

Preston's College

Minutes of the Board Meeting held on 12th July 2018 at 5.30pm in the Board Room at Preston's College

Present:

Mr J Boydell (Chair)
Mr E Bassa
Mr M Collard
Mr M Driver
Mr T Readett
Mr J Taylor
Mr J Wilson
Mr S Browne
Mr M Mallam
Ms K Williams (for items 1–12 only)
Dr E Smith (Principal) (for items 1–12 only)

In attendance:

Ms A Coles (Clerk to the Corporation)
Ms G Thornton (Head of Human Resources)
Mr S Nixon (Executive Director Resources) (for items 1–12 only)
Mr M Noblett (Vice Principal Curriculum Delivery & Planning) (for items 1–12 only)

Apologies:

Ms P Davies
Ms L Hornsby
Ms A Markland
Cllr R Boswell was not present
Mr J Lee (student) was not present

1. Welcome and Apologies

The Chair welcomed all members to the final Board Meeting of this academic year and noted that a quorum was present.

The Board noted that apologies had been received from Ms P Davies, Ms L Hornsby and Ms A Markland. The Board also noted that Cllr R Boswell and M J Lee (student) were not present.

2. Declarations of Interest

No additional declarations were made.

3. Minutes of the previous Board and Committee meetings

The Board noted that the minutes from the last Board Meeting were not correct regarding attendance as many more members were present than those listed.

Resolved: that the Clerk update the previous board minutes to include those present and that subject to that the minutes of the Board meeting held on 22 March 2018 be agreed as a true record and signed by the Chair.

The Board considered and noted the following minutes:

Resources Committee meeting 10th May 2018

Quality and Standards Committee meeting 7th June 2018

Audit Committee meeting 13th June 2018

Resources Committee meeting 27th June 2018

Search and Governance meeting 5th July 2018

4. Matters Arising

No matters arising were noted.

5. Principal and Chief Executive's Report

The Principal and Chief Executive presented her regular report which covered the following key areas:

- T Levels
- Institutes of Technology
- Apprenticeships
- Higher Education
- ESIF
- Student awards and successes
- Other updates and developments.

A discussion was held regarding T Levels and the Principal noted the need to consider the impact of T-levels on the College once more information is known.

The Principal gave her thanks to the students and staff for their hard work this year and the Board echoed the Principal's words of thanks.

Resolved: that the Principal and Chief Executive's Report is received and the contents noted.

6. Period 10 Management Accounts

Mr Nixon informed the Board that the period 11 Management Accounts are being finalised and will be emailed round next week.

Mr Nixon present the period 10 Management Accounts. It was noted that the accounts indicate that the College is performing in line its financial plan.

The Board were informed that the period 11 accounts continue to show a positive financial position.

It was noted that a projection for 2019 would be undertaken in November and would be reported to the Board at the December Board meeting.

Resolved: that having reviewed the report the period 10 financial position is noted.

7. Budget & Financial Plan 2018/19

Mr Nixon presented his report which summarises the outcome of the detailed budget setting activity that has taken place.

The Board noted that the budget is in line with the College's financial plan.

Resolved: that the budget for 2018/19 and associated three year financial plan is approved.

8. Structure & Prospects Appraisal Update

The Principal presented a report updating the Board on the SPA process. It was noted that requests for expressions of interest had been sent out and that some replies had been received already, with all expressions of interest to be considered by the College at the end of July.

Resolved: the SPA update report is received is noted.

9. Board & Committee Memberships

The Clerk updated the Board regarding the appointment of new members and the expiration of certain member's terms of office.

The Board discussed the quoracy of certain committees.

The Clerk reminded the Board to check and update their details recorded in the Register of Interests.

Resolved: The Board received the Memberships update and approved the recommendations made.

10. Calendar of Meetings

The proposed calendar of meetings was approved by the Board and a discussion took place regarding ways to encourage attendance at the strategic events.

Resolved: to approve the calendar of meetings

11. New Sub-Committee – Quality & Standards

The Principal presented her report to seek approval for a new Q&S sub-committee to provide effective governance.

The Board considered the Principal's report and the proposed Terms of Reference of the Sub-Committee and agreed with the recommendation. It was agreed that the new sub-committee meetings take place immediately prior to the Q&S meetings.

Resolved: that a Quality and Standards Sub-Committee be set up and that the proposed Terms of Reference be approved.

12. Date of next meeting

The Board noted that the next Board Meeting was scheduled to take place on 18th October 2018 at 5.30pm.