

CONFIDENTIAL ITEMS REMOVED



Meeting of the Governing Board – Wednesday 21 June 2017

Present:

David Meakin – Chair	Guy Thomas
Richard Thorley	Lyn Bradley
Kelly Forrest	Anne Kelly
Ken Phillips	Aidan Worsley
Hugh Bramwell	Louise Gaskell
Susan Marshall	Joe Clarke

In attendance:

Karen Buchanan
Simon Jordan
Simone Lomas
Colin Crowther

Apologies for Absence:

Jim Sutcliffe
Paul Henderson
Philip Turner
David Brown
Paul Ragnall
Louise Robinson

Declaration of Interest

- 1 Louise Gaskell declared that she was a Governor of Accrington & Rossendale College and left the meeting at Part 4. There were no further declarations of interest raised.

Draft Minutes of the Board meeting held on 22 March 2017

- 2 Hugh Bramwell noted that he was in attendance at the meeting on the 22 March 2017. The minutes were accepted as an accurate record proposed by Ken Phillips and seconded by Guy Thomas.

Matters arising from the minutes

- 3 Paragraph 2 & 4: The presentation and Health & Safety online was confirmed as being uploaded onto the Governors OnePlace.
- 5 Paragraph 39: The statistics will be presented in the next overview report.
- 6 Paragraph 42: The BME achievement v national BME was not a statistic that was considered within the sector.

Draft Minutes of the Committees

Student Council – 27 April 2017

- 7 Joe Clarke confirmed that the meeting was positive with members feeding back on the OnePlace virtual environment and the Student App.

Curriculum & Standards Committee – 17 May 2017

- 8 Ken Phillips highlighted the key points from the minutes, referring to the robustness of the teaching observation process, noting that 86% of observations being graded at outstanding was an excellent achievement.

Search & Governance Committee – 23 May 2017

- 10 The minutes were noted.

Human Resources Committee – 23 May 2017

- 11 Hugh Bramwell reported that Paul Ragnall, as Chair of the meeting, referred to the Key Performance Indicator report and highlighted the excellent result of 100% completion of appraisals as a result of the introduction of a reviewed appraisal process. The minutes were noted.

Academic Board – 24 May 2017

- 12 Karen Buchanan advised that the agenda items at the meeting were the Single Equality Policy and Work Experience – both items received positive feedback from the representatives of the College with ideas to take forward. It was noted that since the meeting the College had been successful with a bid from the Department of Education to become a development centre for work experience places.

Audit Committee – 7 June 2017

- 13 Jim Sutcliffe (via email) indicated that the Internal/External audits provided a positive view of how the Senior Management Team manages the College.

Strategic Objectives and Goals

- 15 Karen Buchanan summarised the content of the report. Governors were requested to review the Strategic Objectives and Goals and the recommendation was made that the current goals be carried forward for the next year.
- 16 Additional information on the Strategic Plan. Guy Thomas suggested that under the heading College Awards the date the College received the LABC Building Excellence Award be included and the list of awards are displayed in chronological order.
- 17 As such Board members determined the Strategic Objectives and that Goals will not be changed, proposed by Anne Kelly and seconded by Ken Phillips.

Action: K Buchanan

Health and Safety Update

- 23 Colin Crowther summarised the content of the report and advised the Governing Board of the progress being made in terms of the high level of compliance across the College with all inspections being rated at satisfactory and above.
- 24 It was noted that the action plan for 2016/17 had all been completed; a student from Construction was a member of the Health & Safety Committee; the annual training plan had been achieved; IOSH Managing Safely qualification had been undertaken by all required College managers and Governor training had taken place.
- 25 The Board received and accepted the report and statement and approved the Strategic Plan for Health and Safety and associated Action Plan, proposed by Kelly Forrest and seconded by Anne Kelly.

Update on Governance Issues for 2016/17

- 26 Simone Lomas introduced the report which covered three key areas.

Confidential items

- 27 Following consideration, Governors agreed the position of those minutes to remain confidential or commercially sensitive.

Corporation Seal

- 28 It was noted that the Corporation Seal had not been used.

Safeguarding and Protection Policy

- 32 Karen Buchanan introduced the report highlighting the content of the safeguarding and protection policy. The policy has been updated to reflect the changes including removing/changing contact names and numbers, the LADO phone will be staffed on a full time basis and the policy responsibility altered.
- 34 Governors formally approved the updated Safeguarding and Protection Policy proposed by Aiden Worsley and seconded by Guy Thomas.

Corporate Performance 2016 and 2017

- 35 Hugh Bramwell introduced the report and outlined the format for Governors who have recently joined the Board. Governors noted the content.

Governors' Strategic Planning Overview Document

- 36 Hugh Bramwell advised members that this document provides a strategic brief on key issues affecting the College. Members were invited to question the relevant senior manager on any topics they wished further information on. The content was self-explanatory and was noted.