



Minutes of the Governing Body Meeting held on 28 March 2023 at 5.30pm, Jorvik room.

Present:	Ian Looker (Chair) Helen Crews Janet Dean Rob Hickey Donald Inglis Lee Probert (CE & Principal) Andrew Thomas Heidi Fraser-Krauss	Libby Bush Julia Histon Ranjit Singh Matthew Rice Beth McHugh-Hicks (Staff Governor)
In Attendance:	David Hawkins – Vice Principal, Finance and Professional Services Carolyn Barker – Director of Governance	
		Action
1.	Apologies for Absence / Declarations of Interest	
1.1	<p>Apologies were received from Cathy Waters, Ann Lees, Victoria Inness, and Georgia Linsey-Bessent. Celeste Finnochchi was not in attendance.</p> <p>Libby Bush joined via video conference at 6.00pm however due to technical difficulties left the meeting. Libby emailed questions to the Director of Governance to share at the meeting.</p> <p>There were no declarations of interest relevant to the agenda.</p> <p>The Chair of the meeting was Ian Looker. Notice of the meeting was given at least 7 days in advance. The meeting was quorate.</p>	
1.2	<p>Ofsted Inspection Report & Findings</p> <p>Members were reminded that the draft findings from the inspection were discussed at the seminar in February and the final report circulated to members on 7th March 2023.</p> <p>Members were advised that the approach to inspections had changed. Overall, it is considered a very positive report and reflects a great deal of work from staff in all roles in the College. Some real strengths were noted in the College's partnerships, the way the curriculum aligns to economic need, how students are supported to gain new knowledge and how they are prepared to progress. A small number of areas for development were noted, none of which were a surprise as the report was consistent with the College's own self-assessment. Key highlights shared with members included -</p> <ul style="list-style-type: none"> • Quality of education – good teaching, professionally qualified staff. • Students' progress and abilities to apply their learning. • Teachers use a range of teaching methods and most using assessment effectively. • Good progress of students into level 3 programmes. • Behaviour and attitudes showing good progress. 	

	<ul style="list-style-type: none"> Strengths around community engagement. <p>Areas for the College to focus on include the quality of education specifically regarding English and Maths and was noted as already included as an action within the College's self-assessment action plan. The approach to providing feedback to students was mentioned by inspectors as an area where there is room for improvement.</p> <p>Members' attention was drawn to the wording included in the report regarding the College's overall governance, noting that although short in comparison to some sections in the report, it is considered a very positive outcome.</p> <p>The Governing Body discussed the executive's plans to move from good to outstanding asking whether there is an internal map of where the inconsistencies might lie. It was noted that the executive is not as clear as they might wish to be on the assurances given in some areas of the College and there was more to do to set expectations and complete follow-up checks. A governor asked whether it is reasonable to expect that the College can achieve outstanding within the financial constraints and was assured that there was. The principal advised that there are some areas such as employer involvement where improvements to recording examples and engagements would better demonstrate our approach in these areas.</p> <p>The Chair advised that the next steps from a governance perspective is that actions will be progressed through the Quality and Curriculum Committee using the QIP and once the new Deputy Principal is in post, plans will be formed and implemented in order to achieve further improvements and move towards outstanding.</p> <p><i>The Governing Body gave thanks to all staff involved in the inspection.</i></p>	
1.3	<p>Deputy Principal Recruitment Update</p> <p>Members were informed that following a competitive selection process to appoint to the role of Deputy Principal (Deputy Chief Executive), Curriculum and Quality, Ken Merry had been appointed to the post.</p> <p>Ken is to take up his role in early June and will take the lead on all matters relating to curriculum and quality, leading the team of Directors of Curriculum, Director of Young People's Learning, Director of Quality of Education and Director of Student Experience.</p> <p><i>The Governing Body noted the update and the decision made by the appointment panel of the selected candidate to the Deputy Principal role.</i></p>	
2.	Minutes of Previous Meeting	
2.1	<p>It was resolved to approve the minutes of the meeting held on 12 December 2022.</p> <p>The Chair asked if there was any update regarding the pay award position following the meeting the executive had with UCU during the week. It was confirmed that the union remains unhappy with the 2.5% proposal and remain in dispute.</p>	
3.	Matters Arising	
3.1	Action Summary	

