

**CRAVEN COLLEGE
FULL GOVERNING BOARD**

Minutes of the meeting held in College on:
THURSDAY 12 DECEMBER 2024 AT 5.30PM

PRESENT:

Alison Birkinshaw - Chair	Anita Lall - Principal and CEO
Julie Atkins	Neil Roe
John Craig (via Teams)	Rob Scott
Heather Kerrick	Claire Thomas
	Sara Wright

IN ATTENDANCE: Gareth Dixon – Deputy Principal
Duncan Bulloch/Wesley McGlinchey – Assistant Principals
Susan Francis – Director of Governance

- 0.** Alex Aspen, Head of Partnerships, Stakeholders and Projects gave a brief presentation on stakeholders, partnerships, projects and Tyro Training. It provided a detailed update on recent investments and operational improvements. Solar panels and EV charging points had already been purchased and were awaiting installation. These enhancements aimed to improve energy efficiency and reduce carbon emissions, aligning with sustainability goals.
- 0.1** The Board thanked Alex for his time and he left the meeting at 5.50pm.

1. APOLOGIES FOR ABSENCE

- 1.1** Apologies were received and accepted from Dean Langton, Judith Lancaster, Chris Morgan and Andy Micklethwaite.

2. DECLARATION OF INTERESTS

- 2.1** There was a declaration of interest from John Craig that from March 2025 he would be Pro Vice Chancellor at Hull University.
Neil Roe declared that he was Chair of Skipton BID (Business Improvement District). Anita Lall was vice Chair of Skipton BID.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

- 3.1 RESOLVED:** That the minutes of the last Board meeting held on 10 October 2024 were agreed as a true record.

Actions

Completed: Most actions had been closed off or were integrated into the agenda.

4. PRINCIPAL'S REPORT

- 4.1** The Board had received the Principal's report and members noted the content on the key activities in relation to a raft of policy changes, updates, new strategies and reforms as well as several consultations underway. The following points were highlighted:
- [Get Britain Working White](#) paper
 - The Curriculum and Assessment rapid review had just been published, that 157 courses that were to be defunded (BTECs and other Level 3 technical qualifications), would now be retained.
 - The College had applied for College of Sanctuary accreditation, which would be submitted in January 2025. Governors had viewed

ACTION

the relevant videos and fully supported the application.

<https://www.craven-college.ac.uk/the-college/college-of-sanctuary/>

- 4.2 In response to a question about the YNYCA (York and North Yorkshire Combined Authority) Skills Strategy and Adult Skills Fund (ASF) Strategic Skills Plan, the Principal advised that the YNYCA had launched their [Skills Strategy and Adult Skills Fund](#) (ASF) Strategic Skills Plan. Responsibility for the commissioning of the ASF would commence from August 2025 with circa £10.8m of funding per annum. An update on devolution was given. The Board was informed that a meeting to discuss the use of the 2022/23 data and an increased allocation based on 2023/24 and current spend year to date was planned with the ASF Implementation Manager. Grant Agreements would be issued for two years (August 2025 to July 2027) with the option to extend for a further year (to July 2028), subject to provider performance and funding availability. There followed a discussion on the potential impact of devolution on the College.
- 4.3 Details of recent student successes were noted and the College asked how these were celebrated and acknowledged in the wider community, to which the Principal explained that marketing uploaded them to social media, the website and local newspapers.
- 4.4 Thanks were given for the clarity of the report. The Principal was asked that future reports contain a helicopter view of the College's progress against its strategic aims and objectives.

ACTION: The information would be included in the next report.

5. STRATEGIC MATTERS

5.1 Item 5a: Self-Assessment Report (SAR) 2024-25

As part of the College's Further Education Self-assessment Review, indicative grades had been proposed against the Education Inspection Framework (EIF) key judgements and types of provision. The SAR had been externally validated on the 19 November 2024 and discussed at the Quality and Curriculum Committee on the 5 December; all feedback would be incorporated into the version presented

The report indicated an overall "Good" rating for the College. Appreciation for the work done in producing the document was expressed. Governors felt comfortable in approving the judgements awarded.

RESOLVED: Subject to an acknowledgement that the Self-Assessment Report was still going through the editing process and should include suggestions made by Governors and noted by the Assistant Principal, the [Self-Assessment Report \(SAR\) 2024-25](#) was **approved** by the Board.

