

The Corporation Board of Accrington and Rossendale College

Minutes of a Meeting of: The Corporation Board

Date: Tuesday 24th March 2015

Location: Conference Room, Accrington & Rossendale College



Confirmed

Members Present:

Mr B Stephenson	Chair and Independent Member
Mr S Ireland	Vice Chair and Independent Member
Mrs S Taylor	Principal
Mrs L Gaskell	Independent Member
Dr M Lee	Independent Member
Mr M Aslam	Independent Member
Mrs S Bridgeman	Independent Member
Mr S Cox	Independent Member
Dr A M Coyne	Independent Member
Mr R Grigorjevs	Independent Member
Mr Z Shah	Independent Member
Mrs L Spencer	Independent Member
Miss T Landon	Staff Member
Miss C Robinson	Staff Member
Miss E Simpson	Student Member

In Attendance:

Mrs S Collinge	Vice Principal (Business & Innovation)
Miss W Higgin	Vice Principal (Curriculum and Quality)
Mr A Armiger	Clerk to the Corporation
Mrs N Tattersall	Minuting Clerk

Apologies were received from:

Mrs R Andrews	Independent Member
Mr S Long	Student Member

	Date:
Draft Minutes Prepared by: NT-AA	01-04-14
Draft Minutes approved by the Chair:	02-04-14
Minutes Approved by the Board:	09-07-14

.....*Brian Stephenson*.....
Chair

The Chair welcomed everyone to the meeting, especially Miss Simpson who was attending her first meeting as a new Student Governor.

CB

14/15-3.1 Apologies for Absence

Apologies for absence were received from Mrs R Andrews. Mr S Long was also absent from the meeting.

14/15-3.2 Declarations of Interest

There were no declarations of interest.

14/15-3.3 Minutes of the Meeting held on 18th December 2014

The Minutes from the meeting held on 18th December 2014 were approved as a true and accurate record of the meeting.

Resolved

14/15-3.3 To confirm the minutes of the meeting held on 18th December 2014

14/15-3.4 Matters arising not otherwise on agenda

The Clerk to the Corporation advised that there were no actions required from the previous Corporation Board meeting and members noted that there were no other matters arising

Unconfirmed Minutes, Chair updates and Recommendations for Board Approval from the following committees:

14/15-3.5 The Audit Committee held on 3rd March 2015

Mr Stephenson thanked Dr Lee for attending the meeting to ensure its quoracy. In the Chair's absence, Mr Armiger advised that two internal audit reports had been presented to the Committee and these had been carried out following the Audit Committee members' involvement in requesting that the areas of Capital Projects and Target Settings be audited as part of the Internal Audit Plan for 2014-15. Both audit reports had come back with Substantial Assurance with only minor recommendations. It was agreed that these reports gave members assurance that reports received from the College SLT around the use of targets and their planning were in order and could be relied upon. Also, given that the College has been involved in a large amount of Capital Project work in recent years it was also pleasing to be assured that the processes in place for this type of work were sound and, again, could be relied upon.

Mr Armiger advised that the Audit Committee would meet again in early May to consider the Internal Audit Plan for 2015-16 and asked Chairs of other committees to think about which areas of the colleges work they would wish to seek assurance about through the process of internal audit.

Mr Stephenson thanked members of the Committee for their continued hard work in seeking and providing assurances for the rest of the Board

There were no recommendations made from this Committee to the Corporation Board for approval.

14/15-3.6 The Search and Governance Committee held on 3rd March 2015

Mr Ireland had chaired the meeting on behalf of Mr Stephenson and reported that there were two recommendations for consideration for approval by the Corporation Board. These were to re-appoint Mr Zia Shah and Mrs Louise Gaskell to the Corporation Board

for a further three years following their one year probationary term of office. Mr Stephenson thanked both Mr Shah and Mrs Gaskell for the fantastic impact they had both made in their first year in supporting both the Board and College.

A - SG 14/15-3.5 i) to recommend the re-appointment of Mr Zia Shah as an Independent Member of the Corporation Board for a further three year term of office until 25th March 2018.

ii) to recommend the re-appointment of Mrs Louise Gaskell as an Independent Member of the Corporation Board for a further three year term of office until 12th May 2018.

