

Draft - Confidential

Meeting of the Governing Board held on Wednesday 26 June 2024

Present:

David Brown - Chair of the Board
Guy Thomas – Chair of Finance
Paul Henderson – Independent Governor
Philip Turner – Chair of HR
David Tomlinson – Independent Governor
Paul Ragnall – Independent Governor
Karen Buchanan - Principal
David Easton – Staff Governor
Abigail Geary – Student Governor
Sam Sheard – Student Governor

Contributed:

Gillian Bardin – Vice Chair of the Board
Jim Sutcliffe – Chair of Audit
Richard Thorley – Vice Chair of Finance

In attendance:

Simone Lomas - Clerk
Kate Wallace – Deputy Principal
Stuart Arnfield – Director of Finance and Resources
Neil Burrows – Director of Skills, Innovation and Employer Engagement
Nina Parkin – Assistant Principal – Adult and University Studies
Vikki Goddard – Independent Governor
Richard Sanderson – Staff Governor
Katerina Gkzimpla (HE learner)
Darcey Swierkowski (A Level learner)
Will Sunderland (T Level learner)
Emily Robertson (T Level learner)
Olivia Hackett (Level 3 Dance learner)

Apologies for Absence:

Fiona Lugiano – Chair of Curriculum and Standards
Richard Robinson – Vice Chair of Audit
Steve Wilkinson – Vice Chair of Curriculum and Standards
Annette Weekes – Independent Governor
Sarah Crossley – Assistant Principal – Sixth Form Studies

Community Activity Engagement Presentation

- 1 Learners represented their divisions from across the College, they all spoke about their experiences of how their learning contributed to supporting the community.

T Levels in Engineering

- 2 Combining their practical and theoretical skills and knowledge whilst on their placement offering them real world experiences, allowing a higher level of education. Learners learn the generics of engineering in the first instance and then specialise in a specific pathway.
- 3 Some learners had the opportunity to visit the Safran site in France, they received an insight into the aerospace industry and observed how practices are different in other countries.

Higher Education – Medical Biology

- 4 Learners provided a summary of their experiences whilst on the course, explaining the processes and the studies they undertook and where their aspirations will lead to. They had accessed guest lectures in Micro-biology and been given skills on research techniques. The funding from the Institute of Technology had provided state of the art equipment allowing learners to go into industry with the skills required. Burnley College is the only Further Education institution to have the Royal College of Biology accreditation.

Performing Arts and Dance

- 5 Learners went through the opportunities that their experiences had opened up for them, explaining how the different skills had allowed them to be involved in a 'live' brief that meant they had to be prepared for last minute changes.

Albert Kennedy Trust

- 6 During their course, learners worked with the Albert Kenedy Trust, raising money and awareness for the homeless by working with the Colleges Marketing department to produce social media posts and sharing the experiences by sleeping rough over night. They reached their target of £100 and are currently at £500 after just six months.
- 7 David Brown thanked all the learners for sharing their professional, personal and academic experiences.

Declaration of Interest

- 8 There was no declaration of interest noted.

Draft Minutes of the Board meeting held on 27 March 2024

- 9 The minutes were accepted as an accurate record proposed by Guy Thomas and seconded by Paul Ragnall.

Matters arising from the minutes

- 10 **Paragraph 6:** Kate Wallace confirmed that communication and guidance was sent to the Next of Kins of sixth form students.
- 11 **Paragraph 8 and 10:** Stuart Arnfield confirmed that both the penetration testing of the portals and the inclusion of the on line payment facility is planned for summer and will include all recommendations and suggestions.
- 12 **Paragraph 42:** Kate Wallace confirmed that the request to include clearer RIDDOR data would be presented in each report going forward.

- 13 **Paragraph 49:** Simone Lomas confirmed the minutes from 22 March are now on the website.
- 14 **Paragraph 56:** Karen Buchanan confirmed that the request to include the continuous need for technology improvements would be presented in the Governors Strategic Planning Overview document for 2024/25.
- 15 **Paragraph 69:** Stuart Arnfield confirmed that the Sustainability Statement would include baseline targets.
- 16 **Paragraph 70:** Stuart Arnfield confirmed that the aim was to charge for the use of the Electric Vehicle charging points and that the installation of the software was planned to take place over summer after some challenges with the software.
- 17 **Paragraph 75:** Karen Buchanan referred Governors to the Strategic Planning event in May where Governors were presented with comparison statements for from other colleges for their consideration.

