

Preston's College

Minutes of the Board meeting held on 12th May 2016 at 5:30pm in the Board Room at Preston's College.

Present:

Mr E Bassa (Chair)

Cllr R Boswell
Mr J Boydell
Mr S Browne
Mrs L Butler
Mr M Driver
Ms D Hemsley
Ms L Hornsby
Dr A Jones
Mrs R Kay
Mr P Kennedy
Mr M Mallam
Mrs A Markland
Cllr J Morgan
Mr T Readett
Dr E H Smith
Mr J Taylor

In Attendance:

Mr S Fell	Clerk to the Corporation
Mr P McMellon	Assistant to the Clerk
Mrs G Winward	Temporary Clerk for Minute 149
Ms M Haworth	Assistant Principal – Excellence & Learning
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)
Mr C Miles	Head of Marketing (Minute 145 only)
Mr M Hirst	Fusion Project Management Ltd (Minute 144 only)
Mr P Austin	Head of Estates (Minute 144 only)

140. Welcome and Apologies

The Chair welcomed Mrs G Winward and explained that Mrs Winward had

been specifically appointed by the College to enable Mr Fell and Mr McMellon to absent themselves from those parts of the meetings where University related matters were being considered.

The Chair then drew the Board's attention to the impressive success of the recently elected student governor, Ms Jade Morgan, who had now also been elected as a Labour Councillor in the St Matthew's ward of the City.

Apologies for absence from Mr J Wilson were noted.

141. Declarations of Interest

The Board again noted the previous and long standing declarations from Mrs Butler, Mr Fell, Dr Jones and Mr McMellon as employees of the University of Central Lancashire and agreed that, with regard to the UCLan Update agenda item (Minute 149 below) those individuals leave the meeting for the duration of that discussion. As referred to earlier Ms Winward would Clerk the meeting for that item.

The Board recognised that although initial, exploratory discussions between the two organisations may have benefitted from professional, good faith and confidential discussions between relevant staff, discussions had now passed beyond the initial, exploratory stage and it was therefore perhaps appropriate for potentially conflicted persons to play no part in College decisions on this matter. The College added that Dr Jones, Mrs Butler, Mr Fell and Mr McMellon had conducted themselves professionally and in good faith at all times on these matters.

142. Minutes of the last Board Meeting

Resolved: That the Minutes of the Board meeting held on 24th March 2016 be agreed as a true record and be signed by the Chair.

Update from the Appeals Committee

Resolved: That the update from the Appeals Committee meeting on 10th May 2016 be received for information.

Mr J Taylor explained that the Committee's deliberations had been lengthy and had, in fact, only been concluded just prior to commencement of the Board meeting. He outlined the considerations which had resulted in the Committee's decision.

143. Matters Arising

The Board noted that there were no matters arising.

144. Strategic Property Review

Mr S Nixon drew attention to the progress of the Strategic Property Review. He advised that reference in the report to collaboration (between the College and UCLan) was merely 'tangential' and, as such, he recommended that this did not necessitate the exclusion from participation of those Governors and officers who had previously declared interests in the potential collaboration. The Board concurred with Mr Nixon's assertion.

Mr M Hirst of Fusion Project Management Ltd made a presentation to the Board covering the broad themes underpinning their work to date and the proposed timeline for completion. He commented on the assessment and condition of the existing estate and on room utilisation levels. He then indicated the key challenges which needed to be addressed and identified some initial ideas for inclusion in the Strategy.

Mr Austin confirmed that he and his team had been appropriately involved in the development process to date and that he expected to continue to work closely with Mr Hirst.

Mr Hirst then invited Board members to comment on the emerging strategy.

In response to a query from Mr Readett, Mr Hirst commented further on the system used for categorising the condition of the buildings.

Mr Mallam commented on the potential benefit of 'strategic demolition' where alternative usage could be identified. Mr Hirst confirmed that impending discussions with Mr Wood (on the matching of facilities to the College's curriculum offer) would serve to ensure that such considerations correlated. The current use of estate space for car parking would also be included.

The Chair sought assurance that the learner experience remained prominent in all deliberations and that other factors, including technology, learner mix, social space and aesthetic consideration, were routinely addressed. Mr Hirst confirmed that the Strategy would cover all such dimensions.

Resolved: that current progress on the Strategic Property Review be noted.

145. Values and Behaviours

Mr J Taylor advised that he had been directly involved in the initiative which had culminated in the project outcomes now reported. He described the nature of his work with Mr C Miles and Ms E Pendlebury (of the College's Human Resources Team) and an external facilitator (Mr

Lawrence Vincent). Mr Taylor outlined the challenges which the initiative sought to address and commented on the reassuringly high level of participation in the project by College staff.

Mr C Miles presented in more detail the development of a revised set of College “Values and Behaviours”. He explained at length how the five particular ‘values’ had emerged and confirmed that the recommended approach was expected to be significant benefit to all staff and all users of the College.

