



**CONFIDENTIAL**

Agenda Item	Discussion	Action
<p>Board members</p> <p>In attendance</p>	<p><b>Bishop Auckland College</b> Patrick Lonergan; Natalie Davison-Terranova (Principal/CEO); Sharron Trevor; Chris Hutchinson; Di Gowland; Steve Robson; Pamela Petty; Manohoran (Dilu) Dilukshan.</p> <p>Shaun Hope (Incoming Principal/CEO); Chris Jones (External Governance Reviewer); Simon Turner; James Robson (SWDT Executive Council Member); Judith Layfield; Lynn Heighton; Ann Robinson-Ruddock (Clerk to the Corporation)</p>	
	<p>Prior to the Meeting commencing, P Lonergan, staff members and others in attendance were asked to leave the room whilst D Gowland gave an overview of the discussions she had held with various Board members as part of the Chair's review. Board members were thanked for their participation in the process. <b>It was AGREED</b> that P Lonergan should continue as Chair for the current academic year.</p>	
<p><b>01</b></p>	<p><b>Apologies for Absence:</b> Were received and accepted for Kim Nielsen; Simon Peacock, John Yarrow and Keith Ivory.</p>	
<p><b>02</b></p>	<p><b>Welcome and Introductions:</b> Everyone was thanked for attending the Meeting and introductions were made.</p>	
<p><b>03</b></p>	<p><b>3.1 Financial Statements – Final approval:</b> L Heighton confirmed that the Financial Statements were thoroughly discussed by the Audit Committee and a recommendation had been made for the Board to approve them, following some minor changes.</p> <ul style="list-style-type: none"> <li>• Neither Covenant had been breached.</li> <li>• A ratio of 1.18 had been achieved (1.15 required ratio).</li> </ul> <p>The Financial Statements for 2022-23 were <b>APPROVED.</b></p> <p><b>3.2 Audit Committee Annual Report:</b> Having been discussed by the Audit Committee, this Report for 2022-23 was <b>APPROVED.</b></p> <p><b>3.3 Going Concern Testing:</b> <b>Q: How much influence does the current economic climate have on stress testing?</b></p> <p>L Heighton replied that the economic climate was always factored into stress testing.</p> <p><b>Q: What is the impact of reduced 16-19 income?</b></p>	



	<p>L Heighton confirmed that there was no in year claw-back on 16-19 income. Any impact would be applied in the following year (current financial year). 16-19 numbers were positive this year.</p> <p><b>Q: Is there a robust system in place around sustainability due to the high building costs?</b></p> <p>L Heighton confirmed that this was part of the Sustainability Plan. She continued that installation of solar panelling was scheduled for 2024 with support from ESFA funding, although anticipated savings would not be evident until later in the year. The long-term plan was to look at other ways to save energy and other costs wherever possible.</p> <p><b>Q: What strategies are in place to overcome the large reduction in ESFA funding this year?</b></p> <p>L Heighton replied that funding had been approved from UKSPF and the LSIF had been approved and would provide income although the level was not yet confirmed. Other sources were being explored on an ongoing basis.</p> <p><i>M Dilukshan joined the Meeting at 5.30 p.m.</i></p> <p><b>Q: Are the Audit Committee happy with the work which has gone into maintaining the Covenant and was the Pension asset removal from the accounts the right way to go?</b></p> <p><b>Q: Is the Audit Committee satisfied that the Financial Plan can be delivered?</b></p> <p>L Heighton confirmed that the going concern work was focused around the Q1 reforecast in the current year and this meant that there was confidence that the reforecast would be met. Some areas were quite tight but work continued in cost savings and plans to increase income.</p> <p><i>S Turner left the Meeting at this point.</i></p>	
05	<b>Declarations of Interest:</b> None declared.	
06	<b>Any Other Business:</b> None notified.	
07a	<b>South West Durham Training Performance update:</b> This had been the best financial year since the College had taken over the Centre. There was some concern over the lower than expected apprenticeship take up in the current financial year.	
07b	<b>Durham Gateway Performance update:</b> J Layfield reported that there continued to be a high staff turnover in the Centre, which was currently being overseen by an interim manager. Attendance continued to be addressed and GCSE results had been mixed. 8% of students had achieved higher grades in Science, 10% in Maths, but 0% in English. The latest SAR had earmarked the	



