

**CRAVEN COLLEGE
FULL GOVERNING BOARD**
Minutes of the meeting held on:
THURSDAY 4 JULY 2024 AT 5.30PM

PRESENT: Alison Birkinshaw - Chair
Julie Atkins
Heather Kerrick
Jane Rogers
Anita Lall - Principal and Chief Executive
(From item 4)
Rob Scott (via Teams)
Claire Thomas (via Teams)
Sara Wright

IN ATTENDANCE: Gareth Dixon Vice-Principal (Finance and Resources)
Wesley McGlinchey- Interim Assistant Principal (Int AP) for Curriculum
Susan Francis – Director of Governance

The agenda was taken slightly out of order.

1.APOLOGIES FOR ABSENCE

M23/346 Apologies were received and accepted from John Craig, Dean Langton, Chris Morgan and Andy Micklethwaite.

2. DECLARATION OF INTERESTS

M23/347 There were no declarations of interest.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

M23/348 **Resolved:** That the minutes of the last Board meeting held on 21 March 2024 and the confidential minutes from 19 April 2024 were agreed as a true record.

M23/349 Minute M23/290 and 293

Ongoing: Both actions were on track for completion in September.

M23/350 Minute M23/306 - High street update/ESFA reaction to borrowing.

Completed: Cash flow reported weekly to Governors. High Street contract had been signed and the College seal applied.

M23/351 Minute M23/307 and 337 – Operating Costs/Predicted T Level numbers

Completed: Both actions were now closed.

M23/352 Minute M23/320 and 331 – AEB Reporting/ Anti Bribery - Fraud policy

Ongoing: Both actions were in progress.

M23/353 **8. GOVERNANCE**

Item 8a - One application for the role of teaching staff governor had been received from Judith Lancaster. The Chair gave an outline of their skills, the application was endorsed by members of the Senior Leadership Team (SLT). Governors agreed to approve the appointment.

Resolved: That Judith Lancaster be the Teaching Staff Governor for a four-year term of office.

The Director of Governance would inform her of the outcome and arrange her induction. Update: Induction arranged for September 2024.

M23/354 **Item 8b – Proposed amalgamation of two committees**

The Board considered the proposal to merge the Staffing and Remuneration/ Search and Governance into People/Search and Governance (including remuneration) Committee including the updated Terms of Reference. This change had been recommended for approval at the Search and Governance committee in June 2024.

ACTION

Resolved: That the People/Search and Governance (including remuneration) Committee replace the Staffing and Remuneration/Search and Governance. This would be reviewed at the end of the next academic year. The terms of reference would be formally approved at the first committee meeting on 21 November 2024.

- M23/355 **9. COMMITTEE REPORTS**
The Board noted the minutes and the paper which outlined the main items of business discussed at the: Quality and Curriculum, Search and Governance, Finance, Resources and Investment (FRI) , Staffing and Remuneration and Audit Committees.
- M23/356 The Chair of the Audit Committee shared information on the internal auditor tender process and recommended the appointment of the new internal auditors.
- M23/357 As the scheduled 20 June Quality and Curriculum Committee had been cancelled due to inaccuracy, the Chair explained that some items had been added to this agenda.
- M23/358 **10 BOARD APPROVAL**
All items below had been thoroughly reviewed and recommended by committees:
Item 10 a – Resolved: The updated Instruments and Articles were **approved**.
- M23/359 **Item 10b - Resolved:** As recommended by Audit Committee, the Board **approved** the appointment of Wylie Bisset as Internal Auditors.
- M23/360 **Item 10c - Resolved:** The Sub-contracting and Fee Schedule was **approved**.
- M23/361 **Item 10d - Resolved:** The Business Recovery Plan was **approved**.
- M23/362 In response to a question from a Board member, information was provided on the number and status of College vehicles with reassurance given in terms of health and safety implications. It was suggested that brief information on this could be included in a future report.
Action: A brief overview of College vehicles to be presented in the Estates update.
- M23/363 **Item 10e - Resolved:** The Complaints and Compliments Policy was **approved**.
- M23/364 **Item 10f - Resolved:** The Gender Pay Gap Report was **approved**.
- M23/365 **Item 10g - Resolved:** The Virtual Meeting Policy was **approved**.
- M23/366 **Item 10h - Resolved:** The delegated authority was **granted** to the Principal for approval of the T Level Wave 5 capital fund contract in line with the College Financial Regulations 15.4.7.
- Anita Lall arrived at 6.25pm having driven up from a conference in Oxford.*
- M23/367 **4. Principal's Report**
The Board had received the Principal's report and members noted the content on the key activities in relation to Ofsted, skills update, finance

G Dixon

and resources, the disaster recovery plan, Department for Education (DfE) immersion visit and student successes.