The Board discussed the process whereby the five key values had been selected, noting that the values were also calculated to enhance the College’s service to the local community.

The Board congratulated Mr Miles and those others involved in the production of what they agreed was an impressive piece of work which promised to serve the College well.

Resolved: That the proposed College Values and Behaviours and associated supporting actions be endorsed.

146. Management Accounts - Period 8

Mr S Nixon presented the Period 8 (March 2016) Management Accounts. He drew the Board’s attention to the key aspects of the accounts and confirmed that a year-end surplus at least in the region of £57,000 was now anticipated.

Mr Nixon commented on the factors affecting income for 16-18 Apprentices income (potentially up to £170,000 from growth bids) and additional income (up to £30,000) from Non-Funding Agency Fees.
REDACTED

The Board discussed the factors which accounted for the Adult Apprentice retention issues including a range of issues outlined by Mr M Noblett. This included students receiving offers of employment and opting to curtail their studies. The Chair suggested that the Board’s deliberations could be assisted by obtaining sector-wide data on Adult Apprentice retention.

Regarding Cash Flow, Mr Nixon drew attention to the annual (April) low point in funding income receipt and the consequent implications for the management of the College budget.

Resolved: That the Period 8 Management Accounts be noted.

147. City & Guilds Partnership Update

Mr C Wood presented a report setting out details on the development of a collaborative partnership with City & Guilds and other institutions. He drew

attention to the proposed timescales for delivery.

The Board considered the employment implications of the partnership, noting that the legal advice obtained in the development of the proposed model had covered such considerations.

Mr J Boydell observed that any enhancement of facilities for gauging employer expectations ought to be supported.

Mr Wood outlined the position with regard to intellectual property.

Resolved: That the City & Guilds partnership development detail and timescales for delivery be noted.

148. Board Membership

The Board agreed that, in part due to the challenging political and financial context within the sector and the host of crucial College activities being considered at this point in the College's history including, most notably its potential collaboration with the University of Central Lancashire and the impending Area Reviews, it was crucial that the maximum amount of continuity and experience be retained at board level. The Board recognised the excellent contribution of Rebecca Kay and Anne Markland as staff governors and the significant experience they had during their current terms of office. As a consequence it was agreed that the constitution be amended to enable be re-appointed for a further, short term period of office to see the College through this key stage in its history.

Board Standing Orders

Resolved: That the word 're-elected' be replaced by 're-appointed' in Section 3.4 of the Standing Orders and the revised Standing Orders published on the College website.

Re-appointment of Staff Governors

Resolved: That Mrs Anne Markland be re-appointed as a Staff Governor for a further one year term of office (5th June 2016 to 4th June 2017) and that Mrs Rebecca Kay be re-appointed as a Staff Governor for a further one year term of office (1st August 2016 to 31 July 2017).

Re-appointment of Board Member – Mr Ebrahim Bassa

It was noted that a Written Resolution from the College's Search & Governance Committee had recommended the re-appointment of Mr E Bassa as a Governor for a further four year term of office.

Resolved: That Mr Ebrahim Bassa be re-appointed as a Governor for a further four year term of office (9th July 2016 to 8 July 2020).

In accepting the Board's decision, Mr Bassa recognised that he could unilaterally decide not to complete the full four year term if he so chose.

Safeguarding

Resolved: That Mrs A Markland be appointed as the Board's Safeguarding Governor.

It was agreed that the appointment would be reviewed annually and that the next review would be in July 2016.

(Mrs L Butler, Dr A Jones, Mr S Fell and Mr P McMellon left the meeting at this point, and Mrs G Winward took over as Clerk for the remaining agenda items. Before proceeding to the following item, the Chair reminded the Board that all four of the UCLan Governors/Officers had also been excluded from the distribution of documentation linked to the UCLan collaboration discussions).

149. UCLan Update

The Chair explained, by way of background, that there were sensitivities from some members of the Project group around the existing members of the Board who were also UCLan employees, being present at any future Board or Committee meetings where the UCLan issues could be discussed. These included that there could be perceptions of improper influence on outcomes as well as the more obvious 'conflicts of interest' angles. A number of steps had therefore been taken to ensure that any such suggestions would be groundless and could be evidenced as such. These measures included the engagement of an independent Support Clerk to provide appropriate advice and guidance to the Board during those sections of meetings where relevant individuals had to withdraw. The Chair also confirmed that those affected people did not receive related Board papers or minutes.

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150. Dates of Future Meetings:

The Board noted that the next Strategic Planning Forum would be held on 26th May 2016 (from 12.00 noon). There would be a further extra meeting of the Board at 5.30pm on 30th June 2016, and then the scheduled meeting of the Board on 14th July 2016 (5.30pm).