

NON-CONFIDENTIAL MINUTES OF THE CORPORATION MEETING HELD ON 10 OCTOBER 2018

Present:	John Butler (Chair))
	Trish Kidd (<i>Vice-Chair</i>))
	John Sidney) External Governor
	Caroline Vernon)
	Jan Fielding)
	Julie Barton)
	Mark Crowther)
	Jim Rawnsley	Teaching Staff Governor
	Liz Kershaw	Staff Governor – Rating Lane
	Andrew Wren	Principal
	Bradley Smithers	FE Student Governor - Channelside
 In attendance:	 Mark Nicholson	 Deputy Principal Curriculum and Quality
	Nicola Cove	Deputy Principal Finance and Resources
	Sue Hannan	Director of Young People’s Learning
	Karen Johnson	Clerk to the Corporation

APOLOGIES FOR ABSENCE

C/18/99 Apologies for absence were received from, Jonathan Lake (external), Lorraine Falle (HE Student Governor) and Abby Blakeborough (FE student governor).
Governors were advised that Don Logan, had tendered his resignation from the Board due to other commitments.

DECLARATIONS OF INTEREST/EQUALITY/DIVERSITY & HEALTH & SAFETY

C/18/100 The Chair drew Governors’ attention to the two paragraphs at the top of the agenda, formerly agenda items reminding Governors of their responsibilities and to declare any interests relevant to agenda items, as that this also included responsibilities around Equality, Diversity and Inclusion

Bradley Smithers (FE Student Governor) and John Sidney (External Governor) left the meeting while their appointment to the Board were considered by Board.

APPOINTMENT OF STUDENT GOVERNORS AND REAPPOINTMENT OF EXTERNAL GOVERNOR

C/18/101 The Board were advised of the outcomes of the recent FE student governor nominations and elections at Rating Lane and Channelside sites.

The Governance & Search Committee had made a recommendation for Board to approve the appointment of Bradley Smithers (Channelside FE Student Governor) and Abby Blakeborough (Rating Lane FE Student Governor) as per the procedures for the appointment of student governors to the Board.

C/18/102 Resolved: The Board appointed Bradley Smithers and Abby Blakeborough as student governors in line with the term of office for FE student governors.

C/18/103 The Clerk advised on the upcoming term of office status for some governors:
Trish Kidd, after many years of service to the Board, had taken the decision not to renew her term of office and retire from the Board. Trish had indicated this at the reappointment last year and agreed to serve for a further 12 months only.

Roz Stewart (staff governor) had taken the decision not to renew her term of office and is shortly due to leave the college and so will not be eligible for a further term of office.

John Sidney (external governor) had indicated that he would be willing to be appointed to a further term of office, this had been recommended for Board approval by the Governance & Search Committee.

Resolved: The Committee recommended that John Sidney (external) be appointed for a further 4 years.

Bradley Smithers and John Sidney rejoined the meeting and the Chair welcomed Bradley to the Board.

MINUTES OF THE BOARD MEETING HELD 5.7.18

C/18/105 The minutes of the meeting were considered and approved.

C/18/106 Resolved: the minutes of the meeting held on 5.7.18 were approved and signed as an accurate record

MATTERS ARISING

Actions from the previous meeting:

Principal's Report to include an update on Gender Pay (with latest data) at July Board – if the data is available at that point in time – This will be included as soon as this data is available & finalised
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C/18/87/88

DP F&R to consider an appropriate method of ensuring that budget holders have clarity on their requirements around the Gifts & Hospitality Policy – the DP F&R will cover this during a future planned management team meeting where all budget holders are in attendance.

RECOMMENDATION TO APPOINT JAN FIELDING, EXTERNAL GOVERNOR, TO THE BOARD OF TRUSTEES FOR THE 6TH FORM COLLEGE PRIZE FUND

C/18/107 The Principal outlined that prior to merger the 6th Form College had a formal prize fund which had been set up as a registered charity, the Articles of the Trust stipulate that when new trustees are appointed it must be formally recommended by the Board of the joining organisation. This recommendation, today, will subsequently be taken to the Board of the 6th Form College Prize Fund who will then be able to appoint Jan Fielding in line with the Articles of the Trust. The Principal outlined the ethos of the Trust Fund and the current structure of the Trustees.

