

**Minutes of the Board of Governors meeting held on Wednesday 17<sup>th</sup> October 2018 at 5.00 pm**

Governors Present:	Andrew Roberts, Chair Andrew Fawcett Sue Lomax David Haslam Gulnaz Brennan Bill Webster Stephanie Nixon Jennifer Leeming Jill Waugh George Holmes Tony Unsworth Kate Flood Rodger Peet William Morris Willow Scarl Kondal Kondadi		
In Attendance:	Maxine Bagshaw, Clerk to the Corporation Garry Westwater, Director of Finance Jane Marsh, Director of HR Karen West-Smith, Director of Curriculum (Adult & HE) Kate Wallace, Director of Apprenticeships Tracy Clark, Director of MIS Joanne Green, Director of Quality		
<b>Min. No.</b>		<b>Action By Whom</b>	<b>Action By When</b>
<b>1</b>	<b>DECLARATION OF INTERESTS</b>		
	The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. Standing declarations were noted particularly in relation to the University of Bolton reciprocal governance arrangements and also paid positions. Kondal Kondadi notified the Board that he is a Board member at Alliance Learning.		
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>		
	Apologies for absence were received from Sharon Marriot the Director of Curriculum (14-19) and Mark Burgoyne the Deputy Principal.		
<b>3</b>	<b>MINUTES OF THE MEETINGS HELD ON 11<sup>TH</sup> AND 31<sup>ST</sup> JULY 2018</b>		

Signed : \_\_\_\_\_ Chair  
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	<p>The minutes were reviewed and it was agreed that they were an accurate record of discussions.</p> <p>AGREED: to approve the minutes of the meeting held on 11<sup>th</sup> &amp; 31<sup>st</sup> July 2018.</p> <p>There were no matters arising.</p>		
<b>4</b>	<b>ACTION PROGRESS REPORT</b>		
	<p>The Board were happy to note the content of the update provided.</p>		
<b>5</b>	<b>2017/18 ANNUAL SAFEGUARDING REPORT</b>		
	<p>The Director of HR introduced this item and was thanked for the informative governor training provided earlier in the day. Key matters noted from her report were:</p> <ul style="list-style-type: none"> <li>• The College is fully committed to safeguarding all students but has special responsibilities for safeguarding two specific groups of people using the College – children (aged 0-18<sup>th</sup> birthday) and Adults ‘at risk’ (students aged 18 or over who have learning difficulties and/or disabilities and require or receive additional services or support from external agencies).</li> <li>• The College has three key policies and procedures which are designed specifically to protect these particular groups: <ul style="list-style-type: none"> <li>a) Child Protection and Safeguarding Children (0-18) policy and procedures</li> <li>b) Safeguarding Adults at Risk policy and procedures</li> <li>c) Abuse of Trust policy</li> </ul> <p>These policies and associated procedures are reviewed on an annual basis taking on board any legislative changes, alterations to the local safeguarding processes in the borough and/or incorporating best practice.</p> </li> <li>• The College has a team of staff at a number of levels operating to support safeguarding needs. Sue Lomax is the safeguarding link Governor.</li> <li>• The College staff development programme makes available extensive compulsory training for all staff and volunteers</li> <li>• The College continued to provide staff with a range of safeguarding training during 17/18, this also included specific training on Prevent which continues to be rolled out in partnership with the Home Office.</li> <li>• The College continues to take its direction on safeguarding issues from Bolton Council children’s services and adult services teams. College policies and procedures have been developed to harmonise with the council systems and procedures and key college staff involved in safeguarding are linked with the safeguarding</li> </ul>		

vulnerable adults operation and training groups. The Director of HR is also a member of Bolton's Prevent Steering Group which was set up to bring together all key partners in the borough alongside counter terrorist experts in GMP. The Student Services Manager is a member of the Bolton MARAC steering group which examines domestic violence cases in the borough and how these are supported.

- During 17/18 there were 179 cases relating to safeguarding children and 131 cases relating to safeguarding adults at risk across the College, this is 8 cases more than the previous year and remains at a consistently high level. She advised that adult work in particular has increased, however the position regarding child cases has stabilised.
- Section 3.3 of the report summarises key aspects of data and it was explained that this can be analysed and 'sliced' in a number of ways. It was particularly noted that the number of cases related to serious mental health issues (including suicide ideation) has risen hugely in the last 3 years. The largest proportion of safeguarding work (34%) was dealing with students with serious mental health issues and self-harm in 17/18 and this repeats a very similar pattern to 16/17.

The Board questioned whether the College has sufficient staff and services to support the huge increase in mental health cases. The Director of HR expressed the view that the College has a very strong team in place and does work with external agencies where appropriate. Whilst she acknowledged that staff could always utilise more resource she does believe that robust systems and processes are in place. She indicated that the College faces challenges in terms of the resources that are available at external agencies. She expressed the view that the College does really well with what it has. The Board acknowledged the extraordinary burden being placed on educational establishments with very limited resources and wished to pass on their thanks to all of the safeguarding team.

