

Draft



Minutes of the Full Governing Board meeting held in the Board room on 22 March 2023

Present:

Karen Buchanan
David Brown
David Meakin
Gillian Bardin
Curtis Wilson
Fiona Lugiano
Jim Sutcliffe
Benji Crompton
Eshan Bilal
Guy Thomas
Philip Turner
Paul Henderson
David Tomlinson
Richard Robinson

In Attendance:

Simon Jordan
Sarah Crossley
Simone Lomas
Stuart Arnfield
Neil Burrows
Kate Wallace

Contributed by email:

Richard Thorley
Anita Wright

Apologies

Steve Wilkinson
Annette Weekes
Gerald Griggs
Gareth Jones

Declaration of Interest

1 There were no declarations of interest noted.

Draft Minutes of the Board meeting held on 7 December 2022

2 The minutes of the Board meeting on the 7 December 2022 were accepted as an accurate record, proposed by Richard Robinson and seconded by Jim Sutcliffe

Matters arising from the minutes

3 Paragraph 9 – Simone Lomas confirmed that the link to the Safeguarding Training was emailed to Governors.

4 Paragraph 11 – Karen Buchanan confirmed that all safeguarding training is logged.

- 5 Paragraph 34 – Simone Lomas confirmed that the AoC bulletin detailing the Office for National Statistics reclassification of sixth form colleges back to the public sector was sent to all Governors.
- 6 Paragraph 42 – Stuart Arnfield confirmed that he had made the correction on Page 30 of the Financial Statements for 2021/22.
- 7 Paragraph 49 – Simone Lomas confirmed that the approved minutes had been published on the College’s website.
- 8 Paragraph 57 – Neil Burrows confirmed that the request to provide a more realistic picture in terms of actual accidents and near misses had been presented in his report.
- 9 Paragraph 63 – Simon Jordan confirmed that the colleges development plan detailing how the college proposed to move from a grade two to a grade one was presented at the Governors Strategic Residential Event.
- 10 Paragraph 68 – The pay award was made to staff in December 2022.

Student Council Minutes – 16 January 2023

- 11 Benji Crompton advised Governors of the topics that were discussed, Stuart Arnfield had attended and provided an update on the university campus. Paul Whittaker provided an update on the Brit Challenge explaining how its main aim is to help young people and adults improve their mental health through exercise. The meeting concluded with Sarah Condren leading on a session about Google classroom, asking students to share their experiences.

Quality Committee – 31 January 2023

- 12 Sarah Crossley advised Governors of the items that were considered at the meeting, referring to the Review of the Draft Single Equality Policy Proposal, requesting feedback on the policy from members of the Committee. Following this the policy would be presented at the Academic Board. The meeting was positive, with the sharing of good practice that is currently happening across the College.

Draft Safeguarding Group – 22 February 2023

- 13 David Brown reported that referrals remained high, although there is an expectation that they will begin to reduce. David advised of the vacancies in the Safeguarding team, confirming that there had been three successful appointments made.
- 14 David Tomlinson asked whether the students are triaged whilst they are on a waiting list. David Brown confirmed that students are triaged but that it can be worth their while to wait for this service as the waiting time is currently less than 4 weeks.

Draft Academic Board – 22 February 2023

- 15 Karen Buchanan advised that three papers were considered by staff; Skills Strategy, Public Value and Human Trafficking and Slavery Statement and The College Self-Assessment Report 2021/22. All three reports were well received by staff and points were raised for consideration.

Draft Human Resources Committee – 22 February 2023

- 16 Philip Turner explained that the HR team were considering a restructure of the department along with the implementation of a new HR system. Jim Sutcliffe had suggested at the meeting that it would prove to be more effective if the implementation of the HR system was undertaken prior to the restructure. Philip confirmed that the Gender Pay report was approved and agreed to be published on the website, he also confirmed the local union position in terms of proposed strike action that wasn't able to proceed due to insufficient people attending the meeting and therefore not being quorate.
- 17 Guy Thomas asked whether the position with the Unions had been driven by the regional office. Karen Buchanan explained how the regional officers are trying to infiltrate the College by not following process, Karen explained that they were considering the development of a Staff Union as a result of staff feeling they had been misrepresented in terms of the Pay Award.

