

**Venue:** Runshaw College

**Present:** Warren Middleton (Chair), Alison Watson- Bird, Jo Venn, Martina Jay (Via Teams), Portia Bailey Barrow, Clare Russell (Principal), Simon Drew, Michael Lowe, Dominic Martinez, Joe Connolly, Graham Murphy, Alex Magowan

**In Attendance** Martin Rigby (Deputy Principal), Zoe Smallman (Deputy Principal), Janet Ivill (Vice-Principal Finance & Facilities), Fatema Hussein (Head of Governance)

Meeting began 5.15pm

Meeting closed 8.00pm

Attendance 80%

### **1. Apologies for Absence**

Apologies were received and accepted from Robert Cobourne.

No apologies had been received from Ade Oladapo and Joshi Jariwala.

### **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.

### **3. Safeguarding Update and Training for Governors**

Jane Pearson, Safeguarding and Wellbeing Manager & College DSL, delivered a Safeguarding update and training session in which the following points were highlighted:

- An overview of the key updates to the KCSIE guidance
- Actions that the College was taking to ensure that the statutory requirements were being met
- All staff were required to undertake Safeguarding training, and this included refresher sessions at regular intervals
- There was a wraparound support package in place for LGBT students
- The Children & Vulnerable Adults policy had been renamed the Safeguarding Policy
- Additional training had been provided to staff on how to recognise Safeguarding concerns
- There had been a marked increase in reports of peer-on-peer abuse which was mostly occurring outside of College but being reported to the Safeguarding team
- Guidance had been introduced following the recent case of Child Q and College already had procedures in place
- Details of Operation Encompass and how the College worked with the Police on this

- Governing Body responsibilities in relation to Safeguarding
- Operational management of Safeguarding and how the College managed this, including the activities undertaken
- Students were now able to make a safeguarding referral online and report anonymously
- Mental ill health was the number one reason for referrals and the College Counselling service was BAP accredited

### **Governor Questions**

**Q.** Was support provided for LGBT students, and were there any role models that students could look up to?

**A.** Support was provided as part of the induction programme. There were no role models internally in College at the moment. The Safeguarding team was working with HR to achieve the LGBT Quality mark award

**Q.** Why had transgender awareness training not been made compulsory?

**A.** College wanted it to be welcoming and positive and not create a barrier or put people off

**Q.** Was any training on consent provided to students?

**A.** College did provide information to students on this and also arranged for external speakers to deliver sessions for students

**Q.** Were any surveys on safeguarding and well-being undertaken with students?

**A.** These were undertaken, and College was now considering how feedback from students could be improved

**Q.** Did further engagement need to take place with the Student Council?

**A.** Feedback was received, and College was also trying to widen participation from Student Council members

### **3.1 Safeguarding Annual Report**

The annual report was presented with the following points highlighted to Governors:

- Amendments had been made to the safeguarding categories to align with Keeping Children Safe in Education (KCISE) guidance
- The Children and Vulnerable Adults Safeguarding Policy had been renamed the Safeguarding Policy to reflect wider scope of the policy
- Overall, the number of students referred to at the end of July 2022 was 573, compared to 503 at the end of June 2021, (14% increase) and 407 at the end of June 2019 (41% increase)
- The figures to the end of June 2019 had been included to provide a pre-pandemic comparison
- The highest number of referrals related to mental ill health and were consistent year on year
- There had been a significant increase in fitness to study and this was mostly due to exam related stress
- Support was being provided to students by the mental health team
- 6 members of staff had been trained to deliver the Bloom programme in College

### **Governor Questions**

**Q.** Was the Safeguarding team well-resourced and were staff confident enough to request additional resource from management?

**A.** A new role, Deputy Designated Safeguarding lead had been introduced and the contracted hours of another member of staff had been increased. The team were confident of requesting additional resources if needed

**Q.** Was there a reason why the Fast View data was showing more alerts at the beginning of the year?

**A.** The triggers for Fast View had been reviewed with IT

The Chair reminded members that Jo Venn would be stepping down as lead Safeguarding Governor in March 2023. Members were invited to consider volunteering for the role.

### **3.2 Keeping Children Safe in Education Guidance 2022**

An update was provided to members on the key changes to the guidance.

