

# Askham Bryan College Corporation

## Corporation Meeting

### Minutes of the meeting held

Monday 13 November 2017 – 1.30pm-3.30pm

Classroom 3, Central Lodge, Askham Bryan College, Middlesbrough, Stewart Park

The Corporation meeting was held as part of an Away Day where there was a Foundation Degree Awarding Powers (FDAP) session and governance session prior to the start of the meeting.

**20. Present:** Anthony Alton (AA) – Corporation Chair/Finance and General Purposes Committee Chair, Ian Brown (IB), Andrew Cobb (AC), Catherine Dixon (CD) – Chief Executive, David Lynch (DL), Peter McKenzie (PM) – Audit Committee Chair, James Standen (JSt), John Williams (JW).

**In attendance:** Emma Barbery (EB) – Finance Director, Sandra Burnhill (SB) – Executive Director Apprenticeships, Quality and Standards, Judith Clapham (JC) - Clerk to the Corporation, Sharon Sheppard (SS) – Executive Director FE – Land based, Pippa Tiller (Curriculum review), Tim Whitaker (TW) – Campus Principal, York/Executive Director HE and Students.

**21. Acceptance of apologies for absence:** Jennifer Bartram (JB), Alan Bowe (AB) – Corporation Vice Chair, Haider Malik – Student Governor/SU President, Rosie Patrick – Student Governor/SU Vice President, Alan Skidmore (AS), John Smith (JS) – Staff Governor, Ian Snowden (IS) – Staff Governor, Fay Treloar (FT).

AA expressed disappointment at the number of apologies.

It was noted that Fay Treloar had submitted her resignation with effect from 12 November 2017, due to her limited availability having taken a new job.

### 22. Declarations of Interest

There were no changes to the Declarations of Interest as detailed in the register, none of which it was agreed amongst those present precluded anyone.

Those thought relevant are listed below:

- AA, AB, CD and JSt, as Directors of ABC College Co Ltd and ABC Enterprises Ltd.
- AB in relation to the H&H Group plc whom the College uses for the cattle market and printers and provided £100 sponsorship to the Awards Ceremony.
- AC as Consultant to QAA and Director of Andrew Cobb Academic Services.
- JW as a Governor at Kirklees College.

### 23. Minutes of the meeting held 15 September 2017

**Resolved:** The minutes of the meeting held 15 September were accepted as a true and accurate record following amendment to JSt initials and signed by AA as Chair.

### 24. Matters Arising from the minutes/action schedule

CD reported that she had met with the Bramham and Badsworth Hunt regarding the Point to Point course and they had been receptive to trialling options for minimising the impact on grazing this year, before assessing the position moving forward.

## 25. Chief Executive Report

Members agreed that aspects of minute 25 should be classified as confidential on the grounds of staff and commercial sensitivity. The minutes and associated reports are therefore not available for circulation to the public, college staff or students, along with any draft documents.

Consideration was given to the Confidential Chief Executive Report to the Corporation to update on recent College activity and priorities, covering strategy, recruitment, IT, Finance, Budget Process for 2017/18, Capital, Higher Education, Foundation Degree Awarding Powers, National Student Survey, Vet Nursing, Regional Centre Review, Safeguarding, Local Enterprise Partnerships (LEP) bids, Catalyst Funding, Data Protection, policies and procedures, English and Maths, technical qualifications, Farm update, Bushcraft, Curriculum Review, Key performance indicators, Apprenticeships, Self Assessment Report, Marketing, Staffing, external visits and External Environment, with detail as in the report and appendices General Data Protection Regulations guidelines, October 2017 letter from the FE Commissioner, 4 October 2017 Ofsted update letter, Principals and Chairs letter regarding under-funding of 16-19 education.

The paper was taken as read and CD/discussion highlighted the following:  
Following extensive consultation with staff and key stakeholders, including the Corporation the mock up of the Strategy was presented for final sign off.

Governors expressed gratitude to the Marketing Department for producing a 'professional' document.

Governors suggested a couple of alterations, for example attributing who the quotes are from and listing the centres and contact details on the back cover. **ACTION**

**Resolved:** The Corporation unanimously approved the Strategy with the slight adjustments.

It was noted that the year-end external financial audit conducted by RSM UK had been completed with no concerns or material issues having been raised to date which Governors thanked the finance team for.