Draft Accommodation Working Group – 27 February 2023

- 18 David Meakin advised Governors that there had been good progress made on the building and land purchase projects. The ground stabilisation tender was considered and approved at the meeting. An update was received about the current position and next steps in relation to the Health and Safety Executive claim. Governors were introduced to the Accountability Statement, a document that is owned by the College, setting out a number of outcome targets. The statement replaces the existing annual, grant funding agreement, it will be published on the website and used by Ofsted to check and measure the College against. Further updates will be provided at the Strategic Planning meeting, where the statement will require Governor approval.

Draft Curriculum and Standards Committee– 1 March 2023

- 19 Fiona Lugiano advised members of the presentation the Committee had received from Sarah Crossley, Liam O'Malley and Shannon Hadfield relating to Performance Review Points (PRP's) and how the emphasis was to allow for positive interventions and support for students.
- 20 Fiona referred to the Apprenticeship update; that the timeliness achievement measure is presenting a more positive picture than previously. The Committee received a new Skills Development paper from Neil Burrows, providing the detail on who the College collaborates with, ensuring that the Colleges curriculum is designed to reflect the needs of the local, regional and national business environment and economy.
- 21 Jim Sutcliffe asked about Esports as he had noticed that their application numbers were not as high as expected, in particular if the College were

considering to deliver an Esports degree. Jim was also concerned with the potential wealth that has been associated to successful 'ESporters' and whether the College had considered providing financial skills around wealth management. Simon believed the lower application numbers to be a timing issue and that numbers have increased since the report was written.

- 22 Richard Robinson, agreed with Jim, he believed it wise to consider the money management and how students financially manage themselves. Richard offered to assist students with any financial management support they may require. Simon thanked Richard for his offer of support, confirming that he would contact him to make arrangements.
- 23 Gillian Bardin was keen to see a wraparound service for students that included financial and legal support.

Action: Simon Jordan

Draft Audit Committee – 7 March 2023

- 24 Jim Sutcliffe advised of the Data/Compliance presentation that the Committee had received from Cheryl Grabarz, Craig Waddington and Phill Glass explaining how each of their areas work in synergy and that the compliance of the data was critical to ensure successful audit outcomes.
- 25 The Financial Regulations will be reviewed and presented to the June Board for approval to reduce the level of approvals required for 'write-off's.
- 26 Concern had been raised in relation to the legacy of apprenticeships, Karen and Kate updated the Board on the positive Apprenticeship audit outcome.

Draft Finance Committee – 15 March 2023

- 27 Guy Thomas referred to the presentation by Sol Whittaker, Chris Platt and Clare Webster relating to the Projects being delivered in the College. Governors were impressed with how the developments were linking with the curriculum and employers, providing longevity and in some instances leading the field.
- 28 Guy explained that overall the 2022/23 year is progressing slightly behind budget although there are indications it will improve. Guy was given a level of reassurance in terms of the pension position; that the College had an awareness of the parameters they were working within.

Education and Skills Funding Agency (ESFA) Annual Strategic Conversation 2022/23

- 29 Karen Buchanan introduced the paper explaining that the Ney Review and recent FE White Paper had actioned the ESFA to hold Annual Strategic Conversations with Colleges with the aim to look holistically at colleges' strategy and plans.
- 30 On 7 March 2023 David Meakin, David Brown and the Colleges Senior Management Team met with senior staff from the ESFA and FE Commission.

The meeting was held at the College, culminating with a tour of the new College facilities developed since the last visit in February 2022.

- 31 Governors were informed of the need for their involvement in providing assurances on how the College provides skills for the local area. Recent legislation requests governors to collaborate with other local colleges and Governing Board representatives. David Brown felt that the meeting had been supportive, he noted that Neil Burrows had provided an excellent example of collaborative working across Lancashire.
- 32 The meeting was deemed to be extremely positive and useful, a letter from the ESFA corroborating this will be shared with Governors once received.

Action: Karen Buchanan

Governors' Calendar of meetings 2023/24

- 33 Simone Lomas introduced the report advising Governors of the suggested dates for formal Board and Committee meetings in the 2023/24 Academic Year.
- 34 Governors were asked to inform Simone of any changes they would wish to make to the calendar.