Members of the Board all agreed that the two members had made an excellent contribution to the board's work in their first year and

Resolved

**14/15-3.5 i) to re-appoint Mr Zia Shah as an Independent Member of the Corporation Board for a further three years term of office until 25th March 2018; and
ii) to re-appoint Mrs Louise Gaskell as an Independent Member of the Corporation Board for a further three years term of office until 12th May 2018.**

Mr Stephenson advised that the Corporation Board was still under represented in terms of Higher Education and asked whether progress had been made. The Principal advised that earlier this afternoon the College had received a request for an application form from someone currently working within the HE sector. It was felt that this would be a strong application and Mr Armiger will ensure that the application is followed up and forward to the Search and Governance Committee when received. Mr Armiger also advised that another application form had been received and that he would be contacting the applicant to arrange a visit to the college and a meeting with Mrs Taylor.

Mrs Gaskell also confirmed that information about becoming a College Governor had also been included in the recent Chamber of Commerce Magazine 'Business Life'.

14/15-3.7

The Curriculum and Quality Standards Committee held on 3rd March 2015

Mr Ireland, as Chair of the committee, updated members on the business undertaken at its recent meeting and began by noting that it had been reported that the college had made interesting and innovative changes in its support and development of its teaching staff. Miss Higgin had talked about the academic year and how this will be split into two seasons - Observation and Development and how this sought to improve teaching practice in the College. Mr Ireland informed members that there were also four strands in the current Teaching, Learning and Assessment development

- Teaching Squares, in effect four members of teaching staff from different curriculum areas come together to share best practice;
- Professional Practitioner meetings;
- Good to Great Group where Grade 2 Teams striving to be even better work together to achieve Grade 1; and
- Developmental Observation, where staff can staff ask for additional ungraded observations giving staff opportunity to be innovative and try out new teaching methods.

Mr Ireland noted that there would be an update on progress of the “Seasons” development programme at the next C&QS Committee meeting in June

Members had been updated on progress made by curriculum teams currently in Special Measures and the new Monitoring process (set up for those teams who have come out of special measures but still feel need to support with light touch reporting).

Mr Ireland advised Board members that the Head of Personal Development, Miss Hartley, had provided the Committee with a report on Safeguarding and Protecting College learners, advising that two additional deputy safeguarding leads have been appointed due to significant workload with over 150 referrals made to date compared to a total of 158 for the whole of 2013-14. Miss Harley had advised committee members that Staff involved are having to deal with much more complex issues, but it is clear that learners have confidence in bringing their concerns to the designated safeguarding team. Mr Ireland noted that some of the issues are harrowing and complex and as Governors we should be aware of the impact this has on staff. The Clerk noted that nine Board Members were due to attend a Challenging Wellbeing workshop on Friday 27th March 2015 which would look at areas such as this.

Mr Ireland reminded Board members that Maths and English is a top Government and College priority. He noted that it had been reported that the College had taken the unusual step of employing an external consultant to review the processes for and observe teaching and learning of Maths and English in College. The Principal advised Board Members that the College was aware that there are issues and challenges in the teaching of these subjects in a vocational College and that it had been helpful on this occasion for a person external to the college to walk through our process and provide valuable feedback. It was also noted that this feed had been in line with the College’s own self-assessment of the area and this gave assurance to the SLT that the programme area was making encouraging progress.

Mr Ireland reported that he had recently attended the College’s English and Maths Steering Group, where the appointment of English and Maths teachers was discussed. Mr Ireland advised members that a recent interview process had failed to recruit specialist teaching staff due to level of experience the College requires and the College is now working to appoint graduate teachers. Mrs Taylor advised Board members that the College has recently appointed a graduate Maths teacher who will step up to the challenge.

There had been discussion at the Committee meeting regarding accommodation for HE and FE students – as there has been an increase in the number of learners asking for accommodation. The Principal advised Board members that this was actively being considered and the Senior Leadership Team had had a detailed discussions that morning. The Vice Principal (Business and Innovation) advised members that the College is currently looking at options that have less risk than purchasing property for the purpose of housing students and was looking at an accrediting system, which was hoped to be in place by September 2015.

