

Minutes of the Meeting of the Corporation held on 11 July 2023 at 5.30pm at Bishop Burton College

Committee Members	Appointed as	Chair/Vice	Apologies
Alan Menzies	External Governor	Chair	
Kevin Kendall	External Governor	Vice Chair	Apologies Received
Rebecca Brassington	Staff Elect		(Until 7.15pm)
Susan Hamer	External Governor		
Lily Horsefield	Student Governor		Absent (end of term)
John Hurst	External Governor		
Sharon Kirby	Staff Elect		(Until 7.15pm)
Bill Meredith	Ex-Officio		
Adam Milner	External Governor		
Emma Milson	External Governor		
Angela Moran	External Governor		
Peter Phythian	External Governor		
Ian Sackree	External Governor		
Victoria Shannon	External Governor		Apologies Received
Martyn Thomas	External Governor		

In Attendance

Kate Calvert	Deputy Principal HR & Organisational Services	(DPHROS)
Stephen Kelly	Chief Financial Officer	(CFO)
Kirsti Lord	Deputy Chief Executive and Deputy Principal	(DPCEO)
Sallyanne Pearson	Director of Governance	(DG)

22.56	Apologies for Absence	
	To receive apologies for absence	
	Apologies for absence were received, with consent , from:	
	<ul style="list-style-type: none"> Victoria Shannon Kevin Kendall 	
22.57	Declarations of Interest	
	To note any agenda items in which Members have declared an interest	
	To be addressed throughout the evening's business	
22.58	Minutes of Previous Meetings	
	All Minutes noted were included as part of the Agenda Pack circulated to Governors.	
(a)	To receive and approve the Minutes of the Meetings held on:	
	<ul style="list-style-type: none"> 28 March 2023; and 9 May 2023 	
	Minutes dated 28 March 2023	
	An amendment to Minute 22.43(a) was noted:	
	The second bulleted sentence be amended, from:	
	<i>"the Committee confirmed it had undertaken its annual committee discussion with the Auditors in the absence of the Executive Team"</i>	
	to:	
	<i>"the Committee confirmed it had undertaken its annual committee discussion with the Financial Statement Auditors in the absence of the Executive Team"</i>	
	It was requested that Minute 22.43(c) be amended from:	
	<i>"To consider and approve on the recommendation of the Audit Committee the appointment of the Auditors"</i>	
	<i>The Committee noted their RECOMMENDATION to the Corporation for the continued appointment of the Financial Auditors for the 2022/2023.</i>	

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The Corporation **APPROVED** the appointment of RSM as the Financial Auditors for the 2022/2023 as per the agreed Fee Framework”

To:

“To consider and approve on the recommendation of the Audit Committee the appointment of the **Financial Statement** Auditors

The Committee noted their **RECOMMENDATION** to the Corporation for the continued appointment of the Financial **Statement** Auditors for the 2022/2023.

The Corporation **APPROVED** the appointment of RSM as the Financial **Statement** Auditors for the 2022/2023 as per the agreed Fee Framework”

With the amendments noted the Minutes were confirmed as a true and accurate record of the Meeting and are to be signed by the Chair.

Minutes dated 9 May 2023

The Minutes were confirmed as a true and accurate record of the Meeting and are to be signed by the Chair

(b) To note the Action Summary

Reference was made to the Corporation Action Summary – 11 July 2023 circulated as part of the Agenda Pack

Actions were noted and updated:

Min Ref	Title	Action Point	Person/s Responsible	Action Taken
22.37(a)	Student Association Report	DPCEO to liaise with the Student Governor/ President of the Student Association to assist, as and if appropriate, to bring the charitable event noted to fruition and update Governors accordingly.	DPCEO	Complete
22.39(a) (CM)	Redacted	Redacted		
22.40(a) (CM)	Redacted	Redacted		
22.40(c) (CM)	Redacted	Redacted		
22.42(a)	Curriculum & Quality Enhancement Committee Business	Draft Curriculum & Quality Enhancement Committee minutes (7 March 2023) to be amended to note Adam Milner’s apologies.	DG	Complete
22.42(b)	Curriculum & Quality Enhancement Committee Business	Updated draft Accountability Agreement to be provided to the Corporation meeting on 9 May 2023	DPCEO	Complete
22.46(a)	Governor Membership, Recruitment and Update	Vice Chair Role Descriptor to be drafted in readiness for consideration at the Governance & Search	DG/G&S	Complete