Health & Safety Update

- 35 Neil Burrows informed Governors of the latest position identifying key statistics in relation to accidents and near misses. Neil provided Governors with an overview of the types of incidents and accidents reporting that there had been 54 accidents between December 2022 – February 2023.
- 36 Neil advised that David Shorrocks had visited the College on 6 March 2023 with a view to reviewing the overarching health & safety management systems in place at the College. David recommended that a review should be undertaken of the Health and Safety Policy document and the structure to ensure there is sufficient resource and experience to oversee the day-to-day operations, and that there is an assurance that the College is clear about the expectations for all job roles to ensure the College remains compliant after the departure of David Price.
- 37 Neil confirmed that following its review at the Academic Board the Health & Safety policy will be presented at the June Board meeting for consideration and approval.
- 38 Jim Sutcliffe was concerned to learn that according to the report that accidents have doubled in number over the past year. Neil explained that the reporting of accidents had been changed in terms of the system being intuitive for staff to access.
- 39 Richard Robinson was keen to understand what exactly constituted an accident. Neil explained the process of the stages of an accident from beginning to the end; that if first aid was administered a report would be completed and reported on.

40 Guy Thomas asked about the category of 'Ill health and unwell'; that reporting on these types of incidents was affecting the statistics in terms of accidents. There is the potential consequence of corrective action required for accidents, this is not the case for people who are taken unwell. Guy asked for the categories to be re-considered.

Action: Neil Burrows

41 David Tomlinson referred to the reported vacant position in terms of Health and Safety, he asked how long the position had been vacant. Neil explained that the Facilities Manager position that holds the remit of Health & Safety at a management and operational level had now been successfully recruited to by Steve Wandless, who is Neboosh trained and reports to Stuart Arnfield. On a functional basis Steve works to Neil.

Governors' Strategic Residential Event January 2023

42 Simone Lomas introduced the report which summarised the content of the Governors Strategic Residential event that had been held at the Coniston Hotel, Coniston Cold, Skipton in January 2023.

43 The Strategic Residential commenced with an introduction by Simon Jordan, Deputy Principal and Sarah Condren, Staff Development Manager to the 'Rainbow Flag' a charity that provides, education, support and advocacy for LGBT+ young people and their communities.

44 Julian Gravatt, Deputy Chief Executive of the Association of Colleges (via Teams) provided an overview of the national developments in Education which were set against the backdrop of instability within the sector, including the recent announcement by the Office for National Statistics of the reclassification of FE Colleges back into the central government (public) sector. Julian also focussed on the impact of devolved councils on the FE sector and on the Government's Skills White paper; where there is an expectation for colleges to engage with businesses and structure the curriculum around employer requirements.

45 For the remainder of the programme, Governors worked in carousels that were hosted by each member of SMT along with support managers:

- BCUC University Strategy Sarah Crossley, Nina Parkin, Sarah Condren
- Skills Strategy Neil Burrows, Hannah Cutler
- College Results Simon Jordan, Kate Wallace
- Teaching and Learning Sarah Crossley, Nina Parkin, Sarah Condren
- Apprenticeships Kate Wallace, Hannah Cutler
- Finances Stuart Arnfield, Simon Jordan

46 Governors were keen to return to the Coniston Hotel for the residential in January 2024.

Update on Governance Issues for Spring term 2022/23

- 47 Simone Lomas introduced the report advising that the minutes attached to the paper had been redacted for their consideration. Governors approved that the redacted minutes of the Full Governing Board meeting held on 23 March 2022 and of the Search and Governance Committee held on 23 February 2022 should be published on the website.

Action: Simone Lomas

- 48 Simone advised Governors of the requirement to have link Governors on the Governing Board for Careers and for Special Educational Needs and Disabilities (SEND).

- 49 It was noted that the Corporation Seal had not been used.

- 50 David Brown confirmed that the SEND Link Governor formed part of the Safeguarding Link Governor role.

Governors noted the report.

Governors' Strategic Planning Overview Document

- 51 Karen Buchanan informed that items marked in blue refer to items that have changed and that the initials at the side of each paragraph refers to the Senior Manager responsible for this area of work. Governors were invited to ask any questions on the information presented.

- 52 Jim Sutcliffe referred to paragraph 3.59, he asked why Calico would be involved in managing the Shared Prosperity Fund. Simon explained that Calico are more than a social housing provider; that they are also providers of health, care and wellbeing initiatives, of skills, training and employability and construction and development.

- 53 Governors noted the report.

Corporate Performance 2022 & 2023

- 54 Karen Buchanan introduced the report and informed Governors of the format adopted. The report details the performance of the College in relation to its Strategic Objectives and Goals.

