



FURTHER EDUCATION CORPORATION MEETINGS 2024/25

**MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING
Held at 4pm on Monday 14th October 2024
Nelson and Colne College, Room NB010**

Board Members present: Phil Wilkinson (Chair), Helen Curtis (Corporation Vice Chair), David Whatley (Corporation Vice Chair), Lisa O’Loughlin (Principal and CEO), Steve Campbell, Darren Hutton, Chris Kenyon, Melissa Conlon, Liz Sedgley, Gemma Marsh, Aqil Javed (Staff Governor), Gillian Sharples (Staff Governor) and Emily Jayne Austin (Student Governor),

In attendance: David Rothwell (Deputy Principal – Finance and Resources)
Tracey Baron (Group Executive Director – Quality)
Leyanne Fitzmaurice (Assistant Principal – Student Experience and Support)
Fionnuala Swann (Vice Principal – Academic Curriculum)
Morag Davis (Group Executive Director - Strategy and Transformation)
Andy Parkin (Vice Principal – Technical and Adult Education)
Joy Sharpe (Vice Principal - Quality)
Louise Marsden (Vice Principal – Marketing and Brand Strategy)
Andrew Dewhurst (Vice Principal – Sales and Partnerships)
Sam Mercer (Assistant Principal – Performance and Planning)

Debbie Corcoran (Director of Governance)

Peter Ryder (External Board Reviewer, Rockborn)

Item 1.	<p><u>1.1 Welcome and apologies for absence</u></p> <p>Phil Wilkinson (Chair of the Corporation) welcomed everyone to the meeting, introducing Peter Ryder (Rockborn) who was observing today as the external Board reviewer.</p> <p>Apologies for the Board meeting were received from the following Board members: Zulfi Khan, Sarah Applewhite, Arif Ahmad and Simone Hartley-Gott (Student Governor).</p> <p>The Director of Governance confirmed quoracy.</p> <p><u>1.2 Declarations of Interest</u></p> <p>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:</p> <ul style="list-style-type: none"> • Item 4.2 which included discussion on changes to the Chair of Audit Committee – Liz Sedgley will leave the meeting • Any Other Business (AOB) – relates to Pendle Education Trust (PET), therefore David Whatley and Steve Campbell will step out • Reference to an all staff pay award within the Finance Report – AoC recommendation is public, should discussion be related to local pay negotiation
----------------	---

then Gill Sharples (Staff Governor) will step out given her representative Union role

1.3 Minutes of the Previous Corporation Meeting (18th September 2024)

Submitted: Draft minutes (circulated in meeting papers)

The draft minutes of the 18th September 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 18th September 2024

1.4 Matters Arising

Submitted: Reports (circulated in meeting papers)

Presented by Debbie Corcoran (Director of Governance)

The Board received and reviewed the Matters Arising log – noting that action 24/25-18Sept24-05 relating to HE learner voice is confirmed as closed and can be removed.

Resolved: That the Board receive and note the Matters Arising

Item 2.

Principal's Report (including Key Performance Indicators KPIs)

Submitted: Reports (circulated in meeting papers)

Presented by Lisa O'Loughlin (Principal and CEO)

Peter Ryder joined the meeting.

The Principal summarised the report, with key headlines and active review in the meeting focusing on:

Student Experience

- An update on enrolment had been provided at the September Awayday, with today's report updating on learners settling into study (inductions and initial assessments are complete for study programme learners, and individualisation of their programmes and target setting for skills and knowledge acquisition is underway; all adult learners and apprentices beginning programmes this term have also had their inductions and are beginning to set targets for skills, knowledge and progress to next steps as appropriate)
- 3 key strategic themes and related actions identified to further improve and enhance student experience in the Autumn term (following Board's review of student feedback through QDP surveys, Meet the Principal events and deep dive activities, strategic themes were identified for student experience ahead of and throughout autumn)

In relation to the 3 key strategic themes and actions to improve and enhance student experience, Board had supported these at the July Corporation meeting to be:

