

Preston's College

Redacted/ Abridged Minutes¹ of the Board Meeting held on 21 March 2019 at 5pm in the Board Room at Preston's College

Present:

Mr J Boydell	Chair
Dr E Smith	Principal
Mr E Bassa	
Mr S Browne	
Mr M Collard	
Mr M Driver	
Mr S Edwards (from Minute 3)	
Ms J Garcia	
Ms L Hornsby	
Ms J Jones	
Ms L Mason	
Mr D Patel	
Mr T Readett	
Ms G Swales	
Mr J Taylor	
Mr J Wilson	
Ms K Williams	

In attendance:

Mr S Nixon	Executive Director Resources
Mr M Noblett	Vice Principal Curriculum Delivery & Planning
Mrs C Rayner	Clerk to the Board
Ms G Thornton (from Minute 4)	Head of Human Resources
Mr A Simpson (for Minute 9 (b))	10Architech
Mrs Southworth (for Minute 3)	Student Services Manager and Designated Safeguarding Lead

Apologies:

Cllr Boswell (not present)	
Mr B Cooley	
Ms M Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mr J Jepson	

1. Welcome and Apologies

The Chair welcomed everyone in attendance to the meeting.

It was noted that apologies for the meeting had been received from Mr Cooley, Mr Jepson and Ms Haworth and that Mr Edwards would join the meeting later.

It was noted that a quorum was present.

¹ Please note that any matters which the Corporation is satisfied should be dealt with on a confidential basis have been redacted from these minutes.

2. **Declarations of Interest**

No additional declarations were made.

3. **Safeguarding Training**

Mrs Southworth, Student Services Manager and Designated Safeguarding Lead, delivered a training session on Safeguarding and Prevent procedures at the College.

Action: Mrs Southworth undertook to distribute the Department for Education report: Keeping children safe in education: Statutory guidance for schools and colleges, September 2018, to the Board.

4. **Minutes of the previous Board meeting**

a) **Minutes of the Board meeting 13th December 2018**

The Board considered the minutes of the meeting on 13th December 2018 and agreed the minutes as a correct record.

b) **Minutes of the Board meeting 31st January 2019**

The Board considered the minutes of the meeting on 31st January 2019 and agreed the minutes as a correct records.

(The Clerk left the meeting for consideration of item 4).

Resolved: the minutes from the previous Board meeting on 13th December 2018 and 31st January 2019 were approved and signed by the Chair.

5. **Matters Arising**

No matters arising were noted.

6. **Principal and Chief Executive's Report**

The Principal and Chief Executive presented her report. She highlighted:

- the Chancellor's Spring Statement, including his reference to the importance of technical and vocational education and skills;
- the College's application to deliver T Levels was pending;
- Quality Achievement Rates data, including the College's position on the national achievement tables, would be issued the following week;
- the positive outcome of the visit of the FE Commissioner's team;
- attendance at her first meeting of the Lancashire Skills and Employment Board;
- management and teaching staff would attend the Association of Colleges (AoC) Beacon Awards in London on Friday 22 March 2019 as finalists in the category of effective use of technology in teaching and learning;
- the College had been shortlisted for a number of awards at the Educate North Awards.

Following a request, the Principal undertook to email briefing notes to governors on FE matters for use when speaking with MPs.

The Board recorded congratulations to the College for the nominations received for the Educate North Awards and the Beacon Awards and wished the College well for the finals.

Resolved: That the Principal and Chief Executive's Report was received and noted.

Action: The Principal to distribute briefing notes on FE matters, specifically for use by governors when speaking with MPs.

7. Draft Committee Minutes and matters arising

The Board noted the minutes of the following Committee meetings:

- Search and Governance Committee - 7 February 2019
- Quality and Standards Committee - 28 February 2019
- HE Sub-Committee – 28 February 2019
- Resources Committee - 7 March 2019 (Part One).

The Board noted a report on matters arising from the Committee meetings and approved the Committee membership as recommended by the Search and Governance Committee.

The Board approved the re-appointment of Mrs Hornsby for a second term of four years, as recommended by the Search and Governance Committee. The Board noted Mrs Hornsby's declaration of interest.

