

Askham Bryan College Corporation

Corporation Meeting

Minutes of the meeting held Friday 26 August 2016 – 2.00pm – 5.30pm Committee Room B, Askham Bryan College, York

57. Present: Anthony Alton (AA) – Corporation Chair/Finance and General Purposes Committee Chair, Jennifer Bartram (JB), Alan Bowe (AB), Ian Brown (IB), Jane Downes (JD) – Corporation Vice Chair, Megan Errington (ME) – Student Governor, 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, Gary Downey (GD) – Chief Finance Officer, Wes Johnson (WJ) – Campus Principal, North, Jane Tupper (JT) – Deputy Principal Quality and Standards, Tim Whitaker (TW) – Campus Principal, South.

58. Acceptance of apologies for absence: Alun Davies (AD), Liz Philip (EJP) – Executive Principal.

59. 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 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.

60. Chair and Vice Chair Election – Approval

It was noted that one nomination had been received to serve as Chair of the Corporation from W Anthony Alton and one nomination had been received to serve as Vice Chair of the Corporation from Jane Downes, in line with the process.

Resolved: It was proposed by JW that the sole nominees be elected into the posts due to there not being any other nominations and the Corporation being happy. All agreed. Anthony Alton was therefore duly elected as Chair of the Corporation and Jane Downes as Vice Chair. All agreed.

ME, IS and JS were asked to withdraw from the meeting in line with Instrument 14.

61. Confidential Session

Members agreed that minute 61 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.

ME, IS and JS re-joined the meeting.

GD, WJ, JT and TW joined the meeting.

AA apologised for the delay in the meeting and informed the meeting that EJP would be retiring from the College, 31 August 2016, with the Executive responsible for the day to day running of the College until a new appointment is made.

IS expressed concern.

62. Minutes of the meeting held 6 July 2016 - Approval

Resolved: Following minor amendments the minutes of the meeting held 6 July 2016 were accepted as a true and accurate record and signed by AA as Chair.

63. Matters Arising from the minutes/action schedule

None.

64. Governance

Final Budget and College Financial Plan Outcome - Approval

It was reported that following the 6 July 2016 Corporation Meeting the following were sent:

- The Two Year Financial Plan
- Commentary
- Financial Plan Cover Sheet (Principal's Statement) signed by the Accounting Officer

As compiled by Gary Downey, Chief Finance Officer, adhering to the Financial Planning Handbook Guidance, checklist and financial objectives and confirming that the documents/figures do not breach any bank covenants. The Executive Principal signed these off as Accounting Officer.

Resolved: The email vote resulted in 12 votes FOR approving the two year financial plan (which includes the 16/17 budget), commentary and cover sheet for submission to the SFA which were subsequently submitted to the Principal Regulator ie Secretary of State for Business, Innovation and Skills as Principal regulator of other Further Education Colleges, acting through the Skills Funding Agency (SFA) by 31 July 2016.

There were no votes against and two abstentions.

Members confirmed this outcome.

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

Foundation Degree Awarding Powers (FDAP) Governance Group

Consideration was given to the Terms of Reference, minutes from 1 June and 11 July and the FDAP CSA Mapping Template, all of which were discussed and noted by the Corporation.

HE Strategy

Consideration was given to the HE Strategy 2017-2020 demonstrating how Higher Education will contribute and deliver on the College Strategic Plan.

Understanding the college estate and what is most appropriate for the student experience was thought important, with recognition that a new build would incur significant costs.

FDAP Update

Consideration was given to the FDAP Update. It was noted that preparation is ongoing and remains on schedule for the option of a submission in April/May 2017. The FDAP Working Groups, FDAP academic systems and structures, HE Governor vacancy, Quality and Standards Committee, Post FDAP Planning and timeline were outlined.

It was noted that having HE expertise on the Corporation had been clearly identified and not having this leaves the application vulnerable.

66. Executive Update

Members agreed that aspects of minute 66 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.

H&S Update

Consideration was given to the Annual Health and Safety Report with detail on the Management of Health and Safety, significant incidents to date (noted as fire damage in a small section of one of the greenhouses in Horticulture, which following a NYFRS full investigation concluded that it was started by a discarded cigarette in the area,) reportable accidents (of which there were two, the first when a student was thrown from a horse resulting in a broken arm/wrist and the second when a member of staff was bitten by a ferret), health and safety inspections, audits including third party audits, events, health and safety committee, health and safety policy and procedure update, health and safety training and risk assessments.

Governors queried the other category on the report which GD said he would look at with John Freel, Health and Safety Manager.

Action

Farm Update

Consideration was given to the Farm Update and Proposal report with recommendations to minimise the trading losses of the farms, minimise the capital spend on the farms and potentially introduce new ideas as to how to balance the need to run the farms on a commercial basis with the need to provide a first class experience for students.

67. Confidential items

Members agreed that minute 61 and aspects of minute 65 and 66 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.

68. Any Other Business

It was noted that the proposed Area Review Visit to the College was 10 October 2016.

69. Date of next meeting

Resolved: Monday 17 October 2016

Action Schedule

| Date Action Raised | Minute No | Action required | Action by | By when |
|---------------------------|------------------|---|------------------|----------------|
| Current | | | | |
| 26/08/16 | 66 | To look at the 'other' category on the Health and Safety Report | GD | ASAP |
| Pending | | | | |
| | | | | |
| Cleared | | | | |
| | | | | |

I certify that this is a true and accurate record of the meeting held 26 August 2016 and agree to them being made public on the Askham Bryan website.

Signed
Chair

Date