

PRESTON'S COLLEGE CORPORATION BOARD MEETING HELD ON THE 26TH OCTOBER 2017

Mr J Boydell (Chair)
Mr E Bassa
Mr R Boswell
Mr M Driver
Ms R Kay
Mr P Kennedy
Dr E L Smith (Principal)
Mr J Wilson
Ms P Davies
Mr J Lee
Mr M Collard

IN ATTENDANCE:

Mr S Nixon (Executive Director Finance and Resources)
Mr C Speight (Vice Principal Enterprise and Engagement)
Ms M Haworth (Vice Principal Curriculum and Quality)
Mr M Noblett (Vice Principal Curriculum Delivery and Planning)
Ms G Thornton (Director of HR)

ITEM 1 WELCOME AND APOLOGIES

The Chair welcomed new Student Governors to the meeting and requested approval of the nomination of Mr Martin Collard as a Member. Mr Collard's nomination was universally approved.

Apologies were received from:

Ms L Hornsby (Vice Chair)
Mr S Browne
Mr J Taylor
Mr M Mallam
Ms A Markland
MR T Readett

ITEM 2 DECLARATIONS OF INTEREST

No additional declarations were received

ITEM 3 MINUTES OF THE MEETING

The minutes of the Board meeting of the 13th July were approved as an accurate record

ITEM 4 PRINCIPAL AND CHIEF EXECUTIVE'S REPORT -

The Principal provided an overview of national policy and drew members' attention to the changes that will come with the introduction of the Technical Education and T

Levels, and advised the Board that whilst this will bring challenges, the College is well placed to meet them.

The Principal advised that as per the report, that the Ofsted monitoring visit had taken place during the day. The lead inspector confirmed that she could see the changes that the college has made and recognised the progress that learners were making. She felt that learners and teachers were positive and noted that a great deal of work has been done on the tracking of learner progress and those processes are now robust. She advised that all progress will continue to be monitored in the second visit during the summer term, but overall, the feedback from the current visit was positive. She advised that the College will receive a letter from her outlining what has been seen, and this will also identify any areas for development. Members asked how this would be communicated to staff given the amount of work and anxiety that there has been with regard to Ofsted, and Ms Haworth confirmed that the initial feedback will go out to all staff by email along with thanks from the management team for all the work that has been done. Vice Principals will also meet with Heads of School. The Principal noted that it was positive that progress has been seen. Members asked if there were any areas for improvement identified. The Principal confirmed that these were identified as TLA and the tracking and monitoring of the progress in Apprenticeships. Mr Noblett confirmed that these are the areas that have been identified as requiring improvement in the College SAR so came as no surprise. The inspector described the learners as calm and well behaved and noted their enthusiasm and willingness to learn.

Outcomes for learners. The Principal confirmed that data was now showing positive trends. 16-18 Study Programmes has seen an 8% improvement and Adults 6% improvement. Overall, 90.3% achievement rate has been recorded, and the Principal acknowledged the significant amount of work that has gone into this from all staff in the college and thanked everyone for their contribution. Mr Boydell asked that staff be advised that the Board were very encouraged by the early feedback and that their thanks be passed on to staff.

Resolved: (i) The paper was noted
(ii) Thanks from the Board for the hard work in securing improvements be passed on to all staff

ITEM 5 COLLEGE BUDGET AND DRAFT OUTTURN POSITION 2016/17 - Mr Nixon presented the report considered at the Resources Committee in the previous week. He drew members' attention to the key areas.

[REDACTED]

Mr Nixon confirmed pension adjustments were made. There was a negative impact this year, and this had an impact on the surplus, but on the balance sheet the overall deficit went down. This movement is determined by Actuaries, so the College has little control, but Mr Nixon confirmed that the College is continuing to make payments to reduce the levels of deficit.

The external Audit now virtually complete – final meeting next Tuesday. No significant issues raised. The figures remain draft at this stage, but no changes are anticipated.

[REDACTED]

Resolved: The paper was noted

ITEM 6

CAPITAL BUDGET OUTTURN 2016/17 AND BUDGET 2017/18 – Mr Nixon confirmed that the paper had been presented to the Resources Committee. There was a notional allowance granted by the Board for capital projects for 16/17 of £150k, set at a relatively low level to protect cash balances, with work targeted in specific areas to have maximum impact on the learner experience. Staff feedback has been positive.

