

Preston's College

Draft Minutes of the Board meeting held on 22nd September 2016 at 6.00pm in the Board Room at Preston's College.

Present:

Mr J Boydell (Chair)

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

Ms R Fearn The Lancashire Colleges (Item 184 only)

Prior to the meeting, the Board received a comprehensive Safeguarding/Prevent Annual Update training session. There had also been a short briefing on use of the College's Governance Portal.

179. Welcome and Apologies

The Chair welcomed all at the commencement of the new academic year. He reiterated his previous exhortation that Members should not hesitate to

question and challenge all and any matters so as to ensure that a rigorous approach to the governance of the College was maintained.

The Board noted that apologies for absence had been received from Ms D Hemsley and Mr J Taylor. Apologies had also been received from Ms G Thornton (Head of Human Resources).

180. Declarations of Interest

The Board again noted the previous and long standing declarations from Mrs L Butler, Dr A Jones, Mr S Fell and Mr P McMellon given their status as employees of the University of Central Lancashire but agreed that, with regard to the matter reported under Item 185 below, there was no need on this occasion for those individuals to leave the meeting for that discussion.

181. Minutes of Previous Board Meeting

The Chair drew attention to a minor re-wording of Minute 164.

Resolved:

That, subject to the re-wording of Minute 164, the Minutes of the Board meeting held on 14th July 2016 be agreed as a true record and signed by the Chair.

182. Matters Arising

Item 170 – Risk Management Register – Funding/Learner Recruitment

REDACTED

Item 175 (iii) – Committees Memberships 2016/17

The Chair drew attention to a proposal for Mr J Taylor to cease to be a member of the Quality & Standards Committee and instead become a member of the Business Planning Committee.

Resolved:

That the appointment of Mr J Taylor to Business Planning Committee (in place of Quality & Standards Committee) be approved.

183. Written Resolutions

(i) Safeguarding Policy update

Resolved :

That proposed changes to the Safeguarding Policy be approved.

The Chair reminded the Board about the expectation that each individual member would complete the annual Safeguarding module on the Governor Portal before the end of September 2016.

(ii) Internal Audit Plan for 2016/17

Resolved :

That the proposed Internal Audit Plan for 2016/17 be approved.

184. Area Review

(i) Presentation

Ms Rosie Fearn (The Lancashire Colleges) gave a presentation on the Area Review process and on how the process might be expected to proceed in Lancashire. She outlined how the Joint Area Review Delivery Unit was likely to proceed and she went through the various formal stages and meetings in the process. She emphasised the importance of taking into account the 'demand side' in the development of any preferred option. She also suggested that evidence of full consideration of a range of option would be expected.

Ms Fearn then suggested several 'areas of interest' which had been covered under previous Area Reviews. She commented on expectations/indicators for each area of interest. These included financial benchmarks and forecasts, learner volumes, apprenticeship growth, catchment/curriculum mix issues, local authority/LEP views and staff/student views.

Ms Fearn advised on how the Area Review team members were likely to go about obtaining the views and information required.

The Board then discussed the presentation and questioned Ms Fearn on several points including the treatment of opposing views/preferences, the process for involving/consulting other institutions and the role of the (Deputy) Commissioner.

The Chair thanked Ms Fearn for her informative presentation.

(ii) Schedule for Area Review

The Principal/Chief Executive drew the Board's attention to the detailed schedule of meetings and key dates provided by the Area Review team. She confirmed that College Management had already been engaged in the production of a mass of data and information in preparation for the Area Review. This had been submitted in good time to the Area Review Team. The College Visit template (for completion by all colleges) included information which would provide the basis of initial discussions with the AR Team, with the Preston's College visit scheduled for 10th October 2016.

The Board examined the full schedule of meetings and key events. It was recognized that this would entail significant additional demands upon the attendance and involvement of Board Members. It was, however, agreed that the College was in a very strong position to proceed with the review.

185. Structure & Prospects Appraisal

Mr C Speight presented the report on the outcomes of the summer SPA consultation. He drew attention to the summaries of the responses from learners and from other stakeholders. He confirmed that the full responses of stakeholders were also included in the documentation provided.

With regard to learner consultation, it was clear that a very comprehensive programme of discussions had been conducted. It was also clear that the partnership with UCLan option had most appeal to learners. This was apparent in the specific comments from learners included in the report.

With regard to responses from stakeholders, the Board examined the detailed comments provided. Again, significant support for the College's preferred option was very evident. There was also discussion of the significance of the absence of responses from some institutions.

The Board also noted the contents of the report provided by Eversheds, recognising that further consideration would need to be given to this advice in due course.

Resolved :

- (i) That College Management be requested to draft responses to all consultation respondents, addressing any areas of concern or requests for clarification, for sign off on the Board's behalf by the Chair and the Principal/CE;**

- (ii) That the College should now enter the Lancashire Area Review process with a substantive partnership structure with UCLan as the preferred option; and**
- (iii) That any areas raised as concerns or for clarification be incorporated in further development work, including through the joint (with UCLan) working and project group.**

With this and the previous Item (Area Review) in mind, the Chair also proposed that a 'task group' of Board Members be established.

Resolved:

- (iv) That the Clerk be requested to work with the Chair and Principal and Chief Executive to draft terms of reference for a working group to enable detailed consideration of matters relating to the potential partnership with UCLan;**
- (v) That Initial membership of the task group comprise the Board Chair, Ms L Hornsby, Mr E Bassa, Mr J Taylor, Dr E H Smith and Mr S Browne, with Mr Bassa chairing the Group; and**
- (vi) the Board's consent to the detailed terms of reference for the Group be sought via the written resolution procedure.**

186. Date of Next Meeting

The Board noted that next Board Meeting was scheduled to take place on 27th October 2016.