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		Committee meeting in July.		
22.46(b) (CM)	Redacted	Redacted		
22.46(e)	Governor Membership, Recruitment and Update	All relevant policies to be amended to put revisions set out in the Member Appointment Process, Lanyards and Signing In/Out Practices paper into practice. Practice to commence immediately.	DG	Carry Forward
22.47(c)	Governor Link	Key Performance Indicators for the Colleges Career Provision to be included as part of reporting provided to the Corporation	CEO	Complete
22.48(a)	Policies	Search & Seizure Procedure for Students - DPCEO to review the wording of paragraph 4 of the Policy to ensure the College's position over knives such as Swiss army knives is clear.	DPCEO	Complete
22.53	External Board Review Report	DG to draft summative overview of the External Board Report for uploading to the website and include the same for consideration at the next Governance and Search Committee Meeting.	DG	Complete
22.54	Accountability Agreement	CEO to update and amend the Accountability Agreement as and when LSIP priorities become known. Chair to review and undertake Chair's Action as appropriate.	CEO/Chair	Complete
		Finalised Accountability Agreement to be submitted and circulated to Governors immediately thereafter.	DG	Complete

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(c)	<p>To consider any other matters arising from the minutes</p> <p>Actions 22.46(a) and 22.53: noted as having been included as part of the Governance and Search Committee's business; updates included as part of the evening's business.</p> <p>Action 22.46(b): Noted that the College had withdrawn its nomination from the Further Education Governor Recruitment.</p> <p>Action 22.46(e): carried forward</p> <p>Updates from the Executive were noted and questions invited. Nothing raised.</p>	
22.59	Safeguarding Update	
	<p>Reference was made to the Safeguarding Report circulated as part of the Agenda Pack</p> <p>To receive and consider the Safeguarding Update for Governors</p> <p>Taken as read. The Corporation identified that the Designated Safeguarding Lead (DSL) had presented examples of where practice could be improved. Reference was made to strategies being implemented to improve such practice including the Right Student Right Course initiative. The Executive acknowledged the same noting, in particular, works taken to strengthen internal process which sought to identify and explore student need before enrolment to ensure appropriate support and scaffolding was in place from the outset. The Corporation commended the approach noting it's support and welcome to all students. The importance of ensuring each student's requirements were considered in full at the outset, to enable the College to consider and implement scaffolding/support, so far as reasonably practicable and appropriate, was noted.</p> <p>The Corporation referenced the introduction and positive impact of the Student Management Committee, noting the cross-college approach which appeared to be effectively managing and integrating students. Reference was made to the proposed amendment of its Terms of Reference. It was requested that the amended Terms of Reference be provided to the Corporation for their review and consideration.</p> <p>Action: Amendments to the Student Management Committee's Terms of Reference to be provided to the Corporation.</p>	DSL
22.60	Principal's Report – July 2023 / Operational Reporting	
	<p>Reference was made to the Principal's Report circulated as part of the Agenda Pack.</p> <p>To receive and consider the Principal's Report</p> <p>The Principal provided a summary overview the Report. Key points noted, included:</p> <p>Paragraph 2 Internal Information</p> <ul style="list-style-type: none"> Local Skills Improvement Fund (LSIF): the College has been successful in its application to be lead provider in the Hull and East Riding (HEY) area and will be supported by Hull College. The TEC Partnership will continue to lead in the Greater Lincolnshire area T Level Capital Fund Wave 5 Application: Noted and considered as part of Minute 22.65(c)(i) Ofsted Inspection and Further Education Presentation Events: Outlined. The Principal extended his gratitude and thanks to the Governors for their involvement as part of the OFSTED Inspection and for their continued support and attendance to College events Farm Report: an anticipated positive monetary contribution to the College was noted FE Recruitment: noted as below, comparatively, to the same point in time the previous year. The difference was reported to be diminishing and it was anticipated that recruitment would match the previous years 	
(a)		

