

Time	4.30pm
Venue	Room D102, Runshaw College, Langdale Road, Leyland
Present	David Sherliker (Chairman), Ken Lee, Warren Middleton, Yvonne Bradshaw, Jo Venn, Simon Partington (Principal), Gill Davies, Jacqui Chatwood, Martina Jay, Will Sutton, Joshi Jariwala, Eloise Frost, Andy Pratt, Ella Lawrenson
In Attendance	Clare Russell (Deputy Principal), Michelle Brabner (Deputy Principal), Janet Ivill (Director of Finance), Fatema Hussein (Clerk to the Corporation)
Meeting began	4.30pm
Meeting closed	7.00pm
Attendance	93%

1. Apologies for Absence

Apologies were received and accepted from Mick Frankish.

The new Student Governor Ella Lawrenson was welcomed and introduced to the meeting.

2. Declarations of Interest

Governors were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting.

No interests were declared.

3. Minutes of The Meeting Held on 24th September 2018

3.1 Approval of the Minutes Part 1

Agreed: that the minutes are signed as a correct record and authorised for publication

3.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

4. Corporation Committee Meeting Minutes

The Board received reports from the Committee meetings and the following points were noted:

4.1 Search and Governance Committee Minutes 12 October 2018

- Following a thorough review, the governance SAR was being recommended to the Board for approval
- A meeting had been held with the senior management team and the Chair of Search and Standards Committees to discuss the format of reporting to the Standards and Curriculum Committee and actions agreed
- Other matters that were discussed at the Committee meeting were on the agenda for tonight's meeting

4.2 Standards and Curriculum Committee Minutes 12 October 2018

- A detailed review of the results had been undertaken which had been very pleasing and showing an improving trend
- All subjects that had been on the key issues register had met their targets
- Additional subjects had been identified and added to the register for this academic year

Governor Questions

Q. Had it been confirmed whether the GCSE Maths results were above the national average?

A. They were above the national average and further information on progress measures would be available in January

Q. Out of 90 Oxbridge applications this year, how many offers had been received?

A. This had resulted in approximately 24 offers being received

Q. What had led to the the increase in the number of applications to Oxbridge?

A. This was partly due to student preferences but College had taken a proactive approach and been providing more information about Oxbridge to students

4.3 Remuneration and Organisational Development Committee Minutes Part 1 - 19 November 2018

- It had been confirmed that College would be paying above the national living wage as a result of the pay decisions that had been taken for this academic year
- The Committee had noted that succession planning covered 74% of positions and this was very positive
- Annual reports on health and safety and sickness absence had been considered and were very positive
- The results of the staff survey had been reviewed and management had put a number of initiatives in place to address the slight dip in satisfaction levels amongst support staff
- The proposal to introduce a senior staff remuneration code had been discussed and some concerns had been raised about publication of individual salaries
- The Committee had noted the issues in connection with the non- implementation of the new HR and payroll system and the situation would continue to be monitored

Governors agreed that the data on succession planning was very positive and significantly better than 5 years ago.

4.4 Finance Committee Minutes 19 November 2018

- College Financial Health and the monthly management accounts had been reviewed
- The Committee had noted that there had been no requirement to use contingency funding to maintain the financial health of the College which had remained within the Satisfactory category

- In respect of the Accounts for the year ending 31 July 2018; the Committee had agreed to confirm to the Corporation Board their opinion that the college is, and continues to be, a 'going concern'.
- The Report and Financial Statements for the year ended 31 July 2018 had been recommended for approval by the Corporation Board.
- Relevant elements of the Representation Letter within the Committee's remit had also been recommended to the Board for approval
- Student Council funds had been considered and noted

4.5 Audit Committee Minutes 13 November 2018 Part 1

- The Committee had been satisfied with the corrective action taken to address the issues identified in the apprenticeships audit
- A key focus of the meeting had been on reviewing the external Audit Findings report
- The Committee had requested that a more detailed explanation was provided in the report in relation to the unadjusted misstatements
- It had been noted that the implementation rate for audit recommendations was good and compared favourably to the sector
- Business Continuity planning had been discussed and Mazars had provided a sample plan for consideration

Risk Management Annual Report and Policy

The report set out the risk management policy requirements, reviewed significant risks identified in 2017/2018 and the approach taken to address them. It was noted that in addition to a risk register, there was also a risk management plan in place.

RESOLVED:

The Board approved the risk management annual report and policy as recommended by the Audit Committee.

