

PUBLIC MINUTES OF CORPORATION MEETING
HELD ON 27th MARCH 2023
(Combination of In-Person and On-line Attendance)



| | | |
|--|--|---|
| PRESENT: | Alistair Brooks Matt Child Tom Dannatt Ahmed Elseragy Gary Gallen Debra Gray Joey Greenwood David Flatters Rob Lawson Joanne Masterson Colin Raban Kathryn Shillito Rachel Storr | External Governor External Governor External Governor External Governor External Governor Principal/CEO External Governor External Governor External Governor (Chair) External Governor External Governor External Governor External Governor |
| IN ATTENDANCE: | Nicola Dimond Paul Johnson Lynette Leith Ranjit Singh Gino Tommasi Catherine Sykes | VP HR "VPHR" Department for Education - Observer VP Curriculum "VPC" VP Quality and Learner Experience "VPQ" VP Finance & Commercial Services "VPF&CS" Director of Governance |
| Min. No. | | |
| OPENNING ITEMS | | |
| <i>Ahead of the meeting the Chair welcomed to all to the meeting, particularly to the new members.</i> | | |
| 25 | Apologies For Absence Apologies for absence were received from Joanne Gibbons (External Governor). | |
| 26 | Declarations Of Interest Joanne Masterson declared an interest in agenda item 9.5 as an employee of Advance HE. | |
| 27 | Minutes of the Meeting held 26th September 2022 The Director of Governance noted the for information the amendments to the meeting minutes dated 26 th September, concluding that changes were due to reformatting and confidentiality, enabling the College to publish public minutes on the website. | |
| 28 | Minutes of the Meeting held 14th December 2022 Resolved - The minutes of the meeting held on 14 th December 2022 were approved as a correct record. | |
| 29 | Matters Arising Governors received for information a progress report on the actions identified at the previous meeting and noted that there was currently no update for Governors on the Goole Campus, which is partially let out to a third part training provider, additionally the College would need take account of reclassification. It was confirmed that following a further review, a proposal relating to the Goole Campus would be brought back to the Corporation for consideration. | |

| APPOINTEMENT OF VICE CHAIR | |
|-------------------------------|---|
| 30 | <p>Two external members were nominated in the meeting for the role of Vice-Chair. The Director of Governance confirmed that two members could be appointed to the role as joint Vice-Chairs. Both members accepted this proposal and were appointed.</p> <p>Resolved: Joey Greenwood and Ally Brooks were appointed as Vice Chairs of the Corporation to 31st August 2023 with reconfirmation of the role proposed for the academic year 2023-24 to be made at the July 2023 meeting.</p> |
| 31 | <p>Principal's Update</p> <p>This matter is the subject of a separate and confidential minute.</p> |
| 32 | <p>SAFEGUARDING & WELFARE</p> <p>This matter is the subject of a separate and confidential minute.</p> |
| AUDIT COMMITTEE | |
| 33 | <p><i>At this point Ally Brooks joined the meeting.</i></p> <p>Verbal update of the meeting held on 15 March 2023.</p> <p>The Chair of the Committee provided a verbal report of the meeting held on 15th March 2023. He noted that the Educations Skills Funding Agency (ESFA) funding audit is not yet complete, and that a third sample had been requested. Governors raised concern that they were not able to finalise the Financial Statements for the year end 31st July 2022 until this work had been completed.</p> <p>The Chair of the Committee noted that the College is granted a month-by-month extension with the ESFA until the Financial Statements can be finalised, which the committee whilst irritated, understood there was no current alternative.</p> <p>Regarding the Internal Audit programme this was reported as being on track, most recently, the completed Safeguarding audit had raised no concerns and there had been nothing that the Auditors needed to bring to the committee's attention. The other planned audit activity had been delayed due to the ongoing ESFA funding audit, however would still be completed and within the planned scope of work for the year.</p> <p>Finally, it was noted that the Internal Audit Service would be put out to tender, this was because the current contract as coming to an end. The current supplier would fulfil the current contract, however had advised that they are moving away from the FE sector.</p> <p>There were no further questions raised on the Audit Committee report.</p> |
| FINANCE & RESOURCES COMMITTEE | |
| 34 | <p>Verbal update of the meeting held on 8th March 2023</p> <p>The Chair of the Committee provided a verbal report on the meeting held on 8th March 2023. He requested approval of two items of expenditure which were recommended to Corporation for approval, both of which had received lengthy scrutiny by the committee.</p> <p>Resolved: The two items of additional expenditure, recommended to Corporation for approval by the Committee, were approved:</p> <ol style="list-style-type: none"> 1) £250k additional AEB subcontract delivery 2) HSAD roof costing circa £220k + VAT (£264k Inc VAT) |

