

CONFIDENTIAL ITEMS REMOVED



Minutes of the Full Governing Board meeting held on 30 September 2020

Present: David Meakin- Chair
Phillip Turner
Guy Thomas
David Brown
Keeley Seamans
Emily Slater
Karen Buchanan
Gillian Bardin
Humera Khan
Richard Robinson
Paul Ragnall
Richard Thorley
Jim Sutcliffe
Gerald Griggs
Fiona Lugiano
Paul Henderson

In Attendance: Angela Donovan
Simon Jordan
Simone Lomas
Stuart Arnfield
Neil Burrows
Mazar Iqbal
Ben Whitaker
Gemma West

Apologies: James McLean
Gerald Griggs

Contributed: Louise Robinson

- 1 Angela Donovan introduced Mazar Iqbal, Lecturer in A-levels and Ben Whittaker, Curriculum Manager in the Division of Creative Industries and Computing. Both have been nominated for the prestigious Pearson Awards for FE Teacher of the Year and Digital Innovator of the year. Mazar and Ben explained the process they had been through in terms of the interviews they had. They were asked about the digital transformation in learning and the extra-curricular activities they had each developed and delivered. The next stage will be the filming of a documentary reporting on the journey the staff and students and community of Burnley have gone through and how the projects that Mazar and Ben have developed have been integrated both on an internal and external basis.

2 Gemma West, Curriculum Manager from the Maths and English division joined the meeting remotely and delivered the presentation with Humera Khan, they reported on the current and future plans of the division:

- Student engagement – Implementation of a skills hour
Development of digital resources
Skills gaps across vocational areas
- 2019/2020 Achievements – Curriculum Developments
Learner Experience

3 David Meakin thanked all of the staff who had joined the meeting, for their clear and concise explanations of the work they had been involved in.

4 David Meakin asked about the students that had joined us this year and whether they were at the level their results were suggesting. Karen Buchanan explained how the Centre Assessed Grades and the algorithm logic had been adopted across the country. The government have recognised that there will be anomalies in the level of student attainment and have offered extra funding to support students who have been disadvantaged this year.

Declaration of Interest

5 There were no declarations of interest noted.

Draft Minutes of the Board meeting held on 24 June 2020

6 The minutes of the Board meeting of 24 June were accepted as an accurate record, proposed by David Brown and seconded by Jim Sutcliffe.

Matters arising from the minutes on 24 June 2020

7 Paragraphs 23 – Neil Burrows confirmed that he had included the reporting of near misses in the Health & Safety awareness training, he would update Governors further in his report.

8 Paragraphs 25– Neil Burrows confirmed that the Health and Safety Action Plan had been circulated.

9 Paragraph 30 (i) – Simone Lomas confirmed that the approved minutes were on the website.

10 Paragraph 30 (iii) – Simone Lomas confirmed that the position of Vice Chair of the Curriculum and Standards Committee would remain as an agenda item.

11 Paragraph 39 – Simon Jordan confirmed that the request to align some of the curriculum areas had been made.

12 Paragraph 40 – Simon Jordan confirmed the inclusion of key organisations had been considered and were now in the Curriculum Strategy plan.

13 Paragraph 43 – Angela Donovan confirmed that the paragraph in the Child Protection Policy had been re-written and proof-read.

14 Paragraph 44 – Angela Donovan confirmed that the approved version of the Child Protection Policy could be found on the College website.

Draft Minutes of the Accommodation Working Group held on 2 September 2020

- 15 David Meakin updated Governors on the current position in relation to the work being conducted in the Creative Industries and Computing Division and of the plans for the development of the Sports Centre that was due to commence in October 2020.

Draft Minutes of the Strategic Planning Event held on 23 September 2020

- 16 Karen Buchanan advised Governors of the presentations that were received by Richard Caulfield North West Regional Director of the Association of Colleges and the presentation that had been delivered at the Burnley Bond Holders meeting by Mick Cartledge.

Academic Results 2019/20

- 17 Karen began by stating how results are very different this year in terms of the consequences to each individual student; one of which being students who are enrolled on higher level qualifications than they would typically have been; the impact of the Maths and English re-sits, students will take their exam in November with results not being available until January, with an expectation to keep students interested and learning until the results are out.
- 18 In relation to Apprentices the Furlough scheme will come to an end in October 2020, the likelihood of further redundancies is possible.
- 19 The Colleges University Offer has been adapted to enable people who are considering a career change to have the opportunities at the levels they require.
- 20 Kate Quinn offered to assist, 'there are opportunities in the Health Service that are far wider than in the field of nursing and medicine, if apprentices require support to complete their apprenticeship'. Richard Robinson also offered support from McMahan Leggate. Neil Burrows thanked Kate and Richard.

