

**NON-CONFIDENTIAL MINUTES OF THE CORPORATION MEETING HELD ON
5 DECEMBER 2018**

Present:	John Butler (Chair))
	Jan Fielding (Vice Chair))
	John Sidney) External Governors
	Julie Barton)
	Mark Crowther)
	Jonathan Lake)
	Jim Rawnsley	Teaching Staff Governor
	Andrew Wren	Principal/Chief Executive
	Liz Kershaw	Staff governor (support/6 th Form)
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In attendance:	Mark Nicholson	Deputy Principal Curriculum and Quality
	Nicola Cove	Deputy Principal Finance and Resources
	Luci Ord	Head of Business Development
	Callum Slater	Student Liaison Officer
	Karen Johnson	Clerk to the Corporation

APOLOGIES FOR ABSENCE

C/18/152 Apologies for absence were received from, Caroline Vernon (external), Abby Blakeborough (FE Student governor)

Jan Fielding in her capacity as Vice Chair took over the Chair.

APPOINTMENT AND REAPPOINTMENT OF EXTERNAL GOVERNORS

C/18/153 The Board was advised of the recommendations of the Governance & Search Committee which recommended for Board to approve the appointment of two external Governors, Ben Salder and Janet Garner with effect from 01.01.2019. The skills and experience of these proposed members would strengthen the skill levels of the Board as a whole.

C/18/154 Resolved: The Board appointed Ben Salder and Janet Garner, to the Board as External Governors, with effect from 01.01.2019 and subject to the normal governor recruitment processes being met

John Butler (External Governor) left the meeting while his reappointment was considered by Board

C/18/155 The Board was advised that John Butler's term of office had ended and he was willing to be reappointed to the Board for a further period of 12 months. The reasons for this short period of appointment would be noted under the next item.

C/18/156 Resolved: The Board reappointed John Butler, external governor, to the Board for a period of 12 months

APPOINTMENT OF CHAIR AND VICE CHAIR

C/18/157 The Board was reminded that as part of the succession planning discussions held during the previous academic year, the decision had been taken to have two Vice Chairs with a revision made to the Standing Orders accordingly. Jan Fielding had been appointed to one of these positions, with the remaining position now vacant due to the retirement of Trish Kidd. In addition, John Butler had indicated that he would not seek reappointment as Chair.

External members were asked if any members were seeking appointment to the position of Chair. Caroline Vernon, external governor, who was not in attendance, had indicated an interest in the position of Chair, for an initial period of 12 months. This was supported by the members in attendance.

In the absence of any further nominations, Governors were asked to vote the appointment of Caroline Vernon to the Chair of Governing Body for a period of 12 months – with effect from 1.1.19.

C/18/158 Resolved: The Board unanimously approved the appointment of Caroline Vernon to the position of Chair of the Corporation of Furness College for a period of 12 months and with effect from 1.1.19

C/18/159 External members were asked if any members would be seeking appointment to the position of Vice Chair.

The Board was advised that John Butler had indicated that he would be interested in the position of Vice Chair, which was now vacant. This was supported by the members in attendance.

In the absence of any further nominations, Governors were asked to vote the appointment of John Butler to the Vice Chair of Governing Body for a period of 12 months with effect from 1.1.19.

The Board also commented that this would provide useful mentoring to the newly appointed Chair.

C/18/160 Resolved: The Board unanimously approved the appointment of John Butler to the role of Vice Chair of the Corporation of Furness College with effect from 1.1.19.

John Butler rejoined the meeting and was advised of the outcomes of his reappointment and Vice Chair position.

C/18/161 The Clerk advised that in the absence of Caroline Vernon, as Chair from 1.1.19, a Chair would be required for this evening's meeting and in this instance recommended to Board that John Butler continue as Chair until Caroline's appointment formally starts on 1.1.19.

C/18/162 Resolved: The Board appointed John Butler to remain as Chair until 31.12.18

DECLARATIONS OF INTEREST/EQUALITY/DIVERSITY & HEALTH & SAFETY

C/18/163 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.

