

<p style="text-align: center;">MINUTES OF MEETING OF THE GOVERNING BOARD HELD AT 5.30PM ON THURSDAY 8 OCTOBER 2020 VIA TEAMS</p>

Present:

Mr D Mabbitt (Chair)	Mr D Langton
Ms J Baxter	Dr S Morton
Dr A Birkinshaw	Ms A Peters-Day
Mr A Brown	Mr M Stone
Mr E Drake	Ms E Woodhall
Mx L Johnson (Principal)	

In attendance: Mrs A Lall (Vice-Principal Curriculum and Quality)
Mr G Dixon (Vice-Principal Finance and Resources)
Mrs J Matthews (Director of Governance)

		ACTION
	APOLOGIES FOR ABSENCE	
M20/23	The Chair reported that Mr Beck had resigned from the Board due to work commitments, and thanked him for his work as a Governor. Ms Peters-Day was welcomed to her first meeting as a Governor.	
	SEND PRESENTATION	
M20/24	The Chair welcomed Ms Catherine Jackson, Student Services Manager to the meeting and delivered a presentation on SEND in the College.	
M20/25	A question was asked about whether the College was up to date with its EHCPs and it was confirmed that 120 annual reviews had taken place in 2019-20 and there were 145 in the current year, requiring about four per week to be completed. A further question was asked about whether any learners would be turned away, should the additional funding being requested from the local authority not be received, and it was confirmed that learners were always put first, and would not be turned away. The Principal reported that this was the first time the College had requested additional funding for the increase in numbers, and the Board would be kept informed of progress in relation to that request.	
M20/26	A Governor questioned the progression for High Needs students and whether they were progressing successfully to independent living. It was reported that 60% of learners were Entry or Level 1, and of those at Entry level, many moved to Level 1. 24% of learners were at Level 2 and 14% at Level 3, whilst supported internships were also available. Whilst there was a wide range of destinations, most learners moved into further education or employment. Retention in 2019-20 had been 98.8%, and achievement had been 93%, which were both above national rate.	
M20/27	A question was asked about why demand had increased so much and whether there was any data about where the learners were coming from. It was reported that 60% of learners were from North Yorkshire whilst 35% were from West Yorkshire. The Principal reported that overall, the number of High Needs learners was increasing but may not be acknowledged as such in the school system due to different arrangements there.	
M20/28	The Chair thanked Ms Jackson and she left the meeting.	
	DECLARATIONS OF INTEREST	
M20/29	There was a declaration of interest from Mr Brown in relation to Craven District Council.	
	MINUTES	
M20/30	The minutes of the meeting of 9 July 2020 and 12 August 2020 were approved, including the confidential minutes.	

M20/31	REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES Governors noted the updated action tracker and discussed other matters arising on the minutes.	
M20/32	<i>M19/193 – market analysis</i> The Principal reported that RCU Vector had been purchased which would provide access to more rigorous data. A full market share analysis would be carried out before bringing the Marketing Strategy to the Board for approval.	
M20/33 – M20/35	FEC DIAGNOSTIC ASSESSMENT UPDATE CONFIDENTIAL MINUTE PRINCIPAL’S REPORT	
M20/36	The Principal’s report had been circulated and the Principal highlighted the key points.	
M20/37	It was noted that the ESFA had been asked for an additional in-year uplift due to recruitment of 16-18 year olds being significantly above the lagged funding target.	
M20/38	A question was asked about why the NHS Track and Trace system was not being used in College, and whether that was in line with other providers. The Principal confirmed that it was not a DfE requirement and the College had its own systems through the registers. All theory lessons now took place online and only practical sessions were taking place in College, with the exception of vulnerable learners who were on campus. It was reported that no other local schools or colleges were using the NHS app.	
M20/39	A question was asked about local competitor recruitment and where the additional students had been recruited from, and it was reported that, in general, rural colleges had recruited well. Students had moved from city campuses and residential provision, preferring to enrol with local providers. A further question was asked about visibility on class sizes and it was confirmed that this information would be presented to the next meeting of the Learning, Teaching and Assessment Committee. Governors agreed that the higher recruitment numbers put the College in a strong position for the following year, and it was requested that an analysis by curriculum area be presented to the next meeting, so that the Board had some visibility about which areas had increasing or decreasing numbers.	VP C&Q
M20/40	CONFIDENTIAL MINUTE	Principal
M20/41	The Board noted that the Principal was now leading on the IoT and that following a request to adjust the target profile, it had been confirmed that the College was required to deliver to profile, so there was some risk in relation to funding clawback. A question was asked about whether the College had engaged with the Skipton Building Society and it was confirmed that it had, as well as exploring other possible companies. Following a question, it was confirmed that there had been some interest in relation to cyber security courses and there were five potential apprentices.	
M20/42	A question was asked about whether any progress had been made on opening an office in Keighley and the Principal confirmed that a contract had been signed for rental of an office and access to training rooms.	
M20/43	In relation to AEB figures, it was suggested that it would be helpful to see figures for the year to date, compared to what was in the plan, in order to help identify any issues at an early stage.	Principal
M20/44	In discussing the reduction in the mileage rate, a question was asked about whether any incentives could be provided to staff to cycle or walk to work, and the Principal agreed this would be considered. A question was asked about whether any staff would be affected on a day to day basis by the reduced mileage rate and the Principal reported that the intention was to reduce unnecessary journeys, but that evidence from other colleges was that 25p per mile	Principal

