

Minutes of the Corporation meeting held on 17 December 2015 at 4pm

The Boardroom, University Centre

Present	Jonathan Lovelle	Chair
	Tony Bramley	Vice Chair
	Roger Cannon	Vice Chair
	David Hilditch	Vice Chair
	Kai Adegbembo	Governor
	Shane Blades	Student Governor HE
	Lesley Charlesworth-Browne	Staff Governor
	Robert Edwards	Governor
	Julie Knudsen	Staff Governor
	Ian Lindley	Governor
	Lucy Ottewell	Staff
	Richard Parker	Interim CEO
	Liz Parry	Governor
	Teresa Thomas	Governor
In Attendance	Susan Bailey	Clerk to the Corporation
	Stephen Butler	Director of HR
	Adrian Clarke	Vice Principal Corporate Services
	Debs Gray	Principal Designate
	Julie Moore	Assistant Principal
	Keith Pearson	Vice Principal Finance
	Sam Whitaker	Vice Principal Strategic Projects

1. Apologies

Apologies were received from Rob Walsh and Erika Stoddart

2. Declarations of Interest

There were no declarations of interest received. Governors were reminded to declare their interests as and when necessary.

3. Learner Voice

Shane Blades, HE Vice President of the Student Union presented the Student Union report to the Corporation the main points of which were as follows:

- The Student Union President in collaboration with the HE / FE Vice Presidents were in the process of re-drafting the Student Union Constitution in order to make the Constitution more relevant and simpler for all students to understand, with a deadline for completion of the redraft in January 2016.
- The Student Union was working to rebrand itself in order to become more student focused.
- Work was underway to find out why some students did not attend open events and to explore how the events could be improved further

- The Student Union had increased efforts to work with other Campuses within the Grimsby Institute Group with the primary focus being on YCC. The Student President and HE / FE Vice Presidents are to attend regular meetings with the Student body at YCC to assist the Student Voice processes currently being implemented and to improve communications with all students generally.

Governors thanked Shane Blades for a most informative report which it was agreed highlighted the good work of the Student Union to improve Student Voice communications. Governors offered to support the Student Union in their work wherever possible.

Resolved the Learner Voice Autumn Term report was noted

4. Interim CEO Report – December 2015

Richard Parker presented the Interim CEO's report which provided an update on the following:

a) Area Reviews

The Governments' review of the post-16 sector to drive greater efficiency and move towards 'fewer, more resilient and efficient providers and more effective collaboration across institutions' was now underway. The report summarised the latest guidance from the FE Commissioner suggesting a number of ways the Governments' objectives could be met.

Governors were informed that discussions were currently underway with Franklin Sixth Form College and Scarborough Sixth Form College with a joint meeting of the Franklin Governors planned for 27 January 2016. Meetings with a number of other colleges in Lincolnshire were also now at an early stage of development.

b) Group strategy for Scarborough and YCC

The Group's vision for the future of further education, skills and professional training for the Borough of Scarborough was presented at a dinner hosted by the Group at YCC on 3 November 2015. The clarity and simplicity of this vision was welcomed by all present 'to meet the skills needs of Scarborough and create clear and coherent career pathways for learners and through high quality education and training we will focus on employability and high levers skills to best serve the community'

The report also included details of the meetings undertaken by the CEO during the Autumn Term 2015 with key stakeholders, employers and partners in order to raise the profile and reputation of the Group and promote effective working relationships.

Resolved the Interim CEO Autumn Term 2016 report was noted

5 Self Assessment Report 2014-15 – first draft

Debs Gray submitted the Group's draft Self Assessment Report (SAR) 2014-15 which Governors were informed had been the subject of in-depth scrutiny by members of the Standards & Performance Committee at the meeting on 17 December 2015 at which the Committee had agreed that the key focus for governors would remain to monitor the academic performance of the Group and in particular academic performance at YCC. The Committee had also agreed that the judgements within the SAR and the evidence included within the report highlighted the positive direction of the Group.