- M23/368 A member of the Board asked about the “Bring Your Own Devices” plan that formed part of the [Cyber Essential](#) accreditation, to which the Principal gave further details.
- M23/369 A discussion took place around the Maths and English predicted achievement rates with the Principal stating that all strategic KPIs (Key Performance Indicators) would be reviewed in line with the new strategic plan.
- M23/370 A Governor raised a query about the animal and land based provision given the data provided in the report. The Board were assured that much work was being undertaken in this area which was being closely monitored by SLT. It was proposed that an update on current and future plans be shared with governors at the next meeting.
Action: An update on Animal and Land based provision be produced for the next Board meeting.
- M23/371 The Principal provided an update on the workload working group which continued to meet half termly.
- M23/372 In response to a question about how College was ensuring a consistent message reached all staff with regards attendance and the financial needs of the College, the Principal stated that mandated meetings at each site were scheduled where clear messages were delivered in person by the Principal.
- M23/373 **STRATEGIC MATTERS**
Item 5a: Budget 2024-25 and Financial Forecasts 2025-26 CFFR College Financial Forecasting Return
The Vice Principal – Finance and Resources (VP – FR) presented the report. The Board noted the improved financial performance in 24-25 from the 23-24 forecast with a financial health score of 190 points (22-23 forecast: 180) and financial health of ‘Good’ (23-24 forecast: ‘Good’) with an improvement in liquidity and profitability.
- M23/374 The VP- FR covered the assumptions within the budget, pay and non-pay costs. The Board were informed that the key risks were: adult education income, higher education recruitment, apprenticeships income and T level funding.
- M23/375 Having discussed the report, and noting the recommendation for approval from the Finance, Resources and Investment Committee, the Board approved the Budget for 2023-24.
Resolved: That the Budget 2024-25 and the CFFR (College Financial Forecasting Return) return be **approved**.
- M23/376 **Item 5b: Strategic Plan**
The Principal explained that staff had been consulted a number of times on the proposed vision, mission, values and strategic aims and objectives. The proposed plans had also been presented for consultation at the recent Governor Away Day. After a brief discussion, it was agreed that the strategic plan would be re-submitted at the next Board meeting to include continuation and progression targets.
Action: To update the proposed strategic plan for October 10, 2024.

Int AP/VP-FR
Board

Principal
Board

M23/377	As the Principal was keen to roll out the vision, mission and values in time for the new academic year, it was agreed that this would be shared for governor approval over the summer and agreed by written resolution. Action: Principal and DoG to co-ordinate re issue of the vision, mission and values.	Principal/DoG
M23/378	Item 5c: Annual Accountability Statement The draft Annual Accountability Statement was considered, and some amendments suggested. The final document would be submitted to the ESFA (Education and Skills Funding Agency). It would be further updated in October and December 2024. Resolved: The Board approved the Annual Accountability Statement.	
M23/379	6. REPORTS AND UPDATES Item 6a: Curriculum Plan The Interim Assistant Principal (Int AP) presented the report, which had also been shared at the recent Governor Away Day. The Board were advised that the Curriculum Plan had been produced by Heads of Department based on an analysis of labour market intelligence, trends in recruitment, feedback and discussion with key stakeholders as well as alignment to LSIPs (Local Skills Improvement Plan) across North and West Yorkshire, as well as aligning to current and emerging government policy including T levels. The paper provided an overview of the proposed curriculum and target numbers.	
M23/380	The discussion which followed covered the challenges in relation to growth in HE provision and how to effectively present information to Governors so that key areas of concern were highlighted. Action: The Int AP and Director of Governance (DoG) would look to update the report with the requested information and share meeting dates with governors should they wish to attend. It was agreed that this would be added to the December Board agenda and possibly be an item, for the January Governor Away Day.	Int AP/DoG December Board Jan Away Day
M23/381	Item 6b: Quality and Curriculum report The Interim Assistant Principal presented the Quality and Curriculum report which provided a summary of the key papers discussed at the Quality and Curriculum Committee meeting including the key risks. A comparison of the Key Performance Indicators (KPIs) at the same point in the previous three years was included.	
M23/382	Key points to note were an increase in overall predicted achievement for 16-18/19+ and Apprenticeships. There was an ongoing concern around attendance for English and Maths.	
M23/383	The Board noted the information in the paper and commended the College on the improvements shown.	
M23/384	Item 6c: Quality Improvement Plan update 2023 – 24 The report was presented, and the Board noted the summary of the Quality Improvement Plan (QIP), the implications of performance trends, key risks and actions.	
M23/385	The Board questioned the number of actions which were still flagged as ‘amber’, it being explained that lots of the actions were on track, that it would be updated monthly as it was a live document. It was suggested	

that a more streamline version be made available for Governors for the next Board meeting.

