

**MINUTES OF MEETING OF THE GOVERNING BOARD
HELD AT 5.30PM ON THURSDAY 8 JULY 2021 VIA TEAMS**

Present: Dr S Morton (Chair) Mx L Johnson (Principal)
 Ms J Baxter Mr Langton
 Mr A Brown Mrs J Rogers
 Professor J Craig Ms F Sreeves
 Mr E Drake Mr M Stone
 Ms E Woodhall

In attendance: Mrs A Lall (Vice-Principal Curriculum and Quality)
 Mrs J Matthews (Director of Governance)

ACTION

APOLOGIES FOR ABSENCE
 M20/147 There were apologies for absence from Dr Birkinshaw and the Vice-Principal (Finance and Resources). It was reported that Ms Cubiss had left the College and recruitment would take place in the new term for a Business Support Staff Governor. The Chair also thanked Felicity Sreeves, who was attending her last meeting, for her work as a Student Governor.

M20/148 Ms Baxter was late joining the meeting.

DECLARATIONS OF INTEREST
 M20/149 There was a declaration of interest from Mr Brown in relation to Craven District Council.

MINUTES OF 25 MARCH 2021
 M20/150 The minutes, including the confidential minutes, of the meeting held on 25 March 2021 were approved.

REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES
 M20/151 Governors noted the updated action tracker.

M20/98 – FEC follow-up visit
 M20/152 The Principal reported that there had been no further contact from the FEC to date but that as the academic year closed, it would be possible to present the final position. The Chair requested that final position information be made available for the Board briefing in September so that Governors had sight of it before any FEC visit.

Principal

PRINCIPALSHIP REPORT
 M20/153 The Board had received the Principalship report and a number of points were highlighted. It was noted that further guidance would be issued by the DfE over the summer for the new academic year, however it was known that students would be required to have two tests at the start of term. It was noted that there were changes to the self-isolation requirements from August and that support would also be required for those students who were just under 18 and therefore eligible for vaccination. Concern was expressed at the challenges presented by the change from regulation to guidance around masks and other measures, particularly in relation to staff, and Governors acknowledged that there may be some anxiety about returning to College. The Principal reported that information had been issued to staff but recognised that it would be a concern for some. It was also reported that GCSE resits would be offered again in September but that these would be under normal exam conditions rather than socially distanced.

M20/154 Governors suggested that the learning and experience of the past year should be maximised where possible to reduce social contact and take advantage of the opportunities presented, however the Vice-Principal (Curriculum and Quality) reported that the Government had emphasised that it expected a return to face to face teaching with online or blended learning

kept to a minimum. It was noted that the current Government guidance also expected providers to deliver the whole experience, including social activities. A Governor challenged whether the College was confident that it would meet the Competition Marketing Authority commitments in relation to what had been advertised, and the Vice-Principal (Curriculum and Quality) reported that a communication had been prepared for the website which set out what would be delivered in accordance with the guidance.

M20/155 The Board noted that there remained a pressure on end point assessments for apprenticeships and there was a resulting impact on the budget. There was to be an emphasis on apprenticeships to try to increase numbers and a question was asked about whether any apprenticeship fairs were planned, which Governors might also be involved in. The Principal reported that all events had to be online but boot camps had been planned over the summer to allow face to face engagement.

M20/156 Governors noted that it was anticipated that around 78% of the Adult Education Budget would be delivered although the Government would claw back the 12% difference between that and the 90% threshold set.

M20/157 The Principal reported that the Positive Progressions team had won the Learning Provider of the Year at the Festival of Learning recently but that the manager in charge of that team was leaving to join the West Yorkshire Combined Authority. A question was asked about retention for distance learning students and the Principal agreed to provide that data outside the meeting.

Principal

M20/158 It was confirmed that all Teacher Assessed Grades had been submitted on time and requests had been made for samples in a number of subject areas but there had been no further information requested or queries raised.

M20/159 Governors noted the recent review of level 3 qualifications had been completed which it was expected would result in two routes: A-level and Technical level. There was a risk that some existing vocational qualifications would no longer be funded and a Governors questioned what percentage of the College's offer was at risk. The Vice-Principal (Curriculum and Quality) reported that the areas at risk were in sport and public services, where there was no T-level, and in performing arts.

M20/160 The Principal highlighted the work on job families and harmonising pay scales as 40-60 staff had been identified who were paid just above national living wage. Following that exercise, the affordability of a whole staff pay award would be evaluated. The Chair reported that the Staffing and Remuneration Committee had discussed the matter at its recent meeting and was aware that some modelling on the review of pay scales would be needed before consideration of a whole staff pay award.

M20/161 CONFIDENTIAL MINUTE

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M20/164

M20/165 The Principal highlighted the work on replacing IT hardware and improving telephony, as well as achieving Cyber Essentials, and a Governor reported that they had recent experience of this and that it would be helpful to undertake a pre-process exercise.

M20/166 Governors noted that planning permission had been granted for the Equine Unit which it was hoped would be operational by September 2022. The Principal reported that they had signed an agreement with CCM for an additional £200k payment over 10 years should the College withdraw from the lease, in order that the steel could be ordered. In response to a question, the Principal confirmed that they were confident the building could be repurposed should it not be possible to use if for equine activities in the future.

