

Preston's College

Minutes of the Board Meeting held on 13th July 2017

Present:

Mr J Boydell (Chair)
Mr R Boswell
Mr M Driver
Mr E Bassa
Mr P Kennedy
Mr M Mallam
Mr T Readett
Ms A Markland
Ms R Kay
Dr E H Smith
Mr J Taylor
Mr J Wilson

In Attendance

Mrs J Crowther (Clerk to the Corporation)
Mrs H Cross (Consultant in Governance)
Mr S Nixon (Executive Director Resources)
Mr C Speight (Vice Principal Enterprise and Engagement)
Mr M Noblett (Vice Principal Curriculum Delivery and Planning)
Ms G Thornton (Head of Human Resources)
Mr M Noblett
Mr M Taylor (Eversheds Sutherland) for item 1 only
Professor M Thomas, (Vice-Chancellor UCLan) for the latter part of item 1 only

Apologies: Mr S Browne and Ms L Hornsby

ITEM 1 WELCOME AND APOLOGIES

Apologies were received from Mr S Browne and Ms L Hornsby

ITEM 2 DECLARATIONS OF INTEREST

None declared

ITEM 3 MINUTES OF THE PREVIOUS MEETING

Resolved: The minutes of the previous meeting held on the 13th July were approved

ITEM 4 WRITTEN RESOLUTIONS

- a) **Board Membership for 2017/2018.** Mrs Crowther confirmed that Ms Lynda Mason has been invited to join the Governing Body, Ms Kay and Ms Markland have been proposed as returning Staff Governors, and Jovan Lee and Paula Davies have been proposed as Student Governors. Mrs Crowther confirmed that

the Search and Governance Committee had, by written resolution, agreed to the above appointments. It was suggested that the Student Governors would benefit from a mentor on the Board. Ms Kay confirmed that she would be happy to take on such a role, and Mr Bassa confirmed that he would be happy to be a mentor.

Resolved: The appointments of Ms Kay, Ms Markland, Mr Lee, Ms Davies and Ms Mason to the Board were approved.

Committee Structure for 2017/2018 Mrs Crowther confirmed that a proposal had been put forward to merge the HR&R Committee with the Business Planning Committee to create a Resources Committee. Mrs Crowther confirmed that both Committees had agreed for this to take place. The Board confirmed that they were in agreement with the proposals, and Mr Boydell thanked the Chairs of each Committee - Mr Kennedy and Mr Taylor for their work and contributions.

Resolved: The proposals were approved

ITEM 5 BUDGET for 2017/18 and Three Year Financial Plan

5:1 Mr Nixon confirmed that the Budget and Three-Year Plan have been presented to the Business Planning Committee and now comes to the Board with a request for their recommendations to approve. Mr Nixon confirmed that the appendices held the key information along with the Commentary. The Budget for 17/18 based on exercise with all budget holders taking the curriculum plan and translating this into income targets. The expenditure plan is based on detailed work with budget holders to agree the resources needed to deliver the curriculum plan.

5:2 In terms of income, growth of 1.7% is predicted. The figure is challenging, but realistic, and a lot of the planned growth is in relation to apprenticeships.

5:3 Mr Nixon drew attention to Para 18 in the report and the requirement within the Business Planning process to make some small-scale changes to staffing. He confirmed that the College has begun consultation with Trade Unions, which will run over the summer, and possibly longer, but staff have been made aware of the situation.

[REDACTED]

Mr Nixon confirmed that with regard to 16-18 student recruitment, current applications are up compared to last year. He also confirmed that, as the funding for 16-18 year olds is lagged, any financial impact of a recruitment shortfall in 17/18 would not be felt until 18/19.

Resolved The Budget for 2017-18 and Three Year Plan for 2017-2020 were approved

ITEM 6 PRINCIPALS REPORT

The Principal drew attention to the fact that the College has been awarded the iIP Silver accreditation, and the improvement in staff engagement and the people strategy. She further confirmed that an appointment has now been made to the

Head of Provision -Apprenticeships. The Principal circulated 'News for Governors' which contained a wide range of updates on the achievements and successes of Preston's learners. Dr Smith noted that the success was in large part due to the commitment of the staff, and she gave a vote of thanks to all the staff who have worked incredibly hard over the year.

ITEM 7

POST INSPECTION ACTION PLAN

7:1 Mr Noblett shared with the Board the Post Inspection Action Plan and confirmed that it has been developed by working closely with all staff with a range of external advice and support. Mr Noblett drew members attention to point 7 which states that no formal intervention meetings have yet taken place with Ofsted, but a formal visit is expected in the next year. If this is the case, then It is possible that Governors may be invited to meet with Inspectors.

7:2 One of the key processes in working to ensure that the Post Inspection Action Plan has a positive impact on learner experience is a process of monthly school performance reviews which monitors progress against key milestones, and includes the testing of performance. The process also enables better understanding of key areas of risk and enables the team to implement in the moment actions.

7:3 Mr Noblett confirmed that the impact of the work, and the efficacy of the plan, can be seen in the Forecast. At the moment, 16-19 achievement is predicted to increase to 86% which represents a 5% improvement. Caution was advised with regard to English and Maths as the new syllabus has been followed and GCSE analysis will be conducted in August. Mr Noblett advised that predicted achievements for apprenticeships stands at 69%which is just below national average. Retention has been a significant issue in some key sectors, but significant improvements in some key areas such as construction are being seen and the College is now seeing an upward trend. Mr Noblett advised Members that a particular difficulty with apprenticeships had been the change in funding methodology in year which had had a detrimental impact on the calculation of achievement.

7:4 The Chair asked how staff were feeling now. Mr Noblett confirmed that the staff were galvanised and were keen to look at a new direction. All have responded well to an extensive programme of CPD to support the changes made. Changes made to the Observation process means that all staff can be observed at any time, and this has asked a lot of staff in terms of new ways of working, but there is a sense of momentum now. Staff have been involved, and having data shared with them has helped enormously to see just what the improvements are. Mr Taylor suggested that a report to the board showing the progress towards regaining a grade 2 should be an ongoing item for future Board meetings.

Resolved: The paper was noted, and a standing agenda item will be added to the Board agendas for a regular update on the progress towards Grade 2

ITEM 8

KPIs

Mr Nixon summarised the KPI report.

Resolved: The paper was noted and the KPIs agreed.

ITEM 9 MANAGEMENT ACCOUNTS

Mr Nixon summarised the report for the Board and identified three main things to note.

- i) Surplus predicted has been achieved.
- ii) The pay award made and consolidated.
- iii) The large area of risk area which had existed around payment of additional work for 16-18 apprenticeships has now been resolved, and the College has received confirmation from the ESFA that the additional funding will be paid.

Resolved: The paper was noted

ITEM 10 COMMITTEE MEMBERSHIP

The Clerk confirmed that some work would be undertaken during the summer with regard to membership of committees. In particular, the membership of the Resources Committee would be considered.

Resolved: The Clerk will work with the Chair and the Principal to agree the Chair and membership of the newly formed Resources Committee, and the membership of the Audit Committee

ITEM 11 CALENDAR OF MEETINGS

The Clerk presented the draft Calendar of Meetings for 2017/18 for Members to consider. Mr Speight noted that a Special Board meeting would be needed on the 30th November. Mrs Crowther agreed to meet with Mr Speight and make the necessary amendments and to recirculate the dates to the Board.

Resolved: **The Clerk to amend the calendar and re-circulate to the Board.**

Date and time of next meeting to be confirmed

