

Draft



Minutes of the Full Governing Board Meeting held on 26 March 2025

Present:

David Brown – Chair of the Board
Gillian Bardin – Vice Chair of the Board
Jim Sutcliffe – Chair of Audit
Fiona Lugiano – Chair of Curriculum & Standards
Philip Turner - Chair of HR
Paul Henderson – Independent Governor
David Tomlinson – Vice Chair of Audit
Paul Ragnall – Independent Governor
Sharon Roscoe - Independent Governor
Vikki Goddard - Independent Governor
David Easton – Staff Governor
Lukman Patel – Independent Governor (remote)
Isabelle Balfour – Student Governor

In Attendance:

Simone Lomas - Clerk
Kate Wallace – Deputy Principal
Sarah Crossley – Assistant Principal – Sixth Form
Stuart Arnfield – Finance Director
Nina Parkin – Assistant Principal – Adult and University
Neil Burrows – Director of Skills, Innovation and Employer Engagement

Contributed:

Richard Thorley – Vice Chair of Finance
Guy Thomas - Chair of Finance

Apologies:

Steve Wilkinson – Vice Chair of Curriculum & Standards
Richard Sanderson – Staff Governor
Hassan Khalil – Student Governor

Absent:

Karen Buchanan – Principal

Campus Masterplan and Ofsted Update Presentations

- 1 Stuart Arnfield provided an update on the Property strategy prior to a more in-depth session at the strategic planning event in May 2025.
- 2 David Brown had found it useful to have a preview of the proposals at this meeting.
- 3 Philip Turner asked about the proposal to pedestrianise some of the current carpark; he was concerned that it would leave the College with limited carparking spaces. Stuart explained that there were plans to increase car parking spaces by purchasing land where a skip yard has recently vacated on the College's boundary. There has also been additional space for cars made available under the arches.

- 4 Kate Wallace provided background and context explaining that the College's last Ofsted inspection was five years ago and as it was conducted during Covid there was no inspection of the Colleges data.
- 5 Kate updated Governors on each of the grades and of their weighting that had resulted in the overall effectiveness grade:
 - Education Programmes for Young People -2
 - Adult – 1
 - Apprentices – 2
 - Provision for Learners with High Needs – 2
 - Quality of Education – 2
 - Behaviours and Attitudes – 2
 - Personal Development – 1
 - Leadership & Management – 2
 - Skills – Strong
 - Overall Effectiveness – 2
- 6 Kate's personal reflection is that the inspection takes place in a context and although the current situation is difficult, the lead inspector wanted to impress that the College felt a really special place to be and that there was spirit and comradery.
- 8 David Brown felt that it was a fair judgement and that the areas that we have been judged as outstanding have expanded, there remains an ambition to continue to improve and is proud that we are a strong in Skills.
- 9 Isabelle explained how it's about the feel of the College, from her perspective the College is outstanding.
- 11 Kate confirmed that the Ofsted report should be published eight weeks after the inspection and that it will be a condensed version that will be shared with Governors.

Declaration of Interest

- 12 There were no declarations of interest noted.

Draft Minutes of the Board meeting held on 4 December 2024

- 13 The minutes of the Board meeting on the 4 December 2024 were accepted as an accurate record, proposed by Gillian Bardin and seconded by Paul Henderson.

Matters arising from the minutes

- 14 Please refer to Action Tracker.

Student Executive Board (FE) Minutes – 13 & 16 January 2025, 13 February 2025 and 13 March 2025

- 15 Sarah Crossley advised Governors of the topics that were discussed at each of the meetings they included:

- Pre Learner Journey
 - Enrichment Feedback
 - Equality, Diversity and Inclusion Calendar of Events
 - Preview Day
 - Work Experience
 - Leadership Training Session
- 16 Learners had been asked to discuss and feedback on their experiences at College since half term, their feedback included what had gone well and what would make their experiences even better.
- 17 Sarah recalled that a previous request to raise the profile of the student governors had taken a huge step, explaining that both Hassan and Isabelle and the previous student governors Sam and Abigail had recently presented at a Learning Breakfast to the staff of the College explaining their roles as student governors and the positive impact they had made.
- 18 Hassan Khalil wanted to join the Governing Board to make a positive impact on the experiences of students and from his involvement so far, he believed he would be able to make a difference.

