

**WIGAN AND LEIGH COLLEGE: GOVERNING BOARD**

**MEETING OF GOVERNING BOARD**

**TIME/DATE** 5.00pm, TUESDAY 7<sup>th</sup> JULY 2020

**VENUE** GATEWAY CONFERENCE ROOM, PARSONS WALK, WIGAN

**ATTENDANCE:**

Independent Governors:

Ann Harrison (Chair)  
Kath Causey  
Diane Brennan (via video)  
Andrea Ferguson  
Mike Ferraby (via video)  
Susan Loudon  
Susan Spibey (via video)  
Jenny Bullen  
Gill Edwards (via video)  
David McDonald  
*Alison Chambers*

Principal:

Anna Dawe

Staff Governor:

Rebecca Armstrong  
Jen Cockram (via video)

Student Governors:

*Rachel Coombs*  
*Kodie Anderson*

Clerk to the Governing Board:

Robert Smith (via video)

Vice Principal, Curriculum:

Claire Foreman (via video)

Vice Principal, Corporate Services:

Louise Brown

Finance Director:

Steve Scott (via video)

Assistant Principal, IT, MIS and Subcontracting:

Dave Harrison

Guest (for Part 2):

Matthew Hirst, Fusion (via video)

*Italics denotes absence*

## **PART 1 MINUTES**

<b>Item</b>		<b>The meeting opened at 5.10pm and was quorate with at least 7 members present.</b>
<b>1</b>	<b>GB/20/07/049</b>	<b>APOLOGIES</b>  The Chair opened the meeting by thanking the Principal, the Executive Team, the staff and students for their hard work and perseverance in getting the college re-opened after the recent lockdown.  Apologies for absence were received from Alison Chambers and Rachel Coombs. It was also noted that Diane Brennan, Mike Ferraby, Susan Spibey, Jen Cockram, the Clerk, the Finance Director and the Vice Principal, Curriculum were in attendance via remote video conferencing (Microsoft Teams).  The Clerk advised that, due to additional work pressures resulting from the Covid-19 crisis, Janet Minto had resigned from the Governing Board. It was noted that both the Chair and the Clerk had written to Mrs Minto to thank her for her contributions and to wish her well in meeting current challenges.

2	GB/20/07/050	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no declarations of interest.</p>
3	GB/20/07/051	<p><b>INSTRUMENT &amp; ARTICLES OF GOVERNMENT: ONLINE CONFERENCING FACILITIES</b></p> <p>The Clerk reminded members that, due to the Covid-19 lockdown by government in March 2020, the planned Governing Board meeting on 24<sup>th</sup> March 2020 had to be cancelled and members had agreed to decision-making being carried out by the Chair of the Governing Board under Chairs' Action arrangements covered by the Board's Standing Orders. It was noted that a number of Chairs' Meetings had been held online during the lockdown for the purpose of the Chair seeking additional advice from committee chairs, and to enable further reporting by the Principal and others to keep members informed of operational and strategic developments.</p> <p>The Clerk highlighted that this approach had been adopted because the Instrument &amp; Articles of Government specifically forbid formal decision-making through online conferencing facilities except for specific arrangements for the remote attendance by a small number of members in circumstances laid out in the document. It was agreed that, given the new circumstances presented by the Covid-19 crisis, it had become clear that greater flexibility was now required should similar challenges occur in the future. The Clerk suggested that, whilst the current restrictions on remote attendance should remain in normal circumstances, wider arrangements should be approved for emergency situations, particularly where these led to college buildings being closed or large numbers of governors being unable to attend meetings due to exceptional situations.</p> <p>In order to allow this change to be made, the Clerk recommended that the following changes (highlighted in <b>bold</b>) be applied to Clause 1.g. of the Instrument of Government:</p> <p>"meeting" includes a meeting at which one or more of the members <b>or officers</b> attending participate by means of remote video conferencing facilities or similar communications equipment whereby all persons participating in the meeting can see and hear each other. Participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and, subject to this Instrument, <b>members</b> shall be entitled to vote and be counted in a quorum accordingly. Remote attendance through electronic visual and audio conferencing software should only be allowed in the following circumstances:</p> <ol style="list-style-type: none"> <li>i. Where there is urgent and important business to be conducted and a quorum would not be possible without one or more members attending remotely; or</li> <li>ii. Where advice or guidance is required from a specific individual governor <b>or officer</b> for a particular matter under consideration, and that governor <b>or officer</b> is unable to attend in person; and</li> <li>iii. That, <b>subject to the exception laid out under (iv) below</b>, at least 60% of the quorum for the meeting is attending in person; and</li> <li>iv. <b>In exceptional circumstances, such as during the closure of college buildings, or where large numbers of members or officers are unable to attend in person due to clearly unavoidable circumstances, the Chair of the Governing Board or the Vice-Chair of the Governing Board may approve holding entire Board or committee meetings via online video conferencing facilities or allow remote attendance of members where restrictions (i) and (ii) above would normally apply. In these circumstances, remote attendance will be regarded as attendance in</b></li> </ol>

