

**Meeting of the Governing Board – Wednesday 24 June 2020 –
conducted remotely**

Present:

David Meakin – Chair
Humera Khan
Emily Slater
Karen Buchanan
Keeley Seamans
David Brown
Jim Sutcliffe
Louise Robinson
Fiona Lugiano
Gillian Bardin
Richard Thorley
Guy Thomas
Philip Turner
Kate Quinn
Gerald Griggs

In attendance:

Simon Jordan
Simone Lomas
Neil Burrows
Angela Donovan

Contributed via email:

Richard Robinson
Paul Ragnall

Apologies for Absence:

James McLean
Paul Henderson

- 1 Following their presentation in October 2019 the Colleges' Interns presented to Governors; giving updates on achievements and how Burnley College had supported their aspirations ready for the next stage of their education and career.
- 2 David Meakin on behalf of the Governing Board thanked the Interns for their thought-provoking presentation; demonstrating how the College continues to build futures and change lives and how the Interns provide the attention to detail to make Burnley College successful.
- 3 David Meakin thanked Governors for embracing the current remote function to enable Governor meetings to continue successfully, he also wished to thank all of the staff who had also embraced the different way of working and during all of the challenges being faced continue to ensure inclusivity for the whole community.

Declaration of Interest

4 There was no declaration of interest noted.

Draft Minutes of the Board meeting held on 25 March 2020

5 The minutes were accepted as an accurate record proposed by Jim Sutcliffe and seconded by David Brown.

Matters arising from the minutes

6 **Paragraph 16:** The Counter Fraud Strategy was presented to the Audit Committee in June 2020

7 **Paragraph 22:** Neil Burrows confirmed that staff would undertake a Health & safety refresher by December 2020.

8 **Paragraph 26:** Simone Lomas confirmed that the Health & Safety Policy was on the Colleges website

9 **Paragraph 31:** Simone Lomas confirmed that the Coniston Hotel had been provisionally booked for the Governors residential in January 2021.

10 **Paragraph 33:** Simone Lomas confirmed that the approved minutes were on the Colleges' website.

Draft Minutes of the Committees

Accommodation Working Group – 5 March, 25 March, 27 April and 29 June 2020

11 David Meakin updated Governors of the developments discussed at the meetings, in particular the appointment of Rosslee contractors for the summer works project and the appointment of Kier Construction for the Campus Masterplan.

Student Council – 30 April 2020

12 Angela Donovan explained that the meeting had been conducted using Google meet and had been successful, she updated Governors on the key developments that had been discussed at the meeting

- Campus developments – Stuart Arnfield attended
- You Said We Did updates
- Views on remote learning
- Feedback from Council Members

13 The meeting was positive with some valid and useful points made by students that will be considered and fed back at the next meeting.

Search & Governance Committee – 13 May 2020

14 David Brown reported that Gillian Bardin had been asked and accepted to join the Search and Governance Committee as the Independent member and attended the meeting. Humera Khan and Keeley Seamans had accepted the role of Staff Governor for a further 12 months to provide continuity in these unprecedented times. David also noted that the Code of Conduct had been reviewed and approved.

Human Resources Committee – 13 May 2020

- 15 Philip Turner provided detail of the meeting; that Governors had received a presentation on how the College had Embraced the Digital platforms across the whole of the College with Google and the Association of Colleges recognising the success of the on-line courses that had been developed. An update in relation to sickness absence had been received with an emphasis on how the lock down had led to the complete eradication of sickness being reported. The issue of the current sickness protocol had been discussed at previous HR meetings; the behaviours of some staff has given leverage to progress this now to the next stage.
- 16 The resolution of making a provision for a pay award to be considered was approved for the Finance Committee to consider.

Curriculum & Standards Committee – 20 May 2020

- 17 David Meakin updated Governors of the discussion at the Curriculum and Standards Committee, particular emphasis was paid to developments in the apprenticeship programme, with over 300 apprentices being furloughed. There had been a welcome increase in the good and outstanding teaching grades and the community inclusion forming part of the Colleges Covid-19 plan was noted as a critical and necessary offer for the local community.

Audit Committee – 10 June 2020

- 18 Jim Sutcliffe updated Governors on the Internal Audit Reports on Higher Education Funding Processes and Cashless Payments Processes being discussed with no concerns to report.
- 19 An excellent presentation of the Counter Fraud Strategy was received with some minor improvements identified.
- 20 The Board is asked to approve the Audit Committee's recommendation to delay the appointment of Internal Auditors until after the current Covid-19 crisis has been resolved. Audits in key areas will be undertaken by specialist firms.
- 21 Governors unanimously approved the Audit Committees recommendation to delay the appointment of Internal Auditors until after the Covid-19 crisis.

Health, Safety and Wellbeing Update

- 22 Neil Burrows updated Governors of the Health & Safety Operations during 2019/2020, advising that 67 accidents had occurred over the period between 1 September 2019 and 31 May 2020 with none being considered as reportable under RIDDOR (Reporting of Incidents, Diseases or Dangerous Occurrences Regulation). Louise Robinson noted that the College should encourage staff to report near misses as they demonstrate learning opportunities. Neil agreed that he would build them into the Health & Safety awareness training for staff.