In addition governors were reminded of their duty to report any changes in year with regards to their declarations on the register of interest to the Clerk.

OVERVIEW OF APPRENTICESHIP PROVISION AT FURNESS COLLEGE

C/18/164 As requested by Governors at the previous Board meeting and in order to gain further assurance with regards to the interventions in place to track apprenticeship performance, Luci Ord, Head of Business Development, presented to the Board a detailed overview of apprenticeship provision and management of apprenticeship performance at Furness College.

The following key points were made:

- SalesForce – system used to assist with the management of customer relationships (CRM), assist with the management of apprenticeships, contract management of The Edge (ESF) provision and commercial courses, performance management of Recruitment & Development Coaches, data reports
- Apprenticeships – use of SalesForce includes the ability to forecast income, generate contracts, manage achievement tracking functional skills
- Overview of the various performance dashboards used which provide a visible picture of performance across a whole range of areas
- Variety of reports available which allows scrutiny of performance at any given point in time with live and current data

The Board asked for additional clarification around the predictor tool which allows for a detailed overview of the achievement levels at any point in time and at what stage in the programme the learner is at in light of apprenticeships being an area for improvement.

The Head of BD advised how this operates which included data being drilled down to individual apprentice and provides the college with the ability for additional scrutiny and monitoring of both achievement and timely achievement.

Following questioning from the Board, the Head of BD provided further detail with regards to functional skills within apprenticeships and additional clarification around the approach to apprenticeships and the level of functional skills and initial diagnostics utilised.

The Board questioned if the system flags up when a learner becomes close to a key date in the timeline, for example, end date, Governors were informed that this is the case and at a more granular level the system also allows much more detailed analysis and monitoring such as when learners are due for a formal review, which will also allow the College to track performance much more precisely.

In addition, it also allows the College to audit the data in the system at any point in time.

Governors asked if the system was being utilised to its full potential and were advised that the capability of the system is very extensive with more modules being progressively added by the developers. The system has reduced the level of paperwork previously required and also the time taken to previously pull together data and reports. As an example the system automatically produces reports to the Finance Team with invoicing data. Luci also advised that Furness College was the first college in the UK to use Salesforce in this way and that it has now been rolled out to the other colleges in Cumbria.

C/18/165 Resolved: The Board thanked Luci Ord, Head of BD, for her informative and detailed overview of apprenticeship provision at Furness College

The Head of Business Development left the meeting

MINUTES OF THE BOARD MEETING HELD 10.10.18 – including confidential

C/18/166 The minutes of the meeting, including confidential minutes, were considered and approved.

C/18/167 Resolved: the minutes of the meeting held on 10.10.18 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. This is planned for the management team meeting scheduled for 11.11.18
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C/18/117 Presentation to Board from the Head of Business Development on Apprenticeship provision - Action closed. On agenda for 5.12.18 meeting
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PRINCIPAL'S UPDATE

C/18/166 The Principal presented a report which provided an update on key areas of activity and made the following points:

- Management changes – very few changes with an overview of these covered within the report
- Prevent – the Principal advised of current Prevent referrals and how these are being dealt with, these are around Far Right Views

Governors sought further reassurance regarding the interventions and support in place to deal with the associated risks around this

- Headline achievement rates remained high at 84%, including a three percentage point increase in diploma achievement rates (the most substantial programmes within the College) to 87%. Adult achievement rates, an area for improvement in 2016-2017, also rose from 79% to 86% whilst 16-18 rates fell slightly from 85.5% to 84%, predominantly due to the volume of young students on Functional Skills qualifications. English and Maths GCSE high grades were particularly good, rising from 38% and 27% to 45% and 39% respectively.

These are well above the national averages for 17+ students of 31% and 23%. Governors praised the team for this achievement but challenged whether the Principal thought it was sufficiently high. The Principal acknowledged that whilst there have been good improvements in high grades, the College continues to strive for further improvements.

- Functional Skills achievements have fallen back to the national rate of 63% having improved significantly in 2016-17 to from 57% to 71%. The reasons for this have been clearly identified and remedial action has already been taken.

