

R U N S H A W
C O L L E G E

RUNSHAW COLLEGE CORPORATION
MINUTES OF THE
CORPORATION BOARD MEETING
HELD ON JULY 6TH 2023

Venue: Runshaw College

Present: Warren Middleton (Chair), Alison Watson-Bird, Clare Russell (Principal), Alex Magowan, Simon Drew, Robert Cobourne, Martina Jay, Ali Kamel, Portia Bailey Barrow, Joshi Jariwala, Michael Lowe, Gary Hall, Dominic Martinez, Richard Evans

In Attendance Martin Rigby (Deputy Principal), Zoe Smallman (Deputy Principal), Janet Ivill (Vice Principal – Finance and Facilities)
Catherine Duro (Interim Head of Governance)
Denise Williamson (Designate Head of Governance)
Ben Neville (Estates Consultant – Item 0)

Meeting began 5.11pm

Meeting closed 7.35pm

Attendance 86%

0. Summary of draft Estates Masterplan (presentation)

Consultant Ben Neville joined the meeting to present the Estates strategy. A condition assessment and space planning analysis and proposals were presented, with estimated total costs. Questions were invited.

Governor Questions

Q1. When a school says they need more space, or they don't – how do we validate that?

With the space planning analysis data. The timetable, number of people and typical space required for the subject validate the measurable space requirement. here are complexities beyond the numbers and may be reasons when excess space may be required – for example specialist facilities. Good to do both things.

Q2. If you could improve utilisation would you need the additional space?

Not in theory but Runshaw's utilisation is one of the best we have seen. And better than theoretically aimed for.

Q3. Does it account for space used for enrichment as well as timetabled curriculum, for example performing arts. is only based on timetabled activity, it doesn't take into account enrichment use that is not timetabled.

We haven't taken a broad view on social space or admin space but could be looked in to further.

The Master planning 5 proposed options and analysis were presented. SMT Feedback was shared.

It was proposed that 2 potential options be explored further, through 5 next steps, including plans to RIBA stage 1, approach planning, produce outline costings, develop a programme of delivery, score each option.

Governors were asked if they agreed the two proposed options were those worth pursuing in more detail for a full options appraisal.

Q4. Before we spend more on these explorations is the work likely to be affordable? We could self fund option 3. Unless option 5 is scaled down we would be reliant on finding a grant source. We need a plan to apply for a grant. First we need to work out which is best for the students.

Q5. Have we taken into account the need to explore the implications of the changes, the consequential costs.

The Roof repair isn't a new conversation. We need to know where we are heading to decide if the roof needs repairing by seeing the options. We also need to look at Tyndale and Mardale where problems are foreseen.

The consequential costs and activity were also be considered, Tyndale is in the budget and plan to be repaired over the next year.

Q6. Are we confident in student numbers going forwards, are we confident that these are secure in 5 years time. Not planning on growth. Is to make space better for our learners.

Q7. The consultant mentioned the possibility of moving some provision off site – what does this refer to? Leyland town deal, to include a commercial training restaurant.

Resolved: All approved the Senior Leadership team undertaking a more detailed options appraisal

1. Apologies for Absence

Apologies had been received from Graham Murphy. Ade was absent.

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.

3. Minutes of The Meeting Held on 18 MAY 2023

3.1 Approval of the Minutes Part 1

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

3.2 Matters Arising from the Minutes

All matters were closed.

Item 11 will be reported in the annual report coming to the Board in September.

4. Corporation Committee Meeting Minutes

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

4.1 Finance Committee Minutes 13th June 2023 (SD)

Budget was recommended to be approved today
Chorley campus sale position was updated
Bus tender completion and recommendation was discussed

4.2 Audit Committee Minutes 15th June 2023 Part 1 - (AWB)

Core financial controls we satisfactory
Prevent – substantial audit rating with positive recognition of e. Learning and training.
Internal audit plan on this agenda.
Good year getting audit recommendations into best practice for the sector.

4.3 **People and Organisational Development Committee Minutes - 20th June 2023 (JJ)**

Review of culture was addressed and fully discussed; survey results were analysed. Will remain an ongoing conversation

Probation and notice periods review was debated. Decision was made with full support to return to usual notice periods in probation.

