



**Minutes of the Governing Body Meeting
held on 13 December 2021 at 5.30pm via Microsoft Teams**

Present:	Ian Looker (Chair) Meltem Celek (Student Governor) Helen Crews Janet Dean Rob Hickey Donald Inglis Ann Lees Lee Probert (Chief Executive and Principal) John Robinson Mark Rushworth (Staff Governor) Andrew Thomas Owen Trotter Cathy Waters Beth McHugh-Hicks (Proposed Staff Governor – Professional Services)	
In Attendance:	David Hawkins – Vice Principal, Finance and Professional Services Glyn Jones, Vice Principal for Academic and Applied Education Catherine Duro – Interim Director of Governance Carolyn Barker – Director of Governance (Observer) Richard Willis – RSM UK (in part) Lisa Wheeler – Head of Engineering & Digital Technologies (in part)	
	1. Apologies for Absence / Declarations of Interest	Action
	<p>Apologies were received from Libby Bush, Heidi Fraser-Krauss and Kevin Moss.</p> <p>The Chair started the meeting and introduced Carolyn Barker, joining the College as the Director of Governance. The Governors also welcomed Beth McHugh-Hicks (proposed Staff Governor) prior to discussing 1.2 on the agenda.</p> <p>There were no declarations of interest.</p> <p>1.2 Staff Governor Appointment The recommendation to appoint a new staff governor was considered by the People and Governance Committee.</p> <p><i>The Board resolved to approve the appointment of Beth McHugh-Hicks as Staff Governor (Professional Services).</i></p>	
	2. Minutes of Previous Meeting	
	<p>2.1 Minutes of 20 October 2021</p> <p>The Minutes of 20 October 2021 were reviewed.</p> <p>There were no observations/amendments.</p> <p><i>The Governing Body resolved to approve the minutes of 20 October 2021.</i></p>	

	3. Matters Arising	
	3.1 Action Summary	
	The actions summary was reviewed and noted.	
	4. Principal's Report & Strategic Matters	
	<p>4.1 Chief Executive and Principal's Report</p> <p>The Chief Executive and Principal provided an overview on the key points from the report advising that following the Dame Mary Noy review of college financial oversight the Education and Skills Funding Agency (ESFA) is planning strategic conversations (online) to understand risks, challenges, and opportunities within colleges. There is an opportunity to meet the ESFA in the New Year which will include a representative from the Further Education Commissioner's (FEC) Office.</p> <p>It was noted that the ESFA had selected the College for a Funding Audit conducted by PWC and is currently in progress. The Vice Principal Finance and Professional Services (VPFPS) is working closely with PWC and RSM (external college auditors). A small number of data errors had been identified however it is not anticipated that this will result in a clawback of funding but do point to the need for greater quality administration within apprenticeships.</p> <p>Ofsted has secured an additional c. £24m funding to expedite inspections across all colleges to re-baseline the grade profile, reflecting a new inspection framework. The Principal confirmed it was difficult to speculate on the timing of any inspection, though it was likely Ofsted would continue to prioritise their resources in the usual way.</p> <p>Regarding the Skills Strategy work there is optimism with the skills improvement plan that sufficient research should place the Higher York Partnership in a positive position. The 10-year plan will be circulated to the Governing Body shortly.</p> <p>Following discussion at the People & Governance Committee it has been agreed to re-launch the governor link scheme. The guidance will be updated and re-issued in the New Year.</p> <p>A partnership has been signed with the Black FE Leadership Group (BFELG) which affirms the College's commitment to becoming an anti-racist institution. An induction day was attended by around 20 staff, including the Chair of Governors, from a range of roles with an early action plan to be deployed alongside accessing a BFELG toolkit.</p> <p>The position regarding Covid-19 following recent updated Government guidance is that it remains quite stable internally while there continues to be some turbulence in the external environment. Face coverings have been reintroduced and generally compliance is reasonable.</p> <p><i>The Governing Body resolved to note the report.</i></p> <p>4.2 Institute of Technology</p> <p>The Head of Engineering and Digital Technologies joined the meeting to provide the Governors with an update on the progress with the Institute of Technology.</p> <p>The presentation provided a reminder on the partners within the Yorkshire & Humber Institute of Technology (YHloT), the 6 pillars, strategy progress and</p>	<p>LP</p> <p>LP/CB</p>

