

<p align="center">MINUTES OF MEETING OF THE GOVERNING BOARD HELD AT 5.30PM ON THURSDAY 10 DECEMBER 2020 VIA TEAMS</p>
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Present:

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

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	
M20/80	Apologies had been received from Ms Cubiss and Ms Reeves, the new Student Governor.	
	DECLARATIONS OF INTEREST	
M20/81	There was a declaration of interest from Mr Brown in relation to Craven District Council and Mr Drake in relation to 4Cast software.	
	STAFFING UPDATE	
M20/82	CONFIDENTIAL MINUTE	
	<i>Ms Baxter joined the meeting at this point.</i>	
	MINUTES OF 8 OCTOBER 2020 AND 12 NOVEMBER 2020	
M20/89	The minutes of the meetings held on 8 October 2020 and 12 November 2020 were approved.	
	REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES	
M20/90	Governors noted the updated action tracker and discussed other matters arising on the minutes.	
	PRINCIPAL'S REPORT	
M20/91	The Board had received the Principal's report and a number of points were highlighted. A question was raised about the viability of Tyro Scarborough and the Principal reported that a business review was being undertaken and an update would be provided at the Away Day at the end of January 2021.	
M20/92	The costs in relation to the Institute of Technology were highlighted and the Principal emphasised the importance of delivering in areas of value to local employers. The Principal reported that the College had a disproportionately high student number target compared to its capital investment and was unlikely to be able to deliver the recruitment required by the project. It was noted that this information had not been made available at the time the documentation was signed.	
M20/93	It was noted that there had been a planning query in relation to the Equine Unit and its use at weekends and on bank holidays, although the Principal reported that there had been no local opposition.	
M20/94	A question was asked about what strategy was in place to address the AEB shortfall and the Principal reported that sub-contracting had only been agreed to date for 75% of the initial budgeted amount, and additional contracts could therefore be awarded up to the budgeted amount.	

M20/95	<p>A question was asked about progress with the proposed move away from the Open University as validating body, and the Principal reported that discussions were progressing well with the College having passed the first stage of the approval process with the University of Hull. Discussions were also continuing with the Royal Agricultural University which was able to provide more specialist support. It was, however, noted that Hull University was also willing to validate the College's land-based courses.</p>	
M20/96	<p>OPERATING PLAN UPDATE</p> <p>The updated operating plan had been circulated and it was reported that those RAG rated red were not yet due. Governors requested some narrative around the RAG rating in future, to help understand how close they were to moving to amber or green, along with a link back to the KPIs.</p>	Principal
M20/97	<p>LEARNING AND TEACHING</p> <p>Learning and Teaching report</p> <p>The Vice-Principal (Curriculum and Quality) presented the Learning and Teaching report and highlighted key points.</p>	
M20/98	<p>A question was asked about what work was taking place to improve the average class size for the following year and the Vice-Principal (Curriculum and Quality) reported that the management were working closely with new managers and that this was included in the middle management development programme. It was requested that information was prepared in advance of the next FEC visit on how the average class size had been impacted by Covid-19. The Vice-Principal (Curriculum and Quality) reported that training on 4Cast would start in January 2021 and would be used to inform planning and timetabling.</p>	VP C&Q
M20/99	<p>Self-Assessment report 2019-20 and Quality Improvement Plan 2020-21</p> <p>The Self-Assessment report 2019-20 and the Quality Improvement Plan 2020-21 had been circulated and it was noted that it had already been considered by the Learning, Teaching and Assessment Committee. The Board approved the SAR 2019-20 and QIP 2020-21 as circulated.</p>	
M20/100	<p>Quality of Education policy</p> <p>The Quality of Education policy had been circulated, following recommendation from the Learning, Teaching and Assessment Committee and was approved by the Board.</p>	
M20/101	<p>FINANCE</p> <p>Audit Committee report to the Board</p> <p>The Audit Committee report to the Board had been circulated and was approved by the Board.</p>	
M20/102	<p>Management Letter</p> <p>The Board had received the Management Letter which had been considered by the Audit and Finance, Resources and Investment Committees and approved it as circulated.</p>	
M20/103	<p>Management Representation Letter</p> <p>The Board had received the Management Representation Letter which had been considered by the Audit and Finance, Resources and Investment Committees and approved it as circulated.</p>	
M20/104	<p>Financial Statements 2019-20</p> <p>The Board had received the Financial Statements 2019-20 which had been considered by the Audit and Finance, Resources and Investment Committees and approved them as circulated.</p>	
M20/105	<p>Revised Financial Forecasts 2020-21</p> <p>The revised financial forecasts 2020-21 had been circulated and the Vice-Principal (Finance and Resources) reported that there would be regular reforecasting throughout the year. A weekly cash flow report was completed and circulated to members of the Finance, Resources and Investment Committee. The Board noted that the metrics required would not be met in the</p>	

