

Time 5.15pm

Venue Boardroom, Langdale Road, Leyland

Present Warren Middleton (Chairman), Yvonne Bradshaw, Jo Venn, Simon Partington (Principal), Gill Davies, Jacqui Chatwood, Martina Jay, Will Sutton, Eloise Frost, Andy Pratt, Alison Watson-Bird, 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 5.15pm

Meeting closed 7.30 pm

Attendance 85%

1. Apologies for Absence

The Chairman welcomed Alison Watson-Bird to her first meeting as a Board member.

Apologies for absence were received and accepted from Mick Frankish and Joshi Jariwala.

The Chairman reported that:

- Mick Frankish had decided to step down as a Board member with immediate effect
- He had been appointed to the Board of a Grammar School and would be unable to carry out both roles due to the time commitment
- Mick had however agreed to continue as Chair of the Audit Committee until the end of the academic year in a Co-opted member capacity
- Alison Watson- Bird would report back to the Board on behalf of the Audit Committee

Governors thanked Mick for his contribution to the work of the Board and wished him well in his new post.

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 4th December 2018

3.1 Approval of the Minutes Part 1

Agreed that: the minutes are signed as a correct record and authorised for publication (Part 1).

3.2 Matters Arising from the Minutes

Item 5.1 Pilot Inspection Proposal

In response to a question, the Principal reported that College had decided not to go ahead with the pilot inspection as there had been some negative feedback from other Colleges who had taken part.

Item 5 Principal's Report

It was noted that Governors had previously agreed it that was no longer necessary to include information on staffing appointments and leavers within the report.

ACTION:

Principal to amend for future reports

Item 6 - 2019 Strategic Planning Meeting

The Principal reported that the first draft of the strategic plan would be issued to staff and College managers for comment in May. Discussions and decisions from the strategic planning meeting in January would be incorporated into the plan.

Item 8 – Issues from Data Dashboard

It was confirmed that the dashboard had been amended to include the most up to date recruitment data.

Item 12.2 – Governor Coach / Mentor Role

The Clerk confirmed that three Board members had agreed to act as Governor Coaches. All members who had requested support had been allocated a Mentor. Mentoring sessions had already taken place and the feedback had been very positive.

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 15th March 2019

- The Clerk was meeting with the Staff Governors prior to Board and Committee meetings to provide additional support and these had been positively received
- The results of the Corporation skills audit had been reviewed and it had been confirmed that there was a good overall balance of skills and experience
- Two areas that had been targeted for action in the previous audit had both improved
- Sector bulletins from the Auditors were to be circulated to all members to increase their awareness of current issues within F.E.
- The Committee had agreed that governance KPI's were already incorporated into the AOC Code of Good Governance and a separate set was no longer required

- A revised format of reporting had been trialled at the Standards Committee meeting and this had been positively received

4.2 Remuneration and Organisational Development Committee Minutes Part 1 – 13th March 2019

- The Committee had considered the IIP accreditation and agreed that College should continue to assess itself against the framework but not apply to have this externally validated
- Staff exceeding their pensions lifetime allowance had been raised as an issue that may need addressing in the near future and the Committee had agreed that this was discussed further at the next meeting
- The gender pay report had been discussed and it was noted that whilst the gap had increased slightly, the reasons for the variations had been adequately explained
- College continued to undertake extensive work on equality and diversity as reflected by the comprehensive annual report
- A decision on the adoption of the Senior staff remuneration code had been deferred until the Autumn term

4.3 Standards and Curriculum Committee Minutes 15th March 2019

- A new format of report had been used for key issues subjects to assist Governors in their monitoring role
- A Level progression data had been reviewed and a more detailed breakdown of the data requested for future reports
- The Apprentice member had provided the Committee with an update on his employment experience
- There had been some very insightful and useful contributions from the Student Governors

4.4 Audit Committee Minutes 12th March 2019 Part 1

- The Committee had received a presentation on IT security and risk as this was currently graded as high on the risk register
- The internal audit reports had been presented and discussed
- A number of areas had been identified for consideration for inclusion in the 2019/20 internal audit plan and this would be discussed further at the next meeting
- A video on business continuity had been shared with Governors

4.5 Finance Committee Minutes 18th March 2019

- The Committee had questioned whether the level of cyber security insurance was adequate and had requested some additional benchmarking data on this
- The 5-year capital plan proposals had been presented and considered together with the 2019/20 emerging budget position
- Guidance on the insolvency regime had been reviewed and it was agreed that a presentation was arranged for the May Board meeting
- The financial regulations had been reviewed and recommended to the Board for approval

5. Principal's Report

The Principal's Report to the Board covered the following topics; notable achievements, curriculum matters, College finances, community and employer links and the leadership survey results.

