

Draft

CONFIDENTIAL

Meeting of the Governing Board – Wednesday 11 December 2019

Present

David Meakin – Chair
Paul Ragnall
Jim Sutcliffe
David Brown
Gillian Bardin
Karen Buchanan
Gerald Griggs
Sam Jackson-Smith

Keely Seamans
Fiona Lugiano
Kate Quinn
Katy Wyld
Guy Thomas
Richard Robinson
Philip Turner
Humera Khan
Louise Robinson

In attendance:

Simon Jordan
Simone Lomas
Stuart Arnfield
Neil Burrows
Maureen Kelly
Diane Gott
Pauline Barlow
Sarah Mellor
Carlie Johnson
Jeanette Walsh
Angela Donovan

Contributed:

Richard Thorley

Welcome and Introductions to Student Governors

- 1 Emily Slater, one of the potential new Student Governors was introduced to the Board, Emily is an A Level student representing the College's Sixth Form cohort. Emily left before the meeting started. James McLean, also a potential Student Governor had not been able to attend the meeting due to a work commitment. The decision to approve their appointment would be considered in Agenda Item E.

Maths and English Presentation

- 2 Board members received a comprehensive update on the current initiatives being undertaken in the division of Maths and English. Humera Khan, along with key members of the team explained how they had raised the importance of Maths and English to both full time students and apprentices, along with the new strategies they were developing to continue to increase the attendance levels by linking the Maths and English curriculum to the programme area of the student, making it 'real' and 'useful'.

Safeguarding Training

- 3 Angela Donovan, Designated Senior Lead and Assistant Principal Quality and Curriculum and Maureen Kelly, Head of Foundation and Community Studies updated members on the Child Safeguarding and Promoting Welfare agenda, explaining the College's strategies in terms of the Lancashire Continuum of Need and the interventions that take place within the College.
- 4 Governors thanked the staff for their very informative presentations and Angela and Maureen for the training they had received. Governors noted their confidence in the College's Safeguarding Strategies.

Apologies for Absence

- 5 There were no apologies noted.

Declaration of Interest

- 6 David Meakin noted an interest in Agenda Item E – the consideration of his re-appointment to the Board.

Draft Minutes of the Board meeting held on 2 October 2019

- 7 The draft minutes of the Board meeting held on 2 October were accepted as an accurate record of the meeting, proposed by David Brown and seconded by Louise Robinson.

Matters arising from the Minutes

- 8 Internship – Simone Lomas confirmed that an Agenda Item for the Interns to present to the Governing Board in June 2020 had been included.
- 9 Paragraph 10 – Simone Lomas confirmed that she had asked Clerks at the AoC Clerks network to share their practices in terms of the recording of attendance and the practice of 'contribution' at Board and Committee meetings. There had been a mixed response with Colleges across the region operating similarly.
- 10 Paragraph 28 – Neil Burrows confirmed that the ROSPA application was going ahead and training for Governors would be discussed with Paul Ragnall.
- 11 Jim Sutcliffe asked about Paragraph 21 in terms of a response from the OfS. Angela Donovan confirmed that no response had been received and that the College were moving forward with achieving the actions on the plan.

Minutes of the Committees

Draft Finance Committee – 2 December 2019

- 12 Guy Thomas noted the College had achieved a financial health rating of outstanding. Guy explained that the College had made a positive operating surplus in the year 2018/19 but had received an inflated pension liability that changed the bottom line considerably, resulting in a deficit figure being achieved – it was noted that the bank covenants and the ESFA consider that operating surplus as the figure they use for their accounts. Nevertheless, the pension liabilities are of concern and Guy requested that a paper to explain the pension options be drafted and presented at the Finance Committee. Guy also formally requested that, in light of the Colleges Growth Strategy the Colleges Accommodation Working Group be reconvened. The request was unanimously approved

Action: Simone Lomas

Draft Audit Committee – 27 November 2019

13 Jim Sutcliffe advised that auditors had reported that the External audit reports were the cleanest they had ever seen. A proposed requirement for internal and external auditors to be from separate organisations had been made, resulting in the college agreeing to re-tender for new internal auditors in Spring 2020 for the 2020/21 year. A presentation on Cyber Security had been received, giving assurance to Governors of the robust practices in place.

14 The minutes were noted.

Draft Curriculum and Standards Committee – 13 November 2019

15 David Meakin presented the minutes emphasising the demonstrably positive results in respect to the data being reported. The accessibility of the data to all staff had resulted in detailed information being available to interrogate and rectify issues in a more timely manner.

