



FURTHER EDUCATION CORPORATION MEETINGS 2017/18

MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING

Held at 5pm on Monday 11th June 2018

Nelson and Colne College, Boardroom

Members present: Stephen Barnes (Chair), Amanda Melton (Principal), Mike Phelan, Nadeem Rashid, David Whatley, Claire Pye, Phil Wilkinson, Zoe Ogden

In attendance: Alison Rushton (Vice Principal - Apprenticeships and Skills Academy)
David Rothwell (Deputy Principal)
Tracey Baron (Associate Principal – Quality and Lancashire Adult Learning)
Debbie Corcoran (Clerk to the Corporation)
Sam Mercer (Executive Director - Corporate Planning)

Peter Ryder and Nicola Tomlinson (Merger Project Team) – for item 5

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| Item 1. | <u>Apologies for Absence</u> |
| | Apologies for absence were received and accepted from: Emma Schofield, Helen Khan, Haqiqa Ayub, Azhar Siddique, Kendell Earl, Rob Pheasey, Jane Cleaver, Paul Britton (Vice Principal - 6 th Form) and Anita Ghidotti (Executive Director). |
| 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 the Previous Meeting (5th February 2018)</u> |
| | <i>Submitted: 'Minutes of the Board of Corporation Meeting held on 5th February 2018' Part 1 and also Part 2 (confidential) (circulated in Board papers)</i> The Minutes of the Board of Corporation Meeting held on the 5 th February 2018 (part 1 and part 2) were both agreed as an accurate record, and for signature by the Chair. |
| Item 4. | <u>Matters Arising</u> |
| | <ul style="list-style-type: none">Tracey Baron (Associate Principal) updated that following the insight session |

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| | <p>on Prevent and Safeguarding at the February Corporation Meeting, Helen Khan has begun her role as Governor Link for this area and is making strong links with the College's team</p> <ul style="list-style-type: none"> • Sam Mercer (Executive Director – Corporate Planning) updated in relation to General Data Protection Regulation (GDPR). Following the completion of the recent advisory internal audit in this area, which gave assurance on the College's capacity and new approach, the College is continuing to deliver its GDPR action plan. Privacy Notices are being issued, GDPR Champions are in place with oversight from a College-wide Steering Group. The College's Data Protection Officer (DPO) will provide Governors with an update and additional assurance at a future Board meeting. |
| <p>Item 5.</p> | <p><u>Merger with Accrington and Rossendale College (A&RC)</u></p> <p>This was a confidential item, and is recorded through reserved minutes (part 2)</p> <p>After the item, Peter Ryder and Nicola Tomlinson left the Board meeting.</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:</p> <ul style="list-style-type: none"> • Partnership – including the College's success in the competitive process to select 52 Colleges and schools to deliver the new T levels in the pilot phase; the outcome of the Institute of Technology (IoT) bid; the Principal's technical education research visit to Norway, and also four nations leadership summit in Edinburgh, both supported by Gatsby • Leadership and staffing update - including long service awards and key feedback from the 'You Matter' staff group • A summary of student news <p>Member's discussed the report, their questions were answered and clarification provided as necessary. Governors welcomed the College's role in the T levels pilot phase and the insight it will offer and this opportunity to shape developments.</p> <p>Resolved CG 17/18 99: That the Corporation receive the 'Principal's Report' and note its content</p> <p>6.2 <u>Key Performance Indicator (KPI)s</u></p> <p><i>Submitted: 'KPI Dashboard June 2018 Board Meeting' (circulated with Board papers)</i></p> |

Samantha Mercer (Executive Director – Corporate Planning) presented the paper which updated on the College’s performance against the KPIs agreed by Board. The Board reviewed performance, focusing particularly where areas were behind profile or target. Key areas of scrutiny and assurance were: Apprenticeships performance in terms of progression and number of starts; progression; attendance; the challenge to achieve the target for % CL students on targeted programmes; HEFCE income.

Assurance was given in the meeting in these areas. It was agreed that the Clerk and Executive Director will review the format of the KPI report for 2018/19 to take on board today’s feedback. The Clerk assured that Committees have a key role to ‘deep dive’ where Board assurance is needed, with the ACL Advisory Board for example reviewing ‘employability’ and the supporting KPIs at their next meeting. It was agreed that the Quality and Curriculum Committee will review areas behind profile at their June meeting, and an update given at the July Board. Members were assured that there is the required level of detail, line of sight and transparency through the KPI dashboard, and effective reaction and follow-up when needed.

Resolved CG 17/18 100: That the Corporation receive the Key Performance Indicator (KPI) report and note its content

6.3. Governance Report

Submitted: Report (circulated with Board papers)

The Clerk presented the Governance Report, which updated on the application of the College Seal since our last Board meeting, the College’s position and publication of Gender Pay Gap information and the College’s application to the Office for Students (OfS) to deliver HE. The Chair updated on national discussions on governance following developments in the HE sector, and the Clerk highlighted implications to the College’s standing orders and Committee membership.

It was agreed that there will be an update on the College’s strategy to reduce the gender pay gap at a future Corporation meeting. Governors welcomed the proposal for a Governor insight session on HE at a 2018/19 Board meeting.