	<p>was the average. A question was asked about whether staff were insured to drive the College's hybrid vehicle, and it was confirmed that they were. An additional question was asked about staff feedback, and the Principal reported that it was predominantly apprenticeships co-ordinators who were affected, and the College was, instead, providing technology which allowed them to be home-based, avoiding the need to return to College as frequently.</p>	
M20/45	<p>A Governor questioned whether appropriate policies and risk assessments were in place for using fleet cars, walking and cycling for business purposes, and the Principal reported that they would check. A follow up request was made that compliance against these was also monitored. The Board approved the proposal to reduce the mileage rate to 25p.</p>	Principal
M20/46 – M20/48	<p>OPTIONS ANALYSIS UPDATE</p> <p>CONFIDENTIAL MINUTE</p> <p>LEARNING, TEACHING AND ASSESSMENT</p> <p>Learning and Teaching report</p>	
M20/49	<p>A paper had been circulated updating Governors on learning, teaching and assessment, and its contents were noted. A Governor expressed concern that the best case scenario was being reported in terms of results not yet known, rather than actual data, and the Principal reported that claims for achievement had been submitted but the certificates had not yet been received. It was agreed that should be made clear.</p>	Principal
M20/50	<p>A question was asked about the 8.5% decrease in apprenticeships and the reason for that, and it was reported that was due to the change from frameworks to standards, and also, in part, to Covid.</p>	
M20/51	<p>Draft QIP 2020-21</p> <p>The draft QIP for 2020-21 had been circulated and it was noted that the final version would be submitted to the Learning, Teaching and Assessment Committee in November, and for Board approval in December.</p>	
M20/52	<p>MARKETING STRATEGY OUTLINE</p> <p>The outline marketing strategy had been circulated and it was noted that a segmentation analysis was planned, to help understand why learners chose the College. The Principal reported that 16-18 study programmes had been revisited and a number of new courses had been added. A question was asked about any cost associated with this and the Principal reported that RCU Vector had incurred a one-off cost of £2k, with an ongoing annual cost of £2.5k, but Governors noted that would be paid for by the recruitment of one additional student.</p>	
M20/53	<p>OPERATING PLAN 2020-21</p> <p>The Board received the annual operating plan for 2020-21 and noted that it had been aligned to the strategic intentions. It was noted that it had been cross-referenced to the risk register and it was requested that it be cross-referenced with KPIs to ensure that success was being measured, as well as addition of a column indicating timescales.</p>	VP F&R
M20/54	<p>A question was asked about sustainability beyond the College estate, and it was reported that the Principal and Vice-Principal (Finance and Resources) had met with Craven District Council representatives to discuss decarbonisation. Socio-economic sustainability was covered under the curriculum offer which would align to economic recovery.</p>	
M20/55	<p>STUDENT ENGAGEMENT UPDATE</p> <p>In the absence of a Student Governor, an update on student engagement had been circulated and a question was asked about progress with appointing a Student Governor. It was reported that elections were due to take place after the October half-term. A question was asked about whether there were any plans to engage with the West Yorkshire Mayoral elections and it was confirmed that the College was keen to do so.</p>	

GOVERNANCE

Regularity Self-Assessment Questionnaire Annex

M20/56 The Regularity Self-assessment questionnaire annex had been circulated and was **approved** subject to inclusion of reference to the Chairs weekly meetings during the lockdown period.

Reports from Committees

M20/57 Reports from Committees had been circulated and Mr Brown left the meeting while the Board **approved** his reappointment for a further 4-year term. The Board also **approved** the recommendation from the Search and Governance Committee to appoint Ms Beth Cubiss as the non-teaching staff Governor, with immediate effect.

ANNUAL REPORTS 2019-20

M20/58 The Board received and noted the Safeguarding and Prevent annual report 2019-20. The Health and Safety annual report 2019-20 had been circulated and it was agreed that a measure to report 100% of accidents was not an appropriate target. It was agreed that this would be discussed by the Finance, Resources and Investment Committee at its next meeting.

VP F&R

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

M20/59 The updated Safeguarding Children and Vulnerable Adults Policy had been circulated and was **approved** by the Board. The Director of Governance reminded all Governors of the requirement to read the updated Keeping Children Safe in Education and confirm that they had done so.

All

STRATEGIC RISK REGISTER AND ACTION PLAN

M20/60 The strategic risk register and action plan had been circulated and a question was asked about the risk relating to AEB. The Principal reported that some of the AEB was delivered within West Yorkshire and would therefore be allocated by the West Yorkshire Combined Authority, so a presence there was important.

M20/61 A question was asked about whether risks were aligned to the agenda for Board and Committee meetings and it was reported that every risk was aligned to a Committee, which considered the risk register and actions associated with it. A further question was asked about how that was linked to the Board and Committee business schedule and agenda, and it was reported that this was being reviewed.

Principal/DG

REVIEW OF MEETING

M20/62 The Board reviewed the effectiveness of the meeting and a question was asked about whether there had been sufficient focus on finance. It was noted that there was less to report at this stage of the year and that it was a key focus for the Board, forming a greater part of the agenda at other meetings. Governors expressed a wish not to revisit all business that had already been considered by committees.

DATE OF NEXT MEETING

M20/63 It was noted that a special meeting of the Board was scheduled for Thursday 12 November to consider the Equine Unit. The next scheduled meeting was due to take place at 5.30pm on Thursday 10 December.

The meeting closed at 7.25pm.