	<p>It was noted that most actions had been completed. There was one outstanding action for the governing body to review the strategic risk appetite and the other one being to review the financial regulations in line with emerging ESFA/DfE and HMRC guidance.</p> <p><i>The Governing Body noted the update on actions.</i></p>	
4.	Strategic Matters	
4.1	<p>Chair's Update</p> <p>The Chair outlined that he had spent time on matters covered elsewhere on the agenda, such as the Ofsted Inspection and External Governance Review.</p> <p>He also outlined a recent visit from the Department for Education as part of their immersion programme.</p> <p>He also referred to Association of Colleges sessions which had highlighted areas that other colleges are concerned about, such as retention of staff, finances and the level 3 qualifications review being conducted by government.</p> <p>The Chair advised members of the governor development webinar attended during the week that was focused on Meeting Local Needs and facilitated by the AoC/Education and Training Foundation. Representatives from the Department for Education, Ofsted and other college representatives shared the duties, guidance and approaches taken to meet the new requirements. The session was very well attended with two college representatives providing examples of how they have engaged with local partners in the development of their accountability statement.</p>	
4.2	<p>Chief Executive and Principal's Report</p> <p>The principal presented his report and noted that there was no new funding for colleges set out in the Chancellor's Spring Budget Statement and he referred members to the Association of Colleges article published 15 March 2023.</p> <p>Members noted the ESFA funding announcement providing a small number of funding uplifts for adult and young people's funding. They were also reminded of the engagement with the FE Commissioner as part of their active support programme in particular their Curriculum Efficiency and Financial Sustainability Support (CEFSS).</p> <p>A link to the guidance covering Keeping Children Safe in Education Guidance was circulated with the meeting pack as a reminder. Members confirmed they had read the guidance.</p> <p>The principal's report provided an update on the two recent incidents affecting the College community in the last month (student death and bomb incident) with members being appraised of the circumstances surrounding each. Members were provided with an opportunity to discuss these incidents further and were invited to share any feedback with the Director of Governance as part of the incident review process. Members expressed their concerns regarding the incidents and impacts on students, staff, and the wider community.</p> <p><i>The Governing Body thanked the principal for his report and the management and communication throughout the incident management process.</i></p>	

4.3	<p>Progress against Strategic Plan/Scorecard Members were asked if they had questions or comments to share regarding the scorecard.</p> <p>A member asked whether there are any specific reasons for staff sickness or common themes or trends occurring. The principal advised that there are no specific reasons and in the main absences are due to sickness bugs or covid related.</p> <p><i>The Governing Body resolved to note the progress against the strategic plan.</i></p>	
4.4	<p>Environmental Sustainability Progress The Vice Principal of Finance & Professional Services provided an update on environmental sustainability and outlined some positive approaches being taken such as changing LED lights which will impact financially as well. Further approaches include a roof survey, introduction of electric vehicle charging points and the construction of the two-storey extension that is being built in a sustainable way. The Jubilee Grove planted to celebrate the Queen's Platinum Jubilee is expanding further with staff and students progressing well with this. Members were advised that SDF monies were reallocated to support the engagement of a curriculum sustainability consultant. Plans are also in progress to include artwork on the podium area and community links with partners to encourage and promote sustainability wider.</p> <p>Members asked if the executive are monitoring sustainability against targets. It was noted that the College is making progress toward the wider 2030 target for local colleges in the area and that the College baseline for reporting being established from 2022.</p> <p>A governor asked about the approach to engaging students with the agenda and noted that it continues to be a challenge due to students moving through their programmes. However, it is being promoted through the student voice where possible. A Staff CPD session has been recently delivered by Charlee Ramsey.</p> <p><i>The Governing Body gave thanks for the update.</i></p>	
4.5	<p>Curriculum Review Progress Report The principal shared a presentation with members to outline the progression of the Curriculum Review and Curriculum Strategy Development.</p> <p>Members heard about progress and some of the emerging opportunities identified.</p> <p>Members asked about the timing of the plans and if they would match with the arrival of the new Deputy Principal. It was confirmed that the early priorities for the deputy would be progressing the curriculum review.</p> <p>A member asked whether the College were considering offering higher skilled courses in cyber security as there is a skills shortage. It was noted that the student numbers are quite low, and it has been difficult to pinpoint what might be affecting recruitment.</p>	