Moving on Mr Ireland advised that there was one recommendation from the Committee, which was to recommend the Safeguarding and Protecting Policy to the Corporation Board for approval.

Mr Shah asked how the college deals with potential students who have criminal convictions. Miss Higgin advised that the College looks carefully at any application where a conviction is declared and manages the risk effectively and efficiently. If the conviction

declared on an application is serious enough it will be managed through the safeguarding team before an application is confirmed. There is, additionally, offsite accommodation at the College's Waterside building to minimise, if necessary, the risk to learners and staff at the main campus. Miss Landon, speaking as the Team Leader for the provision, also noted that if a learner with a specific conviction has to come onto the main campus e.g. for a test a risk assessment will be carried out beforehand. Mrs Taylor noted that every college across Lancashire is seeing an increase in the number of learners with convictions.

Miss Simpson asked if it was felt that people were becoming more honest that convictions were being recorded on applications. Mr Taylor noted that this could be the case. Mr Ireland said that the college should wherever possible provide the means to support and enable rehabilitation, but the College needs to take into account the safety and well-being of the majority of its learners and staff. Miss Higgin agreed but noted that the College tries to be as inclusive as possible and there are very few cases where applicants cannot be accommodated on programmes.

Members of the Corporation Board approved the policy but asked that clarification was given to the role of the Safeguarding Governors within the section outlining the College Safeguarding Structures. Mr Armiger will liaise with the Head of Personal Development to ensure this is done.

Following final discussions Board members

Resolved

14/15-3.7 to approve the College Safeguarding and Protecting Policy and Procedures

14/15-3.8

The Resources Committee held on 10th March 2015

Mr Stephenson, as Chair of the Resources Committee, updated members on the reports and discussions at the Resources Committee, held on 10th March 2015. Members had been updated on loan facilities for the Heartwood Centre, confirming all progressing. Mr Stephenson advised Board members that it was necessary to be mindful of the fact that avenues are closing down for loans within the sector and therefore that the loan arranged with Lloyds should be carefully managed in light of this. Mrs Collinge advised members that the College plans to draw down in July 2015 and then November 2015.

Mr Stephenson reported to members that as part of the committee's Property Update Mr During, the College's Director of Facilities and IT, had assured members that in respect of the Heartwood Centre good progress was being made and the project was on time and within budget and that although the 'BREEM' sustainability measure had been reduced, due to financial savings required, from 'excellent' to 'very good' it was still within the Skills Funding Agency grant requirements. Mr Stephenson advised Board Members that there had been discussion around 'spending' the grant from the Skills Funding Agency by 31st March 2015 to ensure maximising it before responsibility for Capital projects was transferred to the Local Enterprise Partnership (LEP). Mr Stephenson and Mrs Collinge assured members that the college had put various mechanisms into place to ensure meeting the deadline, these had been advised upon by our external professional advisors.

Moving on to HR matters covered at the meeting Mr Stephenson advised, and it was noted by Board members, that with regards to the current position on a pay increase for staff and management the College was, due to mid-year financial forecast, still not in a position to make a pay award in 2014-15.

Mr Stephenson informed members that the Monthly Staff STAR Awards continued to prove a positive programme with 32 nominations having been made for the February winner,

Mr Stephenson then moved on to College finances as reported, and scrutinised, at the Committee meeting Funding and in particular an extra £200k allocation on Adult Single Budget He also noted that there had been prolonged discussion at the meeting about the College's commercial income expressing the view of the committee that this was still an area the College is not maximising the potential, management had advised that this is being focused upon.

A -RC 14/15-2.7 ii) to recommend the Skills Funding Agency Financial Health Statement to the Corporation Board for information

The Committee had also reviewed a Financial Health Statement Skills provided by Skills Funding Agency, which had been recommended to the Board for information and would be dealt with later in the agenda at item **14/15-3.11**

B -RC 14/15-2.9 ii) to recommend the updated College Financial Regulations to the Corporation Board for approval and immediate implementation

Mr Stephenson reminded members that the College Financial Regulations document sets out in detail the level of responsibilities of staff management across the College and also members of the Corporation Board, collectively and individually. Mr Armiger reminded members that this was an important document and should be retained by members for information and consultation when required. It was noted that there had been minimal changes to the document from the previous year, but one change had resulted from the recent internal audit report on Capital Funding projects.

