

## FURTHER EDUCATION CORPORATION MEETINGS 2023/24

### MINUTES OF THE FURTHER EDUCATION CORPORATION MEETING

Held at 3.30pm-4pm, Monday 16<sup>th</sup> September 2023

The Crow Wood Hotel in Burnley (BB12 0RT)

**Board Members present:** Phil Wilkinson (Chair), Steve Campbell, Zulfi Khan, Liz Sedgley, Nadeem Rashid, Chris Kenyon, Melissa Conlon, Helen Curtis, Gillian Sharples (Staff Governor) and Tom Gee (Staff Governor)

**In attendance:** David Rothwell (Deputy Principal – Finance and Resources)  
Tracey Baron (Deputy Principal – Quality and Curriculum)  
Debbie Corcoran (Director of Governance)  
Joanne Platt (AoC external governance reviewer) observing

<p><b>Item 1.</b></p>	<p><b><u>1.1 Welcome and apologies for absence</u></b></p> <p>Phil Wilkinson (Chair of the Corporation) welcomed everyone to the meeting – in particular Chris Kenyon and Melissa Conlon as this was their first meeting as new Board members, and Joanne Platt as an observer in her role as the AoC’s external governance reviewer of the College. Apologies were received from the following Board members: Lisa O’Loughlin (Principal and CEO), Gemma Marsh, Chris Smith and David Whatley</p> <p>The Chair acknowledged that the meeting had been organised outside of the planned meeting schedule, and would therefore not receive previous Board minutes for approval today. The unapproved minutes from the 3<sup>rd</sup> July 2023 Corporation meeting will be shared at the first Board meeting planned for the 2023/24 year on 16<sup>th</sup> October 2023.</p> <p><b><u>1.2 Declarations of Interest</u></b></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. Board noted that should there be consideration of all staff pay award, Gill Sharples (Staff Governor) would step out of the meeting given her representative union role.</p> <p><b><u>1.3 Matters Arising</u></b> <i>Verbal item</i></p> <p>There were 2 matters arising.</p>
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The Chair and Board shared their very best wishes and thoughts with Lisa O’Loughlin (Principal and CEO) who was absent today due to beginning medical treatment, and thanked the Deputy Principals for joining the meeting as senior leaders in the College Group. The whole Board expressed their support and hope that Lisa will be with us ‘in the room’ again soon, and for a full and speedy recovery.

**Resolved: That the Board share their very best wishes with Lisa O’Loughlin (Principal and CEO) and ongoing support for her, during her medical treatment**

David Rothwell (Deputy Principal) and Debbie Corcoran (Director of Governance) updated the Board in respects of the construction project to remodel existing space at Accrington and Rossendale College to provide a new business engagement hub and circulation space. Oversight and update on the project had been provided through various reports to the Board, and additional oversight provided through the Capital and Estates Committee.

Members had been updated at the 3<sup>rd</sup> July Board of Corporation meeting, that given the challenging design finalisation process, the complexity of the project and a resulting delay in timescales, Chairs action had been taken to issue a limited letter of intent to Pearson Fraser, for onwards submission to Seddon Construction, the contractor identified for the project following a procurement and tender exercise in line with the College’s regulations. The letter of intent had allowed Seddon’s to commence strip out works/place orders for long lead in materials etc up to an agreed financial limit. During the period of time covered and allowed by this letter of intent, as confirmed at the July Board meeting, the Principal, Deputy Principal and College team had worked with Pearson Fraser to finalise the design detailing for the project and draw together a full contract document and cost summary, allowing for the final programme cost to now be confirmed to the Board for approval. Assurance was provided by the Deputy Principal that the total cost of the works confirmed today (£2,209,823 exc.VAT) is in line with the allowance made for the project and the overall programme within the Strategic Investment Reserve (SIR) approved by the Board.

Following due consideration, the following was resolved.

