

<b>Time</b>	5.15pm
<b>Venue</b>	Boardroom, Langdale Road, Leyland
<b>Present</b>	Warren Middleton (Chairman), Yvonne Bradshaw, Jo Venn, Simon Partington (Principal), Joshi Jariwala, Jacqui Chatwood, Will Sutton, Andy Pratt, Ella Lawrenson
<b>In Attendance</b>	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	8.15 pm
Attendance	64%

## **1. College Insolvency Regime – Presentation**

Tom Morrison, Partner at Stone King LLP delivered a presentation on the College Insolvency regime in which the following points were covered:

- Context and background to the introduction of the insolvency regime
- The Banks' position in relation to College insolvency
- Information on the special administration regime
- The key differences between fraudulent and wrongful trading
- Parties that could put a College into administration
- Context and background to the intervention regime

It was noted that:

- The regime operationally came into force on 1 April 2019
- It placed a duty on the Governing Body to ensure that the College remained solvent
- The Secretary of State had the power to intervene and appoint a special education administrator
- The regime had been used in health and social care for some time now
- Governors would not automatically be disqualified as Directors if a College went into administration
- The insolvency provisions did not apply to student governors
- Practical guidance for Governors included; providing appropriate challenge to the senior management team, ensuring that key financial decisions were properly recorded and that detailed and accurate minutes were kept
- The intervention regime would give the F.E. Commissioner greater powers to intervene at an earlier stage in Colleges facing financial difficulties
- Satisfactory financial health was to be re-named as Requires Improvement
- An insolvency regime toolkit for Governing Bodies had been developed by Stone King and RSM and could be made available to Runshaw
- There was also a consultation taking place on the local Government pension scheme and whether Colleges should continue to offer this

## **Governor Questions**

**Q.** Who would be liable to pay any debts should a College become insolvent?

**A.** The Secretary of State would first determine whether the educational provision was required in the area and financial support provided if it was. Creditors would usually be paid first should a College go into administration

**Q.** What would the liability be for Staff Governors?

**A.** It would be the same as other external Board members as the Staff Governor was a Governor in their own right and not a staff representative

**Q.** Was the insolvency toolkit a self-assessment tool?

**A.** The toolkit would allow for a more in-depth assessment of the key issues

Governors requested that the toolkit was shared with the Clerk.

The Board thanked Tom Morrison for his presentation.

## **2. Apologies for Absence**

Apologies were received and accepted from Alison Watson-Bird, Eloise Frost and Martina Jay.

## **3. 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 declarations were made.

## **4. Minutes of The Meeting Held on 1<sup>st</sup> April 2019**

### **4.1 Approval of the Minutes Part 1**

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

### **4.2 Matters Arising from the Minutes**

#### **Item 10 - College Insolvency Regime**

This item was on the agenda for this meeting.

#### **Item 11.1 - Meeting of Committee Chairs**

It was confirmed that the Chairs meeting had taken place prior to the Board.

#### **Item 13.1 - Sixth Form Admissions Policy**

The Clerk confirmed that the list of Partner High Schools had been emailed to Governors after the April Board meeting.

#### **Item 14 - Risk Register**

The Clerk reported that the full risk register had been uploaded onto Convene but would check that it was available to all Board and Co-opted members.

## **ACTION:**

Clerk

## 5. Mazars Investigation report

Discussed under reserved business.

## 6. Finance Monitoring Reports

### 6.1 Finance Report to 31<sup>st</sup> March 2019

The Board received the financial report for the month ending 31<sup>st</sup> March 2019 and the Director of Finance reported that College was on track to meet the year - end budget targets including all bank covenants. All ESFA financial health KPI's were also on target to achieve a "Good" financial health grading.

#### **Governor Questions**

**Q.** Where had the savings highlighted in the report originated from?

**A.** There had been the usual level of pay cost savings plus some additional savings on premises. There was however a £200,000 risk to Adult, H.E and Apprenticeship income, and any savings may be required to offset this

#### **RESOLVED:**

The Board noted the finance report as at 31 March 2019

### 6.2 Bank Mandate

The Director of Finance informed the meeting that as part of the transition to Santander for the College's day to day banking arrangements, a Governor approved list of signatories would need to be provided.

#### **RESOLVED:**

The Board reviewed and **Approved** the bank mandate list.

## 7. New Ofsted Inspection Framework

The Deputy Principal Clare Russell delivered a presentation on the new draft inspection framework and the following points were noted:

- There was to be less focus on data and outcomes but more focus on the curriculum and on progress and retention of learning
- A separate judgement on outcomes would not be made
- Provision would be classified into 3 types only; Education and training programmes for young people, Adult learning programmes and Apprentices
- College had responded to the consultation and actions identified by senior management to ensure that it was ready for any future inspection
- These would be implemented once the final version of the new framework was published

#### **Governor Questions**

**Q.** Was there a need to ensure that reports and data presented to Governors were in line with the requirements of the new framework?

