

FURTHER EDUCATION CORPORATION MEETINGS 2017/18

MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING

Held at 5pm on Monday 11th December 2017

held at The Fence Gate (BB12 9EE)

Members present: Stephen Barnes (Chair), Rob Pheasey (Vice Chair), Amanda Melton (Principal), Mike Phelan, Nadeem Rashid, Jane Cleaver, Cllr Mohammed Iqbal, Helen Khan, David Whatley, Claire Pye
Kendell Earl and Hadiqa Ayub (observers until item 5 – thereafter Members)

In attendance: Alison Rushton (Vice Principal Apprenticeships and Skills Academy)
Anita Ghidotti (Executive Director – Human Resources)
David Rothwell (Deputy Principal)
Paul Britton (Vice Principal 6th Form)
Debbie Corcoran (Clerk to the Corporation)
Samantha Mercer (Executive Director of Corporate Planning)
Tracey Baron (Associate Principal Quality/Lancashire Adult Learning)

Item 1.	<u>Apologies for Absence</u>
	Apologies for absence were received and accepted from Zoe Ogden, Kevin Moynes, Phil Wilkinson and Azhar Siddique. The Chair welcomed Kendell Earl and Hadiqa Ayub as observers.
Item 2.	<u>Declarations of Interest</u>
	Members and officers present declared that they had no interests, personal, fiduciary, or otherwise in any item on the open agenda for the meeting.
Item 3.	<u>Minutes of Previous Meeting (2nd October 2017)</u>
	<i>Submitted: 'Minutes of the Board of Corporation Meeting held on 2nd October 2017' (circulated in Board papers)</i> The Minutes of the Board of Corporation Meeting held on 2 nd October 2017 were agreed as an accurate record, and for signature by the Chair.
Item 4.	<u>Matters Arising</u>
	There were no matters arising.

Item 5.	<u>Governance Report</u>
	<p data-bbox="387 226 1209 255"><i>Submitted: 'Governance Report' (circulated with Board papers)</i></p> <p data-bbox="387 293 1437 322">The Clerk presented the Governance Report, which covered the following areas:</p> <p data-bbox="387 360 887 389">5.1 <u>Re-appointment of Mr McKnight</u></p> <p data-bbox="387 427 1469 591">The Corporation noted Mr McKnight's considerable and sustained contribution as a co-opted Member of Audit Committee – a role he has held since 2000. David Whatley (Chair of Audit) and David Rothwell (Deputy Principal) highlighted Mr McKnight's skills and the added value he brings to Audit Committee through his expertise and scrutiny.</p> <p data-bbox="387 629 1485 792">Following due consideration, the Corporation fully supported Mr McKnight's re-appointment as a co-opted Member of Audit Committee, with a 4 year term of office ending 11 December 2021. The Chair asked the Clerk to pass his thanks, and those of the Corporation, to Mr McKnight for his commitment and contribution to the College.</p> <p data-bbox="387 831 1485 927">Resolved CG 17/73: To receive the 'Governance Report' and approve Mr Anthony McKnight as a co-opted Member of Audit Committee for a 4 year term of office ending December 2021</p> <p data-bbox="387 999 932 1028">5.2 <u>Appointment of Student Governors</u></p> <p data-bbox="387 1066 1485 1229">Stephen Barnes (Chair) updated that Search Committee had met on 11th December 2017, and were recommending to the Corporation the appointment of 2 new Student Governors to the Board - Hadiqa Ayub and Kendell Earl. The open recruitment process had included invitations for expressions of interest against a Student Governor role profile, short-listing and then an interview with the Principal and Clerk.</p> <p data-bbox="387 1267 1469 1431">Hadiqa Ayub is an A level student here at College, and Kendell Earl is studying Health and Social Care level 3. Both had exciting ideas on how the College could improve further for learners, and how to contribute the student voice through the Student Governor role. The appointments were agreed by the full Corporation, and Hadiqa and Kendell were welcomed as Members.</p> <p data-bbox="387 1469 1406 1565">Resolved CG 17/74: To accept Search Committee's recommendation and approve the appointment of Hadiqa Ayub and Kendell Earl as Student Governors on the Corporation, for the 2017/18 academic year</p> <p data-bbox="387 1637 791 1666">5.3. <u>Instruments and Articles</u></p> <p data-bbox="387 1704 1485 1868">The Clerk to the Corporation presented the draft Instruments and Articles included in the Board papers. She highlighted the Instrument and Articles role in the legal framework for Colleges, given it sets out how a College is governed and the roles and responsibilities of the Corporation, Committees, the Principal and Clerk – and makes provision for audit and staffing matters.</p> <p data-bbox="387 1906 1485 2036">Nelson and Colne College had previously adopted the standard national Instruments and Articles. The updated version presented for consideration had been assured independently by Eversheds. The Corporation reviewed and discussed the updated Instruments and Articles, and they were agreed and adopted.</p>