Quality Committee – 4 February 2025

- 19 Kate Wallace advised Governors of the items that were considered at the meeting, referring to the Continuous Professional Development Strategy and the College Quality Improvement Plan (QIP) and Self Assessment Report (SAR), Kate summarised the feedback. Following this a discussion on the use of Artificial Intelligence and the impact of it on staff and learners had taken place, with actions that included further training for both staff and learners on the subject.

Student Executive Board (HE) Minutes – 5 February 2025

- 20 Nina Parkin reported that the Board had worked through the purpose of the Access and Participation Plan including equal opportunities, access to Higher Education and completion of courses and of the changes as part of the new plan.
- 21 Students were asked their views with respect to Burnley College University Courses (BCUC) offering an inclusive environment. Feedback was positive with some actions for Nina to consider.
- 22 Sharon Roscoe asked whether apprentices are invited to the meetings. Nina confirmed that both HE and FE apprentices are invited.

Academic Board – 26 February 2025

- 23 Kate Wallace advised that three reports were considered by staff; Careers Education, Information, Advice and Guidance (CEIAG) Personal Development: Enrichment & Work Experience and the College Self-Assessment Report 2023/24. All three reports were well received by staff and points were raised for consideration.

Draft Human Resources Committee – 26 February 2025

- 24 Philip Turner reported that they had received a presentation from Jack Kilbride (Head of Learning and Professional Development) and Vikki Lees about the College's staff recruitment campaign, governors were shown the videos that had been produced as part of the campaign, they included testimonies from staff who work at the College. Simone Lomas agreed to send the video link to all Governors.

Action: Clerk

- 25 Philip confirmed that the Gender Pay Report had been discussed in detail and the data had been compared and contrasted to similar size colleges. The Committee approved and agreed the Policy to be published on the website.

Draft Safeguarding Group – 26 February 2025

- 26 Gillian Bardin reported that referrals continue to increase and are already higher than the end of last year and is the trend nationally. The College have invested in the structure of the safeguarding team, which was commended by the Ofsted Inspectors when they had a tour of the area.

Draft Curriculum and Standards Committee – 5 March 2025

- 27 Fiona Lugiano advised members of a new initiative in recognition of the increasing number of referrals for online safety, the College has adopted a new online monitoring system named 'Senso'. This allows for key stroke identification and real time alerts to the team. This will enable the team to address this immediately with the student and risk assess in real time to avoid any online violation and potential harm to students.
- 28 Fiona informed Governors that the College had recently been reaccredited by the Matrix Standard; the Department for Education (DfE) standard for ensuring the delivery of high-quality information, advice and guidance. In relation to attendance, the College continues to monitor and challenge the lower levels of student attendance.
- 29 It was noted that Sharon Roscoe attended the meeting, and that Gillian Bardin and David Brown had alternated their attendance at the Human Resources and Curriculum and Standards Committee as is normal practice and that the minutes should reflect this.

Action: Clerk

Draft Audit Committee – 12 March 2025

- 30 Jim Sutcliffe reported that there had been no internal audit reviews undertaken since the last Audit Committee, although there are two reviews still to take place over the remainder of the year, Key Financial Controls and the HE Strategy. David Tomlinson had asked that consideration in the planning of future audits was given in relation to a more even spread across the year.
- 31 Governors at the Committee had been concerned that there hadn't been any audits conducted and requested consideration is given to the number of days planned in the internal audit plan to provide sufficient assurance.

- 32 David Tomlinson raised the issue in terms of the value of the Financial Management and Control Evaluation (FMCE) document. Karen Musgrave (External Audit) was not aware of other colleges using it. Stuart Arnfield had agreed to consult the views of the Finance Committee.