Draft Minutes of the Committees

Accommodation Working Group – 22 April, 20 May and 17 June 2024

- 18 David Brown updated Governors on the progress of each of the projects, confirming that they would complete prior to the new academic year. A request for the Accommodation Working Group to continue whilst the buildings were ongoing was agreed and monthly meetings have been arranged.

Student Council – 25 April 2024

- 19 Kate Wallace updated Governors on the key developments that had been discussed at the meeting:
- Active Learning Zones (ALZ)
 - Freshers Fair
- 20 The meeting was positive with some valid and useful points made by students that will be considered and fed back at the next meeting.

Strategic Planning – 1 May 2024

- 21 Kate Wallace detailed the items that were presented at the meeting. The meeting was hosted in the 'I' building teaching block. Cyber training was delivered at the start of the meeting to all governors by James Stott, Head of Network Services and Matthew Nuttall, Cyber Security Lead. Governors were then split into three groups:
- i) **Accountability Statement**
The draft version of this year's Accountability Statement was discussed with some minor changes agreed. Governors unanimously approved it to be uploaded to the Department for Education portal.
 - ii) **External Review of Governance**
Governors were presented with the outcome of the External Review of Governance by Karen Buchannan and Carole Drury - External Reviewing Officer. Governors highlighted the issues they had concerns with but agreed that the outcome was positive overall.

iii) Governors' SAR, Instruments and Articles, Code of Governance and Governors' Code of Conduct

Governors were asked to consider all of the regulatory documents, by conducting an exercise that compared the detail in each. The Governors SAR Instruments and Articles, Code of Governance and Governors' Code of Conduct were approved subject to the changes made as part of the exercise.

- 22 It was also noted that Sam Sheard attended the meeting, the minutes will be amended to reflect this.

Academic Board – 8 May 2024

- 23 Karen Buchanan explained that staff had been asked to review the College's Equality, Diversity and Inclusion (EDI Policy); review the College's Stakeholder Engagement and discuss and feedback on the new College Charter. The actions will be presented to the first Academic Board of the new year.

Safeguarding Meeting - 8 May 2024

- 24 David Brown and Karen Buchanan explained that the meeting had highlighted concerns with an increasing trend of safeguarding referrals that matched the national picture. The meeting had referred to issues such as 'Sextortion' and Ketamine use and the College's plan to deal with these issues. Governors had been reassured that the College is putting plans in place in line with legislative requirements.

Search & Governance Committee – 8 May 2024

- 25 David Brown reported that Governors had discussed the position in relation to the current and future vacancies on the Board and that the Clerk would provide a further update in the report being presented in Appendix C.

Human Resources Committee – 8 May 2024

- 26 Philip Turner provided details of the meeting; that Governors had received a presentation from the Staff Development Team, that 100% of appraisals had been undertaken and that the Publication of the Trade Union Facility had been approved to be published on the Colleges website.

Curriculum & Standards Committee – 15 May 2024

- 27 David Brown explained that the Committee had received an interesting presentation on the College's Goal 3 and on the Skills Development, explaining how the College continues to 'stay ahead of the game'. David noted the issue with the B3 conditions being placed upon the College in relation to B3, he also noted the current situation with Buckinghamshire New University and that the results in Apprentices are positive.
- 28 David Tomlinson asked about the B3 Conditions, asking if there was any risk to current programmes and was there any monitoring of the programmes prior to receiving the letter. Nina Parkin explained that the response to the letter had been made by the deadline and the programmes in question have now been withdrawn. Nina confirmed that the College was aware of the situation prior to the letter being received. Monitoring of all University programmes has been enhanced through the PowerBi platform. Vikki Goddard noted that it is not an unusual scenario and that there are similar pictures on a national basis.

Quality Committee – 24 May 2024

- 29 Kate Wallace noted that the Committee had reviewed the HE First Impressions Survey, the SPOC questions and analysis and discussed ideas on how to increase the response rate for the Parental Voice survey.

