

MINUTES OF THE MEETING OF THE CORPORATION MEETING
HELD: on Thursday 12 December 2024 at 16:00 hours in
4F07 DHB Boardroom

Present:	In Attendance:
John Williams (Chair)	Sarah Cooper (Director of People Services)
Paul Birtles (Vice Chair)	Alina Khan (Vice Principal Equality, Diversity & Inclusivity)
Billy Khokhar	Sarah Applewhite (Vice Principal Quality, Teaching & Learning)
Chris Webb (CEO)	Sarah Towan (Vice Principal Reputation & Communications)
Sharon West	Jess Leech (Designated Safeguarding Lead)
David Fearnley	Peter Darwen (Interim Director of Finance & Procurement) (via MS Teams)
David Merrett	Liz Leek (Senior Executive Advisor)
Gavin Hamilton	Richard Lewis (RSM) (Via MS Teams)
Tony Bullock	Allison Booth (Clerk)
Bulbul Barrett (Via MS Teams)	Rachel Henry (Assistant Clerk)
Fiona Thompson	
Shahnaz Anwar-Bleem	
Tiffany Lythgow	
Lendy Ho (Via MS Teams)	
Barbara Mangan (via MS Teams)	
Kimberley Rape	
Lynette Leith	
Apologies	
Adam Faisal	
Umar Rafique	
Maqadas Bashir	
Richard Woods	
Chris Malish	

The quorum was 8 governors

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

Item		Action
1.	<p>Audit Management Letter/ Letters of representation/ Annual Report and Financial Statements</p> <p>RSM took Corporation members through a tour of the Financial Statements and the Audit Management letters.</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 	

	<ul style="list-style-type: none"> Budget and Cash flow forecasts had been examined by the Corporation and its conclusion that that the College is a going concern. RSM 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 2024 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 into account CPI levels. The Pension Fund assumptions had been benchmarked across the sector and show no evidence of bias by the management. Capital investment - the College invested £12.5m in fixed asset additions during the year 2023/24. £1.9m of the fixed asset additions were self-funded. Reserves – the College reserves amounted to £94.8m and it held £16.5m in cash and bank balances at the year end. £6.4m of cash and bank balances at the year-end have been received from ESFA in advance of spend on capital projects. The College now references the Managing Public Money document (MPM), though the main document to refer to was the new College Financial Handbook, which came into effect from 1 August 2024. 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>J/TL, L/RL</i></p>	
Housekeeping		
2.	Chair's Welcome and Introductions	
2.1	The Chair welcomed everyone to the meeting.	

3.	Apologies for Absence, Disclosures of Interest and Written Resolution(s), Chairs action and use of the seal	
3.1	Apologies for absence were noted for Umar Rafique, Adam Faisal, Maqadas Bashir, Richard Woods and Chris Malish.	
3.2	David Merrett disclosed that he had become an Independent Member of the Governance and Audit Committee for the West Yorkshire Combined Authority, effective November 2024. The Corporation noted the disclosure and could not foresee any conflicts of interest.	
3.3	<p><u>Use of the Seal</u></p> <p>The seal was applied and authenticated by John Williams (Chair) and Chris Webb (CEO) on 7 November 2024 to sign:</p> <ul style="list-style-type: none"> Bradford College & Morgan Sindall Future Technology Centre- Main Contract. 	
4.	Minutes of the meeting held on 17 October 2024	
4.1	The minutes of 17 October 2024 including the confidential annex were approved as an accurate record to be signed by the Chair.	
5.	Matters arising	
5.1	<p>The Matters Arising Report was reviewed:</p> <p><i>6.6 - The VPF&CS to bring an update on the revised values and the plan for roll out to the next Corporation meeting / 10.5 - The VPF&CS to consider aligning the revised College values with the values set out in SO1 – Members agreed that in the absence of the VPF&CS, these items would be deferred until the next meeting.</i></p> <p><i>8.4 - CIO to action the proposed updates to the 24/25 dashboard – The CEO advised he would ensure the proposed updates were made.</i></p>	
5.2	<p>Q. Do we have an update on ‘Bradford College Limited’ that were issuing alleged Bradford College certificates?</p> <p>A. This is currently being investigated via Companies House and is being monitored by the Audit Committee.</p>	
Effective Governance (SR2, SR8, SR9)		
6.	Chief Executive Officer’s Report	
6.1	The CEO advised he would like to draw particular attention to:	