	<p>Resolved CG 17/75: To receive the report and agree the updated Instruments and Articles for the Corporation from 11th December 2017 onwards</p>
<p>Item 6.</p>	<p><u>Strategic Updates</u></p> <p>6.1 <u>Principal's Update</u></p> <p><i>Submitted: 'Principal's Report' (circulated with Board papers)</i></p> <p>Amanda Melton (Principal) presented her report, which included updates and information in key areas such as the College and senior teams contributions to national policy debate and developments, and engagement in national Education and Training Foundation (ETF) development programmes. Progress was shared in relation to the College's delivery of Apprenticeships to Lancashire County Council (LCC) through the Levy.</p> <p>Member's discussed the report, their questions were answered and clarification provided as necessary. The opportunities, risks and changes to Apprenticeships and employer's uptake of this critical programme were considered. It was agreed that given the significant changes in Apprenticeships and the Levy, it would be timely for the Corporation to receive a further update or development session on Apprenticeships at a future Board meeting, or our Awayday/Strategic Planning event.</p> <p>Resolved CG 17/76: To receive the 'Principal's Report' and note its content</p> <p>6.2 <u>2016/17 Key Performance Indicator (KPI)s</u></p> <p><i>Submitted: 'KPI Dashboard December 2017 Board Meeting' (circulated with Board papers)</i></p> <p>Samantha Mercer (Executive Director – Corporate Planning) presented the paper which updated on the out-turn position against the College's 2016/17 Key Performance Indicators (KPIs) agreed by the Board. At their October 2017 Corporation meeting, the Board had agreed additional scrutiny through Committees on KPI areas where performance would be below the target KPI agreed for 2016/17, to understand the reasons why and consider if there were implications for the targets agreed for 2017/18 or additional action needed to ensure Board assurance of the delivery of the 2017/18 KPIs.</p> <p>These areas were discussed, and the Board assured.</p> <p>Resolved CG 17/77: To receive the '2016/17 KPI Out-turn' report and note its content</p> <p>6.3 <u>Pay Award</u></p> <p><i>Submitted: 'Pay Award Recommendation' (circulated with Board papers)</i></p> <p>Anita Ghidotti (Executive Director – HR) presented the paper. The Executive Director explained that at this point in time, the AoC recommendation of a 1% or £250 pay award was still to go to its final vote with the national representative bodies.</p>

	<p>Irrespective of the results of this vote, the Senior Leadership Team (SLT) at the College recommended that the Corporation agree such an award, with an effective date of 1st January 2018. This approach would allow the Principal to advise staff prior to the Christmas break of the position. The Deputy Principal confirmed the total cost of such an award and that payment had been included in the budget for the 2017/18 year.</p> <p>The Board of Corporation discussed the recommendation and endorsed its payment, recognising the invaluable contribution of staff to the College, learners and the wider community.</p> <p>Resolved CG 17/78: To receive and report and approve a 1% or £250 pay award for staff, with an effective date of 1st January 2018</p>
<p>Item 7.</p>	<p><u>Structure and Prospects Appraisal (SPA)</u></p> <p>This was a confidential item, and is recorded under reserved minutes.</p>
<p>Item 8.</p>	<p><u>8.1 Audit Committee Minutes (24 November 2017)</u></p> <p><i>Submitted: 'Minutes of Audit Committee 24th November 2017 – unapproved' (circulated with Board papers)</i></p> <p>David Whatley (Chair of Audit Committee) presented the unapproved Minutes from Audit Committee on 24th November 2017, to update the Board and provide assurance – drawing attention to key areas of agreement or scrutiny by the Committee.</p> <p>Resolved CG 17/79: That the unapproved minutes from Audit Committee on 24th November 2017 be received</p> <p><u>8.2 Internal Audit Annual Report 2016/17</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>David Whatley presented the College's annual internal audit report for 2016/17 which had been developed by BDO, and scrutinised at Audit Committee. The report summarised the work undertaken throughout 2016/17 by BDO to review the internal policies and procedures employed by the College in 2016/17 to manage risks in business areas identified by management for review – these areas had been agreed in the College's 2016/17 Internal Audit Plan, which was approved by the Board.</p> <p>The Board welcomed the report and were assured of the overall positive position. David Whatley confirmed that the fees for internal audit service for 2017/18 included an increase (2%) on 2016/17 fees, and this was accepted by the Board.</p> <p>Resolved CG 17/80: That the 2016/17 Annual Internal Auditors Report be received and approved</p>

