

Preston College
Part 1a¹ Redacted and Abridged Minutes of the Board Meeting held on 11 December 2025
at 5.30pm
Preston College Boardroom

Present:

Mr Jose Sedano-Martinez	Chair
Mr Simon Nixon	Principal and Chief Executive
Mrs Helen Curtis	
Ms Giulia D'Ambrosio	
Mr Neil Fletcher	
Mr Malcolm Goulding	
Mr Neil Garnham	
Mrs Janet Harrison	
Mr Cal Leonard	Teams (Until Minute 9)
Mrs Sally Little	
Miss Katie Malyon	(Until Minute 17)
Miss Amanda Morey	
Mrs Laura Mason	
Miss Hajara Ugradar	
Mrs Andrea Willimott	

Apologies:

Mr David Bond
Mrs Tamsyn Haselden
Mrs Sylwia Jurasz
Miss Scarlett Woodruff

In attendance:

Mr Mark Airey	Executive Director of Finance (For Part 1a)
Mrs Marie Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support (For Part 1a)
Ms Sue Hutchinson	Partner, Menzies (for Minute 8 and 9)
Mr Mick Noblett	Vice Principal - Curriculum Delivery and Planning Until Minute (Part 1a)
Mrs Clare Rayner	Director of Governance
Mr Iain Stott	Vice Principal - Resources - (For Part 1a)

1. Welcome and Apologies

The Chair welcomed everyone to the meeting and welcomed Miss Katie Malyon, the newly appointed student governor (16-18) to her first meeting.

The Board noted that apologies had been received from Mr David Bond, Mrs Tamsyn Haselden, Mrs Sylwia Jurasz and Miss Scarlett Woodruff.

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.

The Chair informed attendees that Sue Hutchinson, Partner from Menzies, the College's external auditors, would join the meeting via Teams later due to other commitments. To accommodate timing constraints, the Chair advised that the agenda might be followed flexibly.

2. Declarations of Interest (for Part 1a and b)

The Chair invited attendees to declare any conflicts of interest.

Mrs Helen Curtis disclosed a potential conflict related to her association with the University of Lancashire.

No other conflicts of interest were declared.

3. Minutes of the Previous Meeting

The minutes of the previous meeting were reviewed. Following discussion, it was agreed to amend the reference to the new Ofsted Inspection Framework in Minute 8.

Subject to this amendment, the Board agreed the minutes of the meeting on 16 October 2025 (Parts 1a and 1b) as a correct record.

Resolved: Subject to the amendment agreed, the minutes of the Board meeting on 16 October 2025 (Part 1a and 1b) as a correct record.

4. Matters arising

Following a request, the Director of Governance undertook to add RAG rating to the matters arising report.

Thanks were expressed to the Director of Governance and the Executive Leadership Team (ELT) for updating the review dates in the report.

The Board noted the report on actions from previous meetings.

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

Action: The Director of Governance to add RAG rating to the matters arising report.

5. Decisions Taken Between Meetings

The Director of Governance referred to the report on Decisions Taken and Information Sent Between Meetings.

The Director of Governance reported that the following matters had been approved by written resolutions between meetings:

- Staff Pay award of 4.5% for all staff, including Senior Post Holders, from 1 August 2025;
- Board approval of the release of capital funds from the College Condition Fund for the remedial cladding works and window replacements and approval of the appointment of

Rosslee Construction to deliver the project under the project management of SDA Consulting LLP;

- approval of the appointments of the student governors: Sylwia Jurasz student governor (19+), Katie Malyon (Page) student governor (16-18) and Scarlett Woodruff student governor (16-18).

The Director of Governance reported that governor Continuing Professional Development (CPD) training had been issued on Smartlog and most of the training did not need to be completed until July 2026, with the exception that governors had been asked to confirm they had read the Department for Education's (DfE) Keeping Children Safe in Education 2025 by the end of the calendar year.

The Board noted the report.

