

**Minutes of the Governing Body Meeting  
held on 7 July 2021 at 5.30pm in College 1F105/6/7**

<b>Present:</b>	Ian Looker (Chair) Libby Bush Helen Crews Jack Commandeur Janet Dean Donald Inglis Lee Probert (Chief Executive and Principal) John Robinson Mark Rushworth (Staff Governor) Andrew Thomas Fiona Thompson (via Video Conference) Owen Trotter Cathy Waters
<b>In Attendance:</b>	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 Elizabeth McClure – Director of Governance

	<b>1. Apologies for Absence / Declarations of Interest</b>	<b>Action</b>
	Apologies were received from Rob Hickey, Kevin Moss, Grace Morrison and Naomi Watson.  There were no declarations of interest.	
	<i>There was a confidential session – attended by Independent Governors and the Principal only.</i>	
	<b>2. Minutes of Previous Meeting</b>	
	<b>2.1 Minutes of 25 March 2021</b>  The Minutes of 25 March 2021 were reviewed.  <b><i>The Governing Body resolved to approve the minutes of 25 March 2021.</i></b>	
	<b>3. Matters Arising</b>	
	<b>3.1 Action Summary</b>  The actions summary was reviewed and noted. There were substantive updates against the majority of items.	
	<b>4. Principal's Report</b>	
	<b>4.1 Chief Executives and Principal's Report</b>  The Principal presented the Principal's report which was taken as read. The Governing Body had previously been informed of the outcome of the SPA Project and the Principal had recently had a meeting with the	

	<p>FE Commissioner who had confirmed that an alternative provider had been selected on the grounds of being a better 'cultural fit'. It was noted that the SPA responses submitted had been amongst the best seen across the country.</p> <p>The Governing Body discussed the matter, noting the history between the two colleges. Feedback was still awaited from the Selby Principal, Chair of Governors and the ESFA; the Governing Body would be informed.</p> <p>The Governing Body questioned if the decision would impact the ability of Selby to continue to offer A-levels and if this would impact on progression opportunities for local learners. The Principal confirmed that Selby wished to continue with their A-Level offering and had requested that any future partner find a way to facilitate this.</p> <p>The Principal noted that that further technical notes on the Skills and Post-16 Education Bill had been published since the paper was written; a link would be circulated to the Governing Body as these included a duty on Governing Bodies to collaborate and demonstrate the outcomes of such collaboration. It was noted that collaboration with Askham Bryan College would appear to be a logical option; it was not clear whether collaboration with partners further afield would be required.</p> <p>It was noted that the College had signed up to the BFELG and reaffirmed its commitment. It was noted that some governors may be approached to sign the open letter directly and in a personal capacity.</p> <p>The Vice Principal, Higher, Vocational &amp; Professional Education provided an update on the 'Partnerships' Pillar of the Strategic Plan. It was noted that, despite the impact of Covid, there had been significant progress in developing partnerships. Partnerships with Y&amp;NY LEP, Hambleton District and Sunderland University were progressing well. The College Leadership Team was working with the City of York in developing the post-16 skills strategy and IoT Partnership was also progressing. The New Adult Curriculum Strategy would be developed in-year. It was noted that there was growth in apprenticeships, with several new leads, including Barretts, however the industrial placements for T-levels had been impacted by the pandemic.</p> <p>The Governing Body noted the positive progress and questioned if the College was considering how to align with the City of York's wider vision, including developments such as York Central. It was confirmed that this was being considered; Bio had been identified as a significant area as well as an emphasis on general entrepreneurship and general creativity. It was noted that the pace of change suggested that the biggest local employer in ten years' time was likely to be as yet unknown and therefore an emphasis on general skills was key.</p> <p>The progress report against the Strategic plan was noted.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p>	<p>LP</p> <p>LP</p>
	<b>5. Education &amp; Students</b>	
	<b>5.1 Student Association Report</b>	
	<p>The Governing Body reviewed and noted the Student Association Report, presented by the Deputy Chief Executive and Principal, Quality &amp; Student Experience. The low utilisation of the Feedback section of</p>	

