

**MINUTES OF THE MEETING OF THE CORPORATION MEETING  
HELD: Thursday 13 July at 16:00 hours in 4F07 DHB Boardroom**

<b>Present:</b>	<b>In Attendance:</b>
Cath Orange (Chair)	Sarah Cooper (Director of People Services)
Paul Birtles (Vice Chair)	Alina Khan (Vice Principal Equality, Diversity, Inclusion & Student Experience)
Billy Khokhar	Chris Malish (Vice Principal Finance & Corporate Services) (Via MS Teams- items 6 &10)
Chris Webb (CEO)	Asa Gordon (Vice Principal Curriculum) (Via MS Teams)
Emmanuel Osei Boateng (Via MS Teams)	Sarah Applewhite (Vice Principal Quality Teaching & Learning)
Lendy Ho (Via MS Teams)	Marc Gillham (Chief Information Officer)
Tiffany Lythgow	Sarah Towan (Director Student Recruitment & External Relations)
Cuthbert Pazvakavambwa	Allison Booth (Clerk)
Taqi Ali	Rachel Henry (Assistant Clerk)
Adam Faisal (Observing)	
Fiona Thompson	
Bulbul Barrett	
Sharon West (Via MS Teams- item 1)	
Richard Woods	
Lynette Leith (Via MS Teams)	
John Williams	
<b>Apologies</b>	

*The quorum was 8 governors*

*L/J Denotes the time a Governor left/joined the meeting*

<b>Item</b>		<b>Action</b>
<b>Housekeeping</b>		
<b>1.</b>	<b>Chair's Welcome and Introductions</b>	
1.1	The Chair welcomed Adam Faisal and Lynette Leith to their first Corporation meeting. Sharon West attended the introduction to allow the Chair to introduce her as the new Audit Chair. <i>SW/L</i>	
<b>2.</b>	<b>Apologies for Absence, Disclosures of Interest and Written Resolution(s), Chairs action and use of the seal</b>	
2.1	There were no apologies for absence.	
2.2	There were no disclosures of interest.	

2.3	<p><u>Written Resolution</u></p> <p>A Written Resolution was passed on 29 June 2023 appointing Sharon West as an independent governor for a term of four years from 1 July 2023 and that she also joins the Audit Committee as Chair.</p> <p>There had been no use of the Chairs action since the last meeting.</p>	
2.4	<p><u>Use of the Seal</u></p> <p>The seal was applied and authenticated by Cath Orange (Chair) and Chris Webb (CEO) on 13 June 2023 to sign the Lloyds Bank Amendment Letter and again on the same date for the Execution of Deed for Sewel Construction.</p>	
<b>3.</b>	<b>Minutes of the meeting held on 25 May 2023</b>	
3.1	The minutes of 25 May 2023 including the confidential annex were approved as an accurate record to be signed by the Chair.	
<b>4.</b>	<b>Matters arising</b>	
4.1	The Matters Arising Report was reviewed and it was noted that all items were complete. <i>TL/J</i>	
<i>Due to a prior commitment of the VPF&amp;CS, there were some changes to the sequence of the agenda (as below).</i>		
<b>Effective Governance (SR2, SR8, SR9)</b>		
<b>6.</b>	<b>Chief Executive officer's report</b>	
6.1	The CEO presented a montage of photographs which reflected upon activities over the last year at the College and the recent Student and Staff awards and Conference. The CEO noted that it was the end of a challenging academic year and thanked Governors for their fantastic support. <i>CM/J</i>	
<b>10.</b>	<b>Finance &amp; General Purposes Committee- 6 July 2023</b>	
	The F&GP Chair provided an update on:	
10.1	<b>a) Minutes of meeting – 6 July 2023 (inc CSIG)</b>	
	These were included in the pack for information and background.	
10.2	<b>b) May Management Accounts and Q3 forecast</b>	