Overall achievement on apprenticeship programmes also declined in 2017-2018 from 71% to 65%. This was lower than expected however improvements were not anticipated due to the two-year length of apprenticeship programmes, as identified in last year's self-assessment report. This will show a substantial improvement in 2018-2019 and the current forecast is that overall achievement would be around 75%, with timely around 70%. Members of the Learner Experience Committee explained that this had been explored in great detail at their last meeting and also referred to today's presentation of Salesforce by the Head of Business Development.

The Board was reassured that improvements were already in place to address the identified shortcomings.

- Recruitment – 16-18 1378 which is slightly over original contract value and will trigger in year additional funding
- HE student numbers are at 462 and will increase in year
- Office for Students – requirements involved in being included on the register of providers, as Governors are aware the college submitted an application earlier in the year and has now been formally advised that the college has been successfully included on the register. The full letter and appendices were appended to the Principal's report
- The Principal has been appointed as a member of the LEP Board and will sit on the skills group representing the four Cumbrian Colleges
- Financial outturn for 17-18 – the College made a smaller surplus than predicted but was positive given the amount of restructuring costs and pension valuations
- For this academic year we are on track to achieve predictions at year end
- Governance – the Principal advised that he had recently attended a presentation evening at St Mary's Hospice at where a significant amount of funds had been raised in memory of Chris Dodwell. He had passed the Board's condolences to his family.
The Governing body reflected that they had been saddened to hear of Chris's passing and added that Chris had been a well-respected member of the Governing Body and would be very sadly missed.

C/18/167 Resolved: The Board noted the Principal's Report, including the letter from OfS, its positive outcome and the conditions applied.

DELEGATION OF APPROVAL OF TRUSTEES FOR THE BARROW 6TH FORM COLLEGE PRIZE FUND

C/18/168 The Principal provided an overview of the Prize Fund and advised that at the present time there is a requirement within the Articles of the Prize Fund Trust, that any new members of the prize fund must be approved by the Board of Furness College.

The Prize Fund Trustees are seeking appointment of new members to the Trust over the coming months in order to increase the level of membership and also to replace retiring trustees.

To assist with this, it is proposed that Board approve to delegate the appointment of new trustees to Andrew Wren, Principal and Jan Fielding, external governor, who are both Trustees of the prize fund.

The Board agreed and asked if the F&R Committee could receive an annual report on the finances of the 6th Form College prize fund

In addition the Principal will advise the Board of new appointments to Trustees as they arise.

C/18/169 Resolved: the Board approved the delegation of Trustees to the Barrow 6th form college Prize Fund to Andrew Wren and Janice Fielding

Action: Clerk to add annual report on the finances of 6th Form College Prize Fund to the Cycle of Business for the Finance & Resources Committee

PERFORMANCE MONITORING REPORT

C/18/167 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:

- Apprenticeship achievement and particularly functional skills performance within apprenticeships
- Retention on adult learning programmes
- Retention on A level programmes

C/18/68 The Board raised the required improvements in functional skills, and the interventions that have been put in place and added that these have been reported to Board and LE Committee and asked if they would have an update on in year performance of functional skills exams, particularly the front loading of functional skills at the start of apprenticeship programmes at the next Board meeting

Action: The Board asked for an update on performance in functional skills at their next meeting

The Board asked if the monitoring of underperforming subjects on A level provision has resulted in improvements and were advised that the College are confident that the process is supportive and will drive forward improvements. In-year retention is strong and holding up in comparison to previous years.

C/18/169 Resolved: The Board noted the performance monitoring report

SELF ASSESSMENT REPORT FOR THE ACADEMIC YEAR 2017-2018

C/18/170 The Deputy Principal C&Q presented the full Self Assessment Report for the academic year 2017-2018 and made the following key points:

- Overview of performance in each area
- Overview of grading
- All curriculum areas have been graded good or outstanding (2 areas)
- Progress made which gives an overview of progress made on areas previously identified for improvement
- Key strengths and areas of weakness
- The areas of weakness will form the basis of the Quality Improvement Plan which arises from the SAR

Governors asked if the findings of the SAR are similar to the sector and were advised that the headlines of the SAR track those within the sector.

