

**Draft**



## **Minutes of the Full Governing Board meeting held on 20 March 2019**

**Present:** Karen Buchanan  
David Brown  
Keeley Seamans  
David Meakin  
Gillian Bardin  
Sam Jackson-Smith  
Richard Thorley  
Katy Wyld  
Paul Ragnall  
Guy Thomas  
Richard Robinson

**In Attendance:**

Simon Jordan  
Alyson Andrew  
Simone Lomas  
Paul Prior

**Contributed by email:**

Jim Sutcliffe  
Philip Turner  
Louise Robinson

### **Ambassador Update**

- 1 Jayne Wynne, Marketing Manager and Paul Whittaker, Student Services Manager introduced four Ambassadors who represented the divisions from across College. They were all positive about the role they undertook and gave an honest reflection of the activities they were involved with. All four of them believed their role was key to new and applying students.
- 2 David Meakin thanked the Ambassadors for bringing the role to life for Governors.

### **Governors Portal**

- 3 Mathew Nuttall gave a short update to Governors on how to access the new portal by creating a link onto their home screen. Governors were grateful for the explanation.

### **Apologies for absence**

- 4 Paul Henderson  
Humera Khan  
Louise Robinson  
Fiona Lugiano  
Angela Donovan

### **Declaration of Interest**

- 5 There were no declarations of interest noted

### **Draft Minutes of the Board meeting held on 12 December 2018**

- 6 The minutes of the Board meeting on the 12 December were accepted as an accurate record, proposed by Richard Robinson and seconded by David Brown

### **Matters arising from the minutes**

- 7 Paragraph 29; Simone Lomas agreed that pen portraits of new governors would be included in the Governors update paper going forward.  
**Action: Simone Lomas**
- 8 Paragraph 30; Simone Lomas confirmed Fiona Lugianos appointment to the Board formally.
- 9 Paragraph 44; Karen Buchanan confirmed that staff had been informed of the pay increase prior to the Christmas break.
- 10 Paragraph 46; The groups at the Governors residential were amended.
- 11 Paragraph 48; Minutes were attached to the paper as requested.
- 12 Paragraph 50; Simone Lomas confirmed that both Sam Jackson-Smith and Katy Wyld were appointed to the Board as Student Governors formally.
- 13 Paragraph 55; Information in relation to the Directors and Officers Liability insurance was now included in the Governors Handbook.

### **Draft Student Council Minutes – 21 January 2019**

- 14 Karen Buchanan advised that the key activities undertaken were the review of the Colleges recent Student Development day and of the student experience of support across College. Feedback will be used to shape the next Student Development day to be held on 27 March 2019 and to enhance the experiences of all of our students.

### **Draft Human Resources Committee – 13 February 2019**

- 15 Paul Ragnall referred to the presentation from Barry Henderson, Sarah Condren and Sarah Crossley who outlined how the College enhanced the culture in particular the themes undertaken in the Excellence programmes, Staff Development days, the new Programme Leader training and Standardisation training.

### **Draft Academic Board – 13 February 2019**

- 16 Karen Buchanan advised that three papers were considered by staff, a new version of the Records Management procedure, the Health and Wellbeing activities and the benefits that were available to staff and the Colleges Self-Assessment Report. All three reports were well received by staff and points raised for consideration.

### **Draft Curriculum and Standards – 27 February 2019**

- 17 Paul Ragnall advised members of the extremely positive position the College was in. Papers had been received by the Curriculum and Standards Committee that confirmed the position in terms of new applications that were being received. He also reflected on the presentation that had been received by Simon Rowan, Shannon Hadfield and Cheryl Grabarz with a particular emphasis to the changes in the performance measures by the Department for Education, he noted that in terms of Value Added the College is in the top 10% of Colleges in the country and Value Added should be reviewed when setting 2019/22 goals.