Resolved: The Board noted the report on Decisions taken between meetings and information issued between meetings.

6. Principal and Chief Executive's report

The Principal and Chief Executive reported:

- that as the items which were going well less well had been the same for the last few cycles of meetings, he had focused this report on opportunities;
- on excellent achievement rates and student numbers;
- on the financial outturn for 2024/25, which, subject to audit, would result in a financial health grade of DfE Outstanding;
- on the successful roofing works and other estates projects;
- that the staff pay award of 4.5% had been well received by staff, with the next payments to be made before Christmas;
- that adult skills funding would be devolved to the combined authority in the next financial year, with expectations of successful contract awards and possible further growth;
- that recent business planning meetings with staff had been highly successful, with exceptional progress and plans for the future;
- on the ongoing concerns about T Level recruitment in the sector. However, it was possible that student numbers could grow next year, as at recent College events it was apparent that parents, students and schools better understood the qualification and showed greater interest in it;
- on the publication of the government's Post-16 education and skills white paper, with challenges and opportunities for the future if there was further investment from government and the role colleges could play in communicating the benefits of further education to employers;

- the College had until March 2028 to spend its capital condition allocations;
- that capital condition allocations were expected to continue, with potential funding based on college condition surveys;
- on possible government changes to maths and English qualifications, with potential opportunities for colleges to shape the qualifications;
- on concerns about curriculum planning due to uncertainty about the future of certain qualifications and the impact of delayed funding;
- that the Office for Students (OfS) had recently launched a consultation on proposals to change how it regulates FE colleges in England.

The Board noted the report.

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

7. Strategic Plan Progress 2025/26

The Principal and Chief Executive referred to the Executive Leadership Team's (ELT) report on progress to date against the strategic plan for 2025/26. He reported:

- that the Strategic Plan Progress report covered both the current status and arrangements for the development of the new strategic plan;
- on strengths around enrolment and challenges around T Level recruitment;
- that the 16-18 age demographic, which had increased year and year, was expected to plateau and therefore the College needed to consider areas for further growth with opportunities to improve conversion rates and progression rates. However, there was evidence that Preston might buck the trend for the 16-18 demographic due to the increased number of houses being built and as a new school planned for 2030;
- that although apprenticeship achievement rates were lower than other provision, they were good, especially when compared to other providers;
- that the College was expected to receive a Department for Education (DfE) financial health grade of Outstanding;
- on successful estates works and ongoing development of a new IT strategies;
- on the impact of the Digital Strategy across the College and that staff feedback indicated a need for more CPD on digital tools, which would be progressed;
- that the new Staff Behaviour Code would be introduced at the next Staff Development Day;
- on the successful solution to pay negotiations;

- on ELT's disappointment with the low staff survey response rate, plans for engagement with staff to better understand why it was low and options under consideration to increase participation and consideration. The Resources Committee had discussed the possibility that staff did not complete the survey as issues could be raised at Staff Voice meetings throughout the year;
- that the development of the next strategic plan would involve input from the College management team, staff and governors at forthcoming Board meetings.

The Board discussed the report and the Balanced Scorecard at Appendix 1.

A member shared feedback from a staff member on whether the last day of term was the best day to start engaging with staff on the new strategic plan. The Principal and Chief Executive acknowledged that it was difficult to decide when was the best time as the start of the new term was busy. However, further staff engagement events could be arranged in the new year, if considered necessary.

Members suggested the following changes to the balanced scorecard to aid governor oversight of KPIs:

- further HR metrics: e.g. staff/vacancies ratio;
- RAG ratings;
- when developing the strategic plan, to add stretch targets to the balanced scorecard.

The Principal and Chief Executive undertook to explore the suggestions.

The Chair was of the view that where possible, the Board should review existing reports and data to avoid generating additional work for College management.

In response to a query, it was noted that the progression KPI could sometimes be misleading, as a further College course may not always be the most appropriate next step for all students, but is still a useful indicator of potential future enrolment opportunities.