	<p>The Q3 forecast demonstrated overall the financial position forecast for the year end will be ahead of budget, though income would be down on Apprenticeship and AEB to budget. The staff costs included a £500 one off unconsolidated payment to all staff and prorated to those that aren't full time, which the F&amp;GP Committee were recommending to Corporation for approval.</p>	
10.3	<p><b>RESOLVED:</b> That the one off £500 non- consolidated payment to all staff be approved.</p>	
10.4	<p><b>c) 3-year financial plan including budget for 2023/24 and capital plan for 2023/24 &amp; CFFR</b></p> <p>The VPF&amp;CS presented the budget and capital plan, along with the CFFR which had been recommended to the Corporation by the F&amp;GP Committee.</p>	
10.5	<p><b>RESOLVED:</b> That the 3-Year Financial Plan 2023/24 to 2025/26 and Capital Plan for 2023/24 are approved.</p>	
10.6	<p><b>RESOLVED:</b> That the College Financial Forecasting return (CFFR) is approved for its submission to the ESFA.</p>	
10.7	<p><b>d) To grow College income through student recruitment</b></p> <p>Strategic Objective 6 was the three-year plan for student recruitment and dictated the level of resources available to spend. This was being recommended to the Corporation by the F&amp;GP Committee.</p>	
10.8	<p><b>RESOLVED:</b> That the Strategic Objective 6- to grow College income through student recruitment is approved.</p>	
10.9	<p><b>e) To maintain a sustainable college strategic Action Plan</b></p> <p>The Sustainability Strategic Action Plan was to maintain a sustainable college and showed the planned financial performance for the next three years, including large estate changes. This was being recommended to the Corporation by the F&amp;GP Committee.</p>	
10.10	<p><b>RESOLVED:</b> That the Strategic Objective- to maintain a sustainable college is approved.</p>	
10.11	<p><b>f) Estates Plan Update- verbal</b></p> <p>The T-level Wave 5 bid was successful with the full amount (£3.252m) being allocated. The application was previously agreed by the F&amp;GP Committee, following that it was recommended that</p>	

	<p>this allocation be accepted. It was noted that this would require a 10% match funding.</p> <p>The F&amp;GP Committee recommend the acceptance of the T Level Wave 5 allocation of £3.252m to the Corporation.</p>	
10.12	<p><b>RESOLVED:</b> That the acceptance of the T Level Wave 5 allocation of £3.252m, with a 10% match funding be approved.</p>	
10.13	<p><b>g) Employer of Choice strategic Action Plan</b></p> <p>The Strategic Action Plan for 2020-24 included the ‘Employer of Choice’ strategic objective. This was being recommended to the Corporation by the F&amp;GP Committee.</p>	
10.14	<p><b>RESOLVED:</b> That the Strategic Objective- to be an Employer of Choice is approved.</p>	
10.15	<p><b>h) Inprint &amp; Design</b></p> <p>The DPS gave a brief overview of the current position of Inprint &amp; Design, advising that after discussions with both IPD and Bradford University, it had been agreed that IPD would continue to operate as is for the next financial year. This had been confirmed at the Annual General Meeting held on 29 November 2022. At the AGM, a number of actions had been taken including the college’s request for a review of the original Shareholder Agreement to be made in this financial year.</p>	
10.16	<p><b>RESOLVED:</b> That the college’s request for a review of the original Shareholder Agreement to be made in this financial year is noted.</p>	
10.17	<p><b>i) Credit Control and Debt Management Policy</b></p> <p>The Credit Control and Debt Management Policy had been updated to reflect changes of job titles, roles and responsibilities and is recommended to Corporation for approval.</p>	
10.18	<p><b>RESOLVED:</b> The Credit Control and Debt Management Policy is approved.</p>	
10.19	<p><b>j) Financial Regulations 2023</b></p> <p>The Financial Regulations Policy had been updated to reflect changes in role and titles, a change in purchasing limits for work not requiring 3 quotes now up to £5k following further sector benchmarking and additional sections had been added in to include Managing Public Money. It is recommended to Corporation by the</p>	