Resolved the Self Assessment Report 2014-15 first draft was received and noted

6. Chairs Autumn term 2015 report

Jonathan Lovelle presented the Chairs report for the Autumn Term 2015, which provided an update on the following key topics in the sector currently:

- Apprenticeships
- Advanced Learner Loans
- Area Reviews
- Converting Sixth Form Colleges into Academies
- English and Maths

The report provided details of the Chair's work during the Autumn term in respect of the following:

- Development of working relationships with each member of the Senior Team
- Attendance at several Group / College events
- Welcome and induction of the new Clerk to the Corporation, Susan Bailey who commenced work on 10 November 2015 and had now been tasked with progressing Excellence in Governance plans and undertaking a full review of current governance arrangements
- Several external events and meetings attended with members of the Senior team

The Chair paid tribute to the excellent work of Sue Middlehurst, outgoing Principal / CEO in improving the external reputation of the Group significantly which members of SMT continued to maintain and progress. It was agreed that a suitably fitting leaving event be planned to recognise the outstanding achievements of Sue Middlehurst subject to her approval. The Chair also reported the opportunities for growth and the work undertaken to pursue these :

1. In preparation for Area Reviews several chair to chair meetings had taken place with talks now in place with Scarborough and Franklin Sixth Form College.
2. Consideration of the option to utilise private training providers was underway with one provider now identified.
3. The purchase of Modal had now been completed with works underway on site. The success of Modal is crucial to the Group's commercial revenue and Humber Bank employer engagement.
4. The success of the new school TAG was substantial with recruitment strong this year and potentially stronger the year after.

The Standards & Performance Committee had reviewed the Group's draft Self Assessment Report in full and were satisfied with the evidence within the report and the conclusion that the Group was now at the top end of good and wished to thank Debs Gray for her work in achieving 11% for success rates. Governors acknowledged that input into the Governance section of the Self Assessment process needed further development to highlight Governors vision and work to ensure the Group continued to develop and improve financial and academic performance.

Resolved the Chairs Report was noted and received

7. Standards and Performance Committee meetings : 6 October 2015 and 17 December 2015

David Hilditch outlined the background to the minutes of the Standards & Performance Committee meeting held on 6 October 2015 and the outcome of the meeting which took place on 17 December 2015 and reported the following key themes of governors' discussions:

1. The Committee had not had sight of the Risk Register and therefore could not fully assess the associated risks to the quality and academic performance of the Group.
2. The differentiation in performance across the sites was being addressed by Senior Managers with the objective of achieving outstanding across each location. Members of the Committee were however mindful of the need for sites to maintain their individuality whilst adhering to the aim of becoming outstanding.

3. The Standards & Performance Committee had agreed that a future meeting of the Corporation should take place in Scarborough before any decision relating to YCC was considered and/or agreed.

Resolved the minutes of the Standards & Performance Committee meeting held on 6 October 2015 and the outcome of discussions at the meeting held on 17 December 2015 were received and note.

8. Resources Committee meetings : 13 October 2015 and 8 December 2015

The Committee outlined the background to the minutes of the Resources Committee meeting reporting that the Committee had agreed that the format of the new Resources report was now much improved with fewer areas now for improvement. The Committee wished to thank all staff involved for their work and good progress with Estuary TV and looked forward to receiving the Estuary TV Strategic Plan during the Spring Term 2016. The Committee had also agreed that Modal Governance arrangements required clarity and a formal review to ensure efficient reporting lines to the Resources Committee and Corporation.

Resolved the minutes of the Resources Committee meetings held on 6 October 2015 and 8 December 2015 were received

9. Audit Committee meeting : 8 December 2015

In the absence of Erika Stoddart, Tony Bramley outlined the background to the minutes of the Audit Committee meeting held on 8 December 2015 and informed Governors of the following:

1. The Group's recently appointed External Audit Service providers, Grant Thornton had performed well during the first year of engagement.
2. The Audit Committee had recommended the Annual Report of the Audit Committee 2014-15 for Corporation approval agreeing that the report provided an accurate record of Audit Committee business undertaken during the year 2014-15.
3. The Audit Committee had scrutinised the Group's Risk Management processes with agreement that the new Risk Register and Risk Management Action plan must be presented for Governors scrutiny and approval during the Spring/Summer term 2016.

