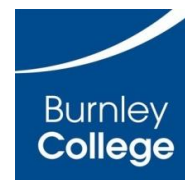


**Confidential**



**Meeting of the Governing Board – Wednesday 22 June 2016**

**Present:**

David Meakin – Chair	Ken Collins
David Brown	Phillip Turner
Richard Thorley	Michael Floyd
Kelly Forrest	Paul Ragnall
Clelia Sudderick	Guy Thomas
Ken Phillips	Lyn Bradley
Chris Plumb	Wendy Higgin
Hugh Bramwell	

**In attendance:**

Karen Buchanan  
Simon Jordan  
Alison Cameron Brandwood  
Pauline Lucarz  
Colin Crowther

**Apologies for Absence:**

Aidan Worsley  
Paul Henderson  
Jim Sutcliffe  
Anne Kelly

The Chair opened the meeting by acknowledging the contribution of Ken Collins who had served the Board and Burnley College for many years. He complimented Ken's work and thanked him for his contribution as Chair of the Finance Committee and that of Chair of the Board during his term of office. Ken has been significantly involved with the work of Board over many difficult periods in Further Education and he leaves the College with robust financial management arrangements in a time when many colleges are struggling. Ken and his family were offered every good wish for the future and all Governors supported the statement.

**Declaration of Interest**

- 1 Richard Thorley declared an interest at paragraph 54 and left the meeting for this item. There were no further declarations of interest raised.

**Draft Minutes of the Board meeting held on 6 April 2016**

- 2 The minutes were accepted as an accurate record proposed by Ken Phillips and seconded by Guy Thomas

**Matters arising from the minutes**

- 3 Paragraph 4: Lancashire Chairs and Principals' meeting – it was noted that this meeting has been cancelled and further dates have been submitted in order that it can be rearranged.

- 4 Paragraph 31: the press release in relation to the consideration of a proposed merger with Accrington and Rossendale College had been compiled and been released to the local press.
- 5 Paragraph 41: Freedom of Information Act – a report will be submitted linked to the Task and Finish Group minutes later in the agenda.

### **Draft Minutes of the Committees**

#### **Search & Governance Committee – 11 May 2016**

- 6 David Brown highlighted key points from the minutes, referring to the position adopted in relation to the recruitment of future Board members. The minutes were noted.

#### **Human Resources Committee – 11 May 2016**

- 7 Paul Ragnall referred to the Key Performance Indicator report, and the members views on the appraisal of staff. He was confident the Senior Management Team will move forward with a revised appraisal system quickly. Hugh Bramwell notified that following the Committee meeting the opportunity was taken to overhaul the Appraisal system to an individualised system and commitments had been given from all Managers to complete the process. The minutes were noted.

#### **Curriculum & Standards Committee – 18 May 2016**

- 8 The minutes were noted.

#### **Strategic Planning Event – 25 May 2016**

- 9 David Brown acknowledged the valuable discussion held at the Strategic Planning event, and whilst not every Governor could attend those present had given helpful directions to move the College forward. At the meeting a presentation was undertaken by Paul Holmes, the Chairman of the North West Provider Network who set out the strategic direction of the Local Enterprise Partnership priorities. Members were thanked for their contribution at the meeting and advised that a further meeting will be scheduled in September. The minutes were noted.

#### **Audit Committee – 8 June 2016**

- 10 Jim Sutcliffe (via email) indicated that the Internal/External audits provided a positive view of how the Senior Management Team manages the College. An increase in fees by the Auditors has been challenged by the Principal and the College awaits a response. Jim recommended that the Board approve the Audit Plan and Risk Management Plan, following consideration this was approved by Ken Phillips and seconded by Paul Ragnall.

### **Finance Committee – 15 June 2016 - Confidential**

- 11 Ken Collins referred to the Finance minutes (paragraph 4) advising that the holiday accrual provision had been actioned. It was further noted that as part of the financial plan, the Chief Executive of the Skills Funding Agency had written to all colleges providing a checklist for Board's to use to satisfy themselves of the robustness of their College's financial arrangements. A discussion had also been held on the confidential and sensitive information contained in the reports and minutes as a result there is an increasing need to note within the minutes items marked as confidential.

### **Discussion on Pay Award removed as confidential**

### **Student Council meeting – 28 April 2016**

- 12 A joint meeting was held with students from Accrington and Rossendale and Burnley College. This was really successful and has been followed up by an exchange of students between both colleges. It was reported that both groups of students contributed well. Students also reported favourably on Burnley College catering.

### **Academic Board – 25 May 2016**

- 13 Hugh Bramwell advised that the agenda items at the meeting were the Teaching and Learning Model and the Health and Safety approach in College. Both received positive contributions during feedback from members of the Academic Board.