- a) Behaviour at Nelson Campus
- b) Student social space and seating at both Nelson and Accrington
- c) Extra-Curricular and Super-Curricular activities at both Nelson and Accrington Campus

The Principal updated on the considerable progress and impact that had been made since the July meeting, and assured on the latest position in delivering a range of actions that included:

- Reviewing and reinforcing of expectations across the College, in particular at Nelson Campus
- Staggered timetabling at Nelson Campus in 2024/25
- Review of the management of people flow at both campuses as part of the Estates Strategy development – with subsequent reprioritisation of summer works budget to introduce new social spaces at both campuses and enhance student flow
- Introduction of a new Respect Charter and Behaviour Strategy, with colleagues reporting that as a result, returning and new learners are sharing they feel settled quickly
- Review of our Extra-curricular timetable and Health and Wellbeing Calendar, both of which are designed to engage learners, provide opportunities for personal development and to address behaviours and attitudes where appropriate – with a renewed emphasis on some aspects of the tutorial curriculum
- Review and increase to the extra-curricular activities during down times when learners are not in lessons – providing additional opportunities for learners to be engaged in wider learning and personal development activities

Predicted outcome figures for 2023/24 were shared and reviewed with the Board, noting that they are provisional at this point in the term as the exams and MIS team continue to close the full set of results for 2023/24.

Student Retention and Achievement

- Continuous drive and forensic focus on improving outcomes for learners compared to 2022/23, with outcomes and achievement data evidencing the impact

Apprenticeships

- Board were delighted to note that final outturn for timely achievement on apprenticeship standards 2023/24 is 68.2% which exceeds the College KPI set at 63% for this academic year and will be 14% above the national average of 54% for Standards. Significant improvement in performance against the DFE Accountability Framework for apprenticeships, with no indicators where the College is deemed 'At Risk' or 'Requires Improvement'. Significant reduction in the number of 'out of funded learners'.

16-18 and Adult Retention, Achievement and High Grades

- Relentless focus on 16-18 retention, achievement and high grades performance has significantly positively impacted learner outcomes for 16-18 year olds (with 16-18 Retention now confirmed at a 3-year high, and 1.7ppts above the 2023/24 target of 95% and 2.4ppts above the prior year outturn of 94.3%)
- Student achievement in the 16-18 age group is expected to see the biggest increase of 2.4 ppts to 90.4% whilst adult provision is expected to increase by 0.2ppts to 95.9%
- T Level provision has doubled this year with the addition of two Engineering pathways and Business, and T Level outcomes remain high with 92% of learners achieving compared to 87.7% nationally and 70.7% high grades which is significantly higher than national published figures of 62.7%.
- 16-18 GCSE results continue to be significantly above national average results published by Ofqual. English out turned at 43.2%, 23.9ppts above a national average of 19.3% for GFE colleges and maths out turned at 33.0%, 18.0 ppts above a national average of 15.0%. A learner is more than twice as likely to achieve their English and maths GCSEs at Nelson and Colne College Group

- A Level overall pass rate has reduced by 1.8ppts to 96.7%, however the high-grade profile has increased in the A*-B category by 5.6ppts and the A*-A category by 6.6ppts
- Level 3 BTEC and NCFE Vocational and Technical outcomes resulted in 95.0% achievement, 0.7ppts below 22/23 and there has been a decrease in high grades by 2.4ppts to 82.0%. This remains above a national average of 77.4%.

Destinations

- Intended destinations for 16-18 learners in July 2024 are extremely high at 98.6% with 76.9% moving onto a next level of study in further education or to higher education, 10.1% into Apprenticeships and 9.7% into employment
- Positive sustained destinations for all age, all level full time study programme learners remain high at 94.6% compared to 94.2% in 21/22.
- For 16-18 learners, all levels, 94.9% resulted in positive sustained destinations which was significantly above the 2021/22 national 16-18 sustained destination outcome benchmark of 82.6% for Colleges (DfE 16-18 Destination Measures) and an improvement on 2021/22 (94.3%).
- Positive sustained destinations for all 19+ Study Programme learners at all levels was 91.0%, compared to 87.3% for 2021/22.
- Positive sustained destinations for all High Need learners at all levels, all age was 100%, above the 2021/22 sustained destination outcome of 73.3%. Board noted that this is significantly above the 2022/23 national LLDD sustained destination outcome benchmark of 69.9% for Colleges (DfE 16-18 Destination Measures).
- Positive sustained destinations for all apprentices at all levels is 100%. This is above the 2021/22 sustained destination outcome of 98% and significantly above the March 2024 published national average of 93%.

