



**Minutes of the Pt. 2 Governing Body Meeting
held on 21 October 2020 at 6.00 pm via video conference**

(Pt. 1 was a short confidential meeting with Independent Governors and the Principal.
A separate confidential record was made of Pt.1)

Present:	Libby Bush Vicky Buckle (Staff Governor) Shirley Collier (Chair) Jack Commandeur Helen Crews Janet Dean Rob Hickey Alex Hughes (Vice Chair) Donald Inglis Ian Looker (Chair Designate) Grace Morrison (Student Governor) – from 6.15pm Kevin Moss Lee Probert (Chief Executive and Principal) John Robinson Mark Rushworth (Staff Governor) Andrew Thomas Fiona Thompson Owen Trotter Cathy Waters Naomi Watson (Student Governor)	
In Attendance:	Louise Doswell – Deputy CE/ Principal, Partnerships and Development David Hawkins – Vice Principal, Finance and Professional Services Glyn Jones – Vice Principal, Academic & Applied Education Graeme Murdoch – Deputy Chief Executive and Principal, Quality & Student Experience Sharon Smith – Vice Principal, Higher, Vocational & Professional Education Gareth Catterson – Interim Director of Governance	
B.21.18	3. Apologies for Absence / Declarations of Interest	Action
	There were no apologies for absence. Rob Hickey declared an interest in items connected to York St John University.	
B.21.19	3a. Additional Item – Appointment of FE Student Governor	
	The Deputy Chief Executive and Principal for Quality & Student Experience introduced Naomi Watson, the nominated FE Student Governor giving a brief overview of her experience. As a course representative she already attended student association meetings, safety & welfare meetings and teaching & learning strategy group meetings. She had completed the bronze Duke of Edinburgh award as well as gaining an accomplished leader award for the Archbishop of York Youth Trust Leaders Awards.	

	<p>Two students had put themselves forward for the role of FE Student Governor and Naomi had won the nomination after a ballot of the Student Association.</p> <p><i>The Board resolved to approve the appointment of Naomi Watson as FE Student Governor for a period of one year or until she ceased studying at the College, whichever was the sooner.</i></p> <p>The Chair welcomed Naomi to the Board and said the Director of Governance would contact her regarding her induction.</p> <p>3b. Additional Item – Extension of the Chair’s Term of Office</p> <p>The Director of Governance stated that the Chair’s term of office was due to end before the last Board meeting of the Autumn Term. After consultation with members of the People and Governance Committee, it had been unanimously agreed to recommend an extension to the end of the 2020 calendar year.</p> <p><i>The Board resolved to approve an extension of the Chair’s term of office until 31 December 2020</i></p>	DoG
	4. Minutes of Previous Meetings	
B.21.20	<p>4.1 Minutes of 15 July 2020</p> <p>Minute B.21.90 stated NSF and it should have been NSS.</p> <p><i>The Board resolved to approve the Minutes of the Board meeting on 15 July 2020 subject to amendment as above.</i></p>	DoG
B.21.21	<p>4.2 Minutes of 25 August 2020</p> <p><i>The Board resolved to approve the Minutes of the Extraordinary Governing Body meeting on 25 August 2020.</i></p>	
B.21.22	<p>4.3 Minutes of 16 September 2020</p> <p><i>The Board resolved to approve the Minutes of the Extraordinary Governing Body meeting on 16 September 2020.</i></p>	
B.21.23	<p>4.4 Confidential Minutes 16 of Sept 2020</p> <p><i>The Board resolved to approve the Confidential Minutes of the Extraordinary Governing Body meeting on 16 September 2020.</i></p>	
	5. Matters Arising	
B.21.24	<p>5.1 Action Summary</p> <p>All actions were complete, in progress or not yet due.</p> <p><i>The Board resolved to note the Action Summary.</i></p>	
	6. Principal’s Report	
B.21.25	<p>6.1 Chief Executive and Principal’s Report</p> <p><i>Part of this item was considered confidential and a separate confidential minute was recorded.</i></p>	