<p>10.20</p> <p>10.21</p> <p>10.22</p> <p>10.23</p> <p>10.24</p>	<p>F&amp;GP Committee.</p> <p><b>RESOLVED:</b> Subject to a change to a figure, the Financial Regulations Policy is approved.</p> <p><b>k) Committee self-assessment and Terms of Reference</b></p> <p>The Committee had self-assessed against its Terms of Reference, concluding that the Committee had covered the breadth of its Terms of Reference and had performed well. The F&amp;GP Committee recommend the Terms of Reference to Corporation for approval.</p> <p><b>RESOLVED:</b> Subject to a minor change, the updated F&amp;GP Committee Terms of Reference are approved.</p> <p>The DPS advised that the planned 14 days of industrial action had been put on hold by UCU following 10 days of action and a branch meeting on 15 June 2023. The UCU planned to stop the four last days of their strike planned for 19 to 22 June 2023 as their strike was not having a significant impact on college operations. The UCU Regional Officer did not inform the college of this decision until after the start of the working day on 19 June 2023, so the college had continued to manage this as a strike day. College communications had been sent to all staff, staff had been required to be on site and the sign-in sheets were already in place, so the college had made pay adjustments for 11 days of strike action.</p> <p>Members discussed the potential need for more transparency on the financial accounts to be communicated to the UCU. The VPF&amp;CS advised that the UCU had been given a full overview of the financial accounts. Members felt that this needed to be reiterated.</p> <p><i>CM/L</i></p>	
<b>Strategic Discussion</b>		
<p>5.</p> <p>5.1</p>	<p><b>Strategic Discussion- Are our values still relevant today?</b></p> <p>The Chair invited the VPF&amp;CS to introduce the strategic discussion topic. It was noted that the College’s Vision, Mission and Values had led the college through some very difficult times and members were asked to consider if the values now needed refreshing.</p> <p>Members had an in- depth discussion about how far reaching the message needed to be in terms of following students after they had finished their education at the college. It was noted that values can become ‘norms’ and lose meaning. An outstanding set of values was needed to propel the College on the journey to outstanding.</p>	

	<p>Members felt that the values needed to focus on behaviours, attitudes and to serve the local community. The College was now more capable of being more remarkable in its values.</p> <p>The Student Governors advised that the values were respected by the majority of students and that the values were clearly signposted in their areas.</p> <p>Members felt that they would benefit from insight from a staff and student perspective. The CEO and Executive will consider how best to garner those opinions. The Search and Governance Committee will discuss further in September with a view of presenting any suggestions to the Strategic Planning Event in January 2024. <i>LH/J</i></p>	
<b>7.</b>	<b>Data dashboard</b>	
7.1	The CIO presented the data dashboard, advising that there had been no significant changes between Q2 and Q3.	
<b>Committee Reports</b>		
<b>8.</b>	<b>Search &amp; Governance Extraordinary Committee- 14 June 2023</b>	
	The Chair of the Search & Governance Committee provided an update on:	
8.1	<b>a) Draft minutes of the meeting- 14 June 2023</b>	
	These were included in the pack for information and background.	
8.2	<b>b) Strategic Objective - To be a truly inclusive college</b>	
	The VPEDI&SE had taken the S&G Committee through the key deliverables. S&G members had agreed that the plan was front and centre and were very positive about recommending it to the Corporation.	
8.3	<b>RESOLVED:</b> That the Strategic Objective- to be a truly inclusive college is approved.	
8.4	<b>c) Governor's Strategic Planning Event</b>	
	The Committee had commenced discussions around planning for the January 2024 Governor's Strategic Event. A number of potential topics and speakers had been identified:	
	<ul style="list-style-type: none"> <li>• ChatGPT</li> <li>• ED&amp;I- 2- year sense check</li> <li>• City of Culture</li> </ul>	

