

**MINUTES OF MEETING OF
THE GOVERNING BOARD
HELD IN I1.10 AT 5.30PM ON THURSDAY 13 FEBRUARY 2020**

Present: Mr D Mabbitt (Chair) Mrs J Sherrington (Interim Principal)
Ms J Baxter Ms A McGrath
Dr A Birkinshaw Dr S Morton
Mr A Brown Mr M Stone
Ms S Laycock Mr D Thorpe

In attendance: Mrs S Tinsley (Vice-Principal Curriculum and Quality)
Mrs A Lall (Vice-Principal Curriculum and Quality Designate)
Mr K Williams (Interim Vice-Principal Finance and Resources)
Mrs J Matthews (Director of Governance)
Mx L Johnson (Principal Designate)

		ACTION
	APOLOGIES FOR ABSENCE	
M19/103	There were apologies for absence from Mrs F Thomson, Mr Wharton and Mr Langton. The Chair welcomed Mx Johnson, Principal Designate and Mrs Lall, Vice-Principal Curriculum and Quality Designate to the meeting.	
	DECLARATIONS OF INTEREST	
M19/104	There was a declaration of interest from Mr Brown in relation to Craven District Council Planning Committee and the Equine Unit. Ms Baxter also declared an interest in relation to the Equine Unit.	
	MINUTES	
M19/105	The minutes of the meeting of 5 December were approved although a Governor commented that they had felt that more action had been agreed in relation to addressing staff utilisation, other than those in M19/87 and M19/88. It was agreed to deem confidential all discussions relating to the Equine Unit along with M19/94 relating to Chair's correspondence.	
	MATTERS ARISING ON THE MINUTES	
M19/106	<i>M19/63 – KPIs</i> It was reported that the Chair had discussed the establishment of KPIs, linked to the strategic objectives, with the Principal Designate and these would be reviewed at the Away Day in March.	Principal Designate
M19/107	<i>M19/70 – informal complaints</i> It was noted that informal complaints were now also being reported.	
M19/108	<i>M19/79 – accounting officer dates in financial statements</i> It was confirmed that the accounting officer dates in the financial statements had been updated.	
M19/109	<i>M19/87 – benchmarking information</i> It was reported that benchmarking information had been included in the pay award paper.	
M19/110	<i>M19/94 – Chair's correspondence</i> CONFIDENTIAL MINUTE	
M19/111	<i>M19/95 – reporting against key risks</i> It was noted that work was ongoing with the Principal Designate regarding the key risks and linking those to Board reports.	

FINANCE

Pay Award

M19/112 The Interim Vice-Principal Finance and Resources presented the paper on the pay award and highlighted key points. The paper had been discussed in detail at the recent meeting of the Finance, Resources and Investment Committee which had agreed that it could not support a deficit position in order to make a pay award. The Board agreed the importance of ensuring that the College was a good place to work and that the HR strategy should address issues around motivation and morale.

M19/113 A Governor expressed concern that benchmarking data previously seen in the Audit Committee suggested that there was an issue related to the mix of staff in the College rather than the level of pay, and that there was insufficient analysis of this within the paper. There was also concern about insufficient effort to make non-pay savings and the Interim Principal reported that many of the non-pay costs were well-controlled, and that any changes to streamlining of roles and other savings should be the decision of the incoming management team.

M19/114 Governors emphasised that keeping staff pay static was an unsustainable situation although it was noted that small pay awards had been made in previous years, and that the new management team should be given the opportunity to make the required savings.

M19/115 Governors voted in favour of **approving** the recommendation of the Finance, Resources and Investment Committee that the College increase its minimum wage from £8.66 to £8.72 to comply with national minimum wage recommendations in April 2020, that no all staff pay award be made in the current financial year, and that the Financial Forecasts be updated to reflect a potential consolidated 1% pay rise to be awarded in the AY 2020-21, with further savings reflected to offset the award.

M19/116 Mr Brown and Mr Thorpe abstained from the vote.

Revised financial forecasts 2019-22

M19/117 The revised financial forecasts had been circulated and it was noted that they had been considered at the recent meeting of the Finance, Resources and Investment Committee. Dr Birkinshaw put on record her concerns that insufficient savings had been made in the current academic year and that it had been left too late. The Interim Principal reported that savings had been made in relation to staffing and agreed to provide a summary for the Chair and Interim Vice-Principal Finance and Resources. The Board **approved** the control budget for 2019-20 and revised financial forecasts for 2020-22, including a 1% pay award in 2020-21 and corresponding savings targets.