		<p><b>person for the purpose of forming a quorum and for allowing formal and legitimate decision-making.</b></p> <p>It was noted that the members attending the current meeting remotely would not be regarded as in full attendance unless that was approved by the Chair under the proposed Sub-Clause 1.g (iv) and that the Chair’s approval was sought to address this. It was also noted that the remote attendance by members of the Executive Team and the Clerk was provided for under the proposed Sub-Clause 1.g (ii). The Clerk advised that provisional plans had been put in place to hold an additional Resources Committee meeting in August. Again, it was noted that the Chair’s approval was required in order to hold this meeting via online video conferencing</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. That the proposed changes to the Instrument &amp; Articles of Government be approved;</li> <li>ii. That the Instrument &amp; Articles of Government be regarded as having been subject to review under the Scheme of Delegation periodic review arrangements;</li> <li>iii. That the Chair of the Governing Board approves the remote attendance of those members and officers joining the current meeting via online teleconferencing facilities due to the exceptional circumstances presented by the Covid-19 crisis; and</li> <li>iv. That the Chair of the Governing Board approves the holding of an additional Resources Committee meeting in August 2020 via online video conferencing.</li> </ul>
4	GB/20/07/052	<p><b>PART 1 MINUTES OF THE GOVERNING BOARD MEETING HELD ON 10<sup>TH</sup> DECEMBER 2019</b></p> <p>The minutes were approved as a correct record for signature by the Chair.</p>
5	GB/20/07/053	<p><b>MATTERS ARISING</b></p> <p>The Chair advised that the one item on the Action Sheet was not due for completion until the Autumn Term.</p>
6	GB/20/07/054	<p><b>COVID-19 DECISION-MAKING: RATIFICATION</b></p> <p>The Clerk reminded members that decision-making during the Covid-19 lockdown had been delegated to the Chair under provisions within the Standing Orders (Chair’s Action). It was noted that the Chair had taken a number of decisions during this period and had sought advice from committee chairs, the Principal and the Clerk where required, including during a number of online Chairs’ Meetings. It was also noted that the Chair had approved the planned committee meetings during June 2020 being held via online video conferencing facilities to enable the Governing Board business to continue during the lockdown.</p> <p>The Clerk explained that, as a matter of good practice, it was recommended that the decisions taken by the Chair be reviewed by the Governing Board with a view to providing further formal and retrospective approval of those decisions. He further explained that it was also recommended that the Governing Board allow the online business of the Audit Committee, Resources Committee and Curriculum &amp; Student Matters Committee during this time to be formalised in order that the minutes of those meetings could then form part of the public record of the Governing Board’s annual business cycle.</p> <p>The Clerk advised that the following decisions were taken by the Chair as a result of the cancellation of the planned Board meeting on 24<sup>th</sup> March 2020. It was noted that the planned reports for this meeting were circulated to all members who were invited to comment:</p>

- Approval of the college's Fees Policy
- Approval of the Safeguarding Child Protection and Early Help Policy
- Approval of the Prevent Strategy
- Approval of the Safeguarding Vulnerable Adults Policy
- Approval of the Staff Grievance Procedure
- Approval of the Staff Disciplinary Procedure
- Approval of changes to the Clerk's working arrangements and salary.

