

Preston College

Redacted and Abridged¹ Minutes of the Board Meeting held on 13 March 2025 at 5.30pm, Boardroom

Present:

Mr Jose Sedano-Martinez	Chair
Mr Simon Nixon	Principal and Chief Executive
Mr David Bond	
Ms Giulia D'Ambrosio	
Mr Neil Fletcher	
Mr Neil Garnham	
Mr Malcolm Goulding	Remote (Zoom) Until Minute 12
Mrs Tamsyn Haselden	
Mr Cal Leonard	
Mr Robert Marshall-Slater	
Mrs Laura Mason	
Miss Marya Momand	Until Minute 19
Miss Amanda Morey	
Mrs Jen Walters	Remote (Zoom)
Mrs Andrea Willimott	

Absent:

Mr Steve Browne
Mrs Helen Curtis
Mrs Janet Harrison
Ms Joanne Jones
Mrs Sally Little

In attendance:

Mr Mark Airey	Executive Director of Finance
Ms Marie Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mr Mick Noblett	Vice Principal - Curriculum Delivery and Planning
Mrs Clare Rayner	Director of Governance
Mr Iain Stott	Vice Principal - Corporate Services
Ms Gill Thornton	Director of Human Resources

External guest for minute 3

Part 1 (a)

1. Welcome and apologies

The Chair:

- welcomed everyone to the meeting;
- welcomed Mr David Bond, Mr Neil Garnham, Mrs Tamsyn Haselden and Mr Cal Leonard to their first Board meeting since their appointment to the Board;
- thanked all the new members for giving their time to support the College;

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

- reported that Miss Hajara Ugradar would join the Board later in March;
- explained that in order to allow optimal time for questions, reports would be taken as read and would only be presented briefly;
- reported that this would have been Mr Steve Browne's last meeting. On behalf of the Board, the Chair recorded thanks to Mr Browne for his valued contribution to the Board and the College. The Chair reported that during his 12 years on the Board, Mr Browne had served as Chair of the Board, Chair of the Senior Post Holder Remuneration Committee and a member of the Audit and Risk Committee and the Resources Committee.

The Board noted:

- that apologies had been received from Mr Browne, Mrs Helen Curtis, Mrs Janet Harrison, Ms Joanne Jones and Mrs Sally Little;
- that a quorum was present;
- that a retirement dinner would be held for Mr Browne, Ms Jones and Mrs Mason on 12 June 2025 and the Director of Governance would confirm details in due course.

2. Declarations of Interest

The Board noted the interests of Senior Post Holders, the Principal and Chief Executive and the Director of Governance, in the proposed changes to the terms of reference of the Senior Post Holder Remuneration Committee.

No other declarations of interest were made.

3. Roof Tender

The Chair explained that item 14 Roof Tender had been brought forward. The Chair reported that the Managing Director of the company was in attendance to answer any technical question.

Mr Stott referred members to the Roof Tender Report and outlined the tender process.

Following discussion, the Board approved the appointment recommended in the report confirmed the allocation from the Transformation Fund Grant for the Roof Project.

Resolved: The Board:

- **noted the report and the Tender Report at Appendix A;**
- **approved the appointment recommended in the report**
- **confirmed the allocation from the Transformation Fund Grant for the Roof Project.**

4. Minutes of the previous meeting

The Director of Governance reported on two typographical errors which had been corrected in the draft minutes of the Board meeting held on 12 December 2024.

With these amendments, the Board approved the Minutes of the Board meetings held on 12 December 2024 and 23 January 2025 and noted the Notes from the Strategy Meeting on 23 January 2025.

Resolved: The minutes of the Board meetings held on 12 December 2024 and 23 January 2025 were agreed and signed as a correct record.

The Board noted the Notes from the Strategy Meeting on 23 January 2025 as a correct record.

5. Matters arising

The Board noted the report on progress of actions from previous meetings.

