

Meeting of the Governing Board – Wednesday 30 June 2021 – conducted remotely



Present:

David Brown – Chair
Karen Buchanan
Keeley Seamans
Gillian Bardin
Humera Khan
Fiona Lugiano
Jim Sutcliffe
Paul Ragnall
Guy Thomas
Richard Thorley
Oscar Whittaker
Richard Robinson
Paul Henderson
Louise Robinson
Philip Turner
Richard Robinson

In attendance:

Simon Jordan
Simone Lomas
Neil Burrows
Angela Donovan
Stuart Arnfield
Tracey Kennedy
Michael Smith
Mick Cartledge

Apologies for Absence:

David Meakin
Gerald Griggs
Kate Quinn

Local Developments

- 1 A presentation by Mick Cartledge, Chief Executive of Burnley Borough Council, was given to the Governing Board. The presentation related to the vision for Burnley with particular emphasis on Education and Business Development and the bids that the council had been successful with
- 2 Mick went through the plans that were in place for key areas of Burnley, in particular, the Pioneer Car park, Victoria Mill, Manchester Road Train station, Lower St James Street and the Town to Turf initiative, he related each of the projects to the benefits they would bring to the town.

- 3 Jim Sutcliffe asked about the Empire Theatre and whether there were any plans to support the development. Mick explained that there had already been a feasibility study on the building, that he meets with the national theatre trust on a regular basis and that the Empire Theatre had received some funding as part of the Lower St James Street project.
- 4 Richard Thorley and David Brown were interested to understand if the College would be able to benefit from the Levelling Up Fund as the University of Central Lancashire (UCLan) had. Mick explained why the College had not been included; that there was a timing issue in terms of the application deadlines that had to be met. The local opposition that the College had faced in light of the recent planning application could have thwarted the success of the whole bid.
- 5 Simon Jordan asked Mick about his view on the value of the Burnley Bondholders. Simon believed that there had been a loss of enthusiasm, meetings were being cancelled due to not being able to meet social distancing guidelines. Mick agreed that it needed to be re-invigorated and a hybrid approach in terms of remote and physical attendance was likely to be practiced.

Safeguarding and Protecting Children Young People and Vulnerable Adults

- 6 Angela Donovan began the presentation by highlighting the changes as a result of the sexual harassment and sexual misconduct claims that were being made within the Education system. These are the:
 - Expectations of Providers
 - Expectations of Governors
 - Expectation of Student Involvement
- 7 Tracey Kennedy focussed on the Ofsted intervention as a result of the claims and subsequent instruction from the Department for Education. Evidence was provided of the Colleges position as a result of the questions being asked by the DfE detailing the differing perspectives between girls and boys.
- 8 Jim Sutcliffe asked that the evidence of Governor awareness was considered and that any new Governor should be updated of the position at their induction.

Action: Michael Smith/Simone Lomas

- 9 Karen Buchanan suggested that the information could be included in a report that is already presented at the Curriculum and Standards Committee, giving assurance to the Board of the 100% commitment given to any safeguarding issue that is raised.

Action: Simon Jordan/Michael Smith

- 10 Paul Henderson noted that the issue of safeguarding should be looked at as critically as Health & Safety and that the same rigour should be adopted in the College's scrutiny along with Governors challenge of the practices.

- 11 David Brown welcomed Michael Smith to the Governing Board meeting. Michael will be joining the College's Senior Management Team as Assistant Principal 16-19 and University Education in August 2021.
- 12 A fond farewell to Angela Donovan was delivered on behalf of the whole Governing Board, thanking her for all of her contributions and wishing her luck in her future endeavours.
- 13 Humera Khan and Keeley Seamans were thanked for their invaluable support as their extended term of office comes to an end.

Declaration of Interest

- 14 There was no declaration of interest noted.

Draft Minutes of the Board meeting held on 24 March 2021

- 15 The minutes were accepted as an accurate record proposed by Richard Thorley and seconded by Gillian Bardin.