Action: Neil Burrows

- 21 Karen informed Governors that she had spoken to Steve Fogg, Chair of the Local Enterprise Partnership (LEP), he advised that he was keen for Burnley College to lead the Institute for Technology, he had been heartened to hear about the work that the College was continuing with and of the support being offered to the community and local employers during the unprecedented times.
- 22 Governors were grateful for the update.

Self- Assessment of the Governing Board, its sub committees and work during 2019/2020

- 23 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2019/20. The Governing Board and four of the six Committees have recorded improvements. Whilst still high, the Audit Committee and Search and Governance Committee has recorded a slight reduction in the percentage score, there were no specific reasons that can be attributed to these results
- 24 David Brown asked whether the lower scores would be followed up. Simone Lomas confirmed that scores would be explored with the individuals.

- 25 The attendance profile of Governors individually and collectively was outlined. Our performance indicates Burnley College to be in a positive position with 91% overall attendance for the year. Governors were thanked for their contributions and continued support during the year.
- 26 The introduction of conducting the Governor meetings using a remote platform had resulted in attendance levels increasing. Simone advised that once the current restrictions had been lifted normal practice would resume with the offer to remote into the meetings being available as a last resort.
- 27 Governors noted the report.

Corporate Performance 2020 and 2021

- 28 Karen Buchanan introduced the report to members, she went through each of the targets detailed on the report. Governors were invited to raise questions on any item within the report.
- 29 Karen paid particular attention to the College achieving the status of the 'Top College' in the Country and the results of the staff survey had again lead to the College being top out of the 32 colleges that had taken part; along with a 100% staff response rate.
- 30 Governors noted the progress of each of the targets, commenting that the report was an excellent gauge of past and future indicators.

Governors' Strategic Planning Event Overview Document

- 31 Karen Buchanan introduced the paper and invited Governors to raise questions and comment on the set paragraphs which had been highlighted with the relevant senior managers' name.
- 32 Neil Burrows explained his and the Colleges commitment and drive to support the employers that the College works with by opening up the avenues to allow organisations to network and develop their products, aligned with the commitment to support their staff with ensuring the resources are modern, up to date and high-tech.
- 33 Angela Donovan advised the Board on how she was continuing the important communication with Burnley School Heads, now more than ever there is a need to support all of the educational institutions, she explained how actually getting into the schools had been challenging, remote operations have been developed and proving successful.
- 34 Jim Sutcliffe asked about the extra funding the College was receiving; how was the College supporting the students. Angela explained that most of the funding was assisting the projects that Humera has spoken about, the small and individual group work and skills development of students and apprentices.
- 35 Governors noted the updates.

Health, Safety and Wellbeing Update

- 36 Neil Burrows presented the report explaining the processes the College undertakes each year to ensure the College is prepared and ready to operate for the Academic Year ahead.
- 37 The College has high level of internal practices that ensure compliance, to further enhance the checks. This year the College have contracted with David Shorrocks and external ex-HSE inspector to validate/advise on our practices. David was extremely pleased with the new way of working and the interventions the College had made in terms of keeping staff and students safe. Neil Burrows explained to Governors that a Covid-19 Risk assessment had been introduced; that it drove the practices for when and if a member of staff or student displays symptoms and their subsequent return to College.
- 38 Richard Thorley asked whether whole year groups would be sent home as is happening in local secondary schools. Neil explained how the 'bubble' concept was working in the College and that students were predominantly staying in their divisional areas. Students have been sent home to work remotely; mainly in small bubbles.
- 39 Paul Ragnall asked about the increase in accident rates during January and February. Neil was asked to investigate and interrogate what is behind the data.
- Action: Neil Burrows**
- 40 Simon Jordan updated Governors on the Open Event and how students have been given options to attend the College, attend the College on a 1 to 1 tour or by watching the Virtual Open Event on-line. Simon explained how all the options worked with the safety of students and staff being paramount. Of the two open events that have taken place, the feedback has been positive on every level.

Minutes of the Remuneration Committee held on 19 August 2020 and 27 August 2020 (staff, students and senior post-holders not present)

- 41 The minutes were reviewed by all governors and unanimously approved.

Approved by Chair, David Meakin

Signed: Approved via email Date: 1.12.20

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