**Action: Simon Jordan**

### **Draft Audit Committee – 27 February 2019**

- 18 Paul Ragnall advised that both the internal and external audit reports had been positive. Jim Sutcliffe made a request to re-instate the Governors Accommodation Working Group to give Governors enhanced assurance in light of the new insolvency regime and the current negotiations taking place in relation to the acquisition of land.

### **Draft Finance Committee – 13 March 2019**

- 19 Richard Thorley referred to the half-year position at the end of January indicating that the College had posted a positive position at an operating level. The forecast for the full year also indicates we intend to achieve the budget.
- 20 Richard highlighted the issue of the Pension Liabilities and that SMT had been requested to undertake an exercise to evaluate the options in relation to the pension offer to staff.

**Action: Paul Prior**

- 21 In light of the insolvency regime it was believed pertinent to ensure all Governors were appraised of the financial position on a regular basis. The Financial statements will be sent to Governors on a quarterly basis. The confidentiality of such information was emphasised.

**Action: Simone Lomas**

### **Governors' Calendar of meetings 2019/20**

- 22 Simone Lomas introduced the report which advised Governors of the suggested dates for formal Board and Committee meetings in the 2019/20 Academic Year. The Excellence Awards and the Governors Strategic Residential were highlighted as key dates for Governors to note. Governors were offered one week to advise of any issues with the dates, following which the dates presented will be taken as agreed.

### **Health & Safety Update**

- 23 Simon Jordan informed Governors of the latest position identifying key statistics in relation to accidents and near misses.
- 24 All managers are required to undertake the IOSHH managing safely course, and review it every 3 years. All new managers are required to undertake IOSHH as a condition of their employment.

25 An expert knowledge forum meeting takes place on a termly basis chaired by Simon Jordan, the objective being the avoidance of accidents in the higher risk areas of the College by sharing good and robust practices. At this point Simon informed Governors that Alice Brewster, Health & Safety Officer had advised the College of her resignation. Arrangements to appoint to the position were being made and would include Paul Ragnall, the Governor lead for Health and Safety.

**Action: Simon Jordan**

26 The introduction and alignment of the Colleges Wellbeing initiative to the Health & Safety Policy was recognised as being integral to the welfare of staff and students.

27 Paul Ragnall had previously mentioned the RoSPA Health and Safety Awards to the Senior Management Team, that it was another example of third party validation and would further support the policy. Simon confirmed that the College would work towards becoming a RoSPA approved organisation in the next academic year.

**Action: Simon Jordan**

28 The Health and Safety Policy was presented for Governors to consider and approve, members were advised that this policy sets the tone and expectations of the College.

29 The Board noted the progress during 2018/19 and approved the Health and Safety, and Wellbeing Policy, proposed by Richard Thorley and seconded by David Brown.

30 The policy to be displayed on the Colleges website.

**Action: Simone Lomas**

### **Single Equality Policy 2018/19**

31 Paul Prior informed that most Governors have seen the policy previously as it is an annual report. This has been reviewed but has not resulted in a change this year. The policy has been consulted through the Academic Board process and feedback obtained. During the teaching observations of staff the opportunities where equality and diversity were observed as outstanding practice are recorded and shared and this also forms part of the Divisional and Support area review processes undertaken by the Senior Management Team.

### **Governors' Strategic Residential Training Event January 2019**

32 Simone Lomas introduced the report which summarised the content of the Governors Strategic Residential held in January. Karen Buchanan provided an overview of the national developments in Further Education, Simon Jordan and Angela Donovan presented an overview of the Colleges performance and an analysis of Student Achievements for 2017/18 and Paul Prior presented a financial appraisal of the colleges in the region and similar 'like' institutions nationally.

- 33 Governors reviewed their Self-Assessment Report and Action Plan and requested that the dates of the activities be removed from the SAR. As the activities are still of interest to the Governing Board and provide a history of events that have taken place over the years the information has been extracted from the SAR and included in a time line.
- 34 David Meakin asked for the timeline dates to be amended to the most current date being displayed first on the list.

**Action: Simone Lomas**

- 35 The Board approved the Governance SAR for 2017/18 proposed by Gillian Bardin and seconded by David Brown.