Matters arising from the minutes

- 16 **Paragraph 20:** The Governors' Calendar of meetings was amended and sent out to Governors
- 17 **Paragraph 24:** Simone Lomas confirmed that the Health & Safety Policy was on the College's website
- 18 **Paragraph 31:** The Accommodation Working Group has been included in the Corporate Governance Structure
- 19 **Paragraph 32:** Simone Lomas confirmed that the Coniston Hotel had been provisionally booked for the Governors residential in January 2022.
- 20 **Paragraph 34:** Simone Lomas confirmed that the approved minutes were on the College's website.
- 21 **Paragraph 39:** The suggestion to remove the merger as an item on the Governor's Strategic Planning Overview Document has been actioned.
- 22 **Paragraph 46:** Simon Jordan confirmed the COP26 will be included in staff and student inductions.
- 23 **Paragraph 48:** The inclusion of the impact of the pandemic has been reported in the SAR.

Draft Minutes of the Committees

Accommodation Working Group – 13 April, 11 May and 8 June 2021

- 24 Karen Buchanan updated Governors of the developments discussed at the meetings, in particular the progress being made in relation to the New build Teaching Block and Sports Centre Extension and the next steps of the Campus Masterplan

Quality Committee – 28 April 2021

- 25 Angela Donovan noted that the Committee had considered the Review of 2020/21 Joint Council for Qualifications Centre Policy for Teacher Assessed Grades (TAGs) along with the TAG Appeals Process and Conflict of Interest Policy.

Student Council – 29 April 2021

26 Angela Donovan explained that the meeting had been conducted using Google Meet and had been successful, she updated Governors on the key developments that had been discussed at the meeting:

- An Education Recovery Plan
- Health and Wellness
- Feedback from Council Members

27 The meeting was positive with some valid and useful points made by students that will be considered and fed back at the next meeting.

Strategic Planning – 5 May 2021

28 Karen Buchanan detailed the items that were presented at the meeting, including an update from Richard Caulfield, Regional Director of the Association of Colleges North West and Antony Higginbotham, MP for Burnley.

Academic Board – 12 May 2021

29 Karen Buchanan explained that the meeting had taken place successfully using Teams. Staff had been asked to discuss and consider the Campus Developments – North Campus Plans and the Community Activity that the College is currently involved in and for any future ideas that the College could adopt.

Search & Governance Committee – 12 May 2021

30 David Brown reported that consideration had been given to a prospective Governor who had expressed their interest in joining the College's Board. An interview was being arranged. David also noted that the Code of Conduct had been reviewed and approved.

Human Resources Committee – 12 May 2021

31 Philip Turner provided details of the meeting; that Governors had received a presentation from Sarah Condren, Staff Development Manager, on the projects she was moving forward and that Committee had received and approved a paper to make a provision for a Pay Award to be made for 2021/22 for the Finance Committee to consider.

Curriculum & Standards Committee – 19 May 2021

32 Paul Ragnall updated Governors on the presentation they had received from the Interns; their achievement prior to joining the College, their responsibilities and the projects they had undertaken whilst at College. Particular emphasis was paid to developments in the apprenticeship programme, with focus being given to supporting employers in their recovery post pandemic.

Extra Ordinary Governing Board – 28 May 2021

33 David Brown confirmed that the meeting had been held to ratify the appointment of Michael Smith to the position of Assistant Principal 16-19 and University Education.

Audit Committee – 10 June 2020

- 34 Jim Sutcliffe updated Governors on the Internal Audit Report that had been conducted in relation to the Cyber Security protection of the College. Jim noted that the document had been produced on a consultancy basis that had resulted in an improvement action plan that required implementation.

16-18 Academic Results 2020/21

- 35 Angela Donovan introduced the report explaining the concept of the Teacher Assessed Grades as opposed to the Centre Assessed Grades that were introduced last year. This year the algorithm has not been applied to the results, the grades are awarded by the tutor, rigorously checked by 3 more levels of verification and scrutiny and uploaded to the Awarding Body. Sample work is sent to by the Awarding Body upon their request. Results this year are taking place 2 weeks earlier than normal allowing for any appeals to take place prior to University offers being made.
- 36 David Brown asked what the historic position was in terms of appeals being made. Angela explained how there had been no appeals made last year although questions were asked. Marking can still be queried and as is normal practice requests for exceptional circumstances to be considered.
- 37 Governors noted the report.