The Clerk commented that the papers circulated in March in relation to the final item in this list did not provide specific detail of the related recommendations for that agenda item. He suggested that members should discuss this in more detail as 'any other business' under the Part 2 agenda for this meeting.

The Clerk also advised that the following decisions were taken by the Chair as a result of matters discussed during online Chairs' Meetings or during online meetings with the Principal and the Clerk:

- To continue negotiations in relation to the potential lease of the Rushton Building.
- To hold the June 2020 committee meetings via video conferencing facilities.
- To postpone two internal audits planned to take place during the lockdown period to a future date to be agreed.
- To make recommendations to the Audit Committee in relation to the 2020/21 Internal Audit Plan.
- To re-open the college in line with government recommendations and guidelines from 15<sup>th</sup> June 2020.
- To approve the college risk assessment relating to re-opening of the college and the associated staff guidance document.
- To authorise the Principal to complete a capital funding application relating to the potential use of the Rushton Building.
- To join a Greater Manchester Colleges Group bid under the match-funded College Collaboration Fund aimed at developing online / virtual learning.

In addition, the Clerk advised that the following decision was taken by the Chair in line with previously agreed delegation arrangements relating to progressing plans for capital projects; in this case the Leigh Digital Academy Project:

- Appointment of Greenmount Projects Ltd as the main contractor for delivery of the Leigh Digital Academy Project, following completion of a formal tender process by the college.

Members noted that further decisions had been taken by the Audit Committee, Resources Committee and Curriculum & Student Matters Committee during online teleconferencing meetings in June. It was also noted that these decisions were detailed within the minutes of those meetings, which had been circulated with the papers for the current meeting.

**RESOLVED:**

- i. That the decisions taken by the Chair of the Governing Board under the agreed Chairs' Action arrangements and as detailed above be formally and retrospectively approved;
- ii. That the decisions taken by committees during informal online meetings during June 2020 be formally and retrospectively approved; and
- iii. That the minutes of the online committee meetings be formally accepted for inclusion in the public record of the Governing Board's business cycle for 2019/20.