- The SAR will be externally validated with another college and the apprenticeship position has already been critiqued in detail with another college who has similar issues to ourselves
- The report will be issued to Ofsted in line with requirements but will also be updated in year and resubmitted as appropriate

The Board noted the substantial content within the document and commented on the robustness of this and were pleased to approve the Self Assessment for 2017-18.

C/18/171 Resolved: The Board approved the annual Self Assessment Report for 2017-18

STRATEGIC PLAN – Review 1

C/18/172 The DP C&Q presented the Strategic Plan with a review of progress to date against each of the identified critical success factors which sit underneath the KPIs of the strategic plan.

Progress had been BRAG rated.

Attention was drawn to the CSF around the condition of the 6th Form Campus and the DP F&R advised that a bid had been submitted to obtain grant funding to replace the roof at 6th Form which is proving to be an issue. There are a range of criteria which are utilised when awarding funding and the submitted bid does not meet some of the high level criteria. If the bid is unsuccessful for a second time (having been submitted last year), the College will need to consider alternative options available with regards to the condition of the roof.

Following questioning the DP F&R advised that the funding requested will cover all the costs of replacing the roof.

Progress against meeting the CSF will be brought to subsequent Board meetings.

Governors questioned the progress rating of Functional Skills which had been graded as Green and were advised that this indicates that the College is on track to achieve the required progress by the end of lifecycle of the current version of the Strategic Plan.

C/18/173 Resolved: The Board noted the progress against meeting the KPIs within the Strategic Plan

MANAGEMENT ACCOUNTS SUMMARY FOR THE PERIOD ENDED 31.10.18

C/18/174 The DP F&R referred to the management accounts for the period ending 31.10.18 and drew Governor attention to the following points:

- To October 2018 (Period 3) the College has generated an operating surplus of £740K, which is £229K behind the budget assumption. The surplus after non cash transactions falls to £431K, again behind the budget by £249K.
- Variations in the period primarily relate to government funding, although these are a timing issue and are expected to reverse by year end.
- Year-end expectations will inevitably change throughout the year, however, even at this early point in the year there are a number of known / predicted material variations across the cash based income and expenditure lines. Variances are largely compensatory and the overall operating surplus at £1,147K is still forecast to be broadly in line with budget (projected shortfall of £17K). Variations are discussed within the report detail
- Some small adjustments are already known re depreciation and deferred capital grants following 2017/18 year end close, and as such the accounting position is currently predicted as a deficit of £82K for the year to July 2019
- The College will continue to work hard to improve the operating position in order to bring the overall accounting position back to break even, ceteris paribus re FRS102 (28) LGPS pension assumptions

- The cash earned will fund ongoing capital expenditure, repay debt, and fund cash expenditure made from pension provisions. (re Teachers, the cost of historic enhancements, re LGPS lump sum deficit contributions)
- October cash balances at bank, remain very healthy at £1,397K (prior year £1,715k)
- £740k surplus generated – which is below assumptions but relates to the processing of government funding, particularly around apprenticeships and it is anticipated by year end this position will have reversed
- Currently predictions indicate a deficit but expect this to reverse at year end
- Compliant with loan covenants
- Cash balances remain healthy

C/18/175 Resolved: the Board noted the management accounts

FINANCIAL STATEMENTS AND REGULARITY AUDITOR'S MANAGEMENT LETTER

C/18/176 The Deputy Principal Finance & Resources, presented the Financial Statements and Regularity Auditor's Management Letter and advised Board that KPMG had been in attendance at the Joint Audit and Finance Resources Committee last week and these had been formally approved by the Committee with a recommendation for Board approval.

The information which DP F&R provided regarding financial outturn at the previous Board meeting in October has not changed.

KPMG provided positive opinion of the accounts and also regularity.