Draft Finance Committee – 19 March 2025

- 33 Paul Henderson advised that there had been discussion in relation to the Pension fund which remained a concern and focus.
- 34 In terms of the FMCE, Governors had agreed that it was a good snapshot of the position of the College but agreed that it may no longer be fit for purpose. They requested that any new practice had to provide Governors with the assurance that the management of the finances are managed properly .
- 35 Governors had approved the purchase of the Safezone system for a three-year contract at a total cost of £80,800 plus VAT.

Governors' Calendar of meetings 2025/26

- 36 Simone Lomas introduced the report advising Governors of the suggested dates for formal Board and Committee meetings in the 2025/26 Academic Year.
- 37 Governors were asked to inform Simone of any changes they would wish to make to the calendar and of any presentation they would wish to receive prior to the formal business at each governor meeting.

Health & Safety Update 2024-25

- 38 Stuart Arnfield informed Governors of the recent expansion of the Health and Safety team, Michelle Blakey has stepped up to a Health and Safety Lead role and two new Health and Safety Co-ordinators have been recruited to support the increased work of the growing organisation and campus.
- 39 David Shorrock, the College's external Health and Safety Consultant visited the College on the 11 February 2025 with a focus on audit, compliance and the general Health and Safety structure and procedures. Governors had been sent David's report for their consideration.
- 40 Sharon Roscoe asked about the review in terms of compliance, what does David check against. Stuart advised that David provides a specialist support, providing the College with his observations and views, it isn't a checklist exercise.
- 41 Governors asked whether the site supervisors conducted walk arounds of the campus. Stuart confirmed that Michelle undertakes drop-ins particularly in the high-risk areas, although this will be expanded as the team grows.
- 42 David Brown asked how often David Shorrock visited the College. Stuart advised that he had previously attended once a term but expected it to fluctuate as the Health and Safety Team is strengthened.
- 43 David Tomlinson referred to table 4; he asked whether the high-risk areas are inspected more often and for an explanation and categorisation to be included in the table.

Action: Director of Finance

Update on Governance Issues for Spring term 2024/25

- 44 Simone Lomas introduced the report requesting Governor approval to publish the minutes presented in the report on the College's website. Governors unanimously approved that the minutes of the Full Governing Board meeting held on 27 March 2024 should be published on the website.

Action: Clerk

- 45 It was noted that the Corporation Seal had not been used.
- 46 Simone explained that there remained a Governor vacancy on the Audit Committee and that the Search and Governance Committee and the SMT will continue to source an appropriately experienced Governor and provided the topics that were proposed to be presented at the Strategic Planning Event.
- 47 Governors noted the report.

Governors' Strategic Planning Overview Document

- 48 Kate Wallace informed governors that items marked in blue refer to items that have changed and that the initials at the side of each paragraph refer to the Senior Manager responsible for this area of work. Governors were invited to ask any questions on the information presented.
- 49 David Tomlinson questioned how the College tracks and challenges the Higher Education provision. Nina stated that data and practice for HE is discussed as part of the Curriculum and Standards Committee and that a new PowerBi has been developed to report in particular on B3 conditions. The new HE strategy is due to be audited in May 2025 as part of the internal audit plan.
- 50 Jim Sutcliffe referred to paragraph 12 in relation to devolution; Jim asked whether the College would consider the development of a strategy for the impact that devolution could have on the College. Nina explained that Rosie Fearn will be joining the college in June 2025 and as part of her job role will oversee this.
- 51 Governor's attention was drawn to paragraph 31; that students and apprentices had shone at the prestigious WorldSkills UK 2024 event, achieving five out of five podium places across a diverse range of disciplines.
- 52 Governors noted the report.