Attendance

- At the end of July 2024, headline attendance on study programmes was 87% (Nelson site at 87% and Accrington site at 84%), with key areas of ongoing focus being Beauty, Hairdressing, Engineering, Foundation Programmes and Construction and Motor
- Published attendance survey conducted by the AOC (May 2024) states that the average attendance for GFE programmes (all levels) is 85% with attendance at English and mathematics standing at 9% lower than core programme attendance. However, it is intended that the College KPI for attendance will remain ambitious at 93% in 2024-25, setting clear expectations for learners to develop the appropriate behaviour and attitudes to learning while they study at the College and to support staff in directing learners to achieve.

Teaching and Learning and College Quality

Board were assured that overall, the quality of teaching and learning continues to be outstanding and where, in those few areas, quality is below the Board's ambitions, focused interventions have taken place and are securing rapid improvement – evidenced through the range of Board insight sessions.

Group Strategic Areas for Improvement (Afls) based on the 2023/24 performance and identified through the self-assessment process were outlined, and assurance given on the forensic scrutiny of these and actions that are in place to secure impact – with Board noting that the Area for Improvement Insight sessions have been scheduled for December 2024 onwards.

In relation to Performance and Risk, the latest position and forecast for learner numbers and associated income were set out and considered in both the Principal's Report and

	<p>later Finance Report, with latest application data shared and associated financial considerations.</p> <p>The Board noted that as signalled at the September awayday, the 2024/5 Key Performance Indicator (KPI) projection approved as part of a 5-year framework by the Board in September 2023 will be reviewed given availability of 2023/24 actuals, implementation timelines for the 2030 Strategic Plan and contextualisation at the next Board meeting. Additional updates were welcomed and noted in relation to devolution; ongoing implementation of the Strategic Review and enabling strategies; recruitment and brand. Board welcomed progress in relation to Industry Hubs, the launch of the Industry Innovation Hub in Engineering and planned launches for the next hubs in Business and Digital before Spring 2025.</p> <p>Members asked for and received an update on the launch and roll-out of the 2 new programmes for academic and technical learners (The Extraordinary Minds Academy and Leaders of Industry Academy). The Board welcomed the new products being brought to market, the development of new brands and continued keen focus on the recruitment pipeline.</p> <p>In discussions, members congratulated the team on the significant continued improvement in Apprenticeships, and asked how we measure the impact of our actions to understand what is most effective and impactful. The variety of measures were explained, including a sharp focus on retention, attendance, quality of teaching plus increasing capacity and assuring on this through learning walks. A weekly meeting between curriculum and campus leads and the Principal embeds communication and review, with consistency being key, along with the ability to share best practice and have strong initial parent contact and ongoing communication.</p> <p>Members asked if there are opportunities to further improve the promotion of our Higher Education (HE) offer. The Principal confirmed that a dedicated strategy for HE is under development, and there is continued development of strategic curriculum aligned to need and the Strategic Plan priorities.</p> <p>The Principal was thanked for the thorough and detailed report, with members recognising that additional reports throughout the agenda offered additional fine grain detail and assurance.</p> <p><u>Resolved:</u> That the Board receive and note the Principal’s Report, and key updates within, including key Performance Indicators (KPIs)</p>
<p>Item 3.</p>	<p>Strategic Discussions</p> <p><u>3.1 Annual Outcomes and Curriculum Performance 2023/24</u> <i>Submitted: Reports (circulated in meeting papers)</i> <i>Presented by Joy Sharpe (Vice Principal – Quality)</i></p> <p>The Vice Principal recapped that the Board had received prior communications regarding 2023/24 results for GCSE English and mathematics by campus, as well as A level and vocational results – with this report sharing additional headlines and an updated position in relation to:</p> <ul style="list-style-type: none"> • Education and training results by age (all levels) • Group 16-18 GCSE % results grade 4 and above • Vocational results 2024 • T level results 2024

