

PUBLIC MINUTES OF CORPORATION MEETING
HELD ON 26th SEPTEMBER 2023
(Combination of In-Person and On-line Attendance)



	Matthew Blowman Ally Brooks Matt Child Joane Gibbons Debra Gray Joey Greenwood David Flatters Rob Lawson Joanne Masterson Colin Raban	Staff Governor External Governor External Governor External Governor Principal/CEO External Governor External Governor External Governor (Chair) External Governor External Governor
IN ATTENDANCE:	Nicola Dimond Lynette Leith Ranjit Singh Gino Tommasi Catherine Sykes Kyllie Booker	VP HR “VPHR” VP Curriculum “VPC” VP Quality and Learner Experience “VPQ” VP Finance & Corporate Services “VPF&CS” Director of Governance Exec Director MIS
Min. No.		
APPOINTMENT OF CHAIR AND VICE CHAIR		
C24.1	<i>Ahead of this item, Rob Lawson left the meeting.</i> The Director of Governance noted that when Rob Lawson was appointed as Chair, this had only been done for a one-year term, however that the recruitment had been specifically targeted as Chair. There were no further nominations to the role of chair, and members unanimously approved the appointment of Rob Lawson as Chair until the end of his term of office. Minute 20 refers. Resolved: Rob Lawson was appointed as Chair of the Corporation for the remainder of his term of office until September 2025. <i>At this point Rob Lawson re-joined the meeting and Ally Brooks and Joey Greenwood left the meeting.</i>	
C24.2	There were two nominations for the role of Vice-Chair(s), Corporation members unanimously concluded that Ally and Joey be reappointed and thanked them for their ongoing support and commitment to the role. Resolved: Ally Brooks and Joey Greenwood were appointed as Vice-Chairs of the Corporation to the end of their appointed terms of office, minute 20 refers. <i>At this point Ally Brooks and Joey Greenwood re-joined the meeting.</i>	
OPENING ITEMS		
<i>Ahead of the meeting, Governors received a tour of Hull College’s Campus follow the summer transformation works. The Chair welcomed Matthew Blowman to the meeting as the newly appointed Staff Governor.</i>		
C24.3	Apologies for Absence Apologies for absence were received from external member Tom Dannatt.	
C24.4	Declarations Of Interest None	

C24.5	<p>Minutes of the Meeting held 11th July 2023.</p> <p>Resolved - The minutes of the meeting held on 11th July 2023 were approved as a correct record.</p>
C24.6	<p>Matters Arising</p> <p>The Director of Governance provided a verbal update to the action list, noting that many of the actions are completed, included in the agenda for the current meeting or remain ongoing.</p> <p>No queries were raised in relation to the matters arising and no further matters were raised.</p>
MIS UPDATE	
C24.7	<p>MIS Update</p> <p>The Executive Director of MIS presented to Corporation the updates within the MIS (Management Information Systems) department. She noted progress made and highlighted the challenges and issues as well as the strengths and improvements already completed, including noting the development of an action plan to further departmental improvement. Following the presentation, members were offered the opportunity to ask questions.</p> <p>This matter is the subject of a separate and confidential minute.</p> <p><i>At this point, the Executive Director of MIS left the meeting.</i></p>
SAFEGUARDING & PREVENT	
C24.8	<p>Safeguarding Report 2022-23</p> <p>The VPQ noted the report which was taken as read. He noted that training for internal and external colleagues on safeguarding in improved and that the Safeguarding Policy has been updated in line with the changes to the Keeping Children Safe in Education (KCSiE) September 2023 (minute 9 refers) and a new head of safeguarding had been appointed within the learner services department.</p> <p>Members considered the improved student voice and higher engagement from learners with surveys and satisfaction levels, which was reassuring. In response to a member's question, it was confirmed that the increases in some specific areas was in relation to having small cohorts, and how figures could be quickly distorted. It was confirmed that recording is much better than in previous years, in addition the number of referrals nationally are increasing as is instances of poor mental health which has increased significantly since the Covid-19 pandemic and national lockdowns.</p> <p>In response to a member's question relating to skills for living learners reporting a lower result on feeling safe, it was considered how the College plans to address how the surveys are administered to learners to differentiate language and the level of the survey, to ensure all learners understand.</p> <p>Members noted how Prevent was mentioned in the report, but not in detail. It was confirmed that that prevent strategy will be presented to Governors for approval at the next meeting.</p> <p>In response to a member's question relating to an allegation, it was confirmed that whilst the College was not required to report the outcome of the investigation to DBS, the College chose within its due diligence and moral duty to protect all learners and young people.</p>
C24.9	<p>Safeguarding Policy</p> <p>The VPQ presented the Safeguarding Policy for approval. It was confirmed that whilst the Corporation had approved the policy in July, that since then updates had been included from the September KCSiE 2023 update, and the policy had been updated to reflect these changes as detailed in the accompanying paper. There were no questions or comments from members on the policy.</p> <p>Resolved: The Safeguarding policy was APPROVED.</p>