**Resolved: That the Board of Corporation:**

- **Approve the appointment of Seddon’s at a total cost of £2,209,823 exc. VAT as the contractor for the construction project to remodel existing space at Accrington and Rossendale College to provide a new business engagement hub and circulation space**
- **Approve the application of the College Seal, and necessary signatures, to the resulting contract in relation to the above**

**Item 2.**

**Resolutions from the Awayday**

*Verbal item*

The Director of Governance shared a summary of resolutions and actions agreed in the Board Awayday held today, for the written record:

- i) Board members will be invited to join the Capital and Estates Committee meeting on 2 Oct 2023 for the Public Sector Decarbonisation Scheme (PSDS) item, to enable further insight ahead of the matter returning to the October Board meeting for decision
- ii) The draft Key Performance Indicators (KPIs) shared at the awayday will be further refined, with the Board approving that there will be a framework of both a) ‘Business as Usual’ (BAU) KPIs, and b) Strategy Implementation KPIs. At the October Corporation meeting, the Board will receive BAU KPIs for final approval (including 2022/23 out-turn and 2023/24 BAU targets)

	<p>iii) The College Group’s Risk Register will be reviewed to include risks related to the 2030 Strategic Plan, and consider if risks related to devolution and subcontracting are explicit and comprehensive</p> <p>The Deputy Principal indicated he would like Board consideration of matters in relation to a 2023/24 pay award, and given this, Gill Sharples (Staff Governor) stepped out of the meeting, as she had done in the Awayday for discussions related.</p> <p><i>Gill Sharples (Staff Governor) left the meeting.</i></p> <p>The Deputy Principal asked that Board consider approving a negotiation framework and parameters to support local negotiations on a staff pay award, and a recommendation then returning back to the Board for approval. The Board reflected that this approach had been taken in the prior year and had been effective, balancing the need to progress discussions but with Board retaining control of, and responsibility for, decision-making. The Deputy Principal recommended that should this approach be taken again, that Board approve a negotiating position of up to 6.5%, given that, as explained in the Awayday, the understanding was that the AoC would advise Colleges to aim to make a pay award of up to 6.5%. The Board acknowledged that the College’s approach to-date had always been where possible to meet the AoC’s recommendation, and supported the position, while remaining clear that their final decision on any award would need to fully consider and reflect affordability and sustainability in the College’s context.</p> <p><b>Resolved: That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>approve a recommended negotiating position in local pay negotiations of an award of up to 6.5%, in line with the AoC’s likely recommended position</b></li> <li>• <b>will receive a recommendation on pay award at a future meeting, and while seeking to align to recommendations from the AoC, their final decision will consider affordability and sustainability in the context of the College’s current and forward financial position</b></li> </ul>
<p><b>Item 3.</b></p>	<p><b><u>Governance Report - Membership</u></b></p> <p><i>Submitted: Report (circulated in meeting papers)</i></p> <p>Following due consideration of performance and attendance information provided, the following was resolved:</p> <p><b>Resolved: That the Board receive the Governance Report and approve a further term of office for:</b></p> <ul style="list-style-type: none"> <li>• <b>Gemma Marsh (Board member), of 3 years, ending 30 September 2026</b></li> <li>• <b>Tom Gee (Staff Governor), of 1 year, ending 30 September 2024</b></li> <li>• <b>Peter Nangan (Co-opted Committee member of Quality and Standards Committee), of 3 years, ending 30 September 2026</b></li> </ul>
<p><b>Item 4.</b></p>	<p><b><u>Any Other Business</u></b></p> <p><i>Verbal item</i></p> <p>The Chair and Board shared a vote of thanks to Nadeem Rashid, who would be retiring from the Board today, after 10 years of service. Nadeem’s input and expertise had helped support the College Group through 2 mergers and had most recently supported the recruitment of our new Principal. Development of our legal and professional services curriculum offer had been informed by Nadeem’s insight into the legal profession, and his support for students wishing to consider a legal career had been considerable. Members thanked Nadeem for his valuable contribution to the Board and to many</p>

	<p>Committees during his time with us and wished him the very best for life outside of College.</p>
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The Chair thanked the Corporation and senior team for their contributions to both the meeting, and broader Awayday, 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<sup>th</sup> October 2023