	<p><u>8.3 Audit Committee Annual Report 2016/17</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>The 2016/17 Annual Report of the Audit Committee was presented by David Whatley, received by the Board and its contents noted. The Board welcomed the report and positive position.</p> <p>Resolved CG 17/81: That the Audit Committee Annual Report 2016/17 is received by the Board</p> <p><u>8.4 Financial Statements 2016/17, External Auditor’s Financial Statements and Regularity Audit Management Report</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>David Rothwell (Deputy Principal) presented the financial statements for 2016/17 and Regularity Audit Management Report, which had been considered by Audit Committee.</p> <p>Resolved CG 17/82: That as recommended by the Audit Committee, the Board of Corporation approve the Financial Statements/Regularity Audit Management Report and authorise the Chair and Principal (Accounting Officer) to certify them as required</p> <p>Resolved CG 17/83: That the Board of Corporation approve the Letters of Representation 2016/17 and authorise the Chair and Principal to sign them on their behalf</p> <p><u>8.5 and 8.6 College Financial Health and Finance Report (in-year position 2017/18)</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>David Rothwell (Deputy Principal) presented the report. The ESFA’s finance dashboard (November 2017) had been shared with Governors when received and confirmed that the outcome of the assessment of the College’s financial health was a grade of ‘outstanding’. AoC’s autumn budget news was recommended and shared. A letter from Peter Lauener (Chief Executive of ESFA) to College Principals (17 November 2017) was included for Governor’s information, with key messages on finance. Management Accounts for the first 3 months of 2017/18 (to end October 2017) were included in the report.</p> <p>Resolved CG 17/84: That the Finance Report noted be received</p>
Item 9.	<p><u>Quality and Curriculum</u></p> <p>9.1 Unapproved minutes LAL Quality and Curriculum Meeting (27 October 2017)</p> <p><i>Submitted: ‘Unapproved minutes of LAL Q&C Meeting 27 Oct 2017’ (circulated with Board papers)</i></p>

	<p>In Phil Wilkinson's absence, Mike Phelan, Vice Chair of the Committee, presented the Minutes for Board assurance.</p> <p>Resolved CG 17/85: That the unapproved minutes of the LAL Quality and Curriculum Meeting 27 October 2017 be received</p> <p>9.2 Establishment of an Adult Community Learning (ACL) Advisory Board</p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>Mike Phelan, Vice Chair of the LAL Quality and Curriculum (Q&C) Committee, presented the report. It set out the rationale for the Committee's recommendation that a new Adult and Community Learning (ACL) Advisory Board be established as a Committee of the Corporation. The current LAL Q&C Committee would no longer exist, and its current responsibility for the oversight and scrutiny of the quality of the LAL offer would be transferred into the College's other Q&C Committee.</p> <p>The new approach was welcomed by the Corporation, and both the proposed membership and terms of reference were agreed.</p> <p>Resolved CG 17/86: The establishment of an Adult Community Learning (ACL) Advisory Board as a Committee of the College's Corporation, with terms of reference and membership as proposed. The LAL Q&C Committee to end, and its responsibility for curriculum and quality of the LAL offer to transfer to the remaining Q&C Committee</p> <p>9.3 Draft Self-Assessment Report (SAR)</p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>Tracey Baron (Associate Principal Quality/Lancashire Adult Learning) presented the draft SAR, which had been reviewed and scrutinised by the Corporation's Quality and Curriculum Committee on 22nd November 2017. The Chair of Quality and Curriculum Committee Mike Phelan had joined the SAR self-assessment workshop contributing to the grades, and was thanked for his input and support and challenge in the process.</p> <p>The Associate Principal drew Member's attention to the self-assessment grades for each provision type and leadership and management.</p> <p>Resolved CG 17/87: That the Board of Corporation receive the draft SAR and agree the self-assessment grades for each provision type and leadership and management</p>
Item 10.	<p><u>Estates and Health and Safety Report</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>The annual Estates and Health and Safety Report was presented by David Rothwell (Deputy Principal), received and noted.</p> <p>Resolved CG 17/88: That the annual Health and Safety Report be received</p>

<p>Item 11.</p>	<p><u>Policies for Board Approval</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>Samantha Mercer (Executive Director for Corporate Planning) presented the 2 policies requiring Board approval – ‘Ownership and use of intellectual property’ and ‘Stop and search’. Both polies were approved by the Corporation.</p> <p>Resolved CG 17/89: That the policy for ‘Ownership and use of intellectual property’ is approved by the Corporation</p> <p>Resolved CG 17/90: That the policy for ‘Stop and search’ is approved by the Corporation</p>
<p>Item 12.</p>	<p><u>Any Other Business</u></p> <p>There were no items of any other business.</p> <p>The Chair thanked everyone for their contributions, gave his best wishes for Xmas and New Year and the meeting was closed.</p> <p>The date of next Corporation meeting was confirmed as <i>Monday 5th February 2018, 5pm-7pm at the College’s main site.</i></p>

**Debbie Corcoran
Clerk to the Corporation**

Signed as an accurate record:.....(Chair of Corporation)

Date:.....