Health and Safety Update

- 38 Neil Burrows updated Governors of the Health & Safety Operations since the last meeting and noted that a full review of 2020/21 will be presented at the next Full Board meeting. He advised of the new process for contractors in the building and that the College had re-engaged with the British Safety Council.
- 39 Risk assessments are continuously reviewed to include the ever-changing government guidance relating to Covid-19.
- 40 Paul Ragnall was pleased to hear about the re-engagement with the British Safety Council.
- 41 Governors noted the report.

Strategic Objectives and Goals 2021-2024

- 42 Simon Jordan introduced the report explaining that he had suggested a recommendation to update the performance indicators under Goal 8 to include more sustainability measurements as a result of discussions at the last Board meeting. Governors asked for the indicators to also include a 'value for money' perspective in relation to sustainability.

Action: Simon Jordan

- 43 Richard Thorley added that sustainability should be considered more fully and perhaps be a goal on its own.

- 44 Jim Sutcliffe asked for an additional goal to be considered relating to ‘keeping people safe’. Stuart explained how targets could be included under each goal and that the SMT would look at how to more accurately reflect these topics as key performance measures under goal 8.

Action: SMT

Update on Governance Issues for Summer term 2020/21

- 45 Simone Lomas introduced the report which covered five 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 not been used during this period.

iii) Membership Issues

After a request to join the Curriculum and Standards Committee and further communication with Fiona Lugiano, it was approved that Fiona would join the Committee as Vice Chair of the Curriculum and Standards Committee.

iv) New and re-elected Governors.

The appointment of the two new Staff Governors, Gareth Jones and Luke Gott was unanimously approved, proposed by Richard Thorley and seconded by Jim Sutcliffe.

Curriculum Strategy

- 46 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.

- 47 Simon advised Governors of consultation taking place with the Lancashire Enterprise Trust (LEP) and how important it is for the College to build relationships with the key influencers of the strategy in the community.

- 48 Jim Sutcliffe suggested that BAE should be included in the strategy corroborating the partnerships that have been built with such prestigious organisations. Simon explained how the inclusivity of the College’s offer to all organisations should be recognised in particular SME’s.

- 49 Jim asked for the document to be included in a Governor induction to highlight what we stand for.

Action: Simone Lomas

- 50 Richard Robinson noted that it was commendable how much the College worked with and supported small businesses.

Safeguarding and Child Protection Policy

- 51 Angela Donovan introduced the report explaining the content of the Safeguarding and Protection Policy and the changes highlighted in red. As a result of Angela's resignation temporary changes have been made to the Designated Safeguarding Lead. Simon Jordan will undertake the role until Michael Smith's employment commences on 16 August 2021.
- 52 Governors formally approved the updated Safeguarding and Child Protection Policy for publication on the Website proposed by Richard Thorley and seconded by Jim Sutcliffe.

Corporate Performance 2020 & 2021

- 53 Karen Buchanan introduced the report and outlined the format in terms of the development of the report.
- 54 Karen confirmed that the College had achieved the status of being the Number One College in the country; the College's achievement rates are 1% above last year.
- 55 It was also noted that the commercial income is steadily increasing as a result of the increased activity with local businesses.
- 56 Governors noted the content of the report.

Governors' Strategic Planning Overview Document

- 57 Karen Buchanan 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.
- 58 Karen noted that Debbie Francis had been appointed as the new Chair of the LEP, taking over from Steve Fogg.
- 59 The content was self-explanatory and was noted.

Property Strategy and Campus Development Update

- 60 Karen Buchanan presented the report, giving context to each of the on-going projects:

Current Building Project

- 61 The current building project for the new Teaching Block and Sport Centre Extension is progressing well, the expected completion dates for the project are 30 October for the Sports Centre Extension and 17 December for the Teaching Block. There is some risk posed to this date as a result of national and global shortages, the team are working hard to mitigate these risks to and keep the project on programme.

Approved by Chair, David Brown

Signed: David Brown Date: 28/09/2021

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