

Preston's College

Minutes of the Board meeting held on 27th October 2016 at 5.30pm in the Board Room at Preston's College.

Present:

Ms L Hornsby (Chair)

Cllr R Boswell

Mr S Browne

Mrs L Butler

Mr M Driver

Mr P Kennedy

Mr M Mallam (in part)

Mrs A Markland (in part)

Cllr 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

Mr S Nixon Executive Director of Resources

Mr C Speight Vice Principal (Enterprise and Engagement)

Mr C Wood Vice Principal (Excellence and Learning)

Mr M Noblett Assistant Principal (Excellence & Learning)

Mrs M Haworth Assistant Principal (Excellence & Learning)

Ms G Thornton Head of Human Resources

187. Welcome and Apologies

The Board noted that apologies for absence had been received from Mr E Bassa, Mr J Boydell, Ms D Hemsley, Ms R Kay and Dr A Jones. In Mr Boydell's absence, Ms L Hornsby chaired the meeting.

188. Declarations of Interest

The Board again noted the previous and long standing declarations from Mrs L Butler, 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 193 below, there was no need on this occasion for those individuals to leave the meeting for that discussion.

The interests of Mr M Driver, Mrs L Butler and Mr J Wilson in Item 198 (iii) were also noted.

189. Minutes of Previous Board Meeting and Reports from Committees

(i) Search & Governance Committee

The draft minutes of the Committee's meeting on 6th October 2016 were noted.

(ii) Business Planning Committee

Mr P Kennedy reported to the Board on the Committee's meeting on 13th October 2016. He added that he had requested that the key paper considered by the Committee (ie., 16-18 year olds : Performance Review) be circulated to all Board members.

(iii) Quality & Standards Committee

The draft minutes of the Committee's meeting on 20th October 2016 were noted. Mr C Wood reminded Board members that the College Dashboard was accessible by all members via the Governor Portal. He also confirmed that the One College Continuous Improvement Framework (and Self Assessment) documentation, due to be considered by the Board in December 2016, was also available (via the Portal) for scrutiny and feedback.

(iv) Board Meeting on 22nd September 2016

The draft minutes of the meeting of the Board on 22nd September 2016 were noted.

Resolved: That the:

- i) Draft Minutes of the Search and Governance Committee meeting held on 6 October 2016 be received for information;**
- ii) Draft Minutes of the Business Planning Committee meeting held on 13th October 2016 be received for information;**
- iii) Draft Minutes of the Quality & Standards Committee Meeting held on 20th October 2016 be received for information;**

- iv) **The Minutes of the Board meeting held on 22nd September 2016 be agreed as a true record and signed by the Chair**

190. Matters Arising

Item 185 – Structure & Prospects Appraisal – Consultation Respondents

Mr C Speight updated the Board on the progress on responses to consultation respondents. He expected that the remaining responses would be completed following the Area Review meeting on 1st November 2016

191. Written Resolution

(i) Transition Advisory Group

Resolved :

That the creation and operation of a ‘Transitory Advisory Group, with specific Terms of Reference, be approved.

192. Principal and Chief Executive’s Report

In presenting her Report, the Principal/Chief Executive provided an update on apprenticeships. The recent Government announcements indicated some positive movement on this front. The Board noted the College’s ‘trailblazer’ intentions.

The Principal/Chief Executive also drew attention and elaborated upon her comments covering the ongoing Area Review, the new FE Commissioner, GCSE Maths and English and the improvements in overall achievement rates.

The Board discussed at length the GCSE Maths and English performance, noting the additional information, on the national picture and on the College’s data. In particular, the decline in the high grade pass rates. The unprecedented growth in learner numbers taking these examinations was noted, as were pockets of excellent performance, particularly in English. The motivation of the learners was discussed and their experiences at secondary level was also considered.

In noting that this issue would shortly be considered again – at Quality & Standards Committee and at the Board – under the OCCIF/SAR process, the Board commended the Principal/Chief Executive and her team for their continued efforts to bring about improvement in such challenging

circumstances.

Resolved: that the Report be noted.

193. Structure & Prospects Appraisal and UCLan Update

In noting Mr C Speight's report, the Board recognised the significance of the Area Review meeting on 1st November 2016 at which the College's preferred option (a substantive working partnership with UCLan) would be formally and publicly presented by Ms L Hornsby.

The Board concurred with Chair's assertion that 'being on the front foot' was most advantageous in the Area Review context.

An additional meeting of the Board would follow (on 15th November 2016) at which reaction to the Area Review meeting would be considered, as would the presentation of a model for formal approval.