Action: Neil Burrows

- 23 Neil confirmed that the College has developed a Covid-19 Risk Management Framework, detailing the key principles of the Colleges approach when managing potential risks associated with Covid-19 to enable the safe, continued learning and working for students and staff.
- 24 Governors asked that the Health and Safety Action Plan is circulated once the dates have been included.

Action: Neil Burrows

Strategic Objectives and Goals 2020-2023

- 25 Simon Jordan recommended that as the current situation was creating so much instability across the further education landscape that the Strategic Objectives and Goals remain the same for this year. Governors unanimously agreed with the recommendation and added that they were pleased to note the number of awards the College had achieved along with being recognised as the number one College in the country.
- 26 Karen Buchanan advised that a video was under development and that a banner had been procured for the front of the building displaying the achievement.

Update on Property Strategy and Campus Developments

- 27 Stuart Arnfield summarised the progress that had been made on the Property Strategy and Campus Developments. Stuart described each of the projects and the involvement from internal and external staff and contractors.
- 28 Stuart explained the position in terms of the funding of each of the projects; that loans, bids and allocations were being considered in detail.

Update on Governance Issues for Summer term 2019/20

- 29 Simone Lomas introduced the report which covered five key areas.

i) Confidential items

The minutes being considered had been redacted in advance of the meeting for Governor consideration. Governors unanimously approved for the minutes to be published on the website with the highlighted redactions.

Action: Simone Lomas

ii) Corporation Seal

It was noted that the Corporation Seal had not been used during this period.

iii) Membership Issues

The role of Vice Chair of the Curriculum and Standards Committee would be deputised by the Chair or Vice Chair of the Board. A more permanent solution will be re-considered at the Search & Governance Committee in October 2020.

Action: Simone Lomas

iv) New and re-elected Governors.

There were no re-elected or new Governors to be considered.
Neil Burrows was asked to leave the meeting at this point.

v) Appointment of Senior Management Position

- 30 Simone presented an addendum to the original report detailing the outcome of the Senior Management interview process that had taken place that day, on the 24 June 2020 for the role of Assistant Principal (Employer Engagement, Commercial Activity and Adult Skills).
- 31 A rigorous and robust shortlisting and interviewing exercise involving three candidates (two external), four Governors and members of the Senior Management and Management Team has taken place.
- 32 All seven members of the interview panel unanimously agreed to recommend that Neil Burrows should be appointed to the position of Assistant Principal (Employer Engagement, Commercial Activity and Adult Skills).
- 33 After consideration Governors unanimously approved the appointment of Neil Burrows to the position of Assistant Principal (Employer Engagement, Commercial Activity and Adult Skills) proposed by Jim Sutcliffe and seconded by David Brown.
- 34 Neil was informed of the outcome.
- 35 Governors noted the report.

Curriculum Intent

- 36 Simon Jordan introduced the draft Curriculum Strategy explaining that 'The Education Inspection Framework' expects a College to have a Curriculum Strategy to outline:
- Context
 - Curriculum Offer
 - Progression Pathways
 - Economic Context and curriculum intent
- 37 The Strategy has been rolled out through many different levels and forums, using numerous vehicles; to ensure that staff articulate, record and review the purpose of every student doing every course the College offers.
- 38 Gerald Griggs saw the Strategy as powerful, and meaningful to staff and external bodies, he asked for some of the curriculum areas to be aligned, using food and agriculture as an example.
- Action: Simon Jordan**
- 39 Jim Sutcliffe asked that Simon consider the inclusion of key employers in the plan; i.e. BAE Systems.
- Action: Simon Jordan**

Safeguarding and Child Protection Policy

- 40 Angela Donovan introduced the report highlighting the content of the safeguarding and protection policy. The policy has been updated based on best practice recommendations and of changes in staffing in the College. Angela explained the work being undertaken to develop further an existing link for a College Nurse to be posted at the College.

41 David Brown commented on how many additions have been made to the report, demonstrating that the Policy was a working document providing evidence of how comprehensive and tangible the work undertaken is.

42 A request for Paragraph 4.2 to be written in a different style and a full proof-read was agreed.

Action: Angela Donovan

43 Governors formally approved the updated Safeguarding and Child Protection Policy for publication on the Website subject to the changes being made to paragraph 4.2 proposed by David Brown and seconded by Fiona Lugiano.

Action: Angela Donovan

Corporate Performance 2019 & 2020

44 Karen Buchanan introduced the report and outlined the format in terms of the development of the report.

45 Karen confirmed that the College had achieved the status of being the Number One College in the country; the Colleges achievement rates are 2% higher than the next college on the table.

46 It was also noted that the method to measure Value Added had been changed to align with the Government method. Burnley College is in the top 12 Colleges in the country for our A-level provision – the target will be kept under review.

47 Teaching Observation grades have increased significantly; Sarah Condren, Staff Development Manager has been integral to this success.

48 Governors noted the content.

Governors' Strategic Planning Overview Document

49 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.

50 The content was self-explanatory and was noted.