Resolved: The Board noted the report on progress of actions from previous meetings.

6. Decisions taken between Meetings

The Director of Governance referred to her report on decisions taken and information sent between meetings. The Director of Governance reported that the Board had approved the appointment of Mr Bond, Mr Garnham, Mrs Haselden, Mr Leonard and Miss Ugradar to the Board and committees as independent governors by written resolution.

The Board noted the report.

Resolved: The Board noted the report on decisions taken and information sent between meetings.

7. Principal and Chief Executive's Report

The Principal and Chief Executive presented his Principal and Chief Executive's Report. The Principal and Chief Executive reported:

- that based on communications from the government, the College expected to receive c.£330k in year growth funding and that this was lower than the £500k initially expected due to higher than anticipated growth in 16 -18 student numbers nationwide leading the government to cap the payments at a level of two thirds;
- that adult skills delivery was going well and the College expected to achieve at least 5% over delivery, shown in management accounts), possibly as high as 10%);

that in total, including other potential additional allocations, the income the College could receive in 2024/25 which had not been budgeted for,
- in addition, the FE sector would receive additional government revenue funding, this was expected to split between April – July 2025 (c. £50m in total across the sector) and the 2025/26 academic year (c. £250m across the sector) and further details were expected to be confirmed in May 2025, including any conditions for colleges' use of this funding;
- the roofing project would improve the quality of the College estate during 2025/26;

- College resources would be considered in business planning meetings;
- ongoing Continuing Professional Development (CPD) activities at the College and CPD he had benefited from as Principal and Chief Executive;
- that Maya Ellis MP had visited the College and subsequently made positive comments on the visit in the House of Commons;
- ongoing student attendance interventions, particularly for maths and English GCSE and that it was encouraging that parents were engaging with the College;
- additional grant funding due to the growth in student numbers, combined with the increased funding rate;
- the government had said very little about in year growth funding for 2025/26 onwards. However, colleges could play a key part in reducing the increasing number of people not in education, employment or training;
- on the new Lancashire Combined County Authority arrangements and an opportunity to position the College as a key partner in 2025/26;
- on a number of forthcoming College events which governors would be invited to attend;
- the College remained mindful of the risks to adult skills funding for 2025/26 given the government's spending review. However, colleges could support the government in achieving its five missions.

Mrs Marie Haworth, Vice Principal Quality, Teaching, Learning and Student Support, gave a verbal report on the Ofsted Thematic monitoring visit on Initial Teaching Education (ITE) which had concluded that day. She reported:

- the visit included a deep dive into 10 teachers by three inspectors;
- the visit had focused on: curriculum, special educational needs and disabilities (SEND) and quality assurance and Ofsted had been content with all three areas;
- that it had been a positive visit and would stand the College in good stead for the forthcoming Ofsted ITE inspection which was expected in January 2026.

The Board discussed the report with management. In response to queries and comments from members, the Board noted:

- colleges were expected to receive confirmation on in year funding and additional funding by May 2025 and had not received further information on grant funding;
- whilst the National Insurance grant had not been mentioned by government in recent communications, there had previously been a commitment to support colleges with additional funding;

- the reduction in pension risk meant that the College's pension contributions were expected to reduce by 1-2%;
- that the additional staff pay award payable from 1 April 2025 was contingent on additional government funding and a report would be considered by the Resources Committee on 1 May 2025. The Board noted that subject to the recommendation of Resources Committee and the Board might be asked to consider the pay award by written resolution rather than wait until the next Board meeting on 3 July 2025.

The Board noted the Principal and Chief Executive's report.

Resolved: The Board noted the Principal and Chief Executive's Report.

8. Strategic Plan Progress

The Principal and Chief Executive referred members to the report on progress against the Strategic Plan.

Following a query, the Principal and Chief Executive reported that the balanced scorecard was under development and would be considered by the Board at its next meeting. It was noted that Resources KPIs and Quality and Standards KPIs continued to be provided in the interim.