The Board questioned the value of the trust fund and were advised that this is approx. £250k.

C/18/108 Resolved: The Board approved the appointment of Jan fielding to the Board of Trustees for the 6th form College Prize Fund.

PRINCIPAL'S UPDATE

C/18/108 The Principal presented a report which provided an update on key areas of activity and made the following points:

- DP Finance & Resources (Nicola Cove) commenced her post as planned on 1.19.18
- Changes within the structure of H&S Team at the College with a new role of H&S Lead– to replace the H&S duties within the current Head of Facilities Health, Safety & Environment post following the departure of the current post holder
- Golden apples – the College were nominated for 8 categories and were successful in 3 – Best Student, Against all odds (student) and Teaching Support Staff.
- Financial performance, which will be discussed in more detail under Management Accounts update, but the headline overview is that the college has achieved an accounting surplus, which is an achievement in the sector under the current climate and this is despite the costs associated with the restructuring which took place last year
- Financial Health is on the border of good or outstanding and we await the official rating from the ESFA
- Overall achievement rates are set to rise from 84% in 2016-2017 to 86% in 2017-2018. This is due to a number of factors, predominantly the significant focus that the teams have placed on improving teaching and learning, and learner progress tracking together with the substantial improvements on English and Maths programmes, and adult provision. In particular, adult programme achievement rates are forecast to rise from 79% to 88%, four percentage points above the college target.
- Student outcomes will be finalised in around 2-3 weeks' time and the final out-turn will be reported to LE Committee and Board in December
- Apprenticeship success – has been previously reported as an area for improvement, and final out-turn is yet to be finalised but will not meet target.

G/18/108 Governors asked for clarification around this and were advised that the area is now under close scrutiny and as an example, one issue identified had been the impact of a number of Health & Social care apprentices who had achieved the vocational aspect of the qualification (which allows them to work in the sector) but then did not sit or achieve the functional skills aspect of the qualification – which means that the full qualification is not achieved and thereby impacts on success levels.

- Actions being taken for this year, include the functional skills aspects of the qualification being front loaded so that students sit this in blocks at the start of their qualification.

G/18/109 Governors asked if there was a risk around students not then progressing on to the vocational aspects of their qualification since this (English & maths) has previously proven to be the less popular aspect of the qualification. The Principal advised that there is employer support for this and this is the best option for all concerned since the learners will achieve the full qualification which has a positive impact on achievement

- Student recruitment – 1367 target 16-18 by the end of the academic year, with the possibility of a further 30 enrolments in year. At the present time are around 50 lower on enrolment numbers than at the same point last year, this is typically due to lower 6th Form enrolments than in previous years and at this point in time enrolments at 6th Form are at the lowest ever levels.
- The Principal expanded that this is due to local demographics. The College has increased the range of provision offered to attract more learners, in addition the College has a significantly high number of apprentices which is positive but the impact of this is a lower number of classroom based learners.
- HE student numbers 450 at the present time but continue to enrol – very close to forecasted income and we are already aware of a cohort starting in January 2019 which will further increase numbers in year
- NACRO (CORE) – NACRO are a national training provider which focusses on young people typically youth offenders who took the decision to move out of the Furness area earlier this year, the College now offers this provision, with the result that at the present time there are 32 learners on role which will increase as the year progresses. The provision is delivered discretely at the premises previously used by NACRO. The College created a number of new roles to deliver the new CORE provision and various key staff were appointed. TUPE did not apply. The College has received an additional allocation of around £4,500 per student.

G/18/110 Governors questioned what costs were involved and were advised that at the present time we are around break even between the funding received and the associated costs but as the year progresses more learners will be enrolled.