The financial health of the College will be formally received from the funding body in March but is expected to remain as outstanding

C/18/177 Resolved: The Board approved the Financial Statements and the accompanying Regularity Auditor's Management Letter

AUDIT COMMITTEE ANNUAL REPORT TO BOARD

C/18/178 Members were advised that the report had been presented to and approved by the Audit Committee last week with a recommendation for Board to consider and formally approve the Annual Report. The report contained an overview of activity carried out over the previous year by the Audit Committee, which included risk management, with agreement as to a defined assurance statement which is outlined below:

"The Committee considered the detail of the report and were of the opinion that the College does have in place an adequate and effective assurance framework. As a result of the assurances received throughout the academic year, the Committee is able to confirm that the College has in place adequate and effective audit arrangements.

It is the Committee's opinion that the framework of governance, risk management and control, and processes for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets are sufficiently robust to provide a reasonable opinion."

The activity undertaken during the 2017-18 academic year had included internal and external auditor reports and the assurances and recommendations provided as a result of these.

The report also included monitoring of audit recommendations, corporate governance overview and an overview of risk management and activity

Governors added that KPMG had reported a clean audit report with no adjustments required.

Governors raised the provision of an accommodation strategy and maintenance schedule which had been discussed at Audit & Risk Committee and the DP F&R advised that it was timely that this is produced given that Channelside Campus is now approx. 6 years old and the condition of the 6th Form campus.

C/18/179 Resolved: The Board approved the Audit Committee annual report to Board

RISK MANAGEMENT POLICY

C/18/180 The Risk Management Policy was presented for formal approval, this had been a recommendation to approve following consideration by the Audit & F&R Committee, there were no material changes to the policy which is brought for approval on an annual basis.

C/18/181 Resolved: The Board approved the Risk Management Policy

Callum Slater, Student Liaison Officer joined for this item

FURNESS COLLEGE STUDENT UNION – constitution

C/18/182 The Board were referred to the document which sets out the constitution of the Student Union at Furness College. Governors were reminded that Furness College has a statutory duty to ensure that the Student Union operates in a fair and democratic manner and is held to proper account for its finances. The SU works alongside the College to ensure that the affairs of the SU are properly conducted and that the educational and welfare needs of the SU members are met. The document sets out the constitution of the Student Union and also how the SU will operate.

The version is based on the model document utilised by the AoC but tailored to the FCSU operations at Furness College.

The Board asked how successful the FCSU has been for learners at Furness College and were advised that this means that students have formal representation in College, provides support to learners, inspires future leaders, organises events for students and breaks down barriers in diversity. There is a good uptake in engagement with students who can enjoy the non-academic aspects of being a student.

The Board questioned how the FCSU is funded and were advised that this is partly via the Totum (NUS card), for each card sold at Furness College the FCSU receives a percentage and also in addition the FCSU runs ticketed events which provides additional income.

Following questioning the SLO advised that the “Totum” card is facing competition from free alternatives which is affecting contributions nationally to the NUS.

Governors asked if the College had any input into the events which the FCSU hold and were advised that the college has an oversight of events and is able to provide input into these and so assist with any potential risks around this.

Financial risks are around the £5k turnover of the FCSU, however this is mitigated as the funds are controlled in the same way as any other budget area of the College.

C/18/183 Resolved: The Board approved the Furness College Student Union constitution

The Student Liaison Officer left the meeting

JOINT AUDIT AND FINANCE & RESOURCES COMMITTEE UPDATE

C/18/184 The Board received a comprehensive update of the joint meeting and the key points and recommendations arising from the meeting.