The Head of Governance advised that all Governors were required to read Part 1 of the guidance and Annex B and complete the safeguarding network knowledge check. Governors would receive an email with details of how to access this.

## **4. Minutes of The Meeting Held on 11<sup>th</sup> July 2022**

### **4.1 Approval of the Minutes**

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 all actions had been completed.

## **5. Recruitment 2022**

The Principal delivered a presentation on 2022 recruitment and the following points were noted:

### **5.1 Sixth Form College**

- College was on course to meet the recruitment target and was currently 186 students above the target
- Year 2 retention was below target
- 5030 students had been enrolled to date and the target at October census was 4960

### **Governor Questions**

**Q.** Were there any particular patterns emerging where students had applied but not subsequently enrolled?

**A.** The A Level programme had recruited well and Vocational less so. The numbers for Engineering were low but this could be due to entry requirements having been raised

**Q.** Did the change in the recruitment pattern create any issues with timetabling?

**A.** This did create some difficulties in relation to curriculum planning and College had to swap some teachers around to mitigate this risk. There was however, no large under deployment in any area

**Q.** Was there any trend data available on how the recruitment pattern had changed?

**A.** The data would be reviewed at the curriculum planning meeting in December

**Q.** What was a viable number of students for a course?

**A.** This depended on the contribution of each course and tended to vary

**Q.** What were the reasons for the low Year 2 retention?

**A.** College was still analysing this information

**Q.** Had exit interviews been undertaken with learners who had left?

**A.** It was confirmed that they had, and the vast majority had left either to pursue an apprenticeship or job offer, or due to mental health issues

**Q.** How was recruitment on the T Level courses?

**A.** It was lower than anticipated but better than the national rate

Governors suggested that management needed to determine why students were choosing alternative courses and adjust the marketing strategy accordingly

## **5.2 Adult College**

543 adults had enrolled so far against a target of 602. Enrolment was ongoing and there had been some issues with the enrolment process.

## **6. 2022 Results**

The Board received a report on the 2022 results, with the following points highlighted to the Committee:

It was noted that a detailed review of the results would be undertaken by the Standards & Curriculum Committee.

### **6.1 A Level**

- The average grade achieved by A level students was “B” again this year
- A few courses had performed well above JCQ benchmarks for highest/high grades despite all the disruption from Covid
- Average performance across the A level programme was below the midpoint between College TAGs and the exam results achieved in 2019
- Underperformance at the higher grades and in value added against sixth form Colleges was widespread across the A level programme
- The application strike rate for prestigious MDV (Medicine, Dentistry, Veterinary Science) and Oxbridge destinations was at its lowest level for several years
- The College had put a positive and constructive plan to address the underperformance in the A Level programme

### **Governor Questions**

**Q.** Were the results a surprise to management?

**A.** Management were surprised at how far away they were from the predicted grades. Further work was to be done on the accuracy of predictions

**Q.** How did the results compare against other Northwest Colleges?

**A.** The results were disappointing

**Q.** When would College know whether the new strategies were having an impact?

**A.** At the progress update meetings in October

### **6.2 Advanced Vocational**

- Most courses had performed well in comparison to average national benchmarks (NBM) for high grades

- Value added in comparison with sixth form colleges nationally was positive for the two largest vocational programmes (BTEC National Foundation Diploma – Year 1 (619 entries) and BTEC Extended Diploma – Year 2 (622 entries)
- Top grades (D\*) and pass rate were generally below average national benchmarks

The Student Governor reported that the quality of teaching had been an issue last year but had improved in Year 2.

