

## Draft

### Minutes of the Full Governing Board meeting held on 2 October 2019

**Present:** David Meakin- Chair  
Phillip Turner  
Guy Thomas  
David Brown  
Keeley Seamans  
Sam Jackson-Smith  
Katy Wyld  
Karen Buchanan  
Gillian Bardin  
Humera Khan  
Richard Robinson  
Paul Ragnall  
Richard Thorley  
Louise Robinson  
Gerald Griggs

**In Attendance:** Angela Donovan  
Simon Jordan  
Simone Lomas  
Stuart Arnfield  
Neil Burrows

**Apologies:** Kate Quinn

**Contributed:** Jim Sutcliffe  
Fiona Lugiano

- 1 David Meakin welcomed Stuart Arnfield, the new Director of Finance and Resources and Dr Gerald Griggs, new Governor to the meeting, introductions followed.
- 2 Governors received a presentation from the new College interns, Libby Ward, Fraser Bonar, Carly Nuttall and Freya Bourne who have joined the College on a one year internship. They each explained to Governors the reason for choosing an internship at Burnley College and the roles and projects they had and will be involved with. They were all invited back to the June 2020 Governing Board meeting to update Governors on their College journey and what they had achieved. Governors welcomed the presentation, they were very interested in the role interns were playing and looked forward to hearing about their next chapter.

**Action: Simone Lomas**

### Declaration of Interest

- 3 There were no declarations of interest noted.

## **Draft Minutes of the Board meeting held on 26 June 2019**

- 4 The minutes of the Board meeting of 26 June were accepted as an accurate record, proposed by Paul Ragnall and seconded by David Brown

### **Matters arising from the minutes on 26 June 2019**

- 5 Paragraphs 17 – Simon Lomas confirmed that Governors had been sent the log on details for the new ViVup portal.
- 6 Paragraphs 37– Simone Lomas confirmed that formal appointment letters had been sent to Kate Quinn and Gerald Griggs
- 7 Paragraph 44 – Angela Donovan explained that the suggestion of a Safeguarding conference being held at the College was being considered.
- 8 Paragraph 45 – Simone Lomas confirmed that the updated and approved version of the Safeguarding and Child Protection Policy was available on the College website.

### **Self- Assessment of the Governing Board, its sub committees and work during 2018/19**

- 9 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2018/19. Overall a similar picture to that presented in the previous year was identified, with only the HR Committee receiving a slightly reduced score, there were no specific reasons that can be attributed to the percentage score.
- 10 Fiona Lugiano and Jim Sutcliffe (by email) asked whether the lower scores would be followed up. Simone Lomas confirmed that scores would be explored with the individuals.
- 11 The attendance profile of Governors individually and collectively was outlined. Our performance indicates Burnley College to be in a positive position with 89% overall attendance for the year. Governors were thanked for their contributions and continued support during the year.
- 12 Richard Thorley asked whether the practice of Governors being noted as Contributed on the minutes and subsequently counted as a positive in the attendance figures (but not for quoracy) was an accepted practice by Ofsted. Simone Lomas explained that it was a question that she had asked the Association of Colleges' Clerks' Network and would establish the practices in colleges in the region at the meeting in November 2019.

**Action: Simone Lomas**

- 13 Governors noted the report.

### **Corporate Performance 2018/19**

- 14 Karen Buchanan introduced the report to members, she went through each of the targets detailed on the report. Governors were invited to raise questions on any item within the report.

- 15 Karen paid particular attention to the New Education Inspection Framework, explaining that it had been 11 years since the last Ofsted inspection. A Government bill to make changes to the Ofsted regime including the inspection trigger of an institution had been drafted but delayed due to the Brexit agenda. The new bill included the reduction in the length of time between inspections to five years.
- 16 David Meakin asked whether Ofsted would be able to resource the new regime. Karen Buchanan, Gill Bardin and Gerald Griggs offered explanations of their experiences with inspection regimes and how the practices are likely to change to ensure compliance with the draft bill.
- 17 Gerald Griggs asked whether the recruitment targets were realistic as in some of the funding streams they had regularly not been met. Karen explained that the targets were determined by the Department for Education for the Further Education funding streams and that the Higher Education targets had been largely aspirational in the past. The new curriculum planning exercise had resulted in targets being more representative of the Colleges offer.
- 18 Governors noted the progress of each of the targets, commenting that the report was an excellent gauge of past and future indicators.

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

- 19 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.
- 20 Karen Buchanan updated Governors on the positive application and enrolment statistics. Karen gave context to the current situation with Thomas Whitham and its impending closure.
- 21 Simon Jordan advised Governors of the developments with the new cleaning contractors KGB Limited, confirming that the cleaning staff had been transferred across and that new robust practices had been implemented.
- 22 Gerald Griggs offered his experience of working with the OfS noting that they were often cautious of small providers working with many Universities as their offer could become confused. Simon Jordan explained that as a provider of University courses the College offers courses from partner institutions that are not offered by each other.
- 23 Governors noted the updates.

### **Health, Safety and Wellbeing Update**

- 24 Simon Jordan presented the report explaining that Neil Burrows was now the College's Health and Safety designated lead person and would present the report going forward. He also offered his appreciation to Paul Ragnall who had been involved in the 3 separate interview days to appoint a Health and Safety Manager.

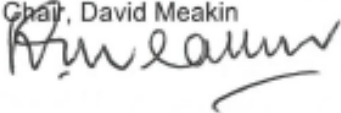
- 25 Neil Burrows explained that he had chaired his first Health & Safety Committee meeting. There had been a review of the membership which now includes representation from cross College areas and an ongoing agenda item was the College's aspiration to become a Royal Society of the Prevention of Accidents (ROSPA) institution.
- 26 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 along with an inflated incident statistic that was a result of an increased focus on the reporting of incidents.
- 27 Simon confirmed that all new managers undertake the Institution of Occupational Safety and Health (IOSH) managing safely qualification and that the induction for all new members of staff includes the City and Guilds Level 2 Health & Safety Award.
- 28 Paul Ragnall requested that Governors receive an element of Health and Safety Training to assist with the ROSPA application. **Action: Simone Lomas**

#### **Governors' Strategic Residential – 24/25 January 2020**

- 29 Simone Lomas reminded Governors of the new venue that had been agreed for the Governors Strategic Residential. All guests to the Coniston Hotel have the opportunity of using the facilities, with this in mind Simone asked Governors to consider the two agenda options she had drafted.
- 30 After consideration Governors agreed that Agenda 1 would allow more flexibility especially for Governors who may be working.

#### **Minutes of the Remuneration Committee held on 21 August 2019 and 28 August 2019 (staff, students and senior post-holders not present)**

- 31 The minutes were reviewed by all governors and approved.

Approved by Chair, David Meakin
Signed:  Date: 22nd October 2019
NOTE: Final approval of the minutes will be at the following Board meeting.