AUDIT & RISK COMMITTEE ITEMS

- To consider and approve the Management Letter & Letter of Representation and recommend for full Board approval – the Committee had approved these and recommended for Board approval and this had been received and approved by Board this evening
- To consider and approve the Regularity Self-Assessment Questionnaire – the Committee had approved this
- To receive the Internal Audit recommendation tracking report – which the Committee had received, this included an overview of the status of recommendations made during previous audits and tracks them through to completion
- To consider and approve the Internal Auditor’s Annual Report – the Committee had approved this
- To consider, approve and recommend for Board approval the Audit Committee Annual Report – the Committee had approved and recommended for Board approval and this had been approved by Board this evening
- To consider and approve the Annual Declaration of Gifts & Hospitality – this had been approved and was a NIL return. Further clarification was given to Board on the tolerance levels within the associated policy which had previously been approved by Audit Committee
- To receive the termly risk management update and reports – the committee had received and discussed these
- To consider, approve and recommend for Board approval the Risk Management Policy – the Committee had approved and recommended for Board approval, this had then be approved by Board this evening
- To discuss and agree to retender for Internal and External Audit services – the Committee had agreed the approach to the retendering process

FINANCE & RESOURCES COMMITTEE ITEMS

- To consider, approve the Financial Statements and recommend for Board approval – the Committee had approved and recommended these for Board approval, these had been approved by Board this evening
- To receive the management accounts to 31.10.18 – the Committee had noted these and a shortened version had been discussed at Board this evening
- To receive the annual HR report – the Committee had discussed noted this report
- To consider and approve the Recruitment and Selection Policy – the Committee had approved this Policy which had been updated primarily to include new aspects of Safeguarding Legislation, the requirements of which had been covered previously at Board
- Confidential item – To consider and approve the Staff Pay Award – this was a confidential item later in the Board meeting

The Board discussed the appointment of internal and external auditors which had been discussed at the Committee with agreement by the Committee to go forwards with a tender process with the proviso that member(s) of the Audit Committee are involved in the drafting of the tender and the appointment process.

Governors commented on the positive financial health rating of the College and also the new welding facility within the College which although had resulted in a higher than expected level of investment the facilities had been very successful and so much so that the College is now approved by the Welding Institute

Particular reference was drawn to the new approach to staff surveys which was around smaller in year, focussed surveys rather than a large annual survey. The Committee felt that this was a positive approach and would allow for more timely opportunities for feedback and analysis

C/18/185 Resolved: The Board noted the Committee update

LEARNER EXPERIENCE COMMITTEE UPDATE

C/18/186 The Board received a comprehensive update of the recent LE Committee and the following points were made:

- To receive a curriculum area update and undertake a Learning Walk with an overview of how Promonitor is utilised in the classroom - The Committee had undertaken a learning walk of the extensive facilities of the Craft Engineering area, and had the opportunity to talk to staff and students and discuss the progress that students were making. An overview of Promonitor had been provided to the Committee so that Governors could see how the system was utilised to monitor the progress of students.
- To approve the CEIAG Policy for Furness College – the Policy had been approved and would be published on the College's website as per the requirements of the Gatsby Benchmarks
- To receive the annual report on CPD – The Committee had been pleased to note the significant investment in CPD the College provided for staff and the appropriateness of the training which was specifically steered towards the college strategic objectives, self-assessment report and the associated quality improvement plan. Particular emphasis had been on English & maths where Governors noted a high level of investment had been made for staff in this area.
- To receive the annual analysis of Observation of Teaching & Learning – The Committee were advised that all members of teaching staff received at least one observation via formal OTL or as part of a learning walk. Those members of staff identified as requiring improvement in 17/18 were risk assessed and have already been observed this academic year.
The Committee had a detailed discussion on the performance management actions which the College had implemented over the year and commented on the effectiveness of these performance which then had a direct impact on the quality of teaching and experience of the learn
- To receive an update on Performance monitoring (2017-18):
the overall achievement rates for apprenticeships have not yet shown improvement and have continued to decline, although the rates are at national benchmark this was not at the level expected. Functional skills achievement within apprenticeships has been a major factor in the overall outcome and this is primarily due to a combination of reasons:
 - the impact of functional skills on achievement of the full framework
 - the increase in the number of apprenticeship leavers, primarily Care Sector, who had completed vocational aspects of the course but not the functional skills aspects (which was

not a requirement of the sector) and that this is an area with a traditionally lower level of achievement

A level retention – retention on A levels had been directly affected by the impact of the College's decision to no longer offer a 4 A level choice in Yr 1 and then allow students to reduce this to 3 A levels in Yr 2. Students now take 3 A levels in Year 1 and continue with these options in Year 2.

