

Meeting of the Governing Board – Wednesday 29 June 2022

Present:

David Meakin - Chair
David Brown
Gareth Jones
Gillian Bardin
Luke Gott
Fiona Lugiano
Jim Sutcliffe
Guy Thomas
Muhammad Urahman
Richard Robinson
Paul Henderson
Jen Fawcett
Philip Turner

Contributed:

Richard Thorley

In attendance:

Simon Jordan
Simone Lomas
Neil Burrows
Sarah Crossley
Stuart Arnfield

Apologies for Absence:

Karen Buchanan
Gerald Griggs

Declaration of Interest

- 1 There was no declaration of interest noted.

Draft Minutes of the Board meeting held on 23 March 2022

- 2 The minutes were accepted as an accurate record proposed by Jim Sutcliffe and seconded by David Brown.

Matters arising from the minutes

- 3 **Paragraph 14:** Simone Lomas confirmed that Paul Henderson was now a member of the Accommodation Working Group. Once the meetings resumed he will be invited.
- 4 **Paragraph 37:** Simone Lomas confirmed that the Health & Safety Policy was on the College's website
- 5 **Paragraph 43:** Simone Lomas confirmed that the approved minutes were on the College's website.

- 6 **Paragraph 50:** Simon Jordan confirmed that the specific sports associated with the Elite athletes had been included in the Strategic Planning report.
- 7 **Paragraph 65:** Simone Lomas confirmed that specific names would be included on the website to assist anyone who makes enquiries.

Draft Minutes of the Committees

Quality Committee – 20 April 2022

- 8 Sarah Crossley noted that the Committee had considered the Review of the Office for Students Strategy 2022 to 2025 document, focusing on the strengths of the College in relation to the strategy, ideas for future development, enhancement of good practice. The Committee also considered the expansion of the Learner Voice and additional activity that could be undertaken under the BCUC brand.

Student Council – 28 April 2022

- 9 Sarah Crosley updated Governors on the key developments that had been discussed at the meeting:
 - Student Services Revamp
 - Spring/Summer Term Activities
- 10 The meeting was positive with some valid and useful points made by students that will be considered and fed back at the next meeting.
- 11 Jim Sutcliffe referred to point 6, in particular the first bullet point 'a request for help with exams during 4pm and 6pm'. Sarah confirmed that the request had been actioned with extra support now in place.

Strategic Planning – 4 May 2022

- 12 Simon Jordan detailed the items that were presented at the meeting. The meeting had begun with a tour of recent developments in College, including the Anatomage table and Ward, Evolution Spa and the Low Carbon Corridor. It was followed by an update from Richard Caulfield, Regional Director of the Association of Colleges North West and a presentation from Sarah Crossley, Paul Whittaker and Sally Dahmke about the developments to redesign the space in the Student Services area to enhance the learner experience.

Safeguarding Meeting 10 May 2022

- 13 David Brown confirmed that Gillian Bardin had offered her support to the Safeguarding group by supporting him in his role. He explained how referrals for support continue to increase across all areas of provision.

Academic Board – 11 May 2022

- 14 Simon Jordan explained that the meeting had successfully taken place, for the first time since the pandemic, in the building. Staff had been asked to discuss and consider the Single Equality Policy, review and comment on the College's Strategic Development Fund and the Institute of Technology, comment on the Curriculum Quality; 'Deep Dives' and consider the college's Health and Wellbeing initiatives. The actions will be presented to the first Academic Board of the new year.

Search & Governance Committee – 11 May 2022

- 15 David Brown reported that Kate Quinn had resigned. There are now 4 vacancies on the Board, leaving the College vulnerable. The Senior Management Team have been requested to source Governors who will complement the current position in relation to the vacant positions on the Committees.

Action: SMT

Human Resources Committee – 11 May 2022

- 16 Philip Turner provided details of the meeting; that Governors had received and approved a paper to make a provision for a Pay Award to be made for 2022/23 for the Finance Committee to consider and that the Trade Union Facility time had been published on the College website as per the regulations.

