

CONFIDENTIAL ITEMS REMOVED

Meeting of the Governing Board – Wednesday 12 December 2018

Present

David Meakin – Chair
Paul Ragnall
Jim Sutcliffe
David Brown
Gillian Bardin
Karen Buchanan
Keeley Seamans

Paul Henderson
Chloe Bond
Adam Smith
Guy Thomas
Richard Robinson
Philip Turner
Humera Khan

In attendance:

Simon Jordan
Simone Lomas
Paul Prior
Alyson Andrew
Angela Donovan

Contributed:

Richard Thorley
Louise Robinson

Welcome and Introductions to Student Governors

1. The two potential new Student Governors were introduced to the Board, Katy Wyld and Sam Jackson-Smith who are both A Level students representing the College's Sixth Form cohort. Katy and Sam left before the meeting started.
2. David Meakin welcomed Alyson Andrew to her first board meeting.

Tour of new College facilities

3. Board members received a guided tour around the curriculum areas that had benefited from capital funding investment over the summer. David Lord, Head of Construction, Rebecca Lindley, Head of Health and Social Development and Neil Burrows, Head of Engineering provided members with an insight into the developments in each area and the subsequent enhancement to in teaching and learning.

Safeguarding Training Part 2

4. Angela Donovan, Assistant Principal Quality and Curriculum and Maureen Kelly, Head of Foundation and Community Studies and Safeguarding Lead updated members on the Child Safeguarding and Promoting Welfare agenda, explaining the Colleges strategies in terms of the Lancashire Continuum of Need and the interventions that take place within the College.

5. Governors thanked all of the Heads for their very informative tour and Angela and Maureen for the training they had received. Governors noted their confidence in the Colleges Safeguarding Strategies.

Apologies for Absence

6. They were no apologies noted.

Declaration of Interest

7. No declarations of interest were registered.

Draft Minutes of the Board meeting held on 3 October 2018

8. The draft minutes of the Board meeting held on 3 October were accepted as an accurate record of the meeting, proposed by David Brown and seconded by Jim Sutcliffe.

Matters arising from the Minutes

9. Paragraph 19 – Paul Prior confirmed that discussions were still taking place with Network Rail to disassociate the College from archway 3.
10. Paragraph 20 – The tour had taken place.
11. Paragraph 22 - Karen Buchanan confirmed that railings had been erected at both sides of the road to reduce the risk of students walking into the road since the new McDonalds had been built. The success in keeping smokers away from the front of the building was also noted.
12. Paragraph 26 – Simon Jordan updated Governors on the Health & Safety statistics that had been requested, confirming the specific information to close down outstanding inspections had been undertaken with a strengthened process.

Minutes of the Committees

Draft Finance Committee – 4 December 2018

13. Guy Thomas noted the College had achieved a financial health rating of outstanding. Guy explained that the College had made a very positive surplus in the year 17/18 but had received an inflated pension liability that changed the figure considerably. A surplus figure had still been achieved, albeit significantly lower than forecasted. Discussions had taken place in the reporting and presentation of the figures to build transparency into the future planning.

Draft Audit Committee – 28 November 2018

14. Jim Sutcliffe advised that both the Internal and External audit reports were positive and that the financial health of the College was outstanding. Members considered the Risk Register and Action Plan and were satisfied with the points raised.
15. The minutes were noted.

Draft Curriculum and Standards Committee – 21 November 2018

16. David Brown presented the minutes emphasising the demonstrably positive results in respect to retention and achievement rates.
17. David Brown confirmed that Paul Ragnall would take up the position of Chair of the Curriculum and Standards Committee.
18. David Meakin thanked David Brown for temporarily carrying out the role as Chair.
19. The minutes were noted.

Student Council – 8 November 2018

20. Angela Donovan advised that the Student Council meeting was well attended and was very engaging. The agenda had included the consideration of a Student Development Day that was to take place on 14 December 2018. The Student Governors were asked their views on their expectations of the day. Both Chloe and Adam felt that the day would be beneficial to assist them with tips and techniques for successful employment, they did feel that timing might be an issue as they were both busy with their studies.
21. The minutes were noted.

