

## CONFIDENTIAL ITEMS REMOVED



### Minutes of the Full Governing Board meeting held on 3 October 2018

**Present:** David Meakin- Chair  
Phillip Turner  
Guy Thomas  
David Brown  
Keeley Seamans  
Adam Smith  
Chloe Bond  
Karen Buchanan  
Jim Sutcliffe  
Paul Henderson  
Gillian Bardin  
Humera Khan  
Richard Robinson  
Paul Ragnall  
Richard Thorley

**In Attendance:** Angela Donovan  
Simon Jordan  
Simone Lomas  
Paul Prior

**Apologies:** Louise Robinson

Governors received General Data Protection Regulation training via a presentation from Paul Groome, Head of Systems Development, Barry Henderson, Staff Development Manager and Ian Bannister, Funding, Reporting, Returns and Audit Manager. Governors welcomed the presentation finding the detail informative and useful. Paul, Barry and Ian were thanked for their contribution.

David Meakin, at this point, expressed his gratitude to Governors for their attendance and contribution over the last year to the many extenuating meetings that had taken place whilst the College had undertaken the appointment of a Senior Management team, along with Governors continued commitment to the Colleges annual events.

#### Declaration of Interest

1 There were no declarations of interest noted.

#### Draft Minutes of the Board meeting held on 27 June 2018

2 The minutes of the Board meeting of 27 June were accepted as an accurate record, proposed by Jim Sutcliffe and seconded by Paul Henderson.

#### Matters arising from the minutes on 27 June 2018

3 Paragraphs 5,6 & 7 – Simon Jordan confirmed that the matters would be covered in Agenda Item 9 (Appendix E)

4 Paragraphs 16 – Paul Prior confirmed that the items would be covered in Agenda item 10 (Appendix F)

- 5 Paragraph 19 – Simon Jordan noted that the amendments had been made to the Strategic Plan and that a copy had been tabled at the meeting.
- 6 Paragraph 25 – Karen Buchanan explained that a Property Strategy paper was being drafted and would be presented by Paul Prior at a future Board meeting.
- 7 Paragraph 30 – Simone Lomas confirmed that the decision to appoint Alison Andrew as Commercial Director had been agreed and that she would commence her employment on 5 November 2018.
- 8 Paragraph 32 – Angela Donovan confirmed that the requested amendments to the Safeguarding and Protection Policy had been made.
- 9 Paragraph 39 – Simone Lomas confirmed that Gillian Bardin had accepted her position as Governor.

### **Self- Assessment of the Governing Board, its sub committees and work during 2017/18**

- 10 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2017/18. Overall a similar picture to that presented in the previous year was identified.
- 11 The attendance profile of Governors individually and collectively was outlined. Our performance indicates Burnley College to be in a positive position with 72% overall attendance for the year. Governors were thanked for their contributions and continued support during the year.
- 12 Governors noted the report.

### **Corporate Performance 2017/18**

- 13 Karen Buchanan introduced the report to members who were invited to raise questions on any item within the report. Governors noted progress paying particular attention to the outstanding achievement rate of 93%, commenting that the report was an excellent gauge of past and future indicators.

### **Subcontracting Arrangements**

- 14 Simon Jordan updated the Board on the current subcontracting arrangements confirming that the contract with Utilities Academy had come to a successful conclusion. He explained that the processes and outcomes had been audited by the Colleges external auditors, who found the arrangements to be robust.
- 15 The College has currently no further requirements to continue with subcontracting arrangements. Any potential future arrangements would be brought to the Boards attention for approval.
- 16 Governors welcomed the positive update and approved the subcontracting management policy for 2018, proposed by Philip Turner and seconded by Paul Ragnall.

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

- 17 Karen Buchanan 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.

**Action: Paul Prior**

- 20 Paul updated the governors on the significant investment in the summer works programme which had been completed successfully and on time. A tour of the new curriculum facilities for Governors was suggested for the February Board meeting. Paul also advised of the contract review exercise he was undertaking to ensure current arrangements were offering 'value for money'.

**Action: Simone Lomas**

- 21 Simon Jordan informed the meeting of the current curriculum developments with Bucks New University confirming that 30 new university programmes had been successfully validated with them.

- 22 It was noted that caution should be exercised with the safety aspects surrounding the new McDonalds site, railings had been removed for easier access to the restaurant. Karen confirmed she would investigate with Burnley Borough Council.

**Action: Karen Buchanan**

- 23 Governors noted the updates.

## **Health and Safety Report**

- 24 Simon Jordan presented the report explaining that the actions discussed and noted at the Board meeting in June had been undertaken. The scoring levels used in the Health and Safety sector had been adopted, along with an increase in the frequency of inspections in all of the high risk areas. In terms of the accident and near miss statistics – these are being monitored and reported at the weekly SMT meetings. The action plan was presented with an augmented level of information that included the progress that had been made to eliminate the risks in the area.

- 25 Paul Ragnall requested that a line be included to explain the SMT actions if areas were non-compliant.

- 26 Jim Sutcliffe asked to be updated on the outcome from the action plan presented at the last meeting in terms of the areas that had been scored as non-compliant. Gillian Bardin suggested that an additional report to include this would be beneficial.

**Action: Simon Jordan**

## **Internal Audit Plan 2018/19**

- 27 The Internal Audit Plan for 2018/19 presented to the Audit Committee and subsequent Governing Board in June 2018 had been delayed to allow for further consultation regarding the fees and areas subject to an internal audit review.

- 28 Paul Prior confirmed that the Internal Audit Plan 2018/19 had now been agreed with RSM and would include a reduced number of audit days to 18 from 24 and that the increase in cost would be reduced from 3% to 1% in line with the external audit increase.
- 29 Jim Sutcliffe requested that moving forward the internal audit plan be agreed in the final audit meeting of the year.
- 30 Governors unanimously approved the revised Internal Audit Plan for 2018/19.