Integrated Finance Model

M19/118 The Interim Vice-Principal Finance and Resources outlined the new Integrated Finance Model and noted that all figures entered into the model related to either the Financial Statements 2018-19 or the financial forecasts for 2019-22. A supporting paper providing a narrative was also required to be submitted. There had been ongoing problems with the model and colleges had only received the latest version within the previous week. Given the deadline for submission of 28 February, and the anomalies that continued with the model, the Board agreed that consideration and approval of the Integrated Finance Model should be delegated to the Finance, Resources and Investment Committee, followed by written approval from the Board. It was confirmed that all data within the model had already been approved by the Board.

Funding for High Street

M19/119 Mr Brown declared an interest in relation to this item.

M19/120 CONFIDENTIAL MINUTE

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M19/122

Interim
Principal

	EQUINE UNIT	
M19/123	CONFIDENTIAL MINUTE	
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M19/124		
	LEARNING, TEACHING AND ASSESSMENT REPORT	
M19/125	The Vice-Principal Curriculum and Quality highlighted the key points in the learning, teaching and assessment report. Retention looked positive and was slightly ahead of the same point the previous year. A lot of work had been done in relation to early leavers but the number leaving before the 41 st day had increased to 15%. Early enrolment had been introduced in the summer term of 2018-19 and a high proportion of those were lost before 6 weeks.	
M19/126	Concerns around attendance were noted and Governors emphasised that this was a whole College responsibility. It was agreed that a strategy to improve attendance was required, and built into the College's strategic planning. The Principal Designate emphasised the need for a higher attendance target and a 2 or 3-year strategy, with RAG-rating of individual students.	Principal Designate
	SELF-ASSESSMENT REPORT 2018-19 AND QUALITY IMPROVEMENT PLAN 2019-20	
M19/127	The SAR for 2018-19 and QIP for 2019-20 had been circulated and it was noted that Governors had attended the SAR validation meetings. Opportunities for Governors to join walkthroughs had been discussed and dates would be circulated. The Principal Designate reported that they would look to develop an Experience Week for Governors to allow them to have a wider range of experience.	Principal Designate/ Director of Governance
M19/128	The Board approved the SAR for 2018-19 and the QIP for 2019-20 as circulated.	
	PRINCIPAL'S REPORT	
M19/129	The Interim Principal highlighted key points from her report and Governors were pleased to note the work taking place at the Aviation Academy. A question was asked about retention there and the Interim Principal reported that Level 3 retention was very positive whilst Level 2 was less so.	
M19/130	A question was asked about whether there was confidence that everyone knew how to report complaints and accidents, including near misses and the Interim Principal confirmed that she was confident but would send out a reminder.	Interim Principal
M19/131	It was noted that there had been 874 applications to date but only 834 offers and a question was asked about those who had not had offers. The Interim Principal reported that this was due to a time lag and would improve as the year progressed.	
	STUDENT GOVERNOR REPORT	
M19/132	It was noted that no report had been received from the Student Governor and that there was little Student Union activity due to staffing issues in Student Services.	
	GOVERNANCE	
	Reports from Committees	
M19/133	CONFIDENTIAL MINUTE	
M19/134	The Board approved the LGPS Discretionary Retirement Policy, the Severance Policy and the Governance SAR 2018-19 and QIP 2019-20. It also approved the recommendation to disband the Compliance Committee and extend the remit of the Remuneration Committee to include Staffing, along with the revised schedule of business. The Board approved the recommendation to appoint Ms Laycock as a co-opted member of the Staffing and Remuneration Committee following the end of her term of office as a Governor in March 2020, and the appointment of Mr Langton as Chair of the Staffing and Remuneration Committee.	
	RISK MANAGEMENT	
M19/135	The most recent risk register action plan had been circulated and a question was asked about	

the College's response to Coronavirus. The Interim Principal reported that advice had been issued to all staff, and the Health and Safety Manager, in conjunction with the HR Manager, was the key point of contact. It was recommended that a reminder be issued to staff and students either side of the half term break, and the Principal Designate reported that the posters that had been provided would be displayed, as well as a reporting process put in place for staff and students. Members agreed that this was not a strategic risk but should be closely monitored.

**Interim
Principal/
Principal
Designate**

M19/136 Governors discussed the risks relating to the Equine Unit, High Street sale and the IoT and agreed that both the Equine Unit and High Street sale should be cited in the risk register, and the Principal Designate agreed to look at this.

**Principal
Designate**

DATE OF NEXT MEETING

M19/137 It was noted that the next meeting of the Board was due to take place at 5.30pm on Thursday 7th May 2020, with the Away Day on Wednesday 25th March 2020.

The meeting closed at 7.45pm.