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	<ul style="list-style-type: none"> Higher Education Recruitment: comparatively fewer offers have been made but Accepts have marginally increased compared to last year <p>The Corporation received the Report.</p> <p>Sector Funding: Paragraph 1.2: Fiscal Studies Report</p> <p>The Corporation referred to Paragraph 1.2 of the Report, "Fiscal Studies Report". It was put forward that the differential in pay between college and school teachers needed strategic consideration; noting the College should be "thinking outside the box". The importance of collegiate works, dialogue and buy-in from industries/employers alongside the College was noted. The Executive reflected on its Sustainable Futures initiative which had opened such dialogue around expectations and requirements of both Industries/Employers and the College. The Corporation noted the genre of processors/manufacturers which were specific to the area; putting forward that these be approached to explore links and collegiate initiatives.</p>	
(b)	To consider and approve the Academic/Disciplinary Regulations review, including College Charters	
	<p>Reference was made to the Academic/Disciplinary Regulations Review Report, the amended FE College Charter and the updated version of the FE College Charter, all circulated as part of the Agenda Pack.</p> <p>The papers were taken as read. The Executive noted that the Student Association Committee had been consulted and influenced the language used around mental health/illness noting this would be taken forward within procedures/process also.</p> <p>The Corporation APPROVED the Academic/Disciplinary Regulations review, including College Charters.</p>	
22.61	Student Association Constitution	
	<p>Reference was made to the amended Student Association Constitution (SAC) and the updated draft version which was circulated as part of the Agenda Pack.</p> <p>To consider and approve the Student Association Constitution</p>	
	<p>The DG noted apologies for not reviewing the same following amendment from the Executive. It was advised that the SAC would need to be reviewed from a governance perspective to ensure it dovetailed to governance documents and frameworks including Standing Orders. It was noted that amendments may need to be made to either the SAC or governance documents/frameworks to affect this.</p> <p>It was RESOLVED that the Corporation would DELEGATE AUTHORITY to APPROVE the SAC to the CHAIR who would oversee any amendments proposed to it following its consideration by the DG.</p> <p>ACTION: DG to liaise with appropriate operational leads around amendments which may be required to the SAC following review and consideration of governance documents and frameworks including Standing Orders.</p>	Exec/DG /Chair/ Corp
22.62	OFSTED Feedback	
	<p>Reference was made to the "Report following the Ofsted Inspection May 2023" which was circulated as part of the Agenda Pack.</p> <p>To consider and receive a report following the Ofsted Inspection</p>	
	<p>Item was taken as read. The DPCEO noted delight at the outcome of the Ofsted Inspection noting, in particular, the Outstanding areas.</p> <p>It was explained that there had been "no surprises" in terms of areas identified for focus/improvement which had already been identified in the College's Self-Assessment Report (SAR) for the 2021/2022 period.</p> <p>The areas identified for improvement were outlined which included improving attendance across all provision for young people. The DPCEO explained that the disclosure of attendance data, as part of an Ofsted Inspection, was not mandatory</p>	

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	<p>but the College had released its vocational attendance which had been discussed alongside its strategies introduced to improve attendance as a whole.</p> <p>The actions identified and areas for improvement are to be included as part of the College's Quality Improvement Plan and monitored by the Curriculum and Quality Enhancement Committee.</p> <p>The Executive formally commended the hard work of all members of staff noting them as "truly impressive". Particular reference was made to the Assistant Principal Business Development, Andy Black, in the attainment of the "Strong" contribution to meeting skills need. A formal note of thanks was further extended to all students for their positive behaviours and attitudes.</p> <p>The Corporation noted their commendations. Reference was made to the "Areas of Improvement". The Corporation reflected that, given the number of strengths which had been identified, these areas of improvements held important significance in driving forward the College to being outstanding practice. The Corporation requested that each area of improvement be individually monitored and tracked at each Corporation Meeting going forward.</p> <p>ACTION: Reporting to be provided to each Corporation Meeting which identifies, monitors and tracks improvements in each of the areas identified for improvement in the OFSTED Inspection</p> <p>The Corporation RECEIVED the Report</p>	DPCEO
22.63	Curriculum and Quality Enhancement Committee Business	
	The Minutes noted were provided as part of the Agenda Pack.	
	To receive and note the draft minutes of the Curriculum and Quality Enhancement Committee Meeting held on 13 June 2023	
	The Minutes were taken as read. The Chair of the Curriculum and Quality Enhancement Committee, invited questions. It was noted that the presentation provided by the DPCEO, to the Committee, on the Fitness for Purpose Review had been very helpful.	
	The Corporation RECEIVED and NOTED the Minutes.	
22.64	Audit Committee Business	
	The Minutes noted were provided as part of the Agenda Pack.	
(a)	To receive and note the draft minutes of the Audit Committee Meeting held on 22 June 2023	
	The Minutes were taken as read. The Chair of the Audit Committee, invited questions. It was noted that the Internal Audit works were running slightly behind schedule but assurance had been received that they would be completed in readiness to meet the requirements of the Financial Statement Auditors. Particular reference was made to the delay in the Apprenticeship Audit owing to an ESFA Audit Funding Apprenticeship being commenced and the Ofsted Inspection.	
	The Corporation RECEIVED and NOTED the Minutes.	
(b)	To consider and approve on the recommendation of the Audit Committee to:	
(i)	the appointment of the Internal Audit Services	
	Noted that the service would be entering its third year of tenure with the College. It was reported that an independent conversation with the Internal Auditors had been undertaken in the absence of the Executive Team. Communication, from the	

