



Meeting of the Governing Board – 6 April 2016

Present:

D Meakin - Chair	C Sudderick
D Brown	M Floyd
K Collins	W Higgin
A Kelly	C Plumb
K Phillips	P Turner
G Thomas	A Worsley
P Henderson	H Bramwell
P Ragnall	L Bradley
J Sutcliffe	

In attendance:

P Lucarz
C Crowther
K Buchanan
S Jordan
A Cameron Brandwood
M Leatherbarrow (presentation only)

Apologies for absence

R Thorley
K Forrest

Presentation to Student Governors

The former two student Governors, Marina Pongourou and Lauren Middleton were both presented with a certificate to mark their contribution and efforts during their membership of the Board. Both were wished well in their future studies and careers.

Presentation on Health and Safety

A presentation took place on the Health and Safety Management Systems by Michael Leatherbarrow, Health and Safety Advisor. This highlighted how technology was being used to improve the efficiency and effectiveness of our inspection arrangements utilising an iPad.

Board members had the opportunity to raise questions during the course of the presentation and suggestions were made for improving the current arrangements along with how this technological development could move forward in the future.

It was confirmed that the "IAuditor" App is a subscription service but that further development of the screens has been undertaken by a College Intern. It was suggested this approach could be rolled out as a benefit to other schools and academies.

David Meakin reminded members that the Board has identified that Health and Safety is a key item for it to monitor going forward and he thanked Mick for his informative presentation.

Declaration of Interest

1. Declarations of interest were noted for Appendix D with Lyn Bradley and Wendy Higgins leaving the meeting during this item when their appointments to the Board were considered.

Draft Minutes of the Board meeting held on 16 December 2015

2. The minutes were accepted as an accurate record, proposed by Ken Phillips and seconded by David Brown.

Draft Minutes of the Board meeting held on 22 January 2016

3. The minutes were accepted as an accurate record, proposed by Jim Sutcliffe, seconded by Guy Thomas.

Matters arising from the minutes of 16 December 2016

4. **Lancashire Chairs and Principals Meeting** paragraph 23, the view was expressed that future meetings should be attended by the Chair or Vice Chair of the Board. A request to rearrange the next meeting which is scheduled for Thursday 5 May 2016 will be made due to the unavailability of the Chair and Vice Chair.
5. **Membership Issues** paragraph 25 and 27; it was reported that Aiden Worsley had been notified of his appointment to the Board and that no further Governor recruitment was now taking place due to the discussions occurring with Accrington and Rossendale College.
6. **Health and Safety** paragraph 48: This is now appearing as an agenda item at each Board meeting.

Minutes of the Sub Committee Meetings

Draft Joint HR and Finance Committee – 22 January 2016

7. The minutes were noted.

Draft Search and Governance Committee – 22 January 2016

8. It was confirmed that no further recruitment activity is taking place due to the discussions with Accrington and Rossendale College. The minutes were noted.

Draft Human Resources Committee – 2 March 2016

9. It was noted that whilst a number of Colleges had faced industrial action (as reported in the press), this was not the case at the College and the press comment was incorrect.

Draft Academic Board – 2 March 2016

10. It was noted that good points were raised at the meeting in relation to student facing policies and the College SAR; these points have been incorporated into the documents. The minutes were noted.

Draft Curriculum & Standards Committee – 9 March 2016

11. A visit was undertaken to the Human Performance Centre and Governors were recommended to attend any future event. A strong position was noted on the number of student applications made to the College for next year. The minutes were noted.

Draft Audit Committee – 16 March 2016

12. Welcome feedback was received from Auditors at the meeting with the number of actions being reported on HE as nil, compared to an average at other colleges of 2.3. Our data has also been found to be robust. It was noted that a watchful eye will be maintained going forward on cyber-crime.

Student Council Minutes – 27 January 2016

13. Reference was made to the full and frank discussions held by students on the seating around College along with the many positive comments made in regard to the Refectory areas. Hugh Bramwell suggested that the two student councils from Burnley and Accrington & Rossendale join together to share best practice at their next meeting in May. The minutes were noted.

Governors' Calendar of meetings 2016/17

14. It was confirmed that Wednesday 25 May 2016 will be the date for the next Strategic Planning event. In turning to next year's Calendar of Meetings, it was confirmed that the Strategic Planning meeting for 2017 will be held on Wednesday 24 May and that Governors should let the Clerk know by the end of April of any issues they may have with dates for next year.