current year, but the College would be well positioned for the following year. The revised financial forecasts for 2020-21 were **approved** as circulated and for incorporation in the ESFA Finance Record return.

Mr Langton left the meeting at this point.

Sub-contracting annual report 2019-20

M20/106 Members had received the Sub-contracting annual report 2019-20 and a question was asked about whether additional sub-contracting would be put in place during the year if the College was not meeting its target. The Principal confirmed that it would be, if required, and consideration would be given to which partners were most suitable to sub-contract further with.

HEALTH AND SAFETY

Health and Safety Policy 2020-21

M20/107 The updated Health and Safety Policy had been circulated and it was noted that legal advice had been sought to ensure it was fit for purpose, and that the Finance, Resources and Investment Committee had already considered it at previous meetings. The Board **approved** the Health and Safety Policy as circulated.

Annual environmental report 2019-20

M20/108 The annual environmental report 2019-20 had been circulated and a question was asked about whether the Climate Road-map could be mapped alongside the report. The Principal reported that this would be an item for discussion at the Away Day in January 2021.

Principal/DG

M20/109 A Governor commented that the report did not refer to construction or IT and expressed ongoing concerns about the potential financial and reputational risks around the use of glyphosates. The Principal reported that a consultant had been employed to review this and ensure such practice was stopped in the College. Members recognised that tools such as declaring a climate emergency and publishing clear targets were powerful in marketing to young people. Other suggestions were made to include more about active travel and greening the campus. Governors agreed that it was important that this was included in the Strategic Plan.

M20/110 Governors noted with disappointment the low energy efficiency of both Ingleborough and Pen-y-Ghent buildings and a question was asked about whether those responsible for building Pen-y-Ghent could be asked to carry out a review. The Vice-Principal (Finance and Resources) reported that the boiler in Pen-y-Ghent was inefficient, and that whilst the configuration of the building had been changed, the building management system had not been updated. The Principal reported that work had taken place to explore what other action could be taken in Ingleborough and consideration was also being given to including it on the estates strategy.

Risk management annual report: strategic risk register and action plan

M20/111 The Principal highlighted a number of points within the strategic risk register and action plan and it was noted that some additional work was required to develop appropriate KPIs. A question was asked about whether there was confidence that there were no significant risks around staff or morale. The Principal reported that a staff engagement strategy was being developed and the staff survey would be run again in the new year. Whilst they reported that they felt all risks had all been mitigated, it was agreed to review those risks again.

Principal

GOVERNANCE

Reports from Committees

M20/112 The Board received reports from committees and **approved** a reduction in the Board's determination of numbers to 15 as recommended by the Search and Governance Committee. The Board also **approved** the following:

- The appointment of Stephen Morton to the Staffing and Remuneration Committee and as Chair of Search and Governance Committee,

- The appointment of Sue Laycock as Chair of Staffing and Remuneration Committee
- The appointment of Martyn Stone to the Search and Governance Committee
- The appointment of Ed Drake to the FRI Committee
- The appointment of Emma Woodhall as the Governor Safeguarding link and as a member of LTA Committee
- The appointment of Alex Peters-Day to the Audit Committee
- The appointment of Mrs Jane Rogers, as a new Governor, with immediate effect.

Remuneration Annual Report 2019-20

M20/113

The Board received and **approved** the Remuneration Annual Report 2019-20.

REVIEW OF MEETING

M20/114

Governors reviewed the effectiveness of the meeting and no actions were identified.

PRESENTATION

M20/115

Governors noted that this was the Chair's last meeting and that he would be leaving the Board at the end of December 2020 after five years as Chair. The Board acknowledged the considerable part he had played in the College's recent development and expressed thanks for all his work and commitment, after which a short video tribute was shared.

The meeting closed at 7.30pm.