7	GB/20/07/055	<p><b>PRINCIPAL'S UPDATE</b></p> <p><u>Quality</u></p> <p>7.1</p> <p>The Principal provided an update on strategic developments and highlighted the significant impact of the Covid-19 crisis on the college's operations. She reported that Ofsted inspections had been cancelled in the current year due to the crisis but were expected to resume at the start of the next academic year. It was noted that no performance data would be nationally published in the current year as a result of lockdown closures, although the Principal confirmed that the college would still produce this data for the purposes of its own self-assessment. Members were pleased to receive confirmation that 16-18 funding and 19+ classroom based funding were both guaranteed by the Education &amp; Skills Funding Agency (ESFA) for 2019/20, regardless of actual recruitment and delivery. However, it was also noted that Apprenticeship funding would be impacted by significant reductions in the recruitment of apprentices and a high number of redundancies during the crisis.</p> <p>Members discussed curriculum planning for 2020/21 and acknowledged that this would be extremely challenging due to significant uncertainties relating to the Covid-19 situation. The Principal explained that planning would be very difficult due to the range of possible scenarios relating to social distancing and other measures to tackle the spread of the virus. The Principal also highlighted difficulties in completing some current year students, changes in qualifications and skills acquisition as further concerns that would impact on planning for the start of 2020/21. Members also discussed the expected delivery model for 2020/21 and noted that this would vary depending on the nature and level of courses. The Principal gave examples of the variety of approaches, including delivering BTECs with a blend of online and face-to-face learning, delivering adult courses in evenings only, delivering Level 1 and Level 2 courses face-to-face, and the same face-to-face approach for Higher Education.</p> <p>The Principal reported that attendance data was better than expected with up to 75-80% online engagement during the lockdown. She also outlined areas where attendance had been affected, including those students who had 'switched off' after confirmation that a grade would be allocated, and some Level 1 students with poor digital access. Members noted that the significant majority of students would achieve with awards being made on predictions, although around 500 students would need to undertake more assessments or complete further practical sessions. The Principal advised that college staff would continue to work throughout the summer period to try to complete these students before the start of the next academic year so that students could progress as planned onto further courses or leave college to start work. She commented that the staff should be acknowledged for the commitment shown to work during the summer and for their superb level of support for the college's students.</p> <p>Members discussed curriculum planning in further detail and noted that the college had produced three versions of student timetabling to cater for the Covid-19 uncertainties. The Principal highlighted a number of challenges, including the need to support school leavers in subject-matter they would have missed due to school closures. It was acknowledged that this would be a particular challenge for students who had not passed GCSEs in Maths and English as they would have received no teaching in these subjects for over six months by the start of the next academic year and that this would make further progress more challenging. The Principal also highlighted finding work placements as a significant challenge, especially as many workplaces would still have different work practices in place, such as working from home. It was noted that work placement activity would need to be prioritised, with the main focus on mandatory placements.</p> <p>The Principal provided a summary of the approaches used to continue teaching and learning during the lockdown and commended staff for their prompt and effective shift</p>
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		<p>Association of Colleges was in discussions with the ESFA to try to secure flexibility in the lagged funding arrangements for 2020/21.</p> <p>The Principal outlined recent activity within Estates and it was noted that all campuses had now been adapted to cater for Covid-19 mitigation measures. It was also noted that, in addition to securing its bid for the Rushton Building and progressing the Digital Academy, a capital bid had also been submitted for T Level funding.</p> <p>Members discussed the current enrolment position and were pleased to learn that 16-18 applications were ahead of the same time in the previous year. They also noted that apprenticeship applications had increased but a significant proportion would need to transfer to study programmes due to low activity levels in apprenticeships. The Principal advised that the enrolment of progression students was underway, as well as adult enrolment, which would continue throughout the summer period. Members were pleased to learn that the devolved AEB budget had been confirmed as the full expected allocation and noted that the position on the national AEB funding was yet to be confirmed. The Principal also advised that HE enrolment had commenced and would also continue throughout the summer.</p> <p>The Principal paid tribute to the exceptional response from staff to the Covid-19 challenges, both in terms of the flexibility to quickly change delivery approaches and staff willingness to come into college throughout the summer to support those students who had outstanding activity to cover in order to successfully complete their courses. She explained that the learning from the approaches adopted during the lockdown would be captured and used to review future implications for home working. Members were pleased to learn about the extensive range of staff engagement and wellbeing activity, including quizzes, sharing recipes, fundraising and fitness activities. The Principal commented that the whole staff had stepped up to the challenge in a very impressive manner and advised that maintaining job security for the staff would be a high priority for the college during forthcoming and continuing Covid-19 challenges.</p> <p>Members congratulated the Principal, the Executive Team and all the staff for the way in which college activity had continued during the lockdown and for the arrangements put in place to re-open. They commented that the response of both staff and students clearly indicated that the college maintained a highly motivated and positive culture. The Principal was asked whether it would be practical to deliver HE courses on a 100% face-to-face basis, given that many universities had announced that they would be delivering courses entirely online. The Principal responded that the college's main priority was to keep students safe but, given the types of HE courses delivered, face-to-face delivery would be very important. She outlined a number of mitigation measures that would be in place, including the use of 'group bubbles', planned access to canteen facilities and strict social distancing.</p> <p>The Chair of Resources Committee commented that the additional cost to deliver to unfunded learners under lagged funding arrangements was a significant concern, as were the potential additional staffing costs that may be required should smaller class sizes be required. She asked whether there had been any update since the committee's last meeting. The Principal responded that there had been no update on lagged funding and confirmed that college's budgeting would assume that no flexibility would be offered. In relation to staffing costs, the Principal advised that the cost of five additional staff had been added to the budget, but cautioned that this may need to be significantly higher should current social distancing requirements remain in place.</p>
<b>8</b>	<b>GB/20/07/056</b>	<p><b>BUDGET 2020/21 &amp; FINANCIAL PLAN TO 2021/22</b></p> <p>The Finance Director explained that the reports within the papers for this item were the college's version of the budget and Financial Plan and the ESFA version of the</p>

