

Minutes of a Meeting of the Corporation held on Thursday, 27 January 2022 at 1730h in Room FO84 (and with participation by Teams)

Present: Michael Priestley (Chair); Elijah Bennett; Amie Calvin (from Min No 05/22); Elaine Clinton; Peter Ellwood; Aaron Groggins; Paul Hardon; Nigel Holliday; Phil Jardine; Robert Milburn; Tanya Weston; Stuart Williams
By teams: Alison Hampson; Chris Nattress (until Min No10/22); Denise Rollo; Elaine Clinton

Apologies: Beth Wordsworth

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

01/22 Minutes

Resolved – the minutes of the meeting held on 27 January 2022 at 1730h in open session be approved and signed as a correct record.

02/22 Declarations of Interest

The Clerk noted a development which had occurred shortly before the meeting started in respect of a tender and that the Principal would brief the Board immediately. This being the case, those working at Sellafield Ltd were asked to withdraw, namely

- Nigel Holliday; Robert Milburn; Aaron Groggins (noting for the record that Beth Gaskell had apologised and that papers would be withheld for the time being on grounds of a conflict of interest).
- There were financial repercussions to be discussed and Elijah Bennett (as a student under 18 years of age under the legislative framework) was asked to withdraw.
- The staff governor, Stuart Williams, was asked to withdraw as it was as yet unclear whether there were issues which would impact on their ability to participate (noting that Amie Calvin had not yet joined the meeting).

A change of agenda order would follow as a result of the development.

03/22 Confidential Session

Resolved – that the Board move into confidential session.

Nigel Holliday; Robert Milburn; Aaron Groggins; Stuart Williams; Elijah Bennett left the meeting.

04/22 Principal's Strategic Update – confidential

The Principal shared a development in respect of a tender.

Nigel Holliday; Robert Milburn; Aaron Groggins; Stuart Williams; Elijah Bennett re-joined the meeting. Amie Calvin joined the meeting.

The Principal continued to discuss local and national policy issues.

05/22 Open session

Resolved – to re-open the session.

06/22 Strategic Plan

A high-level review of the strategic plan was tabled for governors; updated given changes in the pandemic operating environment which had been less severe than anticipated.

The significance of the FE Skills White Paper was reflected and the College's ambition to secure ISO14001 as a standard in the College had been included. It was noted that a full refresh was anticipated next year.

It was felt that there was a strong alignment throughout the strategic documents and Governors were pleased with the refresh.

Resolved – that the updated strategic plan be approved.

07/22 Key Performance Indicators

The Deputy Principal presented the Key Performance Indicators, noting on recruitment, that 16-18 recruitment had not been as bad as first anticipated. The main issue of concern, a national not just a local issue, was the Adult Education Budget and work was going on to recover the situation. There was a disconnect between what adults in the world of work want, and it is not fundable. Various options were being considered.

There continued to be strong performance in respect of apprentices, with strong recruitment across the board, bucking the sector trend.

Asked about progress against targets for HE learners, it was noted that there were different data points across the year and not all might have

fulfilled their courses at the time of the data capture point and that the next point would give a stronger picture.

In a reprise of a conversation at the last Board, it continued to be the case that there is an impact on apprenticeship timely achievement arising from the pandemic in terms of completing the course and accessing End Point Assessments, confirmed by employers present.

It was noted that while English and maths attendance was below target, it was above last year. It was asked how many were doing Functional Skills maths and English and noted that numbers were small around 30-40. It was being stressed the importance of maths and English for employability and progression.

With English being above target, it was asked whether there was any learning for maths. It was felt that the same struggles with engagement with maths was a factor, but that some progress was being made. It should also be remembered that many students had not done any exams for some time and that anxiety was an issue. The mocks showed the need for significant catch-up work.

It was felt that work placements were about right for the time year, noting that there were more work placements than T-Level students. In looking at different areas of the curriculum (and how they compared one with another), this picture looked relatively strong particularly for Teaching, Learning and Assessment.