5. Principal's Report

The Principal presented his report and the following points were noted:

- All recommendations from the counter terrorism security report had been implemented
- The transfer of evening classes to the Langdale Road campus had been positively received by staff and students
- Student behaviour at both sites had been better than usual and this was partly attributable to the move to a three-day timetable for vocational students and the excellent work being done by the new security officer
- The refurbishment of the Dalehead restaurant had been well received by staff and students
- Setbacks had been experienced in relation to the implementation of the new HR and payroll system and various exit options were being explored

In response to a question, the Student Governors confirmed that the 3-day timetable had been positively received by students, many of whom were using the opportunity to undertake work experience or secure part-time employment.

Governor Questions

Q. Could any lessons be learnt by College from the recent death of a student?

A. The student was known to the Safeguarding team and support had been in place for them. Counselling provision for staff and students had been increased as a result

- Q.** Were College staff in touch with St Michael's School whose staff and students had also been affected by this tragic event?
- A.** Staff had been liaising with St Michael's and Parklands. College was following guidance issued by the Samaritans
- Q.** Was any further chaplaincy support required as this may be available from the new vicar at St Andrew's in Leyland?

Action:

College to consider and confirm if this was necessary

It was suggested and agreed that Appendix 2 of the Principal's report on staffing appointments and leavers was no longer necessary.

Action:

Principal

5.1 Pilot Inspection Proposal

The Principal advised that Ofsted would be running some pilot inspections using the new inspection framework and the senior management team were proposing that Runshaw volunteered to be included in the pilot.

Governor Questions

- Q.** How much notice would be given to College before the inspection commenced?
- A.** College would be informed which month the inspection would take place but forty-eight hours' notice would be given in advance of the actual inspection

RESOLVED:

The Board noted the report and approved the proposal for Runshaw to volunteer for a pilot inspection under the new framework.

6. January 2019 Strategic Planning Meeting – Confirmation of Agenda Items

The Clerk reported that Governors had been requested to identify which two or three areas they wished senior management to focus on in preparation for the strategic planning meeting in January.

The Clerk referred Board members to the summary of responses that had been received.

Governors discussed whether safeguarding and mental well-being were considered within the strategic planning process.

The Chairman stated that this was already a very high priority for the College. As Safeguarding Governor, he attended the Safeguarding team meetings and confirmed that College took a very proactive approach to and there were extremely well embedded processes in place which were regularly reviewed this.

Governor Questions

- Q.** Was an analysis of future threats undertaken at the Safeguarding meetings?
- A.** This was considered by the Safeguarding Steering group

RESOLVED:

The Board agreed that management focussed on the following areas for the January meeting:

- A strategic review of the curriculum offer and apprenticeship pathways
- A strategic discussion on plans to respond to the increasing school leaver demographic in the period 2018-2030

It was also agreed that a review of ways in which technology was used to assist in the delivery of the curriculum in a more cost effective way was considered as part of above

7. Teaching School Alliance Proposal

The Deputy Principal Clare Russell presented the proposal for Runshaw to begin a controlled, strategic withdrawal from being a National Teaching School by summer 2019, and explained that:

- The proposal had been discussed in detail at the Standards & Curriculum Committee meeting
- There was a risk of reputational damage and College would need to be clear that it had not been “de-designated” and had chosen to withdraw
- A clear communication strategy would be required for Teaching School Alliance partners and SLEs (Senior Leaders in Education)

Governor Questions

Q. Would meetings with colleagues in other Colleges still continue to be held?

A. College would still continue to be part of networks that were useful to it

Q. How would the decision be communicated externally?

A. This would depend on the audience but the proposal was to inform just the key partners at this stage

RESOLVED:

The Board approved the proposal for College to begin a withdrawal from the Teaching Schools alliance and relinquish this designation as of July 2019

8. Issues from Data Dashboard

The Board reviewed the dashboard which was used to monitor key College performance indicators.

It was noted that:

- The key issues list had been amended following the SAR process where achievement rates had been analysed
- The number of key issues had been increased as a result
- It had been agreed with the Chair of the Standards Committee that achievement rates needed to be reviewed at the Standards & Curriculum meeting in October so that key issues could be identified earlier

Governor Questions

Q. Why had World History been taken off the key issues list?

A. There had been some remarks which improved the ALPS score from 6 to 5

Q. Was the subject no longer being monitored?

A. Monitoring was ongoing and a number of actions had been implemented recently

Q. At what stage in the year were key issues identified?

A. At the end of the academic year

Governors suggested that it would be useful for management to identify key issues in advance of the Standards & Curriculum Committee meeting and to consider how this information was reported to the Committee.

Governors also noted that the recruitment data was out of date and agreed that the figures from the six-week census date would provide a more accurate picture.

