

**Draft**

**Minutes of the Full Governing Board meeting held on Wednesday  
4 October 2023**



**Present:**

David Meakin (Chair)  
Phillip Turner  
David Brown  
Benji Crampton  
Karen Buchanan  
Gillian Bardin  
Fiona Lugiano  
Eshan Bilal  
Anita Wright  
Curtis Wilson  
Jim Sutcliffe  
Paul Henderson  
Richard Thorley  
David Tomlinson

**In Attendance:**

Sarah Crossley  
Kate Wallace  
Simone Lomas  
Stuart Arnfield

**Apologies for Absence:**

Guy Thomas  
Annette Weekes  
Steve Wilkinson  
Richard Robinson  
Gerald Griggs  
Neil Burrows

**Health & Safety Update by David Shorrocks**

Karen Buchanan introduced David Shorrocks, ex-Health and Safety Inspector, who provided an update on the current position in terms of the structure of the Health and Safety team, he also provided assurance that Health and Safety was in a positive position in terms of the practices in the College and how involved Governors should be including the advantages of a Health and Safety Governor Lead on the Board.

David referred to the reports that are presented at the Health and Safety Committee, highlighting that the key issue was whether there are trends and whether actions are closed off.

David recommended that as the College grows there should be an increased level of support and suggested that consideration is given to the formulation of an actual Health and Safety Team.

Jim Sutcliffe hadn't been convinced that the current structure was correct and asked whether David had any recommendations. David was keen to give Governors assurances of the positive position in terms of Health and Safety in the College, there are enhancements that can be made departmentally. A small team should be considered, improvements have been made but the organisation is growing and the team needs to grow also.

Richard Thorley asked how the College compares with other similar organisations, asking whether David was able to provide any benchmarking data. David explained that ultimately the goal is to comply with the law, he mentioned how near misses are key to highlighting hotspots, if accidents occur the process has failed, the recording and actioning of near misses is key.

David Tomlinson asked whether the issues were about the activity as much as the volume in terms of inherent risks and whether Governors should be appraised of the checks and balances. David Shorrock gave examples of how activities change and the checks and balances and monitoring and reviewing of processes need to reflect the changes, the key is the internal assurance rather than external corroboration.

David Meakin thanked David Shorrock for attending the Board meeting.

David Meakin thanked Benji Crampton and Eshan Bilal for their contribution at the Awards for Excellence Event, their speeches were extremely powerful and professional. He also mentioned the fabulous graduation event and how well it had been organised.

### **Declaration of Interest**

1 There were no declarations of interest noted.

### **Draft Minutes of the Board meeting held on 23 June 2023**

2 The minutes of the Board meeting of 23 June 2023 were accepted as an accurate record, proposed by David Brown and seconded by Fiona Lugiano.

### **Matters arising from the Minutes of the 23 June 2023**

3 Paragraph 13; - Karen Buchanan confirmed that David Shorrock attended the meeting this evening.

Paragraph 27; – In relation to the Strategic Objectives and Goals, Kate Wallace and Sarah Crossley confirmed that the activities and criteria regarding Goal 3 would be included in the paper presented at the next Curriculum and Standards Committee.

Paragraph 32; - Karen explained the Deep Dive process.

Paragraph 37; - The Health and Safety Policy has been amended and now includes a reduced number of the phrase 'reasonably practicable'.

Paragraph 38(i); - Simone Lomas confirmed that the redacted minutes have been published on the website.

Paragraph 62; - Kate Wallace confirmed that in relation to the Stakeholder Surveys the percentage engagement figure will be included in the report when it is presented next year.

## **Safeguarding and Child Protection**

- 5 Karen Buchanan introduced the report explaining the changes that had been made to the Policy and the reasons for them.
- 6 The 2023 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
- 7 In line with the changes to the Safeguarding and Child Protection Policy, specifically referred to in section E page 10 and section M page 15, the College has developed a Filtering & Monitoring Statement. The statement will be reviewed annually by the Designated Safeguarding Lead and presented to governors.
- 8 David Brown and Gillian Bardin expressed how confident they were with the assurances that are regularly given by the Safeguarding team and their robust practices and processes. There remain lots of mental health issues that agencies outside of Burnley College should be dealing with, the lack of external support has resulted in the issues being brought into College with over 700 learners reporting their needs to the College since September.
- 9 David Tomlinson noted that the navigation to find the Safeguarding Policy on the website is difficult, Simone Lomas will investigate and action.  
**Action: Simone Lomas**
- 10 David Tomlinson referred to Martyn's Law; a proposed piece of legislation that aims to create a proportionate approach to protecting security in sites and venues, in the aftermath of the Manchester bombing. Karen explained that there had been no decision about the classification of colleges. Although we await further advice it is on the College's radar.
- 11 Governors noted the changes to the safeguarding arrangements and unanimously approved the Safeguarding and Child Protection Policy for publication on the website and noted the action plan.  
**Action: Simone Lomas**

## **Academic Results**

- 12 Sarah Crossley introduced the paper, explaining that the Department for Education and Ofqual had, in September 2022, confirmed that for the 2022/23 academic year GCSE, AS and A Level exams would return to pre-pandemic

arrangements, including the removal of the advance information adaptations that were implemented in the 2021/22 academic year. It was also confirmed that there would be a return to pre-pandemic grading for the 2023 summer exam series, but with measures to protect the 2023 cohort if performance was judged to be affected by the pandemic.

