

**MINUTES OF MEETING OF THE GOVERNING BOARD
HELD AT 5.30PM ON WEDNESDAY 19 JANUARY 2022 VIA TEAMS**

Present:

Dr S Morton (Chair)	Mx L Johnson (Principal)
Mr A Brown	Mr D Langton
Professor J Craig	Ms P Ralph
Mr E Drake	Mrs J Rogers
Dr J Guth	Mr M Stone
	Mrs 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)
Mr I Davies (AA Projects)

ACTION

	APOLOGIES FOR ABSENCE	
M21/84	There were apologies for absence from Dr Birkinshaw. The Chair reported that Ms Peters-Day had resigned from the Board due to work commitments. It was noted that Search and Governance Committee would discuss how to move forward to fill that vacancy.	
	DECLARATIONS OF INTEREST	
M21/85	There was a declaration of interest from Mr Brown in relation to Craven District Council.	
	ESTATES STRATEGY	
M21/86	The Chair welcomed Mr Ian Davies, AA Projects, who presented the background and proposed Estates Strategy to the Board. Mr Davies highlighted the key points and it was noted that utilisation was currently 27%, with a plan to improve that to 44% by 2025-26.	
M21/87	A question was asked about whether any investment monies associated with T-levels would be dependent on T-levels courses recruiting and running, and it was confirmed that it would, with information having to be provided to the DfE about T-level projected numbers and whether it was new growth or displaced numbers from other courses.	
M21/88	Issues around the Auction Mart estate were highlighted and it was noted that there were restrictions on leased property in relation to Government capital funding. It was noted that the space there was the least flexible and there were significant maintenance costs in the future.	
M21/89	A Governor questioned whether the strategy took account of the wider estate, such as car parking space, and it was confirmed that external landscaping had been incorporated in relation to maintenance. It was noted that there was a wider vision around the campus but there were currently higher priorities.	
M21/90	Mr Davies highlighted the recommendations within the Strategy which included a recommended application for T-levels Wave 4 capital funding. The current construction facilities were within the Ribblehead building and it was recommended that an alternative site should be secured, which would benefit from a strategic partnership. Whilst acknowledging the benefits of exploring a site off campus, the Board highlighted the potential risk of having a strategic partnership with only one firm.	
M21/91	A question was asked about the background to, and rationale behind, the proposed move of Evolve at Ripon and it was reported that the Evolve facility provided niche provision and was complementary to the College's main offer. In response to a follow-up question about funding of a new site, the Vice-Principal Finance and Resources reported that it would be financed from the College's own resources or private borrowing, although speculative grant funding was being pursued, and would need to be considered in the context of ambitions for other facilities.	

M21/92	It was reported that the full Estates Strategy would be circulated in advance of the Away Day on 28 January when formal approval would be sought.	VP F&R
M21/93	The Chair thanked Mr Davies and he left the meeting.	
	MINUTES OF 11 NOVEMBER AND 9 DECEMBER 2021	
M21/94	The minutes of the meetings held on 11 November and 9 December 2021 were approved.	
	REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES	
M21/95	Governors had received the action tracker and noted the updates on previous actions.	
	STRATEGIC PLANNING	
	Revised Operating Plan	
M21/96	The Board had received the revised operating plan which the Principal reported had been linked to the Strategic Plan and was more measurable. Governors highlighted the importance of ensuring staff were carried on the journey and felt part of the process. It was suggested that more thought should be given to how to change the culture in the College.	Principal/VPs
M21/97	A question was asked about the AEB and Apprenticeships which the operating plan indicated were on target, and the Principal reported that AEB was now on target and ahead of the same point in previous years. Apprenticeships had also improved significantly and since the target had been reduced in the control budget, the College was now exceeding the revised target.	
M21/98	A Governor highlighted the importance of Governors receiving the plan frequently and also to have indicators of the direction of travel, so that trends could be monitored and appropriate responses requested. It was requested that arrows showing the trends be added and that Governors provide any further feedback to the Principal.	Principal All
	STUDENT ACTIVITY	
	Recruitment report and strategy	
M21/99	Governors had received a report on recruitment and the Principal highlighted key points. It was reported that the College normally converted around two thirds of applications, however that had reduced to half in the current year, which was thought to be due to increased numbers of students remaining at school sixth forms following teacher assessed grades.	
M21/100	Governors recognised that applications were difficult to predict, however highlighted that data around progression should be more reliable and provide a core base point. The Principal reported that data should be split into new and progressing students as well as by age group.	Principal
M21/101	A Governor questioned whether there was national data available against which conversions could be benchmarked, and it was reported that there was only anecdotal information from colleagues at other colleges. A further question was asked about whether there was any interest in study programmes being offered from January and the Vice-Principal Curriculum and Quality confirmed that there had been both at the Aviation Academy and in Creative Arts where a carousel of courses was being offered, leading to a full qualification in the new academic year.	
M21/102	A question was asked as to the time from application to offer and which staff were involved in that process, and it was reported that a service level standard was set out in the policy, which the Principal agreed to confirm the timescales for. It was reported that the admissions team were responsible for offers although non-standard offers would go to the manager for the area, and a keeping warm strategy was also in place.	Principal
M21/103	A question was asked about whether the low number of acceptances in December was normal or an isolated event, and the Principal reported that it was isolated due to acceptances not being followed up as they should have been, although this had now been rectified.	