Members asked whether or not further spend was required in terms of Cyber Security. Mr Nixon confirmed that penetration testing was being done, and further reports will be brought to the Board.

Mr Nixon also confirmed that the Executive Team were in the process of identifying the best person to act as Data Protection Officer in light of GDPR changes- The Chair reiterated the importance of the robust protection of data, and the potential for penalties should data protection law be breached. Mr Nixon offered reassurance that the college has the right processes in place. The Chair asked for a summary sheet of the key obligations that can be given to Governors in relation to GDPR. Mr Nixon offered to send out some information regarding the threats faced and the measures taken to protect the College.

Members asked that the presentation on cyber security that was delivered last year to the Business Planning Committee was delivered again to the Board.

Resolved

- (i) The paper was noted**
- (ii) Mr Nixon to arrange for the presentation on Cyber Security be delivered to the Board**
- (iii) Mr Nixon to confirm to the Board the identity of a Data Protection Officer in line with the new GDPR regulations**

ITEM 7

RISK MANAGEMENT REGISTER – Mr Nixon confirmed that the Adult Education Budget (AEB) had fallen short of the target in 16/17, and this was a concern, but advised that this is being managed carefully in 17/18 so that the shortfall does not happen again.

Members asked about demographics in terms of pupil numbers in year groups feeding into college. Mr Speight confirmed that a paper has been taken to Resources, and offered to send out this paper to key members.

ITEM 8

GOVERNANCE MATTERS:

- (i) Business Planning Cycle** – The Clerk presented the proposed Business Planning Cycle to members and this was approved.
- (ii) Review of Governance / Self-Assessment 2016/17** – The Clerk presented the review of Governance for comment, and advised that further

involvement from the Board would be sought in the form of a questionnaire to obtain some reflection about performance of the Board and any areas for improvement. Members were happy to participate in this activity to ensure a full assessment. Evaluation has been undertaken based on the key questions from Ofsted, and this will be included in the college SAR.

(iii) Appointment and re-appointment of Members – The Clerk confirmed the appointment of Ms Lynda Mason, effective January 2018, Mr Martin Collard, effective immediately, Mr J Lee and Ms P Davies as Student Governors, the re-appointment of Ms R Kay and Ms A Markland as Staff Governors, and the re-appointment for a second term for Mr T Readett. The appointments have been approved by the Search and Governance Committee.

(iv) Student Governors and Learner Voice – The Clerk echoed the welcome from the Chair, and invited comment from Members about how they felt that the Student Governors could best represent learner views at the Board. Ms Davies confirmed that she has started holding drop in sessions in the College and asked if Governors would like to join them, or pass on any issues that they would like to see raised. Members confirmed that they have attended Student Council meetings in the past, and are keen to learn what attracts learners to the college and in particular if the college is getting in wrong.

Mr Speight suggested that the Student Governors could be linked into Learner Voice as much work is done here to elicit learner views, and then this could feed back to the Board. Ms Davies also advised that there is the possibility that quick iPad surveys could be done by the Staff Governors accompanied by another Governor to meet with learners. Members confirmed that they would be happy to be involved in this.

The Chair recommended that the Board leave space on the Board agenda for feedback from learner voice so that the student governors can utilise this

Members also raised the point that the student governors need to play a full role as a governor, not just in relation to Learner Voice, and they should be involved in all the aspects of the work of the Board. He asked how the Board could ensure that the language used at meetings is accessible, and that agendas are assembled in such a way as to make sure that papers and information is accessible to student governors, so that they are able to develop a wide range of skills.

(v) Annual Checks – The Clerk reminded Members that updated Register of Interest forms were now due along with the Skills Audit and the Eligibility forms, and thanked those members who had returned them. She asked that these be returned by the 3rd November. She further confirmed that as several members were absent, a reminder would be sent by email.

Resolved: (i) The Business Planning Cycle was approved

(ii) The Review of Governance was approved

(iii) Appointments and re-appointments were approved

(iv) Members agreed to return the Declaration of Interest forms, Eligibility forms and Skills Audit by the 3rd November 2017

[REDACTED]

Next Meeting – Special Board Meeting 30th November at 5.30pm in the Board Room