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		<p>same, with identical figures but in a different format. He outlined the college's financial response to the Covid-19 crisis and it was noted that significant cuts in expenditure had been applied for 2019/20 in case the crisis led to unexpected and additional financial burdens. Members noted that the cautious approach adopted by the college had led to an improved financial position and that the college was now in the process of freeing up funding for investment in the curriculum, estates and equipment. The Finance Director provided assurance that the budgeted surplus would be maintained, despite releasing investment funding. He also confirmed that this would retain financial 'good' health and compliance with banking covenants, as well as reducing pressure on the 2020/21 budget in terms of reducing required investment funding.</p> <p>Members noted that the budget for 2020/21 was more challenging than previous years, both because of the number of uncertainties during Covid-19 and the lagged funding and additional staffing risks highlighted during the Principal's Update. However, they were pleased to note that 16-18 funding would increase by around £2M in 2020/21 as a result of lagged funding from increased recruitment in the current year, although they also noted that this would be significantly off-set by reductions in apprenticeship income. The Finance Director explained that the main uncertainty, as in previous years, would be the impact of the FRS102 pension valuation adjustment. He advised that this would not be known until the end of the financial year, which meant that no mitigation response was possible in-year. He also advised that the figure used for budgeting purposes was the actual figure for the previous year. Members acknowledged that the potential impact of the adjustment could be greater due to the impact of Covid-19 on share values, although they noted that even this was uncertain.</p> <p>The Chair highlighted a significant variation in the value of accrued expenses between the 2019/20 budget and the 2019/20 re-forecast, from £500K to £1.1M. The Finance Director explained that this was due to the fact that a snapshot of actual expected invoice values was used to establish this figure. It was noted that this meant that a significant change could be caused by just a few very high value invoices being expected at the time the snapshot was taken. The Chair also asked whether the 2020/21 budgeted pay as a percentage of income of 59.8% was within benchmark expectations. The Finance Director confirmed this to be the case and advised that the generally accepted benchmark for pay costs was 65% or below.</p> <p>Members of the Resources Committee asked whether any changes had been applied to the budget or Financial Plan since the committee's meeting. The Finance Director responded that there had been no further changes, although he also commented that changes may be required when there was greater clarity in relation to the funding and recruitment position and the continuing impacts of Covid-19. It was noted that this would not result in a change to the budget, although it was likely to result in further in-year re-forecasting. It was therefore noted that the additional Resources Committee meeting planned for August would not be expected to review the budget but would simply be held to provide further assurance on the college's approach to recruitment and funding under the circumstances as they change towards the start of the new academic year.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"><li>i. That the budget for 2020/21 be approved; and</li><li>ii. That the Financial Plan to 2022 be approved.</li></ol>
<b>9</b>	<b>GB/20/07/057</b>	<p><b>AUDIT COMMITTEE – 10<sup>TH</sup> JUNE 2020</b></p> <p>The Chair of the Audit Committee presented the draft minutes of the meeting of 10<sup>th</sup> June 2020.</p> <p>In relation to the Internal Audit Plan, the Chair reported that there had been lengthy</p>