	<p>performance as “Requires Improvement” for the current academic year. A new manager had been appointment and would join in January 2024.</p> <p><b>Q: Does the new Manager have experience in this area?</b></p> <p>J Layfield replied that the new manager had worked closely with low-level students and had sound experience of dealing with behaviour management.</p>																									
<b>08a</b>	<p><b>Minutes of the Board Meeting of 10.7.2023 and matters arising not on the Agenda:</b> The Minutes were <b>AGREED</b> as a true record.</p>																									
<b>08b</b>	<p><b>Actions Arising:</b> The following actions were addressed from previous Meetings.</p> <table border="1" data-bbox="343 824 1385 1012"> <tr> <td>1361</td> <td>J Layfield welcomed input and involvement from Board members in the SAR process and suggested meetings w ith Heads of School.</td> <td>Board</td> <td>10/07/2023</td> <td></td> <td>Medium</td> <td>Action</td> <td>J Layfield</td> </tr> <tr> <td>1362</td> <td>Clerk to arrange addition of Code of Conduct to Governance Area on Website.</td> <td>Board</td> <td>10/07/2023</td> <td>Complete</td> <td>Medium</td> <td>Action</td> <td>ARR</td> </tr> <tr> <td>1363</td> <td>With members leaving the Board and new members being appointed, the item was referred to the next Board Meeting on 13.12.2023.</td> <td>Board</td> <td>10/07/2023</td> <td></td> <td>Medium</td> <td>Action</td> <td>ARR</td> </tr> </table> <ul style="list-style-type: none"> <li>• <b>1361</b> Complete.</li> <li>• <b>1338</b> Complete</li> <li>• <b>1363</b> <b>Deferred to March 2024 Meeting</b></li> </ul>	1361	J Layfield welcomed input and involvement from Board members in the SAR process and suggested meetings w ith Heads of School.	Board	10/07/2023		Medium	Action	J Layfield	1362	Clerk to arrange addition of Code of Conduct to Governance Area on Website.	Board	10/07/2023	Complete	Medium	Action	ARR	1363	With members leaving the Board and new members being appointed, the item was referred to the next Board Meeting on 13.12.2023.	Board	10/07/2023		Medium	Action	ARR	<b>ARR</b>
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<b>08c</b>	<p><b>Review of previous meeting assessment:</b></p> <p>There had been 6 responses to the review of the Summer Board Meeting and these had been generally positive. <b>The template was currently under review and the updated version would be presented to the next Board Meeting.</b></p>	<b>ARR</b>																								
<b>09</b>	<p><b>Search &amp; Governance update:</b> P Lonergan explained that this Committee was responsible for looking at the annual skills matrix and reviewing Board membership accordingly.</p> <p>At this point, M Dilukshan was introduced to the other members of the Board and gave a brief history of his employment and experience.</p> <p>Two new Board members were in the process of being appointed.</p> <p>P Petty had also approached a local accounting firm seeking someone to join the Board and <b>ACTION: would provide Clerk with contact details.</b></p>	<b>P Petty</b>																								
<b>10</b>	<p><b>Resources Committee Update:</b> Minutes of the last Meeting had been circulated and C Hutchinson commented that as far as filling staff vacancies was concerned, the picture was much brighter than 6 months before.</p>																									
<b>11</b>	<p><b>Curriculum &amp; Quality Committee Update:</b> D Gowland stated that although attendance remained an issue, student satisfaction was very high.</p>																									