| | |
|----------------------------|--|
| 35 | <p>Management Accounts for period 6.</p> <p>This matter is the subject of a separate and confidential minute.</p> |
| 36 | <p>Pay Award</p> <p>This matter is the subject of a separate and confidential minute.</p> |
| 37 | <p>Written Resolution</p> <p>The Director of Governance reported to the Corporation that a request for approval of a Security Operating Centre (SOC) had been requested for approval by written resolution following the recommendation from the Finance & Recourses meeting. This was due to the urgency of the request and need for implementation. It was confirmed that the resolution had been approved and the purchase of the system had gone ahead.</p> <p>Members were thanked for the speed in response to the resolution which enabled the College to act quickly.</p> |
| STANDARDS COMMITTEE | |
| 38 | <p>Verbal update of the meeting held on 7th February 2023</p> <p>The Chair of the Committee presented a verbal update on the meeting held on 7th February 2023. It was confirmed that since the college had been graded as Requires Improvement in February 2022 by Ofsted the College has done significant work to improve. This was evidenced in the monitoring visit in January 23 resulting in two ratings of significant progress and two ratings of reasonable progress, of which the EMT were congratulated for their efforts. Governors were drawn to the changes to the Ofsted Inspection Framework and the increased focus on skills, and the actions already in place.</p> <p>The Chair was pleased to share that the College's Living & Thriving Policy which was written by the VPC had been shared nationally, as part of an AoC Governor meeting focussed on curriculum in recognition of excellent work.</p> <p>It was noted that the committee had reviewed their focus on the nursery and will no longer consider viability, but focus on the standards and quality of provision. In addition, the focus on HE will still be linked to the standards committee, however the introduction of the HE Oversight committee will provide greater scrutiny of this area which has seen a decline.</p> <p>Finally, it was confirmed that the Deep Dive reports as received by the committee ensure transparent and honest views of departmental internal reviews on the quality of teaching and leading to support to improve action plans, led by EMT. These reports are used as helpful reminders of the college's journey to date, and looking ongoing.</p> |
| 39 | <p>Skills Link Governor and Skills Advisory Board</p> <p>The Chair of the Committee confirmed that the Committee was looking for Corporation approval for the introduction of a Skills Link Governor and a Skills Advisory board (of which terms of reference were circulated). Members noted the requirement in terms of local skills for the upcoming accountability agreements and Ofsted focus. The Corporation was in full support of the recommendation.</p> <p>Resolved - The recommendation to appoint a Skills Link Governor and Skills Advisory Board was approved.</p> |

| | |
|---|--|
| | The Director of Governance confirmed that within the committee meeting Matt Child had volunteered for the role as link governor for skills and that dates were in the diary for the initial meetings of the advisory board. |
| HIGHER EDUCATION OVERSIGHT COMMITTEE | |
| 40 | <p>Verbal update of the meeting held on 14th February 2023</p> <p>The Chair of the Committee presented a verbal update on the meeting held on 14th February 2023. He noted that this was a very initial overview of HE provided to the committee as a scene setting exercise. He noted that a review of the Terms of Reference of the Committee overlaps that of Academic Board, and that the internal committee structure was complex for the size of the provision. It was proposed that the Committee Chair, Head of HE and Director of Governance would review the structure and propose alternative more suitable structures to the Committee for approval.</p> <p style="text-align: right;">Action: Committee Chair, Head of HE</p> <p>Resolved: The terms of reference and committee structure for HE in the College be delegated to the HE Oversight committee.</p> |
| GOVERNANCE | |
| 41 | <p>Committee Dates & Memberships</p> <p>The Director of Governance noted that following a review of Governance and Corporation membership, a number of changes were suggested to support quorum and functionality for each of the committees.</p> <p>Governors noted there had been two resignations of board members, Simon Alsop (External Governor) and John Duncan (External Governor). Both were thanked on behalf of the Corporation for the contributions they had made to the College and its recovery process.</p> <p>In response to a member's question, it was noted that Staff and Student Governors are not yet appointed. It was requested, as per the amendments to the Standing Orders (minute 42 refers) that to support engagement of staff and students in this area, the appointment of staff and students be completed via an application and interview procedure, rather than a ballot procedure.</p> <p>Resolved: The committee dates (to July 2024) and memberships were approved.</p> |
| 42 | <p>Standing Orders</p> <p>The Director of Governance confirmed that the proposed changes to the Standing Orders had been marked as tracked changes in the provided papers. It was noted that there was one additional amendment required which was not documented (highlighted yellow below):</p> <p>5.4 The appointment process shall be by open selection with governors nominating candidates in writing before the meeting, or verbally at the meeting at least ten working days in advance on a nomination form to be provided by the Clerk.</p> <p>There were no comments or further amendments requested.</p> <p>Resolved: The amendments to the standing orders were approved.</p> |
| 43 | <p>Annual Cycle of Work</p> <p>The Director of Governance noted that following a review of Governance at Hull College, a review of the Corporations Annual Cycle of Work was required, factoring in the new committees and support</p> |