Draft Human Resources Committee – 17 October 2018

22. Philip Turner advised members of the very positive staff survey results that had been achieved. The recommendation from the HR Committee to approve the pay award subject to affordability and/or consideration by the Finance Committee was referred to. A paper for the Board to consider a pay award is included as an agenda item.

Academic Board – 17 October 2018

23. Karen Buchanan advised of the two items discussed by the board, the Staff Survey and The Teaching and Learning Model. Both reports were extremely positively received.
24. The minutes were noted.

Draft Search and Governance Committee – 17 October 2018

25. David Brown advised that Paul Henderson, Guy Thomas and Paul Ragnalls Term of Office had been due to expire. All three Governors had expressed a wish to be re-elected. Members of the Search and Governance had unanimously approved a further four year term.
26. Aidan Worsley had requested an extension to his sabbatical to April 2018; this was approved at the Committee.

27. David informed Governors of the interview that had taken place that day with a potential Governor, Fiona Lugiano, Deputy CEO of Ascentis. David Meakin, David Brown and Karen Buchanan conducted the interview and were very impressed with Fiona's skills and experience and were keen for her to be involved with the Governing Board. David Brown gave a thorough and robust resume of Fiona's credentials and asked that Governors consider the approval of her appointment to the Board.

28. Jim Sutcliffe asked that SMT consider the inclusion of a full paper on a proposed governor appointment, if there was a requirement of the Boards approval.

29. It was agreed that for future Board meetings the Governors Update paper would include a pen portrait summary of any potential governor requiring Board approval.

Action: Simone Lomas

30. The Board unanimously approved Fiona Luginos appointment to the Colleges Board proposed by Gillian Bardin and seconded by Paul Henderson.

Action: Simone Lomas

Audit Committee Annual Report to the Governing Board 2017/18

31. Paul Prior presented the report confirming the data that demonstrated a positive position. He noted the new practice to commence the Audit Committee without Officers being present at the November meeting. This had been undertaken and was well received by the auditors. The content was then summarised with the overall conclusions being that the College continues to offer value for money.

32. The Board unanimously accepted and approved the contents of the annual report and the appointment of RSM as College Auditors proposed by Paul Henderson and seconded by Paul Ragnall.

Annual Report and Financial Statements for 2017/18

33. Karen Buchanan asked Paul Prior to summarise the content. Paul indicated that the Colleges financial health was identified as "Outstanding", putting us in the top 25% of colleges nationally and that a detailed submission has been made to the Education and Skills Funding Agency. He concluded that although the target of achieving a 3% surplus was not met, the remaining two objectives were met and the Colleges financial position was strong. Further note was made in relation to the liability levels, in particular FRS102. The operating surplus of £986k was extremely positive.

34. RSM, the Colleges auditors had advised to include extra information re pension liabilities in the financial statements because of a national legal case. RSM confirmed however that this currently has no impact to the College.

35. The Board considered and approved the Annual Report and Financial Statements of the College for the year ended 31 July 2018, proposed by Richard Robinson and seconded by Gillian Bardin.

College Self-Assessment Report (SAR) 2017/18

36. Simon Jordan advised that the SAR is a formal document that is placed on the Ofsted hub by the end of December each year. Whilst this is not a legal requirement, it is recognised as good practice to do so. It was noted that the SAR summarises where we expect to be against the Ofsted framework, although the framework is due to be amended in September 2019.

37. Jim Sutcliffe referred to Part 2 Section 2 (iv) 'further develop systems to allow timely and immediate access to real time data', asking how far the College had progressed with the systems. Karen Buchanan described how the infrastructure of the systems, focussing on validation and using Power BI dashboards to inform change.

38. Governors found the content of the SAR useful.

Corporate Performance 2017/18

39. Karen Buchanan referred to the documents highlighting the first three pages and providing an explanation of the format used. Karen clarified 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.

