

Time: 5.15pm

Venue: Runshaw College (Virtual Meeting held via MS Teams)

Present: Yvonne Bradshaw (Chair), Jo Venn, Ade Oladapo, Clare Russell (Principal), Joshi Jariwala, Alison Watson-Bird, Portia Bailey, Michael Lowe, Jacqui Chatwood, Robert Cobourne, Safaa Hafiz, Pam Pye, Martina Jay

In Attendance Martin Rigby (Deputy Principal), Zoe Smallman (Deputy Principal), Janet Ivill (Director of Finance), Fatema Hussein (Head of Governance)

Meeting began 5.15pm

Meeting closed 6.50pm

Attendance 88%

1. Apologies for Absence

Apologies were received and accepted from Warren Middleton, Jessica Gill and Graham Murphy.

Michael Lowe was welcomed to his first Board 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

There were no declarations made.

3. Presentation – LMI (Labour Market Intelligence) Data

Joseph Mount from the LEP delivered a presentation to the Board and the following information was noted:

- The pandemic had a severe impact on the labour market and led to a steep increase in joblessness, with the 18-24 age group having been most affected by this
- The furlough rate in Preston, Chorley and South Ribble was slightly lower than the Lancashire average
- Employment within the construction and IT sectors was higher than the Lancashire average and this was expected to grow
- Manufacturing and construction were forecast to provide the highest level of economic value added in the College's travel to work area
- There were a higher number of people employed in professional occupations than the Lancashire average
- There was a clear progression towards higher level qualifications being demanded by employers with growth predicted at Level 3 and above and shrinkage below

- F.E. outcomes data showed a positive correlation between higher level qualifications and sustained employment or education
- Vacancies in skilled trades were harder to fill in Lancashire than the rest of England
- More vacancies had been posted this year than the whole of last year
- However, the number of claimants had also increased and led to greater competition for each job
- 75% of the vacancies that had been posted were in Preston

Governor Questions

Q. How was College intending to use the LMI data?

A. The information provided the management team with the evidence it required to inform curriculum planning and confirmed that the decisions that had been made in relation to curriculum intent were correct

The Chair suggested that Governors may wish to analyse the information in more depth and requested that the link to the LMI data was circulated to all Board members

ACTION:

Head of Governance to send link to Governors and include on Teams chat function

Governors thanked Joseph for a very interesting and informative presentation.

Joseph Mount left the meeting at this point.

4. Minutes of The Meeting Held on 17th March 2021 and 22nd March 2021

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

The action progress log was reviewed, and it was noted that most of the actions had been completed.

In response to a question, the Head of Governance advised that there were one or two members who needed to complete the KCSIE quiz and this was being followed up.

5. Corporation Committee Meeting Minutes

5.1 Standards and Curriculum Committee Minutes 7th May 2021

The Board received the following update from the Chair of the Standards Committee:

- The Committee had received an update on the recent campus closure and switch to online learning
- Governors had reviewed and discussed the Autumn 2020 GCSE and A Level results
- Summer 2021 grading arrangements had been discussed, and the Committee received assurance that the implementation plan was progressing well
- Progress for subjects on the key issues list had been reviewed and monitored

6. Covid Update

The following update was provided by the Principal:

- 303 students and 37 staff had tested positive for Covid to date
- 25 students were currently positive and receiving remote learning
- Following the most recent outbreak, College was now requesting staff and students to log all PCR tests
- 1519 student and 461 staff PCR test results had been reported since the latest outbreak
- Mass testing units from PHE (Public Health England) had been on campus today to facilitate testing for staff and students
- Very lengthy and detailed discussions had been taking place with Public Health England, the DfE and local Council
- It had been very challenging for the College to manage the different requirements of all the Government bodies
- There was little evidence of student to student transmission within the College
- An onsite check was to be undertaken by the Infection Prevention Control team tomorrow
- Half of the students had returned back to campus and College was prioritising those students who had assessments to undertake in the next two weeks
- The remainder of the students were continuing with online learning

Governors agreed that the Principal's video and slides for students and staff on the recent outbreak and return to campus were excellent and very informative.

Governor Questions

Q. The take up of tests amongst students was low and could anything be done to increase this?

A. The Student Governor stated that as the tests were not compulsory, many students felt it was not necessary to take a test unless they had symptoms

Q. Had there been a dip in attendance since the move back to remote learning?

A. It was confirmed that A level attendance had dropped slightly. The Student Governor stated that Year 1 A Level students were keen to return to on campus learning

7. Principal's Report

The following points were noted from the Principal's update to the Board:

7.1 Applications Sep 2021

A record number of applications (5269) had been received for September 2021, and efforts were focussed on converting these into actual enrolments.

Governor Questions

Q. Was the increased number of applications in line with the overall demographic growth in student numbers?

A. Although the number of applications was expected to be higher due to the demographic growth; it was also above the College target

7.2 Estates Strategy Update

- The outcome of the F.E. Capital fund bid would be known on Friday
- Preparatory work was being undertaken so that College was ready for the next stage
- An application for planning permission had been submitted
- A consultation meeting had been held with local Councillors last week and been positively received
- Outline plans had been drawn up by the Architects and Quantity surveyors

7.3 Stakeholder Engagement

- The Principal was continuing to meet with employers and gather intelligence on employer needs
- There was now a need to use this data to identify and address any gaps in the curriculum
- Meetings had taken place with the LEP and the Chamber of Commerce
- The College was involved with the Leyland Town deal
- The South Ribble Partnership was evolving and would be a positive step for the College

Q. Had any feedback been received from parents and other stakeholders in relation to the recent article in the Lancashire Evening post (relating to the knife attack in 2019)?