ACTION:

Dashboard to be amended to include most up to date recruitment data

FH / SP to progress

9. Finance Monitoring Reports

9.1 Finance Report to 31 October 2018

The Board received the Financial Report for the three months ending 31 October 2018 and the following points were highlighted by the Director of Finance:

- It had been a good start to the academic year but there was a £300,000 to income risk in respect of Adult, HE and Apprenticeship provision
- Savings in pay and non-pay costs would help to mitigate this risk
- College was confident that it would return back to Good financial health by the end of the financial year

10. Corporation Annual Reports

10.1 Audit Committee Annual Report to the Corporation

The Clerk advised that the purpose of the report was to advise the Board on the effectiveness of the College's systems of internal control before the College's final accounts for the year were approved. The adjustments made by the Auditors as part of the financial statements audit were brought to the attention of Board members.

In response to a question concerning the adjustments and misstatements, the Director of Finance explained that this related to H.E. and Apprenticeship income and the timing of when it was reported.

The Chair of the Audit Committee confirmed that the Committee had been satisfied with the explanation provided by the Director of Finance and how the information was now being reported in the accounts.

The Board noted the opinion of the Audit Committee, in their Annual Report, that there are effective internal and external audit arrangements in place and that there is an effective framework of governance, risk management and control to secure economy, efficiency and effectiveness and that these had operated as such throughout all of the financial year ended 31 July 2018 and to the date of the report.

RESOLVED:

The Board noted the Audit Committee annual report.

10.2 Annual Report and Financial Statements for the Year ended 31 July 2018

The Annual Report and Financial Statements were presented. These had been considered by the Finance and Audit Committees, in line with their respective remits, and recommended for approval to the Board.

Governors were referred to the financial summary and it was noted that:

- The payment for the Market Street lease had been included as an exceptional item in the accounts
- An extra note had been added to the accounts regarding the equalisation of future pension benefits and this had been reviewed by the Finance Committee prior to the Board meeting

10.3 Representation Letter

RESOLVED:

The Board approved the Representation Letters 2017/2018 and the Regulatory Questionnaire 2017/2018.

11. Self-Assessment Reports

11.1 Governance SAR / Quality Improvement Plan

The Chairman explained that the Governance SAR had been discussed at the SAR meeting in October and reviewed by the Search & Governance Committee.

It was noted that the Board assessed itself against the ten principles of good governance, which were a key part of the AOC Code of Good Governance which it had adopted.

RESOLVED:

The Board approved the Governance SAR and the Quality Improvement Plan (QIP) 2018/19

11.2 College SAR

The Principal presented the SAR and highlighted the key areas for improvement this year. It was noted that:

- Further progress had been made on the College's journey towards achieving excellence everywhere
- It was recognised that additional work was required to improve Apprenticeship provision
- July 2020 had been set as the target date for the Apprenticeships to be rated as Outstanding
- A further analysis was to be undertaken to determine why there had been a dip in European History

Governor Questions

Q. When was the Investors in People accreditation due for review?

A. This was due in 2019 and a new framework was now in place

Q. What was the benefit in continuing with this given that many companies had withdrawn from it?

A. It provided additional assurance to prospective candidates considering employment at the College

Governors suggested that College needed to consider whether the accreditation still added value.

It was also suggested that College could apply for the Sunday Times Best Companies to work for awards which were free to enter

ACTION:

Principal / Senior Management team to consider

RESOLVED:

The Board approved the College SAR and the Quality Improvement Plan (QIP) 2018/19

12. Chairman's Report / Governance Matters

12.1 Link Governor Programme Proposals

The Chairman reported that:

- The Search & Governance Committee had reviewed the Link Governor programme in order to ensure that Governors continued to use their skills and experience to positively impact on learners and the College
- Link areas and roles had been amended so that they aligned with current College priorities
- The Committee had agreed that in order for visits to be constructive, Link Governors needed to identify the key objectives and areas of focus in advance of the visit

Governors discussed the proposals and the following points were noted:

- Governors may wish to undertake a link role in order to gain a better understanding of a particular area of the College
- Co-opted members should also be invited to volunteer for the roles as it would a good development opportunity for them
- It was useful for the Board to continue receiving presentations from members of the senior management team

Link areas and roles were reviewed and some amendments were proposed.

RESOLVED:

The Board approved the proposals subject to the amendments that had been suggested

ACTION:

Clerk to email Governors including Co-opted members and seek volunteers for the Link roles

12.2 Governor Coach / Mentor Role

Board members discussed the proposal to introduce a Governor / Coach mentor role as a means of sharing knowledge and providing additional support to new Board and Co-opted members.