Mr Stephenson advised members that the Resources Committee had at its meeting discussed the matter of 'fixing' the cost (hedging) of the recent loan with Lloyds. It was felt that given the premium that would have to be paid it wasn't worth progressing at this point in time. Mr Stephenson advised members that he and Mrs Collinge will continue, as approved by members, to review hedging on a regular basis and to consider whether to fix repayments before the loan is drawn down. Mr Grigorjevs asked about "stress testing" and whether this had been factored into the projects business modelling. Mrs Collinge advised that as part of the College's Five Year Plan financial plan it is expected that all lines are subject to a sensitivity analysis and this was equivalent to that process.

After final discussion members

Resolved

- 14/15-3.8 i) to note the Skills Funding Agency Financial Health Statement; and
ii) approve the updated College Financial Regulations for immediate implementation**

Items for Information, Discussion, Consideration and Board Approval

14/15-3.9 Board Strategic Update including Key Performance Indicators

The Principal presented her Strategic Update and updated members on the following:

Sector Developments

Funding:

Mrs Taylor advised members that there are serious concerns locally and around the country about the future financial stability of the Further Education Sector, which as well as currently focussing everyone's minds at College is also being examined nationally at a political level. As expected the Funding Statement from the Skills Funding Agency has been received for next year with a cut of around 24% in the available Adult Skills Budget. Mrs Taylor had circulated with her paper an article from the Guardian Newspaper which gave a flavour of what will come of the sector in the future if the Adult Skills Budget continues to be cut and eventually disappear over the next few years. Mrs Taylor went on to say that the College has taken, along with the Board's support, considerable action to safeguard its future and needs to continue to do so. She stated that there is no reason why the college would want to enter into a collaborative arrangement as suggested was the future in the Guardian article. Mrs Taylor advised members that she had written to all local MPs about the continuing cuts, and had included her letter to Graham Jones MP together with his response as an appendix to her paper

Mrs Taylor advised that the College is focused on opportunities to grow our apprenticeship provision further, growing the HE provision and specifically Higher Level apprentices. The re-alignment of the College curriculum will also position the College well for growth. The next few years will see the College ploughing through a tough financial environment as it continues to bear cuts from its funding agencies. The College needs to be agile enough to get through this with support and steer from the Corporation Board

Members asked if it was clear where, in terms of location, or how, in terms of the reasons for colleges getting into financial difficulty and what effect might it have on learners if colleges in this area were affected. Mrs Collinge noted that we've not seen colleges 'go bust' like a company would as the Skills Funding Agency would appear to be stepping in to support with loans and regulate financially inadequate colleges.

Mrs Collinge went on to say that accounting standards are changing next year and all colleges will have to treat their finances in a different way. Nationally the Financial Health of colleges is being constantly reviewed by the Skills Funding Agency to enable early recognition of colleges that are in danger of being financially unstable. Mrs Collinge advised that where colleges are managing within funding grants there is only so far cuts can continue before quality of provision starts to suffer as cuts to expenditure lines are, in real terms, the only way to ensure colleges live within their means without additional sizable funding streams

Devolution:

Mrs Taylor noted that Lancashire is currently divided on the issue of devolution such as is happening in Manchester. A progress document has been sent updating on the key policy areas, which can be circulated to Members. The AoC have also prepared a quarterly update on the key policy issues, which has been circulated to Members and feature as a section on this issue.

Implementing Rigour and Responsiveness:

The Department for Education and Business Innovation and Skills published a joint brief earlier this month, providing a summary and links to a range of key policy documents. Members have received a copy of this.

Lancashire Developments

Lancashire Colleges Visit to Whitehall:

The Lancashire Principals had their annual visit to Whitehall and met high ranking officials including Nick Boles, Minister of State jointly for the Department for Business, Innovation and Skills and the Department for Education. Mrs Taylor noted that this, as always, had been an excellent opportunity to lobby at Westminster. The Lancashire Principals group is very well regarded at Westminster as all of its members have good or outstanding colleges and as such has access to key players.

