

Minutes of the Full Governing Board meeting held on Wednesday 5 October 2022

Present:

David Meakin- Chair
Phillip Turner
Guy Thomas
David Brown
Gareth Jones
Muhammad Urahman
Karen Buchanan
Gillian Bardin
Fiona Lugiano
Jennifer Fawcett
Annette Weekes
Steve Wilkinson
Anita Wright

Contributed:

Richard Thorley
Jim Sutcliffe

In Attendance:

Sarah Crossley
Simon Jordan
Simone Lomas
Stuart Arnfield
Curtis Wilson - Observing
Kate Wallace - Observing

Apologies for Absence:

Richard Robinson
Pau Henderson
Neil Burrows
Gerald Griggs

- 1 David Meakin welcomed Governors to the meeting, introducing Anita Wright, Annette Weekes and Steve Wilkinson who are new Business Governors. He also introduced Curtis Wilson who was observing the meeting as a prospective Staff Governor and Kate Wallace was joining the College as Assistant Principal - Apprenticeship and University Education. Those in attendance introduced themselves to the new Governors.

Declaration of Interest

- 2 There were no declarations of interest noted.

Draft Minutes of the Board meeting held on 29 June 2022

- 3 The minutes of the Board meeting of 29 June 2022 were accepted as an accurate record, proposed by David Brown and seconded by Gareth Jones.

Matters arising from the Minutes of the 29 June 2022

- 4 Paragraph 15; - The Senior Management team confirmed that they had undertaken an exercise to source new Governors. This exercise had been successful, 3 new appointments have been made to the Governing Board.
Paragraph 31(i); – Simone Lomas confirmed that the redacted minutes had been published on the website.
Paragraph 49; - Simon Jordan confirmed that the highlighted paragraphs in the Strategic Planning Overview document had been correctly classified.
Paragraph 54; - Simon Jordan confirmed that the topic of University Relationships would be an item considered at the Governors Strategic Residential.
Paragraph 63; - David Meakin and David Brown confirmed they had fully discussed the new Senior Postholder position with Karen Buchanan.

Draft Minutes of the Extra-Ordinary Board meeting held on Wednesday 17 August 2022

- 5 David Meakin explained that the extra-ordinary meeting was held to consider the approval of the Assistant Principal – Apprenticeships and University Education position following the successful appointment of Kate Wallace. David confirmed that the recommendation had been unanimously ratified proposed by Gillian Bardin and seconded by Philip Turner.

Draft Minutes of the Extra-Ordinary Board meeting held on Wednesday 14 September 2022

- 6 David Meakin explained that the extra-ordinary meeting was held to consider the approval of Anita Wright, Annette Weekes and Steve Wilkinson as Business Governors to the Governing Board. David confirmed that the recommendation had been unanimously ratified proposed by Guy Thomas and seconded by Fiona Lugiano.

Safeguarding and Child Protection

- 7 Karen Buchanan introduced the report explaining the changes that had been made to the policy and the reasons for them.
- 8 The 2022 Keeping Children Safe in Education (KCSIE) legislation changes require the Designated Safeguarding Lead (DSL) to:
- undertake increased levels of specialised training
 - develop, deliver and evaluate a clear safeguarding strategy
 - ensure all tiers of the mental health continuum are effectively managed
 - update staff in line with local procedures and national statutory requirements and guidance
 - track, monitor, co-ordinate, record and effectively deal with increasing numbers of referrals
 - manage the designated teacher role
 - undertake the senior mental health lead role

- 9 David Brown explained that his role as Governor Lead for Safeguarding had given him opportunities to explore the policy with a level of knowledge following the DSL training, both himself and Gillian Bardin had recently received. The policy is well written, it gives an interesting insight into the responsibilities of the DSL. Tracy Kennedy, Safeguarding and Child Protection Manager and DSL gives him confidence and assurance of how the policy works and is implemented in the College.
- 10 David Meakin asked about refresher safeguarding training for Governors. Karen confirmed that training would be arranged for Governors in the New year and updated regularly in the normal way. All staff undertake a full safeguarding qualification during induction and annual refresher training.

Action: Karen Buchanan

- 11 Governors noted the changes to the safeguarding arrangements and unanimously approved the Safeguarding and Child Protection Policy for publication on the website.

Action: Simone Lomas

Academic Results

- 12 Sarah Crossley introduced the paper, confirming that the summer exam series had been successful, and had reflected a return to the traditional exam format. The DfE, Ofqual and JCQ made adaptations that were not usual to previous examination series; the government aims that in the next round of examinations in 2023, there will be a full return to results that are in-line with pre-pandemic results and that University learning had returned to face-to-face teaching.
- 13 Sarah explained the issues that had been faced in assessments with T Levels in Health, Healthcare Science and Science. A review had been launched by the Department for Education (DfE), Ofqual and IfATE, finding significant issues with both the assessments that had been set and the result that had been awarded. The response to the review is still ongoing and the College have been involved in discussions.
- 14 Jim Sutcliffe via email asked whether there was any data relating to apprentices who had been made redundant during the pandemic and whether they had found alternative employment, for those that hadn't been successful in finding employment had there been ongoing dialogue with them.
- 15 Neil Burrows will provide the information at the next Full Board meeting.

Action: Neil Burrows

- 16 Governors noted that the 'Moving Forward' ideas make good reading and should benefit the students.