ACTION:

Clerk to put forward proposals on the role and how it would operate

12.3 Board Portal Trial

The Clerk provided details of the Board portal trial that had been undertaken by some Governors before a final decision was made on whether to implement e governance.

It was noted that:

- In order for the system to be cost effective, printed papers would no longer be circulated
- Governors that did not have an iPad or other device would need to be provided one on loan by the College
- It would be up to individual Governors to make arrangements to print papers should they wished to.

Governors discussed the proposal and it was suggested that the Clerk as system administrator needed to have an input into the choice of system as it needed to function well

RESOLVED:

The Board agreed to proceed with the implementation of e governance via a Board portal

ACTION:

Clerk to seek feedback from Governors involved in the trial before a decision on the preferred system is made

12.4 Committee Membership

Governors considered the recommendations from the Search and Governance Committee.

RESOLVED:

The following appointments were approved by the Board:

- Alison Watson-Bird as a member of the Corporation Board
- Ken Lee as a Co-opted Member of the Finance Committee
- Peter Zak as a Co-opted Member of the Audit Committee
- Gill Davies as a member of the Remuneration & Organisational Development Committee

12.5 Committee Terms of Reference

It was noted that the Terms of Reference had been reviewed by each Committee and some minor revisions were being proposed.

RESOLVED:

The revised Terms of Reference were approved

13. Safeguarding / Prevent Update

The Deputy Principal Clare Russell presented the report and it was noted that the number of referrals had decreased in comparison to the same time last year. The number of leavers had also halved.

Governor Questions

Q. Did the increase in the number of external referrals have any implications for staffing?

A. A flexible staffing model was in place, but College would need to be mindful of this

Q. Did College have sufficient resources in place to support students?

A. An increased number of staff had undertaken the Designated Safeguarding Lead training

Q. Was a counselling service available for staff as well as students?

A. A similar service was provided to staff

Q. Was there a waiting list for counselling and how many people were on it?

A. There was a waiting list but it was less than the NHS list

Governors requested that College confirmed how many students were on the waiting list

ACTION:

Clare Russell to provide

Post Meeting Note:

It was confirmed that there are 100 students on the waiting list for an initial counselling appointment and College had agreed some additional resource to reduce the time they would need to wait.

14. Policies for Approval

The key changes proposed to the policies were highlighted to the meeting.

In response to a query about the impact assessment dates, it was confirmed that they were no longer mandatory.

ACTION:

College to remove dates from Policies

14.1 Prevent

RESOLVED:

The Prevent Policy was approved

14.2 Protection of Children & Vulnerable Adults

RESOLVED:

The Protection of Children & Vulnerable Adults policy was approved

14.3 Health, Safety and Wellbeing Policy

RESOLVED:

The Health, Safety & Well Being policy was approved

15. Risk Register

The Director of Finance explained that the risk of equipment failure had been increased to high as a result of damage to cables at the Chorley campus during the half term break. The issue had however been resolved within the same day.

The Clerk confirmed that the full register would be available on Moodle for Governors to review and was also monitored at every Audit Committee meeting.

Governor Questions

Q. Had College considered the implications of a no deal Brexit and what preparations may need to be made?

ACTION:

Senior Management team to consider

16. Team Self Review

Board members undertook a review of the meeting and returned the forms to the Clerk.

17. Reserved Business Minutes

17.1 Corporation Meeting Minutes Part 2 – 24th September 2018

Agreed: that the minutes are approved as a correct record.

17.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

17.3 Remuneration and Organisational Development Committee Minutes Part 2 - 19 November 2018

Discussed under reserved business.

17.4 Audit Committee Minutes 13 November 2017 Part 2

Governors noted the minutes and there were no matters arising.

17.5 Matters Arising from the Committee Minutes

18. Principal and Senior Postholder Appraisal

18.1 Annual Appraisal & Remuneration of Senior Postholders

18.2 Annual Appraisal & Remuneration of the Principal

18.3 Annual Appraisal & Remuneration of Clerk to the Corporation

Items 18.1 to 18.3 were discussed under reserved business.

19. Date of Next Meeting

Monday 21st January 2019 at 5pm (Strategic Planning Meeting)

Monday 1st April 2019 at 5.15pm

It was noted that this was the Chair and Vice-Chair's last meeting as Board members.

The Board led by the Principal thanked and paid tribute to the Chairman and Vice-Chairman for their outstanding service and contribution to the work of the Board.

The Chairman thanked all Governors for their commitment and the support they had provided to him. Thanks were also offered to the Principal, Clerk and the Senior Management team for their professionalism in supporting the work of the Board.