

Draft - Confidential

Meeting of the Governing Board – Wednesday 27 June 2018

Present:

David Meakin – Chair
Humera Khan
Richard Robinson
Karen Buchanan
Adam Smith
Guy Thomas
Keeley Seamans
David Brown
Jim Sutcliffe
Paul Henderson

In attendance:

Simon Jordan
Simone Lomas
Paul Prior
Angela Donovan

Contributed via email:

Richard Thorley
Paul Ragnall

Apologies for Absence:

Louise Robinson
Philip Turner
Chloe Bond

- 1 A presentation updating Governors on the current Safeguarding practices in the College was received. Angela Donovan, Assistant Principal – Curriculum and Quality, Maureen Kelly – Head of Foundation and Community Studies and Tracy Kennedy – Safeguarding and Emotional Wellbeing Officer delivered the session. Governors acknowledged the level of work that is involved in the area and thanked all staff for their efforts.
- 2 **Declaration of Interest**
There were no declarations noted.
- 3 **Introductions**
Gill Bardin, prospective new Governor, was welcomed to the meeting, Gill attended as an observer. Paul Prior, the new Director of Finance and Resources and Alice Brewster, Health & Safety Officer were introduced to the Governors.

4 **Health & Safety Update**

Alice Brewster updated members of the current Health and Safety arrangements and activities. She advised that 28 accidents had occurred since the Board meeting in March 2018, although none had been considered reportable under RIDDOR (Reporting of Incidents, Diseases or Dangerous Occurrences Regulation).

- 5 Alice explained the significance of the scores and actions on the table in the report. The table displays the inspection scores for each of the College areas. Jim Sutcliffe was concerned with the definitions of the scores, he felt that the description of each of the scores were poor and did not reflect the actual significance of the grade and asked for them to be reconsidered to ensure they were categorised effectively. **Action: Simon Jordan**

- 6 David Brown expressed his concern with the inspection scores that the Facilities team had recorded against their area, asking Alice to explain why improvements had not been made. Alice explained the current practice and agreed to review the reporting process to ensure areas are aware of their responsibilities. **Action: Paul Prior**

- 7 Paul Ragnall asked that comparison data was made available in the Health & Safety update at the next Governing Board meeting along with the inclusion of 'In-progress' dates on the Action Plan. Paul requested that paragraph 9 of the report is changed to include the Health & Wellness training. **Action: Alice Brewster**

8 **Draft Minutes of the Board meeting held on 21 March 2018**

The minutes were accepted as an accurate record proposed by David Brown and seconded by Guy Thomas.

9 **Matters arising from the minutes**

Paragraph 36: Simone Lomas confirmed that the documents had been re-produced on yellow paper and posted to all Governors.

Draft Minutes of the Committees

10 **Student Council – 26 April 2018**

Adam Smith confirmed that the meeting was positive he made particular reference to the issue of smoking and noted that the situation was improving.

11 **Search & Governance Committee – 9 May 2018**

David Brown reported that both Guy Thomas and Paul Henderson had informally agreed to re-election to the Governing Board, David explained that he was chairing the Curriculum and Standards Committee on a temporary basis with a view for Paul Ragnall to take-over the position once Paul had observed the next meeting in October.