- CANDOFM are now completely independent of the College, the College continues to work with CandoFM by way of promotions and advertising and work experience opportunities for students
- Appended to the report are the indicative outturns for the year, as raised earlier in the meeting

CONFIDENTIAL ITEM removed to confidential minutes

Resolved: The Board noted the Principal's Report

APPROVAL OF CORPORATE OBJECTIVES

C/18/113 The Board were referred to the Corporate Objective targets for the current academic year. These have previously been shared with Board for discussion and input and have now been brought for to the Board for approval as the College targets for the current academic year. The College uses these corporate objectives to report against in year.

The Board queried why the target for A level achievement was lower this year than the previous year. The DP C&Q advised that this is as a direct result of the detrimental impact that retention had on achievement for A levels.

This was primarily due to the decision which had been taken by the College to move away from a 4 x A level choice offered in year 1 with students then progressing on to 3 x A levels in year 2, due to AS levels being phased out this has impacted on retention due to A levels being 2 year programmes.

The Board queried why the apprenticeship target for this year is the same as 17/18 – the Principal advised that this is as a result of the performance in this area not hitting the target, as discussed earlier in the meeting, and improvements have been put in place as previously advised, there is confidence that performance will at least hit this target given the interventions that have been put in place.

C/18/114 **Resolved: the Board approved the Corporate Objectives for the academic year 2018-19**

PERFORMANCE MONITORING REPORT

C/18/115 The Deputy Principal C&Q presented the performance monitoring report which provided an update on performance and in particular drew Governors' attention to performance overall and key areas for improvement which had been identified, these were:

- Underperforming A level subjects – the LE Committee had rigorously discussed these and the interventions in place to drive forwards improvement this academic year
- Apprenticeship achievement – the Board queried the system which has been put in place to provide greater in year performance data, the DP C&Q advised that there is restructured team in place, stretching targets and a live data system to monitor performance at any given point in time. This system allows predictive modelling and emerging trends at any point in time.

C/18/116 Governors commented that the LE Committee had received a very useful presentation around the system used which allowed governors to see how the system is used as a tool to drive forwards and monitor improvements. It was suggested that it would be useful for Board members to have visibility of the system and how this is used to monitor performance.

C/18/117 **Resolved: the board noted the report and requested that there is an update from the Head of Business Development at their next meeting, which will also provide them with an assurance of how the system is being utilised to monitor and drive forwards improvements within apprenticeships**

CONFIDENTIAL ITEM removed to confidential minutes

C/18/120 **Resolved: The Board noted the performance monitoring report**

MANAGEMENT ACCOUNTS SUMMARY FOR THE PERIOD ENDED 31.7.18

C/18/121 The DP F&R referred to the management accounts for the period ending 31.7.18 and drew Governor attention to the following points:

- External audit is currently being carried out – the numbers within the accounts are at the present time unaudited
- There is a small accounting surplus at the present time, which is a very credible performance given some of the challenges the College faced in year. Very few colleges will be reporting a surplus
- Table 1 within the accounts presented focuses on cash based position.
The ESFA utilises this aspect when reviewing the financial performance of the College along with other key accounting entries (not cash).
There are some changes noted within the report and these are around an increased position regarding apprenticeship income.
The College is likely to be rated as good (a very strong good).
The DPF&R referred the Board to pay costs, which were very carefully manage in year.
The College's pay as a percentage of income sits at 61% against the national benchmark in the sector of 62.4%
Cash generation from other sources of income is 9% which is very strong and demonstrates that the College has a very strong teaching, learning and assessment strategy in place
Additional spend on capital for the welding workshop ventilation system had been necessary due to additional complexities which were identified once the project was underway
Bank covenants which were updated last year and we are in a very positive position regarding these.

C/18/122 The Board commented on the positive situation regarding financial performance given the current climate

C/18/123 **Resolved: the Board noted the management accounts**

AMENDMENT TO SIGNATORIES FOR FURNESS COLLEGE

C/18/124 Following the retirement of one of the previous signatories, John Smith, DP F&R, a replacement signatory is required of the same status.

