

Minutes of a meeting of the Corporation held on Thursday, 27th June 2024 at 1730h in FO26 with participation by teams.

Present: Michael Priestley (Chair); Claire Dunn; Peter Elwood; Nigel Holliday; Phil Jardine; Robert Milburn; Chris Nattress (Principal); Val Pallister; Denise Rollo; Kirsten Williamson

By teams: Sophie Kelly; Elaine Clinton (from Minute No 55/24); Professor Jill Stewart (from Min No 53/24)

Apologies: Alison Hampson; Emily-Rose Lane; Lee Todd

Also present: Karen Wilson (Deputy Principal); Iain Glendinning (Vice Principal); Jeanette McCallig (Head of Quality Assurance – Min no 53/24); Jane Murray (Clerk); Sue Thompson, Board Observer, DfE

51/24 Minutes

Resolved – that the minutes of the meeting held in open session on 4th June 2024 be approved and signed as a correct record.

52/24 Declarations of Interest

None received.

53/24 Stakeholder Report

The Head of Quality Assurance presented the stakeholder report giving an overview of surveys, complaints and compliments.

The College had received 15 complaints to date in 2023/24, noted as being low for a college of this size. There was a complaint re HE from an employer about the withdrawal of a learner. It was clarified that the withdrawal had taken place in line with the policy and procedure for non-attendance and that the employer's complaint was that they had not been consulted. It was noted that the most frequent themes for complaints were communication; organisation and professionalism.

It was widely acknowledged that compliments were not captured as fully as they should be, with outward-facing roles receiving the most in the way of compliments. A review to capture compliments through other channels, such as thank-a-teacher day was to take place for the following year.

Turning to Education Programmes for Young People (EPYP 16-18), there were good engagement and good overall levels of satisfaction, mostly above 90%. English and maths satisfaction rates were improving as the year went on, although below 90%.

It was felt that the engagement of apprentices in surveys was very much lower as they were not engaging with my lakes app. There was some disappointment at low engagement and noted that the training assessors would be reminding apprentices to fill out the survey and looking at other portals for engagement. Of the responses received overall satisfaction was at 83%. Some concern was expressed about the response in respect of course organisation (where 22% had felt that it was not well organised) and it was felt that this should feature as part of self-assessment. It was thought that this response had been impacted by issues with the health and social care offer of which the Board was aware and which were being addressed.

There had been good engagement and responses from Adults in respect of the survey, however, noted that engagement with those learning with a sub-contractor required improvement.

For HE the NSS survey size had been used (the internal survey had not produced a large enough sample size). With 62% participation rates, there had been strong responses for assessment marking and pastoral support, but room for improvement on TLS, communication and planning. Although there had been low participation in Staff Student Liaison Committee, there had been some positive feedback including better organisation and the NCfN learning environment.

Employer survey had generally high levels of satisfaction above 90%, although the ability to influence course content was of some concern albeit higher than the previous year. It was noted that engagement improvement activities included the ability to scan QR codes for responses.

It was asked about the way in which satisfaction levels would be captured for the Sellafield contract and it was noted that there were KPIs which would need to be met as part of the contract and assurance offered that the way in which that information was captured was under consideration.

Although generally high levels of satisfaction from parents, it was also the case that engagement was low.

The Board received and noted the feedback, welcomed the development of a stakeholder strategy and felt that this was something they could dig into in their link Governor roles.

Jeanette McCallig left the meeting

54/24 Confidential Session and Minutes

Resolved –

- 1) To move into confidential session.
- 2) That the minutes of the meetings held in confidential session of 4 and 17th June 2024 be approved and signed as correct record.

Elaine Clinton joined the meeting

55/24 Apprenticeship Contract Update and Contract Risk Register - confidential

The Board was updated in respect of a major contract

56/24 Financial Recovery – Confidential

The board considered financial matters.

57/24 Financial Plan and Finance Update – confidential

The board was asked to consider and approve the financial plan for 2024-25.

58/24 Recommendations from the Finance and Corporate Working Group

The board considered Treasury Management Issues and a review of a business case.

59/24 Risk and Audit

(This minute is not redacted)

The Board received the risk register and observed that all strands seemed to be tying together. The Chair of Audit noted that the Internal Audit Plan had been considered in alignment with the risks and there had been good discussion at audit committee about areas to be covered. There was general agreement that the plan looked robust.

Resolved – that the internal audit plan for 2024-25 be approved.

60/24 Open Session

Resolved – to move into open session

61/24 Strategic Plan

The Board had had previous input into the strategic plan and were now being asked to approve the strategic direction for years 2 and 3 of the plan (noting an increased emphasis on sustainability). It was verified that KPIs would be developed over the summer for Governor approval.

Resolved – that the strategic direction be approved.

62/24 Accountability Agreement

The Principal presented the Accountability Agreement which was a condition of funding and was to be submitted on an annual basis. This now incorporated the review of local needs (statutory duty).

Resolved – that the accountability agreement be approved for submission to the ESFA.

63/24 KPIs

The Board received and noted the Key Performance indicators, noting in particular the turnover of apprenticeship staff and also that applications for next year were again looking strong with interviews to date very successful.

64/24 Curriculum Update

The Vice Principal presented the curriculum update, positive news on retention, which should see achievement rates increase over the previous year and anticipated rates for apprenticeships looking to be in the region of 65%.

The Board also offered their congratulations to outstanding performers recognised by the TLA team. The progress of the Health and Social care offer was noted.

65/24 Governance

The Board was reminded that the appointment of Irene Farragher as Designated Safeguarding Lead had been approved last summer with the resignation of the then Assistant Principal. There had been an expectation that this would be subject to review.

The Clerk was able to advise that Irene Farragher had now been appointed to the Senior Leadership Team and the Board were invited to confirm the appointment.

Claire Dunne and Sophie Kelly's appointments were now ready for renewal on the recommendation of the Search and Governance Committee, which the Board was happy to accept. The Chair noted the excellent keynote speech by Sophie at the recent awards' evening.

With the change of Chair from 1st August 2024, the Clerk requested formal approval of the signatories for the application of the Seal. The nominated Deputy for the Chair would be Michael Priestley, which was agreed.

The Board noted the arrangements for delegated authority over the summer months.

The resignations of the staff governors were received with regret and the Chair thanked Kirsten (and Lee in his absence) for their input in what was a difficult role.

The allocation of committee membership and link Governors, and the diary for 2024-25 were received and approved.

The standing orders had been discussed by Search and Governance and were presented for approval with the main change being to put careers into a link Governor role, which was agreed.

The Chair and Vice Chair, whose end of office was 31/07/24 received the thanks of the Board, the Executive team and the Clerk for all their support over the past six year.

Resolved –

- 1) That Irene Farragher be confirmed in post as Designated Safeguarding Officer;
- 2) That Claire Dunne be re-appointed from 1st September 2024 to 31st July 2027 (equivalent to a four-year term of office, following a first year in post).
- 3) To re-appoint Sophie Kelly as HE student governor from 1st August 2024-31st July 2025 (or whenever she formally left college);
- 4) To approve Michael Priestley from 1st August 2024 as the nominated deputy of the Chair (authorised signatory) in respect of witnessing the application of the Seal;
- 5) That the arrangements for delegated authority over the summer be received and noted;
- 6) That the Committee links and diary for 2024-25 be approved;
- 7) That the Standing Orders for 2024-25 be approved;
- 8) That the resignations of staff governors Lee Todd (310724) and Kirsten Williamson (280724) be received.

The meeting closed at 2015h.