

**MINUTES OF THE MEETING OF THE CORPORATION MEETING
HELD: on Thursday 14 December 2023 at 16:00 hours in
4F07 DHB Boardroom**

Present:	In Attendance:
John Williams (Chair)	Sarah Cooper (Director of People Services)
Paul Birtles (Vice Chair) (Via MS Teams)	Alina Khan (Vice Principal Equality, Diversity, Inclusion & Student Experience)
Billy Khokhar	Chris Malish (Vice Principal Finance & Corporate Services)
Chris Webb (CEO)	Asa Gordon (Vice Principal Curriculum)
Emmanuel Osei Boateng	Marc Gillham (Chief Information Officer)
Lendy Ho	Sarah Applewhite (Vice Principal Quality, Teaching & Learning)
Umar Rafique	Sarah Towan (Vice Principal Reputation & Communications)
Adam Faisal	Liz Leek (Senior Executive Advisor)
Taqi Ali	Richard Lewis (RSM) (Via MS Teams)
Fiona Thompson	Allison Booth (Clerk)
Bulbul Barrett (Via MS Teams)	Rachel Henry (Assistant Clerk)
Tiffany Lythgow	
Richard Woods	
Sharon West (Via MS Teams)	
Apologies	
David Fearnley	
Lynette Leith	
Cuthbert Pazvakavambwa	

The quorum was 8 governors

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

Item		Action
Housekeeping		
1.	<u>Chair's Welcome and Introductions</u>	
1.1	The Chair welcomed everyone to the meeting.	
2.	<u>Apologies for Absence, Disclosures of Interest and Written Resolution(s), Chairs action and use of the seal</u>	
2.1	Apologies for absence were noted for Cuthbert Pazvakavambwa, David Fearnley and Lynette Leith.	
2.2	There were no disclosures of interest.	
2.3	<u>Use of the Seal</u>	

	<p>The seal was applied and authenticated by John Williams (Chair) and Chris Webb (CEO) on 22 November 2023 to sign:</p> <ul style="list-style-type: none"> • West Yorkshire Combined Authority & Bradford College Multiply Grant Funding agreement 23/24. • West Yorkshire Combined Authority & Bradford College relating to the Grant Agreement for the Multiply Grant Funding Agreement. • Eversheds- Bradford College & Bradford Council- lease of part building relating to Little Germany site. • Eversheds-Bradford College & Bradford Institute for Health Research- lease of part of building- Lister site. <p>The Chair advised members that Paul Birtles would be staying on as Corporation Vice Chair for a further 2 years.</p>	
<p><i>Due the availability of RSM, there were some changes to the sequence of the agenda (as below).</i></p>		
<p>9.4</p>	<p>Audit Management Letter/ Letters of representation</p> <p>RSM took Corporation members through a tour of the Financial Statements and the Audit Management letter.</p> <p>Key items highlighted by RSM were:</p> <ul style="list-style-type: none"> • The governors report - relating to public benefit and how this had been delivered. • Governance and internal control – information relating to the work of the Audit Committee and the assurance they offer the Corporation • Budget and Cash flow forecasts had been examined by the Corporation and its conclusion that the College is a going concern. RMS agreed with this conclusion. • The audit opinion - RSM’s opinion was that the financial statements: <ul style="list-style-type: none"> ○ gave a true and fair view of the state of the College’s affairs as at 31 July 2023 and of the College’s surplus of income over expenditure for the year then ended; ○ had been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and ○ had been prepared in accordance with the Accounts Direction issued by the Education and Skills Funding Agency • A material uncertainty related to going concern arising from the forecasted bank covenant breaches. The Auditors opinion was not modified in respect of this matter. • Pension liability was considered by the actuary to take account CPI levels. 	