The Board noted the Strategic Plan Progress Report.

Resolved: The Board noted the Strategic Plan Progress Report.

9. Report of the Chair of the Audit and Risk Committee

The Chair of the Governing Body referred members to the Report of the Chair of the Audit and Risk Committee. The Director of Governance reported:

- that the Committee had agreed to draw to the attention of the Board the strength of the internal audit reports considered at its meeting on 5 March 2025, with three audits rated as strong and one audit rated as substantial;
- that the Committee had agreed to recommend to the Board the proposed changes to the Risk Management Policy at Appendix A;
- that the College had commenced the procurement process for the appointment of the internal auditors;
- the Committee had agreed to recommend to the Board the extension of the contract with Beever and Struthers, the College's external auditors, for the optional final year of 2025/26 and that the College commenced a tender process in 2025/26, to select an external audit firm for the next three years;

- during the Committee's consideration of the Cyber Security internal audit, the Committee had considered whether governors should be included in future College phishing tests and had agreed to ask the Board for a view.

The Board noted that the tender process for the external audit would need to start in April, rather than August 2025, in order for the external auditors to be in place for August 2026.

Following queries from members, the Board noted that:

- Beever and Struthers had been first appointed by the Board in 2022 and therefore there was no audit rotation issue;
- the Committee had also discussed the benefits of not tendering for both internal and external audits in the same year.

The Board noted the Report of the Chair of the Audit and Risk Committee. The Board approved the extension of the contract with Beever and Struthers, the College's external auditors, for the optional final year of 2025/26 and agreed that the College commence a tender process, in 2025/26, to select an External Audit firm for the next three years, starting in April 2026.

The Board considered the proposed changes to the Risk Management Policy. A member suggested inclusion of reference to impact of financial risk on the matrix. Subject to this amendment, the Board agreed the proposed changes to the Risk Management Policy.

Following discussion, the Board agreed that governors should be included in future College phishing testing.

Resolved: The Board noted the report and:

- **approved the Risk Management Policy at Appendix A, subject to the addition of inclusion of reference to impact of financial risk on the matrix;**
- **noted the update on the internal audit procurement for the appointment of the College's internal auditors;**
- **approved the extension of the contract with Beever and Struthers, the College's external auditors, for the optional final year of 2025/26;**
- **approved that the College commence a tender process, in 2025/26, to select an External Audit firm for the next three years, starting in April 2026;**
- **agreed governors should be included in future College phishing tests.**

Action: Mr Stott to revise the Risk Management Policy.

10. Risk Management Register

Mr Iain Stott, Vice Principal Corporate Services, referred members to the Risk Management Register at Appendix A and reported that:

- College management had taken action following a number of students requiring hospitalisation from the use of a contaminated or illegal vapes and since Christmas there had been one incident;

- the Committee had agreed to recommend to the Board that a new risk should be added to the Risk Management Register on the risk of litigation;
- that the Committee had agreed to recommend to the Board that the risk of not appointing new governors should be removed as five governor appointments had been made.

The Board noted the report on the Risk Management Register and agreed the proposed changes.

The Director of Governance highlighted that the risk of “Changes in Board membership have adverse impact on College strategic direction and/or oversight” had been retained as the Board did not currently have a Vice Chair which presented a contingency risk.

Resolved: The Board reviewed and noted the Risk Management Register; approved the inclusion of a new item on the register relating to ‘Risk of Litigation’; and approved the removal of the risk of not appointing new governors.

11. Report of the Chair of the Resources Committee

The Chair of the Governing Body presented the Report of the Chair of the Resources Committee. He referred members to the minutes of the Resources Committee meeting held on 6 February 2025. He reported that the Committee had reviewed the Financial Regulations at Appendix B, the Procurement Policy at Appendix C, the Anti Fraud, Bribery and Corruption Policy at Appendix D, the Fees Policy at Appendix E and the Workforce Profile Report 2023/24 at Appendix F and recommended these policies to the Board for approval.

