

## CONFIDENTIAL

### Meeting of the Governing Board – Wednesday 8 December 2021 - conducted remotely

#### Present

David Meakin – Chair  
Jim Sutcliffe  
David Brown  
Gillian Bardin  
Karen Buchanan  
Oscar Whittaker  
Gareth Jones  
Luke Gott  
Gerald Griggs

Fiona Lugiano  
Kate Quinn  
Guy Thomas  
Richard Robinson  
Philip Turner  
Paul Henderson

#### In attendance:

Simon Jordan  
Stuart Arnfield  
Neil Burrows  
Sarah Crossley  
David Price  
Simone Lomas

#### Apologies for Absence

1 Richard Thorley

#### Welcome and Introductions to Student Governors

2 Jennifer Fawcett and Mohammad Urahman, the potential new Student Governors were introduced to the Board. Both Jennifer and Mohammad are A Level students and are representing the College's Sixth Form cohort. They left before the meeting started. The decision to approve their appointment would be considered at Appendix E.

#### Health and Safety Training

3 David Price delivered an update to Governors in relation to legislation and the practices we have adopted to ensure compliance. He advised Governors of the national statistics in terms of accidents at work and the impact of their cost on the economy, comparing them to College statistics.

4 The Health and Safety Executive (HSE) "Leading Health and Safety at Work" referred to in the presentation, will be sent out to Governors as a reference document.

**Action: Simone Lomas**

4 David Meakin, on behalf of the Governing Board, thanked Oscar Whittaker for his contributions and for his challenging and professional manner in the meetings he attended. This was Oscar's last Full Board meeting, all Governors wished him well in his future endeavours.

## **Declaration of Interest**

5 There were no declarations of interest noted.

## **Draft Minutes of the Board meeting held on 6 October 2021**

6 The draft minutes of the Board meeting held on 6 October 2021 were accepted as an accurate record of the meeting, proposed by Jim Sutcliffe and seconded by David Brown.

## **Matters arising from the Minutes**

7 Paragraph 24 – Simone Lomas confirmed the External Governance reviews and Equality, Diversity and Inclusivity of Governance would be considered at an Extraordinary Search and Governance Committee.

## **Minutes of the Committees**

### **Draft Finance Committee – 1 December 2021**

8 Guy Thomas, on behalf of Richard Thorley who had emailed an update, explained that the Finance Committee had revised the Key Performance Indicators to bring them more in line with external measurement, that the new loan arrangement had been considered and discussed and that there had been a strong financial start to this academic year supported by savings, mainly due to unfilled staff positions.

### **Draft Audit Committee – 17 November 2021**

9 Jim Sutcliffe explained how the infrastructure of the cyber security systems required a high level of vigilance, although had been reassured by Matt Nuttall and James Stott, Network Services Manager. Jim updated Governors of the internal audit reports; that there had been some significant changes in processes to reduce risks during Covid that had resulted in a more manual process; that along with the timing of the audit had led to a higher level of recommendations. The external auditors continue to be both supportive and constructive, the contract for external audit is due to end and the process to tender will begin in the new year. The appointment process for internal audit was nearing its conclusion.

### **Draft Accommodation Working Group – 12 October 2021 and 9 November 2021**

10 David Meakin updated Governors on the current position in relation to the campus developments, he advised that the buildings were progressing well, although this had not been without challenges. The handover of the Sports Extension was on target for 17 December 2021 with the New Teaching Block completion date being 31 January 2022. Both dates were later than those originally agreed.

### **Draft Curriculum and Standards Committee – 10 November 2021**

11 Fiona Lugiano advised Governors of the presentation the Committee had received on the internal and external developments in the Apprenticeship provision, how the College had adapted and changed processes to build synergy and compliance in to the ever-changing guidelines being received from government. The Annual Review of University Courses had been positive from all of the partner universities and that the enrolment position was again positive with increases in both University and 16-18 enrolments.

### **Student Council – 4 November 2021**

- 12 Sarah Crossley advised that the Student Council meeting was well attended albeit remotely using Zoom and was very engaging. The agenda included the consideration of the student communication App; EBS Engage and the recent Student Development Day. Feedback had been positive although suggestions were made that will be considered by the College.

