


Draft minutes prepared on 11 October 2016 from contemporaneous notes  
Draft minutes approved by the Chair via email on 11 October 2016

Approved by the Corporation:

  
Signed by the Chair

20/10/16  
Date

## Bradford College

### MINUTES OF THE MEETING OF THE CORPORATION HELD: Monday 26 September 2016

#### Present:

<b>Richard Wightman (Chair)</b>	Governor
<b>Mazn Amhamed</b>	Governor (Student)
<b>Paul Ashton</b>	Governor
<b>Eve Gregory</b>	Governor
<b>Robert Holden</b>	Governor (Staff)
<b>Nasreen Karim</b>	Governor
<b>Dave Mann</b>	Governor
<b>Cath Orange</b>	Governor
<b>Debbie Rolls</b>	Governor (Staff)
<b>Ramindar Singh</b>	Governor
<b>Cllr Dale Smith</b>	Governor
<b>Andy Welsh</b>	Governor (Executive)

The quorum was six Governors

#### In Attendance:

<b>Joanna Green</b>	Clerk to the Corporation ("Clerk")
<b>David Hambleton</b>	Director of Finance and Corporate Services ("DFCS")
<b>David Harwood</b>	Principal
<b>Liz Knowles</b>	Assistant Clerk
<b>Linda McKeon</b>	Teaching & Learning Development Team Leader ("LM") (from 1620)
<b>Gareth Osborne</b>	Group Chief Operating Officer ("GCOO") (to 1900)
<b>Richard Thomas</b>	Provost

The meeting was held in the Bradford College Boardroom from 1600 until 1925. It was chaired by Richard Wightman as Chair Elect.

*L/R Denotes the time any Governor left/rejoined the meeting. A record identifying the individual concerned is held separately and is available on request.*

#### 0. Preliminaries

- 0.1 The Clerk advised that a quorum was present. The Chair opened the meeting.
- 0.2 It was **NOTED** that the Register of Governor Attendance had been circulated but was not for discussion.

#### 1. Introductions, Apologies for Absence and Disclosures of Interest

##### 1.1 Introductions

None.

1.2 **Apologies for Absence**

Apologies were received from Terry Davis and Karl Oxford due to work.

1.3 **Disclosures of Interest**

The Chair and the Vice Chair declared an interest in Agenda Item 4, as did Andy Welsh, the Group Chief Executive Officer ("GCEO"). It was **NOTED** that everyone present has an interest in Agenda Item 6. The Chair reminded Governors to declare other conflicts of interest as and when they arise.

**2. Minutes of the meeting of 8 September 2016**

2.1 The Clerk said as she had prioritised the draft self-assessment report and governance quality improvement plan, the 8 September minutes are incomplete.

**RESOLVED:**

- i. ***To receive the minutes of 8 September at the ordinary meeting on 20 October.***

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20.10.16

**3. Matters Arising**

3.1 It was **AGREED** that the matters arising report would be discussed and received at the next ordinary meeting.

**RESOLVED:**

- ii. ***To discuss the items on the Matters Arising Report (Item 3, 26.09.16) at the ordinary meeting on 20 October 2016.***

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**4. Appointments to Bradford College Education Trust Governance Positions**

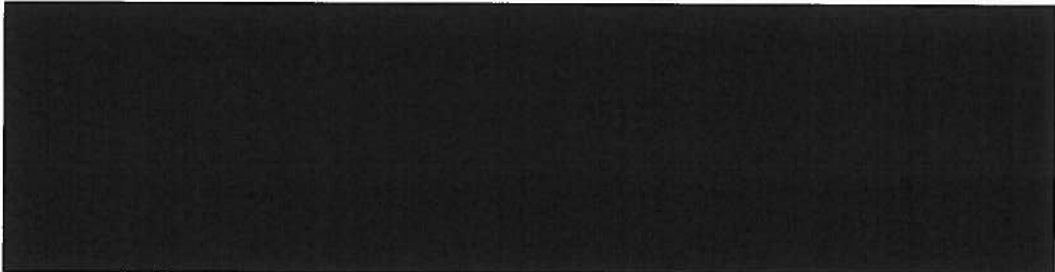
4.1 The Clerk reminded Governors that a responsibility of the Corporation as Sponsor of the Bradford College Education Trust ("BCET") is to appoint or re-appoint the Chairman and Vice-Chairman of BCET's board of trustees, as well as each Academy's local governing body Chairman in September each year.

4.2 The Corporation **NOTED** that it appointed David Harwood, the Principal, as Chairman of the Appleton Academy local governing body on 24 May 2016 and **INDICATED** that it wished that appointment to continue.

4.3



4.4



[REDACTED]<sup>1</sup>

- 4.5 Governors **AGREED** that the Chair, being proposed for reappointment as Chairman of the BCET board of trustees, should be asked to leave the meeting while the question of his reappointment is decided.
- 4.6 Governors further **AGREED** that all non-Governors, with the exception of the Clerk and the Assistant Clerk, should be asked to leave the meeting for the duration of the discussion.
- 4.7 Independent Governor Dale Smith offered to chair the meeting for the additional item of business and this was **AGREED**.