UPDATE: A final version was shared with all Governors before being uploaded to the Ofsted portal in January 2025.

5.2 Item 5b: Quality Improvement Plan (QIP) 2024-25

The paper provided a summary of the Quality Improvement Plan (QIP) actions for 2023-24. It was stated that the QIP was reviewed monthly and reported on at every Quality and Curriculum Committee.

The plan was in a new, streamlined format that focused on eight key improvement areas directly linked to strategic objectives. Governors praised the clarity and focus of the new format but noted that it required further alignment with the strategic operating plan to track progress

AL

comprehensively. It was also suggested that the visibility of high-grade achievement targets be made more overt in the QIP.

ACTION: The information would be included in the next report.

WM

RESOLVED: Subject to the suggestion made, the Quality Improvement Plan (QIP) 2024-25 was **approved** by the Board.

5.3 **Item5c: Strategic Operating Plan 2024 – 25**

The Assistant Principal explained the strategic operating plan sat under the strategic objectives (SO). That each operating plan had been updated following Committee feedback. That further work to update the plans to ensure actions met the College's strategic aims was needed.

The Board discussed staff utilisation, recruitment progress, and key performance indicators (KPIs). Clarification was sought and given about average class size, growth measures, lead and lag indicators.

RESOLVED: The Board **approved** Strategic Operating Plan 2024 – 25.

5.4 **Item 5d: Annual EDI Monitoring Report 2023/24 and Equality Objectives 2024-25**

The paper presented by the Principal set out the Annual Equality, Diversity and Inclusivity (EDI) report for 2023/24 and summarised the progress against the EDI action plan. When asked about interventions for minority ethnic students, the Principal gave full details along with an example of specific support put in place in response to an issue raised.

It was shared that College had a strategic EDI group and had signed up to the AoC (Association of Colleges) EDI Charter.

The Board discussed ways in which to increase diversity of staff, measure value added and the need to mention social value particularly with regards to HE.

RESOLVED: The Board **approved** the Annual EDI Monitoring Report 2023/24 and Equality Objectives 2024-25, as recommended by Quality and Curriculum Committee.

6. **REPORTS AND UPDATES**

6.1 **Item 6a: Quality and Curriculum report**

The Assistant Principal presented the report which provided an overview of the College's progress against key performance indicators and set out the targets for 2024/25. The following points were highlighted:

- Retention was strong at 99%.
- The first phase of predicting achievement was completed and tested through Quality and Finance Reviews (QFRs).
- All staff underwent term one walkthroughs, with 93% meeting the expected standard.
- Student satisfaction survey results showed 95% satisfaction.
- The curriculum was linked to the strategic plan, ensuring relevance and inclusivity.

6.2 The College was commended on the acceptance by the Office for Students (OfS) of the Access and Participation Plan.

6.3 A discussion took place around how to increase the attendance at maths and English lessons particularly for those on construction and access

courses. It was noted that the attendance working group were looking at strategies to improve this. Improvements had been noted regarding students going to these classes during a recent Governor visit, which seemed to indicate that the strategies were showing impact.

6.4 Item 6b: Safeguarding annual report (including Prevent)

The Head of Student Services presented the paper which provided an annual report to Governors in terms of how the College was discharging its duties under Safeguarding and the Prevent Duty legislation.

Key points from the report were highlighted:

- Early intervention and proactive measures were taken, leading to an increase in safeguarding concerns being identified and addressed.
- An increase in the volume and complexity of cases, with mental health, anxiety, and stress being the main issues.
- Staffing shortages had reduced the team from eight to three members, but recruitment was underway to restore capacity.
- The College's counselling service was highly valued, supporting both students and staff

6.5 The College was asked that more information be provided on [Prevent](#) compliance, online safety and staff training in future safeguarding reports. That the format of the report be reviewed.

ACTION: To include more data on Prevent and online safety compliance in future safeguarding reports.

The Board reviewed the Safeguarding Children and Vulnerable Adults policy.

RESOLVED: Subject to the suggestions made, the Board **approved** the Safeguarding Children and Vulnerable Adults policy, as recommended by Quality and Curriculum Committee.

JA

6.6 Item 6c: Funding Update (including ASF/sub-contracting)

The Board were briefed on the College's funding position for 2024/25, the stopping of Multiply funding and the transition to adult skills commissioning under North Yorkshire's devolution plans. It was added that 2024/25 performance was ahead of 2023/24 for ASF allocations, demonstrating a positive start to the year. Apprenticeships were also ahead of the 23/24 performance.

