

PUBLIC MINUTES OF CORPORATION MEETING
HELD ON 11th JULY 2023
(Combination of In-Person and On-line Attendance)



	Tom Dannatt Debra Gray Joey Greenwood David Flatters Rob Lawson Joanne Masterson Colin Raban	External Governor Principal/CEO External Governor External Governor External Governor (Chair) External Governor External Governor
IN ATTENDANCE:	Nicola Dimond Lynette Leith Ranjit Singh Catherine Sykes Richard Stockton Kirstie Cawley	VP HR “VPHR” VP Curriculum “VPC” VP Quality and Learner Experience “VPQ” Director of Governance Department for Education – Observer Director of Marketing
Min. No.		
OPENING ITEMS		
Ahead of the meeting, Governors received Training on The Nolan Principles from the Director of Governance.		
76	Apologies For Absence Apologies for absence were received from External Members: Alistair Brooks, Joanne Gibbons, Rachel Storr, Gary Gallen, Matt Child, Ahmed Elseragy. The Director of Governance noted that Kathryn Shillito has resigned from her role as Governor. The Chair confirmed that with reluctance, the resignation was accepted, however Kathryn would always be welcome at the College and would continue to engage through her work at Hull BID.	
77	Declarations Of Interest None	
78	Minutes of the Meeting held 22nd May 2023. Resolved - The minutes of the meeting held on 22 nd May 2023 were approved as a correct record.	
79	Matters Arising The Director of Governance provided a verbal update to the action list, noting that many of the actions are completed or remain ongoing. No queries were raised in relation to the update. The Chair declared an interest relating to minute number 45 as a reviewer himself, however the process was being managed independently by the Director of Governance.	
MARKETING		
80	Marketing Strategy The Director of Marketing presented the Marketing Strategy for approval noting the key risks and challenges. It was highlighted that this is a time of technological change, in which the College undertakes a horizon scanning view, measuring competitors’ analysis, and ensuring income diversification and optimisation is enabled which is impact based and data driven. Governors were noted to the core priorities within the strategy, with 2-year KPIs and an evaluation process to monitor success. In response to a member’s question, the College’s approach to social media was discussed with variations made to content in line with the audience (e.g. learners, parents, employers).	

	<p>Governors noted the significant increase in activity on the College's social media channels to the outside audience which was well received. In response to a question, it was noted that the College could accommodate commercial income where available and this would be undertaken within the framework of the managing public money regulations, now in force following the reclassification of colleges to a public sector organisation.</p> <p>Members questions how the College was able to assess the market position, of which it was confirmed that various software subscriptions are available which provides insight in the learner market showing colleges' penetration and market share in the local area. It was confirmed that the next step is to understand how the College is perceived and whether the impact can be measured.</p> <p>Resolved: The Marketing Strategy was APPROVED.</p> <p><i>At this point, the Director of Marketing left the meeting.</i></p>
PRINCIPAL'S REPORT	
81	<p>Principal's Update, including Operational Plan and KPI's for 2023/24</p> <p>This matter is the subject of a separate and confidential minute.</p>
CURRICULUM & QUALITY	
82	<p>Subcontractor Allocations 2023-24</p> <p>The VPC presented the Subcontractor allocation for 2023-24, noting a significant reduction in subcontracted provision in line with the presented 2023-24 budget. It was confirmed that the two proposed providers remaining have both received excellent quality deep dive reports and perform well in terms of achievement, leadership and outcomes.</p> <p>Members were pleased to note the reduction in subcontracted allocation and remarked on the College's achievements in the delivery of the AEB allocation in year.</p> <p>In response to a member's question, it was confirmed that the College has policies, regulations and expectations agreed with subcontracted providers and performance management and deep dives are discussed as part of the monthly performance meetings which is part of the College's due diligence process. It was reported that both providers have an ambition to be excellent and have strong internal processes.</p> <p>Members considered how these high performing subcontractors offer a valuable service in the city of Hull and that the College's sympathetic approach with the selected subcontractors gives consideration to wider stakeholders and supports the College's approach as an anchor institution for the community.</p> <p>Resolved: The Subcontractor allocation 2023-24 was APPROVED.</p>
FINANCE & RESOURCES COMMITTEE	
83	<p>Draft minutes of the Finance and Resources Committee meeting – 26th June 2023</p> <p>This matter is the subject of a separate and confidential minute.</p>
84	<p>Capital Expenditure</p> <p>The Chair of the Committee noted the thorough review of the Capital Expenditure proposal by members of the committee, the Corporation had no further questions or comments on the proposal and the two items of expenditure were approved.</p> <p>Resolved: The Capital Expenditure was APPROVED.</p>
85	Draft College Budget 2023-24.