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	Executive Team, was noted as an area of focus. Professional debate around the grading of recommendations put forward was also noted.	
	The Corporation APPROVED the continuance/appointment of the Internal Audit Services for one year	
(ii)	the Financial Audit Plan for the year ended 31 July 2023, including amendments to the proposed fees	
	Reference was made to the Audit Plan for the Year Ended 31 July 2023 Discussion around the estimate of fees was undertaken. An increase in the cost estimate was noted as a result of the reclassification and an increase in works required to meet regularity requirements. The Corporation acknowledged that the Audit Committee had raised the increase in fees with the Financial Statement Auditors. It was put forward, given the financial context across the College and sector as a whole, the cost base would need to be considered going forward. The Corporation reflected on the scale and scope of works which would be required as a result of the reclassification; noting it was not possible to benchmark at this point in time given the unknown impact and newness of the reclassification. The Corporation noted the substantial increase from the original scope and RESOLVED to retender the External Auditing works at the next appropriate point in time. ACTION: CFO to run a tendering process for External Auditing works at the next appropriate point in time. The Corporation APPROVED the Financial Audit Plan (year ending 31 July 2023) and the amendment to its fees	CFO
(iii)	amendments to the Financial Regulations for 2023/24	
	Reference was made to the Review of Financial Regulations – 2023/24 Report and appended, amended, Financial Regulations. The Corporation noted the reference to the European Union and discussed this should, eventually, fall away. The Corporation APPROVED the amendments to the Financial Regulations for 2023/24	
22.65	Finance & Resources Committee Business	
	All Minutes noted were included as part of the Agenda Pack.	
(a)	To receive and note the minutes of the Finance & Resources Committee meeting held on: <ul style="list-style-type: none"> • 28 March 2023 • 25 April 2023 • 31 May 2023 The Corporation RECEIVED and NOTED the Minutes.	
(b)	To receive and note:	
(i)	a verbal update of the minutes of the Finance and Resources Committee meeting held on 11 July 2023 Noted that the CFO would pick up salient points as part of this Agenda Item.	

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(ii)	<p>the Management Accounts to 31 May 2022, including Debtors Report</p> <p>Reference was made to the Management Accounts, including Debtors Report circulated as part of the Agenda Pack.</p> <p>Taken as read. The CFO noted that the farm may make a positive financial contribution which would be included, in the cashflow forecasting, in due course. It was explained however that a stock valuation had been undertaken which needed to be considered, in full, before any contribution could be finalised.</p> <p>The CFO noted the ESFA Apprenticeship Audit was ongoing and an element of risk surrounding possible clawback was noted.</p> <p>The Corporation referred to the Income and Expenditure Account for the Month Ended 31 May 2023 College Account (including Farm). The Corporation challenged why there was such a high expenditure variance on “Teaching and Other Support Costs” and “Administration and Central Services” lines. It was explained that these incorporated the bus contracts and administration/central service costs linked to capital bids across the year.</p> <p>The Corporation RECEIVED and NOTED the Management Accounts</p>	
(c)	To consider and approve	
(i)	<p>the College Budget for 2023/24 and Two-Year Financial Forecast for 2023/24 – 2024/2025</p> <p>Reference was made to the 2023/24 College Budget and Two-Year Financial Forecast Report, circulated as part of the Agenda Pack</p> <p>The CFO walked the Corporation through the Report.</p> <p>The CFO noted the importance of Risk Registers being kept up to date to ensure any deviation from assumptions, included as part of the forecasting, were acted on immediately.</p> <p><i>Part of this item was taken as confidential</i></p> <p>The Corporation challenged how the financial position of the College was being communicated to staff members noting the importance of getting the tone and pitch of the communication correct The Executive reported that staff had been made fully aware of the financial context and encouraged to work collegiately and collaboratively.</p> <p>The Corporation referred to staff voice and asked for the perspective of the Staff Governors which was received and taken. The Corporation noted an element of nervousness especially in the context of the Fitness for Purpose Reviews in FE and whether this would extend into the College’s HE provision. The commitment and dedication from members of staff in converting all student enquiries to tangible offers was noted. The Corporation noted and commended the approach; noting the College as whole was able to influence and positively impact student recruitment which was critical</p> <p>Discussion and reflection around the Fitness Purpose Review in FE and the resulting nervousness across the College was undertaken. It was noted by the Corporation that these works principally surrounded future proofing the College and providing a better structure for employees going forward. The importance of not losing the messaging was noted.</p> <p>The Corporation requested that an agreed approach around communication needed to be in place. The Corporation challenged whether it was possible to include updates in the College Bulletin, so staff members were appraised and</p>	