M21/104	<p>A Governor questioned when this would translate into information about the following year's income and budget and the Vice-Principal (Finance and Resources) reported that the College now had information on all the factors impacting the allocation for September 2022 which was being processed. Initial work on the curriculum planning was starting the following week. It was noted that although there had been an increase announced in the base rate funding, an additional 40 hours was required, but since the College already delivered more than the minimum number of hours required, discussions would be taking place as to whether further hours would be required.</p>	
	<p>AEB DELIVERY PLAN</p>	
M21/105	<p>The Principal presented a paper on the AEB delivery plan and reported that the College was on target to achieve the West Yorkshire allocation, with both Tyro Training and leisure and community well ahead of previous years.</p>	
	<p>STAFF SURVEY: REPORT AND ACTION PLAN</p>	
M21/106	<p>The Principal presented a report on the Staff Survey and associated action plan and Governors questioned what was being done to address the issues highlighted and to get a more frequent understanding of how staff were feeling. The Principal reported that an internal staff survey was planned, but that You Said, We Did briefings were planned first. A Governor questioned the slow turnaround time from the survey in May to presenting the information to Governors and the Principal reported that the results had not been received in College until October, after which they had been presented to the Staffing and Remuneration Committee. It was agreed that pulse surveys were required and a new intranet was being launched which would allow that to happen. It was reported that staff had felt they were too easily identifiable when responding to the survey however the Principal reported that it was completely anonymous.</p>	Principal
M21/107	<p>It was suggested that the SMT needed to meet with staff more regularly which would give a better indication of the issues and problems. It was reported that there were a lot of experienced staff in the College with ideas and suggestions, and they would appreciate the re-establishment of the Staff Board to given them a voice and Governors requested that consideration be given to that suggestion. The Chair reported that Governors had held a Meet the Governors lunch and feedback from the key areas was being shared with the SMT to feed into the staff engagement action plan.</p>	Principal Chair
M21/108	<p>Governors highlighted that it was disappointing to read that staff were afraid to say what they thought and that it was important to work on active listening without being defensive. It was also suggested that more work be done alongside the qualitative data collection to see if there were any contextual themes.</p>	
	<p>LEARNING AND TEACHING</p> <p>Self-assessment report 2020-21 and Quality Improvement Plan 2021-22</p>	
M21/109	<p>Governors had received the revised Self-Assessment Report (SAR) for 2020-21 and Quality Improvement Plan (QIP) for 2021-22 and noted that the College's self-assessment was the same as the previous year with the exception of apprenticeships which had moved to a Grade 2. It had not been felt appropriate to downgrade all areas based purely on the outcomes, and it was reported that the Ofsted focus was on progress. It was reported that the QIP had also been simplified.</p>	
M21/110	<p>A Governor challenged the grade and narrative in relation to leadership and management in light of the recent staff survey and highlighted the importance of showing staff that leaders had recognised the issues in this area. It was noted that the SAR was, in fact, a reflection of 2020-21 and it was agreed to include this item in the QIP as a piece of work moving forward.</p>	Principal/VP C&Q
M21/111	<p>A question was asked about how in year improvement would be measured, and the Principal reported that KPIs had been identified against each area in the QIP with data included wherever possible. The College QIP was reviewed monthly.</p>	

REVIEW OF MEETING

M21/112 Governors reviewed the effectiveness of the meeting and agreed that they had considered any new risks during the meeting.

DATE OF NEXT MEETING

M21/113 It was noted that the next meeting was the Away Day scheduled for Friday 28th January 2022.

The meeting closed at 7.25pm