

CONFIDENTIAL ITEMS REMOVED

Meeting of the Governing Board – Wednesday 13 December 2017



Present:

David Meakin – Chair
Paul Ragnall
Jim Sutcliffe
David Brown
Aidan Worsley
Susan Marshall

Paul Henderson
Joe Clarke
Ken Phillips
Hugh Bramwell
Richard Robinson

In attendance:

Karen Buchanan
Simone Lomas
Colin Crowther

Apologies for absence:

Philip Turner
Richard Thorley
Louise Robinson
Kelly Forrest
Lyn Bradley
Guy Thomas

Welcome and Introductions to Student Governors and Membership Report

- 1 The two Student Governors were introduced to members of the Board, Adam Smith and Chloe Bond who both represent the College's Sixth Form cohort. Chloe and Adam left before the meeting started. Their appointments were formally approved in the Membership Report issued to the Board at the commencement of the meeting. This was proposed by Ken Philips seconded by Aidan Worsley.
- 2 The Clerk advised members of the proposal to appoint Richard Robinson an accountant from a local firm, MacMahon Leggate, to the Governing Board and if appointed will join the Audit Committee. The Chair advised members of the interview process undertaken indicating he felt Richard would make a good contribution to the College Board. His appointment was approved, this was proposed by Jim Sutcliffe and seconded by Paul Ragnall.

Declaration of Interest

- 3 No declarations of interest were registered.

Draft Minutes of the Board meeting held on 4 October 2017

- 4 The draft minutes of the Board meeting held on 4 October were accepted as an accurate record, proposed by David Brown and seconded by Jim Sutcliffe.

Matters arising from the Minutes

- 5 It was noted that Jim Sutcliffe was present at the meeting.

Action: Simone Lomas

Minutes of the Committees

Draft Finance Committee – 6 December 2017

- 6 Paul Henderson noted the College had achieved a financial health rating of outstanding. Colin Crowther updated Board members of the amendments that had been made to the bank covenants and requested that consideration be given to the recommendation from the Finance Committee to approve the amendments. The Governing Board endorsed the recommendation from the Finance Committee proposed by Paul Ragnall and seconded by Susan Marshall.
- 7 Jim Sutcliffe asked that SMT consider the inclusion of a full paper on a subject, if there was a requirement of the Boards approval.
- 8 It was agreed that for future Board meetings dedicated papers would be presented.

Draft Audit Committee – 29 November 2017

- 9 Jim Sutcliffe advised that both the Internal and External audit reports were positive and that the financial health of the College was outstanding. It was proposed and unanimously agreed that the Auditors be appointed for a further year. The minutes were noted.

Draft Curriculum and Standards Committee – 22 November 2017

- 10 Ken Phillips presented the minutes emphasising the positive picture that had been demonstrated. He wished to note that the data that had been presented had been the most positive he had seen in the last 13 years.
- 11 David Brown requested he be added as attending the meeting not David Meakin. The minutes were noted.

Action: Simone Lomas

Academic Board – 18 October 2017

- 13 Hugh Bramwell advised of the two items discussed; the Staff Survey and Culture and Wellbeing. Both reports were received extremely positively. The Culture and Wellbeing report was linked to the Government agenda relating to Mental Health Awareness. An extensive list of the benefits the College offers was presented to staff. Further enhancements to the activities are to be considered at the next Leading Excellence Event in February 2018. Actions highlighted in the report will be taken forward to the next meeting of the Academic Board. The minutes were noted.

Student Council – 9 November 2017

- 14 Karen Buchanan advised that the Student Council meeting was well attended and was very engaging. The agenda included the modernisation of Student Services with some interesting ideas including the introduction of temporary ID badges being put forward and the Identification of Good practice and Areas for improvement. The next area to be considered will be Student OnePlace. The minutes were noted.

Draft Search and Governance Committee – 18 October 2017 & 7 November 2017

- 15 David Brown advised that two resignations from Martyn Walker and Louise Gaskell had been made. Proposal to recommend Richard Robinson as a Board member on Audit Committee was agreed. Both Ken Phillips and Kelly Forest had agreed to continue on the Board, with Ken advising he would retire from the Board in the spring term. The process to appoint to the post of the Director of Finance and Resources following the retirement notice from Colin Crowther was ongoing with a further update to be advised to the Board at the Strategic Residential in January 2018. The minutes were noted.