Hybrid working was reviewed. Is still a concern. Societal preference. Will remain on the agenda as a standing item, to assess the impact of this preferred way of working. The policy is there. Some roles can accommodate hybrid working, and 38 roles are currently utilising hybrid working. Currently reviewed by request. Could consider doing this proactively. **(Action)** 9 day fortnights, compressed working weeks, are accommodated in flexible working. Utilised in support areas.

4.4 **Search and Governance Committee Minutes 23rd June 2023**

Alison reported that Jo Venn moving on had left a gap on Search and Governance.

Martina has completed her two terms. Proposed her term be extended for 12 months
David Grime and Steve Haycocks both approved for a second term.

Resolved: that the appointments proposed above be approved.

It was noted in the board meeting, as a matter arising, that Tony Webster had resigned with immediate effect due to a health condition.

Governance SAR and External Board evaluation to be completed ensuring all external
Formalising of Governor Training

Schedule of Meetings Reviewed

4.5 **Standards and Curriculum Committee Minutes 23rd June 2023 (RE)**

Further evidence of ROQ tackling emerging issues.

The ROQ will be robust, supportive and informative in the new year, with timely reports and presentations from assistant principals to the Committee.

Great initiatives reported on from student support areas.

5. **STRATEGIC UPDATES**

5.1 **Principal's Report**

The principal's update was received. It was reported it had been an extremely busy and a successful term which everyone involved should be proud of. Has been an exceptional cohort. Staff have bridged significant gaps for these learners.

The view of the year since Ofsted was shared with all staff. This was explained to governors. We hadn't celebrated the great stuff recognised in the report so it was an opportunity to reflect on the outstanding activity too. The reality check of this year, the greater sense of clarity and the revised quality processes shared a focus for the new year.

Managers saw the connection from Ofsted to ROQ and the development plans.

All assistant principals have now been appointed. Structure chart shared.

5.1 **Chorley Campus Disposal update**

It was reported that the college had on the day of this meeting agreed a revised price, (reserved business).

Agreed providing it is completed with cleared funds by next Thursday 14th July. Governors to be advised when the sale is complete.

Areas for concern:

Not yet been able to fill the head of finance vacancy. Trying new approaches.

Improved quality processes are working well, in that we are clear on what needs improving but too early to say what the impact has been.

Staff Development Day slides were shared for information.

5.2 Note circulation of LSIP report, which has been published - was shared for information

5.3 Note published Accountability Statement - final version was shared for information.

Governor Questions

Q1. It was reflected on that the LSIP report was very detailed with a huge amount to address.

6. Review and Approval of Strategic Plan

Governors had seen the plan twice previously, It had been through every level of consultation and was presented for approval.

3rd year of 3 so should be familiar. The updated year 3 objectives were detailed. Quality and facilities were the key priorities.

Questions were invited.

Resolved: that the Strategic Plan be approved.

7. Financial Planning

The budget was presented as a break-even budget. Retains good financial health, and bank covenants. Assumes Chorley campus sale completes. 16-18 funding is secure. The budget needs savings and efficiencies, income only increasing 2%, pay is increasing at an assumed 4%. There are inflationary costs in none pay expenditure. Capital budgets include significant IT infrastructure, addressing earlier conversations.

All curriculum areas make a gross level surplus. Breakdown is provided and we are aware of which courses are out best financial courses and those which need support due to the benefit to the students or community.

A contingency budget of 20% of risk value and other mitigations listed if worst case arose.

We do have some flex. Pay award not due until January when learner numbers are known.

We don't want a deficit of over £325k pounds. This is not a lot to drop by, but our income is largely secure, we can control many costs and have a contingency.

Questions

Q1. Is there a strategy to ensure cash is earning interest and working for us.

Yes. The Committee Chair receipted the conversations that had taken place in the committee addressing this matter and had considered the repayment of the loans in detail.

Q2. How much risk in in the growth forecast in Adult Ed.

It is still a prudent forecast.

Resolved: that the budget be approved as presented.

8. Internal Audit Plan 2022 / 2023

The internal audit plan which had been reviewed by the audit committee was presented and explained. There had been some amendments to ensure it covered the areas where the college would achieve most practical advice and benefit from the audit process. ICCA had based this on a review of risk.

An additional IT audit would be completed. This would test how much reliance was placed on cyber essentials the policies and processes. Physical security had been tested, this would give reassurance we are relying on the right things to be cyber secure.

ROQ audit to check we are doing what we say we are doing., are we following the processes we set out to follow. Request that these audit findings also be presented to the Standards Committee. **(Action)**

The proposed plan had been thoroughly reviewed through the audit committee.