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		<p>discussions on the best way to use the Internal Audit service to provide the committee with the assurance it needed to make recommendations to the Board on the college's systems of governance and control. She advised that it had been concluded that a review of the college's response to Covid-19 and the way in which normal processes had been adapted would be more important than individual audits of random processes that would in any case be operating abnormally in the current circumstances. It was noted that the committee had concluded that the most likely area where systems of control may fail would relate to the revised Covid-19 arrangements and that this was therefore the most important area to focus audit activity. The Chair confirmed that the original Plan presented by the Internal Auditor had therefore been amended to reflect this with the addition of an extra audit of the Covid-19 response and the deletion of other proposed audits. However, she also confirmed that the committee had agreed that three of the originally proposed audits would remain in place as follows:</p> <ul style="list-style-type: none"> <li>• Subcontracting External Assurance Audit</li> <li>• Mock Funding Audit</li> <li>• Follow-Up Audit</li> </ul> <p>The Chair advised that two audits from the 2019/20 cycle had been cancelled due to the college lockdown. She also reported that the Auditor had confirmed that this would not result in the Auditor being unable to provide an unqualified opinion. However, it was noted that the changes to the 2020/21 Internal Audit Plan were likely to mean that a full opinion on the latter would not be provided.</p> <p>Members discussed the outcomes of the Student Attendance, Retention and Intervention Strategies audit and noted the conclusions that the design of controls was 'adequate' and that compliance with those controls was 'good'. It was also noted that this led to an overall conclusion that controls were 'reasonable'. Members discussed the wide range of areas covered by the audit and noted that the Internal Auditor had highlighted attendance data within his report as one of the areas that may be of concern. The Chair commented that the committee was satisfied that the college had a good understanding of and focus on the issues highlighted by the Auditor and that the two recommendations within the Progress Report were being addressed.</p> <p>In relation to the Financial Statements Audit Planning Memorandum, the Chair commented that discussions had been relatively uncontroversial as the Plan largely mirrored the approach adopted in the previous year. However, it was again noted that Covid-19 responses would impact on some of the matters being audited.</p> <p>The Chair advised that the risk register had been reviewed and that the risk intensity in many areas had increased as a result of Covid-19 uncertainties. It was noted that the risk register had been included in the Board papers to provide further detail on these changes. The Chair also advised that the Risk Management Policy had been reviewed and that a number of minor changes were recommended.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) That the Internal Audit Plan 2020/21 be approved;</li> <li>ii) That the Financial Statements 2019/20 Audit Planning Memorandum be approved; and</li> <li>iii) That proposed revisions to the Risk Management Policy be approved.</li> </ul>
10	GB/20/07/058	<p><b>CURRICULUM &amp; STUDENT MATTERS COMMITTEE – 16<sup>TH</sup> JUNE 2019</b></p> <p>The Chair presented the draft minutes of the meeting of 16<sup>th</sup> June 2020 and highlighted key topics of discussion. It was noted that the committee had received a presentation from the Higher Education curriculum area. The Chair was pleased to report that the area appeared to be making progress and the recent appointment of</p>

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		<p>new management roles appeared to be helping to deliver improvements. She also explained that the results of the external NSS student survey were expected shortly and would be reviewed in the Autumn Term. Members noted that this would help to provide evidence of whether improvements were having positive effects on the student experience.</p> <p>It was noted that the impacts of Covid-19 and the ways in which students were being supported to complete their courses had been discussed by the committee, but had also been reported earlier in this meeting during the Principal's Update. The Chair highlighted concerns raised by the committee that the introduction of T Levels would place additional burdens on staff at an already challenging time. However, it was noted that the committee had concluded that it was better to start making progress with T Levels in the coming year, rather than waiting longer and having a far larger challenge to introduce a wider range of T Levels at a later date.</p> <p>The Chair advised that the committee had reviewed the Careers Strategy and had recommended a number of minor changes. She also suggested that it may be helpful for approval of changes to the Careers Strategy to be delegated to the committee in future under the Board's Scheme of Delegation.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>i) That the proposed changes to the Careers Strategy be approved; and</li><li>ii) That future delegation to the Curriculum &amp; Student Matters Committee of approval of changes to the Careers Strategy be approved.</li></ul>
11	GB/20/07/059	<p><b>RESOURCES COMMITTEE – 11<sup>TH</sup> JUNE 2020</b></p> <p>The Chair presented the draft minutes of 11<sup>th</sup> June 2020 and reported that the committee had been very pleased to learn about the range and extent of employer engagement and wellbeing activity that was taking place during the Covid-19 lockdown. She thanked college managers for all their efforts to keep communications open with staff, to provide direct support to individual staff members and to provide a range of activities to keep staff engaged.</p> <p>The Chair advised that the committee had discussed proposals to invest the increased 2019/20 surplus in curriculum, estates and equipment, rather than maintaining the surplus to directly improve the cash position in advance of 2020/21. She explained that on balance the former approach was preferable as it would take pressure off the 2020/21 budget. It was noted that the same value would need to be spent in 2020/21 if not spent in the current year and that leaving the expenditure until then, whilst improving the cash position in the short term, would make it more challenging to produce a budget surplus in 2020/21. The Finance Director also confirmed that the expected cash position for 2020/21 was not expected to cause an issue.</p> <p>The Chair also advised that the Subcontracting Strategy for 2020/21 and the Subcontracting Fees/Charging Policy had both been reviewed and were now recommended for Board approval. She also reported that the committee had received a brief update on capital projects, although it was noted these would be discussed in more detail under the Part 2 agenda of this meeting.</p> <p>It was also noted that the Budget and Financial Plan discussed by the committee had been addressed under an earlier agenda item.</p>

