIPAL'S REPORT

The Principal presented his report, providing an update on college performance, curriculum, organisational development and collaborative partnerships.

Members acknowledged the dedicated efforts of staff across the college to increase recruitment and were pleased to note that there had been a strong start to the year. Members also noted that the clinical skills centre was now open, that the college had unfortunately been unsuccessful with the Maths Centre for Excellence and that the College remained actively involved with North Yorkshire and Humber Institute of Technology bid, the outcome of which would be known by the end of January 2019.

Members thanked the Principal for an extensive and informative report.

#### a) Key Performance Indicators (KPIs)

The Assistant Principal presented a new KPI framework to be introduced in 2018-2019 which intended to provide Governors with a more comprehensive overview of whole-College performance. The new set of KPIs was directly linked to the strategic priorities and objectives approved by the Board in April 2018 and incorporated a broad range of metrics including quality, finance, staff, learners and employers. Future KPI reporting would include RAG rating which members welcomed.

Members clarified the link to the strategic risk register and the Principal confirmed that the risk register would be refreshed in due course to align to the KPIs.

Members approved the new KPI framework.

### 2719 MEMBERSHIP OF THE BOARD OF THE CORPORATION

Members noted that David Waxman had resigned from the role of Co-opted External Member as at 5 October 2018.

Members ratified the appointments of Tom Annakin and Helen Dixon as Student Governors for a period of 2 years.

### 2720 FINANCE

#### a) Recommendations from the Independent Business Review - update (confidential)

This item was recorded as a confidential minute.

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b) Final revised financial plan 2018-2020 (confidential)

This item was recorded as a confidential minute.

c) Education and Skills Funding Agency (ESFA) confirmation of financial health

The Principal tabled a report and letter from the ESFA confirming the assessment of the College's financial health which was:

"Satisfactory" for 2017-2018 (the latest outturn forecast year). Members welcomed that the auto-score for financial health as "inadequate" had been moderated by the ESFA to "satisfactory".

"Satisfactory" for 2018-2019 (the current budget year). Members noted that the auto-score calculation for 2018-2019 was good but had been moderated to "satisfactory" as requested by the College due to weak financial performance in recent years.

The Finance Dashboard as at October 2018 was received and noted together with a review of each item. The Principal confirmed that the College would be subject to early intervention and monthly monitoring by the ESFA. This would also likely include a Diagnostic Assessment Visit from the FE Commissioner (FEC) in due course, which was to be very much welcomed.

Members noted the ESFA's assessment of the College's financial health.

2721 CAPITAL FUNDING - DIGITAL WORKPLACE (CONFIDENTIAL)

This item was recorded as a confidential minute.

2722 SENIOR POSTHOLDER (SPH) POLICIES

The Clerk to the Corporation presented a range of SPH policies in relation to capability, disciplinary, employment and pay and grievance.

It was confirmed that the Remuneration, Finance and Human Resources Committee had considered these at its meeting held on 26 September 2018 and recommended the revised policies to the Board for approval.

Members approved the SPH capability, disciplinary, employment and pay and grievance policies.

2723 ADMISSIONS POLICY REVIEW

The Assistant Principal presented the annual review of the admissions policy highlighting the proposed changes.

Members approved the revised admissions policy.

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**2724 REVIEW OF LEARNER DISCIPLINARY POLICY AND ANNUAL REPORT 2017-2018**

The Assistant Principal presented the learner disciplinary policy and annual report for 2017-2018, outlining the proposed changes and confirming activity relating to stage 3 disciplinaries in 2017-2018.

Members approved the learner disciplinary policy and noted the annual report for 2017-2018.

**2725 REVIEW OF SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY AND ANNUAL REPORT 2017-2018 (CONFIDENTIAL)**

The Assistant Principal presented the annual review of the Safeguarding Children and Vulnerable Adults Policy highlighting the proposed changes.

Members also received the annual report for 2017-2018 and Prevent risk assessment which had been revised and updated.

Members approved the revised policy and the Prevent risk assessment and noted the annual report for 2017-2018.

**ITEMS FOR INFORMATION**

**2726 GCSE AND A LEVEL RESULTS**

The Director of Curriculum Programmes presented the GCSE and A level results 2017-2018 and informed members of the recommendations for further improvements in 2018-2019.

Members noted the results and proposed improvements.

**2727 SELF-ASSESSMENT PROTOCOL 2018-2019**

A report detailing the timescale and responsibilities for self-assessment reporting on 2017-2018 was received and noted.