In terms of the data provided the Board discussed the high number of students who are deemed to be suicide risks and it was explained that there only a few who are admitted for assessment. This is again an external resource issue and therefore leaves the College to do all that it can to help these individuals. It was confirmed that other colleges are in a very similar position and it was felt that the way that this college looks after its learners is remarkable with 82% of learners who access support going on to achieve. The Board again passed comment that this was remarkable.

It was confirmed that the College has an effective strategy in place to support learners to attend rather than giving them

	<p>reasons and permission not to attend, this helps to support continued retention and achievement.</p> <p>The Colleges approach is to support behaviour for success instead of having a disciplinary policy. This is a change in focus and acknowledges and rewards positive behaviour. Learners sign contracts in terms of behaviour and expectations which very early on establishes an agreed position. It was confirmed that Ofsted, at the last inspection, recognised that the College has outstanding safeguarding practices in place.</p> <p>Members attention was drawn to the actions identified for 2018/19 which include:</p> <ul style="list-style-type: none"> <li>• The safeguarding management team will continue to meet regularly throughout 18/19 to ensure that the prevent action plan, in addition to other aspects of safeguarding responsibilities, are implemented correctly and monitored.</li> <li>• Continued membership of key college staff on borough level sub-groups that link to safeguarding, local partnership groups including the student zone group.</li> <li>• As and when required specific safeguarding task and finish groups will be set up to take action on specific issues that arise (e.g. gangs)</li> <li>• In view of the growth of work experience placements the current arrangement to support young people and employers with safeguarding issues is to be refreshed.</li> <li>• The cross-College support group will continue in to 18/19 in the same format to direct and monitor support needed for safeguarding students</li> <li>• To continue to embed the pilot team work, which started in 17/18, between the security and safeguarding team. This is an initiative which seeks to 'nip things in the bud' with staff walking the corridors between classes.</li> <li>• The safeguarding team will continue to review the safeguarding strategy required for joint working with the University of Bolton.</li> </ul> <p>AGREED:</p> <p>a) to note the content of the update provided, &amp;  b) approve the revised safeguarding policies</p> <ol style="list-style-type: none"> <li>1) Safeguarding Children</li> <li>2) Safeguarding Adults at Risk</li> <li>3) Abuse of Trust.</li> </ol>		
<b>6</b>	<b>PRINCIPALS REPORT</b>		
	<p>The Principal introduced his detailed report and a number of aspects were considered</p> <ol style="list-style-type: none"> <li>1) College Performance 2017/18</li> </ol>		

Members' attention was drawn to the summary table provided at page 5 and it was explained that this is the data as at the end of September 2018.

2) 2018/19 update

- Current EFA numbers are 2010 against a contract of 2095. The College is confident that it will meet the contract allocation as there are some learners currently working through the transfer process and there are other areas where learner numbers will come on stream later in the year. The Board did express some surprise and concern that student numbers were not more buoyant and asked that further analysis be undertaken as to why this is not the case. It was confirmed that adults are recruited throughout the year and this will impact upon the numbers.
- The College successfully completed its merger as a new Designated Institution on 1<sup>st</sup> August 2018. Work is currently ongoing in the review and development of group governance systems to ensure compliance with the Office for Students, the top level regulator for the university group. This will very much be a year of test and transition with the College having to satisfy Ofsted, ESFA, OFS etc. It was explained that the College is testing the boundaries in a number of areas as it no longer neatly fits in to a particular category, for example in relation to Prevent requirements.
- The college restructure went as smoothly as possible and was completed by the end of the summer
- ILT developments – as previously reported the ILT teams' developments regarding ADA successfully made a bid for £50k from UFI to further develop this project. They now await the outcome for a bid for stage 2 of this project which if successful will bring in £300k over the next 2 years. The ILT team was also successful in winning the innovation award for this work at the recent Bolton business awards.
- GM capital bid – the bid continues to progress with an expected submission of RIBA 2 documentation scheduled for early October. The senior lead partners are now meeting on the project board and we await the outcome of the submission. Work is still ongoing to finalise the funding mix and partner contributions.
- Community Learning – the physical accommodation is less than ideal and the issue of fit for purpose has come to a head with the recent failure of the main boiler. We are in current discussions with the council regarding seeking a new and appropriate venue in an appropriate location with the intention of pulling out of the current facilities. This site does not form part of the