6.7 Item 6d: Health and Safety Annual Report 2023-24

The Board noted the Health and Safety Annual Report 2023-24, which had been considered by the Finance, Resources and Investment Committee at its meeting in November 2024. After that meeting a Governor had provided useful information to help improve the reporting against statutory compliance checks. The College was asked that future reports contain clearer statistics on accident reporting and near misses.

RESOLVED: Subject to the suggestions made, the Board **approved** the Health and Safety Annual Report 2023-24 as recommended by the Finance, Resources and Investment Committee.

6.8 Item 6e: Estates and Finance Update

The paper updated the Board on the finance position and performance of the College along with an overview of estates developments. It was noted

that College managed its budget carefully, considering the impact of funding changes and staff pay awards. Governors were invited to visit the improvements made to the Auction Mart.

6.9 Item 6f: Student Engagement Report

The Board noted the overview of student engagement activities undertaken so far in the academic year. The College was asked to look at a system to track student participation in enrichment activities so that participation data could be reported to Governors.

6.10 Item 6g: Final Destinations 2022-23 and Interim Destinations 2023 - 24

The report gave information on actual and intended destination data for FE, adults and apprenticeships. The Board noted the information and commended the College on the improvements.

- 6.11 A discussion took place on how to use destination data; it was acknowledged that College continued to improve the collection and analysis of destination data.

Staff Governor and both Assistant Principals temporarily left the meeting.

7. FINANCE MATTERS

Item 7a: Control Budget 2024 -25 inc. Pay Award

- 7.1 The minutes from this agenda item were captured in a separate, confidential minute.

RESOLVED: The Board **approved** the **Control Budget 2024 -25 inc. Pay Award** as recommended by Audit/FRI Committee.

7.2 Item 7b: Management Letter

The Deputy Principal explained the process involved in the production of the management letters and the financial statements. The papers had been discussed in detail at a joint meeting of Audit Committee and Finance, Resources and Investment (FRI) Committee on 28 November 2024. The papers being presented to the Board for approval had been updated as necessary following these discussions and with the agreement of the external auditors.

RESOLVED: The Board **approved** the Management Letter (the Final Management and Governors' Report) for the period ended 31 July 2024.

7.3 Item 7c: Management Representation Letter – Audit

RESOLVED: The Board **approved** the Management Representation Letter – Audit as recommended by Audit/FRI Committee which would require a signature from the Chair.

Chair

7.4 Item 7d: Management Representation Letter – Regularity

RESOLVED: The Board **approved** the **Management Representation Letter – Regularity** as recommended by Audit/FRI Committee which would require a signature from the Accounting Officer.

AL

7.5 Item 7e: Financial Statements to 31 July 2024

The Board had received the Financial Statements to 31 July 2024 which had been considered at the joint meeting of Audit and Finance, Resources and Investment Committees on 28 November 2024. The Financial

Statements had been amended to take account of the discussions at that meeting.

RESOLVED: The Board **approved** the Financial Statements to 31 July 2024 as recommended by Audit Committee which would require a signature from the Chair and the Accounting Officer.

Chair/AL

8. GOVERNANCE

8.1 Item 8a: Governance Self-Assessment Report (SAR) 2022-23 and Quality Improvement Plan (QIP) 2023-24

The Director of Governance informed the Board that the Governance SAR and QIP had received detailed scrutiny. The papers presented to the Board had taken account the feedback received.

RESOLVED: The Governance Self-Assessment Report (SAR) 2022-23 and Quality Improvement Plan (QIP) 2023-24 were **approved**.

8.2 Item 8b: Remuneration Annual Report 23-24

The report had been reviewed and recommended for approval by the Remuneration Committee.

RESOLVED: The Board **approved** the Audit Committee Remuneration Annual Report 23-24 as recommended by the Remuneration Committee and required a signature from the Chair of that Committee.

DL

8.3 Item 8c – Training and Membership Matters

Governors were reminded to complete the outstanding training as soon as possible to ensure compliance.

8.4 Following a successful recruitment process through Peridot, two new members had been selected. The Board were asked to approve their appointment:

- The appointment of Nicki (Nichola) Crail as a member the Governing Body for a four-year term of office, to 11 December 2028.
- The appointment of Majid Bokhari as a member the Governing Body for a four-year term of office, to 11 December 2028. Majid would be the new Safeguarding Link Governor.

