**Preston's College**

Minutes of the Board meeting held on 16th July 2015 at 6:00pm in the Board Room at Preston's College.

**Present:**

Mr S Browne (Chair)

Mr J Boydell (in part) Ms A Markland (in part)

Cllr R Boswell Ms B Murphy

Ms L Hornsby Mr T Readett

Dr A Jones Dr E H Smith

Ms B Kay (in part) Mr J Taylor

Mr M Mallam

**In Attendance:**

Mr M Airey (Head of Finance)

Mr S Fell (Clerk to the Corporation)

Mr S Nixon (Executive Director of Resources)

Mr M Noblett (Assistant Principal - Excellence & Learning)

Mr C Speight (Vice Principal (Enterprise and Engagement))

Ms G Thornton (Director of Human Resources)

Mr C Wood (Vice Principal (Excellence and Learning)

*The Board meeting followed a presentation from Nigel Lund, the North West Regional ‘Prevent’ Coordinator, on the Prevent Duty and its implications for the College.*

**74. Apologies and Welcome**

The Clerk reported that apologies had been received from Mr E Bassa and Mr P Williams. The Board welcomed Mr Boydell to his first Preston’s College Board meeting.

**Resolved:** that Mr Boydell be appointed for a four year term of office, commencing immediately.

**75. Declarations of Interest**

No declarations of interest were made.

**76. Minutes of the last Board meeting**

The Governing Body received a copy of the draft Minutes of the Board meetings held on 19th March and 4th June 2015.

**RESOLVED:** That the Minutes of the Board meetings held on 19th March and 4th June 2015 be agreed as a true record and signed by the Chair.

**77. Matters Arising**

**Minute 60 –** The Board noted that College had decided not to pursue the Energy Efficiency opportunity.

**Minute 60** – the revised Bank Mandate had now been executed.

**78. Draft Minutes of the Curriculum, Quality and Audit (CQA) Committee meetings held on 16th April and 2nd July**

The Board received a copy of the draft minutes of the CQA Committee Meetings held on 16th April and 2nd July 2015. The Clerk explained that the minutes of the CQA meeting were presented for approval by the Board as opposed to for their information. This was due to the proposal later on the agenda to abolish the existing committee structure which would prevent the CQA Committee from formally considering the minutes.

**Resolved:** That the draft minutes of the CQA Committee meeting held on 16th April 2015 be received for information and those of the meeting on 2nd July 2015 be approved.

**79. Draft Minutes of the Strategy, Policy and Governance (SPG) Committee meetings held on 4th June 2015 and 19th June 2015**

The Clerk explained that the minutes of the SPG meetings were presented for approval by the Board as opposed to for information for the reasons outlined earlier.

**Resolved:** That the draft minutes of the SPG Committee meetings held on 4th June and 10th June be approved.

**80. Principal and Chief Executive’s Report**

The Governing Body received an update report from the Principal and Chief Executive. In presenting the report, the Dr Smith emphasised the challenging climate within the further education sector and the College’s proactive response. She talked through the positive iStem development, the work done to engage schools and the College’s employer facing activities.

In closing, Dr Smith placed on record her appreciation of the hard work performed by the Board and college staff over the academic year.

The Chair thanked Dr Smith and the staff for the significant work undertaken throughout the year, with particular regard to their management of the budget.

**RESOLVED:**  That the report be noted.

**81. Strategic Positioning**

Dr Smith presented a report providing an overview of the current strategic direction of the College and its relationship with the 2015/16 Budget.

The Board thanked Dr Smith for the “extremely useful” report and, after a brief discussion requested more detailed information in respect of the College’s potential to merge or collaborate with other entities.

**Resolved:**  That the report be noted and a more detailed report on collaboration options be presented in due course.

**82. PREVENT**

Mr C Wood presented a report appending a draft Prevent Strategy, Action Plan and Risk Assessment, all of which had previously been approved by the Strategy, Policy and Governance Committee.

In presenting the report, Mr Wood explained that College staff were receiving detailed Prevent Training. He confirmed that ‘Prevent’ updates would be brought to the Board throughout the year and that the Action Plan would be updated and presented for the Board’s consideration twice during each Academic year.The Board agreed that, if possible, they would benefit from being able to access online ‘Prevent’ training.

**RESOLVED:** That i) the College’s obligations in respect of government policy and legislation relating to counter terrorism be noted;

ii) the Prevent Strategy and Action Plan/Risk Assessment be approved;

iii) if possible, online Prevent training be made available to Governors.

**83. Period 10 Management Accounts**

The Board received a report on the College’s Period 10 accounts. Mr S Nixon presented the report and, in doing so, explained that the Period 11 figures had been compiled earlier in the week. As such, he was in a position to confirm that the College was expected to break even for the year, with a year-end cash balance of £1.9m.