Self- Assessment of the Governing Board, its Sub Committees and work and Governor Attendance during 2021/22

- 17 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2021/22. The Finance and Audit Committee have recorded improvements, the Governing Board, Curriculum and Standards, Remuneration, Human Resources and Search and Governance Committees have recorded a slight reduction in the percentage score. Further work to support Governors to understand the aspects of the role is an exercise that requires further consideration and any appropriate actions implemented.
- 18 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.
- 19 It was noted that Gillian Bardin attended the Adult Celebration event and that Gareth Jones had not been invited to any of the events listed on the Governor Contribution document and would like the minutes to record this.
- 20 Jim Sutcliffe via email asked whether the College would explore using specific co-opted specialists to the Board. This item will be discussed at the Search and Governance Committee meeting.

Action: Simone Lomas

- 21 Governors noted the report.

Governors' Strategic Planning Event Overview Document

- 22 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. In the first instance Karen answered questions raised by Jim Sutcliffe and Richard Thorley via email. They asked that with the Higher Education governor's Term of Office being limited to two terms of four years, would this mean that in 5 or 6 years time the Board will have a major issue and should Governors who have been Governors longer than two terms of office be concerned. Karen explained that the OfS had recently accepted the Colleges practices in relation to the Governors who had served more than two Terms of Office. The Search and Governance Committee will consider vacancies and initiate searches as required, making recommendations to the Board based upon the specific requirements of the Board at that time.
- 23 Annette Weekes noted that Andy Walker was the new Chair of the Local Enterprise Partnership (Paragraph 3.21).
- 24 Governors noted the updates.

Health, Safety and Wellbeing Update

- 25 Simon Jordan presented the report on behalf of Neil Burrows explaining the processes the College undertakes each year to ensure the College is prepared and ready to operate for the academic year ahead. He noted that the College had promoted the reporting of incidents to provide a reminder of possible hazards, identify potential root causes and put actions in place to pre-empt accidents from happening. Assurance was given to Governors that Health and Safety in the College continues to be managed effectively and remains a high priority.
- 26 Simon updated Governors of the current practices being implemented in the College in the new academic year, learning lessons from practices that were seen as good practice and maintaining them post-covid. The College has been in contact with David Shorrocks an external ex-HSE inspector to validate/advise on the colleges' practices.
- 27 Training will continue for 2022/23 to ensure the safety of staff and learners. A 'bitesize' Health & Safety update has been introduced, covering General Health and Safety and Risk Assessment topics. All staff will complete Display Screen Equipment, Health and Safety near misses and Manual Handling Training over the year.

Office for Students (OfS) Update/Review of Instruments and Articles

- 28 Simone Lomas introduced the report, giving context to the detail being presented. The Instruments and Articles of Governance are a set of shared values that underpin the expectations of the Board.
- 29 Governors were pleased to note the positive outcome from the OfS and unanimously approved the Instruments and Articles of Governance for publication on the College Website.

Action: Simone Lomas

Governors' Strategic Residential 2022/23

- 30 Simone Lomas reminded Governors of the Strategic Residential event provisionally booked for the 20 and 21 January 2023 at the Coniston Hotel, Coniston Cold, Gargrave.
- 31 Further information will be provided and requested from Governors prior to the event.

Corporate Performance 2022 and 2023

- 32 Karen Buchanan introduced the report to members, she went through each of the targets detailed in the report, emphasising that the Achievement rate in Goal 1 is likely to be around 96%. Governors were invited to raise questions on any item within the report.

- 33 Anita Wright asked how the targets were agreed especially after increasing the achievement rate recently to 90% when the rates over the past 3 years have all been 95% and above – should the target not be more challenging. Karen explained how the target had been discussed at a previous meeting where some governors had requested a higher rate. It had been agreed to observe the situation post covid before considering increasing it further.
- 34 Jim Sutcliffe via email asked about whether the interim achievement rates would improve. Sarah confirmed that she was confident that the achievement rates would improve as the data was continuing to demonstrate a positive set of results.
- 35 Governors were pleased and reassured with the rigour and detail being presented in the report.

Amendments to the Governors’ Meetings and Events Calendar 2022/23

36 Governors approved the Calendar of Meetings and Events 2022/23 at its March 2022 Governing Board. It is not practice, to make amendments following approval, however for various unexpected reasons including the passing of Queen Elizabeth II three amendments have been made since March 2022:

- HE Graduation moved to Tuesday 24 January 2023
- Themis Awards moved to Thursday 2 February 2023
- Creative Arts End of Year Show and Art and Dance Presentation moved to Friday 16 June 2023.

37 Governors noted the amended dates.

New Governor Appointments

38 Following a rigorous interview process on 5 October 2022, and as a result of the previous Support Staff Governor leaving the College, Curtis Wilson has been recommended to be appointed to the position.

39 David Tomlinson, Director of Uniac was interviewed by David Meakin, David Brown and Karen Buchanan for the vacant independent Governor role. He has also been recommended to be appointed to the position.

40 Governors considered each of their bibliographies and comments made by the interview panels and unanimously approved David Tomlinson and Curtis Wilson to the Colleges Governing Board.

Minutes of the Remuneration Committee held on 15 August and 17 August 2022 (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: D Meakin

Date: 28 November 2022

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