Resolved the minutes of the Audit Committee meeting held on 8 December 2015 were noted and the following reports were approved:

Minute 6 Risk Management Progress Report 2014-15 and Risk Register 2015-16
Minute 9 Annual report of the Audit Committee 2014-15

10. Joint Audit and Resources Committee meeting : 8 December 2015

Tony Bramley outlined the background to the minutes of the joint Audit and Resources Committee meeting held on 8 December 2015 and informed Governors of the following:

- 1 The Group Members' Report and Financial Statements for the year ended 31 July 2015 had been considered in detail by members of both the Audit and Resources Committee and had agreed that the report provided a positive picture of the Group's financial performance and wished to thank Sue Middlehurst, Debs Gray and Keith Pearson for their work in achieving a favourable outturn for the Group.
- 2 The Audit Findings report year ended 31 July 2015 provided a favourable report on Group operations during 2014-15 and was to be commended.
- 3 The Estuary TV letter of support outlining Estuary TV's aim to ensure a break even position and undergo a full review of operations during the Spring Term 2016 was welcomed by members of the Audit and Resources Committees.

Resolved the minutes of the joint Audit and Resources Committee meeting held on 8 December 2015 were noted and the following reports were approved:

- Minute 3 GIFHE Audit Findings Report year ended 31 July 2015
- Minute 4 Letter of Representation for the Financial Statements Audit for the year ended 31 July 2015
- Minute 5 Estuary TV Letter of support from Grant Thornton
- Minute 6 Members' Report and Financial Statements for the year ended 31 July 2015

11. Minutes of the Corporation meeting held on 29 September 2015 27 October 2015

The minutes of the Corporation meeting held on 29 September 2015 were agreed as an accurate record and duly signed by the Chair. There were no matters arising from the minutes

12. Minutes of the Corporation meeting held on 27 October 2015

The minutes of the Corporation meeting held on 27 October 2015 were agreed as an accurate record and duly signed by the Chair. There were no matters arising from the minutes.

13. Governance and Remuneration Committee meeting: 20 October 2015

Ian Lindley outlined the background to the minutes and informed Governors of the following:

1. The Governors Annual Report 2016 was to be presented in the same report format as those reports now submitted to the Resources and Standards & Performance Committees.
2. Attendance at Corporation meetings was good with the threshold target for attendance now increased to 85%. The Governance Committee had agreed that Governor attendance at all events should be recorded and included within the Governor attendance data report in order to reflect the amount of time and commitment Governors give to the Group.

Governors were reminded that the recommendations agreed at the Governance Committee meeting held on 20 October had been approved by the Corporation at the Special meeting held on 27 October 2015.

Resolved the minutes of the Governance & Remuneration Committee meeting held on 20 October 2015 were received and noted.

14. Any other business

No other business was raised at the meeting

15. CEO Appointment 14-15 December 2015

Resolved Minute 15 was classified as confidential in accordance with clause 17 of the Instrument of Government indefinitely.

16. Date of next meeting

26 April 2015 (1pm to 5pm) Boardroom, University Centre 4H01

Signed ----- Date -----

Chair of the Corporation

Action Schedule

No	Minute Title	Action by	Action required
3	Learner Voice	Shane Blades	Student Union Constitution submitted to next Corporation meeting
7	Standards and Performance Committee meetings : 6 October 2015 and 17 December 2015	Clerk	Future Corporation meeting to be held at YCC
9	Audit Committee meeting : 8 December 2015	Clerk / Keith Pearson	Annual Report of the Audit Committee – send to SFA
15	CEO Appointment	Steve Butler	Draw up contract