

CONFIDENTIAL ITEMS REMOVED

Meeting of the Governing Board – Wednesday 5 October 2016



Present:

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

In attendance:

Karen Buchanan
Alison Cameron Brandwood
Pauline Lucarz
Colin Crowther

Apologies for Absence:

Anne Kelly
Simon Jordan

General Matters

The Chair commenced the meeting by outlining the Emergency Evacuation procedures in the event of a Fire. He then outlined the feedback that had been received from Governors following the Awards for Excellence and HE Graduation event, both of which were very successful. Alison Cameron Brandwood was thanked for her role in organisation the latter event. The Clerk then outlined changes proposed to the spring/summer cycle of Governor meetings. Revised dates are as follows:

Audit Committee 7 June 2016
Finance Committee 14 June 2016
Governing Board 21 June 2016

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. The Clerk stepped out of the meeting when the results of her appraisal was discussed but returned for the remainder of that item.

Draft Minutes of the Board meeting held on 22 June 2016

2 The minutes of the Board meeting of 22 June were accepted as an accurate record, proposed by David Brown and seconded by Kelly Forrest.

5 Paragraphs 36 to 39 - The Strategic Planning card has been updated and will be issued at the Strategic Residential in January to all members.

Action: K Buchanan

Draft Minutes of the Shadow Board meeting held on 18 July 2016 and 19 September 2016

6 Both sets of minutes were noted.

22 **Draft Minutes of the Strategic Planning meeting held on 26 September 2016**
The minutes were noted.

23 **Matters arising from the minutes (including endorsements)**

The Chair referred to the requirement to determine at the meeting the Governors who would be involved in the next two meetings to be held as part of the Area Review process. These meetings will fall on 19 October (10.30am to 11.15am) and 26 January (6pm to 8pm) respectively. Members were requested to advise the Clerk if they were able to attend.

Action: All Board members

Self- Assessment of the Governing Board, its sub committees and work during 2015/16

24 Pauline Lucarz introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2015/16. 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.

25 Benchmark information had also been provided against 5 other colleges in the Lancashire area where Boards had assessed themselves using the Ofsted framework in place at that time, as a guide. Based upon the results from the Board certain actions had been taken and an example was given in relation to the briefings that had been provided due to a “good” but lower than average score being received in relation to Health and Safety. Governors had enjoyed a presentation by Richard Caulfield from the AoC on their health and safety responsibilities as well as a presentation from the College’s Health and Safety Advisor during the year. It was also noted that health and safety as a topic is now being considered at each and every Board meeting.

- 26 The attendance profile of Governors individually and collectively was also outlined. Our performance against 101 colleges indicates Burnley College to be in a favourable position with 84% attendance levels compared to 80% nationally. Governors were thanked for their contributions and continued support during the year.

Corporate Performance 2016/17

- 27 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.

Subcontracting Arrangements

- 28 Karen Buchanan explained the process involved in entering into sub-contracting arrangements with other providers. It was noted that this arrangement had been in place a number of years ago, but has not been undertaken in recent years. Contact has been made by a company in relation to Gas and Electric Smart metres. In outlining the process, the SFA would pay the College direct and the arrangement would likely result in a growth in apprenticeships. The Board was advised we would like to be involved in this type of work, liaising with and enabling learning from companies with this specialist type of knowledge. It was confirmed that this would be a pilot arrangement and that the College would ensure that quality is robust. It was confirmed that Accross already undertake sub-contracting arrangements like this

Update from the first Area Review meeting at Preston's College on 4 October 2016

- 35 The Chair provided an update on the meeting he had attended. Richard Thorley, David Brown, Jim Sutcliffe and Lyn Bradley attended the first session which introduced what the process was all about and gave an outline of the experience from around the country.
- 36 In highlighting key points it was noted that David Collins indicated that the Lancashire arrangement should be a smooth process. The process in the London area had released real estate with substantial savings this would not be the case in Lancashire.
- 37 The Chair and Principal had attended a separate meeting and the Chair informed that the documents provided for the meeting will be available through the Clerk for those Governors wishing to review the material.
- 38 Jim Sutcliffe indicated that there was a certain amount of reassurance that it will ultimately be the College's decision and that there may be financial assistance to support a merger, but that where this can be afforded by Colleges funding will not be available. It was important to ensure all possibilities are included in the plan or they will not be supported financially going forward. If there is a real need for serious restructuring there may be grants to support the work with other colleges receiving loans. Richard Thorley indicated he is optimistic there would be grants available for the Accross merger.

- At the Area Review meeting Jim Sutcliffe had asked a question related to the access of funds at later stages with the response being if it is not in the plan from Day 1 it would not receive funding.
- 40 Phil Turner referred to the gains made in London and the fact that we could become a sideshow in the Lancashire area. The Chair advised that there are some savings to be made but not in relation to real estate. Richard Thorley confirmed that any college can merge at any point but to obtain funding it would need to be in the original plan. Lyn Bradley advised it was informative where they discussed previous mergers and how colleges had been restructured.
- 43 The Area Review timetable issued at the Strategic Planning event was referred to. In particular the next meeting is on **19 October** between **10.30 and 11.15**. Chris Jones will look at financial issues and Jackie Henderson will look at Quality and Curriculum. Aidan Worsley, Chris Plumb, Richard Thorley and both Staff and Student Governors indicated they will attend. Karen Buchanan suggested that on 19 October Governors attend a briefing at 10 am for a briefing in the Boardroom.
- 45 Members were advised that UCLan are looking to merge with Prestons College for apprenticeships on the West side of Lancashire and that we wish to do that work with UCLan for the East side. Whilst it would be good to present these options as part of the Area Review, such an arrangement would be through a loan position and therefore there is no financial advantage to doing this now. It was confirmed that any spend through area review has to be undertaken by 2020.
- 46 The second Governor meeting is on **26 January 2017 6pm to 8pm** with as many Governors as possible to attend. Richard Thorley advised that during the presentation that the turnout of Governors and Principals was very high in Lancashire whereas very few Governors had attended elsewhere in the country.
- 47 David Meakin summarised his impression from discussions during the meeting, which was that we carry on with Accross and not let the Area Review process slow that down. Hugh Bramwell referred to comments made by the Schools Commissioner in attendance at the meeting who had been asked to provide a link to the schools position. They had referred to the Visions Learning Trust, UTC, and how that could be an excellent place for development. Governors were reminded that there will be a lot of noise in the sector and the need to focus on what is relayed in formal meetings given the number of rumours and incorrect press notifications that are likely to occur.
- 48 Ken Phillips asked about the role of private Training Providers and was advised by Hugh Bramwell that they had indicated they did not want to take part and felt it was a little too onerous, however Thomas Whitham as a school had expressed interest in taking part.
- Governors' Strategic Planning Event Overview Document**
- 49 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.

- 50 Members were advised that the document is likely to be reviewed with some areas being removed the next time they see this.
- 51 Ken Phillips referred to the demographic picture of the school age population over the next 5 – 10 years. Karen Buchanan advised that the 16 – 18 year old numbers have been going down year on year up until 2019. This will then go up slowly for the first couple of years in 2020 and then quite significantly.

Health and Safety Report

- 52 Members were reminded that at the June meeting an action plan had been approved. An update on the individual actions was outlined. Overall we are on schedule to meet the required timeframe.
- 53 In relation to general matters Colin Crowther referred to the RIDORR position with no reportable accidents since the last meeting. It was noted that under the due diligence aspect of the proposed merger with Accross that due diligence will also be undertaken on Health and Safety. The content of the report was noted.