Resolved: To Board noted the strategic plan progress report.

Action: Management to update format of the balanced score card as discussed.

Ms Sue Hutchinson joined the meeting.

8. Report of the Chair of Audit and Risk Committee

The Chair welcomed Ms Hutchinson to the meeting.

The Board noted that the Chair of the Audit and Risk Committee could not approve the Audit and Risk Committee Annual Report 2024/25, at Appendix 3, as the auditors could not provide the final Management Letter until the funding audit had been completed. The Board noted that management and Ms Hutchinson would provide further information under item 9 - Annual Report and Financial Statements.

Mrs Sally Little, Chair of Audit and Risk Committee, reported:

- that the College's annual report and financial statements had been reviewed and progress on the year-end audit had been discussed;
- that the Committee had completed its annual self-assessment;
- that the Committee had discussed whether staff succession planning should be included on the risk register and had asked management to further explore further and report back to the Committee at the next meeting;
- the Committee's commendation to management for reporting to the Committee on two Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) incidents in year;
- on the Committee's discussion about introducing an additional Audit and Risk Committee meeting in late August/early September in future years due to the long gap between meetings between June and November.

Mrs Little recorded thanks to Mr Airey for the work on the Annual Report and Financial Statements.

The Board noted the report and the minutes of the meetings of the Audit and Risk Committee on 8 October 2025 and 26 November 2025, at Appendices 1 and 2 and the draft Audit and Risk Committee Annual Report 2024/25 at Appendix 3.

The Director of Governance referred to a minor amendment that a £k label would be added to the fees tables on the draft Audit and Risk Committee Annual Report 2024/25.

Resolved: The Board noted the Report of the Chair of Audit and Risk Committee the minutes of the meetings on 8 October 2025 and 26 November 2025, at Appendices 1 and 2; Audit and Risk Committee Annual Report 2024/25.

The Chair reported that the Annual Report and Financial Statements item would be brought forward.

9. Annual Report and Financial Statements

Mr Mark Airey, Executive Director of Finance, presented the Annual Report and Financial Statements. He reported that:

- the final outturn for 2024/25 was summarised in the cover report and the surplus had increased substantially from the original budget, partly related to a revaluation of the College's share of the Local Government Pension Scheme assets and liabilities;
- the increased surplus had led to a DfE finance health grade of Outstanding and provided a banking update;
- the financial statements had been revised in response to feedback from the Audit and Risk Committee, Resources Committee and the external auditors;

- the external audit was complete with no issues or recommendations from the external auditors. However, the accounts could not be signed off until the DfE funding assurance audit had been completed.

The Board discussed the report. Members discussed with management and the external auditor:

- a suggestion that the narrative on the College's principal risks in the Annual Report and Financial Statements should link more closely with the higher risks on the College's risk register, such as cyber, Artificial Intelligence, Ofsted and litigation;
- whether further narrative was required to explain the reference to investment equities in the report;
- plans to defer the approval of the Annual Report and Financial Statements until January 2026 due the ongoing DfE funding audit.

During discussion, the Board noted:

- that the College used the Association of Colleges (AoC) Casterbridge model for the format and narrative of the Annual Report and Financial Statements and the narrative in the model provided a general overview of risk;
- that some changes had been made following comments from Audit and Risk Committee and Resources Committee. However, due to time constraints, other suggested changes, including the reference to investment equities, would be reviewed when drafting the 2025/26 accounts;
- the excellent attendance of governors and management at meetings during 2024/25 which demonstrated everyone's commitment to the College;
- that the Annual Report and Financial Statements usually had to be submitted by the end of the year. However, the DfE had given the College an extension until 31 January 2026. The Board noted that if the funding audit was not completed by 22 January 2026, the College would need to request a further extension.

Ms Hutchinson reported there had been no issues working with the staff and management on the audit and the auditors had not made any adjustment or recommendations. Ms Hutchinson reiterated that the delay related to the ongoing DfE funding audit and that Menzies was unable to sign the accounts until this work had been completed.

