



**Minutes from the meeting of The Corporation
on the 9th July 2024**

Present:

Diana Bird (DBi)-Principal
 Peter Whittle (PW) - Chair
 Paul Goodridge (PG) - Vice Chair
 Kerry Robinson (KR)
 Nigel Hainsworth (NH)
 Phil Hunter (PH)
 Rachel Hoyland (RH)
 Sanjoy Kundu (SK)
 Ranjit Arora (RA)
 Steph Tinsley (ST)

In Attendance:

Danielle Carter (DC)- Director of Governance
 John Flaherty (JF) - Vice Principal Finance and Planning
 Greg O'Shea (GOS) - Vice Principal Curriculum
 Shoeb Hussain (SH) - Head of Student Services

Apologies:

David Butcher (DBu)
 Joanne Beaumont (JB)
 Grace Jeffrey (GJ)
 Catherine O'Conner (CO)
 Qasim Naqvi (QN)
 Stephanie Cowling (SC)

Presenters:

Basharat Hussain (BH)- Director of Registry and MIS

		Action
1	<p>Welcome, Apologies of absence, Disclosure of financial and/or personal interest Apologies were received from CO, DBu, GJ, QN, JB, and SC. There were no disclosures of interests.</p>	
1a	<p>Staff Presentation from Basharat Hussain - Governor dashboard BH gave a demonstration of the dashboard explaining key features for reporting against KPIs including attendance, retention and achievement across different learner types and explained what further work was underway to develop the dashboard further. Governors requested and were given confirmation of how they would access the dashboard. Members discussed the types of data that is available to them through the dashboard and clarification was provided regarding terminology used. <i>BH left the meeting at 6.30pm</i></p>	
2	<p>To agree agenda and order of business as circulated It was agreed item 14 to be taken after 4.</p>	
3	<p>To approve the minutes of the meetings held on 19 March 2024 The minutes were approved as a true and accurate record of the meeting by those in attendance.</p>	

4	<p>Matters arising None <i>SH joined the meeting at 6.30pm</i></p>	
14	<p>To receive the Annual Report on Safeguarding SD provided an update on oversight of Safeguarding at SLT and Governor levels. SD reported on the outcome from the recent Safeguarding Audit which was a comprehensive audit of Safeguarding practices including HR - this was very positive with no recommendations. Governors and staff congratulated SD and the HR team on the outcome of the audit. <i>SD left the meeting at 6.39pm</i></p>	
5	<p>Chair's Update PW gave a verbal update on the term. It was noted the agenda has been changed to group themes together and feedback on this following the meeting would be appreciated. PW thanked all members for their commitment and contributions this year.</p>	
6	<p>Principal's Report: DBi provided an update on sector news following the election and change to Government with an overview of the relevant aspects of the Labour manifesto. DBi provided an update from the staff end of year celebrations and staff awards. a. Principal's Update on College News The amazing successes at the CTE awards were noted by Governors - students, staff and employers. Action: <i>It was requested course titles were used rather than course codes in the report.</i> b. To note the approval of the Accountability Statement This was approved in June by Governors via email following discussions in the May Development session. c. To monitor the Corporation's Key Performance Indicators DBi reported the KPI's and current position, it was noted that the enrolment period for 24/25 was moving earlier to the 22.08.24. Main topics for conversation included AEB contract and attendance. d. To Consider the Termly Finance Report The current financial position and plans for 24/25 were discussed. Governors discussed the impact of the financial score. e. Ofsted Update from Governor Working Party ST reported on her work with SLT on the post Ofsted action plan which includes the monitoring and impact. All areas have made progress, with significant progress on placements. DC asked for governors views on how to manage oversight of the work around Ofsted feedback and confirmed they were happy for ST to continue her involvement through her link governor role. It was noted other governors are very welcome to support and attend the action plan meetings.</p>	DBi
7	<p>Student Council: To receive a copy of the notes on 15 May 2024 It was noted this was a really well attended committee with high levels of student engagement - lots of positive ideas coming from the council and healthy discussion on current issues.</p>	
8	<p>Audit: To consider any recommendations arising from the meeting held on 25 June 2024 NH reported the recommendations:</p>	

	<ul style="list-style-type: none"> Members content for the engagement letters to be signed and recommend to Corporation for signing. <ul style="list-style-type: none"> a)Engagement Letter - Regularity b) Engagement Letter - External Audit Members approve the Terms of Reference and recommend to the Corporation. Governors approve the Supply Chain Fees and Subcontracting policy and the Whistleblowing policy following an amendment and recommend to the Corporation. <p>Governors approve the recommendations from the Audit Committee.</p>	
9	<p>Finance & Resources: To consider any recommendations arising from the meeting held on 2 July 2024</p> <p>PW reported the recommendations:</p> <ul style="list-style-type: none"> It was agreed the TF update would go to F&R initially but once the full contract was available it would be a Corporation Board decision. Governors requested a guidance document to support this. Recommend the pay rise assumption Recommend that the Financial forecasts are proposed to the Corporation for agreement. Recommend to the Corporation that final forecasts including cash flows and completed CFFR submission is delegated to SLT to approve before submission at the end of July in line with the guidance provided by F&R Governors approve the lettings charges for 2024/25 Governors agree the below policies and recommend to the Corporation. <ul style="list-style-type: none"> a)Receipt of Gifts and Hospitality Policy b) The learner financial support policy <p>DBi gave an update on TF.</p> <p>Governors approve the recommendations.</p>	
10	<p>To consider for approval:</p> <ul style="list-style-type: none"> a) The 2024/25 budget b) The draft commentary to the ESFA return July 2024 c) The 3 year Financial Forecast report and Return data <p>JF explained the income savings target, the pay rise assumption and the summary on the three year plan.</p> <p>Governors approve the budget for 24/25.</p> <p>Governors approve the commentary to the CFFR return and delegate the responsibility to SLT following any final changes in the format.</p>	
11	<p>To consider the Annual Report on Risk Management & Corporate Governance arrangements</p> <p>The summary is included for the four main risks which were discussed last meeting and the two changes which are fairly minor. Discussions took place around the two items that have changed and reasoning behind this.</p>	
12	<p>Curriculum & Quality: To consider any recommendations arising from the meeting held on 18 June 2024</p> <p>RA reported the recommendations:</p>	