- 13 Following the publication of GCSE, AS and A Level qualifications, the government confirmed that in line with the grading approach taken this year, results are broadly similar to 2019, the last year that summer exams were sat before the pandemic
- 14 Sarah explained that the full review of T Levels had been launched as a result of concerns that had been raised nationally, finding significant issues both with the assessments that had been set, and the results that had been awarded, leading to regrading of assessments and further interventions. The College has been involved in national and centre-focused discussions with the DfE, Ofqual and the Institute for Apprenticeships and Technical Education (IfATE) in order to ensure current and future students are not disadvantaged and that T Levels enable learners to have high quality experiences which lead to outstanding outcomes. T Levels are also in scope for Ofsted in inspections.
- 15 Following regulatory updates and developments from the Office for Students (OfS), the 2023/24 academic year will see the introduction of reviewed processes, procedures and reports by the College's partner universities in line with enhanced focus from the OfS. For example, UCLan has approved a new Course Review Process, that will replace Continuous Course Enhancement for Partnership provision, commencing September 2023. This new process will require course teams to review provision at three census points each year, completing an enhanced action plan.
- 16 Governors noted the report.

### **Self- Assessment of the Governing Board, its Sub Committees and work and Governor Attendance during 2022/23**

- 17 Simone Lomas introduced the report which provided analysis on the feedback received from Governors on their work at Board and Committee meetings during 2022/23. The Remuneration and Search and Governance Committees have recorded improvements, the Governing Board, Curriculum and Standards, Audit and Human Resources and Search Committees have recorded a reduction whilst the Finance Committee has remained the same 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 85% overall attendance for the year. Simone was asked to provide comparison benchmarking data from other Colleges in relation to attendance targets.

- 19 Governors were thanked for their contributions and continued support during the year.
- 20 Governors noted the report.

### **Governors' Strategic Planning Event Overview Document**

- 21 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.
- 22 Karen updated Governors on:
- The positive picture in terms of school leaver applications, they are increasing year on year, the first open evening welcomed 760 families with the second one of the year reporting 598 families attending the event.
  - The Burnley Bondholders meet every month, they have recently hosted their 10 years celebration here at the College which included a tour of all the new facilities, rooms and specialist kit.
  - Devolution is going to happen in Lancashire, as a result of the lack of agreement of having only one Mayor in Lancashire the application can only be made at Tier 2, thus reducing the amount of funding available across the county.
- 23 Richard Thorley asked about the process to influence the decisions being made in relation to the practices of devolved authorities. Karen confirmed that the LEP will be dissolved, with their obligations being moved to Lancashire County Council. Karen will keep close to the people and the strategies, working collectively with the other colleges to influence decisions that will impact the College.
- 24 Governors noted the updates.

### **Health and Safety Update**

- 25 Kate Wallace, in Neil Burrows absence, 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. She 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 Kate 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, who governors had met this evening to validate/advise on the Colleges' practices.
- 27 Kate explained the data in Table 1 of the report; detailing the Accidents, Incidents and near misses, noting that 55% of the incidents related to students vaping or smoking in a prohibited area, this has reduced by 25% as a result of the no tolerance approach.

- 28 Fiona Lugiano asked about the awarding of contracts and whether Health and Safety formed part of the tender. Stuart confirmed that Health and Safety was included in all tenders with applications being robustly scrutinised prior to awarding the contract.
- 29 Training will continue for 2023/24 to ensure the safety of staff and learners. A Health & Safety update has been introduced, covering General Health and Safety and Risk Assessment topics.

#### **Governors' Strategic Residential 2023/24**

- 30 Simone Lomas reminded Governors of the Strategic Residential event provisionally booked for 19 and 20 January 2024 at the Coniston Hotel, Coniston Cold, Gargrave.
- 31 Further information will be provided and requested from Governors prior to the event.

#### **Corporate Performance 2023 and 2024**

- 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 95%. Governors were invited to raise questions on any item within the report.
- 33 At the Strategic Residential in January 2023 Governors were introduced to the Rainbow Flag Award. The award is a national quality assurance framework for primary schools, secondary schools and colleges. The Rainbow Flag Award encourages a whole organisation approach to LGBT+ (Lesbian, Gay, Bisexual, Trans, plus other related identities), inclusion and visibility. It also requires strategies to effectively challenge and combat LGBT phobic and bullying to be developed. Karen was pleased to announce that the College has achieved the Rainbow Flag Award with no recommendations.
- 34 Eishan Bilal asked what the number 1 college actually relates to, Karen explained that it is the achievement rates of all the 16 to 19 full time provision.
- 35 David Tomlinson asked for clarification of the interim figure for goal 1 last year. Karen confirmed that it was 75% as at that point in the year we are still awaiting the awarding bodies sending in confirmation of achievements.
- 36 Governors were pleased and reassured with the rigour and detail being presented in the report.

#### **Appointment of Assistant Principal – University and Adult Education**

- 37 The recruitment process for the role of Assistant Principal –University and Adult Education has been undertaken with a thorough interview process compromising

panel interviews, a goldfish bowl exercise, a presentation, a data task, a tour and meetings with a selection of academic and support managers.

- 38 The College's Instruments and Articles of Governance and the College Senior Post-holder Remuneration Code were fully complied with. The process involved two candidates (one internal and one external), four Governors and members of the Senior Management and Management Teams.
- 39 The interviews were conducted on Tuesday 3 October 2023. All the Senior Management team and Governors involved unanimously agreed to recommend that Nina Parkin should be appointed to the position of Assistant Principal – University and Adult Education.
- 40 Governors unanimously approved the recommendation and approved the appointment of Nina Parkin to the position of Assistant Principal – University and Adult Education.

**Minutes of the Remuneration Committee held on 14 August and 16 August 2023 (staff, students and senior post-holders not present)**

- 41 The minutes were reviewed by all governors (excluding staff and students) and unanimously approved.

Approved by Chair, David Meakin

Signed: David Meakin

Date: 29 November 2023

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