



FURTHER EDUCATION CORPORATION MEETINGS 2024/25

MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING Held at 8.30am on Wednesday 18th September 2024 Crowwood Hotel (BB12 0RT) Ribble Boardroom

Board Members present: Phil Wilkinson (Chair), Helen Curtis (Corporation Vice Chair), David Whatley (Corporation Vice Chair), Lisa O’Loughlin (Principal and CEO), Tom Gee (Staff Governor), Gillian Sharples (Staff Governor), Emily Jayne Austin (Student Governor), Simone Hartley-Gott (Student Governor), Chris Kenyon and Gemma Marsh

In attendance: Leyanne Fitzmaurice (Assistant Principal – Student Experience and Support)
Debbie Corcoran (Director of Governance)

Melissa Drayson (External Board Reviewer, Rockborn)

Item 1.

1.1 Welcome and apologies for absence

Phil Wilkinson (Chair of the Corporation) welcomed everyone to the meeting, introducing Melissa Drayson who was observing today as the external Board reviewer. The usual format of Board meetings had been varied, given the meetings inclusion within a broader Awayday. The Chair confirmed that the written resolution to approve 3 new independent Board members had been approved, and he looked forward to the new members (Darren Hutton, Sarah Applewhite and Arif Ahmad) joining the Awayday which immediately followed this Board meeting.

Resolved: To note approval of the written resolution dated 13th September 2024:

- a) Approving the appointment of Arif Ahmad, Darren Hutton and Sarah Applewhite as members of the Corporation, with a term of office ending 30 September 2025**
- b) Approving the interview panel drawn from Search and Governance Committee to have delegated authority from the Board to appoint a new co-opted Committee member to Quality and Standards Committee, with a term of office ending 30 September 2025**

Apologies for the Board meeting were received from the following Board members: Steve Campbell, Melissa Conlon, Liz Sedgley and Zulfi Khan.

The Director of Governance confirmed quoracy.

1.2 Declarations of Interest

Members and officers present declared they had no interests, personal, fiduciary, or otherwise in any item on the open agenda for the meeting – with the exception of item 2.1 relating to the recruitment of independent Board members, which would be considered at the beginning of the agenda item.

1.3 Minutes of the Previous Corporation Meeting (8th July 2024)

Submitted: Draft minutes (circulated in meeting papers)

The draft minutes of the 8th July 2024 Board of Corporation meeting were reviewed by the Board, and approved as an accurate record, for the signature of the Chair.

Resolved: To approve the minutes of the Corporation meeting held on 8th July 2024

1.4 Matters Arising

Submitted: Reports (circulated in meeting papers)

The Board received and reviewed the Matters Arising log, with an additional update provided that the Corporation Chair and 2 recently appointed Vice Chairs had met and considered their respective roles and representation at events. In light of this, the Board considered and approved a recommendation that the College Trustee representing the Board on the Pilkington Trust Fund change from being Phil Wilkinson to Helen Curtis.

It was noted that the 2024/25 Calendar of Business for the Board shared in the pack had been agreed provisionally with the Corporation Chair and Principal, with all meeting and engagement events diaried in advance as requested.

Resolved: That the Board of Corporation receives and notes the matters arising log, and approves:

- a) the 2024/25 Board calendar of business
- b) the appointment of Helen Curtis as the Board's representative Trustee on the Pilkington Scholarship Fund

Gill Sharples (Board member) joined the meeting.

It was agreed that the Board meeting minutes will include any resolutions approved by the Board in their awayday held later in the day, to support transparency and tracking. These are confirmed as follows:

Resolved: That the Board:

- note the updates provided against Strategic Review performance tracking; risk and the Board assurance framework (BAF); 16-18 recruitment; progress in re-branding and name change for the College Group; Digital Strategy 2024; estates and sustainability
- note the recommendations resulting from additional consultation with staff, and approve a revised purpose architecture
- approve the People Strategy, noting that the next annual update for the Board will include further clarification of KPI sets and historic data
- approve the Equality Diversity and Inclusion (EDI) aims and supporting Action Plan, noting the revised approach in place to strengthen EDI oversight and assurance received on the College's approach
- approve brand marks for the re-branding of the College Group, and their further refinement

- approve revised timings and milestones for development of the BAF
- approve the introduction of a new Lead Governor role for Sustainability, role description to be approved by the Corporation Chair and Principal, and appointment through expressions of interest

Actions for the matters arising log:

- Additional analysis of population and demographics, in respects of growth plans and student numbers, from an EDI perspective will be shared with the Board, for consideration in forward planning
- Performance tracking underpins assurance and delivery of the 2030 Strategic Plan and the supporting enabling strategies and/or plans and architecture being introduced - consider piloting/input from Board members or review through Search and Governance Committee if valuable
- Risk appetite statement developed with the Board will be further considered by the Audit Committee, and included in the revised Risk Management Policy and the BAF framework
- Further consideration of 2024/25 recruitment and associated allocations/income implications at the December Corporation meeting

Item 2.