	<ul style="list-style-type: none"> • It was agreed the Ofsted governors group would be discussed further at the Corporation meeting to get the opinions of all Governors and formalise the process - <i>discussed and agreed under 6e.</i> • Governors agreed the policies and recommended to Corporation: <ul style="list-style-type: none"> a) the Equality, Diversity and Inclusion Policy b) Staff Appraisal Policy & Procedure c) Staff Development Policy & Procedure d) Positive Behaviour Policy and Student Disciplinary Procedure e) Staff Disciplinary Policy <p>A question was asked around the appraisals and why the policy states these may be only every two years for PTL staff. It was confirmed some Part Time Lecturers work a short course or a few hours a week so annual can be challenging but there is an option to do these annually if considered appropriate.</p> <p>Governors approve the recommendations.</p>	
13	<p>To monitor:</p> <p>a) the Quality Improvement Plan and;</p> <p>GO reported to the executive summary included for Governors. Reported significant increase on number of external work placements.</p> <p>A Governor asked for clarification around the terminology of a "high quality placement".</p> <p>b) the Development Plan</p> <p>College staff and students are being recognised at external awards; at the Bradford District Awards Shipley won the Digital Student of the Year, and Health Student of the Year. Also won two Essential Skills of the Year awards.</p> <p>Last year's educator of the year Rachel Hoyland handed over the baton to the winner and the college had three finalists in this category. Also won employer of the year for the NHS.</p> <p>The theme of the year, linked to Bradford 2025 City of Culture, was discussed and agreed. It was confirmed that the Business Development Team are working with the Bradford 2025 leads.</p>	
15	<p>Search Committee: To consider any recommendations arising from the meeting held on 11 June 2024</p> <p>KR reported the recommendations:</p> <ul style="list-style-type: none"> • The Diversity statement was updated and agreed • The skills threshold of each committee was agreed • The attendance target was set at 80% of each individual member's commitment. • The Governance action plan was set following the recommendations from the External Review 2024. • It was agreed the committee name would be changed to Governance and Search Committee due to the work the committee carries out. <p>A discussion took place around the attendance target and how this was decided.</p> <p>Governors approve the recommendations.</p>	

	The Search Committee interviewed Paul Riley and recommended the appointment to Corporation. The board approved the appointment and endorsed PR as a Governor.	
16	<p>Governance Matters</p> <p>a) To consider the 2023 and 2024 review of the Code of Good Governance for compliance for reporting in the end of year accounts</p> <p>DC explained the reasoning behind reporting to two COGG this academic year.</p> <p>b) Mandatory Training Reminders</p> <p>A reminder to complete all training and ensure HR are informed to update the log.</p> <p>c) To consider a timetable of meetings & main agenda items to December 2025</p> <p>The meeting dates were agreed.</p>	
17	<p>To consider for approval the Health and Safety Policy</p> <p>Governors approve the Health and Safety Policy</p> <p><i>NH left the meeting at 8.03pm</i></p>	
18	<p>Any Other Business</p> <p>DC advised annual reports would be sent next week for completion over the Summer.</p>	
	<p>Proposed Dates of Corporation Meetings scheduled to December 2024:</p> <ul style="list-style-type: none"> • 3rd of October - daytime (Away Day for the Strategic Plan) • 10 December 2024 	

Meeting closed 8.05pm

Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
090724 item 3	The minutes from the 19th of March meeting were approved as a true and accurate record of the meeting by those in attendance.	
090724 item 6a	<i>It was requested course titles were used rather than course codes in the Principal's report on College News.</i>	DBi
090724 item 6b	The Accountability Statement was approved via email in June by Governors following discussions in the May Development session.	
090724 item 6e	Members agreed the Ofsted Action Plan governor support should be a link governor role and ST will continue to do this.	
090724 item 8	Governors approve the recommendations from the Audit Committee.	
090724 item 9	Governors approve the recommendations from the F&R Committee.	
090724 item 10	Governors approve the budget for 24/25.	

	Governors approve the commentary to the CFFR return and delegate the responsibility to SLT following any final changes in the format.	
090724 item 12	Governors approve the recommendations from the C&Q Committee.	
090724 item 15	Governors approve the recommendations from the Search Committee. The board approved the appointment and endorsed PR as a Governor.	
090724 item 16	The meeting dates were agreed for 24/25.	
090724 item 17	Governors approve the Health and Safety Policy.	