



Full Corporation Meeting

29 March 2023

Time: 6.00 pm
Chair: Mr Nick Horsfall

Present:

Mark Rigby	Y	Carol Davies	Y	Nick Horsfall	Y
Andy Lythgoe	A	Stuart Merrills	Y	Glenys Hughes	Y
Angus Hughes	Y	Ann Webster	A	Carole Swarbrick	Y
Susan Wright	Y	Rob Coyle	Y	Alison Oakley	Y
Bashir Shama	A	Bilkis Ismail	A	Martyn Cox	X
Alexandria Stones	Y	Harmeet Singh	Y		

In Attendance:

Lesley Hart Deputy Principal	Y	Sandra McManus Deputy Principal	Y	Sarah Ball Assistant Principal	Y
Tracy Dawson Clerk	Y				

1. Apologies for Absence

Apologies for absence were received from Ann Webster, Bilkis Ismail, Bashir Shama and Andy Lythgoe.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 13th December 2022 were **agreed** as a true and accurate record.

4. Matters Arising from the Minutes

There were no matters arising.

5. Safeguarding Update

Darren MacFarlane, Learning Support Manager and Safeguarding Lead, gave a verbal update on safeguarding. He informed Governors that the Local Authority require under Section 175, a safeguarding audit to be undertaken by 14th April. He reported that this has now been completed and he was pleased to report that the process involved 106 questions and out of these there were only 4 which had been identified as only being partially met.

Mr MacFarlane informed Governors that the CPOMS system creates an audit trail of concerns and actions on individual students. He highlighted that safeguarding measures during the summer will be put in place to ensure processes can be followed should the need arise. He informed Governors that he is looking at ways to include a second next of kin on the system and he is also working with work placement providers to ensure they have processes in place to keep students safe when on placement.

Governors **noted** that there has been a sharp increase in students seeking support for mental health issues.

A Governor highlighted that mental health is a broad area and asked if there are particular sub-sets of mental health where issues arise. Mr MacFarlane reported that it is mainly around anxiety and reminded Governors that this cohort of students have not actually taken any formal examinations. Going forward the Mental Health Co-ordinator will see any student who declares a mental health issue and triage their needs accordingly. There are many support packages in place.

Governors **noted** that there are revision sessions taking place over the Easter holidays.

Mr MacFarlane informed Governors that the current Deputy Safeguarding Lead has resigned from her post and that interviews had taken place earlier in the day for her replacement along with interviews for a new post of Safeguarding Officer.

Mr MacFarlane left the meeting

(a) Policy for Looked After and Previously Looked After Children

The Assistant Principal informed Governors that, following the safeguarding audit, there is a requirement to have a policy for Looked After Children and Previously Looked After Children. She reported that there are currently 8 Looked After Children in College.

Governors considered and **approved** the Policy for Looked After and Previously Looked After Children.

(b) Link Governor for Looked After and Previously Looked After Children

The Assistant Principal informed Governors that a named Link Governor for Looked After and Previously Looked After Children was a requirement as part of the policy for Looked After and Previously Looked Children.

It was **agreed** that Mark Rigby is appointed as the Link Governor for Looked After and Previously Looked After Children.

(c) Written Statement of Behaviour Principles

The Assistant Principal informed Governors that the Statement of Behaviour Principles has been presented for approval. The statement is linked to the Student Behaviour Contracts Policy and outlines the standards expected of students and how these are implemented.

Governors **approved** the Written Statement of Behaviour Principles.

6. Minutes of Sub-Committees

(a) Governors' Strategy Event

The minutes of the Governors' Strategy Event held on 25th January 2023 were **approved** as a true and accurate record of the meeting.

(b) Governance and Search Committee

(i) 30th January 2023

The minutes of the Governance and Search Committee held on 30th January 2023 were **noted**.

The Chair of the Committee drew attention to the current Governor vacancies and also highlighted that SMT had started to look at succession planning.