Was asked if HR practices could be considered for a future audit, e.g. recruitment, hybrid working etc. A further topic of T Level work placements success also be considered as a potential area for audit, for future years. **(Action)**

The finance audit will also be included in follow up audits.

Resolved: that the internal audit plan be approved.

9. Bus Transport Tender Outcome Contracts

The tendered bus transport contract was presented for endorsement as it required the corporation seal. It had been through a fully compliant process. Supported by a governor task and finish group. As recommended the tender went through a legal review.

Resolved, that the contract be approved for signing and sealing.

10. 2023/24 Meeting Schedule

The minor changes and the rational were detailed

Resolved: that the 2023/24 Meeting Schedule be approved.

POLICIES

11. LGPS Discretions Policy

Recommended by People and OD for Board approval. Only to exercise discretions were of benefit for the college.

Questions were invited.

Resolved: that the policy be approved.

Bursary Fund and Free College Meals Policy

The revised policy was presented, and the changes highlighted. These were to provide points of clarity for the students. Increasing the free meal bursary in line with catering prices. Increasing the threshold, to be student centred and support those most in need.

Governor Questions

How do you identify eligible students – through enrolment, through advertising, through student support, data is also provided by schools. No stigma, nobody knows who is accessing free school meals as all catering is paid for via the student card.

Resolved: that the policy be approved.

12. Fees Policy

Monir changes to terminology and sanctions for non-payment.

Proposed: If employer doesn't go through to EPA a clawback of fees. Proposed that the Finance Committee review the non-payments in June looking at the year. **(Action)**

Resolved: that the fees policy be approved.

15. Safeguarding / Prevent Update

Update provided. Full year report, with feedback on counselling will be presented to the September Corporation meeting.

Progress mentors will be working on a coaching model in the new year to help students cope. The safeguarding team are managing the rising number of referrals.

Governor questions

Q1. Are there sector wide groups, that we are sharing and learning patterns and actions with.

Yes, well networked.

Q2. Thanks for the work done. Are strategic partnerships picking up where there is need? Are the young people accessing the range of services? It will not always be the colleges responsibly. Is there a challenge back in to the system, are we accessing this to support our learners, can we do this with other learning establishments, to have a louder voice?

An interesting point that will be explored. We have a role to play but so do others. **(Action)**

Q3. Do we have enough people?

At the moment, busy but manageable, but under continuous review.

A safeguarding presentation from the DSL was requested for the September meeting. **(Action)**

Q4. Is support for staff in a policy?

This would be revised to ensure it was sufficiently covered.

15a Safeguarding Policy

The revised Safeguarding Policy was presented for approval on the draft KCSIE so a policy is live for the start of the new academic year. Changes were listed and explained. The flow of the document had also been revised, to make it more readable and useable.

Had also been through the internal safeguarding committee and SMT for review.

Resolved: that the policy be approved with any minor amendments needed when the final KCSIE is published.

16. Issues from Data Dashboard

A summary of key quality measures was received.

Key points noted were:

Ahead of target for applications. Retention was positive.

Huge amount of work going in to improving attendance.

Quality of education survey has given another way of triangulating, which marries well with what is seen in classes, in assessed work and in other activities.

We are clear on what needs to be approved but not on the outcomes of the activity.

Outcomes have strong predictions awaiting results for review.

Thanks were given for a good clear summary. Is it too far down the agenda though and would be useful earlier in the meeting to inform further discussions? **(Action)**

17. Complaints Annual Report

The complaints annual report was presented and the key findings detailed.

Work with neighbours was paying off with significantly reduced complaints.

Improved process for reporting complaints to more clearly see trends and follow up.

It was asked what the equality of opportunity complaints referred to. A couple were due to inability to make enough adjustments to meet student needs.

18. Finance Report May 2023 Update

The Finance Report detailing the position at the end of May was provided in papers. The Board were assured June was looking very similar. No surprises were expected.

19. Risk Register

Board reminded the full register had been reviewed by the audit committee and relevant committee for each risk. The top 5 risks were highlighted with mitigating actions detailed for the board.

7. Governance Impact Statement

Estates developments reviewed in detail

Signed off financial plan and budget approved

Strategic plan reviewed and approved

Hybrid working to be a standing item at People and OD and a future audit subject

Audit plan approved

Apprenticeship fee claw back, safeguarding and counselling, support for counselling staff to be embedded into policy.