**2728 LEARNER VIEWS SURVEYS SUMMARY 2017-2018**

An overview of the recent learner survey results for the summer terms 2017-2018 for both further education and higher education learners was received. Members noted that satisfaction with the quality of teaching, learning and assessment in both FE and HE remained high and that actions would be taken in 2018-2019 to improve satisfaction levels where they were below average.

Members noted the results and welcomed the high levels of satisfaction within the college.

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**2729**    **MANAGEMENT ACCOUNTS - SEPTEMBER 2018**

The Finance Manager tabled commentary on the management accounts for September 2018 confirming that the management accounts would be looked at in detail at the RF&HR Committee to take place in November 2018.

It was reported that overall the College had a positive start to the year and was forecasting to hold its budgeted surplus of £60k. Members were informed that income levels and recruitment were strong across the majority of programmes and that HE recruitment had exceeded the budget resulting in a forecast adjustment of +£79k to reflect this. A prudent increase of £30k had also been made to the forecast as a result of increased recruitment of High Needs learners. It was reported that the ESIF income was at risk due to not having been able to secure contracts in line with new requirements and the forecast had therefore been reduced by £80k to reflect this.

It was reported that cash at the end of September 2018 was £1,208k against the budget of £1,033k.

Members welcomed the report which confirmed the plan was on target to be achieved, alongside 3 of the 4 bank covenants and praised the extensive work which had been undertaken to put the College in this position.

Members noted the management accounts for September 2018.

**2730**    **ANNUAL REVIEW OF RISK MANAGEMENT 2017-2018 AND RISK REGISTER**

Members received the annual review of risk management 2017-2018 and the term 3 risk register which had been considered by the Audit Committee at its meeting on 26 September 2018.

Members noted the report.

**2731**    **HUMAN RESOURCES REPORT SUMMER 2018**

Members received and noted the human resources report for summer 2018 which had been considered by the RF&HR Committee at its meeting on 26 September 2018.

**2732**    **FREEDOM OF INFORMATION REQUESTS 2017-2018**

Members noted the Freedom of Information annual report for 2017-2018 which confirmed that FOI requested had been dealt with in accordance with the FOI Act and Data Protection Act.

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**2733 PAIRING REPORT 2017-2018 AND PAIRING ARRANGEMENTS FOR 2018-2019**

The Clerk thanked members for their commitment to another successful year of pairing arrangements and confirmed the pairing arrangements for 2018-2019 which would in future remain in place for a period of two years.

Members noted the reports.

**2734 GOVERNOR ATTENDANCE 2017-2018**

The Clerk confirmed that attendance for all corporation and committee meetings in 2017-2018 was 84% and that there had been excellent attendance at Committee meetings during the year. Members were thanked for their commitment to good attendance at meetings.

Members noted the governor attendance report for 2017-2018.

**2735 MINUTES OF THE SEARCH, GOVERNANCE AND DEVELOPMENT COMMITTEE MEETING HELD ON 19 SEPTEMBER 2018**

The minutes of the Search, Governance and Development Committee meeting held on 19 September 2018 were received and noted.

**2736 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 26 SEPTEMBER 2018**

The minutes of the Audit Committee meeting held on 26 September 2018 were received and noted.

**2737 MINUTES OF THE REMUNERATION, FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON 26 SEPTEMBER 2018**

The minutes of the Remuneration, Finance and Human Resources Committee meeting held on 26 September 2018 were received and noted.

**2738 DATES FOR DIARIES**

The Clerk provided details of forthcoming dates for diaries and asked members to note there had been changes to the Learner Focus Group dates which would be recirculated.

It was noted that a retirement event would be held for the Vice Principal, Finance and Resources on 19<sup>th</sup> December 2018.

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RESTRICTED CONFIDENTIAL ITEMS

2739 SENIOR POSTHOLDER APPOINTMENT - EXECUTIVE DIRECTOR:  
COMMERCIAL AND FINANCE

This items was recorded as a restricted confidential minute.

2740 RESTRICTED CONFIDENTIAL MINUTES OF THE EXTRAORDINARY  
BOARD MEETING HELD ON 5 SEPTEMBER 2018

The restricted confidential minutes of the extraordinary board meeting held on 5 September 2018 were approved and signed by the Chair.

2742 CLOSE

There being no further business, the Chair thanked Members for their attendance and closed the meeting at 7.55 pm.

Janice Sunderland  
Secretary to the Corporation

Signed as a correct record on ..... 12/12/2018 ..... (Date)

 ..... (Chair)