	<p>the Student Portal was noted; it was confirmed that this would be moved to a more visible section to encourage usage. It was noted that both current student governors would step down at the end of the year and new student governors were being recruited. The Governing Body expressed thanks to the student governors for their contribution over the year.</p> <p><b>5.2 Subcontracted Partnership Provision</b></p> <p>It was noted that the Subcontracted Partnership Provision proposals had been recommended by the Finance &amp; General Purposes Committee for approval. It was noted that an amendment was required to the text to correct the strategic aims, which were not the current version.</p> <p><b><i>The Governing Body resolved to approved the Subcontracted Partnership Provision with Skills Centre (or other similar partner) for up to £250,000 of ESFA funding and with York City Football Club</i></b></p> <p><b>5.3 Freedom of Speech Policy</b></p> <p>The Governing Body reviewed and discussed the proposed Freedom of Speech Policy, noting that the requirement for the policy had been discussed during several Committee meetings. The Governing Body questioned the specific reference to Israel and Palestine; it was confirmed that the Secretary of State and the Universities Minister had released communications noting the need to re-double commitment to anti-Semitism, sexual misconduct and freedom of speech. The College had also recently adopted a formal definition of anti-Semitism. It was further noted that the policy did not make reference to radicalisation; it was confirmed that this fell under the Safeguarding Policy.</p> <p><b><i>The Governing Body resolved to approve the Freedom of Speech Policy.</i></b></p> <p><b>5.4 Outcomes from Ofsted Pilot Inspection, May 2021</b></p> <p>The Governing Body reviewed the outcomes from the Ofsted Pilot Inspection conducted in May; this had also been scrutinised by the Quality &amp; Curriculum Committee. The inspection had underlined the need to focus on student experience as well as assessed grades. It was noted that the College was already working on the recommendations and that many were in place but required improved articulation.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p> <p><b>5.5 Q&amp;C Committee Chair Report</b></p> <p>The Chair of the Quality &amp; Curriculum Committee provided an overview of the matters discussed at the recent Committee meeting.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p>	DH
	<b>6. Finance &amp; Resources</b>	
	<b>6.1 Pay Award</b>	

The Vice Principal for Finance and Professional Services presented a proposed Pay Award to the Governing Body. The Finance and General Purposes Committee had resolved to recommend the Award to the Governing Body for approval. It was proposed that a non-consolidated award of £500 be made to all staff; the award would be taxable and pensionable. It had been agreed that a flat sum was preferable to a percentage-based payment. The lowest paid staff – who had been exposed to more 'risk' during the pandemic – would benefit more significantly from a flat sum.

The Governing Body discussed staff turnover. The Principal confirmed that the College generally offered higher salaries than competitors for full time roles; the higher turnover was amongst PTVH staff and this was being considered.

The Governing Body queried why the award would not be consolidated. It was confirmed that this was due to long-term affordability and the already high staff-cost ratio. It was noted that the one-off award had also been discussed in the context of other Pay Awards which could be offered during the year. It was agreed that the Award should be termed a 'bonus' to make it clear that it was a reward and not connected to wider discussions on pay.

***The Governing Body resolved to approve the non-consolidated Pay Award of £500 to all staff.***

## **6.2 Year End Financial Forecast**

The Vice Principal for Finance and Professional Services presented the year-end forecast. A deficit of £756k was predicted and the cash balance would remain just above £8m at year-end. It was noted that the deficit had improved considerably from that predicted earlier in the year.

## **6.3 Confirmation of Financial Health Assessment**

The Governing Body noted that recent Financial Health Assessment which had rated the financial health of the College as 'requiring improvement'. The 2019/20 rating had been 'outstanding'. The rating was based on the 20/21 budget and it was expected that performance during the year would increase it to 'good'. It was confirmed that the rating was largely attributable to the deficit caused by the pandemic and the assessment had not triggered any further intervention.

## **6.4 2021/22 Budget – Revenue and Capital, inc Pay Award and CFFR**

The Governing Body scrutinised the 2021/22 proposed Budget and CFFR. It was noted that a draft form of the budget had been reviewed by the Finance & General Purposes Committee and a break-even position for the year was anticipated. The Governing Body noted the ESFA requirement to submit the CFFR by 31 July 2021.

It was noted that the Budget included the movement of the Pay Award dates to 1<sup>st</sup> January, as previously approved by the Board but not yet implemented. It was proposed that a 0.75% cost of living pay award be