Action: A reduced, more streamlined QIP would be presented at the next Board meeting.

Principal/Int AP/
Board

M23/386 **Item 6d: Marketing Update**

The shared paper provided an update on the marketing activities across all areas of activity along with an update on performance against the metrics set out in the 23-24 Marketing Strategy. These included: recruitment promotion, website and wider digital promotion along with celebratory and other external events. The Board commended the College on the increased number of feeder schools to which it had been invited to attend on GCSE results day.

M23/387 The Board offered significant challenge about the lack of analysis and quantitative data in the report. It was requested that future reports contain more comparison of costs versus recruitment, website/social media traffic, of analysis and quantitative data and overall evaluation of the strategy.

Action: The Marketing Manager to ensure the next report reflect the changes requested.

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M23/388 **Item 6e: Safeguarding Update**

The Head of Student Services presented the paper which provided an annual report to Governors of how College was discharging its duties under Safeguarding and the Prevent Duty legislation. That the College was fully committed to the safety and wellbeing of students, staff and those who had direct links with the organisation. Governors had also been provided with appendices covering safeguarding by incident and by curriculum in addition to counselling data reports.

M23/389 It was noted that the number of safeguarding incidents reported had increased slightly compared to the previous year with mental health still being the primary cause for safeguarding intervention. Due to cuts in Local Authority services, progressively more counselling/intervention was being delivered by College staff. Governors were mindful of the impact this increased need would have on staff workload.

M23/390 **Item 6f: Predicted Achievement Report**

As predicted achievement had been discussed earlier in the meeting, the Board noted the report.

7. FINANCE MATTERS

M23/391 **Item 7a: AEB update including sub-contracting**

The Interim Assistant Principal presented the paper which covered the current position of the College's in-year funding position on in-year AEB (Adult Education Budget) and apprenticeship delivery. The paper had been reviewed at the recent FRI meeting; the Board **noted** the information provided.

M23/392 **Item 7b - Internal audit strategy**

Deferred: This would be added to the next Board agenda as new internal auditors were being appointed.

Board

M23/393 **Item 7c: External Audit strategy**

The External Audit plan set out the scope of the external audit to be carried out by Armstrong Watson and highlighted key elements of the proposed audit strategy. It also outlined the scope of the audit work to be

carried out, the approach that Armstrong Watson intended to take, the timetable for the audit and fees to be charged for the service.

Resolved: The Board **approved** the External Audit Strategy 2023-24 as recommended by Audit Committee.

M23/394 **Item 7d: Craven Rural and Business Skills Centre (CRaBSC) Annual Report and Accounts 2022-23.**

The paper, which had been scrutinised at the recent FRI meeting, provided the Board with an update on the CRaBSC Limited of which the College was a member. It was noted that the CRaBSC Ltd was not a subsidiary company of the College but one on whose Board the College had representation. Governors were informed of the possibility that the company may be dissolved in the near future. The Board **noted** the information provided.

11. RISK MANAGEMENT

M23/395 The College Strategic Risk Register had been discussed at the Audit meeting. The Principal noted that two risks had increased.

- Following the Ofsted grade – the achievement rate risk had increased but mitigating factors were in progress.
- The stakeholder views and skills risk had also increased as further work was required to demonstrate how College strategically developed and shaped the curriculum in all areas to meet skills needs.

The Board **noted** the improved format of the risk register.

12. REVIEW OF MEETING

M23/396 Governors reviewed the effectiveness of the meeting, noting the continuing financial challenges and the work to be undertaken by the College around marketing. It was requested that the marketing report be improved for future Board meetings.

Board members agreed that they had all the information needed to participate fully in discussion, that the issues discussed were appropriate, that they had had enough time for thorough debate, that all decisions had been made in an appropriate manner and that there were no new risks which the Board felt needed to be addressed nor any other risk changes that had not been discussed.

M23/397 **13. CONFIDENTIAL ITEMS Part 2**

Staff members except for the Principal left the meeting at 7.25pm. The discussion was captured in a separate, confidential minute.

14. DATE AND TIME OF NEXT MEETING

M23/398 **Resolved:** The Board approved the Board/Committee Meeting Dates 2024-25. Board meetings to be held in person and Committee meetings to be held virtually.

The next meeting was to be held in College on Thursday 10 October 2024 at 5.30pm.

Board Meetings in College	Away Days in College
Thursday 12 December 2024 at 5.30pm	Thursday January 23, 2025 2pm – 6pm.
Thursday 3 April 2025 at 5.30pm	Thursday 26 June 2025 at 2pm – 6pm.
Thursday 3 July 2025 at 5.30pm	

The meeting closed at 8.40pm.