Audit Committee – 12 June 2024

- 30 David Tomlinson reported that Governors had received a presentation from the College's Facilities team, which focussed on the CCTV and Security arrangements. They had received the internal audit delivery model with only one low priority recommendation, Governors were comforted by the report. David confirmed that the Internal Audit plan for 2024/25 had been agreed and that External Audit had endorsed it.

Finance Committee – 19 June 2024 - Confidential

- 31 Guy Thomas referred to the presentation that had been received from representatives of the College's Sustainability Group, that it had been great to hear how the new incentives have progressed. There was a recommendation that it should be presented to the Full Board at a future meeting.

Action: Clerk

- 32 Governors had received an update on the financial results and reported that the Financial Health of the College remains outstanding.
- 33 The Committee agreed to an in principle pay award but any pay award decision still requires the approval of the Full Governing Board.

Strategic Objectives and Goals 2024-2027

- 34 Kate Wallace introduced the report, outlining previous goal changes over the last 6 years. Kate explained that there are no proposed updates to the Goals or Objectives for the 2024/25 Strategic Plan, however College achievements have been updated along with the plan layout to keep it looking 'fresh'.
- 35 David Easton pointed out that the imagery does make it look like an advertisement for Yale University, whilst Vikki Goddard asked whether it reflected the diversity in the College. Karen Buchanan explained the Advanced Strategy and that the focus in it is of high achievers.
- 36 Governors agreed that all goals remain the same for the 2024/25 academic year.

Health and Safety Update

- 37 Neil Burrows provided an update of the Health and Safety operations since the last meeting, he confirmed that the requests to separate the data out of the tables had been undertaken and were presented in the report.
- 38 Neil summarised the breakdown of accidents; the near misses and that there had been no reportable accidents. There had been a total of 72 inspections across the College this year and that staff training continues to take place.

- 39 The College Health and Safety Policy has been reviewed by the Health and Safety Committee. Guy Thomas requested that a table to close off any actions is included in reports going forward.

Action: Director of Skills and Innovation

- 40 David Brown asked whether the College receives 'value for money' from David Shorrock and wondered if it would be pertinent for Paul Ragnall to meet with him. Paul was happy to be involved.

Action: Director of Skills and Innovation

- 41 Governors noted progress made on Health and Safety during 2023/24 and unanimously approved the annual update of the College's Health and Safety Policy.

Update on Governance Issues for Summer term 2023/24

- 42 Vikki Goddard and Richard Sanderson left the meeting at this point whilst their appointments to the Board were being discussed.

- 43 Simone Lomas introduced the report which covered four 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: Clerk

ii) Corporation Seal

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

iii) Membership Issues

Simone Lomas advised that there remains a vacancy on the Search and Governance Committee for an independent Governor and a vacancy on the HR Committee.

iv) Appointment of Vikki Goddard and Richard Sanderson

Simone advised that the Chair and Vice Chair have carried out interviews for a potential governor, Vikki Goddard and also for a Support Staff Governor, to replace Curtis Wilson, Richard Sanderson has been recommended to be appointed to the Board. Governors unanimously ratified Vikki's appointment who will join the Curriculum and Standards Committee as HE Lead and Richard's appointment who will also join the Curriculum and Standards Committee.

- 44 Governors noted the report.

External Review of Governance

- 45 Karen Buchanan provided governors with an update on the outcome of the External Review of Governance.

- 46 Guy Thomas requested that a more detailed Action Plan is developed providing detail at a granular level to be used as a working and operational document. Gillian Bardin requested that the progress of the actions are reported to the Board regularly.

Action: Principal/Clerk

- 47 David Brown noted that the Review had been a positive process and that the report included lots of statements to be proud of.
- 48 Governors reviewed the action plan and approved the proposed College actions and agreed that a statement be put in the Annual Report that will be approved at the Full Board meeting via the normal Annual Report approval process.

