



**Minutes of the Extraordinary Governing Body Meeting  
held on 16 September 2020 at 5.30 pm via video conference**

<b>Present:</b>	Libby Bush Vicky Buckle Jack Commandeur Janet Dean Rob Hickey Alex Hughes (Vice Chair – Acting Chair for this meeting) Donald Inglis Ian Looker Kevin Moss Lee Probert (Chief Executive and Principal) John Robinson Mark Rushworth (staff governor) Andrew Thomas Fiona Thompson Owen Trotter Cathy Waters	
<b>In Attendance:</b>	Louise Doswell – Deputy Chief Executive & Principal, for Partnerships and Development David Hawkins – Vice Principal for Finance and Professional Services Glyn Jones – Vice Principal for Academic & Applied Education Graeme Murdoch – Deputy Chief Executive and Principal for Quality & Student Experience Sharon Smith – Vice Principal for Higher, Vocational & Professional Education Gareth Catterson – Interim Director of Governance	
		<b>Action</b>
<b>B.21.08</b>	<b>1. Apologies for Absence / Declarations of Interest</b>  Apologies for absence were received from Shirley Collier (Chair), Helen Crews, Grace Morrison (student governor)  There were no declarations of interest.	
<b>B.21.09</b>	<b>2. Chair's Opening Remarks</b>  The Vice Chair informed members that the Chair was on leave. She stated that she had been kept updated regarding the opening of the College and that staff, led by the Strategic Leadership Team (SLT) had done an excellent job in preparing for, and executing, the opening of the College for the Autumn Term.	
<b>B.21.10</b>	<b>3. Update on Opening of the College for the Autumn Term</b>  The Chief Executive and Principal reported that all classrooms had been laid out in accordance with DfE guidelines. Under normal circumstances staff would not be directed on how rooms were laid out, but they had now been instructed that layouts must not be changed.  Generally, students had complied well with what was expected of them, however, there had been a few minor exceptions. It was stressed there had been no serious breaches of Covid-19 rules.	

	<p>Locally, the R number was now above 1 and there had been 53 cases in the last 48 hours in York, with 50% of these being under the age of 30. This placed York approximately halfway towards meeting the criteria for a local lockdown. As a result, there was naturally tension/concern in the community. The College was working collaboratively with Askham Bryan, University of York and York St John University, giving positive messages about the steps being taken to keep the community safe. There would be pressure on the College to be accountable for students' behaviour off-campus but all that could be done was to support students and ensure they knew the behaviour that was expected from them outside the College.</p> <p>It was inevitable there would be Covid-19 cases on campus, however, currently there had been none. Some staff had been required to self-isolate after being contacted by 'Track and Trace' because they had been in the proximity of an infected person. Testing in York was a problem owing to the lack of access to tests and the Vice Chancellor of the University of York (who was the representative for the Colleges and Universities on York City Covid-19 Outbreak Management Group) was making the case that as a high proportion of the population of York was students, the educational establishments should be higher up the priority list for testing. A walk-in Covid-19 test centre located in the city centre was expected to be established at the beginning of November.</p> <p>In summary, the opening of the College had gone well so far, but there were some challenges which were out of the College's control though attempts were being made to mitigate these.</p> <p>The Staff Governors supported the Chief Executive and Principal's view that the College was safe though there was a need to continually remind some students to follow the rules, particularly regarding wearing masks and keeping to one side in the corridors. The issue of students shopping at Tesco was raised and the Chief Executive and Principal stated that there was daily liaison with the store to try to minimise any issues before, or as, they arose.</p> <p>Asked about feedback regarding the week in/week out approach to teaching, the Chief Executive and Principal stated that, as it was only week 2, it was probably too early for any feedback. However, it should be noted that lesson observations were starting as well as assessing the quality of delivery under the new arrangements.</p> <p>The Vice Chair thanked the Strategic Leadership Team (SLT) for their hard work and dedication in managing such a difficult and complex situation.</p> <p><b><i>The Board resolved note the Chief Executive and Principal's verbal report 'Update on Opening of the College for the Autumn Term'</i></b></p>	
<b>B.21.11</b>	<p><b>4. Latest Student Enrolment Numbers and Early Implication for the Budget</b></p> <p>This item was considered confidential and a separate confidential minute was recorded.</p>	
<b>B.21.12</b>	<p><b>5. Procurement of Mechanical and Electrical Contractor</b></p> <p>This item was considered confidential and a separate confidential minute was recorded.</p>	

	Part 2 Papers	
B.21.13	<b>6. Revised Schedule of Governance Meetings 2020-21</b>  <i>The Board resolved to note and approve the Revised Schedule of Governance Meetings 2020-21</i>	
B.21.14	<b>7. Any Other Business</b>  The Chief Executive and Principal stated that, subject to the full decision making process, it was highly unlikely that at the October half term review point there would be any change to the current arrangements for teaching students, given the rising R number.	
B.21.15	<b>8. Date of the Next Meeting – 21 October 2020</b>	
	The meeting closed at 6.00pm	
<b>Signed</b>	Approved remotely as an accurate record – 21 October 2020	
<b>Name:</b>	Alex Hughes (Vice Chair)	
<b>Date:</b>		