**RESOLVED:**

**i.** [REDACTED]<sup>2</sup>

- ii. In accordance with clause 9.1 of the Instrument of Government, to require that the Corporation Chair and Vice Chair leave the meeting for the duration of the additional item of business.**
- iii. In accordance with clause 11.2(m) of the Instrument of Government, to require that all non-Governors, with the exception of the Clerk and the Assistant Clerk, leave the meeting for the duration of the additional item of business.**
- iv. That Independent Governor Dale Smith shall act as Chair for the additional item of business.**

**L 1610 Richard Wightman, Eve Gregory, David Hambleton, David Harwood, Gareth Osborne and Richard Thomas left the meeting.**

4.2 [REDACTED]

4.3 [REDACTED]

4.4 [REDACTED]<sup>2</sup>

<sup>1</sup> Information exempt from disclosure by s43(2) Freedom of Information Act 2000 as disclosure at the present time would, or would be likely to, prejudice the commercial interests of any person.

<sup>2</sup> Information exempt from disclosure by s43(2) Freedom of Information Act 2000 as disclosure at the present time would, or would be likely to, prejudice the commercial interests of any person.

4.5

[REDACTED]

4.6

Governors discussed the risks created by appointing the same individuals to the offices of chair and vice chair of both the Corporation and the board of trustees of its sponsored academy trust, in terms of diversity of input and conflicts of interest and, in particular, overburdening of individual volunteers. They **IDENTIFIED** that there is currently no capacity among the rest of the Corporation's membership to take on additional work of such magnitude; therefore they would need to look outside the Corporation to control for those risks by making new appointments.

4.6

[REDACTED]

4.7

[REDACTED]

**RESOLVED:**

**i.**

[REDACTED]

Clerk

- ii. To reappoint Richard Wightman as Chairman of the Bradford College Education Trust board of trustees for a further term of office with immediate effect;**
- iii. To reappoint David Harwood as the Chairman of the Appleton Academy local governing body with immediate effect;**
- iv. If it is necessary for the Corporation to do so, to reappoint Andy Welsh as the Chairman of the Interim Executive Board of Samuel Lister Academy.**
- v. To instruct the Clerk to notify the Bradford College Education Trust of the re-appointments.**

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**R 1620 Richard Wightman, Eve Gregory, David Hambleton, David Harwood, Gareth Osborne and Richard Thomas rejoined the meeting. Linda McKeon joined the meeting.**

<sup>3</sup> Information exempt from disclosure by s43(2) Freedom of Information Act 2000 as disclosure at the present time would, or would be likely to, prejudice the commercial interests of any person.

<sup>4</sup> Information exempt from disclosure by s43(2) Freedom of Information Act 2000 as disclosure at the present time would, or would be likely to, prejudice the commercial interests of any person.

- 4.5 Dale Smith reported the outcomes of the closed discussions to the meeting.

L 1625

**5. Learning Excellence Strategy Presentation**

- 5.1 David Harwood, the Principal, then introduced Linda McKeon, Teaching and Learning Development Team Leader ("LM") who was attending the meeting to present to Governors the Learning Excellence and Teaching, Learning and Assessment Strategy. Governors viewed a video presentation and received a copy of the Learning Excellence pack given to all teaching staff.

R 1630

- 5.2 Governors asked management to elaborate on how impact will be measured and how they will know what difference the initiative has made to learners. Also whether targets being set for the academic staff involved relate to the overall targets set by the Corporation.
- 5.3 The Principal said the FE data dashboard is a key source of information for managers setting targets, with the aimed at impact being quantified improvements in student satisfaction, attendance and retention. He clarified that departments and courses have targets derived from the high level targets but not all members of staff do.
- 5.4 In response to a question, the Principal explained that staff participation in the initiative is optional, except where there are capability concerns. However, he said, where Departmental and Programme Area targets are not met, managers will be challenged on how many staff have engaged.
- 5.5 A Governor asked how senior management would know if the students of a particular staff member or in a particular part of the College were not doing well, for example in terms of attendance; and what would be done about it. The Principal replied that programme area leaders would be expected to address any such concerns through the appraisal and performance management processes and to report them as necessary.

L 1700

- 5.6 A Governor asked whether there were any examples of good practice to share in terms of the involvement of Higher Education ("HE") staff in the development and delivery of the Learning Excellence Strategy. LM replied that some HE staff were involved in the development of the initiative, for example the person responsible for CPD and development for Higher Education. She said the link to HE is developing and will develop further as the Teaching Excellence Framework comes on board.

R 1705

- 5.7 A Governor asked whether there was any risk that the Learning Excellence Strategy could actually limit innovation. LM assured Governors that the ambition is to be cutting edge and that the framework positively encourages innovative development.
- 5.8 Governors thanked LM for her presentation and said they looked forward to seeing the evidence of the impact the initiative has made in twelve months' time.

Clerk

1720 Linda McKeon left the meeting

**6. A SEPARATE CONFIDENTIAL MINUTE WAS TAKEN FOR THIS ITEM.**

**7. Governance Self-Assessment Report and Quality Improvement Plan**

- 7.1 In view of the lateness of the hour and the time required to fully debate and complete the Governors' Self-Assessment Report and Quality Improvement Plan, it was **AGREED** to defer this Item to the next meeting.

**RESOLVED:**

- i. To defer discussion and completion of the Self-Assessment Report and Quality Improvement Plan and receipt of the reports to the next meeting.* Agenda, 20.10.16

**8. Dates of Meetings 2016**

Thursday 20 October, 2016 1300 – 1800  
Thursday 17 November, 2016 1600 – 1900

**9. Other Business and Close**

- 9.1 The Clerk circulated a meeting evaluation form, requesting Governors complete and return it.
- 9.2 There being no further business, the meeting closed at 1925.