		<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. That the Subcontracting Strategy and associated expenditure values for 2020/21 be approved; and</li> <li>ii. That the Subcontracting Fees / Charging Policy for 2020/21 be approved.</li> </ul>
12	GB/20/07/060	<p><b>EDUCATION INSPECTION FRAMEWORK: LEADERSHIP &amp; MANAGEMENT</b></p> <p>The Vice Principal, Curriculum provided a presentation on the new Education Inspection Framework (EIF) with particular focus on Leadership and Management and the expectations in relation to the role of governors. It was noted that the new framework focused on quality of education, behaviour and attitudes, personal development, and leadership and management. It was also noted that there had been a shift in evidence requirements with ‘intent’ now featuring as a key aspect of inspections, with an expectation that there will be evidence that the right things are being done in the right way and for the right reasons. The Vice Principal commented that this meant that it was essential for the college to know its learners and what they needed to make progress, and to put them at the centre of everything the college does.</p> <p>Members noted that the inspection methodology would also be different under the new framework, with less formality and less opportunity for the college to control the direction of the inspection. The Vice Principal explained that inspectors would pick areas and courses and deep dive for evidence by looking at delivery in depth and talking to staff and students to triangulate evidence of how well teaching and learning was being delivered. She also explained that the new approach would include an expectation that there was clear evidence that students knew more and remembered more when being interviewed by inspectors. It was also noted that the ‘intent’ of the curriculum should take account of the needs of learners, employers and the local, regional and national economy.</p> <p>The Vice Principal outlined expectations in respect of the role of governors. She summarised the key points as follows:</p> <ul style="list-style-type: none"> <li>• Understanding specific roles and carrying these out to enhance effectiveness of the provider</li> <li>• Knowing the provider and understanding its strengths and weaknesses</li> <li>• Supporting and strengthening the provider’s leadership and contributing to shaping its strategic direction</li> <li>• Ensuring the provider meets its statutory responsibilities</li> <li>• Providing challenge and holding senior leaders and managers to account for improving the quality of learning and the effectiveness of the performance management system</li> </ul> <p>The Vice Principal also outlined general expectations for Leadership &amp; Management in relation to both managers and governors. She summarised these points as follows:</p> <ul style="list-style-type: none"> <li>• What progress have you made addressing inspection and SAR actions?</li> <li>• How have you ensured that staff on all programmes and in all roles receive focused and effective personal development?</li> <li>• How do you engage with, listen to and respond to staff, students’, employers’ and other stakeholders’ views to improve the provision?</li> </ul>