OPERATING PLAN UPDATE

- M20/167 The updated operating plan had been circulated and it was noted that four actions remained outstanding, for which the target dates would be moved into 2021-22. Items from the Sustainability Pledge had also been added to the operating plan.
- M20/168 A Governor questioned what proportion of apprenticeships comprised higher level apprenticeships as the lack of progress in that area could potentially impact the budget. The Principal reported that there were not many approved apprenticeship standards for higher level apprenticeships. A further question was asked about whether specific employers had been approached and matched to the higher level apprenticeships, but the Principal reported that employers had identified that some of the higher level apprenticeships were too specialist for their needs.

LEARNING AND TEACHING

Learning and Teaching report

- M20/169 The Vice-Principal (Curriculum and Quality) presented the Learning and Teaching report and highlighted key points. It was noted that the information had been discussed in detail at the recent Learning, Teaching and Assessment Committee meeting.

FINANCE

Budget 2021-22 and financial forecasts 2022-23

- M20/170 CONFIDENTIAL MINUTE
- M20/171 A Governor challenged whether the forecasts had assumed a pay rise and the Principal confirmed that a provision of £250k had been included although it was not yet possible to determine whether that would allow for a whole staff pay award until the review of pay scales had been completed.
- M20/172 A further challenge was presented in relation to the assumed increase in HE numbers despite falling applications and it was reported that following a recent meeting with Hull University, a new marketing campaign had been launched, particularly for Early Years and Business where numbers were low, and consideration was also being given to how costs could be reduced in those areas if necessary. Modelling was also taking place to look at the numbers required to make courses viable.
- M20/173 The Board **approved** the Budget 2021-22 and financial forecasts for 2022-23 as circulated and as recommended by the Finance, Resources and Investment Committee.

STUDENT GOVERNOR REPORT

- M20/174 The Student Governor report had been circulated and it was noted that efforts had been made to encourage students to apply for the role of Student Governor, but that had not been successful to date. A Governor challenged what steps were being taken to address the issues raised in the report and it was reported that some had been discussed at the recent meeting of the Learning, Teaching and Assessment Committee, but the Principal confirmed that consideration was already being given to improved outdoor seating and social spaces. The Vice-Principal (Curriculum and Quality) agreed to liaise with MIS to see if pronouns could be included on College ID cards.

RISK MANAGEMENT

Risk Appetite Statement

- M20/175 The Principal presented a proposed risk appetite statement which had previously been considered by the Audit Committee. Governors recognised that as a small college, there was a temptation to avoid risk at times, but that there may be times when there had to be investment to ensure the right infrastructure.
- M20/176 A Governor emphasised the importance of this as a foundation of governance, and requested that in reports where decisions were requested, an assessment of risks and opportunities be

VP (C&Q)

	included. The Chair highlighted that the new template being introduced for papers did prompt authors to include information about both risks and opportunities and it was agreed those should be addressed in papers requiring decision.	SMT
M20/177	A Governor challenged where the incremental impact of decisions and the possible risks as a result of underinvestment would fit into the risk appetite statement, and the Principal agreed that it should be addressed under an additional section on continuity and operational investment. <i>Mrs Rogers left the meeting at this point.</i>	Principal
	Strategic Risk Register and Action Plan	
M20/178	The Strategic Risk Register and Action Plan had been circulated and the Principal reported that it was hoped that the risks around Covid 19 would be removed over the course of the next year. It was noted that there were some increased risks, particularly around the recruitment of key staff and AEB and all had been discussed at the relevant meetings.	
	Risk Management Policy	
M20/179	The updated Risk Management Policy had been circulated after having been considered at the recent meeting of the Audit Committee. A Governor challenged that the headings within the risk appetite statement did not align with the areas within the Risk Management Policy and that it would be helpful to have consistency across the two documents. The Principal agreed to update the Policy, incorporating and aligning it with the risk appetite statement, for consideration at the next meeting of the Audit Committee. The Chair of the Audit Committee highlighted that the risk appetite work was in its early stages and therefore still under development. In the meantime, the Board approved the Risk Management Policy, but recognised that it would be further updated in the new academic year.	Principal
	GOVERNANCE	
	Reports from Committees	
M20/180	The Board received reports from committees and noted the contents. The Board approved the following recommendations from Committees: <ul style="list-style-type: none"> i. Internal Audit Strategy 2021-22 ii. Anti-fraud and Anti-Bribery Policy iii. The appointment of Dr Jess Guth as a Governor, for a period of 4 years, with immediate effect. iv. Governance Self-Assessment Report and Improvement Plan 2021-22. v. Updated Audit Committee terms of reference. A Governor challenged some of the wording and it was reported that it reflected the latest requirements of the Post-16 Audit Code of Governance. 	
M20/181	The Chair reminded Governors how to access the iHasco online training and it was reported that further guidance would be sent out from the Staff Development team.	
	REVIEW OF MEETING	
M20/182	Governors reviewed the effectiveness of the meeting and no further actions were identified. <i>All staff and student Governors left the meeting.</i>	
	DATE OF NEXT MEETING	
M20/183	It was noted that the next meeting was a Board Briefing to be held on 23 September 2021 at 5.30pm.	
	SENIOR POSTHOLDERS	
M20/184	CONFIDENTIAL MINUTE The meeting closed at 7.20pm	