



FURTHER EDUCATION CORPORATION MEETINGS 2017/18

MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING

Held at 5pm on Monday 5th February 2018

Nelson and Colne College, Boardroom

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, Phil Wilkinson, Azhar Siddique, Hadiqa Ayub

In attendance: Alison Rushton (Vice Principal Apprenticeships and Skills Academy)
David Rothwell (Deputy Principal)
Paul Britton (Vice Principal 6th Form)
Debbie Corcoran (Clerk to the Corporation)
Samantha Mercer (Executive Director of Corporate Planning)

Peter Ryder and Nicola Tomlinson (Merger Project Team)
Leyanne Fitzmaurice (Director Learner Services) – item 6 only

Item 1.	<u>Apologies for Absence</u>
	Apologies for absence were received and accepted from Zoe Ogden, Kevin Moynes, Kendell Earl, Tracey Baron and Anita Ghidotti.
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 (11th December 2017)</u>
	<i>Submitted: 'Minutes of the Board of Corporation Meeting held on 11th December 2017' Part 1 and Part 2 (confidential) (circulated in Board papers)</i> The Minutes of the two Board of Corporation Meetings held on 11 th December 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>Merger with Accrington and Rossendale College (A&RC)</u>

	<p>This was a confidential item, and is recorded through reserved minutes.</p> <p>After the item, Peter Ryder and Nicola Tomlinson left the Board meeting.</p>
Item 6.	<p><u>Governor Insight session – Prevent and Safeguarding</u></p>
	<p>Leyanne Fitzmaurice (Director Learner Services) was welcomed to the Corporation meeting, to deliver today’s insight session on Prevent and safeguarding to refresh Governor’s knowledge and understanding of this critical area. Using a powerpoint presentation, Governors were updated in the following areas:</p> <ul style="list-style-type: none"> • The legal framework for safeguarding and Prevent, including discussion of the College’s updated ‘Child Protection and Vulnerable Adults Policy’ and complementarity with the Lancashire framework of the Lancashire Safeguarding Children Board • Key guidance documents and their contents and implications for Colleges and Governor’s roles and responsibilities – through documents and policy such as ‘Working Together to Safeguard Children’ 2015, ‘Keeping Children Safe in Education (2016) and national statutory guidance including ‘Working Together to Safeguard Children’ (2015) • The Prevent Duty set out in the Counter Terrorism Act 2015, the required approach to support British Values and responsibilities under the Equality Act 2010 covering student welfare, equality and diversity and the safety of students and staff • Progress to date in safeguarding and Prevent was shared with Governors, and discussed to ensure full compliance and good practice • Mandatory learning and development for Governors in safeguarding and Prevent was explained and would be accessed by Governors to support deeper learning in this area <p>Following an active discussion, Leyanne Fitzmaurice was thanked for her update and input. It was agreed that the Clerk would share the learning and development opportunities for Governors to access. Leyanne Fitzmaurice left the Corporation meeting at this point.</p> <p><u>Resolved CG 17/18 91: That the Corporation receive the update on safeguarding and Prevent and access the mandatory learning and development to support their understanding</u></p>
Item 7.	<p><u>Governance Report</u></p>
	<p><i>Submitted: ‘Governance Report’ (circulated with Board papers)</i></p> <p>The Clerk presented the Governance Report, which offered updated Standing Orders for the Corporation’s review and agreement. The Standing Orders set out the rules by which the Governing Body (Corporation) of the College manages its business, and had been developed to ensure they were complimentary to the new Instruments and Articles agreed by the Corporation at their December meeting.</p> <p>Following discussion, the Corporation thanked the Clerk for the updated Standing Orders and they were approved.</p>