	<ul style="list-style-type: none"> • Capital investment - the College invested £3.1m in fixed asset additions during the year 22/23. • Reserves – the College reserves amounted to £90.5m and it held £14.5m in cash and bank balances at the year end. £3.3m of cash and bank balances at the year-end have been received from ESFA in advance of spend on capital projects. • The audit opinion was expected to be unqualified. • The regularity opinion was expected to be unmodified. <p>The Letters of Representation were provided as a recommendation by the Audit Committee for signing by the Chair and Accounting Officer at the same time as the Financial Statements.</p> <p>RESOLVED: That the Letters of Representation and Financial Statements are approved for signing, subject to any final amendments.</p> <p><i>L / RL</i></p>	
3.	<u>Minutes of the meeting held on 19 October 2023</u>	
3.1	The minutes of 19 October 2023 were approved as an accurate record to be signed by the Chair.	
4.	<u>Matters arising</u>	
4.1	<p>The Matters Arising Report was reviewed:</p> <p>5.3 – Strategic Discussion- Values- The VPF&CS to carry out an exercise to garner staff opinion on the College’s values at the Staff Winter Conference. The Staff Winter Conference will take place on 18 December.</p> <p>The Chair encouraged members to attend Staff Winter Conference.</p>	
Effective Governance (SR2, SR8, SR9)		
5.	<u>Chief Executive Officer’s Report</u>	
5.1	<p>The CEO signposted the Governors to the following papers as part of the pack, highlighting their importance:</p> <p>Agenda Items 8. (c), (d) & (e) – Self Assessment and Quality Improvement Plans</p> <p>Agenda Item 9. (c) – Audit Management Letter</p> <p>Agenda Items 10. (b) – Annual Report and Financial Statements</p>	

Link Governor		
6.	<u>Link Governor Visit- Student Services and Careers</u>	
6.1	<p>The Link Governor had been given a tour of Student Services by the Work Experience Team Leader. The student social space required investment and a remodel. There have been discussions and designs drawn up for progression of the area. A business case would be encouraged to support investment in the area.</p> <p>The Careers team had been discussed along with the pressures on successfully providing valuable work experience places. Succession planning for staff was a key focus to ensure that the students were provided for due to increased numbers and demand.</p> <p>The space provided for meeting with external agencies allowed for free access, but also private meeting spaces. Students working on other sites had access to services including internal and external agencies for support.</p> <p>The Chair acknowledged the value of Link Visits and encouraged members to engage with their links.</p>	
7.	Data dashboard 2023-24	
7.1	<p>The CIO presented the new 2023-24 data dashboard, advising that it provided an overview of the Q1 position, aligned with the committees and linked directly to the strategic objectives. It was noted that the Q1 figures were in draft and the updated dashboard would be presented at the next Committee meetings.</p> <p>Q. Why is ‘ensure learners feel safe at college’ rated in red? A. The question regarding safety was split this year, with this question reflecting areas within the College and ‘ensure learners feel safe in surrounding area of college’ focusing on the areas outside. Internally, the recruitment of Student Engagement Officers and an increased security presence has seen a positive impact. There are a number of environmental and social factors which impact how students feel in the areas surrounding the College.</p> <p>Q. Are we working on these issues? A. The College is awaiting the provision of an onsite Police Officer. It has been acknowledged that communication around encouraging students to report concerns requires improvement. A new platform is to be launched for this purpose in January 2024. Messaging will also be added to the totem screens and the screensavers of college devices as well as being revisited through tutorials.</p>	

Committee Reports		
8.	Quality & Standards – 30 November 2023	
	The Chair of the Quality & Standards Committee provided an update on:	
8.1	a) Draft Minutes of meeting – 30 November 2023	
	These were included in the pack for information and background.	
8.2	b) Curriculum plan	
	The curriculum continued to develop to meet local, regional and national needs. Curriculum departments were using data, as well as building relationships with key stakeholders, to ensure the curriculum provided entry points at all levels and supports ongoing progression. Increased flexibilities through WYCA and the introduction of the Lifelong Learning entitlement would enable the College to upskill and reskill adults, with the introduction of HTQs in key STEM subjects providing pathways to higher technical roles. Apprenticeships would continue to offer an employer- based skills solution, with a focus on developing technical and professional skills to meet future needs.	
8.3	c) FE Self- assessment & Quality Improvement Plan	
	Three governors had been involved in the validation process for all three self-assessments presented to the Committee and it was noted that the process had been robust, the documents had been well written and the data presented had been debated and closely scrutinised by members.	
	The FE self-assessment proposed an overall effectiveness judgement of 'Good' with outstanding features and is recommended to Corporation for approval.	
8.4	RESOLVED: The FE Self- assessment & Quality Improvement Plan is approved.	
8.5	d) ITE Self- assessment & Quality Improvement Plan	
	The ITE self-assessment proposed an overall effectiveness judgement of 'Good' and was accompanied by a quality improvement plan for 22/23. It is recommended to Corporation for approval.	
8.6	RESOLVED: The Initial Teacher Education Self- 2021-22 and Quality Improvement Plan 2022-23 is approved.	