	<p>made from 1 August 2021 to 31 December 2021, effectively staggering the Pay Award to align with the new pay year.</p> <p>The Governing Body discussed pay generally and noted that need for a clearer policy with a long-term strategy on pay. This would include consideration of the College's cash balance vs. in-year financial position and the need to attract and retain staff.</p> <p><b><i>After due deliberation, the Governing Body resolved to approve the 2021-22 Budget, including the 0.75% Pay Award to December, and noted the CFFR.</i></b></p> <p><b>6.5 Committee Chair Report – F&amp;GP</b></p> <p>The Chair of the Finance &amp; General Purposes Committee presented a report on the activity of the Committee, noting the emphasis on Cyber at the previous meeting.</p> <p>The Governing Body noted that Jack Commandeur was stepping down from the Governing Body and therefore Owen Trotter would continue as permanent Chair of the Committee.</p> <p>It was further noted that David Johnson's second term as co-optee was due to end at the end of July. The Governing Body thanked Jack Commandeur and David Johnson for their commitment to the College.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p>	LP/DH
	<b>7. Governance</b>	
	<p><b>7.1 Annual Schedule of Meetings</b></p> <p>The Annual Schedule of Meetings for 2021-22 was reviewed. It was noted that additional Quality &amp; Curriculum Committee and Audit Committee meetings had been added, resulting in four meetings per year of each. The number of Governing Body meetings would remain at 3 but there would continue to be additional strategy meetings throughout the year.</p> <p><b><i>The Governing Body resolved to approve the Annual Schedule of Meetings.</i></b></p> <p><b>7.2 Review of Board and Committee Membership</b></p> <p>It was noted that the recruitment process for the appointment of two new governors had concluded; two new governors and one new co-optee had been asked to join the Governing Body. The Chair provided a brief overview of the background and skills of the successful candidates. It was noted that the formal appointment of the new Governors would be approved via Written Resolution over the summer.</p> <p><b>7.3 Self Assessment Process and Skills Audit</b></p> <p>The Director of Governance presented the proposed revisions to the self-assessment process. Governors would be asked to complete a collective assessment via questionnaire and individual assessments</p>	DoG

	<p>would be conducted via one-on-one meetings with the Chair. A new '360' tool was proposed for the Chair's assessment, which would be led by the Vice-Chair.</p> <p><b><i>The Governing Body resolved to approved the Self-Assessment and Skills Audit Process.</i></b></p> <p><b>7.4 DSP Pay Policy</b></p> <p>The Governing Body reviewed the Designated Senior Post-Holder Pay Policy which had been approved by the Remuneration Committee.</p> <p><b><i>The Governing Body resolved to approve the DSP Pay Policy.</i></b></p> <p><b>7.5 Tuition Fee Policy</b></p> <p>The Tuition Fee Policy was reviewed; it was noted that this had not been completed in time to be reviewed by the Finance &amp; General Purposes Committee.</p> <p><b><i>The Governing Body resolved to approve the Tuition Fee Policy.</i></b></p> <p><b>7.6 Committee Chair Report – RemCo</b></p> <p>The Chair of the Remuneration Committee presented a report on the recent activity of the Remuneration Committee.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p> <p><b>7.7 Committee Chair Report – P&amp;G</b></p> <p>The Chair presented a report on the recent activity of the People &amp; Governance Committee, most of which was included as substantive agenda items.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p>	
	<b>8. Audit &amp; Risk</b>	
	<p><b>8.1 Cyber Security</b></p> <p>The Chair provided an overview on the ongoing work in respect of Cyber Security. The Vice Principal for Finance and Professional Services provided an overview of the action plan, noting that the many of the actions were already in progress.</p> <p>The Governing Body scrutinised the action plan. It was noted that the action from the Audit Committee had been to ensure that an overarching plan, with clear strategy and deadlines was in place. The Governing Body agreed that a one-page summary, highlighting where progress was being made and the actions still outstanding would be useful. It was noted that the graphs/charts could be helpful.</p> <p>The Principal confirmed that the CIO at York St John University was also providing independent advice to the College. The recovery/response plan was being developed, as was staff training. The</p>	DH

	<p>Principal underlined that the matter was being treated as a serious priority for the College.</p> <p><b>8.2 Committee Chair Report - Audit</b></p> <p>The Governing Body considered the Audit Committee Report.</p> <p><b><i>The Governing Body resolved to note the report.</i></b></p>	
	<b>PART 2</b>	
	<p>There were no questions on the following items, which were presented as 'Part 2' agenda items.</p> <p><b><i>The Governing Body noted and approved:</i></b></p> <ul style="list-style-type: none"> <li>- Health &amp; Safety Report</li> <li>- Strategic Risk Monitoring</li> <li>- Financial Regulations and Risk Policy</li> <li>- People &amp; Governance Terms of Reference</li> <li>- Quality &amp; Curriculum Terms of Reference</li> <li>- Finance &amp; General Purposes Terms of Reference</li> <li>- Audit Terms of Reference</li> <li>- Remuneration Terms of Reference</li> </ul>	
	<b>SUMMARY MATTERS</b>	
	<p><b>10. Any Other Business</b></p> <p>There being no further business, the meeting closed.</p>	
	<b>11. Date of Next Meeting – TBC</b>	
Signed		
Name:	Ian Looker (Chair)	
Date:		