Items to receive or approve

2.1 Board Recruitment

Submitted: Report (circulated in meeting papers)

The Director of Governance was asked to summarise the report, with headlines and discussions in the meeting including:

Staff Governor vacancy

In line with policies and procedures, given there was a vacancy for a Staff Governor from 18th September 2024 onwards, applications had been invited from staff. 3 applications had been received and therefore an open election required. The majority of votes (45%) had supported the appointment of Aqil Javed, and the Director of Governance had shared with the Board information on Aqil's role at the College Group and his supporting statement for the opportunity which had been shared with staff. The Board considered ratifying the appointment to the role, and noted that the usual precedence is for an initial 2 year term of office for Staff Governors. It was noted that Aqil had been invited to attend the Awayday as an observer, which did not pre-judge the outcome of the Board's consideration. Confirmation of eligibility to serve as a governor was shared.

Resolved: To appoint Aqil Javed as a Staff Governor, with a 2 year term of office from 19th September 2024, ending 30th September 2026.

The Director of Governance updated the Board on recruitment of an additional independent Board Member, considered through a written resolution, and recorded under a confidential minute. Given the Board is at full capacity, members considered and approved an application to the ESFA, as required under a grant agreement in place, to update the Corporation's Instruments and Articles to allow for up to 20 members, rather than the current maximum of 17.

Resolved: To approve an application to the ESFA for approval to revise the Corporation's Instruments and Articles, to allow for an increase in maximum Board membership from 17 to 20 members

	<p><u>2.2 Learner Voice</u> <i>Submitted: Report circulated in meeting papers</i></p> <p>Leyanne Fitzmaurice (Assistant Principal – Learner Experience and Support) shared headlines from the report, which updated on development of the framework for Learner Voice. Recommendations had been made to further strengthen the framework for learner voice, and offer more explicit oversight by Board – with the introduction of a new Learner Voice annual report proposed for the July 2025 Corporation meeting, and continued in-year oversight by Quality and Standards Committee.</p> <p>The Board noted and welcomed that the approach embraces student views and captures several different opportunities for all members of the student body to have direct involvement in shaping their own and future learner experience. The impact of this will contribute to developing the College Group’s quality improvement processes and increasing student participation, representation and success. Members reflected on the value of opportunities through the Board engagement programme to meet learners and directly hear learner voice, triangulating with data and reports received. It is valuable that the Principal’s Report to Board from the 8 July 2024 Board meeting onwards will distil related strategic issues from the engagement events with learners and recommendations for Board consideration. Given the full programme of opportunities, members welcomed the Director of Governance sharing back with them if there are any gaps in attendance to support coverage, and every member will attend at least one of each type of the events in an academic year. It was agreed there will be a standing invitation in the Triple A segment of every Board meeting for individual Board members to share insight from any engagement event/opportunity.</p> <p>Members shared feedback on the events so far, and that they had found them to be well organised and managed, not artificial, and included key themes important to consider. When reflecting on existing reports and assurances on learner voice through Quality and Standards Committee, it was agreed to check QDP surveys/direct learner voice from HE students is incorporated as frequently as other types of students.</p> <p>The Assistant Principal was thanked for the thorough report, assurance provided in the framework shared, and the focused summary.</p> <p><u>Resolved:</u> To receive and approve the framework and forward approach to Learner Voice, and introduction of a new annual report for the Corporation</p>
<p>Item 3.</p>	<p><u>Any Other Business</u></p> <p>A vote of thanks was shared with Tom Gee, a Staff Governor on the Board since 2019 for his support and input through the role – with best wishes in his new role at the College Group.</p> <p>There were no items of any other business, and the meeting was closed.</p>

Debbie Corcoran
Director of Governance

Signed as an accurate record by the Chair of Corporation

A handwritten signature in black ink, appearing to read 'Phil Wilkinson', written in a cursive style.

Name: Phil Wilkinson

Date: 14 October 2024