	<p>Agenda 1 – Audit Management Letter / Letters of representation / Annual Report & Financial Statements.</p> <p>Agenda Item 9 (b) – Final Ofsted Report</p> <p>Agenda Item 9 (d), (e) & (f) – College Self Assessments</p> <p>Agenda Item 11 (a) – Minutes of meeting including the CEO F&GP Report on Q1 I&E Forecast</p> <p>Agenda Item 11 (c) Student Recruitment</p>	
Link Governor		
7.	Link Governor Visit- Marketing and Recruitment	
7.1	<p>The Marketing & Recruitment Link Governor had met with the VPR&C for an introduction to the world of marketing and recruitment for Bradford College. The visit had been positive and had provided a great overview of the College’s marketing strategy.</p> <p>The session was an induction into the area and a follow up visit had been arranged for 8 March, when the Link Governor would attend one of the Experience Days and see the work of Marketing and Recruitment in action.</p> <p>The Chair acknowledged the value of Link Visits and the great opportunities available, and encouraged members to engage with their links.</p>	
8.	Data dashboard 2024-25	
8.1	<p>The CEO presented the new 2024-25 data dashboard, advising that it provided an overview of the Q1 position, aligned with the Committees and linked directly to the strategic objectives.</p> <p>The VPQT&L provided a verbal update on the Q1 position for the Q&S targets and advised that a revised version of the data dashboard would be circulated to members, including updated data and commentary on the Q&S metrics for Q1.</p>	
8.2	ACTION: A revised version of the data dashboard to be circulated to members.	CEO/ Clerk
Committee Reports		
9.	Quality & Standards – 28 November 2024	
	The Chair of the Quality & Standards Committee provided an update on:	

9.1	<p>a) Draft Minutes of meeting – 28 November 2024</p> <p>These were included in the pack for information and background.</p>	
9.2	<p>b) Final Ofsted Report</p> <p>The finalised Ofsted Report had been received in November and had been circulated to Governors. The areas of improvement had been added to the Quality Improvement Plan and actions were already being rolled out. The Ofsted report would now be published on the College website.</p>	
9.3	<p>c) Curriculum plan</p> <p>The Curriculum Plan Update characterises the college’s curriculum offer for 2024/25 by learner volume and demographic interactions. The dataset was recognised as crucial in enabling Governors and the college’s Senior Leadership Team to make decisions about the curriculum offer and to explore opportunities and risk, as it sets priorities for the years ahead. The plan supports the College in ensuring resources for student support are appropriately allocated.</p>	
9.4	<p>d) FE Self-assessment & Quality Improvement Plan</p> <p>Five governors had been involved in the validation process for the FE self-assessment 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.</p> <p>The FE self-assessment proposed an overall effectiveness judgement of ‘Outstanding’. This judgement was reached by a validation panel that met in September 2024, prior to the Ofsted Inspection.</p> <p>The VPQT&L advised members that staff were incredibly proud of the FE Self-assessment and had gone into, and came out of the Ofsted Inspection still believing this.</p> <p>RESOLVED: The FE Self-assessment 2023-24 & Quality Improvement Plan 2024-25 is approved.</p>	
9.5	<p>e) HE Self-assessment & Quality Improvement Plan</p> <p>The HE self-assessment proposed an overall judgement of Silver, with Silver for Student Experience and Bronze for Student Outcomes with outstanding features. It was noted that the College was already making strides towards Gold for some key judgements.</p>	