16 The minutes were noted.

Student Council – 7 November 2019

17 Angela Donovan advised that the Student Council meeting was well attended and was very engaging. The agenda had included the consideration of Digital Skills and Technology with students advising of the practices that they believed to be an area of focus.

18 The meeting also included the focus of Employability and Work Experience for all students. Students had fed back how positive their experiences had been, in particular in building confidence in a work environment.

19 Jim Sutcliffe asked to pick up on Point 11 of the minutes and requested that the College considers the appointment of female Security Guards.

Action: Simon Jordan

20 The minutes were noted.

Draft Human Resources Committee – 16 October 2019

21 Philip Turner advised members of the very positive staff survey results that had been achieved again. The recommendation from the HR Committee to approve the pay award subject to affordability and the 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 – 16 October 2019

22 Karen Buchanan advised of the three items discussed by the board, the Quality of Education, the Staff Survey 2019 and VivUp Employee Benefits. All three reports were extremely positively received.

23 The minutes were noted.

Draft Search and Governance Committee – 16 October 2019

24 David Brown advised that many of the items discussed at the meeting would be presented in the report at Agenda Item E. David did note that this Full Board Meeting has been re-classified to the Annual General Meeting and that Paul Ragnall had agreed to join the Remuneration Committee and Gillian Bardin had agreed to join the Search and Governance Committee.

25 The minutes were noted.

Audit Committee Annual Report to the Governing Board 2018/19

26 Jim Sutcliffe presented the report confirming that the data demonstrated a positive position. He noted that although reports had been exemplary he had asked that the College consider the area of fraud to give Governors assurance that the Colleges practices in place are robust and fit for purpose. The content of the report was summarised with the overall conclusions being that the College continues to offer value for money.

27 The Board unanimously accepted and approved the contents of the annual report and to consider an internal audit tender process in Spring 2020, proposed by David Brown and seconded by Richard Robinson.

Action: Stuart Arnfield

Annual Report and Financial Statements for 2018/19

28 Karen Buchanan asked Stuart Arnfield to summarise the content. Stuart indicated that the College's financial health was identified as "Outstanding", putting the College 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 remains strong.

29 The Board considered and approved the Annual Report and Financial Statements of the College for the year ended 31 July 2019, proposed by Kate Quinn and seconded by Philip Turner.

30 David Meakin asked that thanks be passed to the teams involved with the external audits – the 'cleanest audit reports ever seen' were a testament to their hard work.

College Self-Assessment Report (SAR) 2018/19

31 Simon Jordan advised that the SAR is a formal document that is placed on the Ofsted hub in January 2020. Whilst this is no longer 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, noting that the framework had changed in September 2019 and is now known as the Education Inspection Framework. Simon explained that the data had been presented using both the old and new inspection measures to allow comparisons to be made.

32 David Meakin referred to the Quality control that had been demonstrated in the report, asking whether it was robust, and would inform us of any 'icebergs'. Simon explained how the information in the SAR was collated and that the College continue to test all of the measures, an example being the divisional reviews, where concerns are highlighted and actions agreed.

33 Governors found the content of the SAR useful.

Corporate Performance 2018/19

- 34 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, presented to Governors three times a year and to staff twice a year.
- 35 Karen informed Governors of the current position in terms of achievements. Achievements recorded for the year 2018/19 are 94%, 2% up on last year's figure. In terms of Value Added the figures had changed to reflect how the Government now measure the data, the figures remain positive.
- 36 Karen explained how all of the statistics presented were reported as successful, apart from the Advanced Apprentice Achievement rates which have reduced, this is likely to trigger an Ofsted inspection, although the predicted outturn for 2019/20 is expected to increase. Karen detailed the reasons for the reduction in the advanced apprentice achievement rates.
- 37 The content was noted.

Update on Governance Issues for Autumn/Winter term 2019/20

- 38 Simone Lomas presented the report requesting that Governors consider whether the minutes that had been attached to the report should be uploaded on to the College website or whether they should be redacted in advance. Governors requested that the minutes should be redacted and sent to Governors for them to consider.

Action: Simone Lomas

- 39 Governors noted that the College Seal had not been used in this term.
- 40 After a rigorous interview process, a recommendation to approve the appointment of the Student Governors, Emily Slater and James McLean to the College's Board was made. The recommendation to approve the Student Governors was unanimously approved, proposed by Jim Sutcliffe and seconded by Philip Turner.