| | |
|----------------------|--|
| | <p>planning. It was noted that the proposal considered the quality calendars in the College and was a flexible document for supporting and monitoring the work of the Corporation.</p> <p>Resolved: The Annual Cycle of Work was approved.</p> |
| 44 | <p>Scheme of Delegation</p> <p>The Director of Governance noted that this had been updated to reflect the new committees and current delegated authorities. However, note was made that the scheme may require further amendment following review of HE committee structure.</p> <p>Resolved: The Scheme of Delegation was approved.</p> |
| 45 | <p>External Board Review</p> <p><i>At this point Joanne Masterson left the meeting.</i></p> <p>This matter is the subject of a separate and confidential minute.</p> <p><i>At this point Joanne Masterson re-joined the meeting.</i></p> |
| GOVERNOR LINK | |
| 46 | <p>Link Governor Programme (March 2023 – July 2024)</p> <p>The Director of Governance presented the proposed link governor programme. It was confirmed that the guidance provided will support the members undertake this work. It was confirmed that the maturity of the programme will develop as Governors are able to become more involved with the College, particularly for new members who are still building relationships with the College.</p> <p>It was noted that each Governor should select a link area, it was agreed that Governors would be asked to give their thoughts to the Director of Governance who would allocate links accordingly and feedback.</p> <p style="text-align: right;">Action: All</p> <p>Members who had taken part in link visits and activity previously encouraged all governors to get involved to support their experience of being a Governor of a College.</p> <p>Resolved: The Link Governor Programme was approved.</p> |
| 47 | <p>Link Governor Report – Quality.</p> <p>Joey Greenwood presented his Link Governor report. He noted that during his visit, he had received positive feedback from staff and learners. He noted that the Digital Transformation Strategy and technology to innovate was impressive and pioneering, however there were some concerns in the availability of IT equipment.</p> <p>As part of the visit, the students have provided feedback about staff, their tutors the wrap around support and ability to function as an individual, however more could be done to support extracurricular events such as events, clubs and social spaces.</p> <p>Governors were pleased to hear of the positive day and the feedback received, particularly the enthusiasm shown as a result of the day.</p> |
| POLICIES | |
| 48 | Higher Education Academic Regulations |

| | |
|----------------------|---|
| | <p>The Chair of the HE Oversight requested that this policy be delegated for approval following a review by that committee due some required amendments and further discussion.</p> <p>Resolved - Higher Education Academic Regulations was delegated to the HE Oversight Committee for approval.</p> |
| 49 | <p>Modern Slavery Statement</p> <p>The Director of Governance noted the requirements for and the amendments to the Modern Slavery Statement which would be presented annually for Corporation approval. It was confirmed that the statements had been mapped against the Home Office Statutory guidance.</p> <p>Resolved – the Modern Slavery Statement was approved.</p> <p>The Chair noted the large amount of work to be undertaken with policies at the College, and expressed thanks to those undertaking this work.</p> |
| CLOSING ITEMS | |
| 50 | <p>Any other business</p> <p>None.</p> |
| 51 | <p>Date and Time of Next Meeting</p> <p>22 May 2023, 4.00 p.m.</p> |

Approved by the Corporation at the meeting held on 22 May 2023.