PRINCIPAL'S REPORT	
C24.10	<p>Principal's Update, including progress against the Operational Plan and KPI's for 2023/24</p> <p>This matter is the subject of a separate and confidential minute.</p> <p><i>At this point Joanne Gibbons left the meeting.</i></p>
FINANCE UPDATE	
C24.11	<p>FY23 Financial Outturn Report</p> <p>This matter is the subject of a separate and confidential minute.</p>
C24.12	<p>Cash Financial Forecasting Report (CFFR) as submitted 31st July.</p> <p>The VPF&CS presented the papers on the Cash Financial Forecasting Report (CFFR) for information. He noted that due to the College's ongoing intervention and requirements for regular reporting, the return had been included by the 31st July deadline.</p> <p>It was confirmed that there was one difference to the CFFR to the current cashflow, in that an audit liability has been included in the cashflow, but not in the accounts. It was confirmed that this had been confirmed with the ESFA.</p>
AUDIT COMMITTEE	
C24.13	<p>Draft minutes of the Audit Committee – 22nd August 2023</p> <p>This matter is the subject of a separate and confidential minute.</p>
C24.14	<p>Internal Audit Annual Final Report 2022-23</p> <p>The Chair of the Committee presented the Internal Audit Final Report which provides an overall assurance for 2022-23, with an assurance level of Good.</p> <p>The Chair concluded that this was the final report from the internal Audit firm Audit One, as a new internal audit firm starts their contract for 2023-24.</p> <p>Resolved: The Internal Audit Annual Final Report 2022-23 was APPROVED.</p>
C24.15	<p>ESFA Funding Audit</p> <p>This matter is the subject of a separate and confidential minute.</p>
SKILLS ADVISORY BOARD AND ACCOUNTABILITY AGREEMENT	
C24.16	<p>Verbal update of the Skills Advisory Board meeting held on 12th September.</p> <p>The Chair of the Committee presented a verbal update on the meeting held on 12th September 2023. She confirmed that the group is advisory only and not a formal committee and that attendance was selected by the College executive at an appropriate level with support from the Link Governor for Skills. It was confirmed that the College has multiple other boards at curriculum level also, however this link is the strategic partner.</p> <p>It was confirmed that this meeting has been an introductory session which set the scene for the College in terms of the delivery of the curriculum with the skills needs of the local area. It was noted that going forward the committee will take the form of 'you said, we did' and members will be updated on other developments also.</p> <p>Members concurred that the advisory panel was an excellent initiative which would gather ideas and feedback from key stakeholders, aligned providing continuing engagement with businesses.</p>