#### **ACTION:**

Senior Management team to review and update reports including the Governors dashboard

**Q.** What was the likelihood of a change in the law so that Outstanding Colleges could be inspected?

**A.** It was unlikely and would require additional funding to be made available to Ofsted, but could not be ruled out

**Q.** Three members of the senior management team were currently Ofsted Inspectors, and how did College benefit from this?

**A.** It provided the management team with a better understanding of the inspection process

## **8. Strategic Planning for 2019/20**

The Principal provided an update to the Board on the key strategic priorities and progress against the actions that had been agreed at the January strategy meeting. It was noted that the strategic plan would also be discussed with staff over the next two weeks.

### Progress against College Vision 2020-2025

Governors also received an update on progress against the College vision. The Principal reported that good progress was being made in most areas apart from H.E. and Apprenticeships and this was mainly as a result of changes in government policy.

## **9. Centre of Excellence in Maths**

The Deputy Principal Clare Russell provided an update on the Centre of Excellence in Maths and the following points were noted:

- The Centre was now established but not all staff had been appointed
- Twelve other North West Colleges had also joined the network for this project
- It was too early to evidence the impact of improved teaching and learning strategies
- The time commitment from Runshaw staff had been quite significant in this early set up phase

### Governor Questions

**Q.** Would the centre be providing support for any other Maths courses?

**A.** It would support GCSE Maths and functional skills

**Q.** Was College on track with the project plan?

**A.** The plan was currently on track

**Q.** Was Runshaw confident that the lead College will have appointed Improvement Practitioners by the beginning of the new academic year?

**A.** It was cautiously optimistic

## **10. Key Issues Subjects**

The Deputy Principals Michelle Brabner and Clare Russell reported that:

- Most key issues subjects were on track to achieve their target
- There was however some concern around A Level Government and Politics
- Two of the key issue's subjects were being monitored closely as they were only marginally on track to achieve the year-end target

## **11. Chairman's Report / Governance Matters**

### **11.1 Board and Committee Membership Update**

The Chair of the Search and Governance Committee reported that interviews had been held for a Co-opted member of the Audit and Standards & Curriculum Committees and also a Board member to replace Mick Frankish.

#### **RESOLVED:**

The Board considered and **Approved** the following recommendations:

- Michael Howe was appointed as a Co-opted member of the Audit Committee
- Stephen Gregson was appointed as a member of the Corporation Board
- The appointment of David Grimes as a Co-opted member of the Standards & Curriculum Committee was deferred until the July Board meeting

#### **ACTION:**

July / Board agenda

### **11.2 Appointment of Audit Committee Chair**

#### **RESOLVED:**

The Board discussed and approved the appointment of Alison Watson- Bird as Audit Committee Chair from July 2019

### **11.3 Staff Governor Role**

The Clerk reported that:

- Gill Davies had resigned as Staff Governor
- The post had been advertised and an election timetable prepared
- The new Staff Governor would be in post in time for the July Board meeting

## **12. Safeguarding / Prevent Update**

The Deputy Principal Clare Russell presented the report and the following points were highlighted:

- The overall number of referrals was lower than compared to the same time last year
- Referrals for the A level programme had increased but had dropped for other areas
- Some very positive feedback had been received from the Community Cohesion team following their recent visit
- The number of Prevent referrals was higher than last year and mainly related to accessing far right websites
- The matter was being addressed via tutorial sessions

#### **Governor Questions**

**Q.** Was College taking part in mental health awareness week?

**A.** It was confirmed that College would be taking part and a number of activities had been planned.

A Governor suggested utilising the excellent pod cast made by Clarke Carlisle an ex footballer and former student of Balshaws High School.

## **12.1 Update from Safeguarding Governor**

The Safeguarding Governor reported that she had attended the Safeguarding Steering group meeting last week and it had been noted that:

- There had been a drop in the number of referrals to adaction (drug and alcohol addiction)
- The PCSO and Community beat team would have a greater presence on the College site in the next academic year

## **13. Risk Register**

Governors reviewed and noted the high risks section of the register.

## **14. Team Self Review**

Members were requested to completed the meeting evaluation forms and return them to the Clerk.

## **15. Reserved Business Minutes**

### **15.1 Corporation Meeting Minutes Part 2 – 1<sup>st</sup> April 2019**

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

### **15.2 Matters Arising from the Minutes**

There were no matters arising from the minutes.

### **15.3 Any Other Reserved Business Matters**

Discussed under of reserved business.

## **16. Date of Next Meeting**

Monday 8<sup>th</sup> July 2019 at 5.15pm

Vocational Awards Evening

Thursday 4<sup>th</sup> July 2019 from 6.30pm