	<p><u>Resolved CG 17/18 92: That the Corporation receive and approve the updated Standing Orders</u></p>
<p>Item 8.</p>	<p><u>Strategic Updates</u></p> <p>8a. <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"> • raising the profile of the College through for example the recent visit of Anne Milton (Minister for Education) to Lancashire Adult Learning (LAL), the Principal's visit to London and DfE with the Lancashire Principals Group and resulting meetings with MPs and education select committee members • the College's performance in the 2017 DfE Performance tables – the College's exceptional performance was noted and welcomed, and data shared showing trends and the College's benchmark position • partnership work – such as the development of an Institute of Technology (IoT) bid led by Blackpool and the Fylde College; a new innovative pilot with East Lancashire Hospital Trust (ELHT) to offer learners clinical and non-clinical work experience, plus LAL's being shortlisted in the TES FE Awards 2018 <p>Member's discussed the report, their questions were answered and clarification provided as necessary. The Board recognised the dedication and expertise of staff at the College, leading to the College's position in the performance tables and outstanding opportunities and outcomes for learners.</p> <p><u>Resolved CG 17/18 92: That the Corporation receive the 'Principal's Report' and note its content</u></p> <p>8b. <u>Key Performance Indicator (KPI)s</u></p> <p><i>Submitted: 'KPI Dashboard February 2018 Board Meeting' (circulated with Board papers)</i></p> <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.</p> <p><u>Resolved CG 17/18 93: That the Corporation receive the Key Performance Indicator (KPI) report and note its content</u></p> <p>8c. <u>General Data Protection Regulations (GDPR)</u></p> <p><i>Submitted: 'GDPR Report' (circulated with Board papers)</i></p> <p>Samantha Mercer (Executive Director – Corporate Planning) presented the paper which gave an overview of the new requirements on Colleges in relation to General Data Protection Regulations (GDPR) from May 2018 onwards. AoC's briefing note on GDPR was shared, and the Corporation was updated on the College's approach to</p>

	<p>preparing for GDPR, including the increase in internal capacity, the internal action plan and the external input and assurance which would be gained through an independent review of the College's preparations by BDO as part of the College's internal audit programme. Questions were asked to understand the implications, and assure on capacity and readiness.</p> <p>Resolved CG 17/18 94: That the Corporation receive the report on General Data Protection Regulations (GDPR) and are assured of the College's capacity and readiness for the new approach and requirements</p>
<p>Item 9.</p>	<p><u>Finance Report</u> <i>Submitted: 'Finance Report' (circulated with Board papers)</i></p> <p>David Rothwell, Deputy Principal, presented the paper and offered additional information through a powerpoint presentation. The item covered:</p> <ol style="list-style-type: none"> 1) Management accounts; period 5 to end December 2017 2) Mid-year reforecast of the original budget for 2017/18 3) EFA 2018/19 allocation update 4) Treasury update <p>When reviewing the mid-year reforecast, the Corporation considered the impact of risks and sensitivities such as contract performance and staff utilisation; the College's planned and actual performance against the income and expenditure summary; key financial targets and indicators and financial health categories; departmental analysis and curriculum contribution; capital expenditure and cash flow.</p> <p>Following review and discussion, the proposed re-forecast for 2017/18 was approved.</p> <p>Resolved CG 17/18 95: That the Board of Corporation receives the finance report and approve the mid-year reforecast for 2017/18</p>
<p>Item 10.</p>	<p><u>Annual Complaints Report</u> <i>Submitted: 'Annual Complaints Report' (circulated with Board papers)</i></p> <p>Samantha Mercer (Executive Director – Corporate Planning) presented the paper which offered a summary of complaints received by the College during the 2016-17 academic year (from 01 August 2016 – 31 July 2017). Details were broken down to show any incidents of bullying, any complaints against student behaviour or incidents of extremism/racism. The position was also compared to the previous year, to understand any trends or patterns.</p> <p>Governors reviewed the paper and position and were assured of the process being followed and appropriate responses.</p> <p>Resolved CG 17/18 96: That the Corporation receives the annual complaints report and notes its content</p>
<p>Item 11.</p>	<p><u>Policies for Board Approval</u> <i>Submitted: Report (circulated with Board papers)</i></p>

	<p>Samantha Mercer (Executive Director for Corporate Planning) presented the 2 policies requiring Board approval – ‘Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance’ and the ‘Student Assessment Malpractice Policy’.</p> <p>After discussion, both policies were approved by the Corporation.</p> <p>Resolved CG 17/18 97: That the Corporation receive and approve the following policies: ‘Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance’ and the ‘Student Assessment Malpractice Policy’.</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, and the meeting was closed.</p> <p>The date of next Corporation meeting was confirmed as Wednesday 18th April 2018 (the 2017/18 Strategic Planning Awayday) at the Fencegate (BB12 9EE)</p>

**Debbie Corcoran
Clerk to the Corporation**

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

Date:.....