

**MINUTES OF A MEETING OF THE CORPORATION BOARD**  
**HELD ON 19 SEPTEMBER 2017, 5.00PM**  
**IN THE BOARDROOM, BISPHAM CAMPUS**  
**ASHFIELD ROAD, BISPHAM, BLACKPOOL, FY2 0HB**

**Members' attendance record:**

		19 Sep 2017	24 Oct 2017	5 Dec 2017	6 Feb 2018	13 Mar 2018	24 Apr 2018	5 Jun 2018	10 Jul 2018
Alan Cavill	Independent Member, Chair	✓							
Helen Broughton MBE	Independent Member	✓							
Neil Farley	Independent Member, Vice Chair	✓							
Kenny Gilmour	Independent Member	✓							
Peter Greenall	Staff Member	✓							
Colleen McLaughlin	Staff Member	✓							
Judith Mills	Independent Member	✓							
Lorraine Moffat	Independent Member	✓							
Anne Parmley	Independent Member, Vice Chair	A							
Bev Robinson OBE	Principal and Chief Executive	✓							
Kate Shane	Independent Member	✓							
Kirsty-Ann Smith	Student Member	✓							
Aaron Winstanley	Student Member	✓							

*Key: ✓ attended | A apologies sent and accepted | ✗ did not attend | --- not in post at the date of the meeting*

**In attendance:**

Paul Howard, PDH Advisory Limited (Clerk to the Corporation)  
Cheryl Dunn, Vice-Principal for HE and Student Enhancement  
Simon Hughes, Vice-Principal for Quality and Curriculum  
Tim Lemon, Executive Director of Commercial Strategy  
Robby Ryan, Chief Operating Officer  
Stuart Crane, Director of Estates (for item 2809 only)  
Michelle Grayrigge, Director of Human Resources (for items 2809 and 2810 only)  
Judith Poole, Head of Student Support and Wellbeing (for item 2809 only)  
Pam Reynolds, Sustainability Manager (for item 2809 only)  
Joanne Shepherd, Health and Safety Manager (for item 2809 only)

**2797 Chair and quorum**

Alan Cavill took the chair and noted that due notice had been given to all members and that a quorum was present. Accordingly, he declared the meeting duly convened and constituted.

**2798 Apologies for absence**

Apologies for absence were received from and accepted for A Parmley.

**2799 Declarations of interest**

No opening declarations of interest were received.

**2800 Minutes of the previous meeting**

The minutes and confidential minutes of the previous meeting held on 4 July 2017 were agreed as a true and accurate record and were signed by the Chair.

Confirmation was provided that all actions scheduled for completion on the action tracking sheet had been completed within time, with the exception of the action relating to minute reference 2762. The Vice-Principal for Quality and Curriculum advised that further information is expected from Ofsted in the near future and the Board agreed that the aide-memoire should only be circulated once this detail has been received.

**2801 Principal and Chief Executive's Report**

The Principal and Chief Executive presented her regular report which covered the following key areas:

- National Student Survey
- New management forum appointments
- Staffing
- Board Member insurance
- Other updates and developments

The Principal and Chief Executive introduced Tim Lemon, who had recently taken up post as Executive Director of Commercial Strategy.

The Corporation Board received the report and note the content.

**2802 Period 12 draft year-end position 2016-17**

The Chief Operating Officer presented a report which had been circulated with the agenda to update members on the draft year-end position for 2016-17. He noted that the numbers provided within the report relate to management account information and would differ from the final statutory accounts as a result of accounting adjustments. Notwithstanding, confirmation was provided that the

college had delivered a strong performance for the year. In response to a question from K Gilmour, the Chief Operating Officer provided an overview of the in-year performance monitoring that takes place.

The Corporation Board received the report and note the content.

**2803 Student sign-up update**

The Executive Director of Commercial Strategy tabled a summary of student sign up progress by funding source as at 19 September 2017, and confirmed that the sign-up window had been extended to 30 September 2017 in order to maximise recruitment potential.