The Principal informed Governors that he has prepared a draft ideal structure going forward which will be discussed in detail at the SMT Strategy Day after Easter. He will discuss this further at a future meeting.

(ii) 20th March 2023

The minutes of the Governance and Search Committee held on 20th March 2023 were **noted**.

The Chair of the Committee informed Governors that it had been recommended by the Remuneration Committee that the Principal and SMT have an annual appraisal and performance management review. The Chair of Governors reported that there was a need to appoint an External Adviser to assist with this in order to set KPIs and targets. The External Adviser would be involved in the Principal's appraisal, following which the Principal will undertake the process for both Deputy Principals. Both the Principal and Chair of Governors had spoken with Sandra Hamilton-Fox, a former College Principal, and she was recommended

for appointment as External Adviser. Governors **noted** the proposed strategy for carrying out the work and the cost implications which would be around £2,500.

It was proposed, seconded and **unanimously agreed** that Sandra Hamilton-Fox be appointed as External Adviser.

The Chair of the Committee informed Governors that the Standing Orders had been reviewed and some minor amendments had been made.

Governors **noted and approved** the amendments to the Standing Orders.

The Chair of the Committee informed Governors that Stone King have been appointed to carry out the External Review of Governance and that an initial meeting had taken place with Ron Hill to outline the timeframe for this to be carried out. As part of the process he will observe a Risk and Audit Committee in November, followed by the Full Corporation meeting in December. A list of documents that he requires in advance has now been sent to the Clerk.

(c) Curriculum and Quality Committee

The minutes of the Curriculum and Quality Committee held on 2nd March 2023 were **noted**.

The Principal informed Governors that a detailed presentation had been given on the enrichment activities which are offered and take place in College. An annual enrichment day is also held where every student takes part in a choice of activities which have been tailored and designed around the curriculum.

A detailed report was delivered to Governors highlighting the Skills Position. Governors were informed that Heads of Department and Course Leaders are engaging with local and national stakeholders to create and deliver courses that meet requirements for both employment and higher education, using their knowledge to discover the skills that are most relevant in industry and to identify any skills gaps.

The Principal highlighted the teaching and learning staff-wide strategies being used across College. He also drew attention to the continued support taking place in the Science Department and how the assessment data is showing good progress in Physics. More structured lessons are being delivered in Biology and improvements have been made, however there is still more to be done. An NQT Chemistry teacher had been appointed in September but unfortunately he has decided to leave the teaching profession at Easter. Changes to the staffing timetable have been made to ensure his classes are covered for the remainder of the year. There have been difficulties with BTEC provision with long term sickness absence and poor quality supply staff but quality procedures have now been put in place within the Science department and also college-wide.

The Principal informed Governors that Assessment 5 data is now available and is currently being analysed.

The College received around £193k from the Government this year to support learners to close any skills and knowledge gaps and additional support has been given to students, although funds remain available for any further identifiable gaps until the end of this academic year.

(d) Finance and Personnel Committee

The minutes of the Finance and Personnel Committee held on 8th March 2023 were **noted**.

The Management Accounts would be discussed later in the meeting.

(e) Student Affairs Committee

The minutes of the Student Affairs Committee held on 8th March 2023 were **noted**.

The Chair of the Committee informed Governors that the students gave a detailed and comprehensive presentation of the events which have taken place in College. She highlighted that there are more students now involved in Learner Voice and that they are happy to lead, organise and promote events.

She reported that 25 students have been trained as Mental Health First Aiders.

The Principal informed Governors that he asks students' a question at each meeting, for them to consider and answer at the following meeting. If any Governors have a question that they would like to put to the students could they please send this through to the Clerk.

7. Management Accounts as at 31st January 2023

The Deputy Principal gave an update on the management accounts as at 31st January 2023. She reported that the High Needs Funding of £56k has still not been received. She highlighted that interest rates have increased again and that the accounts do not reflect the increase.

The Deputy Principal informed Governors that another repair has been carried out on the roof and that this is included in Premises, Repair and Maintenance. Contractors are looking at contingency plans for the roof should the bid for CIF funding not be approved.