	<p>University asset deed and therefore the decision does not require DfE approval.</p> <ul style="list-style-type: none"> <li>• Strategic plan – this has now been finalised and a copy provided. The key performance indicators are as previously approved in the merger documentation and will be further refined as the impact of the merger beds in.</li> <li>• GM and Bolton Council update – we are currently actively involved with the GMCA regarding the role out of the Adult Education Budget (AEB) devolution and currently it is anticipated that for next year 19/20 discussions suggest a further period of transition with a degree of protection for FE Colleges and local council allocations. The College provides community learning through the local authority and we are ensuring that we are part of discussions and proposals to GMCA.</li> </ul> <p>In general discussion the Board considered appendix 1 and the summary provided in terms of the structure now in place for community learning. All agreed that this document improves clarity regarding the route and lines of communication. A challenge from the Board was that the College need to encourage and ensure that the local authority professionally contract manage the college. It was confirmed that the quarterly reports are tightly linked to the contract measures and that this should go some way to improving the oversight and governance arrangements. One observation from a member of the Board was that because 18/19 will be a year of external scrutiny it would be beneficial to have progress against merger objectives and aims reported as a separate agenda item at all future meetings.</p> <p>The Board discussed student numbers and all agreed that improvements need to be made for 19/20 and that it is never too early to recruit. One member of the Board indicated that it is believed that there are 20,000 16-20 year old individuals who are NEET in the GM area and these should be a target market.</p> <p>A question was raised in relation to the final box on appendix 3. It was explained that the reference to 'group board' is proposed to be at SMT not College/University level.</p> <p>AGREED: to note the content of the update provided.</p>	Principal	Standing item
<b>7</b>	<b>COMMUNITY LEARNING SAR</b>		
	<p>The Director of Quality provided a verbal update and confirmed that the final SAR document will be available for the next meeting, however assurance was given that it is well progressed given the anticipated Ofsted inspection.</p> <p>Sue Lomax confirmed that she had been involved in the SAR</p>		

	<p>validation process and indicated that staff seem to be very confident in terms of the inspection outcomes. She is able to see that the College has moved on in terms of integrating the provision with core delivery. The SAR is assessing as a grade 2 overall.</p> <p>AGREED: to note the content of the update provided.</p>		
<b>8</b>	<b>FINANCE REPORT</b>		
	<p>The Executive Director of Finance introduced his written report and a number of key items were discussed.</p> <p>1) <u>FRS102 (pensions) assumptions for the financial statements</u></p> <ul style="list-style-type: none"> <li>• The Colleges' external auditor – Grant Thornton – as part of their normal report to management as part of the yearend audit work will review the assumptions used by the schemes actuaries for reasonableness and highlight to Governors the various assumptions used by the actuary in arriving at the valuation. The annual valuation details the fair value of the schemes assets, defined obligation and net liability as at the end of the colleges financial year.</li> <li>• The auditors have not suggested that any amendments should be made to previous years assumptions from their benchmarking exercise that is carried out internally within their firm.</li> <li>• The purpose of the report is to draw to Governors attention to the assumptions used by the LGPS actuaries (table 1) to determine in the FRS102 figures for 17/18 and, assuming there are no changes to these assumptions, the impact on the net liability on the colleges balance sheet (table 2).</li> </ul> <p>The Board debated whether these assumptions appear reasonable on the basis of FE sector knows, particularly in relation to the salary increases assumed i.e. +3%. It was acknowledged that this is not a trend that is seen within the sector and therefore the view of the Board was that this could be challenged and if not would only lead to a further deficit position. It was agreed that the Executive Director of Finance would approach Grant Thornton and ask them whether it is appropriate to review the salary percentage assumptions. It was felt that this could be a challenge as part of a collective GM initiative.</p> <ul style="list-style-type: none"> <li>• Members' attention was drawn paragraph 1.12 of the report which sets out the net liability for the year end to 31<sup>st</sup> July 2018. It was confirmed that the assumptions will have an impact upon the balance sheet but that there will be no operational impact.</li> </ul>	ED:Fin	Oct 2018

	<p>2) <u>Provisional Outturn and final cash flow 2017/18</u></p> <ul style="list-style-type: none"> <li>The provisional pre-audit results for year ending 17/18 is a small operating surplus of £30k – the year end audit commences on Monday 15<sup>th</sup> October. This is considerably improved on the forecast operating deficit at LE03 of £408k.</li> <li>The result must be caveated as the final accounting treatment for Bolton College will be on a cessation basis and the final transaction may significantly alter the result. That said, it is pleasing that the College is trading better than forecast and it is clear that the message for restraint and cost savings was heard and actioned.</li> <li>To counter this cash remains stressed and the year end cash balances were £1.493 million and down by £400k on the latest forecast. Work is ongoing to review cash flow and further analysis will be reported at all corporation meetings. He explained that the College will be stressed in terms of cash in February/March 2019 and this is being carefully monitored as it is a covenant in terms of bank loans.</li> <li>The College overspent in terms of exam fees which is being reviewed.</li> </ul> <p>A challenge from the Board is that more work needs to be done to understand what happened regarding student numbers for 18/19 as everyone assumed that there would be an increase in numbers rather than a decrease. The Board asked for a further report detailing why the attrition has occurred.</p> <p>The Board asked for an update on the current position regarding apprenticeships. The Director of Apprenticeships confirmed that the College was at target in terms of 16-18 year olds but that there is still capacity for 19+. The College has seen growth in terms of engagement with levy payers and this continues to be a focus and a target. She reminded the Board that college plans are for a +10% year on year growth regarding apprenticeship provision.</p> <p>The Board asked for an update on the position regarding non payment of fees. The Executive Director of Finance explained that the position is much better as the College has now changed its processes. Staff work very hard to help students complete the loan application process rather than leaving them to the challenges themselves. It was confirmed that a detailed debt report will be provided to the first meeting of the Finance and Resources Committee which is scheduled for 27<sup>th</sup> November 2018.</p> <p>Whilst noting that the financial yearend position has changed with a deficit £400+k predicted in July and an actual position</p>	Principal	Dec. 2018
		Executive Director Finance	27.11.18