Following the recent changes to civic leadership at Pendle Borough Council following local elections, Cllr Iqbal was formally thanked by the Chair and Board for his valuable contribution and support for the College while a Governor.

Resolved CG 17/18 101: That the Corporation receives the Governance report and notes its content

Item 7.

Finance Report

Submitted: ‘Finance Report’ (circulated with Board papers)

David Rothwell (Deputy Principal) presented the report, which included:

- Management accounts; to the end of April 2018
- Income and expenditure account, balance sheet, cash flow statement, 12 months rolling cash flow forecast, ratio analysis and financial covenants summary
- Confirmed funding allocations for 2018/19
- Treasury update

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| | <ul style="list-style-type: none"> • A planned schedule of design works for summer 2018, with the contractor procurement process having begun, for a package of works circa £100k <p>It was noted that the latest projected out-turn for the College in 2017/18 has improved from the mid-year reforecast position from a £200k surplus to a £500k surplus, and that challenges remain in relation to achieving income targets.</p> <p>16-18 income and application levels were discussed, and it was confirmed that while applications look strong for 2018/19, if they don't convert at the level expected then activity will accelerate to address this.</p> <p><u>Resolved CG 17/18 102:</u> That the Corporation receive the Finance Report and note its content and approve the 2018 programme of capital works</p> |
| Item 8. | <p><u>Risk Management</u></p> <p><i>Submitted: 'Risk Management Report' (circulated with Board papers)</i></p> <p>David Rothwell (Deputy Principal) presented the report which offered an updated risk management plan and risk register for Governor's scrutiny and assurance. Member's reviewed the content, agreeing that the range of risks and levels shown were accurate from their perspective.</p> <p><u>Resolved CG 17/18 103:</u> That the Corporation receive the updated risk management plan and risk register and are assured on their content</p> |
| Item 9. | <p><u>Minutes from Corporation Committees</u></p> <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>Minutes from the following sub-Committees were presented by the Committee Chairs for assurance, with the Committee Chairs drawing out key points for the Corporation's attention:</p> <p>9.1 Quality and Curriculum (22 Nov 2017, 25 April 2018) – presented by Mike Phelan</p> <p>9.2 Audit (16 Mar 2018) – presented by David Whatley</p> <p>9.3 Adult Community Learning (ACL) Advisory Board (27 Apr 2018) – presented by Phil Wilkinson</p> <p>Phil Wilkinson, Chair of the ACL Advisory Board, included feedback on this new sub-Committees inaugural meeting, explaining that there had been excellent input from external attendees, Governors and College staff; the terms of reference were clear and focused; the Associate Principals update had been interesting and insightful, and a powerful update provided through a LAL learner attending and sharing their Learner Voice.</p> <p>The Chair gave his best wishes for a successful LAL STAR Awards, which he regretfully could not attend.</p> |

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| | <p><u>Resolved CG 17/18 104:</u> That the Board of Corporation receives and notes the content of the minutes from the Quality and Curriculum Committee (22 November 2017 - approved, 25 April 2018 - unapproved); Audit Committee (16 March 2018 - unapproved) and ACL Advisory Board (27 April 2018 - unapproved)</p> |
| <p>Item 10.</p> | <p><u>Policies for Board Approval</u></p> |
| | <p><i>Submitted: Report (circulated with Board papers)</i></p> <p>Samantha Mercer (Executive Director - Corporate Planning) presented the 5 policies requiring Board approval:–</p> <ul style="list-style-type: none"> • Whistleblowing • Managing Underperformance – staff • Managing Underperformance - senior post-holders • Working Together (bullying and harassment) • Complaints <p>After discussion and review by the Corporation, the Board agreed the policies.</p> <p>Resolved CG 17/18 105: That the Corporation receive and approve the following policies: Whistleblowing; Managing Underperformance – staff; Managing Underperformance - senior post-holders; Working Together (bullying and harassment) and Complaints.</p> |
| <p>Item 11.</p> | <p><u>Governor Insight Session - Apprenticeships</u></p> <p><i>Presentation and information pack distributed in the meeting</i></p> <p>Alison Rushton (Vice Principal - Apprenticeships and Skills Academy) delivered today's insight session on Apprenticeships, to refresh Governor's knowledge and understanding of this critical area. Using a powerpoint presentation and information pack distributed in the Board meeting, Governors were updated in the following key areas: <i>Apprenticeship Reform, Our Investment, Our Performance.</i></p> <p>Following an active discussion and questions from Governors, the Vice Principal was thanked for her engaging input and update. Governors noted the challenges against this key agenda for the College and drive to continue increasing starts, with key changes in the product and its delivery, and reduction in starts nationally at this time. The drive, ambition and talent in the College's team was noted and critical to the future approach.</p> <p><u>Resolved CG 17/18 106: That the Corporation receive the Governor insight session on Apprenticeships</u></p> |

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| Item 12. | <u>Any Other Business</u> |
| | <p>There were no items of any other business.</p> <p>The Chair thanked everyone for their contributions, and the meeting was closed.</p> <p>The date of next Corporation meeting was confirmed as Monday 9th July 2018, 5pm-7pm, at the College's mainsite</p> |

**Debbie Corcoran
Clerk to the Corporation**

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

Date:.....