The Board considered the proposed changes. Following a suggestion, it was agreed to add reference to the College’s requirement to pay VAT to the Procurement Policy as this might not be understood by all users of the document. Management undertook to make this amendment.

Subject to the amendment agreed, the Board agreed the proposed changes to the Financial Regulations, Procurement Policy, Anti-Fraud, Bribery and Corruption Policy and the Fees Policy.

The Board noted the Workforce Profile Report 2023/24.

Resolved: The Board noted the report and the minutes of the Resources Committee meeting on 6 February 2025 at Appendix A and the Workforce Profile Report 2023/24, at Appendix F and approved the:

- **Financial Regulations (Appendix B);**
- **Procurement Policy (Appendix C);**
- **Anti Fraud, Bribery and Corruption Policy (Appendix D);**
- **Fees Policy (Appendix E).**

Action: To add reference to the College’s requirement to pay VAT to the Procurement Policy.

12. Gender Pay Gap Report 2024

Ms Gill Thornton, Director of Human Resources, presented the Gender Pay Gap (GPG) Report 2024. She reported:

- the mean College GPG for 2024 was 7.10%, an increase of 2% points from 2023;
- reasons for the increased GPG, including that the difficult to recruit curriculum areas were traditional male careers and the College had used retention and motivation salary points in these Schools during 2023/24;
- local colleges had also reported a growth in GPG.

The Board discussed the report with Ms Thornton. In response to queries and comments from members, the Board noted:

- that teachers were often in different job family groups;
- that in the past few years two males had replaced two females in the Executive Leadership Team;
- that all College appointments were made on merit.
- that colleges were awaiting government communications on requirements to publish an ethnicity pay gap report and potential challenges for all organisations in measuring this gap.

It was agreed to follow up on a query relating to the workforce profile report at the next Resources Committee meeting.

The Board approved the Gender Pay Gap Report 2024 at Appendix A for publication within the legislation timeframe and noted the proposed actions arising from the Gender Pay Gap data which were detailed in the Continuous Improvement Action Plan.

Resolved: The Board approved the Gender Pay Gap Report 2024 as Appendix A for publication within the legislative timeframe; and noted the proposed actions arising from the Gender Pay Gap data in the Continuous Improvement Action Plan as detailed in paragraphs 24 to 29 of the report.

13. Period 6 Management Accounts

Mr Mark Airey, Executive Director Finance, presented the Period 6 Management Accounts. He reported:

- income for 2024/25 had exceeded targets;
- Adult Skills funding has been increased to reflect a 5% over-delivery,
- the College had significantly exceeded the 16-19 learner number allocation;
- a detailed forecast update would be provided after the forthcoming business planning meetings were held;

- agency pressures due to staff vacancies and increased student numbers;
- budget pressures are in relation to exam costs, due to large RPI increases, and along with growth in student numbers;
- the Board noted the Period 6 Management Accounts, at Appendix A, the Commentary at Appendix B and the Key Performance Indicators Report dashboards at Appendix C;
- the maintenance forecast had been increased to bring the forecast back up to previous levels, which would allow the Transformation grant to be utilised on large capital projects;
- the cash flow graph showed the cash position excluding grants.

The Board discussed the report with Mr Airey. In response to queries and comments from members, the Board noted:

- the management accounts included orders placed but not invoiced;
- whilst teaching costs were down due to vacancy drift, agency costs had increased;
- the growth in student numbers meant the College required additional teachers and support staff;
- that there were timing issues with some payments related to contracts with Preston North End and King's Trust;
- there was no income in the August period and 20% of the apprentice payment were paid on completion;
- staffing costs were steady but income and costs varied by period.

The Board noted the Period 6 Management Accounts.

Resolved: The Board noted the Period 6 Management Accounts report.