Following discussion with management and the external auditor on the approach to take, the Board:

- agreed to defer the approval of the Annual Report and Financial Statements until the DfE assurance audit had been completed and agreed that a Board meeting should be held on 22 January 2026, the date of the Board's strategic planning meeting, to approve the Annual Report and Financial Statements;
- agreed that the narrative on principal risks should be updated to better reflect the key risks in the risk register and that the Chair of Audit and Risk Committee and Chair of Resources Committee would review the revised draft;

- noted that other corrections to the narrative highlighted by members at the meeting would be made to the Annual Report and Financial Statements before the Board met on 22 January 2026.

The Board noted the report and the draft Annual Report and Financial Statements for the year ending 31 July 2025 at Appendix 1, Management Letter at Appendix 2, Letters of Representation, at Appendices 3 and 4 and the Regularity Self Assessment Questionnaire 2024/25 at Appendix 5.

The Principal and Chief Executive and the Chair recorded thanks to all staff and management in producing the Annual Report and Financial Statements, noting that staff across the College had contributed to the College achieving an DfE financial health grading of Outstanding.

Resolved: The Board noted the report and the draft Annual Report and Financial Statements 2024/25 at Appendix 1, Management Letter at Appendix 2, Letters of Representation, at Appendices 3 and 4 and the Regularity Self Assessment Questionnaire 2024/25 at Appendix 5.

The Board agreed to defer the approval of the financial statements until the DfE assurance audit had been completed.

Action: Ahead of the Board's review, Management to amend the narrative in the financial statements on principal risks to improve linkage with the risk register and make other requested amendments.

Ms Sue Hutchinson and Mr Cal Leonard left the meeting.

10. Risk Management Register

Mr Stott, Vice Principal Corporate Services, presented his report on the Risk Management Register. He reported:

- on the addition of new risks related to the Ofsted inspection framework and the development of a new strategic plan;
- other risks have been updated following feedback from Audit and Risk Committee;
- that he would meet with the Chair of the Audit and Risk Committee to further review the format and content of the risk register before the next meeting.

The Board discussed the Risk Management Register with management. Members:

- recognised that the narrative description of the risks had been updated and revised in response to members' comments. However, some members were of the view that the narrative could be further revised to better describe risks and any actions in place to mitigate risks which had been identified as needing to be reduced;
- suggested that further discussion was required on the Board's risk appetite;
- noted that the risk register was used as part of most internal audits and the format was partly to satisfy audit requirements;

- noted that whilst the College's HE provision was a small percentage of the College's overall position, there were reputation and financial risks related to compliance with OfS conditions.

The Chair of the Audit and Risk Committee reported that following discussion at the Audit and Risk Committee as part of its governance self assessment, the Chair would meet with the Vice Principal Corporate Services, to further review the format and content of the risk register with the possibility of recreating the register to improve its effectiveness. The Chair of Audit and Risk Committee also referred to the forthcoming deep dive on risk management and risk appetite which would allow Board members to contribute to the discussions.

The Board and management discussed possible different models, assurance mapping and software programmes to identify, monitor and manage risk. The Principal and Chief Executive agreed it was a good time to have a full review of the risk register and welcomed suggestions from members on software programmes.

The Board noted that the Board deep dive on risk management and risk appetite would be held in April 2026. Members highlighted that the Board would continue the process of developing the new strategic plan on 22 January 2026 and the risk register should be aligned to this plan.

Following discussion, the Board agreed that it would be helpful at the next round of meetings for each committee to review the risks on the risk register relating to each committee's remit and feedback any comments for discussion at the deep dive in April.

The Board noted the report and the Risk Management Register at Appendix 1 and approved the introduction of new risks related to: failure to plan adequately for the new Ofsted Education Inspection Framework and failure to develop a new Strategic Plan.

