

# Askham Bryan College Corporation

## Corporation Meeting

### Minutes of the meeting held Monday 19 December 2016 – 12.45pm – 4.45pm Committee Room A, Askham Bryan College, York

Prior to the meeting there was a tour of the new Agri Tech Innovation Centre – The Lance Gilling Building. There was a Strictly Private and Confidential Session prior to the start of the meeting.

**25. Present:** Anthony Alton (AA) – Corporation Chair/Finance and General Purposes Committee Chair, Ian Brown (IB), Alun Davies (AD), Jane Downes (JD) – Corporation Vice Chair, Peter McKenzie (PM) – Audit Committee Chair, Alan Skidmore (AS), John Smith (JS) – Staff Governor, Ian Snowden (IS) – Staff Governor, James Standen (JSt), John Williams (JW), Ian Youdan (IY).

**In attendance:** Judith Clapham (JC) - Clerk to the Corporation, Ade Brownlow (ABr), 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.

**26. Acceptance of apologies for absence:** Jennifer Bartram (JB), Alan Bowe (AB), Jo Charlesworth (JCh) – Student Governor/SU Vice President, Megan Errington (ME) – Student Governor/SU President.

ABr was welcomed to his first Corporation Meeting as an interim member of the Executive.

#### **27. 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.
- JW as a Governor at Kirklees College.

#### **28. Minutes of the meeting held 17 October 2016**

**Resolved:** The minutes of the meeting held 17 October 2016 were accepted as a true and accurate record and signed by AA as Chair.

#### **29. Matters Arising from the minutes/action schedule**

None. The actions were updated.

#### **30. Governance**

Members agreed that aspects of minute 30 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.

## **Committee Meetings inc verbal report from Chair of Committee and related updates – Approval**

### **Audit Committee Meeting**

Consideration was given to the minutes from the Audit Committee Meetings held 20 October 2016 and 5 December 2016.

PM shared a proposed amendment in the Audit Committee Annual Report highlighting that due to the fact that a full audit programme was not completed during the year due to operational difficulties only limited assurance can be provided. The Audit Committee are satisfied that this situation will be corrected in the forthcoming year and progress of the Audit Plan will be closely monitored.

GD reported that a Financial Controller has been recruited, but two members of the team will be leaving, but this is all in hand.

### **Finance and Resources**

#### **Report and Financial Statements 2015/16**

Consideration was given to the Members' Report and Financial Statements for the year ended 31 July 2016.

Governors noted a wording adjustment that needed to be made prior to signing which was duly actioned.

#### **ABC Co Ltd - Directors' Report and Financial Statements 2015/16**

Consideration was given to the Directors' Report and Financial Statements for year ended 31 July 2016.

#### **ABC Enterprises Ltd – Directors' Report and Financial Statements 2015/16**

Consideration was given to the Directors' Report and Financial Statements for year ended 31 July 2016.

#### **Letter of support from ABC to ABC Co Ltd and ABC Enterprises Ltd**

Consideration was given to the letter of support from ABC to ABC Co Ltd and ABC Enterprises Ltd, confirming continued financial support to the company with a recommendation that Jane Downes sign the letter, due to AA being a Director of the Companies.

#### **Letters of Representation/Management Report from External Auditors RSM UK Ltd**

Consideration was given to the letters of representation on the Financial Statements and Regularity audit which were thought acceptable. It was noted that nothing had been found to prevent the accounts being signed.

**Resolved:** There were 8 votes for and 3 abstentions (due to not having had time to consider the accounts in detail) for agreement to the following:

- The ABC Report and Financial Statements for the year ended 31 July 2016 were approved for the Chair and Principal to sign on behalf of the Corporation.
- The Governors approved the Letters of Representation to RSM UK Ltd re ABC and authorised the Chair and the Principal to sign on behalf of the Corporation.
- The Directors of ABC Co Ltd and ABC Enterprises Ltd received a Letter of Support from the College and approved the ABC Co Ltd Directors' Report and Financial Statements for the year ended 31 July 2016 and ABC Enterprises Ltd Directors' Report and Financial Statements for the year ended 31 July 2016, authorising the Chair to sign as a Director on behalf of the Board and the Clerk as Company Secretary.

- The Management Report from the External Auditors, RSM UK Ltd was received and accepted. It was noted that this is also sent to the SFA, along with the accounts and Annual Report of the Audit Committee.
- The Letter of Support from ABC to ABC Co Ltd and ABC Enterprises Ltd were approved and the Vice Chair authorised to sign on behalf of the Corporation.