LEP Skills Board and Lancashire Skills Hub

Mrs Taylor informed members that the LEP Skills Board is currently chaired by the Principal of Nelson & Colne College. The Lancashire Skills Hub has now been established and will support the commissioning function of the Board. Working groups are being established for each of the seven priority sectors and the recent Lancashire colleges Economic Impact Report will be useful in informing their work.

Lancashire Adult Learning College (LALC):

Following a poor inspection at the LALC, the Principal at Nelson & Colne College has been seconded to the organisation as interim Principal to establish a new board of governors and develop an action plan to improve.

College Developments

Realigning the College:

Mrs Taylor informed members that the college curriculum management structure is undergoing realignment work to maximise potential for growth in non-core funded areas whilst at same time protecting and maintaining core funding lines. This will involve looking at faculty structure, management and reporting lines.

Lanway/Netwise Venture:

Following staffing issues at Netwise, completion of the feasibility study has been postponed until the end of May. Mrs Taylor reminded members that a small group from the Board will be asked to be involved in making a final decision on recommending whether or not to take this joint venture forward.

Key Performance Indicators:

The updated Key Performance Indicators Document had been updated for members. It was noted that it was possible to present best case figures at this time of the year taking into account current retention levels. Members asked for explanations where a small number of current KPI were flagged up as red and what action was being taken to move them out of this position. Mrs Taylor, Mrs Collinge and Miss Higgin provided answers to the satisfaction of members and went on to highlight successes where the KPIs were shown at green. Mrs Taylor advised the KPIs are a fair reflection of the current work of the college.

Members agreed it was a very useful document. Miss Higgin explained that some of the criteria for grading may over time vary and success rates will be calculated differently next so will not be possible to make a direct comparison with previous years but this will be explained when it happens. Following further discussion members

Resolved

- 14/15-3.9** i) to note the Strategic Update report; and
ii) to note the updated Key Performance Indicators and the actions being taken to resolve issues presented.

Mr Grigorjevs left the meeting at 6.45pm

14/15-3.10 **College Key Performance Indicators**

This item was included within the Principal's Strategic Update at Item 3.9.

14/15-3.11 **Board Financial Update**

The Vice Principal (Business & Innovation) presented a financial update to members. Mrs Collinge advised that the financial situation compared to the approved revenue budget was attached at Appendix A to her report. The financial report had been scrutinised by the Resources Committee at its recent meeting. Mrs Collinge reported that the College is currently forecasting to make a balanced budget. Mrs Collinge and the Finance Director have now started work on the 2105-16 revenue budget and initial estimates were included in the report. Members agreed that it was important that this work was carried out at the earliest opportunity in order to maintain confidence with the bank and allow the College to keep on top of the college's finances.

As the main items of income are funding contracts, Mrs Collinge had noted these in more detail at Item 2 of her report:

16-18 college based learners

Mrs Collinge informed members that the number of 16-18 recruited to date is 947 against a contract of contract of 1066, which has generated 98% of the contract value. The Contract statement for 2015-16 has been received and because learner programme sizes have increased it is expected that the income received will be at about the same level as it would have been for the 1066 learners this year However there is likely to be an overall reduction in funding of over £500k due to the end of 'Transitional Protection, '18+ Mitigation' and 'Formula Protection'

16-18 apprentices

Mrs Collinge reported that the college is performing well with this income stream. Although the original income budget figure had not yet been achieved it is expected that the 2014-15 will be exceeded and the College will be requesting an increase in this year's allocation as this area is a government

Adult Skills Budget

Mrs Collinge reminded members that this area excluded apprentices. The College had exceeded its 2013-14 target and has recently received a letter from the Skills Funding Agency advising the College will received a further £200k allocation for 2014 -15 on the basis of also exceeding targets in 2013-14. Curriculum teams are now doing all that they can to earn the additional £200k. Members were informed that since the time of writing of the report that the SFA Contract had now been received and that there had been, as predicted, a cut of 24% for 2015-16.