**Resolved:**  That the financial position be noted.

**84. Budget 2015-16**

Mr S Nixon presented the draft Budget for 2015/16 and a covering report. He informed the Board that the College had now undertaken a comprehensive business planning process, which included a full review of the curriculum plan and the associated staffing requirement.

The report summarised the outcome of this and other detailed budget setting activity and took account of the steer from the recent Strategy, Policy and Governance Committee. Appended to the report was the College’s three year financial plan submission to the Skills Funding Agency. REDACTED

Mr Nixon explained that the College hoped to develop its commercial revenue and take of wider opportunities to increase income. Dr Smith confirmed that whilst the current year’s financial plans had been ambitious, the budget for 2015/16 was extremely prudent with calculations based upon core income and aspirational income streams.

**Resolved:** That the budget for 2015/16 and associated three year financial plan be approved.

**85. Strategic Property Review**

REDACTED Mr Nixon talked through the report and explained that key aspects of the work followed on from the discussions held at the College’s Strategic Planning Forum. Appended to the report were more detailed updates from each of the companies together with proposals for future work.

Dr Smith confirmed that she was actively liaising with external bodies with a view to ascertaining how the College could work with them strategically and this included discussions regarding property. REDACTED

The Board agreed that it was too early to consider options such as the formation of development trusts and that a more detailed report be presented to the first meeting of the next Academic Year.

**Resolved:** That i) the report be noted;

ii) a more detailed report be presented to the next Board meeting.

**86. Governance Review Proposals**

The Clerk presented a report seeking the Board’s consideration of a number of proposals to improve the College’s governance framework, as recommended by the Strategy, Policy and Governance Committee at their meeting on 26th February 2015.

Attached the report were revised versions of each of the College’s governance documents, including:

1. Significantly revised and updated Standing Orders, appending proposed terms of reference for each of the Committees within the College’s new Committee structure (Appendix 1); and
2. Updated Instrument and Articles of Government.

The report also appended a proposed Business Planning Cycle for 2015/16 setting out the dates of meetings for 2015/16 and the early planned business for discussion at those meetings.

The report also sought the Board’s consideration of the composition of the Search and Governance Committee.

Mr Fell talked through the key aspects of the proposals.

**Resolved:** That i) the revised constitutional documents be approved and adopted with effect from 1st August 2015;

ii) the Clerk to the Corporation be authorised to make non-substantive amendments to the documents prior to their final publication;

iii) the outline Business Planning Cycle for 2015/16 be approved;

iv) Board and Committee meetings start at the revised time of 5:30pm;

v) The Search and Governance Committee comprise Mr S Browne, Dr E Smith, Mr E Bassa, Mr P Kennedy and Mr P Williams.

**87. Fees Policy**

The Board received a copy of the proposed Fees Policy for 2015/16 together with an accompanying, explanatory report.

**Resolved:**  That the 2015/16 Fees Policy be approved.

**88. Employer Facing Activity – Analysis**

Mr Speight presented a report setting out a financial analysis of the College’s employer facing activities. REDACTED

**Resolved:** That the report be noted, particularly the reference to the surplus contribution generated by the College’s employer facing activities.

**89. HR Strategy (“People Strategy”)**

Ms Thornton presented a draft People Strategy and explained that, at its meeting on 4 June 2015, the Strategy, Policy and Governance Committee had considered the draft and provided feedback which had been incorporated into the iteration presented to the Board.

**Resolved:** That the People Strategy be approved and adopted.

**90. Policy for Managing Redundancy and Restructuring**

**Situations**

The Board received a draft Policy for Managing Redundancy which, it was proposed, would replace the existing Redundancy Policy. The Board noted that the Policy had been recommended for approval by the Strategy, Policy and Governance Committee. Ms Thornton explained that the Board had, at their meeting on 4 June 2015, agreed that an option be introduced to offer either voluntary redundancy or voluntary severance depending on the financial context and their guidance was sought as to the application of this proposal.

**Resolved:** That i) the Policy for Managing Redundancy and Restructuring Situations be adopted with effect from 1 August 2015; and

ii) Board approval be required for decisions regarding whether to offer a voluntary redundancy scheme or a voluntary severance scheme, depending upon each set of circumstances.

**91. Whistleblowing Policy**

Ms Thornton presented a report appending an updated Whistleblowing Policy which had been revised to ensure it reflected the up to date legal position and the College’s duties under ‘Prevent’. The report outlined the fact that whilst the draft Policy had been considered and agreed by JUB it had not been considered by the Strategy, Policy and Governance Committee due to timing issues.

**Resolved:** That the Whistleblowing Policy be adopted with immediate effect.

*Due to the nature of the remaining items on the agenda, all members of staff left the meeting at this point.*

**92. REDACTED**

**93. Any Other Business**

No items were raised under this heading.

**94. Date of Next Meeting**

The Board noted that the next meeting would be held on 22nd October 2015.