- A level results 2024

Members noted that the complete set of qualification achievement for the College Group, by age, level and campus will be shared as part of the annual self-assessment report (SAR) with the Board in December. Prior to this, key strategic strengths and areas for improvement (Afls) will be shared with the Quality and Standards Committee at their November meeting.

Board members welcomed the exceptional and outstanding results and outcomes and impacts achieved for our students and learners – and that the position may improve further as additional data was finalised. At this point, the position for 2023/24 was:

- Overall Achievement all age, all levels is 94.0% (+0.9% compared to 2022/23 and **+9.8%** above national average)
- 16-18 Achievement all levels is 90.4% (+2.4% compared to 2022/23 and **+9.3%** above national average)
- 19+ Achievement all levels is 95.9% (+ 0.2% compared to 2022/23 and **+9.2%** above national average)
- English and maths GCSE achievement significantly above national average (43.2% for English compared to national average of 19.3% and 33% for mathematics compared to 15% national average)
- Improved % of high grades in vocational results (from 72% in 2023 to 82% in 2024)
- Number of T level completers almost doubling in 2024, with 92% of learners passing their T level qualifications compared to 87.7% nationally – and high grades at 70.7% being significantly higher than the national published figures of 62.7%
- High grade profile in A levels increasing in the A*-B category by 5.6%, and in the A*-A category by 6.6%

In discussions, where delivery is across campuses, members asked and were assured that there is no significant variance in achievement by key demographics. Members asked how good practice and learning is being applied from the Digital T level to others in relation to high grade achievements, with leaders explaining that pathways have been reviewed in Engineering T levels, the 'right learner right course' approach is key, and changes have been made to the sequencing of assessment. There is also a sharp focus on improvements through Curriculum Performance Reviews (CPRs). It was confirmed that in relation to maths and English, reports to Quality and Standards Committee will include additional fine grain information below the headline position in relation to campuses and levels.

The Board congratulated the team on the exceptional results achieved with and for our learners, and continued focus on even further improvements and impact given the College's values of 'We never stop at good enough'.

Resolved: That the Board receive and note the Annual Outcomes and Curriculum Performance 2023/24 report

3.2 16-18 Marketing and Enrolment

Submitted: Reports (circulated in meeting papers)

Louise Marsden (Vice Principal – Marketing and Brand Strategy)

The Vice Principal shared the report and summary presentation which updated on latest position in relation to 16-18 recruitment. Detail was shared and reviewed in relation to overall College enrolments (with a breakdown provided against trend data and for each campus; for new to College and progressing students; by age/level; by gender and ethnicity). An overview was given of the 2025 entry open event attendance, and the application position for 2025 entry. Actions were set out to assure on the strategy to