The Board discussed each of the areas and note was made that some of the areas have a year-round recruitment window. Particular note was made of the fact that apprenticeship recruitment is not aligned to the academic year.

The Executive Director of Commercial Strategy highlighted the success of the improved sign-up process, which had resulted in significant improvements in waiting times.

The Corporation Board received the report and noted the content.

**2804 Confidential item**

The Corporation Board directed that this item be minuted confidentially.

**2805 Confidential item**

The Corporation Board directed that this item be minuted confidentially.

**2806 Board self-assessment 2016-17**

The Chair presented a report which had been circulated with the agenda to summarise the responses to the self-assessment exercise that had been undertaken over the summer period, and a discussion was held on the content.

The Corporation Board received the report and noted the content.

**2807 Summary of complaints and compliments 2016-17**

The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to provide a summary of the complaints and compliments received during the 2016-17 academic year. The Board debated the content and particular note was made of the fact that the number of complaints had reduced and the number of compliments had increased in comparison with the previous year.

The Corporation Board received the report and noted the content.

**2808 Risk management report 2016-17**

The Chief Operating Officer presented a report which had been circulated with the agenda to present the risk register and a summary of the changes that have occurred since the last report to the Board.

The Corporation Board received the report and noted the content.

**2809 Report on statutory areas 2016-17**

*The Director of Estates, Director of Human Resources, Head of Student Support and Wellbeing, Health and Safety Manager and Sustainability Manager joined the meeting.*

**(a) Health and Safety annual report 2016-17**

The Director of Estates presented a report which had been circulated with the agenda to inform the Board of progress against key health and safety metrics and to provide an update on associated matters.

In response to a question from N Farley, the Health and Safety Manager advised that a new format of annual health and safety refresher training would be launched in October 2017.

**(b) Environmental and sustainability annual report 2016-17**

The Director of Estates presented a report which summarised the Corporation's performance against key environmental and sustainability metrics.

In response to a question from K Gilmour, the Sustainability Manager advised that campaigns are undertaken to promote awareness of energy saving, and that opportunities are taken to design energy saving into buildings, such as air conditioning which automatically switches off after a set period. With regard to energy saving campaigns, N Farley suggested that consideration be given to quantifying savings where possible in terms of cost so that the results are meaningful to staff and easy to understand.

In response to a question from J Mills, the Sustainability Manager advised that carbon footprints do not form part of the Corporation's procurement decisions, but that the use of local suppliers where possible will naturally have a positive impact on the overall carbon footprint.

**(c) Equality, diversity and wellbeing annual report 2016-17**

The Head of Student Support and Wellbeing presented a report which demonstrated strong performance against key metrics related to equality, diversity and wellbeing. The Board reviewed the report and were reassured by the content.

**(d) Safeguarding annual report 2016-17**

The Head of Student Support and Wellbeing presented the safeguarding annual report for 2016-17. Continued strong performance in this area was noted and commended.

The Corporation Board received and noted all reports on statutory areas for 2016-17.

*The Director of Estates, Head of Student Support and Wellbeing, Health and Safety Manager and Sustainability Manager left the meeting.*

**2810 HR annual report 2016-17**

The Director of Human Resources presented the annual human resources report for 2016-17, and particular note was made of the various initiatives that had been introduced. The Principal and Chief Executive highlighted the leadership provided by the Director of Human Resources and the Board congratulated her on a very successful year.

In response to a request from H Broughton, the Director of Human Resources agreed to share the Wellbeing Strategy with the Board for information.

**ACTION: Director of Human Resources**

In response to a further question from H Broughton, confirmation was provided that key performance indicators are in place across the HR portfolio.

The Corporation Board received the report and noted the content.

*The Director of Human Resources left the meeting.*

**2811 Board members' forum**

Board members provided an overview of their activities since the last meeting.

**2812 Date, time and venue of next meeting**

The next meeting of the Corporation Board will be held on 24 October 2017, 5.00pm, on the University Centre campus.

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Chair

Date: \_\_\_\_\_