### **Quality Committee – 1 July and 9 November 2021**

- 13 Sarah Crossley informed Governors of the scope of the Committee, that members were representative from key areas of the College. Nina Parkin, Dean of University Studies, was present to participate in the consideration of new policies and procedures agenda item; in particular the Education Tuition Fees. A review of the Teacher Assessed Grades was discussed with feedback that the processes had been developed to ensure quality of assessment and moderation and that they were rigorous and fair.

### **Draft Human Resources Committee – 13 October 2021**

- 14 David Brown advised members of the very positive staff survey results that had been achieved along with 100% completion of appraisals. Reference was made to the recruitment and staff turnover position; that staff were re-evaluating their life choices as a result of the challenges that were being faced.
- 15 The recommendation from the HR Committee to approve the pay award subject to affordability and the consideration by the Finance Committee was referred to. A paper for the Board to consider a pay award is included as an agenda item.

### **Draft Academic Board – 13 October 2021**

- 16 Karen Buchanan advised of the three items discussed by the Board: Health and Safety Refresher training for all Burnley College staff, 2021 Staff Survey and Quality of Education – Teaching and Learning. All three reports were extremely positively received.

### **Draft Search and Governance Committee – 13 October 2021**

- 17 David Brown advised that many of the items discussed at the meeting would be presented in the report at Appendix E. David noted that Richard Robinson has been re-elected to the Board for a second term of office and that Paul Ragnall had resigned from the Board whilst in his third term of office.

### **Safeguarding Minutes – 7 October 2021**

- 18 David Brown explained the purpose of the meetings and that they took place twice a term, David's role was to support the group strategically, assuring Governors that their responsibilities to ensure they facilitate a whole college approach to safeguarding, ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy are being undertaken.
- 19 Jim Sutcliffe asked whether David required any additional support, the role of Governor Safeguarding lead was critical and consideration should be given to it not being all on David's shoulders.

**Action: Simon Jordan**

### **External Audit Requirement**

- 19 To ensure compliance with the Audit Code of Practice the audit findings are required to be presented at the Full Board.
- 20 Dale Thorpe summarised the audit findings, their role is to establish whether the financial statement opinion provides a fair view of the position, whether the funding and income is being used for what it is intended for. The audit was conducted professionally by all parties with support from Susan Williams and Stuart Arnfield. Dale confirmed that the audit recommendations had been minor, apart from one significant recommendation relating to student records in relation to apprenticeship documentation.

### **Academic Results 2020/21**

- 21 Karen Buchanan presented the report explaining that this paper had been written to give Governors an insight into how academic results have been formulated (given there were no exams for a second year) across the country and how the College has performed. Karen explained the logic attributed to the new Teacher Assessed Grades, (TAGs) giving detail on the exercise undertaken to produce the results sent to each awarding body.
- 22 The outcome for Burnley College was positive with high grades increasing by 6% from the previous year. No changes were made following rigorous awarding body quality assurance checks and student work sampling as a result of the robustness of Burnley College's processes, with all Teacher Assessed Grade decisions upheld as submitted.

### **Audit Committee Annual Report to the Governing Board 2020/21**

- 23 Jim Sutcliffe presented the report confirming that the data demonstrated a positive position. He noted that there had been three areas addressed under the 2020/21 internal audit programme with recommendations that had been reported in previous agenda items of the meeting.
- 24 The previous internal audit contract came to an end in July 2020, with the College deciding to go out to tender for a new internal audit service in spring 2020. As a result of the COVID-19 pandemic this tender was not able to be completed due to audit firms not being able to bid at that time. The decision was taken to delay the tender process until 2020/21 and instead undertake specific reviews by individual specialist consultants.
- 25 The content of the report was summarised with the overall conclusions being that the College continues to offer value for money.
- 26 The Board unanimously accepted and approved the contents of the annual report, proposed by Gillian Bardin and seconded by Oscar Whittaker.

### **Corporate Performance 2021 and 2022**

- 27 Karen clarified that the report provided an overview of the strategic management cycle and results and a summary of the goals and the progress towards each one, presented to Governors three times a year and to staff twice a year.

- 28 Karen informed Governors of the current position in relation to each of the goals explaining that the data provides headline achievement against the goals for the last 3 years. Karen emphasised the success in terms of achievements. Achievements recorded for the year 2020/21 are 95%, remaining the same as last year's figure.
- 29 The content was noted.