40. Karen informed Governors of the current position in terms of achievements. Achievements recorded for the year 2017/18 are 93%, 3% up on last year's figure and 2% higher than the top performing College in the country.

41. The content was noted.

January Strategic Residential 2019

42. David Meakin introduced the item informing members of the key areas of discussion that had been suggested for the residential

- College Performance
- National and Local Overview
- Introduction to the Growth Agenda
- Self-Assessment Report and Action Plan

43. Following discussion it was determined that the groups would have a combination of staff, student and business Governors.

Action: Karen Buchanan

Update on Governance Issues for Autumn/Winter term 2018/19

44. Simone Lomas presented the report explaining that she had undertaken a review of the Instrument and Articles of Government in relation to the confidential items and had reflected the items in the paper, noting that only full Governing Board, and Search and Governance minutes were required to be considered by the Board.

45. It was requested that the minutes to be considered should be attached to the paper going forward. At this point Governors requested for all minutes on Annex A remain as confidential for consideration at the first Board meeting in 2019.

Action: Simone Lomas

46. Governors noted that the College Seal had not been used in this term.

47. After a rigorous interview process, a recommendation to approve the appointment of the Student Governors, Katy Wyld and Sam Jackson-Smith to the Colleges Board was made. This will be explicitly recorded in this update paper going forward. The recommendation to approve the Student Governors was unanimously approved, proposed by Jim Sutcliffe and seconded by Paul Ragnall.

Action: Simone Lomas

Standing Orders

48. Simone Lomas presented the paper. After a review of the Colleges Standing Orders and to ensure compliance the amendments to the Standing Orders were unanimously approved, proposed by Philip Turner and seconded by Paul Henderson.

49. Changes in terms of the Committee membership had been agreed by the individuals in advance of the meeting.

Governor Appointment/Induction Process and Handbook

50. Simone Lomas introduced the paper, explaining that a request had been made to bring the Governor appointment and induction processes in line with the Colleges' staff appointment and induction processes.

51. Governors suggested that, in advance of becoming a Governor, an observation of a meeting would be useful. In addition, if available, an AoC Governor Induction training session should be arranged and that the formal approval of a Governor to the Board should be included in the update paper.

52. A request was also made for the Handbook to include Governor Liabilities and the Colleges mitigation for them.

Action: Simone Lomas

Health and Safety Report 2017/18 and In Year Update for 2018/19

53. Simon Jordan positively reported the 85% attendance at the Health and Safety Committees, confirming that Student Ambassadors were still attending the meetings and were making a positive contribution.

54. All managers have now 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.
55. All staff in scope of the Display Screen Equipment (DSE) requirements have been requested to complete the on line assessment. Simon Jordan is managing this process.
56. External consultants have been appointed by the College to undertake an independent health and safety consultation.
57. The report was noted.

Governors Strategic Planning Overview Document

58. Karen Buchanan introduced the document that was then opened up for comments or questions.
59. Karen advised the Board of the impending closure of Hameldon School and that it would re-open as a school for 11-16 year olds with learning difficulties.
60. Richard Thorley emailed his question in relation to paragraph 2.21 – Pay and Conditions asking whether the Union requests were local or national. The demands were on a national basis; however, the College is discussing ‘working together’ requests at a local level.
61. It was noted that Mike Thomas, Vice Chancellor of UCLan had officially stepped down from the role. Both Liz Bromley and Lynn Livesey were undertaking the role currently.
62. It had been reported formally that Accrington and Rossendale College had merged with Nelson and Colne College. The funding of the merger was not yet widely known.
63. Richard Thorley advised via email to be cautious in terms of the Services Contracts Review item of the paper, explaining that the College should not become specialised in terms of the service contracts, i.e. let the companies who are contracting with us have the expertise. David Meakin also commented on the item suggesting not to be too quick to change companies on a value for money basis and consider the current and past relationships that have been successful.
64. Blackburn College were currently being inspected by Ofsted. The new Principal would take up his position in January 2019.
65. Governors thanked Karen for the update and noted the content of the report.