### **Task and Finish Working Group – 9 May 2016**

- 14 David Meakin introduced the report and referred to the National Leaders in Governance consultant in attendance at the meeting, Carole Jones, who had applauded the fact that both Senior Managers and Governors were working well together from both colleges and had the right approach which included maintaining a culture of co-operation.
- 15 To support the work of the Group Pauline Lucarz referred to suggested changes to standing orders contained in a report tabled both at the Task and Finish Group Meeting and also at the Search and Governance Meeting held two days later. The report proposed alterations/additions to Standing Orders in relation to the following:
- Terms of Reference for the Task and Finish Group and Shadow Board.
  - the approach to be adopted when recruiting senior managers, and
  - the approach to be adopted in relation to Board and Committee minutes.
- Following consideration this was proposed for adoption by Chris Plumb and seconded by Paul Ragnall.

### **Shadow Board Update removed as confidential**

### **Strategic Objectives and Goals**

- 16 Karen Buchanan summarised the content of the report. Governors were requested to review the Strategic Objectives and Goals and the recommendation was made that the current goals be carried forward for the next three years. The changes last undertaken were identified and members were invited to consider whether further change is required.
- 17 David Brown suggested that a further goal be added along the lines of “to make a positive contribution to the Area Review process and strive to achieve an outcome that best meets the needs of our students and employers”. Karen Buchanan advised that one of the core elements surrounding formation of the Goals are that they are timeless in their phrasing. Lyn Bradley suggested that if you take the Area Review out of the wording it might stand in its own right. Chris Plumb indicated that it could be very different in a year`s time if we merge with Accrington and Rossendale and that perhaps now is the time for stability.
- 18 Hugh Bramwell suggested he liked the words suggested the reason being that the SFA will note our intent, whilst that would be useful and he would like to capture the wording he proposed that the strategic objectives and goals remain as is, with the suggested wording being captured as part of the College’s Self-Assessment Report. As such Board members determined the Strategic Objectives and Goals will not be changed, proposed by Paul Ragnall and seconded by Ken Phillips.
- 19 Michael Floyd referred to “Burnley College builds futures and changes lives” which is lost in the design format. This will be altered.

**Action: K Buchanan**

### **The Financial Plan 2016-2018 removed as confidential**

#### **Health and Safety Update**

- 20 Colin Crowther summarised the content of the report referring to the feedback received from the Academic Board who had contributed to its development. The Governing Board was advised that we are making good progress against the action plan from the Consultants and that our intention is to continue with a review of Control of Substances Hazardous to Health.
- 21 It was noted that the Health and Safety Executives are focused upon compliance with health and safety legislation, and the Board were informed of a structured penalty regime that was introduced in February 2016 with potentially more severe penalties than previous. Approval was sought for the Strategic 3 year plan to give structure on health and safety generally and to ensure our direction of travel is in line with Governor wishes.
- 22 The Board was advised that we hope to be in a position to produce a gap analysis against a quality standard such as ISO45001 around February/March 2017. An action plan was contained in the report for year 1, with the intention to include action plans for years 2 and 3 in subsequent years based upon the gap analysis.

- 23 Paul Ragnall confirmed he had met with Collin to discuss this development and welcomed the 3 year action plan. He confirmed that ISO 45001 will be a worldwide standard.
- 24 The Board received and accepted the report and statement and approved the Strategic Plan for Health and Safety and associated Action Plan, proposed by Chris Plumb and seconded by Michael Floyd.

### **Safeguarding and Protection Policy**

- 25 Alison Cameron Brandwood introduced the report highlighting the content of the safeguarding and protection policy. The three key changes that have taken place were identified along with the actions being taken. Attention was drawn to the Safeguarding and Prevent manager and the links that she has developed over the year.
- 26 Of particular note was the conference hosted by the College with establishments from the education sector in attendance. Great feedback was received from the event and as such it is intended this will be held annually. Positive feedback had also been received from Ofsted at a North West event with inspectors from the North of the country attending.
- 27 Richard Thorley asked about whether further training has been undertaken/planned from that given already to Governors. The Board was advised that the training from Nigel Lund at a previous Board meeting supplements the formal training received but that an update is being considered which may also be rolled out to Governors if appropriate. Governors formally approved the updated Safeguarding and Protection Policy proposed by Clelia Sudderick and seconded by Michael Floyd. It was noted this report will form part of the agenda at the Academic Board in the Autumn period.

### **Corporate Performance 2015 and 2016**

- 28 Hugh Bramwell introduced the report and outlined the format for Governors who have recently joined the Board. Governors noted the content.

### **Governors' Strategic Planning Overview Document**

- 29 Hugh Bramwell advised members that this document provides a strategic brief on key issues affecting the college. Members were invited to question the relevant senior manager on any topics they wished further information on. The content was self-explanatory and was noted.

### **General**

- 30 All Governors were thanked for their contribution during the year and on behalf of those present Ken Phillips thanked David Meakin for the work he has undertaken in Chairing the Board since his appointment.