



**Minutes of the Governing Body Meeting
held on 13 July 2022 at 17.30 room IP024/5**

Present:	Ian Looker (Chair) Helen Crews Lee Probert (Chief Executive and Principal) Libby Bush Janet Dean Heidi Fraser-Krauss Rob Hickey Donald Inglis Ann Lees John Robinson Beth McHugh-Hicks (Staff Governor) Mark Rushworth (Staff Governor)	
In Attendance:	David Hawkins – Vice Principal, Finance and Professional Services Danny Brett – Deputy Chief Executive & Principal Carolyn Barker – Director of Governance Ingrid Kellock – Director of Student Experience Chris Leng – Director of Human Resources	
		Action
1.	Apologies for Absence/Declarations of Interest	
	Apologies were received from Kevin Moss, Owen Trotter, Cathy Waters, Meltem Celik and Andrew Thomas. Heidi Fraser-Krauss declared an interest in item 6.1 (IT penetration testing report produced by JISC).	
2.	Minutes of Previous Meeting	
	2.1 Minutes of Meeting The Minutes of 24 March 2022 were reviewed. No observations or amendments were noted. <i>The Governing Body resolved to approve the minutes of 24 March 2022 meeting.</i> The Chair of Governors asked for an update on Gazprom Energy Contract following discussions at the last meeting. There were no further updates to report. Consistent with guidance from the Department for Education, the College will continue to run out the contract to the end of its term. Governors asked for an update on the bus fraud reported at an earlier meeting. The Vice Principal of Finance and Professional Services advised that following amendments to procedures there was no evidence to date to suggest fares were not being paid by students.	
3.	Matters Arising	

	3.1 Action Summary The actions summary was reviewed and noted.	
4.	Strategic Matters 4.1 Chair's Update The Chair of the Governing Body provided an update on his attendance at recent meetings and conferences including LSIPS discussions at AoC meetings. The Skills Plan in York and North Yorkshire is likely to be led by the Chamber of Commerce. Work is likely to start next year and AoC has advised colleges to get involved. Further discussions on the national pay debate at AoC meetings have taken place and members noted a summary was included in the CEO/Principal's report. The Chair had attended many more awards ceremonies than last year and attended employer/employer group meetings where there was good positivity and a consistent message from those employers regarding the need for employment ready skills of students and skills gaps on vocational routes. A Governor asked about employer engagement and if there are any sectors that the College should be engaging with more. The CEO/Principal advised that the team has an engagement strategy and seeking a coordinated approach with the Higher York Partnership to engage further with Health & Social Care links. 4.2 Chief Executive and Principal's Report The CEO/Principal flagged two items at the top of his report for consideration by the Governing Body. Item 2.3 was to note a variation to the College's Access and Participation Plan particularly regarding the Priorities A - D and is to be signed off by the Accounting Officer and made available on the College website. <i>The Governing Body resolved to note the variation to the Access and Participation Plan.</i> Item 3.1 invited Governors to endorse the proposed approach to manage pay negotiations both in dealing with the question of affordability and remaining in-step with the Association of Colleges (AoC) pay recommendations. The Governing Body discussed the recommendations outlined in the report as follows: <ul style="list-style-type: none"> - A consolidated uplift in pay of 2.5% for all staff - A £500 non-consolidated payment for staff, is proposed, up to a threshold to be agreed locally and subject to local affordability - Further recommendation that for staff earning less than £25,000 per annum the non-consolidated uplift should be £750. The Governing Body confirmed that overall, there was an appetite to support the recommendations as they currently stand, but that a final pay decision will be made in the Autumn. It was noted that there is a longer-term view to maintain the budget position as the College cannot continue to run at a deficit therefore pay awards would need to be funded from a balanced budget. <i>The Governing Body resolved to support the recommendations with a view to deciding on pay in the Autumn.</i>	