Resolved: The Board noted the report and the Risk Management Register at Appendix 1 and approved the introduction of new risks related to: failure to plan adequately for the new Ofsted Education Inspection Framework and failure to develop a new Strategic Plan. Action: Each committee to review the risks relating to that committee's remit and feedback any comments for discussion at the deep dive in April.

11. Self Assessment Report 2024/25

Mrs Marie Haworth, Vice Principal Quality Teaching, Learning & Learner Support, presented the Self Assessment Report (SAR) for 2024/25. Ms Haworth reported that:

- the draft SAR, at Appendix 1, had been reviewed by the College's Executive Leadership Team and management team;
- a Board SAR workshop had been held on 16 October 2025;
- the SAR included a new Ofsted assessment scorecard;
- the SAR reflected the College's performance in various areas defined by Ofsted;
- the draft grades had been tested and challenged at ELT;
- a designed version would be produced from the draft.

The Board discussed the draft SAR with management. Members:

- queried whether the College might be underselling its achievements when grading the Ofsted categories in the SAR and whether some of these areas were already “exceptional.” Management explained the difficulties with accurate self assessment grading at this stage as the Ofsted reports for the pilot inspections would not be published until January 2026. The Board noted that once the new inspection framework become operational, it would be clearer to see how the College could benchmark its current performance and work towards “exceptional;”
- noted assurance from management that the grades had been decided following a review of each SAR area and a blanket approach had not been taken. The Board noted that some grades were interlinked e.g. leadership and inclusion;
- that based on Ofsted briefings to date, some College staff had been more comfortable with “expected;” and that the “strong standard” was considered an aspirational grading;
- noted the potential impact of achievement of students in maths and English GCSE performance on the College’s Ofsted performance;
- noted the importance of the College being able demonstrate its inclusion work e.g. using feeder school data to demonstrate to Ofsted how students’ attendance had improved when compared to their school attendance;
- noted that the College was receiving greater access to secondary school data on students;
- suggested that the College’s inclusion work should be given greater emphasis in the SAR. Following discussion, it was agreed that this would be achieved by adding an inclusion statement as an appendix to the SAR ideally with specific examples;
- noted that case studies would be developed to demonstrate individual student progress to Ofsted;
- noted that the SAR provided a good overview of the student community, the impact the College made and its successes;
- discussed that the number of applications for the student governor role was a good example of inclusion at the College;
- noted that as college SARs were no longer submitted annually to Ofsted, the College’s SAR could be updated after the first Ofsted reports were produced. However, as the SAR was a report of 2024/25, the learning from the Ofsted report would inform the development of the SAR 2025/26 and current student attendance be reviewed at the next inspection;
- noted the change in focus of the inspection and likely questions to governors, including questions on how where they supporting the wellbeing of senior staff and questions about staff workload. The Director of Governance referred to an AoC session she had attended on governance and the role of governors in the new Ofsted framework, including possible questions for governors, and undertook to share a summary with the Quality and Standards Committee and the Board.

Resolved: The Board approved the Self Assessment Report 2024/25

Action: To include an inclusion statement as an appendix to the SAR.

To develop case students to demonstrate student progress.

To share information on governance and the role of governors in the new Ofsted framework.

12. Higher Education Update

Mrs Haworth presented the Higher Education update. Mrs Haworth reported:

- on HNC results;
- that the College continued to contribute to several regional and national groups that inform HE policy, quality, and curriculum development. These included the Lifelong Learning Entitlements (LLE) Readiness Operations and Admissions Workflow Group, the Modular Acceleration Programme (MAP) Network and the Institute of Technology (IoT) Curriculum Group;
- that the LLE which would make some changes to funding was due in January 2027;
- on revised regulatory advice re freedom of speech OfS condition (RA24);
- on progress on the implementation on the OfS condition of funding - E6 Harassment and Sexual Misconduct.

The Board noted the excellent results for HE at the College, in particular the graduate outcomes, with increased numbers of students receiving first class degrees.