8.5	<ul style="list-style-type: none"> <li>• Capital Programme</li> <li>• External speaker- Political landscape</li> </ul> <p>There had also been a discussion about which topics to discuss as part of the student engagement item, it had been suggested that the S&amp;G committee go directly to the Student Union to garner opinion on what the students themselves would like to discuss.</p> <p>The Chair encouraged members to send any further suggestions/ ideas on to the Clerk.</p>	
9.  9.1   9.2   9.3  9.4	<p><b>Quality &amp; Standards Committee- 29 June 2023</b></p> <p>Fiona Thompson (Vice Chair) had chaired the Q&amp;S Committee meeting and provided an update on:</p> <p><b>a) Minutes of meeting – 29 June 2023</b></p> <p>These were included in the pack for information and background.</p> <p><b>b) A level’s- Criteria proposal- verbal</b></p> <p>The Executive had previously been tasked by Governors to produce a criterion for continuation to help inform a decision on A levels. Members had considered the ratings on the criteria for continuation and had felt that the ‘high pass rate’ should actually be an 89% ‘pass rate’ and ALPS of 5 or more. Should the outcomes fail to meet the set targets, then the College would withdraw its offer for 23/24 and only support A Level students on the 2<sup>nd</sup> year of their programme. The Q&amp;S Committee recommend the proposed change in criteria to the Corporation for approval.</p> <p><b>RESOLVED:</b> That the proposed change in criteria is approved.</p> <p><b>c) OFS Assurance</b></p> <p>The OfS had visited the college to investigate the quality of computing provision (against B1,2,4 and 5 conditions) in spring 2023. This was completed in late April 2023 and it had been confirmed that the result will be expected within two months. The college fully complied with the expectations of the OfS during this investigation – a significant volume of supporting paperwork was uploaded to them prior to each visit point and further paperwork requested post visit had now been submitted. Excellent work by the Quality Department and the Computing Team enabled the operation of the visits to run smoothly.</p>	

9.5	<p><b>d) To deliver a curriculum that meets the needs of students, employers and our community strategic Action Plan</b></p> <p>The Strategic Objective for the delivery of a curriculum that meets the needs of students, employers and the community is recommended to Corporation for approval.</p>	
9.6	<p><b>RESOLVED:</b> That the Strategic Objective -to deliver a curriculum that meets the needs of students, employers and our community is approved.</p>	
9.7	<p><b>e) To deliver an outstanding student experience strategic Action Plan</b></p> <p>The updated Strategic Objective for the delivery of an outstanding student experience is recommended to the Corporation for approval by the Q&amp;S Committee.</p>	
9.8	<p><b>RESOLVED:</b> That the Strategic Objective - to deliver an outstanding student experience is approved.</p>	
9.9	<p><b>f) Data Dashboard- to support both SO's</b></p> <p>These were included in the pack for information and to support both of the strategic objectives above.</p>	
9.10	<p><b>g) Draft Accountability Statement</b></p> <p>The VPC had presented the Draft Accountability Statement to the Q&amp;S Committee who were recommending to the Corporation for approval.</p>	
9.11	<p><b>RESOLVED:</b> The Draft Accountability Statement is approved.</p>	
9.12	<p><b>h) Prevent policy &amp; action plan</b></p> <p>The Prevent Policy had been checked and validated by the local authority prevent co-ordinator as part of the annual review and was aligned with the Action Plan. The Q&amp;S Committee recommend the Prevent policy &amp; action plan to Corporation for approval.</p>	
9.13	<p><b>RESOLVED:</b> The Prevent policy &amp; action plan is approved.</p>	
9.14	<p><b>i) HE Fees policy 24/25</b></p> <p>The VPC advised that the HE Fees Policy 24/25 had been updated to reflect:</p>	