Governors **noted** that the Catering Subsidy is likely to be nearer £28k than £20k. The catering provision is significantly impacted when teaching staff take place in strike action days as there are less students in college. Food costs have also increased by 18%.

The Deputy Principal highlighted that the Interest payable on the Bank Loan has increased due to interest rate rises.

Governors **noted** that additional funding has been received following ONS re-classification. The Deputy Principal highlighted that whilst £304k has been received, the main lift now needs to be replaced at a cost of £156k. She also reported that an additional £88k has been received as part of the ESFA Grant Income funding which is to be used on ensuring that the building is more energy efficient.

The Deputy Principal informed Governors of the need to build up cash reserves in order to re-invest back into the building.

Governors **agreed to approve** to Management Accounts as at 31st January 2023.

8. Accountability Statement

The Principal informed Governors that the Annual Accountability Statement has been submitted for approval and is to be signed by the Chair and Principal. He highlighted how the College meet the needs of local learners and the regional and national economy. The curriculum is planned to provide a number of routes to suit learners' needs and provide them with a breadth of choice. There is a duty on Post-16 providers to meet local, regional and national skills shortages and the report shows some clear skills priority areas that the Sixth Form is able to contribute to effectively. The Principal reported that the Accountability Statement should be written in conjunction with the LSIP however the Statement is to be submitted to the DfE prior to the LSIP being written. However, the approach has been derived from a number of other key documents including the Greater Manchester Local Skills Report and Labour Market Plan (March 2022), The Bolton Economy Strategy for Growth 2016-2030 and the Bolton Economic Growth and Resilience Plan.

The Principal informed Governors that the report has been written on the best evidence available.

Governors **unanimously agreed to approve** the Accountability Statement 2023/24.

9. Principal's Report

The Principal informed Governors that the impact of the NEUs industrial action on students had been variable and dependent on the subject areas. One Student Governor reported that 2 out of 4 lessons had been affected whilst there had been no effect whatsoever for the other. The Principal reported that the current ballot runs out in early May and the NEU are to re-ballot their members for further days of industrial action.

The Principal reported that the National Joint Council (NJC) is recommending that colleges uprate teachers' pay as an interim measure in recognition of the financial pressures arising from the current cost of living crisis in line with the offer made by the Employers' Side and for this to be implemented with immediate effect, backdated to 1 September 2022. This is not an acceptance of the offer by the teacher unions and both sides acknowledge that the dispute will continue for a fully funded pay increase.

The Principal reminded Governors that, as part of the Government's long-term education recovery plan, the College was required to deliver an additional 40 learning hours in the academic year 2022/23. The normal timetable was increased to incorporate this and a report will be submitted to the DfE at the end of the academic year to confirm how this requirement was met. The DfE has now confirmed that the arrangements for delivering the additional 40 hours in 2023/24 will continue.

The Principal drew attention to current student numbers and highlighted that to achieve an overall enrolment of 1,850 we would need 990 1st year students in September 2023. Applications for September are up by 327 students on the previous year and attendance at admission interviews remains high.

A Governor asked what has contributed to the increase in the number of applications and **noted** that the College re-branding has had a positive impact along with recommendations from current students' family members and friends.

10. External Review of Governance

This matter had been discussed earlier in the meeting under Item 6(b(ii)).

11. Governors' Strategy Event – 16th May 2023

The next Governors' Strategy Event will take place in College on Tuesday, 16th May 2023 from 5.00 pm to 8.00 pm. Further details will be circulated nearer the time.

12. Any Other Business

The Chair reminded Governors that there is a new Parent and Carers Event on Wednesday, 26 April from 5.00 pm to 8.00 pm. There will be a Governors' Stand to promote the role of Governor and Governors are encouraged to attend.

13. Date and Time of Next Meeting

The next meeting will be held on Tuesday, 11th July 2023 at 6.00 pm.

There being no further business the meeting closed at 7.25 pm.