<p>8.7</p> <p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p>	<p>e) HE Self- assessment & Quality Improvement Plan</p> <p>The HE self-assessment proposed a RAG rating of green for expectations relating to standards and a RAG rating of amber for expectations of quality. It is recommended to Corporation for approval.</p> <p>RESOLVED: The HE Self- assessment & Quality Improvement Plan is approved.</p> <p>f) Annual Safeguarding Report 2022-23</p> <p>The DPS provided an overview of the Annual Safeguarding Report 2022-23 advising that overall, it was a positive report. The Q&S Committee recommends the Annual Safeguarding Report 2022-23 to Corporation for approval.</p> <p>RESOLVED: The Annual Safeguarding Report 2022-23 is approved.</p> <p>g) Verbal update on support the College is providing to students & staff regarding the Middle East conflict</p> <p>Students were putting their efforts into fundraising, with all fundraising requests being directed through the Student Union to ensure the relevant checks were completed with the Charities Commission. Teaching staff had been provided with toolkits and resources to guide any challenging conversations. A number of students whose families have been directly affected by the conflict had approached Safeguarding and Student Services for support. The situation was being closely monitored.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Audit Committee- 7 December 2023</p> <p>The Audit Chair provided an update on:</p> <p>a) Draft minutes of meeting – 7 December 2023</p> <p>These were included in the pack for information and background.</p> <p>b) Audit Committee Annual Report</p> <p>The Audit Committee Chair presented the Audit Committee Annual Report noting that it summarised the work of the Audit Committee during the 2022-23 financial year and that the Audit Committee was of the opinion that for 2022-23:</p>	

<p>9.3</p> <p>9.5</p>	<ul style="list-style-type: none"> • The Committee had operated effectively and had considered issues in detail; • The College’s assurance arrangements; framework of governance; risk management and control; and processes for securing economy, efficiency and effectiveness were adequate and effective and reviewed regularly. <p>RESOLVED: Subject to an addition regarding training in the Terms of Reference, the Audit Committee Annual Report is received by the Corporation ahead of the Financial Statements.</p> <p><i>See minute 9.4 above.</i></p> <p>c) Emerging Issues – RSM</p> <p>A document authored by RSM entitled Emerging Issues was circulated to members for information.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>Finance & General Purposes Committee – 7 December 2023</p> <p>The Finance & General Purposes Chair provided an update on:</p> <p>a) Draft minutes of meeting – 7 December 2023 – Including Capital Special Interest Group minutes (9.10.23 & 7.11.23)</p> <p>These were included in the pack for information and background.</p> <p>b) Annual Report and Financial Statements (presented by RSM)</p> <p><i>See minute 9.4 above.</i></p> <p>Members were mindful that should the college achieve an outstanding rating in finance, that the accounting should clearly demonstrate the reason why, which would be due to various accounting procedures, not any sudden increase in income. It should also be highlighted that the Capital Projects were ring fenced.</p> <p>c) Modern Slavery Act Statement</p> <p>The College is required to publish a Modern Slavery Act Statement on an annual basis. The VPF&CS presented the statement for 2022-23 noting the activity that the College had undertaken to assure itself that modern slavery was not evident in the supply chain.</p> <p>RESOLVED: The Modern Slavery Act Statement is approved and can be signed before publishing on the College website.</p>	

<p>10.5</p> <p>10.6</p>	<p>d) Student recruitment</p> <p>The VPR&C gave an update on the 16-19 provision. Growth had been seen at all levels; however, the greatest increase was in Entry and Level 1. The College had received an uplift in funding rates in this year's allocation for 16-19 of £1.8M, and expected approximately £1.5M in additional funding in year as part of a growth case agreed with the DfE, as the College had over recruited on over 200 learners.</p> <p>Q. When applicants are deferred to a January start date, does the College keep in contact with them?</p> <p>A. 'Keeping warm' activities are organised and the Adult Skills Team arrange a number of events to keep in contact with interested parties.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Health & Safety Annual Report</p> <p>The DPS provided a summary of the Health and Safety Annual Report:</p> <p>There had been 153 accidents recorded during 2022/23, although there were no trends in the accidents related to a particular department or task. The highest classification of accidents related to students with underlying health conditions. There were no RIDDOR reportable accidents in the year.</p> <p>The college had been awarded a RoSPA Bronze Award for health and safety performance during the period January to December 2022.</p> <p>All statutory compliance checks had been completed and were audited on a regular basis by the Health and Safety Team.</p> <p>An internal audit of Health and Safety was scheduled for March 2024.</p> <p>Q. Can you explain the increase in the number of accidents reported?</p> <p>Additional communication activity has taken place to encourage the reporting and recording of near-misses and accidents, no matter how minor, across the college campuses. The importance of reporting all accidents by both students and staff was reinforced in year, under the student induction theme of 'ready respectful safe'.</p> <p>RESOLVED: That the Health and Safety Annual Report is noted.</p> <p><i>J/LH</i></p>	
<p>12.</p> <p>12.1</p>	<p>GDPR Annual Report</p> <p>The CIO provided a summary of the GDPR Annual Report:</p>	