	<p>secure growth in student numbers, through enhancing our offer through developments such as the Industry Innovation Hubs, Extraordinary Minds Academy and Leaders of Industry Academy.</p> <p>Members asked what actions were in place to meet the challenge and opportunities for 2025 entry. The Vice Principal shared that this includes:</p> <ul style="list-style-type: none"> ▪ Work to further improve understanding the make-up of our student demographic e.g. focus groups to better understand 'triggers' and 'barriers' ▪ Development of recruitment pipeline – continual monitoring of students through every stage of the pipeline with a greater focus on 'keep warm' and conversion ▪ Implementation of a new School Liaison strategy – creating strong connections with schools and young people from year 8 onwards ▪ Introduction of new academic and technical products – making ourselves more relevant and appealing to young people ▪ Keen focus from marketing and curriculum teams to drive early applications, pushing these as the key outcome at all Open Events and in Year 11 interactions ▪ Curriculum interaction in schools is recognized as being key to making a difference to engagement and attraction, as this is where the learner places the most value ▪ Strong focus on A level and Level 3 Technical – pushing the recruitment cycle forward <p>Board asked how progress and impact can be measured outside of 'hard and fast' recruitment numbers, given that this would be an approach taking time to demonstrate impact. Detail was given of monitoring of the pipeline, and the smart impact measures in place for all activities. Board asked how the attractiveness of the College's offer is being improved, with detail provided from learner feedback and analysis that curriculum development and relevance is key, as is learner's engagement with staff at open events, the ability of new students to connect with other students, delivery of high standards of 'customer service' and also use of personalised communications. Members asked if capacity is in place to deliver the ambitious plans, and it was confirmed that that is the case, with dedicated and additional resource in place, through a larger schools engagement team and extra communications team member. The value of alumni was discussed, and an update was provided on how students are tracked when they move into the workplace and the active and extensive support from ex-students to existing learners.</p> <p><u>Resolved:</u> That the Board receive and note the report on 16-18 Marketing and Enrolment</p>
<p>Item 4.</p>	<p>Items to receive or approve</p> <p><u>4.1 Finance Report</u> <i>Submitted: Report (circulated in meeting papers)</i> <i>Presented by David Rothwell (Deputy Principal – Finance and Resources)</i></p> <p>Members noted within the report the update on the draft outturn financial performance and position of the College as at 31 July 2024. Within the report the Board received and noted an insurance annual report; noted an update on a 2023/24 pay award, and received an update on the merger related restructuring funding recoverable performance agreement. Also, as agreed at the September Board, a revised Risk Management Policy was shared for Board consideration and approved.</p> <p>In relation to finances, it was noted that the financial figures are draft as the process for preparation and audit of the financial statements for the year ending 31 July 2024 will</p>

continue throughout this term. Audited financial statements will be approved by the Board at its meeting on 16th December, and the associated DfE 'Finance Record' electronic return submitted by 31st December.

The financial KPIs were reported as follows:

Table 3: Summary financial performance at 31 July 2024								
Financial performance measure	Draft 31 July 24	Projected Outturn	Budget /Target	Variance Actual cf Budget/ Target	RAG	Movement	Strategic target	Prior Year
Education Specific EBITDA as % of income	4.3%	4.0%	3.9%	0.4		↑	>=6%	4.8%
Borrowing as a % of income	5.2%	5.2%	10.6%	-5.44		↔	<20%	4.4%
Cash days in hand	101	111	99	2		↔	>75	148
Adjusted current ratio	2.3	2.3	2.1	0.2		↔	>=2.0	2.7
Staff costs as a % of income	67.6%	68.0%	69.8%	-2.2		↑	</=70%	69.0%
Staff Utilisation	97%	96%	97%	0.0		↔	</=97%	97%
Financial covenants overall compliance	Yes	Yes	No	-		↔	Yes	Yes
ESFA Financial Health category	Good	Good	Good	-		↔	>=Good	Good

Members noted that the following items are still to be finalised:

- Adult Education Budget (AEB) final reconciliation
- Treatment of capital grant receivable for assets in NCC Energy Services Ltd
- FRS102 (28) pension adjustments – confirmation of correct accounting treatment of adjustments reported in SOCI

Members noted that the overall picture is closely aligned to the final outturn projection, with a small improvement to EBITDA; draft outturn £1.57mn (4.3%) compared to the projected £1.45mn (4.0%), and that this exceeds the £1.33mn (3.9%) original budget target. Overall operating income is essentially unchanged from projected. The FRS102 (28) pension cost was noted to have now been provided by the actuaries, Mercers, and results in reported current service cost and net interest credits for the first time. Pay costs are £97k (0.4%) more than projected and non-pay costs £157k (1.5%) less than projected. The balance sheet is in line with expectations, overall.