It was noted that the first quarterly financial reforecast has commenced and includes the FE curriculum review and will provide an indicative year end outturn position. It was noted that there has been a detailed exercise to look at teaching time and where it is being delivered in the most efficient way.

Further to the FDAP session it was confirmed that the College had received notification that the Advisory Committee on Degree Awarding Powers had met 2 November 2017 and considered the College's application and had agreed to proceed to detailed scrutiny of the application and would be in touch in due course.

It was noted that the College has achieved an overall National Student Survey (NSS) score of 82% which is an improvement of 3% on the 15/16 academic year which was commended, whilst recognising there are still areas for improvement and an action plan in place to address these.

It was noted that after a significant amount of work the College has received probationary accreditation for the delivery of its Foundation Degree in Veterinary Nursing from the Royal College of Veterinary Surgeons for the academic year 18/19.

It was noted that the official opening of Askham Bryan College, Middlesbrough at Stewart Park took place 2 November 2017 and that as a result of the move, discussions are taking place

regarding the disposal of assets at Guisborough, which will come back to Corporation on the options available once valuations have taken place.

CD stated that the College had been successful in progressing its bid to the Local Enterprise Partnership (LEP) to establish a digital farm and associated technology and infrastructure at York. It was noted that the business case is being worked on to be presented to the LEP by the end of November. AA requested further detail. TW outlined the idea of using technology to improve the production on the farm and enhancing the student experience with the idea of using technology to record and analyse and more effectively run the farm. AC queried how it will enhance teaching and whether there will be an information room? It was noted that this is being worked into the business case.

CD stated that the College has made a joint bid to HEFCE Catalyst Fund (non capital) to develop employability skills within Higher Education graduates and has also submitted a bid of its own for £70k based on developing short term staff secondments to industry and developing networks to enable students to build an early career professional network.

It was also noted that the College has made three Institutes of Technology expressions of interest, one connected with Harper Adams, one regionally with the Yorkshire Colleges and one in Cumbria.

CD reported that the General Data Protection Regulation (GDPR) replaces the Data Protection Act in May 2018 and the College is currently working with the Internal Auditors, BDO to implement the necessary changes. It was noted that it is considered the biggest change to Data Protection Law for 20 years and as such is a substantial task.

Consideration was given to the KPI tracker data. The Governors welcomed the information and the three year trend data. It was noted that the overall College achievement for FE courses for 16/17 was 84%, against a national average for general FE of 82.1%.

The increase in marketing activity was noted.

CD was thanked for her comprehensive report.

## **26. Curriculum Review Presentation**

PT gave a presentation to the Corporation on the Curriculum Review that she is undertaking across all areas of the College, to ensure that the College is operating efficiently and that the College has an infrastructure in place with a curriculum that remains relevant to employers and students with a focus on employability, focussing on the following areas:

- Applications to Enrolment Tracking (Admissions Process)
- Staffing Hours/Utilisation to ensure transparency, accountability, consistency and standardisation, eg Job Descriptions
- Study Programme Hours/Maximise Funding eg developing full cost recovery

Governors welcomed the approach. JSt asked what was the overarching finding so far. PT stated that the current approach is not streamlined or standardised, with some areas teaching more than the College receives funding for, which needs to be looked at, without losing the essence of a nurturing environment. PM asked about areas that could be consolidated, which was confirmed was being looked at.

It was noted that the IT Infrastructure needs to support the review.

AC asked if the review would also be looking at the curriculum and what employers want and need so the curriculum is relevant and up to date and also asked regarding competitor analysis. CD explained that the College is speaking to a researcher regarding the future needs as well as employers and students, which will shape the curriculum in the longer term.

It was noted that the College is undergoing a cultural change.

JSt asked about how the College engages with employers. SS stated that the departments engage with employers, for example in discussions regarding the new technical qualifications. It was noted that employers are involved in HE programme validations.

## **27. AoC Pay recommendation**

Consideration was given to the comprehensive proposal in respect of the AoC National Pay offer for 2017/18, outlining the cost of living award, workload, class sizes, agency staff, non-lecturer curriculum delivery staff. It was recommended to implement the AoCs recommended 1% pay awards across all pay points (or £250 where this is more advantageous to lower paid grades) whilst noting the unions' rejection of the offer at the level recommended. The impact on the budget with a cost of £80k was considered, along with local labour market and competitor employers.

