

Minutes of a meeting of the Corporation held on Thursday, 14th
November 2024 at 1730h in the Boardroom of the College

Present: Nigel Holliday (Chair); Elaine Clinton (Vice Chair); Peter Ellwood;
Elizabeth Hull; Phil Jardine; Chris Nattress (Principal); Michael
Priestley; Robert Milburn; Denise Rollo; Professor Jill Stewart

By teams: Alison Hampson; Valerie Pallister

Apologies: Claire Dunn; Sophie Kelly

Also Present: Karen Wilson (Deputy Principal); Iain Glendinning (Vice Principal);
Sue Thompson (DfE); Rob Lawson (FEC NLG)
Jane Murray (Clerk)

83/24 Board Membership

Resolved – to note the resignation of staff governor Tyler Millington (moving to a new job)

84/24 Minutes

Resolved – to approve the minutes of the meeting held in open session of 26 September 2024.

85/24 Declarations of Interest

None received.

86/24 Self-Assessment and CIP 2023-24

The Principal set the wider context, which included the in-year financial situation which led to FEC Intervention and an agreed single improvement plan. He noted the need to ensure connectivity between the SIP and the College self-assessment and CIP, in responding to a diverse stakeholder base.

Elaine Clinton joined the meeting.

The Vice Principal reminded the Board of the revised and agreed process, with common themes identified from each team's self-assessment. The self-assessment was built around the strategic plan and the learner journey map. He noted the involvement of staff throughout the process and their ownership of the SAR.

Sue Thompson joined the meeting

He noted the deliberate move away from replicating the Education and Inspection Framework (Ofsted good in 2024) and focused on the strategic plan and what we want to achieve.

In considering KPIs and targets for 2024-25, it was asked about apprenticeship achievement rates, noting a discrepancy in figures. This was attributed to a timing delay and would be reviewed. It was noted that the same was true of staff turnover.

It was asked about functional skills and the jump in ambition evidenced in the targets. It was noted that a pilot had been held and learning had taken place and that the target was based on what could be achieved, noting that there would be a different mix of learners which could strengthen outcomes.

It was asked whether it was possible that we track FS progress in real time and it was agreed that it would be looked at to see whether this might be possible.

An evaluation of strengths and areas for improvement followed. Among the strengths; good feedback from Ofsted; evidently LSIP aligned; good engagement with employers; expansion of internship offer; most staff feel proud to work here; good opportunities for staff and evidence of listening to staff and concern for their welfare. The College has also delivered on growth plans.

In respect of areas for improvement, it was noted that achievement areas in some areas are too low and that not all adults enjoy high quality teaching (in particular a review of health and care provision was seeing more face-2-face teaching). There had been too many withdrawals in the first half term, which had been halved in the current year. There was also still some inconsistency in the use of electronic systems. There were also inconsistencies in approaches to completion of specific tasks, including CPDs and a want to look at workarounds rather than root causes.

It was asked whether there had been progress in ensuring that managers understood the budgets and took ownership of them and it was felt that progress had been made, training had taken place, but that there was more to be done.

It was asked about % of withdrawals and though it would be around 5% rather than the 10% previously. A link governor, who had discussed the construction SAR with the manager, noted the evidence on the ground of progress being made, noting that the construction carousel had only seen 1 withdrawal this year.

It was asked whether the College could expect to see further expansion of the intern programme and felt that there were always further opportunities if employers were willing.

It was asked what the Health and Well-being score from the previous year was (compared to the most recent survey) and it was agreed that this would be followed up (action since: similar to this year at 4.01% (this year 3.93%).

The Board was asked about their impression of the new SAR and they felt it was easier to get to grips with and felt like Lakes College. It was also mentioned that in the link governor meeting that the revised CIP had also been received well on the shop floor, with the focus on five key areas for improvement which were embedded in day-to-day management.

Resolved – the SAR and CIP be approved subject to the amendments noted.

87/24 KPIs

The key performance indicators had been refreshed for 24-25. 16-19 recruitment looked strong for this year, with the renewed emphasis on keeping the learner in the first 42 days. This would have an impact on lagged learner numbers for next year, with improved funding anticipated. T-Level recruitment had been under target and clawback was anticipated. Adult enrolments were low and work was ongoing to increase the numbers in year. It was confirmed that monitoring of progress would be visible in the management accounts. It was confirmed that there would be adult clawback from last year, anticipated to be £37,000 at this point in the year.

Apprenticeship starts were strong, a good start to the year. In response to questioning, the numbers included the SL contract, but the underpinning position was also strong and demonstrating growth.

HE numbers were currently below target and this would be monitored with the January intake.

16-19 attendance was being carefully monitored, as was maths and English. It was noted that the current figures were disappointing and asked if there was anything further which could be done. It was noted that there was a parents' evening happening simultaneously where poor attendance would be brought up. Curriculum managers would also be contacting home if need be. A series of operational briefings were taking place with attendance featuring and the most recent briefing, focusing on registers. It was also noted that apprenticeship attendance was an area of concern.

It was asked whether the deterioration in the local bus service might be having an impact on attendance. This might also account for late starters. This was thought to be a possibility. Although maths and English attendance was not where we needed it to be, conversely online study through the century system was higher than had been previously seen.

New measures have been introduced on learners working at or above target and for learners at risk. It was asked how learners at risk were managed, this would be closely monitored by staff and supports put in place by staff.

Breaks in learning for apprenticeships were consistent but higher than would be liked. Unfunded apprenticeships were going down but needed more work. Overdue progress reviews were being tracked on a weekly basis.

Noting that the increased apprenticeship performance indicators were helpful in respect of a increased volume of apprenticeships, it was though it would also be helpful to have the Sellafield contract split out.

88/24 Confidential session and Minutes

Resolved –

- 1) To move into confidential session
- 2) That the minutes of the meeting held in confidential session of 26th September 2024 be approved and signed as a correct record.
- 3) That the minute of the performance reviews, as discussed on 26th September 2024 by independent members only, be approved and signed as a current record.

89/24 Financial Intervention – confidential

The Board was updated on procedural matters.

90/24 SL Contract – confidential

The Deputy Principal gave a progress update.

91/24 Finance Update - confidential

The Deputy Principal updated the Board and discussed sub-contract performance.

92/24 Strategic Update, Local and National Policy Developments - confidential

The Principal updated the Board in respect of a number of issues.

93/24 Open Session

Resolved – to reopen the session.

94/24 Governance

It was with regret that the Board noted that Alison Hampson had announced her intention to step down from the end of the year. The Board agreed that she would be a loss.

Phil Jardine had kindly said that he would stay on until the end of the academic year; he wanted to see the SPA process through.

It was hoped to recruit three new Governors through support from the FE Commissioner.

It was hoped that both a student governor and staff governor could be appointed shortly once formalities were complete and this being the case, it was agreed that appointment could be by written resolution.

The governance self-assessment evaluation and action plan were received and noted.

Resolved – that Phil Jardine be reappointed from 31st December 2024 to 31st July 2025.

The meeting closed at 1945h.