The following points were highlighted from the report:

- A record number of offers (25), had been received for Oxford and Cambridge
- 5,285 applications for September 2019 had been submitted as at 29th March 2019 and this was more than at this time last year
- The incident on 4th March had attracted a lot of media attention and it was unclear if this would impact on recruitment
- Results from the recent student catering survey were very pleasing with an average satisfaction score of 4 out of 5
- The 2019 leadership survey had also confirmed very positive results and action plans put in place where scores were below a certain level
- Plans had been drawn up to ensure that College was ready for the new inspection framework to be introduced from September 2019
- College continued to work in close collaboration with South Ribble and Chorley councils to meet the needs of local employers

Governor Questions

Q. What was the predicted demographic for 16 year olds?

A. 2019 was expected to be the second lowest year in number terms

Q. Had any charges been issued against the perpetrators of the incident on 4th March?

A. It was anticipated that this would happen within the next four weeks or so and there may be some further media attention at this point

Q. Had the independent review into the incident taken place and when would the report be available?

A. The review had been completed and the report was expected to be available within the next three weeks

A Governor suggested that representatives from the Hate crime unit could be requested to come into College to speak with students and raise awareness.

Governors agreed that it was important to ensure that College continued to engage with relevant officers within the police.

Governors requested that the report was circulated to them via the Convene Board portal

ACTION:

Clerk

The Principal advised that at a recent public meeting, the neighbours had been very supportive of how the College had managed the situation.

The Board thanked all members of the management team and all staff involved in supporting learners after the incident.

6. Issues from Data Dashboard

The Board reviewed the dashboard which was used to monitor key College performance indicators and it was noted that:

- Attendance was below target in most areas
- Strategies that had been put in place to address this had not been universally successful and further actions were being proposed
- Targets for two courses on the key issues list were unlikely to be met
- The best case timely achievement rate for 16-18 Apprenticeships had reduced to 72%

Governor Questions

Q. Were the GCSE resit results in November in line with targets?

A. The results had been in line with the College's expectations

7. Finance Monitoring Reports

7.1 Finance Report to 28 February 2019

The Board received the financial report for the month ending 28th February 2019 and the Director of Finance reported that College was on track to meet the year end targets with non-pay costs being well managed.

RESOLVED:

The Board received and noted the Finance report for February 2019

8. Banking Tender

The Director of Finance reported that:

- Four institutions had been invited to tender but only Barclays and Santander had submitted tenders
- Four members of the Finance Committee had been in attendance at the presentation
- Santander had been chosen as the preferred provider
- At the request of the Committee, Santander had agreed to put forward a revised price which represented a 30% reduction on their original proposal

The Chair of Finance stated that the tender process had been very professionally managed with some very good input from members of the Finance team.

Governors thanked the Finance Director and her team for organising the event and their contributions to the process.

RESOLVED:

The Board approved the recommendation to appoint Santander as the College's provider of day to day banking.

9. Financial Regulations

It was noted that the financial regulations had been considered in detail at the Finance Committee meeting and were being recommended to the Board for approval.

RESOLVED:

The Board reviewed and approved the financial regulations

10. College Insolvency Regime Guidance

The Clerk informed the meeting that:

- The insolvency regime for Colleges had come into force at the end of January
- Guidance for Governors had also been published recently
- A presentation on the regime and its implications for the College and Board was to be arranged for the May Board meeting
- This would be delivered by a law firm with knowledge of the regime and the sector

ACTION:

Clerk / Board agenda

11. Chairman's Report / Governance Matters

11.1 Meeting of Committee Chairs

The meeting was informed that the Search & Governance Committee had proposed that a date was agreed for the Committee Chairs to meet.

Members discussed the purpose of the meeting and agreed that it should be informal and used as an opportunity to exchange ideas and raise any issues that may need addressing. It was agreed that the Principal should also attend the meeting.

RESOLVED:

The Committee Chairs agreed to meet before the Board meeting in May.