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	<p>understood the rationale as to why decisions had been made in the way they had.</p> <p>ACTION: Communication approach to be developed to ensure a consistency from the Executive and Governors when disseminating information across the College</p> <p>The Corporation APPROVED the College Budget for 2023/24 and Two-Year Financial Forecast for 2023/24 – 2024/2025.</p>	Principal
(ii)	<p>the Capital Expenditure Budget for 2023/24</p> <p>Reference was made to the Capital Expenditure Budget 2023/2024 Report, included as part of the Agenda Pack</p> <p>The Item was taken as read. Key points raised discussed, included:</p> <p>Pig Breeding Centre</p> <p>The Corporation challenged whether the budget included the demolition of the aged buildings immediately adjacent to the new works</p> <p>The CFO confirmed the demolition of the buildings was funded from the Minor Works and Equipment budget and would be going ahead.</p> <p>T Level Project – Animal Unit Extension, Bishop Burton Campus</p> <p>The CFO reported that the College had been successful in its bid. It was explained that the bid had, previously, been reported as unaffordable based on a 50% contribution rate. The required contribution rate was confirmed and noted as having been included back in to the financial forecasting. Discussion was undertaken. It was noted that the improved facilities were likely to positively impact student recruitment.</p> <p>The Corporation referred to the plans provided, noting that T Levels placed a high emphasis on replicating real life working experiences and challenged whether the works, as proposed, would deliver that requirement. The Executive noted space utilisation had been considered carefully to ensure the bid was not rejected.</p> <p>The Corporation challenged whether modelling had been undertaken to determine its impact to student recruitment.</p> <p>The Executive reported that the bid would allow the College to market the T Level provision and facilitate the same, in practice.</p> <p>The Corporation challenged whether any financial modelling, on a return to investment basis, had been undertaken</p> <p>The Executive noted that it would be based, predominantly, on a T Level per student basis which would be delivered in 2024.</p> <p>The Corporation APPROVED the proposal and plans of the T Level Project – Animal Unit Extension.</p> <p>The Corporation APPROVED the Capital Expenditure Budget for 2023/24.</p>	
(iii)	<p>the Accommodation Fees for 2023/24</p> <p>Reference was made to the Accommodation Fees 2024/2025 Report, included as part of the Agenda Pack</p> <p>The Corporation noted the marketing of the £1k food card as “half board” commending the management of expectations but challenged that the sum had not changed for a period of time and would not take into account the cost-of-living increase.</p> <p>The challenge was acknowledged. It was confirmed that this could not be subsidised further.</p>	