	<p>the review of KPI's and the offer to make sure they remain relevant and realistic.</p> <p>The presentation slides will be circulated to the Governing Body.</p> <p>Regarding a question concerning whether the College is behind on KPI's or not, it was confirmed that the pandemic has had a drastic effect on student numbers and the investment by employers in their students has declined. However, a slight increase has been identified. Predominant concern raised was regarding the set targets being exceptionally high and not necessarily achievable based on trends in education.</p> <p>The marketing of the offer was raised to explore further the scope and target market to ascertain the benefit in terms of boosting student numbers. It is proposed that the increase will come from student internal progression at level 5 & 6 and young people in the region but also marketing more widely to employers locally and nationally to promote the use of their levy monies.</p> <p>Over the next 2 years, KPIs have been set however there is uncertainty as to whether there will be a continuation of the IoT even though there has been massive capital investment. The Principal advised that it is currently operating under licence for a further 3 years (out of 5) to use the IoT brand. Any further extension is subject to approval by the Department for Education.</p> <p><i>The Chair thanked the Head of Engineering & Digital Technologies for the presentation.</i></p> <p>4.3 Progress against Strategic Plan Implementation plans have been updated at each committee meeting and a RAG rating applied to each headline section.</p> <p>Governors noted within the meeting papers, there were several reports regarding student attendance and behaviour which were therefore worth further discussion. Although attendance was noted in the reports the College's attendance rates has not fallen at the same rate as other providers. Non-attendance reasons were in the main related to Covid-19, students re-engaging with learning, anxiety and student services referrals. The number of disciplinaries are equivalent to those in 2019. The vast majority related to learners not conforming with expected standards. It was noted that interventions are being put in place. Board noted their reassurance.</p> <p><i>The Governing Body resolved to note the progress against the Strategic plan.</i></p>	CB
	<p>5. Education & Students</p>	
	<p>5.1 Q&C Committee Chair Report The Chair of the Committee advised the self-assessment report had been scrutinised at the last meeting with a request for an additional report to be provided on the 3-year decline we had seen in apprenticeships. The Governors advised further understanding in this regard is required. Report to be submitted to the next meeting.</p> <p><i>The Governing Body reviewed and noted the report.</i></p> <p>5.2 Student Association Report Since the last report to the board in July 2021 the Student Association have not formerly met due to a large number of the group being in their final year of study last year. There has been a recruitment drive via the student voice groups in order to address this and will reform in January 2022.</p>	

The Governing Body noted the report.

5.3 Student Recruitment

Governors were informed that 16-18 student numbers are down on last year and currently below the ESFA allocation. Apprenticeships are ahead of the plan and will result in higher than planned revenue.

Governors asked whether the numbers were particularly unusual in comparison to the previous year. It was confirmed there was no concern in that respect.

The Governing Body noted the report.

5.4 College Self-Assessment Report 2020-21

The Committee Chair advised on the extensive work in completing the draft self-assessment report. There were lengthy discussions at the last Q&C Committee on the overall grades. The overall effectiveness is self-assessed as a grade 2. There is no statutory requirement to conduct a self-assessment however it is standard practice and linked to the regime of external inspection by Ofsted.

The overall effectiveness rating is unchanged, remaining at 2, however there has been a decline in some of those contributory grades. Reasons for this have been explored and in part is because of the revised inspection report and the feedback received from Her Majesty's Inspector that carried out a recent mock inspection. The Strategic Leadership Team agree the report is a realistic assessment and the priority areas are relevant now.

The report remains in draft and is progressing well. Governors questioned whether, in general, staff are aware of the report. The Vice Principal for Academic & Applied Education advised that staff are aware of the report and very much on board with the assessment that has been made including the subsequent Quality Improvement Plan (QIP).

Governors to be provided with a regular progress update through the Q&C Committee against the QIP.

The Governing Body resolved to approve the self-assessment report.

5.5 College FE Quality Improvement Plan 2021-22

The College FE Quality Improvement Plan was received following scrutiny by the Q&C Committee. Governors recognised it is as useful, dynamic document. Progress against the QIP and subsequent SAR would be monitored by the Q&C Committee throughout the year.

