

## **CONFIDENTIAL ITEMS REMOVED**



### **Minutes of the Full Governing Board meeting held on 4 October 2017**

#### **Present:**

David Meakin- Chair  
Phillip Turner  
Guy Thomas  
Lyn Bradley  
David Brown  
Kelly Forrest  
Joe Clark  
Ken Phillips  
Hugh Bramwell  
Jim Sutcliffe  
Paul Henderson  
Louise Gaskell

#### **In Attendance:**

Karen Buchanan  
Simon Jordan  
Simone Lomas  
Colin Crowther

#### **Apologies for Absence:**

Anne Kelly  
Susan Marshall  
Paul Ragnall  
Richard Thorley  
Martyn Walker  
Louise Robinson  
Aidan Worsley

#### **Declaration of Interest**

- 1 Declarations of interest were made by Senior Post-holders in relation to Appendix F, with consideration of this item taking place in their absence. Louise Gaskell informed the Board of her interest in terms of also being a Governor on Accrington & Rossendale's Board.

#### **Draft Minutes of the Board meeting held on 21 June 2017**

- 2 The minutes of the Board meeting of 21 June were accepted as an accurate record, proposed by Louise Gaskell and seconded by Kelly Forrest.

#### **Matters arising from the minutes on 21 June 2017**

- 3 Paragraph 16 – Karen Buchanan confirmed that the Strategic Plan had been updated with the suggestions from Guy Thomas.
- 4 Paragraphs 29 – David Meakin confirmed that he had written to Anne Kelly to thank her for her commitment over the last 8 years to the College Board and Committees.

5 Paragraph 30 - David Meakin confirmed that he had spoken to Phillip Turner who was keen to continue his duties with the Governing Board.

6 Paragraph 33 – Karen Buchanan confirmed that it was not obligatory for Governors to undertake Safeguarding training. Arrangements were being made for new Governors to attend the Tier 1 level.

### **Self- Assessment of the Governing Board, its sub committees and work during 2016/17**

7 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2016/17. Overall a similar picture to that presented in the previous year was identified. The Audit Committee was the only Committee who rated its work as outstanding, with attendance being the factor that lowered the score in other areas, albeit scores were close to outstanding.

8 The attendance profile of Governors individually and collectively was also outlined. Our performance indicates Burnley College to be in a favourable position with 83% overall attendance for the year. Governors were thanked for their contributions and continued support during the year.

9 It was noted that David Brown attended the Area Review Steering Group 4.

### **Corporate Performance 2016/17**

10 Hugh Bramwell introduced the report to members who were invited to raise questions on any item within the report. Governors noted the progress that had been made commenting that the report was an excellent indicator of 'where we've been and where we're going to'.

### **Subcontracting Arrangements**

11 Simon Jordan updated the Board on the current subcontracting arrangements confirming that the contract with Utilities Academy's was progressing according to its profile and that the expectation of a completion in April 2018 continued to be on target.

12 Ken Phillips asked how rigorous our process was in terms of ensuring quality within the teaching of the apprentices. Karen Buchanan explained that the qualifications were all subject to the awarding bodies standards and that external verifiers would continue their standardised practices as they currently do within Burnley College.

13 Governors welcomed the positive update of the current subcontracting arrangements.

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

14 Hugh Bramwell introduced the paper and invited Governors to raise questions and comment on the set paragraphs which had been highlighted with the relevant senior managers' name.

- 16 An explanation was given about the new grading system for exams and how they equate to the current structure.
- 17 Colin Crowther gave an update on the Vision Park noting that it will be occupied before the end of the year and has a level of 60% uptake on the units to date. Services from ourselves have been offered including gym membership, catering and cleaning.
- 18 Governors noted the updates.

#### **Health and Safety Report**

- 19 Colin Crowther presented the report explaining that it had been another positive year in terms of the number of accidents with only 1 RIDDOR accident being noted. The College had been included in a benchmarking exercise and were ranked 9<sup>th</sup> out of 53 Colleges on the basis of number of accidents per full time student equivalent.
- 20 An update was given on the building in terms of the cladding on the external elevations. A review of the buildings had taken place by the Fire and Rescue Service who had deemed the building suitable to remain open for continued use. A further review of the current building regulations is expected to be reported next spring.