In discussions, the Board asked for and received an update on the approach to further improve the efficiency of class sizes and space utilisation given their importance to financial performance. In relation to consideration of an annual pay award, the Deputy Principal updated on the DfE funding increase for school teachers pay, the AoC pay recommendation which is continuing to be under consideration and the joint national trade union pay award demand for 2024/25. An agreed recommendation on a pay award, following negotiations with College recognised unions and in line with parameters approved by the Board, will come to the December Corporation meeting.

Resolved: That the Board of Corporation receive and note the Finance Report and approve the revised Risk Management Policy.

4.2 Governance

Submitted: Report circulated in meeting papers

Presented by Debbie Corcoran (Director of Governance)

Board thanked Search and Governance Committee for the thorough review and input to the items covered for approval or consideration by the Board today, which in headline levels covered:

- The 2023/24 annual attendance report, with 2023/24 Board attendance noted to be 82% (+4% above the 2022/23 position for the College), in line with the FE sector average. Analysis of attendance was considered, and actions supported by Search and Governance Committee to be progressed
- A draft 2024/25 Skills Audit Framework for the Board was approved, with members noting that input from Search and Governance Committee had further strengthened the approach so it is more interactive and has a sharper focus on experience valuable in the Board due to sector/curriculum priorities within the new 2030 Strategic Plan
- The draft revised Scheme of Delegation recommended by Search and Governance Committee for Board approval was considered and endorsed
- A revised and updated 2024/25 Governance Development Plan (GDP) was reviewed, with Board noting the positive progress in delivering actions and impact
- The updated position and next steps in relation to the External Board Review being delivered by Rockborn were considered

Resolved: In line with recommendations and input from Search and Governance Committee, that the Board receive the report and:

- a) **Note the 2023/24 attendance report**
- b) **Approve the 2024/25 Skills Audit Framework for the Board**
- c) **Approve the revised Scheme of Delegation**
- d) **Approve the revised 2024/25 Governance Development Plan (GDP)**
- e) **Note the update on the External Board Review being delivered by Rockborn**

The Director of Governance confirmed that the Search and Governance Committee had received and considered a draft framework for Succession Planning, informed by the 121s between the Chair and Board members in terms of their ambitions and aspirations as members, and consideration of the Board's current skill mix, terms of office and Committee membership and composition. As a result of this, there was a request for the Board to consider a change in Committee Chairing ahead of the 2024/25 Skills Audit Framework and self-assessments being completed and fully analysed.

Liz Sedgley left the meeting.

Board members considered a change in the Chair of Audit Committee, reflecting the succession plan in place and agreed framework to consider such matters. It was resolved to appoint Liz Sedgley as Chair of Audit Committee for a 2-year term of office, with David Whatley to move into acting as Vice Chair of Audit Committee and also becoming Chair of Capital and Estates Committee. Given the succession plan, skills and experience, the change would be immediate, with usual consideration of any actions needed to support a smooth handover.

Resolved: That the Board appoint Liz Sedgley as Chair of the Audit Committee for a 2-year term of office in the role, with David Whatley becoming Audit Committee Vice Chair and Chair of the Capital and Estates Committee

Liz Sedgley returned to the meeting.

4.2b Governance Self-Assessment against the AoC Code

Submitted: Report circulated in meeting papers

Presented by Debbie Corcoran (Director of Governance)

Members noted that at their 30th September 2024 meeting, Search and Governance Committee had considered an analysis of the Board's self-assessment of its behaviours and practice against the new AoC Code of Governance, which had been completed ahead of and at the 2022/23 May Awaydays.

Alongside this, the Committee had also considered a desk review against the AoC Code, completed by the Director of Governance. The Board's own self-assessment, outcomes from the workshop and the desk review had been brought together into a single analysis and document – with recommendations for actions for improvement shared and endorsed by Search and Governance Committee. The recommendations were noted to be minor in nature.

The possible actions to support continuous improvement in governance had been considered by the Committee, with additions and refinements also made by Committee members in the meeting. The analysis, desk review and recommendations for improvement supported by Search and Governance Committee were all actively considered and supported by the Board.