Resolved: The Board:

- **noted the minutes of the Committees;**
- **approved the Committee membership recommended by the Search and Governance Committee;**
- **approved the re-appointment of Mrs Hornsby for a second term of four years, as recommended by the Search and Governance Committee.**

8. Five Year Plan

a) Five Year Plan Update report

The Principal, Mr Nixon and Mr Noblett presented the Five Year Plan Update report, making reference to:

- the opportunity to discuss the Five Year Plan in more detail at the strategic away day including how the College could meet the education and training needs of the future jobs market;
- the improved performance in the Period 7 accounts, in line with budget projections;
- savings as a result of the College restructure would impact the accounts in 2019/20 and would contribute the Board's strategy of achieving a target of 3% operating surplus as a percentage of income;

- a three year plan would be submitted to ESFA by July 2019;
- applications pending to deliver T-Levels in Construction, Health and Science;
- introduction of the new Education Inspection Framework in September 2019;
- use of Labour Market Information (LMI) to understand demand and performance in the markets the College served, particularly the introduction of Economic Modelling Specialist Incorporated (EMSI) analyst tool which enabled the College to understand and forecast skills shortages. This would further enhance Curriculum Planning by enabling the College to develop local, regional and national employment intelligence.

Following questions from governors, the Board noted:

- FE/ ESFA benchmarking on staff costs as a percentage of income would expect a good College to have a benchmark of 65%;
- the forthcoming Board planning away day in June would be useful opportunity to further develop the five year plan vision.

Management responded to questions from governors on the College's plans to introduce A Level Extra in September 2019. The Board noted that it would receive regular updates on progress of the A Level Extra offer to provide assurance that the provision matched the College's aspirations.

b) Estates Update

The Board noted an Estates Update report from College management and a report from 10Architect. Copies of a presentation from 10Architect, dated 21 March 2019, were distributed at the meeting. The Board discussed the report with Mr Simpson from 10Architect, and management.

The Board noted that Mr Nixon would continue to liaise with Mr Simpson to develop proposals and progress the Board's queries.

c) Key Performance Indicators

Mr Nixon presented a report on Performance against KPIs. The Board discussed the report and agreed to:

- introduce measurable targets and milestones for the five year plan for the College to move from 'good' to 'outstanding'. However, it was noted that the Ofsted Framework (Education Inspection Framework) would change going forward;
- further consider appropriate KPIs for the five year plan at the planning away day in June.

Resolved: The Board noted reports on: the Five Year Plan Update, the Estate Update report and the Performance against Key Performance Indicators.

Actions: The Board would receive regular updates on progress of the A Level Extra offer to provide assurance that the provision matched the College's aspirations.

Mr Nixon to further liaise with 10Architect.

To develop measurable targets and milestones for the five year plan for the College to move from 'good' to 'outstanding' and further consider appropriate KPIs for the five year plan at the planning away day in June 2019.

9. ESFA Update and Feedback from FE Commissioner

Mr Nixon presented a report on the ESFA Update and Feedback from FE Commissioner report. The Board noted that:

- that the FE Commissioner's team had met with the Chair, management and governors and endorsed the College's Action Plan with no further recommendations;
- the anticipated outcome of ESFA's early intervention monitoring following ESFA's review of the Period 6 Management Accounts.

The Board recorded congratulations to College management on the excellent outcome of the FE Commissioner's team visit.

Resolved: The Board noted the report ESFA Update and Feedback from FE Commissioner.

10. Management Accounts – Period 6

Mr S Nixon reported to the Board on the Period 6 Management Accounts. The Board discussed the Management Accounts with management.

Resolved: The Board noted:

- **the financial position in the Period 6 Management Accounts and commentary;**
- **the Resources Committee had approved the implementation of a budgeted pay award of 1%, (or £250 whichever is the greater) from April 2019, consolidated into pay scales.**

11. Additional items

a) Governor development opportunity

The Clerk reported that an optional development opportunity had been arranged for Tuesday 2 April 2019 and all governors were invited to attend. It was noted that the Clerk would email further details.

b) News for Governors

Copies of news for Governors, dated April 2019, were distributed at the meeting.

12. Date of next Board meeting

The Board noted that the next Board meeting was 11 July 2019 and further details would also be issued regarding the forthcoming Board away day in June which would commence at 4pm.

The Chair thanked everyone for their contribution and the meeting closed at 7.30 pm.