#### **Update on Governance Issues for Autumn/Winter term 2021/22**

- 30 Simone Lomas presented the report requesting Governors' consideration of the draft redacted minutes attached to the report. Governors unanimously approved them for publication on the Colleges website.

**Action: Simone Lomas**

- 31 Governors noted that the College Seal had not been used in this term.

- 32 Governors noted the membership update.

- 33 After a rigorous interview process, a recommendation to approve the appointment of the Student Governors, Jen Fawcett and Mohammad Urahman to the College's Board was made. The recommendation to approve the Student Governors was unanimously approved, proposed by Fiona Lugiano and Richard Robinson.

**Action: Simone Lomas**

- 34 Oscar Whittaker asked why both of the Student Governors were studying A Levels rather than one of them studying a vocational programme as it was when he was appointed. Sarah Crossley explained how the interview process had been conducted, concluding that Jen and Mohammad were the best candidates for the role.

- 35 Simone advised Governors of the interview process that had been conducted for the role of Assistant Principal Sixth Form and University Studies. Three candidates initially applied, one of which withdrew, with the remaining two attending an interview in the College on 30 November 2021. Four Governors were involved in the interview process along with members of the Senior Management Team and managers of the College. The panel unanimously recommended that Sarah Crossley should be appointed to the position.

- 36 Governors discussed the recommendation and approved the appointment of Sarah Crossley to the role of Assistant Principal Sixth Form and University Studies, proposed by Jim Sutcliffe and seconded by David Brown.

#### **Health and Safety Report 2020/21 and in year update for 2021/22**

- 37 Neil Burrows confirmed that there had been 350 incidents and accidents reported in the year to 31 July 2021 with no reportable accidents under RIDDOR.

- 38 Neil informed the meeting of the risk assessments and practices associated with the Covid-19 pandemic that remain in place throughout the College to enable the safe, continued learning and working for students and staff. Health and Safety Consultant David Shorrock has visited the College four times throughout 2020/21 to provide an extra level of validation to the College practices.

39 Gerald Griggs wished to note how pleased he was to read such a thorough report, he asked about the different categories being reported in relation to what defines an incident rather than an accident and what would be classed as 'Other' in table 1 on Annex A of the report. Neil agreed that the type of accidents/incidents should be included in the report.

**Action: Neil Burrows**

40 Jim Sutcliffe reminded Governors of the role that Paul Ragnall undertook as Governor lead for Health and Safety and asked this to be considered by the Search Committee. Paul had agreed to continue to support the College with any issues relating to Health and Safety and with the College's Royal Society for the Prevention of Accidents (RoSPA) application.

**Action: Simone Lomas**

41 The report was noted.

### **Governors Strategic Planning Overview Document**

42 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.

43 Karen emphasised the significant increase in current school leaver applications to the College, an increase of 11% at the same point last year.

44 Governors thanked Karen for the update and noted the content of the report.

### **The College Self-Assessment Report (SAR) 2020/21**

45 Simon Jordan advised that the SAR is a formal document that is placed on the Ofsted hub. Whilst this is no longer a legal requirement, it is recognised as good practice to do so. The SAR summarises where we expect to be against the Education Inspection Framework (EIF). The SAR is externally validated through consultants, and internally validated through divisional and support area reviews comparing performance against national averages and College targets.

46 Gerald Griggs believed the SAR to be an excellent reflection of the College, although it should be checked to ensure our position is triangulated in terms of its validation.

### **Ofsted Visit**

47 Karen Buchanan introduced the report, updating Governors on the Ofsted Inspection that was undertaken at the College between 23-26 November 2021.

48 Karen explained in detail the process of how the inspection was conducted, resulting in an overall grade 2 being awarded to the College. Although the grade is disappointing areas to improve were identified and SMT are working together to agree the way forward. Karen did raise some concerns regarding the inspection team and the process and comments made.

49 During the inspection the Association of Colleges notified us that Burnley College results placed us as the top performing college in the country in January 2022, although this data was presented to the inspectors the new EIF methodology data plays no part in their judgement.

- 50 The final report will be presented to Governors once the report has been received.
- 51 Governors from some of the Committees, the Chair and Vice Chair of the Board were involved in the inspection and gave their views of the process. A robust and ardent discussion ensued, concluding that the report, once received, should be contested if factually incorrect with further consideration given to whether the conduct of the inspectors should be raised as an issue.

Approved by Chair, David Meakin

Signed: David Meakin

Date: 16.02.2022

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