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	The Corporation APPROVED the Accommodation Fees for 2023/2024	
(iv)	the revised College Estates Strategy Reference was made to the Estates Strategy Update and the Estates Strategy 2023 to 2028 Report provided as part of the Agenda Pack. The items were taken as read. <i>Part of this item was taken as confidential</i> The Corporation APPROVED the revised Estates Strategy	
(v)	the T Level Animal Unit Extension Capital Grant Bid Taken as part of Minute 22.65(c)(ii) The Corporation APPROVED the proposal	
(vi)	the HR Strategy Reference was made to the People Strategy 2023 to 2025 Report included as part of the Agenda Pack. A summary overview of the strategy was outlined. The Corporation received the Report and noted the importance of the strategy and the deliverability of the detail it contained. The Corporation challenged how, operationally, the Executive would seek to structure, delegate and implement the processes and procedures required to embed it fully into the College's culture. The DPHROS explained that it was being embedded into an Operating Plan with the strategy monitored as part of the Finance and Resource Committee Meetings. The Corporation challenged that it would need to be embedded into staff appraisal/PDR processes to ensure accountability	
22.66	Governance & Search Committee Business	
	Minutes noted were included as part of the Agenda Pack	
(a)	To receive and note the draft minutes of the Governance and Search Committee meeting held on 20 June 2023 The Corporation noted and received the Minutes.	
(b)	To consider and approve:	
	<i>Items were taken out of order</i>	
(i)	an amendment to the Corporation's Instrument and Articles of Government and Standing Orders regarding Terms of Office Reference was made to the Report included as part of the Agenda Pack The DG confirmed that guidance had been sought from both legal advisors and a representative from the Association of Colleges (AoC) around the proposed amendment to the length of a Term of Office and the number of possible reappointments. The amendment proposed to the Instrument and Articles of Government (I&As) was noted to be: <ul style="list-style-type: none"> • a three-year term of office; • two possible reappointments; and • a maximum tenure of nine years. Legal Advice received was outlined in summary including a technical requirement to undertake a consultation process. Advice received from the AoC Representative was also outlined and paraphrased.	

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Discussion was undertaken. Input from members of the Executive was invited. Reference was made to ensuring a continuum/turnover of governors and it was acknowledged that the proposal would lengthen the tenure of a governor by a further year.

The Corporation noted the rationale around the three-year term of office was included within the Governance and Search Committee Minutes. The Corporation noted their support to the amendment of the I&As to reflect the three-year model but requested that a probationary one-year period, as part of the first three-year term of office be included to review training, support and commitment of newly appointed governors.

The Corporation **APPROVED** the following:

- The I&As are to be amended to reflect a three-year term of office, two possible reappointments totalling a maximum of nine years.

ACTION: DG to amend the I&As to reflect a three-year term of office, two possible reappointments totalling a maximum of nine years

DG

- A one-year probationary review is to developed and introduced into the initial term of office for all governors as part of one-to-one reviews

DG

ACTION: DG to develop and introduce a one-year probationary review into the initial term of office for all governors as part of one-to-one reviews

- Amendments made to constitutional documents of the Corporation are to follow consultation process

ACTION: DG to undertake consultation process on the amendments made to the Constitutional Documents

DG

Ian Sackree and Angela Moran left the Meeting

(ii) the appointment of Chair from 1 September 2023

Reference was made to the Report provided as part of the Agenda Pack. The DG advised that independent legal advice had been sought. Discussion was undertaken and **RESOLVED** as follows:

The Corporation **APPROVED** the appointment of Ian Sackree as Chair of the Corporation

Discussion was undertaken around the proposed mechanism whereby Ian Sackree's Term of Office as an External Appointed Governor would run from 1 September 2023 to 31 August 2026 to enable the role of Chair to the Corporation to be applied for a full three years also. It was noted that in appointing Ian Sackree for a further three-year period his tenure would remain within the nine-year period.

The DG noted the importance of considering the proposal in full noting a deviation to process and procedure. The DG put forward the following measures to mitigate risk noting the principles would also apply to the appointment of the Vice Chair as detailed at (iii) below:

- the total length of tenure will be taken cumulatively from the date of the original and first appointment to the Corporation as an External Governor