Retention on adult learning programmes – retention was finalised at 92% against a target of 91%,
English & maths – High grade GCSE had improved, with a decline in functional skills.

The Committee also questioned what format of initial diagnostics the College undertook to ensure that students were studying at the correct level of functional skills qualifications and were advised that the unexpected drop in performance had been largely attributed to predicted performance being over-optimistic and actual performance not being as high as expected.

The Committee had then debated the appropriateness of these in depth with the DP C&Q and asked for assurances that in the future performance would be scrutinised to such a level that there would be an earlier indication of the level to which learners were working at so that interventions could be put in place much earlier to ensure that the learner not only achieved the target level but was also enrolled on the appropriate level in the first instance. The DP C&Q provided further context to the interventions and the impact that these would directly have on performance and early intervention for any at risk learners.

Subject reviews: The Committee received an analysis of the most recent subject reviews which had taken place with regards to A level provision, these provide an opportunity to monitor those areas previously identified as requiring improvement, in addition subject reviews are also undertaken for those areas which do not have concerns

Annual Report on Higher Education: To receive and approve: the report contained a very detailed analysis of performance in all areas of Higher Education delivery at Furness College as stipulated by the OfS. The Committee approved the report and recommended for further consideration and approval by Board,

- Self Assessment Report and QUIP: The Committee approved the SAR in principle and subject to the additions as suggested, prior to full Board approval in December
- To receive the termly report on Complaints, Comments, Compliments and Learner Voice: the report provided an overview of the complaints which had been received and the progress taken to resolve these satisfactorily. The Committee had also received an overview and the detail of developments within the Furness College Student Union and the Student Representative body in readiness for the upcoming academic year
- The Committee had received and approved the Learner Involvement Strategy which outlines the College's strategy on involving students in College processes and also the ways in which the College actively promotes learner voice
- The Committee had received and noted the EDI Committee minutes held on 18.10.18

C/18/187 Resolved: The Board noted the Committee update

ANNUAL REVIEW OF HIGHER EDUCATION

C/18/188 The Board was presented with the Annual Review of Higher Education which detailed the performance of higher education provision at the College along with details of the student experience. This had been formally approved by the LE Committee, with a recommendation for full approval by Board and it is a requirement of the Office for Students that the Board agrees an assurance statement with regards to the provision of HE:

The Board was satisfied that the methodologies used by the College as a basis to improve the student academic experience and student outcomes were appropriate, and were subjected to peer and/or external review and were happy to recommend the report for further consideration and approval by Board with the following assurance statement:

1. The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate
2. The standards of awards for which we are responsible have been appropriately maintained

C/18/189 Resolved: The Board approved the assurance statement as presented and were satisfied that the College is meeting the requirements of this statement

GOVERNANCE & SEARCH COMMITTEE UPDATE

C/18/190 The Committee Chair provided a verbal update to the Board regarding the Committee meeting which had taken place prior to Board this evening. The Committee had recommended the

appointment and reappointment of Board members and this had been discussed at the meeting this evening under earlier agenda items.

In addition, the Board were advised that following an upcoming Skills Audit which will take into account the skills and expertise of new Governors there may be some minor changes to Committee memberships which will then be approved by G&S Committee and then brought to Board for approval.

C/18/191 Resolved: The Board noted the G&S Committee update

CONFIDENTIAL ITEMS

With the rest of the business items being Confidential items for External Governors and/or senior postholders/clerk, staff governors and members in attendance left the meeting. Senior postholders and the clerk left the meeting for the item on their remuneration.

DATE OF NEXT MEETING

It was agreed that the next Board meeting should be held on 27.3.18, with a Board Development Session held on 6.3.18.

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

SIGNED:

NAME: (Chair)

DATE:

PRE APPROVAL