- 55 Jim Sutcliffe asked whether the College is comfortable with the University attendance. Simon Jordan explained that the attendance data had been adversely affected by one of the larger divisions and that there had been interventions put in place. Karen Buchanan provided context for the purpose of Higher Education in Burnley and how, in some instances the smaller cohorts of learners are disadvantaged when placed under the same percentage tolerances that the larger Universities are. Karen explained examples of the 80% review rule and that the College will have to change strategically because of external influences but that Higher Education will continue to be offered in Burnley College.

- 56 David Tomlinson asked whether there is a shorter-term view on some of the impacts of the interventions that have been made with Apprentices. Kate

Wallace confirmed that they are able to provide in year assurance rather than the longer-term measures that were available in the previous year.

- 57 As a result of the Colleges improving position that bucks the trend of most FE Colleges, Karen Buchanan has been asked by the FE Commissioner to be involved in a group of 5 colleges (Apprenticeship Active Support and Event practice) to improve the apprenticeship provision across the country.

Governors were pleased to note the position being reported.

Funding Update 2023/24

- 58 Simon Jordan introduced the report on the four main funding streams. The overall funding allocation for 2023/24 presents an increase in income for 16-18yr old students but a very uncertain picture for other income streams as allocations are gradually replaced by a more competitive approach and student loans. The College has an opportunity to grow all areas in line with the College strategic goals.

- 59 Governors noted the report.

Sustainability Statement Update

- 60 Stuart Arnfield referred to the report explaining that sustainability is a big agenda and how important it had become to all key stakeholders of the College and wider community. The College is involved in many projects to promote sustainability and where possible aligns its practices with the sustainability agenda. Stuart gave examples of the activities being undertaken by the College including the developments in Curriculum, with sustainability awareness courses for businesses and embedding sustainability training to all of its study programmes for 16-18 year olds including apprentices.

- 61 The College has continued to invest in sustainability improvements to the campus to increase energy efficiency and reduce the Colleges carbon footprint. Further improvements to the campus are planned for the coming year including a continued expansion of the electric vehicle charging points, completion of the upgrade to LED lighting, off grid lighting for external lights (powered by wind and solar), and improvements to the green landscaping of the campus to improve biodiversity.

- 62 David Brown asked how the College measures the impact of sustainability. Curtis Wilson explained the activities that he had been involved in as part of his apprenticeship programme. He had delivered and disseminated to the whole College his findings on a staff development day. Curtis explained the return on investment on some of the initiatives the College was undertaking. He gave an example of how much money was being saved by using promotional monitors rather than posters. Eshan Bilal was keen to note the positive practices of the College in terms of sustainability; the increase in the number of solar panels being installed, the electric charging points and the rain water harvesting system.

Learning and Teaching Digital Roll Out

- 63 Simon Jordan advised Governors of the activities that were taking place to ensure the Teaching and Learning Model that was established and implemented in 2008 continues to provide an exemplar paradigm for all of the colleges stakeholders. Simon explained that post Covid the College's exponential growth in the use of digital platforms in the classroom and to support learning and teaching has continued. The variability from each division on what and how the platforms are used presents challenges for both the learner and tutor.
- 64 A review of the existing Teaching and Learning Model and the digital platforms being used has taken place resulting in key actions being taken to ensure the best learning, teaching, professional and digital experience are delivered.
- 65 Additionally, in preparation for gaining Cyber Essentials Plus, the College needs to demonstrate how all data sources are securely stored. The College, in liaison with key stakeholders (learners, staff and governors) undertook a review of the existing Teaching and Learning Model and the digital platforms being used.
- 66 Jim Sutcliffe asked whether all 16-19 year old students would have the opportunities to obtain Digital Skills to give them a competitive edge. Simon Jordan confirmed that the plan is for all students to have a Microsoft accredited qualification along with their main qualifications when they leave College.
- 67 Benji Crompton and Eshan Bilal asked whether there would be training for new learners coming into college in terms of digital skills and whether there was any consideration of a standardised approach for the systems accessed by students, the variation of systems can cause confusion. Simon Jordan confirmed that he was leading on a team who were creating an eco-system in terms of the systems used across the whole of the college in a bid to standardise the practices. Digital skills will become mandatory for all learners at the College.

Approved by Chair, David Meakin

Signed: David Meakin

Date: 12 June 2023

NOTE: Final approval of the minutes will be at the following Board meeting.