### **Governor Questions**

**Q.** Was there a way for students to report concerns regarding teaching?

**A.** This could be done via the Progress Mentors

## **6.3 Pre-Advanced Vocational**

- High grades for L1 had improved on the previous year (+1.4%) and remained at 97.9%
- Top grades for L1 had increased by 16.5% and highest grades had increased by 18%
- Overall achievement rates for L1 were in alignment with pre-pandemic levels at 91%
- Pass rates for pass/fail qualifications (Hair, Media, Make-Up, Chef Diploma and Digital T level Transition) maintained a 100% pass rate
- High grades on L2 were below pre-pandemic levels (down 1%)
- The pass rate on L2 had fallen to 94%
- Top grades and highest grades were below pre-pandemic levels, down 7.1% and 3.9% respectively

## **6.4 GCSE**

- The Percentage Grade Improvement, Average Grade Improvement and pass rate in GCSE English was similar to 2019, the last time external GCSE exams were sat
- The GCSE Maths pass rate at 45.4%, was considerably above the national average for 17+ students this year (31.3%)
- The pass rate was however lower than in 2019, despite the grade boundary concessions made this year

### **Governor Questions**

**Q.** What could the College do to support students to become more proficient at sitting exams?

**A.** It was recognised that there needed to be a greater focus on higher level thinking skills for students earlier on in the course

## **6.5 Adult F.E.**

Not all Adult FE results were currently available, and it was not possible to analyse overall high grade and pass rate data. Of the 14 courses with complete (or near complete) data sets, 10 had achieved over 90% pass rate, with 6 achieving 100% pass rate.

## **7. Principal's Report**

### **7.1 Chorley Campus Disposal**

The meeting was informed that:

- An agent had now been instructed to manage the sale of the campus
- College had written to all interested parties to inform them of the sale and bids were being invited
- All staff had now vacated the campus, but the building was still in use
- There had been no response from the LEP

- Independent legal advice had been sought and this had confirmed that the College had no legal obligations to the LEP beyond the contract end date

Following a discussion, Governors agreed that a final letter was sent to the LEP informing them that College would assume it had no further legal obligations and would proceed with the sale if no response was received within 28 days of the letter being sent.

Joe Connolly left the meeting at 7pm.

## **7.2 Ofsted - Quality of Education & Learning (Next Steps)**

The Principal advised that:

- College was proceeding with strategies to improve the quality assurance process and the areas for improvement identified by Ofsted
- The self-assessment process had been streamlined to focus on key strengths and areas for improvement
- The COR process had been revised and was now called the Review of Quality Process

Governors acknowledged that they needed to consider what further challenge and support was required from the Board to bring about the improvements. They also agreed that a culture of openness and transparency was essential to enable frank discussions to be held.

A Governor suggested that it would be useful to have an independent external review in 12 months' time to determine whether quality had improved.

## **7.3 Estates Masterplan Update**

The Principal reported that:

- A large amount of work to improve the College estate had been undertaken over the summer, which included the creation of some additional multi-functional spaces
- The Buttermere project was scheduled for completion in mid-November
- The Patterdale building was to be used as the Centre Of Digital Excellence (CODE)

### **Governor Questions**

**Q.** Was the Buttermere project within budget?

**A.** It was within budget but the contingency which had been included was now being utilised

## **8. Dfe Statutory Guidance - How well the education or training provided meets local needs**

The Head of Governance advised that:

- The guidance had been published at the end of June 2022
- It was for Governing Bodies of F.E. and Sixth Form Colleges and related to their duty to comply under a new Section 52B of the Further & Higher Education Act, to review provision in relation to local needs
- As part of this new requirement, Governing Bodies must undertake regular reviews of how well the education or training provided by the College meets local needs, in particular needs relating to local employment
- In reviewing provision within a local area, Governing Bodies were expected to collaborate with other Governing bodies also serving the area
- The outcome of the review must be published on the College website within 3 months of completion of the review
- Review conclusions would form part of ESFA and F.E. Commissioner annual strategic conversations with Governing Bodies
- Reviews should be undertaken every 3 years

- The AOC had been contacted to ascertain if any collaborative work was to be undertaken on this in the Lancashire / Northwest region and a response was being awaited

Board members reviewed the guidance, and the following comments / suggestions were made:

- The Local Skills Improvement plan would be a key document that would inform the review
- The Lancashire Skills Hub team would be able to provide the labour market data that could be used as part of the review
- Work that had been undertaken on developing the Employer Partnership Boards could also be referenced in the review
- This could also be included within the scope of the audit plan

**RESOLVED:**

The Board agreed that the review was added to the Audit plan

Portia Bailey Barrow left the meeting at 7.15pm.