	<p>No other items in the report required governor decision.</p> <p>T-Level Capital Bid</p> <p>The CEO/Principal advised the Governors that the College had received an update on its submission of the T-Level Capital Bid only days prior to the meeting and therefore was not included in the report. The Department for Education (DfE) are willing to support the bid if the College is happy to accept half the total cost of the project as a grant and to achieve sign off by the 31 August 2022. Delivery of the project build would be 1 September 2023. Previous updates to Governors and the earlier written resolution to submit the bid included an agreed 75/25% allocation with a view that when an offer was received the Governing Body would agree whether to go ahead.</p> <p>The offer needs to be finalised and agreed by the Governing Body before the 31 August 2022 therefore it was agreed an extraordinary meeting of Governors would be convened to discuss whether to proceed with the offer or not. The Governors expressed a need to fully understand the risks, terms and whether any conditions are made on the offer.</p> <p>The Governing Body thanked the team for the work put into the bid and submitting on time.</p> <p>4.3 Strategy Refresh, Plan Progress and KPI framework</p> <p>The CEO/Principal presented the Vision Refresh document following the seminar held on 16 June 2022. The paper included in the board pack captured the nature of discussions and the bullet points indicating what the college will look like over the next 3–5-year period.</p> <p>The Governors discussed the strategic metrics (KPI framework) that had been prepared to demonstrate progress against the strategic plan. The proposal was to adopt the framework and that all committees are to review that they are happy with all aspects related to their area, at their next meeting.</p> <p>A Governor suggested updating the framework by adding a column with an arrow, similar to the risk schedule, to demonstrate the trajectory as to whether the area is improving, maintaining, or declining. The baselines for current year and in-year progress would also be helpful. It was confirmed that this data would be available in the Autumn.</p> <p>The KPI Framework would be refined over the year drawing on feedback.</p> <p><i>The Governing Body resolved to approve the refreshed vision and strategy.</i></p> <p>4.4 Environmental Sustainability Strategy</p> <p>The Vice Principal of Finance and Professional Services presented the work progressing in college regarding sustainability. The focus of the strategy included estates, curriculum, and communities. The Governing Body was advised that a meeting was to take place shortly at the College with external and internal representatives to discuss solar panels for the building with the aim of potentially making a significant difference to carbon emissions.</p> <p>Governors asked whether there were any targets the College need to meet. It was confirmed that it is now a requirement for all colleges to report and publish annually achievements and progress. This year would be the baseline for measures.</p>	<p></p> <p>CB</p> <p></p> <p>CB</p> <p>LP</p>
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	<p>The Governing Body noted the statement of intent and action plan but queried whether there is sufficient expertise within the College to understand and put in place the sustainability measures. It was confirmed that the aim is to try and free up staff time where possible and investment in external support may be required however the College needs to balance this against the allocation of funds elsewhere.</p> <p>The Governing Body gave thanks for the update and noted the organisation and work taking place.</p> <p><i>The Governing Body noted the sustainability report.</i></p> <p>4.5 Northallerton Partnership Provision The Deputy CEO/Principal (Curriculum and Quality) provided an update on the partnership provision at Northallerton including the recent meeting to discuss the governance arrangements with further strategic meeting due next week.</p> <p>The College began the initial 2-year contract in Feb 2022, meaning that existing contract will expire in Feb 2024. Prior to this date the College will assess the benefits of this project and decide whether to take this project forward or exercise the 'Break Clause'.</p> <p>Governors were offered a visit to the site and further updates as the partnership progresses.</p> <p>The Chair noted that the provision gives credibility to the offer across York and North Yorkshire however changes because of the devolution deal/combined authority will result in changes for Hambleton Council that we will need to monitor.</p> <p><i>The Governing Body noted the report.</i></p>	
5.	Education and Students	
	<p>5.1 Q&C Committee Chair Report The Chair of the Q&C Committee presented the report and highlighted two points for governors to note. The presentation received by the Committee on the College's High Needs provision was very good and similarly the work on the student voice. Work is in progress and the Committee recognised the good work that is going on in these two areas.</p> <p>Two student representatives joined the committee meeting and members were pleased to hear their contributions and keen to seek further opportunities for governors to hear from students.</p> <p>The Committee Chair advised that she had visited four curriculum areas and talked to the Heads of Curriculum which proved to be a very positive morning discussing the successes and challenges and thoughts about how we may develop further in those areas. A big thank you was given to all those involved in the day. Other governors agreed they would welcome those opportunities.</p> <p><i>The Governing Body noted the report.</i></p> <p>5.2 Student Association Report The Chair of the Governing Body advised governors of the recent appointment of Ingrid Kellock as the Director of Student Experience. She was congratulated on her appointment.</p> <p>Governors received a report outlining the full review that had been undertaken of the 'student voice' and the accompanying Student Voice Strategy. The</p>	