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	<ul style="list-style-type: none"> a hard stop to the term of office on 31 August 2026 with any discussion around a possible reappointment to remain Corporation level only. It was noted that this would, in any event, be close to the maximum nine-year tenure for both Governors <p>The Corporation APPROVED the above two bulleted points as noted.</p> <ul style="list-style-type: none"> proposed that an independent review could be undertaken on the performance of the Chair/Vice-Chair, if required, to provide external assurance <p>The Corporation NOTED this bulleted point</p> <p>Further discussion was undertaken. The Corporation FURTHER APPROVED the following</p> <ul style="list-style-type: none"> to accept the resignation of Ian Sackree on 31 August 2023 and approve his simultaneous appointment as an External Member to the Corporation on 1 September 2023 on a three-year term of office. The appointment is not to undertake the external appointment process to appoint Ian Sackree to the role of Chair of Corporation for a three-year period from 1 September 2023 <p>ACTION: DG to action the direction of travels approved to put in place Ian Sackree's three-year term of office as an External Governor and Chair of the Corporation</p>	DG
(iii)	<p>the appointment of Vice Chair from 1 September 2023</p> <p>Reference was made to the Report provided as part of the Agenda Pack. It was reiterated that the same mechanisms and principles, noted in Minute (ii) above, would apply to Angela Moran in the proposed appointment as Vice-Chair.</p> <p>The Corporation APPROVED the following</p> <ul style="list-style-type: none"> to accept the resignation of Angela Moran on 31 August 2023 and approve her simultaneous appointment as an External Member to the Corporation on 1 September 2023 on a three-year term of office. The appointment is not to undertake the external appointment process to appoint Angela Moran to the role of Vice - Chair of Corporation for a three-year period from 1 September 2023 <p>ACTION: DG to action the direction of travels approved to put in place Angela Moran's three-year term of office and appointment to Vice-Chair of the Corporation</p> <p><i>Ian Sackree and Angela Moran re-entered the Meeting</i></p>	DG
(iv)	<p>the amended Vice Chair and Chair Role Descriptors</p> <p>Reference was made to the Report provided in the Agenda Pack The Corporation APPROVED the Vice Chair and Chair of Corporation Role Descriptors.</p> <p>ACTION: DG to amend the Chair and Vice Chair Role Descriptors included as part of the Governor Handbook and any ancillary process/procedures</p>	DG

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(v)	<p>the reappointment of External Governors and Co-Opted Governors from 1 September 2023:</p> <ul style="list-style-type: none"> Adam Milner as an External Governor Susan Hamer as an External Governor Clare Walters as a Co-opted Governor to the Audit Committee 	
	<p>Reference was made to Report provided in the Agenda Pack. Discussion was undertaken.</p> <p>The Corporation APPROVED the reappointment of:</p> <ul style="list-style-type: none"> Adam Milner; and Susan Hamer, <p>as External Governors on a three-year term of office.</p> <p>The Corporation APPROVED the appointment of Clare Walters as a Co-opted Governor to the Audit Committee for a further one-year term of office.</p>	
(vi)	<p>the appointment of an External Governor to the Corporation</p>	
	<p>Reference was made to the Report provided in the Agenda Pack. Discussion was undertaken.</p> <p>The Corporation APPROVED the following:</p> <ul style="list-style-type: none"> the appointment of Graham Towse as an External Governor on a three-year term of office pending satisfactory completion of pre-appointment checks. AUTHORITY WAS DELEGATED TO THE CHAIR TO FORMALLY NOTE THE APPOINTMENT in consultation with, and upon confirmation from, the DG that all pre-appointment checks were satisfactorily completed the appointment of Graham Towse to the Curriculum and Quality Enhancement Committee in reflection of his skills and experience <p>A “light touch” buddy is to be aligned to Graham Towse. Noted that the DG would email governors following the Meeting.</p> <p>ACTION: DG to email governors to identify a “buddy” for Graham Towse.</p>	DG
(vii)	<p>To note the resignation of External Governor Appointments</p>	
	<p>Reference was made to the paper provided as part of the Agenda Pack. The following resignations were noted as effective from 31 August 2023</p> <ul style="list-style-type: none"> Alan Menzies (External Governor) Kevin Kendall (External Governor) Victoria Shannon (External Governor) <p>The DG advised that discussions had been undertaken with Victoria Shannon who had noted that she may withdraw her resignation but will confirm in advance of 31 August 2023.</p> <p>The DG provided a high-level overview on governor recruitment. Commendations were noted to the Marketing Team for their assistance in attracting candidates via the LinkedIn platform. The Corporation further noted the quality of “postings” which had been uploaded and disseminated by the Marketing Team on the LinkedIn platform.</p>	
22.67	<p>HE Fee Reduction (Proposal 4), HE Recruitment Incentive and HE Marketing Strategy be provided to Corporation on 11 July 2023</p>	
	<p>Reference was made to the HE Recruitment Incentives & Marketing Action Plan Report, circulated as part of the Agenda Pack.</p> <p>The item was taken as read.</p>	