	<p>The Chief Executive and Principal highlighted the College's partnership with the City Council, Askham Bryan College, the University of York and York St. John University (YSJU) to develop a Skills Strategy for York. It was focused on a ten-year time horizon with year one focused on the immediate post-Covid requirements to support people to retrain.</p> <p>The issue of cyber security was noted, and Governors requested that the proposed IT security audit was conducted by a specialist auditor with extensive experience in cyber security. Rob Hickey stated that YSJ had similar challenges regarding IT security and reported that the university was working on achieving ISO27001 which was helping identify areas for improvement. The Chief Executive and Principal reported that there was an expectation by the ESFA that ISO27001 would become a condition of funding in the future.</p> <p>The Chair raised the subject of the Skills Strategy for York and the need to develop strong relationships with the community, asking how much of this need rested with the Chief Executive and Principal. He stated that various members of the Strategic Leadership Team (SLT) were active in pursuing this as well as himself.</p> <p><i>Grace Morrison joined the meeting</i></p> <p>Regarding a question concerning possible links to York University in developing the Bioscience centre that had been announced in the press, the Chief Executive and Principal stated that there was an unwritten agreement that this was an area covered by Askham Bryan, whereas Digital and Arts was the domain of the College.</p> <p><i>The Board resolved to note the Chief Executive and Principal's Report.</i></p>	Vice Principal for Finance and Professional Services
B.21.26	<p>6.2 Strategic Plan and Summary Implementation Plans and 6.3 Strategic Plan – ongoing development process</p> <p>The Chief Executive and Principal reminded Governors that the first phase of the Strategic Plan had already been approved and the next phase of development was the Implementation Plan, presented in the paper. He was keen to ensure that Governors were fully involved at every stage of the plan, as it was developed, rather than presenting a large document that was, in effect, a fait accompli. It was currently fewer than 30 pages and should be easier to manage. The Chair asked members to think about how they could work on the plan and suggested that Committees worked on the pillars relevant to them. As such, Quality and Curriculum had already met and considered Pillar 1, "To deliver high quality education and training expecting excellence in all that we do" and Pillar 2, "To facilitate the best possible student experience, developing students inside and outside the classroom". The Principal added that the members may wish to consider reviewing one Pillar at every Board meeting, after the Committees had reviewed them, and in this way every member of the Board would be involved at every level.</p> <p>The overall delivery of the plan was raised, in particular, the mix of time frames. There was concern about the organisational impact/capacity to execute the plan if too many of the set deadlines occurred at the same time. The Chief Executive and Principal suggested that this was something that should be considered in review by Committees.</p>	DoG/ Committees

	<p>The Chair Designate thought that the Strategy was a good framework to work from and that some areas would need further development when the FE White Paper and City of York Skills Strategy were published. It should be a living document, being continuously developed.</p> <p>The Chair suggested that more work was required on the long-term view. A clear understanding of where the College should sit in the future landscape was needed.</p> <p><i>The Board resolved to note the progress on the Implementation Plan and agreed that the Pillars should be subject to scrutiny by relevant Committees.</i></p>	
	7. Statutory and Regulatory Compliance	
B.21.27	<p>7.1 Safeguarding Report</p> <p>The Deputy Chief Executive and Principal for Quality & Student Experience introduced his paper and informed the members that he had discussed the length of the attached Prevent Duty Risk Assessment/Action Plan, with the Vice Chair (as Safeguarding Link Governor). He stated that both the layout and format had come from the 'Prevent' era and would be streamlined in future papers.</p> <p>Governors noted the drop in mental health issues but were concerned that this may be because of numbers not being picked up owing to Covid-19. The Deputy Chief Executive and Principal for Quality & Student Experience stated that there was a new team member addressing mental health and it was expected that they would not only be able to help identify more cases but also help with enrichment to ensure there were routes through which students were able to make friends and not feel isolated, despite the current lockdown.</p> <p>As the Appendix originally dated back to 2015-16, Governors asked if there had been any gaps in Designated Safeguarding Persons (DSP) training since then. The Deputy Chief Executive and Principal for Quality & Student Experience assured the members that all DSP training updates had been completed.</p> <p><i>The Board resolved to note the Safeguarding Report.</i></p>	Deputy Chief Executive and Principal for Quality & Student Experience
B.21.28	<p>7.2 Equality& Diversity Report</p> <p>Governors suggested that it would have been helpful to have a breakdown of diversity for the student body with a comparison of that for staff. In addition, it was noted that where the direction of travel showed increasing risk, there was no explanation for the reason why the risk was judged to be increasing.</p> <p>The Chair noted that for students with a disability and at risk of non-achieving, training was not differentiated. The Vice Principal for Higher, Vocational & Professional Education stated this was an area for improvement and that an access and participation plan would be presented to the Quality & Curriculum Committee. However, the Learning Support Team already assisted students with a disability as did the Learning Centre Staff.</p>	<p>Deputy Chief Executive and Principal for Quality & Student Experience</p> <p>Deputy Chief Executive and Principal for Quality & Student Experience</p>

