

<p style="text-align: center;">MINUTES OF MEETING OF THE GOVERNING BOARD HELD VIA TEAMS AT 5.30PM ON THURSDAY 7 MAY 2020</p>

Present:

Mr D Mabbitt (Chair)	Mr D Langton
Ms J Baxter	Ms A McGrath
Mr P Beck	Dr S Morton
Dr A Birkinshaw	Mr M Stone
Mr A Brown	Mrs F Thomson
Mr E Drake	Mr D Thorpe
Mx L Johnson (Principal and CEO)	Mr K Wharton

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

		ACTION
	APOLOGIES FOR ABSENCE	
M19/155	There were no apologies for absence. The Chair welcomed new Governors and the Principal and CEO to their first meetings and members introduced themselves.	
	DECLARATIONS OF INTEREST	
M19/156	There was a declaration of interest from Mr Brown in relation to Craven District Council.	
	MINUTES	
M19/157	The minutes of the meeting of 13 February were approved along with the notes of the Away Day on 25 March 2020.	
	MATTERS ARISING ON THE MINUTES	
M19/158	Governors noted the updates on the action tracker circulated.	
	<i>M19/126 – attendance strategy</i>	
M19/159	It was reported that the attendance strategy had been reviewed by the Learning, Teaching and Assessment Committee the previous day.	
	<i>M19/154 – Gender Pay Gap</i>	
M19/160	It was reported that the Gender Pay Gap information had been submitted but would also be discussed by the Staffing and Remuneration Committee at its next meeting.	Principal/Director of Governance
	PRINCIPAL’S REPORT	
M19/161	The Principal highlighted key points from their report. It was reported that the new Vice-Principal (Finance and Resources) would start on 1 June and there would be a 6-week overlap with the Interim Vice-Principal (Finance and Resources. A Governor challenged when a commitment would be given to production of the management accounts in a more timely way, and it was reported that it had been challenging to produce them in time, given the need to give more priority to the daily cash flow forecasts. It was requested that a commitment be given that management accounts be produced before the following month end once the new Vice-Principal (Finance and Resources) was in post, and that be part of their targets. The College had not been successful in appointing a permanent MIS Manager so a part-time interim appointment had been made and further information was sought about the arrangements in place. The Principal reported that the existing interim MIS Manager would leave at the end of May and whilst there would be no overlap with the new incumbent, who was working half time as his only role, there had been handover discussions.	Principal
M19/162	A question was asked about the intended response to the recommendations from the external review of finances and for a detailed written update to be provided for a future	Principal/Director of Governance

	meeting of the Finance, Resources and Investment Committee. The Principal confirmed that a final report would be available the following week and the SMT would produce an action plan. The review had not identified anything new that the SMT were not already aware of.	
M19/163	22 part-time staff and 21 salaried staff had been identified to date who were eligible for furlough and the College intended to make up the remaining 20% of their salaries. The Board endorsed the approach being taken by the Principal in relation to the Job Retention Scheme.	
M19/164	A question was asked about whether there were any additional insurance liability issues during the lockdown period and whether the current liability insurance was adequate, and it was confirmed that there were no insurance issues, with the only advice being to periodically inspect the empty buildings. Reassurance was sought around the plans for learners and staff returning to College and the Principal highlighted the work currently taking place including the daily COBR meetings and the survey of staff needs. A further question was asked about the College's liability insurance should there be another outbreak of Covid-19 once the College re-opened and it was agreed that this would be checked. A question was asked about whether consideration had been given to the possibility of claims relating to mental health issues and the Principal reported that a comprehensive staff survey was taking place, so that there was a full understanding of staff concerns.	Interim VP (F&R)
M19/165	Governors highlighted the importance of appropriate risk assessments and questioned whether the existing risk assessments would be reviewed, alongside new risk assessments as new risks emerged. It was also suggested that external advice might be taken on the risk assessments. The Principal reported that they were part of the AoC task and finish group on re-opening and advice was being received from Eversheds and Irwin Mitchell. The daily COBR meeting reviewed all new issues arising.	
M19/166	In relation to Safeguarding, the College was following DfE advice and the OfS had also produced a safeguarding update in relation to HE students. The Board approved the Safeguarding Policy annex circulated with the Principal's report. It was noted that the recent AoC Governance Conference had provided some useful guidance regarding online safety and the importance of engaging with parents during this period.	
M19/167	A challenge was raised about the controls in place in relation to part-time staffing costs and it was requested that the Board receive independent assurance that the right controls were in place before the end of the year.	Principal
M19/168	FINANCE REPORT The Interim Vice-Principal (Finance and Resources) presented the paper on cashflow and reported that there had been under provision in the initial budget for staffing and non-pay. The delay in the High Street sale had also impacted on the cash flow. A question was asked about the terms of the standing overdraft facility the College was seeking and what asset charge might be sought by the bank. It was reported that previous advice had been that it was not possible to place a legal charge on the Aireville Campus and this was being investigated.	Principal/VP F&R
M19/169	Concerns were expressed about the capacity within the finance team to deliver the proposed contribution system, and the Principal reported that the new Vice-Principal (Finance and Resources) would be asked to review this for further discussion at the Finance, Resources and Investment Committee meeting. Governors noted that a curriculum contribution system did not have to be overly complex and Mr Drake offered any support that may be helpful. Much of the work related to curriculum modelling and the Principal reported that they were leading on curriculum planning and would ensure that the future plan would be affordable.	Principal/VP F&R