	<p>Members noted that a sector-by-sector approach is to be taken to identify where more rapid progress can be made in a focused way. The progress with the review will be picked up at the next Quality & Curriculum Committee meeting.</p> <p><i>The Governing Body resolved to note the progress report.</i></p>	
5.	Education and Students	
5.1	<p>Q&C Committee Chair Report</p> <p>The Committee Chair had sent their apologies in advance of the meeting. Members were asked if they had any questions or feedback on the report.</p> <p>It was noted that much of the meeting discussions were centred around the Ofsted inspection and curriculum review. Members also heard from the Student Union President and the Governing Body are to be provided with a further update on the strategy at a future meeting to ensure that it is a sustainable model. The Committee has introduced a regular report from the Safeguarding Lead Governor to improve visibility and understanding of members and provide documented assurances.</p> <p><i>The governing body resolved to note the report from the Quality & Curriculum Committee.</i></p>	
5.2	<p>Student Experience Report</p> <p>The principal provided a summary of the report in the absence of the Director of Student Experience.</p> <p>It was noted that poor mental health across the student body is not borne out by data coming through referrals with 67% of referrals being classed as low mental health concerns. Reviews with Heads of Curriculum on a monthly basis (halt the decline) has seen some focused checking on anxiety classifications and further strategies have been developed with Progress Coaches.</p> <p>The Student Charter was appended to the report and although not the final copy provides a useful baseline linking to expectations and values.</p> <p>A member asked about the mental health and resilience of students and whether there is a growth everywhere post covid, and what it might be. Members were advised that there is a post covid element with students not having disciplines or social norms.</p> <p>A member noted that the HE hardship fund appears to have been little used and asked why. It was noted that in the main the reasons are around the right level of evidence to meet the criteria. The College is providing additional information to students on what can and can't be used and are doing as much as possible to ensure the fund is taken up.</p> <p><i>The Committee resolved to note the report.</i></p>	
6.	Audit & Risk	
6.1	<p>Audit Committee Chair Report</p> <p>The Chair of the Audit Committee shared a few points from the last meeting.</p> <p>Members noted that a previous internal audit covering GDPR compliance had recorded members training completion rates being particularly low at 58.8% in comparison to staff rates at over 92%. The Committee Chair recommended that as the body overseeing governance it would be good</p>	

	<p>practice to model the right behaviours and remind members of their responsibility to complete their training.</p> <p>Other key points noted from the meeting included that there was a fair bit of feedback on the whistleblowing policy which will be reviewed further, some very positive news from the internal audit of payroll stating substantial assurance.</p> <p><i>The governing body resolved to note the report.</i></p>	
6.2	<p>Strategic Risk Monitoring</p> <p>The Vice Principal of Finance and Professional Services presented the risk report providing details about how the College monitors key risks.</p> <p><i>The governing body resolved to note the updates to the Strategic Risk Report.</i></p>	
7.	Finance & Resources	
7.1	<p>F&GP Committee Chair Report</p> <p>The Chair of the F&GP Committee provided a summary of the matters discussed at the last meeting.</p> <p>Members noted that there was a review of the management accounts, budgetary challenges, health and safety report and the Business Continuity Plan. The Committee Chair asked whether the review exercise at Committee covering the Business Continuity Plan was useful or would it be better reviewing again following the recent incidents. The members noted that no further review was necessary at this stage.</p> <p><i>The governing body resolved to note the report.</i></p>	
7.2	<p>2022/23 Year End Financial Forecast</p> <p>Members received a report outlining the current end of year projection and full copy of the management accounts for the six months to 31 January 2023.</p> <p>Members noted the current end of year projection being an operating deficit of £325k compared to a £54k surplus budget. Concerns noted included adult income and apprentice income growth.</p> <p>The Vice Principal of Finance & professional Services gave an update on energy costs in that they are moving slightly in our favour and that F&GP committee members had discussed the strategy for purchasing electricity. The view from committee is to retain current position and potentially fix around May/June time. If the position is looking favourable there is a view from committee to see where the market lies around September. Overall, the outlook for 2023/24 is looking difficult, with a potential deficit of £1.2m before further work is done to identify opportunities to reduce this.</p> <p>Members asked about possible approaches to get back to a breakeven position perhaps thinking about department efficiencies (class sizes) and high-cost items with a recommendation to consider this further with a proposal back to members.</p> <p><i>The governing body resolved to note the report.</i></p>	
7.3	<p>Potential 2023/24 Budget Challenges</p> <p>The Vice Principal of Finance and Professional Services presented the report that outlined the range of budgetary challenges that the College may</p>	

	<p>face in preparing its 2023-24 Budget. Members were asked to consider a response as the College continues to operate in a high inflation environment alongside increasing financial pressures.</p> <p>Members noted the significant challenges when setting the 2023/24 budget and that all departments will be challenged on income generation and efficiency to ensure the college remains in a sustainable operating position. Governors discussed various approaches to arriving at the budget for 2023/24, including the appetite to vary from a breakeven budget. These considerations would be taken into account by management in conducting further work on setting the budget for 2023/24.</p> <p><i>The Governing Body resolved to note the report and challenges facing the College.</i></p>	DH
8.	Governance	
8.1	<p>P&G Committee Chair Report</p> <p>Members took the report as read. The Director of Governance noted that Cathy Waters first term of office was due to expire shortly and that she had expressed an interest in continuing in her role for a second term. The Chair of the Governing Body noted that her expertise is very much valued and asked if members were happy to approve reappointment.</p> <p>Members noted the updates in the report and that the policies for approval were to be picked up in agenda item 9.3 for approval.</p> <p><i>The governing body approved the recommendations to –</i> <i>- Reappointment Cathy Waters to a second term of office.</i></p>	
8.2	<p>Remuneration Committee Chair Report</p> <p>The Vice Chair presented the report noting that the performance review of the Director of Governance had been considered by the Committee at their last meeting. Further updates from the meeting included the Committee reviewing and providing feedback on the Senior Postholders (SPH) Pay Policy and the further review of the timeline in terms of performance reviews for SPHs.</p> <p>Members were asked to approve the SPH Pay Policy and minor updates to the Committee Terms of Reference.</p> <p><i>The governing body approved the –</i> <i>- Senior Post Holder Pay Policy</i> <i>- Remuneration Committee Terms of Reference</i></p>	
8.3	<p>Board and Committee Membership Review</p> <p>The report was taken as read. The Director of Governance noted that a more in-depth discussion is to take place at the next People & Governance Committee following the members decision that further time was needed to consider membership in the longer term, possible independent member vacancies and if necessary, begin recruitment in the autumn term. It was noted that recruitment of staff governors was a priority now and would be taken forward.</p> <p><i>The governing body noted the report.</i></p>	
8.4	External Governance Review Report & Action Plan	