14. Telephony Hardware Replacement

Mr Stott referred members to the Telephony Replacement report. Management presented the report.

Following discussion, the Board approved the recommendation for telephony hardware replacement.

The Chair thanked management for their work on this procurement project.

Resolved: The Board approved recommendation for telephony hardware replacement:

15. New National Living Wage and National Minimum Wage Rates and Foundation Living Wage

Ms Thornton referred members to her New National Living Wage (NLW) and National Minimum Wage (NMW) rates and Foundation Living Wage (FLW) report. Ms Thornton reported:

- that currently, the College had only two staff employed directly on apprenticeship contracts which would be impacted by the changes to the NLW and NMW from 1 April 2025;
- on a request for the Board to increase, Spinal Column Point A, Spinal Column Point B and Spinal Column Point D in line with the new NLW and NMW from 1 April 2025;
- that it had been proposed at a recent meeting of the Joint Union Body (JUB) Working Group, that the implementation of the new FLW hourly pay rate, which would normally be applied from 1 April, should be deferred, on the basis that, if after due consideration, the Board made a further pay award, this would likely be a greater increase than that of the FLW.

The Board discussed the report with Ms Thornton. In response to queries and comments from members, the Board noted:

- that the Board had previously committed to considering a further pay increase to be awarded retrospectively from 1 April 2025, subject to confirmation of the anticipated in-year growth funding;
- that c. 50 employees would be impacted by the Foundation Living Wage, mainly College cleaning and catering staff;
- that unlike many colleges, the College's cleaning and catering staff were employed in house;
- plans for joint College management unions communications on the decision to wait until the Board could make a decision on the pay award;
- that the College considered its ongoing commitment to the FLW annually;
- the College had not committed to the FLW charter to date and instead reviewed annually, due to the wider requirements related to supply chain which could place an additional burden on the College.

Following discussion, the Board approved an increase in the apprenticeship pay points, Spinal Column Point A, Spinal Column Point B and Spinal Column Point D in line with the new NLW and NMW from 1 April 2025; and agreed to delay the increase in the FLW until the Board had considered a further pay award, subject to appropriate communications being issued to staff on the delay in increasing the FLW.

Resolved: The Board approved an increase in the apprenticeship pay points, Spinal Column Point A, Spinal Column Point B and Spinal Column Point D in line with the new NLW and NMW from 1 April 2025; and delayed the increase in the FLW until the Board has considered a further pay award.

Action: To ensure appropriate communications were issued to staff on the delay in increasing the FLW.

16. Report of the Chair of the Quality and Standards Committee

Mrs Laura Mason, Chair of the Quality and Standards Committee, presented her report on the Quality and Standards meeting that had taken place 27 February 2025. She reported that the Committee had agreed to draw to the attention of the Board:

- the ongoing challenges for teaching GCSE maths and English in the FE sector, including increased student numbers, student attendance and staff recruitment;
- that the Committee had discussed with management the pilot for contextualising an hour of maths GCSE in College Schools (skills hour) rather than teaching centrally;
- changes to the approach to learning walks and the introduction of a rating system in teaching, learning and assessment;
- the College's ongoing engagement with employers and students;

Mrs Mason also reported that the Committee had also considered:

- the Equality, Diversity and Inclusion Student Review 2023/24 at its meeting on 21 November 2024 (Appendix C);
- the Student Numbers and Market Analysis (Appendix D);
- the 2024/25 Curriculum Quality Performance Indicators (Appendix E).

The Board noted the Report of the Chair of the Quality and Standards Committee.