The Board were asked to approve Nicola Cove, DP F&R, as a replacement signatory for John Smith.

C/18/125 **Resolved: The Board approved Nicola Cove as a replacement signatory for John Smith**

SAFEGUARDING ANNUAL REPORT

C/18/126 The Director of Young People's Learning presented the annual safeguarding report, which summarised the key activity and concerns around safeguarding during the previous academic year.

The following points were made:

What went well:

- New reporting system for safeguarding
- Newsletters to staff each term – updates, sharing good practices, key messages
- Training for staff by external agencies
- Increased number of staff with high level safeguarding training
- Recording/chronology – Promonitor allows greater reporting

Due to the large number of referrals, improved support for young people in the community would be helpful.

Themes

- Mental health issues continue to be our major issue, far outweigh other categories
- Child sexual exploitation continues to be a problem
- Homelessness

The Board were provided with an update on the case studies which were shared with Board last academic year, for this academic year with regards to Prevent one student has been referred, serious case, multi agency work is ongoing and as a result of this particular investigation a further student was also referred.

Themes for 2018-19

- New Deputy DSL (replacement due to leaving the organisation)
- Update formal SG training for staff
- Level training for inclusion staff

C/18/127 Governors questioned when the Deputy DSL replacement will be in post and were advised that the current postholder is still working in the organisation but due to leave and plans are in place for a replacement.

C/18/128 Governors asked what support was available locally to support young people at risk of child sexual exploitation – the Director of YPL advised that the support available is dependent upon the category of CSE. Often the support has to come from the College itself.

C/18/129 Governors asked what support is available for homeless young people and were advised that there are a number of local agencies who can support the College with rehoming. In addition the College provides a range of support which it offers to young people.

C/18/130 Governors questioned how easy it was for young people to access relevant support and were advised that this depends on the seriousness of the case, more serious cases have good support, cases flagged as less serious are more difficult to find appropriate support.

C/18/131 Governors questioned the growing mental health issues and the increasing responsibility on colleges to provide this support, and asked what support was available for the staff concerned, governors were advised that staff (and students) have access to free counselling and support.

SAFEGUARDING POLICY & PROCEDURE – APPROVAL

C/18/132 The Director of YPL presented the Safeguarding policy and procedure for approval and explained that although these had previously been approved by Board earlier in the year, an amendment was required to take account of the new legislation which came into force in September 2018, the P&P had been amended to incorporate these new requirements. Board members had been advised of these changes at the recent Development Session and the documentation had also been circulated to members of the Governing Body.

The Board considered the policy and procedure with approval

C/18/133 Resolved: The Board approved the Safeguarding Policy and Procedure

PREVENT POLICY

C/18/134 The DoF YPL presented the Prevent policy for approval and advised that the policy had been revised to provide additional clarity. The Board considered the policy with approval.

C/18/135 Resolved: The Board approved the Prevent Policy

Recruitment & selection Policy

C/18/136 The Board delegated the approval of this policy to the Finance & Resources Committee.

FREEDOM OF INFORMATION POLICY

C/18/137 The DP C&Q presented the Freedom of Information Policy for annual approval. Minor amendments had been made to ensure the accuracy of the policy in relation to college structure and number of students.

C/18/138 **Resolved: The Board approved the Freedom of Information Policy**

GOVERNANCE SELF ASSESSMENT

C/18/139 Following on from the Board development session earlier in the term, the Board received an overview of the emerging strengths and weaknesses, which would be drafted into the final version of the College's self assessment report which is presented to Board for approval in December.