Financial Forecast and Plan 2024 to 2026 (Confidential)

- 49 The College currently has a Financial Health rating of Outstanding according to the ESFA ratings and has reached all of the main objectives. The Financial Health is likely to reduce from Outstanding to good as a result of the capital investments.
- 50 Guy Thomas noted that although there will be a reduction in the rating, it is for the right reasons and provided assurance to the Board that it had been discussed at length at the Finance Committee.
- 51 David Easton asked whether the Financial Health ratings affected Ofsted inspections. Karen Buchanan explained that it had never been known to.
- 52 The Board welcomed the approach the College was taking, commending them on the positive position the College is in. They unanimously approved the Financial Plan for 2024/26 for submission to the Education and Skills Funding Agency, proposed by David Tomlinson and seconded by Vikki Goddard.

Student Parking

- 53 Karen Buchanan explained that historically College staff have parked on the College site with little room for day time student parking. More and more students are accessing College by car and they are parking on the roads around Princess Way which causes parking difficulties for local residents. Some of the roads have parking restrictions, so if students ignore these they are fined.
- 54 The Board approved the short term acquisition of the land subject to the above conditions.

Annual Accountability Statement 2024/25

- 55 Karen Buchanan introduced the updated College Accountability Statement following governor feedback from the Strategic Planning Event held in May 2024, of which many points have now been incorporated.
- 56 Governors unanimously approved the Annual Accountability Statement for submission to the DfE and to be published on the College website.

Corporate Performance 2023 & 2024

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

- 58 David Brown noted that the staff turnover rate is moving in the right direction. Karen confirmed that the figure had reduced to 18% with the data being reported from other colleges no lower than 27%.
- 59 Governors noted the content of the report.

Governors' Strategic Planning Overview Document

- 60 Karen Buchanan advised members that this document provides a strategic brief on key issues affecting the College, she advised that the document would be presented in a more intuitive format for the next academic year. Members were invited to question the relevant senior manager on any topics they wished further information on.
- 61 Attention was drawn to the current position of Burnley's Primary Schools; that standards have dropped and that they have been instructed to work with the college. We have been asked to support them with their teaching and learning practices, working collaboratively to share best practice, skills and techniques.
- 62 Governors were pleased to note the report.

Stakeholder Surveys

- 63 Kate Wallace provided an overview of the context behind the formal and informal mechanisms in relation to the surveys and of the actions that had been implemented.
- 64 They concluded that to ensure consistency in the Quality of Education across the College, stakeholder surveys are embedded within the Colleges Quality cycle, to complement existing quality activities, such as learning walks, deep dives and divisional reviews.
- feedback from stakeholder surveys enables the College to monitor the quality of provision from an employer, learner and parental perspective, to shape future programme developments.
 - stakeholder feedback is collated and analysed for patterns to inform staff development activity, contributing to curriculum Quality Improvement plans, in addition to divisional and College Self-Assessment Reports.
- 65 David Brown had found the report very useful, it helped to focus the key issues, it was interesting to read the disparity between the divisions. Kate explained that the result were not a shock although it doesn't present a positive picture in certain areas. Kate provided an update on the activities that had been put in place to alleviate the issues being raised, the trajectory is going in the right direction after scrutinising the context behind the data.
- 66 Abigail Geary noted that PPD for students is very much an optional session on their timetable and attendance at them reflects this. The sessions have the potential to be great.
- 67 Guy Thomas noted the high level of discontent in relation to equipment. Kate explained that this is predominantly about the lack of 'working' laptops'. The laptops do work, the issue is that they are not being re-charged timely, Kate advised that classrooms are being fitted with 'fixed' PC's this year.

68 David Brown asked about the results being presented in relation to Apprenticeships. Kate explained that although the report details some good results, that it does not meet the College's expectations. Kate updated on the work taking place to further improve the processes and practices and will continue to update Governors on the progress.

69 Governors noted the report.

Single Equality Policy

70 Nina Parkin confirmed that most Governors have seen the policy previously as it is an annual report. The policy has been consulted through the Academic Board process and feedback obtained.

71 Vikki Goddard referred to Annex 1 (1.5) asking whether the statement 'marriage is the partnership of a man and a women' required re-considering. Nina agreed to amend the statement.

Action: Assistant Principal – Adult and University Education

72 Governors unanimously approved the Single Equality Policy, proposed by Paul Ragnall and seconded by Vikki Goddard.

Approved by Chair, David Brown

Signed: David Brown

Date: 11/09/2024

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