

Meeting of the Governing Board held on Wednesday 1 October 2025

Present:

David Brown - Chair of the Board
Gillian Bardin – Vice Chair of the Board
Guy Thomas – Chair of Finance
Paul Henderson – Independent Governor
Paul Ragnall – Independent Governor
Hassan Khalil – Student Governor
Isabelle Balfour – Student Governor
Jim Sutcliffe – Chair of Audit
Richard Thorley – Vice Chair of Finance
Vikki Goddard – Independent Governor
Lukman Patel – Independent Governor
Sharon Roscoe – Independent Governor
David Tomlinson – Vice Chair of Audit
Philip Turner – Chair of HR
Steve Wilkinson – Vice Chair of Curriculum and Standards

In attendance:

Simone Lomas - Clerk
Kate Wallace – Interim 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
Sarah Crossley – Assistant Principal – Sixth Form Studies
Charlotte Ashworth – Deputy Head of Safeguarding
Shannon Gill – Head of Quality

Apologies for Absence:

Fiona Lugiano – Chair of Curriculum and Standards

Declaration of Interest

- 1 There was no declaration of interest noted.

Draft Minutes of the Board meeting held on 25 June 2025

- 2 The minutes were accepted as an accurate record proposed by Sharon Roscoe and seconded by Vikki Goddard.

Matters arising from the minutes

- 3 Simone Lomas referred to the Action Tracker, requesting each member of the SMT to update Governors of the progress of each item. Vikki Goddard requested that going forward that the Action Tracker is updated prior to all the governor meetings for governors to consider and request further information at the meetings if they wished.

Action: Clerk

Confidential Item (staff and student governors not present)

Performance Data Presentation

4 Confidential discussion took place.

Safeguarding and Child Protection

5 Kate Wallace introduced the report explaining the changes (highlighted yellow) in the report that had been made to the Policy and the reasons for them.

6 The 2024 Keeping Children Safe in Education (KCSIE) legislation changes require the Designated Safeguarding Lead (DSL) to:

- undertake increased levels of specialised training
- develop, deliver and evaluate a clear safeguarding strategy
- ensure all tiers of the mental health continuum are effectively managed
- update staff in line with local procedures and national statutory requirements and guidance
- track, monitor, co-ordinate, record and effectively deal with increasing numbers of referrals
- manage the designated teacher role
- undertake the senior mental health lead role.

7 In line with best practice, Burnley College employs Head of Safeguarding and Wellbeing, Tracy Kennedy, as the Senior Designated Lead for Safeguarding and Charlotte Ashworth, as Deputy Head of Safeguarding and Wellbeing and Operational Designated Safeguarding Lead to ensure the College has a DSL on site.

8 In Tracy Kennedy's absence, Charlotte presented the updates in relation to the KCSIE confirming that the College's Safeguarding and Child Protection Policy and the E6 Harassment and Sexual Misconduct (the HE version of the KCSIE) had been amended to reflect the updates.

9 Lukman Patel asked whether it would be helpful if we could have the percentage of local referrals for Prevent included in the report. Charlotte explained that Counter Terrorism are not normally keen to share this type of information but will go back to them and include the data if they are willing to share it.

Action: Charlotte Ashworth

10 Governors asked whether there is any data that associated mental health referrals to the levels and types of qualifications the learners were studying. Charlotte confirmed that she will slice the data and present it at the March 2026 Board meeting.

Action: Charlotte Ashworth

11 David Tomlinson asked about the plan in terms of resources as the number of referrals continue to increase, Charlotte explained that the College has made significant investment in the structure of the safeguarding team and that if there was ever a time or need for further support, they would advise SMT. David asked about the strategies in place to prevent safeguarding issues, Charlotte gave examples of the activities and actions being taken; they include the Personal Professional Development (PPD) sessions, well-being cafes, therapy sessions and that they work with external agencies. Gill Bardin confirmed that she has and continues to be involved in the structure of the team and is reassured by the current formation.

- 12 Richard Thorley asked whether the College received funding for the specialist work that is undertaken as a result of the safeguarding referrals. Stuart explained that there is no extra funding provided.
- 13 Kate asked the student governors their view of the safeguarding team and accessing their support. Issy Balfour explained that she had friends who had found it intimidating to knock on the staff room door when they needed support, Charlotte explained the different ways learners could access support. Sarah asked Issy to include the issue on the Student Executive Board for consideration and suggestions.