<p>9.6</p> <p>9.7</p> <p>9.8</p>	<p>RESOLVED: The HE Self-assessment 2023-24 & Quality Improvement Plan 2024-25 is approved.</p> <p>f) ITE Self-assessment & Quality Improvement Plan</p> <p>The ITE self-assessment proposed an overall judgement of Good across all phases.</p> <p>RESOLVED: The Initial Teacher Education Self-assessment 2023-24 and Quality Improvement Plan 2024-25 is approved.</p> <p>Q. Why was the College unsuccessful in gaining ITE reaccreditation? A. All ITE providers were subject to reaccreditation activities as part of a market review; the rationale behind this being to reduce and streamline the number of providers against the new framework. We applied and then reapplied and both times were unsuccessful by one point; this related to the area of mentor training. Between our initial application and subsequent reapplication, we invested in external expertise, worked with partners delivering ITE across the North and our submission was robust. The DfE are now open to expressions of interest for teacher training delivery in 2026-27.</p> <p>g) SEND Annual Report</p> <p>The DSL had provided an overview of the Annual SEND report 2023-24 which informed of the key headlines, outcomes and compliance around learners with SEND (Special Educational Needs and Disabilities), including High Needs learners.</p> <p>The Chair acknowledged the great work done and requested that the Report be shared with the Local Authority and published on the College website.</p> <p>RESOLVED: The Annual SEND Report is approved.</p>	
<p>10.</p> <p>10.1</p>	<p>Audit Committee- 5 December 2024</p> <p>The Audit Chair provided an update on:</p> <p>a) Draft minutes of meeting – 5 December 2024</p> <p>These were included in the pack for information and background.</p>	

10.2	<p>b) Internal Audit Reports</p> <p>The Audit Chair drew members' attention to two of the Internal Audit Reports:</p> <ul style="list-style-type: none"> • Health & Safety – A follow up conversation had been organised with TIAA and the DPS, as there were some recommendations within the report that were being disputed. The DPS advised that the Health & Safety Audit had been re-reviewed and that the resulting changes would be reflected in a revised version of the Annual Internal Audit Report from TIAA. • Equality, Diversity & Inclusion – The Chair noted that the ED&I Internal Audit had identified no recommendations and congratulated the VPED&I and staff in this area. 	
10.3	<p>c) 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 2023-24 financial year and that the Audit Committee was of the opinion that for 2023-24:</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. • No extra work was carried out which was in addition that set out in the Annual Audit Plan. <p>RESOLVED: The Audit Committee Annual Report is received by the Corporation ahead of the Financial Statements.</p> <p>LL/J</p>	
11.	<p>Finance & General Purposes Committee – 5 December 2024</p> <p>The Finance & General Purposes Chair provided an update on:</p>	
11.1	<p>a) Draft minutes of meeting – 5 December 2024 – Including CSIG minutes of 7 October meeting (for information)</p> <p>These were included in the pack for information and background.</p>	

11.2	<p>b) Student recruitment</p> <p>The CEO advised that HE remained extremely challenged. Deficits in HE income would partly be made up for by other income streams to offset the impact. A Deep Dive panel had been deployed to re-review the College's HE Offer.</p> <p>16-18 recruitment was also down against target but close to fulfilling the College's contract with the ESFA. At least 110 intakes were forecast for January into the ESOL and PLW cohorts which would bring the College closer to target. Apprenticeships were on track to achieve target starts for the year and income.</p> <p>The CEO advised members that due to 16-19 funding being based on a lagged funding methodology, the current student numbers would form the basis of the College's contract with the ESFA for the following year. As the College's 16-19 student count was significantly reduced at the 42-day cut-off date, and even though the College had re-engaged over 250 learners since that cut-off date, the College's 16-19 funding contract would likely be reduced by at least £500k for next year.</p> <p>Through the Business Planning process, management would be expected to manage an overall reduction in expenditure, most likely by reducing staffing costs throughout the year to meet the College budget targets and bank covenants, as well as making savings in areas of non-pay.</p>	
11.3	<p>c) Banking query & Estate's update</p> <p>The F&GP Chair advised that the Committee had requested the College consider engaging with other banks that offered higher interest rates due to currently receiving an interest rate of approximately 3.5%, in comparison to the current base rate of approximately 4.5%.</p> <p>The IFD advised that he would look at the Bank Covenants, to ensure there were no fixed terms conditions that would prevent the College from moving to another bank. He would then liaise with Lloyds to begin enquiries.</p>	
11.4	<p>Q. On the sale of Little Germany, has confirmation been received that the buyer is comfortable with holding off until the issue relating to the transfer of land is rectified?</p> <p>A. We are in contact with the agents and have not received any indication from the prospective buyer to suggest that they are not</p>	

