



Minutes of a meeting held on Thursday, 14th May 2020 at 5.30 pm by Microsoft Teams

Present: Michael Priestley (Chair); Phil Jardine (Vice Chair); Norma Boyes; Amie Calvin; Elaine Clinton; Rebecca Dockray; Peter Ellwood; Beth Gaskell; Alison Hampson; Nigel Holliday; Robert Milburn (until Minute No); Chris Nattress (Principal); Denise Rollo; Robin Talbot; Tanya Weston; Stuart Williams

Apologies: Leanne Singleton

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

41/20 Minutes

Resolved – that the minutes of the meeting held on 19th March 2020 in open session be approved and signed as a correct record.

42/20 Declarations of Interest

None received.

43/20 Agenda Management

No changes raised.

44/20 Confidential Session and Minutes

Resolved –

- 1) To move into confidential session;
- 2) That the minutes of the meeting held in confidential session of 19 March 2020 be approved and signed as a correct record;
- 3) That the minutes of the meeting held in confidential session of 23 April 2020 be approved and signed as a correct record.

45/20 Finance Update – confidential

The Deputy Principal updated the Board on the financial impact of the Covid-19 pandemic on College finances.

46/20 Civils Project- confidential

The Principal and Deputy Principal updated the Board on a partnership project.

47/20 Risk Register – confidential

The Board considered a revised risk register, which took account of the impact of the Covid-19 pandemic.

48/20 Open Session

Resolved – to re-open the meeting.

49/20 Key Performance Indicators

As had been previously reported, all recruitment is below target other than adult and HE learner numbers. There has been a big increase in the Adult Education Budget, largely owing to an increase in distance learning, which is short, small provision.

In respect of student progress, this was an important two weeks, including progress week, and it was hoped that the next meeting would be fully updated.

Attendance was a concern, however, no more so than other colleges, and a lot of hard work was going in to keeping students engaged. Industrial placements were on target until activity stopped. Retention was very strong and would have a positive impact on outcomes.

It was noted that a number of the ratings for the TLA profile were not as green as would have been hoped for. It was felt that small numbers in some places altered the overall picture, but where there were general concerns, these were being picked up from a development perspective.

It was asked about what monitoring of engagement was taking place. It was felt that the quality team were looking at more measures of engagement by monitoring online activity. It wasn't just about attendance. Some flexibility had already been allowed, for example over registers, to allow adult learners to engage at a time that was suitable when they were also looking after their family.

50/20 Curriculum Update

The Assistant Principal presented the curriculum update. He noted the work going into assessment and grading, and progression plans for next year. Some of the awarding bodies had issued their guidance, but two of the larger awarding bodies for the college, City and Guilds and NCFE, had still to issue their guidance.

Staff development continued, with support offered in line with the development need. The peer set project continued and would be subject to evaluation in the summer.

A safeguarding audit was undertaken just before the College closed, with no recommendations arising. Staff were working hard to keep in touch with vulnerable groups and to keep them engaged.

A virtual recruitment initiative was set to start the following week, with a week full of virtual tours and talks.

There had been some excellent feedback from some external organisations during their assessment of Level 5 and 6 provision for NCfN and this practice would be shared with other areas. Exam week was continuing in HE, by virtual means.

It was noted that confirmation had been received from OfS that there had been no complaints in 2018-19. There had been no complaints for HE in 2019-20 for Lakes College's own provision, but one complaint from a student at Lancaster and Morecambe in respect of student finance, which was resolved following student finance protocols.

It was asked what additional safeguarding measures were being taken for the most vulnerable learners and assurance given that every effort was being made to keep in contact with vulnerable learners, including, where there were real concerns of a lack of engagement, a socially distanced house call to make sure that all was in order. The Chair added that, following a national governors' session on safeguarding, he had been reassured that issues being raised nationally as best practice, were being addressed.

51/20 HR Update

The Deputy Principal updated Governors on furloughed staff, that there were now 47 staff furloughed. It was likely that their position would be extended to 30 June 2020. A staff climate survey would be issued the following week, which would give an indicator of staff well-being, but it was thought that there were only a few staff who were struggling.

Unions were being consulted on plans for re-opening including health and safety issues. A risk assessment would be taking place, but likely that if you don't need to be on site, then you won't be on site.

It was asked whether we have a policy in place to address covid issues, particularly in areas such as hairdressing, and felt that this was covered by the pandemic policy. However, this and other issues would be covered in plans for re-opening, including where necessary PPE. Although the college might open on 1st June, that might not necessarily be for staff and students, but to have screens fitted and ppe in place where it needed to be.

Robert Milburn left the meeting.

The need for good communications with staff and students was noted and the Deputy Principal would welcome any examples of best practice in this respect.

52/20 Governance – Urgent Action

The Board noted urgent action taken by the Chair, to sign the sub-contract policy and 18-19 sub-contract return, there being no significant change to the policy and regular reporting to the Board of sub-contract activity to the Board throughout the year.

The meeting closed at 1920h.