The Governing body approved the QIP for 2021-22

5.6 HE Self Evaluation Document & Quality Improvement Plan

The College's analysis of the quality of HE provision has been completed through the process of self-evaluation informed by external sources. The report was provided for scrutiny by the Governors only. The Chief Executive and Principal will formally approve and sign the report and improvement plan for submission to the Office for Students (OfS).

Governors noted good progress being made however noted discipline issues and improvements in academic rigour identified from external examiner reports. A final site visit from the Open University (OU) has taken place in

	<p>terms of our partnership and there were no concerns or issues that arose, and this final visit formally confers the partnership.</p> <p><i>The Governing Body resolved to note the self-evaluation document.</i></p>	
	6. Audit and Risk	
	<p>6.1 Committee Chair Report - Audit The Committee Chair sent his apologies to this meeting.</p> <p>The Chair provided an overview given by the Committee Chair confirming the financial statements have passed through the Audit Committee with no issues. The Committee confirmed progress updates will be submitted to the committee on cyber security, data protection and other points noted in the Chair's report.</p> <p>A representative from RSM joined the meeting at this point to provide the Governing Body with an opportunity to ask questions.</p> <p>RSM confirmed the financial statements have been through the F&GP and Audit Committee and the outcomes of the business case to the ESFA for the AEB had arrived ahead of this Board meeting.</p> <p>The College was selected for a funding audit which started on the 29 November 2021. The audit is on-going with some initial feedback having been received. RSM confirmed that the accounts will not be signed off by them until the management letter from the funding auditors is received as this will indicate whether there is a risk of clawback of funding.</p> <p><i>The Governing Body noted the report and approved the Audit Committee's Annual Report for signing by the Chair.</i></p> <p>6.2 2020-21 Members Report and Financial Statements RSM provided an overview of their work to date and confirmed their intention to provide a clean audit opinion particularly considering the proactive approach the senior management team have taken to implement changes agreed during the audit.</p> <p><i>The Governing Body resolved to approve the financial statements and audit report, subject to there being no material change following the completion of the funding audit. In the event of a material change, further approval of the governing Body would be sought. The Statements are confirmed for signing by the Chair of the Board and the Chief Executive as Accounting Officer.</i></p> <p>6.3 2020-21 Financial Statements and Audit Management Letter <i>The Governing Body resolved to approve.</i></p> <p>6.4 Letter of Representation to Financial Statements and Regularity Auditors <i>The Governing Body resolved to approve the letters of representation for signing by the Chair.</i></p> <p>6.5 2020-21 Annual Internal Audit Report The report outlined the work performed by TIAA (business assurance provider) through 2020-21.</p> <p><i>The Governing Body accepted and noted the audit report.</i></p>	<p>IL</p> <p>IL/LP</p>

	<p>6.6 2020-21 Audit Committee Annual Report Governors were advised that this is a required report with statistics updated to provide reassurance to the Governing Body. The Chair of the Audit Committee can now sign the report.</p> <p><i>The Governing Body resolved to accept the report.</i></p>	
	7. Finance and Resources	
	<p>7.1 F&GP Committee Chair Report The Chair of the Committee congratulated the efforts of the executive team for delivering a significantly reduced deficit in the prior financial year. The Board were assured that the committee took confidence that the student experience did not suffer as a direct consequence of this. Cyber security report showed significant progress against actions with many ongoing.</p> <p><i>The Governing Body noted the updates and approved the recommendations.</i></p> <p>7.2 2021-22 Year End Financial Forecast The Vice Principal for Finance and Professional Services advised that the normal waterfall graph developed from the budget has shown the changes on apprenticeship funding. One other point for Governors to note is the increase in energy provider costs following the demise of the College's gas provider. Energy costs have doubled even following re-negotiation. The College is not quite seeing the increase in student numbers on full cost courses therefore the forecast is at £89k deficit compared to a breakeven budget.</p> <p><i>The Governing Body resolved to note the 2021-22 Financial Forecast as at the 3 December 2021.</i></p> <p>7.3 Staff Pay Award The Governors were advised that a 1% pay award was included in the budget for 2021-22. The College has been considering a change in the implementation of cost-of-living awards moving from a 1 August date to 1 January. This will mean that staff will not be waiting for a final decision on pay and receiving backdated payments. The option of switching dates and either implementing a 17 month pay award or 5 month and a further 12 months' pay deal has been shared with the Trade Unions for consideration by members.</p> <p>Discussions with the union were positive in that decisions are being made earlier to provide greater clarity. Governors requested the Strategic Leadership Team to provide a proposal on the January uplift.</p> <p><i>The Governing Body resolved to approve the recommendation from management outlined within the report and is open to reviewing other proposals and the affordability of those.</i></p> <p>7.4 Cyber Security Report Cyber security is a significant issue and is one of the highest risks on the register. The report has been discussed at F&GP Committee previously with a clear focus on prioritising further development of recovery plans.</p> <p><i>The Governing Body resolved to note the report and responses to risk.</i></p> <p>7.5 Health and Safety Report The report provided an update on Covid-19 cases and control measures on site. Further information contained therein included accident statistics for the</p>	DH

