

Minutes of a meeting of the Corporation held at 1730h on 2<sup>nd</sup> July 2020  
by Microsoft Teams

Present: Michael Priestley (Chair); Norma Boyes; Amie Calvin; Elaine Clinton; Peter Ellwood; Nigel Holliday; Phil Jardine; Robert Milburn (from Min No 67/20); Chris Nattress; Denise Rollo; Dr Robin Talbot; Tanya Weston; Stuart Williams

Apologies: Beth Gaskell; Alison Hampson; Leanne Singleton

Also present: Karen Wilson (Deputy Principal); Daniel Braithwaite (Assistant Principal); Jane Murray (Clerk)

**63/20**      **Minutes**

**Resolved** – that the minutes of the meetings held on 14 May 2020; 21 May 2020 (special); 1 June 2020 (special) be approved and signed as a correct record.

**64/20**      **Declarations of Interest**

None received.

**65/20**      **Agenda Management**

No changes were agreed

**66/20**      **Confidential Session and Minutes**

**Resolved** –

- 1) To move into confidential session
- 2) To approve the minute of the meetings held in confidential session of 14 May 2020;
- 3) To approve the minutes held in confidential session of 1 June 2020.
- 4) To note the draft minutes of the Finance and Corporate Working group of 18 June 2020, with recommendations in respect of Minutes 67/20 and 68/20.

**67/20**      **Finance Update – confidential**

The Deputy Principal updated the Board on financial matters.

**68/20**      **Subsidiary Company – confidential**

Approval was sought from the Board to set up a subsidiary company to accommodate cleaning services bringing financial benefit to the College by working in different ways.

**69/20**      **Civils Project Update – confidential**

An update was provided for the Board on a partnership project.

**70/20**      **Strategy and Policy Update and Initiatives - confidential**

The Principal updated the Board on local and national developments and opportunities.

**71/20**      **Open Session**

**Resolved** - that the meeting be re-opened.

**72/20**      **Covid-19 Update**

Governors received a further update on measures being taken currently and plans for September. The Principal paid tribute to the Executive team and all staff, on the tremendous efforts which had been made and the Board echoed his appreciation of everyone's efforts in difficult times.

Government guidance was being followed, with the strategic intent of developing TLA and support operations to incorporate the best of online learning with face-2-face engagement on site.

The Board noted that the staff survey was pleasing, that a large percentage of staff had felt well supported in their transition to digital learning.

The re-opening plan and risk assessment had been approved by written resolution.

**73/20**      **KPIs**

The impact of the pandemic was evident in a shift in attendance rates, in spite of best efforts although retention rates remained strong.

It was noted that there was progress against target for study programmes now looked above target and the shift was questioned. Without examinations (and the detrimental impact that these had on some learners), it was felt that predictions were higher than they were on the basis of the completed course work.

74/20

### **Curriculum Update**

The Assistant Principal noted that staff had risen to the challenge of digital learning, with support sessions in place, although engineering had been slower on the move to digital work given the practical nature of engineering.

He also noted that the extent of complex work, which had been undertaken to meet the assessment criteria of the awarding bodies and the value of the existing strategies and systems for recording progress in reaching evidence-based decisions. More attention had to be paid to functional skills and hair and beauty in making assessment decisions and this will form part of assessment planning for 20/21.

Following detailed discussions with parents and students, some learners did come in to College to complete their work. Plans for apprentices to come into college to make progress were also being developed. All work with students was in line with health and safety protocols.

HE continued to perform highly, with engagement high both at Lakes College and at Lancaster and Morecambe, and outturn looking very positive.

Attention was now turning to developing the curriculum for a new era, aligned to the strategic plan, ensuring that the curriculum was relevant, innovative, engaging and sustainable, and to remodelling tutorial provision in a similar way. This was also included T-Level development.

Safeguarding and Prevent are being kept under review, but felt to be effective with strategies put in place to ensure that vulnerable learners were in touch. At the end of the year, analysis of performance for the most vulnerable learners would take place and strategies reviewed in the light of findings.

Recruitment looked positive following a high profile online campaign, although the Deputy Principal was cautious about whether all applications would be converted into enrolments.

75/20

### **Governance**

#### **Resolved –**

- 1) That the Standing Orders and Code of Conduct 2020-21 (an amendment having been approved in March) be approved;
- 2) That the outturn of Written Resolutions E02/20 (re-opening plan and risk assessment) and E03/20 (digital T-Level Funding) be received and noted;

- 3) That Beth Gaskell be granted a Leave of Absence from 1 July 2020-31 December 2020 to cover maternity leave;
- 4) That Beth Gaskell's appointment be renewed from 2 October 2020 to 1 October 2023, equivalent to a first 4-year term of office;
- 5) That the Board Calendar 2020-21 be approved (subject to amendment of the December Board meeting to 10 December 2020);
- 6) That the Committee appointments be approved subject to an amendment to the Finance and Corporate Working Group appointing Peter Ellwood to their number;
- 7) That the Financial Memorandum checklist be received and noted, also noting that the outstanding item had now been rectified;
- 8) That the Board seek a new HE student governor appointment for 2020-21, thanking Leanne Singleton for her interest this year, her appointment being formally terminated by the Board on 2 July 2020;
- 9) That the Board agrees to support the NCfN with clerking services at least until the end of December 2021;
- 10) That urgent action to submit a joint funding application for digital development with the Cumbrian Colleges be noted.

*Staff Governors Withdrew*

**76/20            Confidential Session**

**Resolved** – to move into confidential session.

**77/20            Models of Working**

The Board considered a staffing matter.

**The meeting closed at 1945h.**