	<p>The Chair of the Committee noted the Draft College Budget for 2023-24 as recommended for approval. It was confirmed a small amendment had been included since the report had been recommended for approval with a reduction in HE income and an increase in 14-16 income.</p> <p>The Chair of the Committee noted that the presented budget was achievable with overall EBITDA performance slightly increasing over the next 2 years which allows the College to start growing its cash reserves.</p> <p>Resolved: The Draft College Budget 2023-24 was APPROVED.</p>
86	<p>Estates Strategy</p> <p>The Chair of the Committee presented the Estates Strategy, clarifying that approval was requested for the overall strategy and not the individual projects documented within the strategy. The VPF&CS confirmed that any projects would be presented separately as plans agreed and tenders undertaken.</p> <p>Members noted the helpfulness of the Estates Strategy in enabling their understand of areas requiring focus and development, and also to enable the College to move quickly with an approved plan in the occurrence of capital funding as often windows of opportunity are limited.</p> <p>Resolved: The Estates Strategy was APPROVED.</p>
87	<p>Policies</p> <p>The Chair of the Committee noted the policies for approval following recommendation from the Committee. In response to a members question in relation to the HR policies, it was confirmed that where employees has zero hour contracts, they were still classed as employees.</p> <p>Resolved: the following policies were APPROVED:</p> <ul style="list-style-type: none"> Financial Regulations Treasury Management Policy Subcontracting Fees Policy Redundancy Policy Disciplinary Policy Grievance Policy
AUDIT COMMITTEE	
88	<p>Draft minutes of the Audit Committee – 14th June 2023</p> <p>This matter is the subject of a separate and confidential minute.</p>
89	<p>Bribery Policy</p> <p>Members raised no queries with the recommended policy, which had been updated in line with the committees' comments ahead of presentation to the Corporation.</p> <p>Resolved: The Bribery Policy was APPROVED.</p>
90	<p>Fraud Policy</p> <p>Members raised no queries with the recommended policy, which had been updated in line with the committees' comments ahead of presentation to the Corporation.</p> <p>Resolved: The Fraud Policy was APPROVED.</p>
STANDARDS COMMITTEE	
91	<p>Verbal update of the meeting held on 28th June</p>

	<p>The Chair of the Committee presented a verbal update on the meeting held on 28th June 2023. It was confirmed that the committee had discussed in depth the Employer Engagement Strategy which all members were encouraged to access and read.</p> <p>In relation to 14-16 provision, the chair was pleased to highlight a significant increase in attendance, mostly due to the staff focus and influence on learners to attend and achieve as well as some work with parents including anxiety training and supporting mental health.</p> <p>Members considered apprenticeship achievement which was reported at 50-55%, in addition there were also two submitted complaints in this area. Members discussed apprenticeships as an areas of risk, but noted this was being managed as documented in the College risk register.</p> <p>It was confirmed that the College had secured funding for certain projects which was a direct outcome of appointing a bid writer. Members considered how all areas of the College are in some kind of support mechanism, whether it be supported to improve or to become Outstanding, all of which is lead by quality and is backed by data and the deep dive process. It was also noted that the Ofsted Action plan had been considered and was considered by the committee as robust, well controlled and managed.</p> <p>The Chair of the Committee was pleased to highlight to Corporation the positivity received from the learner surveys which provided an overall satisfaction of 93% on programme, 95% at onboarding and 87% at exit, concluding a positive learner voice data set and reassurance that the learners are happy at Hull College.</p> <p>Members had no further questions on the verbal update from the meeting held on 28th June.</p>
HIGHER EDUCATION OVERSIGHT COMMITTEE	
92	<p>Verbal update of the meeting held on 3rd July</p> <p>The Chair of the Committee presented a verbal update on the meeting held on 3rd July 2023. He noted the changed to the Terms of Reference had been discussed (minute 93 refers) and were recommended for approval.</p> <p>It was confirmed that there were still two ongoing items for consideration by the Committee. Firstly, the HE risk register would be reviewed in line with the Colleges overall risk strategy and secondly the HE committee structure (management) needed revisiting in line with the OfS. This was being revisited by the EMT.</p> <p>Members had no further questions on the verbal update from the meeting held on 3rd July.</p>
93	<p>Terms of Reference</p> <p>The Chair of the Committee noted that the Terms of Reference had been reviewed and a number of changes were recommended (documented with tracked changes), including changing the name of the committee to the Higher Education Advisory Committee (HEAC).</p> <p>Resolved: The Terms of Reference and change of name of the committee were APPROVED.</p>
GOVERNANCE, SEARCH & REMUNERATION	
94	<p>Verbal update of the meeting held on 12th June</p> <p>The Chair of the Corporation gave an update from the meeting held on 12 June 2023. He noted that Rachel Storr had decided to step down from her role of Governor. Rachel was not present at the meeting, but the Chair extended his thanks to Rachel for all her support and commitment to Hull College during her term of office. The Chair confirmed that Governor recruitment remains a priority over the summer.</p>
95	<p>Appointment of Staff Governor</p> <p>The Chair of the Corporation noted that there had been one application received for the role of staff Governor from Matthew Blowman. He had met with the Chair; the Principal and the Director of Governance to discuss the role and be interviewed, and was recommended for appointment.</p>