Action: Simone Lomas

- 41 Karen informed the meeting that, after a conversation with Paul Henderson he had expressed his wish to return to the Colleges Governing Board from the beginning of May 2020.
- 42 David Meakin left the meeting at this point.
- 43 David Meakin, Chair of Governors, term of office had been due to expire in November 2019. At the Search and Governance Committee in October 2019, Governors unanimously approved his re-election, recommending it to be considered at the Governing Board in December 2019. David has expressed a wish to be re-elected. Governors considered the recommendation and unanimously approved. David Meakin for a further four year term and subsequently the position of Chairman of the Board, proposed by David Brown and seconded by Paul Ragnall.

Financial Forecast and Plan 2019 and 2022

- 44 Stuart Arnfield introduced the report explaining that the Education and Skills Funding Agency (ESFA) have introduced a new Financial Plan model and a new timeline for submission of College Financial Plans for the 2019/20 year, with the 31 July 2020 submission date being replaced by a 31 January 2020 submission date.

- 45 At this early stage, the College has made a positive start to the year and is forecast to achieve the budgeted surplus for the year of £518k. Whilst the sector as a whole is experiencing financial turbulence the growth in both student recruitment in further education is a positive picture at the College. Advanced Student Loans have been a historical area of challenge and are again this year.
- 46 Due to the lagged funding methodology the growth income from the increase in student numbers will be felt next year along with some positive funding increases including:
- The base rate funding increasing from £4000 to £4188 per student
 - Increases to programme weightings in Construction, Engineering and Science
 - Introduction of a 'High Value Courses Premium' providing an additional £400 per student on level 3 programmes in Science, Maths, Engineering, Construction and IT.
 - Positive changes to the Discretionary Learner Support Funding.
- 47 Stuart confirmed that the Government have committed to fund the Teachers Pension scheme until March 2021. If funding is removed the College will be obliged to pay a significant cost of around £635k per year.
- 48 Jim Sutcliffe raised a comment in relation to the expansion of the Colleges estate. He was concerned that the request to bring forward the date to submit the Financial Plan would result in the forecasted figures from the Growth Strategy not being included and therefore would not be a true reflection of the Colleges financial position. Jim asked for Governors to be regularly appraised of the situation and considered in more detail at the Governors residential in January 2020.
- 49 Due to the change in the plans being required by the ESFA early and to align with the Governor meetings, Governors were concerned that the approval of a plan now, that wouldn't be sent until February could result in an out of date plan being provided. With this in mind Governors approved the Financial Plans for 2019 to 2022 subject to the Senior Managers bringing any significant changes to the Governors attention and discussing them at the Governors strategic residential in January 2020, proposed by Richard Robinson and seconded by Fiona Lugiano.

Action: Stuart Arnfield

Health and Safety Report 2018/19 and In Year Update for 2019/20

- 50 Neil Burrows positively reported the 87% attendance at the Health and Safety Committees, confirming that Student Ambassadors were still attending the meetings and were making a positive contribution. He confirmed that 85 Health and Safety Inspections had taken place, with higher risk areas of the college taking priority, there had been 332 accidents reported with 3 being classed as RIDDOR in 2018/19.
- 51 Neil informed the meeting of the strategies and how Health and Safety was being embedded into the curriculum through students and staff taking more responsibility for their own welfare.
- 52 Paul Ragnall noted that the report did not reflect the actual figures and asked that the format of the report is changed to provide a realistic picture.

Action: Neil Burrows

- 53 David Brown asked to note in the minutes the positive position in relation to Health and Safety and Wellbeing. He asked for Jon Lund and his team to be thanked for their continued commitment whilst the College undertook the process of the recruitment of a new Health and Safety Officer.
- 54 The report was noted.

Governors Strategic Planning Overview Document

- 55 Karen Buchanan introduced the document that was then opened up for comments or questions.
- 56 Karen advised the Board of the new Vice Chancellor at UCLan, Graham Baldwin. The relationship between UCLan and Burnley College had improved since his appointment with a continued effort from both institutions to work together positively.
- 57 Jim Sutcliffe asked whether the cladding on the UCLan building would form part of the Fire safety risk assessment being conducted by Tenos. Karen confirmed that the UCLan building was included in the assessment and that it was a comprehensive exercise that will cost approximately £30k.
- 58 Governors thanked Karen for the update and noted the content of the report.

Approved by Chair, David Meakin

Signed: Approved via email

Date: 19 March 2020

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