Resolved: The Board noted:

- **the Minutes of the meeting on 21 November 2024 (Appendix A);**
- **the Minutes of the meeting on 27 February 2025 (Appendix B);**
- **the Equality, Diversity and Inclusion Student Review 2023/24 (Appendix C);**
- **the Student Numbers and Market Analysis (Appendix D)**
- **the 2024/25 Curriculum Quality Performance Indicators (Appendix E).**

17. Higher Education Update

Mrs Haworth presented the Higher Education Update report. She reported:

- that HE attendance continued to remain strong;
- that Student Voice feedback had included feedback on the impact of staff absences due to sickness in November 2024 and that these issues had been resolved;
- on the draft release of the Office for Students (OfS) strategy for 2025-30;
- on OfS's introduction of Condition E6, which required institutions to address harassment and sexual misconduct comprehensively with actions to be completed by August 2025;

- on partnership arrangements and that the OfS had approved the University of Central Lancashire's application to change its name to the University of Lancashire from September 2025.

A member commented that the College's HE attendance of 97.78% was excellent. The Board agreed this attendance should be commended.

The Board noted the report.

Resolved: The Board noted the report.

18. Any other business

There was no other business.

19. Date of next meeting

The next meeting would be a deep dive on 20 March 2025.

Mr Airey, Ms Haworth, Miss Momand, Mr Noblett, Ms Thornton and Mr Stott left the meeting.

Part 1 (b)

1. Report of the Chair of the Search and Governance Committee

Mr Neil Fletcher, the Chair of the Search and Governance Committee, presented the Report of the Chair of the Search and Governance Committee. Mr Fletcher reported that:

- the Committee had held a number of additional meetings in January in order to interview candidates for the independent governor vacancies. Mr Fletcher expressed thanks to Mrs Jen Walters for temporarily joining the Committee to participate in the interviews;
- the Committee had met with Mrs Isara Cotton regarding her application to join the Audit and Risk Committee as a Co-opted Member and recommended her co-option to the Board. He referred members to her CV and application at Appendix E and commented that, subject to Board approval, Mrs Cotton would be the College's first Co-opted Member to a Board committee.

The Board noted the Report of the Chair of the Search and Governance Committee and the minutes of the Search and Governance Committee meetings held on 14, 21 and 30 January 2025 at Appendix A to Cand the External Governance Review Action Plan Update at Appendix D. The Board noted that Committee had approved the Invitation to Quote document for a board portal and plans were progressing.

The Board discussed the remit and workload of co-opted members. It was noted that co-opted members were not trustees and would not attend board meetings. It was noted that the co-option to board and committees was widely used in organisations with governance structures, particularly co-option to audit and risk committees, and was considered beneficial. A member commented on his positive experience of being a co-opted member of an audit

committee in another organisation. Following discussion, it was noted that care needed to be taken, as co-opted members could not have a view of the organisation as a whole.

The Board approved the appointment of Mrs Isara Cotton as a Co-opted Member of the Audit and Risk Committee.

Resolved: The Board noted the Report of the Chair of the Search and Governance Committee and the draft Minutes of the Meetings held on 14, 21 and 30 January 2025 (Appendix A – C); and approved the appointment of Mrs Isara Cotton as a Co-opted Member of the Audit and Risk Committee.

2. Review of Governing Documents

The Director of Governance presented her report Review of Governing Documents. She reported:

- the terms of reference of the Board's standing committees had been reviewed by committees and the Search and Governance Committee and the proposed changes were shown as track changes at Appendices A to E;
- for consistency with the changes made to the terms of reference of the Board's standing committees further changes had been made to the terms of reference of: Appeals Committee, Appendix F, Senior Post Holder Selection Panel, Appendix G and the Special Purposes Committee, Appendix H;
- the proposed changes to the Instrument and Articles and Standing Orders had been deferred to allow for transitional arrangements and pending the Board's discussion on the constituencies and appointment arrangements for student governors.

Following a suggestion, it was agreed that the Search and Governance Committee should review the overlap and boundaries between the remits of the Audit and Risk Committee and the Resources Committee at the next review. It was noted that consideration was being given to holding a joint meeting of the Resources Committee and the Audit and Risk Committee going forward to consider the College's Annual Financial Statements.