**WIGAN AND LEIGH COLLEGE: GOVERNING BOARD**

		<ul style="list-style-type: none"><li>• How effective is support for staff in relation to wellbeing and workload?</li><li>• How do you know safeguarding, health and safety, and e-safety are effective?</li><li>• Do you take a critical interest in the data or just accept it at face value?</li></ul> <p>Members discussed the possible evidence that would help demonstrate that these requirements were being met, including using Link Visits to gain a better understanding of curriculum areas and the experience of staff and students. The Vice Principal gave an example of governors getting an understanding of whether staff were given the opportunity to link with relevant industry and to stay up-to-date with current industry practices. It was also noted that reviewing the outcomes of surveys also provided governors with the opportunity to gain a better understanding of the experience of staff and students.</p> <p>The Vice Principal explained the inspection expectations in relation to disadvantaged learners and those with special educational needs or disabilities (SEND). She suggested that this was an area where the college was particularly strong as a large proportion of the college's learners were in widening participation categories. The Vice Principal also advised that both safeguarding and careers advice and guidance would be key areas of focus under the new framework.</p> <p>Members asked when the college might expect an inspection to take place, given that Ofsted had recently postponed all inspections for the current academic year. The Vice Principal responded that it was likely that the college would be inspected early in 2020/21 and that this was likely to take the form of a 'monitoring visit' or a short inspection aimed at determining whether the college had maintained its 'good' judgment from the previous inspection. However, it was noted that should inspectors feel there was evidence to increase or decrease that grade judgment the visit could then be extended to a full inspection.</p>
13	GB/20/07/061	<b>LINKS VISITS REPORT</b> <p>The Vice Principal, Curriculum drew members' attention to the individual governor feedback forms attached to her report and commented that it was good to see an increase in the number of governors involved in the latest round of Link Visits. Members were pleased to see that the feedback was generally very positive and showed a theme highlighting a 'can do' attitude amongst both staff and students. They were also pleased to see that there was a recurring theme relating to improvements in the use of ILT and online resources. The Vice Principal commented that these improvements had made a significant difference to the college's ability to respond to Covid-19 when transferring teaching and learning online.</p> <p>The Vice Principal highlighted those areas where potential improvements had been identified and confirmed that the college would put in place improvement actions where required. She also asked whether guidance needed to be more specifically focused to help governors get the most out of the visits. Members responded that the main change of focus should be to ensure that the evidence sought aligned with the new inspection framework. The Vice Principal responded that the SAR Reviews provided to governors before visits would follow the inspection format and that governors could then use this to help plan specific questions or evidence they may seek during their visits.</p>

**WIGAN AND LEIGH COLLEGE: GOVERNING BOARD**

		Members commented that Link Visits were extremely useful and really helped to develop governors' understanding of curriculum areas, as well as acting as an opportunity to triangulate evidence provided to governors during committee and Board meetings.
14	GB/20/07/062	<p><b>LEAD GOVERNOR: CAREERS &amp; DESTINATIONS</b></p> <p>The Clerk explained that careers and destinations was now such an important element in the college's activities and outcomes that it would be appropriate to appoint a Lead Governor for this area in order that scrutiny and governor awareness could be further improved. He suggested that it may be helpful for the Governing Board to appoint a governor who could meet regularly with the lead manager for this activity in advance of each Board meeting, with the governor reporting back to the Board in the same way that this was done by the Lead Governor for Safeguarding.</p> <p>The Clerk also explained that he had previously had discussions with Gill Edwards, who had expressed a wish to take on additional responsibilities as a governor. He reported that he had asked Ms Edwards if she would be interested in taking on a Lead Governor role for careers and destinations and she had indicated that she would be pleased to do so. Members noted that she had also taken a significant interest in this area of activity, including providing support and guidance to the lead manager for this area following the governors' Strategic Workshop in 2019.</p> <p><b>RESOLVED:</b> That Gill Edwards be appointed Lead Governor for Careers &amp; Destinations with immediate effect.</p>
15	GB/20/07/063	<p><b>GOVERNING BOARD &amp; COMMITTEE BUSINESS CYCLE 2020/21</b></p> <p>The Clerk outlined proposed dates for the 2020/21 Business Cycle and drew members' attention to the key items of business planned for each meeting. The dates and proposed business were discussed and it was noted that the schedule of meetings followed the approach used in the previous two years. It was noted that other key dates had been included, such as Links Visits and annual HE Graduation Ceremony. An inconsistency was identified on the Links Visit date, with the Link Visit Report and the Business Cycle Report having different dates. It was agreed that the Link Visits would be held on 26<sup>th</sup> January 2021.</p> <p><b>RESOLVED:</b> That the proposed meeting dates and schedule of business be approved.</p>
16	GB/20/07/064	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no further business.</p> <p><b>Susan Spibey and Jen Cockram left the meeting at this stage of proceedings.</b></p>
		<p><b>DATE OF NEXT MEETING</b> 5.00pm Tuesday 13<sup>th</sup> October 2020</p>
		<b>Part 1 of the meeting closed at 7.20pm</b>