Curriculum & Standards Committee – 18 May 2022

- 17 Fiona Lugiano updated Governors on the pertinent reports they had received; the periodic review had been positive, the Bright Spots initiative was progressing well, with Deep Dives forming a major part of the process. Proposals of changes to the Strategic Objectives had been proposed for further consideration at this meeting.
- 18 Jim Sutcliffe asked how people externally gained an awareness of the University provision. Sarah explained how BCUC had recently gone out on tour, into the town centre to build awareness and launch the new “In your Shoes” campaign, that the graduation ceremony raised the profile of the presentation and there had been a significant increase in social media posts. Jim felt that the activity was very local. Simon explained how the audience for BCUC came mainly from an adult cohort, there is still work to be done in understanding the audience but agreed that there was opportunity to expand further afield.

Audit Committee – 15 June 2022

- 19 Jim Sutcliffe updated Governors on the position in relation to the newly appointed Internal Auditors who attended the meeting, he had been assured by their performance, they provided ideas and outlined some development opportunities.
- 20 Dale Thorpe, External Auditor has completed his Term of Office and is no longer able to practice with Burnley College. Karen Musgrave will now be the Colleges contact.

Finance Committee – 22 June 2022 - Confidential

- 21 Guy Thomas referred to the presentation that they had received from the Procurement team, providing assurances of the processes in place to address the challenges being faced when sourcing goods in a timely manner and for the best price. Guy confirmed that his report is a positive one with a strong financial year ahead in part, which is due to the in-year funding that has bolstered the bottom line.
- 22 The Committee agreed to an in principle pay award but any pay award decision still requires the approval of the Full Governing Board.

Strategic Objectives and Goals 2022-2025

- 23 Simon Jordan introduced the report, providing context for the proposed changes to the goals; a significant reason being the developments published by Ofsted and the Office for Students linked to expectations and policy/strategy direction.
- 24 The proposed change to Goal 1 is; To achieve an excellent achievement rate of 90% or above with high levels of both retention and pass rates (previously the percentage was 86%)
- 25 In relation to Goal 3 the proposed change is; To achieve measured 'Effective' teaching grades in excess of 86% and within that more than 26% of measured sessions being identified as 'Bright Spots best practice' (previously the goal was - To achieve measured good or outstanding (G/O) teaching grades in excess of 86% and within that measured outstanding grades (O) in excess of 26%)
- 26 Discussion over whether the proposed percentage rate for Goal 1 was challenging enough took place; that the rate should be challenging balanced with it being achievable across all brands, that the increase of 4% is significant given the impact of Covid is still unknown at this stage, that if the 90% is agreed this year subject to the figure being reviewed next year it would provide a good story of gradual increases.
- 27 Governors agreed with the proposed changes to Goal 1 and 3.

Health and Safety Update

- 28 Neil Burrows updated Governors of the Health & Safety Operations since the last meeting, he advised that the Health & Safety Co-ordinator had started work and was currently working on improving the on-line Accident forms. Risk assessments are continuously being reviewed to ensure all new regulations are considered and included appropriately.
- 29 Neil confirmed that there had been no reportable accidents for March, April or May and provided the detail of all accidents that had been reported to the College.
- 30 Governors noted the report.

Update on Governance Issues for Summer term 2021/22

- 31 Simone Lomas introduced the report which covered three key areas.

i) Confidential items

The minutes being considered had been redacted in advance of the meeting for Governor consideration. Governors unanimously approved for the minutes to be published on the website with the highlighted redactions.

Action: Simone Lomas

ii) Corporation Seal

It was noted that the Corporation Seal had been used during this period, governors were informed of the reasons why.

iii) Membership Issues

As already noted Kate Quinn had resigned from the Board, leaving four vacancies. The Senior Management Team are actively pursuing prospective governors who would complement and enhance the current board in terms of skills set.

32 Governors noted the report.

Curriculum Strategy

33 Simon Jordan introduced the College Curriculum Strategy explaining that the purpose of the document is to provide a context as to how and why Burnley College delivers such a varied curriculum and the importance of building relationships with the key influencers of the strategy in the community.

34 Simon advised Governors of the proposal to update the Ofsted Education Inspection Framework (EIF) to incorporate a skills agenda, he explained how inspections going forward would follow a different process and involve business leaders to establish how the College meets their needs.

35 Governors were pleased with the Strategy in particular with how the curriculum offer had been developed to meet the needs locally along with a focus on expanding the offer to further afield.

Corporate Performance 2021 & 2022

36 Simon Jordan introduced the report and outlined the format in terms of the development of the report.

37 Simon highlighted an area that had been challenging; attendance had been reported as a slight drop, he gave assurances of the plans in place to manage attendance more effectively next year and how the behaviours of students post Covid had impacted attendance.