**9. Institute of Technology Agreement**

The Vice-Principal Finance & Facilities explained that:

- In March 2020 the College had joined a collaborative bid with the LEP and neighbouring Colleges/Universities to develop a Lancashire Institute of Technology
- Further to the success of the bid, the Partners had established a Company to operate The Lancashire and Cumbria Institute of Technology (“L&C IoT”).
- The Company was a not-for-profit company limited by guarantee.
- The College had committed to recruiting 70 Digital Level 4 / Level 5 learners (by 2026/27), with a capital grant award of £227,500, matched by the College’s own investment of £122,500.
- The College’s legal advisors (Mills & Reeve) have reviewed the agreement and had not raised any significant concerns
- Runshaw would have to give 6 months’ notice to exit from the agreement

**RESOLVED:**

The Board approved the College’s formal agreement to the Lancashire & Cumbria Institute of Technology (“L&C IoT”).

**10. Policies**

**10.1 Health, Safety & Well Being**

It was noted that very minor changes had been made to the policy.

**RESOLVED:**

The Board approved the Health, Safety & Well Being policy

**10.2 Prevent**

It was noted that very minor changes had been made to the policy.

**RESOLVED:**

The Board approved the Prevent policy

### 10.3 Safeguarding

The key changes to the policy were highlighted to Governors.

#### **RESOLVED:**

The Board approved the Safeguarding policy

### 10.4 Sustainability

The key changes to the policy were highlighted to Governors.

#### **RESOLVED:**

The Board approved the Sustainability policy.

### 11. Finance Update 2022 / 23 Budget

The Vice-Principal Finance & Facilities reported that:

- A £665,000 surplus had been carried forward into the current financial year
- All loan covenants had been achieved and Good financial health maintained
- The Catering deficit was £23,801 at the financial year end
- Transport costs were on budget
- College had forward bought energy till April 2023

#### **Governor Questions**

**Q.** What would happen to the energy contract after April?

**A.** The purchasing consortium would decide on how this was bought when the current term ended

**Q.** Was the bank loan on a variable or fixed rate?

**A.** It was confirmed that this was on a fixed rate

### 12. Risk Register – High Risks & Key Movements

The Vice-Principal Finance & Facilities presented the register and explained that the risk of failure to meet 16/18 recruitment targets had been increased in response to the Ofsted outcome and lower than planned enrolment numbers of Year 2 progressing learners.

#### **Governor Questions**

**Q.** Had the Business Continuity plan been amended to reflect that the Chorley campus would no longer be available. How would College operations continue if the Langdale Road site was not available?

**A.** Staff would work from home or use Council premises

Governors agreed that the BCP plan was updated to reflect the loss of the Chorley campus.

#### **ACTION:**

Vice-Principal Finance & Facilities to amend the plan

### 13. Annual Governance Report

The annual governance report for the year ended 31 July 2022 covered the following:



- Governor Attendance
- Governance developments
- Appointments and Retirements
- Governance self-assessment and performance review activity

The Head of Governance reported that:

- Attendance for 2021/2022 at 84%, was above the 80% target set by Governors and in line with the average in the sector
- Attendance had been impacted by COVID and was lower than previous years
- There had been some changes to the membership which had allowed the Board to refresh and extend the breadth of experience and skills

#### **RESOLVED:**

The Board noted the report which provided additional assurance that governance arrangements continued to be effective and were reviewed regularly.

#### Finance Committee Membership

The Chair reported that the Co-opted member Peter Zak had tendered his resignation as a member of the Finance Committee.

It was acknowledged that an additional Board member was required on the Committee and the Search & Governance Committee were requested to consider this further at their next meeting.

#### **14. Governance Impact Statement**

- Discussion re Ofsted and focus on quality / areas for improvement
- Debate and Governor challenge on 2022 recruitment
- Student Governor feedback re teaching quality
- Safeguarding training and update on KCSIE guidance
- Governor suggestion to include skills needs review in the Audit plan
- Governor suggestion to update the Business Continuity plan
- Approval of the Institute of Technology agreement

#### **15. Reserved Business Minutes**

##### **15.1 Corporation Meeting Minutes Part 2 - 11<sup>th</sup> July 2022**

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 Reserved Business Item**

Discussed under Reserved Business.

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

Monday 1<sup>st</sup> December 2022 at 5.00pm