AA stated that the College has followed the AoC national line on pay awards and therefore thought the College should continue to do so. JW queried how it will impact on the cash position and suggested waiting until after the reforecast. It was noted that it had been modelled into the cashflow position and was manageable in line with expected cost savings. CD stated that she would prefer not to delay the decision, so she could inform staff accordingly and manage the message.

**Resolved:** The Corporation unanimously approved the implementation of the AoCs recommended 1% pay award across all pay points (of £259 where this is more advantageous to lower paid grades) from 1 February 2018.

## **28. ESFA Financial Plan Letter and Dashboard**

Consideration was given to the Education and Skills Funding Agency Letter regarding the College Financial Plan 2017 to 2019 and Dashboard, which confirmed the plan as Satisfactory for 2016/17 and 2017/18.

## **29. Governance**

### **College Company Meeting**

Consideration was given to the College Company Limited Meeting held 18 September 2017, presented by AA as Chair. It was noted that there were no recommendations requiring Corporation approval, but that a grazing agreement had been negotiated with Headley Hall and that Matt Bagley is preparing a report as to the Strutt and Parker Strategic Farm Review Recommendations.

### **Search and Governance Committee – Register of Interests, Skills Audit, Departmental Briefings**

Consideration was given to the Search and Governance Committee held 29 September 2017, presented by the Clerk.

Consideration was given to the below recommendations from the Search and Governance Committee.

John Williams be invited to join the Quality and Standards Committee due to his FE skill set.

Andrew Cobb be invited to join the Audit Committee due to his Risk Management in education skill set.

David Lynch be invited to join the Finance and General Purposes Committee due to his current banking skill set.

JW stated that with regret he had too many commitments at the moment so could not take on the Quality and Standards role. AC felt that his skill set was more in line with joining the Search and Governance Committee and DL requested to remain on the Audit Committee at the present time due to the timing of the meetings.

**Resolved:** The Corporation unanimously agreed to the following:

- John Smith remain as a Governor until the end of his term of office (18 May 2019).
- The Departmental Briefings.
- To complete the revised Skills Audit.
- Attend individual Governor self-assessment sessions with the Chair and Clerk to provide each Governor an opportunity for reflection and to discuss individual training and support needs and to assist with developing the Corporation.
- Training activity – Equality and Diversity (third party), health and safety, Risk Management and Data Protection (Internal Auditors).
- Place an advertisement in the Yorkshire Post for new Governors in line with succession planning.

Consideration had been given to the Register of Governor Interests in the Governance Session with updates provided to the Clerk.

Governors were provided with the new Skills Audit and asked to complete it and return to the Clerk, with a view to ensuring the Corporation continues to have the skills needed to support the delivery of the strategy.

Governors were provided with their Departmental Briefings and welcomed the opportunity to meet with students and staff.

### **Quality and Standards Committee**

Consideration was given to the Quality and Standards Committee held 6 October 2017, presented by AC as Chair. It was noted that there were no recommendations requiring Corporation approval, but AC highlighted that it had been an interesting meeting with an annual report on student disciplinaries which showed issues were being addressed, annual report on teaching and learning with 213 observations having taken place and how data is linked to staff development, a detailed look at KPIs with new columns showing useful data and changes taking place, Self Assessment Report and update on recruitment, Maths and English which continues to be a challenge, plus a safeguarding report from Clare Williams followed by a short break and then a focus on HE including recruitment, destinations data collected six months after leaving the College with an 85% response rate and increase in median salary, TEF report recording the bronze award for the College, reports from the HE Academic Board, an update on the National Student Survey which is moving in the right direction, Critical Self Analysis for FDAP and timeline, with detail as in the reports and minutes.

It was noted that the College had been successful in moving to the next stage of the application for Foundation Degree Awarding Powers which will result in the appointment of a Co-ordinating Officer and scrutiny team, followed by a preliminary visit before the scrutiny process up to 18 months to establish whether the College is competent to exercise the powers to award Foundation Degrees and can clearly demonstrate public confidence, both present and future in its systems for assuring the academic standards and quality of its Foundation Degrees, judged

against governance and academic management, academic standards and quality assurance, scholarship and pedagogical effectiveness of academic staff, the environment supporting the delivery of Foundation Degree programmes.