	<p>academic year 21-22 and 202-21. The College has met all statutory H&S requirements during the period and audits will begin again in the New Year.</p> <p><i>The Governing Body noted the report.</i></p>	
	8. Governance & Assurance	
	<p>8.1 Strategic Risk Monitoring It was noted that the Strategic Risk Monitoring document was reviewed by each Committee and this report outlined the key risks monitored based on information available on 10 November 2021.</p> <p><i>The Governing Body noted the report.</i></p> <p>8.2 P&G Committee Chair Report The Governing Body noted that the Committee had looked in detail at the staff survey report. It had also considered the staff cost to income ratio and had requested further information on the reasons for it being high</p> <p>The Chair thanked the Governors for taking part in the self-assessment process. A quality improvement plan has been developed reflecting the feedback from the assessment.</p> <p>A proposed new link governor scheme had been debated and approved for roll out in the new term once all new members of the SLT are in post and links can be formed. Proposal is to align SLT members and expect Governors to be on site, perhaps once every term, by way of getting closer to the SLT portfolios to increase awareness and understanding. Guidance to be updated in the New Year by the Principal and Director of Governance.</p> <p>It was recommended that Helen Crews be appointed for a second term, and the terms of John Robinson and Kevin Moss be extended to 31 July 2022 (subject to their agreement) to ensure continuity during a period of skills analysis and recruitment by the new Director of Governance.</p> <p><i>The Governing Body noted the updates and approved the recommendations.</i></p> <p>8.3 Remuneration Report The Chair provided a brief overview from the last committee meeting and actions completed.</p> <p><i>The Governing Body resolved to note the report and approve for publishing.</i></p>	LP/CB
	9. PART 2	
	<p>9.1 ESFA Financial Score and Dashboard notice</p> <p><i>The Governing Body resolved to note the Financial Dashboard.</i></p> <p>9.2 Treasury Management Policy The policy presented was for approval only. No significant changes to the policy other than the desire to keep no more than 50% of funds with one institution.</p> <p><i>The Governing Body resolved to approve the policy.</i></p> <p>9.3 Data Protection Policy The policy presented was for approval only. There were no significant changes to note since review of the previous copy.</p>	

	<p><i>The Governing Body resolved to approve the policy.</i></p> <p>9.4 External Audit Report RSM were appointed as external audit providers for the three-year period to 2020-21 with an option to extend for a further two years.</p> <p><i>The Governing Body resolved to approve the extension of the contract to RSM (external auditors).</i></p>	
	SUMMARY MATTERS	
	<p>10. Any Other Business</p> <p>The Chair thanked Catherine Duro for her support in the role of Director of Governance over the last few months. A handover of responsibilities and activities is in progress.</p> <p>On behalf of the Governing Body the Chair thanked Glyn Jones for all his work over the last 25 years at the college. He has held a significant role at the College and been very supportive of the Governing Body.</p> <p>There being no further business, the meeting closed.</p> <p>Meeting closed at 7.30pm.</p>	
	<p>11. Date of Next Meeting</p> <p>24th March 2022, 17:30, Room 1F024/25</p>	
Signed		
Name:	Ian Looker (Chair)	
Date:		