	<p>presented within it. Feedback was that there were some very good points from the report and recommended actions have been taken forward by the IT Services team.</p> <p>The Chair of the Governing Body advised members that Janet Dean has been appointed as the Chair of the Audit Committee.</p> <p><i>The Governing Body resolved to note the report.</i></p> <p>6.2 Strategic Risk Monitoring The strategic risk report had been updated and presented to the Governing Body for review. It had been presented at all committee meetings during the last term.</p> <p><i>The Governing Body resolved to note the Risk Report.</i></p>	
7.	Finance and Resources	
	<p>7.1 F&GP Committee Chair Report The Vice Principal of Finance & Professional Services presented an overview of the report on behalf of the Chair of the Committee.</p> <p>Key points noted were –</p> <ul style="list-style-type: none"> • Management accounts demonstrate a well-controlled position. Full year forecast indicates the college will incur a £183k deficit, £9k less than the £192k projected against a budgeted surplus of £2k. The most significant variances from the original budgeted position were reported in the waterfall chart. Significant work is progressing to maximise the adult education budget, although unlikely to reach the threshold of £197k. • Draft 2022/23 budget – final copy of the budget is to be submitted to the full Board meeting. It was reported that there are no major changes anticipated. Draft budget assumes the college will recover from the deficit forecast in 2021-22 to a surplus of £54k in 2022/23. The committee noted the draft budget and recommended for board approval. <p><i>The Governing Body resolved to note the report.</i></p> <p>7.2 2021-22 Year End Financial Forecast The Governing Body received the 2021-22 Year End Financial Forecast report for review.</p> <p><i>The Governing Body resolved to note the report.</i></p> <p>7.3 2022-23 Budget and College Financial Forecast Return (CFFR) The Vice Principal of Finance & Professional Services advised that the reports have been through the full process of committees. Key points noted were –</p> <ul style="list-style-type: none"> • The forecast is a £54k surplus. • Apprentice income has been positive and forecast to increase with roll over to next year. • Adult income remains a challenge, but plans are in place. • Higher Education – proving difficult however there are a few courses that generate good income. • Good income streams coming through allowing for pay allocation of 2.5% in budget. • Further costs included for maintenance on building, beginning to age. 	

	<ul style="list-style-type: none"> Surplus – cash in the bank remains strong and we continue to invest in estates work. Overall, the College is investing all income generated in-year. <p><i>The Governing Body were happy to approve the budget.</i></p> <p>CFFR – The 2023-24 projection is breakeven, but we will also need to reflect the changes for the T-Level capital bid. Energy costs remain a challenge in terms of quantifying those however we are to consider investment in solar panels next Summer and will be sourcing grants and considering procuring methods for energy.</p> <p>7.4 Confirmation of Financial Health The Governing Body received a copy of a letter from the Education and Skills Funding Agency confirming its agreement to the College's self-assessment that the 2020-21 financial position is 'good'.</p> <p><i>The Governing Body noted the ESFA's confirmation of Financial Health Assessment.</i></p>	
8.	Governance & Assurance	
	<p>8.1 P&G Committee Chair Report The Committee Chair noted that the report had been prepared quickly following the meeting held on 6th July 2022.</p> <p>The Chair presented an overview of the discussions from the meeting and points noted in the report. These were -</p> <ul style="list-style-type: none"> Members reviewed the outline of an EDI action plan with a view to keeping under review. Incredibly positive Staff CPD report and feedback from members on the work that is ongoing. Governing Body membership – appointment of independent and student governors has progressed well. Interviews for independent Governors took place on 7th July 2022 with a recommendation to be presented to the P&G Committee to recommend approval to the Governing Body to approve four selected candidates. Recruitment of two new student Governors has progressed with recommendations shared with the People and Governance Committee. The search for a further Staff Governor is in progress. Governing Body approvals will need to run across the summer months due to the scheduling of meetings. Board effectiveness review – details of the scope of the review was shared with the Committee for consideration. The scope of the review and commissioning is to be shared with the Governing Body in due course. <p><i>The Governing Body noted the report.</i></p> <p>8.2 Schedule of Governance Meetings A draft copy of the 2022/23 schedule of governance meetings was shared with the Governing Body. Some minor changes to the schedule will be completed after having noted the recently released dates for the AoC conference in November. The schedule will be finalised and circulated before the start of the academic year.</p> <p><i>The Governing Body noted the draft copy of the Schedule of Governance meetings.</i></p> <p>8.3 Modern Slavery Statement</p>	CB