38 Jim Sutcliffe asked about table 4 in the report – the University Education Achievement Rates; there are some significant reductions in the figures that looked concerning. Sarah Crossley explained how the support needs for university students, post Covid had significantly increased, plans to develop a wing of the College specifically for University Students were underway, this along with rigorous quality improvement plans are in place to monitor all areas for improvement.

39 David Brown was pleased to see the outstanding level response rate the College has achieved in relation to the Staff Survey, a figure of 100%. He asked how the college managed to achieve this figure when the comparison average is 51%. Simon explained that there is a high expectation for the surveys to be completed, and although we are pleased with 100% that is not always possible with staff absences. Response rates are however taken very seriously, presented at Academic Board and form part of the Divisional and Support Area Reviews.

40 It was also noted that the commercial income is steadily increasing as a result of the increased activity with local businesses.

41 Governors noted the content of the report.

Governors' Strategic Planning Overview Document

42 Simon Jordan advised members that this document provides a strategic brief on key issues affecting the College. Members were invited to question the relevant senior manager on any topics they wished further information on.

43 It was noted that the paragraphs highlighted blue were not all new topics and should be displayed in black.

Action: Simon Jordan

44 Debbie Francis, Chair of the LEP has planned to visit the College, a date is still to be confirmed.

45 The most recent Burnley Bondholders event was held at the College on 16 June 2022. Attendees were welcomed by Neil Evans the newly appointed Chair of the bondholders, they also received an update from Karen Buchanan and Stuart Arnfield on the College Campus development before receiving experiential tours of the College facilities, it was well attended with very positive comments received from the businesses.

46 Jim Sutcliffe was keen to hear whether the relationships with the University partners, in particular UCLan were continuing to be positive. Simon explained how Karen Buchanan and Graham Baldwin met regularly, their relationship remains strong. Simon explained that the University offer is continuously developing and conversations with additional University partners including Lancaster and Edgehill are on-going.

47 Paul Henderson believed that the affiliation with leading Universities is important and influential.

48 Simon agreed to update Governors on the topic of University Relationships at the Governors residential.

Action: Simon Jordan

Stakeholder Surveys

49 Sarah Crossley and Neil Burrows provided an overview of the context behind the formal and informal mechanisms in relation to the surveys.

50 They concluded that:

- to ensure consistency in the Quality of Education across the College, stakeholder surveys are embedded within the Colleges Quality cycle, to complement existing quality activities.
- feedback from stakeholder surveys enables the College to monitor the quality of provision from an employer, learner and parental perspective, to shape future programme developments.
- stakeholder feedback is collated and analysed for patterns to inform staff development activity, contributing to curriculum Quality Improvement plans, in addition to divisional and College Self- Assessment Reports.

51 Governors agreed that the report should be presented each year to the Board.

Single Equality Policy

52 Stuart Arnfield confirmed that most Governors have seen the policy previously as it is an annual report. This has been reviewed with no changes requested. The policy has been consulted through the Academic Board process and feedback obtained. During the teaching observations of staff the opportunities where equality and diversity were observed as outstanding practice are recorded and shared and this also forms part of the Divisional and Support area review processes undertaken by the Senior Management Team.

53 Governors unanimously approved the Single Equality Policy, proposed by Jim Sutcliffe and seconded by Philip Turner.

Proposed Senior Postholder Position

54 In advance of the discussion to recruit an additional Senior Postholder Simon updated Governors on the current position in relation to the HSE.

55 Simon explained the reason for the proposed senior postholder position, he provided detail and context of the proposed structure and how the position would support the growth and quality of the provision.

56 Consideration was given to the proposal, Jim Sutcliffe asked for further assurance and would have liked the Principal to be in attendance when approving a position for the Senior Management Team, in particular one that is associated with the responsibilities of dealing with external stakeholders. Simon assured Jim that Karen had endorsed the report for presentation at this meeting.

57 David Meakin and David Brown agreed to speak with Karen in relation to the discussions that had taken place at the meeting. To enable the recruitment process to be implemented Governors agreed to the additional post for a senior postholder subject to the conversation with Karen Buchanan.

Approved by Chair, David Meakin	
Signed: David Meakin	Date: 26 September 2022
NOTE: Final approval of the minutes will be at the following Board meeting.	