It was noted that consideration had been given to the Consultation on the review of the QAA UK Quality Code for Higher Education and Higher Education Code of Governance in the Foundation Degree Awarding Powers session working through the seven elements, with further information to come to the December Corporation Meeting regarding the embedding of the Code. **ACTION**

**Resolved:** The Corporation unanimously agreed to adopt the Combined University Chairs Code of Good Governance

### **Audit Committee**

#### **Integrated Risk Management Framework and Headline Risk Register**

Consideration was given to the Audit Committee held 16 October 2017, presented by PM as Chair. It was noted that the Committee had received the Internal Audit Management Accounts Report, Landex Safeguarding Report, Regularity Audit, an excellent update on risk management from CD, setting the scene for Risk Management going forward and looked at the tender process for the External Auditors.

Consideration was given to the Integrated Risk Management Framework for the College and Headline Risk Register which had been presented at the Audit Committee as a baseline to build on for the future.

It was noted that this had been produced following the last Risk Management Group Meeting to ensure a systematic and coordinated response to risk analysis and risk management in the College to service planning, projects, programs, policy development and strategic decision-making. It was thought that integrating a well-structured risk management approach within the organisation serves the interests of the stakeholders by maintaining confidence in decision-making whilst enabling staff to make informed decisions about risk and opportunities to support the organisation's overall objectives.

It was noted that an Action Plan will be produced for implementation across College which will also be dependent on the recruitment of the Legal/Compliance Adviser in terms of embedding.

CD made reference to the appendices and assessing the impact and consequence of risk and how it is classified, so all get to the same point when thinking about risk and manage it on the same basis. The three classifications of risk were looked at, ie the inherent risk (base if do not take action), current risk (with some current controls in place) and then the residual risk once further actions are taken, which needs an assessment as to the actions and costs and whether it does reduce the risk further.

AA asked about how the Corporation will be kept informed. It was noted that the Risk Register will be included for each Corporation meeting having also been to the Audit Committee, but if there is an extreme risk it will be reported immediately. It was thought that the key was to ensure it is embedded. It was noted that each department will also have their own risk register which will feed into the Headline Risk Register via the Risk Management Group. JW suggested an exercise to define the Corporation's risk appetite. **ACTION**

**Resolved:** The Corporation unanimously agreed to approve the:

- Management Accounts Final Report
- Regularity Audit

- Revised Internal Audit Plan 2017/18
- Integrated Risk Management Framework
- Headline Risk Register
- Timetable for the appointment of External Auditors 2018 tender

**30. Governor Activity Feedback – Departmental Briefings, events, training**

AS reported that he had been involved in two MP visits to the College by Julian Sturdy and Rachael Maskell, plus the remembrance parade. A number of governors had been involved in the opening of Askham Bryan College, Middlesbrough.

**31. Confidential items**

Members agreed that aspects of minute 25, should be classified as confidential on the grounds of staff and commercial sensitivity and reviewed in one year. The minutes and associated reports are therefore not available for circulation to the public, college staff or students, along with any draft documents.

**32. Any Other Business**

None.

**33. Date of next meeting**

**Resolved: Monday 18 December 2017.**

## Action Schedule

Date Action Raised	Minute No	Action required	Action by	By when
<b>Current</b>				
13/11/17	25	Alter the tractor photograph, attribute who the quotes are from and list the contact details on the back cover of the Strategy.	CD	ASAP
13/11/17	29	Undertake a mapping exercise of where the College is in relation to the seven elements of the CUC HE Code of Governance.	JC	18/12/17
13/11/17	29	Organise a Risk Appetite session for Governors.	JC/CD	ASAP
<b>Pending</b>				
<b>Cleared</b>				
15/9/17	10	Check numbering on Safeguarding Policy	JC/CW	ASAP
15/05/17	60	Search Committee to review who at Corporation level has the expertise on the animal side to challenge and also to undertake a skills review to ensure that the Corporation has the right skills for the college.	JC to add to agenda	Nov '17

I certify that this is a true and accurate record of the meeting held 13 November 2017 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date