Health & Safety Update

15. Colin Crowther identified key areas of the report. These referred to the number of accidents that have taken place most of them being relatively minor. The one RIDDOR accident was outlined in detail within the report, advising that in such circumstances the Health and Safety Advisor undertakes an investigation into the situation as well as determining whether the student's approach and outlook is suitable for continuing their studies in a workshop environment.
16. It was noted that the Health and Safety Advisor has successfully completed his NEBOSH qualification with IOSH training being undertaken as standard for Managers. This latter training is being extended to Trainer Assessors who attend students in the workplace.
17. The Health and Safety Policy was summarised along with the operational framework for managing health and safety at the College. Supporting procedures do exist but they were not presented to Governors at the meeting as these are operational documents used to support working practices and the guidance within the policy. It was noted that Paul Ragnall who has specific responsibility for Health and Safety for the Board also signs off the document.
18. A consultant's report was tabled which identified progress that has been made, as well as the creation of an action plan based on the results of the consultant's review. Key content was highlighted which included the opinion of the consultant that the College has a user friendly approach to health and safety. This had been evidenced by the information presented at the commencement of the meeting where we make health and safety easily accessible through the use of the iPads to undertake inspections and assessments. One positive noted by the consultant was that Health & Safety now features on all Board meetings.
19. Paul Ragnall confirmed he had met with the Consultant who had been complementary about the work that had been undertaken indicating that whilst there remains work to be done, progress continues. Jim Sutcliffe referred to page 4 "expectations and responsibilities" and asked how this is applied to visitors. Board members were advised by way of an example of the instructions given to visitors upon arrival at reception which outlines their responsibilities in terms of Health and Safety. Chris Plumb stated it looked like a really good policy and commended the College on the quality of the report, referencing the fact that the policy contains preventative points rather than being

reactive. He questioned the timescales within the action plan and whether we can achieve the committed dates. Colin Crowther confirmed he set the timescales and monitors the position.

20. The Board noted the progress during 2015/16 and approved the Health and Safety Policy, also accepting the consultant's report and associated action plan, this was proposed by Chris Plumb and seconded by Mike Floyd. It was noted that the Academic Board process will now be used for staff consultation.
21. Consideration was given to the style of minutes and Governors requested that we continue to use our informal approach as they find the minutes helpful as an aid memoire and that the minutes capture the challenge made by Governors which would be useful in any Ofsted inspection.

Single Equality Policy 2015/16

22. Simon Jordan updated on the actions that have taken place in relation to equality within the College and how Divisions/Departments promote equality and diversity. As an example members were informed that during our teaching and learning standardisation process we note down good practice made. Standardisation includes external observations and a number of points have been raised through this process as good practice. Examples were identified in paragraph 7 of the report
23. Members noted the position.

Governors' Strategic Residential – January 2016

24. Pauline Lucarz summarised the report identifying the changes that had been made as a result of feedback from members at the Governors' Strategic Residential. The focus of the Strategic Residential had been on College performance, national developments and the future direction and growth of our Higher Education and Themis provision. From the content of the residential the Action Plan for 2016 was formed.
25. The Governance Self-Assessment Report 2014/15 and Action Plan for 2016 was proposed by Ken Phillips and seconded by Jim Sutcliffe.

Governors' Strategic Planning Overview Document

26. Hugh Bramwell introduced the report and advised that all blue areas are updated information. Governors were invited to question any of the content. New members of the Board were advised that the documents were yellow as they are crucial pieces of information in the event of an Ofsted inspection. The content was noted.

Corporate Performance 2015/2016

27. An explanation of the paper was given by the Principal. It was confirmed that the Strategic Planning event is now moving towards the end of May from its previous position at the beginning of May. Performance against the goals was identified in the report with success rates being identified on pages 1, 2 and 3.
28. Governors were invited to identify any further information they would like to see included. The report was considered and the content was noted.

Funding Update

29. Karen Buchanan introduced the latest information on funding. Members were advised that a number of changes will occur within next year's paper and information is awaited on what this will look like. Overall we are slightly higher in terms of funding for 16 – 18, HE, Adult and Apprentices. This position was positively noted.
30. Jim Sutcliffe asked if we were still well placed through the Themis brand to cope with expansion and was advised that we continue to see in year growth. Each year we review our staffing structure and as a result we are looking for additional staff in some areas. The Board was advised that a new appointment has been made with Neil Burrows, formerly an employee with the Engineering Industry Training Board. Neil will manage our Engineering provision but with a focus on ensuring maximisation of our partnerships with employers. It was confirmed that we are continuing to see year on year growth in apprenticeships.
31. It was highlighted that when the funding process changes we will need to secure our allocation from the apprenticeship levy. To do this we are looking at how this will affect an organisations requirements, and as a result we are now looking at degree apprenticeships up to level 8. An example referred to was a graduate apprenticeship with Barclays Bank. We are also developing a number of different models to maximise our options with employers and it was confirmed that we are ensuring we are sufficiently resourced for these changes.
32. Aidan Worsley reminded Senior Managers of the Education Green Paper for HE and the changes that are taking place. He suggested that this strand is something the College will need to explore as there will be significant implications for the College.
33. Governors noted the position and future changes.