Corporate Performance 2024 & 2025

- 53 Kate Wallace introduced the report and informed Governors of the format adopted. The report details the performance of the College in relation to its Strategic Objectives and Goals.
- 54 Kate focussed on the apprenticeship in year achievement, noting that at this point in the year overall achievement is similar to last year and that achievement on the new standards has increased slightly from last year.

- 55 Attendance across all areas is up compared to last year, however the full-time university attendance and young people is below the colleges target of 90%. A trauma informed approach with wrap around support is being adopted, along with awareness training for staff. The high level of safeguarding referrals was noted as an explanation for some of the reasons in the lower attending divisions.
- 56 David Brown referred to table 9, he asked about the progress banding for Applied General qualifications as they were reported at 'Below Average'. Sarah Crossley explained that herself and Shannon had met all divisions about grade profiles but in particular in vocational exams, Sarah confirmed that there is a high level of focus, and the position is reported in the QIP.
- 57 David Brown referred to table 11 progress towards learning visits outcome at February 2025; David asked about the underlying reasons for the low level of learning visit completions in Construction and Engineering. Sarah Crossley explained that there had been a high level of new and part time staff appointed to the divisions, and that Jack Kilbride, meets with both divisions and learning visitors to ensure all stages of the process are on progress and will be completed by the October 2025 final update.
- 58 David Tomlinson referred to table 14, in particular the target levels for PT 19+; the figures do not appear to be realistic, the target is regularly not achieved. Kate agreed and confirmed that she would review the targets.
Action: Deputy Principal
- 59 Governors were pleased to note the position being reported.

Funding Update 2025/26

- 60 Kate Wallace introduced the report on the four main funding streams. The overall funding allocation for 2025/26 presents an increase in income for 16-18 year old students and a reasonably steady position across other funding streams although the Adult Education Budget could be impacted by government cutbacks. The College's curriculum and business planning process is currently underway and will provide a more detailed plan and forecast for June Governors meetings.
- 61 Apprenticeships continues to be an area of focus, there has been significant challenges in securing vacancies for apprenticeships within businesses as they have cut back following government increases in minimum wage and employer national insurance. Further detail will be presented in the Employer Engagement session at the Strategic Planning event.
Action: Director of Skills, Innovation and Employer Engagement
- 62 Governors noted the report.

Sustainability Statement Update

- 63 Stuart Arnfield referred to the report explaining that the College supports and educates its students and staff in sustainability processes, how sustainability is integrated into working practice and how the College as an organisation works to reduce environmental impact are key priorities for the College.

- 64 Stuart provided examples of the activities being undertaken by the College including the developments in Curriculum, with sustainability awareness courses for businesses and embedding sustainability training to all of its study programmes for 16–18-year-olds including apprentices.
- 65 The College has continued to invest in sustainability improvements to the campus to increase energy efficiency and reduce the College's carbon footprint. It is in a good position; specific targets have been set and the activities noted in the report have been published on the college's website.
- 66 Gillian Bardin asked for clarity in terms of the College's current position and what the objectives and targets are in terms of sustainability data. Gillian also noted that the sustainability message on the Colleges website would benefit from a more engaging strapline.

Action: Director of Finance

- 67 Jim Sutcliffe noted that most of the objectives are long-term, he asked that some short-term specific targets are reported.

Action: Director of Finance

Risk management Governance Approach

- 68 Stuart Arnfield presented the report, explain that it was pertinent to provide the wider Governing Board with an appreciation of the College's risks. Stuart explained the approach in terms of assigning the risks to each Committee and that governors will have appreciation of the risk in their discussions. This new exercise will begin in the next cycle of meetings

Action: Director of Finance

- 69 Sharon Roscoe and Vikki Goddard suggested linking the risk to the College's QIP as there is a possibility of duplication, they proposed including a column that references the QIP to enable it to be tested and linked to the strategic priorities.

Action: Director of Finance

Mid-Year Review Financial Forecast 2024-25

- 70 David Brown congratulated Stuart on how the prudent approach had provided a positive picture.

Approved by Chair: David Brown

Signed: David Brown

Date: 17 June 2025

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