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22.68	External Board Review Report / Action Plans / Committee Self-Assessment	
(a)	To consider and approve the summative overview of the External Board Report which is required to be uploaded to the College's website Reference was made to the Report provided as part of the Agenda Pack. The Corporation APPROVED the same. ACTION: DG to ensure the Summative Overview is uploaded to the College's website	DG
(b)	To consider and note the Action Plans arising from the External Board Review and ancillary Executive / Governance Action Plan (including Committee Self-Assessments) Reference was made to the Report provided as part of the Agenda Pack. The DG advised that self-assessments of the Committee had been postponed and would be undertaken in consideration of the External Board Review Report with a view to developing a consolidated Corporation Improvement Plan The Corporation NOTED the same.	
22.69	Sustainability Strategy	
	Reference was made to the Response to the update on Sustainability Strategy Report circulated as part of the Agenda Pack To receive and note the update on the Sustainability Strategy The Executive noted the update provided as well as the invitation to Adam Milner, as the Sustainability Link Governor, to a Sustainability Executive Meeting. Noted that a Link Governor Report was included as part of the evening's business also. It was noted that the Sustainability Officer had been unable to attend the Corporation Meeting, on this occasion, owing to an existing engagement. Sustainability Officer to be invited to the next Corporation Meeting	Corp
22.70	Link Governor Report	
(a)	To receive and note a Link Governor Report from the Sustainability Link Governor Noted that the Report was circulated by email in advance of the evening's business. Item taken as read.	
(b)	To receive and note a Link Governor Report from the Careers Link Governor Reference was made to the Link Governor Report included as part of the Agenda Pack. Noted as an ongoing dialogue and routine meetings. Commendations were noted to the works undertaken and reflected within the recent Ofsted Report.	
22.71	Annual Cycle of Business 2023-24	
	Reference was made to the Committee Meeting Dates circulated as part of the Agenda Pack To consider and approve the Annual Cycle of Governance Business for 2023-24 and Committee Meeting Dates The DG drew the Corporation's attention to the Meeting Dates. The Audit Committee's attention, in particular, was drawn to a revised date of Monday 11 December 2023. Reference was made to the inclusion of a three hour "Strategic Sprint" on a Saturday morning, placed within the governance timetable, to allow for greater collaborative discussion and exploration around key areas/topics. The Corporation APPROVED the Committee Meeting Dates and noted their support to the Strategic Sprint initiative.	

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	The DG confirmed the Annual Cycle of Business would follow in due course	
22.72	Written Resolutions	
	Reference was made to the Report provided as part of the Agenda Pack.	
	To receive and formally note approval of the Written Resolution regarding the "Local Skills Improvement Fund, Stage 1, Expression of Interest Application Form"	
	Taken as read and formally noted as APPROVED	
22.73	Policies	
	All policies noted were included as part of the Agenda Pack unless otherwise stated	
(a)	To consider and approve the following policies	
	<ul style="list-style-type: none"> EDI Policy (4.06) It was noted that the College's Mission had been omitted and needed to be inserted ACTION: The Corporation APPROVED the Policy pending the amendment noted Policy for Reviewing and Providing Guidance in Relation to any Ethical and Welfare Considerations at Bishop Burton and Riseholme College The Corporation APPROVED the Policy 	Exec
(b)	Curriculum and Quality Enhancement Committee Meeting	
	To consider and approve the following policies recommended by the Curriculum and Quality Enhancement Committee Meeting:	
	<ul style="list-style-type: none"> FE Support Fund Policy incorporating Residential Bursary Fund Policy (8.04) HE Support Fund Policy (8.08) HE Admissions Policy (8.07) Complaints Procedure (OP2.03) 	
	All noted policies were APPROVED by Corporation	
	Reference was made to the Continuous Professional Development (7.27) Policy which had not been included for consideration. It was RESOLVED that this be carried forward to the next Meeting.	Corp
	To note to Corporation the following in-year amendment:	
	<ul style="list-style-type: none"> Procedure for Assessments in Higher Education (OP1.309) 	
	The Corporation NOTED the same	
(c)	Finance and Resource Committee Meeting	
	To consider and approve the following policies recommended by Finance and Resource Committee Meeting	
	<ul style="list-style-type: none"> Sub-Contracting Fees & Charges Policy Environmental & Sustainability Policy 	
	All of the noted policies were APPROVED by Corporation	
22.74	Any Other Urgent Business	
	A formal note of thanks was noted to Alan Menzies as the current Chair of the Corporation who is to step down from Corporation on 31 August 2023.	
22.75	Date of Next Meeting	
	TBC	

Sharon Kirby and Rebecca Brassington left the Meeting: 7:15pm . Staff Governors left the Meeting in advance of the Restricted Confidential Agenda being taken

The Meeting continued and is recorded in the Restricted Confidential Minutes

There being no further business, the meeting closed at 8.20pm.

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Signed by

Chair

Name

Date