C/18/140 **Resolved: The Board agreed with the overriding themes which would then be recorded in the self assessment report and related quality improvement plan for the College.**

LEARNER EXPERIENCE COMMITTEE UPDATE

C/18/141 The Committee received a comprehensive update of the activity covered during the most recent Learner Experience Committee meeting, some of the items discussed at the meeting had also been presented to Board this evening for awareness or approval. The key points raised were:

PERFORMANCE MONITORING ANNUAL REPORT (as taken at Board)

The following key points were made:

- The Committee had scrutinised the results presented and asked for assurance that the identified areas will continue to be continually monitored throughout this academic year. The Committee had been advised that this was the case, with these areas being under particular focus to ensure that there are improvements in results next year. The DP C&Q added that all areas, not just underperforming, are scrutinised in year but there will be a greater emphasis on those areas who have already been identified as requiring improvement.
- The Committee had also questioned History results and were advised that some results are currently being queried but the likely outcome is that value added will be lower and this subject area will also be under scrutiny this academic year in the same manner as those subjects who have already been identified as requiring improvement.
- The Committee referred to the analysis of results by each individual course and had been pleased to note an overall increase in performance and value added. Albeit there were areas for improvement as discussed under the previous item.
- The DP C&Q advised that a full staffing complement was in place at the start of the year which was a positive start to the academic year at 6th Form
- The Committee raised the results of GCSE English & maths, which had been an area of improvement identified last year, and were advised that there had been a significant increase in results particularly in high grades
- A level retention had been identified as an area for improvement, this had been a result of the move from 4 A levels in Year 1 and reduce to 3 in year 2 - this had resulted in low retention and impacted on achievement in those areas. In previous years when AS levels had been offered this had not affected retention or achievement.
- Apprenticeship success is lower than target and is and will continue to be a focus for improvement this academic year, the Committee had previously received an update from the Head of Business Development which included the interventions and improvements in monitoring which the College had put in place
- The Committee had received performance predictions, which were noted in the report which had been circulated to Board and then discussed the positive improvements, particularly in English and maths, and had questioned, and were satisfied with the actions which had been taken and the interventions which were in place to manage and improve those areas of improvement, such as apprenticeship success.

An overview of recruitment numbers

- at that point in time had been reported, which was also noted in the report which had been circulated to Board. In relation to some areas which were below target the Committee had raised numbers of 16-18 year olds and were advised that it is a difficult market due to local

demographics which had been declining on previous year, however, in subsequent years the demographics continues to rise.

Target Setting for 2018/19

- The Committee approved the process for outlining the targets aligned to Corporate Objectives and were satisfied that this was appropriate, having already received an analysis of performance.

Q3 Learner Survey Analysis

- The Head of Quality had provided an analysis of the Q3 Learner Survey which is carried out during the final academic term of student as they approach the end of their course.

Assuring Quality – Learning Walks & Student Focus Groups

- The Head of Quality had provided an overview of planned activity and areas of focus for this academic year
- The Committee agreed to undertake a learning walk of a craft engineering since this was the largest curriculum area in the college, with a mix of classroom and workshop activity as well as a significant number of apprenticeships.

Learner Voice, Complaints, Comments & Compliments

- The DP C&Q had presented the report which provided an overview of the complaints which had been received and progress in meeting a satisfactory resolution, along with an overview and the detail of developments and progress within the Furness College Student Union and the Student Representative body in readiness for the start of the upcoming academic year.

Learner Support Fund Policy

- The Committee had approved the policy, which sets out those learners in scope for Learner Support Fund and the criteria for assessing applications as well as how the funds will be used. In recent years the College has underspent its allocation of available funding and as a consequence the criteria has been revised to bring more learners in scope. The Committee had approved the policy

Complaints, Comments & Compliments Policy

- The Committee had approved the Policy which sets out the College's approach to dealing with CCC as well as how a stakeholder can bring a complaint, comment of compliment to the College's attention and how they can expect this to be dealt with.