Adult Apprentices

Mrs Collinge reported that the College was currently behind profile, but it may be possible to exceed the target if additional employer demand can be generated. It is expected that the 2015-16 contract will be at a similar level to 2014/15.

24+ Advanced Learner Loans (ALLs)

2014-15 had seen an increase in allocation from 2013-14 and was set at a very challenging level and is reliant on the number of students taking out ALLs to pay for their courses. The College also sub-contracts part of this allocation. The College will continue to recruit to this target throughout the year and expects to achieve the target set. The SFA has indicated that there is likely to be a 25% increase in the value of loans available in 2015-16.

Higher Education

The funding on this line is highly dependent on the retention of learners, due to the way payment is received. This curriculum area has seen improvement in its retention of learners compared to 2013-14 and with additional learners starting on Teacher Education programmes in January it is expected that this income target will be achieved.

Mrs Collinge then went on to talk about the revenue budget for 2015-16, presented as part of the report. It is believed that the figures presented are accurate. The College had made a bid to the Education Funding Agency (EFA) for an additional allocation for 16-18 learners for next year but since the writing the report the EFA have rejected this bid and the figures presented will need to be readjusted.

Property Financial Update

Mrs Collinge updated members in relation the financial situation of the Heartwood Centre. The project is currently on target and in line with budget. As discussed in the minutes of the Resources Committee the College is confident it will have spent all the money required by 31st March in order to draw down the full Skills Funding Agency Grant.

Skills Funding Agency

The Financial Health Letter from the Skills Funding Agency was also presented to members for information, following a recommendation from the Resources Committee. The Skills Funding Agency for the first time have provided information in a pictorial format, representing how the College has changed financially since 2008-09. The Skills Funding Agency has concurred with the College's financial health rating of "Satisfactory".

Members discussed the current financial situation and the information provided by the SFA. The members were pleased to be able to see the formation of the 2015-6 budget as this helped to set the scene for the Resource Committee and Board meetings to be held later in the year and ensured that there were no 'shocks' to be received. Members were also interested in the information provided by the SFA documents as again it provided an insight, particularly for newer members, on how the college has developed and is expected to continue to develop in terms of its financial situation and how an outside agency sees this. After discussion members

Resolved

**14/15-3.11 i) to note the report and the risks and issues contained within it and
ii) to note the Financial Health Statement received from the Skills Funding Agency and its conclusion of the College's underlying health grade as being Satisfactory**

14/15-3.12

The College Self-Assessment Review – Summary of Current Position

The Vice Principal (Curriculum and Quality) presented her report. Miss Higgin reminded members that the SAR review process is undertaken three times per year. She commented that it was extremely pleasing that Board members had been able to attend the two events held up to now this year. Dr Coyne, who had attended the most recent event, spoke highly of the process and advised that as many members as possible should

attend this event. It was good to see the culmination of the work that goes into the process and see the college management supporting each other through it.

Miss Higgin began her summary by advising members that the SAR process continues to have a positive impact on teaching, learning and assessment across the college. With 81% of curriculum teams being good or better in 2013-14 compared to 72% in 2012-13. Miss Higgin reminded members that the target for 2014-15 is 90% of teams good or better.

The College is continually looking to refine the SAR process and several key changes have been made this year:

- A College level summary scorecard is now produced with a drill down to other levels. This document will be available to the Curriculum & Quality Standards Committee for scrutiny at its meetings
- English and maths performance data is now included specifically in the scorecard to ensure accountability across curriculum teams.
- Limiting grades have also been introduced, Miss Higgin noted that the new limiting grades could mean that teams drop down from a Grade 1 to Grade 2.
- Progress grades have been introduced for March and June SAR which it is felt will provide additional motivation and challenge for teams to achieve to improve grades

Dr Coyne commented that it was fascinating to attend the actual review, seeing the results on paper is interesting but attending the review event provide the context. She went on to remark that it felt like being 'in the engine room'; the transparent process engaged people and although it was tough, it was also fair. Miss Landon who has also attended a review said that Heads and Deputies of Faculties challenge each other and also know each other's data which was very assuring. Mrs Taylor added that the process breaks down barriers and demonstrates how the college management worked as a team, being both supporting and challenging and noting that Heads of cross College Service departments have also been invited to attend as an observer to increase their understanding of the College curriculum.

