

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held Monday 17 October 2016 – 12.30pm – 3.45pm Committee Room A, Askham Bryan College, York

Prior to the meeting there was a minute silence in honour of David Smith, IT Technician and student xxxx.

- 14. Present:** Anthony Alton (AA) – Corporation Chair/Finance and General Purposes Committee Chair, Alan Bowe (AB), Ian Brown (IB), Jo Charlesworth (JCh) – Student Governor/SU Vice President, Alun Davies (AD), Megan Errington (ME) – Student Governor/SU President, Alan Skidmore (AS), John Smith (JS) – Staff Governor, James Standen (JSt), Ian Youdan (IY).

J Ch was welcomed to her first meeting.

In attendance: Judith Clapham (JC) - Clerk to the Corporation, Gary Downey (GD) – Chief Finance Officer/Acting Accounting Officer, Wes Johnson (WJ) – Campus Principal, North, Jane Tupper (JT) – Deputy Principal Quality and Standards, Tim Whitaker (TW) – Campus Principal, South.

- 15. Acceptance of apologies for absence:** Jennifer Bartram (JB), Jane Downes (JD) – Corporation Vice Chair, Peter McKenzie (PM) – Audit Committee Chair, Ian Snowden (IS) – Staff Governor, John Williams (JW).

16. 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, JS and IY as Directors of ABC College Co 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.

17. Minutes of the meeting held 26 August 2016 - Approval

Resolved: The minutes of the meeting held 26 August 2016 were accepted as a true and accurate record and signed by AA as Chair.

18. Matters Arising from the minutes/action schedule

None.

19. Governance

Committee Meetings inc verbal report from Chair of Committee and related updates - Approval

College Company Meeting

Consideration was given to the minutes from the Company Meetings held 12 September 2016 and 5 October 2016.

Resolved: AB and JS to become Askham Bryan College Company Limited and Askham Bryan College Enterprises Limited Directors.

Resolved: No more forward selling of crops without reference back to the College.

JCh, ME, JS, GD, WJ, JT and TW left the meeting.

Appointments Group/Remuneration Committee

Members agreed that minute 20 Appointments Group should be classified as confidential on the grounds of staff 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.

JCh, ME, JS, GD, WJ, JT and TW re-joined the meeting.

Search and Governance

Consideration was given to the minutes from 19 September 2016.

Resolved:

- PM to be appointed for a final two years, if he wishes to do so.
- F&GP Committee to be reduced to six members and Search and Governance Committee to be reduced to four members, in line with Remuneration Committee.
- Finance, Resources/Estates, HR, MIS, Student Records, Marketing, External Relations, IT, Student Services, Learning Resource Centre, HE for Departmental Briefings, Clerk to co-ordinate with JT and Governors and feedback to be given at Corporation Meetings.
- Training programme to be devised with JT to possibly include:
 - The curriculum areas and educational offer – briefing sessions from Directors similar to
 - July Staff Development Week (HE&FE)
 - AoC Strategy Session – a bespoke policy, context and ‘education landscape’ input to the
 - Corporation and senior team to aid an understanding of the national issues affecting the
 - Corporation and College. May not be necessary as may be acquired by other means as
 - actively involved in area review meetings, etc.
 - Information on Learner Voice, links with employers and impact on learners, careers
 - guidance and progression, vocational resources, study programmes and data protection
 - Education Funding
 - Financial Management
 - HR Strategy and planning
- Adopt the fourteenth edition of the Code of Conduct.

Finance and General Purposes Committee

Members agreed that minute 19 Finance and General Purposes Committee should be classified as confidential on the grounds of 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.

Conflict of Interest Policy

Consideration was given to the Policy and Procedure for Conflicts of Interest.

Resolved: The Policy and Procedure with the minor amendments proposed was approved.

