

Preston's College

Minutes of the Board meeting held on 24th March 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
Mr P Kennedy
Ms J Morgan
Mr T Readett
Dr E H Smith
Mr J Taylor
Mr J Wilson

In Attendance:

Mr S Fell	(Clerk to the Corporation)
Mr P McMellon	(Assistant to the Clerk)
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))
Ms G Thornton	(Head of Human Resources)
Mr C Wood	(Vice Principal (Excellence and Learning))

128. Welcome, Apologies and Appointments

The Chair informed the Board that Paul Williams had resigned as a Board member with effect from 18 March 2016 due to increasing work commitments. The Board requested that their appreciation of Mr Williams' excellent contribution be placed on record, particularly his chairing of the Audit Committee. All wished Mr Williams well for the future.

Apologies for absence from Dr A Jones, Ms R Kay and Mr M Mallam were noted.

Resolved: That, following their nomination by the Student Council, Ms D Hemsley and Ms J Morgan be appointed as Student Governors and welcomed to their first Board meeting.

129. Declarations of Interest

The Board again noted that Mrs Butler, Mr Fell, Dr Jones and Mr McMellon were employed by the University of Central Lancashire and agreed that, with regard to the UCLan Update agenda item (Minute 133 below) those individuals (with the exception of Dr Jones who was not present at the meeting) leave the meeting for the duration of that discussion.

The Board agreed that given that discussions between the two organisations regarding increased collaboration had now passed beyond the initial, exploratory stage, it was now appropriate for those persons to play no part in College decisions on this matter.

130. Minutes of the last Board Meeting

In presenting the draft minutes of the Audit Committee, Mr S Browne requested that members contact the Clerk regarding participation in the forthcoming internal audit service selection process. He also drew attention to new arrangements which would enable the Board's committees to consider risk management information flowing to them from Audit Committee.

The Chairs of each Committee below talked through the key aspects of their recent meetings.

Resolved: That the:

- i) Draft Minutes of the HR and Remuneration Committee meeting held on 25 February 2016;
- ii) Draft Minutes of the Quality & Standards Committee meeting held on 3rd March 2016;
- iii) Draft Minutes of the Business Planning Committee Meeting held on 10th March 2016;
- iv) Draft Minutes of the Audit Committee meeting held on 17th March 2016;
- v) Written Resolutions of the Board dated 16th March 2016

be received for information.

Resolved: That the Minutes of the Board meetings held on 15 December 2015 and 4 February 2016 be agreed as a true record and signed by the Chair.

131. Matters Arising

The Board noted that there were no matters arising.

132. Principal and Chief Executive's Report

The Principal and Chief Executive presented a report updating the Board on matters including the Area Reviews, the impending Higher Education review and the College's bids for funds.

The Board noted Dr Smith's comments on the inclusion of 'the reform and expansion of the apprentice programme' in the area reviews objectives. Initial responses to data sharing in readiness for the area review were also discussed. It was confirmed that a meeting of 'coastal area' chairs would take place on 28th April 2016.

The Board considered the Area Reviews guidance (Annex C : The role of the governing body in area reviews). It was agreed that development of a preferred option (in advance of the area review) would best serve the College's mission and vision and that the discussions with UCLan (Minute 133 below) were extremely timely. The Board concurred that whilst the potential to collaborate more closely with UCLan seemed a viable option, other options should still be explored. The Board agreed that further consideration of the College's response to the area review would form part of the agenda for the next Strategic Planning Forum on 26th May 2016.

Resolved: that the Report be noted.

(Mrs L Butler, Mr S Fell and Mr P McMellon left the meeting at this point, and Mr S Nixon acted as Clerk for the following agenda item)

133. REDACTED

134. Period 6 Management Accounts

(Mrs L Butler, Mr S Fell and Mr P McMellon re-joined the meeting at this point)

Mr S Nixon presented the Period 6 (January 2016) Management Accounts. He confirmed that these had been examined at the Business Planning Committee meeting on 10 March 2016. He drew the Board's attention to the key aspects of the accounts and confirmed that a year-end surplus in the region of £127,000 was now anticipated.

Resolved: That the Period 6 Management Accounts are noted.

135. Performance Against KPIs

Mr Nixon presented the report setting out performance against the College's Key Performance Indicators (KPIs) in the previously agreed format with

sections covering Responsiveness, Quality, Financial Sustainability and Human Resources.

The Board noted that College's performance broadly aligned with their expectations.

Resolved: That the report be noted.

136. Revised Financial Plan

Mr Nixon presented the detailed revised Financial Plan which had been examined by the Business Planning Committee on 10 March 2016. He confirmed that an appropriate response had subsequently been sent to the Skills Funding Agency (SFA).

Mr Nixon added that, with details of the SFA funding for 2016/17 now received, the income position was slightly better than had been anticipated.

Resolved: That the revised Financial Plan is approved.

137. One College Continuous Improvement Framework – Gradings Update

Mr Wood confirmed that the proposed gradings had been considered and endorsed at the meeting of the Quality & Standards Committee meeting on 3rd March 2016. The Board considered the gradings, noting the Committee's rationale for endorsing the proposed gradings.

Resolved: That the draft 2014/15 One College Continuous Improvement Framework Annual Report, including the 2014/15 Self Assessment Report and the gradings therein, is approved.

Mr Wood reported that recent guidance from Ofsted indicated that there was no longer the expectation that the SAR/gradings be uploaded onto the Ofsted portal. He would, nonetheless, ensure that copies of the final version of the Annual Report were distributed to Board members.

138. Standing Orders / Terms of Reference - Updates

The Board considered a recommendation for the creation of an Appeals Committee as part of the College's existing Committee structure together with draft Terms of Reference.

Resolved: That an Appeals Committee be created and that the Standing Orders / Terms of Reference be amended to include that Committee.

Minor changes to the Terms of Reference of the H.R. & Remuneration Committee were also considered.

Resolved: That the Standing Orders / Terms of Reference be amended to

include specific reference to the College's Disciplinary Procedure and Grievance Procedures.

139. Dates of Future Meetings:

The Board confirmed that the two remaining meetings of the Business Planning Committee (12th May 2016 and 30th June 2016) had been converted to special Board meetings, largely to maximise governor participation in key, current developments.

The Board noted that the next Strategic Planning Forum would be held on 26th May 2016 (from 12.00 noon), with additional 'pre-meetings' held at the College on 27th April 2016 and 5th May 2016 (both at 5.00pm).