The Board shared their view that the governance self-assessment against the Code had been a rigorous and thorough exercise, and resulted in an evidenced view of areas for development in governance that should be considered and included in the Governance Development Plan (GDP). The Board recognised the value of the additional and detailed scrutiny by Search and Governance Committee.

Resolved: That the Board approve the governance self-assessment against the Code, and approve the resulting actions for further improvement being included and progressed through the Governance Development Plan (GDP)

4.2c Triple A Report

Submitted: Report circulated in meeting papers

Presented by Phil Wilkinson (Chair of Search and Governance Committee)

The Triple A report considered related to the Search and Governance Committee meeting on 30th September 2024, with the Committee Chair (Phil Wilkinson) summarising the points against 'assure' and 'advise' – there were no 'alerts'. A Triple A was not yet available from the Capital and Estates Committee meeting of 7th October 2024, however for efficiency, Board considered and approved the Committee's recommended changes to their terms of reference.

Resolved: That the Board receive and note the Triple A report, and approve the recommended revised terms of reference for the Capital and Estates Committee, and renaming to the Capital Estates and Sustainability Committee

4.3 Annual Reports

Submitted: Report circulated in meeting papers

Presented by David Rothwell (Deputy Principal – Finance and Resources) and Claire Jarvis (Assistant Principal – Finance and HR)

	<p>The Board considered and approved the 2023/24 Health and Safety Annual Report, noting the assurance within it that the College continues to operate in accordance with the approved Health and Safety Policy, and is meeting its legal responsibilities and ensuring a safe working environment for learners, employees and others across the College Group.</p> <p><u>Resolved:</u> That the Board receive and approve the 2023/24 Health and Safety Annual Report</p> <p>The Board also received and considered the 2023/24 Annual Complaints Report. It was noted that all complaints have been investigated in accordance with the Complaints Policy and Procedure, with 3 remaining open but close to resolution. Members considered the analysis of trends and areas of complaints, and noted that there are no strong emerging themes, and that if any relate to a particular curriculum area how this is considered in quality improvement and/or curriculum development.</p> <p><u>Resolved:</u> That the Board receive and note the 2023/24 Annual Complaints Report</p> <p><u>4.4 Policies Requiring Board approval</u> <i>Submitted: Report circulated in meeting papers</i> <i>Presented by Leyanne Fitzmaurice (Assistant Principal – Student Experience and Support)</i></p> <p>Members had received the request to approve a revised Safeguarding Children and Vulnerable Adults Policy and Procedure, sharing questions with the Director of Governance ahead of the meeting. In line with these, the policy was approved subject to the DSL not being referred to by name in the policy, but by role, to support ongoing currency.</p> <p><u>Resolved:</u> That the Board receive and approve the Safeguarding Children and Vulnerable Adults Policy and Procedure, subject to one change</p>
<p>Item 3.</p>	<p><u>Any Other Business</u></p> <p><i>Steve Campbell and David Whatley left the meeting.</i></p> <p>The Board agreed as the sponsor of the Pendle Education Trust (PET), that they will consider through a written resolution a request just received from the PET for changes to membership and appointments.</p> <p><i>Steve Campbell and David Whatley returned to the meeting.</i></p> <p>Helen Curtis (Corporation Vice Chair) led the review of reflections against the meeting, and key risks emerging. Reflections:</p> <ul style="list-style-type: none"> • Presentations were focused and clear on key areas for Board consideration • Challenges and key risks were clearly set out and transparently discussed • Search and Governance Committee, very thorough and rigorous approach in place giving significant assurance • Outstanding achievement results and continued focus of 'We never stop at good enough' to deliver on high and stretching ambitions for all our learners <p>Key risks:</p>

- | | |
|--|--|
| | <ul style="list-style-type: none">• Impact and strong outcomes in areas for improvement, risks being actively mitigated• Risks and opportunities on recruitment and changes in enrolment patterns are clear and being managed |
|--|--|

There were no items of any other business, and the meeting was closed.

Debbie Corcoran
Director of Governance

Signed as an accurate record by the Chair of Corporation



Name: Phil Wilkinson
Date: 16 December 2024