C24.17	<p>Accountability Agreement Action Plan</p> <p>The VPC presented that accountability agreement monitoring plan, as a useful report to the Corporation on the ongoing progress of each of the actions identified within the accountability agreement. It was confirmed that a RAG rating had been applied to support the ongoing monitoring of the actions agreed.</p> <p>Members noted how this was a useful document which would ensure ongoing oversight, however accepted that this will evolve. The College cannot be static and new risks and opportunities will emerge which will be captured, assessed, and monitored as part of the action plan.</p>
GOVERNANCE	
C24.18	<p>Appointment of Members of the Corporation</p> <p>The Chair presented the proposal for the appointment of four new external governors following a period of recruitment. It was noted that due to a number of resignations that skills to support the membership of the Corporation had been completed and he gave a brief pen portrait on each recommended member. Members resolved to appoint John Cook, Barbara Howell and Paula Goldthorpe and Nick Snaith as external members of the Corporation.</p> <p>The Director of Governance informed the Corporation at due to professional commitments; Tom Dannatt had communicated his wish to resign from his role of external Governor. It was however noted that Tom would be willing to continue to support the Finance and Resources committee. It was recommended that Tom be appointed as a Co-Opted members of the Corporation for a period of 1 year. It was confirmed that within this role, Tom would continue to chair the committee.</p> <p>Members noted the skills and support in terms of finance that Tom offered and that to keep him as a member of the committee was of benefit to the College and Corporation.</p> <p>Resolved: The appointment of John Cook, Barbara Howell, Paula Goldthorpe and Nick Snaith as external members of the Corporation for a period of three years was APPROVED. The appointment of Tom Dannatt as a co-opted members of the Finance & Resources Committee for a period of one year was APPROVED.</p>
C24.19	<p>Committee Memberships</p> <p>The Director of Governance presented the proposals for the changes to the committee memberships for 2023-24. It was confirmed that minor changes had been proposed to ensure balance, support quoracy and ensure that the skills and experience of members enabled the committees to fulfil their terms of reference.</p> <p>In response to a member's question on staff governors, it was considered that the appointment of an academic staff members had been unsuccessful. It was confirmed how, with the number of new governors, that the Governance, Search & Remuneration committee would be tasked with reviewing the current membership of Corporation with consideration of Equality, Diversity and Inclusion metrics, to ensure the board was reflective of the communities served.</p> <p style="text-align: right;">Action: GS&R Committee</p> <p>Resolved: The proposed Committee Memberships for 2023-24 were APPROVED.</p>
C24.20	<p>Standing Orders</p> <p>The Director of Governance noted the proposed changes to the Standing Orders, with slight amendments noted:</p> <p>Page 4 – “Clerk” also to be known as ‘Director of Governance’ as this is directly related to the job title of the current post holder.</p> <p>Page 4-5 – amendments to the appointment of the Chair and Vice – Chair of the Corporation. This change is to offer flexibility to the Corporation in appoint the Chair and Vice-Chair(s) of the Corporation. The Corporation's previous policy was to appoint the Chair and the Vice-Chair of the Corporation on an annual</p>

	<p>basis. It is suggested that the Standing Orders should offer flexibility to the Corporation when appointing the Chair / Vice-Chairs, with appointments aligned to that individual appointed term as a member of the Corporation (e.g. a maximum of 4 years) and not exceeding the normal limit of eight or nine years (Standing Order 9).</p> <p>Members agreed the proposal, noting a rational approach to Chair and Vice-Chair appointments.</p> <p>Resolved: The amendments to the Standing Orders were APPROVED.</p>
C24.21	<p>External Board Review</p> <p>The Chair of Corporation declared an interested in the item and did not engage in the decision process for the External Board Review recommendation.</p> <p>The Director of Governance presented the proposal for an external board review. It was noted that whilst Hull College has had several external views through the intervention process, that it would be beneficial to the Corporation to conduct a review to gather assurance on its new Governance arrangements.</p> <p>It was noted that quotes and scopes for an external board review had been explored, and that the AoC was recommended as a competitive and thorough service, which offers a choice of reviewers and post review validation. It was noted that Elton D'Souza had been identified as an experienced chair in the sector and was available to undertake the review.</p> <p>Members requested feedback from the Chair of the Corporation from a testimony point of view. He confirmed that as he conducts external board reviews on behalf of the AoC and an as independent reviewer, the AoC support with logistical and administrative tasks and offer contingency in terms of the reviewer 'pool'. It was also confirmed that all reviews are moderated.</p> <p>Members, excluding the Chair of Corporation, agreed that the AoC External Board Review service offered value for money, experience in delivery and a thorough offer.</p> <p>Resolved: The recommendation to appoint Elton D'Souza via the AoC to undertake the external board review for Hull College Corporation in Spring Term 2024 was APPROVED.</p>
C24.22	<p>Corporation Annual Review 2022-23 and Governance KPI's.</p> <p>The Director of Governance presented the report as a comprehensive review and log of the work undertaken by the Corporation and its committees in 2022-23.</p> <p>It was suggested that to further develop the Corporations work and focus that measurable KPI's should be implement and a Governance Enhancement Plan developed to monitor progress against the KPI's. This would be monitored by the Governance, Search & Remuneration Committee at each of its meetings.</p> <p>Resolved: The Corporation Annual Review 2022-23 and Governance KPI's were APPROVED.</p>
C24.23	<p>Corporation Self-Assessment Report 2022-23</p> <p>The Director of Governance noted the requirement for all FE Corporation to complete a Self-Assessment of their overall performance. It was confirmed that the External Board Review approved for the next term (minute 21 refers) would use the self-assessment report as baseline for its scope. The document would also feed into the Leadership and Governance of the College Self-Assessment Report (SAR).</p> <p>In response to members question, it was confirmed that the questions were mapped against the AoC Code of Good Governance, and would help inform Corporation of any areas of weakness. Members considered how some of the questions from the individual Governor feedback would be reflective of the individual's</p>