	<p>The Vice Principal of Finance and Professional Services thanked an individual governor for support in developing the statement further.</p> <p>A Governor asked how the team are raising the subject across the staff. The Deputy CEO/Principal (Curriculum and Quality) advised that tutorial programmes are in place and staff CPD packages.</p> <p><i>The Governing Body resolved to approve the Modern Slavery Statement.</i></p>	
9.	<p>PART 2 – reminder all be scrutinised at committee</p> <p>9.1 Subcontracting / Partnership Arrangements – Fees & Charges Policy The updated Fees and Charges Policy that had previously been scrutinised by the F&GP Committee was presented to the Board for approval. The Policy had been reduced in size, removing procedural elements and full checklists.</p> <p><i>The Governing Body approved the Fees & Charges Policy.</i></p> <p>9.2 Financial Regulations The Financial Regulations had previously been scrutinised by the Audit Committee and was presented to the Board for approval. A minor change increasing Finance Manager debt write offs from £500 to £1000 was noted and the updated OJEU/EU Regulations.</p> <p><i>The Governing Body approved the Financial Regulations.</i></p> <p>9.3 Tuition Fees & Charges Policy The updated Tuition Fees and Student Charges Policy that had previously been scrutinised by the F&GP Committee was presented to the Board for approval.</p> <p><i>The Governing Body approved the policy.</i></p> <p>9.4 Health and Safety Policy The Health and Safety Policy had not been scrutinised by the F&GP Committee due to the timing of meetings however it was requested that the Governing Body approve the policy due to their being no changes made following the review.</p> <p><i>The Governing Body approved the Health and Safety Policy.</i></p> <p>9.5 Risk Policy The updated Risk Policy that had previously been scrutinised by the Audit Committee was presented to the Board for approval.</p> <p><i>The Governing Body approved the Risk Policy.</i></p> <p>9.6 Local Government Pension Scheme Discretions The Local Government Pension Scheme Discretions had previously been scrutinised by the F&GP Committee and was presented to the Board for approval.</p> <p><i>The Governing Body approved the Local Government Pension Scheme Discretions.</i></p> <p>9.7 Subcontracted Partnership Provision The Governing Body received the Subcontracted Partnership Provision report and asked to approve the 2022-23 academic year, Education and Skills Funding Agency (ESFA) sub-contracted funded provision to third parties. The Governing Body is required to formally approve the document as a requirement</p>	

	<p>of the Colleges Education and Skills funding Agency (ESFA) Agreement and must be approved before the start of the academic year.</p> <p><i>The Governing Body resolved to approve the Subcontracted Partnership Provision of up to £250,000 funding.</i></p> <p>9.8 Health and Safety Report The Health and Safety report was received and had previously been scrutinised by the F&GP Committee.</p> <p>Governors asked about one or two incidents that related to faulty equipment and requested assurance that actions were in progress to replace. This was confirmed.</p> <p>A staff governor highlighted concerns about financial support for student trips having been advised of staff recently paying for overnight accommodation for students in exceptional circumstances. Access to use a credit card in an emergency was suggested and although the Finance team offer cash cards for staff, further consideration by Finance of the use of a credit card in an emergency should be taken.</p> <p><i>The Governing Body noted the report.</i></p>	DH
10.	SUMMARY MATTERS	
	<p>10.1 Any Other Business</p> <p>The Chair noted that it was Kevin Moss's last meeting when he attended the People and Governance Committee last week. His term of office ends at the 31 July 2022. Kevin was thanked for 8 fantastic years of service and support to the college and all the experience and knowledge he has provided to the Governing Body.</p> <p>Mark Rushworth was thanked for his contributions to the College. He is to retire from the College at the end of July 2022 and as a result standing down as a Staff Governor. The Governing Body thanked him for taking on governor responsibilities in addition to his teaching role.</p> <p>In addition, John Robinson also served 8 years as a Governor for the College with his term ending on the 31 July 2022. Sincere thanks were given for his thought-provoking contributions to the board and strong commitment.</p> <p>The CEO/Principal advised the Governing Body that following interviews a replacement Director of STEM (Apprenticeships Lead) had been appointed and the new postholder is Louise Doswell, returning to the College having worked here previously.</p>	
11.	<p>11.1 Date of Next Meeting To be confirmed in the circulation of the final copy of the Schedule of Governance Meetings 2022-23.</p>	
Signed		
Name:	Ian Looker (Chair)	
Date:		