A. It was confirmed that nothing had been directly received

8. Emerging Budget Position 2021/2022

The Director of Finance reported that:

- A discussion had been held at the March Finance Committee meeting regarding the budget forecast for 2021/2022
- College was proposing a surplus of £200,000 for the next financial year
- A key assumption was that normal College operations would have resumed in September
- There had been a reduction in staffing as a process of voluntary redundancy had been implemented. This had led to the required savings meaning no compulsory redundancy process this year.
- A contingency would be built into the financial plans and forecasts
- The detailed proposal would be presented to the Finance Committee in June

Governor Questions

Q. Was there a plan B if the T Level bid was not successful?

A. Various financial scenarios had been presented to the Finance Committee

The Chair of Finance requested that Governors contacted the Director of Finance and herself with suggestions of assumptions that may have been missed or if they wished to challenge any that had been made.

9. Appointment of David Chamberlain as a Co-opted Member

RESOLVED:

The Board considered and approved the appointment of David Chamberlain as a Co-opted member

It was agreed that David attend Committee meetings as an observer before a decision was made on which Committee he was appointed to.

It was also agreed that the Committee Chairs met with David Chamberlain prior to the Committee meetings so that he could gain a better understanding of the role of each Committee.

10. Complaints Policy

Governors were informed that very minor changes were being proposed to the policy.

A Governor suggested that the link to the ESFA complaints procedure page was included in the policy instead of the email address as this would provide the most up to date information and guidance for anyone that wanted to take the complaint to a Stage 4 external review.

ACTION:

SMT to amend

RESOLVED:

The Board approved the Complaints policy subject to the amendment proposed

11. Management Accounts April 2021

The Board received the finance report for the month ending 30th April 2021 with the following points highlighted by the Director of Finance:

- The year-end forecast had been reviewed in light of the latest campus closure
- College was on track to meet the financial targets and a year-end surplus of £424,000 was forecast
- Apprenticeship income and adult enrolment were ahead of target

Governor Questions

- Q.** The possibility of a pay increment had been referred to in the management accounts – was there any further detail available on this?
- A.** This proposal had been shared with Governors at a previous Board meeting. College was proposing to give a non- consolidated bonus to staff should the year-end financial position improve. The proposal would be discussed at the relevant Committee meetings before being presented to the Board at the July meeting

12. Governor Dashboard

The Governor Dashboard was presented and considered.

A Governor suggested that courses on the key issues list that were not on track to meet targets were included on the dashboard.

ACTION:

SMT to amend dashboard

Governor Questions

- Q.** What was College doing to support student and staff motivation as some had expressed low levels of morale?
- A.** The Student Governor confirmed that a range of activities had been arranged to support students. A Staff Governor reported that CPD activities were being planned to help with staff motivation

13. Safeguarding Update

The Deputy Principal Zoe Smallman presented the report and the following points were noted:

- The overall number of referrals was higher compared to the same time last year, but this was a positive sign that learners were seeking support
- A mental health and well-being Co-ordinator was supporting Year 1 A Level students due to the increased number of referrals amongst this group
- The number of referrals for Year 2 A Level students had increased compared to last year and mainly related to anxiety due to the impact of Teacher Assessed Grades

The Safeguarding Governor Jo Venn confirmed that she had attended the recent Safeguarding Steering group meeting where the Safeguarding data had been reviewed. It had also been agreed that training for the Designated Safeguarding lead was to be reviewed.

Governor Questions

Q. Did staff follow up learners who had stated that they were leaving the College due to being dissatisfied?

A. Individual discussions were held with students to resolve any issues and discussions were also held with the Programme management teams

Q. There were a number of Vocational students who had left with no information recorded on where they had gone. Had this been followed up?

A. Despite its best efforts, there were a handful of students who College had not been able to track down

Martina Jay left the meeting at this point.

14. Risk Register

The Director of Finance presented the risk register and explained that:

- Following a suggestion from the F.E. Commissioner's assessment, the register had been condensed to highlight the top 5 strategic risks
- A recent audit of cyber security had resulted in an Adequate assurance rating
- An external review of Apprenticeship provision was to be undertaken to determine if improvements had been made and whether this was still a risk to the College's Ofsted Outstanding status

15. Governance Impact Statement

- Presentation from LEP will contribute to informing the curriculum intent
- Governor suggestion re amendment to the Complaints Policy
- Discussion and amendments to the Governor dashboard will ensure that Governors have greater clarity re performance of key issues subjects
- Student Governor feedback on Covid testing and attendance
- Governor review of key financial assumptions to inform the budget planning process

16. RESERVED BUSINESS

16.1 Corporation Meeting Minutes - Part 2 – 22nd March 2021

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 Standards Committee Minutes Part 2 – 7th May 2021

Discussed under Reserved Business.

16.4 Any Other Reserved Business

There was no other reserved business to discuss.