11.5	<p>content to wait. Our solicitors have confirmed that they will resolve this as a matter of urgency.</p> <p>d) Modern Slavery Act Statement</p> <p>The VPED&I presented the statement for 2023-24 which had been updated to include the College's requirement for suppliers to sign a statement to confirm that they are compliant with the ED&I values of the College.</p> <p>RESOLVED: The Modern Slavery Act Statement is approved and can be signed before publishing on the College website.</p>	
12. 12.1	<p>Health & Safety Annual Report</p> <p>The DPS provided a summary of the Health and Safety Annual Report:</p> <p>There had been 384 accidents recorded during 2023/24, although there were no trends in the accidents related to activities or tasks in a particular department. Like the previous year, the highest classification of accidents related to students with underlying health conditions, predominantly those with an EHCP and vulnerable adults. There had been no RIDDOR reportable accidents in the year.</p> <p>In March, the college gained the RoSPA 'Highly Commended' award in the education sector category for health and safety performance during the period January to December 2023. This was as a result of achieving gold medal standard and then being reviewed against the education sector standards. The college was runner-up in this sector.</p> <p>The DPS advised that a Health and Safety Link Governor visit had been scheduled next term as one of the statutory visits.</p> <p>RESOLVED: That the Health and Safety Annual Report is noted.</p>	
Risk		
13. 13.1 13.2	<p>Strategic risk monitoring</p> <p>The Corporation received the risk register. Each committee had reviewed the risks for which they have oversight. There had been no proposed changes to the risk scoring.</p> <p>Q. Will the reporting on the critical incident desktop exercise scheduled for 18 December go back to the F&GP Committee for oversight?</p> <p>A. Yes, this can be included in the reporting at the next meeting.</p>	

Closed session with independent governors		
14.	Before the CEO, Executive, Clerk, Staff and Student governors left the meeting for the closed session, the Chair thanked everyone for their support, involvement and contributions over the past year. It was the last Corporation meeting for Tiffany Lythgow, as her term of office was coming to an end. The Chair thanked Tiffany for her contribution as a Board member and wished her well for the future.	
14.1	<i>The CEO, Executive, Clerk, Staff and Student governors left the meeting.</i> <i>Governors agreed that the Assistant Clerk should remain throughout the confidential session.</i> <i>A separate confidential minute was recorded – see annex.</i>	
14.2	Remuneration Committee – 21 November 2024 a) Draft Minutes of meetings – 21 November 2024 These were included in the pack for information and background.	
14.3	b) PILON- change to SPH contracts <i>See confidential annex</i>	
14.4	c) SPH Remuneration Annual Report The Committee had reviewed the draft Senior Post Holder Remuneration Report covering the twelve-month period to 31 July 2024 and had agreed its contents. The Senior Post Holder Remuneration Annual Report is recommended to the Corporation for approval prior to publication on the College website.	
14.5	RESOLVED: The SPH Remuneration Annual Report is approved.	
Reports from Subsidiaries/Joint Ventures/Committees*		
15.	The minutes from the following were shared within the meeting papers for information:	
15.1	a) Inprint & Design – N/A b) Equality & Diversity Committee – 23.05.24 & 12.09.24 c) Health, Safety & Welfare Committee – 02.05.24 & 24.10.24 d) Joint Consultative Committee – 19.09.24	

Matters of note		
16.	Any other business	
16.1	One of the recommendations from the External Board Review was that members had a training session on how to review the management accounts and that training be provided for non-financial governors, to ensure all understand the College's financial position and how the accounts support decision making. It was proposed that this be the main focus of the next Corporation Training & Development session on 10 April 2025.	
16.2	The Corporation also requested that cross-Committee awareness was raised in general, with learning experiences being offered to enhance members' understanding of areas outside their field of expertise for example non-Quality and Standards members being provided with information and training on Quality and Standards-related issues.	
16.3	The meeting closed at 17:35.	
17.	Meeting Evaluation	
17.1	Link to the meeting evaluation form to be circulated via email.	Assistant Clerk

Approved by the Corporation:

J. Williams

20.03.25

Signed by the Chair

Date

Agreed Actions

No	Minute	Action	Who?
1	8.2	A revised version of the data dashboard to be circulated to members.	CEO/ Clerk
2	17.1	Link to the meeting evaluation form to be circulated via email.	Assistant Clerk