	Resolved: Matthew Blowman was appointed as Staff Governor for a period of 3 years from 1 st September 2023.
96	<p>Re-Appointment of Joey Greenwood as External Governor.</p> <p>The Chair of the Corporation noted that Joey Greenwood was approaching the end of his first term of office, however Joey did wish to continue in the role of Governor for a second term of office.</p> <p>The Corporation noted the contribution Joey had given to date as a Governor, Chair of the Standards Committee and Vice Chair of Corporation and were pleased to reappoint Joey for a second 3year term of office.</p> <p>Resolved: Joey Greenwood was re-appointed as an External Governor for a period of 3 years from 24th August 2023.</p>
97	<p>Instrument and Articles of Government</p> <p>The Director of Governance noted some minor amendments to the Corporations Instrument and Articles of Government which had been updated to reflect changes in Governance at Hull College and of the wider sector. It was noted that since its recommendation on 12th June, the following changes have also been suggested:</p> <ul style="list-style-type: none"> • Instrument 2 (1). The change to the appointment of staff and student members to no longer require an election by their peers (approved by Corporation in March 2023) • Article 5(1)a. The Search Committee recommend the appointment of all members, including staff and students. FE Colleges are not required to have parent Governors. <p>Resolved: The Instrument and Articles of Government were APPROVED.</p>
98	<p>Code of Conduct</p> <p>The Director of Governance noted some minor amendments to the Corporations Code of Conduct, based on the model document shared by Eversheds as part of the Governance Plus subscription.</p> <p>Members raised no queries with the recommendations and approved the changed.</p> <p>Resolved: The Code of Conduct was APPROVED.</p>
POLICIES	
99	<p>Equality & Diversity Policy</p> <p>The Principal noted the proposed Equality & Diversity Policy as an interim measure until the new Equality, & Diversity Strategy is finalised. In response to a member's question, it was confirmed that Freedom of Speech and Academic Freedom bill would be considered as part of the strategy.</p> <p>Resolved: The Equality & Diversity Policy was APPROVED.</p>
100	<p>HE Academic Regulations</p> <p>It was noted that the Head of HE had submitted the revised HE academic regulations for approval. The Chair of the HE committee noted that the meaning of the four grounds for appeal and of the concept of 'a decision outside of regulations' is unclear and that the appeals regulations in HE16 are inordinately complex. It was suggested that the four grounds be condensed down to two; maladministration and extenuating circumstances as these are the two grounds recommended by the Office of the Independent Adjudicator and adopted generally across the HE sector.</p> <p>It was also noted that the guidance in HE16 be simplified and brought into line with practice elsewhere in the sector and that the main body of Regulations provide a more detailed and definitive statement of appellants' rights and of the process that they must follow, and that this be written in accessible language.</p> <p>The Corporation accepted the recommendations and approved the policy subject to these amendments.</p> <p>Resolved: The HE Academic Regulations were APPROVED with the suggested amendments.</p>

101	<p>Safeguarding Policy</p> <p>The Principal presented the Safeguarding policy, however noted that further strengthening of the policy in relation to filtering and monitoring was required. It was confirmed that the policy is compliant, however that further additions would be included and would be re-presented for Corporation approval at the next meeting.</p> <p>Resolved: The Safeguarding Policy was APPROVED.</p>
CLOSING ITEMS	
102	<p>Any other business</p> <p>None.</p>
103	<p>Date and Time of Next Meeting</p> <p>26th September 2023</p>

Approved by the Corporation at the meeting held on 26th September 2023. A