The Board noted the report.

Resolved: The Board noted the Higher Education Update report.

13. Safeguarding, Child Protection and Prevent Policy Review

Mrs Haworth presented the report on the Safeguarding, Child Protection and Prevent Policy Review. Ms Haworth reported:

- most changes were made to reflect updates to the DfE's Keeping Children Safe in Education;
- the proposed changes were shown in Appendix 1 as track changes;
- that awareness of child-on-child abuse was growing and that incidents outside of College were impacting on some students' well-being.

The Board approved the Safeguarding, Child Prevention and Prevent Policy.

Resolved: The Board approved the Safeguarding, Child Protection and Prevent Policy.

14. Exam Access Arrangements Policy and Procedure

Mrs Haworth presented the report on the Exam Access Arrangements Policy and Procedure. Ms Haworth reported:

- that a new policy had been drafted as there had been an extensive increase in exam access arrangements following Joint Council for Qualifications (JCQ) rules and awarding body agreements;
- that the new policy aligned with the Equality Act and JCQ rules, ensuring that appropriate exam arrangements were in place to support students;
- on a recent JCQ spot visit.

A member suggested that paragraph 13 was amended to state that students should disclose any “known” special education needs and disabilities (SEND) at the point of enrolment. With this amendment, the Board approved the Exam Access Arrangements Policy and Procedure.

In response to a question on staff resources required for the extensive exam access arrangements outlined in the policy, Ms Haworth confirmed that the College reviewed resources required during regular business planning meetings and in recent years resources have been increased as a result.

The Board agreed that going forward, the Exam Access Arrangements Policy and Procedure is reviewed by the Quality and Standards Committee and approved by the Board.

Resolved: The Board:

- **agreed that going forward Exam Access Arrangements Policy is reviewed by the Quality and Standards Committee and approved by the Board.**
- **subject to the amendment agreed, the Board approved the draft Exam Access Arrangements Policy and Procedure.**

15. Report of the Chair of Resources Committee

Mr Neil Garnham, Chair of Resources Committee, presented the report of the Chair of Resources Committee. Mr Garnham reported that the Committee had met twice since the last Board meeting. He reported:

- that the first meeting was an additional meeting to consider the staff pay award which the Board had subsequently approved by written resolution;
- that the second meeting covered review of changes to several policies for Board approval, including the Career Break Policy, at Appendix 1, Disciplinary Policy, at Appendix 2, Disciplinary Policy at Appendix 3, Equality, Diversity, and Inclusion Policy at Appendix 5 and Equality, Diversity and Inclusion (EDI) statement at Appendix 6 and recommended the policies to the Board for approval;
- on the changes to the Disciplinary Procedure related to streamlining the process for considering staff appeals following dismissal and introduction of Some Other Substantial Reason;

- that the Search and Governance Committee had approved changes to the Appeals Committee by written resolution to align with the proposed changes to the Disciplinary Procedure;
- on the proposed changes to the EDI policy and the rationale for these changes;
- that the Committee had also considered the Annual Report and Financial Statements which had been previously discussed;
- that the Committee had discussed the Health and Safety Annual Report 2024/25 and noted the increased in incidents during 2024/25 and had requested external benchmarking;
- that the Committee had reviewed the Progress of the People Strategy;
- that the Committee had reviewed the Staff Survey 2024/25, and had noted the relatively low participation rates but also the positive scores.

The Board noted that the Search and Governance Committee had approved the proposed changes to the Appeals Committee Terms of Reference at Appendix 4 which was Appendix 5 of the Disciplinary Procedure.

The Board noted that all proposed changes were shown as track changes in the appendices.

The Board approved the Career Break Policy at Appendix 1; the Disciplinary Policy at Appendix 2; Disciplinary Procedure at Appendix 3; Appeals Committee Terms of Reference at Appendix 4.