Action: Sarah Crossley

- 14 Lukman Patel suggested that it would be useful from a governor perspective to collect data from staff and students in terms of their view and amount of work they are having to do in relation to safeguarding. Gillian Bardin explained that as part of her role as Governor Safeguarding Lead she will be looking at Impact Reporting in terms of 'what is the impact of the work that the College undertakes, does it lead to success for the learners'.
- 15 Sharon Roscoe asked why there are two safeguarding policies, one for HE and one for FE, could they not be combined. Nina explained that they had considered combining the two policies but that the Office for Students (OfS) guidance is restrictive, they had collaborated with similar institutions who had also concluded to have two policies, this along with the conditions of registrations had led to the College publishing the policies separately on the College website. Vikki Goddard also confirmed the complexities of extrapolating the detail from an OfS perspective into the Ofsted framework.
- 16 Vikki Goddard referred to paragraph 21; 'intimate relationships' and provided an example of potential points that might create an issue. Kate Wallace explained that there are colleagues who are in relationships and that there is a HR policy and process; that all staff must declare if they are in relationships, it also includes the consideration of power imbalances.
- 17 Reference to Page 6 of the report was made in terms of it being the correct date. Charlotte Ashworth to check and amend if required.

Action: Charlotte Ashworth

- 18 Governors unanimously approved the Safeguarding and Child Protection Policy for publication on the website subject to the action at paragraph 22.

Action: Clerk

Self-Assessment of the Governing Board, its Sub Committees and Governor Attendance during 2024/25

- 19 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2024/25.

- 20 Audit Committee and Search & Governance Committee have both recorded improvements whilst the Governing Board, the Curriculum and Standards, the Remuneration and Finance Committees have all recorded a reduction in the percentage score. Further work to support Governors to understand the aspects of the role is an exercise that requires further consideration, and any appropriate actions implemented.
- 21 The attendance profile of Governors individually and collectively was outlined. Our performance indicates Burnley College to be in a positive position with 91% overall attendance for the year.
- 22 Richard Thorley suggested that the judgement in relation to attendance at each committee and Board meeting was not necessarily required as it is factual data. Simone agreed to remove it from the report.
- Action: Clerk**
- 23 Guy Thomas asked for the Search and Governance and Remuneration Committees to be presented with the Sub-Committees in the report.
- Action: Clerk**
- 24 Governors were thanked for their contributions and continued support during the year.
- 25 Governors noted the report.

Governor' Strategic Planning Overview Document

- 26 Kate Wallace introduced the report explaining that it was being presented in a different format to provide more data focussed details.
- 27 Kate highlighted the key points in the report, noting that the report is a useful reference document for Governors should Ofsted conduct an inspection.
- 28 Applications at the time of reporting were slightly down but are now up on this time last year, the first open evening had been positive with over 800 people attending.
- 29 The College has been awarded money from OfS after a successful bid of £980K that focuses on engineering and digital. The money has to be spent by March 2026. Richard Thorley asked whether the money affects the cashflow. Stuart Arnfield confirmed that the money is cashflow positive.
- 30 Vikki Goddard asked whether there had been any impact at the open evenings as a result of the Ofsted grade. Kate explained that there had been extremely positive support from the headteachers and careers leads from the local schools and that she had received positive and supportive communications from parents at the open evenings and other forums.
- 31 Governors noted the report.

Health and Safety Update for 2024/25

- 32 Stuart Arnfield stated the report provided an update on Health and Safety for the full year 2024/25. He also advised that there had been no RIDDOR Health and Safety accidents in 2024/25.
- 33 Stuart also advised that the College has also developed its Emergency Incident Response Policy and Procedures over the last 18 months and is planning a lockdown drill for staff in October 2025. This is being advised on by the Lancashire Counter Terrorism Advisor to ensure the drill is a safe and realistic practice that will help prepare the College for potential incidents. The College has procured a SafeZone App which allows for quick reporting of incidents to our Security Centre and mass communication of lockdown or other instructions to staff and students. A plan is being developed of a lockdown scenario with staff on the next professional development day, Stuart had met with Counter Terrorism that day, they will be involved in the lockdown drill the day in an advisory capacity.
- 34 In terms of the actions that are reported as a consequence of the inspections Stuart accepts that they should be closed off quicker and will work with the College teams to ensure this happens.