	<p>reported in October of £30k surplus, the challenge from the Board was that the College needs to improve its accuracy in terms of forecasting. The Executive Director of Finance explained that the change relates in the main to non-cash movement, for example enhanced pension, bursaries, advertising etc.</p> <p>3)           <u>18/19 Enrolment (financial impact)</u></p> <p>Section 3 of the written report was noted.</p> <p>AGREED: to note the content of the update provided.</p>		
<b>9</b>	<b>GOVERNANCE REPORT</b>		
	<p>The Clerk provided an update in a number of areas</p> <p>a)           <u>Confidentiality Policy and Annual Report 2017/18</u></p> <p>Members' attention was drawn to the suggestions made regarding the administrative changes to the policy, these were approved. She also advised that a detailed review of the nature of confidential minutes had been undertaken and recommendations regarding this are set out in section 3 of the report.</p> <p>b)           <u>Code of Conduct and Standing Orders</u></p> <p>It was confirmed that these need to be reviewed in conjunction with the University.</p> <p>c)           <u>Student Governor Recruitment</u></p> <p>The Board were reminded that one vacancy exists for a Student Governor on the Board. Recruitment efforts continue with a planned presentation to students at the first learner voice meeting for the academic year.</p> <p>d)           Standards and Performance Committee</p> <p>The Clerk explained that at their recent meeting the members of this committee reviewed the terms of reference and wished to put forward suggested changes (track changes were considered on the attached document). Section 7.2 of the College Articles requires the approval of the University Board for any changes proposed and, subject to any recommendation from this Board, this will be subject to consideration at the next meeting of the University Board.</p> <p>AGREED:</p> <p>a)           To approve the changes proposed to the Confidentiality Policy</p> <p>b)           Accept the recommendations made regarding the</p>		

	<p>minutes to be determined confidential in the 17/18 year</p> <p>c) Note that updates are being made to the Code of Conduct and Standing Orders in partnership with the University</p> <p>d) Note the update provided in relation to the Student Governor vacancy</p> <p>e) Recommend that the University Board approve the changes proposed to the Standards and Performance Committee terms of reference.</p>		
<b>10</b>	<b>USE OF THE COLLEGE SEAL – ANNUAL REPORT 2018</b>		
	The Board were happy to note the content of the report provided.		
<b>11</b>	<b>STAFF DEVELOPMENT ANNUAL REIVEW</b>		
	<p>The Director of Human Resources introduced this item and provided</p> <p>a) A summary of staff development which took place in 17/18</p> <p>b) Staff development proposed for 18/19. It was particularly noted that the merger with the University has increased the routes of entry for staff to access University provision.</p> <p>c) English and Maths CPD strategy for 18/19 – this remains a key area of focus</p> <p>d) Ofsted inspection training plan – feedback was given that staff feel very positive having received this training.</p> <p>AGREED: to note the content of the update provided.</p>		
<b>12</b>	<b>MINUTES OF THE SCRUTINY &amp; PERFORMANCE COMMITTEE MEETING HELD ON 26<sup>TH</sup> SEPTEMBER 2018</b>		
	The Board were happy to note the content of the minutes provided.		
<b>13</b>	<b>AOB</b>		
	The Chair advised that he had three matters of additional business to discuss which would be on a confidential basis.		
<b>14</b>	<b>DATE AND TIME OF NEXT MEETING</b>		
	The Clerk confirmed that the next scheduled meeting was 12 <sup>th</sup> December 2018.		
<b>15</b>	<b>CONFIDENTIAL ITEMS</b>		

	<p>It was agreed that confidential items would be recorded separately.</p> <p>(Staff and Students withdrew from the meeting at 6.30pm)</p> <p>Meeting closed at 6.45pm.</p>		
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Signed : \_\_\_\_\_ Chair  
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