The Director of Governance highlighted two amendments to the EDI Policy at Appendix 5:

- to correct the year in the title on page 3;
- to update the reference to the Clerk in paragraph 12.1.

The Board agreed the additional amendments to the EDI Policy at Appendix 5 and approved the EDI Statement at Appendix 6.

Resolved: The Board approved the:

- **Career Break Policy at Appendix 1;**
- **Disciplinary Policy at Appendix 2 and Disciplinary Procedure at Appendix 3;**
- **Appeals Committee Terms of Reference at Appendix 4**
- **EDI Policy at Appendix 5, subject to the additional amendments agreed;**
- **the EDI Statement at Appendix 6.**

16. Pitch Tender Report

Mr Stott presented the Pitch Tender Report. Mr Stott reported that:

- the tender for the new pitch was issued in October 2025 and closed on 1 December 2025;
- tender evaluations were reviewed on 3 December 2025 and a verbal report had been given to Resources Committee on 4 December 2025;

- the Resources Committee had noted the verbal update and had been content for the report to go straight to the Board due to timings;
- the submissions received, in the report at Appendix 1,
- the successful company, Blakedown Limited, had experience with similar pitches at colleges in the region;
- the work should be completed by the end of the summer term.

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

- that a framework had been used for the procurement;
- that due diligence had been completed on the proposed company, including reference checks and a credit report Appendix 2;
- the timing of the pitch work;
- that in response to queries about risks to the College if the costs increased or the project was delayed, it was noted that the College would pay a fixed price for the work and some contingency had been built in the tender;
- that following a concern raised that if there was a delay the pitch would not be available during the busy summer period, the Board noted that interim arrangements were already in place and Mr Stott undertook to review the dates;
- that a consultant would manage the contract on behalf of the College;
- that following comments at the meeting, management would consider whether any further legal advice was required given the financial and timescale risks involved.

Following discussion, the Board approved the release of capital funds for the project and the appointment of Blakedown Limited.

Resolved: The Board approved:

- **the release of capital funds from the College Condition Fund for the replacement of the sports pitch;**
- **the appointment of Blakedown Sport and Play Ltd to deliver the project.**

17. Management Accounts Period 3

Mr Airey presented the Management Accounts for Period 3. He referred to the the management accounts, at Appendix 1, and commentary, at Appendix 2, and reported;

- that the College main income streams compared to budget,
- the accounts incorporated a full departmental forecast update, showing savings in staffing, due to vacancy drift, and other operating costs;
- two significant posts had been recruited for and the management would start in 2026;

- the accounts incorporated the 4.5% pay award;
- on the remaining contingency balance;
- on the cash position, including capital grants;
- the College had exceeded the 16-19 student numbers but there would be a clawback due to lower than budgeted T Level numbers;
- adult classroom provision was significantly above end of October 2025, and the DfE was expected to pay up to 10% like the previous year;
- apprenticeship provision had started well, with a slight dip in new starts in October which was expected to recover numbers as the year progressed;
- the overall position was strong at this early stage of the year, indicating a good outlook for the remainder of the year;
- the College was unlikely to receive in year growth for 2025/26.

The Board noted the Management Accounts Period 3.

Resolved: The Board noted the Management Accounts Period 3.

Miss Katie Malyon left the meeting.

18. Health and Safety Update

Mr Stott presented the Health and Safety Update report which included the Health and Safety Annual Report 2024/25 and a report on two RIDDOR incidents which had taken place in the autumn term. Mr Stott reported:

- that both reports had been considered by the Resources Committee and Audit and Risk Committee;
- the report included a general statement of intent approved by the Board in July 2025;
- that the number of recorded incidents had increased for the 2024/25 academic year, which was likely to be attributed to raising awareness with staff of the importance of recording incidents;
- there had been one significant incident with no fatalities during 2024/25;
- mental health first aiders were in place;
- the number of near misses reported had decreased from 15 to 12;

- on the two RIDDOR reportable incidents occurred in the autumn term of 2025/26 and the response of Health and Safety Executive.