**Update on Governance Issues for Spring term 2018/19**

- 36 Simone Lomas introduced the report explaining that the minutes of the meetings that required a decision to be made in terms of their confidentiality were attached. Governors confirmed that the contents of the minutes of the Search and Governance Committee of 18 October 2017 and 9 May 2018 should remain classified for a further year. It was noted that the Corporation Seal had not been used.
- 37 In terms of membership issues Governors were informed that Aiden Worsley had regretfully made the decision to terminate his role as Governor of Burnley College. David Meakin wished to acknowledge the work that Aiden had undertaken in particular the extremely valuable Higher Education perspective he brought to the Board. Aiden's high level of knowledge and experience has been of great benefit when making key decisions. A letter to personally thank Aiden was requested to be drafted.

**Action: Simone Lomas**

- 38 The Search and Governance Committee would initiate the next steps in sourcing a Governor with an understanding of University institutions.
- 39 Governors noted the report.

**Governors' Strategic Residential 2020**

- 40 Governors requested at the residential in January 2019 that an exercise to source a different venue be undertaken. Governors considered the information detailing the prices and facilities of the venues and unanimously agreed that the Coniston Hotel hosts the residential in January 2020. The dates of the 24 and 25 January were also confirmed and agreed.
- 41 Simone Lomas to inform Governors of the decision.

**Action: Simone Lomas**

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

- 42 Karen Buchanan informed new Governors that the document is produced on yellow paper to emphasise it's importance should an Ofsted visit take place. Karen Buchanan informed that items marked in blue refer to items that have changed and that the initials at the side of each paragraph refers to the Senior Manager responsible for this area of work. Governors were invited to ask any questions on the information presented.
- 43 David Brown asked how the arrangements for a multi-storey car park would work without disadvantaging the current users. It was confirmed that there would be a specific designated area for the car park, with restricted access to the rest of the site. A second request to re-convene the Accommodation Working Group was made. Simone Lomas to circulate the membership of the Committee to Governors who normally would attend.

**Action: Simone Lomas**

- 44 Governors noted the report.

### **Corporate Performance 2018/2019**

- 45 Karen Buchanan introduced the report and informed new Governors of the format adopted. The report notified of the performance of the College in relation to its Strategic Objectives and Goals. Governors were informed that this paper would be a reference document should Ofsted visit the College.
- 46 To corroborate the strength of third party validation Karen updated Governors on some of the current achievements at National and International Award ceremonies in particular the World Skills Challenge and the NWAA Training Provider of the year 2018 giving the College further validation and recognition of our results.

- 47 Governors noted the report.

### **Funding Update**

- 48 Simon Jordan introduced the report on the four main funding streams, explaining that this current year is the final year of a five year funding cycle. In the past if Colleges have over delivered, there has been an expectation that the ESFA will pay, once a growth request has been made. It is unlikely this method will continue, although the College will continue to recruit students by sourcing alternative funding streams. The complexities generated from the new devolved authorities in terms of funding no longer being transferrable from students from these areas was also explained as a cautionary point.
- 49 David Brown was interested to learn the reasons for the transitional protection and how Colleges were being paid at different rates. Karen Buchanan explained that the issue had been a historical one, although the protection scheme was in its final year resulting in all Colleges being paid at the same rate of £4000 per student. The issue of being underpaid as a sector was gaining credibility by Ofsted and the business world.

### **Changes to the College Insolvency Regime**

- 50 Paul Prior introduced the paper, explaining that the College was in a strong financial position and that the paper had been produced to give Governors assurance of the work being undertaken nationally and locally to reduce the risk of Colleges becoming insolvent. The paper summarises the key changes of the Department for Education document highlighting to Governors what they should be aware of.
- 51 Governors noted the report.

Approved by Chair, David Meakin

Signed: **Approved by Email**

Date: **18 June 2019**

NOTE: Final approval of the minutes will be at the following Board meeting.