	<p>perception of the question. Members considered how for future questionnaires, that evidence metrics are applied to encourage Governors to explain their feedback, rather than use an agree / disagree rating.</p> <p>Members considered the areas as covered and reflected that whilst most of the feedback was positive, that Equality, Diversity and Inclusion and Sustainability was something that required further focus from a strategic perspective. The executive confirmed that this had been identified at a College level and was a target priority for 2023-24 as documented in the Operational Plan, of which progress against KPI's are reported at each Corporation meeting.</p> <p>Resolved: The Corporation Self-Assessment Report was APPROVED.</p>
POLICIES & REPORTS	
C24.24	<p>Single Equality Scheme</p> <p>The Principal presented the Single Equality Scheme as a new requirement as a result of reclassification to the public sector (November 2022). It was confirmed that whilst this was compliant with the law, the College would further develop this policy and would re-present to the Corporation once further established within the organisation.</p> <p>Resolved: The Single Equality Scheme was APPROVED.</p>
C24.25	<p>Health & Safety Policy</p> <p>The VPHR presented the Health, Safety and Welfare Policy. It was noted the following a complete and comprehensive review in 2022, there were no changes to suggest for this year. There were no questions or issues raise on the policy.</p> <p>Resolved: The Health & Safety Policy was APPROVED.</p>
C24.26	<p>Learner Engagement Strategy</p> <p>The Principal presented the new Learner Engagement Strategy. It was confirmed that this replaces the Student Union (as per the dissolution of the Union from 31st July 2023 – approved by Governors in May 2022) and incorporated new and inclusive methods of engaging learners across the provision types.</p> <p>It was highlighted that the key priorities were ensuring that students were involved in College life, were able to effectively engage and contribute to decision making discussion. Members noted the need for Student feedback and opportunity for engaging in decision making where possible and welcomed the new approach through the strategy.</p> <p>Resolved: The Learner Engagement Strategy was APPROVED.</p>
C24.27	<p>Gender Pay Gap Report</p> <p>The VPHR presented the Gender Pay Gap report as an annual statutory report. Governors raised no questions on the report.</p> <p>Resolved: The Gender Pay Gap Report was APPROVED.</p>
LINK GOVERNOR REPORTS	
C24.28	<p>Matt Child – Skills.</p> <p>The Link Governor for Skills presented his report to members on several link visits. He confirmed to the board how the College matches the curriculum to the skills of the local area, firstly as a legal obligation, but also as a licence to provide education. He noted that he had spent time with the VPC to understand the LSIP in terms of the delivery and recommendations and meeting the skills gap. He was pleased to conclude that the curriculum offered is adapted and fits to the published LSIP report.</p>

	<p>The Link Governor highlighted to governors the College's journey to outstanding and how the judgement on the contribution to local skills needs was a significant part of the inspection focus and would be led by the VPC. It was confirmed that the new Skills Advisory Board that he had supported with was to support the College and the local employers to understand each other's needs and wants and to collaborate and align provision to need.</p> <p>In response to a members question, it was confirmed that the employer engagement had been engaging and positive, however the conversation to continue.</p>
C24.29	<p>Joanne Gibbons – Apprenticeships</p> <p>In the absence of the link Governor for Apprenticeships, the Chair took the report as read but noted feedback to the board. It was highlighted that some of the identified areas in terms of Curriculum are often reviewed via the standards committee. It was noted how all Governors may benefit from understanding business development and use of labour market intelligence (LMI) to identify and influence curriculum design. It was noted that an upcoming Curriculum planning event was scheduled and that all governors would be invited to attend.</p> <p style="text-align: right;">Action: Dir of Gov</p> <p>In response to a member's question, it was confirmed that whilst the College is considering the degree apprenticeships, and is included in the HE strategy the college needed to build upon its FD provision first, aligned to the quality assurance of OfS to Ofsted. It was noted how many universities now vacating the market, with the exception of health and public related areas, much due to the changes to the inspection E.g. Ofsted.</p>
CLOSING ITEMS	
C24.30	<p>Any other business</p> <p>None.</p>
C24.31	<p>Date and Time of Next Meeting</p> <p>12th December 2023, to include Christmas Meal.</p>

Approved by the Corporation at the meeting held on 12th December 2023