Resolved:

- (i) That the opportunity to present the College's preferred option at the 3rd Area Review meeting on 29th November 2016 be noted.**
- (ii) That the need to recommence active discussions with UCLan be noted.**

194. College Budget – Draft Outturn Position 2015/16

Mr S Nixon presented the draft outturn position for the 2015/16 revenue budget. He confirmed that both the year end surplus and the Balance Sheet were better than the original budgeted expectations. The better performance on apprenticeships income largely accounted for the higher surplus. He also confirmed that the Business Planning Committee had reviewed the outturn position on 13th October 2016.

Mr Nixon elaborated on the FRS102 pension costs implications. He also reported that the actual year-end auditing process had run very smoothly and that the auditors had not encountered any significant problems or discrepancies.

Resolved :

- (i) That the draft outturn position for 2015/16 be noted**
- (ii) That the Business Planning Committee's decision to approve the continuation of the accruals method in relation to deferred capital grants from governmental sources be endorsed**

195. Capital Budget Outturn 2015/16 and Budget 2016/17

In presenting the outturn position (2015/16) on the Capital Budget, Mr Nixon reminded the Board about the extensive improvement to buildings and facilities achieved with this resource. He also updated the Board on the 2016/17 capital budget.

Finally, Mr Nixon updated the Board on the 'moth-balled' status of College's former Nursey building.

Resolved : That the report be noted

196. Estates Strategy

Mr Nixon reminded the Board about the development work with Fusion Ltd which had led to the current position as now reported. He confirmed that it was intended that the Board would be presented with a final Estates Strategy for consideration and approval at the meeting on 15th December 2016.

REDACTED

Mr Nixon confirmed that views expressed would now be taken into account in the further development of the Strategy in readiness for presentation on 15th December 2016.

Finally, It was agreed that there a tour of the St Vincent's Road campus would be arranged for Board members immediately prior to the meeting on 15th November 2016.

Resolved : That the progress report on development of the Estates Strategy be noted.

197. Risk Management Register

Mr Nixon presented the updated Risk Management Register. He reminded the Board that some significant new risks had been introduced at the July 2016 meeting. He gave updates on the position with respect to those risks.

The Board then discussed each of the 'High' status risks where the level of concern had intensified. These were those covering the EU Referendum/Brexit, failure to achieve income targets, 16-18 learner under-recruitment, Lead Accountable Body (ESIF) and year-end target budget surplus.

REDACTED

Resolved: That the Risk Management Register be noted and the figures in respect of the funding referred to the meeting by Mr Speight be presented in detail to the Board following discussion outside of the meeting.

198. Governance Matters

(i) Business Planning Cycle 2016/17

The Board examined the Business Planning Cycle 2016/17 as reviewed and recommended by the Search & Governance Committee.

Resolved : That the Business Planning Cycle for 2016/17 be approved

(ii) Review of Governance / Self Assessment 2015/16

The Board examined the draft report examined and now recommended for approval by Search & Governance Committee. It was noted that some further minor changes to the text were required.

The Board then considered each of 7 'Matters identified for action in 2016/17'. In endorsing each Matter, it was agreed that, with regard to the 'Streamlining of meetings documentation' action, it should be ensured that adequate facilities should be available at meetings to support the shift away from paper documentation to electronic documentation.

It was also agreed that the Clerk should investigate the scope for allowing attendance at and contributions to meetings via video/conference technology such as Skype. The Chair asked that IT be asked to consider this prior to the next meeting.

Resolved: That the Review of Governance (2015/16) be approved and IT be asked to consider setting up Skype/other means of attendance and contributions at meetings.

(iii) Appointment/Re-appointment of Board Members

Resolved:

- (i) That, following their successful completion of a probationary year, the further appointments, each for an additional three years, of Mr J Wilson, Mrs L Butler and Mr M Driver be approved.**
- (ii) That the addition of a Co-opted Member (HE students) position on the Quality & Standards Committee be approved**

- (iv) Annual Checks (Register of Interest, Skills Audit etc)**

Resolved: That the Clerk should undertake the annual updates of (a) Register of Interest, (b) Skills Audit, (c) Eligibility confirmation and (d) Equality & Diversion record.

The Chair asked all Board Members to co-operate so as to ensure rapid completion of the updates.

199. Date of Next Meeting

The next meeting of the Board will be an additional meeting at 5.00pm on Tuesday, 15th November 2016.

The next ordinary meeting of the Board will be on 15th December 2016.