Audit Committee Annual Report to the Governing Board 2016/17

- 16 Colin Crowther presented the report confirming the data demonstrated a positive position. He noted that compliance with the new legislation relating to Data Protection that comes into force in May 2018 would be included as part of the audit schedule. The content was then summarised with the overall conclusions being that the College continues to offer value for money.
- 17 The Board accepted and approved the contents of the Annual report, and the appointment of RSM as College Auditors proposed by Aidan Worsley and seconded by David Brown.
- 18 Aidan Worsley was interested in the Colleges activities in terms of the apprenticeship levy and how the practices had changed to ensure the Colleges levy pot was being spent. Karen Buchanan explained that in previous years the College had employed interns for a 12 month period but had taken the decision to employ an increased amount of apprentices in all areas of the College including in the facilities team and in software development. Existing staff are undertaking management qualifications under the apprenticeship umbrella.
- 19 The Board considered and approved the Annual Report and Financial Statements of the College for the year ended 31 July 2017, proposed by Aidan Worsley and seconded by Richard Robinson.

It was noted that page 12 of the of the Financial Statements report required amendments in relation to the term of office of Governors.

Action: Simone Lomas

College Self-Assessment Report (SAR) 2016/17

- 22 Karen Buchanan advised that this is a formal document that is placed on the Education and Skills Funding Agency hub by Christmas, whilst this is not a legal requirement it is good practice to do so. This will also be placed on the Ofsted site following a request by them. It was noted that the SAR summarises where we expect to be against the Ofsted framework with the College strengthening areas from feedback received last year to make the document clearer.

- 23 Some additional areas that have been included in the report is 'making more of the building', 'adding the culture of excellence to the campus' and the 'best practice visits' that the College has hosted. The College is currently involved in a pilot project with the Department of Education for work experience placements. Further details will be outlined at the Strategic Residential.

Action: Karen Buchanan

Corporate Performance 2016/17

- 25 Hugh Bramwell referred to the documents highlighting the first three pages and providing an explanation of the format used, clarifying that the report provided an overview of the strategic management cycle and results and a summary of the goals and the progress towards each one.
- 26 Goal 7 will be amended to take account of the agreed pay award.
- 27 The report will be updated and the contents discussed further at the January Strategic Residential. The content was noted.

January Strategic Residential 2018

- 28 The Chair introduced the item informing members of the requirement to determine the content of their strategic discussions. Options were then put forward by members as follows:
- strategic developments for Burnley College – going forward and where we are now.
 - a change in direction from merger.
 - the national picture
- 29 Following discussion it was determined that there would be an update on the Colleges successes for the year.

Health and Safety Report 2016/17 and In Year Update for 2017/18

- 32 Colin Crowther positively reported the 78% attendance at the Health and Safety Committees, confirming that Student Ambassadors had been invited for the first time and were making a positive contribution to the meetings.
- 33 All managers have undertaken the IOSH Managing Safely four day training programme in College, any new managers will be enrolled onto the course during their first year at the College.
- 34 It was noted that Mick Leatherbarrow, Health & Safety Adviser had recently left the College and that a new appointment had been made, Alice Brewster who comes to the College from Jet2 and will commence employment from the 8 January 2018.
- 35 Colin Crowther thanked Paul Ragnall for his continued advice and guidance over the year in relation to any Health and Safety issues.
- 36 The report was noted.

Governors Strategic Planning Overview Document

- 37 Hugh Bramwell introduced the document which was then opened for comments or questions.
- 38 Karen Buchanan advised the Board of the impending closure of Hameldon School and noted that the building is subject to PFI funding, the building is unable to close although the pupils will be educated elsewhere. The proposal to build a new school on the land where Stoneyholme School was situated is still to go ahead.
- 39 Further discussions are to take place in the new year to agree a way forward with Hameldon School.
- 40 Governors thanked Karen for the update and noted the content of the report.
- 41 David Meakin referred to the Winter Wonderland event which was excellent and he thanked those Governors who were able to attend indicating the site plan ran better than in previous years. The Governing Board passed on their thanks to the staff for the time they have put into the event.