<p>9.15</p> <p>9.16</p> <p>9.17</p> <p>9.18</p> <p>9.19</p>	<ul style="list-style-type: none"> <li>• Removal of foundation year fee.</li> <li>• F&amp;A Textiles Practice part-time fee of £3000 added to table of fees.</li> </ul> <p>It was noted that the Fees policy had been agreed by both the F&amp;GP and Q&amp;S Committees and is recommended to the Corporation for approval by both Committees.</p> <p><b>RESOLVED:</b> The HE Fees Policy 24/25 is approved.</p> <p><b>j) Committee self-assessment and Terms of Reference</b></p> <p>The Committee had reviewed the Committee Self-assessment against its Terms of Reference and had agreed that the Committee had covered the breadth of its Terms of Reference and performed well. The Q&amp;S Vice Chair advised that the updated Committee Terms of reference were recommended to Corporation for approval.</p> <p><b>RESOLVED:</b> That the updated Q&amp;S Committee Terms of Reference are approved.</p> <p><b>k) Academic Board Terms of Reference</b></p> <p>The Q&amp;S Vice Chair advised that there had been no changes to the Academic Board Terms of Reference and that they were being recommended to Corporation for approval.</p> <p><b>RESOLVED:</b> That the Academic Board Terms of Reference are approved.</p>	
<b>Governance 2023/24</b>		
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p><b>Schedule of Business 2023/24</b></p> <p>The Corporation reviewed the Schedule of Business which covered each committee and Corporation meeting for the coming academic year.</p> <p><b>RESOLVED:</b> The 2023-24 Schedule of Business is approved.</p>	
<b>Policies</b>		
<p>12.</p> <p>12.1</p>	<p><b>a) Critical Incident and Continuity Policy</b></p> <p>The DPS advised that the Policy had been updated to reflect organisational changes and ensure procedures are effective. The Critical Incident and Continuity Policy is recommended to Corporation for approval.</p>	

12.2	<b>RESOLVED:</b> The Critical Incident and Continuity Policy is approved.	
12.3	<b>b) Freedom of Speech Policy</b>  The VPQT&L advised that the policy had been updated to reflect clarification on language and updates on acts. The Freedom of Speech Policy is recommended to Corporation for approval.	
12.4	<b>RESOLVED:</b> The Freedom of Speech Policy is approved.	
<b>Risk</b>		
<b>13.</b>	<b>Strategic risk monitoring</b>	
13.1	The Corporation received the strategic risk register for which they have oversight, each committee had reviewed the risks, overarching risks had not changed since it was last presented. The CEO advised members that the College was back on the inspection cycle and asked members to be mindful of this.	
<b>Reports from Subsidiaries/Joint Ventures/Committees*</b>		
<b>14.</b>	The minutes from the following were shared within the meeting papers for information:	
14.1	a) Inprint & Design – N/A b) Equality & Diversity Committee – 27.04.23 c) Health, Safety & Welfare Committee – N/A d) Joint Consultative Committee -20.04.23	
<b>Matters of note</b>		
<b>15.</b>	<b>Any other business</b>	
15.1	The Chair advised that the DSR&ER will become the Vice Principal of Recruitment & Communications on 1 August 2023 as part of the ongoing strategic action plan around building the Colleges reputation. Members congratulated the DSR&ER and wished her well.	
15.2	The VPQT&L updated the Corporation regarding the ongoing progress towards establishing a partnership with Leeds Trinity University. The Corporation noted that this was, in the first instance, designed to secure the college’s ability to deliver initial teacher training programmes following the ITE market review outcome. It noted that the college was seeking to extend this relationship across further HE provision. The Corporation agreed to endorse this partnership and to authorise the college’s Executive to proceed, following due diligence activities, to sign a partnership agreement with Leeds Trinity University.	

15.3	<b>RESOLVED:</b> The Corporation agree to endorse the partnership and to authorise the college's Executive to proceed, following due diligence activities, to sign a partnership agreement with Leeds Trinity University.	
15.4	As this was Cath Orange's last meeting as Chair of the Corporation, she took the opportunity to reflect on the College's journey. Acknowledging her respect for the staff at the College and thanking everyone for a great 8 years at the College.	
15.5	The Chair closed the meeting at 18.10.	
<b>16.</b>	<b>Meeting Evaluation</b>	
16.1	Link to the meeting evaluation form to be circulated via email.	<b>Clerk</b>

Approved by the Corporation:

J. Williams

Signed by the Chair

19.10.2023

Date

#### Agreed Actions

No	Minute	Action	Who?
1	16.1	Link to the meeting evaluation form to be circulated via email.	Clerk