- 12 **Human Resources Committee – 9 May 2018**
Jim Sutcliffe, referred to the Key Performance Indicator report and highlighted the excellent result of 100% completion of appraisals for the second year running. He noted the increase in absence rates and confirmed that Human Resources were analysing the statistics.
- 13 **Academic Board – 9 May 2018**
Karen Buchanan advised that the agenda items at the meeting were the Single Equality Policy and the future direction of University Education – both items received positive feedback from the representatives of the College with ideas to take forward.
- 14 **Curriculum & Standards Committee – 16 May 2018**
David Brown highlighted the key points from the minutes, referring to the robustness of the teaching observation process and noted that 86% of observations being graded at good or outstanding was an excellent achievement. The positive results in terms of retention and attendance were also commented on positively.
- 15 **Audit Committee – 13 June 2017**
Jim Sutcliffe indicated that the Internal/External audits provided a positive view of how the Senior Management Team manages the College. An increase in fees of 1% had been suggested by the external auditors and had been accepted by the Committee. An increase of 3% had been suggested by the internal auditors. This was not acceptable by the governors so Paul Prior is to meet with the internal auditors and agree a plan for the next meeting. Jim recommended that the Board approve the Audit Plan/fee increase (external audit) and Risk Management Plan, following consideration this was approved by Guy Thomas and seconded by Paul Henderson. **Action: Paul Prior**
- 16 **Strategic Objectives and Goals**
Simon Jordan summarised the content of the report, he proposed changes in the wording in the document to reflect the Department for Education performance tables and the new University developments.
- 17 Guy Thomas suggested that the College Awards are displayed in chronological order and include the date awarded. **Action: Simon Jordan**
- 18 Board members agreed the changes to the Strategic Objectives and Goals 2018-2021, proposed by David Brown and seconded by Richard Robinson.
- 19 **Update on Governance Issues for 2016/17**
Simone Lomas introduced the report which covered three key areas.
- 20 **Confidential items**
Following consideration, Governors agreed the position of those minutes to remain confidential or commercially sensitive.

21 Corporation Seal

It was noted that the Corporation Seal had been used for the sale of School Lane in April 2018.

22 Appointment of Senior Postholder

David Meakin confirmed that following the interviews on the 26 and 27 June 2018, the appointment of Angela Donovan to the post of Assistant Principal – Curriculum and Quality had been made after undergoing a very thorough and robust process. The panel recommended that the decision to appoint Angela Donovan should be recommended to the Full Board.

23 Governors unanimously agreed to approve the appointment of Angela Donovan to the position of Assistant Principal – Curriculum and Quality proposed by David Brown and seconded by Jim Sutcliffe.

24 The interviews for the post of Commercial Director had taken place on 27 June 2018. Further discussions were taking place with the panel and senior managers in relation to two of the candidates. David Meakin asked whether Governors were happy for the panel to make the final decision and report back at the next Full Governing Board meeting. Paul Henderson approved the practice on behalf of the Governors seconded by Richard Robinson.

Action: Simone Lomas

25 Safeguarding and Protection Policy

Angela Donovan 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. It was noted that Burnley had moved from a Tier 2 to a Tier 3 in terms of the level of threat of the prevent priority.

26 Governors requested Angela to make amendments to the Academic year, change the responsibility of the Deputy Principal and revise the date.

Action: Angela Donovan

27 Governors formally approved the updated Safeguarding and Protection Policy proposed by Jim Sutcliffe and seconded by Guy Thomas.

28 Governance Self- Assessment Report (SAR)– June 2018

Simone Lomas presented the amended SAR after the request was made at the Governors residential in January 2018. Simone confirmed that she had included the College Goals and the 4 points from Her Majesties Chief Inspectors report. The Standing Orders have also been included as the Governor Objectives and the evidence and source was succinct and in a bullet point format avoiding duplication.

29 Governors unanimously approved the Governance SAR for 2016/17 proposed by David Brown and seconded by Guy Thomas.

30 Corporate Performance 2017 & 2018

Karen Buchanan introduced the report and outlined the format for Governors who have recently joined the Board. Governors noted the content.

31 Governors' Strategic Planning Overview Document (original date 4 May 2011)

Karen Buchanan 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.

32 Staff and student Governors and Gill Bardin left the meeting at this point.

33 Legal & Governance Update.

David Brown as Chair of Search and Governance confirmed to the Board that as a result of the interview process with Gill Bardin he would like to recommend that she is appointed to the Colleges Board of Governors. Members unanimously agreed with the recommendation, proposed by Jim Sutcliffe and seconded by Paul Henderson.

Action: Simone Lomas

34 Governors noted the points that had been raised.