<p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p>	<ul style="list-style-type: none"> • The report outlined the current position in terms of GDPR and compliance with FOI (Freedom of information requests). • During 2022/23 the College received 43 DSAR (data subject access requests) and 18 FOI (Freedom of information) requests. • There had been no ICO reportable breaches during 2022/23. It was noted that whilst this was positive, annual refresher training was required to ensure that all staff remain aware of the procedures with regards to their responsibilities, in the event of them having a data concern or becoming aware of a possible data breach. <p>The CIO advised that during the 2022/23 Academic Year, the accreditation for Cyber Security plus had lapsed. This had been largely due to the requirement for all learners to have Multi-Factor Authentication. The Finance and HR systems were currently not compatible with Multi Factor Authentication. Planning for a new Finance system was currently underway.</p> <p>Implementation of the Multi-Factor Authentication for learners was planned, however more time was needed to assess the impact on learners. Members discussed the impact of digital poverty and the cost-of-living crisis and the need to ensure barriers to learning were not created.</p> <p>The recent Cyber Security Maturity Assessment conducted by the internal auditors had given assurance on the College’s preparedness for cyber-attacks.</p> <p>Q. Is the College still compliant with the ESFA requirements in this area?</p> <p>A. Yes, it is an ESFA requirement to be working towards Cyber Essentials, which we can evidence.</p> <p>Q. When will the evaluation of the impact of implementing the Multi-Factor Authentication for learners be completed?</p> <p>A. A roadmap for next steps will be outlined as part of the new Digital Strategy. This will be implemented during the 2023/24 academic year.</p> <p>RESOLVED: That the GDPR Annual Report is noted. <i>L/SW</i></p>	
Risk		
<p>13.</p> <p>13.1</p>	<p>Strategic risk monitoring</p> <p>The Corporation received the risk register. Each committee had reviewed the risks for which they have oversight. The VPF&CS advised that there had been no proposed changes to the risk scoring.</p>	

13.2	The Chair thanked everyone for their support, involvement and contributions over the past year.	
Closed session with independent governors		
	<p><i>The CEO, Executive, Clerk, Staff and Student governors left the meeting.</i></p> <p><i>Governors agreed that the Assistant Clerk should remain throughout the confidential session.</i></p> <p><i>A separate confidential minute was recorded – see annex.</i></p>	
14.	Remuneration Committee – 22 November 2023	
14.1	<p>a) Minutes of meetings – 22 November 2023</p> <p>These were included in the pack for information and background.</p>	
14.2	<p>c) SPH Remuneration Annual Report</p> <p>The Committee had reviewed the draft Senior Post Holder Remuneration Report covering the twelve-month period to 31 July 2023 and had agreed its contents.</p>	
14.3	<p>RECOMMENDATION: The Senior Post Holder Remuneration Annual Report is recommended to the Corporation for approval prior to publication on the College website.</p>	
14.4	<p>RESOLVED: The SPH Remuneration Annual Report is approved.</p>	
Reports from Subsidiaries/Joint Ventures/Committees*		
15.	The minutes from the following were shared within the meeting papers for information:	
15.1	<p>a) Inprint & Design - 18.09.23</p> <p>b) Equality & Diversity Committee- 14.09.23</p> <p>c) Health, Safety & Welfare Committee- 05.10.23</p> <p>d) Joint Consultative Committee- 21.09.23</p>	
Matters of note		
16.	Any other business	
16.1	The meeting closed at 17.39.	
17.	Meeting Evaluation	Assistant Clerk
17.1	Link to the meeting evaluation form to be circulated via email.	

Approved by the Corporation:

J. Williams

21.03.24

Signed by the Chair

Date

Agreed Actions

No	Minute	Action	Who?
1	17.1	Link to the meeting evaluation form to be circulated via email.	Assistant Clerk