20. Executive Update

Consideration was given to the Executive Summary Report which the Executive presented, providing a summary of recent College activity including:

- Enrolment, with student numbers generally on target
- Current income estimates showing slight variances
- Quality, with the College continuing to judge itself as Good with some outstanding evidence within Apprenticeships

- Initial indicator for 2015-16 outcomes showing positive achievement when considered against national benchmarks, with more work to be done on English and Maths. It was noted that the SAR validation will take place 17 & 18 November. Functional skills is an area for concern, with Maths and English being priority areas
- Teaching and learning
- Apprenticeship programme with changes to the management structure which will be steered by Wes Johnson and managed through a new Director of Apprenticeship and Employer Engagement Role, with two Apprenticeship Co-ordinators
- Update on Newton Rigg and York activities

Area Review

TW, AA and ME provided feedback on the meetings attended so far, with an overview, LA position, Hull, North Yorkshire and York update.

Apprenticeships

Consideration was given to the Update on Apprenticeships Report outlining what is an apprenticeship, the New Apprenticeship Levy 2017, the New Digital Apprenticeship Service, New Apprenticeship Funding Changes, New Register of Apprentice Training Providers, the New Institute for Apprenticeships, From Apprenticeship Frameworks to New Standards Developed by Employers, Higher Level and Degree Apprenticeships, Apprenticeships at Askham Bryan College and structure. The importance of Apprenticeships was recognised and the need for this to be driven strategically. The food industry was recognised as a potential area of growth. The emphasis on being employer led was noted and it was suggested that the NFU be involved in this as the standards need to be written by industry. The difficulties with Higher Level and Degree Apprenticeships was recognised.

Action

RH joined the meeting.

21. Staff Survey

Consideration was given to the Biennial Staff Survey 2016 showing the outcomes and key themes arising from the College's 2016 Staff Survey (undertaken May 2016) and to consider appropriate management responses and next steps for communication and dissemination, with a proposal to take forward two to three key recurrent themes arising from the Staff Survey for development and improvement to enable better internal communications, cultural change, improved individual and collective employee relations.

The report outlined background, 2016 methodology and question categories, response rate, benchmarking comparisons, freetext comments, recurring themes, possible management responses and recommended next steps.

It was noted that previously the College has undertaken a biennial staff survey across the institution with a stand alone internal online questionnaire and this year to enable wider benchmarking opportunities, the College took part in an FE sector consortium approach, co-ordinated by York College, which consisted of 52 participating colleges and involved comparing responses to a total of forty questions grouped under the following broad categories:

- Management style
- Communications
- Customers
- College
- "Me"
- Staff

There were 246 responses, representing a response rate of 35.2%, a considerable increase on previous response rates, but below the KPI target of 55%, but still regarded as reliable.

It was noted that in every category the College was within or very near the lowest quartile across the board.

It was proposed that a top-line action plan be produced outlining the proposed management response to the key survey outcomes and the recurring themes arising from it, results and management responses to be communicated to staff through a range of internal media, current efforts to address workload modelling and management to be redoubled in the light of comments relating to high and uneven workloads. Named SMT members will be assigned individual themes to take forward as project leaders. Centre-based focus groups to be convened to meet regularly between now and the 2018 Staff Survey, termly report on progress to SMT and Corporation, a further staff survey be undertaken in Spring 2018, using the York College consortium approach.

It was noted that the 30 week academic year is causing significant pressure. The Corporation requested ongoing updates. Governors thought the geographic nature of the college and rapid changes are also likely to have contributed to the results.

22. Confidential items

Members agreed that aspects of minute 20 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.

23. Any Other Business

ME stated that the number of students has increased, but the Student Union budget has remained the same.

24. Date of next meeting

Resolved: Monday 12 December 2016

Action Schedule

Date Action Raised	Minute No	Action required	Action by	By when
Current				
17/10/16	20	Report to be produced on the management options for the farm	Directors	ASAP
17/10/16	20	Write to NFU regarding Apprenticeship standards	WJ/TW	ASAP
Pending				
Cleared				
26/08/16	66	To look at the 'other' category on the Health and Safety Report	GD	ASAP

I certify that this is a true and accurate record of the meeting held 17 October 2016 and agree to them being made public on the Askham Bryan website.

Signed

Date

Chair