	<p><b>Q: What is the current situation with student wellbeing?</b></p> <p>D Gowland replied that part of the attendance problem was associated with wellbeing and there were a lot of mental health issues. Attendance stood at 86.8% and there was concern from a safeguarding perspective as to what the issues were with the 14% of students not attending.</p> <p><b>Q: Was there any evidence to suggest that young people were absent due to being carers?</b></p> <p>J Layfield confirmed that some absence in particular cases was due to caring for others at home. Attendance targets were set for vocational and non-vocational courses. A target of 87% had been set for attendance and anyone dropping below 93% received intervention.</p>	
12	<p><b>Audit Committee Update:</b> This had been covered under item 03.</p>	
13	<p><b>Strategic Developments:</b></p> <ul style="list-style-type: none"> <li>i. <u>McIntyre Centre:</u> N Davison-Terranova reported that the project was progressing well. J Layfield would be leading on this. June/July was the target for the Centre to open. £200k in funding had been received for the development. It was envisaged that the College would be working with around 50 food and Beveridge suppliers in a partnership arrangement to populate the Centre. A decision would be made regarding the appointment of a Centre Manager in January/February 2024.</li> <li>ii. <u>HE Provision Development:</u> A further Foundation Degree course was being introduced in Early Years Education.</li> </ul>	
14	<p><b>KPI Monitoring Report 2022-23 and update 2023-24:</b> N Davison-Terranova warned that the additional 1.5% staff pay increase which was to be considered following the Q2 reforecast was unlikely to be feasible,</p> <p><b>Q: How will your current staff and the unions take that news?</b></p> <p>L Heighton replied that the additional increase would bring the finances to “Requires Improvement” as it would cost an additional £85k to agree a further 1.5% pay rise.</p>	
15	<p><b>College Self-Assessment Report 2022/23:</b> The SAR for the College and for SWDT had been moderated.</p> <p>Regarding Aspire, achievement rates had always been high. A great deal of investment was being made in resources and facilities. Weston College had been to review the provision and this had been very positive. Although a lot had already been done, there was further work which needed to be carried out.</p>	



	Both College and SWDT SARs were <b>APPROVED</b> .	
16	<b>Student involvement strategy and update:</b> The Student Governor was absent from the Meeting.	
17	<b>Review compliance with the AoC Code of Good Governance:</b> N Davison-Terranova confirmed that a new self-assessment had been carried out in line with the revised Code. Members of Directorate and the Clerk had been involved with the production of the review.	
18	<b>External Governance Review Update:</b> C Jones explained that he had almost completed his review of the Corporate Board. His report had to be published on the College website by end of July 2024. The review would take place every 3 years going forward. As part of the review, he had met with staff, students, directorate and Board members. He had attended the Audit Committee Meeting via Teams and the Resources Committee Meeting in person.	
19	<b>Board Training:</b> Board members were reminded that training courses must be completed in a timely fashion. <b>ACTION:</b> The Clerk would look at which courses were statutory in an attempt to reduce the number of courses Board members were expected to attend.	ARR
20	<b>Management Accounts at 31 October 2023:</b> L Heighton highlighted the following from her reports: <ul style="list-style-type: none"> <li>• There continued to be movement in income and staffing costs, as well as debtors and creditors.</li> <li>• The Covenant was in a comfortable position.</li> <li>• Work was being done with SWDT re finances.</li> </ul>	
21	<b>Financial Matters:</b> Nothing further to discuss.	
22	<p>a) <b>Risk Register:</b> J Leighton gave a brief overview of the current situation.</p> <p>b) <b>Data Protection:</b> No questions arose.</p>	
23	<b>Health &amp; Safety Policy Approval:</b> Following recommendation from the Resources Committee, the Board <b>APPROVED</b> the latest version of the Health & Safety Policy.  <i>J Robson left the meeting at this point.</i>	
24	<b>Property Update:</b> <ul style="list-style-type: none"> <li>• Negotiations were continuing around the Spennymoor site.</li> </ul>	
25	<b>Summary of Key Actions from the Meeting and questions to Board Members:</b>  P Lonergan gave an overview of discussions and decisions reached during the Meeting. There were no questions arising.	

**Minutes of the Bishop Auckland College Board Meeting Wednesday, 13 December 2023 at 5.00 p.m. at Bishop Auckland College**



	P Lonergan thanked D Gowland on behalf of the College for her support and hard work as Vice Chair of the Corporate Board.	
<b>26</b>	<b>CONFIDENTIAL ITEM – PART B</b> Staff members were asked to leave the Meeting whilst discussion took place regarding the recruitment process.	
<b>27</b>	<b>Date of Next Meeting – Wednesday, 27 March 2024 at 5.00 p.m.</b>	
	<b>Ann Robinson-Ruddock</b> <b>Clerk to the Corporation</b>	

There being no other business the meeting closed at 7.35 p.m.

A handwritten signature in black ink, appearing to read "P. Lonergan".

Signed  
Patrick Lonergan  
Chair

Date: 27 March 2024