### **Annual Report of the Audit Committee**

Consideration was given to the Audit Committee Report for Financial Year ended 31 July 2016, which PM spoke to the Corporation about. Final changes were made to the document to reflect the current position.

**Resolved:** The amended Audit Committee Report for Financial Year ended 31 July 2016 was approved and PM as Chair of the Audit Committee was authorised to sign it, ready for it to be sent to the SFA.

Governors considered the IT Infrastructure Internal Audit Report which raised a number of issues that were now being looked at and a plan put in place to address. Governors requested a report to F&GP Committee on the costings.

**Action**

### **Resolved:**

- Corporation unanimously approved the final Internal Audit Plan 2016/17 with revised timings.
- Corporation accepted the IT Infrastructure Risk Assessment Internal Audit Report.
- Due to ongoing difficulties in the Finance Department in order to give some continuity it was agreed to delay the re-tendering exercise for the External Auditors until 2018.

### **College Company Meeting**

Consideration was given to the minutes from the Company Meeting held 10 November 2016. It was noted that Oliver Pilbeam, Farm Manager was leaving and a replacement has been sorted via Velcourt.

It was noted that the increase in milk price would benefit the accounts.

It was noted that the current Velcourt contract ends July 2017 and that they have been given notice that the contract will be going out to tender. Showing what we offer and what services can be provided is ongoing at the moment ahead of a formal tender.

Consideration was given to the Wildlife Park, which needs to be run through ABC Enterprises Ltd. It was noted that there will be an event to formally open the Park, likely to be Easter 2017.

**Resolved:** Corporation agreed to formally tender for Farm Management.

### **Quality and Standards Committee**

Consideration was given to the Quality and Standards Committee held 1 November 2016 and minutes from the FDAP Governance Group Meeting held 21 November 2016.

It was noted that the timeline is in place for a Foundation Degree Awarding Powers application to be made in May 2017 and the draft Critical Self-Analysis is at the stage of wider circulation in the College, for input and to ensure it is embedded and there is College buy in. It was noted that the recruitment of HE Governors is ongoing to drive the HE agenda forward. It was also noted that the application fee has increased to £90k and that the HE Bill is on its second reading in Parliament with an outcome expected Spring.

Governors were alerted to attend the next AoC Y&H Regional Governors Network on Thursday 16 February, 2017 arrivals and refreshments 15:30 for proceedings 16:00 – 19:00, at John Leggott College, Scunthorpe with the main topic being HE in FE including presentations from David Corke, AoC and Maureen Sydney, University Centre Doncaster (Doncaster College).

### **Finance and General Purposes Committee**

Consideration was given to the minutes from the Finance and General Purposes Committee held 5 December 2016.

#### **Resolved:**

- Corporation unanimously approved the proposed changes and amended Financial Regulations October 2016
- Corporation unanimously approved the 1% pay increase so as not to break with national pay policy for the sector.

### **31. Executive Update**

Consideration was given to the Executive Summary Report which the Executive presented, providing an update on recent College activity and priorities including Student Numbers, FE Funding, Apprenticeships, HE, Staff Survey, English and Maths, Techbac Qualifications, Ofsted with detail as provided in the report:

- An update was provided following Area Review Steering Group 3 and it was noted that there was a request for a five year projection and a further meeting with individual colleges had been held 19 December 2016 where the College had stated it will be undergoing a thorough review of its operations leading up to the development of a new Strategic Plan. It was noted that further financial information has been requested ie known changes, cashflow, management accounts by 9 January, but that any cash generation or potential asset sales needed to come back to Corporation as in the case of the sale of Joseph Nutter House.

#### **Action**

- ABr provided an overview of FE Funding with detail as provided in the report. It was noted that in year growth impacts on allocation and this is being looked at going forward. With regard to the Adult budget it was noted that there is a clawback if don't get 97%. It was acknowledged that demographic and market data is important to consider in projections.
- With regard to Apprenticeships, it was noted that the College has submitted a tender for the Register of Apprenticeship Training Providers and also a PQQ to secure 'non levy' funding.
- A Director of Apprenticeships and Employer Engagement has been appointed.
- Work is ongoing with the Staff Survey. The Executive reported that issues raised were not impacting on the student experience.
- Two cross college Curriculum leads for English and Maths have recently been appointed.
- The English and Maths results for the College compared with national data is a positive picture on GCSE programmes, though results for functional skills are less positive.
- The College is currently involved in much development work linked to the introduction of the new City and Guilds Technical Qualifications in Land Based Studies (Levels 2 and 3). It was noted that these qualifications have been approved by the DfE and are in college plans for delivery from September 2017 and that they are a combination of technical skills and workplace skills that use a new assessment model incorporating internal synoptic and external assessments. They will impact on staff training, assessment models and accommodation.
- It was noted that work is ongoing by Ofsted towards a new Inspection Framework for Social Care.