Freedom of Speech Policy

- The Committee had recommended this new policy for Board approval which sets out the approach by the College to ensure that it promoted academic freedom and freedom of speech within the law for member of the college (including staff, students and visitors).
- Members had commented positively that they had been informed by the range of performance reports which had been provided and these had allowed analysis of the performance of individual courses and question management actions around this to provide them with reassurance.
- The committee had been pleased to note that the A level success rate had increased on the previous year and were aware of the reasons why retention had been an issue and had been keen to receive benchmarked data when this was available as a comparison.
- The Committee noted the improvement in GCSE English & maths results and that this would remain a focus for improvement this academic year.
- The Committee had been assured by the actions being taken to improve apprenticeship success at the college and the sustained focus on this.
- The Committee noted that they had been impressed with the high levels of satisfaction expressed within the Q3 Learner survey and added that it was very positive to have the Student Liaison Coordinator at the meeting to give his input into the learner voice and the current initiatives which are being taken to strengthen learner voice and involvement at the College.

C/18/143 Action: The Board suggested it would be useful to have an inspection timeline in readiness for a future Ofsted inspection. The DP C&Q to circulate this to Board once completed internally

FREEDOM OF SPEECH POLICY

C/18/144 The DP C&Q presented the policy for approval, which had been recommended for Board approval by the LE Committee.

C/18/145 Resolved: The Board approved the Freedom of Speech Policy

GOVERNANCE & SEARCH COMMITTEE UPDATE

C/18/146 The Chair presented the update from the Committee and made the following key points:
Review of Board Membership & Succession Planning

The Committee had considered an analysis of current governor numbers, membership of Committees, comparison to the requirements of the Standing Orders and an overview of where there are gaps in light of recent resignations and those current members who have indicated they will not seek a further term of office.

The Committee also considered the indicative gaps in membership which will become vacant over the coming months, as well as the actions being taken currently to recruit new governors. Alongside this the Committee had also considered the skills and knowledge set of those Board members who are likely to not seek reappointment at the end of their current term of office and discussed the most appropriate way of ensuring that the Board as a whole retains its skills base and rigour by the considered appointment of members who have high level financial and analytical skills; knowledge of the local economy and community at a high level; large employer representation.

A person specification for a Governor was agreed

Board Development Session 26.9.18

The Committee agreed that the focus of the development session would be self assessment and updates regarding Safeguarding to cover recent changes to legislation

Governor attendance for the academic year 2017-18

The Committee had reviewed an analysis of Governor attendance by Board and Committee for the previous academic year. Committee attendance was around average sector rates with the exception of the Remuneration Committee which was below the sector average of 92%, however, it had been noted that this Committee had remained quorate for each meeting with at least 3 out of 4 external governors being in attendance for each meeting.

Amendment to Instruments & Articles

The Committee recommend Board approve the amendment, to incorporate new Charities Commission Act regulations, into the I&A.

C/18/146 Resolved: The Board noted the G&S Committee update

INSTRUMENTS & ARTICLES REVISION

C/18/147 The Clerk presented an amendment to the Instrument & Articles which was necessary due to the recent changes of the Charities Commission Act which now required Board members to comply with the requirements of the Act. This means that should a Governor not meet one of the stipulated eligibility requirement of the Act then he/she must inform the Clerk and resign from a member of the Board. These requirements had subsequently been incorporated into the Instruments & Articles of the College and were outlined in the documentation circulated to the Board. The Governance & Search Committee had recommended these be approved by Board.

C/18/148 Resolved: The Board approved the revision to the Instruments & Articles

CONFIDENTIALITY

C/18/149 Items C/18/111/112 and C/18/118/119 were noted as requiring to remain confidential.

ANY OTHER BUSINESS

C/18/150 The Chair asked for thanks to be formally recorded to Don Logan and Trish Kidd on their retirement from the Board and for their support and commitment to the Board and Committees over their many years of service and for their good wishes to be passed on to Roz Stewart in her new role.

DATE OF NEXT MEETING

C/18/151 It was agreed that the next Board meeting should be held on **Wednesday 5th December 2018.**

The Corporation agrees that these minutes are an accurate record of the meeting.

SIGNED:

NAME:..... (Chair)

DATE: