

Minutes of a meeting of the Corporation held on Thursday, 12th May 2022 at 5.30pm in FO84 (with some participation by teams).

Present: Michael Priestley (Chair); Elijah Bennett; Amie Calvin (Minute Nos:30-33/22 only); Peter Ellwood (until Min 34/22); Nigel Holliday; Robert Milburn; Chris Nattress; Denise Rollo; Lee Todd
By teams: Alison Hampson; Paul Hardon

Apologies: Elaine Clinton; Aaron Groggins; Phil Jardine; Tanya Weston; Beth Wordsworth

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

30/22 Minutes

Resolved – that the minutes of the meeting held in open session on 17 March 2022 be approved and signed as a correct record.

31/22 Declarations of Interest

None received

32/22 Resignation

It was staff governor Amie Calvin's last day in the College as she was moving to a new job. The Board thanked Amie for all she had done, including her work on the health and safety committee.

Her resignation having been accepted, *Amie Calvin left the Board meeting.*

33/22 Key Performance Indicators

The Deputy Principal presented the key performance indicators. The position with 16-19 learner numbers was already known, that there would be a reduction in lagged funding, but this would be offset by funding rate increases and revisions to the formula used to calculate funding.

The adult education budget continued to be a concern, but felt that the impact of some sub-contracted provision was not yet being seen. It was noted that the sub-contracting was in line with strategic intent and would provide more opportunity for up/re-skilling.

The 'new' level 3 entitlements were proving to be enormously complex, with a flowchart required to navigate process and entitlement.

Recruitment continued to be very strong on apprenticeships and there was confidence that targets would be met.

Turning to industrial placement activity, this was showing improvement. There were some challenges around electrical work placements (on the industrial side). It was asked whether this was domestic or industrial, and it was felt mainly industrial, however, a lot of domestic work was carried out by SMEs who did not always have the capacity.

It was noted that there was a slight dip in retention this year, which was attributed in part to some of the post-pandemic issues.

Turning to attendance, it was noted that 16-19 attendance was below target and that was attributed in part by attendance in maths and English. It was asked how attendance was scored across the vocational courses and maths and English, and explained that it was calculated on a session basis. It was noted that predictions were pointing to a stronger performance in maths this year than in English.

Progress measures were largely on target with the exception of apprenticeships, which, as had been previously explained, were being measured against a more demanding set of indicators to keep performance high. It was asked about some of the apprenticeship performance for health and social care, which was red (the comparator in this instance being performance in other areas) and noted that the impact of pandemic was still having an impact.

Questioned about the ALPs target, it would improve after progress reviews and was externally assessed.

Asked about industrial placement for science and maths, and for IT, which were showing at a low level, it was felt that this largely related to T-Level students and there was confidence that this would come good by the end of the year, adding that this was imperative given it was a core element of the T-Level.

It was asked where there were low numbers, whether there was a model for course viability. It was always a balancing act. Where there were small numbers then merging classes would be considered where possible. Small numbers could also lead to strategic decisions in respect of viability of courses, but all courses provided a contribution to costs. In respect of T-Levels, however, where there were low numbers, there was every expectation of growing numbers.

It was asked about the drop off in 16-18 numbers and progression and felt that many young people wanted to further their careers in the apprenticeship market. The strong relationships with employers that the College enjoys helped to secure apprenticeships for young people.

It was noted by a governor present, on a visit to a local school, that there were high levels of awareness of the College offer. This was also evidenced by the high attendance at the employers fair recently held at the College.

Peter Ellwood left the meeting

34/22 Curriculum Update

The Assistant Principal continued to reassure the Board that planning for GCSEs was well underway with booster sessions in place.

It was noted that T-Level applications were strong for 2022 with 90 applications to date, a 70% increase over the same point last year.

The review of the adult offer continued with the development, in partnership with employers, of eight engineering short courses, which were now ready for the market. Again working with employers, development was underway on steel fixing apprenticeships, which it was hoped would be ready and to offer in the autumn.