	<p>It was noted that figures for completion of some E&D training had gone down and it was questioned whether there was any correlation between this and the complaint re gender discrimination during an internal job interview, that was now under jurisdiction of the Employment Tribunal. The Deputy Chief Executive and Principal for Quality & Student Experience stated that all interviewers have training above the mandatory Levels 1 & 2 and this is refreshed on a 3 year cycle. The interviewers in this case all had up-to-date higher-level training.</p> <p><i>The Board resolved to note the Equality & Diversity Report.</i></p>	
	STRATEGIC PLAN IMPLEMENTATION	
	8. Marketing and Recruitment	
B.21.30	<p>8.1 Learner Recruitment</p> <p><i>This item was considered confidential and a separate confidential minute was recorded.</i></p>	
	Teaching, Learning and Assessment	
B.21.31	<p>9.1 Headline Results</p> <p>Governors were informed it was difficult to draw conclusions from the results this year owing to the way qualifications were assessed because of Covid-19. Normally, national performance data would enable the College to benchmark outcomes with peers and colleges across the country. Because of the process this year, that would not be possible and so no data would appear in national performance tables. The headline figures showed no surprises; however, staff were continuing to see where intervention and improvement were needed in order to help returning students progress with their studies. The Chair thanked the Vice Principal for Higher, Vocational & Professional Education and the Vice Principal, Academic & Applied Education for their positive attitude in dealing with the challenges and additional workload arising from the grade assessments made due to Covid-19.</p> <p><i>The Board resolved to note the Headline Results</i></p>	
	Financial Sustainability	
B.21.32	<p>10.1 2019-2020 Draft Financial Statements reconciliation from Management accounts to Financial Statements</p> <p><i>This item was considered confidential and a separate confidential minute was recorded.</i></p>	
B.21.33	<p>10.2 Remuneration Committee Report</p> <p>The Chair requested that the report be redrafted and re-presented at the next Board meeting in December.</p>	DoG/Chair of RemCo
B.21.34	<p>10.3 2020-21 Initial Financial Position</p> <p><i>This item was considered confidential and a separate confidential minute was recorded.</i></p>	
	Corporate Governance and Assurance	

B.21.35	<p>11.1 Chair's report on Governor Self-Assessment</p> <p>The Chair stated that she would circulate a summary note regarding her findings from 1-2-1 conversations with Governors over the summer holiday, after the Board meeting. A more detailed report would be provided for P&G Committee. She said that Governors had been very impressed by the efforts made by staff and the SLT during the challenges of Covid-19. They were both proud and grateful.</p> <p>Regarding other matters she informed members that Elizabeth McClure would be taking over from Gareth Catterson as Director of Governance on 26 Oct 2020 and would be contacting every Governor to introduce herself.</p> <p>She informed the Board that, until Ian Looker took over as Chair from the 1st January 2021, he would be attending all Committee meetings as an observer.</p> <p><i>The Board resolved to note the Chair's Report</i></p>	<p>Chair</p> <p>Chair</p>
B.21.36	<p>11.2 Extension of arrangements to allow electronic signatures on key documents</p> <p>The Chair reminded Governors that the use of electronic signatures had been agreed until the end of October 2020, to allow for the difficulties presented by Covid-19 restrictions. In view of the ongoing situation she recommended the extension of this arrangement indefinitely, but P&G Committee would discuss whether it should be time limited, and if so, till when.</p> <p><i>The Board resolved to approve arrangements to allow electronic signatures on key documents indefinitely until P&G Committee made any other recommendation.</i></p>	P&G
	Risk Management	
B.21.37	<p>12.1 Strategic Risk Monitoring</p> <p>The Vice Principal for Finance and Professional Services reminded Governors that risks were now associated with the Pillars of the Strategic Plan and only the key risks were presented.</p> <p>Governors questioned the risk around cyber security asking why mitigation did not include penetration testing. The VPS stated that many actions were being considered and the report did not detail everything. He stated that deep penetration testing could be included in the IT audit, to be carried out by the specialist IT auditor.</p> <p>Governors observed that some actions were not dated and asked that they should be in future as it would be helpful for monitoring purposes if they were.</p> <p><i>The Board resolved to note the Strategic Risk Monitoring report.</i></p>	<p>Vice Principal for Finance and Professional Services</p>

	POLICY AND OTHER MATTERS	
B.21.38	Policy Reviews None <i>Rob Hickey left the meeting to avoid a conflict of interests.</i>	
	Committee Chairs' Report	
B.21.39	14.1 Items for report to the Board from Q&C Committee <i>This item was considered confidential and a separate confidential minute was recorded.</i>	
	SUMMARY MATTERS	
B.21.40	15 Any Other Business None	
B.21.41	16. Date of Next Meeting: Monday, 14 December 2020, 5.30pm	
Signed	Approved remotely as an accurate record – 14 December 2020	
Name:	Shirley Collier (Chair)	
Date:		