	<p>The Director of Governance presented the report following review at the P&G Committee where members considered the External Governance Review Report and action plan.</p> <p>Members were advised that 6 main themes came out of the governing body seminar and that they formed the governance action plan and were noted in the report. The action plan is to form the Governance QIP, and progress is to be monitored via the People & Governance Committee.</p> <p>The report is to be published on the College website and a summary included in the Financial Statement and Accounts towards the end of the year.</p> <p><i>The Governing Body resolved to approve the External Governance Review Report and action plan.</i></p>	
8.5	<p>EDI Annual Report</p> <p>The Director of Governance presented the Annual Report following its review at the recent People & Governance Committee. Changes recommended by the Committee had been completed in advance of submitting for Board approval.</p> <p>Members were advised that the report is a standard format used across colleges and has been updated with relevant data and progress towards the objectives for 2021/22. The report has been reviewed at P&G Committee and a couple of revisions were made to the report since. This included section 3.3, which referred to 16-19 students and adult students, the graphs were originally missing and have now been included. Secondly, the complaint data in section 6 was incorrect with the original data having been carried over from the previous year's report. This has been updated accordingly.</p> <p>Members raised a couple of questions requiring clarification noted below –</p> <ul style="list-style-type: none"> - 5.3 staff disclosing disability consistently increased. Members asked why that was. - 5.4 regarding ethnicity what is missing is a sense of being from a BAME background. What does that look like in terms of the College's catchment area? - Gender pay gap report – is the report issued to the Governing Body for approval and has it been filed? <p>The Director of Governance resolved to take an action to liaise with the Director of Human Resources to respond to the points raised.</p> <p>The Governing Body Chair noted that the overarching plan for EDI remains outstanding having been delayed following the departure of the previous Deputy Principal. It will come back to the Board in due course.</p> <p><i>The Governing Body resolved to approve the report for publishing on the website.</i></p>	CB
9.	PART 2	
9.1	<p>Health and Safety Report</p> <p>The governing body received the Health and Safety Report for review. There was nothing further to report.</p> <p><i>The governing body resolved to note the report.</i></p>	
9.2	Schedule of Delegation	

	<p>The schedule was presented for Governing Body approval having been reviewed at the recent P&G Committee. The changes to the schedule have seen it brought up to date and in line with the recent changes to the Office for Students regulatory conditions and the new duties and recommendations outlined in the Department for Education's Governance Guide.</p> <p><i>The Governing Body resolved to approve the Schedule of Delegation.</i></p>	
9.3	<p>Policies for Approval</p> <p>The Director of Governance presented the policies for approval, included in the meeting pack. The following policies were presented –</p> <ul style="list-style-type: none"> - Grievance procedure for designated senior postholders. - Complaints against the governing body procedure - Subcontracting fees and charges policy (amended to reflect the increased percentage paid to York City FC) <p><i>The Governing Body resolved to approve the policies outlined above.</i></p> <p>The Whistleblowing Policy had been submitted for approval however the Audit Committee members had recently provided additional feedback and expressed a wish to review this further before submitting for approval to the Governing Body.</p>	
SUMMARY MATTERS		
10.	<p>Any Other Business</p> <p>The Chair of the Governing Body advised members that Beth McHugh-Hicks was stepping down as a staff governor due to her recently securing a new position outside of college. It was Beth's last meeting and the members thanked her for her insights and contributions given since she joined.</p> <p>There was no further business raised therefore the meeting closed at 19.42.</p>	
11.	<p>Date of Next Meeting</p> <p>The next meeting date was scheduled to take place on Thursday 13 July however due to diary clashes there are plans to reschedule to the Wednesday 12th July. Members will be contacted for their availability.</p>	
Name:	Ian Looker (Chair)	