08/22 Curriculum Update

The Deputy Principal noted that a safeguarding week had been carried out, and training for staff had been completed focusing on the key priorities for this year: sexual harassment/violence between children; online safety; peer-to-peer abuse.

Prevent Duty strategy is regularly reviewed and awareness raising was held as part of the safeguarding week.

It was noted that the progress reviews now taking place were not just about focusing on progress but also about discussing their progress towards reaching their career aims.

The good teaching, learning and assessment profile was noted and it was asked whether there were any themes coming out. It was thought that there were not any particular themes arising. It was asked what external moderation there was of the observation process and noted that there was an associate consultant working with staff. It was asked whether that was sufficient in terms of benchmarking and felt that it did provide some externality. There was also a moderation process to ensure consistency and developmental action points were fed into the IP process.

In respect of curriculum planning, it was noted that there had been curriculum forums reviewing intent and identifying new opportunities. These would be developed in partnership with employers.

It was noted that the first of the Higher Education Forums had taken place in January and had focused on staff development and continuous development. Asked whether students had been involved, it was confirmed that they had not been on this occasion as the forum had been on staff development, but that there may be room in future or alternatively a forum found through the HE learner voice.

Amie Calvin left the meeting

In respect of higher education, the sub-contracting activity with Lancaster and Morecambe College was received. It was noted that from monitoring work carried out that there was a high standard of work and joint working on areas of best practice.

Elijah Bennett withdrew from financial decision-making in respect of 10/22 and 11/22

09/22 Confidential Session

Resolved – to move into confidential session.

10/22 Human Resources Update – confidential

The Deputy Principal provided an overview of human resource activity.

Amie Calvin re-joined the meeting

11/22 Finance Update – confidential

The Deputy Principal discussed financial matters.

12/22 Open Session

Resolved – that the meeting be re-opened.

13/22 Facilities Update

It was noted with disappointment that there had been some time lag in the reporting of health and safety inspection of curriculum areas; but that this was now rectified and understood that they had been done but just not reported.

There continued to be some concern over the crossing to the garage across the road and worry over the changes to the highway code which might encourage dodging between cars.

The Deputy Principal sought the Board's approval to sign up to the AoC's green code and to monitor progress through the three key pillars therein. This was also in support of the aim to secure the ISO14001 accreditation for sustainability.

It was noted that the catering contract with Lakes College Enterprises were consistently seeing takings of £5,000 per week.

It was noted that the Wave 4 T-Level funding bid was open and closing on 11th March. This being the case, it was requested that Finance and Corporate Working Group be delegated to review and approve the options (noting that significant expenditure on the part of the College would require full Board approval, however it was envisaged that the bid would be submitted without any offer of match funding).

Resolved – that the Finance and Corporate Working Group be delegated to approve the Wave 4 T-level Funding Bid (providing no significant commitment to match-funding).

13/22 Governance

The Board were requested to approve an amendment to the Finance and Corporate Working Group terms of reference, formalising their role in respect of a careers' strategy.

The Board received feedback from learning walks Governors had undertaken at the end of last term.

The proposals for external review of Governance were received and agreed.

The Board agreed the appointments to committees as below:

Resolved –

- 1) That the amendment to the Finance and Corporate Working Group's terms of reference be approved as

“To consider and challenge the careers strategy and progress, making recommendations to the Board where decisions are required.”

- 2) That the proposals and timetable for an external review of governance be approved.
- 3) That Paul Hardon be appointed to the Finance and Corporate Working Group;
- 4) That Phil Jardine be appointed to the Search and Governance Committee;
- 5) That the Clerk consider the appointment of a HR specialist to the Board with a view to joining the Remuneration Committee;

6) That Elaine Clinton be appointed Chair of the Search and Governance Committee.

Staff, staff governors and student governors withdrew

14/22 Confidential Session

Resolved – to move into confidential session.

15/22 Report from the Remuneration Committee

The Board discussed Senior Postholder Remuneration.

The meeting closed at 2000h