The Board discussed the report with management.

A member raised a concern about a reference in the report that there was no evidence that staff in a department had read and understood the relevant risk assessments. The member highlighted that as staff acted as role models for students, it was important that staff read all required risk assessment information. Management explained that the Health and Safety Officer had recorded that he had not seen evidence that staff had read and understood the relevant risk assessments. However, this did not mean that staff had not read the risk assessments. He provided assurance that the importance of recording compliance had been discussed with the relevant Department Manager.

Following queries and concerns raised about the significance of two RIDDOR incidents in one term, Mr Stott provided more information of the incidents including risk assessments conducted, action taken to learn from the incidents and staff resource in lessons to support students. The Board noted that management would maintain a watching brief on this and updates would be provided via the Audit and Risk Committee.

The Board noted the Health and Safety Update.

Resolved: The Board noted the Health and Safety Update.

19. Draft Minutes of the Quality and Standards Committee

The draft minutes of the Quality and Standards Committee on 19 June 2025 were noted.

The Chair referred members to the presentation on Quality and Standards Performance Against KPIs November 2025, which had been shared in the Additional Reading channel of the MS Teams. He explained that this presentation would have been delivered at the Quality and Standards Committee meeting on 20 November which had to be cancelled. He encouraged members to review the presentation.

Resolved: The draft minutes of the Quality and Standards Committee from 19 June 2025 were noted.

The Chair closed Part 1a of the meeting. He thanked the Executive Leadership Team and Ms Thornton for their contribution and wished them well for Christmas.

Preston College
Part 1b Minutes of the Board Meeting held on 11 December 2025 at 5.30pm
Preston College Boardroom

Present:

Mr Jose Sedano-Martinez	Chair
Mr Simon Nixon	Principal and Chief Executive
Mrs Helen Curtis	
Ms Giulia D'Ambrosio	
Mr Neil Fletcher	
Mr Malcolm Goulding	
Mr Neil Garnham	
Mrs Janet Harrison	
Mrs Sally Little	
Miss Amanda Morey	
Mrs Laura Mason	
Miss Hajara Ugradar	
Mrs Andrea Willimott	

Apologies:

Mr David Bond
Mrs Tamsyn Haselden
Mrs Sylwia Jurasz
Mr Cal Leonard
Miss Scarlett Woodruff

In attendance:

Mrs Clare Rayner Director of Governance

1. Minutes of the Previous Meeting - 16 October 2025 (Part 1b)

The Board noted that the minutes of the previous meeting held on 16 October 2025 (Part 1b) had been agreed during Part 1a.

Resolved: The Board noted that the minutes of the previous meeting held on 16 October 2025 (Part 1b) had been agreed during Part 1a.

2. Minutes of the Previous Meeting - 23 October 2025

The Board approved the Minutes of the Previous Meeting on 23 October 2025 as a correct record.

Resolved: The minutes of the previous meeting held on 23 October 2025 were approved as a correct record.

3. Whistleblowing Annual Report

The Director of Governance, as the Designated Assessor, reported that there had been no whistleblowing disclosures during 2024/25

Following a query, the Board noted that staff were periodically reminded of College policies to ensure awareness including the Whistleblowing Policy and Procedure. The Director of Governance undertook to issue a further reminder in the new year.

Resolved: The Board noted the verbal Whistleblowing Annual Report.

Action: The Director of Governance undertook to issue a further reminder in the new year.

4. Notes from the Deep Dive Session - 23 October 2025

The Board noted the Notes from the Deep Dive Session held on 23 October 2025.

Resolved: The Board noted the Notes from the Board Deep Dive Session on 23 October 2025.

5. Date of Next meeting

The Board noted that the next meeting would be held on 22 January 2026 to approve the report and financial statements.

The Chair closed Part 1 of the meeting and thanked staff governors for their contribution and wished them well for Christmas.