M19/170 – M19/172	CONFIDENTIAL MINUTE	
M19/173	EQUINE UNIT CONFIDENTIAL MINUTE	
M19/174	STUDENT ACTIVITY REPORT The student activity report, with associated KPIs, had been circulated and the Principal reported that since writing, work had been taking place on converting offers into acceptances. A question was asked why such a small proportion of the cohort from The Skipton Academy was being recruited and whether there was a plan to increase that number. The Principal confirmed that they would like to work more closely with The Skipton Academy and noted that intelligence on where these students were going, and where the anticipated growth areas for the College were likely to be was also necessary. Governors emphasised the importance of visiting schools and ensuring students understood what was on offer. The Principal confirmed that they had met with all local headteachers and highlighted the work currently taking place across the College to engage with prospective students and convert offers to acceptances. The Vice-Principal (Curriculum and Quality) reported that curriculum leaders were keeping in contact with schools in relation to what was available and that an increase had been seen in applications in Health and Social Care which the College needed to be prepared for, and capitalise on.	
M19/175	A question was asked about what impact the decline in the aviation industry might have on the College and it was reported that the situation would be closely monitored but contacts at Leeds Bradford Airport remained keen to engage with the College. Consideration was being given to how the situation might be addressed should there be a further decline in recruitment.	
M19/176	LEARNING, TEACHING AND ASSESSMENT REPORT The learning, teaching and assessment report had been circulated, and it was reported that the data had been discussed in detail by the Learning, Teaching and Assessment Committee the previous day. <i>Mr Brown left the meeting at this point.</i>	
M19/177	GOVERNANCE Reports from Committees The Board had received the reports from committees and discussed the recommendation from the Search and Governance Committee to appoint two new Governors and increase the size of the Board to 17. A query was raised regarding possible conflicts of interest and it was agreed that clarification should be sought before the Board was asked to approve the appointments. The Board approved the recommendation to appoint Mr Langton to the Finance, Resources and Investment Committee, and the updated Standing Orders, as circulated.	Chair, Search & Governance/Director of Governance
M19/178	Key Performance Indicators The Principal presented their paper on the proposed key performance indicators (KPIs) and Governors emphasised their wish to see key strategic level performance indicators. The Chair requested that each Committee be asked to consider and agree the key performance indicators relevant to its remit, and those which it would also wish to be reported to the Board. A final set of proposed KPIs would then be presented at the next Board meeting for approval. Governors requested that any KPIs be RAG-rated, with an arrow to indicate areas of concern. It was agreed that total income against budgeted should also be added and reported to both the Board and the Finance, Resources and	Principal/Director of Governance Principal

	Investment Committee.	
M19/179	<p>Use of the College Seal</p> <p>A paper had been circulated requesting use of the College Seal for funding variation documents for the LEP which was approved by the Board.</p> <p>RISK MANAGEMENT</p> <p>The most recent risk register action plan had been circulated and its contents noted. A question was asked about why nothing relating to curriculum or quality featured on the plan and the Principal reported that they were included in the risk register but only current high risks were reflected in the action plan circulated. Ofsted had suspended inspections and performance data would not be produced for 2019-20 so risks in this area had been downgraded.</p> <p>GOVERNOR PERFORMANCE REVIEWS</p> <p>The Chair reported that the Director of Governance would be contacting all Governors shortly to arrange their individual performance review meetings.</p> <p>DATE OF NEXT MEETING</p> <p>It was noted that the next meeting of the Board was due to take place at 5.30pm on Thursday 9th July 2020, with the Away Day on Friday 12th June 2020.</p> <p><i>All staff and the Director of Governance left the meeting at this point.</i></p> <p>SENIOR POSTHOLDER</p> <p>CONFIDENTIAL MINUTE</p> <p>The meeting closed at 7.50pm</p>	Director of Governance
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