ACTION:

Clerk to email Committee Chairs and confirm meeting time

11.2 Board and Committee Membership

The Chair of the Search & Governance Committee informed the Board that:

- Mick Frankish's resignation had created a vacancy on both the Audit Committee and the Board
- Interviews had been arranged with two external applicants in order to fill the post
- A new Chair would need to be elected for the Audit Committee and this would be discussed at the May Board meeting
- There was also a need to recruit additional Co-opted members for the Search and Standards Committees

Board members were requested to put forward recommendations and suggestions on the recruitment of additional members.

The Clerk advised that the Chair of Standards and Curriculum had commenced her third term of office and would not be eligible to be re-appointed when this ended. The Board needed to be mindful of this as part of their succession planning discussions.

RESOLVED:

Following a discussion, the Board agreed that:

- Approaches were made to current and former Headteachers as well as the AOC recruitment service
- Current Co-opted members were invited to join the Search and Governance Committee

ACTION:

Clerk / Principal

11.3 Governor Link Programme Reports

The Clerk reported that:

- All Governor link roles had been confirmed, some of which had been taken up by the new Co-opted members
- Visits to the following link areas had already taken place; Safeguarding, Employer Engagement, Centre of Excellence in Maths and High needs / Study Support
- Link visit reports would be circulated to Board members as they became available

Andrew Pratt provided an update to the Board on his recent visit to look at GCSE Maths.

12. Safeguarding / Prevent Update

The Deputy Principal Clare Russell presented the report and it was noted that overall safeguarding referrals were lower compared to the same time last year. The highest number of referrals continued to relate to health and well-being.

Governor Questions

Q. Was there a reason for the dramatic reduction in the number of Adult F.E. referrals?

A. The reasons for this were not clear as the number of students overall was the same as last year

Q. Had there been any increase in activity since the incident on 4th March?

A. There had been an increase in requests for counselling appointments

Q. Was the number of referrals for high needs students higher or lower than expected?

A. There were 68 high needs students in total and the number of referrals (one third) was in line with expectations

The Safeguarding Governor reported that:

- She had attended two meetings of the Safeguarding Steering group to date
- The number of Prevent referrals was in line with national trends, with most related to extreme right wing views
- Smoothwall was to be extended to include monitoring of encrypted sites
- An audit of safeguarding paperwork had been undertaken with no issues raised

It was noted that mandatory prevent training provided by the College had been tailored to take account of the rise in right wing extremism.

13. Policies for Approval

13.1 Sixth Form Admissions Policy

The Principal highlighted the key changes that were proposed and advised that the policy would assist in managing student numbers should the College be oversubscribed in the future.

Governors requested that the list of Partner High Schools was shared with them and suggested that the policy was reviewed again in the Autumn term once the 2019 enrolment cycle had been completed.

RESOLVED:

The Board approved the Sixth Form Admissions policy.

ACTION:

- Principal to provide list of Partner High Schools
- Clerk to include policy review on Standards Committee & Board agenda

13.2 Whistleblowing Policy

The Clerk highlighted the key changes that were proposed to the policy which had already been reviewed by the Remuneration & Organisational Development Committee.

RESOLVED:

The Board approved the Whistleblowing policy.

14. Risk Register

Governors reviewed the register and it was noted that there were currently 6 high priority risks.

Governor Questions

Q. Should the Safeguarding Governor have been made aware of the incident involving a parent and student, and was this linked to the incident that occurred in March?

A. The two incidents were not related. The Deputy Principal advised that the matter had been dealt with and a separate update on this could be provided to the Safeguarding Governor.

Q. Was there still a risk of the LEP requesting a clawback of funding?

A. Most of the LEP targets had been met but there was a risk that the apprenticeship target may not be met due to the impact of the levy

It was suggested that the full risk register was uploaded onto the Convene portal.

ACTION:

Clerk

15. Team Self Review

It was agreed that the Clerk would email the forms to Governors for completion.

16. Reserved Business Minutes

16.1 Corporation Meeting Minutes Part 2 – 4th December 2018

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

16.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

16.3 Remuneration and Organisational Development Committee Minutes Part 2 - 13th March 2019

Governors noted the minutes from the Committee meeting.

16.4 Standards & Curriculum Committee Minutes Part 2 – 15th March 2019

Governors noted the minutes of the Committee meeting.

16.5 Matters Arising from the Committee Minutes

Discussed under reserved business.

16.6 Any Other Reserved Business Matters

Discussed as part of reserved business.

17. Date of Next Meeting

- Monday 13th May 2019 at 5.15pm

2019 / 20 Meetings Schedule

It was confirmed that meeting dates for the next academic year had been circulated with the Board papers.