Action: Stuart Arnfield

- 35 Jim Sutcliffe asked whether all staff must download the SafeZone App. Stuart advised that they cannot make staff download the App onto their personal devices but there are plans for the transmission of the communication by using screens in classrooms and computers.
- 36 Sharon Roscoe asked whether there is a need to outsource the refresher training for the engineering equipment if there is such a delay in-house. Stuart explained that the delay is because of a change in supplier of the maintenance equipment and was already implementing processes to remedy the situation. Sharon also noted that the risks are completely different and need to be treated individually for example the beauty inspection is 30 minutes every 3 months, which is the same as marketing, should it not be more often given the risk of the chemicals. Stuart agreed to review the protocols.

Action: Stuart Arnfield

- 37 Guy asked that along with the accidents a narrative to update progress in relation to incidents and whether they had been closed down should also be reported.

Action: Stuart Arnfield

- 38 Paul Ragnall referred to Table 1 and asked whether anyone analyses the data in terms of the types of incidents. Stuart confirmed that the information is fed into the student disciplinaries and dealt with at that level. Paul also asked about the Trade Union inspections; are they extra or are they alongside. Stuart confirmed that they are part of the whole regime and are included in the total number of inspections conducted.

- 39 Richard Thorley had observed that the no smoking sign at the front of the College is faded and should be refreshed to provide the emphasis required for learners to take notice. Stuart explained that considerations were ongoing to move the campus towards being smokefree and agreed that the signs should be regularly refreshed.

Action: Stuart Arnfield

- 40 Governors noted the progress made on Health and Safety during 2024/25.

Governors Strategic Residential 2025/26

- 41 Simone Lomas updated Governors on the Strategic Residential event which has been provisionally booked for 16 and 17 January 2025 at the Coniston Hotel, Coniston Cold, Gargrave.

- 42 Although the suggestion to present the new Strategic Plan at the residential Governors requested that the new Principal should be involved in the development of the plan and asked for that to be considered.

Action: SMT

- 43 Gillian Bardin requested that information relating to the Trauma Informed Approach to support students and a session on the College's culture and values to be presented at the residential.

Action: SMT

- 44 Governors were requested to let the Clerk know of any additional topics they might wish to be presented.

Confidential Item (staff and student governors not present)

Corporate Performance 2024/25 and 2025/26

- 45 Kate Wallace introduced the report and outlined the format in terms of the development of the report. The aim is to produce a dashboard with the information included in this report.

- 46 Governors reviewed and approved the proposed amendment to Goal 3 in line with Ofsted's New Inspection Framework below.

'To evidence innovative learning and teaching excellence demonstrated through at least 90% of Deep Dives graded at Expected Standard or better with high levels of learning visit outcomes'

- 47 Governors commented on their proposed involvement in the SAR Panels, and it was agreed that they would inform the SMT Support team if they were able to attend.

Draft Minutes of the Extra-Ordinary Meeting held on 20 August 2025

- 48 The minutes were accepted as an accurate record proposed by Paul Henderson and seconded by Jim Sutcliffe.
- 49 David Brown confirmed that he had fed back the outcome of the considerations at the Extra-Ordinary meeting to Stephen Jones from the DfE, Stephen was pleased to accept the conclusion.

Bank Mandate and Signatories Update

- 50 As a result of recent changes in senior management personnel the bank mandate with Barclays Bank requires to be amended with the following changes:
- Update of roles to reflect Interim Principal with appropriate authorisation limits.
 - Addition of all SMT members as secondary signatories to allow contingency for processing of transactions when others are not available.
- 51 The bank requires the updated mandate to be approved by the Governing Board, and the physical form to also be signed off by the Chair of Governors and Chair of Finance Committee.
- 52 Governors approved the updates to the bank mandate and signatories list, proposed by Jim Sutcliffe and seconded by Richard Thorley.

Governor Update

- 53 David Brown provided governors with an update following the conclusion of the Investigation and subsequent disciplinary process.

Minutes of the Remuneration Committee held on 20 August 2025 (senior post-holders not present)

- 54 The minutes were reviewed by all governors (excluding staff and students) and unanimously approved.

Approved by Chair, David Brown

Signed: David Brown

Date: 19 November 2025

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