RESOLVED: The Board **approved** both appointments.

8.5 The Board were asked to ratify the following:

- Student governors Izzy Goulthorp and Phoebe Chapman for a term of office for two – years or when they ceased to be a student at College.

RESOLVED: The Board approved both appointments.

Staff Governor and both Assistant Principals returned to the meeting.

9. COMMITTEE REPORTS

The Board noted the minutes and the paper which outlined the main items of business discussed at the: Audit, Quality and Curriculum, Finance, Resources and Investment (FRI), People, Search and Governance (inc Remuneration) Committees.

All items below had been thoroughly reviewed and recommended by Committees:

9.1 Audit Committee Report

- **RESOLVED:** The Annual Report had been considered by Audit Committee on 6 November 2024. Having noted the recommendation of Audit Committee, the Board **approved** the Annual Report of the Audit Committee 2023-24.
- **RESOLVED:** The Gifts and Hospitality Policy - increase in the value of reportable amounts from £25 to £45 was approved.

9.2 Finance, Resources and Investment Committee 20 November 2024

- Pay Award (*done in 7a*)
 - Annual Environmental Report 2023-24 (*done in 7b*)
 - Strategic Operating Plan 2024-25 (*done in 5c*)
 - Health and Safety Policy
- RESOLVED:** The Board **approved** the Health and Safety Policy

9.3 People, Search and Governance (PSG) (inc Remuneration) on 21 November 2024

- Annual EDI Monitoring Report and Quality Objectives 2024 – 25 (*done in 5d*)
- Remuneration Annual Report 23 –24 (*done in 5d*)

RESOLVED: The appointments and changes below were all **approved**.

- Alison Birkinshaw to be Chair of PSG – 2-year term
- Dean Langton to be Chair of Remuneration
- Sara Wright to move from Finance, Resources and Investment Committee to Quality and Curriculum.
- Neil Roe to join the Finance, Resources and Investment Committee.

9.4 Quality and Curriculum Committee 5 December 2024

- Self -Assessment report 2023 –24 (*done in 5a*)
- Safeguarding/Prevent Annual report 2023 – 2024 (*done in 6b*)
- Safeguarding Children and Vulnerable Adults policy (*done in 6b*)

RESOLVED: The policies and documents below were all **approved**.

- Admissions Policy – FE/HE
- Local Offer
- Fitness to Study
- Equality Diversity and Inclusion Policy
- SU Constitution
- Compliments and Complaints Policy

10. RISK REVIEW

- 10.1 The Principal presented the report which provided the Board with an update on the College's strategic risks and the actions being taken. Since the strategic risk register was last presented to the Board, the net risk of all risks remained unchanged.
- 10.2 The Board noted that once the College showed embedded progress against its aims and objectives, the risks would need rewording. It was noted that the achievement risk should also reference failure to improve high grades and value added and consideration should be given as to how to align the risks more closely with the strategic KPIs.

11. REVIEW OF MEETING

- 11.1 Governors reviewed the effectiveness of the meeting, whilst recognising that work had taken place on revising the format of the reports there was still more to do about data and analysis.

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.

12. DATE AND TIME OF NEXT MEETING

- 12.1 The next meeting was the Governor Away Day, to be held in College on Thursday January 23, from 2pm – 7pm.

Board Meetings in College	Away Days in College
Thursday 3 April 2025 at 5.30pm	Thursday January 23, 2025 2pm – 7pm.
Thursday 3 July 2025 at 5.30pm	Thursday 26 June 2025 at 2pm – 7pm.

The meeting closed at 7.50pm.

Action Summary

Item	Action	Owner	Due
4.4	Principal's Report That future reports contain a helicopter view of strategic aims and objectives.	AL	April 2025
5.1	Self-Assessment Report (SAR) 2024-25 Revise the report to include detailed evidence of progress on skills needs and to align skills contributions with Ofsted expectations/evidence of progress since last inspection.	WM	January 2025
5.2	Quality Improvement Plan (QIP) 2024-25 That the visibility of high-grade achievement targets be made more overt in the QIP.	WM	April 2025
6.5	Safeguarding Annual report. That more information be provided on Prevent compliance, online safety and staff training in future safeguarding reports. That the format of the report be reviewed.	JA	October 2025
7.3 – 7.5 8.2	Documents to be signed.	AL/Chair/DL Completed	ASAP