Although there were concerns about declining apprenticeship performance in some curriculum areas, with plans to build consistency and address skills shortages, headline quality data for apprenticeships for 20-21 had now been published and showed an achievement rate nationally of 57.7% with the College rate for the same period showing 73%.

The Board received an in-year update of safeguarding activity. It was felt that Safeguarding continued to be effective and noted that annual staff training had been completed by January 2022.

It was also noted that a working group had been developed for EDI, which was helping to form a revised strategy and addressing some concerns about achievement gaps that had been identified in the past year.

It was asked whether adult learning programmes were ready to be marketed and advised that plans were underway and consideration being given to strategy, noting the strong adult offer that Kendal College had.

Asked about mental health issues, there continued to be some significant issues for students and some were being encouraged into small group sessions.

It was asked whether the emerging skills support around the creation of a Cumbria Manufacturing Alliance (CMA) would pose any conflicts with the potential for other contracts in the pipeline, and felt not, that this was an entirely different project.

35/22 Stakeholder Report

The comprehensive overview of surveys, complaints and compliments was received by the Board and it was noted that a 2-year learner engagement strategy had been commissioned.

The Chairman noted that he and three other governors, including the student governors had attended parents' evening where there had been some very positive feedback from parents.

It was asked about higher education student feedback and while the survey still had room for improvement, the forum which had been set up, chaired by the Principal, had had some good engagement which the Board was pleased to see.

It was asked about study-programme learners' 'feedback of their progress', where it was noted that 12% did not feel they had sufficient feedback. This was being investigated as feedback is given in eTrackr and shared with parents twice a year, so the question was whether there was something more that they wanted.

In respect of complaints, it was asked about the number of complaints classed under professionalism of staff and what this would include. It might be about a consistency of approach; professional standards; feedback in a timely manner and issues would be addressed through the complaints process.

36/22 Confidential Minutes

Resolved -

- 1) To move into confidential session;
- 2) That the confidential minutes of the meeting held on 17th March 2022 be approved and signed as a correct record;
- 3) That the highly confidential minute of 17th March 2022, issued only to independent governors (remuneration), be approved and signed as a correct record.

37/22 High Needs Action Plan- confidential

The Principal updated the Board in respect of service improvement.

38/22 Tender Update – confidential

The Principal updated the Board in respect of a recent tender.

39/22 Strategic Update – confidential

The Principal updated the Board in respect of partnership activity, local and national policy development.

39/22 Finance – confidential

The Board considered a financial update and outlook.

40/22 HR Update –confidential

The Board considered confidential HR matters.

41/22 Open Session

Resolved – that the session be re-opened.

42/22 Facilities Report

The Board received an update of facilities activity including health and safety performance. It was asked about an increase in near misses for staff and felt that staff had completed update training recently where the importance of reporting near misses was highlighted. Also there would have been an increase in incidents with staff back on site.

It was noted that the College had secured ISO 14001 accreditation for sustainability and continued its commitment to look at green skills. This was welcomed by the Board who were recommended by the Chair to read the full Salix document.

The Board welcomed the 5* rating for hygiene awarded to the catering service.

It was noted that a tender for the Wave 3 T-Level contract for Engineering/Manufacturing would be let shortly and that discussions with an employer continued on a joint project on the civils field.

43/22 Governance

The Board received and noted the minutes and feedback as follows:

- Search and Governance Minutes
- Audit Minutes
- Student Board Minutes
- Parent's evening and Employer Fair Feedback
- Lakes College Enterprises Ltd Minutes

The Search and Governance Committee had taken some time to map the new Code of Governance and was recommending a Governance Action Plan.

Resolved – that the Governance Action Plan be approved.

Staff, Student and Staff Governors withdrew

44/22 **Confidential Session**

Resolved – to move into confidential session

45/22 **Remuneration**

Resolved – that the minute of the remuneration confidential item of 17 March 2022 be approved and signed as a correct record.

The Board received and noted the performance reviews of the Principal and the Clerk.

The meeting closed at 2000h.