- Governors were notified of the Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills for 2015/16 which was published 1 December 2016 (pages 71-85 particularly relating to the Further Education and Skills Sector.
- Governors took a moment to consider the Good News Stories included in the report.

JW left the meeting.

### **32. Annual Safeguarding Report**

Consideration was given to the Annual Report for Safeguarding 2015/16, providing detail on the policy and procedure, developments, safeguarding referrals, 'Prevent', emerging themes, safeguarding checks and training, future developments.

Consideration was also given to the Online Safety and Due Regard to the 'Prevent' Agenda provided to inform on the position relating to use of filtering/firewall systems and our responsibilities under the Prevent Agenda.

It was noted that:

- The effectiveness of safeguarding practice, including the prevention of radicalisation of learners and compliance with the 'Prevent' duty will be considered by Ofsted.
- The update policy is written in line with the DfE statutory guidance 'Keeping Children Safe in Education' (Sept '16).
- The Senior Designated Safeguarding Officer is Clare Williams and the Governor Link is John Williams with details of contacts and process given within the Policy document.
- The methodology for recording referrals has been adapted during the year which has allowed for more accurate reporting with more transparent information, but causes difficulties when making direct comparisons with previous years and appears to indicate a substantial increase in reports, but needs to be understood in relation to the accessibility of systems and increased awareness of early indicators.
- Governors were reminded to wear their lanyards at all times when on site.
- There were five 'Prevent' referrals during the year, four of which were referred to the Counter Terrorism Unit.
- There are a high number of students with mental health issues in line with the national trend, highlighting the need for mental health specialist support.
- DBS checks are completed for all staff and other non student residents with risk assessments being used to augment these where required and the Single Central Register maintained accordingly.
- The cost of installing additional software to that the College already has, for further filtering/firewall systems would be prohibitive and outweighs the benefits it would bring.

A Governor queried the Wildlife Park activities in relation to access by the public and children. It was noted that it will not be open in term time and that appropriate risk assessments have been put in place and staff/students will be identifiable.

**Resolved:** Corporation approved the updated Safeguarding Policy.

### **33. Self Assessment Report**

Consideration was given to the Self-Assessment Report 2015-16 and overarching Quality Improvement Plan for 2016/17, providing context, key strengths and areas for improvement, the process, overall grades and judgements, Leadership and Management, Teaching, Learning and Assessment, Personal development, behaviour and welfare, outcomes for learners, 16-19 Study Programme, Adult Learning Programme, Apprenticeships, provision for high needs learners, HE, Supporting Data, all as detailed in the report.

It was noted that the curriculum SARs took place 17/18 November and included a representative from Landex, and various Governors who robustly challenged all sections, with the College self assessing as Good with some outstanding evidence within Apprenticeships, all of which was externally validated.

It was noted that Adult Learning Programmes have smaller numbers and the position can be defended, but it is in need of further improvement which is recognised.

**Resolved:** Corporation approved the Self Assessment Report and overarching Quality Improvement Plan for 2016/17, following a change on the DBS checks for Governors.

#### 34. Confidential items

Members agreed that the Strictly Private and Confidential session prior to the start of the main meeting and aspects of minute 30 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.

#### 35. Any Other Business

None.

#### 36. Date of next meeting

**Resolved: Monday 16 January 2017**

#### Action Schedule

Date Action Raised	Minute No	Action required	Action by	By when
<b>Current</b>				
19/12/16	30	Provide an IT Infrastructure Costing Report to the next F&GP with regard to points raised in the Internal Audit	GD	13/02/17
19/12/16	31	Produce financial information requested for Area Review with reference back to Corporation regarding any cash generation or asset sales	GD	9/01/17
<b>Pending</b>				
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
<b>Cleared</b>				

I certify that this is a true and accurate record of the meeting held 19 December 2016 and agree to them being made public on the Askham Bryan website.

Signed  
Chair

Date