

## **Preston's College**

Minutes of the Board meeting held on 17<sup>th</sup> December 2015 at 5:00pm in the Board Room at Preston's College.

### **Present:**

Mr E Bassa (Chair)

Mr J Boydell  
Cllr R Boswell  
Mrs L Butler  
Mr M Driver  
Ms L Hornsby  
Ms B Kay  
Mr P Kennedy  
Ms A Markland  
Mr T Readett  
Dr E H Smith  
Mr J Taylor  
Mr P Williams  
Mr J Wilson

### **In Attendance:**

Mr S Fell	(Clerk to the Corporation)
Mr P McMellon	(Assistant to the Clerk)
Mr S Nixon	(Executive Director of Resources)
Mr M Noblett	(Assistant Principal - Excellence & Learning)
Mr C Speight	(Vice Principal (Enterprise and Engagement))
Mr C Wood	(Vice Principal (Excellence and Learning))

### **112. Welcome**

The Board welcomed new governors to their first Board meetings and Peter McMellon who was due to commence employment as Assistant to the Clerk in the new year.

### **113. REDACTED**

### **114. Minutes of the last Board Meeting**

**Resolved:** That the:

- i) Draft Minutes of the Search and Governance Committee meetings held on 22 October, 2<sup>nd</sup> December and 3<sup>rd</sup> December;
- ii) Draft Minutes of the HR and Remuneration Committee meeting held on 5<sup>th</sup> November 2015;

- iii) Minutes of the Audit Committee Meeting held on 2<sup>nd</sup> December 2015;
- iv) Minutes of the Business Planning Committee meeting held on 3<sup>rd</sup> December 2015;
- v) Quality and Standards Committee meeting held on 26<sup>th</sup> November 2015; and
- vi) Written Resolutions of the Board dated 15 November 2015 and 8 December 2015

be received for information.

**Resolved:** That the Minutes of the Board meeting held on 22 October be agreed as a true record and signed by the Chair.

#### **115. Matters Arising**

The Board noted that there were no matters arising.

#### **116. Principal and Chief Executive's Report**

The Principal and Chief Executive presented a report updating the Board on various activities within the College and the political and financial environment in which the sector was operating. She explained the latest position in relation to the Government's Spending Review and the Area Review process. The Board noted the discussions that had taken place with representatives of UCLan and Dr Smith's role on the Funding Reform and Localism Steering Group. Dr Smith briefly talked through the preparation underway at the College in respect of the Higher Education Review and the Teaching Excellence Framework. The update on the College's potential ESIF role was noted.

**Resolved:** that the Report be noted.

#### **117. Audit Committee Annual Report**

The Board received a copy of the Audit Committee Annual Report, supported by a short presentation from Mr Nixon. The report set out the assurances of the College's Audit Committee function in respect of the adequacy of and effectiveness of the College's systems of internal control, its arrangements for control and governance processes, and for securing economy, efficiency and effectiveness. The report appended the College's Annual Internal Audit Report.

**Resolved:** That the report be approved and the assurances therein noted.

### **118. Annual Report and Financial Statements, Management Letter and Letter of Representation**

Mr Nixon presented the Annual Report and Financial Statements, Management Letter and Letter of Representation and in doing so confirmed that each document had been approved by the College's Audit Committee. He reported that the external audit was now complete and that no significant issues had been raised.

**Resolved:** That i) the financial statements for 2014/15 be approved and the Chair and Principal and Chief Executive authorised to sign the same;

ii) that the Management Letter and Letter of Representation be received approved with the Chair authorised to sign the latter.

### **119. Period 3 Management Accounts**

The Board received the Period 3 Management Accounts and associated commentary. Mr Nixon drew the Board's attention to the key aspects of the accounts and informed the governors that the fact that the College was on course to generate a small surplus was positive. The Board discussed the financial pressure the sector was under and the value to the College of its adult apprenticeships. It was recognised that in year funding reductions by the Education Funding Agency would result in the College having to make further expenditure savings.

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

### **120. Performance Against KPIs**

Mr Nixon presented a report setting out performance against the College's Key Performance Indicators (KPIs), split into four sections covering Responsiveness, Quality, Financial Sustainability and Human Resources.

Mr Nixon drew the Board's attention to the shortfall in 16-18 year old learner numbers and financial value of adult apprenticeship activity. The Board expressed concerns regarding attendance rates and noted that actual performance against Quality KPIs had fallen short of targets in a number of areas. Mr Wood confirmed that these matters would be reported to and considered in detail by the College's Quality and Standards Committee.

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

### **121. One College Continuous Improvement Framework – Annual Report**

Mr Wood presented a report updating the Board on the College's implementation of the One College Continuous Improvement Framework, attaching the OCCIF Annual Report and corporate Self-Assessment Report.

The Board noted that the final version of the Annual Report would be presented to the March Board meeting and made available to the public via the Ofsted portal.

Mr Wood explained that the 'One College' self-assessment model had been implemented in the 2015/16 academic year and would continue to be utilised throughout this year to support business and educational improvement.

**Resolved:** That the draft 2014/15 One College Self-Assessment Report be received and further reports presented in due course.

## **122. Strategic Property Review**

The Board received a report summarising the progress of the College's Strategic Property Review and providing basic details of an expression of interest that had been submitted to the Lancashire Enterprise Partnership.

Mr Nixon reported that work was continuing with property consultants with a view to developing a comprehensive property strategy for consideration in March 2016, with key components likely to include:

- improving facilities based on learner and employer demand, linked, where possible, to LEP priorities;
- a mixture of new and refurbished space; and
- continued estate rationalisation via the demolition of outdated space and the creation of more modern, fit for purpose facilities.

**Resolved:** That the report be received and progress noted.

## **123. REDACTED**

## **124. REDACTED**

## **125. Draft Financial Regulations**

Mr Nixon presented a report seeking the Board's approval of a revised set of Financial Regulations and an amended bank mandate. Mr Nixon talked through each change and in doing so explained that whilst they were largely insubstantial there were a number of amendments relating to staffing and board personnel.

**Resolved:** That the revised bank mandate and financial regulations be approved.

**126. Away Day Planning**

Mr Fell briefly updated the Board on the current plans for the Away Day to be held in February 2016.

**Resolved:** That the update be noted.

**127. Date of Next Meetings:**

The Board noted that the Strategic Planning Forum would be held on 4 February 2016 and the next Board Meeting was scheduled to take place on 24<sup>th</sup> March 2016.