The Board approved the proposed changes to the Committee Terms of Reference at appendices A to H.

Resolved: The Board approved the proposed changes to the Committee Terms of Reference:

- a) Audit and Risk Committee Terms of Reference at Appendix A;**
- b) Quality and Standards Committee Terms of Reference and Appendix B**
- c) Resources Committee Terms of Reference at Appendix C**
- d) Search and Governance Committee Terms of Reference at Appendix D;**
- e) Senior Post Holder Remuneration Committee Terms of Reference at Appendix E;**
- f) Appeals Committee Terms of Reference at Appendix F;**
- g) Senior Post Holder Selection Panel Terms of Reference at Appendix G;**
- h) Special Purposes Committee Terms of Reference at Appendix H.**

Action: The Search and Governance Committee to review the overlap and boundaries of the remits of the Audit and Risk Committee and the Resources Committee

3. Role of the Student Governor

The Director of Governance presented the report on the role of student governor at the College. She reported:

- on proposals considered by the Quality and Standards Committee and the Search and Governance Committee on changes to student governor constituencies and the possibility of introducing interviews for staff and student governor elections;
- that as per the College's governing documents, students and staff would need to be consulted to the way student and staff governors were appointed;
- that currently there was more interest in student governor roles from 16-18 students than adult and HE students and the changes would allow more 16-18 student governors to have the opportunity to be a student governor;
- adult students had work and other commitments which could deter them for standing for election as a student governor.

The Board discussed the report with the Director of Governance. In response to queries and comments from members, the Board noted:

- that whilst the intention was to stagger the two 16-18 student governors, as it was important for student governors on one year courses to be able to stand for election, in practice it might not work every year;
- election turnout varied by year and was higher for staff elections than student governor elections and the Director of Governance would include election participation rates in the next report to the Board;
- that holding elections was generally seen as best practice for the appointment of staff and student governors. However, many colleges had moved to interviews, particularly for student governors, to ensure that the candidates understood the role and time commitment and had the sufficient confidence to undertake the role;
- that the Search and Governance Committee had suggested that consideration be given to introduction of interviews for staff governors to be equitable;
- the tight timescales involved in order for the Board to appoint student governors as soon as possible in the autumn term;
- that apprentices could apply to be student governor across all the constituencies;
- that currently student governors were supported by the Director of Governance;
- providing taster sessions, such as observing meetings, was difficult as student governors needed to be appointed as soon as possible in the autumn term.

The Board discussed:

- the advantages and disadvantages of introducing interviews for student and staff governor appointments and whether it was encouraging for candidates to know that they had been that elected by their peers;
- the format of interviews, particularly for students, to ensure that they were not overwhelming and whether they should be called interviews;
- the level of support that could be given to staff and students prior to the interviews;
- how the student governor opportunities could be promoted to students, particularly apprentices, for example in tutorials;
- mentoring support for students during their time on the Board;
- the possibility of holding governor lunches with students as well as with staff;
- whether student governors could be paid for their time. It was noted that permission would be required from the Charity Commission to pay governors. However, other initiatives could be explored, for example the benefits provided to the College's scholarship students could be considered.

Following discussion, the Board agreed that:

- the term interview should be retained as interview experience would help support students as they prepared for the workplace. However, support should be provided to students in advance and consideration should be given to sharing the questions in advance;
- consultation with students should take place on the proposed changes to the student governor constituencies and the introduction of interviews;
- consultation with staff should take place on the introduction of interviews.

Resolved: The Board agreed:

- **that consultation should take place with students on the proposed changes to student governor constituencies and the introduction of interviews for student governor appointments;**
- **that consultation should take place with staff on the introduction of interviews for staff governor appointments.**

Action: The Director of Governance to include election participation rates in the next report to the Board on the election of staff and student governors.

4. Date of next meeting

The Board noted that the next meeting would be held on 20 March 2025 (Deep Dive).