

**MINUTES OF MEETING OF THE EXTRAORDINARY GOVERNING
BOARD**

HELD AT 2.15PM ON THURSDAY 25 JANUARY 2024

Present: Dr A Birkinshaw (Chair) Mr D Langton
Mrs J Atkins Mr A Micklethwaite
Mr E Drake Mr C Morgan
Dr J Guth Mrs J Rogers
Mrs H Kerrick Mr R Scott
Mrs A Lall (Interim Principal and CEO) Ms C Thomas

In attendance: Mr G Dixon - Vice-Principal (Finance and Resources)
Mrs A Crabtree – Interim Assistant Principal – Quality
Mr D Bulloch – Interim Assistant Principal – Curriculum
Mr W McGlinchey – Interim Assistant Principal - Curriculum
Mrs J Tracy - Interim Director of Governance

		ACTION
	Item 1: APOLOGIES FOR ABSENCE	
M23/215	There were apologies for absence from Professor J Craig, Mr A Hussain and Mr K Wilcock.	
	Item 2: DECLARATIONS OF INTEREST	
M23/216	There was a declaration of interest from Mr Chris Morgan in relation to his role as Director of Education – Employability and Skills with WEA (The Workers’ Educational Association).	
	Item 3a: MINUTES OF 7 DECEMBER 2023 and 18 DECEMBER 2023	
M23/217	Corrections to the minutes of 7 December 2023 to record their being no declarations of interest and the term of office of Mr R Scott being 2027 were noted.	
M23/218	Noting the corrections as above, the Board approved the minutes of the meetings held on 7 December 2023 and 18 December 2023.	
	Item 3b: REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES	
M23/219	The Board had received the action tracker and noted the updates on previous actions.	
M23/220	It was requested that M23/019 be updated to include actual timings.	IP
M23/221	It was also agreed that M23/164 relating to the risk review be set to ‘green’. <i>Post meeting update: Action completed.</i>	
M23/222	It was noted that Items 4, 5 and 8 were confidential and thus the minutes (in italics) were not for publication	
	Item 6: EQUINE LEASE	
M23/250	Having considered the paper, the Board approved the application of the College seal and the Chair’s signature to the lease agreement.	
	Item 7: COMMITTEE MEMBERSHIP	
M23/251	The Board approved the appointment of Dr Jess Guth and Ms Emma Calvert as member and co-opted member respectively of Search and Governance Committee.	
M23/252	It was noted that Dr Guth did not take part in the discussion nor vote on her appointment.	

M23/262	<p>Item 9: REVIEW OF MEETING</p> <ul style="list-style-type: none"> • Were the agenda papers written and presented clearly? <ul style="list-style-type: none"> - Yes, although the length of the paper relating to the Equine Lease was noted. The Board also comments on the need for actual figures to be included in the reports, as noted earlier. • Did you have all the information you needed to participate fully in the discussion? <ul style="list-style-type: none"> - Yes • Were the issues discussed appropriate? <ul style="list-style-type: none"> - Yes • Did you have enough time for thorough debate and to express your views during the meeting? <ul style="list-style-type: none"> - Yes • Were you satisfied that decisions were reached in an appropriate manner? <ul style="list-style-type: none"> - Yes • Are there any new risks you feel need addressing or any other risk changes that have not been discussed? <ul style="list-style-type: none"> - It was agreed that the risk of not meeting the strategic changes should be reviewed and amended as necessary. 	IP
M23/263	<p>Item 10: DATE OF NEXT MEETINGS</p> <p>It was noted that the next meetings would be held on:</p> <ul style="list-style-type: none"> • Thursday 8 February 2024 – Extraordinary Board Meeting and Board Briefing - 5.30pm (via Teams) • Thursday 21 March 2024 at 5.30pm – Ingleborough Board Room (I1.10) 	
M23/264	<p>The meeting closed at 16:31pm.</p>	