Miss Higgin moved on to talk about specific areas of the report beginning with English and Maths and in particular attendance in classes. Miss Higgin informed members that she had recently attended a conference in London and a discussion had arisen concerning sector wide attendance for Maths and English classes. There isn't currently any national benchmark for this but colleagues from other colleges were reporting attendance in the region of 71%-76%. Miss Higgin advised members that the overall College attendance including Maths and English as at March 2015 was 87.4%; with attendance for English being 76.2% and Maths 80.5%. Mr Ireland asked what the range of responses were from learners when contacted to find out why not attended. Miss Higgin responded there were a range of reasons offered but sometimes it was that they don't like it; because they did not enjoy the experience at school; don't see why they have to keep on doing it post 16 etc. The College is working on a variety of ways to ensure that attendance continues to rise to ensure its learners leave college suitably qualified for the workplace and also to meet Government and funding targets. These include such events as whole College Maths Challenge and the continuing work on embedding Maths and English into the vocational curriculum.

Miss Higgin moved on to the outcomes of the recent SAR advising that 61% (19) of curriculum teams at the March SAR came out with good or better progress grade. Two teams graded 4 in annual SAR have improved progress grades and now sat within grade 3. Common consensus amongst Heads of Faculty (HoF) was that limiting grades will provide clear focus to improve at the next SAR.

Members discussed the report and the outcomes from the SAR challenging the Senior Post holders to describe the actions being taken where teams have been identified as being grade 3 and 4 which Mrs Taylor and Miss Higgin did to their satisfaction.

Miss Higgin noted the following additional specific actions being taken:

- Continue to assign progress grades to curriculum teams in June 2015. The Heads of Faculty have been advised that Miss Higgin needed to be confident they continue to improve to ensure that the KPI of 90% of Curriculum teams graded good or better would be achieved and in doing so provide assurance to the Corporation Board of continuing improvement. Miss advised members that the team had given their assurance that this would happen.
- It had been decided, where required, to increase the frequency of some of the special measures meetings and that this process would be driven by the HOFs themselves. Grade 4 teams will still be seen by Miss Higgin and Mrs Tootell (Director of Quality).

Concluding on a positive note Miss Higgin, advised that those teams who achieved a Grade 1 in the March SAR have been recognised and congratulated by the Senior Leadership Team. The Chair asked Mr Armiger to send, on behalf of the Corporation Board, a congratulatory message to those teams achieving a Grade 1.

Resolved

- 14/15-2.13 i) to note the report, the issues arising from the March 2015 Curriculum SAR process and the actions being taken by the College SLT in light of issues raised.**

Other Business for Consideration, Discussion and Approval

On behalf of Mr Grigorjevs, Mr Armiger commented on the success of the recent Pennine (Pen9) Film Festival. It is the 9th year of the College hosting the event, but the first time it had been held in partnership with Hyndburn Borough Council and at venues, other than the College, in Hyndburn. The event had been well attended and had attracted a lot of good publicity for the College. The premiere of a Heritage Lottery Funded film 'The Pals' had taken place during the film festival and members were interested to hear that it had been directed by Stephen Long, the FE Student Board Member. Several members had attended films and lectures during the weeklong event.

Governance

14/15-2.13 AoC/ETF Governor Training Materials

Mr Armiger advised that the Governors Training Pack has now been reworked by the AoC and Educating Training Foundation (ETF) and the extensive document was available for members in the Governor Resource Section of the College Intranet. An overview of each module was included within the paper for Governors.

14/15-2.14 Declaration of any Confidential Issues

There were no items deemed to be confidential.

14/15-2.15 Date and Times of Next Meeting

Members noted that the next Board Strategic and Development Event will take place on Tuesday 19th May at 3.30pm. Members were asked to consider if there were any specific topics they would like to see addressed at the event and then forward their suggestions to either Mr Stephenson or Mr Armiger.

The meeting closed at 7.30pm.